

**2 MAY 2002**



***Flying Operations***

***LOCAL PROCEDURES FOR ORIENTATION  
FLIGHT PROGRAM***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 35 OSS/OST (Capt Rhude Cherry III)

Certified by: 35 FW/CC  
(Brig Gen Loyd S. Utterback)

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This instruction aligns with AFD 11-4, Aviation Service, and implements guidance contained in AFI 11-401 and DOD 4515.13-R. It establishes procedures for the Orientation Flight Program conducted in 35th Fighter Wing (35FW) aircraft, and provides specific operating guidance and responsibilities for the program. Send comments and suggested improvements to 35 OSS/OST, Unit 5011, Misawa AB Japan 96319.

***SUMMARY OF REVISIONS***

All references to Unit Training Devices (UTD) and authorized mission observers have been deleted. Those authorized for recurring familiarization flights have been reduced to flight surgeons, wing electronic warfare officer (EWO), Wing And Squadron Intelligence Officers, 35 FW Flight Physiologist/Technician, Life Support Personnel, Wing Safety Personnel, and officers on awaiting PCS training (APT) status. Photo support from 35CS/SCSV has been deleted. The sample incentive / familiarization flight letter has been revised to include a flight physical orientation brief. The additional information sheet prohibits taking photographs in the 13/14 FS HAS area and directs that copies of the HUD tape will not be made available. References to Company E and NRSD have been changed to Subunit 2, Company I. Additionally, the orientation flight authorization listing has been removed. Where appropriate, references to HHQ guidance are included. A bar (|) indicates revisions from the previous edition.

**1. GENERAL GUIDANCE:**

1.1. This instruction defines the local implementation of AFI 11-401, *Flight Management* (with IC 99-1) and its PACAF Supplement. Interim Change (IC) 99-1 to AFI 11-401 delegates the authority for certain orientation flights to the level of, but not lower than, the wing commander. In line with the USAF objective, the purpose of the 35 FW Orientation Flight Program is to provide commanders of

the air base units a means to 1) reward and motivate individuals (incentive orientation flights only), 2) ensure assigned airman have a better understanding of a particular weapon system and its role, and 3) acquaint visitors and delegated personnel with the capabilities of 35 FW assets, if determined to be in the best interest of the USAF.

## 2. ORIENTATION FLIGHT PROGRAM:

2.1. Approval Authority. Approval authority is in accordance with AFI 11-401 / PACAF1. Also, unless otherwise stated, approvals for all categories of orientation flights are one-time only for a specific individual. No person should offer flights or imply approval until the appropriate authority has actually approved the flight. Orientation flights will be flown in conjunction with scheduled training sorties. No additional hours will be allocated.

2.2. Selection Authority. Group and associate unit commanders are the designated office of primary responsibility (OPR) for orientation flight selections. Each OPR will appoint a group incentive flight monitor to fill their respective allocations for the calendar year. Number of annual allocations, OPRs, and their assigned units are identified in [Attachment 1](#).

2.3. General Guidance. Although orientation flights give military and civilian personnel the opportunity to witness USAF missions firsthand, some restraint must be imposed on the scope of the program. Orientation flights have the potential to reduce training effectiveness, consume critical flying hours, and expose non-flying personnel to certain risks. Specific categories of orientation flights are described in Para 3. *Categories of Orientation Flights*.

2.4. Selectee Cancellation/Change. Those selected for orientation flights will automatically be removed from the approved list if they cancel their scheduled flight more than once for reasons other than medical disqualification. Requests to change selectees, or their priority, will be accompanied by a memorandum for record signed by the selectee's commander.

2.5. Disclosure. When planning and preparing for foreign orientation flights on USAF aircraft, it must be determined what will and will not be disclosed. For guidelines to foreign disclosure requirements, reference AFI 11-401/PACAF1.

2.6. Responsibilities – All Categories. For an effective orientation flight program, responsibilities will be shared among the nominating unit (via the unit orientation flight monitor), the operational fighter squadrons, 35 OSS/OSCS, wing and squadron life support, the selectee and the mission pilot in command (PIC).

