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(SMSgt Mark B. Ayers)  
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The OPR for this supplement is HQ AFRC/DOTSF (SMSgt Mark B. Ayers). This supplement implements and extends the guidance of Air Force Instruction (AFI) 11-401, 6 January 1999. The AFI is printed word-for-word without editorial review. Air Force Reserve supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

**SUMMARY OF REVISIONS**

This revision incorporates approved guidance and procedures concerning the AFRC orientation flight program. It mandates use of the AFRC automated incentive pay program, expels policy for indoctrination flyers when occupying a set of controls, outlines flight time categories for aeromedical evacuation crewmembers (AECM), establishes policy for AFTO Form 781 disposition, and operations resource management responsibilities. A (l) indicates revisions from the previous edition.

1.1. This supplement applies to air reserve technicians (ART) and non-ART civilian aircrew members according to their employment conditions and job description.

1.3. Air Force Reserve Command (AFRC) flying units will comply with this supplement and with their respective gaining command directives as listed in AFRC Index 2. Refer matters containing questionable conflicts with gaining command directives through your respective numbered Air Force (NAF) to HQ AFRC/DO for resolution.

1.3.1. (Added) Establishment of training objectives and the aircrew evaluation programs for AFRC flying units are specified in AFI 11-2 MDS-Specific Volumes 1 and 2, respectively.

1.4. AFRC units use gaining command procedures and forms to disseminate information to aircrew members and record receipt thereof unless AFRC has developed specific forms and procedures.

1.4.1. (Added) Responsibilities of NAF chief of division/operations (DO). NAF DOs are the functional offices of primary responsibility (OPR) for Air Force operations resource management system (AFORMS) for all units under their control. The DO at each NAF designates an operations resource manager (1C0X2) as the functional manager and provides in writing to HQ AFRC/DOTSF the designee's grade, name, and work telephone number. These functional managers are the single points of contact for matters concerning AFORMS and flight management operations for their NAF and subordinate units. NAF 1C0X2 functional manager responsibilities are according to individual position description (PD). For specific list of duties and responsibilities see paragraph A.10.3 of this supplement.

1.4.2. (Added) Responsibilities of Wing 1C0X2 functional managers. Each operations group commander appoints the most qualified 1C0X2 within the wing to manage the career field. Forward a copy of the appointment letter to the NAF/DOTF and HQ AFRC/DOTSF. Each wing functional manager is responsible for: (See attachment 10 of this supplement.)

1.4.2.1. (Added) Ensuring that a staff assistance visit is performed at each flying unit annually or when requested by the unit.

1.4.2.2. (Added) Establishing a comprehensive 1C0X2 qualification and proficiency training program for all 1C0X2 duties within their wing. As a minimum, on the job training (OJT) programs will consist of core tasks outlined in the 1C0X2 career field education and training plan (CFETP).

1.4.2.3. (Added) Each unit, not collocated with their respective wing, appoints the most knowledgeable 1C0X2 to implement the wing's program. Send a copy of the appointment letter to the NAF/DOTF and HQ AFRC/DOTSF.

1.5.4. A copy of the orders must be provided to the HOSM office within 5 working days.

1.5.4.1. (Added) Individuals going to the altitude chamber/centrifuge training must sign out their original AF Form 702, **Physiological Training Record**. They must also hand carry a copy of their AF Form 1042, **Medical Recommendation for Flying or Special Operational**, that reflects current physical status prior to departure. Upon completion of training, the individual must return the updated AF Form 702 to the HOSM office.

1.5.6. AFRC units serviced by an active duty HOSM ensure reserve aircrew members report to the HOSM office within 30 days of assignment to the unit for initial flight record folder review/certification. Aircrews must turn-in active/inactive flight record folders to the HOSM office within 3 duty days after arrival at new duty station.

1.6.2. Minimum flying time for air reserve component (ARC) is according to DOD Financial Management Regulation, Vol 7A, Chapters 56 and 57.

1.7. Approval authority is HQ AFRC/CC.

1.8. The HQ AFRC/DOT flight authorization (FA) program is the only authorized program that will be used to produce flight authorization forms (AFRC Form 9, **Flight Authorization**). It is the only authorized format for documenting Air Force Reserve aircraft flights. EXCEPTIONS: Fighter units may use a locally produced flight authorization and sign out sheet. AMC gained units are authorized to use the computer assisted aircrew scheduling system (CAASS); providing FA contains all AFRC required remarks (associate units follow guidance stated in gaining MAJCOM instructions). Flight authorizations and AFTO Forms 781 must match with the following information: crew position, flight authorization duty code, reserve duty status, and mission type. All changes (additions or deletions) must be written in ink. For local/deployed station missions/sorties, the squadron supervisor of flying (SOF) may authorize

changes to the flight authorizations. The SOF ensures all changes accurately reflect the actual crew complement stepping to the aircraft. The SOF initials the flight authorization changes to indicate his or her approval. The aircraft commander initials changes that occur after leaving home station. Upon return to home station, file a copy of the corrected flight authorization with the original. Commissioned officers authorized to sign flight authorizations must be assigned to the respective unit.

1.8.1.6. (Added) Reserve personnel not on extended active duty (EAD) must carry the following statement: Persons name or word "personnel" is /are subject to provisions of the uniform code of military justice while performing this duty."

1.8.1.7. (Added) Mission essential ground personnel (MEGP) status is annotated on the flight authorization form if flying aboard an AFRC aircraft with an AFRC aircrew.

1.8.2. (Added) ART crewmembers flying in civilian status will have their military and civilian grades reflected on the flight authorization as follows: Under the entry of grade, indicate military and civilian grades for ARTs for example: TSgt/GS-8, when applicable. Local flight clearance/flight authorization, as a minimum, reflects military grade. ARC flight duty status codes are as shown in table A2.1, item 33 and as supplemented. All nine digits of the SSN will be reflected on the original, however, copy with full SSN will not be given to other aircrew members.

1.8.3. (Added) The program element identifier (PEID) provided in the program authorization for reserve missions is "R."

1.8.4. (Added) Flight authorization/order numbers will be in the following format: fiscal year (example: XX represents current fiscal year), followed by a dash, followed by 4 numbers. The first flight authorization published on 1 October of each fiscal year would be XX-0001. Number flight authorizations sequentially beginning with the number 0001. Renumbering will begin on the first day (first order published) of each fiscal year. Do not use separate numbering systems for locals and line missions. Units will establish procedures for assigning flight authorization numbers when part of the unit is deployed. Flight authorization numbers will be tracked in a log book or online file.

1.9.1. HQ AFRC/DOTS is the approval authority for all changes to a unit's flying hour program. Direct proposed changes to the unit's flying hour program through respective NAF in writing. Forward requests to AFRC/DOTS.

1.9.2. Orientation Flights. See Attachment 11 of this supplement for orientation flight procedures.

1.9.3.6. Flights in the interest of repairing/recovering an aircraft stranded away from home station.

1.9.3.6.1. (Added) Flights delivering aircraft to AMARC for final disposition. In the above instances, notify NAF/DO and HQ AFRC/DO prior to the flight. In all cases, mission support flights will only be approved when it is determined that the flight is in the best interest of the government and alternatives are deemed inadequate.

1.9.3.7. See Attachment 11 of this supplement for orientation flight program approval authority. NOTE: All passengers who do not meet the requirements as outlined in Table A2.3 are listed on a passenger manifest. Do not list on the AFTO Form 781/flight authorization.

1.10.1.1. Members of gaining command operational readiness inspection (ORI)/standardization team/higher headquarters evaluation teams on scheduled unit visits are authorized to fly in AFRC aircraft. ANG/ACC/AMC rated officers assigned to the ANG/AFRC test center (AATC) or directly involved in an AATC test project are authorized to fly AFRC aircraft in the performance of AATC duties. All other fly-

ing by non-AFRC crewmembers in AFRC aircraft must be approved by HQ AFRC/DOT (except for interfly agreements as outlined in paragraph 2.21.3.). In such cases, concurrence of the AFRC unit and applicable NAF/DO is mandatory. AFRC units will forward all non-AFRC crewmember flight requests through their respective NAFs to HQ AFRC/DOT for consideration at least 15 days before planned flight. EXCEPTION: The 10 AF/DO has approval authority for ACC active duty crewmembers on the current 10 AF and HQ AFRC/DO list of authorized ACC fliers. AFSOC wing commanders have approval authority for AFSOC flying personnel.

