

**BY ORDER OF THE COMMANDER
EIELSON AIR FORCE BASE (PACAF)**

**EIELSON AIR FORCE BASE
INSTRUCTION 11-401**



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Flying Operations

AVIATION MANAGEMENT

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(Lt Col Curtis W. Dougherty)

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This instruction implements Department of the Air Force Manual (DAFMAN) 11-401, *Aviation Management*; Pacific Air Forces Command Supplement (PACAFSUP). This instruction establishes policies and procedures for conducting 354th Fighter Wing (FW) orientation flights at Eielson Air Force Base (AFB). It provides additional clarification on all Orientation Flights. This publication applies to USAF active-duty units and individuals attached to or assigned to the 354 FW at Eielson AFB, including personnel, including Air National Guard (ANG) and Air Force Reserve (AFRES) personnel, under 354 FW control (e.g., ADCON, TACON, OPCON). It does not apply to ANG or AFRES units or aircraft as those units will adhere to their respective supplements to DAFMAN 11-401. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Route AF Forms 847 from the field through the appropriate functional's chain of command. Any change to this instruction must be coordinated with the 354th Operation Support Squadron Wing Operations Training Flight (354 OSS/OSOT). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-322, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The 354th Fighter Wing Commander (354 FW/CC) is the waiver authority for this instruction except for items that require higher approvals per the parent regulations.

SUMMARY OF CHANGES

This revision is a complete rewrite of the entire orientation flight program and must be completely reviewed. Changes include commander intent; the wing priorities for orientation flights; more specific guidelines for those priorities; how often orientation flights are authorized; simplification of authorized AFSCs.

Chapter 1

ORIENTATION FLIGHT PRIORITIES

1.1. Intent. The 354th Operations Support Squadron (354 OSS) Wing Operations Training Flight (OSOT) will schedule Orientation Flights per 18th Fighter Generation Squadron (FGS) F-16D-model and 18th Fighter Interceptor Squadron (FIS) pilot availability.

1.2. Priorities. Based on the limit number of Orientation Flights available, it is important for OSOT to execute in accordance with the 354 FW/CC priorities. The 354 FW/CC approves Orientation Flights for personnel listed in priority order in **Table 1.1**.

Table 1.1. 354FW/CC Orientation Flight Priorities.

<i>Priority</i>	<i>Category</i>
1	Distinguished Visitor/Public Affairs Flights with Approved TASKORD
2	Group Commanders and Deputy Group Commanders
3	Squadron Commanders and Directors of Operations
4	Group Senior Enlisted Leaders
5	354 FW Annual Award Winners
6	Group Commander Nominees
7	Other Authorized AFSCs per section 1.7

1.3. Distinguished Visitor/Public Affairs Flights. 354th Fighter Wing Public Affairs (354 FW/PA) will manage the 354 FW/PA distinguished visitor program and will maintain a prioritized 354 FW/CC-approved list of all requests.

1.3.1. FW/PA will provide OSOT a fully filled out and signed TASKORD (**Attachment 3**) detailing the priority and any other requirements/desires and the 354 FW/CC intent for the sortie. Also, as soon as possible, the nominee must provide a personal physician's statement for use with the 354 MDG Aerospace Medicine Flight to clear individual for flight in USAF aircraft.

1.3.2. Upon approval, 354 FW/PA will coordinate all required training with OSOT. PA will ensure the 18 FIS has all required documents prior to flight. The approval process should begin six weeks prior to the scheduled flight due to PACAF approval requirements (in some cases) that are due one month prior to the flight.

1.4. Wing-Level Entries. 354 FW Wing Staff will provide names of Group Commanders, Deputy Group Commanders, Squadron Commanders, Directors of Operations, Group Senior Enlisted Leaders and Annual Award Winners to 354 OSS/OSOT for scheduling by 28 February (and updated as required on 1 June) of each year.

1.5. Group Nominations. Group Commander nominees are solicited twice per year in February and June. This gives Group Commanders the opportunity to select personnel whose exposure to flying operations via an F-16 Orientation Flight would be in the best interest of the United States Air Force. Group Commanders are allocated slots commensurate with the size of their groups, keeping in mind higher priority flights and the annual capacity of the 354 FW Orientation Flight Program. The table below indicates the flight distribution based on Unit Manning Documents. Nominees will be prioritized in the rank order provided by the Group Commander per the nomination memo.

