

**BY ORDER OF THE COMMANDER  
AVIANO AIR BASE (USAFE)**

**AVIANO AIR BASE INSTRUCTION**

**11-401**



**12 FEBRUARY 2020**

**FLYING OPERATIONS**

**31ST FIGHTER WING ORIENTATION  
FLIGHT PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 31 OSS/OSOS

Certified by: 31 FW/CC  
(Brig Gen Daniel Lasica)

Supersedes: AABI 11-401, 23 Mar 2013

Pages: 23

---

This instruction implements Air Force Policy Directive (AFPD) 11-4, *Aviation Service*. It applies to all personnel assigned to the 31st Fighter Wing (31 FW), including its Munitions Support Squadrons, and provides guidance for 31 FW orientation flights. All squadrons assigned to the 31 FW will conduct these flights in accordance with (IAW) Department of Defense (DoD) 4515.13-R, *Air Transportation Eligibility*, November 1994, Air Force Instruction (AFI) 11401\_AFGM1, *Aviation Management*, April 2015, United States Air Forces in Europe (USAFE) Supplement, November 2011, and this instruction. 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*, April 2015 and disposed of in accordance with the Air Force Records Disposition Schedule [https://www.my.af.mil/afirms/afirms/rds/rds\\_series.cfm](https://www.my.af.mil/afirms/afirms/rds/rds_series.cfm). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF 847, *Recommendation for Change of Publication*; route AF 847s from the field through the appropriate functional's chain of command.

**SUMMARY OF CHANGES**

This instruction contains multiple changes with the addition of HH-60G aircraft to 31 FW inventory. Changes cover familiarization flight approvals, intent of familiarization flight profiles, operating procedures for executing familiarization flights, and mission essential personnel designation and approval. Review of the entire instruction is required.

1.	General. ....	2
2.	Incentive Flight Program. ....	3
3.	Familiarization Flight Program.....	4
4.	Incentive and Familiarization Flight Request Procedures. ....	5
5.	Distinguished Visitor Flights. ....	6
6.	Spouse Orientation Program. ....	6
7.	Operating Procedures.....	7
Table 7.1.	Ejection Seat Orientation Flyer Requirements. ....	8
Table 7.2.	Non-Ejection Seat Orientation Flyer Requirements. ....	9
8.	Mission Essential Personnel (MEP) Procedures.....	10
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>		<b>12</b>
<b>Attachment 2—ORIENTATION FLIGHT CHECKLIST (EJECTION SEAT AIRCRAFT)</b>		<b>13</b>
<b>Attachment 3—ORIENTATION FLIGHT CHECKLIST (56 RQS)</b>		<b>15</b>
<b>Attachment 4—REQUEST FOR 31 FW INCENTIVE ORIENTATION FLIGHT APPROVAL</b>		<b>17</b>
<b>Attachment 5—ORIENTATION FLIGHT PASSENGER LIST COORDINATION</b>		<b>19</b>
<b>Attachment 6—FOREIGN MILITARY ORIENTATION FLIGHT APPROVAL TEMPLATE</b>		<b>20</b>
<b>Attachment 7—31 FW FAMILIARIZATION FLIGHT COORDINATION REQUEST EXAMPLE</b>		<b>23</b>

## 1. General.

1.1. Higher headquarters guidance regarding orientation flights is located in AFI 11-401\_USAFESUP. This instruction provides additional guidance specific to orientation flights conducted in 31 FW aircraft, while the 31st Operations Group Commander (31 OG/CC) has the primary responsibility for oversight of the program. Orientation flight coordinators will track and manage the orientation flight program for their areas of responsibility.

1.1.1. Wing scheduling (31 OSS/OSOS) is designated as the orientation flight coordinator for 31 FW familiarization flights, as well as Overseas Air Refueling Training tankers and flights on aircraft not assigned to 31 FW. 31 OSS/OSOS will be responsible for scheduling passenger training and coordinating with flying squadron scheduling shops. A PROJO may be assigned to support events, but coordination with the flying unit will be coordinated through wing scheduling.

1.2. AFI 11-401 defines the four types of orientation flights applicable to the 31 FW.

1.2.1. Incentive Flights: Provide a visible reward to military personnel for outstanding service and to motivate others to similar performance levels. These flights will commonly be used by 31 FW key leaders to direct orientation flights for DOD personnel.

1.2.2. Familiarization Flights: Familiarize individuals who normally have aviation related responsibilities with aircraft and missions. 31 FW/CC intent is for all uniformed personnel assigned to Aviano AB to be eligible for orientation flights and scheduled within mission requirements.

1.2.3. Distinguished Visitor (DV) Flights: Display USAF weapons systems to individuals so they can gain a better understanding of the particular aircraft and mission.

1.2.4. Spouse Orientation Flights: Familiarize military spouses with the unit aircraft and mission so as to enhance their understanding of the military member's role and contribution to the USAF mission. Flights can occur on HH-60G, visiting tanker, cargo, or transport series aircraft as approved by their parent wing.

1.3. AFI11-401 [Table 1.1](#) provides orientation/familiarization flight eligibility and approval authorities. AFI11-401\_USAFESUP [Table A5.1](#) shows delegated approval authorities for the categories listed. Reference 31 FW/IG SharePoint base waiver logs for additional 31 FW/CC guidance for approval authorities.

