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Flying Operations

ORIENTATION FLIGHT PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 11-4, *Aviation Service*, and is used in conjunction with AFI 11-401, Flight Management, and the PACAF Sup 1, but is not a condensed version of the HHQ instructions; they must be consulted as well for complete guidance. It prescribes the responsibilities, approval levels, and procedures for orientation flights in 3rd Wing (3 WG) aircraft. It applies to all personnel involved in nominating, scheduling, coordinating, providing support training for, or participating in orientation flights. The guidelines in this instruction apply to flights conducted at home station or while deployed. This publication does not apply to the US Air Force Reserve or Air National Guard units and members.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Responsibilities. The 3 WG/CC is responsible for the 3 WG Orientation Flight Program. Administration of the program is the responsibility of the 3rd Operations Group Commander (3 OG/CC). The 3 WG aircraft participating in the program include the F-15D, F-15E, C-130H, C-12, and E-3B.

1.1. Commanders. Commanders are responsible for maintaining the integrity of the 3 WG Orientation Flight Program by ensuring only deserving individuals are rewarded with an orientation flight. Furthermore, commanders should ensure all flights are completely voluntary for each individual. Individuals should be relieved from duty requirements to obtain a flight medical clearance, attend egress training, get fitted for clothing at the appropriate flying squadron, accomplish survival indoctrination as required, fly, and return clothing/equipment to squadron life support.

1.2. The 3rd Operations Support Squadron (3 OSS). The 3 OSS fulfills scheduling and tracking responsibilities for the 3 WG Orientation Flight Program. The 3 OSS current operations scheduling shop (3 OSS/OSOS), 552-2406, serves as the single point of contact for the program for flying squadrons and orientation recipients. The 3 OSS will publish the list of recipients (by name and organiza-

tion) and their status (to fly, have already flown, canceled, and so forth). The list will be presented at the weekly WG/CC scheduling meeting during the incentive season (1 May to 1 October). For fighter aircraft, the individual must have a current Physiological Training Card (AF Form 1274) if the pilot will fly above FL 180. The chamber requirement may be waived for active duty personnel receiving a one-time incentive flight, on a case by case basis. The 3 OSS/OSOS will apply for waivers, when applicable, to the PACAF Aerospace Physiology Coordinator. Passengers receiving a waiver must receive academic training by the 3 WG Aerospace Physiology staff. The 3 OSS/OSOS will coordinate the training which is valid for 30 days from completion.

1.3. Flying Squadrons. The flying squadrons are responsible for providing aircraft, pilots, flying gear, egress training within 72 hours prior to flight, preflight briefing and transportation from the flying squadron to the flight line and back, as well as flight following and proper flight management. The flying squadron will notify 3 OSS/OSOS with a call and return of the completed checklist for orientation flights accomplished or not accomplished (with reason) and identify any "no show" for orientation flights.

2. Authorizations. Incentive flights have limited availability. The 3 WG/CC may select an unlimited number of individuals for orientation flights of any type permitted by AFI 11-401 and applicable supplements (see attachments 1-4).

2.1. Group Commanders. Each 3 WG group commander is authorized eight incentive slots per calendar year (four F-15D/E and four E-3/C-130/C-12). The four groups total 16 fighter and 16 heavy incentive rides. Group commanders will forward all award winner names to 3 OSS/OSOS for inclusion in the incentive program.

2.2. Base Awards Program. Winners for the following Base Yearly Awards Programs will each receive an incentive flight: Base Airman of the Year, Base NCO of the Year, Base Senior NCO of the Year, Base First Sergeant of the Year, and Base Company Grade Officer of the Year. Base Quarterly winners of the above awards programs will receive a ride in the F-15E simulator. The 3 WG command section will forward all award winner names to 3 OSS/OSOS for inclusion in the incentive program as soon as possible after the selection processes are complete.

2.3. Headquarters Program. Alaskan Command (ALCOM) will annually designate one individual, and Eleventh Air Force (11 AF) will annually designate two individuals, to receive an F-15D/E incentive flight. ALCOM Chief of Staff and the 11 AF command section will forward designee names to 3 OSS/OSOS for inclusion in the incentive program. The two staffs total three fighter incentive rides.

