

**BY ORDER OF THE COMMANDER,  
35TH FIGHTER WING**

**35 FIGHTERWING INSTRUCTION 11-401**

**4 MARCH 2005**



**Flying Operations**

**LOCAL PROCEDURES FOR ORIENTATION  
FLIGHT PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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

**SUMMARY OF REVISIONS**

This revision adds exposure suit procedures, amends the incentive allocation table, changes the submission and review process, changes the weekly approval process, and corrects other minor errors. Changes are indicated by an A bar (|) indicates revision from the previous edition.

**1. GENERAL GUIDANCE:**

1.1. This instruction defines the local implementation of AFI 11-401, *Aviation Management* and its PACAF Supplement. AFI 11-401 delegates the authority for certain orientation flights to the level of, but not lower than, the wing commander. In line with the USAF objective, the purpose of the 35 FW Orientation Flight Program is to provide commanders of the air base units a means to 1) reward and motivate individuals (incentive orientation flights only), 2) ensure assigned Airmen have a better understanding of a particular weapon system and its role, and 3) acquaint visitors and delegated personnel with the capabilities of 35 FW assets, if determined to be in the best interest of the USAF.

**2. ORIENTATION FLIGHT PROGRAM:**

2.1. Approval Authority. Approval authority is in accordance with AFI 11-401/PACAF Sup 1. Also, unless otherwise stated, approvals for all categories of orientation flights are one-time only for a specific individual. No person should offer flights or imply approval until the appropriate authority has

actually approved the flight. Orientation flights will be flown in conjunction with scheduled training sorties. No additional hours will be allocated.

2.2. Selection Authority. Group and associate unit commanders are the designated Office of Primary Responsibility (OPR) for orientation flight selections. Number of annual allocations, OPRs, and their assigned units are identified in **Attachment 1**, Organization/Group Incentive Flight Allotments.

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

2.4. Selectee Cancellation/Change. Those selected for orientation flights will automatically be removed from the approved list if they cancel their scheduled flight more than once for reasons other than medical disqualification. Requests to change selectees, or reprioritize them against remaining unit slots (see **Attachment 1**), will be accomplished semi-annually via a memorandum for record signed by the selectee's Group Commander. Electronic submissions are authorized.

2.5. Disclosure. When planning and preparing for foreign orientation flights on USAF aircraft, it must be determined what will and will not be disclosed. For guidelines to foreign disclosure requirements, reference AFI 11-401/PACAF Sup 1.

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

2.6.1. Group and associate unit commanders will:

2.6.1.1. Submit incentive orientation requests per **Attachment 2** and **Attachment 3**. All authorized incentive slots plus three alternates may be submitted in accordance with **Attachment 1**.

2.6.1.2. Review and reprioritize selectees against remaining group slots semi-annually.

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

2.6.2.1. Manage the overall orientation flight program.

2.6.2.2. Brief the orientation flight status at the weekly 35 OG and Wing Scheduling Meetings.

2.6.2.3. Coordinate orientation flight scheduling with the flying squadrons.

2.6.2.4. Assign selectees to available flights in accordance with **Attachment 1**.

2.6.2.5. Coordinate with the 35th Aerospace Medicine Squadron, Flight Medicine Flight (35 AMDS/SGPF) and the 35 OSS Life Support Section (35 OSS/OSCL) for medical clearance examinations and egress training, respectively. 35 OSS/OSCS will forward the names of selectees, a requested class schedule, and egress instructor (if known) to 35 OSS/OSCL NLT 2 days from earliest requested training.

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

2.6.2.7. Coordinate the 35 OG orientation flight selection process:

2.6.2.7.1. Semiannually, send a memorandum to each unit, within the operations group, soliciting incentive flight nominations.

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

2.6.2.8. Receive all orientation flyer documentation (AF IMT 1042 Medical Recommendation For Flying or Special Operational Duty, and checklist) from the squadrons post-flight, and retain it for 6 months.

