

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



AIR FORCE INSTRUCTION 11-401

**PACIFIC AIR FORCE
Supplement**

**35 FIGHTER WING
Supplement**

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Flying Operations

AVIATION MANAGEMENT

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This supplement implements and extends the guidance of Department of the Air Force Manual (DAFMAN) 11-401, Aviation Management and the PACAFSUP. Specifically, it outlines the 35 FW orientation flight program. This supplement applies to 35FW assigned personnel. This supplement does not apply to the Air National Guard (ANG) or US Air Force Reserve (USAFR) units and members. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System,” or any updated statement provided by the AF Records Management office located in the Air Force Chief Information Office Compliance Division (SAF/CNZA). The OPR should inquire with SAF/CNZA for any updated records management statement. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

(Added) This instruction was changed from AFI to DAFMAN11-401 to align with Headquarters changes to publication naming conventions. Paragraphs and attachments renumbered to flow with parent reg changes. Updated training requirements. Updated notification and coordination procedures in nomination process. Updated to sample checklist in **attachment 14**. Minor corrections throughout.

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Attachment 2 (Added)**INSTRUCTIONS FOR USING AFTO FORM 781, ARMS AIRCREW/MISSION FLIGHT DATA DOCUMENT**

A2.4.6. **(Added)** The SARM will validate the EOM flying hour totals with debrief no later than the third day after the close out of a given month.

A2.4.7. **(Added)** Once all flying hours/sorties have been validated and corrected for current month, squadron SARMs and debrief will sign the AUR and send their EOM flying hour reports to Wing Operations and MOS PS&D by the fifth day of each month for consolidation. Neither the SARM nor debrief will forward any flying hour reports to Wing Operations until the flying hours/sorties have been validated and corrected.

Attachment 10 (Added)**35FW ORIENTATION FLIGHT PROGRAM****A10.1. (Added) General Guidance.**

A10.1.1. **(Added)** This supplement defines the local implementation of DAFMAN 11-401, Aviation Management, specifically the 35 FW orientation flight program.

A10.1.2. **(Added)** Familiarization Flight. FAM flights are non-dedicated sorties that do not interfere with normal training. These flights familiarize individuals with USAF, PACAF and 35 FW missions. Individuals receiving these flights have either aviation-related responsibility with USAF aircraft or are designated by the 35 FW/CC to observe routine training missions. Thus, the Familiarization Flight profile does not restrict mission training and may be conducted as part of a routine mission. Individuals can be approved to perform these flights on a recurring basis if justified by their commander and approved by the 35 FW/CC. **Table A10.1** lists the recommended recurring FAM positions and desired learning objectives for their program.

A10.2. (Added) Orientation Flight Program.

A10.2.1. **(Added)** 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 11**, Organization/Group Incentive Flight Nomination Process. 35 FW/CC is the final approval authority for familiarization flights. Normally, these flights are one-time events.

A10.2.2. **(Added)** 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 11**) will be accomplished semi-annually via a memorandum for record signed by the selectee's Group Commander. Electronic submissions are authorized.

A10.2.3. **(Added)** 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/OSOS (Wing Scheduling), wing and squadron Aircrew Flight Equipment office, the selectee and the mission pilot in command (PIC).

A10.2.3.1. **(Added)** Group and associate unit commanders will:

A10.2.3.1.1. **(Added)** Submit incentive orientation requests per **Attachment 13**. All authorized incentive slots plus three alternates may be submitted in accordance with **Attachment 11**.

A10.2.3.2. **(Added)** 35 OSS/OSOS/OSOSF (Wing Scheduling) will:

A10.2.3.2.1. **(Added)** Manage the overall orientation flight program.

A10.2.3.2.2. **(Added)** Assign selectees to available flights in accordance with **Attachment 16** and provide the updated list to each fighter squadron weekly.

A10.2.3.2.3. **(Added)** Coordinate orientation flight scheduling with the flying squadrons. Having a predictable weekly schedule reduces man hours required to complete orientation flight checklist. **Normally, orientation flights should be scheduled Wednesday through Friday.**

A10.2.3.2.4. **(Added)** Coordinate with the 35th Aerospace Medicine Squadron, Flight Medicine Flight (35 AMDS/SGPF) and the 35 OSS Aircrew Flight Equipment Section (35 OSS/OSOL) for medical clearance examinations and egress training, respectively.

