

**BY ORDER OF THE COMMANDER  
KADENA AIR BASE**

**KADENA AIR BASE INSTRUCTION  
11-401**



**4 MARCH 2022  
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Flying Operations**

**ORIENTATION FLIGHT PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 11-4, *Aviation Service*. It establishes procedures and provides guidelines for conduct of the 18th Wing (18 WG) Orientation Flight Program, and applies to all orientation flights given in 18 WG aircraft. 18 WG orientation flights are conducted under guidance provided by Department of Defense Instruction (DoDI) 4515.13, *Air Transportation Eligibility*, Department of the Air Force Manual (DAFMAN) 11-401, *Aviation Management*, and its Pacific Air Forces (PACAF) supplement. It applies to 18 WG and partner units at Kadena Air Base (AB). This document requires the collection and or maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction are in Title 10, United States Code (U.S.C.), Section 8013 and Title 37 U.S.C. 301a, Incentive pay: Public Law 92-204 (Appropriations Act for 1973), Section 715; Public Law 93-570 (Appropriations Act for 1974); Public Law 93-294 (Aviation Career Incentive Act of 1974); DoD Directive 7730.57 (Aviation Career Incentive Act) and Executive Order 9397 (Numbering System For Federal Accounts Relating to Individual Persons). 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 chain of command. Ensure that all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with (IAW) the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System.

***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. It supersedes all previous 18 WG publications concerning the 18 WG Orientation Flight Program. Major changes include: restoring the Wing Incentive Flight Program; removing the 18th Operations Group Director of Staff (18 OG/DS) as the OPR to prioritize and manage the 18 WG Orientation Flight Program; expanding the list of individuals that are automatically approved by the 18th Wing Commander (18 WG/CC) for orientation flights on 18 WG aircraft; establishes processes for units to manage their respective programs.

**1. 18th Wing Orientation Flight Program.** Orientation flights are defined as continuous flights in DoD-owned aircraft performed within the local flying area and terminating at the point of origin. The USAF Orientation Program consists of Incentive, Familiarization, Distinguished Visitor, and Spouse Flights and may be conducted to provide a better understanding of PACAF weapon systems and missions.

1.1. Refer to DAFMAN 11-401, Table 5.1, to determine orientation flight eligibility, approval level, and associated lead times for obtaining approval.

1.2. Refer to Attachment 8 of DAFMAN11-401\_PACAFSUP for detailed requirements of all orientation flights. It is imperative all organizations, especially the squadron providing the flight, know and follow its stipulations.

1.3. Flying squadrons are responsible for developing and managing their own orientation flight process. Familiarization and Incentive Flights will be requested and coordinated directly with the flying units, who will ensure the flights are conducted safely and without negative impact to mission.

## **2. Orientation Flight Responsibilities.**

**2.1. 18 WG Flying Units.** Units are expected to schedule and accomplish orientation flights on a "non-interference" basis without sacrificing training or other priority taskings. Squadron commanders or directors of operations must approve the orientation flight and the mission's profile. They will also ensure compliance with all command restrictions for carrying passengers.

2.1.1. Squadrons are responsible for developing an Operations Group Standards and Evaluations (OGV)-approved orientation Flight Checklist for their particular Mission Design Series (MDS). This checklist must be reviewed and signed-off by the orientation flight pilot prior to the actual flight.

2.1.2. Squadrons will coordinate with their respective flight surgeon, 18th Medical Group Flight & Operational Medicine Clinic (FOMC) for physical exams (if necessary), and coordinate directly with the selected individual.

2.1.3. Units will notify Orientation recipients of the following: proposed date of flight, details of the scheduled events, times for applicable flight surgeon screening, egress training, equipment fitting, and any other prerequisite training.

**2.2. 18 OG Stan/Eval (18 OG/OGV).** OGV will serve as a focal point for the management of any squadron checklists for the Orientation Flight Program. Flying Squadrons will obtain OGV approval of their pre-flight screening process to ensure that they meet established standards.