2.6.2.9. Coordinate equipment fitting with 13/14 FS Life Support prior to the flight.

2.6.3. Selectee will:

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

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

2.6.3.3. Receive a medical evaluation with a flight surgeon within 7 days of the flight. Flight Medicine will screen selectee's medical records, examine and brief the individual on the physiological effects of flying. If qualified to fly, the flight surgeon will issue an AF IMT 1042. If not physically qualified to fly, the selectee will notify 35 OSS/OSCS and specify whether the disqualification is temporary or permanent.

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

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

2.6.4.1. Coordinate with selectee to accomplish egress training IAW AFI 11-401/PACAF Sup1, within 72 hours of flight. The following additional items will be covered (as a minimum): Appropriate equipment (anti-exposure suit, gloves, etc.); emergency ground egress; ejection (with and without intercom); ground emergencies; crash landing; oxygen requirements; intercom procedures; normal and emergency canopy operation, and operation of the harness lock lever.

2.6.4.2. Initial and date the selectee's preflight checklist upon completion of egress training.

2.6.5. 13/14 Life Support will:

2.6.5.1. Outfit the selectee with a helmet, mask, anti-G garment, survival vest, and harness.

2.6.5.2. Provide flight suits for selectees, and when required, fit individual with an anti-exposure suit in accordance with Paragraph 4.

2.6.5.3. Initial and date the selectee's preflight checklist once actions are complete.

2.6.6. Operational fighter squadron will:

2.6.6.1. Ensure all prerequisites (AF IMT 1042 and orientation flight checklist) are complete.

2.6.6.2. Return all documentation (AF IMT 1042 and checklist) to 35 OSS/OSCS post-flight.

2.6.6.3. Provide escort (if required) to and from the squadron and a qualified mission pilot to conduct the orientation flight.

2.6.7. Mission pilot in command (PIC) will:

2.6.7.1. Brief all aspects of the flight to preclude passenger apprehension. This brief will include (as a minimum): the non-qualified passenger checklist in the current 35 FW Pilot's Guide; glove/sleeve requirements and air sickness bag use/storage.

2.6.7.2. Conduct rear-cockpit orientation. IAW AFI 11-401, this will be conducted in/at the aircraft and, as a minimum, cover rudder adjustment, leg position, stick interference, and egress procedures.

2.7. Restrictions – All Categories. Most personnel will not be physically or physiologically prepared for the stresses that can be encountered, therefore these flights usually restrict normal mission training. The following restrictions apply to all categories of orientation sorties:

2.7.1. Mission pilot (pilot in command) will, at minimum, be an experienced pilot, current and qualified in the 35 FW primary aircraft (F-16C).

2.7.2. Aircraft in a test program or functional check flight (FCF) will not be used.

2.7.3. Minimum age for passengers in aircraft equipped with ejection seats is 18 years old.

2.7.4. Passenger will occupy the rear seat and will not be given control of the aircraft unless the pilot has access to the controls and only during non-critical phases of flight. With an Instructor Pilot (IP) aboard, rated-pilot general/flag officers may fly in the front seat provided the following is accomplished: Critical Action Procedures (CAPs) Test and appropriate normal/emergency procedures training in a simulator.

2.7.5. Critical phases of flight are takeoff, rejoin, close formation, instrument departures and approaches, air-to-air refueling, Air Combat (ACBT), air-to-air and air-to-ground weapons delivery (simulated or actual), low-altitude flying (below 1,000 feet Above Ground Level (AGL)), traffic pattern and landing.

2.7.6. Back seat occupants may fly the aircraft only when above 5,000 feet AGL.

2.7.7. FS/CC must approve mission profiles.

2.7.8. Aerobatic flight will only be performed if requested by the passenger.

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

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

2.7.11. Flights above 18,000 feet Mean Sea Level (MSL) require a valid AF IMT 1274, **Physiological Training**. In the absence of AF IMT 1274, flights will remain below 18,000 feet MSL.

