

**BY ORDER OF THE COMMANDER
8TH FIGHTER WING**



AIR FORCE INSTRUCTION 11-418

**8TH FIGHTER WING COMMAND
Supplement 1**

21 APRIL 2003

Flying Operations

OPERATIONS SUPERVISION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 8 OG/OGV (Major Bryan Edmonds)

Certified by: 8 OG/CC
(Colonel Steven E. Armstrong)

Supersedes AFI 11-418/8 FW Supplement 1,
7 March 2002

Pages: 6
Distribution: F

This instruction implements AFI 11-418, *Operations Supervision*. This instruction applies to all assigned, attached, or associated units to the 8th Fighter Wing (8 FW), Gunsan Air Base, Republic of Korea. The waiver authority for this supplement is the 8 OG/CC.

SUMMARY OF REVISIONS

This change clarifies management of the Top-3 program (paragraph **2.2.1. (Added)**); Top-3 crew rest requirements (paragraph **2.2.1.1. (Added)**); Ice FOD procedures change (paragraph **4.2.8.2. (Added)** through **4.2.8.2.4. (Added)**); divert airfield designation (paragraph **4.2.9. (Added)**); divert procedures (paragraph **4.2.12. (Added)**); Top-3 report times (paragraph **4.3.1.1. (Added)**); SOF tour length (paragraph **9.2.1. (Added)**); and SOF report and duty times (paragraph **10.4.1. (Added)**). New or revised material is indicated by asterisk (|).

AFI 11-418, 1 March 2002, is supplemented as follows:

2.2.1. (Added) The 8 OG/CC will determine policies and training programs for squadron operations supervisor (Top-3). These policies and training programs will be developed by 8 OG/OGV. 35 FS and 80 FS will execute Top-3 upgrade programs and document successful completion in upgrading individual's training folder. The squadron Top-3s will be approved by 8th Operations Group Commander (8 OG/CC).

2.2.1.1. (Added) Squadron Top-3s will have a maximum duty day of 12 hours and will comply with pilot crew rest requirements.

4.2.1.1. (Added) A SOF will be designated for any planned launches or recoveries on weekends or outside of the normal flying window. See paragraph **10.4.1. (Added)** for SOF alternate duty location.

4.2.1.2. (Added) ROKAF Supervisor of Flying (SOF) will be present during all periods of ROKAF 38 FG operations.

4.2.1.3. (Added) When 8 FW and ROKAF 38 FG are conducting simultaneous operations, SOFs of both units will coordinate on all matters concerning flight operations. If a conflict of interest arises, the 8 FW SOF has final decision authority.

4.2.2.1. (Added) The SOF will advise the 8 OG/CC or designated representative when prevailing or forecast ceiling and visibility is below 1,000' and 3sm, or intermittently below 500' and 2sm, with flying in progress or scheduled in the next hour.

4.2.7.1. (Added) If conditions dictate a change of alternates or bingo fuel, the SOF will ensure all airborne flights receive the new information. The SOF shall follow the same contact procedures as described in paragraph 4.2.10. (Added), Recall.

4.2.8.1. (Added) The SOF may request a reevaluation of weather conditions through the 8th Operations Support Squadron, Weather Flight (8 OSS/OSW) duty forecaster when changes occur which affect flying operations (deteriorating or improving weather). 8 OSS/OSW will reevaluate the weather conditions upon the SOF's request. The duty forecaster will update the SOF on current weather conditions after the reevaluation, even if a change to the current observation is not required by instruction. The SOF will pass Pilot Reports (PIREPS) to 8 OSS/OSW and tower watch supervisor as appropriate.

4.2.8.2. (Added) Ice Foreign Object Damage (FOD) Procedures. The 8 FW SOF will determine whether Ice FOD procedures are necessary based on current and forecasted weather conditions during the 8 FW flying window. If the 8 FW SOF determines that Ice FOD procedures will be in effect, he will inform the MOC and the flying squadrons. These procedures are in addition to procedures found in AFI 11-2F-16V3, *F-16 Operations Procedures*, paragraph 3.3.3.

4.2.8.2.1. (Added) When Ice FOD procedures are in effect, the SOF and squadron Top-3s will ensure that the pilot of the first aircraft to be started that day starts five minutes early with the aircraft parked outside of the HAS or flow (aircraft may be started in the HAS and taxied out front). If this aircraft does not experience inlet icing, the pilot will inform the SOF. The SOF will call both squadron Top-3s. Top-3s will announce on their squadron common UHF and through the maintenance net that the remaining aircraft are cleared to start. However, this does not terminate Ice FOD procedures.

