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Flying Operations

OPERATIONS SUPERVISION

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The OPR for this supplement is 944 OSS/CC (Lt Col D. Lindberg). This supplement implements and extends the guidance of Air Force Instruction (AFI) 11-418, 1 March 2002. It applies to the 944 FW.

SUMMARY OF REVISIONS

This revision adds information to paragraphs **2.2.** and **9.1.** A bar (|) indicates revision from the previous edition.

2. Operations Supervisors: During Air Force Reserve Command (AFRC) "*RAINBOW*" deployments, Detachment Commanders (DETCO) will utilize individual units' designated Supervisor of Flying (SOF) and Top-Three (TOP-3) qualified pilots as required to meet mission demands in accordance with AFI 11-418. When hosting deployed units, the 944th Fighter Wing (FW) will provide joint use of the 302d Fighter Squadron (FS) Operations duty desk for the deployed units' SOF as required. The 944 FW SOF will occupy the Air Traffic Control (ATC) tower to monitor flight operations if the 56 FW SOF is not on duty. A Local Procedures/SOF Briefing will be administered by 944th Operations Group (OG)/Standardization and Evaluations (OGV) and/or 944th Operations Support Flight (OSS) to all deployed units hosted by the 944 FW.

2.1. While performing duty, the 944 FW SOF is directly responsible to the 944 OG/CC. As such, the SOF has the authority to act in his/her behalf and make decisions concerning flight operations. This includes the specific authority to recall/divert aircraft, cancel flight operations, change/reassign personnel, missions, and/or aircraft. The 302 FS TOP-3 will assist the SOF with duties as required.

2.1.1. (Added) 302 FS/CC will maintain a list of qualified SOFs and their currency. This will be reflected on the Aircrew Qualifications Letter (the "Letter of Xs") and the AFORMS product maintained by the 302 FS/Operations Training Officer (DOT). SOFs will update their currency at the completion of the duty period by turning in a 944 FW Form 4, **ARMS F-16 Flying Training Accomplishment Sheet**.

| 2.2. The 302 FS/CC will designate a TOP-3 individual to be immediately available during local flying operations. The preferred TOP-3 individuals are as follows, but not limited to, in order: FS/DO, FS/ADO,

FS/CC, or FS/DOS (or DOT). The TOP-3 will assist the SOF regarding personnel issues, mission changes, and airplane configurations/availability as well as any other issue requiring senior supervisor inputs.

2.3. The 302 FS/CC, or the 944 FW DETCO will designate any qualified 944 FW member as the Stand-by Duty Officer (SDO) during off-station operations. The SDO will normally be a designated 944 FW SOF with the same tour of duty/currency requirements.

3.1. During normal flying operations, the SOF/TOP-3 will be on duty to supervise the Functional Check Flight (FCF). During non-duty hours, or outside the normal flying operation, a TOP-3 designated pilot will be on duty at the SOF duty location a minimum of 30 minutes prior to takeoff and remain on duty until engine shutdown.

4.1.1. In the 944 OG/CC's absence the 944 OSS/CC or the 944 OG/CD assumes overall responsibility for the SOF program.

4.2.2. Operations supervision will determine each pilot's currency/proficiency to perform the scheduled mission taking into account crew rest, instructor pilot (IP) currency, physical/mental condition, operational risk management, and any restrictions resulting from flight evaluations. Notify pilots via the Operations board of Pilot Information File (PIF), critical action procedures, publications, testing, Situational Emergency Procedure Training, and Safety Read File requirements. Also, using the latest available information, advise pilots of their training requirements, as well as currencies that need attention.

4.2.5. The 944 FW SOF should maintain close coordination with the 56 FW SOF. A 56 FW/ 944 FW letter of agreement is located in the 944 FW SOF book.

4.3.1. Designated TOP-3, during non-duty hours, will be available by telephone or UHF/VHF radio in the 302 FS Operations complex in case departing/returning cross country aircraft or any tower situation requires TOP-3 assistance/presence. The same requirement exists for FCF flights during non-duty hours.

