

**BY ORDER OF THE COMMANDER,  
18TH WING (PACAF)**

**18TH WING INSTRUCTION 11-401**

**11 MAY 1996**



**Flying Operations**

**ORIENTATION FLIGHT PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 11-4, *Aviation Services*. It establishes procedures and provides guidelines for conduct of the 18th Wing (18 WG) Orientation Flight Program, and applies to all orientation flights given in 18 WG aircraft. 18 WG orientation flights are conducted under guidance provided by DoD 4515.13-R, *Air Transportation Eligibility*, Nov 94 and AFI 11-401, *Flight Management*.

**SUMMARY OF REVISIONS**

This publication supersedes all previous 18th Wing (18 WG) publications concerning the 18 WG Orientation Flight Program. It expands the 18 WG Incentive Flight Program from F-15 only to all 18 WG aircraft. It includes: the 18 WG Recognition Program conducted by the 18 WG/CC; delegates the 18th Operations Group Commander (18 OG/CC) as approval authority for conduct of single-ship F-15 orientation flights while retaining approval level of orientation operations IAW regulatory guidance; reduces the number of required F-15 sorties provided to the 18 WG Incentive Program; reduces the number of F-15 incentive sorties allocated annually to groups; allows group commanders wide discretionary latitude in their selection of incentive participants; amplifies formation requirement on F-15 incentive flights as well as guidance for single-ship F-15 incentive flights; clarifies responsibilities for orientation flights; clarifies approval level and lead times for orientation flights; and adds guidance on spouse orientation flights.

**1. 18 WG Orientation Flight Program.** 18th Operations Support Squadron Current Operations Flight (18 OSS/OSO), through 18 OSS Wing Scheduling (OSOS), is responsible for managing the 18 WG Orientation Flight Program. The orientation program consists of incentive, familiarization, distinguished visitor, and spouse orientation flights. Orientation flights are defined as continuous flights in DoD-owned aircraft performed within the local flying area and terminating at the point of origin. Agencies outside the 18 OG are required to provide a point of contact who is responsible for coordinating with 18 OSS/OSOS. Flying squadrons may be tasked to provide points of contact who are responsible for particular missions.

In the absence of specific guidance, flying squadron schedulers will coordinate orientation flight programs for their unit aircraft.

1.1. Questions and requests for orientation flights should be directed to 18 OSS/OSO during the concept stage of any planned mission. Requirements for these flights are specific. In any event, 18 OSS/OSO should be contacted no later than 45 days prior to the mission.

1.2. Flying squadron commanders will ensure all sorties are safely flown on a noninterference basis to the unit mission. E-3, KC-135, and HH-60 commanders may fly incentive and familiarization flight participants on the same sortie, and will comply with all command restrictions for carrying passengers.

1.3. Refer to AFI 11-401 to determine orientation flight eligibility, approval level, and associated lead times for attaining approval.

1.4. The 18 OG/CC must approve the associated profiles and execution of all single-ship F-15 orientation flights.

**2. Orientation Flight Responsibilities.** 18 OSS/OSO delegates management of orientation flights based upon aircraft conducting the particular mission. 18 OSS Fighter Scheduling (OSOSF) retains overall supervision of the 18 WG Orientation Program and its conduct, and specifically manages all flights utilizing F-15 and HH-60 aircraft. 18 OSS Tanker Current Operations (OSOT) manages flights in KC-135R aircraft. 18 OSS Airborne Air Control System Current Operations (OSOSA) specifically manages missions in E-3 aircraft.

2.1. Both 18 OSS/OSOSF and individual flying squadrons will maintain records associated with orientation flights for six months. Required data include: name; social security number; dates of life support training, medical examination/briefing, physiological training/briefing; and date of flight.

2.2. All orientation flight passengers will receive appropriate life support, egress, and emergency procedures training in accordance with PACAFI 11-301, *Life Support Program*.

2.3. After receiving individual names, 18 OSS/OSOSF will coordinate and assign missions with flying squadrons, coordinate with 18th Medical Group Flight Surgeon (18 MDG/SGP) for physical exams (if necessary), and coordinate directly with the selected individual.

2.4. Orientation participants will be notified of the date, flying squadron providing the sortie; and (if necessary) times for flight surgeon screening, egress training, equipment fitting, and any other prerequisite training.

2.4.1. Orientation Flight Recipients Assigned to the 18 WG. These individuals are required to notify their supervisor of flight date and to schedule time-off from their primary duty to accomplish any prerequisite training. In addition, the incentive recipient will notify 18 OSS/OSOSF when training is completed.