1.3.1. The Adriatic Sea is designated as a combat zone IAW Executive Order 13119 but will not be restricted from flight for incentive orientation flights. Orientation passengers will not receive hostile fire or imminent danger pay if participating on flight over the Adriatic Sea.

1.4. 31 OSS/OSOS will receive written notification of orientation flight approval and maintain current listings of personnel who have flown IAW AFI 11-401. Records are required to be kept on file for current and previous year in accordance with AFMAN 33-363.

1.4.1. Unit SARM offices will maintain at a minimum, written notification of orientation flight approval, Orientation Flight Checklist ([Attachment 2A or 2B](#)), all applicable Go/No-Go documentation verifying flight requirements have been met, DD Form 1381, Air Transportation Agreement (civilians only), and completed DD Form 2131, Passenger Manifest.

1.5. 31 FW/CC has designated all 31 Fighter Wing AFSCs as "Critical Skills" and enables any spouse to be granted a spouse orientation flight. This designation may be used by visiting units to authorize spouse orientation flights.

## 2. Incentive Flight Program.

2.1. Incentive orientation flights may be flown at home station or at approved deployed locations.

2.1.1. Incentive orientation sorties executed at deployed locations must be accomplished IAW 11401\_USAFESUP\_1.

2.1.2. Home station incentive flights will not be flown at the expense of FHP lines needed in support of RAP training.

2.2. Incentive orientation flights will be directed by 31 FW/CC or 31 OG/CC when the intent is to prioritize an orientation flight over readiness training.

2.2.1. Incentive flights in fighter aircraft will not include air combat training or air to ground training. Refer to the appropriate AFI 11-2MDSV3 for definitions covering air combat or surface attack missions for fighter aircraft.

2.2.2. When an incentive orientation sortie is scheduled it takes priority over squadron training on the day of execution. The Fighter Squadron (FS) or Rescue Squadron (RQS) must gain 31 OG/CC approval to cancel an incentive sortie.

2.2.3. Incentive orientation candidates will be required to complete all training outlined in **Paragraph 7** of this regulation.

### **3. Familiarization Flight Program.**

3.1. Familiarization flights should provide the best training opportunity possible while keeping the intent of the familiarization flight in mind. Familiarization flights may be performed as a tactical sortie, but the sortie type and G-loading encountered should be commensurate with the training goals of the familiarization flier. Flying squadron commanders and the pilot in command should consider passenger experience and training when determining which mission profiles are applicable and appropriate. Consequently, Operational Risk Management (ORM) considerations may limit Basic Fighter Maneuvers (BFM), Air Combat Maneuvering (ACM), or Aerial Combat Tactics (ACT) familiarization flight opportunities.

3.2. The 31 FW/CC has established a quota for one-time familiarization flights to promote equitable distribution of flights among wing organizations. These quotas are based on percentage of military members in each organization relative to total 31 FW military members as of August 2019. Rated pilots are not being considered in determining OG quotas.

3.2.1. Quotas may be adjusted as necessary to allow maximum participation and both F-16D and HH-60 availability. Groups should submit two monthly lists of familiarization flight nominees (one for F-16Ds and one for HH-60s) using these quotas. Quotas based on percentage of wing manning are allocated as follows:

3.2.1.1. 31 OG, WSA3 per month per airframe (20.5%).

3.2.1.2. 31 MXG8 per month per airframe (37.9%).

3.2.1.3. 31 MSG7 per month per airframe (34.7%).

3.2.1.4. 31 MDG2 per month per airframe (6.9%).

3.3. The following personnel are eligible for recurring familiarization flights:

3.3.1. MTC instructors assigned to support 31 FW operations.

3.3.2. Intelligence personnel (AFSC 1NXXX and 14NX).

3.3.3. Army Ground Liaison Teams (GLT).

3.3.4. Joint Terminal Attack Controllers (AFSC: 1C4X1).

3.3.5. Officers Awaiting Pilot Training, per AFI 11-401, USAFESUP. These flights will not take precedence over normal duties, and individuals should coordinate with their chain of command before requesting a flight.

3.3.6. 31 FW Leadership, including 31 FW Group and Squadron Commanders, the 31 FW Command Chief and First Sergeants assigned to the Operations and Maintenance Groups. 31 OSS/OSOS will not schedule these flights until directed by the OG/CC.

3.3.7. Aircrew Flight Equipment (AFSC: 1P0XX).

3.3.8. Airfield Management (AFSC: 1C7X1 and 13MX).

3.3.9. Air Traffic Control and Landing Systems (ATCALS) (AFSC: 1C8X1 and 1C8X2).

3.3.10. Air Traffic Controllers (AFSC: 1C1X1 and 13M).

3.3.11. Aviation Resource Management (AFSC: 1C0X2).

3.3.12. Command and Control Battle Management Operators and Ground Control Intercept Operators (AFSC: 1C5X1, 1C5X1D, 13BXD).

3.3.13. Fuels Specialists assigned to the 31st Logistics Readiness Squadron (AFSC: 2F0X1)

3.3.14. Personnel assigned to the 31st Maintenance Group (MXG) that have a direct impact on daily flying operations.

3.3.14.1. Aircraft Maintenance (AFSC: 2AXXX and 21AX).

3.3.14.2. Maintenance Management Systems (AFSC: 2RXXX).

3.3.14.3. Weapons and munitions (AFSC: 2WXXX and 21MX).

3.3.15. Operation Air Force Cadets. These flights will take place on a non-interference basis only and will take into account the cadet's current security clearance level.

