

9 JANUARY 2003

Flying Operations

**6TH AIR MOBILITY WING ORIENTATION
FLIGHT PROGRAM**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Pages: 9

Distribution: F

This Instruction establishes procedures and responsibilities for conducting orientation flights using 6th Air Mobility Wing (6 AMW) resources.

This Instruction is affected by the Privacy Act of 1974. Authority to collect and maintain records is authorized by Section 8012, 10 U.S.C. Each form created under this Instruction is covered by the blanket Privacy Act Statement, DD Form 2005.

1. Administration.

1.1. Purpose. The USAF conducts orientation flights to reward and motivate individuals, ensure a better understanding of a particular weapon system, or when the flight is in the best interest of the USAF. There are four types of orientation flights per AFI 11-401, *Flight Management*.

1.1.1. Incentive Flights. Provide a visible reward to military personnel for outstanding service and to motivate others to similar performance levels.

1.1.2. Distinguished Visitor (DV) Flights. Display USAF weapon systems to individuals so they gain a better understanding of the particular mission.

1.1.3. Familiarization Flights. Familiarize individuals who normally have aviation-related responsibilities with USAF aircraft and missions.

1.1.4. Spouse Orientation Flights. Familiarize military spouses with the unit aircraft and mission so as to enhance their understanding of the military member's role and contribution to the Air Force mission. Spouse orientation flights will be limited to retention and recruitment of critical skills and will not be expanded to an all skills, service-wide program. The 6th Operations Group (6 OG) will appoint a Spouse Orientation Flight project officer. See further guidance for Spouse Orientation Flights in AFI 11-401, AMC Sup 1. These flights must adhere to the following:

1.1.4.1. Will be provided within the approved flying hour programs.

1.1.4.2. Simulated emergency procedures, unusual attitudes, touch-and-go landings, minimum altitude, terrain-following profiles, and airdrop missions are prohibited.

1.1.4.3. A qualified pilot will occupy either the pilot or copilot seat throughout the flight. Under no condition will a spouse be given control of the aircraft. The aircraft commander will brief this restriction prior to each mission.

1.1.4.4. An aircrew member and his/her spouse will not fly on the same aircraft during an orientation flight.

1.2. The Civic Leader Tour Program.

1.2.1. AFI 35-101, *Public Affairs Policies and Procedures*, establishes and sets guidelines for the Civic Leader Tour Program, a separate but similar orientation flight program. Wing Public Affairs is the office of primary responsibility (OPR) for the Civic Leader Tour Program and administers the program in accordance with AFI 35-101. The Civic Leader Tour Program increases US citizens' awareness and understanding of the role of the Air Force in national security by inviting groups of community leaders to witness the Air Force mission by visiting Air Force installations. Air Force units carefully select candidates who are capable of disseminating information to the public about Air Force programs. Participants travel on Air Force aircraft to view the Air Force in action in accordance with DoD Regulation 4515.13R, *Air Transportation Eligibility*, and AFI 11-401.

2. Responsibilities.

2.1. 6 AMW.

2.1.1. Wing Commander (6 AMW/CC). Final approving authority for all orientation flights that meet requirements in accordance with DoD 4515.13R Chap 4, AMC 11-208, *Tanker/Airlift Operations*, and AFI 11-401 rests with the wing commander.

2.1.2. Wing Public Affairs. Wing Public Affairs (6 AMW/PA) will be the point of contact (POC) for all orientation flight requests outside the 6 AMW. Public Affairs requests Numbered Air Force Commander (NAF/CC) approval for all public affairs travel prior to travel invitation and notifies Headquarters, Air Mobility Command (HQ AMC) as required. Public Affairs will establish a schedule of events outlining activities for the day of the flight. These activities will include a tour of 6 AMW facilities and include a wing brief. The timing of these activities will vary with each group depending on the flight schedule, but will be standardized as much as possible to include the following:

2.1.2.1. Tour of 6 AMW facilities;

2.1.2.2. Briefing by 91st Air Refueling Squadron/310th Airlift Squadron (91 ARS/310 AS) flight crew.

2.1.2.3. Briefing by 6 AMW representative.

2.1.2.4. Orientation Flight.

2.1.3. Wing Protocol. For familiarization flights with senior officials (O-7 and above), Wing Protocol (6 AMW/ CCP) will coordinate with senior officers to schedule a flight date from a list of potential dates provided by 6th Operations Support Squadron, Scheduling (6 OSS/OSOS)

long-range flight planners. Wing Protocol will coordinate the following items for all senior officer orientation rides:

2.1.3.1. Transportation;

2.1.3.2. DV lounge use;

2.1.3.3. Meal requests/refreshments;

2.1.3.4. Time of arrival of party at aircraft;

2.1.3.5. Cancellation by party (alert 6 AMW/CC, 6th Operations Group Commander (6 OG/CC), 6 OSS/OSOS).

2.1.4. Wing Protocol will arrange transportation to ensure senior officers arrive at the aircraft at the showtime designated by 6 OSS/OSOS.

