

**BY ORDER OF THE COMMANDER  
SPANGDAHLEM AB (USAFE)**

**SPANGDAHLEM AIR BASE  
INSTRUCTION**



**11-401**

**6 JUNE 2023**

**Flying Operations**

**52D 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: 52 OSS/OSO

Certified by: 52 OG/CC  
(Col Thomas J. Graham)

Supersedes: SPANGDAHLEMABI 11-401, 15 January  
2019

Pages: 10

---

This instruction implements Air Force Policy Directive (AFPD) 11-4, *Aviation Service*. It applies to all personnel assigned to the 52d Fighter Wing (52 FW), including Munitions Support Squadrons (MUNSS) and Detachments, and provides guidance for 52 FW orientation flights. All squadrons assigned to the 52 FW will conduct these flights in accordance with (IAW) Department of Defense (DoD) Directive 4515.13, *Air Transportation Eligibility*, 2 March 2022, with change 6, Department of the Air Force Manual (DAFMAN) 11-401, *Aviation Management*, 27 October 2020, United States Air Forces in Europe (USAFE) Supplement, August 2022, and this instruction. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 through appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See DAFI 90-160, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include: (1) Revision of eligibility for orientation flights for members of the 52 FW (2) Elimination of Spangdahlem specific orientation flight request form and Spangdahlem Forms 15, 16, and 17 (3) Establishes new nomination and scheduling processes for 52 FW orientation flights (4) Updates Spangdahlem Form 14, consolidated Pre-Orientation Flight Checklist.

## Chapter 1

### GENERAL

**1.1. Higher headquarters guidance regarding orientation flights is in DAFMAN 11-401\_USAFE-AFAFRICASUP.** This instruction provides additional guidance specific to orientation flights conducted in 52 FW aircraft, 52 Operations Group Commander (52 OG/CC) has the primary responsibility for oversight of the program's execution. 52 Operations Support Squadron Wing Scheduling (52 OSS/OSOS) will track and manage the 52 FW Orientation Flight Program.

**1.2. 52OSS/OSOS will track orientation flight execution and maintain a five year look back of all orientation flight participants to prevent repeat flights and prove equitable execution among participating units.** This data is available via requests to the 52 OSO/OSOS organizational email [52oss.osos@us.af.mil](mailto:52oss.osos@us.af.mil).

**1.3. Orientation flight candidates will complete all training outlined in AFI 11-401\_USAFE-AFAFRICASUP.**

## Chapter 2

### ORIENTATION FLIGHT PROGRAM SCHEDULING

**2.1. Orientation flights will be scheduled on a quarterly basis that aligns with the calendar year and will distribute sorties across the 52 FW as follows:**

**Table 2.1. Sorties Distribution.**

Group	MXG	OG	FW (MDG/MSG/MMG/WSA)	FW Leadership	DV/Other
Percentage	40%	20%	20%	15%	5%
Sorties/Quarter*	13	6	6 (2/2/1/1)**	5	2

2.1.1. \*Assumes 128 Sorties/CY including attrition, 32 Sorties/Qtr

2.1.2. \*\*MDG/MSG/MMG may trade Quarterly Sorties among Groups as desired

**2.2. Three weeks prior to the start of a new quarter, 52 OSS/OSOS will request Group Executive Officers (CCE) and the Wing Director of Staff (FW/DS) provide names for the upcoming 52 FW Orientation Flight Quarterly List, due 7 business days from the request.**

2.2.1. CCEs and the FW/DS will send names of nominated personnel, along with their DEROS and scheduling limitations (leave, TDY, etc.) to the 52 OSS/OSOS organizational email ([52oss.osos@us.af.mil](mailto:52oss.osos@us.af.mil)). Upon receipt of names, the 52 OG/CC will review and forward to the 52 FW executive office for final approval.

2.2.2. Once approved, 52 OSS/OSOS will schedule all Orientation Flight nominees for the upcoming quarter and disseminate to CCE's, FW/DS and all nominees. Along with the quarterly request for names, 52 OSS/OSOS will provide a summary of the previous quarter's and calendar year's sortie execution.

**2.3. If a nominee is unable to fly due to personal emergency, weather, or maintenance related cancels 52 OSS/OSOS will make every effort to reschedule the nominee in any remaining slots within the quarter.** If no slots are available, it will be up to that member's group to renominate for another quarter or not.

**2.4. Multiple orientation flights for a single individual will require justification from the individual's Group Commander/DS to the 52 FW Commander for approval.**

**2.5. The 480 FS/EFS Detachment Commander is the approval authority for orientation flights while off station with a D-Model available.** 52 OSS/OSOS will provide the 480 FS/EFS Detachment Commander with the applicable quarterly list, but flights are not obligated or restricted by the list. 480 FS/EFS Detachment Commander will provide 52 OSS/OSOS the names of individuals that received an orientation flight while off station for tracking purposes.

