

**BY ORDER OF THE 96TH TEST WING
COMMANDER**



**DEPARTMENT OF THE AIR FORCE
MANUAL 11-401**

**AIR FORCE MATERIEL COMMAND
Supplement**

**96TH TEST WING
Supplement**

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Flying Operations

AVIATION MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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DAFMAN 11-401, Aviation Management, 27 October 2020, and DAFMAN 11-401_AFMCSUP, 30 March 2023, are supplemented as follows: this supplement applies to all units which fall under 96 TW Flight Operations Authority per DAFMAN 11- 401 AFMC Sup **Table A8.1**. Refer recommended changes and questions about this publication to 96 OG/OGV using the EZ-847 on the 96 OG/OGV SharePoint. Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed IAW the Air Force Records Disposition Schedule (RDS) which is located in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

(96TW) Major changes to this supplement include updating the orientation flight approval process and pre-approved orientation flights. MEP approval was delegated to detachment commanders to include non-rated directors. All 96 TW Form 401s will be submitted and tracked via the 96 OG/OGV SharePoint.

1.1. (96TW) Purpose. This supplement implements flight authorization policies for 96 TW assigned units and aircrew. Throughout this supplement, “OG/CC” and “OG/OGV” are used generically to refer to 96 OG and 645 AESG (unless FOA applies, where 96 OG has authority) functions; therefore, unless specifically stated, the statement refers to the respective Group as applicable. 96 OG/OGV or 96 OSS/OSXF should be contacted for clarifications to this supplement.

1.2.1. **(96TW)** The OG/CC may waive provisions of this supplement for their respective groups. All waivers to either the basic guidance outlined in the DAFMAN or this supplement will be submitted to OG/OGV on the 96 OG/OGV SharePoint using an AFMC Form 73.

3.2.1. **(96TW)** Requests are delegated to the flying unit commander if the commander is rated aircrew.

3.2.6.2. **(96TW)** MEP approval is delegated to Det/CCs, both rated and non-rated.

5.1. (96TW) All flight requests approved by the Wing/CC or below will be tracked via the 96 OG/OGV SharePoint. This includes requests to publish aeronautical orders, orientation flights, MEP requests, and all approvals required per sub-paragraphs to [paragraph 5.1](#). Orientation flight requests that require AFMC/A3 approval will be submitted to OG/OGV on an AFMC Form 73. After approval, any changes to subordinate individuals (i.e., staff aides) who are a part of the principal’s group (i.e., General/Flag officer, dignitary) do not necessarily require re-approval and as a minimum will only need to be documented on the passenger manifest. Notify OG/OGV of changes. Approvals will be maintained by OG/OGV and the respective flying units.

5.1.3.6. **(96TW)** The UH-1 mission includes range tours and therefore a 96 TW 401 is not required.

5.2. (96TW) Table A8.3 (96TW) supplements Table 5.1 with 96 TW/CC policies for pre-approved orientation flights. See [Attachment 8](#) for additional information regarding the Orientation and DV Flight Program.

5.2.1.9. **(96TW) Spouse Orientation Flights.** All spouse orientation flights will be conducted in passenger-carrying aircraft (such as UH-1, C-130, CV-22, etc.). These aircraft may be used as an airborne platform for viewing other aircraft involved in test or training missions, or for a range orientation tour. To the maximum extent possible, flights will be planned to allow each spouse an opportunity to observe some facet of the 96 TW mission that is peculiar to their spouse’s duties. Spouse orientation flights may be flown on test missions if the TAB or OG/CC determines that these flights do not compromise safety or present undue risk to spouses and would satisfy the goals of both the test program and spouse orientation program. A statement will be made in the TAB minutes, or OG/CC’s will affirm on the test cards, that these flights qualify for the Spouse Orientation Program.

5.2.1.9.6. **(Added-96TW)** UH-1 spouse orientation flights will not fly over water beyond auto rotational gliding distance from land.

5.2.1.9.6.1. **(Added-96TW)** 96 TW Spouse Taxi Ride Program. Spouses will receive a complete briefing on cockpit layout, emergency equipment, and emergency ground egress. Spouses will be outfitted in the standard USAF nomex flight suit. G-suits may be used, if available, to enhance the learning experience. All participants will be fully strapped into the ejection seat. Ejection seats will remain in a pinned/safe condition throughout the ride.

5.2.1.9.6.2. **(Added-96TW)** Aircraft will taxi to the nearest practical runway and obtain clearance for taxi down the runway. The aircraft will accelerate to no more than 100 knots, reduce power to idle, and roll to the end of the runway to exit.

5.2.1.9.6.3. **(Added-96TW)** A tire/hot brake check will be accomplished between rides.

6.3.5.2.1. **(96TW)** Requests for contractors (as aircrew or MEP) should be made using the 96 OG/OGV SharePoint. The “requester” will be the Squadron Commander, indicating their concurrence, and the “approver” will be the assigned Government Flight Representative (GFR).

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Attachment 8

AFMC FLIGHT OPERATIONS AUTHORITY AND FLYING PROGRAMS

A8.8. (96TW) 96 TW Orientation Flight Program. All individuals nominated for flights that require Wing/CC or lower approval under this program will be submitted on the 96 OG/OGV SharePoint. Requests pre-approved in **Table A8.3** will be annotated as such.

