

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

AF INSTRUCTION 11-401

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**



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Flying Operations

★FLIGHT MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 11-401, 1 October 2001, is supplemented as follows:

This supplement applies to commanders, operations supervisors, and aircrews assigned or attached to AETC for flying. With the exception of the associate instructor pilot (IP) program, this supplement does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units. AETC units may submit suggested improvements to this instruction via AF Form 847, **Recommendation for Change of Publication**, through standardization/evaluation (stan/eval) channels to HQ AETC/DOF, 1 F Street Suite 2, Randolph AFB TX 78150-4325.

Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

Unless otherwise specified, HQ AETC/DO is the overall waiver authority for this supplement. Request waivers to this instruction through stan/eval channels to HQ AETC/DO. The operations group commander (OG/CC) of the local unit generating the supplement will handle waivers to that supplement. See notes 1 through 5 below to determine unit applicability.

NOTES:

1. Air Force requirements are expressed through AFIs and this supplement. AFI guidance takes precedent. In the absence of AETC-specific guidance, mission design series (MDS) specific guidance (or AETC-approved, lead-command guidance) will be followed. This is not a supplement to the guidance found in an MDS-specific AFI (for example, in AFI 11-2T-37, Volume 3). If there is a conflict between guidance contained in this supplement and guidance contained in an MDS-specific AFI, contact HQ AETC/DOFV.
2. AETC aircrews temporarily under the operational control of another MAJCOM will comply with that MAJCOM's directives.

3. Numbered Air Force (NAF) refers to the appropriate organization with jurisdiction over the aircraft. In the case of Civil Air Patrol-US Air Force (CAP-USAF), Air University (AU) provides the oversight normally administered by a NAF. **NOTE:** In this supplement, OG/CC refers to CAP-USAF/XO.
4. The 80th Flying Training Wing (80 FTW) will comply with this instruction. However, the Euro-NATO joint jet pilot training (ENJJPT) plan of operations, memorandum of understanding, and steering committee guidance take precedence.
5. For the 336th Training Group (TRG), OG/CC and wing commander (WG/CC) both refer to the 336 TRG/CC. For the 81 TRG and 81st Training Wing (TRW), OG/CC and WG/CC refer to 81 TRG/CC and 81 TRW/CC, respectively. For the 479 FTG, OG/CC and WG/CC both refer to the 479 FTG/CC.

SUMMARY OF REVISIONS

This instruction is substantially revised and must be completely reviewed.

1.4.1.6. In cases where the member has separated or been dismissed from the Air Force, the aeronautical order (AO) will be mailed to the member's address on the separation orders.

1.4.1.7. FSC "04" (suspended) is a temporary status disqualification action pending and will not be used for more than 180 days. The HARM office will notify the OG/CC in writing of individuals who have been in FSC "04" for 150 days. The OG/CC then has 30 days to decide whether the aircrew member will be returned to flying, reassigned to nonflying, or recommended for disqualification. Request approval to remain in "04" status through HQ AETC/DOFV.

1.5.3. AETC crewmembers will ensure the host aviation systems management (HARM) office is notified when separation or retirement action is pending or when TDY in support of flight operations or deployments will exceed 30 days. The HARM office will determine whether to forward the flight record folder (FRF) to the TDY location or hold it until the individual returns.

1.5.3.1. Aircrew members are not required to perform face-to-face annual flight records reviews. The HARM office will distribute the annual computer products to the aircrew member for his or her review. The aircrew member will review all of the information contained in the annual products and go to the HARM office to perform a complete record review. If the information is correct, he or she will sign and date the record set individual data summary (IDS). The HARM office will update the annual review date in the Aviation Resource Management System (ARMS). If errors are detected, the aircrew member will sign the IDS and write a statement of contested data. After HARM office personnel take corrective action, they will provide the member with a corrected copy to verify corrections. Failure to accomplish a timely periodic review of an FRF may result in critical historical data being lost or erroneously reported to higher headquarters.

1.5.5. FRFs of flying personnel (active and inactive) will be turned in to the HARM office within 5 duty days after the member's arrival at a new duty station. The HARM office will establish local procedures with the military personnel flight (MPF) to ensure flying personnel (active and inactive) are identified and informed of their responsibilities to deliver the FRF to the HARM office. The HARM office will maintain the flight evaluation folder (FEF) with the FRF for all inactive fliers. **NOTE:** Active flying personnel will not be scheduled for flight activity until the HARM office receives the FRF.

1.6. See Attachment 4 (Added)(AETC) and Table A4.1 for information about AETC-specific flying

programs.

1.6.2.1. See paragraph A4.2 of Attachment 4 (Added)(AETC) for detailed information about additional crewmember (ACM) status.

1.8, Note. A current copy of this approval document will be kept on file in the squadron or flight. Flight orders and authorizations will be signed by the end of the flight duty day.

1.8.2.7. (Added)(AETC) The following are acceptable for use as a flight authorization (providing they include the information required in paragraphs 1.8.2.1 through 1.8.2.6 of the basic AFI):

1.8.2.7.1. AETC Form 345A, **Daily/Flight Record/Order**.

1.8.2.7.2. AETC Form 345B, **Daily/Flight Record/Order for Transports and Helicopters**.

1.8.2.7.3. AF Form 4290, **Aircraft Functional Check Flight Log and Flight Order** (previously AETC Form 203).

1.8.2.7.4. AETC Form 76, **Flight Order for Navigation and/or Support Flight**. Amendments to the AETC Form 76 may be accomplished using the AETC Form 76A, **Request and Authorization for Change of Flight Orders**.

1.8.2.7.5. Equivalent Training Management System (TMS) or Combat Training Management System (CTMS).

1.8.2.7.6. Computer Aided Aircrew Scheduling System (CAASS).

1.8.2.7.7. Time-Related Instruction Management (TRIM) product.

1.8.2.7.8. Tactical Aircrew Scheduling and Airspace Management System (TASAMS).

1.8.2.7.9. Joint Primary Aircraft Training System (JPAT) or Training Integration Management System (TIMS) that complies with the provisions of the basic AFI.

1.8.2.8. (Added)(AETC) Locally developed forms must be approved by 19 AF/DOO. TMS, CTMS, TRIM, CAASS, TASAMS, and JPATS or TIMS monitors and managers must ensure flight authorizations produced by their systems comply with paragraph 1.8 of the basic AFI and this supplement.

1.8.2.9. (Added)(AETC) Place an asterisk by the name of the designated flight or mission lead in a formation. Place a double asterisk by the alternate flight or mission lead.

1.9.3. Request for Airlift Support: (*NOTE:* The reference to passengers throughout paragraph 1.9.3 refers to space-required passengers only.)

1.9.3.1. AETC is not in the operational support airlift business; the Air Mobility Command (AMC) Tanker Airlift Control Center (TACC) is the primary source for airlift requests. Non-AETC units must request airlift support through the AMC TACC (and be denied) before making a request to AETC.

(Paragraph 1.9.3.5.3 contains request procedures for non-AETC units for direct airlift support, using AETC assets AMC TACC cannot support.) AETC units should request airlift support through AETC and AMC channels simultaneously. (AETC personnel desiring airlift from AMC will contact the local transportation office for assistance for AMC support.) Airlift support priority remains with AMC (if AMC airlift is available).

1.9.3.2. There are only two approved conditions that allow AETC aircraft to airlift passengers—dedicated airlift and AMC TACC-approved missions. AETC dedicated airlift missions are passenger- or cargo-carrying airlift missions that use AETC aircraft in support of AETC requirements and units. Procedures for requesting such a mission are as follows:

1.9.3.2.1. AETC units (for example, IG teams, Top Dollar, NAF stan/eval teams, bands) seeking an AETC-dedicated airlift mission will submit their request through 19 AF/DOO, using AETC Form 36, **AETC Passenger/Cargo Request**. **NOTE:** Requests will not be made directly to AETC flying units.

1.9.3.2.2. The 19AF/DOO will validate the requirement and coordinate with HQ AETC/LGTT to ensure compliance with DoD 4515.13-R, *Air Transportation Eligibility*, and then forward the requirement to 19 AF/CC for approval. The 19 AF/CC will then forward the request to AETC/CC for authorization. Requests require a minimum of 21 days for HQ AETC/CC approval. Short-notice requests will be considered only in extreme cases.