Table 1.2. 354FW Distribution Percentages.

<u>GROUP COMMANDER</u>	<u>%WING MANNING</u>	<u>ALLOCATION</u>
354 FW WSA	3%	1
354 OG/CC	11%	2
354 MXG/CC	48%	10
354 MSG/CC	34%	7
354 MDG/CC	3%	1
1 ASOG/CC	1%	1
Total 354 FW Group Commander nominees per year	100%	21

1.6. Aeronautical Orders. Personnel on Aeronautical Orders to include Flight Doctors, Air Battle Managers and Aerospace Physiologists do not require the same scheduling and training as Orientation Flyers and may coordinate directly with 18 FIS Scheduling. Mondays are designated flying days for personnel on Aeronautical Orders. Flight Doctors and Aerospace Physiology personnel have priority within the scheduling process to meet monthly and annual flying hour requirements.

1.7. Qualification for Other Authorized AFSCs. Airmen directly associated with fighter sortie generation and employment (listed below) are authorized one orientation flight every 5 years while assigned to Eielson AFB without additional approval by the wing commander. Nomination and approval will be through their squadron's leadership directly to OSOT semi-annually or as requested by OSOT for new nominees and scheduled on a non-interference basis, at the bottom of the priority list. If applicable, visiting unit squadron commanders or equivalent will submit a prioritized list directly to OSOT no later than one week prior to the desired flight date. The following list of approved orientation flights is in priority order and contains some additional caveats. If conflicts arise within the same category, generally follow the priority of USAF, sister service, then order of receipt; if additional priority must be established, the 354th Operations Support Squadron Director of Operations (OSS/DO) will resolve the issue.

1.7.1. 354 FW Assigned Aircrew, Air Battle Managers (ABMs) and Weapons Directors (WDs). Current and qualified 354 FW assigned Aircrew, ABMs and WDs are authorized unlimited orientation sorties.

1.7.2. Dedicated Crew Chiefs (DCC). The relationship between a pilot and the DCC is a special bond and will be treated as such. DCCs are authorized an orientation sortie separate from the rest of the MXG allocation and will not detract from the overall number of MXG nominees. DCCs must have completed certification and be assigned to a jet at Eielson AFB.

1.7.3. Visiting Pilots and Combat Systems Officers (CSOs). Joint, rated aircrew, current and qualified in ejection seat fighter/trainer aircraft current and qualified are approved unlimited orientation flights.

1.7.3.1. The 353 CTS will designate a POC responsible for submitting a prioritized list of First Assignment Instructor Pilots (FAIPs) and aircrew augmentees to OSOT NLT one week prior to the start of each Red Flag or other exercises.

1.7.4. Visiting ABMs and WDs. Current and qualified visiting ABMs and WDs.

1.7.5. Cadets. USAFA and AFROTC cadets are allowed an unlimited number of orientation flights.

1.7.5.1. Cadets must have a fully filled out TASKORD (**Attachment 3**) from their Air Officer Commanding (AOC) or commanding officer sent to OSOT for quality check and record keeping.

1.7.5.2. If multiple requests are received at the same time, the priority will be 1) cadets on official orders and 2) cadets on leave then 3) by date of request.

1.7.6. Operations Support Squadron (OSS). Aircrew Flight Equipment, Weather, Airfield Operations Flight, Intelligence, Aviation Resource Management, and SERE (OSS, 66 TRS and 353 CTS) personnel.

1.7.7. Red Flag Planning Staff. Active duty, National Guard, and Air Force Reserve members of the 353 CTS actively involved in Red Flag scenario planning, coordination and development.

1.7.8. Joint Pacific Alaska Range Complex (JPARC) Staff. Active duty, National Guard, and Air Force Reserve members of the 354th Range Squadron actively involved in JPARC threat system operations, airspace management, target and weapon operations and C2 infrastructure.