4.2.8.2.2. (Added) Squadron Top-3 will ensure with maintenance supervision that aircraft waiting for the hot-pits have an area that is cleared of all standing water, slush, snow, and ice and have an Ice FOD observer in place. The last step in the removal process will be to squeegee the cleared area in order to ensure there is no standing water.

4.2.8.2.3. (Added) During times of Ice FOD potential, the SOF will restrict the number of aircraft that are holding in EOR by limiting the number of flights that can taxi. The SOF will contact the MOC to determine how many observers are available. A total of eight aircraft will be allowed to hold in EOR (six in EOR and two on the high speed taxiway). Once the aircraft arrive in EOR, one dedicated individual per two aircraft will remain in a position to observe intakes. A flashlight will be used at night to monitor the inlet lip.

4.2.8.2.4. (Added) If ice buildup occurs, the SOF will be responsible for ensuring that all aircraft on the airdrome with visible ice buildup shuts down immediately. Those without ice buildup will taxi to park and shutdown.

4.2.9. (Added) SOFs will designate a primary and secondary divert airfield daily. Both will meet divert airfield weather requirements. The secondary divert airfield will be monitored with the same diligence as

the primary in case the primary becomes no longer suitable. Bingo fuel requirements will be based on the distance to the primary divert only. Bingo fuel calculations are defined in the 8 FW In-Flight Guide.

4.2.9.1. (Added) To avoid confusion with Osan, Seosan AB shall be referred to by the SOF and on Automatic Terminal Information Service (ATIS) as "Haemi."

4.2.9.1.1. (Added) Under normal circumstances, the SOF will choose from the following (in order of preference) when selecting divert airfields: Osan, Haemi, Gwangju, and Daegu AB. If circumstances preclude using the airfields listed above, the following are also acceptable divert airfields: Yecheon, Cheongju, Suwon, Sacheon, Gangneung, Jungwon, Wonju, Iwakuni (Japan), Fukuoka (Japan), Tsuiki (Japan), Yokota (Japan) and Atsugi (Japan). Notify the 8 OG/CC (or designated representative) prior to selecting an alternate airfield other than Osan, Haemi, Gwangju, or Daegu. The following airfields are suitable emergency landing fields, but should not be selected as primary or secondary divert airfields: Gimpo International Airport (IAP), Incheon IAP, Seoul AB, Pohang, Pusan, Camp Humphreys (A-551), and Jeju IAP. Gimhae IAP may be considered as a divert airfield when the USAF detachment (Defense Contract Management Agency, DSN 787-4415) is conducting flight operations. At all other times, arresting cables will not be available and Gimhae IAP should be considered as an emergency-only airfield.

4.2.9.2. (Added) Runway 36 is the primary instrument and preferred runway. The active runway will be changed when the steady state tailwind component is ten knots or more. The SOF may delay runway change for safety.

4.2.10. (Added) **Recall.** The 8 OG/CC is responsible for aircraft recall. The SOF is accountable for execution of the recall. The SOF will issue instructions through the Control Tower, Radar Approach Control (RAPCON), 8 FW Command Post (8 FW/CP), Airedale, and Koon-Ni and Pilsung ranges. The SOF will notify the 35 FS and 80 FS Top-3s of the recall. Controlling agencies will advise the SOF of contacted aircraft call signs. The SOF must ensure all airborne aircraft have been contacted and will use guard frequency and/or individual flight VHF frequencies if necessary.

4.2.11. (Added) **Exercise Procedures.** During flying operations, 8 FW/CP will notify the SOF if a general recall has been started. The SOF will monitor 8 FW/CP UHF (277.2) when possible.

4.2.12. (Added) **Diverts.** If aircraft are diverted to the alternate, the SOF will contact 8 OG/CC, SODO, RAPCON, 8 FW/CP, and 8th Operations Support Squadron, Airfield Management Operations (8 OSS/OSAM), and inform them of the aircraft call sign, aircraft type, number of aircraft in the formation, munitions load, divert airfield, estimated fuel reserve upon arrival at the initial approach fix and any other pertinent information dependent on the specific situation. 8 OSS/OSAM will pass this information to Incheon Air Route Traffic Control Center and the Airfield Management Officers at the divert bases. When divert is to a ROKAF base, SOFs will contact SODO as soon as possible for an immediate weather and airfield status update at the divert base. 8 OSS/OSAM will use every means available to them to ensure the Korean base understands the situation. Aircraft departures following divers require 8 OG/CC or designated representative approval prior to launching.

4.2.13. (Added) The SOF will update the SOF copy of the flying schedule with all changes and brief the follow-on SOF.