**2.3. 18th Medical Group/Chief of Aerospace Medicine.** 18 MDG/SGP will notify the flying squadron conducting the mission if an individual is not physically qualified to perform the flight, and whether this disqualification is temporary or permanent.

**2.4. Requisite Training.** All orientation flight passengers will receive appropriate life support, egress, Emergency Parachute Training (EPT), water survival familiarization, and emergency procedures training for the appropriate airframe IAW AFI 11-301, Volume 1, *Aircrew Flight Equipment (AFE) Program*, and paragraph A8.4.7, DAFMAN11-401\_PACAFSUP, *Aviation Management*.

**2.5. Orientation Flight Recipients.** The individual is responsible for ensuring all requirements for the orientation flight are met. See [Attachment 3](#) for Orientation Flight Training Accomplishment Checklist. After completion, return this checklist to the applicable squadron's operations desk no later than 1 hour prior to stepping to the aircraft for the familiarization flight.

**2.5.1. Orientation flight recipients assigned to the 18 WG.** These individuals are required to notify their supervisor of the flight date and to schedule time-off from their primary duty to accomplish any prerequisite training.

**2.5.2. Orientation flight recipients not assigned to the 18 WG.** A point of contact from the squadron providing the flight will be assigned the responsibility of rendering assistance and ensuring the individual attains all necessary training and clearances.

**2.6. Record Keeping.** Flying squadrons will maintain records associated with orientation flights for 1 year for historical tracking purposes. Required data only includes name and date of flight.

**2.7. Orientation Flights in Non-Fighter Aircraft.** IAW DAFMAN11-401\_PACAFSUP, paragraph A8.4.3, candidates flying in Non-Ejection seat aircraft must fill out the Sample Health Statement for Orientation Flight on Non-Ejection Seat Aircraft ([Attachment 4](#) of this instruction) within 14 days of the flight.

**2.8. Orientation Flights in Fighter Aircraft.** IAW DAFMAN11-401\_PACAFSUP, candidates flying in fighter aircraft without a current Department of Defense (DD) Form 2992, *Medical Recommendation for Flying or Special Operational Duty*, must receive a medical evaluation and current DD Form 2992 from a flight surgeon between 14 days and 72 hours prior to the flight.

**2.8.1.** Individuals either not on current aeronautical orders and/or not possessing a current flight physical will be examined/briefed by a USAF flight surgeon.

**2.8.2.** Further instructions for both civilian and military candidates flying in ejection seat aircraft are found in DAFMAN 48-123, *Medical Examinations and Standards*, paragraph 5.4.9.3..

**2.8.3. Aircrew Flight Equipment (AFE) Training.** Squadron AFE personnel will provide F-15 egress training, and Survival, Evasion, Resistance & Escape (SERE) will provide EPT and water survival familiarization training within 72 hours of the flight. AFE will provide equipment familiarization and fitting within 72 hours of the flight.

**2.8.4. Passenger Briefing.** See [Attachment 2](#) for required briefing items.

**3. Familiarization Flights.** Familiarization flights are an important tool for providing individuals with a first-hand look at 18 WG and PACAF missions. Commanders should use these flights for active duty military members and other eligible individuals listed in DAFMAN11-401\_PACAFSUP. Familiarization flights will be flown using normal training profiles **and on a non-interference basis** for the specific weapons system. Squadron commanders of the unit providing the flight will determine what constitutes interference with unit training. Table 5.1 (PACAF), Line 4 of DAFMAN11-401\_PACAFSUP allows the 18 WG/CC to approve orientation flights for "Military members and Department of Defense civilian employees." This delegation to the WG/CC does not apply when aircraft are "chopped" or assigned to a gaining Combatant

Commander. The following sections identify those personnel who are granted automatic WG/CC approval for Familiarization flights. When auto-approvals are used, the SQ/CC will send an email to 18 OG/CC, 18 OG/CDH, and 18 OG/CDF NLT 24 hours prior to the flight with all details for final approval. Individuals in Section 3.1 will have priority over those in Section 3.2.