3.3.16. Survival Evasion Resistance Escape (SERE) Specialists (AFSC: 1T0XX).

3.3.17. Weather Forecasters and Observers (AFSC: 1W0XX and 15W).

3.3.18. Personnel actively pursuing retraining into SMA (Special Missions Aviator) career field (AFSC: 1A9X1).

3.4. One-time familiarization flights are authorized for all other 31 FW personnel IAW AFI 11-401 [Table 1.1](#).

#### **4. Incentive and Familiarization Flight Request Procedures.**

4.1. 31 OSS/OSOS will request 31 FW Director of Staff (31 FW/DS) coordinate between 31 FW for familiarization flyers as required to meet orientation flight demands. Each 31 FW Group will be responsible to provide 31 FW/DS a prioritized list of familiarization flyers for each airframe IAW quotas defined in [Paragraph 3.2](#). The 31 FW/DS will be responsible to develop a prioritized list of familiarization flyers for each airframe across the 31 FW. Once a prioritized list is developed, the list will be maintained by 31 OSS/OSOS for scheduling of familiarization flights.

4.1.1. 31 FW/DS and 31 OSS/OSOS have established procedures for direct communication to streamline requests. See [Attachment 6](#) for an example request that

may be emailed direct to 31 FW/DS. 31 OG/CCE and 31 OSS/CCE offices will be added to the email for situational awareness.

4.1.2. Each group will provide the 31 FW/DS with first/last name, rank, organization, AFSC, phone contact, and supervisor for each familiarization flyer.

4.1.3. 31 FW/DS will pass first/last name, rank, organization, AFSC, phone contact, and supervisor for each familiarization flyers on the wing prioritized list.

4.1.4. 31 OSS/OSOS should use [Attachment 4](#) for coordination with 31 FW/DS.

4.2. Familiarization flight requests for personnel outside of 31 FW will be submitted through 31 OSS/OSOS for approval by the 31 FW/CC. Requests should be made using [Attachment 3](#).

4.3. 31 OSS/OSOS will initiate coordination with 31 OG leadership to solicit familiarization flight participation on aircraft not assigned to 31 FW. Reference [Attachment 4](#) for request template.

4.4. Requests requiring Numbered Air Force, USAFE, or high levels of approval will be forwarded through 31 OSS/OSOS to 31 FW NLT 45 days prior to the requested flight. Reference AFI11-401\_USAFESUP, A5.3 for request and reporting procedures. Requests should use [Attachment 5](#).

## **5. Distinguished Visitor Flights.**

5.1. 31 FW Protocol will serve as the primary point of contact for DV (DV Code 7 and above) orientation flights and will work in concert with 31 OSS/OSOS and the assigned 31 FW project officer to obtain approval per AFI11-401\_USAFESUP. 31 OSS/OSOS will submit a Nomination for Incentive or Familiarization Flight as required.

5.2. Once approval for the DV flight is granted, 31 FW Protocol will inform 31 OG/CC, 31 OSS/OSOS and the flying squadron of any special considerations that must be accomplished when hosting the DV. For orientation flights that require approval above the wing level, refer to 7.6.

## **6. Spouse Orientation Program.**

6.1. Do not conduct spouse orientation flights in fighter aircraft.

6.2. Spouse Taxi Ride Program.

6.2.1. Aircraft (i.e., fighter, attack) not approved for spouse orientation flights may be used in a spouse taxi-ride program. The program is limited to spouses of active duty USAF military personnel.

6.2.2. Requirements:

6.2.2.1. Outfit participants with the appropriate AFE for the aircraft in which the spouse is receiving the taxi ride.

6.2.2.2. The assigned 31 FW Spouse Taxi Ride PROJO for the event will provide names and any required information to 31 OSS/OSOS. The PROJO and 31 OSS/OSOS will ensure individual training and preparation is properly coordinated and scheduled. This training will include a thorough pilot brief for possible

emergency ground egress and compliance with AFI 11-401 USAFE Sup **Attachment A5**.

6.2.2.3. Complete appropriate hot brakes/wheel inspections (as required) between taxi trips.

6.2.2.4. Pilots will not exceed 100 knots maximum speed during the acceleration roll.

6.2.2.5. Assigned 31 FW Spouse Taxi Ride PROJO will provide 31 OSS/OSOS with the names of all spouses receiving a taxi ride for tracking and record keeping purposes.

6.2.2.6. Do not remove ejection seat pins under any circumstances.

### 6.3. Spouse Orientation Flight on HH-60G aircraft.

6.3.1. Orientation flight coordinator will coordinate for event approval with 31 OG/CC NLT 30 days prior.

6.3.2. Spouse's will be required to have a medical clearance and sign a liability release, DD Form 1381, Air Transportation Agreement, prior to flight. 31 OSS/OSOS will be available to support the orientation flight coordinator to meet these requirements. Medical clearance will be coordinated through 56 RQS assigned flight surgeon or the 31st Medical Group Aerospace Medicine Squadron Flight Surgeon's office in Building 550.

### 6.4. Spouse Orientation Flight on Non-31 FW aircraft.

6.4.1. Spouse orientation sorties will be coordinated on a space available basis with the visiting unit.

6.4.2. The owning WG/CC of the visiting aircraft is the approval authority for 31 FW spouse orientation flights on their aircraft.