2.6.1. Unit incentive flight monitor will:

2.6.1.1. Serve as a point of contact with 35 OSS/OSCS.

2.6.1.2. Manage the nomination process and submit requests per [Attachment 2](#) and [Attachment 3](#).

2.6.1.3. Forward incentive flight selection letters to 35 OSS/OSCS no later than the fourth Monday of each month for the following month's allocation. If not received by the end of the first week of the month, those allocations will be lost.

2.6.2. 35 OSS/OSCS (Wing Scheduling) will:

2.6.2.1. Manage the overall orientation flight program.

2.6.2.2. Brief the orientation flight status at the weekly OG and Wing Scheduling Meetings.

2.6.2.3. Coordinate orientation flight scheduling with the flying squadrons.

2.6.2.4. Assign the flight to an alternate selectee when the primary is unable to, or no longer desires to fly. In the event of a PCS of the primary candidate prior to a flight, the alternate will assume the primary slot. This will prevent the loss of a group's allocation. Once a primary selectee receives his or her flight, both the primary and alternates will be removed from the orientation flight list.

2.6.2.5. Coordinate with the 35th Aerospace Medicine Squadron, Flight Medicine Flight (35 AMDS/SGPF, 226-6134) and the 35 OSS Life Support Section (35 OSS/OSCL, 226-1734) for medical clearance examinations and egress training, respectively.

2.6.2.6. Provide the selectee with an Incentive/Familiarization Orientation Flight Appointments/Checklist outlining scheduled pre-flight appointments and an Additional Flight Information sheet ([Attachment 4](#) & [Attachment 5](#)).

2.6.2.7. Coordinate the 35 OG orientation flight selection process:

2.6.2.7.1. At the beginning of each month send a memorandum to each unit, within the operations group, soliciting orientation flight nominations.

2.6.2.7.2. Consolidate all nomination letters and forward them to 35 OG/CC for final selection of primary and alternate selectees.

2.6.2.8. Receive all documentation (AF Form 1042 and checklist) from the squadrons, and retain it for six months.

2.6.3. Selectee will:

2.6.3.1. Inform 35 OSS/OSCS of any projected leave / TDY which may effect scheduling the flight.

2.6.3.2. Accomplish all items on their checklist prior to the flight.

2.6.3.3. Receive a medical evaluation with a flight surgeon within 90 days of the flight. Flight Medicine will screen selectee's medical records, examine and brief the individual on the physiological effects of flying. If qualified to fly, the flight surgeon will issue an AF Form 1042, Medical Recommendation for Flying or Special Operational Duty. If not physically qualified to fly, the selectee will notify 35 OSS/OSCS and specify whether the disqualification is temporary or permanent.

2.6.3.4. Present completed checklist and AF Form 1042 to the operations desk at the squadron conducting the flight.

2.6.4. 35 OSS/OSCL (Wing Life Support) will:

2.6.4.1. Coordinate with selectee to accomplish egress training IAW AFI 11-401 / PACAF1, within 72 hours of flight. The following additional items will be covered (as a minimum): Appropriate equipment (anti-exposure suit, gloves, etc.); emergency ground egress; ejection (with and without intercom); ground emergencies; crash landing; oxygen requirements; intercom procedures; normal / emergency canopy operation, and operation of the harness lock lever.