A8.8.1.1. **(Added-96TW)** Nomination/Approval Process. OG/OGV will maintain a master list of approved personnel waiting for orientation flights via the 96 OG/OGV SharePoint. Approved orientation flyers will be added to the Orientation Flight List based on approval date. Supervisors must nominate all individuals no more than three months after the individual has been recognized, since timeliness in receiving orientation flights is essential for proper recognition of achievement and to further motivate individuals. Special requests for other orientation flights will be considered on a case-by-case basis. Such requests must have exceptional justification and, unless time critical, will be given a lower priority than individuals selected for normal orientation flights.

A8.8.1.2. **(Added-96TW)** Execution Responsibilities. Flying squadron operations officers are responsible for executing the 96 TW Orientation Flight Program. Squadron schedulers will notify OG/OGV when orientation flights are complete. Orientation flights will be scheduled as soon as possible after nominee approval, subject to mission constraints and pilot/aircraft availability. Unit Chiefs of Stan/Eval will monitor execution and manage the Orientation Flight List to keep waiting times below 6 months, as a goal.

A8.8.1.3. **(Added-96TW)** Squadron schedulers will coordinate directly with Orientation Flight List individuals and through the appropriate maintenance supervisor for maintenance crew chiefs. Squadron schedulers will notify individuals of flight show times/locations and assist individuals in coordinating appropriate preflight requirements and training IAW AFI 11-301. Reference unit-developed orientation flyer checklists for specifics on accomplishing preflight requirements.

A8.8.1.4. **(Added-96TW)** Personnel flying in non-ejection seat aircraft will receive egress training from the aircrew at the aircraft. Duty uniform (military) or proper attire (civilian) may be worn.

A8.8.1.5. **(Added-96TW)** For flights overwater, personnel flying in aircraft designated as non-passenger aircraft (i.e., fighter, attack, most trainer type) will receive water survival academics IAW AFI 16-1301. Flights in passenger aircraft will include a briefing to include location and use of life preservers and/or life rafts as part of egress training.

A8.8.1.6. **(Added-96TW)** Individuals are responsible for obtaining flight physicals (if required) IAW DAFMAN 48-123, *Medical Examinations and Standards*, and physiological briefing prior to the flight IAW AFMAN 11-403, *Aerospace Physiological Training Program*.

A8.8.1.7. **(Added-96TW)** Orientation Flyer/Supervisor Responsibilities. Supervisors of approved individuals are responsible for releasing individuals from duty in order to complete necessary preflight requirements and receive their orientation flight when offered or providing justification of non-availability to the appropriate squadron commander. Individuals accepting an opportunity for an orientation flight are responsible for completing all preflight requirements when scheduled and reporting on time to their flight briefing. After the orientation flight, individuals are responsible for returning their flight gear to AFE.

A8.8.1.8. **(Added-96TW)** Forfeiture of Orientation Flight Privilege. If an individual rejects a flight opportunity based upon the airframe, they will forfeit their orientation flight privileges. Once an individual is scheduled for prerequisite training, a no-show for any scheduled event will result in that person losing their orientation flight privilege. Requests to reinstate an individual dropped from the Orientation Flight List must be made in writing with appropriate justification by the nominating official. The OG/CC may waive this provision under exceptional circumstances (i.e., unforeseen duty requirements or emergency).

A8.8.10. **(Added-96TW) 96 TW Pre-approved Orientation Flights.** Orientation flights listed in **Table A8.3** are pre-approved by the 96 TW/CC. Sq/CCs are authorized to approve the 96 TW Form 401 for flights on aircraft operated by that unit. Flights in ejection seat aircraft will be IAW **para. A8.8.4** (AFMC).

Table A8.3. (Added-96TW) 96 TW Pre-approved Orientation Flights.

Type of orientation flight (Note 1)	Number of flights
Award Winner (Note 2)	(Note 3, 4)
Maintenance	(Note 3, 5)
Eglin personnel awaiting rated/CEA training	Max 1 per MDS per month (Note 6)
Service Academy/ROTC cadets	Max 1 per MDS per person (Note 6)
<p>Note 1. Military orientation flights are preauthorized in any aircraft assigned to, or possessed by, the 96 TW. Civilian orientation flights are only preauthorized in cargo/passenger-type aircraft such as the UH-1, C-12, and C-130. Visiting aircraft may be used as permitted by owning unit/MAJCOM. Sq/CCs may approve any DoD civilian/military (GS-15/O-6 and below) in their cargo/passenger-type aircraft.</p> <p>Note 2. Wing and above Annual Award Winners or Any Command-Level (or higher) Award Winner. Military annual winners include CGO, First Sergeant, SNCO, NCO and AMN. Civilian annual winners include wage grade, GS-01/04, GS-05/08, and GS-09/12. Other award winners (quarterly, Group and below) are eligible for orientation flights but require TW/CC approval and receive lower priority.</p> <p>Note 3. Strive for 8 fighter and 8 rotary-wing sorties per calendar year when operational requirements allow with a maximum of 16 total sorties per calendar year.</p> <p>Note 4. 96 TW will determine which aircraft award winners will fly.</p> <p>Note 5. 96 MXG will determine which aircraft maintainers will fly.</p> <p>Note 6. Sq/CCs may use discretion to fly personnel above or below this rate as resources, training requirements, and mission dictate.</p>	