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4TH FIGHTER WING**

**SEYMOUR JOHNSON AIR FORCE
BASE INSTRUCTION 11-401**



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FLYING OPERATIONS

**4TH FIGHTER WING ORIENTATION
FLIGHT PROGRAM**

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SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Changes include eliminated the distinction between incentive and familiarization flights, there are two primary categories of flights: "Orientation Flights" and "Distinguished Visitor (DV) Flights."

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1. PROGRAM OVERVIEW

1.1. **Overview.** The purpose of the 4 FW Orientation Flight Program is to reward, motivate, or increase an individual's understanding of the 4 FW mission, and to increase public understanding and appreciation of the USAF. These flights will only be accomplished when they are determined to be in the best interest of the USAF.

1.2. **Categories.** The recent change to DAFMAN 11-401, *Aviation Management*, eliminated the distinction between incentive and familiarization flights. There are two primary categories of flights: "Orientation Flights" and "Distinguished Visitor (DV) Flights". Due to the ejection seat restriction "Spouse Orientation Flights" will not be incorporated into this program. There are two additional categories that also relate to the 4 FW Orientation Flight Program: "Public Affairs Flights" and the "Spouse Taxi Program." See Chapter 4 below for expanded guidance regarding the different categories.

1.3. **Participants.** An orientation flight participant is defined as any individual flying on a 4 FW aircraft who is not qualified, undergoing qualification training, performing in-flight duties, or otherwise required to fly in that aircraft for mission accomplishment.

1.4. **General Guidance.** The orientation flight program is a valuable tool for the 4 FW, Air Combat Command (ACC) and the Air Force; effectively managing it requires strong leadership at all levels to ensure the Air Force derives the appropriate benefit. Orientation flights for personnel fully knowledgeable of 4 FW's role and mission (i.e. recently separated or retired rated personnel) are not appropriate and should not be approved.

1.4.1. Though orientation flights give military and civilian personnel the opportunity to witness 4 FW and USAF missions firsthand, some restraint must be imposed on the scope of the program. Orientation flights have the potential to reduce training effectiveness, consume critical flying hours, and expose non-flying personnel to certain risks. This program will be executed to the greatest extent practical; however, operational training requirements and maintenance sortie generation capabilities will have priority over all orientation flights. Additionally, all orientation flights will be flown on a non-interference basis and in conjunction with regularly scheduled training sorties; no additional hours will be allocated.

1.4.2. In accordance with the DAFMAN11-401_ACCSUP, unless otherwise noted, the approval authority for orientation flights is delegated to the level of, but not lower than, the 4 FW/CC. Reference DAFMAN11-401_ACCSUP, Table 5.1 for a matrix of orientation flight approval authorities.

1.4.3. Unless otherwise noted, personnel are authorized no more than one orientation flight in 4 FW aircraft per PCS assignment, regardless of category flown. Consider foreign national military exchange personnel assigned to 4 FW units as U.S. military for purposes of this instruction, except an exchange officer cannot fly in a two-place, U.S. owned aircraft with another foreign national. Only pilots who are U.S. citizens can fly a foreign national on an orientation flight in 4 FW aircraft. **Note:** Flights involving foreign nationals must be reviewed for foreign disclosure requirements and political concerns. Ensure foreign disclosure requirements and base visit requests are satisfied according to DAFMAN 16-201, *Department of the Air Force Foreign Disclosure and Technology Transfer Program*.

1.4.5. The 4 FW Orientation Flight Program will include participation of the members and spouses of the 414th Fighter Group.

2. ROLES AND RESPONSIBILITIES

2.1. The 4 FW Commander (4 FW/CC) shall:

2.1.1. Have overall responsibility for the execution of the 4 FW Orientation Flight Program.

2.1.2. Provide approval for orientation flight requests (and waivers) or forward for HHQ approval, as required.

2.2. Group, Squadron, and Associate Unit Commanders (Including 414 FG) will:

2.2.1. Establish procedures to manage nomination requests submitted for approval.

2.2.2. Select nominated individuals for orientation flights in accordance with [Chapter 5](#) of this instruction and submit to 4 FW/CC for approval.

2.3. Chief, Aerospace Medicine (SGP) will:

2.3.1. Establish procedures to screen medical records and physically examine orientation flight candidates, military and civilian, to ensure they are medically qualified for flight.

2.3.2. Ensure DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*, is completed and forwarded to the host fighter squadron.

2.4. Wing Scheduling (4 OSS/OSOS) will:

2.4.1. Serve as the overall manager of the 4 FW Orientation Flight Program.

2.4.2. Provide assistance as required with staffing requests, scheduling required training and answering questions about the program.

2.4.3. Monitor, track and prioritize approved orientation flights via the Master Orientation List and ensure allocated quotas are not exceeded.

2.4.4. Maintain historical data of all orientation flights for the calendar year and provide a weekly program summary.

2.5. Wing Aircrew Flight Equipment (4 OSS/OSL) will:

2.5.1. Provide required Aircrew Flight Equipment (AFE) training in accordance with [Paragraph 3.2](#) of this instruction.

2.5.2. Ensure the host fighter squadron fits participants with required flight gear and provide additional assistance as necessary.

2.6. Wing Program Security Manager (4 FW/AP) will:

2.6.1. Establish procedures to prevent the release of classified information to personnel who are not appropriately cleared and who do not possess a valid need to know.