- 2.6.4.2. Initial and date the selectee's preflight checklist upon completion of egress training.
- 2.6.5. 13/14 Life Support will:
  - 2.6.5.1. Outfit the selectee with a helmet, mask, anti-G garment, survival vest, and harness.
  - 2.6.5.2. Provide flight suits for selectees, and when required, fit individual with an anti-exposure suit.
  - 2.6.5.3. Initial and date the selectee's preflight checklist once actions are complete.
- 2.6.6. Operational fighter squadron will:
  - 2.6.6.1. Ensure all prerequisites (AF Form 1042 and orientation flight checklist) are complete.
  - 2.6.6.2. Return all documentation (AF Form 1042 and checklist) to 35 OSS/OSCS.
  - 2.6.6.3. Provide escort (if required) to / from the squadron and a qualified mission pilot to conduct the orientation flight.
- 2.6.7. Mission pilot in command (PIC) will:
  - 2.6.7.1. Brief all aspects of the flight to preclude passenger apprehension. This brief will include (as a minimum): the non-qualified passenger checklist in the current 35 FW Pilot's Guide; glove/sleeve requirements and air sickness bag use/storage.
  - 2.6.7.2. Conduct rear-cockpit orientation. IAW AFI 11-401, this will be conducted in/at the aircraft and, as a minimum, cover rudder adjustment, leg position, stick interference, and egress procedures.
- 2.7. Restrictions – All Categories. Most personnel will not be physically or physiologically prepared for the stresses that can be encountered, therefore these flights usually restrict normal mission training. The following restrictions apply to all categories of orientation sorties:
  - 2.7.1. Mission pilot (pilot in command) will, at minimum, be an experienced pilot, current and qualified in the 35 FW primary aircraft (F-16C).
  - 2.7.2. Aircraft in a test program or functional check flight (FCF) will not be used.
  - 2.7.3. Minimum age for passengers in aircraft equipped with ejection seats is 18 years old.
  - 2.7.4. Passenger will occupy the rear seat and will not be given control of the aircraft unless the pilot has access to the controls and only during non-critical phases of flight. With an IP aboard, rated-pilot general/flag officers may fly in the front seat provided the following is accomplished: Critical Action Procedures (CAPs) Test and appropriate normal/emergency procedures training in a simulator.
  - 2.7.5. Critical phases of flight are takeoff, rejoin, close formation, instrument departures and approaches, air-to-air refueling, ACBT, air-to-air and air-to-ground weapons delivery (simulated or actual), low-altitude flying (below 1,000 feet AGL), traffic pattern and landing.
  - 2.7.6. Back seat occupants may fly the aircraft only when above 5000 feet AGL.
  - 2.7.7. SQ/CC must approve mission profiles.
  - 2.7.8. Aerobatic flight will only be performed if requested by the passenger.

2.7.9. Abrupt or unexpected maneuvers will not be accomplished unless safety of flight requires it.

2.7.10. Excessive G-loading and extended negative-G should be avoided. Unit desires and passenger requests to demonstrate maximum aircraft performance should be weighed to ensure a positive flight experience is obtained. G-LOC and preventative measures will be briefed for every orientation flight in a high-performance aircraft regardless of the planned G-loading.

2.7.11. Flights above 18,000 feet MSL require physiological training (valid AF FORM 1274). In the absence of AF FORM 1274, flights will remain below 18,000 feet MSL.

2.7.12. Weather minimums will be the mission pilot's weather category IAW AFI 11-401/PACAF1.

2.7.13. Anti-exposure suits will be worn IAW PACAFI 11-301.

### 3. CATEGORIES OF ORIENTATION FLIGHTS:

3.1. Incentive Orientation Flights. These flights provide a visible reward to military personnel for outstanding service and should motivate others to similar performance levels. EXAMPLE: Reward to the Airman Of The Quarter.

3.1.1. Operating Procedures – Specific. Squadron schedulers will make every effort to reserve F-16Ds flown on Fridays for incentive orientation flight purposes (operational requirements permitting).

3.1.2. Selection Criteria. Individuals should be selected based on outstanding performance or significance of their contribution to the unit's overall mission. Seniority, or time on station, should not influence the selection. Competition for the available slots is very keen and the quality/content of an airman's performance is always important as a deciding factor in the selection process. Incentive flight selectees should have at least 90 days retainability to ensure the flight can be scheduled prior to PCS from Misawa AB. Selectees will be flown in order of approval date.

3.1.3. Restrictions - Specific.

3.1.3.1. Profiles will not include (D)BFM, (D)ACM, (D)ACT, BSA, SAT, or participate in flag or large force exercises. SQ/CC must approve mission profiles.

3.1.4. Specific Guidance. Adhere to the following guidelines when conducting incentive orientation flights.

3.1.4.1. Incentive orientation flights will be dedicated sorties with a profile structured so as not to exceed the passenger's comfort level. The objective is to reward outstanding performance. The profile will be planned in a low-risk environment.

3.1.4.2. In keeping with standard tactical operations, incentive orientation flights will be scheduled as a two-ship whenever possible. The wing commander may authorize single-ship operations when appropriate.