1.7.9. Aerospace medicine. In accordance with AFMAN 11-402 3.8.4.4., non-aircrew aerospace medicine personnel (DAFSCs 42GX, 46YX and 4N0XXs) are authorized to participate in aircraft flights as observers on a non-interference flying status.

1.8. Winter Orientation Flights. During months when the projected ground level air temperatures in training/transit areas are below 0 degrees Fahrenheit, Airmen must have completed SV-87 (hands-on Arctic Survival Training).

Chapter 2

ORIENTATION FLIGHT PROCEDURES

2.1. Requirements. Orientation flights do not normally restrict a mission profile and may be scheduled in support of local training or a dedicated single ship sortie at the discretion of the FIS scheduling shop and with a PACAF/A3 waiver to DAFMAN 11-401 PACAF SUP 8.4.15 if required for non-rated personnel. Flyers require at least a SECRET security clearance. For individuals without a SECRET clearance, refer to DAFMAN 11-401 PACAFSUP for approval authority. Operations officers and pilots should attempt to apply the individual's background, expertise, and ability to their orientation flight experience to enhance their understanding of how their job supports the 354 FW mission. To the maximum extent practical, these sorties will be scheduled on a non-interference basis.

2.2. Non-354 FW Orientation flights. Requests for orientation flights from organizations outside the 354 FW will send a fully filled out TASKORD (**Attachment 3**) to OSOT to justify the request. OSOT will quality check and send the request directly to the 354th Fighter Wing Director of Staff (354 FW/DS). Once approved by the 354th Fighter Wing Deputy Commander (354 FW/CD) or 354 FW/CC, the DS will send the TASKORD back to the 354th Operations Group Commander (354 OG/CC), 18 FIS and OSOT with any instructions and priority. OSOT will add the flight into the priority master list as instructed. See visual depiction in **Attachment 2**.

2.3. Civilian Orientation Flights. The 354 FW/CC authorizes orientation flights for 354 FW civilian annual award winners IAW orientation flight guidelines (i.e., civilian annual award winners at the FW level).

2.4. Training. Orientation flyers are required to accomplish the following training.

2.4.1. Physiological Training. IAWAFMAN 11-403, *Aerospace Physiological Training Program*, paragraph 2.1.9., physiological training will be accomplished for orientation flights no earlier than 72 hours prior to the flight.

2.4.2. Emergency Parachute training. IAW AFI 16-1301, *Survival, Evasion, Resistance, and Escape (SERE) Program*, paragraph 2.3.3.3.1, emergency parachute training must be provided within 120 hours to flight.

2.4.3. AFE training. IAW AFI 11-301V1, paragraph 5.6.2, passengers scheduled for a flight aboard ejection seat equipped aircraft will receive, as a minimum, LL02 (Emergency Egress training) and LL06 (Aircrew Flight Equipment training) no earlier than 120 hours prior to flight.

2.4.4. Water survival. IAW AFI 16-1301, paragraph 2.3.3.3.2, passengers flying over water will receive Water Survival Training academics within 120 hours prior to flight.

2.4.5. Arctic Survival. IAW AFI 16-1301_PACAFSUP, Table 2.1, Airmen may not fly if the projected ground temperatures in training/transit areas are below 0 degrees Fahrenheit unless they have attended the Arctic Survival Training course (SV-87).

2.4.6. Frequency. To provide an opportunity to see new mission sets and aircraft upgrades that affect their daily support of the mission, Airmen may be authorized one orientation flight every five years while assigned to the 354 FW, unless personnel are in an "unlimited" category in **Chapter 1**.

Chapter 3

354OSS/OSOT (CURRENT OPERATIONS) RESPONSIBILITIES

3.1. Approval. Determine the level of approval required IAW DAFMAN 11-401 and DAFMAN 11-401_PACAFSUP, Delegation of Certain PACAF Authority, and Delegation of Certain 354th Fighter Wing Authority.

3.2. Tracking. Monitor, track and prioritize orientation flight requests to ensure group quotas are not exceeded. A master list of approved orientation flight nominees and a record of completed orientation flights per calendar year will be maintained on the Orientation Flight SharePoint.

