



Flying Operations

OPERATIONS SUPERVISION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 711 SOS/CPO
(Maj Bruce Fernald)

Certified by: 919 OG/CC
(Col Richard W. Champion)
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AFI 11-418, 1 July 2000, is supplemented as follows: This supplement describes and implements unit-specific aspects of the 919th Special Operations Wing Operations Supervision Program in accordance with AFI 11-418, *Operations Supervision*. This supplement applies to all flying personnel assigned or attached to the 711th Special Operations Squadron (711 SOS) and the 5th Special Operations Squadron (5 SOS). For clarification purposes: operations supervision for personnel assigned or attached to the active associate unit, 8th Special Operations Squadron (8 SOS), will be governed by the 16th Special Operations Wing (16 SOW) directives.

1. General. The Operations Supervisor is responsible to the 919 OG/CC for monitoring all phases of flying and for administering activities specified in AFI 11-418. The Operations Supervisor is one step below the OG/CC in the chain of supervision and has the authority to direct appropriate actions, on behalf of the OG/CC, to prevent unsafe situations and to otherwise support safe and efficient conduct of flight operations.

2. Operations Supervision:

2.2. Operations Supervisor (Ops Sup). The squadron Ops Sup must be filled by the operations officer, assistant operations officers, and the most highly qualified rated officers with proven maturity, judgment, and supervisory ability. These rated officers will be designated, in writing, by the 919th OG/CC.

2.3. Stand-by Duty Officer (SDO). SDO duties for the 919th OG are assumed by the 919th SOW Staff Duty Officer when either the 711th SOS or the 5th SOS has on-going off-station operations but no local flying operations.

3. Supervision of Flying Operations.

3.2. Minimum Supervision Requirements.

3.2.1. **(added)** During normal duty hours or on Unit Training Assembly (UTA) weekends, the squadron commander or operations officer is the primary supervisor for unit flying. The Ops Sup assumes specified duties after normal duty hours, or when specified by unit commander or operations officer to act in his or her absence.

3.2.2. **(added)** The 711th and 5th SOS Ops Sup will be on duty during hours of local flying not specified in para. 3.2.1. This normally includes nighttime flight operations, launching deploying aircraft, and whenever the 711th SOS is launching local flying lines using unmanned tower operations.

4. Responsibilities of Supervisors:

4.1.1. OG/CC will be responsible for the implementation, direction, and execution of the Ops Sup program for both the 711th SOS and 5th SOS. The OG/CC is the final approval authority for this unit supplement.

4.3. Ops Sup will:

4.3.1. Be responsible to the OG/CC for monitoring and supervising all phases of unit flying operations and will provide assistance, advice, and recommendations to aircrews, supervisors, command and control personnel and support agencies regarding the safe and efficient conduct of flight operations.

4.3.2. **(711 SOS)** Run operations related quick action checklists (QAC), in absence of manned 919 SOW command post.

4.3.2.1. **(added)** QACs will be provided by command post supervisor for Ops Sup use, and updated as required.

4.3.3. **(5th SOS)** Notify 16 SOW/AFRC Command Post as specified by locally developed checklists.

4.3.4. Run normal Ops Sup checklists such as but not limited to opening/closing or changeover.

4.3.5. Brief and assist the aircrews in every possible way.

4.3.6. **(added)** Maintain operations center log of significant events.

4.3.7. **(added)** Enforce unit go/no-go program.

4.3.7.1. **(added)** Initial, in ink, AFRC Form 9, Flight Authorization, verifying that crewmember's go/no-go status has been checked.

4.3.8. **(added)** Monitor weather.

4.3.8.1. **(added)** Recall aircraft to local area, should conditions exist which would make safe recovery of aircraft at scheduled landing times doubtful.

4.3.9. **(added)** Divert aircraft to another location should unsafe conditions exist at Duke Field/Eglin AFB which would prevent safe recovery of aircraft.

4.3.10. **(added)** Amend Flight orders.

4.3.10.1. **(added)** In case of going from two flying lines to one, mix and match crew to maximize training.

4.3.10.1.1. **(added)** Ops Sup should not increase the total number of crewmembers on any mission without valid justification (training to be accomplished, currency, etc.)

4.3.10.2. **(added)** Is authorize to change names of crewmembers, based on crewmember non-availability.

4.3.10.3. **(added)** Exceptions for amending flight orders.

4.3.10.3.1. **(added)** Ops Sup may not change the aircraft commander designation (A code) without verbal approval from commander or designated flight orders approving official.

4.3.10.3.2. **(added)** (711 SOS) Ops Sup may not add 8th SOS crewmember to 711th SOS flying line without verbal approval from commander or designated flight order approving official.