A10.2.3.3. **(Added)** 35 OSS/OSOS will:

A10.2.3.3.1. **(Added)** Forward the names of selectees, a requested class schedule, and egress instructor (if known) to 35 OSS/OSOL. These requisites should be scheduled and completed once a week, normally on Tuesday, to fly by Friday the same week (within 72 hrs). FAM flyers must make themselves available to attend the Tuesday pre-requisite training if scheduled to fly that week.

A10.2.3.3.2. **(Added)** Provide the selectee with an Orientation Flight Appointments/Checklist outlining scheduled pre-flight appointments and an Additional Flight Information sheet (**Attachment 14**).

A10.2.3.3.3. **(Added)** Coordinate the 35 OG orientation flight selection process. Annually, send a memorandum to each unit, within the Operations Group, soliciting orientation flight nominations.

A10.2.3.3.4. **(Added)** Annually, consolidate all group orientation nomination lists and forward them to 35 FW/CC for final approval.

A10.2.3.3.5. **(Added)** For Deployments/TDYs, consolidate updated group lists submitted for flying TDYs, and forward to FW/CC for approval NLT 7 days prior to departure.

A10.2.3.3.6. **(Added)** Coordinate equipment fitting with 13 FS/14 FS Aircrew Flight Equipment shops prior to the flight.

A10.2.3.4. **(Added)** Selectee will:

A10.2.3.4.1. **(Added)** Inform 35 OSS/OSOS of any projected leave and/or TDY which may affect scheduling the flight.

A10.2.3.4.2. **(Added)** Accomplish all items on their checklist prior to the flight.

A10.2.3.4.3. **(Added)** Receive a medical evaluation with a flight surgeon within 7 days of the flight. Flight Medicine will screen the selectee's medical records, examine the individual, and brief them on the physiological effects of flying. If qualified to fly, the flight surgeon will issue a DD Form 2992. If not physically qualified to fly, the selectee will notify 35 OSS/OSOS and specify whether the disqualification is temporary or permanent.

A10.2.3.4.4. **(Added)** Present completed checklist and DD Form 2992 to the operations desk at the squadron conducting the flight. The final copy of the checklist will be sent to OSOS.

A10.2.3.5. **(Added)** 35 OSS/OSOL (Wing Aircrew Flight Equipment) will:

A10.2.3.5.1. **(Added)** Coordinate with selectee to accomplish egress training IAW AFI 11-401 and PACAF guidance within 72 hours of flight.

A10.2.3.5.2. **(Added)** Initial and date the selectee's preflight checklist upon completion of egress training.

A10.2.3.6. **(Added)** 13 FS/14 FS Aircrew Flight Equipment Office will:

A10.2.3.6.1. **(Added)** Outfit the selectee with a flight suit, helmet, mask, anti-G garment, survival vest, and anti-exposure suit (if required).

A10.2.3.6.2. **(Added)** Initial and date the selectee's preflight checklist once actions are complete.

A10.2.3.7. **(Added)** Operational fighter squadron will:

A10.2.3.7.1. **(Added)** For Deployments/TDYs, submit flying TDY list to FW/CC for approval NLT 7 days prior to departure.

A10.2.3.7.2. **(Added)** Ensure all prerequisites (DD Form 2992 and orientation flight checklist) are complete.

A10.2.3.7.3. **(Added)** Retain all documentation (DD Form 2992 and checklist) for 3 months.

A10.2.3.7.4. **(Added)** Provide escort (if required) to and from the squadron and a qualified mission pilot to conduct the orientation flight.

A10.2.4. **(Added)** The following restrictions apply to orientation sorties:

A10.2.4.1. **(Added)** Aircraft in a test program or functional check flight (FCF) will not be used.

A10.2.4.2. **(Added)** Anti-exposure suits will be worn IAW local guidance.

A10.2.4.3. **(Added)** Weather minimums will be the mission pilot's weather category.

A10.2.4.4. **(Added)** Refer to [attachment 5](#) for further flight restrictions.

Table A10.1. (Added) RECURRING FAM PROGRAM with DLOs.

RECURRING FAM PERSONNEL	DESIRED LEARNING OBJECTIVES
Wing Electronic Warfare Officer (EWO)	Understand 35 FW core msn/F-16 system capabilities and SEAD integration
Wing and Squadron Intelligence and personnel	A/A & A/G target ID, TGP interpretation
35 FW Flight Physiologist/Technician	Understand real world aviation physiological effects/stresses on 13/14 FS personnel
610 Air Control Flight personnel	Understand core msn fundamentals and how they relate to supporting A/A & A/G
35 FW/CVN personnel	Understand core msn fundamentals and how they relate to support operations

A10.2.5. **(Added)** Distinguished Visitors (DV) are scheduled according to priority levels from 1 to 4. DVs are not prioritized according to earlier DEROS. The higher priority level (1) will receive familiarization flights before the lesser priority (4).