1.9.3.2.3. MDS-specific and other Air Force guidance further restricts training activities when carrying passengers. No additional resources (aircraft, flying time, or equipment) will be given to the unit providing the airlift for the transportation of AETC passengers or cargo. Airlift will not interfere with student training (as indicated in paragraph 1.9.3.5.2 of this supplement) and will only be provided on a noninterference basis as determined by the unit asked to provide the airlift. Personnel at all levels must prevent the misuse of airlift resources as well as the perception of their misuse.

1.9.3.3. The AETC WG/CC is the approval authority for the use of wing assets for AMC TACC missions. Units flying AMC TACC missions will notify 19 AF/DO at least 14 days prior to the events or mission. Units may volunteer for AMC TACC-approved events as long as they do not impact on student training. (See paragraph 1.9.3.5.2 of this supplement for additional information.)

1.9.3.4. AETC aircrews will only fly passengers on suitably equipped AETC aircraft. Any aircraft carrying passengers must comply with AETCI 11-301, *AETC Aircrew Life Support (ALS) Program*, and AFI 11-202, Volume 3, *General Flight Rules*.

1.9.3.5. Transportation of passengers aboard ejection-seat aircraft is not authorized. (**EXCEPTION:** Orientation flights are not considered “travel” and may be flown in accordance with this supplement. Included are ACMs and civilian academic or simulator contractors.) On a limited basis, units may allow for passenger travel in conjunction with training missions on nonejection-seat aircraft. Passenger travel must be a bonafide opportune capability generated as a result of training or logistics support requirements. The OG/CC will use the following guidelines as a starting point when considering passenger missions:

1.9.3.5.1. For all portions of a mission or sortie with passengers on board, OG/CCs must be able to ensure compliance with paragraph 1.12.2 of the basic AFI. Under no circumstances will passengers be categorized as mission essential ground personnel (MEGP) just to avoid normal passenger travel.

1.9.3.5.2. On AMC TACC and AETC dedicated airlift missions, nonpilot training (for example, flight engineers, aerial gunners, loadmasters, navigators etc.) as well as certain continuation training (CT) for permanent party members may be accomplished at the OG/CC's discretion as long as the training does not place the passengers in harms way or put unreasonable stress on them. At no time will training in emergency procedures, tactical low level, water, dissimilar formation, formation, or rescue be performed with passengers on board (except as listed in the basic AFI, paragraph 1.12.2.1). MDS-specific and other Air Force guidance further restricts training activities when carrying passengers.

1.9.3.5.3. When an AETC crewmember or aircraft part or equipment must be airlifted to or from an off-station location due to aircraft or part failure, the squadron commander (SQ/CC) or operations officer may add a ferry flight to the daily schedule as follows:

1.9.3.5.3.1. The flight will ferry (in and out) parts and equipment, additional aircrew members, maintenance personnel, and security forces. The ferry flight crew will be manned with only qualified permanent party aircrew members. The members being carried to and from the off-station location will be treated as passengers. (Refer to the basic AFI and MDS-specific guidance for restrictions when carrying passengers.) No pilot aircrew training will take place aboard the ferry aircraft during the movement of passengers and cargo.

1.9.3.5.3.2. A unit commander from one AETC unit may request another AETC unit to support a ferry flight request. The WG/CC providing the aircraft is the approval authority for all ferry missions. The ferry mission will be a "T3R" wing or base directed support mission as shown in Table A2.5 (Added)(AETC) of this supplement. Authorities for the ferry mission are Chapter 1 of AETCI 21-101, *Maintenance Management of Aerospace Equipment*; Chapter 2 of AFI 21-101, *Maintenance Management of Aircraft*; AETCI 21-104, *Aircraft Planning and Scheduling*; and this supplement.

1.9.3.6. Except for AMC TACC-tasked missions, the local command post or operations control center will be the central point of contact for handling and coordinating requests for civilian medical transportation. Refer all requests to the local command post. Aircrews from the 58 Special Operations Wing (SOW) and/or 336 TRG will ensure all search and rescue and disaster relief missions are coordinated through the rescue coordination center.

1.9.3.7. In addition to Table 1.1 in the basic AFI, Table 1.1 in this supplement contains AETC-specific information about certain items in the table.

1.9.4.6. See paragraph A4.3 of Attachment 4 (Added)(AETC) for detailed information about the instructor enrichment program (IEP).

Table 1.1. Orientation Flights.

L I N E	A Type of Flight (note 1)	B Authorized Participants	C Approval Authority (notes 2 and 3)
8	Familiarization orientation flight	Foreign military (O-6 and below or civilian equivalents)	19 AF/CC
13		Active duty and air reserve component (ARC) military members (all grades) and DoD civilian equivalents (all grades) (note 4)	WG/CC
14		Member of medical officer familiarization flight (MOFF) program (note 5)	
15		USAFA and AFROTC cadets (note 6)	
16		Members of national youth organizations and their accompanying adult leaders (Junior AFROTC, Civil Air Patrol (CAP), Scouts, etc.) (note 7)	
17		Federal Aviation Administration (FAA) and Air Force air traffic control personnel	
18		Civilian employees of DoD contractors (civilian academic or simulator contractors) (note 8)	
19		AETC civilian employees and AFRC Associate IP Program participants	
18	Incentive orientation flight	Active duty Air Force (notes 9 and 10)	
19	Spouse orientation flight	Spouses of active duty Air Force and AFRC military members	
25	All other orientation flights and public affairs travel	Those not listed above, but who otherwise fit a specific category of the basic AFI, Table 1.1 (for example, a retired military or civilian member)	HQ USAF/CV (See note 19 in Table 1.1 of the basic AFI.)

NOTES:

1. Comply with requirements of paragraph 1.9.4.7.1.6 (Added)(AETC) through 1.9.4.7.1.6.10.13 of this supplement.
2. For orientation flights requiring AETC/CC or higher approval, the WG/CC must obtain approval before making an offer of a flight. Requests will be made via AETC Form 327, **Air Education and Training Command Orientation Flight Request**, and routed through 19 AF/DO, 19 AF/CC, and AETC/CC (info HQ AETC/DO and HQ AETC/PA) no later than 21 days prior to the flight. AETC Form 327 should be submitted before detailed planning occurs. For additional guidance regarding distinguished visitor (DV) visits, refer to the basic AFI (Table 1.1) and AETCI 90-401, *Notification of Distinguished Visitors to AETC Installations*.

3. Approval authority may not be further delegated.
4. WG/CCs may approve orientation flights for active duty general officers and GM-15s and above. Prior to the flight, WG/CCs will notify 19 AF/DO, 19 AF/CC, and HQ AETC/DO via AETC Form 327 of WG/CC-approved orientation flights. To ensure timely notification, AETC Form 327 will be submitted via fax or e-mail.
5. MOFF flights are designated to familiarize Air Force medical career personnel with flight operations. The following qualify for familiarization sorties: professional staff physicians (PSP), designated aerospace medical specialists (other than flight surgeons), and personnel in medical training programs, including residents in aerospace medicine (RAM), the Uniformed Services University of Health Services (USUHS), physiological training officers (PTO), Aerospace Medicine Primary School (AMPS), and the Health Professions Scholarship Program. PSPs must arrange their own transportation to and from the base providing the familiarization flight. Each PSP will not fly more than one time each fiscal year. (At Randolph AFB, the 12 WG/CC may authorize up to four sorties a month for Wilford Hall PSPs; at Laughlin AFB, the 47 WG/CC may authorize up to two sorties a month for Wilford Hall PSPs who are TDY; and at Columbus AFB, the 14 WG/CC may authorize up to four sorties a month for Keesler Medical Center PSPs.) All orientation flight requirements must be accomplished before flight. The WG/CC is the approval authority. All MOFF sorties will be coordinated with 19 AF/DOO. Before flight, MOFF participants will be manifest on DD Form 2131, **Passenger Manifest**, and briefed by the aircraft commander.
6. On official visits, the HARM office will place United States Air Force Academy (USFA) cadets and Air Force Reserve Officer Training Corps (AFROTC) cadets on AF Form 1887, **Request and Authorization for Aeronautical Orders**. If a cadet is on leave status, the leave order will serve as authorization. Therefore, the HARM office will not be required to process an aeronautical order (AO). The cadet will be manifested on DD Form 2131. For orientation flights in ejection-seat aircraft, cadets must meet the weight restrictions of the aircraft; that is, 103 to 240 (or 245) pounds. If cadets are outside these limits, they will be restricted to flying only in nonejection-seat aircraft. (Refer to paragraphs 1.10.1.8 and A4.12 of this supplement and Table 1.1 of the basic AFI.)
7. Due to ejection-seat weight limitations, these individuals will fly in nonejection-seat aircraft only.
8. This is not intended to allow *all* government contractor employees to fly. The contractor must be performing work in direct support of the unit mission (for example, aircrew training, aircraft maintenance contractors). The contractor must make a request for familiarization flights in writing to the WG/CC for approval, justifying the operational benefits to the unit or mission. The WG/CC is authorized to fly contractors in one sortie per half year for a total of two sorties per calendar year. Under no circumstances will contractor familiarization flights interfere with student training or production. These sorties must be flown within the constraints of the existing unit flying hour program. Contractors may not instruct or perform aircrew duties. There will be no contractual expense to the government, and in no case will the Air Force be charged or held liable for loss of productivity by a civilian employee due to mission directives, delays, or cancellations.
9. WG/CCs may approve incentive flights for foreign nationals assigned to AETC wings.
10. AETC flying units will manage incentive flight numbers as part of their overall orientation flight program.