6.4.3. The assigned 31 FW Spouse Orientation Flight PROJO for the event will provide names and any required information to the owning unit to allow approval, and will work with owning unit and aircraft commanders to determine the flight schedule. 31 OSS/OSOS will forward the list of names to the 31st Medical Group Aerospace Medicine Squadron Flight Surgeon's office in Building 550 for medical clearance.

6.4.3.1. Requirements prior to flight are dictated by the host unit's MAJCOM supplement and may change from event to event. 31 OSS/OSOS will coordinate for host unit requirements for each event.

6.4.4. Assigned 31 FW Spouse Orientation Flight PROJO will provide 31 OSS/OSOS with the names of all spouses flown for tracking and record keeping purposes.

## 7. Operating Procedures.

7.1. No later than 1400L the Wednesday of the week prior to the flight, 31 OSS/OSOS will coordinate with flying units for familiarization flight availability. If familiarization flight opportunities exist, 31 OSS/OSOS is responsible for notifying the orientation flight candidate and all applicable agencies supporting the orientation flight of training dates, times, and locations.

7.1.1. No later than 1200L the Thursday of the week prior to the flight, coordinators will contact the orientation flight candidate and the candidate's supervisor. This e-mail will provide a schedule of required events to be accomplished, locations where the training will take place, DD Form 1381 (if orientation flyer is civilian), and applicable **Attachment 2** of this instruction. These forms must be completed in their entirety by the candidate prior to the flight. A summary of the training required for ejection seat and non-ejection seat familiarization flights are listed in **Table 2 and Table 3**

7.1.2. Orientation flights on F-16 will utilize the OSS mass training schedule with the following agencies: Aircrew Flight Equipment (AFE), 31 FW Aerospace Physiology, the flight surgeon's office and SERE. Standard times for OSS mass training are listed in **Table 2** but are subject to change within each organization's availability.

**Table 7.1. Ejection Seat Orientation Flyer Requirements.**

Training	Regulation	Currency	POC	OSS Mass Training
Emergency Parachute Training	AFI 16-1301	120 hours	31 OSS/SERE	Tuesdays 0830-0930 Bldg. 1023
LL02 (Emergency Egress Training, Ejection Seat)	AFI 11-301	72 hours	AFE0 or designated representative	1 day prior to flight
Physiological training	AFI 11-403	72 hours	31 AMDS/SGPT	Tuesdays 0930-1030 Bldg. 1023
LL01 (Aircrew Flight Equipment Familiarization) in lieu of LL06	AFI 11-301	72 hours	FS/AFE	1 day prior to flight
Water Survival Academics (as required, see Note 1)	AFI 16-1301	120 hours	31 OSS/SERE	Tuesdays 0830-0930 Bldg. 1023
Medical clearance	AFI 48-123	14 days	31 AMDS/SGPF	Mondays 1320 Bldg. 1027
<b>Note:</b> Over water flights with orientations flyers can be conducted with Water Survival Academics only per the AFI 16-1301_USAFESUP provided the 31 OG/CC assumes the risk. At the time of publication of this instruction, 31 OSS/OSL has limited capability to support over water flights for orientation flyers when anti-exposure suits are required. There for, orientation flights should not be scheduled over water when an anti-exposure suit is required				



**Table 7.2. Non-Ejection Seat Orientation Flyer Requirements.**

Training	Regulation	Currency	POC
Passenger brief covering emergency procedures and AFE	AFI 11-301	NA	Aircraft commander or designated representative
Locally generated health assessment, medical clearance	AFI 48-123	14 days	56 RQS/SGPF

7.2. Orientation flight medical requirements

7.2.1. 31 OSS/OSOS will schedule ejection seat orientation flight candidates for a passenger physical appointment IAW the OSS mass training schedule. This physical is valid for 14 days and fulfills requirements IAW AFI 11-401 [Paragraph 6.24.5.1](#)

7.2.2. The 31st Medical Group Aerospace Medicine Squadron Flight Surgeon’s office prioritizes the OSS mass training schedule for appointments, but will make every effort to provide appointments that allow the other training in this section to be accomplished. If an appointment is unavailable, the 31st Medical Group Aerospace Medicine Squadron Flight Surgeon’s office may authorize orientation flight candidates to accomplish their physical during sick call times.

7.2.3. Orientation flights on non-ejection seat aircraft will meet medical requirements IAW AFI 48-123 [Paragraph 6.24.5.2](#) 31 OSS/OSOS will provide passengers with the locally generated health assessment to be used. 31 OSS/OSOS will coordinate with 31 AMDS/SGPF for the medical review of orientation flight passengers not flown on 56 RQS aircraft.

7.2.4. Orientation flight candidates for 56 RQS aircraft will hand-carry a completed health assessment to 56 RQS flight surgeon or IDMT in building 7300. A completed health assessment will be classified as PHI and will be handled and stored by appropriate personnel. 56 RQS medical personnel will review the completed form and schedule an in-person medical examination if necessary. If no examination is required, 56 RQS flight surgeon or IDMT will communicate medical clearance, recommendations and/or restrictions to 56 RQS on DD Form 2992.

7.3. Orientation flight candidates on ejection seat aircraft will arrive at Survival, Evasion, Resistance, and Escape (31 OSS/SERE) in Building 1023 as scheduled for emergency parachute training and water survival academics. This training is valid for 72 hours.