3.1.4.3. Round robin instrument profiles are approved.

3.1.4.4. All (AFI 11-2F-16 Vol 3) authorized aerobatic maneuvers may be conducted above 5000 feet.

3.1.4.5. If appropriate, conduct a G-Awareness (positive) demonstration.

3.1.4.6. Supersonic runs are authorized if in approved airspace and with a compatible configuration.

3.1.4.7. Practice instrument and VFR patterns may be flown (no simulated emergency patterns).

3.1.4.8. Weapons delivery and intercepts are authorized at unclassified level (HUD tape will not be made available).

3.1.4.9. The mission pilot or the crew chief will assist with passenger strap-in.

3.1.4.10. Accomplish all before-start procedures IAW 1F-16C-1CL-1 (front and rear seat).

3.1.4.11. 35 OG/CC approval is required for maneuvers/events not listed above (including those mentioned in Para [3.1.3. Restrictions.](#))

3.2. Distinguished Visitor (DV) Orientation Flights: Flights to prominent citizens whose ties with the public could lead to greater support for Air Force activities. Their purpose is to increase public knowledge of Misawa's missions and capabilities.

3.2.1. Operating Procedures – Specific. If possible, squadrons should try to use F-16Ds flown on Fridays. However, DV schedules may not allow this to happen, giving the squadrons minimum time to plan. Squadrons will do their best to accommodate, but not at the expense of operational requirements.

3.2.1.1. All prerequisites need to be coordinated by fighter squadron schedulers and are the same as those in the above Paragraph [2.4. Responsibilities.](#)

3.2.2. Selection Criteria. AFI 11-401 / PACAF1, further describes the intent of DV orientation flights and considerations in selecting candidates. The 35 FW is limited to two civic leader flights per year. DV's orientation flights are authorized per AFI 11-401. (See [Attachment 6](#) for sample Distinguished Visitor request).

3.2.3. Restrictions - Specific. Adhere to all restrictions and guidelines in Paragraphs [3.1.3.](#) and [3.1.4.](#) above. In addition:

3.2.3.1. No air-to-air weapons capabilities will be demonstrated (i.e., no DLZ's are to be displayed at any time).

3.2.3.2. Only Level 1 radar will be used.

3.2.3.3. No HARM / HTS capabilities employed / demonstrated.

3.2.3.4. No ECM capabilities employed by any flight member.

3.3. Familiarization Orientation Flights. Familiarization flights are an important tool for providing individuals who have aviation-related responsibilities with a first-hand look at Misawa missions. Commanders should use these flights for military members of their unit and other eligible individuals listed in AFI 11-401. In addition, recognizing the unique composition of the Misawa installation, sister service/associate units assigned to Misawa AB may participate in the familiarization orientation flight program. Familiarization flights may be one-time events or recurring.

3.3.1. Operating Procedures – Specific. Significant differences exist with familiarization flights.

3.3.1.1. These flights will be flown using normal training profiles for the specific weapon system. Therefore, squadrons can conduct these flights anywhere an available F-16D falls in the

schedule.

3.3.1.2. This program is run directly through the 13th and 14th Fighter Squadrons. Once personnel have been approved by the 35 FW/CC for a familiarization flight, the squadrons are responsible for coordinating and ensuring all prerequisites listed in Paragraph 2.4. *Responsibilities* are complete.

3.3.2. Selection Criteria. Individuals may be nominated for familiarization flights in an effort to enhance their aviation-related skills and better acquaint them with Misawa's mission. The 35 FW/CC will approve familiarization nominees in the same fashion as incentive nominees. These flights will be flown in order of approval date. Normally, these flights are one-time events. However, certain individuals (other than flight surgeons) may be approved for recurring familiarization flights. These individuals have aviation related duties and include:

3.3.2.1. Officers Awaiting Permanent Change of Station Training (APT) scheduled to attend SUNT or SUPT.

3.3.2.2. Wing electronic warfare officer (EWO) per AFI 11-401 / PACAF1.

3.3.2.3. Wing and Squadron Intelligence and Space Officers

3.3.2.4. 35 FW Flight Physiologist/Technician

3.3.2.5. Life Support Personnel

3.3.2.6. Wing Safety Personnel

3.3.2.7. Members of sister service/associate units with aviation backgrounds.

3.3.3. Restrictions. Adhere to the restrictions in Paragraph 3.1.3. above, however:

3.3.3.1. Familiarization orientation flights may include (D)BFM, (D)ACM, (D)ACT, BSA, SAT, and may participate in flag or large force exercises. SQ/CC approval of mission profiles is still required.