**3.1. The following individuals have automatic 18 WG/CC approval in any 18 WG aircraft, and in the following order of priority:**

3.1.1. 18 WG, 18 AEW, and 353 SOG aircrew on aeronautical orders.

3.1.1.1. 18 AEW aircrew will typically include, but will not be limited to the aircrew of those USAF squadrons operating from Kadena AB as part of HHQ tasking (e.g. 82 ERS, 390 IS, 5 EAACS, and any USAF fighter deployment to Kadena AB).

3.1.2. 623 ACS Weapons Directors and Air Weapons Officers.

3.1.3. MACS-4 Controllers.

3.1.4. 18 AMDS/SGPT platform instructors on aeronautical orders.

3.1.5. Officers awaiting pilot training.

3.1.6. Service Academy Cadets and Midshipmen.

3.1.7. FAA Employees IAW DoD 4515.13-R Chap 4.

3.1.8. Civilian employees or DoD Contractors in direct support of the approving command.

**3.2. The following individuals have automatic 18 WG/CC approval for a maximum of one (1) Familiarization flight in any 18 WG aircraft, and in the following order of priority:**

3.2.1. All 18 WG and Team Kadena unit commanders.

3.2.2. All 18 MXG members for their respective/supported MDS's (e.g., an F-15 maintainer can fly in an F-15, but not in a HH-60). 18 MXG personnel who work on multiple MDS's (e.g., those who work in backshop locations) are allowed their one allocated flight in any one of the MDS's they support.

3.2.3. All 18 WG and 18 AEW personnel with aviation-related responsibilities but who are not on aeronautical orders.

**4. Incentive Flights:** Provide a visible reward to USAF active duty and Air Reserve Component military personnel for outstanding service and motivate other military personnel to similar performance levels.

4.1. Military Personnel assigned to Kadena Air Base have automatic 18 WG/CC approval for an incentive flight at the discretion of their unit supervision. When auto-approvals are used, the SQ/CC will send an email to 18 OG/CC, 18 OG/CDH, and 18 OG/CDF NLT 24 hours prior to the flight with all details for final approval. Sorties will be requested and scheduled directly with the flying unit providing the flight, and will be prioritized in accordance with processes put in place by squadron leadership. All Incentive Flights will be conducted on a non-interference basis.

**5. Distinguished Visitor (DV) Flights.** DV flights require higher headquarters approval and will be coordinated through 18th Operational Support Squadron/Current Operations (18 OSS/OSO). Normally, an 18 WG or squadron point of contact (POC) will be appointed. Spare aircraft should be coordinated. In all cases, the 18th Operations Group Commander (18 OG/CC) will be advised of mission details to include: Profile, step, take-off, landing times, and flight lineup.

**6. Spouse Orientation Flight Program.** Approval to accomplish spouse orientation flights is delegated to the 18 WG/CC in accordance with AFI11-401\_PACAFSUP. Spouse orientation programs should include the wing command briefing, mission briefing, flight, and debriefing. Spouse orientation flights will be accomplished in accordance with AFI 11-401, Aviation Management.

6.1. Spouse orientation flights will be conducted in non-fighter aircraft only.

6.2. The flying squadron providing the flight will designate a project officer for coordination and control of spouse orientation flights. An escort officer will accompany spouses at all times. This escort officer will not be a primary crew-member on the mission.

6.3. Spouses are not permitted to fly the aircraft. In addition, spouses are not permitted to fly on the same aircraft when another family member is a crew-member.

6.4. Any unit wishing to conduct spouse orientation flights will request approval in writing from 18 WG/CC.

**7. Spouse Taxi-Ride Program.** Aircraft (including fighter aircraft) not appropriate for spouse orientation flights may be used in a spouse taxi-ride program in accordance with AFI11-401\_PACAFSUP, Section A5.5.