7.3.1. Water survival academics are only required for flights over water. It is recommended that all orientation flight passengers receive this flight to allow for changes to flight profiles, but water survival academics may be canceled by the flying unit.

7.3.2. 31 OSS/SERE will provide a qualified instructor for emergency parachute training. If a qualified SERE instructor is unavailable, a 31 OSS/SERE certified FS pilot instructor may be used to provide the training.

7.4. Orientation flight candidates for fighter aircraft will conduct Aerospace Physiological training with 31 FW Aerospace Physiologist or 31 FW Flight Surgeons office and must

complete all requirements IAW AFI 11-403. This training is mandatory and valid for 72 hours.

7.4.1. Aerospace physiological training is not required for HH-60G orientation flights.

7.5. Orientation flight candidates will arrive at FS AFE shops for flight equipment familiarization (LL01) and fitting one day prior to the scheduled flight. AFE training is valid for 72 hours and is mandatory for orientation flight candidates to remain eligible to receive their flight.

7.5.1. 31 FW/CC has waived the AFI 11-301 requirement of Aircrew Flight Equipment Training (LL06) for orientation flight candidate and replaced the training with Aircrew Flight Equipment Familiarization (LL01). LL01 will familiarize passengers with procedures to include equipment issue, local aircraft and equipment configurations, pre-flight, and post-flight requirements. See 31 FW/IG SharePoint for the waiver details.

7.6. Prior to all orientation flights, the pilot in command will brief all appropriate items located on the passenger briefing within the inflight guide.

7.6.1. The FS will provide a qualified pilot for egress training. Egress instructors will ensure the passenger is properly instructed on all items located within the Aviano Form 14, Pre-Orientation Flight Checklist, and the Aviano Form 15, F-16 Operating / Emergency Procedures Instruction Checklist.

7.7. Unit SARM will have a written authorization for orientation flight, a completed [Attachment 2](#) and all other required documents IAW AFI11-401 prior to stepping for the flight. All documents will be maintained at the unit SARM IAW AFI11-401.

7.7.1. The FS and/or RQS Operations Supervisor (Top 3) will be the final execution authority for the orientation flight.

7.8. If a scheduled orientation flight candidate is unable to complete their flight due to maintenance, weather, or any other unforeseen factors, orientation flight coordinators will work to identify additional opportunities to complete the orientation flight.

7.9. Failure to attend scheduled orientation training at the appointed time will affect the orientation flight candidate's priority and may result in loss of the orientation flight.

7.10. If an orientation flight candidate declines to fly without extenuating circumstances (i.e. temporary duty, emergency leave), orientation flight coordinators will determine their eligibility to be rescheduled. If the orientation flight candidate is prevented from participating due to any of the above-listed reasons, or the FW/CC and/or the OG/CC directs, they will be rescheduled for the next available orientation sortie.

## **8. Mission Essential Personnel (MEP) Procedures.**

8.1. Designation is IAW AFI11-401\_USAFESUP.

8.2. HH-60G Operations

8.2.1. 31 OG/CC delegates 56 RQS/CC as approving authority for HH-60G MEP IAW AFI11-401\_USAFESUP and AFMAN11-2HH-60V3. 56 RQS/CC may designate personnel as MEP to meet requirements IAW AFMAN11-2HH-60V3, [Paragraph 2.7](#) for supporting and support personnel of tactical training and operational missions.

8.2.2. Unit SARM will maintain written authorization of MEP IAW AFI11-401, DD Form 1381, Air Transportation Agreement for civilian passengers, and completed DD Form 2131, Passenger Manifest Exception: MEP personnel may be listed in the remarks section of the flight authorization instead of using the DD Form 2131. If MEP are listed in the remarks section, included information will be mirror information on the DD Form 2131, Passenger Manifest.

8.2.3. MEP do not require medical clearance prior to flight. Egress training will be accomplished through the passenger briefing within AFMAN11-2HH-60V3CL-1.

DANIEL T. LASICA, Brigadier General, USAF  
Commander

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

AFI 11-401, Aviation Management, 10 December 2010

AFI 11-401, Aviation Management, USAFE Supplement, 18 December 2015

AFI 11-403, Aerospace Physiological Training Program, 30 November 2012

AFI 16-1301, Survival, Evasion, Resistance and Escape (SERE) Program, 6 September 2006

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

***Prescribed Forms***

DD Form 1381, Air Transportation Agreement

DD Form 2992, Medical Recommendation for Flying or Special Operational Duty

***Adopted Forms***

AF 847, Recommendation for Change of Publication

***Acronyms and Abbreviations***

**AMXS**—Aircraft Maintenance Squadron Unit

**DEROS**—Date Eligible to Return from Overseas

**DV**—Distinguished Visitor

**FHP**—Flying Hour Program

**GLT**—Ground Liaison Teams

**MTC**—Mission Training Center

**RAP**—Ready Aircrew Program

**SARM**—Squadron Aviation Resource Management

**SERE**—Survival Evasion Resistance Escape

**SMA**—Special Mission Aviator

**Attachment 2**

**ORIENTATION FLIGHT CHECKLIST (EJECTION SEAT AIRCRAFT)**

**Figure A2.1. Orientation Flight Checklist**

NAME/RANK: \_\_\_\_\_ Date of Flight: \_\_\_\_\_ Squadron: \_\_\_\_\_

NOTE: All items are required to be completed and signed prior to flight. If you are unable to make pre-scheduled appointments, first call that office, then call Wing Scheduling 632-0093. Hand carry completed checklist to operations desk for final verification.