2.6.2. Review any media taken on the flight-line or in flight, or designate a representative to do so, to ensure no unauthorized photos were taken that might compromise classified information.

2.7. Wing Public Affairs (4 FW/PA) will:

2.7.1. Serve as the Point of Contact (POC) for all DV and PA orientation flights, and assist with requests requiring HHQ approval, in accordance with Paragraphs **5.2.11** and **5.3.1** of this instruction.

2.7.2. Review any media taken during the flight, or designate a representative to do so, prior to release to the general public.

2.8. Host Flying Squadrons will:

2.8.1. Assign a POC for the flight to assist the participant with scheduling all required training and to answer any questions they may have.

2.8.2. Ensure all required training is accomplished in accordance with **Chapter 3** and **Paragraph 5.4.4** of this instruction prior to stepping for flight.

2.8.3. Ensure Pilot in Command (PIC) provides appropriate flight brief and reviews rear cockpit procedures (normal and emergency) with the participant prior to flight.

2.8.4. Coordinate with maintenance to ensure the jet is properly configured for the orientation flight.

2.9. Nominees Approved for an Orientation Flight will:

2.9.1. Report any approved Leave or TDYs and changes in eligibility to 4 OSS/OSOS for scheduling de-confliction.

2.9.2. Ensure all required appointments and training outlined in **Chapter 4** is accomplished and hand-carry all completed checklists and waivers (as required) to the host flying squadron prior to flight.

2.9.3. Arrive at the squadron on time, with the appropriate flight gear, and ready to fly on the day of the scheduled flight.

3. GUIDANCE AND PROCEDURES**3.1. Medical Requirements.**

3.1.1. All orientation flight candidates scheduled to fly in an F-15E will be referred to the flight medicine clinic for a medical clearance prior to the flight. A flight surgeon will accomplish a medical records review and a physical examination. In lieu of medical record review, civilians may provide a statement of health from their physician to include a summary of medical problems and medications. All individuals (military and civilian) identified for orientation flights must be able to safely eject without unduly endangering life or limb.

3.1.2. Units will use the minimum and maximum body weight standards for flight candidates outlined in **Table 3.1** below.

Table 1. Anthropometric Standards for Orientation Flights.

Airframe	Weight		Buttock-to-Knee Maximum	Sitting Height	
	Minimum	Maximum		Minimum	Maximum
F-15E	103 lbs.	245 lbs.	27.2 inches	34.9 inches	44.1 inches

3.1.2.1. Individuals selected for orientation flights who do not meet anthropometric standards are referred to the 4 FW/CC for final disposition. **Note:** ACES-II ejection attempts above 340 KEAS (Knots Equivalent Air Speed) can result in increased injury risk due to limb flail and drogue chute opening shock for body weights below 140 pounds. ACES-II ejection attempts above 400 KEAS with body weights in excess of 211 pounds increase the risk of injury.

3.1.2.2. Weight waivers are approved with coordination from the 4 OG/CC who may impose airspeed restrictions in the orientation flight profile. If waiving weight specifications, ensure the individual selected for orientation flight is briefed on the increased risk of injury. Buttock-to-knee waivers to exceed maximum length are not authorized. **Note:** The examining flight surgeon has no waiver authority for orientation flights.

3.1.3. An aeromedical provider will communicate medical clearance and recommendations and/or restrictions to the host flying unit on DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*. This clearance will be valid for no longer than 14 days. **Note:** ARC clearances will be valid for no longer than 40 days.

3.1.4. Participants will not fly in 4 FW aircraft while taking any medication (unless specifically approved by a flight surgeon) or while under the influence of alcohol. Participants will wear glasses in lieu of contact lenses. Do not fly pregnant women in ejection-seat aircraft.

3.2. Training Requirements.

3.2.1. Aerospace and Operational Physiology (AOP) officers (or flight surgeons when AOP officers are not available) will provide a briefing on hypoxia, G-LOC, use of oxygen equipment, trapped gas/Valsalva maneuver, airsickness prevention, and acceleration forces. This brief will take place no earlier than 72 hours prior to flight; if 72 hours are exceeded before flight, training will be re-accomplished.

3.2.1.1. Reduced Oxygen Breathing Device (ROBD) may be used to familiarize trainees with their hypoxia symptoms and provide training in oxygen system use if trainees are medically cleared. ROBD familiarization may not negatively impact aircrew and parachutist AP training schedules.

3.2.1.2. AOP officers (or flight surgeons when AOP officers are not available) and the PIC will brief G-LOC and preventive measures for every orientation flight in a high-performance aircraft, regardless of the planned G-loading.

3.2.2. The 4 FW/CC may authorize physiological training for civilians when required for military orientation flights. Physiological training should be associated with a pending aircraft flight or other mission-oriented purpose due to the high-risk nature of exposure to reduced partial pressures and/or barometric pressure changes during the training course.

3.2.3. All participants will receive applicable Aircrew Flight Equipment (AFE) training, Emergency Parachute Training and Emergency Egress Training no earlier than 72 hours prior to flight. If 72 hours are exceeded before flight, training will be re-accomplished. Accomplish training hands-on as much as practical.

3.2.3.1. The 4 FW/CC may authorize physiological training for civilians when required for military orientation flights. Physiological training should be associated with a pending aircraft flight or other mission-oriented purpose due to the high-risk nature of exposure to reduced partial pressures and/or barometric pressure changes during the training course.