2.4.2. Orientation Flight Recipients Not Assigned to the 18 WG. If the recipient is not active duty military assigned to the 18 WG; an 18 WG point of contact will normally be assigned the responsibility of rendering assistance and ensuring the individual attains all necessary training and clearances.

**3. Orientation Flights in Fighter Aircraft.** For flights in fighter aircraft, individuals either not on current aeronautical orders and/or not possessing a current flight physical will be examined/briefed by a

USAF flight surgeon. Flying squadron life support must provide egress training. In ejection seat aircraft, flights above 18,000 feet MSL require physiological training IAW PACAFI 11-301.

3.1. 18 MDG/SGP will examine and brief the flight recipient within 72 hours of the flight.

3.1.1. 18 MDG/SGP will notify 18 OSS/OSOSF, and the flying squadron assigned the mission (when known); if the individual is not physically qualified to perform the flight, and whether this disqualification is temporary or permanent.

3.2. Fighter squadron life support will provide F-15 egress training and equipment fitting within 72 hours of the flight.

3.3. Briefings. In addition to applicable MCR 55-115, *F-15/F-15E Aircrew Operational Procedures*, items, brief the following: mission profile events (in sufficient detail to preclude passenger apprehension); use of intercom, rear cockpit controls and switches; strap-in procedures; emergency ground egress; use of oxygen; ejection procedures (aft initiate and intercom failure); anti-G straining techniques; breathing methods to control hyperventilation; and what to do if airsick.

3.4. Refer to paragraph 5.5. for single-ship restrictions.

**4. Incentive Flights.** Incentive flights are dedicated missions which allow commanders to provide a visible reward to active duty military personnel for outstanding service and to motivate others to similar levels of performance. Due to these missions' expense and limited numbers, individuals should be selected with extreme judiciousness. The approval authority for incentive flights conducted in 18 WG aircraft is the 18 WG/CC in accordance with this instruction.

4.1. 18 WG Recognition Program. Base-wide military award winners in the Kadena AB Recognition Program may receive incentive allocations through the 18 WG/CC.

4.2. 18 WG group commanders select individuals within their groups for incentive flights. There are no specific criteria, other than compliance with the spirit and intent described in paragraph 4.

4.3. The 18 WG staff and 18 WG groups will appoint an incentive flight point of contact (POC) to coordinate with 18 OSS/OSOSF, and manage their incentive program. Group POCs will submit the names to 18 OSS/OSOSF by the 25th day of the month prior to the month/quarter of the flight.

4.4. Additional incentive flight responsibilities are in accordance with paragraphs 2. and 5.

4.5. 18 OSS/OSOSF will solicit feedback from incentive flight participants.

## **5. 18 WG F-15 Incentive Flight Program.**

5.1. Each F-15 squadron is responsible for providing 24 effective incentive sorties annually to the 18 WG Incentive Program. Normally, nine sorties will be scheduled per month to achieve the required annual goal of 72 sorties.

5.2. In the event extra F-15 sorties (previously scheduled as incentive missions) are available, fighter squadron commanders may utilize these as familiarization flights for unit personnel IAW paragraph 6.

5.3. Missions will normally be scheduled as a two-ship or three-ship formation composed of dedicated incentive aircraft. Mission profiles will consider passenger background and planned not to exceed 1.0 flight hours. Fighter squadrons will normally "rainbow" incentive aircraft formations to reduce mission impact. Incentive flight profiles will be planned and executed in a low-risk environ-

ment. As such, incentive sorties may not participate in training missions (to include aerial refueling). For suggested mission profiles, refer to [Attachment 2](#).

5.4. The responsibility for coordinating briefings and flight leadership will normally be rotated among the fighter squadrons. All aircraft commanders will be flight lead qualified.

5.4.1. Normally, a mass briefing of all incentive participants and aircraft commanders will be conducted.

5.4.2. Back-seat occupants may fly the aircraft only when above 5,000 feet AGL.

5.5. Single-ship F-15 Incentive Missions. On a case-by-case basis, the 18 OG/CC may approve the execution of single-ship missions. These missions fall into two categories: planned single-ship incentives, and single-ship incentive flights resulting from fallout of other incentive assets.

5.5.1. Planned Single-ship F-15 Incentive Missions. Single-ship F-15 aircraft must be in constant contact with Air Traffic Control (ATC), or other radar-equipped agencies, capable of providing traffic advisories and flight following.