DAVID S. EAGLIN  
Brigadier General, USAF  
Commander

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

DoDI 4515.13, *Air Transportation Eligibility*, 22 January 2016  
DAFMAN 11-401, *Aviation Management*, 27 October 2020  
DAFMAN11-401\_PACAFSUP, *Aviation Management*, 30 July 2021  
AFMAN11-2F-I 5V3, *F-15--Operations Procedures*, 25 November 2020  
AFI11-301V1, *Aircrew Flight Equipment (AFE) Program*, 10 October 2017  
DAFMAN 11-401, *Aviation Management*, 27 October 2020  
DAFMAN11-401\_PACAFSUP, *Aviation Management*, 30 July 2021  
AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020  
DAFMAN 48-123, *Medical Examinations and Standards*, 8 December 2020  
AFPD11-4, *Aviation Service*, 12 April 2019

***Adopted Forms***

AF Form 469, *Duty Limiting Condition Report*  
AF Form 847, *Recommendation for Change of Publication*  
AF Form 2992, *Medical Recommendations for Flying or Special Operational Duty*

***Abbreviations and Acronyms***

**AB**—Air Base  
**ACS**—Air Control Squadron  
**AFE**—Aircrew Flight Equipment  
**AFPD**—Air Force Policy Directive  
**AGL**—Above Ground Level  
**AMDS/SGPT**—Aerospace Medicine Squadron/Surgeon General Physiological Training  
**ATC**—Air Traffic Control  
**DAFMAN**—Department of the Air Force Manual  
**DoDI**—Department of Defense Instruction  
**DV**—Distinguished Visitor  
**EPT**—Emergency Parachute Training  
**FOMC**—Flight and Operational Medicine Clinic  
**FSO**—Flight Surgeons Office

**IAW**—In accordance with

**MACS-4**—Marine Air Control Squadron-4

**MDG**—Medical Group

**MDS**—Mission Design Series

**OG**—Operations Group

**OGV**—Operations Group Standards and Evaluations

**OPR**—Office of Primary Responsibility

**OSS**—Operations Support Squadron

**OSO**—Current Operations

**OSO**—Wing Scheduling

**POC**—Point of Contact

**SERE**—Survival, Evasion, Resistance & Escape

**SGP**—Chief of Aerospace Medicine

**SOF**—Supervisor of Flying

**SQ**—Squadron

**U.S.C.**—United States Code



## Attachment 2

## REQUIRED BRIEFING ITEMS AND RESTRICTIONS

Figure A2.1. Required Briefing Items and Restrictions.

**Briefings**

In addition to AFMAN 11-2F-15, Volume 3, briefing items, brief the following required subjects:

- a. Mission profile events (in sufficient detail to preclude passenger apprehension).
- b. Use of intercom, rear cockpit controls and switches.
- c. Strap-In procedures.
- d. Emergency ground egress.
- e. Use oxygen.
- f. Ejection procedures (AFT INITIATE and intercom failure).
- g. Anti-G straining techniques.
- h. Breathing methods to control hyperventilation.
- i. What to do if airsick.

**Restrictions**

1. All orientation flight passengers will receive appropriate Aircrew Flight Equipment, EPT, egress, and emergency procedures training in accordance with AFI 11-301, Volume 1, *Aircrew Flight Equipment (AFE) Program*.
2. Individuals either not on current aeronautical orders and/or not possessing a current flight physical will be examined/briefed by a USAF flight surgeon within 14 days but no later than 72 hrs prior to the flight.
3. Flying squadron AFE Officers must provide egress training within 7 days of the flight.
4. Back-Seat occupants may fly the aircraft only when above 5,000 feet AGL.
5. Single-Ship F-15 Orientation Missions. Single-Ship F-15 aircraft will strive to be in constant contact with F-15 Supervisor of Flying (SOF) or area common frequency with mutual support aircraft. When proceeding to and from the working area, single ship aircraft will be in contact with Air Traffic Control (ATC) or other radar-equipped agencies, capable of providing traffic advisories and flight following to the maximum extent possible.