3.2.4. Orientation flight participants flying over water beyond gliding distance to land will also receive water survival familiarization academics and hands on training with life preservers/life rafts.

3.2.5. The sponsoring unit will fit participants with flight-dress uniforms, gloves, jackets (if required), boots, helmets, oxygen masks, and anti-exposure suits (if required).

3.2.6. The PIC will conduct an aircrew flight briefing the day of the sortie. The flight briefing will cover all aspects of the flight to reduce apprehension. Emphasis will be placed on crew coordination, egress, and transfer of aircraft control (if applicable). Additionally, the PIC will review rear cockpit procedures (normal and emergency) with the participant prior to flight.

3.3. Documentation Requirements:

3.3.1. All orientation flight approvals will be documented. Participants will be properly manifested on DD Form 2131, *Passenger Manifest* and briefed before flight. Do not place participants on flight authorizations. Participants will not log time on the AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*, nor will they qualify for hazardous duty incentive pay (HDIP).

3.3.2. The sponsoring unit must execute DD Form 1381, *Air Transportation Agreement*, before an orientation flight for any person except DoD personnel. Retain form until completion of the flight.

3.3.3. Signed parental consent is required if the participant is not on Active Duty and under the age of 18.

3.3.4. Maintain all orientation flight documentation for a period of one year following the orientation flight.

4. CATEGORIES AND RESTRICTIONS

4.1. Distinguished Visitor Flights.

4.1.1. Distinguished Visitor (DV) flights display USAF weapons systems to individuals, so they gain a better understanding of the particular aircraft and mission. Examples: Federal Government officials, foreign officials and Members of the House and Senate.

4.1.1.1. Most DV flight participants will not be physiologically prepared for the stresses that can be encountered; therefore, these flights restrict normal mission training. DV orientation flights require dedicated profiles during daylight hours and will be planned and executed in a low-risk environment. DV flights may be flown either

single-ship or in two-ship formations. All external ordnance (live or inert) will be downloaded from the aircraft and all guns will be mechanically Safed (does not apply to Captive Air Training Missiles [CATMs]). With the exception of takeoff and landing, minimum altitude is 1,000 feet AGL.

4.1.1.2. DV flights flown at night require WG/CC approval and will only be approved on a case- by-case basis when there is a valid requirement, and it serves a specific purpose. For such flights the benefit gained must warrant the increased risk. **Note:** Members of Congress or their staffs, key federal officials, and general/flag officers would be more likely to have a valid requirement to fly under the less restrictive criteria, so the increased risk may be acceptable.

4.2. **Orientation Flights.**

4.2.1. Orientation Flight Program is to reward, motivate, or increase an individual's understanding of the 4th FW mission. This program is a valuable tool to the Air Force, and effectively managing the program requires strong leadership at all levels to ensure the Air Force derives the appropriate benefit.

4.2.2. Most orientation flight participants will not be physiologically prepared for the stresses that can be encountered; therefore, these flights shall be conducted during daylight hours, and will be planned and executed in a low-risk environment. Flights may be flown either single-ship or two-ship formation. All external ordnance will be downloaded from the aircraft and all guns will be mechanically safed (does not apply to Captive Air Training Missiles [CATMs]). With the exception of takeoff and landing, minimum altitude is 1,000 feet AGL.

4.3. **Spouse Taxi Program.**

4.3.1. Units may use aircraft not appropriate for spouse orientation flights (e.g., fighters) for taxi rides. 4 FW/CC is the approval authority for this program, but may delegate its administration to the 4 OG/CC.

4.3.2. Spouse taxi rides must adhere to the following requirements:

4.3.2.1. The squadron performing the taxi ride will outfit participants with the following items: Flight-dress uniforms, flight gloves, flight jacket (if required), helmet, oxygen mask and harness. Participants will wear flight boots or athletic shoes that provide adequate support in the event of ground egress. Aircrew flight equipment specialists will inspect shoes worn to ensure they will adequately allow member to egress the aircraft if needed.

4.3.2.2. The PIC will brief participants thoroughly on emergency ground egress, as well as handles and switches they must not move (i.e., ejection handles). Do not remove ejection pins under any circumstances. The PIC will ensure participants are physically capable of emergency ground egress.

4.3.2.3. Complete all normal taxi, before takeoff and post-landing checks and procedures (excluding arming seats and removal of ejection pins) as appropriate. The pilot will obtain clearance onto the active runway, complete checks through afterburner initiation, then release brakes and bring the throttles to idle after experiencing acceleration. Do not exceed 50 knots during the acceleration and do not exceed

maximum taxi distance. Complete appropriate hot brakes/wheels inspections (as required) between taxi trips, if making multiple runs.

4.3.2.4. Spouses are not permitted on the same aircraft when another family member is acting as a crewmember.

4.4. Public Affairs Flights.

4.4.1. The Air Force conducts public affairs flights for prominent U.S. citizens, celebrities, foreign national civic leaders, civic leaders, news media representatives, local and state government officials, individuals participating in AFRS/CC approved aviation/STEM programs, etc. This includes civic leader tours, civic leader flights, and news media imbeds. Guidance for public affairs flights (media and non-media) is provided in DoDI 4515.13 (Section 8, paragraph 8.2) DAFI 35-101, *Public Affairs Operations*, and DAFMAN 35-101, *Public Affairs Procedures*, to include approval authorities for non-media public affairs flights and news media flights.

