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Flying Operations

INCENTIVE FLIGHT PROGRAM



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This instruction implements Air Force Policy Directive (AFPD) 11-4, *Aviation Service*. This instruction extends the guidance of Air Force Instruction (AFI) 11-401, *Aviation Management* and AFI 11-401/AFRCSup 1, *Aviation Management*. This instruction applies to all 349 Air Mobility Wing (AMW) units. The 349 AMW WG/CC or equivalent level may authorize United States Air Force (USAF) active-duty and Air Reserve Component (ARC) military members to participate in local incentive flights. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT) 847, *Recommendation for Change of Publication*; route AF IMTs 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>

SUMMARY OF CHANGES

A margin bar indicates newly revised material.

1. General: Incentive flights are designed to provide a visible reward to 349 AMW military personnel for outstanding service and to motivate others to similar levels. The 349 AMW WG/CC or equivalent level may authorize USAF active-duty and ARC military members to participate in local incentive flights.

1.1. **Eligibility:** Each Group Commander will be allowed to select two individuals per flight. The four wing quarterly award winners from the previous quarter will also be provided a seat on the flight. The 349 AMW Vice Commander will select and approve the nomination (1 per quarter) from the wing staff agencies. The total number of seats allocated will not exceed 13 (two from each group, the four wing quarterly award winners, and one from the wing staff). Participation on incentive flights will be

on a one-time basis. Aircrew members in suspended or Duty Not Involving/Including Flying (DNIF) status are not authorized incentive flights without an approved waiver from AF/A3O-AT.

1.2. **Schedule:** One incentive flight will be planned per quarter. Each squadron in the 349th Operations Group (OG) will support one incentive flight per year. The incentive flight will be scheduled on the flying squadron's respective Unit Training Assembly (UTA) weekend of the third month of each quarter. See [Table 1](#). All flights will be performed within the local flying area and terminate at the point of origin without stopping at another location. Flights will be on a non-interference basis with unit training.

Table 1. Incentive Flight Schedule

<u>Month</u>	Squadron
March	79 th ARS
June	301 st AS
September	70 th ARS
December	312 AS

2. Responsibilities.

2.1. Group/Unit:

2.1.1. The Unit Commanders will submit nominations no later than (NLT) the last day of the first month of the new quarter (Jan, Apr, Jul, and Oct). The memorandum for record should consist of a brief narrative outlining the performance and contributions which warrant the nomination. It will also include the participant's name and duty description. See [Attachment 1](#).

2.1.2. The Group Commanders will evaluate the nominations and select the most deserving members. Each Group Commander will be allowed to select two individuals per quarter. [Attachment 2](#) is a sample letter for each Group Commander to use when forwarding the request. The letter to the Vice Wing Commander is due NLT the second Friday of the second month of the quarter (Feb, May, Aug, and Nov).

2.1.3. Once the Vice Wing Commander approves the nominees, the Group Commanders will notify the Squadron Commanders, who in turn will notify the individuals. The unit forwarding the request will coordinate with the Project Officer to determine the mission details and reporting instructions and will pass this information to its incentive flight participants. The flights will tentatively be scheduled for the flying squadron's respective UTA weekend of the third month of the quarter. (Mar, Jun, Sep, Dec). See [Table 2](#).

Table 2. Incentive Flight Timeline

<u>Quarter</u>	Nominations due by end of the first Month of Quarter:	Group CCs Inputs due by 2nd Friday in:	Flight Tentatively Scheduled for UTA weekend in:	Squadron
Jan -Mar	Jan	Feb	Mar	79 th ARS
Apr - Jun	Apr	May	Jun	301 st AS
Jul - Sep	Jul	Aug	Sep	70 th ARS
Oct - Dec	Oct	Nov	Dec	312 th AS

2.1.4. Due to limited seating availability, the individuals need to be available for the flight for which they are selected. If the incentive flight participant is not available to attend, that person generally will not be rescheduled for future quarterly incentive flights. The unit commander will have the option to resubmit the individual for future consideration on an incentive flight.

2.1.5. The unit will ensure ARC members are on an official duty status. Any other funding that may arise specific to the individual will be handled at the unit level.

2.2. Incentive Flight Participant:

2.2.1. Incentive flight participants will not be alerted for these flights. They will be given a time to show at the flying squadron by their respective units. This time will be conveyed to the Squadron Commanders at the weekly Wing Staff meeting and will normally be 2.5 hours prior to scheduled takeoff. Any questions may be directed to the Project Officer. The incentive flight participants will report to the tasked flying squadron on the day of the flight. See [Table 3](#).