1.9.4.7.1.1. See paragraph A4.6 in Attachment 4 (Added)(AETC) for further information about incentive orientation flights.

1.9.4.7.1.2. See paragraph A4.4 in Attachment 4 (Added)(AETC) for further information about DV flights.

1.9.4.7.1.3. See paragraph A4.5 in Attachment 4 (Added)(AETC) for further information about familiarization flights.

1.9.4.7.1.4. See paragraph A4.13 in Attachment 4 (Added)(AETC) for detailed information about the Spouse Flight and Taxi Orientation Program.

1.9.4.7.1.6. (Added)(AETC) AETC Orientation Flight Guidelines:

1.9.4.7.1.6.1. The purpose of AETC orientation flights is to familiarize an individual with the AETC mission and specific aircraft missions and/or capabilities. In the preparation or conduct of the orientation flight, the individual's background, physical condition, mental attitude, etc., must be assessed to ensure his or her personal capabilities are not exceeded. (If they are, in anxiety, confusion, airsickness, and an ineffective mission could result.)

1.9.4.7.1.6.2. Each orientation flight profile will be tailored based on the above factors. Because these flights are not intended to be full-up training missions, they should not be designed to demonstrate the full aerobatic, spin, "G," etc., capability of the aircraft. Above all, individuals flying under the orientation flight program are considered passengers. The mission profile and aircraft maneuvers are restricted by the basic AFI, this supplement, and MDS-specific guidance for carrying passengers; and therefore, these individuals will be reported on DD Form 2131, **Passenger Manifest**.

1.9.4.7.1.6.3. Individuals normally receive only one orientation flight. Repeat fliers require additional approval from the commander who approved the initial orientation flight. AETC Form 327, **Air Education and Training Command Orientation Flight Request**, must indicate justification for the multiple flights.

1.9.4.7.1.6.4. AETC commanders at all levels may nominate individuals for orientation flights. (Each nominated individual must be a volunteer.) Orientation flights will be requested and approved via AETC Form 327, and justification must be provided with all requests. The request will be sent to the OG/CC of the unit controlling the aircraft requested for the orientation flight. The OG/CC will determine what type of orientation flight or profile is appropriate for the individual and who the approval authority is (in accordance with guidance in the basic AFI and Table 1.1 of this supplement). Chapter 4 of DoD 4515.13-R defines the categories of eligible passengers for orientation flights.

1.9.4.7.1.6.5. Requests for orientation flights that come directly to an AETC flight, squadron, group, or wing from non-AETC headquarters agencies will be immediately forwarded up the appropriate chain of command to the appropriate approval authority. These requests must contain recommendations for support or nonsupport. **EXCEPTION:** Requests for orientation flights for members of Congress and their staffs will be directed to the AETC Commander's Action Group (CAG). The CAG will initiate an AETC Form 327 and staff it through the AETC/CC for approval. Once the AETC Form 327 is approved, the CAG will route the form to 19 AF/DOO, who will task a unit to provide an orientation flight based on the requestor's needs.

1.9.4.7.1.6.6. The SQ/CC or equivalent will select only highly qualified instructor or mission-qualified crewmembers to conduct orientation flights.

1.9.4.7.1.6.7. Unless otherwise provided in MDS-specific guidance (technical orders [TO], AFIs, etc.), the orientation flight and generalized passenger briefing guide at Attachment 5 (Added)(AETC) will be

used to brief orientation fliers and passengers prior to flight. The aircraft commander is responsible for ensuring all passengers are briefed.

1.9.4.7.1.6.8. AETC Form 30, **AETC Orientation Flight Certificate**, may be presented to participants following orientation flights.

1.9.4.7.1.6.9. AETC flying wings and groups will send a quarterly orientation flight report through appropriate channels to 19 AF/DO by the 7th of January, April, July, and October for the preceding quarter. As a minimum, this report will include the category of sortie; full name, grade, age, and organization of recipient; approval authority for the sortie; aircraft flown; and duration of sortie. List medical officer sorties by course or category; for example, PSP, RAM. (**EXCEPTION**: Large orientation flight blocks may be listed as such, for example, five USAFA cadets, five sorties, total 5.2 hours.)

1.9.4.7.1.6.10. The following restrictions will be observed during orientation flights:

1.9.4.7.1.6.10.1. Orientation flights are normally flown within the local or home flying area. However, the WG/CC, after careful consideration of planning and safety factors, may allow off home station orientation flights after ensuring compliance with Table 1.1 of the basic AFI and DoD 4515.13-R, paragraph 3C1. Procedures for off home station orientation flights must be included in local operating procedures. Wings will publish local instructions or supplements to provide procedures, briefings, and checklists that comply with the guidelines in Attachments 4 and 5 (Added)(AETC) of this supplement. Wings will forward these publications to the 19 AF/DO for approval prior to publication.

1.9.4.7.1.6.10.2. Orientation sorties approved by AETC Form 327 are valid for 6 months or until accomplished, whichever comes first. Life support and ejection-seat training is valid for a 72-hour period and must be reaccomplished after the period expires.

1.9.4.7.1.6.10.3. Touch-and-go landings will not be performed on any orientation flights or sorties without 19 AF/CC approval. The WG/CC may further restrict the mission or sortie profile, as necessary, for the safety of the passengers.

1.9.4.7.1.6.10.4. Family members will not fly together on the same aircraft.

1.9.4.7.1.6.10.5. Active duty and ARC personnel will not receive orientation flights while in leave status.

1.9.4.7.1.6.10.6. Allowed to fly in ejection-seat aircraft. The pilot-in-command will occupy the front seat (left seat for the T-37). If the orientation recipient is at a set of controls, passengers are not permitted on board. For orientation flights in ejection-seat aircraft, all participants must meet the seat design limits (SDL) weight restrictions of the aircraft. AFROTC and USAFA cadets and midshipmen will meet the 103 to 240 (or 245) pound range. If the participant is outside these limits, he or she will be restricted to flying only in nonejection-seat aircraft.

1.9.4.7.1.6.10.7. Pregnant women will not fly in ejection-seat aircraft. However, with the flight surgeon's clearance, they may fly in nonejection-seat aircraft.

1.9.4.7.1.6.10.8. Nonrated personnel will have a medical review with a flight surgeon before flight in an

ejection-seat aircraft.

1.9.4.7.1.6.10.9. Each passenger will receive physiological training for the intended aircraft flight profile in accordance with AFI 11-403, *Aerospace Physiological Training Program*.

1.9.4.7.1.6.10.10. Each passenger will receive egress training and life support training appropriate to the aircraft in which flight approval has been granted in accordance with AETCI 11-301.