4.5. Orientation Flights in Non-US Air Force Aircraft.

4.5.1. HQ ACC/A3T may authorize flights in non-USAF aircraft for individuals within their command who are otherwise eligible to fly on U.S. government aircraft. Prior to authorizing such flights, approving authorities will ensure a valid requirement exists.

4.5.2. Obtain approval from the appropriate authority that controls the non-USAF aircraft. The approving office will clearly indicate to the non-USAF controlling authority and the foreign government (as applicable) that acceptance of an orientation flight does not imply that the USAF/US Government extends a reciprocal invitation to non-USAF or foreign government (as applicable) personnel.

4.5.3. Individuals will not log flight time and flights do not satisfy flight pay or operational flying duty accumulator credit requirements.

4.6. Additional Flight Restrictions.

4.6.1. Oxygen and pressurization requirements are in accordance with AFMAN 11-202V3, *Flight Operations*, para. 3.21.. Ensure sufficient oxygen for the planned mission is available to all occupants before takeoff. Aircrew will use supplemental oxygen any time the cabin pressure altitude exceeds 10,000 feet MSL. Supplemental oxygen will be used by all occupants between 14,000 feet MSL and FL250.

4.6.2. Orientation flights will not be point-to-point flights. Requests for point-to-point travel must be specifically addressed and approved by SECAF. An orientation flight cannot be used for transporting an individual from one location to another.

4.6.3. The participant will occupy the rear seat and will not have control of the aircraft during critical phases of flight. **Exception:** With an IP aboard, rated-pilot general/flag officers may fly in the front seat provided the following is accomplished: Bold Face/Critical Action Procedures (CAPs) Test (if applicable) and appropriate normal/emergency procedures training in a simulator.

4.6.4. Critical phases of flight are defined as takeoff, rejoins to close formation, close formation (fingertip/close trail), air-to-air refueling, actual live or inert weapon deliveries, simulated weapons deliveries (other than level deliveries), tactical maneuvering/ACBT

where the bank angle exceeds 45 degrees, low altitude flight below 1,000 feet AGL, approach, and landing.

4.6.5. In accordance with SECDEF and CSAF policy memos, civilians receiving orientation flights will not be given control of the aircraft or operate any aircraft flight control, aircraft system, or weapon during any phase of flight. **Exception:** civilian participants may be required to perform emergency operations, when directed by the PIC.

4.6.6. Do not perform abrupt or unexpected maneuvers, stalls, approaches to stalls, high angle- of-attack (AOA) maneuvering, aircraft buffet training, slow-speed air-refueling demonstrations, simulated emergencies (to include no-flap landings and unusual attitudes), or minimum interval takeoffs. **Exceptions:** Crews may perform simulated emergencies and minimum interval takeoffs with military/FAA air traffic controllers or military rated personnel on board, if an IP is occupying a pilot's seat. Do not consider practice emergency separations during air refueling and practice manual-gear extensions as emergencies for purposes of this instruction.

4.6.7. Only perform aerobatic flight when the participant desires. Weigh such participant requests judiciously to ensure the flight experience remains positive. Avoid excessive G-loading and extended negative G-flight.

4.6.8. Ensure measures are taken to prevent the release of classified information to personnel who are not appropriately cleared and who do not possess a valid need to know.

5. PROGRAM MANAGEMENT

5.1. Orientation Flight Allocation.

5.1.1. To facilitate the goal of providing an enhanced connection to the flying mission and to recognize outstanding performance in the wing, orientation flights will be typically nominated and awarded by one of three methods: winning a Wing-level annual award, via a Group nomination process, or via selection at the respective fighter squadron level. In order to allow flexibility amongst fighter squadrons with regards to sortie generation capability, training requirements, TDY and deployment considerations, etc., this program will not have a benchmark number of orientation flights to achieve beyond prioritizing Wing-level annual award winners for an orientation flight. For allocation and tracking purposes, this program will be based on the Calendar Year. Final approval authority for an orientation flight will remain with the 4 FW/CC.

5.1.2. Non-rated winners of Wing-level Annual Awards (Amn, NCO, SNCO, 1st Sgt, CGO, FGO, Civilian Cat I/II/III, and Volunteer) will automatically have the opportunity to receive an orientation flight in an F-15E. Additionally, the 4 FW/CC (Wing Staff Agencies) and each Group Commander will be normally allocated one nominee to submit for approval three times per year (by default in January, May and September), however this process may be increased to a quarterly basis or decreased to a semiannual basis to accommodate demands and constraints in the flying squadrons. Decisions to change this timeline and process from the default timeline will ultimately be determined by the 4 OG/CC.

5.1.3. Individuals awarded an orientation flight via either Wing-level Annual Award or the Group nomination process will comprise a list hereafter referred to as the Primary List.

FS/CCs can submit nominations for other individuals as they see fit following the process outlined below in [Paragraph 5.2.5](#) and [Paragraph 5.2.8](#).

5.2. Orientation Flight Scheduling.

5.2.1. At the beginning of the month in January, May, and September, 4 OSS/OSOS will solicit Group Commanders and the Wing Staff Agencies for a single nomination per group. Squadron Commanders or subordinate chains of command will forward orientation flight candidates to group commanders through whatever process that group commander deems appropriate. Squadron Commanders or equivalents will consider a candidate's previous fighter orientation flight opportunities, their desire to fly in a fighter aircraft, and their physical ability to handle the stresses of flight in fighter aircraft before submitting a name for approval. The weight waiver request ([Attachment 3](#)) will be included as required for 4 FW/CC approval.