3.4. Spouse Orientation Flights. Spouse orientation flights will be conducted IAW AFI 11-401 / PACAF1. Spouse orientation flights will be conducted in non-fighter aircraft only.

LOYD S. UTTERBACK, Brig Gen, USAF  
Commander

**Attachment 1****ORGANIZATION / GROUP INCENTIVE FLIGHT ALLOTMENTS**

**A1.1.** The following OPR's have selection authority for the units indicated:

<u>OPR</u>	<u>ASSIGNED UNITS</u>
35 <sup>th</sup> Fighter Wing/CC	35 FW Staff; ADC; AFOSI
35 <sup>th</sup> Operations Group/CC	35 OG; 35 OSS; 13 FS; 14 FS; 610 ACF
35 <sup>th</sup> Logistics Group/CC	35 LG; 35 LSS; 35 MXS; 35 SUPS; 35 TRNS; DET 15, OL-A
35 <sup>th</sup> Support Group/CC	35 SPTG; 35MSS; 35 CES; 35 SFS; 35 SVS; 35 CS; DECA
35 <sup>th</sup> Medical Group/CC	35 MDG
Misawa Cryptologic Operations Center/CC	301 IS; 750 <sup>th</sup> MI DET; 3SPSS; DET3, 18 IS
*Naval Air Facility Misawa/OO	*NAF; PATWING 1; MMF/ Charlie; MOMAG Unit 12; Personnel Support Detachment; Fleet Imaging Facility; NAVCOMDET; VQ-1 DET NOCD; Deployed Patrol Squadron; NSGA; Subunit 2, Company I, USMC

**A1.2. Incentive Flight Allocations.** 35 FW/CC allotments are as required (A/R). Each group will normally receive the following number of incentive flight allotments per fiscal year:

Assigned units	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WG	A/R	A/R	A/R	A/R	A/R	A/R	A/R	A/R	A/R	A/R	A/R	A/R	A/R
OG	12	1	1	1	1	1	1	1	1	1	1	1	1
LG	12	1	1	1	1	1	1	1	1	1	1	1	1
SPTG	12	1	1	1	1	1	1	1	1	1	1	1	1
MDG	4	1	0	0	0	1	0	1	0	0	0	1	0

Associate Units	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
MCOG	6	0	1	1	0	1	1	0	0	1	0	0	1
NAF	6	0	1	*1	1	0	0	*1	1	0	0	1	0
TOTAL	52	*4	5	*5	4	5	4	5	4	4	3	5	4

**A1.3.** OPR's will submit their selections to 35 OSS/OSCS NLT the fourth Monday of each month for the following month's allocation. 35OSS/OSCS will present a list to 35 FW/CC at the weekly scheduling meeting for approval.

**Attachment 2****SAMPLE MEMORANDUM FOR NOMINATION**

DEPARTMENT OF THE AIR FORCE  
35th Operations Support Squadron (PACAF)  
Unit 5011  
APO AP 96319-5011

24 November 2001

MEMORANDUM FOR YOUR GROUP/CC (i.e., 35 OG/CC)

FROM: (Your Organization/ Office Symbol)

SUBJECT: F-16 Incentive Flight Recommendation

1. I highly recommend SSgt Doe (Full Name, (SSN), (Squadron/Office Symbol), (Office Title), (Phone #) for an F-16 incentive flight. SSgt Doe's DEROS is (MMYY).
2. As (Job Title/Position), SSgt Doe's dedication and hard work has identified him/her as a key member of the 35th Fighter Wing. Use as many numbered paragraphs as you find necessary to describe the person's job performance, duties, and specifics on actions and contributions that have positively impacted the mission.
3. Also list any other accomplishments and contributions such as military schools attended, awards received, offices held, support of squadron/wing activities and community involvement. The more pertinent, detailed information you include, the stronger and more competitive the package will be.