## Attachment 3

**ORIENTATION FLIGHT TRAINING ACCOMPLISHMENT SAMPLE CHECKLIST**

Figure A3.1. Orientation Flight Training Accomplishment Sample Checklist.

FROM: 18 OG/DS		DATE MEMORANDUM FOR RECORD		
SUBJECT: (FOUO) Orientation Flight Training Accomplishment Checklist				
Name: _____ SSAN: _____				
LAST, FIRST, MI				
Ground Training Requirements (Place date completed in appropriate column for member).				
	Familiarization	DV	Spouse*	Pilot
Lap Belt/ Harness				
G-Suit Hook-Up*				
(As Appropriate)				
Canopy Operation*				
(Fighter Only)				
Ground Egress*				
(Specific to each MDS)				
Intercom Operation & Comm. Out Procedures*				
Use of Oxygen Systems*				
Ejection Seat Training*				
(Fighter Only)				
Emergency Parachute Training				
(Fighter Only)				
Water Survival Familiarization				
(Fighter Only)				
G-Awareness Training				
(Fighter Only)				
Spouses need only accomplish the asterisked (*) items above				
ABOVE TRAINING IS TO BE COMPLETED WITHIN 72 HOURS OF FLIGHT				

	Familiarization	DV	Spouse*	Pilot
Passenger Physical (W/in 14 days prior to flight) (Fighter Only)	<hr/>			
Physiological Training (Recommended for all Orientation flights)	<hr/>			
Flying Unit Commander's Signature:	<hr/>			
Flying Unit 1C0X2's Initials and Date:	<hr/>			
Date Flown:	<hr/>			
<p>The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.</p>				

## Attachment 4

# SAMPLE HEALTH STATEMENT FOR ORIENTATION FLIGHT ON NON-EJECTION SEAT AIRCRAFT

**Figure A4.1. Sample Health Statement For Orientation Flight On Non-Ejection Seat Aircraft.**

<b>PURPOSE:</b> This form is required per DAFMAN 48-1 23, <i>Medical Examinations and Standards</i> , paragraph 5.4.9.4 to identify Orientation flyers that require evaluation by a flight surgeon prior to flight.		
<b>WHO MUST COMPLETE THIS FORM:</b> All Orientation flyers prior to flight on non-ejection seat aircraft.		
<b>CAUTION: DO NOT PUT SPECIFIC MEDICAL INFORMATION ON THIS FORM.</b>		
NAME (RANK IF APPLICABLE): _____		
TELEPHONE NUMBER WHERE YOU CAN BE CONTACTED BY THE FLIGHT SURGEONS OFFICE IF YOU ANSWER "YES" TO ANY OF THE FOLLOWING QUESTIONS. (_____) - _____ - _____		
PLEASE ANSWER THE FOLLOWING SIX (6) QUESTIONS:		
1) DO YOU HAVE ANY MEDICAL PROBLEMS? (Circle one)	YES	NO
2) DO YOU TAKE ANY PRESCRIPTION MEDICATIONS? (Circle one)	YES	NO
3) IF YOU ARE ON ACTIVE DUTY WITH THE MILITARY, DO YOU HAVE ANY DUTY LIMITING CONDITIONS? (For example, an AF Form 469, <i>Duty Limiting Condition Report</i> , or a profile or other medical restriction that keeps you from performing all duties of your rank and duty position?) (Circle one)	YES	NO
4) IF YOU ARE NOT ON ACTIVE DUTY IN THE MILITARY, HAVE YOU EVER HAD A CHRONIC OR SIGNIFICANT MEDICAL PROBLEM? (For example, surgery on your sinuses or chest, or a seizure or heart attack?) (Circle one)	YES	NO
5) DO YOU NEED TO OR WOULD YOU LIKE TO SEE A FLIGHT SURGEON TO DETERMINE YOUR ABILITY TO FLY PRIOR TO YOUR ORIENTATION FLIGHT? (Circle one)	YES	NO
6) WOULD YOU HAVE DIFFICULTY GETTING OUT OF AN AIRCRAFT SAFELY WITHOUT ENDANGERING LIFE OR LIMB? (Circle one)	YES	NO
<hr/> <b>FOR FLYING UNIT USE ONLY BELOW THIS LINE</b>		