2.7.12. Weather minimums will be the mission pilot's weather category in accordance with AFI 11-401/PACAFSUP1.

2.7.13. Anti-exposure suits will be worn IAW AFI 11-301V1/PACAF Sup 1, 18 Jul 03, Air Life Support Program.

### 3. CATEGORIES OF ORIENTATION FLIGHTS :

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

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

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

3.1.3. Restrictions – Incentive Specific.

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

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

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

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

3.1.4.2.1. Round robin instrument profiles are approved.

3.1.4.3. All (AFI 11-2F-16V3, Operations Procedures) authorized aerobatic maneuvers may be conducted above 5000 feet.

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

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

3.1.4.6. Practice instrument and Visual Flight Rules (VFR) patterns may be flown (no simulated emergency patterns).

3.1.4.7. Weapons delivery and intercepts are authorized at unclassified level Heads Up Display (HUD) tape will not be made available).

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

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

3.1.4.10. 35 OG/CC approval is required for maneuvers/events not listed above (including those mentioned in Paragraph 3.1.3.)

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

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

3.2.1.1. All prerequisites need to be coordinated by fighter squadron schedulers and are the same as those in the above Paragraph 2.4.

3.2.2. Selection Criteria. AFI 11-401/PACAF Sup1, further describes the intent of DV orientation flights and considerations in selecting candidates. The 35 FW is limited to two civic leader flights per year. DV orientation flights are authorized per AFI 11-401. (See Attachment 6 for sample Distinguished Visitor request).

3.2.3. Restrictions – DV Specific. Adhere to all restrictions and guidelines in Paragraphs 3.1.3. and 3.2.4. above. In addition:

3.2.3.1. No air-to-air weapons capabilities will be demonstrated (i.e., no Dynamic Launch Zones (DLZs) are to be displayed at any time).

3.2.3.2. Only Level 1 radar will be used.

3.2.3.3. No High-Speed Antiradiation Missile (HARM) or Harm Targeting System (HTS) capabilities employed/demonstrated.

3.2.3.4. No Electronic Countermeasures (ECM) capabilities employed by any flight member.

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

3.3.1. Operating Procedures – Familiarization Specific.

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

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

3.3.2. Selection Criteria. Individuals may be nominated for familiarization flights in an effort to enhance their aviation-related skills and better acquaint them with Misawa's mission. The 35 FW/CC will approve familiarization nominees in the same fashion as incentive nominees. These

flights will be flown in order of approval date. Normally, these flights are one-time events. However, certain individuals (other than flight surgeons) may be approved for recurring familiarization flights. These individuals have aviation related duties and include:

3.3.2.1. Officers Awaiting Permanent Change of Station Training (APT) scheduled to attend Specialized Undergraduate Navigator Training or Pilot Training.

3.3.2.2. Wing electronic warfare officer (EWO) per AFI 11-401/PACAF Sup1.

3.3.2.3. Wing and Squadron Intelligence and Space Officers

3.3.2.4. 35 FW Flight Physiologist/Technician

3.3.2.5. Life Support Personnel

3.3.2.6. Wing Safety Personnel

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

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

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

3.4. Spouse Orientation Flights. Spouse orientation flights will be conducted IAW

AFI 11-401/PACAF Sup 1. Spouse orientation flights will be conducted in non-fighter aircraft only.

#### 4. Exposure Suit Procedures

4.1. In an effort to conduct orientation/familiarization/incentive flights year-round, the following procedures will be followed.

4.1.1. During winter months when exposure suits are required, 35 OSS/OSCS will assign 10 selectees (5 selectees to each squadron) for exposure suit fitting no later than the last Thursday of the month.

4.1.2. 35 OSS/OSCS will coordinate with Life Support and escort selectees to the respective squadron the following Friday for measuring. If 35 OSS/OSCS is unavailable to escort, they will coordinate with a squadron representative to escort selectees to the squadron. If life support is unavailable to measure selectees, 35 OSS/OSCS will solicit appropriate measurements from selectees directly and forward the measurements to life support.

4.1.3. Selectees will be measured for an exposure suit and these measurements will be used to determine if pilot spare exposure suits are available for the selectee to borrow. If required, selectees will try on suits to determine the fit of the wrist seal. 35 OSS/OSCS will escort selectees back to the Entry Control Point (ECP) following measuring/fitting.

4.1.4. On weeks in which incentives are scheduled, on Monday 35 OSS/OSCS will e-mail each Life Support shop with the prioritized list of available selectees for that week. Each squadron life support shop will reply indicating the number of suits available for each individual on the list.