1.10.1.5. ART employees separated from active Reserve membership as a result of meeting their high year of tenure (HYT), and who either do not meet eligibility for an immediately optional unreduced retirement annuity or who have not completed the 1 year time frame of registration in the Department of Defense (DoD) priority placement program (PPP) are not considered status quo. An ART who loses active Reserve membership for medical reasons, but is otherwise eligible to continue performing in the civilian portion of the ART position is considered status quo. The determination as to whether the employee can perform the mental or physical requirements of the civilian position must be made by the appropriate military medical facility. Individuals who are retained in the civilian position as a status quo must obtain HQ AFRC/DO approval to continue on flying status. Unit must submit a request for continued flying of assigned civilian status quo or HYT through respective NAF and forward to HQ AFRC/DOT before continuing to utilize in flying status. Request includes name, grade, duty position, level of qualification, and rationale based on unit training needs which warrant continuation of flying. All civilian aircrew members (status quo or HYT) approved for flying must comply with the provisions of the basic instruction, this supplement, 10-series publications, and AFI 11-MDS series training directives. Civilian aircrew members authorized to fly are entered into AFORMS and a copy of their civilian position description/core document will be filed in the member's flight record folder. Do not schedule status quo or HYT aircrew members as part of the minimum crew complement required by the mission directive, mission participation is limited to non-transportation working capitol fund (TWCF) funded CONUS missions and local training flights. Civilian aircrew member participation on missions outside the CONUS requires approval by appropriate NAF/CC for each mission. For all ART officers (Colonel and below), the authorization to be placed on active flying status is based on the military and civilian job descriptions. In those cases where the military or civilian duties do not concurrently indicate that active flying is authorized or required, HQ AFRC and gaining MAJCOM makes the determination based on career development and other factors. Only the Chief of Staff Air Force (CSAF) can make determinations on general officers flying positions.

1.10.1.6. If flying is annotated in the government contract, the wing commander is the approval authority in AFRC assigned aircraft. The unit flight management office (FMO) must maintain a copy of the contract on file. Employees must meet the minimum requirements of the basic instruction (i.e., physical, altitude chamber, life support training, etc.).

1.10.2. AFRC units will forward requests through channel to NAF/DO then AFRC/DO for final approval.

1.17. Submit requests to HQ AFRC/DO at least 15 workdays before flight. Include individual's name, grade, position, aircraft type, and a brief explanation of how the flight is in the national interest and of benefit to the Air Force Reserve.

2.1. Designation of proper rated position indicator (RPI) codes for AFRC rated officers is according to the unit manpower documents (UMD). The UMD designates the operational supervisory positions (lieutenant colonel and below) requiring active flying as prescribed in AFRESI 38-201, *Manpower Authorization, Allocations, and Change Requests*. These are designated with RPIs 6 and 8. Any changes,

additions, or deletions to the RPI code listed in the unit, squadron, wing, or NAF, HQ AFRC/DOT with Director of Personnel coordination must approve UMD.

Table 2.5. NOTE 3. (Added) Commanders must submit justification to HQ AFRC/DOTSF for members remaining in FSC "S" in excess of 180 days. Member's active flying status assignment will be reviewed for continuation contingent on MAJCOM assessment.

2.8.4.1. This applies to permanent changes in the rated requirement for a particular manpower authorization, i.e., RPI 6 to RPI 3. Changes will be submitted on the AFRC Form 106, **Manpower Change Request**, according to with AFRESI 38-201.

2.10.2. In coordination with the applicable HOSM office, non-EAD flight surgeons, RPI-5 may log flying time for pay aboard any military aircraft, regardless of unit assignment/attachment for flying; however, flight surgeons will fly their annual minimums according to AFI 11-202, Volume 1. (EXCEPTION: Flight surgeons who are assigned to units with only single seat PAA and are in an authorized flying position are assigned a primary aircraft in which they can meet minimum requirements).

2.10.4. (Added) Flight Surgeons complete and return to their HOSM all AFTO Form 781 extracts and training accomplishment sheets for each sortie flown not later than 5 working days after the mission (can be faxed).

2.11.5. Mission essential ground personnel (MEGP). MEGP status is granted to individuals on a case-by-case basis who perform unique support duties directly related and essential to a particular aircraft, aircrew, or numbered mission. These duties require direct access to the aircraft and/or aircrew during ground or flight operations. MEGP travel is in passenger status, but report through the command and control center (preferably the flying unit) to the aircraft commander. MEGPs do not process through passenger service facilities. If the number of MEGP exceeds four per aircraft, the appropriate command and control agency (other than the aircraft commander) ensure manifesting and anti-hijacking is accomplished for these persons prior to their reporting to the aircraft. They are authorized flight deck seating, but no aircrew position, with aircraft commander approval. Commanders ensure MEGP status is not used while individuals are in leave status. MEGP will not be bumped enroute without approving authority approval. MEGP are not entitled to incentive or AFTP pay.

2.11.5.1. (Added) Approval Authority. MEGP travel status is strictly controlled and approved only for those with a bona fide mission-essential purpose.

2.11.5.1.1. (Added) HQ AFRC, NAFs, and flying unit commanders may approve MEGP status for unit assigned personnel on unit aircraft or aircraft under their control. Examples of eligible personnel are chaplains, senior enlisted advisors, maintenance and airlift control flight (ALCF) personnel, security forces, aerospace audiovisual service (AAVS) photographers, safety, public affairs, unit intelligence personnel, life support personnel, and operations resource management (1COX2) personnel. NOTE: See paragraph 1.12.2.2 for guidance for unqualified pilots to fly with MEGP on board.

2.11.5.1.2. (Added) HQ AFRC/DO has approval authority for all other personnel. HQ AFRC/DO is also the waiver approval authority all for missions in which tactical events or an unrestricted mission profile is required.

2.11.5.2. (Added) Procedures. Forward requests for MEGP status to the approving agency at least 10 duty days prior to expected date of departure. Include name, rank, organization, reason for travel, proposed itinerary, and dates.

2.11.5.2.1. (Added) MEGP approval is cited in the travel orders as follows: MEGP status is authorized by (appropriate wing/NAF/DO) on (unit, aircraft number and/or mission number/exercise or contingency name) from (start date) to (mission completion date). MEGP authority may also be cited in a letter or message using the statement above. A copy of the authority is to be attached to the flight authorization form.

2.11.5.2.2. (Added) For AFRC-owned aircraft and aircrew, document MEGP on the flight authorization form. For non-AFRC owned aircraft and/or aircrew use either the passenger manifest or flight authorization. See gaining command directives. Form disposition is the same as flight authorization forms.

2.11.5.2.3. (Added) Individuals coordinate their travel with the unit operations function 2 duty days prior to travel. It is imperative that unit operations centers are aware of MEGP requirements when scheduling missions and crews. MEGP must furnish unit operations with copy of travel orders and planned date of travel. Individuals joining missions enroute present their travel orders to the appropriate command and control agency at least 3 hours prior to intended travel.

2.14. AFRC units comply with gaining command instructions.

2.15. Indoctrination flying status may be assigned when rated supervisory personnel have a specific requirement to fly in a particular aircraft weapon system under their command/supervision. The MAJ-COM commander may approve indoctrination flying status. Request for indoctrination flying status must include individual's name, grade, organization, duty position, aircraft, date of flight, and reason why the individual is required to fly. Forward requests through respective NAF/DOT to HQ AFRC/DOT. EXCEPTION: Incumbents of the rated officer positions listed below may fly up to 24 missions each fiscal year in designated aircraft without prior approval. F-15 wing Electronic Warfare Officers, AFSC 12A4Y, may fly in unit aircraft and log XW time. Approval authority for these flights is delegated to the wing commander. Each NAF provides HQ AFRC/DOT a complete list of indoctrination fliers no later than 31 August each year. NAFs ensure indoctrination fliers are limited to 24 missions per fiscal year. These individuals are assigned flying status code T. NOTE: ARTs occupying any of the aforementioned positions may be administered using provisions of paragraph 1.10.1.5.

2.15.1. Individuals designated as AFRC indoctrination fliers/mobilization augmentees (MA) assigned to HQ USAF/RE, HQ ACC, HQ AMC/DO, and commander of unified and specified commands, and MAJ-COM/NAF: HQ AFRC/DOT is the approval authority.