**2.6. Questions regarding the scheduling process or the Orientation Flight program may be directed to the 52 OSS/OSO Flight Commander at DSN 314 452-6665 or the 52 OSS/OSOS organizational email (52oss. [osos@us.af.mil](mailto:osos@us.af.mil)).**

### Chapter 3

#### SCHEDULING OF DISTINGUISHED VISITORS

**3.1. 52FW Protocol will serve as the primary point of contact for DV (DV Code 7 and. above) orientation flights and will work in concert with 52 OSS/OSOS and the assigned 52. FW project officer to obtain approval per AFI 11-401\_USAFESUP. 52 OSS/OSOS will submit a nomination for an Incentive or Familiarization Flight flight as required.**

**3.2. Once the DV flight is approved, 52 FW Protocol will inform 52 OG/CC, 52 OSS/OSOS. and the 480 FS of any special considerations that must be accomplished when hosting the DV. DV orientation candidates will complete all training outlined in AFI 11-401\_USAFE-AFAFRICASUP.**

## Chapter 4

### ORIENTATION FLIGHT EXECUTION

**4.1. By close of business (COB) the Thursday prior to the week of the scheduled orientation flight 52 OSS/OSOS will notify orientation flight candidates, their supervisor, and all agencies supporting the orientation flight of training dates, times, and locations.** Additionally, 52 OSS/OSOS will provide the 52 FW Pre Orientation Flight Checklist which the candidate is responsible for bringing to all training. Current required training as of this publication date is included in **Attachment 2** for reference, for the most up to date guidance refer to respective training regulations.

4.1.1. If a nominated individual is absent from the required ground training due to personal negligence, they are ineligible for the orientation flight and will not be re-scheduled. In the event of a personal emergency 52 OSS/OSOS will work with the individual to reschedule as able. If a member is medically disqualified for the flight but the condition can be remedied in a reasonable amount of time 52 OSS/OSOS will work to reschedule the individual as able.

4.1.2. In the event of a 52 FW Commander directed delay in reporting, training will be shifted as able on the scheduled day of execution or rescheduled for the next day. 52 OSS/OSOS will send adjustments to the training or flying schedule as soon as possible. For inclement weather the day of the orientation flight, candidates may call the 480 FS Operations Supervisor at 452-6033 to check the flight status.

**4.2. Orientation flight candidates will arrive at Building 360 two hours prior to the scheduled takeoff time on the day of the flight to give sufficient time for AFE fitting and crew briefing with the pilot.**

4.2.1. The designated orientation flight pilot will brief the orientation flight candidate IAW the 52 FW Orientation Flight Briefing Guide located in the 52 FW In Flight Guide prior to stepping to the aircraft.

**4.3. The 480 FS Operations Supervisor is the final approval authority for orientation flights.**

**4.4. After the flight, 480 FS/SARM will forward the completed orientation packet to 52 OSS/OSOS.** 52 OSS/OSOS will monitor each orientation flight candidate's status until orientation flight completion. If a scheduled orientation flight candidate is unable to complete their flight due to maintenance, weather, or any other unforeseen factors, the 480 FS will notify 52 OSS/OSOS.

## Chapter 5

### SPOUSE ORIENTATION FLIGHT PROGRAM

**5.1. Spouse orientation flights will be conducted IAW DAFMAN11-401 and DAFMAN11-401\_USAFE-AFAFRICASUP, refer to these manuals for more instruction.**

**5.2. The 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.**

#### **5.3. Spouse Taxi Ride Program.**

5.3.1. Spouses are limited to taxi rides in USAF fighter aircraft only.

5.3.2. The spouse taxi ride program is limited to spouses of USAF military personnel directly involved in flying operations: crewmembers, crew chiefs, flying mission support personnel, and any others requested by the 52 OG/CC. Spouses of USAF military personnel in non-USAFE units collocated with USAFE units are eligible to participate in the program.

5.3.3. The 52 FW spouse taxi ride PROJO for the event will provide names and any required information to 52 OSS/OSOS. The PROJO and 52 OSS/OSOS will ensure individual training is coordinated and scheduled. Training will include a pilot brief for possible emergency ground egress and comply with DAFMAN 11-401 USAFE-AFAFRICASUP.