4.3.10.3.3. **(added)** (5 SOS) Ops Sup may not add 9th SOS crewmember to 5th SOS flying line without verbal approval from commander or designated flight order approving official.

4.3.10.3.4. **(added)** All amendments to flight orders must be made with concurrence of aircraft commander and verification that affected crewmembers are qualified and current to perform all duties of that mission.

4.3.10.3.5. **(added)** Ops Sup may not authorize change of pay status without verbal approval from flight order approving official.

4.3.11. **(added)** Ensure accuracy of unit AFRC Form 9, Flight Authorization (flight orders) by initialling ALL changes in ink.

4.3.12. **(added)** Assume duties of current operations when that office is unmanned (real time actions only).

4.3.13. **(added)** Authorize Additional Ground Training Periods (AGTPs) when aircrew are unable to takeoff by end of first AFTP period and training dictates mission be launched.

4.3.14. **(added)** Cancel flying line if the aircraft is not released from maintenance to the crew in time to facilitate a takeoff no later than two hours after scheduled takeoff time. The aircraft commander together with the Ops Sup may coordinate exceptions to this policy when circumstances (evaluation, customer, etc.) dictate that mission be flown with minimal flying time.

5.4. Squadron commanders/DOs ensure an Ops Sup is on duty IAW para.3.2. of this supplement.

9. Duty Hours.

9.1. Prior to beginning duty day, the Ops Sup will meet a minimum of eight hours crew rest.

9.2. The Ops Sup will arrive with ample time to accomplish the Opening/Changeover Checklist prior to the scheduled aircrew show time/brief time. The Ops Sup will be released from duty upon completion of the Closing Checklist IAW AFI 11-418, for deploying/ recovering aircraft, the Ops Sup will be in the squadron until 45 minutes after last aircraft departure or 45 minutes prior to first aircraft arrival, as applicable.

9.3. Maximum Ops Sup duty day is sixteen hours. This duty day may be extended by two hours in order to recover an aircraft that does not make scheduled landing time or to assist an in-flight emergency.

10. Duty Locations.

10.1. The 711th SOS Ops Sup primary duty location is the ops desk, room 133, Bldg 3078 at Duke Field. The alternate location is the Ops Sup vehicle.

10.2. The 5th SOS Ops Sup primary duty location is the operations complex, room 27, Bldg. 439, Eglin AFB. The alternate location is the Ops Sup vehicle.

11. Ops Sup Equipment:

11.1.1. Dedicated multi-frequency radio (UHF, VHF and/or HF/SATCOM, as appropriate) to contact airborne aircraft.

11.1.2. Telephone to contact on-call supervisors, commanders, weather facilities, and maintenance.

11.2. Appropriate local weather dissemination system.

11.3. Dedicated Ops Sup vehicle immediately available, equipped with multi-channel radio, to respond to emergencies, perform airfield inspections, assist aircrews, and other official purposes. This vehicle must have flight line clearance.

11.4. Checklists. The Operations Supervisor will maintain the following locally developed checklists:

11.4.1. Opening

11.4.2 Changeover

11.4.3. Closing

11.4.4. Emergency Divert

11.4.5. Off-DZ

11.4.6. Airdrop Malfunction

11.4.7. Controlled Jettison

11.4.8. Weather Recall

11.4.9. Antihijack

11.4.10. Aircraft Emergency

11.4.11. Aircraft Mishap

11.4.12. CONFERENCE HOTEL Procedures

11.4.13. OG/CC Notification

12. Operations Supervisor Qualifications.

12.1. All Ops Sup nominees will meet the same requirements as SOFs: they will be experienced rated officers with proven maturity, judgment, and supervisory ability. They must also be at least Basic Mission Capable in unit aircraft and medically qualified to fly, though crewmembers in DNIF status may perform Ops Sup duties.

12.2. All Ops Sups will complete the Ops Sup qualification/upgrade/continuation program. While this program is less restrictive than the SOF qualification/upgrade/continuation program, it does meet the requirements for Ops Sups and the provisions for ANG/AFRC units.

13. Currency. Ops Sup must receive annual continuation training to remain current. Any Ops Sup who goes overdue continuation training cannot perform Ops Sup duties until continuation training is accomplished.

14. Operations Supervisor Upgrade Program.

14.1. Ops Sup candidates are nominated by the unit commander or operations officer and approved by the OG/CC before entry into the upgrade program..