2.15.1.1. (Added) Individuals are not responsible for any decision involving a flight or mission in which they participate in an indoctrination flying capacity.

2.15.1.2. (Added) Individuals may fly aboard any AFRC aircraft operated by subordinate AFRC units regardless of individual aircraft currency.

2.15.1.3. (Added) Individuals must occupy a seat equipped with a seat belt during all takeoffs and landings.

2.15.1.4. (Added) Individuals are not authorized any additional flying training periods (AFTP) or additional ground training periods (AGTP).

2.15.3. Members placed on aeronautical orders under paragraph 2.11.5 are not entitled to aircrew flight gear.

2.15.5. Indoctrination fliers do not have currency requirements, but must have been previously qualified in the weapon system if the member will occupy a set of controls. Log time accomplished in an indoctrination flying capacity according to the provisions contained in attachment 2, table A2.3.

2.15.6. (Added) A previously qualified pilot indoctrination flier may occupy a duty station with a set of controls when a current and qualified instructor pilot occupies the other pilot aircrew position. Indoctrination fliers who are not previously qualified or not accompanied by an instructor will not be at a pilot duty position (except two-seat fighter type aircraft in which no passengers will be on board) during:

2.15.6.1. (Added) When passengers are on board.

2.15.6.2. (Added) Takeoff and landing when weather is less than 1,000 foot ceiling or visibility less than 3 miles, or the runway condition reading (RCR) is less than 12.

2.15.6.3. (Added) Actual emergency conditions. NOTE: For helicopters, indoctrination fliers will not be at a pilot duty position when conditions are below visual flight rule (VFR) minimums.

2.15.7. (Added) Staff monitor/observer (SMO) status is granted to individuals who perform support duties directly related to a particular aircraft, aircrew, or mission. SMOs are normally general/flag officers or civilian equivalents, commanders/senior enlisted advisors. SMOs report to the flying unit 3 hours prior to the planned flight departure. They may be on the flight deck, but do not occupy an aircrew position. Do not bump SMOs enroute without controlling command approval. Eligibility and authority for granting SMO status will be determined by NAF/DO and forwarded to AFRC/DOT for final approval. Members flying in SMO status log observer flying time (if authorized) will not be entitled to AFTP or incentive flight pay unless authorized by AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*, and Department of Defense Financial Management Regulation (DODFMR). SMOs will be listed on the flight authorization.

2.15.7.1. (Added) SMO travel status is strictly controlled and approved only for those with a bona fide mission essential purpose.

2.15.7.1.1. (Added) HQ AFRC/DOT is the approval authority for individuals seeking SMO status with AFRC-assigned units and aircraft.

2.15.7.2. (Added) Enter rated and nonrated aircrew assets flying in SMO status on the flight authorization using crew/duty position identifier listed in basic attachment 2, table A2.3., if applicable. Otherwise, enter NA (Non-Applicable). Enter the following statement in the remarks section of the flight authorization: "Individual is designated as staff monitor/observer according to AFI 11-401, AFRC Supplement 1."

2.15.7.2.1. (Added) Forward requests for SMO status no later than 10 duty days before the expected date of departure. Include name, rank, organization, reason for travel, proposed itinerary, and scheduled flight dates. Provide information copy of request to appropriate wing/NAF/PA/DO.

2.16. Reserve operations group commander ensures HOSM office is established when the operations group is not supported by an active duty HOSM office. The HOSM office will manage all flight management functions. HOSMs will establish a flight record folder (FRF) sign-out log. As a minimum, the log will contain name, rank, organization, sign-out date, estimated duration, signature block, and actual date of return. Wing commander, group commander, squadron commanders, and members of inspection teams may temporarily sign out FRFs to perform official duties. When no AFRC HOSM office is required, the flight operation superintendent is the base OPR for AFORMS and manage the requirements in the basic instructions and AFRC supplement. As a minimum, for specific list of duties and responsibilities, see paragraph A10.4 of this supplement.

2.16.2.1. (Added) Applicable gaining command directives in the 10-, 11-, 36- and 48-series, as listed in AFRC index 2, along with the basic instruction and AFRC supplements, are the prescribing directives for the AFRC flight management functions. The HOSM office maintains individual FRF and JRF. NO

EXCEPTIONS to the procedures outlined in paragraph 2.16.2 and paragraph 3.1 are authorized. The unit of assignment maintains FRFs.

2.16.2.2. (Added) A copy of the military pay order (MPO) that reflects the current pay status (start/stop) of the member is filed on the left side of the FRF. This MPO may be either the AF Form 1887, **Request and Authorization for Aeronautical Orders** (MPO section), computer-generated AO (MPO section), or the DD Form 114, **Military Pay Order**. When a member's pay status changes (either starts or stops), the old MPO is removed from the FRF and is replaced by the new MPO. AFRC units supported by an active duty HOSM provide the HOSM with a copy of all MPOs.

2.16.2.3. (Added) All Reserve flying units supported by an active duty HOSM will have a 1C0X2 within the unit certified to accomplish individual flight record reviews for reservists on weekends. This item must be signed off in the OJT/CFETP records, AF Form 797, or Supervisor Employee Brief. Squadron FMO must establish written procedures for administering flight record review certification.

2.16.2.4. (Added) Do not consolidate Air National Guard (ANG) and AFRC flight records.

2.16.2.5. (Added) Effective 1 November 1998, AFRC units use the AFRC computer automated flight pay program to monitor conditional flight pay entitlements. Effective 1 January 1999, AFORMS is the only authorized system for monitoring aircrew training, individual aircrew resources and flying hour data.

2.17. Squadron commanders ensure the flight operations superintendent manages the requirements of this instruction. AFORMS functions within the squadron is the responsibility of the assigned 1C0X2 personnel. As a minimum, for specific list of duties and responsibilities, see paragraph A10.5 of this supplement.

2.19.2. Forward request for attachment to appropriate NAF/DOT in writing. NAFs forward request for approval to AFRC/DOTS. The SOSM at the unit of attachment will track ground and flying training requirements for attached flyers in AFORMS. The following rules apply until the attached flyer module of AFORMS is fixed:

2.19.2.1. (Added) FRFs are maintained at the nearest Air Force HOSM to where the aircrew member's personnel and finance records are maintained. Training for attached flyers will be tracked by the unit in which the member is attached for flying.

2.19.2.2. (Added) Attached flyers are identified in AFORMS using a dummy ID. This ID is a nine-digit numeric identification code entered in the SSN block.

2.19.2.3. (Added) The first three digits identify the MAJCOM. The code for AFRC (Host locations only) is "878." The fourth and fifth digits represent the assigned HOSM code within the MAJCOM. AFRC assigned HOSM codes are listed below. The last four digits will be assigned sequentially starting with 0001. HOSMs must develop procedures to ensure duplication does not occur.

**Table 2.19. (Added) AFRC HOSM Codes.**

<b>Location</b>	<b>HOSM Code</b>
<b>Dobbins</b>	94
<b>Fort Worth</b>	01
<b>General Mitchell</b>	40
<b>Grissom</b>	34
<b>Homestead</b>	82
<b>March</b>	52
<b>Minneapolis</b>	96
<b>New Orleans</b>	26
<b>Niagara Falls</b>	14
<b>Patrick</b>	20
<b>Pittsburg</b>	11
<b>Portland</b>	93
<b>Selfridge</b>	27
<b>Westover</b>	39
<b>Willow Grove</b>	13
<b>Youngstown</b>	10

2.19.2.4. (Added) If co-located with an active duty HOSM, the active duty HOSM will provide the dummy ID to reserve squadrons, using their MAJCOM and HOSM Code.

2.19.2.5. (Added) To ensure these records do not interface with the Host Operation Resource Information System (HORIS) report, the members' service category will be "F" to indicate a foreign flyer.

2.19.2.6. (Added) Individuals attached to units for flying will ensure the unit has their current physical and physiological training dates before flying.

2.21. AFRC units comment on requests for flying attachment of personnel received directly from other units, commands, services, or agencies, and forward them through their respective NAF/DOT to HQ AFRC/DOTS for action.

2.21.1. (Added) Attachment for flying request must include, as a minimum, the following information: Individual's name, rank, SSN, unit of assignment, unit of attachment, effective date, aviation service date, officer service date, aeronautical rating, duration of assignment, duty position, RPI Code, aviation service code, individual service category and name, address and phone number of HOSM that maintains the individual's FRF.