Table 3. Incentive Flight Reporting Information

FLYING SQUADRON	LOCATION AND PHONE NUMBER
79 th ARS	BLDG 185, 1 st FLOOR, 4-7921, auditorium
301 st AS	BLDG 237, BAY D, 4-3696, OG Conf Rm
70 th ARS	BLDG 185, 1 st FLOOR, 4-7010, auditorium
312 th AS	BLDG 237, BAY D, 4-5354, OG Conf Rm

2.2.2. Although the flying squadrons will make every effort to meet the previously briefed show time, mission changes may occur. If the incentive flight participants show for the flight and it has been cancelled for weather, maintenance, etc., the individuals should report to their normal work place for the remainder of their duty shift. The squadron will determine if the local can be rescheduled and will notify the individuals of the new date.

2.2.3. On the day of the flight, upon arriving at the squadron, incentive flight participants will be given a briefing about the flight. They will also be given the opportunity to buy a box lunch. The Project Officer will order and confirm the box lunches and ensure that they are delivered to the aircraft--exact change is preferred.

2.2.4. Uniforms will be the uniform of the day (Battle Dress Uniforms or Airman Battle Uniforms are preferable) or applicable civilian attire. Non-aircrew participants will not normally wear flight suits.

2.3. Wing Staff:

2.3.1. The participant-approval letters will be routed to the Vice Wing Commander for approval. The letters will also require the coordination of the Wing Commander. After the approval letters are signed, they will be routed to the Operations Group for coordination. The Operations Group should make a copy of the approval letters and will forward the originals back to the Group Commanders, who in turn will notify the Squadron Commanders.

2.3.2. If an approval letter is signed for an individual from the Wing Staff, a copy of the letter should also be sent to the Operations Group.

2.4. Operations Group:

2.4.1. The Operations Group will generate a staff summary sheet in January of every year to get approval for the flights from AFRC/DOOM. The final approval for the staff summary sheet to include a mission identifier number authorizing the flights will be sent to 349th OSF/OSA for scheduling.

2.4.2. At the beginning of every quarter, the OG/CC will appoint a Project Officer for the flight. The Project Officer should be a flyer from the weapon system accomplishing the incentive flight. The Project Officer and an email address or phone number will be briefed at the 349th Wing Staff meeting.

2.4.3. After approval from the wing, the approval letters will be routed to the Operations Group. The Operations Group should make a copy of the approval letters and will forward the originals back to the Group Commanders and to the Project Officer. If an approval letter is signed for an individual from the Wing Staff, a copy of the letter should be sent to the Operations Group.

2.5. 349 OSF/OSA--Current Operations:

2.5.1. Current Operations will ensure that all flights will be performed within the local flying area and terminate at the point of origin without stopping at another location. Flights will be scheduled on a non-interference basis with unit training.

2.5.2. Current Operations will confirm the date of the flight with the tasked flying squadron. They will also contact the Project Officer to confirm the number of incentive flight participants. At least two weeks prior to the date of the flight, they will brief this information at the weekly Wing Staff meeting.

2.5.3. Current Operations will also be responsible for coordinating with the Aerial Port Squadron for air stairs for the departure and arrival of the incentive flights as appropriate. If the incentive flight takes place on a KC-10, Current Operations will confirm the total number of personnel on board, to include aircrew, for a final determination on the aircraft configuration. Every effort should be made to keep the total number of personnel (normally 13) low enough to utilize a "Bravo Configuration" for the KC-10. Every effort should be made to not change the flight from its original schedule once the times have been released to the wing. However, aircrew training will be the first priority.

2.5.4. Current Operations will ensure the appropriate mission identifier is received.

2.6. Project Officer:

2.6.1. The OG/CC will appoint a Project Officer in the first month of each quarter. The Project Officer should be a flyer from the weapon system accomplishing the incentive flight. He/she will collect the names from the Operations Group and will be a point of contact for the units that have incentive flight participants. The Project Officer will keep the units informed of reporting procedures and any mission changes.

2.6.2. The Project Officer will verify the final list of names from the approval letter and provide this list to the flying squadron (for the manifest) and the 349th OSF/OSA (fax 4-0656) no later than 0900L the day prior to the flight.

2.6.3. The Project Officer will ensure the incentive flight participants are manifested prior to the flight. The manifest will be accomplished on a DD Form 2131, *History Operations After-Action Report*, and finalized the morning of the flight.