6.1.4. The primary means of communicating with emergency aircraft will be the Luke AFB assigned SOF frequency. If additional supervision is needed on the airfield during an emergency, it will be the decision of the SOF whether he personally monitors the situation or delegates this task to a qualified pilot. In no case will the SOF leave the 302 FS Operations complex during an emergency without delegating his duties to a SOF qualified pilot.

7. **CONFERENCE HOTEL Aircraft Specific Procedures:** Procedures for the 944 FW are delineated in the 944 FW SOF book as well as the Quick Reaction Checklist located at the 302 FS Operations duty desk.

9.1. The SOF/TOP-3 normal tour of duty will cover one flying period (i.e., morning go, afternoon go, or night flying). A SOF/TOP-3 tour should be approximately 4 hours in length. Tour length may be extended as required to meet operational needs; however, the SOF/TOP-3 duty day may not exceed 12 hours. The SOF will be on duty at the 302 FS Operations duty desk 15 minutes prior to the first scheduled brief and remain on duty until the last aircraft is shutdown. The SOF will complete the electronic SOF log at changeover and at the end of tour. If deployed, the SOF will complete the hardcopy version in the TDY SOF kit. The TOP-3 will be readily available to the SOF in the 302 FS Operations complex.

10.1. The normal duty location of the 944 FW SOF is the 302 FS Operations Desk. When the 944 FW is flying and the 56 FW SOF is not on duty, the 944 FW SOF will perform the opening/change over checklist in the squadron and then proceed to the ATC tower to monitor flight operations (CH 1/371.1). If required, the 944 FW SOF may perform duties from the 944 FW SOF vehicle. Normal procedures for

contacting the 944 FW SOF/302 FS TOP-3 will be the telephone or the UHF radio in the 944 FW SOF vehicle.

11.6. The mobile SOF Kit is maintained by 944 OG/OGV and is stored in the 302 FS (Building 976). Enroute to the SOF vehicle, the SOF will pick up the SOF Kit for use.

12.2. The 944 FW SOF Training Program is detailed in [Attachment 6 \(Added\)](#).

16.2. The 302 FS/CC can designate a single supervisor to fulfill the responsibilities of the SOF and TOP-3 duties. However, the responsibilities of the SOF position take priority over all other duties. In this circumstance, 944 FW qualified supervisors may be called upon to assist the SOF in his duties.

17.1. The office of primary responsibility for the administration of the 944 FW SOF program is the 944 OSS/CC.

17.2. A SOF read file will be maintained by the 944 OSS/CC and contain notes from annual and semi-annual training, higher headquarters directives, 56 FW inputs, and any other pertinent information/changes that require time critical dissemination.

17.2.4. SOF currency and Read File requirements will be tracked by the 944 OG/OGV PIF computer program located at the 302 FS Operations duty desk. SOFs not having completed training or the Read File will be shown in the RED.

17.2.7. Local Procedures. The 944 FW/56 FW Quick Reaction Checklists, the Safety Mishap Response Checklist, and the 944 FW SOF Book are all located at the 302 FS Operations duty desk. These publications will be reviewed annually by the 944 OSS/CC or as directed by the 944 OG/CC.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 11-2F-16V3, *F-16 Operations Procedures*

AFI 11-202V2, *Aircrew Standardization/Evaluation Program*

LAFBI 13-203, *Airfield Operations and Base Flying Procedures*

Abbreviations and Acronyms

AFRC—Air Force Reserve Command

ATC—Air Traffic Control

CP—Command Post

DETCO—Detachment Commanders

DO—Director of Operations

DOT—Operations Training Officer

FCF—Functional Check Flight

FS—Fighter Squadron

FW—Fighter Wing

GCA—Ground Controlled Approach

IFE—In-flight Emergency

IP—Instructor Pilot

LAFB—Luke Air Force Base

OG—Operations Group

OGV—Standardizations and Evaluations

OSS—Operations Support Squadron

PIF—Pilot Information File

RAPCON—Radar Approach Control

SDO—Stand-by Duty Officer

SE—Safety

SOF—Supervisor of Flying

TOP-3—Top Three

Attachment 6 (Added)**944 FW SOF TRAINING PROGRAM**

A6.1. (Added) General. This training is applicable to all 944 FW SOFs. Initial training will be conducted in its entirety, with two exceptions:

A6.1.1. (Added) Pilots who have been SOFs with the 56 FW at Luke Air Force Base (LAFB) may delete the Tower, Radar Approach Control (RAPCON), and Base Weather Facility tours.