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

Thomas J. Graham, Colonel, USAF  
Commander

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

AFI 11-401\_USAFESUP, *Aviation Management*, 28 October 2019  
AFI 11-301V1\_GM, *Aircrew Flight Equipment (AFE) Program*, 13 October 2022  
AFI 16-1301, *Survival, Evasion, Resistance and Escape (SERE) Program*, 03 August 2017  
AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021  
AFPD 11-4, *Aviation Service*, 12 April 2019  
DoDD 4515.13, *Air Transportation Eligibility*, 2 March 2022  
DAFMAN 11-401, *Aviation Management*, 8 Jun 2022

***Prescribed Forms***

SPANGDAHLMEAB14, *52 FW Pre Orientation Flight Checklist*

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFE**—Aircrew Flight Equipment  
**DS**—Director of Staff  
**DV**—Distinguished Visitor  
**FS**—Fighter Squadron  
**FW**—Fighter Wing  
**MDG**—Medical Group  
**MMG**—Munitions Maintenance Group  
**MXG**—Maintenance Group  
**OG**—Operations Group  
**OSS**—Operations Support Squadron  
**PROJO**—Project Officer  
**SERE**—Survival Evasion Resistance Escape  
**WSA**—Wing Staff Agency

## Attachment 2

## 52 FW ORIENTATION FLIGHT PROGRAM TRAINING REQUIREMENTS

Table A2.1. Orientation Flyer Requirements.

Training	Regulation	Currency	POC
SS06 (Emergency Parachute Training)	AFI 16-1301	120 Hours	52 OSS/SERE
LL02 (F-16 Egress Training)	AFI 11-301v1/11-401	72 Hours	480 FS/DOS
Physiological Training	AFI 11-403	72 Hours	52 AMDS/SGPT
LL01 (Aircrew Flight Equipment Training)	AFI 11-301v1/11-401	72 Hours	52 OSS/AFE
AF Form 2992 (Medical Certification)	AFI 48-123	7 Days	52 AMDS/SGPF
<b>NOTES:</b> <i>This table is for reference only. Currency timelines are accurate as of this publication date. This SABI 11-401 is not meant to be more restrictive than the parent regulations.</i>			

**A2.1. 52 OSS/OSOS will schedule all orientation flight candidates for a passenger physical appointment.** This physical is valid for 7 days.

A2.1.1. The 52d Medical Group Aerospace Medicine Squadron Flight Surgeon's office will make every effort to provide appointments that allow all required training in this section to be accomplished in the same day. If an appointment is unavailable, the 52d Medical Group Aerospace Medicine Squadron Flight Surgeon's office may authorize orientation flight candidates to accomplish their physical during sick call times.

**A2.2. Aircrew Flight Equipment Training (LL01), Egress Training (LL02), and Emergency Parachute Training (SS06) will be conducted at the Survival, Evasion, Resistance, and Escape (52 OSS/SERE) Building (Building 187).**

A2.2.1. The 480 FS will provide a qualified pilot for Egress Training (LL02).

**A2.3. 52 OSS/SERE will provide a qualified instructor for Emergency Parachute Training (SS06).** If a qualified SERE instructor is unavailable, 52 OSS/SERE instructors will certify Aircrew Flight Equipment personnel or a certified Pilot to provide the training. This method will also be used when TDY without SERE instructors.

Attachment 3

52 FW PRE-ORIENTATION FLIGHT CHECKLIST

Table A3.1. Pre-Orientation Flight Checklist.

52 FW PRE-ORIENTATION FLIGHT CHECKLIST			
1. NAME OF ORIENTATION FLYER (Last, First, Middle Initial)		2. RANK/GRADE	3. ORGANIZATION
TRAINING			
4. TRAINING (Effective Time)	INSTRUCTOR NAME	TRAINING DATE/TIME (YYYYMMDD)/ 0000	EXPIRATION DATE/TIME (YYYYMMDD)/ 0000
a. Equipment Training (LL06) (72 HRS)			
b. AFE Gear Fit (LL07) (72 HRS)			
c. Egress Training (LL02) (72 HRS)			
d. Emergency Parachute Training (SS06) (120 HRS)			
e. Flight Physical (Attach AF Form 2992) (7 DAYS)			
5. SARM REVIEW		SARM SIGNATURE	DATE (YYYYMMDD)
a. Ensure Passenger is on Manifest			
b. Received DD Form 1381, (Civilians only IAW A7.4.1, DAFMAN 11-401)			
6. OPERATIONS SUPERVISOR/PILOT REVIEW		OPERATIONS SUPERVISOR/PILOT SIGNATURE	DATE (YYYYMMDD)
a. Operations Supervisor Review			
b. Orientation Pilot Briefed Candidate IAW 52 FW Orientation Flight Briefing Guide			
ORIENTATION PILOT			
7. NAME (Last, First, Middle Initial)		8. RANK/GRADE	9. SQUADRON
			10. DUTY PHONE
FLIGHT RECORD			
11. DATE OF FLIGHT (YYYYMMDD)		12. AIRCRAFT TAIL NUMBER	13. FLIGHT DURATION
14. REMARKS			