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Flying Operations

ORIENTATION FLIGHT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

SUMMARY OF REVISIONS

This publication supersedes all previous 18th Wing (18 WG) publications concerning the 18 WG Orientation Flight Program. It realigns the number of required F-15 sorties provided to the 18 WG Incentive Program; aligns with the reduction from 3 to 2 F-15 squadrons and the number of 18 WG aircraft incentive sorties allocated annually to groups consistent with two F-15 squadrons; allows group commanders wide discretionary latitude in their selection of incentive participants; requires a signed letter from the 18 WG/CC authorizing an incentive flight; new or revised material is indicated by a bar (|).

1. 18th Wing Orientation Flight Program. Orientation flights are defined as continuous flights in DoD-owned aircraft performed within the local flying area and terminating at the point of origin. The orientation program consists of incentive, familiarization, distinguished visitor, and spouse orientation flights and may be conducted to provide a better understanding of PACAF weapon systems and missions. Agencies outside the 18 Operations Group (18 OG) are required to provide a point of contact responsible for coordinating with 18 Operations Support Squadron Current Operations Flight (18 OSS/OSO). Flying squadrons may be tasked to provide points of contact responsible for particular missions. In the absence of specific guidance, flying squadron schedulers will coordinate orientation flight programs for their unit aircraft.

- 1.1. Questions and request for these flights should be directed to 18 OSS Wing Scheduling (18 OSS/OSOS) during the concept stage of any planned mission. Requirements for these flights are specific. In any event, 18 OSS/OSOS should be contacted no later than 45 days prior to the mission.

1.2. Flying squadron commanders will ensure all sorties are safely flown on a noninterference basis to the unit mission. E-3, KC-135, and HH-60 commanders may fly incentive and familiarization flight participants on the same sortie and will comply with all command restrictions for carrying passengers. No additional flying hours will be allocated for orientation flights and SQ/CC must approve mission profiles.

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

2. Orientation Flight Responsibilities. 18 OSS/OSO, through 18 OSS/OSOS, retains overall supervision and is responsible for managing the 18 WG Orientation Flight Program. 18 OSS/OSOS delegates management of orientation flights based upon aircraft conducting the particular mission.

2.1. Both 18 OSS/OSOS and individual flying squadrons will maintain records associated with orientation flights for one year for historical tracking purposes. Required data includes: Name; social security number; dates of life support training, medical examination/briefing, physiological training/briefing; and date of flight.

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

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

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

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

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

3. Orientation Flights in Fighter Aircraft. For flights in fighter aircraft, individuals either not on current aeronautical orders and/or not possessing a current flight physical will be examined/briefed by a USAF flight surgeon. Flying squadron life support must provide egress training. In ejection seat aircraft, flights above 18,000 feet MSL require physiological training IAW PACAFI 11-301.

3.1. 18 MDG/SGP will examine and brief the flight recipient within 90 days before the date of the flight.

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

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

3.3. Passenger briefing. See [Attachment 2](#) for suggested briefing items.

3.4. Refer to paragraph [5.5](#). for single-ship restrictions.

4. Incentive Flights. Incentive flights are dedicated missions that allow commanders to provide a visible reward to active duty military personnel for outstanding service and to motivate others to similar levels of performance. Due to these missions' expense and limited numbers, individuals should be selected with extreme judiciousness. The approval authority for incentive flights conducted in 18 WG aircraft is the 18 WG/CC in accordance with this instruction. The objective of the mission is to reward outstanding performance. See [Attachment 3](#) of this instruction for the incentive flight approval letter that 18 OSS/OSOS will submit to the 18 WG/CC.

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

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

4.3. The 18 WG staff and 18 WG groups will appoint an incentive flight point of contact (POC) to coordinate with 18 OSS/OSOS, and manage their incentive program. Group POCs will submit the names, DEROS, type of award received, and duty phone number of all recipients, to 18 OSS/OSOS by the 25th day of the month prior to the month/quarter of the flight.

4.4. Additional incentive flight responsibilities are in accordance with paragraphs [2](#). and [5](#). of this instruction.

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

5. 18 WG F-15 Incentive Flight Program.

5.1. Each F-15 squadron is responsible for providing 24 effective incentive sorties annually to the 18 WG Incentive Program. Normally, four sorties per month for the wing will be scheduled to achieve the required annual goal of 48 sorties.

5.2. In the event extra F-15 sorties (previously scheduled as incentive missions) are available, fighter squadron commanders may utilize these as familiarization flights for 18 WG personnel IAW paragraph [6](#).

5.3. Missions will normally be scheduled as a two-ship formation composed of dedicated incentive aircraft. Mission profiles will consider passenger background and planned not to exceed 1.0 flight hours. Fighter squadrons will "rainbow" incentive aircraft formations as required to reduce mission impact. Incentive flight profiles will be planned and executed in a low-risk environment. As such, incentive sorties may not participate in training missions (to include aerial refueling). For suggested mission profiles, refer to [Attachment 2](#).

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

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

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

5.5. Single-Ship F-15 Incentive Missions. In keeping with standard tactical operations, incentive flights in fighter aircraft will be scheduled as a two-ship whenever possible. 18 WG/CC approval is required for single ship incentive rides. These missions fall into two categories: Planned single-ship incentives, and single-ship incentive flights resulting from fallout of other incentive assets.

5.5.1. Planned Single-Ship F-15 Incentive Missions. Single-Ship F-15 aircraft, when approved by 18 WG/CC, must be in constant contact with Air Traffic Control (ATC), or other radar-equipped agencies, capable of providing traffic advisories and flight following.

