

**BY ORDER OF THE COMMANDER  
MOUNTAIN HOME AFB**

**AIR FORCE INSTRUCTION 11-401**



**MOUNTAIN HOME AFB  
SUPPLEMENT**

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**Flying Operations  
AVIATION MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**Air Force Instruction (AFI) 11-401, 7 March 2007, and Air Combat Command Supplement, 25 April 2008, is supplemented as follows:** It establishes procedures for the 366th Fighter Wing (366 FW) orientation flight program, and applies to personnel assigned. Maintain records prescribed by processes in this publication according to AFMAN 33-363, *Management of Records*, and dispose of them according to the Air Force (AF) Records Disposition Schedule located at the AF Portal link for the AF Records Information Management System. Contact supporting records managers as required. Refer recommended changes and questions regarding this publication to the office of primary responsibility using the AF Form 847, *Recommendation for Change of Publication*, route AF Forms 847 through the base publications and forms manager.

### **SUMMARY OF CHANGES**

This supplement incorporates orientation flight requirements and should be completely reviewed.

1.9.4.7.1. **(Added)** See **Attachment 11 (Added)**, *366 FW Orientation Flight Program*, and **Attachment 12 (Added)**, *Sample Orientation Flight Nomination Letter*.

1.9.4.7.1.1. **(Added)** DV flights restrict normal mission training. *EXAMPLE:* A member of the House or Senate Armed Service Committee, or Civic Leader.

1.9.4.7.1.2. **(Added)**Familiarization flights are used to familiarize individuals with ACC's aircraft and mission. Individuals selected for these flights normally have aviation-related responsibilities, or have a requirement to observe routine training missions. Flight profile does not restrict normal mission training. *EXAMPLE:* USAFA/Air Force Reserve Officer Training Corps cadet flying with a United States (U.S.) military pilot observing a related mission, Federal Aviation Administration (FAA) employees supporting a local base, or Headquarters (HQ) USAF acquisition personnel observing a mission related area.

1.9.4.7.1.3. **(Added)**Incentive flights restrict normal mission training. *EXAMPLE:* Reward to airman of the quarter, dedicated crew chief program, or group commander selected outstanding yearly performers.

3.18.**Forms Adopted (Added):**AF Form 1552, *ARMS Additional Training Accomplishment Report*

AF Form 1768, *Staff Summary Sheet*

JOHN D. BIRD II, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References (Added)***

AFMAN 33-363, *Management of Records*, 1 March 2008

Orientation Flight Book (OPR 366OSS/OSOS)

***Abbreviations and Acronyms (Added)***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AGL**—Above Ground Level

**ATC**—Air Traffic Control

**CC**—Commander

**CCC**—Command Chief Master Sergeant

**CGO**—Company Grade Officer

**DCC**—Dedicated Crew Chief

**DS**—Director of Staff

**FAA**—Federal Aviation Administration

**FAM**—Familiarization Flight

**FL**—Flight Level

**FS**—Fighter Squadron (389 FS, 390 FS, 391 FS)

**FW**—Fighter Wing (366 FW)

**HQ**—Headquarters

**IAW**—In Accordance With

**C0**—Aviation Resource Manager

**LS**—Life Support

**MDG**—Medical Group (366 MDG)

**MXG**—Maintenance Group (366 MXG)

**NCO**—Noncommissioned Officer

**NLT**—No Later Than

**OG**—Operations Group (366 OG)

**OPR**—Office of Primary Responsibility

**OSS**—Operations Support Squadron (366 OSS)

**OSOS**—Scheduling (366 OSS/OSOS)

**PA**—Public Affairs (366 FW/PA)

**POC**—Point of Contact

**SNCO**—Senior Noncommissioned Officer

**US**—United States

**Attachment 8**

**ACC ORIENTATION FLIGHT PROGRAM**

A8.2.8.2. (Added) Emphasis will be placed on crew coordination, egress, and transfer of aircraft control if applicable. Additionally, pilot in command will review rear cockpit procedures (normal and emergency) with passenger prior to flight.