A6.1.2. (Added) Pilots undergoing re-currency training (see **A6.5. (Added)**).

A6.2. (Added) SOF Selection:

A6.2.1. (Added) A nomination letter will be submitted to the 944 OG/CC by the 302 FS/CC.

A6.2.2. (Added) All SOFs will be current and qualified in the F-16C. Those pilots selected as SOFs will generally be the most experienced in the unit.

A6.3. (Added) Initial Training: (Attachment 7 (Added), 944 FW Initial SOF Training Checklist):

A6.3.1. (Added) The briefing by the 944 OG/CC will cover SOF duties and responsibilities.

A6.3.2. (Added) The briefing by 944 FW/Safety (SE) will cover:

A6.3.2.1. (Added) Duties in the event of a reportable mishap/accident.

A6.3.2.2. (Added) Mishap reporting procedures and use of the Safety Mishap Checklist.

A6.3.3. (Added) Familiarization tours of:

A6.3.3.1. (Added) 944 FW/Command Post (CP).

A6.3.3.2. (Added) RAPCON/Ground Controlled Approach (GCA).

A6.3.3.3. (Added) Base Weather Facility.

A6.3.4. (Added) Training Tours as follows:

A6.3.4.1. (Added) A minimum of two, 2-hour supervised tours, including one opening tour, with an experienced SOF are required. During the supervised tour of training, accomplish the following:

A6.3.4.1.1. (Added) All opening/closing SOF procedures. Review the Go/No-Go procedures for the release of aircraft tail numbers.

A6.3.4.1.2. (Added) If an actual in-flight emergency (IFE) is not observed, the SOF should cover a simulated IFE with the upgrading SOF. Coordination with the pilot and other agencies (including CONFERENCE HOTEL procedures) should be reviewed.

A6.3.4.1.3. (Added) Be familiar with the operation of the SOF vehicle and contents of the SOF Kit.

A6.3.4.1.4. (Added) Be proficient with the radios and the telephone hotlines.

A6.3.4.1.5. (Added) Review the airfield diagram to become familiar with hydrazine/hot brake areas, standard cable configurations, and arm/dearm areas, etc.

A6.3.4.1.6. (Added) Be thoroughly familiar with the contents of the SOF Book, the Quick Reaction Checklists, and the Safety Mishap Response Checklist.

A6.3.4.2. (Added) The certification tour should be an opening tour if possible.

A6.3.4.3. (Added) The trainee should function as the SOF and the supervising SOF should only interrupt when safety could be jeopardized.

A6.3.5. (Added) SOF test:

A6.3.5.1. (Added) Administered by 944 OG/OGV.

A6.3.5.2. (Added) Passing score 85% minimum.

A6.3.6. (Added) The 944 FW SOF Letter of Appointment (**Attachment 8 (Added)**) signed by the 944 OG/CC.

A6.4. (Added) Continuation Training:

A6.4.1. (Added) A minimum of one semi-annual meeting to conduct refresher training and ensure currency for all SOFs. (Normally held during a spring and fall unit training assembly.)

A6.4.2. (Added) Annual review of pertinent issues, regulations, directives, and read file material for all SOFs.

A6.5. (Added) Re-currency Training. Required if SOF duties have not been performed within the previous 180 days. One one-hour supervised tour of duty with a current and qualified SOF is required for re-qualification.

A6.6. (Added) Records and Documentation:

A6.6.1. (Added) Training Folders:

A6.6.1.1. (Added) A training folder for each pilot undergoing SOF upgrade will be assembled by 302 FS/DOT. It will contain the 944 FW SOF Initial Training Checklist (**Attachment 7 (Added)**) and 944 FW SOF Selection Letter (**Attachment 9 (Added)**).

A6.6.1.2. (Added) After all upgrade training has been completed, the folder is taken by the SOF trainee to the 944 OG/CC for a briefing, signature, and final approval.

A6.6.1.3. (Added) The signed 944 FW SOF Selection Letter (along with the training folder) is then forwarded to the 302 FS/DOT for incorporation into the Aircrew Qualifications Letter (the Letter of Xs).