2.21.2. (Added) Rated personnel on extended active duty (EAD) approved for flying attachment to AFRC units are limited to achievement of minimum flying requirements (exceptions are at the discretion of the OG/CC) outlined in applicable aircrew training publications.

2.21.3. (Added) Interfly agreement with active duty and ANG aircrew members. AFRC operations group commanders are authorized to approve requests to fly with AFRC units for aircrew members not assigned or attached to an AFRC NAF/unit. They must provide operations group commanders with a

source for verifying currencies, egress and life support training, flight qualification, etc., prior to flying. Forward information copy of interfly approval to NAF/DO and AFRC/DOT.

3.1. The HOSM office keeps AFRC flight and jump records according to procedures outlined in basic paragraph 3.1. Reserve HOSMs track conditional flight pay/AFTPs for HQ attached flyers.

3.1.3. AFRC flying units whose flight records are consolidated with an active duty HOSM process/certify Reserve flight pay (includes preparation of MPOs to start/stop flight pay for all assigned/attached personnel in conditional status). These units maintain a copy of the flying pay qualification listing or computer disks for certification of flight pay entitlement for personnel in conditional entitlement status. These units must keep or have ready access to the Department of Defense Financial Management Regulation (DOD-FMR), Vol 7A; Defense Finance and Accounting Service (DFAS) 177-373, Vol II, DFAS Unit Procedures Excluding FSO, and AFMAN 36-8001.

3.2.1. AFRC units may use AFORMS, AFORMS AFRC reports program generated forms (Mission Accomplishment Report (MAR)), AFRC Forms 58a, **MAR Format 1**, 58b, **MAR Format 2**, 58c, **MAR Format 3**, and 58d, **MAR Format 4**, or locally devised training accomplishment report (TAR) forms. Local forms must be coordinated through the respective NAF/DOTF and approved by HQ AFRC/DOTSF. AFTO Form 781 and AFORMS must be accomplished after each flight/mission. A separate MAR/TAR must be completed each day a mission/flight is performed. Do not complete a single MAR to cover an entire deployment.

3.3.1.3. (Added) When the currency requirement has been met in the previous quarter, AECMs may log secondary time on any mission during the current quarter when performing simulated patients duties during aeromedical readiness missions (ARM). If member does not fly as a primary crewmember and log primary time before the current quarter ends; currency is lost and only other time can be logged when performing simulated patient duties until member has regained currency.

3.7.2. (Added) Logging, posting, and crediting of flight duty time entries on AFTO Form 781s are authorized only for personnel designated on the flight authorization. Commanders ensure that only those members authorized to perform aircrew or non-crew duties according to the provisions of the basic instruction are designated on the flight authorization. Aircrews log flying time in the same duty (pay) status as that indicated by the flight authorization published for a particular flight or series of flights.

3.7.3. (Added) ARTs qualified as instructors or flight examiners in USAF Reserve status but not assigned to an authorized ART instructor or flight examiner civilian position perform instructor or flight examiner duties when flying in ART status only in the absence of an authorized ART instructor or flight examiner, and during emergency workloads as determined by the unit commander. NOTE: Such duty which results in the individuals working in a higher civilian pay grade than that in which they are presently assigned is accomplished only on an intermittent, infrequent, or emergency basis.

3.9.2. Personnel performing operational support (non-crew member) duties will log "FZ" as the flying duty/crew position symbol.

3.9.3. (Added) Additional Crewmember (ACM) is an aircrew travel status authorized to accompany the normal crew complement. An ACM is not entitled to log flying time unless performing crewmember duties as part of the normal crew complement as authorized by this instruction and AFI 65-503. Personnel in ACM status required to perform duty as part of the normal crew complement will terminate their ACM status and log time as authorized in this instruction. Units will identify personnel in ACM status on the flight authorization in the remarks section--annotating member in ACM status not authorized to log flying time.

3.14. AFRC Form 9, **Flight Authorization**, AFRC Form 58a, **MAR Format 1**, AFRC Form 58b, **MAR Format 2**, AFRC Form 58c, **MAR Format 3**, AFRC Form 58d, **MAR Format 4**.

A2.3.3. Upon completion of maintenance review at debrief, hand-carry the AFTO Form 781 to the squadron flight management office. After audit procedures are performed, the 1C0X2 performing the audit procedures initials item 37 of the form and notifies maintenance plans and scheduling/debrief offices of any discrepancies. The REMIS/G081/CAMS computer database will be audited by both maintenance and operations personnel using the daily and monthly aircraft utilization reports (AUR). All aircraft times, landings, and sorties discrepancies will be resolved within one working day.

A2.3.4.2. Ensures only 1C0X2 or civilian equivalent audit/initial the AFTO Form 781 (item 36). Where local procedures establish the HOSM as the auditing agency, unit assigned 1C0X2s will first audit the AFTO Form 781 and initial item 3 (MBA/\_\_\_\_\_). When HOSM personnel enter the AFTO Form 781 into AFORMS, they will also initial item 36 to confirm completion of a thorough audit next to the units initials, as indicated above.

A2.3.4.2.1. (Added) Squadron 1C0X2 enter AFTO Forms 781 in the AFORMS database. Units supported by an active duty HOSM are required to enter the AFTO Form 781 into the AFORMS database. When the support agreement states the active duty HOSM must enter AFTO Forms 781 in AFORMS, all AFTO Forms 781 must first be audited by squadron/unit assigned 1C0X2s to ensure correct duty status codes have been assigned and a copy must be maintained at the unit level for subsequent auditing. When entered by the active duty HOSM, the unit must audit the HOSM input for accuracy and correction of all previously noted mistakes.

A2.3.4.2.2. (Added) The original AFTO form 781 will be maintained at the designated HOSM only. A copy should be maintained at the unit level for auditing validations.

A2.3.4.3. The PEID to be entered for Reserve missions is "R."

A2.3.4.4. (Added) Provides the mission symbol for each flight to the pilot in command prior to mobilization. The primary mission for reserve operational aircraft is training. Reserve training missions normally use a "T" coded mission symbol when flying on an AFRC mission identifier. When supporting an AMC transportation working capital fund (TWCF) mission, "M" coded, an AMC mission identifier must be used. When AFRC "CA" coded aircraft support an AMC contingency or exercise a "C" or "L" code will be used as appropriate. The mission symbol is a four-position alphanumeric code. The first two characters are as shown in the basic, attachment 2, table A2.2. Note: AFRC units must use approved mission symbols listed on HQ AFRC/DOT web site under the subtitle, Flying Hours (<http://W3/afrc.af.mil/hq/DO/dot>). Mission symbols vary by aircraft type and unit. Operations identify the primary mission symbol on flight orders and/or mission directives.

Table A2.1. NOTE 1. (Added) Item 21. Units use gaining command codes, as applicable, for the third and fourth characters of the duty codes.

Table A2.1. NOTE 2. (Added). Item 33. An additional authorized flight duty status code for Air Force Reserve Command aircrews is 33 (Dual additional flying training period—AFTP).

A2.4. Individuals assigned to AFRC deliver extract AFTO Forms 781 to their unit of assignment. Improperly completed AFTO Forms 781 are returned to the individual for corrections prior to AFORMS update.

Table A2.3. NOTE 5. (Added) For Pararescue, use the following third characters of the flight duty code when required: "T" for mission qualified trainer pararesue and "C" for mission qualified certifier pararesue.

**Attachment 10 (Added)****OPERATIONS RESOURCE MANAGEMENT RESPONSIBILITIES**

**A10.1.** Purpose: This set of instructions establishes basic guidelines and expected duties and responsibilities for each level of responsibility within the 1COX2 career field functional area.

**A10.2.** AFRC. Director of Operations Training division is the functional management authority for all AFORMS and 1COX2 career field functions. AFRC/DOTSF is the OPR and:

**A10.2.1.** Provides written guidance and assessment criteria.

**A10.2.2.** Establishes procedures for the operations resource management (ORM) within AFRC.

**A10.2.3.** Establishes AFRC assessment items to be evaluated during Unit Compliance Inspections.

**A10.2.4.** Coordinates and publishes all changes and supplements to AFIs and MAJCOM directives.

**A10.2.5.** Resolves issues between NAF, AFRC units and gaining commands.

**A10.2.6.** Convenes workshops and conferences--as required--relating to AFORMS and 1COX2 career field to review, improve, and resolve issues.