5.5.2. Single-ship F-15 Missions Resulting from Fallout. The squadron Top 3 may coordinate single-ship incentive flight co-utilization of airspace with other F-15 missions, to provide mutual support in the event of contingencies. All participants must understand the potential impact on mission effectiveness, in case the incentive aircraft requires escort, for whatever reason. As such, this option should be employed sparingly. Unless waived by the 18 OG/CC, the following procedures apply when using this option:

5.5.2.1. Single-ship incentive aircraft will not, at any time, be the sole occupant of the airspace (unless approved by the 18 OG/CC). Plan to arrive simultaneous to, or after, the arrival of F-15 mutual support assets. Leave the airspace with, or prior to, departing mutual support F-15 aircraft.

5.5.2.2. Unless under visual mutual support by other 18 WG F-15 aircraft, single-ship incentives must be in constant radio contact with ATC, Ground Control Intercept (GCI), Airborne Warning and Control System (AWACS), or other radar-equipped agencies, capable of providing traffic advisories and flight following.

**6. Familiarization Flights.** Familiarization flights are an important tool for providing individuals with a first-hand look at 18 WG and PACAF missions. Commanders should use these flights for active duty military members and other eligible individuals listed in AFI 11-401/PACAF1. Familiarization flights will be flown using normal training profiles for the specific weapons system.

6.1. The 18 WG/CC is the approval authority for familiarization flights of the following: Active Duty Military, AFROTC/AFJROTC Cadets, CAP Cadets, Public Affairs-related missions, and Federal Aviation Administration (FAA) employees. Familiarization flights for individuals, other than those listed above, require higher headquarters approval.

6.2. The 18 WG/CC authorizes flying squadron commanders to approve familiarization missions for personnel in their unit and flown by unit aircraft. 18 OSS/OSOSF will not maintain an accounting of orientation flights obtained in this manner.

6.3. The following individuals have automatic 18 WG/CC approval to obtain familiarization flights in any 18 WG aircraft, on a noninterference basis: all aircrews assigned to the 18 WG; 18 MDG/PTF

platform instructors on aeronautical orders; the 18 OSS/CC; the 18 OSS/DO; and controllers assigned to 81 ACS, 623 ACF, and MACS-4. 18 OSS air traffic controllers have automatic approval to obtain familiarization flights on KC-135 aircraft, on a noninterference basis. Squadron commanders of the unit providing the flight will determine what constitutes interference with unit training.

6.3.1. While 18 WG pilots and navigators are encouraged to observe any missions as a familiarization flight passenger, other individuals should only seek to observe missions utilizing operations in their area of expertise (e.g., boom operators should observe missions conducting air refueling operations, controllers should be present on intercept or ACT missions).

6.3.2. Individuals eligible (paragraph 6.3.) are responsible for coordinating all aspects of their flights with the operations staff of the unit providing the flight. 18 OSS/OSOSF will not maintain an accounting of orientation flights obtained in this manner. In all cases, the squadron commander (of the unit providing the sortie) will approve the mission.

**7. Distinguished Visitor (DV) Flights.** DV flights will be coordinated through 18 OSS/OSO. Normally, a wing or squadron POC will be appointed. Spare aircraft should be coordinated. In all cases, the 18 OG/CC will be advised of mission details to include: profile; step, take-off, and landing times; and flight lineup.

**8. Spouse Orientation Flight Program.** The 18 WG/CC is the approval authority for spouse orientation flights. Spouse orientation programs should include the wing command briefing, mission briefing, flight, and debriefing (which includes a survey). Spouse orientation flights are dedicated missions.

8.1. Any unit conducting spouse orientation flights will coordinate with 18 OSS/OSOSF. Units will conduct surveys to determine the impact on morale, awareness, and program improvements. Upon completion of spouse orientation flights, units will forward number of spouses participating, sorties, flying hours, and surveys to 18 OSS/OSOS.

8.2. Spouse orientation flights will be conducted in non-fighter aircraft only.

8.3. An escort officer will accompany spouses at all times. This escort officer will not be a primary crewmember on the mission. Spouses are not permitted to fly the aircraft. In addition, spouses are not permitted to fly on the same aircraft when another family member is a crewmember.

WILLIAM T. HOBBS, Brigadier General, USAF  
Commander, 18th Wing

**Attachment 1****INCENTIVE FLIGHT ALLOCATIONS**

## 18 WG Annual F-15 Incentive Flight Allocations Guide (1)

Group	Total
18 WG/CC	Unlimited
18 OG	10
18 LG	10
18 SPTG	10
18 CEG	10
18 MDG	<u>10</u>
	50+

(1) Schedule one alternate for each allocation.