5.5.2. Single-Ship F-15 incentive missions resulting from fallout. The squadron operations supervisors may coordinate single-ship incentive flight co-utilization of airspace and mutual support with other F-15 missions, in the event of contingencies. All participants must understand the potential impact on mission effectiveness, in case the incentive aircraft requires escort, for whatever reason. As such, this option should be employed sparingly.

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

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

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

6.3. The following individuals have automatic 18 WG/CC approval to obtain familiarization flights in any 18 WG aircraft on a noninterference basis: All aircrews assigned to the 18 WG; officers awaiting pilot training; 18 WG chaplains; 18 AMDS/SGPT platform instructors on aeronautical orders; 18 OSS/CC; 18 OSS/DO; 18 OSS Tower, RAPCON, Weather, and Life Support; 623 ACF; and MACS-4. Squadron commanders of the unit providing the flight will determine what constitutes interference with unit training.

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

6.3.2. Individuals eligible per paragraph 6.3. are responsible for coordinating all aspects of their flights with the operations staff of the unit providing the flight. In all cases, the squadron commander or operations officer of the unit providing the sortie will approve the mission.

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

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

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

8.2. The flying squadron providing the flight will designate a project officer for coordination and control of spouse orientation flights. An escort officer will accompany spouses at all times. This escort officer will not be a primary crewmember on the mission.

8.3. Spouses are not permitted to fly the aircraft. In addition, spouses are not permitted to fly on the same aircraft when another family member is a crewmember.

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

JEFFREY A. REMINGTON, Brigadier General, USAF
Commander, 18th Wing

Attachment 1**INCENTIVE FLIGHT ALLOCATIONS****| 18 WG Annual F-15 Incentive Flight Allocations Guide:**

<u>Group</u>	<u>Total</u>
18 WG/CC	Unlimited
18 OG	8
18 LG	8
18 SPTG	8
18 CEG	8
18 MDG	<u>8</u>
	40+

Schedule one alternate for each allocation.

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

<u>Group</u>	<u>Total</u>
18 WG/CC	Unlimited
18 OG	3
18 LG	3
18 SPTG	3
18 MDG	3
18 CEG	<u>3</u>
	15+

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

<u>Group</u>	<u>Total</u>
18 WG/CC	Unlimited
18 OG	5
18 LG	5
18 SPTG	5
18 MDG	5
18 CEG	<u>5</u>
	25+

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

<u>Group</u>	<u>Total</u>
18 WG/CC	Unlimited
18 OG	3
18 LG	3
18 SPTG	3
18 MDG	3
18 CEG	<u>3</u>
	15+

18 WG Incentive Flight Schedule Frequency:

<u>Squadron</u>	<u>Aircraft Type</u>	<u>Frequency</u>	<u>Note</u>
44 FS	F-15	2/Month	1
67 FS	F-15	2/Month	1
961 AACS	E-3	1/Quarter	
909 ARS	KC-135	1/Quarter	
33 RQS	HH-60	1/Quarter	

NOTE:

1. Schedule on Friday to permit prerequisite training on Wednesday and Thursday. During months when no F-15D aircraft are available for a squadron or one of the two fighter squadrons is deployed, the other squadron will continue to schedule four (4) incentive flight sorties per month if aircraft availability allows.

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

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

Single-Ship Flights

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

Briefings

In addition to AFI 11-2F-15EV3 briefing items, brief the following:

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

Restrictions

1. All orientation flight passengers will receive appropriate life support, egress, and emergency procedures training in accordance with PACAFI 11-301.

2. Individuals either not on current aeronautical orders and/or not possessing a current flight physical will be examined/briefed by a USAF flight surgeon within 90 days of the flight.
3. Flying squadron life support must provide egress training within 72 hours of the flight.
4. Flights above 18,000 feet MSL require physiological training IAW PACAFI 11-301.
5. Back-Seat occupants may fly the aircraft only when above 5,000 feet AGL.
6. Planned single-ship F-15 Incentive Missions. Single-Ship F-15 aircraft must be in constant contact with ATC, or other radar-equipped agencies, capable of providing traffic advisories and flight following.
7. Single-Ship F-15 Missions Resulting from Fallout. The squadron operations supervisors may coordinate single-ship incentive flight co-utilization of airspace with other F-15 missions, to provide mutual support in the event of contingencies. All participants must understand the potential impact on mission effectiveness, in case the incentive aircraft requires escort, for whatever reason. As such, this option should be employed sparingly. The following procedures apply when using this option:

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

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

Attachment 3**SAMPLE OF INCENTIVE FLIGHT APPROVAL LETTER**

DATE

MEMORANDUM FOR RECORD

FROM: 18 OG/CC

SUBJECT: Incentive Flight Approval

1. In accordance with AFI 11-401, *Flight Operations*, 18 WG/CC is the approving authority for incentive flights in 18 WG aircraft.

2. Request permission for the following individuals to fly F-15 incentive flights on 01 Jun 02.

<u>Rank/Name</u>	<u>Org</u>	<u>Justification</u>
SSgt Jayly Jackson	18 OSS	2002 Aviation Resource Manager of the Year (Wing)
MSgt Billy D. Jones	909 ARS	2002 Outstanding Boom Operator of the Year (Air Force)

3. If for any reason these individuals do not fly on the appointed date, another approval request will be submitted prior to flight.

MICHAEL H. ADDY, Colonel, USAF
Commander, 18th Operations Group

1st Ind, 18 WG/CC

MEMORANDUM FOR 18 WG/CC

Approved/Disapproved

JEFFREY A. REMINGTON, Brigadier General, USAF
Commander, 18th Wing