3.3. Scheduling. Provide orientation flight names to 18 FIS scheduling to fill D-model cockpits on a non-interference basis using D-model availability. Individuals will be selected in sequential order from the priority sheet, if possible. Strive to schedule available individuals for orientation flights at least two weeks in advance to allow nominees time to rearrange their work schedules.

3.4. Declinations. If an individual declines three opportunities to fly (excluding leave/TDY/mission essential duties) or does not schedule the flight physical after OSOT contacts them three times, they will be removed from the master listing and their group leadership will be notified.

3.5. “Complete” Criteria. If circumstances such as maintenance, weather, etc. preclude personnel from accomplishing a scheduled Orientation Flight, OSOT will re-schedule eligible personnel for flights until they get airborne or request to not be scheduled.

3.6. Training. Schedule appointments for orientation flight personnel to accomplish flight prerequisites (e.g., egress training, physiological training) IAW DAFMAN 11-401, and DAFMAN 11-401 PACAFSUP. OSOT will request that individuals accomplish a flight physical (DD 2992) no later than 14 days before the anticipated flight date. Once the flyer receives a completed DD 2992, they can be scheduled for an orientation flight. All flight training occurs on Mondays just prior to the flight.

3.7. Advance Coordination. Any organization requesting a PA/DV flight will coordinate all details via the TASKORD (**Attachment 3**) process. OSOT will publish the details on their Orientation Flight SharePoint site and update the Force Generation Meeting slides to include any additional requests or desires including but not limited to aircraft photos in flight, aerial refueling, interviews, video or audio recording, etc.

Chapter 4

18FIS

4.1. Coordinate. Provide 354 OSS/OSOT the following week's anticipated available back seats and dedicated incentive flights via email or phone call NLT Thursday at 1200L.

4.2. Verify. All required paperwork and the 354 FW Orientation Flight Checklist will be complete before the flyer is allowed to fly. Utilize the DD Form 2131, Passenger Manifest, for all orientation flyers and update Orientation Flight log daily with all back seat sorties accomplished for the day. Orientation Flights will be tracked by the 18 FIS SARM and kept on file on the 18 FIS shared drive for six months after flight.

4.3. Egress. Egress is provided by qualified pilots at the time that is coordinated between OSOT and the 18 FIS scheduling shop.

Chapter 5

RESPONSIBILITIES OF PERSONNEL SELECTED FOR ORIENTATION FLIGHT

5.1. Training. Individuals will be responsible for scheduling a medical clearance flight physical appointment as soon as they receive notification from 354 OSS/OSOT. When notified by OSOT of an upcoming orientation flight, individuals will complete all scheduled training on time. Failure to communicate or show for scheduled training will result in notification to Group leadership and revocation of the orientation flight opportunity.

5.2. Standards. Remain within the weight limits of 103-245 pounds as set forth in the DAFMAN 48-123, *Medical Examination and Standards*.

5.3. Documentation. Hand-carry all paperwork (DD 2992, AF Form 1522s, security clearance letter, etc.) to the 18 FIS once complete.

5.3.1. Contact 18 FIS Operations Desk, DSN: 317-377-6164, to verify they have all required paperwork and show times for flight at least one day prior.

5.3.2. Rated individuals in T-6, T-38, A-10, F-16, F-15C, F-15E, F-22, F-35 aircraft currently on flying status do not require local flight surgeon clearance, DD 2992, and AF Form 1522 indicating egress training to the 18 AGRS. For all other rated aircrew, local flight surgeon clearance is required.

5.3.3. In lieu of a medical record review, civilians will provide the Aerospace Medical Clinic a statement of health from their physician, including a summary of medical problems and medications. Civilians will then hand-carry the statement of health, and a DD 2992 from the 354 MDG to the 18 FIS to perform the flight.

5.4. Photo Pass. If photos are desired, coordinate for a flight line “photo pass” through 354th Fighter Wing Special Programs Office (354 FW/CDN) as soon as possible, as there are multiple signatories.