2.6.4. The day of the flight, the Project Officer will provide a briefing to the incentive flight participants detailing the flight and the job of the crewmembers involved. The Project Officer will also arrange an aircraft safety briefing and an anti-hijack briefing In Accordance With (IAW) AFI 31-101V1, *Aircrew Life Support (ALS) Program*, to be given at the squadron. A headcount will be attained at this time to finalize the manifest. Participants will also have the opportunity to buy a box lunch. The Project Officer will order and confirm the box lunches and ensure that they are delivered to the aircraft.

2.6.5. The Project Officer will escort the incentive flight participants to and from the aircraft. Prior to flight, the Project Officer will deliver a copy of the manifest to the 349th Wing Operations Center (WOC), Base Operations, and the aircraft commander.

2.7. Flying squadron:

2.7.1. Commanders will ensure that all the provisions of AFI 11-401 and the Wing Operations Plan are adhered to. No simulated emergencies or touch-and-gos will be flown with passengers on board.

2.7.2. The Scheduler/Mission Controller will notify the Project Officer of any mission changes. If the local is cancelled the squadron will determine if it can be rescheduled. The Project Officer will notify the individuals of the new date.

2.7.3. The aircraft commander will correctly annotate the location of the passenger manifest (WOC) on the flight plan DD Form 175, *Military Flight Plan*.

2.7.4. If the aircraft has an unscheduled divert, the Scheduler/Mission Controller will notify the WOC (4-5678). Additionally, the aircraft commander will notify the WOC upon landing.

3. Adopted Forms

AF IMT 847, *Recommendation for Change of Publication*

DD Form 2131, *Passenger Manifest*

DD Form 175, *Military Flight Plan*

MARYANNE MILLER, Col, USAFR
Commander

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

AFMAN 33-363, *Management of Records*, 1 March 2008
AFPD 11-4, *Aviation Service*, 1 September 2004
AFI 11-401, *Aviation Management*, 7 March 2007
AFI 11-401/AFRC Sup 1 *Aviation Management*, 1 March 2005
AFI 31-101V1, *Aircrew Life Support (ALS) Program*, 28 January 2004

Abbreviations and Acronyms

ABU—Air Battle Uniform
AFI—Air Force Instruction
AF IMT—Air Force Information Management Tool
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AMW—Air Mobility Wing
Apr—April
ARC—Air Reserve Component
Aug—August
BDU—battle dress uniform
C-5s—Cargo-5
CC—Wing Commander
CV—Wing Vice Commander
Dec—December
DD—Department of Defense (forms only)
DNIF—Duty Not Involving/Including Flying
DOD—Department of Defense
DOOM—Decentralized Object-Oriented Machine
Feb—February
IAW—In Accordance With
Jan—January

Jul—July

Jun—June

KC-10—Tanker Cargo-10

Mar—March

NLT—No Later Than

Nov—November

Oct—October

OG—Operation Group

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

Sep—September

USAF—United States Air Force

USAFR—United States Air Force Reserve

UTA—Unit Training Assembly

Attachment 2

SAMPLE OF INCENTIVE FLIGHT REQUEST LETTER FROM UNIT

DEPARTMENT OF THE AIR FORCE

Air Force Reserve Command



[DATE]

MEMORANDUM FOR 349 [Group]/CC

FROM: [Squadron]/CC

[Address]

SUBJECT: Incentive Flight Request

[Rank/Name of nominee]

1. [Rank/Name] holds the [Job Title] position in the [Squadron]. [Provide job description]
2. [Brief narrative outlining performance and contributions that warrant the nomination]

//Signed//

[SIGNATURE BLOCK]

[Unit] Commander

Attachment 3

SAMPLE OF INCENTIVE FLIGHT REQUEST LETTER FROM GROUP COMMANDER

DEPARTMENT OF THE AIR FORCE
Air Force Reserve Command



[Date]

MEMORANDUM FOR 349 AMW/CV
349 AMW/CC
349 OG/CD
IN TURN

FROM: 349 [Group]/CC

SUBJECT: Incentive Flight

I respectfully request that you approve the following deserving individuals for the quarterly incentive flight scheduled for [Mar/Jun/Sep/Dec].

<u>Name</u>	<u>Grade</u>	<u>SSAN</u>	<u>Squadron</u>	<u>Duty Ph</u>	<u>Home Ph</u>	<u>Clrnc</u>
1.						
2.						
3.						

BUZZ LIGHTYEAR, Col, USAFR
Commander

1st Ind, 349 AMW/CV

[Date]

Approve/Disapprove

ABEL BARRIENTES, Col, USAFR
Vice Commander

2nd Ind to 349 AMW/CC, [Date], Incentive Flight

349 AMW/CC

[Date]

MEMORANDUM FOR [Group Commander]

Approve/Disapprove

MARYANNE MILLER, Col, USAFR
Commander