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Operations

INCENTIVE FLIGHTS

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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, AFRC Sup. It provides guidance and procedures for the 914 Airlift Wing (AW) Incentive Flight Program. It applies to all organizations participating in this program. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route the AF Form 847 to 328AS/A300. 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://afirms.amc.af.mil/>.

1. Incentive Flights. In accordance with AFI 11-401, *Aviation Management* and AFI 11-401, Air Force Reserve Command (AFRC) Sup, the Wing Commander is authorized to select a limited number of military members each quarter to participate in an incentive flight program. This program provides deserving personnel with the opportunity to participate on 914 Airlift Wing (AW) missions and will motivate others to receive this special recognition. From this perspective, selectees will gain a better appreciation of how their efforts contribute to the wing's operational mission. This program is available to all military members assigned to 914 AW. For program specifics see talking paper titled Incentive Flight Procedures Guide and this instruction.

2. Selection. The Wing Commander will approve or delegate approval authority of the selection of participants for this program. Normally this duty will be assigned to the 914AW Incentive Flight Program Manager. Nomination bullets will be submitted by the Unit Commander or designee and will include the individual's name, rank, duty section, duty phone, and justification for selection. When nominees are selected, the 914AW Incentive Flight Program Manager will forward copies of the approved nominees to 328 AS Current Operations Office. The 328 AS Current Operations Office will work with the units to determine flight availability and suitability. Repeat incentive flights require 22 AF Commander approval.

3. Participating Unit Responsibilities.

- 3.1. Submit nomination bullets to the 914AW Incentive Flight Program Manager as outlined in paragraph 2 of this instruction.
- 3.2. After selected, the unit may contact the 914AW Incentive Flight Program Manager or the 328 AS Current Operations Office with questions concerning specific incentive flights. For non-local flights, ensure that the 328 AS Current Operations Office has accurate after-hours contact information for the selectee.
- 3.3. Brief the selectee on the program and responsibilities outlined in this instruction and 328 Operations Group Commander if directed to deviate from the mission itinerary and required to deplane the incentive flight selectees, etc. AS Incentive Flight Program Guide.
- 3.4. Advise selectee of mission report time and briefing location as coordinated with 328 AS Current Operations Office.
- 3.5. Coordinate documentation requirements: Department of Defense (DD) Form 1853, *Verification of Reserve Status for Travel Eligibility*, or Air Force (AF) Form 988, *Leave Request/Authorization*, for those on active duty, passport, dog tags, shot record, ID card, etc. as required.

4. Public Affairs Office Responsibilities. Public Affairs will make themselves available and coordinate public affairs activities for Incentive Flights in accordance with Incentive Flights Procedures guide or the 914 AW Command Staff.

5. 328 Airlift Squadron Current Operations Office Responsibilities.

- 5.1. Maintain an "Incentive Flight Individual Checklist" and distribute to incentive flight selectee's unit.
- 5.2. Coordinate mission suitability and brief times/locations with the units on behalf of their selectees.
- 5.3. Collect applicable information on selectees (i.e., name, rank, unit, SSAN, office telephone number) so they may be manifested as passengers. Provide the list of names on DD Form 2131, *Passenger Manifest*, to Base Operations.
- 5.4. IAW standard mission scheduling procedures, request a mission identifier (MI) for the designated flight with "incentive flight" as additional justification.
- 5.5. Set number of incentive flight selectees per mission requirements.
- 5.6. Maintain a record of individuals who participate in this program.
- 5.7. Submit incentive/orientation flight report to AFRC IAW AFI 11-401, *Aviation Management*.

6. Individual Responsibilities.

- 6.1. Carry DD Form 1853, *Verification of Reserve Status for Travel Eligibility*, a valid ID card, dog tags, and line badge (if possessed) on day of flight.
- 6.2. Report to the location designated by the 328th AS Current Operations Office at the scheduled briefing time.
- 6.3. Wear an appropriate duty uniform.
- 6.4. Remain with the crew for the entire mission unless directed otherwise by the aircraft commander.

7. Aircrew Responsibilities.

7.1. Ensure that incentive flight participants are processed in accordance with AFI 11-2C-130 V3, *C-130 Operations Procedures*. At the initial crew briefing, the Aircraft Commander will ensure all selectees are manifested.

7.2. Identify one crewmember to act as overall escort for the selectees during the mission.

7.3. Crew duties permitting, explain procedures and problem areas associated with the airlift mission.

7.4. Ensure the selectees receive the maximum benefit and motivation from these flights.

7.5. Notify 914 AW Wing Command Post or 914th.

8. Adopted Forms.

AF Form 847, Recommendation for Change of Publication

AF Form 988, Leave Request/Authorization

DD Form 1853, Travel Eligibility, Verification of Reserve Status for

DD Form 2131, Passenger Manifest

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Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 11-4, Aviation Service, 1 September 2004
AFI 11-401, Aviation Management, 7 March 2007
AFMAN 33-363, Records Management, 1 March 2008
AFI 11-2C-130V3, C-130 Operations Procedures, 14 March 2006

Abbreviations and Acronyms

AF - Air Force
AFI - Air Force Instruction
AFMAN - Air Force Manual
AFPD - Air Force Policy Directive
AFRC - Air Force Reserve Command
AW - Airlift Wing
DD - Department of Defense
MI - Mission Identifier
RDS - Records Disposition Schedule

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