1.9.4.7.1.6.10.11. Fliers under 18 years of age must have the written permission of a parent or legal guardian.

1.9.4.7.1.6.10.12. USAFA cadets, AFROTC cadets, and active-duty military members may be given control of the aircraft under the direct supervision of an IP, who must be at the other set of controls. Control of the aircraft will be allowed only during noncritical phases of flight at or above 5,000 feet above ground level (AGL). Critical phases of flight include takeoffs and landings, radar and traffic patterns, air refueling, airdrops, and low levels. Critical phases of flight may be further restricted by MDS-specific guidance. No additional passengers will be allowed on board the aircraft, and at no time will civilian passengers be given control of the aircraft.

1.9.4.7.1.6.10.13. At no time will an individual not fully qualified in the aircraft being flown occupy a pilot's seat with a set of controls while an orientation passenger is on board the aircraft.

1.10.1.3. Operational Support Fliers (OSF). OSFs are nonaircrew military personnel who are required to perform essential, specific in-flight duties. OSFs are only required on an occasional basis, and they complete duties that cannot be done by regularly assigned aircrew; that is, OSFs have a unique skill aircrews cannot perform. Refer to Chapter 6 of AFI 11-402, *Aviation and Parachutist Service, Aeronautical Rating and Badges*, for additional guidance.

1.10.1.6. See paragraph A4.7 in Attachment 4 (Added)(AETC) for detailed information about contracted flight simulator instructors.

1.10.1.8. The HARM office will publish AF Form 1887, **Request and Authorization for Aeronautical Orders**, for these personnel, but will not enter them into ARMS. (**NOTE:** Time will not be logged in ARMS or onto AFTO Form 781, **AFORMS Aircrew/Mission Flight Data Document**.) USAFA and AFROTC cadets may be allowed multiple sorties on a noninterference basis when on board AETC aircraft during official visits or on leave status at an AETC base or unit. Advise 19 AF/DOO of all USAFA and AFROTC cadet flights at least 30 days prior to the visit.

1.10.1.9. (Added)(AETC) On a case-by-case basis, any AETC OG/CC may authorize an Air Force aircrew member of another MAJCOM to fly as an aircrew member in the AETC OG/CC's assigned aircraft if the individual is current and qualified according to MDS-specific guidance and in the authorized crew complement according to AFI 65-503, *US Air Force Cost and Planning Factors*. Aircrew members of other commands may instruct AETC student training missions (except undergraduate flying training [UFT] missions) *only* if part of a MAJCOM DO-to-MAJCOM DO agreement and the affected AETC OG/CC approves. (Requests will be forwarded through HQ AETC/DOF by name for approval.) For attached flying requests, refer to paragraph 2.20 of the basic AFI and paragraphs 2.20 through 2.20.2 of this supplement.

1.10.1.10. (Added)(AETC) Once an individual starts any portion of a flying training program for a follow-on assignment in a dissimilar aircraft (to include academics and simulator training), he or she will no longer fly outside the prescribed training syllabus.

1.10.1.11. (Added)(AETC) The HARM office will establish procedures to ensure aircrew members have completed an initial medical clearance according to AFI 48-123, *Medical Examinations and Standards*, before performing duties in an Air Force aircraft.

1.12.2.1. With OG/CC concurrence, contracted flight simulator instructors who provide flight instruction in the flight simulator at the pilot, navigator, flight engineer, boom operator, loadmaster, and aerial gunner aircrew positions may fly during student pilot training flights without mission profile restrictions. **NOTE:** Contracted academic and nonflight simulator instructors are excluded.

1.12.2.2. See paragraph A4.8 in Attachment 4 (Added)(AETC) for detailed information about mission essential ground personnel (MEPG).

1.19. (Added)(AETC) Unit Supplements. Units may supplement this instruction. However, unit supplements will not duplicate or be less restrictive than the basic AFI or this supplement. Units will not use their supplement to the basic AFI to supplement similar guidance in MDS-specific (Volume 3) AFIs or AFIs in the 11-202 series. Prior to publication, unit supplements will be forwarded to 19 AF/DOO for staffing and review through stan/eval channels to HQ AETC/DOF for approval. Once approved, unit supplements will be posted behind the basic AFI and the AETC Sup 1.

2.1.1. (Added)(AETC) The HARM office will establish procedures to notify commanders when individuals are assigned to an aircrew position indicator (API) code 5, 6, 8, B and D position where an incumbent is already actively flying. Commanders will tell the HARM office which individual to assign a flying status code (FSC) "J" (inactive). A 30-day overlap for necessary replacement changes is allowed (for example, a permanent change of station [PCS] or permanent change of assignment [PCA]), but the time limit will not be exceeded.

2.3.1. (Added)(AETC) Change the aviation service code (ASC) by using computer-generated AOs. Use AF Form 1887 only when unable to obtain a computer-generated AO. Review aircrew records for possible ASC changes when a crewmember reports to a new duty station and immediately before he or she departs PCS.

2.4.1. For aircrew members who separate from active duty Air Force and enter an ANG or AFRC active flying position effective the next day, the date of separation will be the effective date for a "P" AO.

2.4.2. (Added)(AETC) A first-assignment instructor pilot (FAIP) will remain in ASC 1X status until awarded IP qualification. The effective date of the memorandum awarding instructor status will be the effective date of changing the FAIP's ASC from 1X to 1A.

2.6.5.4.1. (Added)(AETC) FSC "S" (inactive-nonperformance) is a temporary status and will not be used for more than 180 days except duty not involving flying (DNIF). The HARM office will notify the OG/CC in writing of an individual who has been in FSC "S" for 150 days. The OG/CC then has 30 days to make a determination as to whether the aircrew member will be returned to flying, reassigned to nonflying, or recommended for disqualification from aviation service. To remain in an "S" status, the individual will request approval through HQ AETC/DOFV.

2.7.8. Submit an OFDA waiver request to HQ AETC/DOF no later than 15 November of each year.

2.12.3. See paragraph A4.9 of Attachment 4 (Added)(AETC) for detailed information about aerospace physiologists and human performance training teams.

2.12.4. Publish AOs, using AF Form 1887. Do not enter these individuals into ARMS.

2.14. See paragraph A4.10 of Attachment 4 (Added)(AETC) for detailed information about supervisory fliers (SF).

2.14.3.4. All requests for changes to API 6 and 8 positions must be coordinated through HQ AETC/DOF to HQ AETC/XPM for approval.

2.16.1. See paragraph A4.11 of Attachment 4 (Added)(AETC) for detailed information about indoctrination fliers (IF).

2.17. The OG/CC will designate the senior-ranking Air Force specialty code (AFSC) 1C0X2 as the base 1C0X2 functional manager. The base functional manager will monitor 1C0X2 manning; recommend placement of 1C0X2 personnel to improve flying operation; manage 1C0X2 initial, recurring, and proficiency training; be responsible for the security of ARMS; and be the wing point of contact (POC) for the HQ AETC 1C0X2 functional manager. The HARM office will forward a copy of the designating memorandum to HQ AETC/DOFV. The OG/CC will designate the most qualified 1C0X2 (E-7 or above or GS 6 or above—waiverable by HQ USAF/XOOT) as the HARM chief. The HARM chief and base 1C0X2 functional manager *may* be the same individual; but, as a minimum, the offices should be located together. The HARM office will forward a copy of the designating memorandum to HQ AETC/DOFV.

2.17.3.1. Squadrons and HARM offices will establish procedures with the servicing flight's medical facility to confirm daily changes in the medical status of assigned and attached aircrews.

2.18. Wings will form an AFSC 1C0X2 training committee chaired by the functional 1C0X2 or HARM chief. Committee members will be NCOICs or their designated representatives. The training committee will establish and document a comprehensive training program for 1C0X2 personnel. **NOTE:** The HARM office will review training waiver requests and make recommendations before routing them to the HQ AETC 1C0X2 functional manager.

2.18.1. (Added)(AETC) AETC units will designate a squadron aviation resource management (SARM) NCOIC who will be responsible for coordination with the base HARM office on all squadron aircrew resource, flying hours, and training requirements in accordance with the basic AFI. The SARM NCOIC will be appointed in writing by the squadron commander or operations officer.

2.18.2. (Added)(AETC) AETC units will use AETC Form 40, **Aircrew ARMS Training Assignment Tracking Record**, to adjust an aircrew member's ARMS assignments as follows:

2.18.2.1. AETC Form 40 is the source document for recording changes of aircrew qualification, crew position, MDS, formal training, proration, etc., into ARMS.