2.4. Carry-Over Flights. The names of all incentive flight recipients not receiving an incentive flight during the current fiscal year (due to no fault of their own) will be recorded and carried over to the next fiscal year. Previous year recipients not flown will receive priority. Carry-over flights will not reduce the annual authorization to group commanders and the base awards program in any way.

3. Orientation Flights for Foreign Nationals. Orientation flights for foreign nationals require HQ PACAF or higher authority approval, depending on the situation and personnel involved. Strict compliance with the provisions of AFI 11-401 and PACAF Sup 1 is mandatory. As major command (MAJCOM) or HQ USAF Foreign Disclosure Office approval is required, anticipated flights should be planned far enough in advance to allow sufficient coordination time. AFI 11-401, PACAF Sup 1 contains a sample message requesting approval to fly foreign nationals. All 3 WG requests to fly foreign nationals **MUST** be coordinated through 3 OSS/DO who has functional responsibility for all orientation flights within the

3 WG. The 3 OSS/DO will then forward requests through 3 OG/CC to 3 WG/CC, who will then forward requests to HQ 11 AF and HQ PACAF for review and approval.

4. DV Flights. Requests for distinguished visitor flights will normally originate in the office of the wing commander or higher headquarters. Any visit/tour of a DV **NOT** originating at that level must immediately be directed to the 3 WG/CC. Additionally, 3rd Wing Protocol (3 WG/CCP) and 3rd Wing Public Affairs (3 WG/PA) must be notified of the visit/tour and the request for DV flight.

5. Incentive Flights. The primary window for incentive flights in Alaska is 1 May through 1 October and is heavily dependent on weather. Winter flight conditions require additional cold weather training and gear in accordance with AFCAT 36-2223. The following procedures apply for Incentive flights:

5.1. Commanders carefully review all nominations for incentive flights with supporting justification. Select the most deserving individuals and forward the names, ranks, office symbols, date eligible return from overseas (DEROS), and phone numbers of selectees through the appropriate group commander or wing commander for approval.

5.2. Group commanders, 11 AF, and ALCOM must submit incentive flight recipient names for the year to 3 OSS/OSOS by 1 May of each year. Failure to do so will result in forfeiture of that year's incentive flights.

5.3. The 3 OSS/OSOS places individuals on the 3 WG Orientation Flight Program list once approval is received from the appropriate authority and schedules a squadron to provide the flight/simulator. The 3 OSS/OSOS will schedule recipients and squadrons weekly throughout the summer. Simulator rides will be scheduled on a continuous basis. The 3 OSS/OSOS will contact incentive flight recipients and provide them with a preflight checklist (attachment 3) or simulator checklist (attachment 4). The 3 OSS/OSOS will also provide flying squadrons the names, organizations, and phone numbers of scheduled flight recipients for each day.

5.4. Once assigned a squadron, the incentive recipient communicates directly with the squadron to accomplish the mission. After the mission is accomplished or canceled the squadron calls wing scheduling, 552-2406, with the results and sends the completed checklist over for filing. A fighter squadron will fly two incentive flights on Friday. A heavy squadron will fly at least two recipients each week. Squadrons have 4 weeks from the initially scheduled flight to get the recipient flown.

5.5. No Shows. Emergencies and short-notice situations may prevent individuals from being able to fly. Individuals unable to fly for any reason must immediately notify their flying squadron of the situation. If unable to reach the flying squadron, contact 3 OSS/OSOS (552-2406/3458). A "no show" to any checklist appointment or flight briefing (without prior coordination with the squadron or 3 OSS/OSOS) will result in removal from the incentive list.

5.6. Incentive Flights at Deployed Locations. The 3 WG/CC approval is required. For each deployment, the squadron deployment project officer will submit a list of prospective recipients to 3 WG/CC (through 3 OG/CC) for approval and ensure all medical, life support, egress, and flight briefing/profile requirements are met. Upon return from the deployment, the squadron will submit the list of incentive ride recipients to 3 OSS/OSOS. Squadrons will give priority to those individuals on the 3 WG Orientation Flight Program list.