2.2. 6 OG.

2.2.1. 6 OG/CC. Reviews all orientation flight requests at the scheduling meeting (11-221) and forwards these requests to 6 AMW/CC for final approval.

2.2.2. 6 OSS/OSOS. Receives and routes all requests through 6 OG/CC, 6 AMW/CC, and obtains specific sortie approval at the scheduling meeting the week prior to the flight. Computes show times for senior officers and spouses and forwards to 6 AMW/CCP.

2.2.3. 91 ARS/DO. Will designate an orientation flight POC for all 91 ARS orientation flights.

2.2.4. 91 ARS Orientation Flight POC. Assists 6 AMW/PA and 6 OSS/OSOS with requests. The orientation flight POC will accompany distinguished visitors on the orientation flight and provide a mission overview brief to senior officers. The orientation flight POC will prepare a list of flying personnel and coordinate with the 6th Logistics Readiness Squadron, Air Terminal Operations (6 LRS/LGRRT), for manifest purposes prior to aircraft departure.

2.2.5. 310 AS/DO. Will designate an orientation flight POC for all 310 AS orientation flights.

2.2.6. 310 AS Orientation Flight POC. Assists 6 AMW/PA and 6 OSS/OSOS with requests. The orientation flight POC will accompany distinguished visitors on the orientation flight and provide a mission overview brief to senior officers. The orientation flight POC will prepare a list of flying personnel and coordinate with 6 LRS/LGRRT for manifest purposes prior to aircraft departure.

2.3. 6th Mission Support Group (6 MSG).

2.3.1. 6 LRS.

2.3.1.1. Senior Officer Transportation. Will provide transportation for all senior officers to and from the aircraft in accordance with the timeline specified by 6 AMW/CCP.

2.3.1.2. Non-Senior Officer Transportation. Will provide transportation for all orientation flight participants to and from the aircraft in accordance with the timeline specified by the 91 ARS/310 AS POC.

2.3.2. 6th Services Squadron (6 SVS).

2.3.2.1. In-flight Meals. 6 SVS will provide in-flight meals as appropriate to all flight participants with proper reimbursement. 91 ARS/310 AS will coordinate in-flight meal requests.

2.4. 6th Maintenance Group (6 MXG).

2.4.1. 6th Aircraft Maintenance Squadron (6 AMXS).

2.4.1.1. Aircraft. 6 AMXS will provide an orientation flight configured aircraft for each flight. Orientation flight configuration will not include cargo or roller systems. Any configuration change will be arranged at the scheduling meeting.

2.4.1.2. Air Stairs. Provide air stairs for boarding and deplaning of all orientation flight passengers as specified by 6 OSS/OSOS.

3. Process.

3.1. Requests. 6 OG/CC normally limits the number of orientation flights to two per month. Orientation flights will normally be horseblanketed for the second and fourth Tuesday of each month. The actual number of orientation flights and day may vary due to mission requirements. All orientation flight requests will be submitted to 6 OSS/ OSOS using the Request Format at [Attachment 2](#). Requests should be submitted as soon as possible, but in no case later than Tuesday prior to the week of the intended flight. See Orientation Flight Coordination Checklist at [Attachment 4](#).

3.2. Approval. Wing Scheduling will forward the request to 6 OG/CC for review using Orientation Flight Request Routing Sheet at [Attachment 3](#). The request will then be forwarded to the 6 AMW/CC for approval. Once approved, the flight will be assigned a specific mission in accordance with the horseblanket or mission requirements.

3.3. Passenger Names. Wing Scheduling will provide the 91 ARS/310 AS POC with a list of scheduled passengers with flight dates and show times.

3.4. NAF/CC Approval. For flights requiring NAF/CC approval (see AFI 11-401 for approval authority), 6 AMW/ PA or sponsor will obtain NAF approval prior to submitting requests to 6 OSS/OSOS.

3.5. Aircrew. Orientation flight activity will not conflict with aircrew training or mission requirements. Touch-and-go landings or practice emergency procedures will not be accomplished with passengers on board the aircraft.

4. Senior Officer Orientation Flights.

4.1. Scheduling. Wing Scheduling will set aside three dates in the horseblanket schedule for senior officer orientation flights, schedule the sortie, and compute showtime for senior officers. The information will be forwarded to 6 AMW/CCP as soon as practical. Wing Scheduling will inform the orientation flight POC of all scheduled flight information.

4.2. Dates. Wing Scheduling will forward dates to 6 OG/CC, 6 MXG/CC, 91 ARS/CC, 310 AS/CC, 6 OSS/CC, and 6 AMW/CCP for all senior officer orientation flights. If a senior officer orientation horseblanket date is not suitable, 6 AMW/CCP will coordinate an appropriate date and inform 6 OSS/OSOS no later than 21 days prior to the flight.