A2.1. PHYSIOLOGY FAM FLIGHT TRAINING (3.0 hrs): Physiologists office 632-8520/4817. 72 hour currency.

A2A.1.1. \_\_\_\_\_ Instructor \_\_\_\_\_ Name \_\_\_\_\_  
 ..... (Print)

A2.2. FLIGHT SURGEON’S MEDICAL EVALUATION (0.5 hrs): Flight Surgeons will accomplish G-awareness training for all Orientation flights. Flight Surgeon’s office 632-5101 (see NOTE above). Clinic is located on the flight line area.  
 Location: Bldg 1027. 14 day currency.

A2A.2.1. Medical Clearance Form. Attach copy of DD Form 2992, Medical Recommendation for Flying or Special Operational Duty.

A2.3. SECURITY CLEARANCE VERIFICATION (5 min) Unit will verify passenger security clearance is commiserate with their training environment and aircraft systems that the passenger will be exposed to. POC: Flying unit security manager.

A2A.3.1. Unit Security Manager  
 \_\_\_\_\_  
 (Print) .....

A2.4. EMERGENCY PARACHUTE TRAINING (45 min) Must be conducted by SERE 632-8892 (see NOTE above). Location: Bldg 1023, SERE classroom. 72 hour currency.

A2.4.1. \_\_\_\_\_ SERE \_\_\_\_\_ Instructor \_\_\_\_\_ Name \_\_\_\_\_  
 ..... (Print)

A2.5. WATER SURVIVAL ACADEMICS (45 min) Must be conducted by SERE specialist, 632-8892 (see NOTE above). Location: Bldg 1023, SERE classroom. 72 hour currency.

A2.5.1. \_\_\_\_\_ SERE \_\_\_\_\_ Instructor \_\_\_\_\_ Name \_\_\_\_\_  
 ..... (Print)

A2.7. CIVILIAN FLYER: Attach copy of completed DD Form 1381, Air Transportation

Agreement.

A2.8. MISSION DATA: Call Squadron Operations Desk. (510th X-8813, 555th X-8700, 56th X-5614)

A2.8.1 Your pilot will be:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_(local)  
..... (Name/Rank)

A2.9. AIRCREW FLIGHT EQUIPMENT FAMILIARIZATION (LL01) / FLIGHT GEAR FITTING (1.0 hrs): Flyer is fit for and issued flight equipment the day prior to flight. Any AFE technician is authorized to conduct training. Call squadron aircrew flight equipment sections to coordinate for AFE fitting and familiarization training (510th x-8916, 555th x-8677).

A2.9.1. Aircrew Flight Equipment

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Print) .....

A2.10. EMERGENCY GRESS TRAINING, EJECTION SEAT (LL02) (15 min) Completed with AFEO or designated representative within flying unit. May be accomplished at same time as LL01 or prior to takeoff (see NOTE above).

Location: Flying unit. 72 hour currency.

A2.10.1. \_\_\_\_\_ Instructor \_\_\_\_\_ Name  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

(Print) .....

A2.11. SARM CHECKLIST (accomplish by personnel at ops desk) SARM's, verify that all attachments are complete and accurate and check each box appropriately. Also, verify this checklist is complete and print/sign/date.

A2.11.1..... DD Form 2992  
\_\_\_\_\_ DD Form 1381, Air Transportation Agreement (if applicable)  
\_\_\_\_\_ DD Form 2131, Passenger Manifest

A2.11.3 SARM Certification

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Print) .....

**Attachment 3**

**ORIENTATION FLIGHT CHECKLIST (56 RQS)**

**Figure A3.1. Orientation Flight Checklist**

**NAME/RANK:** \_\_\_\_\_ **Date of Flight:** \_\_\_\_\_ **Squadron:** \_\_\_\_\_

**NOTE:** All items are required to be completed and signed prior to flight. If you are unable to make pre-scheduled appointments, first call that office, then call Wing Scheduling 632-0093. Hand carry completed checklist to operations desk for final verification.

**A3.1. HEALTH ASSESSMENT (0.5 hrs):** Hand carry a completed health assessment form to 56 RQS flight surgeon or IDMT at building 7300. Medical examination by the flight surgeon is only required if any questions were answered in positive (YES) on the health assessment. 56 RQS flight surgeon or IDMT will schedule medical examinations with the passenger if required. Otherwise, 56 RQS flight surgeon or IDMT will submit DD Form 2992 to 56 RQS SARM. Location: Bldg 7300. 14 day currency.

**A3.1.1. Medical Clearance Form.** Attach copy of DD Form 2992, Medical Recommendation for Flying or Special Operational Duty.

**A3.2. SECURITY CLEARANCE VERIFICATION (5 min)** Unit will verify passenger security clearance is commiserate with their training environment and aircraft systems that the passenger will be exposed to. POC: Flying unit security manager.