**A10.2.7.** Monitors ARB/FEB actions, procedures, and requests for HQ AFRC.

**A10.2.8.** Writes and reviews position descriptions (PD) and Air Force core documents (CD) for ARTs assigned to AFRC 1COX2 career field.

**A10.2.9.** Provides staff assistance visits (SAV) and training assistance to subordinate units.

**A10.2.10.** Assists directorate of personnel (DP) and directorate of plans (XP) staffs in resolving 1COX2 personnel issues.

**A10.2.11.** Review and approve all automated computer software programs used in ORM.

**A10.3.** Numbered Air Forces (NAF). 4 AF, 10 AF, and 22 AF are AFRC assigned NAFs and are the functional management authorities for all ORM actions within their NAF. Each NAF AFORMS manager:

**A10.3.1.** Acts as the NAFs OPR for AFORMS system.

**A10.3.2.** Establishes AFORMS training guidelines and procedures for their NAF.

**A10.3.3.** Reviews and analyzes status of resources and training systems (SORTS) reports.

**A10.3.4.** Ensures HQ AFRC/DOTSF is forwarded current SMO and Indoctrination flyer letters NLT 31 Aug.

**A10.3.5.** Ensures wings and unit assigned personnel assigned to monitor incentive pay are properly trained, aware of current pay policy, and are currently utilizing the HQ AFRC directed incentive pay program (effective date: 1 Oct 98).

**A10.3.6.** Ensures NAFs have on file all HOSM/FMO letters of appointment. A copy of each letter must be forwarded to HQ AFRC/DOTSF.

**A10.3.7.** Compiles annual operations resource manager of the year award nomination packages from units under their control. Ensures that a single winner is selected from each category and forwards winning packages to HQ AFRC for command level competition.

**A10.3.8.** Conducts SAVs on assigned units.

**A10.3.9.** Reviews all ARB waivers and aviation service requalification/revalidation requests prior to packages being forward to HQ AFRC.

**A10.3.10.** Manages or assists the NAF/DO staff in managing the NAF flying hours allocation program.

**A10.3.11.** Establishes training guidelines for assigned wing and unit command and control and squadron operations.

**A10.4.** Wing operations/host operations system manager (HOSM). A wing 1C092 functional manger must be appointed (on bases without a HOSM, this responsibility is delegated to the flight operations superintendent. duties may be limited based on host tenant agreement). Overall responsibility for these functions lies with the operations group commander. The appointed 1C092 ensures the following is accomplished:

**A10.4.1.** Complies with instructions outlined in AFI 11-202, 401, 402, 403 and other instructions established by HQ USAF, AFRC, NAFs, gaining command, or unit.

**A10.4.2.** Acts as the wing focal point for aviation service actions for upward reporting as well as disseminating information from their assigned NAF pertaining to AFORMS and the 1C0X2 career field.

**A10.4.3.** Works with operations group commander/DOs on 1C0X2 personnel issues.

**A10.4.4.** Ensures all 1C0X2 personnel are trained to perform assigned tasks and duties and properly documents training according to the individual PD/skill level.

**A10.4.5.** Develops procedures for ensuring proper creations and assignment of training profiles, aircrew training requirements/accomplishments, assignment of aircrew position codes, flying hours, FEB/ARB/REQUAL actions, and monitoring incentive pay.

**A10.4.6.** Conducts SAVs on assigned units annually. Contacts NAF/AFRC/DOTSF for any assistance required. Forwards information copy of finding to AFRC/DOTSF within 50 days of visit.

**A10.4.7.** Coordinates all special AFORMS requirements with the AFRC/DOTSF.

**A10.4.8.** Establishes and controls update procedures for timely and accurate data base maintenance, including initialization of records for newly assigned personnel and developing supplementary forms and instructions, as necessary, for AFORMS.

**A10.4.9.** Maintains strict control of all AFORMS USERID for all system users.

**A10.4.10.** Coordinates support agreements with tenant flight management functions having direct access to AFORMS.

**A10.4.11.** Develops procedures for managing and filing all data source documents according to AFM 37-139 and other governing instructions.

**A10.4.12.** Coordinates with the flying training section to determine training tracking needs and assists with the development of AFORMS training profiles.

**A10.4.13.** Provides assistance as needed to any staff agency with design and development of AFORMS-produced information management listings.

**A10.4.14.** Develops procedures to ensure aeronautical orders are prepared and processed correctly.

**A10.4.15.** Assigns and updates aeronautical ratings and badges.

**A10.4.16.** Develops procedures to ensure MPOs are prepared and processed correctly.

**A10.4.17.** Maintains flight record folders for all rated and nonrated aircrew members and operational support members assigned to base and/or serviced by servicing MPF.

**A10.4.18.** Ensures flight record certifications are performed annually for active aircrew members.

**A10.4.19.** Coordinates assignment actions with MPF and NAF as appropriate.

**A10.4.20.** Informs NAF when changes occur in HOSM and FMOs.

**A10.4.21.** Informs NAF and HQ AFRC of vacancies in manning requirements.

**A10.4.22.** Ensures current operations and AFORMS related publications are on hand.

**A10.4.23.** Ensures the accuracy of aviation service data in the AFORMS database by using the aviation service period suspense list.

**A10.4.24.** Maintain on file, a comprehensive written host tenant support agreement with the Squadron Operations System Management (SOSM) outlining specific duties and responsibilities in support of the SOSM functions. Support agreement will be reviewed annually to ensure any modifications are made to the agreement of both parties.

**A10.4.25.** Establishes procedure to ensure that individual aircraft flying hours and training accomplishments are audited for accuracy prior to being entered into the AFORMS database and is audited after system updates (current and previous month audits must be printed and maintained).

**A10.5.** SOSM Responsibilities:

**A10.5.1.** Ensures all 1COX2s are being trained and that only properly trained personnel (or those in training) operate AFORMS.

**A10.5.2.** Ensures training is properly documented in the individual's OJT Record.

**A10.5.3.** Manages the squadron's AFORMS database.

**A10.5.4.** Assists HOSM in managing the flight pay program when serviced by an active duty HOSM.

**A10.5.5.** Conducts (semi-annual) unit self-inspections.

**A10.5.6.** Manages the unit's flying hour program AFTO Form 781 and audits the daily and monthly aircraft utilization report.

**A10.5.7.** Manages the unit's flying/ground training program.

**A10.5.8.** Provides AFORMS support as directed by the unit operations officer/training officer.

**A10.5.9.** Ensures AFORMS users have a comprehensive knowledge of system capabilities and products available for system users.

**A10.5.10.** Ensures prompt and accurate input of all AFORMS data. Audits all input transactions against AFORMS source documents to ensure accurate data base update.

**A10.5.11.** Develops operating instructions/continuity books for the squadron operations center to include opening/closing checklist, go/no-go procedures, flight authorization preparation, flight documentation collection and auditing, and local requirements.

**A10.5.12.** Assists the standardization/evaluation officer in managing aircrew evaluation program.

**A10.5.13.** Performs command and control functions at squadron operations center.

**A10.5.14.** Assists in aircrew scheduling functions.

**A10.5.15.** Prepares unit SORTS reports.

**A10.5.16.** Prepares local and cross-country flight authorizations.

**A10.5.17.** Monitors flight medical program. Establish local procedures for ensuring aircrew member do not fly with overdue physicals or while in duty not involving flying (DNIF) status. Ensure annual physicals are updated in AFORMS.

**A10.5.18.** Develops procedures for managing and filing data source documents according to AFMAN 37-139.

**A10.5.19.** Develops procedures to ensure proper assignment of crew position codes and appropriate training profiles.

**A10.5.20.** Ensures proper recording and processing of sonic boom activity and the information is passed to the HOSM on a weekly basis.

**A10.5.21.** *Commanders of units operating aircraft capable of supersonic flight or units that manage airspace used by such aircraft will establish internal methods to document unplanned sonic boom flight activities. The minimum information to be retained includes: callsign/type aircraft, unit, location of supersonic event, and the route of flight.*

**A10.5.22.** Ensures current Air Force instructions, operation instructions, checklists, SAV reports, etc. are on hand.

**A10.5.23.** Ensures newly assigned aircrew member report to HOSM office within 30 days of assignment for initial record review and certification.