5.7. Incentive Flight Recipients. Recipients responsible for ensuring their preflight checklists are complete, including medical clearances. Recipients will notify the squadron they are scheduled to fly

with and 3 OSS/OSOS immediately if they will be unable to show for their flights (or if their medical conditions change after medical clearance is received). Within 72 hours of receiving their orientation flight, recipients will return their checklist to 3 OSS/OSOS. Each recipient will be allowed to turn down only one scheduled ride, 24-hours prior notice required, for personal reasons. Official temporary duty (TDY), emergency leave, and so forth are not considered "personal reasons."

6. Familiarization Flights. Requests for familiarization flights, whether one-time or recurring, must be addressed to the 3 WG/CC for approval. Requests must provide supporting justification for each individual or group being nominated, each individual's office symbol, and a duty phone where they can be reached. Once a determination has been made by the 3 WG/CC, the requesting agency will be notified of the decision. If approved, the coordination process will be initiated and reporting agencies will provide support similar to that described for incentive flights. However, for recurring familiarization flights, it will be the responsibility of the individual receiving the recurring familiarization flight to contact the flying squadrons to determine flight availability and to accomplish the prerequisite life support training within 72 hours prior to the flight.

7. Fighter Squadrons. Each fighter squadron will ensure aircraft are made available to support the 3 WG/CC Orientation Flight Program. The pilot in command must be flight lead qualified to perform flights. Flying squadron operations officers will ensure thorough preflight briefings are conducted during which the flight profile is covered in detail. Special emphasis will be placed on emergency procedures, crew coordination, and life support equipment/egress. Orientation flight recipients must be put at ease to decrease flight anxiety and ensure their flight is a memorable and favorable experience. Flights will be conducted in compliance with all normal restrictions and within guidelines of AFI 11-401 and PACAF Sup 1.

7.1. The following is a suggested profile for dedicated incentive sorties. All maneuvers should be flown as published in flight manuals or MCR 3-3 with the G levels and G onset rates tailored to the comfort level of the passenger. Emphasize aircraft performance, aircrew tasking, formation, and mission elements.

7.1.1. Takeoff. Max performance afterburner (AB) climb (weather and traffic permitting).

7.1.2. En Route. Normal departure procedures, formations, and operational checks.

7.1.3. Area. Airspace orientation.

7.1.3.1. Acceleration/deceleration demonstration.

7.1.3.2. A selection of the following limited acrobatics: Aileron Roll, Barrel Roll, Loop, Medium or High G Turns, Slice, Pitch Back.

7.1.3.3. 1 V 1 intercept and weapons employment.

7.1.3.4. Close/extended trail maneuvering for weapons employment.

7.1.3.5. Minimum altitude for all non-acrobatic maneuvers is 1,000 feet above ground level (AGL).

7.1.4. Recovery to an instrument approach or visual pattern.

7.2. The pilot-in-command is responsible for verifying all pre-requisites on the recipient's preflight checklist are complete prior to the orientation flight. After the flight, the pilot-in-command will sign the checklist.

7.3. Spouse Taxi Rides. Spouse taxi rides are authorized with 3 OG/CC approval. Aircraft configuration will be no greater than full internal fuel. Any external or conformal fuel tanks will be empty. Pilots will ensure the throttles are in idle power by 80 knots to not exceed 100 knots on the runway. Taxi rides will only be accomplished on Runway 05/23 with departure end cables up and operational. If an aircraft is used for subsequent taxi rides there will be a minimum of 1.5 hours between rides to allow for sufficient brake cooling.

8. The 517th Airlift Squadron. C-130 and C-12 operations officers will determine the suitability of scheduled missions to support the orientation flight program.

8.1. Personnel will not use orientation flight status to facilitate travel. On multiple-sortie missions, individuals will accompany the aircrew from mission origination at Elmendorf AFB, and will return on station with them the same day.