4.2.14. (Added) **SOF Report.** SOFs will complete the SOF report including details of in-flight emergencies, any other unusual occurrences, alternate changes, and equipment/facility deficiencies with their job control numbers. The closing SOF will take the completed report to 8 FW/CP. 8 FW/CP will forward the report to 8 OG/CD at the beginning of the next duty day for review. 8 OG/CD will forward the report to 8

FW, Chief of Safety (8 FW/SE) for their review. 8 FW/SE will forward to 8 OG/OGV for required corrective actions and filing. SOF reports will be maintained for six months.

4.2.14.1. (Added) SOF will call 8 OG/OGV (782-4797) with any problems and/or malfunctions to applicable SOF facilities, forms (i.e., FCIFs, publications, etc.) or equipment. 8 OG/OGV will coordinate with responsible agency for immediate action. Annotate all discrepancies in the discrepancy log.

4.3.1.1. (Added) A squadron Top-3 will be present for all squadron flights into or out of Kunsan AB. This includes flying on weekends or outside of the normal flying window. For local sorties outside of normal hours, the Top-3 will be in the squadron from 30 minutes prior to step until engine shutdown. For deployments and cross-country departures, the Top-3 will be in the squadron from 30 minutes prior to step until 30 minutes after takeoff. The Top-3 may depart the squadron 30 minutes after takeoff, but must remain available by telephone, pager, or radio until all aircraft have landed. For re-deployments and cross-country returns, the Top-3 will be in the squadron from 30 minutes prior to the estimated time of arrival until engine shutdown.

4.3.5.1. (Added) The Top-3 will notify the FS/CC or FS/DO when unscheduled single-ship sorties occur.

5.4.1. (Added) Squadron Aviation Resource Management (SARM) personnel or the squadron Top-3 will pass all schedule changes to the SOF and to the 8 FW/CP.

5.5.1. (Added) 8 FW/CP will provide the SOF with a portable FM radio and the daily flying schedule. The 8 FW/CP will notify the SOF of any issues that could affect the use of Osan AB, Haemi AB, Gwangju AB, or Daegu AB as alternates. On weekends, 8 FW/CP will notify the SOF (or 8 OG/CC when a SOF is not designated) of any aircraft emergencies or unusual events that pertain to flying operations.

5.6. (Added) 8 OSS/OSAM will provide the opening SOF with a copy of current Notices To Airmen (NOTAM), call the SOF with all pertinent changes and brief the airdrome status.

5.7. (Added) 8 OSS/OSW will provide weather "flimsy" to the opening SOF and keep the SOF informed of significant changes for Gunsan AB and selected alternates via the hot line and Advanced Meteorological Information System (AMIS).

5.8. (Added) The 8 OSS Tower Chief Controller (8 OSS/OSAT) will provide two single earpiece headsets for SOF use.

6.1.1.1. (Added) The SOF will normally monitor SOF frequencies local UHF Ch 14 and local VHF Ch 14 using the headset. The SOF may monitor other frequencies on which emergency aircraft are being worked to provide emergency assistance. A single frequency approach may be utilized on local UHF Ch 12. Pilots may talk to crash recovery, "COMMAND," on this frequency after landing. **NOTE:** Only the on-scene commander, normally the 8th Civil Engineering Squadron, Chief of Fire Protection Flight or Deputy Chief (8 CES/CEF) in coordination with the pilot, can terminate an emergency.

7.1.1. (Added) CONFERENCE HOTEL procedures are contained in the Quick Reaction Checklist (QRC). 8 OG/OGV will ensure 8 FW/CP has current CONFERENCE HOTEL information.

9.2.1. (Added) Maximum SOF tour length will be six hours, 8 OG/CC may waive to 12 hours.

9.2.2. (Added) The closing SOF shall be scheduled so as to have a minimum of one hour of additional duty day remaining beyond the expected end of the tour in order to provide SOF coverage for divers, late landings, or other unforeseen events.

9.3.1. (Added) The opening SOF will begin the tour NLT 1+45 prior to the first scheduled takeoff or landing of 8 FW aircraft in order to receive a face-to-face weather brief, pickup the NOTAMS from 8 OSS/OSA, and ensure that the airfield inspection has been accomplished by 8 OSS/OSA (SOF will not accomplish the actual inspection). The SOF will be in the tower NLT 1+15 prior to the first takeoff/landing and prior to the first engine start, with the airfield status and diverts/alternates checked/declared IAW AFI 11-202V3, *General Flight Rules*. The SOF will notify the 35 FS and 80 FS of a weather hold prior to the first flight's step to the aircraft.

9.3.2. (Added) 35 FS and 80 FS will coordinate SOF change times. The SOF will review the most current Flight Crew Information File (FCIF), Read File Index (RFI), and the SOF Read File (SRF) before assuming SOF duties. He will discuss equipment/operational abnormalities with Tower and RAPCON watch supervisors.