**A10.5.24.** Establishes a comprehensive written support agreement with the HOSM outlining specific duties and responsibilities in support of the SOSM functions. The support agreement will be reviewed annually to ensure any modifications are made to the agreement

**Attachment 11 (Added)****ORIENTATION AND PUBLIC AFFAIRS FLIGHT PROCEDURES****A11.1. Purpose:**

**A11.1.1.** An orientation flight as defined in DoD 4515.13-R is a continuous flight "in DoD-owned aircraft performed within the local flying area and terminating at the point of origin." "Local flying area" includes those missions launching and recovering at the same location when at deployed locations. An orientation flight may be conducted to reward or motivate individuals, ensure a better understanding of a particular weapon system and its role in the AFRC mission, or when the flight is determined to be in the best interest of the Air Force. The four types of orientation flights, examples of the recipients, and appropriate approval authority for each are discussed below. Public affairs travel is any travel or transportation of individuals, groups, or materiel undertaken as a result of a request to or an invitation from, and authorized by, an approving authority in the interest of adding to the public understanding of DoD activities. It includes travel or transportation involving individuals or cargo, military or civilian, government or non-government, U.S., or foreign requests. Travel may be local or non-local, point-to-point, reimbursable or non-reimbursable.

**A11.1.2.** Overall, the orientation and public affairs flight programs are valuable tools to AFRC and the Air Force. Commanders must determine which type of flight is appropriate, if a specific type flight will be recommended, and if proper justification has been provided. Each commander must review the programs under his control, ensuring balance between unit training priorities and the flight program. To effectively manage the program, strong leadership is required at all levels to ensure AFRC derives the appropriate benefits.

**A11.1.3.** Commanders of fighter units must ensure each flight is properly justified to include benefit to the Air Force Reserve, and each sortie profile is designed to meet the passenger's needs or limitations to ensure a positive flight experience. Both the 10 AF/CC and AFRC/DO, or higher authority, via the AFRC mission setup worksheet must approve each orientation flight aboard a fighter aircraft, at a minimum.

**A11.1.4.** Commanders must ensure that all requests, for incentive, orientation, familiarization and public affairs flights, are conducted on a noninterference basis within their normal training schedule.

**A11.2.** Types of orientation and public affairs (PA) flights, and specific approval authority. There are four types of orientation flights: distinguished visitor (which for PA includes civic leaders, employers, and media), incentive, familiarization and spouse orientation. Approvals, regardless of level, are to be documented in writing and maintained per AFMAN 37-123, *Management of Records* (dispose according to AFMAN 37-139). Unit/PA's send public affairs related requests to HQ AFRC/PA for concurrence/action and an information copy to the NAF/PA. All orientation flights (no travel authorized) in fighters requires, at a minimum, 10 AF/CC and AFRC/DO approval. All requests for approval should include justification for the flight and the profile to be flown; to include any special training the approved individual may require. These requests must be made in writing to HQ AFRC/DOOM NLT 7 working days prior to the desired flight date. Unless there are unique circumstances, no one should participate in repeat orientation flights. (Exception: public affairs related orientation flights are restricted to no more than one flight every 2 years). Any repeat orientation flights require approval at the applicable level. Requirements for public affairs related orientation flights will be contained in AFI 35-101, *Public Affairs Wartime Planning, Training, and Equipment* (now in coordination). Presently AFI 35-103, *Air Force Reserve Public*

*Affairs Program*, is still in force, however, approval levels should be compared against the current version of AFI 11-401 and this supplement to determine proper approvals are obtained.

**A11.2.1. Incentive Flights.** These flights allow a unit commander to provide a visible reward to unit military personnel for outstanding service and to motivate others to similar levels of performance. Most individuals will not be physically nor physiologically prepared for the stresses that can be encountered in fighter aircraft; therefore, these flights normally restrict mission training because of the requirement to modify training profiles. **EXAMPLE:** Reward to the airman-of-the-quarter for superior performance. The importance of incentive flights and participants' varieties of backgrounds require commanders to carefully consider the flight's specific aims. NAFs will ensure thorough guidance is available to their units to adequately and safely conduct incentive flight programs. Wings develop, execute, and track their own incentive flight programs. All AFRC units are required to submit to AFRC/DOTSF a quarterly orientation flight report. Report due date is the 15th of the month following the quarter. Report will include: type of orientation flight requested and flown, name of individual, date of flight, type of aircraft, and hours flown. NAFs will annually review each of their subordinate unit's incentive flight programs to ensure proper emphasis on number, mission type, and local command involvement. Repeat incentive flights will require NAF/CC approval. This does not prohibit an individual from flying more than one incentive flight in his/her career; an individual will be eligible to compete for a flight at each of his/her PCS locations.

**AUTHORIZED PARTICIPANTS:** Military personnel assigned to their command.

**APPROVAL AUTHORITY:** AFRC/DOOM

**A11.2.2. Distinguished Visitor Flights.** Authorized participants and approval authority are listed in table A11.1

**A11.2.3. (Added) Familiarization Flights.** These flights allow commanders to familiarize individuals with AFRC aircraft and mission. These individuals normally have aviation-related responsibilities, thus the flight profile does not restrict mission training, that is, the flight is an unrestricted mission profile. Example: AFA/AFROTC cadets flying a U.S. military aircraft; pilots observing a related mission; or civilian employees of firms engaged in contract work with the government. This applies only if the contract specifies familiarization flights are or may be necessary for successful completion of the contract.

**A11.3. Orientation Flight Procedures:**

**A11.3.1.** The pilot in command is highly qualified to perform the flight.

**A11.3.2.** All passengers receive appropriate life support, egress, and emergency procedures training prior to flight. Passengers flying in fighter aircraft must either have a medical records review and be interviewed by a flight surgeon or be examined by a flight surgeon within 30 days of the flight.

**A11.3.3.** Fighter/Attack aircraft flights above 18,000 feet require physiological training according to AFI 11-403. Non-rated personnel, as a minimum, will also have a medical records review and an interview with a flight surgeon prior to flight.

**A11.3.4. Criteria for incentive and distinguished visitor flights for fighter or attack aircraft only:**

A11.3.4.1. The flight is normally a dedicated single ship mission. Target ships or formation flights are permissible when they serve the specific purpose of the orientation flight, but must be coordinated and approved through 10 AF/CC. PA related fighter flights will always be single ship missions unless otherwise approved by 10 AF/CC and AFRC/DO.

A11.3.4.2. Plan and execute incentive and distinguished visitor flight profiles in a low-risk environment. With the exception of take-off and landing, the mission is flown above 1,000 feet above ground level (AGL). All external ordnance is downloaded from the aircraft and all guns will be mechanically safe.

A11.3.4.3. The flight pre-briefing covers all aspects of the flight to relieve apprehension. Instructor pilot advisories in-flight will be timed to achieve the same objective.

A11.3.4.4. Perform aerobatics only when requested by the passenger, and then carried out in a measured orientation context.

A11.3.4.5. Avoid abrupt, unexpected maneuvers, and excessive G-loading (over Gs).

A11.3.4.6. Passengers will not be given control of an orientation aircraft below 5000 AGL or during any critical phase of the mission (fighter aircraft only).

**A11.3.5. Criteria for Familiarization Flights:**

A11.3.5.1. Personnel fly as OP/XP (if authorized by AFI 11-401, table A2.3).

A11.3.5.2. Commanders must consider the individual's background to determine the type of flight appropriate to the passenger's experience and the flight purpose.

A11.3.5.3. Military rated pilots will not control the orientation aircraft during critical phases of flight until the instructor pilot has evaluated pilot skills and ability to handle the aircraft in a benign environment (10,000 feet AGL for all aircraft and 2,000 feet AGL for helicopters). Critical phases of flight are: take-off, instrument departures, air-to-air refueling, close formation, over-the-top aerobatics, instrument approaches, low-altitude flying and landing.

A11.3.5.4. Senior Supervisory Flights. These flights allow senior supervisors of AFRC to review flying training effectiveness, operational flying procedures, and aircrew performance in aircraft in which they are not qualified/current. These individuals will be actively flying rated officers. These flights will be with an instructor pilot and do not require restricted mission profiles.

A11.3.5.5. Other participants will not control the orientation aircraft during critical phases of flight, as defined above.

A11.3.5.6. Restrictions imposed by paragraphs A11.3.4. and paragraph A11.3.5. may be waived in unusual cases by the NAF/CC with information to HQ AFRC/DO.