A6.6.1.4. (Added) A copy of the selection letter will be sent to 944 OG/OGV for inclusion in the SOF PIF computer program.

A6.6.2. (Added) SOF Testing:

A6.6.2.1. (Added) Each test is computer generated (randomly selected questions) with password protection for security. Tests will be conducted by 944 OG/OGV.

A6.6.2.2. (Added) Each test consists of 25 questions. Minimum passing grade is 85% (corrected to 100%).

A6.6.2.3. (Added) The SOF Read File will then be updated with minutes from the training session and a list of SOFs who have completed training. SOFs that have not completed training will be shown in the RED on the SOF computer program.

A6.6.3. (Added) Daily SOF Log

A6.6.3.1. (Added) The AFRC Form 124, **Events Log**, is used as the Daily SOF Log and will be reviewed and initialed by each SOF.

A6.6.3.2. (Added) Significant/unusual events will be documented on AFRC Form 124 (i.e., ground aborts, IFEs, operations cancelled, etc.) and communicated to the 944 OG/CC or designated representative when workload permits. Inputs regarding deficiencies in the SOF program or equipment problems should be annotated on the AFRC Form 124 for review and correction by the 944 OSS/CC.

A6.6.3.3. (Added) The completed AFRC Form 124 will be reviewed, if required, by the 302 FS/Director of Operations (DO) and filed in Flight Management.

Attachment 7 (Added)

944 FW INITIAL SOF TRAINING CHECKLIST

Training Event	Contact	Phone	Date/Init
1. Initial briefing/checklist/training*	302 FS/DOT	5362	_____/____
2. Flying Safety Briefing*	944 FW/SE	5361	_____/____
3. Review applicable directives: AFI 11-418; AFI 11-418/944 FW Sup; LAFBI 13-203; AFI 11-2F-16V3; and AFI 11-202V2			_____/____
4. Command Post Tour*	944 FW/CP	5418	_____/____
5. Weather Orientation Briefing*	56 OSS/OSW	6805	_____/____
6. Tour RAPCON/GCA*	56 OSS/OSAR	7130	_____/____
7. Tower Tour*	56 OSS/OSAT	6376	_____/____
8. Supervised SOF Training Tours			_____/____
8.1. First Tour*			_____/____
8.2. Certification tour (should be an opening SOF tour if possible)*			_____/____
9. SOF Test*	944 OG/OGV	5371	_____/____
10. Take the training folder to the OG Commander for briefing.	944 OG/CC	5367	_____/____

* Indicates a waiverable event if this is re-currency training.

Attachment 8 (Added)

944 FW SOF LETTER OF APPOINTMENT

Date _____

MEMORANDUM FOR 944 OG/CC

FROM: 302 FS/CC

SUBJECT: Selection as 944 FW Supervisor of Flying (SOF)

1. _____ is nominated for SOF upgrade in the 944 FW. This individual does / does not have previous experience as a SOF in F-16 aircraft. Initial Mission Ready (MR) date in the F-16 was _____.

2. Previous flying experience:

- a. Total military flying time _____ hrs
- b. Jet fighter time _____ hrs
- c. F-16 time _____ hrs
- d. F-16 IP time _____ hrs

302 FS Commander

1st Ind, 944 OG/CC

Date _____

MEMORANDUM FOR 302 FS/CC

1. The selection of _____ for SOF upgrade is:

Approved / Disapproved.

944th Operations Group Commander

Attachment 9 (Added)

944 FW SOF SELECTION LETTER

Date _____

MEMORANDUM FOR 944 OG/CC

FROM: 302 FS/CC

SUBJECT: Selection for 944 FW Supervisor of Flying (SOF)

1. _____ has completed all testing and training requirements for SOF upgrade. His/Her name will be added to the 302 FS Aircrew Qualifications Letters as a qualified SOF after final approval and receipt of this letter.

302 FS Commander

1st Ind, 944 OG/CC

Date _____

MEMORANDUM FOR 302 FS/CC

1. Approved / Disapproved.

944th Operations Group Commander

CRAIG S. FERGUSON, Brig Gen, USAFR
Commander