## 18 WG Annual E-3 Incentive Flight (Seats) Allocations Guide

Group	Total
18 WG/CC	Unlimited
18 OG	3
18 LG	4
18 SPTG	2
18 MDG	1
18 CEG	<u>1</u>
	11+

## 18 WG Annual KC-135 Incentive Flight (Seats) Allocations Guide

Group	Total
18 WG/CC	Unlimited
18 OG	7
18 LG	8
18 SPTG	4
18 MDG	2
18 CEG	<u>2</u>
	23+

## 18WG Annual HH-60 Incentive Flight (Seats) Allocations Guide

Group	Total
18 WG/CC	Unlimited
18 OG	3
18 LG	4
18 SPTG	2
18 MDG	1
18 CEG	<u>1</u>

## 18WG Incentive Flight Schedule Frequency 11+

Squadron	Aircraft Type	Frequency	Notes
12 FS	F-15	2/Month	1
44 FS	F-15	2/Month	1
67 FS	F-195	2/Month	1
961 AACS	E-3	1/Quarter	2
909 ARS	KC-135	1/Quarter	2
33 RQS	HH-60	1/Quarter	2

**NOTES:**

1. Schedule on Wednesday or Thursday to permit prerequisite training. During months when no F-15D aircraft are available for a squadron, the other squadrons will each schedule three (3) incentive flight sorties.
2. Schedule any day between 11th day and end of first month of each quarter.

**Attachment 2****SUGGESTED PROFILES FOR F-15 INCENTIVE FLIGHTS,  
BRIEFING ITEMS, AND RESTRICTIONS****Formation Flights.**

- a. Mild power takeoff and climb, or Single-ship max power takeoff and climb;
- b. Mild wing work;
- c. Tactical formation;
- d. Intercept;
- e. Formation landing or overhead to full stop.

**Single-ship Flights.**

- a. Max power takeoff and climb;
- b. Mild maneuvering and aerobatics;
- c. Island tour (2,000' MSL minimum) under ATC control;
- d. Straight-in or overhead to a full-stop.

**Briefings.**

In addition to applicable MCR 55-115 items, brief the following:

- a. Mission profile events (in sufficient detail to preclude passenger apprehension);
- b. Use of intercom, rear cockpit controls and switches;
- c. Strap-in procedures;
- d. Emergency ground egress;
- e. Use of oxygen;
- f. Ejection procedures (aft initiate and intercom failure);
- g. Anti-G straining techniques;
- h. Breathing methods to control hyperventilation; and
- i. What to do if airsick.

**Restrictions.**

1. The 18 OG/CC must approve the associated profiles and execution of all single-ship F-15 orientation flights.
2. All orientation flight passengers will receive appropriate life support, egress, and emergency procedures training in accordance with PACAFI 11-301.
3. Individuals either not on current aeronautical orders and/or not possessing a current flight physical will be examined/briefed by a USAF flight surgeon within 72 hours of the flight.
4. Flying squadron life support must provide egress training within 72 hours of the flight.
5. Flights above 18,000 feet MSL require physiological training IAW PACAFI 11-301.
6. Back-seat occupants may fly the aircraft only when above 5,000 feet AGL.
7. Planned single-ship F-15 Incentive Missions. Single-ship F-15 aircraft must be in constant contact with ATC, or other radar-equipped agencies, capable of providing traffic advisories and flight following.
8. Single-ship F-15 Missions Resulting from Fallout. The squadron Top 3 may coordinate single-ship incentive flight co-utilization of airspace with other F-15 missions, to provide mutual support in the event of contingencies. All participants must understand the potential impact on mission effectiveness,

in case the incentive aircraft requires escort, for whatever reason. As such, this option should be employed sparingly. Unless waived by the 18 OG/CC, the following procedures apply when using this option:

a. Single-ship incentive aircraft will not, at any time, be the sole occupant of the airspace (unless approved by the 18 OG/CC). Plan to arrive simultaneous to, or after, the arrival of F-15 mutual support assets. Leave the airspace with, or prior to, departing mutual support F-15 aircraft.

b. Unless under visual mutual support by other 18 WG F-15s, single-ship incentives must be in constant radio contact with ATC, GCI, AWACS, or other radar-equipped agencies, capable of providing traffic advisories and flight following.