PAUL P. TOWNSEND, Colonel, USAF
Commander

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

DAFI 90-160, *Publications and Forms Management*, 14 Apr 2022
DAFMAN 11-401, *Aviation Management*, 27 Oct 2020
DAFMAN 48-123, *Medical Examination Standards*, 8 Dec 2020
DAFMAN 11-401_PACAFSUP, *Aviation Management*, 30 Jul 2021
AFI 16-1301 *SERE Program*, 3 Aug 2017
AFI 11-301V1, *Aircrew Flight Equipment Program*, 29 Oct 2018
AFI 16-1301_PACAFSUP *SERE Program*, 6 Jan 2019
AFMAN 11-402, *Aviation and Parachutist Service*, 23 Jan 2019
AFMAN 11-403_AFGM 2022-01, *Aerospace Physiological Training Program*, 17 Mar 2024
AFMAN 11-202V1_AFGM2024-01 *Aircrew Training*, 18 Apr 2024
Delegation of Certain *PACAF Authority*, 1 Apr 2021
Delegation of Certain *354th Fighter Wing Authority*, 2023

Adopted Forms

DD2131, *Passenger Manifest*
DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*
DAF Form 847, *Recommendation for Change of Publication*
AF Form 1042, *Medical Recommendations for Flying or Special Operational Duty*
AF Form 1522, *ARMS Additional Training Accomplishment Report*

Abbreviations and Acronyms

AFB—Air Force Base
AFI—Air Force Instruction
AFE—Aircrew Flight Equipment
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
DAFMAN—Department of the Air Force Manual
DCC—Dedicated Crew Chief
DV—Distinguished Visitor
IAW—In Accordance With

NLT—No Later Than

OPR—Office of Primary Responsibility

POC—Point of Contact

WSA—Wing Staff Agencies

Office Symbols

FGS—Fighter Generation Squadron

FIS—Fighter Interceptor Squadron

FW/CC—Fighter Wing Commander

FW/CD—Fighter Wing Deputy Commander

FW/CDN—Fighter Wing Special Programs Office

FW/DS—Fighter Wing Director of Staff

FW/PA—Fighter Wing Public Affairs

OG/CC—Operations Group Commander

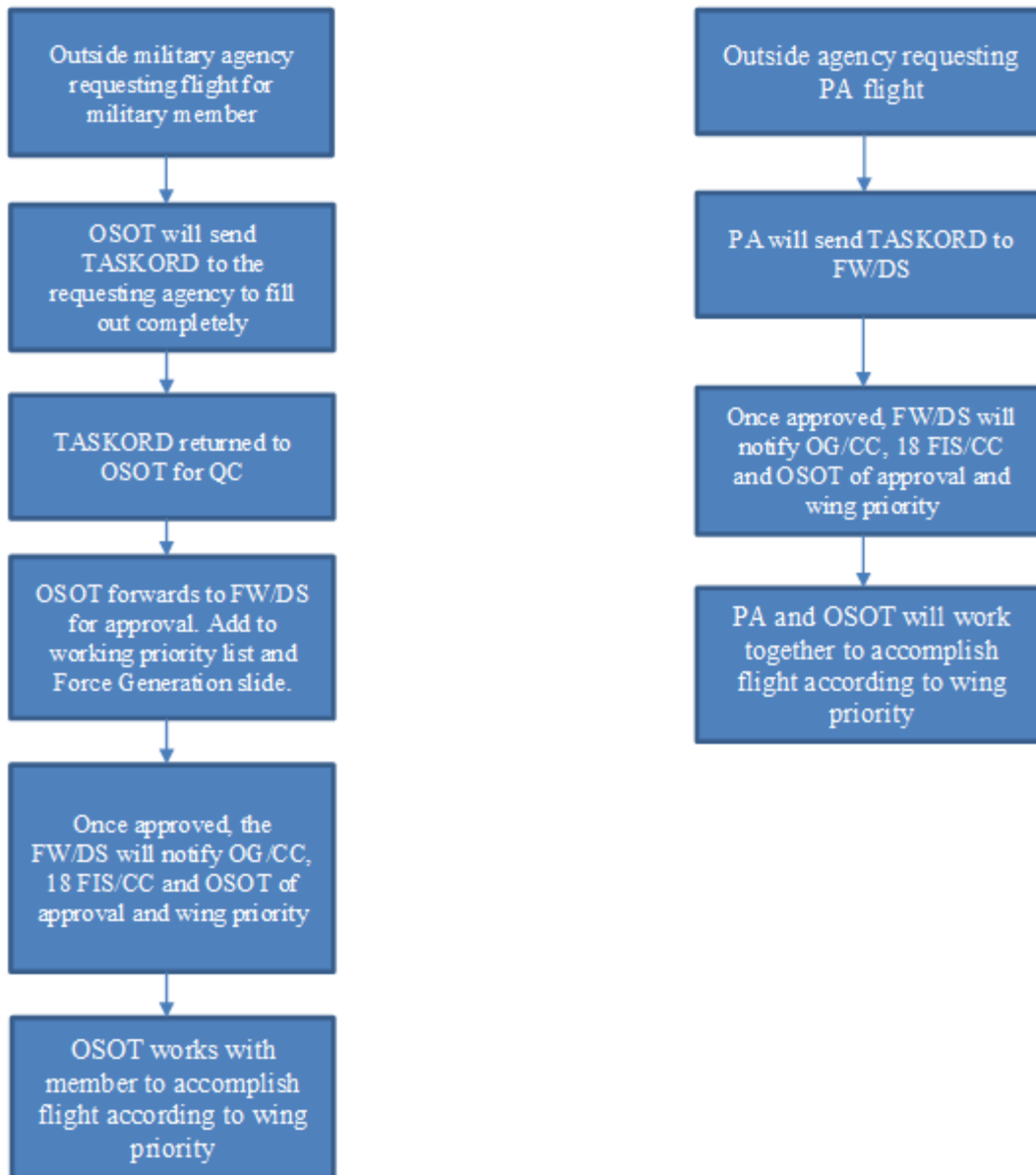
OSS/DO—Operations Support Squadron Director of Operations