2.18.2.2. These procedures apply to AETC personnel who make changes to an aircrew member's qualifications and training for ARMS tracking.

2.18.2.3. The unit's training officer, training NCO, or stan/eval will initiate AETC Form 40 each time an aircrew evaluation changes the individual's qualification status (for example, an upgrade from flight qualified to mission qualified, copilot to pilot, or instructor to evaluator).

2.18.2.3.1. SARM personnel will not downgrade a crewmember in ARMS without a properly completed AETC Form 40.

2.18.2.4. Flight commanders must approve all prorations for their assigned aircrew members, supplying justification for the proration.

2.18.2.5. HARM or SARM personnel will update ARMS with the information supplied on AETC Form 40 and maintain that information in the training folder for the period of time it affects. The form will be destroyed when continuation training source documents are destroyed or the form no longer needed.

2.20. Flight record folders (FRF) for attached fliers will be maintained at the assigned base HARM office collocated with the individual's MPF. The unit of attachment will maintain the FEFs and aircrew qualification training and CT records. The attached flying unit's HARM office will create an ARMS "dummy" record as outlined in Attachment 6 (Added)(AETC). The flying unit's SARM sections will track the attached aircrew's qualifications and additional (ground) and continuation (flying) training requirements.

2.20.1. For all attached flier requests forwarded to HQ AETC/DO for approval, the gaining unit will identify how the assignment will meet the unit's needs and its ability to provide the resources necessary to maintain the individual's training requirements.

2.20.1.1. (Added)(AETC) The attached flier must contribute to the AETC or local mission in a tangible, positive manner. However, HQ AETC (through the wing or group commander or above) retains the right to terminate support of attached fliers when this support begins to have a negative impact on AETC personnel and its mission. On completion of assignment, the attached flying position will be terminated. A new by-name request will be required according to paragraph 2.20 of the basic AFI and this supplement.

2.20.1.2. (Added)(AETC) Attachment authority for 19 AF stan/eval crewmembers is delegated to 19 AF/DO for 19 AF flying units. An information copy of the attachment approval will be sent to HQ AETC/DOF.

2.20.2. Attached aircrew members will be maintained in the ARMS database of their home station only. The home-station HARM office will provide a user identification and password to each aircrew member's flying unit. The attached flying unit will build and maintain all aircrew training requirements in the database.

3.1. Maintain the FRF at the support base listed in Table 3.1 (Added)(AETC).

3.1.2. The HARM chief will conduct a quarterly review of aircrew incentive pay qualification and payments in accordance with DFAS DEM 7073-1, *Joint Military Pay System*. The entitlement verifications listing or memorandum will be certified by the HARM chief and maintained on file for at least 1 year.

3.1.2.1. On completion of undergraduate flying training (UFT), the HARM office will file (1) an AETC Form 240-5, **Summary Record of Training**, (2) TMS-equivalent product, or (3) another document used to verify time along with other related source documents on the right side of the FRF and update the student time in ARMS.

Table 3.1. (Added)(AETC) FRF Maintenance Locations.

I T E M	A	B
	Location of Air Force Flying Personnel	Support Base
1	AFROTC, AFRS, or CAP-USAF	Nearest Air Force installation with an FRF capability
2	Fort Rucker AL	Tyndall AFB FL
3	Brooks AFB TX	Randolph AFB TX
4	Goodfellow AFB TX	Dyess AFB TX
5	Corpus Christi Naval Air Station TX	Randolph AFB TX
6	Pensacola Naval Air Station FL	Corry Station FL
7	Whiting Naval Air Station FL	Corry Station FL

3.1.2.1.1. The HARM office will not keep the FRF if the attached aircrew member has an ARMS manager supported by ARMS at the home duty station. **NOTE:** The FRF for an inactive operational support member will be returned to the individual.

3.1.4. The HARM office will not release the FRF to an individual in suspended status (ASC 04).

3.1.4.4. Before signing out the FRF, print out an IDS and a fly history from ARMS. Conduct an FRF review with the individual to confirm accuracy of data on the IDS and fly history report. After completing the FRF review, have the individual sign and date the IDS and AF Form 614, **Charge Out Record**. File the IDS, fly history, and AF Form 614 in the unit's file. Ensure the AF Form 614 also has an approximate return date and duty phone number. Do not sign out FRF for longer than 10 duty days without the HARM chief's permission.

3.2.3. (Added)(AETC) Rated Air Force members flying joint fixed-wing training at Corpus Christi Naval Air Station TX, Whiting Naval Station FL, and Pensacola Naval Air Station FL will document their flight time on AF Form 3520, **Aircrew/Mission Flight Data**. The completed form must be turned in to the appropriate HARM office within 5 duty days of the flight. This will alleviate the member being placed in FSC "S" (inactive-nonperformance), which stops flying gate months from accumulating.

3.4. This category includes all multitask trainers, operational flight trainers (OFT), weapon systems trainers (WST), and part-task trainers (PTT) except the celestial training device and special function trainer.

3.4.2.2. When an IP is performing a maneuver or operation for currency requirements with a pilot in the other seat, the other pilot will log secondary time for the time the IP takes to accomplish currency.

3.4.3.4. On an initial or requalification instructor flight evaluation, the instructor candidate will log time in the crew position in which he or she is currently qualified.

3.4.3.5. Simulator-only instructors operating the console or instructing students in an OFT, WST, PTT, or FRASCA 242 simulator may log instructor time on the AFTO Form 781.

3.4.4. Flight evaluators authorized to evaluate on aircraft in which they are not qualified will not log “E_” flight time. An evaluator in the grade of colonel and above will use aircrew certification code “O_”; lieutenant colonels and below will use aircrew certification code “X_.” Log “other” flight time on AFTO Form 781.

3.5.3. Do not log primary simulated instrument time while flying with a student or trainee not qualified in the aircraft (**EXCEPTIONS:** airlift, tanker, helicopters, synthetic trainers, and instrument flight simulators).

3.16. Wings will submit the Quarterly General Officer Flying Hour Information Report via e-mail or fax to HQ AETC/DOFV by the 5th of the month following each calendar quarter.

3.17. Forms Prescribed. AETC Forms 30, 36, 40, 70, 76, 76A, 327, 345A, and 345B.

3.18. (Added) (AETC) Forms Adopted. AETC Form 240-5; AF Forms 614, 702, 847, 1042, 1887, 3520, and 4290 (previously AETC Form 203); DD Form 2131; and AFTO Form 781.

NOTE: The following are added to Attachment 1:

References

AFJI 10-220, *Contractor’s Flight and Ground Operations*
 AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program* (and its AETC Sup 1)
 AFI 11-202, Volume 3, *General Flight Rules* (and its AETC Sup 1)
 AFI 11-403, *Aerospace Physiological Training Program*
 AFI 21-101, *Maintenance Management of Aircraft*
 AFI 33-328, *Administrative Orders*
 AFI 36-2011, *Air Force Reserve Officer Training Corps*
 AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4)
 AETCI 11-301, *AETC Aircrew Life Support (ALS) Program*
 AETCI 21-101, *Maintenance Management of Aerospace Equipment*
 AETCI 21-104, *Aircraft Planning and Scheduling*
 AETCI 90-401, *Notification of Distinguished Visitors to AETC Installations*
 DFAS DEM 7073-1, *Joint Military Pay System*

Abbreviations and Acronyms

ACM—additional crewmember
ARMS—Aviation Resource Management System
AFRS—Air Force Recruiting Service
AFSC—Air Force specialty code
AFROTC—Air Force Reserve Officer Training Corps