**Attachment 9****FLIGHT AUTHORIZATION CODES**

A9.2.8. (Added) See **Attachment 13 (Added)**, *The 366th Fighter Wing Orientation Flight Checklist to Include Incentive/Familiarization/Distinguished Visitors Home Station and Deployment.*

**Attachment 11 (Added)****366 FW ORIENTATION FLIGHT PROGRAM****A11.1. Responsibilities:**

A11.1.1. **(Added)** The Commander, 366th Fighter Wing (366 FW/CC) has overall responsibility and approval authority for the Orientation Flight Program. The Commander, 366th Operations Group (366 OG/CC) establishes procedures to monitor and assign nominations, sets procedures to record and report historical data, and ensures the minimum preflight requirements are met.

A11.1.2. **(Added)** The Commander, 366th Medical Group (366 MDG/CC) will establish procedures to screen medical records, examine nominees to ensure they are medically qualified for flight, and forward AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*, to the appropriate flying squadron.

**A11.2. (Added) Group Commanders/Director of Staff (DS) will:**

A11.2.1. **(Added)** Designate OPR to coordinate the Orientation Flight Program for their group/staff and furnish the 366th Operations Support Squadron, Scheduling (366 OSS/OSOS) with OPR names.

A11.2.2. **(Added)** In general, be allotted one incentive flight per quarter. 366 MDG and wing staff will each be allocated two incentive flights per year. The respective group commander/DS will submit quarterly (semiannual for wing staff and 366 MDG) nominations to 366 OSS/OSOS.

A11.2.3. **(Added)** 366 FW First Sergeant, Airman, Noncommissioned Officer (NCO), Senior NCO (SNCO), Company Grade Officer (CGO), and Honor Guard Member annual award winners will be afforded incentive ride opportunities. 366 FW Command Chief Master Sergeant (366 FW/CCC) will forward an incentive flight nomination letter with the names of annual winners to 366 OSS/OSOS.

A11.2.4. **(Added)** Nominate individuals for flights, using **Attachment 12 (Added)**, *Sample Orientation Flight Nomination Letter*, submitted through 366 OSS/OSOS to 366 FW/CC for approval. Letters should include a prioritized list of aircraft requested.

**A11.3. (Added) 366 OSS/OSOS will:**

A11.3.1. **(Added)** Brief 366 OG/CC during 366 OG/366 MXG Scheduling meeting the names of approved individuals; i.e., award winners and DVs to ensure specific squadrons volunteer to fly said persons; then forward signed nomination letters to the applicable squadrons.

A11.3.2. **(Added)** Maintain a program summary. This summary will include number of slots assigned by group, number of slots nominated, and number flown.

A11.3.3. **(Added)** Gather and maintain historical data from squadrons on incentive flights.

A11.3.4. **(Added)** Ensure the AF Form 1768, *Staff Summary Sheet*, for the nomination letter is correctly filled in and forward through 366 OG/CC to 366 FW/CC.

A11.3.5. **(Added)** Brief 366 OG/CC and 366 FW/CC on status of the Orientation Flight Program on a monthly basis.

**A11.4. (Added) Flying Squadrons will:**

A11.4.1. **(Added)** After receiving an approved nomination letter from 366 OSS/OSOS, coordinate with nominee or group point of contact (POC) to schedule incentive flight and required training.

A11.4.2. **(Added)** Nominee should be flown within 90 days of receipt of approved nomination letter. If the individual cannot be flown within 90 days of receipt of an approved letter, the approval letter is only good for 6 months.

A11.4.3. **(Added)** Use and complete the checklist in **Attachment 2** when preparing an individual for an Orientation Flight. Squadrons should feel free to add, but not delete items to the checklist if needed or required.

**A11.5. (Added) Incentive Flights:**

A11.5.1. **(Added)** Personnel may be nominated anytime for an incentive flight; however, no individual will receive more than one flight in a fighter per PCS assignment.

A11.5.2. **(Added)** Wing/groups will ensure individuals want an incentive flight before nominating them. Ensure individuals are released for their pre-flight medical, egress training, and flights.