Attachment 11 (Added)

ORGANIZATION/GROUP FAMILIARIZATION FLIGHT NOMINATION PROCESS

A11.1. (Added) The following OPR's have selection authority for the units indicated.

Table A11.1. (Added) Unit Selection Authority.

OPR	ASSIGNED UNITS
35 FW/CC	35 FW Staff, ADC, AFN, AFOSI, 35 CPTS, JTAGS, Annual award winners
35 OG/CC	35 OG, 35 OSS, 13 FS, 14 FS, 610 ACF
35 MXG/CC	35 AMXS, 35 MXS
35 MSG/CC	35 LRS, 35 SFS, 35 FSS, 35 CONS, 35 CS, 35CES, DECA, AAFES, DoDDS
35 MDG/CC	35 AMDS, 35 DS, 35 MDOS, 35 MDSS, 35 MSGS
MSOC/CC	301 IS, 403 MI DET, 373 SPTS
*Naval Air Facility Misawa	*NAF Misawa, CTF 72/57, NMC, MOMAU 12, PSD, FISC, NIOC, NAVPACMETOCDET/LNSC, NAVCOMDET, Deployed Patrol Squadron, NAVFACFE, AIMD

A11.2. (Added) Notification. The 35OSS/OSOF (HARM) office will notify [Table A11.1](#) units on an annual basis in the first qtr. (March) via email or equivalent notification method with the Memorandum of Selection included (see [Attachment 13](#)).

A11.3. (Added) Familiarization Flight Allocations. 35 FW/CC allotments are as required. Each group commander may nominate up to six personnel plus two alternates annually. The NAF may request FAM flights on an "as available" basis with the 35 FW/CC. 35 FW Annual award winners will automatically be placed on the FAM list and will not count against annual group allocations.

A11.4. (Added) 35 OSS/OSOF will compile each group list into a master document for FW/CC approval and submit via eSSS or equivalent coordination method with the following coordination. 35 OSS/CCS, 35 OSS/SEL, 35 OSS/CC, 35 OG/CCS, 35 OG/SEL, 35 OG/CC, 35 FW/CCS, 35 FW/CCE, 35 FW/CC. Once approved, OSOS will send unit commanders the finalized list.

Attachment 12 (Added)

MEMORANDUM FOR 35FW APPROVAL SAMPLE

Figure A12.1. (Added) Memorandum For 35FW Approval Sample.

MEMORANDUM FOR 35 OSS/OSOS FROM: 35 FW/CC			
SUBJECT: F-16 Familiarization Flight Selection List for CY 20XX			
1. The following individuals are selectees for Calendar Year 20XX 35th Fighter Wing F-16 familiarization flights:			
PRIMARY NAME	OFFICE SYMBOL	PHONE	DEROS
ALTERNATE NAME	OFFICE SYMBOL	PHONE	DEROS
2. If you have any questions, please contact 35 OSS/OSOS at DSN 226-4965/3481 or 35oss.oso@us.af.mil .			
Full Name, Colonel, USAF Commander, 35th Fighter Wing			

Attachment 13 (Added)

MEMORANDUM OF SELECTION SAMPLE

Figure A13.1. (Added) Memorandum of Selection Sample.

MEMORANDUM FOR 35 OSS/OSOS			
FROM: Your Group/CC			
SUBJECT: F-16 Familiarization Flight Selection List for CY 20XX			
1. The following individuals are my prioritized selectees for Calendar Year 20XX (Your Group) F-16 familiarization flights:			
PRIMARY NAME	OFFICE SYMBOL	PHONE	DEROS
ALTERNATE NAME		PHONE	DEROS
//SIGNED// XXXXXXXX X. XXXXXXXX, Rank, USAF Commander, 35 th XXXX Group			

Attachment 14 (Added)

ORIENTATION FLIGHT CHECKLIST

Figure A14.1. (Added) Sample Orientation Flight Checklist.

