

# International Virtual Aviation Organisation Special Operations Instruction No 2

Divisional Special Operations Departments

Revision 1.0 - 17<sup>th</sup> December 2020



*Special Operations Department*  
International Virtual Aviation Organization

## Amendments

Revision	Modifications	Effective Date	Amendments By
1.0	N/A	**	SOAD - 419127

\* All changes or additions will be highlighted in yellow.

## Contents

Introduction .....	3
Establishing A SO-Department.....	3
Division Responsibilities .....	3
Special operations Coordinators Responsibilities .....	4

## Introduction

Divisional Special operations Departments are a divisions authority on special operations with their division. This document outlines how to establish and run a SO-department and their responsibilities.

## Establishing A SO-Department

A SO-department is seen as active with a SOC and a current SO order published on the SO-HQ website. The decision to appoint a SOC is the division's HQ and not the responsibility of SO-HQ but SO-HQ are able to support division directors in this process.

Below are some task that SO HQ can assist division directors in,

- Assist in the advertisement of SOC
- Provide guidance on potential applicants.
- Interview applicants on behalf of the division.
- Assist new SOC in establishing them as a member of staff.

## Division Responsibilities

*Below are the Duties of a division's (HQ/SOC) that still apply without a SOC,*

1. Familiarity and compliance with SO Regulations and HQ-SOD External Circulars\*;  
-It is the responsibility of a division (HQ) to ensure familiarity with the SO regulations and to ensure compliance and to report any issue to a network supervisor or SQ-HQ.
2. Development of divisional SO Order (\*);  
-The division is to develop a SO order as per SO instruction 4.
3. Management of SOGs\*;  
-The Divisions HQ is to approve and manage Special operation groups from their division, via the SO-HQ portal.
- 4.Processing of requests from IVAO users registered elsewhere to perform SO flights within the respective division\*.  
-The division shall process any requests from users registered in another division and add their VID the divisions SO order.

*Below are the additional duties of a appointed SOC,*

- 5.Development of a divisional manual on controlling military units and other SO units;  
-A SOC shall develop a manual for controlling military units and other SO units within their division. If a division wishes they can adopt the SO-HQ manual for their division and provide a minor adjustment if needed.
4. Development and maintenance of SO section on the divisional website and SO forum board;  
-The SOC shall work with the division's webmaster to develop and maintain a section on the division website. They shall also provide a suitable place for the division SO community to communicate, such as the forum.

5. Development and publication of SO-related materials for divisional SO community;  
-To develop any documents that the division staff believe is required for the SO community within their division.
  
6. Undertaking active steps in promoting SO at divisional level;  
-The SOC shall ensure that SO has a presence within their division and that their division members understand how to get involved in SO.
  
7. Engagement with divisional SO community;  
-The SOC shall ensure they are active within their division SO community and that they promptly reply to questions from their division members.
  
8. Conduct of international and divisional SO events;  
-The division shall hold at least 2 SO events per year, and at least 1 shall be an international event. These events shall be planned and conducted as per Special operations Instruction 6.

## Special operations Coordinators Responsibilities

*Below is a list of the responsibilities of a SOC,*

1. To maintain airport and centre's, information of military airfields in their division, including FRA's on the IVAO data site ( data.ivao.aero).
  - a. *Please note that the responsibility to set the airports/centre's within your division as military is that of your division Air operations coordinator and/or Directors.*
  
2. To establish and maintain special areas for the use by the SO community.
  - a. *These areas shall be established as per SOI4 and with coordination with the rest of the divisional departments.*
  
3. To post NOTAMS in the IVAO data site that relates to Special Operations.