J.R. Smith, Lt Col, USAF  
Commander, (Unit)

## Attachment 3

## SAMPLE MEMORANDUM OF SELECTION



DEPARTMENT OF THE AIR FORCE  
 35th Operations Support Squadron (PACAF)  
 Unit 5011  
 APO AP 96319-5011

24 November 2001

MEMORANDUM FOR 35 OSS/OSCS

FROM: Your Group/CC

Subject: Incentive Flight Selection for July 2001

- The following individuals are my selectees for (Your Group) F-16 incentive flight for (Month) 2001:

<u>PRIMARY NAME</u>	<u>OFFICE SYMBOL</u>	<u>PHONE</u>	<u>DEROS</u>
SSgt. Linda D. Smith Reason: 35 FW NCO of the Quarter	35xxx/xxxx	226-xxxx	(MMMY)

ALTERNATE NAME

Amn Daren A. Hoffman Reason: 35 LG Outstanding Performer during June 00 QAFA	35xxx/xxx	226-xxxx	(MMMY)
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- (Your Group) POC is CMSgt Baker, (Your Office Symbol), 226-xxxx.

C.D. PREE, Colonel, USAF  
 Commander, (Your Group)

## Attachment 4

(1 OF 2)

## SAMPLE INCENTIVE / FAMILIARIZATION FLIGHT CHECKLIST

DEPARTMENT OF THE AIR FORCE  
PACIFIC AIR FORCES

MEMMORANDUM FOR (NAME OF INCENTIVE FLIGHT SELECTEE)

FROM: 35 OSS/OSCS

SUBJECT: Incentive/Familiarization Flight Appointments/Checklist

1. Congratulation on being selected to receive an Incentive/Familiarization Flight in an F-16, the “World’s Finest Fighter Aircraft”, you will fly with either the 13<sup>th</sup> Fighter Squadron (“Panthers”) or the 14<sup>th</sup> Fighter Squadron (“Samurai”).

2. IAW current directives, the following appointments and actions must be completed prior to your flight. If you are unable to make these appointments or fly as scheduled due to illness, emergencies, last minute duty schedule changes, exercise tasking, etc., please notify this office immediately to prevent cancellation of a sortie. If you find yourself in this predicament, you will be re-scheduled to fly another day!

**A4.1. Appointments and Schedule for Pre-Flight Requirements**

<u>APPOINTMENTS / SCHEDULE</u>	<u>PLACE</u>	<u>DATE</u>	<u>TIME</u>
Flight Surgeon Orientation Brief	Base Hospital, Bldg. 99		
Flight Physical	Base Hospital, Bldg. 99		
Life Support Training	Wing Life Support, Bldg. 3264		
Equipment Fitting	13 FS/14FS*		
Flight Briefing	13 FS/14FS*		
Step to Jet	13 FS/14FS*		
Flight	13 FS/14FS*		

(\*) The 13 FS is located in Bldg. 3267, and the 14 FS is located in Bldg. 3120.

3. Complete the following checklist:

**a. Medical Examination by the Flight Surgeon:** Located at the Base Hospital (Bldg. 99, 226-6134). **Please arrive early enough to pick up your medical records and be at the Flight Surgeon’s office at the appointed time.** If you are medically cleared to fly, the Flight Surgeon will provide you with a signed AF Form 1042, Medical Recommendation for Flying or Special Duty. If you do not pass the medical examination, notify our office immediately.

**b. Life Support Training (EGRESS):** Located in Bldg. 3264, 226-1734. You must wear a utility uniform (BDU or equivalent) and combat boots to this appointment.

LIFE SUPPORT TRAINING ACCOMPLISHED:

CLASS DATE / TIME: \_\_\_\_\_

INSTUCTOR’S SIGNATURE: \_\_\_\_\_

**Attachment 4 (2 of 2)**

**SAMPLE INCENTIVE / FAMILIARIZATION FLIGHT CHECKLIST**

**c. Life Support Equipment Fitting:** You will be provided all equipment required for flight except combat boots and cotton underwear, which you must wear to this appointment (canvas jungle boots are not authorized - do not provide ankle support in the event of emergency egress).