**A2B.2.1. Unit Security Manager**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**(Print) (Signature) (Date & Time)**

**A3.3. CIVILIAN FLYER:** Attach copy of completed DD Form 1381, Air Transportation Agreement.

**A3.4. MISSION DATA:** Call Squadron Operations Desk. (56th X-5614)

**A3.4.1 Your pilot will be:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**(Name/Rank) (Mission Brief) (Step Time) (Takeoff Time) (local)**

**A3.5. PASSENGER BRIEFING (15 min)** Aircraft commander or a designated representative will complete the passenger briefing IAW AFMAN 11-2HH-60v3CL-1. Completion of the passenger brief will be annotated by signature of DD Form 2131, Passenger Manifest.

**A3.6. SARM CHECKLIST** (accomplish by personnel at ops desk) SARM's, verify that all attachments are complete and accurate and check each box appropriately. Also, verify this checklist is complete and print/sign/date (A2.8.4).

**A3.6.1. DD Form 2992**

_____ <b>DD Form 1381 (if applicable)</b>		
_____ <b>DD Form 2131, Passenger Manifest</b>		
<b>A3.6.2. SARM Certification</b>		
_____	/	_____ / _____
<b>(Print)</b>	<b>(Signature)</b>	<b>(Date &amp; Time)</b>



Attachment 4

REQUEST FOR 31 FW INCENTIVE ORIENTATION FLIGHT APPROVAL

Figure A4.1. Incentive Orientation Flight Approval Template Letter, Part I

MEMORANDUM FOR 31 FW/CCP [only for DV requests]  
 31OSS/CC  
 31OG/CC  
 31FW/CC  
 IN TURN

FROM: (Requesting Squadron)

SUBJECT: Request for Orientation Flight Approval

1. Request approval for incentive flights for individuals listed below. Flights will be conducted at Aviano Air Base and will be conducted IAW AFI 11-401, USAFESUP, Aviation Management and AVIANOABI 11-401, 31st Fighter Wing Orientation Flight Program.

**HH-60:**

NAME	RANK	UNIT	PHONE
DOE, Beuford T	A1C	31 XXX	XXXX
DOE, Bambi I	TSGT	31 XXX	XXXX

**F-16**

NAME	RANK	UNIT	PHONE
DOE, Beuford T	A1C	31 XXX	XXXX
DOE, Bambi I	TSGT	31 XXX	XXXX

2. Justification. (A brief synopsis outlining the training value and positive mission impact attained by flying the above individuals on an incentive flight even though they are not listed on the approved list of incentive candidates.)

3. My POC is: (POC Rank First Name Last Name) DSN 314-632-(XXXX), Email (address).

FIRST MI LAST, RANK, USAF  
 Organization

**Figure A4.2. Incentive Orientation Flight Approval Template Letter, Part II**

1st Ind, 31 SQ/CC  
MEMORANDUM FOR 31 OG/CC  
Concur/Do Not Concur.

FIRST MI LAST, RANK, USAF  
31 SQ/CC

2d Ind, 31 GP/CC  
MEMORANDUM FOR 31 FW/CC  
Concur/Do Not Concur.

FIRST MI LAST, RANK, USAF  
31 GP/CC Signature Block

3d Ind, 31 FW/CC  
MEMORANDUM FOR 31 OSS/OSOS  
Requested Incentive Flight is approved/disapproved.

FIRST MI LAST, RANK, USAF  
Commander

Attachment 5

ORIENTATION FLIGHT PASSENGER LIST COORDINATION

Figure A5.1. Orientation Flight Passenger Coordination Template eSSS.

-----eSSS COORDINATION-----		
OFFICE	ACTION	Initials / Rank / Date
31 OSS/OSOS	COORD	ANZ / CIV / 7 JAN 19
31 OSS/OSO	COORD	AMS / MAJ / 7 JAN 19
31 OSS/SEC	COORD	SEC / SC / 16 Jan 19
31 OSS/DO	COORD	KAM/ Maj / 16 Jan 19
31 OSS/CC	COORD	TJD / Lt Col / 16 Jan 19
31 OG/CCE	COORD	
31 OG/CC	APPROVE	
31 OG/CCM	DISTRO	
31 OSS/OSO	COORD	
31 OSS/OSOS	FILE	

-----STAFF SUMMARY-----

AO: Rank Name, 31 OSS/OSOS, DSN 632-0094

SUSPENSE: Request by 23 Jan 19

SUBJECT: 141 ARS Familiarization Flight Passenger Listing Coordination, 15 - 26 FEB 2019

1. PURPOSE: Solicit 31 FW organization POCs for coordination of familiarization orientation flights from 108 ARW/141 ARS during Oversees Air Refueling Training (ORT) operations on 15 - 26 Feb 2019.
2. DISCUSSION: 108 ARW/141 ARS will be conducting ORT operations from Aviano AB, 15 - 26 FEB 2019. During this time, the ORT unit has agreed to host familiarization orientation flights for 70 active duty military personnel from 31 FW. 31 OSS/OSOS recommends the following allocations: 31 OG: 40; 31 MXG: 15; - 31 FW/WSA: 15. Each organization will need to provide 31 OSS/OSOS with a POC to identify personnel for the group's flight allocations, as well as support scheduling efforts prior to each flight.
3. RECOMMENDATION: Respectfully request 31 OG/CC approval of the 31 FW organization passenger allocations. Additionally, request 31 FW group superintendents supply 31 OSS/OSOS with group POCs by 23 Jan 2019.