A11.5.3. **(Added)** Group commanders' fighter incentive sortie authorizations are outlined in paragraph A11.2.2., and are based on flying unit capability to support without reducing unit readiness and training.

A11.5.4. **(Added)** Each fighter squadron's assigned number of incentive flights is based upon a percentage of that squadron's yearly flying hour program.

A11.5.5. **(Added)** Civilian personnel are authorized familiarization orientation flights IAW AFI 11-401/ACC Supplement, and AFI 35-101.

**A11.6. (Added) Dedicated Crew Chief (DCC) Flight Program (Note: DCC includes the assistant):**

A11.6.1. **(Added)** DCC flights are considered an incentive flight and will be flown under incentive flight guidelines. (These flights are in addition to the 366 FW allocation).

A11.6.2. **(Added)** Flying squadron commanders have overall responsibility for the DCC flight program. Requests will be processed through 366 OSS/OSOS to 366 FW/CC for approval.

A11.6.3. **(Added)** DCCs are authorized no more than one incentive flight per PCS assignment.

A11.6.4. **(Added)** DCCs will be flown in their assigned aircraft when possible.

**A11.7. (Added) DV Flights:**

A11.7.1. **(Added)** 366 FW/PA (Public Affairs) is the OPR for coordinating DV flights. 366 FW/PA will forward requests for these flights through 366 OSS/OSOS to 366 OG/CC for approval, and then to the appropriate command level, if required. 366 FW/PA will coordinate with 366 OG/CC and 366 OSS/OSOS for scheduling approved DV flights. A host squadron will then be assigned as OPR for the flight.

A11.7.2. **(Added)** Host squadron (flying squadron assigned DV flight) will ensure DV flight is flown IAW responsibilities provided in paragraph [A8.2.2.1](#).

**A11.8. (Added) Familiarization (FAM) Flights:**

A11.8.1. **(Added)** 366 FW/PA is OPR for coordinating FAM flights originating from higher headquarters or civilian agencies outside 366 FW. Requests will be forwarded to 366 FW/CC for approval, and then to the appropriate command level, if required. 366 FW/PA will coordinate with 366 OSS/OSOS and 366 OG/CC for scheduling approved FAM flights.

A11.8.2. **(Added)** Wing aircrews, ground liaison officers, casual officers awaiting a formal flying training start date, intelligence officers (See AFI 11-401/ACC Sup) and AFROTC/USAFA cadets are authorized to fly FAM flights at any time on a noninterference basis. Additionally, enlisted intelligence personnel assigned within a flying squadron are authorized a one-time FAM flight with their assigned squadron on a noninterference basis. Wing assigned air traffic control and enlisted intelligence personnel are approved a one-time FAM flight respectively in the 366 FW on a noninterference basis.

A11.8.3. **(Added)** All Orientation Flight Program requests (nomination letters) will be processed through 366 OSS/OSOS to 366 OG/CC to 366 FW/CC for approval. Requests/Nomination letters must be sent to 366 OSS/OSOS 15 days prior to flight. If the approval authority is higher than the 366 FW/CC, it must be sent to the 366 OSS/OSOS 25 days prior to the flight.

A11.8.4. **(Added)** 366 OSS/OSOS will track all FAM flights. Typically all award winner and DV FAM Flights will be assigned by the OG/CC to the squadrons on an equitable basis during the OG/MXG Scheduling Meeting.

A11.8.5. **(Added)** FAM flights have an unrestricted mission profile.

A11.8.6. **(Added)** Squadron commanders are responsible for scheduling a mission suited to the individual's background and capabilities.

A11.8.7. **(Added)** Flying squadrons will report Orientation flights to 366 OSS/OSOS no later than (NLT) the fifth day of each month (**Attachment 14 (Added)**, *Sample Completed Monthly Report*).

**A11.9. (Added) Flight Profiles (Restrictions):**

A11.9.1. **(Added)** Flying squadron commanders are responsible for developing typical flight profiles to be flown on incentive flights. These profiles should demonstrate aircraft capabilities and comply with the restrictions in paragraphs [A11.9.3-A11.9.6](#).