**A11.4. ACC (other than fighter aircraft) and AMC restrictions.** Gaining major command restrictions on the conduct of flights with passengers in ACC and AMC aircraft apply to AFRC, ACC-gained, and AMC-gained units conducting an orientation flight.

**TABLE A11.1. (Added) Orientation Flight & Public Affairs Airlift Procedures.**

PROPOSED EVENT	NAF/CC	AFRC	USAF	OAF/OASD	REMARKS/NOTES
<u>Note 1 applies to all approval/ concurrence procedures listed below. Also, see note 2 for all requests for non-military passengers.</u>					
<b>1. DISTINGUISHED VISITOR:</b>					
a. Congressional Members and/or their Staffers	Info	DO/PA Concur Info CC	Info XOO	SAF/LL Approve	Direct Liaison Authorized
b. Key Federal Officials and Foreign Government Officials	Info	CC Approve DO Concur PA Info	Info AF/CC XO/XOO	SAF/LL &/or PA Info	NOTE: AFRC/PA Informs SAF/PA and/or SAF/LL
<b>2. FAMILIARIZATION</b>					
a. Foreign National Civilians/Military OCONUS	Info	CC Approve DO Concur	Info XOO		Theater CINC and/or Component/CC Approve (See Note 5)
b. Foreign Military or civilian equivalents CONUS	Info	DO Approve O-6 & Below CC Approve O-7 & Above	Info AF/CC XO/XOO		Requires Foreign Disclosure Information from OASD/IAD (See Note 5)
c. All U.S. Government Employees	Info	DOOM Approve			
d. All U.S. Military (Active/ARC) All Grades	Info	DOOM Approve			
e. AF Artist Program Participants	Info	DOOM Approve PA/HO Concur		SAF/AART Concur	NOTE: AFRC/HO works SAF/AART requirements (See Note 6)
f. AFA cadet	Info	DOOM Approve			
g. AFROTC cadet	Info	DOOM Approve			
h. JROTC cadet	Info	DOOM Approve			
i. FAA/Air Traffic Control Orientation	Info	DOOM Approve			

PROPOSED EVENT	NAF/CC	AFRC	USAF	OSAF/OASD	REMARKS/NOTES
j. CAP cadet	Info	DOOM Approve			
k. Air Weapons Controllers	Info	DOOM Approve			
l. Explorer Scouting Program	Info	DOOM Approve			
m. Contract employee	Info	DOOM Approve			(See Note 3)
<b>3. INCENTIVE</b>					
a. Members assigned to the command	Info	DOOM Approve			
b. Members not assigned to the command	Info	DOOM Concur DO Approve			
<b>4. SPOUSE ORIENTATION</b>					
a. AFRC Spouse	Info	DOOM Approve			
b. Non-AFRC Spouse	Info	DOOM Concur DO Approve			
<b>5. PUBLIC AFFAIRS ORIENTATION</b>					
a. Local/State/Civic Leaders/Employers-	Info	DOOM Concur PA Concur DO Approve			
b. Local/Regional News Media	Info	DOOM Concur PA Concur DO Approve		SAF/PAC Info	NOTE: AFRC/PA Informs SAF/PAC
c. National & International News Media	Info	DOOM Concur PA Concur CC Approve		SAF/PAC Info	NOTE: AFRC/PA Informs SAF/PAC
d. All Fighter PA related Orientation Flights Media or Civilian	Concur	DOOM Concur PA Concur DO Approve		OSAF/OASD/PA Info	NOTE: AFRC/PA Informs OSAF/OASD/PA (See Note 5)

PROPOSED EVENT	NAF/CC	AFRC	USAF	OSAF/OASD	REMARKS/NOTES
e. Members of DOD approved National Youth Groups	Info	DOOM Approve PA Concur		SAF/PAC and USAF/XOO Info	NOTE: AFRC/PA Informs SAF/PAC & USAF/XOO (See Note 4)
f. Community Youth Programs					Starbase & Galileo
<b>8. PUBLIC AFFAIRS TRAVEL</b>					Not authorized under DODD 1100.20, Paragraph 4.4.2.1.3.
a. Local/State/Civic Leaders/Employers CONUS Travel only	Info	DOOM Concur PA Concur DO Approve			
b. NCESGR Approved State ESGR "Boss-lifts" CONUS Travel only	Info	DOOM Approve PA Concur		SAF/PAC Info	NOTE: AFRC/PA Informs SAF/PAC
c. Local/Regional News Media in CONUS	Info	DOOM Concur PA Concur DO Approve		SAF/PAC & OASD/RA Info	NOTE: AFRC/PA Informs SAF/PAC & OASD/RA (See Para A11.13)
d. Local/Regional News Media OCONUS	Info	DOOM Concur PA Concur CC Approve		SAF/PAC Info	NOTE: AFRC/PA Informs SAF/PAC
e. National & International News Media CONUS	Info	DOOM Concur PA Concur CC Approve		OSAF/OASD/PA Approve	NOTE: AFRC/PA works OSAF/OASD/PA Approval and Theater CINC and/or Component/ CC Approval
e. National & International News Media OCONUS	<b>Info</b>	DOOM Concur PA Concur CC Approve		SAF/PAC Info	NOTE: AFRC/PA Informs SAF/PAC (See Note 5)
<b>8. FLIGHTS NOT COVERED ABOVE</b>	Info	CC Concur		OSAF/OASD/PA Approve	

**NOTE 1:** The procedures outlined in the matrix above apply to both unit equipped and associate units. However, associate units must also follow their gaining MAJCOM approval procedures while complying with the above requirements. In all cases the unit commander, or in his/her absence their designee, must concur/approve any use of assigned aircraft. All cargo aircraft performing a non-pressurized tactical mission profile with non-crew members (other than paratroopers) aboard require an AFRC/DO approved waiver per the applicable weapons system instruction.

**Fighter Flight Requests:** All fighter flights carrying non-unit personnel require, at a minimum, 10 AF/CC concurrence and AFRC/DO approval.

**Public Affairs Flights:** A PA flight-tracking number is required if a mission is public affairs in nature. All AFR unit PAs must submit a verbal or e-mail report to HQ AFRC/PAC the first duty day following the completion of a PA tracked flight. Request for HQ AFRC/PA action should reach them at least 15 duty days prior to the flight for orientation flights and 20 duty days for point-to-point travel. Provide an information copy to your NAF/PA. OCONUS action based on DOD Foreign Clearance Guide requirements.

**Mission Identifier Requirements:** The DOOM office must issue a mission identifier (MI) for all flights with non-aircrew passengers. The MI for the flight is issued after approval by the proper authority. No flight will be conducted prior to obtaining an MI. Any flight requiring AFRC/CC approval will be accomplished via the MI process by AFRC/DOOM. A request for an MI via the AFRC mission setup worksheet should reach AFRC/DOOM not later than seven (7) duty-days prior to the flight.

**Orientation Flight Reporting Procedures:** All AFRC units are required to submit to AFRC/DOTSF a quarterly orientation flight report. Report due date is the 15th of the month following the quarter. Report to include: type of orientation flight requested and flown, name of individual, date of flight, type of aircraft, and hours flown.

**NOTE 2:** All non-US military passengers are required to complete a DD Form 1381, **Air Transportation Agreement**. This form must be collected from flight participants and retained by either flight operations or the unit command post, along with the flight manifest, until mission completion.

**NOTE 3:** Only if contract contains a clause specifically allowing airborne observation of contract components for purpose of familiarization with in-flight operation.

**NOTE 4:** Requests requiring NAF action should be processed a minimum of 20 workdays prior to the desired flight date.

**NOTE 5:** AFRC units out-of-CONUS or deploying out-of CONUS, and desiring to offer orientation flights to foreign nationals must first obtain HQ AFRC/CC approval. After AFRC/CC approval of flights, request is forwarded to theater/component CINC for final approval. According to AFI 11-401, paragraph 1.16.4, and 1.17 units must ensure foreign military officials and civilians meet the foreign disclosure and disclosure of classified and sensitive information requirements prior to flight approval. The OSAF/IAD (DSN: 425-8809) office will be able to assist units in meeting this requirement. Submit to HQ AFRC/DOOM in-CONUS requests 20 days in advance, and 30 days in advance for OCONUS. Foreign news media visiting a CONUS unit will be cleared by the unit PA through the SECSTATE/USIA Foreign Press Center at (202) 724-0047, fax is (202) 724-0007, and include in requests for foreign media flights a statement of clearance by SECSTATE/USIA.