4.1.5. Based on the number of suits available for each person, 35 OSS/OSCS will make the final determination and notify each Life Support shop and the selectees in accordance with Paragraph

**2.6.2.** no later than close of business. Selectees will try on the exposure suit at their normally scheduled equipment fitting time.

4.1.6. If a suit does not fit, or subsequently becomes unavailable (i.e. required by a pilot), then the incentive flight will be rescheduled for a later date in accordance with these same procedures. Such cancellations will not count against the selectee.

WILLIAM J. REW, Brig Gen, USAF  
Commander

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

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

<u>OPR</u>	<u>ASSIGNED UNITS</u>
35th Fighter Wing/CC	35 FW Staff; ADC; AFOSI
35th Maintenance Group/CC	35 MXG; 35 AMXS; 35 MOS; 35MXS
35th Operations Group/CC	35 OG; 35 OSS; 13 FS; 14 FS; 610 ACF
35th Mission Support Group/CC	35 MSG; 35 CONS; 35 CES; 35 CS; 35 LRS; 35 MSS; 35 SFS; 35 SVS; DECA
35th Medical Group/CC	35 AMDS; 35 DS; 35 MDOS; 35 MDSS
373rd Intelligence Group	301 IS; 373 SS, 403 MID, NSGA, MSOC, DET3, 18 IS
Naval Air Facility Misawa/OO	NAF; PATWING 1; MMF/ Charlie; MOMAG Unit 12; Personnel Support Detachment; Fleet Imaging Facility; NAVCOMDET; VQ-1 DET NOCD; Deployed Patrol Squadron; NSGA; Subunit 2, Company I, USMC

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

Assigned / Associate Units	WG	MXG	OG	MSG	MDG	373 IG	NAF	Total
Yearly Allocation	2	12	2	12	4	6	3	41

**A1.3.** OPRs will submit their selections to 35 OSS/OSCS in January for that calendar year. Units may nominate a number of individuals equal to their allocated annual slots, plus three alternates. Submissions should be submitted via memorandum (see [Attachment 3](#)) and should be in priority order. Nominations may be submitted electronically.

**A1.4.** In July, 35 OSS/OSCS will send unit commanders the current incentive list, indicating slots already flown and slots remaining for the calendar year. Unit commanders may reprioritize their allocated slots and alternates, or rescind and submit different names as appropriate. The revised slot allocation will be resubmitted (via [Attachment 3](#)) in July and 35 OSS/OSCS will update the incentive list.

**A1.5.** Selectees and alternates remaining on the incentive list at the end of the calendar year will be forwarded to unit commanders, and may be prioritized into the next calendar year if desired.

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

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

13 January 2005

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

FROM: Your Organization/ Office Symbol

SUBJECT: F-16 Incentive Flight Recommendation

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

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

## Attachment 3

## SAMPLE MEMORANDUM OF SELECTION



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

13 January 2005

MEMORANDUM FOR 35 OSS/OSCS

FROM: Your Group/CC

Subject: Incentive Flight Selection for CY 2005

- The following individuals are my prioritized selectees for (Your Group) F-16 incentive flights for Calendar Year 2005:

<u>Slot</u>	<u>PRIMARY NAMES</u>	<u>OFFICE SYMBOL</u>	<u>PHONE</u>	<u>DEROS</u>
1	SSgt Linda D. Smith Reason: 35 FW NCO of the Quarter	35xxx/xxxx	226-xxxx	(MMYY)
2				
3				
4				
	<u>ALTERNATE NAMES</u>			
A1	Amn Daren A. Hoffman Reason: 35 MXG Outstanding Performer during Jun 00 QAFA	35xxx/xxx	226-xxxx	(MMYY)

//signed//

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

## Attachment 4

**SAMPLE INCENTIVE / FAMILIARIZATION FLIGHT CHECKLIST**  
**DEPARTMENT OF THE AIR FORCE**  
**PACIFIC AIR FORCES**

MEMORANDUM FOR XXXXXXXXX

FROM: 35 OSS/OSCS

SUBJECT: Incentive/Familiarization Flight Appointments/Checklist

1. Congratulations on being selected to receive an Incentive/Familiarization Flight in an F-16, the "World's Finest Fighter Aircraft". You will fly with the XXSQUADRONXXX.
2. IAW current directives, the following appointments and actions must be completed prior to your flight. If you are unable to make these appointments or fly as scheduled due to illness, emergencies, last minute duty schedule changes, exercise tasking, etc., please notify this office immediately to prevent cancellation of a sortie. Don't worry if you find yourself in this predicament, you will be re-scheduled to fly another day!