AGL—above ground level
AMPS—Aerospace Medicine Primary School
AO—aeronautical order
AU—Air University
BOPTT—boom operator part task trainer
CAASS—Computer Aided Aircrew Scheduling System
CRM—cockpit/crew resource management
CT—continuation training
CTMS—Combat Training Management System
DAFSC—duty Air Force specialty code
DO—director of operations
ENJJPT—Euro-NATO joint jet pilot training
FAA—Federal Aviation Administration
FAIP—first assignment instructor pilot
FEF—flight evaluation folder
FTG—flying training group
FTU—formal training unit
FTW—flying training wing
HALO—high altitude low opening
IDS—individual data summary
IEP—instructor enrichment program
IFF—Introduction to Fighter Fundamentals (course)
IN—instructor navigator
IP—instructor pilot
ISS—interseat sequencing switch
JPAT—joint primary aircraft training
MOFF—Medical Officer Familiarization Flight (Program)
MQT—mission qualification training
NAF—numbered Air Force
NVG—night vision goggles
OFT—operational flight trainer
OG/CC—operations group commander
OPR—office of primary responsibility
ORM—operations resource management
OSF—operational support fliers
PDM—program depot maintenance
PIT—pilot instructor training
POC—point of contact
PSP—professional staff physician
PTO—physiological training officer
PTT—part-task trainer
RAM—residents in Aerospace Medicine
RSU—runway supervisory unit
SARM—squadron aviation resource manager
SF—supervisory fliers
SOF—supervisor of flying
SOW—special operations wing
SQ/CC—squadron commander

stan/eval—standardization/evaluation
TACC—tanker airlift control center
TASAMS—Tactical Aircrew Scheduling and Airspace Management System
TIMS—Training Integration Management System
TMS—Training Management System
TRG—training group
TRG/CC—training group commander
TRIM—Time-Related Instruction Management
TRW—training wing
UPT—underground pilot training
USAFA—United States Air Force Academy
USUHS—Uniformed Services University of Health Sciences
WG/CC—wing commander
WST—weapon systems trainers

Table A2.1, Item 8. In accordance with this item in the basic AFI, aircraft commanders in the 80 FTW will enter a “B” for US-dedicated sorties or an “N” for NATO-dedicated sorties. A US-dedicated sortie will be flown primarily to satisfy syllabus training (for example, UFT, UPT, or pilot instructor training (PIT) Introduction to Fighter Fundamentals (IFF)) or CT training requirements of a US aircrew member. A NATO-dedicated sortie will be flown primarily to satisfy syllabus training (for example, UPT, PIT, IFF) or CT training requirements of a NATO aircrew member. Unless otherwise directed, all other units will follow Table A2.1 in the basic AFI.

Table A2.2, Note (at beginning of table). The third character of the mission symbol (MAJCOM-assigned) is shown in Table A2.5 (Added)(AETC). Units may add fourth and fifth numeric characters to the mission symbol, and these characters will be documented in local instructions in accordance with paragraph 1.19 (Added)(AETC) of this supplement.

Table A2.5. (Added)(AETC) Third Character (Code) of the Mission Symbol.

I T E M	A Code (Third Character)	B Type Mission	C Basic Codes in AFI 11-401
Student Training Sorties			
US Citizens Only			
1	A	Student sortie - UFT local flying area	T1
2	B	Student sortie - UFT cross-country	
3	C	Student sortie - FTU local flying area	T2
4	D	Student sortie - FTU cross-country	
International Citizens Only			
5	E	Student sortie - international aircrew - local flying area	T1 or T2
6	F	Student Sortie - international aircrew – cross-country	
Other US Armed Forces			
7	G	Student sortie – syllabus-directed support – local and cross-country	T1 or T2

I T E M	A Code (Third Character)	B Type Mission	C Basic Codes in AFI 11-401
8	H	Student sortie for other US Armed Forces in Air Force flying training programs - local and cross-country	T1 or T2
Break In Training or Awaiting Training Start			
9	I	Student sortie - student aircrew sortie while awaiting start of training. Student must fly with a qualified IP. Student will log only "other" time on AFTO Form 781 if the member has an AO. If the member does not have an AO, he or she will not log any time on the AFTO Form 781. EXCEPTION: Students who have completed UFT and must log currency and FTU follow-on training is not scheduled to start within the next 45 days, will log primary, secondary, or other time as required in the basic AFI for their currency requirements only.	T1, T2, or T3
Training or Support Sorties			
10	J	Non-aircrew - local flying area (special forces, pararescue, reconnaissance, medical personnel, survival school, intelligence, equipment, etc.).	T1, T2, or T3
11	K	Non-aircrew - cross-country (special forces, pararescue, reconnaissance, medical personnel, survival school, intelligence, equipment, etc.).	
12	L	Training sortie only - permanent party, flight surgeon, bank pilot, and other Air Force aircrew requiring initial, upgrade, requalification, spin or stall, MQT, and/or specific tactical training.	
Continuation Sorties			
13	M	Local flying area - MDS-specific AFIs and other MAJCOM-, NAF-, or local instruction-directed aircrew CT. (See code N for cross-country sorties.)	T3
Support Duties <i>NOTE:</i> If there are students on board the aircraft and they are receiving training, use the appropriate student sortie mission symbol.			
14	N	Cross-country sorties (including cross-country sorties when CT is being accomplished), deployments, redeployment, over water, and program depot maintenance (PDM) inputs and outputs.	T3
15	O	Orientation sorties (including DV, familiarization, incentive, spouse, and point-to-point). <i>NOTE:</i> Student training will not take place during an orientation sortie.	
16	P	Exercises. <i>NOTE:</i> Student training may take place during an exercise; for example, Chili Flag, Maple Flag.	
17	Q	Higher headquarters-directed. <i>NOTE:</i> Use only when directed by a message from Air Force, MAJCOM, or NAF to support a particular event or mission.	

I T E M	A	B	C
	Code (Third Character)	Type Mission	Basic Codes in AFI 11-401
18	R	Wing or base directed or requested to perform an aerial mission in support of local events or missions.	T3
19	S	Air shows, flyovers, and static displays. NOTE: If the event is higher headquarters-directed by message, use Q.	
20	T	Supervisory flights. NOTE: Use only for flight involving AETC/CC, CV, or DO; NAF CC, CV, or DO; wing/CC or CV; OG/CC or CD; and CAP-USAF/CC, CV, XO, or liaison region CC only.	
21	U	RSU or weather	
22	V	Stan/eval (higher headquarters and local)	
23	W	Search and rescue or humanitarian sortie	T4
Alert Sorties			
24	X	Alert	T5
Functional Check Flights, Ferry Flights, and Synthetic Trainers Sorties			
25	Y	Fixed wing	O3, O8, Q1, Q2, Q3, or T3
26	Z	Rotary wing	

A2.3.4.4. (Added)(AETC) Ensure the SARM or HARM office inputs the AFTO Form 781 data into ARMS within 2 duty days of completion of the flight.

A.2.3.4.5. (Added)(AETC) Attached fliers have 3 duty days from their TDY return to provide the SARM or HARM office the extracted copy of the AFTO Form 781 for entry into ARMS.

A3.3.1.1. If required to publish AOs using AF Form 1887, the HARM office may elect to maintain two sets of AOs. Manually processed AOs will be designated with an "M" preceding the sequential number.

A3.3.1.1.4. (Added)(AETC) Maintain a paper copy log of all AOs published. Include name, grade, date accomplished, effective date of order, and reason for order. If required to publish AOs using AF Form 1887, the HARM office may elect to maintain two separate logs, one for manually produced AOs and one for ARMS-generated AOs.

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Director of Operations

Attachment 4 (Added)(AETC)**AETC FLYING PROGRAMS**

A4.1. Introduction. Table A4.1 is a quick reference for the flying programs conducted by AETC. This format has been adapted to allow easy program reference. The table contains a list of the programs as well as where in the supplement to find information about the specific program, purpose, qualifications, restrictions, approval authority, and logging of flight time.

Table A4.1. AETC Flying Programs.

I T E M	A	B
	Program (notes 1 and 2)	Paragraph Location
1	Additional Crewmember (ACM)	A4.2 (this supplement)
2	Instructor Enrichment Program (IEP)	A4.3 (this supplement)
3	Distinguished Visitors (DV) (Orientation Flight)	A4.4 (this supplement) and basic AFI
4	Familiarization Flights (Orientation Flight)	A4.5 (this supplement) and basic AFI
5	Incentive Flights (Orientation Flight)	A4.6 (this supplement) and basic AFI.
6	Contracted Flight Simulator Instructors	A4.7 (this supplement) and basic AFI
7	Mission Essential Ground Personnel (MEGP)	A4.8 (this supplement) and basic AFI
8	Aerospace Physiologists and Human Performance Training Teams	A4.9 (this supplement) and basic AFI
9	Supervisory Fliers (SF)	A4.10 (this supplement) and basic AFI
10	Indoctrination Fliers (IF)	A4.11 (this supplement) and basic AFI
11	AFROTC Familiarization Flight Program (Orientation)	A4.12 (this supplement) and basic AFI
12	Spouse Flight and Taxi Orientation Program (Orientation Flight)	A4.13 (this supplement) and basic AFI

NOTES:

1. Outside of formal training, AETC aircrew flying in aircraft belonging to other Services must have approval from their OG/CC.
2. In an MDS-specific AFI, Volume 3, where AMC is the lead command, the requirements of paragraph 3.1 are waived by this supplement for the flight programs listed above.