**NOTE 6:** The Air Force Artist program is managed under SAF/AART by Mr. Bob Limbrick, e-mail: limbric@af.pentagon.mil, or DSN: 227-6629. AFRC/HO, at DSN: 497-1483, has oversight for the art program within AFRC.

**Attachment 12 (Added)****SPOUSE ORIENTATION FLIGHT PROGRAM**

**A12.1.** Patriot spouse flights are limited to those spouses of Air Force personnel identified within the target group. The approved target group includes the spouse of the following:

**A12.1.1.** Aircrew.

**A12.1.2.** Operations.

**A12.1.3.** Aircraft Maintenance.

**A12.1.4.** Aerial Port.

**A12.1.5.** Security Forces.

**A12.1.6.** Life Support.

**A12.1.7.** Those individuals occupying authorized bonus AFSCs applicable to their unit as published by HQ AFRC/DPRV.

**A12.2.** The unit commander determines the number of spouses aboard each aircraft. Unit commanders will ensure prudent, effective program management to include maximum participation on any patriot spouse flight.

**A12.3.** The wing/squadron commander has the authority to designate a sortie as a patriot spouse flight.

**A12.4.** Training maneuvers restricted during passenger carrying missions will not be accomplished on spouse orientation flights.

**A12.5.** Seats with proper restraints will be available for all passengers.

**A12.6.** All orientation flight crew members must be fully qualified according to appropriate standardization/evaluation program. Only qualified pilots occupy the pilot and copilot seats at any time during the flight. Orientation flight participants will not occupy any crew position.

**A12.7.** Orientation flights are prohibited:

**A12.7.1.** Aboard any aircraft during a record attempt.

**A12.7.2.** Aboard any aircraft participating in a test program.

**A12.7.3.** Aboard any aircraft participating in minimum interval takeoff.

**A12.7.4.** On the first flight of an aircraft accepted into the inventory.

**A12.7.5.** On any flight of a special nature where abnormal conditions may exist.

**A12.8.** Wings are responsible for monitoring the patriot spouse program to ensure compliance with applicable directives.

**A12.9.** Flying units conducting spouse orientation flights ensure that all flights are properly documented and data filed according to the following report format:

**A12.9.1.** Number of sorties by aircraft type.

**A12.9.2.** Number of flying hours.

**A12.9.3.** Target group and number of spouse carried by aircraft type.

**A12.9.4.** Suggestions for improving the program.

**A12.9.5.** Unusual circumstances or problems encountered.

**A12.10.** Units forward consolidated report upon request to periodically evaluate the effectiveness of the program. Dispose of documentation according to AFMAN 37-139.

**A12.11.** Spouse Taxi-Ride Program.

**A12.11.1.** Aircraft (e.g., fighter, bomber) not appropriate for spouse orientation flights may be used in a spouse taxi ride program. The program is limited to those spouses outlined in paragraph A12.1. The OG/CC will determine the personnel to be considered specialties in direct support of flying operations but will not expand the program to an all skills program for all members. The spouses of AFRC personnel in non-AFRC fighter units collocated with AFRC fighter units are eligible to participate in the program, but requires AFRC/DO approval.

**A12.11.2.** Requirements.

A12.11.2.1. Participants must be outfitted with: flight dress uniforms, gloves, jacket (if required), helmet, oxygen mask, or headset (as appropriate). Shoes must be worn and must be adequate to provide necessary support in event ground egress is required.

A12.11.2.2. Ensure participants are thoroughly briefed and are physically capable of emergency ground egress.

A12.11.2.3. Ensure participants are briefed on handles and switches they must not move, i.e., ejection handles, etc.

A12.11.2.4. Under no circumstances will ejection pins be removed.

A12.11.2.5. Ensure appropriate hot brakes/wheels inspection (as required) are completed between taxi trips.

A12.11.2.6. All normal taxi before takeoff and post-landing checks, and procedures (excluding quick check and removal of ejection pins) must be completed as appropriate. The aircraft commander must obtain clearance onto the active runway, complete checks through AB initiation (if appropriate), release brakes, and bring the throttle to idle after acceleration is experienced. Maximum speed during the acceleration roll will not exceed 50 knots. Maximum taxi distance will not be exceeded.

**A12.12.** Bosslift Policy: Air Force Reserve Command policy on supporting National Committee for Employer Support of the Guard and Reserve (NCESGR) "Bosslifts"

**A12.12.1.** Background:

"Bosslifts" are an important tool for fostering a strong and supportive employer base. We must educate and familiarize all Reserve employers and potential employers on the importance of our Reserve forces and we will, within our abilities, continue to support this mission.

**A12.12.2.** Policy:

**A12.12.2.1** "Bosslifts" proposed by state employer support of the Guard and Reserve (ESGR) committees must be approved by the Office of the Assistant Secretary of Defense for Reserve Affairs National Committee for Employer Support of the Guard and Reserve (OASD/RA-NCESGR). NCESGR will

review itineraries for propriety of scheduled activities and ensure the proposed guest list does not reflect a preponderance of any particular group.

A12.12.2.2. State ESGR committees must request "Bosslift" approval through OASD/RA-NCESGR and may not directly request airlift approval through a specific unit or major command prior to NCESGR approval. Each state ESGR committee will coordinate their requests beginning with their state field representative--a member of the NCESGR committee.

A12.12.2.3. State ESGR committees may contact local airlift units to inquire on the feasibility of support should OASD/RA-NCESGR and HQ AFRC approve a "Bosslift."

A12.12.2.4. C-5 units will not normally be approved to support a "Bosslift" due to high operating costs.

A12.12.2.4.1 Primary aircraft preferred to support "Bosslifts" will be KC-135s or C-141s for cross country distances and C-130s for intrastate/regional airlifts.

A12.12.2.4.2. All "Bosslift" participants are required to assemble at one departure location and will be returned to the same location. Multiple pickup points must be approved on a case-by-case basis by HQ AFRC/DO.

**A12.12.3.** Tours outside the 48 contiguous United States are not permitted.

**A12.12.4.** Until further notice, HQ AMC is not approving associate unit support of "Bosslifts."

**A12.12.5.** Once OASD/RA-NCESGR has approved a proposed NCESGR "Bosslift" tour, a request to support is forwarded to HQ AFRC/PA for approval then to HQ AFRC/DO who will source the airlift or present the request at the quarterly allocation conference. Requests with itineraries should reach HQ AFRC 45-60 days in advance of travel date and should indicate if any AFR unit has expressed a willingness to support, if approved.

A12.12.5.1. OASD/RA-NCESGR approval does not guarantee a "Bosslift" will be supported by an AFRC airlift or tanker unit. Final determination on support will be made by individual commanders and their ability to support a specific request after HQ AFRC approval.

A12.12.5.2. Commanders must not obligate their unit to support a specific tour prior to OASD/RA-NCESGR and HQ AFRC approval.

A12.12.5.3. Commanders must ensure that State ESGR Committee members inquiring on airlift support are aware that mission requirements may require cancellation of tours up to and including the day of departure.

A12.12.5.4. OASD/RA-NCESGR is responsible for monitoring trips requested by state ESGR committee members and normally approve only one NCESGR sponsored "Bosslift" per year per state.

**A12.12.6.** Unit Responsibilities:

A12.12.6.1. Before supporting a "Bosslift" originating from their home station or state, commanders should make every effort to nominate a proportionate number of unit member employers on proposed "Bosslifts."

A12.12.6.2. Provide information packets to attendees which include AFRC and unit histories, fact sheets on unit aircraft, biography of the commander, crew information, etc.

A12.12.6.3. Ensure itinerary includes a unit briefing to participants of "Bosslifts" at Air Force Reserve locations visited to include home station and deployed location if applicable.

A12.12.6.4. "Bosslifts" requiring ground time in excess of 24 hours at visited locations will require unit to schedule additional flying training at deployed location. HQ AFRC/DO is the waiver authority for this requirement.

**A12.12.7.** Questions and any changes in dates or itinerary should be referred to HQ AFRC/PAB at DSN 497-1760 or (912) 327-1760, fax ext. 0878.

JAMES E. SHERRARD III, Maj Gen, USAF  
Commander