14.3. All upgrading Ops Sups will become familiar with airfield procedures, equipment and local support agencies, and command and control infrastructure. The upgrade program will emphasize operating procedures and support provided, specifically capabilities and limitations. Upgrade programs will include at a minimum:

14.3.1. Weather information

14.3.2. Crash/fire/rescue information

14.3.3. Base ops information

14.3.4. Command post operation

14.3.5. **(added)** Range control information, range control schedules

14.3.6. **(added)** Aerial Delivery operation

14.3.7. **(added)** Maintenance control operation

14.4. For previously qualified Ops Sups, the OG/CC may waive applicable upgrade requirements.

14.5. Upgrading Ops Sup will accomplish two separate supervised upgrade tours of duty. The first tour must be accomplished under the supervision of an Air Reserve Technician (ART) Ops Sup. The second tour accomplished under the supervision of any qualified and current Ops Sup. Supervised tours will be conducted IAW **Attachments 1 & 2** of this supplement.

14.6. The unit's Ops Sup program OPR will review completed training records, and forward AF Form 1522, **AFORMS Additional Training Accomplishment Input**, to DOTF to enter qualification into AFORMS. Additionally, the Ops Sup OPR will update the unit Ops Sup qualification letter for 919 OG/CC signature/certification.

15.2. Annual Ops Sup meeting is the usual means to accomplish continuation training. During this meeting, the OG/CC will brief Ops Sups on responsibilities, expectations, and commander perspective. Normally, annual meetings will be held during each January UTA, with backup held during February UTA. Those Ops Sups who do not attend either are non-current IAW para.13 of this supplement. The unit Ops Sup program administrator will conduct annual continuation training.

17. Ops Sup Program Administration:

17.1. The OG/CC will designate an OPR for the administration of the program.

17.2. The OPR will:

17.2.1. Develop and administer the Ops Sup initial training program.

17.2.2. Update unit Ops Sup qualification list, as required, for OG/CC signature/ certification.

17.2.3. Retain all initial qualification and continuation training records for one year.

17.2.4. Monitor Ops Sup continuation training requirements.

17.2.5. Schedule annual Ops Sup continuation training meetings.

17.2.6. Develop normal and emergency Ops Sup checklists and review/update annually.

17.2.7. Update the Ops Sup Continuity book as required.

18.1.10. Recommended Changes. Submit recommended changes to this supplement to the 711th SOS/CPO or 5th SOS/CPO in writing. Recommendations can be made via daily flight log or memorandum for record.

THOMAS M. STOGSDILL, Brig Gen, USAFR
Commander

Attachment 1

**Operations Supervisor Upgrade
1st Tour
Instructor's**

Initials

- | | |
|--|-------|
| 1. Review of AFI 11-418 and AFI 11-418 919 SOW Sup 1 | _____ |
| 2. Review of Pilot II Weather System, IWIDS, weather facilities | _____ |
| 3. UHF/VHF Radio Operation | _____ |
| 4. Hand-held radio operation | _____ |
| 5. Check of flightline drivers license | _____ |
| 6. Review of Ops Supervisor Continuity Books | _____ |
| 7. Review of Ops Supervisor procedural checklists | _____ |
| 8. Review of Quick Action Checklists (QAC) (711 th) | _____ |
| 9. Review of Homeline/Beeline reporting procedures (711 th) | _____ |
| 10. Crew check-in procedures | _____ |
| 11. Go/no-go procedures | _____ |
| 12. Transportation/travel routes to flight line, runway, FARP area | _____ |
| 13. Use of Form 2407 | _____ |
| 14. Opening/Securing building and vehicles | _____ |
| 15. Review operation and points of contact for common users and customers, e.g.,
Base Operations, Range Control, Aerial Delivery, Maintenance Control, Crash/
Fire/Rescue. | _____ |
| 16. Unmanned tower operations (711 th) | _____ |

Instructor Ops Supervisor _____ Date _____

Student _____ Date _____

Attachment 2

**Operations Supervisor Upgrade
2nd Tour (Acting Ops Sup)
Instructor's**

Initials

- 1. Demonstrate Opening Building _____
- 2. Demonstrate use of Pilot II Weather System, IWIDS _____
- 3. Demonstrate UHF/VHF Radio Operation _____
- 4. Review of scheduled missions/Changeover procedures _____
- 5. Demonstrate crew check-in procedures _____
- 6. Follow Ops Supervisor procedural checklists _____
- 7. Respond to simulated off-DZ drop _____
- 8. Respond to simulated emergency or weather recall _____
- 9. Respond to simulated mission changes or cancellations _____
- 10. Track aircraft status _____
- 11. Use daily events log _____
- 12. Follow Closing checklist procedures _____

Instructor Ops Supervisor _____ Date _____

Student _____ Date _____