A4.2. Additional Crewmember (ACM):

A4.2.1. Purpose. ACM status will be granted to crewmembers when traveling to or from locations to accomplish training or evaluation requirements. Examples include mobility aircrews and flight examiners, tanker airlift control center (TACC) directed airlift missions, assigned in addition to the normal aircrew complement for the specific sortie flown, or essential to the completion of that specific sortie. **NOTE:** ACMs are considered flying in passenger status unless they are performing primary crew duties.

A4.2.2. Qualifications. An ACM is a crewmember current and qualified in an Air Force aircraft (refer to MDS-specific guidance). Additionally ACMs will:

A4.2.2.1. Possess current aeronautical rating or aeronautical orders, a current flight physical, and be current in egress and physiological training according to AFI 11-403, *Aerospace Physiological Training Program*; and AETCI 11-301, *AETC Aircrew Life Support (ALS) Program*.

A4.2.2.2. Be allowed to fly in ejection-seat aircraft. The instructor pilot (IP) will occupy the front seat (left seat in the T-37).

A4.2.2.3. Have travel orders annotated by the ACM authority. **NOTE:** A memorandum or message granting ACM status from a valid authority satisfies this requirement.

A4.2.3. Restrictions:

A4.2.3.1. The ACM will not be given control of the aircraft unless he or she is a current and qualified pilot in the aircraft being flown and is performing primary crew duties.

A4.2.3.2. If the ACM is at a set of controls (ejection-seat aircraft), the IP will be at the other set of controls and no passengers will be permitted on board.

A4.2.3.3. Under no circumstance will ACM status be granted to individuals on leave, in lieu of an orientation flight or travel, or for avoidance of personal travel expenses.

A4.2.3.4. The mission profile and aircraft maneuvers are not restricted.

A4.2.3.5. At no time will an individual who is not fully qualified in the aircraft being flown occupy a pilot's seat with a set of controls while an ACM is on board the aircraft.

A4.2.4. Approval Authority. AETC WG/CCs approve ACM status for eligible individuals on specific flights by their unit or under their operational control. Crewmembers from other MAJCOMs are only authorized ACM status with their WG/CC's approval.

A4.2.5. Logging Flight Time. ACMs will not log flying time unless specifically directed to perform primary crew duty in their specialty. They will be passenger manifested and briefed by the aircraft commander before flight.

A4.3. Instructor Enrichment Program (IEP):

A4.3.1. Purpose. The IEP is designed to familiarize AETC instructors with missions performed by fellow AETC instructors flying in different weapons systems. In addition, IEP sorties may be used to

familiarize supervisors of flying (SOF) personnel with the mission and performance of the different aircraft in the traffic pattern. The knowledge gained on these sorties is expected to allow the SOF to make more informed decisions during critical situations (for example, emergency recoveries). IEP sorties are local missions flown by current AETC instructors flying in an AETC aircraft in which they do not maintain qualification. Individuals receiving IEP sorties are considered part of the aircrew.

A4.3.2. Qualifications:

A4.3.2.1. The squadron commander will ensure only highly experienced IPs give the IEP sortie.

A4.3.2.2. The individual receiving the sortie must be an AETC instructor currently qualified in an AETC aircraft.

A4.3.2.3. The IEP instructor will receive physiological training for the intended aircraft flight profile, according to AFI 11-403.

A4.3.2.4. The IEP instructor will receive egress and life support training appropriate to the aircraft in which flight approval has been granted according to AETCI 11-301.

A4.3.2.5. IEP IPs will receive switchology training for the appropriate seat or crew position.

A4.3.2.6. IEP IPs are allowed to fly in ejection-seat aircraft. The IP will occupy the front seat (left seat in the T-37).

A4.3.3. Restrictions:

A4.3.3.1. The sortie will be flown locally.

A4.3.3.2. When the IEP IP is at a set of controls, no passengers are permitted on board.

A4.3.3.3. A student pilot who is not fully qualified in the aircraft being flown may occupy a pilot seat with a set of controls while an IEP instructor is on board the aircraft. The student pilot will be under the direct supervision of an IP, who will be at the other set of controls.

A4.3.3.4. An IEP pilot may be given control of the aircraft only under the direct supervision of an IP who is at the other set of controls. Control of the aircraft will be allowed only during noncritical phases of flight at or above 5,000 feet above ground level (AGL).

A4.3.3.5. The IEP IP will not fly the aircraft during critical phases of flight to include takeoffs and landings, radar and traffic patterns, air refueling, airdrops, or low levels except as follows: (**NOTE:** Critical phases of flight may be further restricted by MDS-specific guidance.)

A4.3.3.5.1. An IEP IP may fly during critical phases of flight only if he or she is a rated pilot and has completed an OG/CC-approved training program.

A4.3.3.5.2. As a minimum, this program will include a simulator or boom operator part task trainer (BOPTT) to familiarize instructors with (and give them a chance to practice) appropriate aircraft specific techniques and procedures. **EXCEPTION:** The IEP IP will not perform simulated emergency

procedures and will not perform backseat landings in the T-6, T/AT-38, F-15, or F-16.

A4.3.3.6. IEP sortie profiles will be tailored to meet the sortie objective. Squadron supervision must be involved in this process.

A4.3.3.7. IEP flight briefings will include applicable portions of the orientation flight and generalized passenger briefing guide at Attachment 5 (Added)(AETC), this supplement. The IP, aircraft commander, or qualified crewmember participating in the flight will perform the briefing, which should focus on the difference between the IEP IP's aircraft and the aircraft being prepared to fly. The pilot in command will ensure switchology, control actuations, common emergencies, egress scenarios, and cockpit/crew resource management (CRM) issues have been covered prior to flight.

A4.3.3.8. The OG/CC will supplement this guidance to address operations resource management (ORM) issues at the local level.

A4.3.3.9. Under no circumstance will IEP status be granted (1) to individuals on leave, (2) in lieu of an orientation flight, or (3) to avoid personal travel expenses.

A4.3.4. Approval Authority:

A4.3.4.1. The OG/CC is the approval authority for IEP sorties and flight authorization duty codes for guest instructors. IEP sorties will be coordinated between units in advance and should not interfere with student training.

A4.3.4.2. The selection process for IEP candidates is as follows:

A4.3.4.2.1. The SQ/CC for wing personnel.

A4.3.4.2.2. The WG/CC for nonunit-assigned personnel.

A4.3.4.2.3. HQ AETC/IG, HQ AETC/SE, and HQ AETC/DO for IG, SE, and DO personnel, respectively.

A4.3.4.2.4. The AU/XO and NAF DO for AU and NAF personnel, respectively.

A4.3.5. Logging Flight Time. The IEP guest instructor will:

A4.3.5.1. Log "X_" or "O_" (depending on the member's grade).

A4.3.5.2. Only log "other" time on the AFTO Form 781.

A4.3.5.3. Not log any training events or sorties.

A4.3.5.4. Be on the flight orders.

A4.4. Distinguished Visitor (DV) Flights (Orientation). These flights display AETC aircraft to select individuals who require a better understanding of the mission and whose flight will be beneficial to the Air Force. Follow orientation flight guidelines in paragraphs 1.9.4.7.1.6 (Added)(AETC) through

1.9.4.7.1.6.10.13 of this supplement and Table 1.1 of the basic AFI.