5.2.2. Group commanders are responsible for selecting and submitting their nominees for 4 FW/CC approval, via a nomination memo ([Attachment 2](#)) routed through 4 OSS/OSOS not later than the 20th of the respective month (i.e. 20 Jan, 20 May, or 20 Sep). Group Commanders will ensure weight waiver requests are completed as required prior to submission, and PCS/TDY considerations or other extenuating circumstances should be noted as well.

5.2.3. 4 OSS/OSOS will maintain the Master Orientation List (MOL). Prior to forwarding requests to the 4 FW/CC, 4 OSS/OSOS will ensure the appropriate paperwork is complete and that the individual has not previously received an orientation flight via referencing the MOL. The 4 FW/CC will formally approve requests and notify 4 OSS/OSOS in order to update the MOL.

5.2.4. 4 OSS/OSOS will also vet applicable Annual Wing-Level Award Winners via the MOL to verify whether they have previously received an orientation flight. If not, 4 OSS/OSOS will reach out to the appropriate chain of command of the award winner to determine eligibility and desire to fly and include the individual on the MOL as applicable. Individuals awarded an orientation flight via the group nomination process or as a result of an Annual Wing-Level Award will be annotated on the MOL as Primary List members.

5.2.5. Fighter Squadron Commanders may fly other individuals they see fit, as well. In order to do this, they will need to notify 4 OSS/OSOS of the names they intend to fly via the nomination memo in [Attachment 2](#). 4 OSS/OSOS will follow a similar process as above in ensuring individuals are not already on the MOL before submitting to the 4 FW/CC for approval. Once approved, 4 OSS/OSOS will be notified in order to add the individual to the MOL. These individuals will not be Primary List members.

5.2.6. In the event of delays for bona fide reasons (i.e. weather, maintenance, etc.), approvals are valid for six months, but all requirements outlined in [Chapter 3](#) of this instruction apply. Applicable training will be re-accomplished as necessary.

5.2.7. To maximize scheduling efficiency, nominees approved for an orientation flight will keep 4 OSS/OSOS informed of any pending leave or TDYs and any change in medical status that would prevent them from flying. If a nominee declines a flight for other than medical reasons or an approved leave/TDY, they will be removed from the MOL.

5.2.8. Fighter Squadrons will be encouraged to fly one or more orientation flight “Go’s” per quarter, and they will coordinate these planned orientation flights via annotation on their Turn Pattern Tracker documents and discussion at periodic Ops/MX meetings or equivalents. These flights will be planned a minimum of two weeks in advance to ensure candidates have ample time to coordinate time away from their primary duty and are able to schedule all of the required training, etc. When a Fighter Squadron determines it will fly orientation flights, it will notify 4 OSS/OSOS in order to receive a list of individuals from the Primary List. Fighter Squadrons may elect to fly individuals approved to fly via **Paragraph 5.2.5** but not on the Primary List, however it must dedicate NO LESS THAN 20% of its orientation flight lines to individuals from the Primary List.

5.2.9. Flying squadrons deployed off-station while TDY are encouraged to coordinate for off-station orientation flights when practical. Commanders on deployment/TDY will coordinate for 4 FW/CC approval of off-station orientation flights by notifying 4 OSS/OSOS and submitting all required nominations and waivers as required prior to departure from home-station if possible. In the instance of off-station orientation flights, if Primary List members are present and able to fly, the 20% requirement will still apply. If there are no eligible Primary List members present on the TDY/deployment, the 20% requirement will not apply. All requirements in **Chapter 3** still apply.

5.2.10. Spouse Taxi Ride eligibility and restrictions are in accordance with **Paragraph 4.5** of this instruction. Squadrons will route a Spouse taxi ride approval memo (**Attachment 5**) to 4 OSS/OSOS, who will route to the 4 FW/CC to approve.

5.2.11. The 4 FW/PA will normally be the OPR for DV and PA flights and will forward requests through 4 OSS/OSOS to the appropriate approval level, as required. 4 FW/PA will coordinate with Wing Protocol (4 FW/CCP) and 4 OSS/OSOS for scheduling approved DV or PA flights, keeping the 4 OG/CC and 4 FW/CC informed. A host squadron will then be assigned and a POC for the flight will be appointed. **Note:** Squadrons wanting to fly their Honorary Commanders will coordinate through 4 FW/PA and will be responsible for providing an itinerary and escort official for their Honorary Commander to all required appointments throughout the day of the scheduled flight.

5.3. Requests Requiring HQ ACC (or higher) Approval.

5.3.1. Orientation flight requesters requiring approval above the wing commander will include 4 FW/PA in the coordination process. Ensure the weight waiver request is included, as required (**Attachment 3**).

5.3.2. Units will submit requests for HQ ACC or higher approval with wing commander endorsement using the format and information included in **Attachment 4** and adhering to guidance and timelines in the DAFMAN11-401_ACCSUP, *Aviation Management*, to include approval documentation requirements and follow-up after action reports mentioned in DAFMAN11-401_ACCSUP, *Aviation Management*, Attachment 8.