/R

NAME, Rank, USAF  
 31 OSS/OSOS  
 DSN: 632-0094

## Attachment 6

## FOREIGN MILITARY ORIENTATION FLIGHT APPROVAL TEMPLATE

Figure A6.1. Foreign Military Orientation Flight Approval Template eSSS.

-----eSSS COORDINATION-----		
OFFICE	ACTION	Initials / Rank / Date
31 OSS/OSOS	COORD	INT / CIV / 7 JAN 19
31 OSS/OSO	COORD	
31 OSS/SEC	COORD	
31 OSS/DO	COORD	
31 OSS/CC	COORD	
31 OG/CCE	COORD	
31 OG/CC	APPROVE	
31 OG/CCM	DISTRO	
31 OSS/OSO	COORD	
31 OSS/OSOS	FILE	

-----STAFF SUMMARY-----

AO: Name, Rank, 31 OSS/OSOS, 632-7825

SUBJECT: FAM Flight Request for Rank Name, 31 FW/ ITAF OG/CC.

1. BLUF: Obtain 3 AF/CC endorsement of a single FAM flight for Rank Name, ITAF OG/CC.
2. BACKGROUND: As ITAF OG/CC, Rank Name will greatly benefit in his understanding of the overarching 31 FW mission by receiving a familiarization flight. This understanding will lend him a degree of insight otherwise unattainable, and assist in his continued advocacy of USAF training requirements and airspace coordination measures. Training for US personnel will not be affected.
3. RECOMMENDATION: 3 AF/CC approval of one time FAM flight for Rank Name, ITAF OG/CC.

NAME, Rank, USAF  
31 OSS/OSOS, Wing Scheduling Chief

2 Tabs

1. Aviano Instruction 11-401 excerpt
2. AFI 11-401 USAFE sup excerpt

**Figure A6.2. Foreign Military Orientation Flight Template Approval Letter.**

MEMORANDUM FOR 31 OG/CC

31 FW/CC

3 AF/CC

FROM: 31 OSS/OSOS

SUBJECT: FAM Flight Request for Lt Col Alan Martinis, 31 FW/ ITAF OG/CC

1. Request approval for Lt Col Alan Martinis, ITAF/OG/CC, to receive F-16D Familiarization flight.
2. As the ITAF/OG, Lt Col Alan Martinis will greatly benefit in his understanding of the overarching 31 FW mission by receiving a FAM flight. This understanding will lend him a degree of insight otherwise unattainable and assist his continued advocacy of USAF training requirements and airspace coordination measures. Training for US personnel will not be affected. All applicable instructions governing this activity, including AFI 11-401, Foreign Disclosure IAW AFI 16-201, and egress/ life support training will be strictly adhered to.
3. All training and approval (to include the eSSS) will be IAW AFI 11-401, USAFE\_Sup 11-401, and Aviano AB OI 11-401.
4. POC for this request is Capt First Last at DSN 632-7826.

NAME, Rank, USAF

Wing Scheduling Chief, 31 OSS

1st Ind to 31 OSS/OSOS, 2 Nov 11, FAM Flight Request for Lt Col Alan Martinis, 31 FW/ ITAF OG/CC

MEMORANDUM FOR 31 FW/CC

Concur / Non-Concur

NAME, Rank, USAF

Commander, 31st Operations Group

2nd Ind, 31 FW/CC

MEMORANDUM FOR 3 AF/CC

Concur / Non-Concur

NAME, Rank, USAF

Commander

3rd Ind, 3 AF/CC  
MEMORANDUM FOR 31 OSS/OSOS  
Approved / Disapproved

NAME, Rank, USAF  
Commander

## Attachment 7

**31 FW FAMILIARIZATION FLIGHT COORDINATION REQUEST EXAMPLE****Figure A7.1. 31 FW Familiarization Flight Coordination Request Example**

SUBJECT: 31 FW Familiarization Orientation Flight PAX Listing Coordination

1. PURPOSE: Coordinate 31 FW passenger listing for familiarization flights on 31 FW aircraft.
2. DISCUSSION: AABI 11-401 directs for the equitable distribution of familiarization flights based upon each major organization's military members in relation to total 31 FW members. Normal flight operations by OG units should allocate for 20 familiarization flights per month, assuming all units are conducting home station flying and on normal flight schedules.
  - a. The following distribution has been determine by base manning current as of August 2019, and will fulfill the 20 familiarization flights per month: OG and WSA: 3 (20.5%), MXG: 8 (37.9%), MSG: 7 (34.7%), MDG: 2 (6.8%).
  - b. 31 OSS/OSOS requests 31 FW/DS coordinate with all organizations to develop nominees within the distributions listed. Additionally, each 31 FW Group will provide the 31 FW/DS a prioritize familiarization flight list for the first nominees to receive a flight.
  - c. Passenger information that will be included in Tab 1 is: name, rank, organization, AFSC, phone contact, and supervisor.
  - d. After Tab 1 is returned, 31 OSS/OSOS will schedule each nominee by priority IAW AABI 11-401.
3. RECOMMENDATION: 31 FW/DS will receive Tab 1 information from all organizations and send a 31 FW prioritized Tab 1 to 31 OSS/OSOS for execution.

//SIGNED//

FIRST M. LAST, Rank, USAF

31 OSS/OSOS, Wing Scheduler

1 Tab

1. Prioritize Fam Flight List (CAO DDMMYY)