MEMORANDUM FOR (FAM FLYER NAME)				
FROM: 35 OSS/OSOT				
SUBJECT: Familiarization Flight Appointments/Checklist				
<p>1. Congratulations on being selected to receive a Familiarization Flight in an F-16, the “World’s Finest Fighter Aircraft”, you will fly with the 13th (“Panther”) Fighter Squadron.</p> <p>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 to 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!</p> <p>3. Appointments and Schedule for Pre-Flight Requirements. Note: *highlighted time is your showtime.</p>				
APPOINTMENTS/ SCHEDULE	PLACE	DATE	TIME	CURRENCY
Flight Physical Exam	Base Hospital, bldg. 99 (Flight Medicine downstairs)			7 DAYS DAFMAN 48-123 8 Dec 2020 Para. 5.4.9.1.3
EPT (Hanging Harness) SS06	SERE training classroom, bldg. 3265			120 HOURS AFI 16-1301 03 Aug 2017 Para. 2.3.3.3.1.
WST Academics SS05A	SERE training classroom, bldg. 3265			6 MONTHS *See Note 1 AFI 16-1301 03 Aug 2017 Para. 2.3.3.3.2.
Physiological Training/Brief	SERE training classroom, bldg. 3265			72 HOURS AFMAN 11-403 13 Nov 2020 Para. 3.2.2.
Seat/ Egress Training LL02	SERE training classroom, bldg. 3265			72 HOURS AFMAN 11-301v1 31 May 2023 Para. 5.3.4.
Aircrew Flt Equipment Training LL06	13FS AFE Shop, bldg. 3267 14FS AFE Shop, bldg. 3120			72 HOURS AFMAN 11-301v1 31 May 2023 Para. 5.3.3.
Equipment Fitting LL08	13FS AFE Shop, bldg. 3267 14FS AFE Shop, bldg. 3120			Complete one day prior to flight AFMAN 11-301v1 31 May 2023 Para. 5.7.7.

See TOP 3/SARM for records review at the Ops Desk	13FS Ops Desk, bldg.3267 14FS Ops Desk, bldg. 3120			Complete one day prior to flight 13FS DSN 226-1313 14FS DSN 226-1414
Flight	13FS Ops Desk, bldg. 3267 14FS Ops Desk, bldg. 3120			See Pilot 2 hours prior to flight (See Top 3 for questions)

a. Medical Examination by Flight Medicine: Located in the basement at the Base Hospital (Bldg. 99, 226-6134). If you are medically cleared to fly, the Flight Surgeon will provide you with a signed AF Form 2992, Medical Recommendation for Flying or Special Duty. If you do not pass the medical examination, notify our office immediately.

b. Wing SERE Classroom: Located in Bldg. 3265 second floor (226-1735). You must wear a utility uniform (OCP or equivalent) and combat boots to this appointment.

c. Aircrew Flight Equipment Fitting: Located in Bldg. 3120 or Bldg. 3267 basement floor (226-1420/1339). You must wear a utility uniform (OCP or equivalent) and non-steel toe combat boots to this appointment. You will be provided all equipment required for flight except cotton underwear and socks. Flight boots/flight suit will be provided for the day of the flight.

Training Class	Date Accomplished
Flight Physical	Receive DD Form 2992 to hand to Ops Desk
Water Survival Academic Refresher	
Physiological Training/Brief	
Egress Training	
Hanging Harness Training	
Aircrew Flight Equipment Training	
Aircrew Flight Equipment Fitting	
Records Review (see TOP3/SARM/OPS)	

d. One day before your flight, report to the Operations Desk for a complete records review. Please bring a copy of your JPAS to this event. The security manager from your squadron can get a copy for you. Additionally, report to the Ops Desk on the day of your flight to receive a pilot briefing. (13FS 226-1313, 14 FS 226- 1414).

e. You will provide the operations specialist this signed/completed checklist and your medical clearance (DD Form 2992). 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.

f. Reminder: If all items are not completed, this sortie could be canceled and your Familiarization Flight re-scheduled.

4. If you have any questions or problems regarding your appointments and flight, contact (fam flight Coordinator(s) name) as soon as possible at (coordinators DSN & email address). Thank you for all your hard work and efforts, we hope that this flight will be all that you thought it would and more! Again, congratulations!

ADDITIONAL FLIGHT INFORMATION (2 of 2)

- 1. Basics:** 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 don't have a line badge, please contact Ms. Michiko Hoshi as soon as possible at 226-3481 and she can let FS know to escort you. If you have a line badge and know where FS is located at, you are authorized to go to FS. If you would like to have your spouse/family accompany you to your flight, you must notify 35 OSS/OSOS.
- 3. Cameras:** No cameras are allowed in the F-16 or in the 13 FS/14 FS HAS areas.
- 4. Aircrew Flight Equipment and Safety Basics:** Wear cotton underwear. Do not wear an under-wire bra, 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.