LIFE SUPPORT EQUIPMENT FITTING ACCOMPLISHED:

DATE/TIME: \_\_\_\_\_

TECHNICIAN'S SIGNATURE: \_\_\_\_\_

**d.** On the day of your flight, report to the Operations Desk 13 FS (226-1313) or 14 FS (226-1499). You will provide the operations specialist this signed/completed checklist and your medical clearance (AF Form 1042). Be prepared to fly! Make sure you bring your flight suit and required attire. Once you are cleared, you will be given a flight briefing with the pilot, step to a jet, and fly.

**Reminder:** If all items are not completed, this sortie could be canceled and your Incentive/Familiarization Flight re-scheduled to a later date.

4. If you have any questions or problems regarding your appointments and flight, contact our office as soon as possible. For all your hard work and efforts, we hope that this flight will be all that you thought it would and more! Again, congratulations!

**Attachment 5****ADDITIONAL ORIENTATION FLIGHT INFORMATION HANDOUT****ADDITIONAL ORIENTATION FLIGHT INFORMATION**

1. **Basics:** Your flight will be geared to your level of personal comfort. Although the F-16 is a high performance combat aircraft, capable of maneuvers exceeding 9 times the force of normal gravity, the purpose of the ride is to familiarize you with the aircraft and its capabilities. For most non-flyers, this ride is a “once in a lifetime” opportunity. There are a variety of maneuvers the pilot can perform during your flight. The pilot will discuss them with you and tailor your mission profile to accomplish an effective mission.
2. **Escorts:** The Fighter Squadrons are responsible for escorting you to F-16 parking ramp restricted areas. If you would like to have your spouse/family to accompany you to your flight, you must notify us.
3. **Cameras:** No cameras are allowed in the F-16, or in the 13/14FS HAS area.
4. **Life Support and Safety Basics:** Wear cotton underwear and combat boots (preferably without steel toe) during your flight. Do not wear an under-wire bra, oil-based cosmetics, hairpins / barrettes, or any jewelry.
5. **Eat Something:** It is highly recommended that you eat something prior to your flight. A piece of fruit is great. It’s light and provides the sugars and quick energy your body will need during your flight. Do not assume an empty stomach will prevent it from getting upset. This is an incorrect assumption and usually the opposite holds true. Drinking water can help fill your stomach and keep you hydrated. Sorties in fighter aircraft will dehydrate you so be preventive.

Attachment 6

SAMPLE DISTINGUISHED VISITOR ORIENTATION FLIGHT REQUEST MEMORANDUM



DEPARTMENT OF THE AIR FORCE
35th Operations Support Squadron (PACAF)
Unit 5011
APO AP 96319-5011

24 November 2000

MEMORANDUM FOR 35 OG/CC

FROM: Your Unit

SUBJECT: Distinguished Visitor Flight Request

- 1. Request Col. John Doe receive an orientation flight in the F-16D. Col. Doe is an intelligence officer deployed to Misawa AB. He has a current flight physical and is current in physiological training.
2. Col. Doe is a highly motivated intelligence officer. Since most of Col. Doe's flight experience has been limited to the P-3 aircraft and helicopters; therefore he has limited exposure to the unique physiological aspects of the tactical fighter world. An opportunity to fly in the F-16 would be an invaluable contribution to Col. Doe's professional development as an intelligence officer.
3. It is understood an approval for Col. Doe to fly with 35 FW will be for a single sortie; subsequent sorties will be requested through normal channels. Furthermore, all requirements listed in AFI 11-401 / PACAF1 will be met. Life support training will be accomplished through wing life support.

Squadron Commander
Signature Block

1st Ind, 35 OG/CC
MEMORANDUM FOR: 35 FW/CC
Approved/Disapproved

35 OG/CC
Signature Block

Date

2nd Ind, 35 FW/CC
MEMORANDUM FOR: 35 OSS/OSCS
Approved/Disapproved

35 FW/CC
Signature Block

Date