OSS/OSO—Operation Support Squadron Wing Scheduling

OSS/OSOT—Operation Support Squadron Wing Operations Training Flight

Attachment 2
TASKORD FLOW CHARTS

Figure A2.1. TASKORD Flow Charts.



Attachment 3

TASKORD MEMO TEMPLATE

Figure A3.1. TASKORD Memo Template.



DEPARTMENT OF THE AIR FORCE
 354TH FIGHTER WING (PACAF)
 EIELSON AIR FORCE BASE, AK

MEMORANDUM FOR 354 OG/CC
 354 MXG/CC
 354 OSS/OSOT

FROM: 354 WG/CC

SUBJECT: 354 FW Orientation Flight TASKORD

1. 354FW/CC Authorizes / Does Not Authorize an orientation flight in a 354FW F-16D IAW the following intent:

Orientation Flyer		Nominating Official	
Rank / Name		Rank / Name	
Duty Position		Duty Position	
Unit / Location		Unit / Location	
Phone Number		Phone Number	
Flight Date Range		Justification	
Weight (103-245lbs)			
Butt-Knee Length (max 27.1")			
Sitting Height (34.5-39.7")			
Special Requirements (i.e. photos, integration w/other units, airspace locations, flight profile, etc.)			

Wing CC Intent	
Approval Status	Approved / Disapproved
Priority	Priority Category A-G, List #, bottom, etc.
Guidance	Authorized impact to training? Major, Minor, None Aircraft scheduling impact? Significant phase impact, minor daily scheduling, none Other clarifying words to pass to the OG/MCOG for execution

2. 354 OSS/OSOT will schedule physiological, aircrew flight equipment, egress, and hanging-harness training IAW DAFMAN 11-401, Aviation Management and AFI 11-401 PACAF SUP 1 and coordinate with 18 FIS/FGS to schedule the sortie. The Orientation Flyer will:
 - a. Schedule a flight physical with flight medicine ASAP and provide a valid DD Form 2992.
 - b. Complete OSOT scheduled training. Failure to show on time will result in disqualification for the sortie.
3. Contact Sherri Griffin at DSN (317) 377-7767 or by email at sherri.griffin.1@us.af.mil, with questions.


 PAUL P. TOWNSEND, Colonel, USAF
 Commander