A11.9.2. **(Added)** Profiles should provide general guidance, but still allow pilots to tailor missions to the incentive flight selectee's desires.

A11.9.3. **(Added)** All external live ordnance, inert or training will be downloaded from aircraft, and guns will be safed as per normal safing procedures.

A11.9.4. **(Added)** With exception of take-offs and landings, missions will be flown above 1000 feet above ground level (AGL) and below flight level (FL) 180, unless the individual possesses a current altitude chamber card.

A11.9.6. **(Added)** Orientation flyers will not be given control of aircraft during critical phases of flight, to include take-offs, landings, air refueling, close formations, approaches, or low altitude flying (refer to AFI 11-401/ACC Supplement).

**Attachment 12 (Added)**

**SAMPLE ORIENTATION FLIGHT NOMINATION LETTER**

*(Date)*

MEMORANDUM FOR 366 OSS/OSOS

366 OG/CC

366 FW/CC

**IN TURN**

FROM: (Individual's organization commander)

SUBJECT: Request for Incentive Flight

1. I nominate Rank/Name , from the (Organization) for a *(incentive distinguished visitor, familiarization, dedicated crew chief flight)*. (Rank/Name) was selected as the *(type of award)*. *(He/She)* is a (duty title), and is requesting their flight with the *(flying squadron)*.
2. Group POC is Rank/Name/duty phone.

*(Individual's commander's signature block)*

1st Ind, 366 OG/CC

MEMORANDUM FOR 366 FW/CC

Recommend approval/disapproval.

*(366 OG/CC signature block)*

Commander, 366th Operations Group

2d Ind, 366 FW/CC

MEMORANDUM FOR 366 OSS/OSOS

Approved/disapproved.

*(366 FW/CC signature block)*

Commander, 366th Fighter Wing

Attachment 13 (Added)

366TH FIGHTER WING

**ORIENTATION FLIGHT CHECKLIST  
TO INCLUDE INCENTIVE/FAMILIARIZATION/DISTINGUISHED VISITORS  
HOME STATION AND DEPLOYMENT**

Page 1 of 3



Name: \_\_\_\_\_

Rank: \_\_\_\_\_

*First/Middle/Last*

**Flight Type:** Incentive    DV    Familiarization

If I am involved in a mishap, Contact: \_\_\_\_\_

*Name*

*Phone #*

**PREFLIGHT REQUIREMENTS:**

**PARTICIPANTS AGE:** \_\_\_\_\_ **YEARS OLD**

\*Minimum age for ejection seat aircraft is 18 years.

\_\_\_\_\_  
Aviation  
Resource  
Manager  
(1C0)

**AFI 11-401/ACC Sup, paragraph 7.2.9.3.**

\*If age 60 years or older, call 366 OSS/OSOS to ensure statement from Flight Surgeon was included on request.

**ORIENTATION FLIGHT APPROVAL LETTER**

(See AFI 11-401/ACC SUP/MHAFB SUP, Attachment 1)

\_\_\_\_\_  
1C0

**Approval Authority (See AFI 11-401 Table 1.1.)**

366 OSS/OSOS (Ext. 4631) cannot be more than **6 months** old.

**Incentive Flight: (DCC Flight Program/Award Winners)**

**Approval Letter** \_\_\_\_\_

1C0

**Current 1042** \_\_\_\_\_

**Hanging Harness and Egress** \_\_\_\_\_

**DV Flight:** \_\_\_\_\_

**Approval Letter** \_\_\_\_\_

1C0

Attachment 13 (Cont'd)