8.2. Orientation flight recipients will attend the aircraft commander's crew briefing and also receive the normal briefings accorded passengers on emergency procedures and life support equipment/egress.

9. The 3 WG Cross-Flying. Cross-flying (an aircrew member on current aeronautical orders flying in an aircraft other than the one they are rated for) is authorized for the following individuals: F-15 pilots and weapon systems officers (WSO); C-130 pilots, copilots, and navigators; and E-3 pilots, copilots, navigators, and weapons controllers. All cross-flying will be scheduled on a non-interference basis. It's the commander's intent that F-15D's never fly locally with an empty back seat. The 12/19 FS will invite cross-flying whenever an F-15D is printed on the schedule and might launch with an empty back seat.

9.1. The following criteria must be met:

9.1.1. Egress training for appropriate aircraft must be completed within 72 hours of the flight.

9.1.2. Scheduling for an F-15D backseat will be on first-come, first-served basis. All flights will be coordinated at the squadron level by direct contact with squadron schedulers.

DOUGLAS M. FRASER, Brigadier General, USAF
Commander

Attachment 1

TERMS EXPLAINED

Terms

Orientation Flight--A continuous flight in DOD-owned aircraft performed within the local flying area and terminating at the point of origin. Airlift missions comprising multiple sorties that are planned to terminate on station the same day may also be used for orientation flights. An orientation flight is conducted to provide a better understanding of 3 WG weapons systems and missions. Orientation flight is an overarching term that describes four types of flights. For fighter orientation flights, all personnel must be medically cleared to fly by a flight surgeon. Family members flying in the same aircraft is prohibited. For fighter aircraft, the individual must have a current AF Form 1274, *Physiological Training Card*, if the pilot will fly above FL 180. The altitude chamber requirement may be waived for active duty personnel receiving a one-time incentive flight, on a case by case basis. Waiver authority is the PACAF Aerospace Physiology Coordinator. Passengers receiving the waiver to fly above FL 180 must receive academic training by the 3 WG Aerospace Physiology staff which is valid for 30 days from the completion of training.

Distinguished Visitor (DV) Flight--A type of orientation flight in the local area that allows unit commanders to display weapons systems to individuals so they gain a better understanding of the mission. The DV category includes Media and Civic Leaders. These flights will be **DEDICATED** sorties with mission profiles designed not to exceed the passenger's comfort level. Approval authority varies, depending on the type of individual being flown. Refer to AFI 11-401 and the PACAF Sup 1 for guidance.

Incentive Flight--A type of orientation flight that allows unit commanders to provide a visible reward to unit military personnel for outstanding service and to motivate others to similar levels of performance. For fighter aircraft, the pilot-in-command must be flight lead qualified. Incentive flights in other than C-130, C-12, and E-3 aircraft will be **DEDICATED**, two-ship or single-ship sorties with a profile structured so as not to exceed the passenger's comfort level. The approval authority for incentive flights for active duty military personnel is the 3 WG/CC and cannot be delegated lower.

Familiarization Flight--A type of orientation flight that allows unit commanders to provide individuals with a first-hand look at the unit's aircraft and mission. Commanders should use these flights for military members of their unit and other eligible individuals (see PACAF Sup 1, Table A1.1). Familiarization (fam) flights will be flown using normal training profiles for the specific weapon system. The individual should be briefed on the high demands of Air Force aircraft, especially fighter aircraft. The approval authority for fam flights for active duty personnel is the 3 WG/CC and cannot be delegated lower. Fam flights are provided on a non-interference basis (that is, no interruption or degradation of aircrew training should ensue).

Spouse Orientation Flight--A type of flight designed to favorably influence a spouse's understanding of the USAF by providing a first-hand look at the Air Force mission. See AFI 11-401 and the PACAF Sup 1 for further guidance.

Cross-Country Crew Chief Assistance Flight--PACAF approval, on a case by case basis, via letter for justification.

Passenger--Individual flying aboard DOD-owned aircraft and not serving in a crew capacity.