**FOR CIVILIAN ORIENTATION FLYERS:**

- 1) Send this form to the Flight & Operational Medicine Clinic (FOMC) for an AF Form 2992.
- 2) The FOMC may require an appointment with the Orientation flyer by their personal health care provider and/or the FOMC prior to completing the AF Form 2992.
- 3) The AF Form 2992 may be valid for NO MORE THAN fourteen (14) days from the date of issue.


**FOR MILITARY ORIENTATION FLYERS:**

- 1) If all answers on this form are "NO", an AF Form 2992 is not required for this Orientation flight; ensure that this form is completed WITHIN fourteen (14) days of the Orientation flight.
- 2) If any answers are answered "YES", send this form to the Flight Surgeons Office (FSO) for an AF Form 2992.
- 3) The FSO may require an appointment prior to completing the AF Form 2992.
- 4) The AF Form 2992 may be valid for NO MORE THAN fourteen (14) days from the date of issue.

## Attachment 5

## SAMPLE ORIENTATION FLIGHT APPROVAL TEMPLATE

Figure A5.1. Sample Orientation Flight Approval Template.

	<p>DEPARTMENT OF THE AIR FORCE PACIFIC AIR FORCES</p>	<p>22 October 2021</p>
<p>MEMORANDUM FOR 18 WG/CC</p>		
<p>FROM: XX XXX/CC</p>		
<p>SUBJECT: Spouse Orientation Flight Approval</p>		
<p>1. In accordance with DAFMAN11-401, <i>Aviation Management</i>, 18 WG/CC is the approving authority for Orientation Flights in 18 WG aircraft. The XX XXX Squadron requests to conduct Spouse Orientation Flights on assigned XX-XX aircraft on 7 November 2021. These flights will be open to the spouse of active-duty members assigned to the 18th Operations Group and 18 XX leadership. Spouses of units with members who routinely support the rescue mission will also be invited.</p> <p>2. Spouse Orientation Flights present an opportunity to familiarize them with the XX mission and provide a better understanding of the military member's role on daily operations. Crews will fly a local route starting and ending at Kadena AB to provide spouses with a first-hand experience of flying operations. Sortie duration will be approximately 30 minutes.</p> <p>3. Operations will be conducted IAW DAFMAN11-401, DAFMAN11-401 PACAFSUP Attachment 8, KABI11-401, <i>Orientation Flight Program</i>. Passengers will receive abbreviated life support, egress, and water survival familiarization prior to flight. Additionally, all ground and flight operations involving passengers will adhere to AFMAN 11-2XX-XXV3, <i>XX-XX Operations Procedures</i>.</p> <p>4. Please direct any questions to the POC for this request, Capt XXXXX XXXXX at DSN 634-XXXX or XXXX.XXXX@us.af.mil</p>		
<p>XXXXX X. XXXXX, Lt Col, USAF Commander, XXth XXXX Squadron</p>		

1st Ind to XX XXX/CC, 22 Oct 19, Spouse Orientation Flight Approval

18 OG/CC

MEMORANDUM FOR 18 WG/CC

Recommend approved/~~disapproved~~.

TAYLOR T. FERRELL, Col, USAF  
Commander, 18th Operations Group

2d Ind, 18 WG/CC

MEMORANDUM FOR XX XXX/CC

Approved/~~disapproved~~.

DAVID S. EAGLIN  
Brigadier General, USAF  
Commander, 18th Wing