5.4. Orientation Flight Execution.

5.4.1. Once a Fighter Squadron agrees to an orientation flight for an individual, the Fighter Squadron will notify 4 OSS/OSOS, who will then notify the owning Group Commander and the nominated participant upon selection if said individual is on the Primary List.

5.4.2. The host fighter squadron will assign a POC for the flight to assist all participants with scheduling all required training and to answer any questions they may have. 4 OSS/OSOS will send the orientation flight certification/pre-flight checklist (**Attachment 6**) and the weight waiver request in **Attachment 3** (as necessary) to the designated orientation flight POC for distribution as required to the participants. Additionally, the host squadron will coordinate with 4 FW/AP prior to any orientation flight to ensure proper security measures are followed.

5.4.3. Medical, physiological, and AFE training will be completed in accordance with **Chapter 3** of this instruction. The host squadron will ensure egress, parachute, and Aircrew Flight Equipment training is scheduled no earlier than 72 hours and medical screening no earlier than 14 days prior to an orientation ride. Training will be annotated on the orientation flight certification/pre-flight checklist (**Attachment 6**) and signed by the appropriate individuals.

5.4.4. Prior to stepping for flight, host squadron supervision (i.e. SARM and Top-3) will verify all required training is accomplished and all forms filled out completely. They will then certify the participant is cleared for flight by signing the appropriate sections of the certification/pre-flight checklist (**Attachment 6**). **Note:** it is ultimately the participant's responsibility to ensure that all required training and appointments are accomplished prior to flight. Failure to accomplish required training will result in the cancellation of the sortie; rescheduling a cancelled sortie will be at the discretion of the host flying squadron.

5.4.5. Participants will be briefed on media/camera usage and restrictions prior to flight, and flight line photo passes will be utilized as required. Cameras will not be brought onto the flight-line or into the cockpit without prior approval. Any media used during an orientation flight will be reviewed by 4 FW/AP, or their designated representative, prior to leaving the flight-line to ensure no unauthorized photos were taken. Media will also be reviewed by 4 FW/PA, or their designated representative, prior to release to the general public.

5.4.6. In the event of aircraft attrition (ground aborts, fallout, etc.), it will be at the host squadron commander's discretion to determine the priority and whether the orientation flight will fly, if the aircraft configuration is compatible for training, and if sorties can be made up at a later time. If the orientation flight does not take place, then notify 4 OSS/OSOS with the reason for the cancellation and provide an alternate date, if known.

5.4.7. The orientation flight POC will report completed orientation flights by emailing 4 OSS/OSOS at the earliest practical opportunity.

LUCAS J. TEEL, Colonel, USAF
Commander, 4th Fighter Wing

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

DoDI 4515.13, *Air Transportation Eligibility*, 22 Jan 2016
DAFMAN 11-401, *Aviation Management*, 27 Oct 2020
DAFMAN 11-401_ACCSUP, *Aviation Management*, 30 Jul 2021
DAFMAN 16-201, *Department of the Air Force Foreign Disclosure and Technology Transfer Program*, 19 Jan 2021
DAFMAN 48-123, *Medical Examinations and Standards*, 8 Dec 2020
AFMAN 11-202V3, *Flight Operations*, 10 Jan 2022
AFMAN 11-301V1, *Aircrew Flight Equipment (AFE)*, 31 May 2023
AFMAN 11-403, *Aerospace Physiological Training Program*, 13 Aug 2020
AFMAN 35-101, *Public Affairs Procedures*, 7 Dec 2020
AFI 33-322, *Records Management and Informations Governance Program*, 28 Jul 2021
AFI 35-101, *Public Affairs Operations*, 20 Nov 2020

Prescribed Forms

None

Adopted Forms

DD Form 1381, *Air Transportation Agreement*
DD Form 2131, *Passenger Manifest*
DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*
DAF 847, *Recommendation for Change of Publication*
AF 1042, *Medical Recommendations for Flying or Special Operational Duty*
AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*

Abbreviations and Acronyms

ACBT—Aerial Combat Training
ACC—Air Combat Command
ACES—Advanced Concept Ejection Seat
AFE—Aircrew Flight Equipment
AFPD—Air Force Policy Directive
AF/RE—Air Force Reserve

AFRIMS—Air Force Records Information Management System

AFRS—Air Force Recruiting Service

AFTO—Air Force Technical Order

AGL—Above Ground Level

ANG—Air National Guard

AOA—Angle of Attack

AOP—Aerospace and Operational Physiology

ARC—Air Reserve Component

CAPS—Critical Action Procedures

CATM—Captive Air Training Missile

CGO—Company Grade Officer

CSAF—Chief of Staff of the Air Force

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

DAS—Date Arrived on Station

DOD—Department of Defense

DV—Distinguished Visitor

FG—Fighter Group

FGO—Field Grade Officer

FW—Fighter Wing

G-LOC—G-induced Loss of Consciousness

HDIP—Hazardous Duty Incentive Pay

HHQ—Higher Headquarters

IMC—Instrument Meteorological Conditions

IP—Instructor Pilot

KEAS—Knots of Equivalent Air Speed

MAJCOM—Major Command

MOL—Master Orientation List

MSL—Mean Sea Level

NCO—Non-Commissioned Officer

OG—Operations Group

OPR—Office of Primary Responsibility

OSS—Operations Support Squadron

PCS—Permanent Change of Station

PIC—Pilot in Command

POC—Point of Contact

RDS—Records Disposition Schedule

ROBD—Reduced Oxygen Breathing Device

SAF/AA—The Administrative Assistant to the Secretary of the Air Force

SECAF—Secretary of the Air Force

SECDEF—Secretary of Defense

SNCO—Senior Non-Commissioned Officer

STEM—Science Technology Engineering Mathematics

TDY—Temporary Duty

Attachment 2

SQUADRON ORIENTATION FLIGHT NOMINATION REQUEST (SAMPLE)