Current 1042	_____	
Hanging Harness and Egress	_____	
Familiarization Flights:		
Cadets:		
Approval Letter	_____	1CO
Current 1042	_____	
Altitude Chamber Card (If Available)	_____	
Hanging Harness and Egress	_____	
Casual (APT) Officers:		
No Letter Required (AFI 11-401/ACC Sup)	_____	1CO
Current 1042	_____	
Altitude Chamber Card	_____	
Hanging Harness and Egress	_____	
Intelligence Officers/Boeing Instructors:		
FW/CC Approval Letter (AFI 11-401/ACC Sup)	_____	1CO
Non-Inteference Aeronautical Orders	_____	
Current 1042	_____	
Altitude Chamber Card (If Applicable)	_____	
Hanging Harness and Egress	_____	
Enlisted Intelligence/Air Traffic Control (ATC)/Visiting Aircrew:		
Approval Letter	_____	1CO
Current 1042	_____	
Hanging Harness and Egress	_____	

1. Annotate in Tactical Aircrew Scheduling and Airspace Management System/Schedule Remarks

\_\_\_\_\_ Sq. Sched/1CO

Last Name/Type of Flight \_\_\_\_\_  
 Example (DCC Incentive/Award Incentive/  
 DV/Cadet FAM//Casual FAM/Intel FAM/  
 Aircrew FAM/ATC FAM/Boeing FAM)

2. MEDICAL CLEARANCE FOR FLYING

Areospace Medicine (Ext. 7400) will not be valid for **longer than 14 days.**

\_\_\_\_\_ 1CO

AFI 11-401/ACC Sup, paragraph 8.2.9.1.

Attachment 13 (Cont'd)

If participant is taking medications, flight surgeon must clear in writing within **24 hours of flight.**

AFI 11-401/ACC Sup, paragraph 8.2.9.4.

PHYSIOLOGICAL TRAINING: AF Form 702, *Individual Physiological* \_\_\_\_\_  
Training Record 1C0

ONLY required if flight will be **above 18,000 feet**

AFI 11-401/ACC Sup, paragraph 8.2.9.2.

This flight will be **BELOW/ABOVE 18,000 feet** \_\_\_\_\_  
Orientation Pilot

3. LIFE SUPPORT (LS) TRAINING: AF Form 1522, *ARMS Additional Training Accomplishment Report*, (Copy to 366 FW/LS) \_\_\_\_\_  
1C0

Orientation flyer receives **Egress, Equipment and Hanging**

**Harness Training** no earlier than **72 hours prior to flight.** Sqdn LS POC

AFI 11-401/ACC Sup and AFI 11-301V1, paragraph 5.7.1.

4. LIFE SUPPORT EQUIPMENT FITTING: \_\_\_\_\_  
389th Fighter Squadron (FS); Ext. 2592; 390 FS. Ext. 6465; 391 FS Ext 4441 Life Support

AFI 11-401/ACC Sup, paragraph 8.2.8.1.

5. COCKPIT FAMILIARIZATION: \_\_\_\_\_  
Orientation Flight Pilot will accomplish **DAY OF FLIGHT** Orientation Pilot

This action may be signed off after flight

AFI 11-401/ACC Sup, paragraph 8.2.8.1.

6. TOP 3 CLEARANCE: Participant is cleared to fly: \_\_\_\_\_  
TOP 3 Signature

POST FLIGHT ACTION:

Date Flown: \_\_\_\_\_ Hours Flown: \_\_\_\_\_ Pilots Name: \_\_\_\_\_

Prepare Orientation Flight Certificate and Present to Flier.

Fax Completed Checklist to 366 OSS/OSOS (FAX 8-4573)

Faxed By: \_\_\_\_\_ Date Faxed: \_\_\_\_\_

File this checklist with Flight Approval Letter, AF Forms 702, 1042, and 1522 in Orientation Flight Book

## Attachment 14 (Added)

## SAMPLE COMPLETED MONTHLY REPORT

*(SQUADRON ORIENTATION FLIGHT HISTORICAL DATA)*

NAME	GROUP	TYPE FLIGHT	DATE ASSIGNED	DATE FLOWN
Rank/Name	MXG	Incentive		
Rank/Name	MDG	FAM		
Rank/Name	OG	DCC Ride		
Rank/Name	FW	DV		

**Note:** This report must include all flights flown by your squadron.