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

<u>APPOINTMENTS/ SCHEDULE</u>	<b>PLACE</b>	DATE	TIME
Flight Physical/Brief	Base Hospital, Bldg. 99		
Physiological Trng (30 Mins)	Wing Life Support, Bldg 3122		
Seat/ Egress Training (30 Mins)	Wing Life Support, Bldg. 3122		
Hanging Harness (30 Mins)	Wing Life Support, Bldg. 3122		
Life Support Trng (1 hour)	Wing Life Support, Bldg. 3122		
Equipment Fitting	<b>13 FS, Bldg. 3267</b>		
Flight Briefing	<b>13 FS, Bldg. 3267</b>		
Flight	<b>13 FS, Bldg. 3267</b>		

\*highlighted time is your showtime\*

**SAMPLE INCENTIVE / FAMILIARIZATION FLIGHT CHECKLIST**

3. Complete the following checklist:

- a. **Medical Examination by the Flight Surgeon:** Located at the Base Hospital (Bldg. 99). **Please arrive early enough to pick up your medical records and be at the Flight Surgeon's office at the appointed time.** If you are medically cleared to fly, the Flight Surgeon will provide you with a signed AF IMT 1042, Medical Recommendation for Flying or Special Duty. If you do not pass the medical examination, notify our office immediately.
  
- b. **Life Support Training:** Located in Bldg. 31224 (226-1734). You must wear a utility uniform (BDU or equivalent) and combat boots to this appointment.

PHYSIOLOGICAL TRAINING ACCOMPLISHED:

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

INSTRUCTOR'S SIGNATURE \_\_\_\_\_

LIFE SUPPORT/HANGING HARNESS TRAINING ACCOMPLISHED:

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

INSTUCTOR'S SIGNATURE: \_\_\_\_\_

SEAT/EGRESS TRAINING ACCOMPLISHED:

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

INSTRUCTOR'S SIGNATURE \_\_\_\_\_

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

## LIFE SUPPORT EQUIPMENT FITTING ACCOMPLISHED:

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

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

- d. On the day of your flight, report to the Operations Desk 13 FS (226-1313). You will provide the operations specialist this signed/completed checklist and your medical clearance (AF IMT 1042). Be prepared to fly! Make sure you bring your flight suit and required attire. Once you are cleared, you will be given a flight briefing with the pilot, step to a jet, and fly. **Reminder:** If all items are not completed, this sortie could be canceled and your Incentive/Familiarization Flight re-scheduled to a later date.
4. Following your flight, return this checklist to Wing Scheduling, Building 918.
  5. If you have any questions or problems regarding your appointments and flight, contact our office as soon as possible. For all your hard work and efforts, we hope that this flight will be all that you thought it would and more! Again, congratulations!

// S //

CERESA D. YOUNG, SSgt, USAF  
NCOIC, Wing Scheduling  
35th Operations Support Squadron

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

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

Attachment 6

SAMPLE DISTINGUISHED VISITOR ORIENTATION FLIGHT REQUEST MEMORANDUM



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

13 January 2004

MEMORANDUM FOR 35 OG/CC

FROM: Your Unit

SUBJECT: Distinguished Visitor Flight Request

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

Squadron Commander
Signature Block

1st Ind, 35 OG/CC

MEMORANDUM FOR: 35 FW/CC

Approved/Disapproved

35 OG/CC
Signature Block

Date

2nd Ind, 35 FW/CC

MEMORANDUM FOR: 35 OSS/OSCS

Approved/Disapproved

35 FW/CC
Signature Block

Date