Figure A2.1. Squadron Orientation Flight Nomination Request (Sample)

(Date)

MEMORANDUM FOR 4 FW/CC

FROM: XXX GROUP COMMANDER or XXX SQUADRON COMMANDER

SUBJECT: Orientation Flight Nomination OR 33X FS Orientation Flight Request

1. The following individual(s) is/are my XX Month 20YY nominee(s) to receive an F-15E orientation flight OR Request approval for the following individuals to receive an orientation flight, IAW SJAFBI 11-401, *4th Fighter Wing Orientation Flight Program* and DAFMAN 11-401, ACCSUP, *Aviation Management*.

Name/Rank	Org	Type	PFT Score/Date/Weight *	DAS	Remarks

***Note: Weights less than 140 lbs. or greater than 211 lbs. require a waiver for flight**

2. Nominee(s) is/are (award winners/outstanding performers/deserving of an incentive ride for reasons x, y, and z), or have been recommended based on sustained superior performance. Candidates have not had a previous orientation flight opportunity while here in the 4 FW and are physically able to handle the stresses of flight in fighter aircraft. Additionally, each candidate has expressed a strong desire to be considered for this incredible opportunity.

3. If you have any questions, I can be reached at DSN 722-XXXX or xxxx@us.af.mil.

FIRST MI. LAST, Lt Col, USAF
Commander, XXX Squadron/Group

Attachment 3

ORIENTATION FLIGHT WEIGHT WAIVER REQUEST (SAMPLE)

Figure A3.1. Orientation Flight Weight Waiver Request (Sample)

(Date)

MEMORANDUM FOR 4 FW/CC

FROM: RANK FIRST MI. LAST

SUBJECT: Orientation Flight Weight Waiver Request

1. I request a weight waiver for the orientation flight that I was nominated for on _____.

2. I do hereby declare full and complete understanding that my weight of _____ lbs. is outside the approved ACES-II ejection seat limits. I recognize that ACES-II ejection attempts above 340 KEAS (Knots Equivalent Air Speed) can result in increased injury risk due to limb flail and drogue chute opening shock for body weights below 103 pounds, attempts above 400 KEAS with body weights in excess of 245 pounds also increases the risk of injury. In the unlikely event that I am required to eject from the aircraft, I fully understand and accept the potential for serious bodily harm and/or death due to the weight restriction deviation.

FIRST MI. LAST, Rank, USAF
Duty Title, XXXX Squadron

1st Ind, 4 OG/CC MEMORANDUM
FOR 4 FW/CC
Recommend Approval/Disapproval

FIRST MI. LAST, Colonel, USAF
Commander, 4th Operations Group

2d Ind, 4 FW/CC
MEMORANDUM FOR XXX SQ/CC
Approved/Disapproved

FIRST MI. LAST, Colonel, USAF
Commander

Attachment 4

HHQ ORIENTATION FLIGHT APPROVAL REQUEST (SAMPLE)

Figure A4.1. HHQ Orientation Flight Approval Request (Sample)

(Date)

MEMORANDUM FOR HQ

ACC/A3TB FROM: 4 FW/CC

SUBJECT: 4 FW Orientation Flight Approval Request

1. I request approval for the following individual(s) to receive an F-15E orientation flight from the 4 FW. IAW DAFMAN 11-401, ACCSUP, HQ ACC/A3TB is the single OPR for all orientation flight request staff packages requiring HQ ACC (or higher) approval.

Name (include Rank, if applicable)	(First, M.I., Last)
Nominee’s Contact Info	(Phone and email addresses)
Citizenship	(U.S., if other, please specify)
Position	(Job title)
Physical	(Date of flight physical, or none)
Physiological statement	(Current chamber card, or none)
When	(Requested date of flight)
Where	Seymour-Johnson AFB, NC and local area
Aircraft type	F-15E
Profile	(Flight profile)
Previous Orientation Flights	(Type aircraft and year flown)
Justification	(Clearly state the benefits to the Air Force of nominee receiving an orientation flight)
Camera or video equipment required	(Identify each camera/video recording device by make and model required)

2. The flight will be conducted as a/an (cut and paste from appropriate comments below).
- a. Distinguished Visitor Flight IAW DAFMAN 11-401, ACCSUP
 - b. Orientation Flight IAW DAFMAN 11-401, ACCSUP
 - c. Public Affairs Flight IAW DAFI 35-101 and DAFMAN 11-401
3. Please direct any questions to my POC in the (unit), Rank Name, at DSN: 722-XXXX or xxx@us.af.mil.