10.1.1. (Added) The Control Tower is the primary SOF location, the alternate SOF location is the alternate tower (south runway supervisory unit, "RSU"). The SOF will provide transportation to tower personnel via the SOF vehicle if the tower vehicle is unavailable. Due to limited space, the SOF will operate from the SOF vehicle outside the RSU. The SOF will carry the portable FM radio, SOF QRC, T.O. 1F-16C-1 (manual), T.O. 1F-16CG-1 (manual), T.O. 1F-16C-1CL-1 (checklist), T.O. 1F-16CG-1CL-1 (checklist), 8 FW IFG, binoculars, SOF report, and flying schedule (i.e., the SOF briefcase located in the tower).

10.3. (Added) If the SOF is operating out of an alternate location other than the RSU, the SOF will keep 8 FW/CP and 8 OG/CC advised of location and contact information.

10.4. (Added) During weekend operations, or other operations outside of the normal weekly flying window, the SOF will contact 8 FW/CP each morning for a briefing on flying activities, and will monitor the status of cross-country aircraft.

10.4.1. (Added) For other local flying, the SOF will be in the duty position from engine start until engine shutdown. For deployments, the SOF will be in the duty position from engine start until 30 minutes after takeoff. For re-deployments, the SOF will be in the duty position from 30 minutes prior to the estimated time of arrival until engine shutdown. The SOF is not required to be in the tower for cross country departures and returns.

10.4.2. (Added) At all other times, the SOF will be available on 8 FW/CP's UHF frequency, a portable FM radio, or on telephone recall. When significant changes to cross-country itineraries occur the 35 FS and 80 FS/CC/DOs will brief the 8 OG/CC or designated representative and inform 8 FW/CP and the SOF.

11.3.1. (Added) The opening SOF will accomplish and sign AF Form 1800, *Operator's Inspection Guide and Trouble Report (General Purpose Vehicles)*. The vehicle will be parked in front of the tower and the keys left at the SOF position in the tower on nights, weekends or when not in use by the SOF.

11.6.1. (Added) 8 OG/OGV will maintain the SRF, QRC, AFI 11-418 and 8 FW supplement 1, T.O. 1F-16C-1 (F-16C Flight Manual), T.O. 1F-16C-1CL, T.O. 1F-16CG-1 (F-16CG Flight Manual), T.O. 1F-16CG-1CL; AFI 11-2F-16V3 and 8 FW Chapter 8; 8 FW In-Flight Guide, 8 FWI 13-201, *Flying – Kunsan Airfield Operations*, AFI 11-202V3, and applicable flight information publications in the tower.

13.1. (Added) SOFs will log SOF tours on appropriate Air Force Operations Resource Management System (AFORMS) tracking products. 35 FS and 80 FS/DOs will be responsible for ensuring SOF currency IAW AFI 11-418.

14.1.1. (Added) SOF training will be conducted and documented as described in the 8th Fighter Wing Pilot Training Syllabus.

14.2.1. (Added) The 8 OG/CC will review appropriate training records and approve all SOF upgrades prior to program entry. The 8 OG/CC will interview and certify all SOFs when training/documentation is complete and prior to the first SOF tour.

14.5.7. (Added) The qualified SOF will also wear a headset/ear-piece, closely supervise the trainee and resume control if safety/mission accomplishment requires. The SOF will brief SOF duties, emergency procedures, aircraft divers, SOF authority (see paragraph 2.1. and 4.1. of AFI 11-418), visibility checkpoints and typical weather patterns. The trainee will read AFI 11-418 and this supplement, 8 FWI 13-201, AFI 11-2F16V3 and 8 FW Chapter 8 and all QRCs. He will discuss each QRC with the SOF. At least one full situational emergency procedure/scenario will be thoroughly covered using all applicable QRCs and discussing various options during each upgrade tour.

14.7.1. (Added) Certification will be annotated on the pilot qualification roster and SOF upgrade letter, which will be kept in the individual's flying training record. 35 FS and 80 FS/DOTs will send a copy of the letter of Xs to 8 OG/OGV. 8 OG/OGV will provide 8 OSS/OSAT with an updated entry access list for the tower monthly.

17.1.1. (Added) 8 OG/OGV is responsible for administration of the 8 FW SOF program. The governing instruction is AFI 11-418 and this supplement.

17.2.1.1. (Added) The SOF upgrade program lesson plans shall be described in 8th Fighter Wing Pilot Training Syllabus, and the SOF upgrade worksheet shall be maintained as an appendix to that document.

GUY K. DAHLBECK, Colonel, USAF
Commander