4.3. Request. Wing Protocol (CCP) will draft a request letter for 6 AMW/CC's signature and send a copy to 6 OSS/OSOS.

4.4. Approval. Once the flight is approved by the 6 AMW/CC, 6 AMW/CCP will notify 6 OSS/OSOS.

4.5. Mission Overview/Passenger Briefing. After senior officers have arrived at the aircraft, they will receive a mission overview and a passenger safety briefing, if not received previously.

5. Passengers.

5.1. Senior Officer Orientation Flights. The number of passengers should be limited to six for all senior officer flights.

5.2. Non-Senior Officer Orientation Flights. The number of passengers will be restricted depending on the availability of a passenger monitor and the approval of the 6 OG/CC. Typically, the number of passengers should be kept below 15 for KC/EC-135 and 10 for C-37 to enhance the quality of the passengers' flight.

5.3. Passenger Arrival. Passengers will arrive at the 6 OG auditorium (Bldg. 53, Rm 100), as required prior to take-off time. Passengers will receive emergency briefings, order lunches, and take a brief tour of the 6 OG, to include airfield management. Lunches will be paid for at this time.

5.4. Liability Waiver. All passengers must sign or, if under age 18, have their parents sign a liability waiver before the flight. Without a signed waiver, passengers cannot participate in the orientation flight.

5.5. Physical limitations. Passengers participating in orientation flights must not have any physical limitations that would prevent egress of the aircraft in an emergency.

WILLIAM W. HODGES, Brig Gen, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD Regulation 4515.13R, *Air Transportation Eligibility*

AFI 11-401, *Flight Management*

AFI 11-401/AMC Sup 1, *Flight Management*

AFI 33-332, *Air Force Privacy Act Program*

AFI 35-101, *Public Affairs Policies and Procedures*

AMC 11-208, *Tanker/Airlift Operations*

Attachment 2

ORIENTATION FLIGHT REQUEST FORMAT

MEMORANDUM FOR 6 OSS/OSOS

FROM: (Requester)

SUBJECT: Orientation Flight Request

1. Request a/an (type of flight) for Airman Leadership School (ALS) graduates. Target date for the flight is the week of 15-22 Aug 02.

2. This flight is for ALS graduates from class XX-XX. These individuals have excelled during ALS and would benefit greatly from an incentive flight. I understand that orientation flights will be conducted on a non-interference basis and cannot compromise aircrew training or mission accomplishment. The following individuals will participate:

RANK/NAME	SSN	SEC CLR	WORK #	SQDN
SrA John D. Doe	123-45-6789	Secret	x1234	6 XXXX
A1C Jane J. Smith	987-65-4321	Secret	x4321	6 XXXX

3. This letter contains Privacy Act information. Disclosure is in violation of the Privacy Act of 1974 and AFI 33-332, *Air Force Privacy Act Program*.

THOMAS J. SMITH, Lt Col, USAF
Commander, 6 XXXX

Attachment 3

ORIENTATION FLIGHT REQUEST ROUTING SHEET

1st Ind, (Requesting Unit) /CC
MEMORANDUM FOR 6 OG/CC
Recommend approval/disapproval

(Squadron Commander, Rank), USAF
Commander, (Unit)

2d Ind, 6 OG/CC
MEMORANDUM FOR 6 AMW/CC
Recommend approval/disapproval

ROBERT C. KANE, Col, USAF
Commander, 6 OG

3d Ind, 6 AMW/CC
MEMORANDUM FOR 6 OSS/OSOS
Approve/Disapprove

WILLIAM W. HODGES, Maj Gen (Sel), USAF
Commander, 6 AMW

Attachment 4

**ORIENTATION FLIGHT COORDINATION
CHECKLIST**

Review guidance for orientation flights: AFI 11-401, (1 Oct 01), supplemented by AFI 11-401/AMC Sup 1 (23 Nov 99), and 6 OG Operating Instruction 11-1, Operations Group Scheduling.

What type of Orientation Flight is this?

Incentive Flight—Visible reward to military personnel for outstanding service and to motivate others to similar service.

Distinguished Visitor (DV) Flight—Displaying USAF weapons systems to individuals so they gain a better understanding of the particular mission.

Familiarization Flight—Familiarizing individuals who normally have aviation-related responsibilities with USAF aircraft and missions.

Spouse Orientation Flight—Familiarize military spouses with the unit aircraft and mission so as to enhance their understanding of the military members' role and contribution to the Air Force mission.

Civic Leader Tour—A Wing Public Affairs program for qualified civilian citizens.

Approval authority listed in Table 1.1 of AFI 11-401.

Coordinate flight date with 6 OSS/OSOS Scheduling. Normally, orientation flights are scheduled for the 2nd and 4th Tuesday of the month.

Requests must be made to 6 OSS/OSOS at least 2 weeks in advance.