Attachment 2
SAMPLE LETTER

MEMORANDUM FOR "Squadron's Group Commander"

FROM: "Squadron Commander"

Address

SUBJECT: 3rd Wing Commander's Orientation Flight Program

I nominate the following individuals to receive an (Incentive) flight in accordance with 3WGI 11-405.

NAME	RANK	OFFICE SYMBOL	PHONE #	DEROS
Doe, John	SSgt	3 OSS/OSOS	552-2406	990501

Squadron Commander Signature Block

1st Ind, 'Group Commander'

MEMORANDUM FOR 3 OSS/OSOS

Concur/Nonconcur

Signature Block of Group Commander

Repeat Flight Surgeon Appointment: _____

Medically cleared for flight: _____
(flight surgeon signature) (date)

3. FLIGHT CLOTHING/EQUIPMENT ISSUE. Flight suits will be made available through the appropriate flying squadron's life support shop.

NOTE: See squadron life support for foot wear requirements. As a general rule boots must be all leather.

4. EGRESS TRAINING/LIFE SUPPORT EQUIPMENT FITTING (Flying Squadron Coordination). Recipient will schedule an egress training and life support equipment fitting with the appropriate flying squadron life support shop.

Egress Training Appointment: _____

Egress Training Accomplished: _____
(authorized egress/hanging harness trainer) (date)

Life Support Equipment Fitting: _____

Flight show time is _____

5. FLIGHT SCHEDULING. Your flight is scheduled for _____, your squadron contact will be _____ who can be reached at _____. If unable to reach the POC or difficulties arise, contact 3 OSS/OSOS at 552-2406/3457/8.

6. CERTIFICATION OF FLIGHT. I certify that _____
(recipient's name)

received an _____ incentive ride lasting _____ hrs on
(type of aircraft) (duration)

(date)

Pilot's name _____ Signature _____

7. Flight canceled by _____ for _____
(name) (reason and date)

8. DOCUMENTATION. Please return this checklist to 3 OSS/OSOS within 72 hours of flight for filing and documentation of your orientation flight. OSOS will retain this for 18 months.

IF FOR ANY REASON YOU CANNOT MAKE IT TO AN APPOINTMENT CALL 3 OSS/ OSOS (552-2406/3458) OR THE SQUADRON YOU ARE SCHEDULED WITH. IF UNABLE TO MAKE SHOW TIME FOR FLIGHT AND YOU CANNOT REACH 3 OSS/ OSOS OR THE SQUADRON, CALL COMMAND POST AT 552-5748 AND PASS THEM THE MESSAGE. NO SHOW IS GROUNDS FOR REMOVAL FROM THE INCENTIVE LIST.

Attachment 4

3RD WING ORIENTATION PROGRAM SIMULATOR CHECKLIST

FOR:

CATEGORY: DV/Incentive/Familiarization/Spouse

The following actions **MUST** be completed before you will be scheduled for your simulator:

1. AIRCRAFT: F-15E

2. SIMULATOR SCHEDULING. Your simulator is scheduled for _____, your squadron contact will be _____ who can be reached at _____. If unable to reach the POC or difficulties arise, contact 3 OSS/OSOS at 552-2406/3457/8.

3. CERTIFICATION OF SIMULATOR. I certify that _____

(recipient's name)

recieved an _____ incentive simulator lasting _____ hrs on type of aircraft

(duration)

_____.

(date)

Pilot's name _____ Signature _____

4. Simulator canceled by _____ for _____.

(name)

(reason and date)

5. DOCUMENTATION. Please return this checklist to 3 OSS/OSOS within 72 hours of simulator for filing and documentation of your orientation simulator. The 3 OSS/OSOS will retain this for 18 months.

IF FOR ANY REASON YOU CANNOT MAKE THE SHOW TIME FOR THE SIMULATOR AND YOU CANNOT REACH 3 OSS/OSOS (552-2406/3457/8) OR THE SQUADRON, CALL COMMAND POST AT 552-5748 AND PASS THEM THE MESSAGE. NO SHOW IS GROUNDS FOR REMOVAL FROM THE INCENTIVE LIST.