FIRST MI. LAST, Colonel, USAF
Commander

Attachment 5

SPOUSE TAXI RIDE APPROVAL (SAMPLE)

Figure A5.1. Spouse Taxi Ride Approval (Sample)

(Date)

MEMORANDUM FOR 4 OSS/OSOS

FROM: 4 FW/CC

SUBJECT: Spouse Taxi-Ride Approval

1. The following individuals are authorized to receive a spouse taxi in an F-15E.

Spouse Name (Receiving Taxi Ride)	Sponsor Name (Active Duty)	Org	Taxi Date
Last, First	Last, First	33X FS/FGS	

2. All spouse taxi-rides will be conducted IAW DAFMAN 11-401_ACCSUP, *Aviation Management*, 30 July 2021.

3. This authorization does not waive any additional orientation flight requirements and makes no guarantee that spouse taxi-ride will take place. Members must meet all training requirements, or receive appropriate waivers as required. If delayed for a bona fide reason (e.g., weather, maintenance, etc.), this authorization will remain valid for six months from the date of this approval.

4. Please direct any questions to 4 OSS/OSOS at 722-2437.

FIRST MI. LAST, Colonel, USAF
Commander

Attachment 6

ORIENTATION FLIGHT CERTIFICATION/PRE-FLIGHT CHECKLIST

Figure A6.1. Orientation Flight Certification/Pre-Flight Checklist

(Date)

MEMORANDUM FOR ORIENTATION FLIGHT

PARTICIPANT FROM: 33X FS ORIENTATION

FLIGHT POC

SUBJECT: F-15E Orientation Flight Certification/Pre-flight Checklist

1. Congratulations on your selection for an F-15E orientation flight! Your outstanding performance and motivation are to be commended. I assure you this flight will be an eye-opening experience you won't soon forget.

2. You must accomplish the following items prior to your flight. Failure to complete all of these required items may result in the cancellation of your orientation flight, and there is a risk it might not be rescheduled.

a. **MEDICAL CLEARANCE.** (Flight Medicine, base clinic, x1580) A flight surgeon will evaluate your health and fitness and provide instruction on how to physically adapt to the conditions of flight in the F-15E. You will need to take your medical records for review, so please arrive early enough to pick these up prior to the start of your appointment. Your medical clearance and flight surgeon's recommendations and restrictions will be annotated on a DD Form 2992 and is only valid for 14 days.

i. Your scheduled medical appointment is (date/time).

ii. Member's weight: _____ lbs. **Note:** Weight < 103 or >245 lbs. requires a waiver for flight.

- ACES-II ejection attempts above 340 KEAS (Knots Equivalent Air Speed) can result in increased injury risk due to limb flail and drogue chute opening shock for body weights below 140 pounds, attempts above 400 KEAS with body weights in excess of 211 pounds also increases the risk of injury.

Incentive Flyer Initials

iii. Weight Waiver required? Yes/No

iv. Member is/is not medically cleared for ROBD training (if avail).

Figure A6.2. Orientation Flight Certification/Pre-Flight Checklist (cont.)

i. Member is/is not medically cleared to fly.

Flight Surgeon Signature/Date

a. **PHYSIOLOGICAL TRAINING.** (Aerospace Physiology, base clinic, x0933) AOP officers, or a Flight Surgeon if AOP is unavailable, will provide a briefing on hypoxia, use of oxygen equipment, trapped gas/Valsalva maneuver, airsickness prevention, and acceleration forces, which is only **valid for 72 hours**. ROBD may be used to familiarize trainees with their hypoxia symptoms and provide training in oxygen system use as available if trainees are medically cleared.

i. Your scheduled physiological appointment is _____ (date/time).

ii. Physiological training is complete

Physiologist
Signature/Date/Time

b. **AIRCREW FLIGHT EQUIPMENT TRAINING.** (Wing AFE, Bldg. 4408, x4069) You will receive applicable life support, egress, and emergency procedures training by a Wing AFE officer, which is only **valid for 72 hours**. You will also be fitted with flight dress uniform, gloves, jacket, helmet, oxygen mask, parachute harness and anti-exposure suit (if required) by the squadron aircrew flight equipment section prior to your flight. This should be accomplished no later than one day prior to your flight.

i. Your scheduled AFE training appointment is _____ (date/time).

ii. Seat/Egress Training? Yes/No.

iii. Hanging Harness/Parachute Descent Training? Yes/No.

iv. . Water Survival Familiarization (only for flights over water)? Yes/No/NR

v. All required AFE Training is complete.

Wing AFE
Signature/Date/Time

vi. Your scheduled AFE fitting appointment is _____ (date/time).

vii. AFE fitting is complete.

Squadron AFE
Signature/Date

c. **SARM/TOP-3 REVIEW.** (333/4/5/6 FS) On the day of your flight, return the completed AF Form 1042, any required waivers and this completed checklist to the host flying squadron's duty desk. You will then be given a flight brief by the pilot, step to a jet, and fly.

- i. DD Form 1381 signed/On file (non-DoD civilians only)? Yes/No/NR.
- ii. Verify medical exam/Form 2992 is complete? Yes/No.
- iii. Flightline photography approval? Yes/No/NR.
- iv. . Weight waiver on file? Yes/No/NR.
- v. Passenger manifest complete? Yes/No.
- vi. . Member is certified for flight.

SARM
Signature/Date

Orientation Flight Pilot
Signature/Date

Top-3
Signature/Date

1. If you have any questions, please don't hesitate to contact me at 722-XXXX or xxxxx@us.af.mil. Again, congratulations and enjoy your flight!

FIRST MI. LAST, Rank, USAF
33X FS Orientation Flight