A4.5. Familiarization Flights (Orientation):

A4.5.1. The most pronounced difference between familiarization flights and DV sorties is that the advantage to the Air Force is primarily operational (on familiarization flights), as opposed to improving relations (on DV sorties). The recipient of the familiarization flight should have the capability to use the experience in his or her work, with operational benefits for the unit, command, and/or Air Force. Orientation flight guidance is specified in paragraphs 1.9.4.7.1.6 (Added)(AETC) through 1.9.4.7.1.6.10.13 of this supplement and Table 1.1 of the basic AFI. In addition, mission profile and aircraft maneuvers are restricted by the basic AFI, this supplement, and MDS-specific guidance for carrying passengers.

A4.5.2. Federal Aviation Administration (FAA) employees are authorized flights on AETC aircraft to familiarize themselves with the AETC mission. However, AETC does not support the use of AETC aircraft for military personnel to attain civil-type flying certificates unless specifically approved by HQ AETC/DO.

A4.5.3. Air battle manager (AFSC 13BXX) and weapons director (AFSC 1C5D/1A4D) personnel are authorized one flight on AETC fighter aircraft for the purpose of familiarization with the AETC fighter mission. Follow guidance specified in the basic AFI and this supplement.

A4.6. Incentive Flights (Orientation):

A4.6.1. WG/CCs may approve incentive flights for foreign nationals assigned to their wings.

A4.6.2. AETC flying units will manage incentive flight numbers as part of their overall orientation flight program.

A4.7. Contracted Flight Simulator Instructors:

A4.7.1. Purpose. To allow contracted flight simulator instructors who provide flight instruction in the flight simulator at pilot, navigator, flight engineer, boom operator, loadmaster, and aerial gunner aircrew positions to fly during student pilot training flights without a mission profile restriction.

A4.7.2. Qualifications:

A4.7.2.1. Each instructor must be a volunteer.

A4.7.2.2. If required by the WG/CC, the instructor will be subject to medical examination and toxicological testing if involved in an aircraft mishap.

A4.7.2.3. Before flight operations, the contractor will ensure the instructor receives egress training, physiological training, emergency equipment and procedures training, and life support training for the type of aircraft to be flown in accordance with AETCI 11-301.

A4.7.3. Restrictions:

A4.7.3.1. Under no circumstances will instructor flights interfere with student training or production. These sorties must be flown within the constraints of the existing unit flying hour program.

A4.7.3.2. There will be no contractual expense to the government, and in no case will the Air Force be charged or held liable for loss of productivity by an instructor due to mission diversions, delays, or cancellations.

A4.7.3.3. The instructor will not occupy a primary duty station.

A4.7.4. Approval Authority. The WG/CC is authorized to fly contracted flight simulator instructors on one sortie per half year for a total of two sorties per calendar year.

A4.7.5. Logging Flight Time. The instructor will not log flying time on AFTO Form 781. Instead, he or she will be manifested on DD Form 2131 and briefed by the aircraft commander before flight.

A4.8. Mission Essential Ground Personnel (MEGP):

A4.8.1. Purpose. MEGP status is granted to individuals who must have access to the aircraft to perform essential duties directly related and essential to the specific aircraft sortie being flown. Their presence is required by the training syllabus, and they are considered part of the aircrew. Examples of MEGPs include rangers, combat control teams, seals, flying crew chiefs, and security teams.

A4.8.2. Qualifications. MEGPs must meet the eligibility requirements of DoD Regulation 4515.13-R for travel aboard military aircraft. They may only fly on aircraft capable of carrying passengers. Additionally, MEGPs:

A4.8.2.1. Will receive physiological training for the intended aircraft flight profile according to AFI 11-403.

A4.8.2.2. Will receive egress and life support training appropriate to the aircraft in which flight approval has been granted according to AETCI 11-301.

A4.8.2.3. Will be allowed to fly in ejection seat aircraft. The IP will occupy the front seat (left seat in the T-37).

A4.8.2.4. Will receive a medical review with a flight surgeon before flight in an ejection-seat aircraft.

A4.8.3. Restrictions. MEGPs:

A4.8.3.1. Will not be given control of the aircraft.

A4.8.3.2. Who are flying in aircraft in which they have access to controls must fly with an instructor. In this case, passengers are not authorized.

A4.8.3.3. May be flown on board an AETC aircraft with an unqualified pilot at a set of controls. (This exception is listed in the basic AFI, paragraph 1.12.2.)

A4.8.3.4. Will not be granted MEGP status if (1) on leave, (2) in lieu of an orientation flight or travel, or

(3) to avoid personal travel expenses.

A4.8.3.5. Will not be placed on aeronautical orders (AO).

A4.8.3.6. Do not qualify for hazardous duty incentive pay (HDIP).

A4.8.3.7. Will not restrict the mission or training profile.

NOTE: MEGP flight briefings will include applicable portions of the orientation flight and generalized passenger briefing guide in Attachment 5 (Added)(AETC). The IP, aircraft commander, or a qualified crewmember participating in the flight will perform the briefing.

A4.8.4. Approval Authority. The OG/CC may grant MEGP status on a case-by-case basis on unit aircraft. The WG/CC is the approval authority for nonunit assigned military personnel, DoD civilians, non-Air Force military personnel, and non-DoD civilians. (**NOTE:** The 325FW maintenance individuals [crew chiefs] are authorized MEGP status in F-15 aircraft according to local hurricane evacuation procedures.) The WG/CC may approve individuals (such as crew chiefs) who fly in MEGP status on a regular basis a 1-year, renewable MEGP authorization that may be in force for the length of their assignment in that position.

A4.8.5. Logging Flight Time. MEGPs will not log flight on AFTO Form 781. Instead, they will be properly manifested on DD Form 2131 and briefed by the aircraft commander before flight.

A4.9. Aerospace Physiologists and Human Performance Training Teams:

A4.9.1. Purpose. AETC assigned aerospace physiologists (duty Air Force specialty code [DAFSC] 43AX) and human performance training teams (AFSC 4M0X1) may participate in flying duties to observe flying sorties on a noninterference basis. Multiple sorties must be approved by the OG/CC. To be eligible, team members must instruct aircrew attention awareness management programs (for example, G-force, spatial disorientation, visual illusions, night vision physiology, situational awareness). The OG/CC may fly inactive rated aerospace physiologists on familiarization sorties. The HARM office will publish AF Forms 1887 for these individuals each year. Aerospace physiologists and human performance training team members are considered part of the aircrew. **EXCEPTION:** When flying as operational support on high altitude low opening (HALO) airborne missions, refer to the basic AFI, paragraph 2.12.3.

A4.9.2. Qualifications. Each team member will:

A4.9.2.1. Possess a current flight physical and be current in physiological training as required in AFI 11-403.

A4.9.2.2. Possess current AOs.

A4.9.2.3. Receive egress and life support training appropriate to the aircraft in which flight approval has been granted according to AETCI 11-301.

A4.9.2.4. Be allowed to fly in ejection-seat aircraft. **NOTE:** The IP will occupy the front seat (left seat in the T-37).

A4.9.2.5. Have a one-time medical review with a flight surgeon prior to flight in an ejection-seat aircraft. This review may be accomplished during the annual flight physical.

A4.9.2.6. Be briefed on appropriate aircraft systems prior to the flight.

A4.9.3. Restrictions:

A4.9.3.1. No team member will be given control of the aircraft.

A4.9.3.2. When flying in aircraft in which they have access to controls, team members will fly with an instructor. When this is the case, no passengers are allowed.

A4.9.3.3. Under no circumstances will flight status be granted (1) to individuals on leave, (2) in lieu of an orientation flight or travel, or (3) to avoid of personal travel expenses.

A4.9.3.4. Team members do not qualify for hazardous duty incentive pay (HDIP) *except* for flights on HALO missions.

A4.9.3.5. The mission profile and aircraft maneuvers for these sorties are unrestricted.

A4.9.3.6. At no time will an individual who is not fully qualified in the aircraft being flown occupy a pilot's seat with a set of controls while an aerospace physiologist or human performance training team member is on board the aircraft.

A4.9.4. Approval Authority. The OG/CC with operational control of the aircraft to be used for these flights is the approval authority.

A4.9.5. Logging Flight Time. Team members will not log flying time. (**EXCEPTION:** Flying incentive pay and flying duty credit are authorized for personnel who fly in support of high altitude airborne missions.) Team members will be properly annotated on AF Form 1887 and briefed by the aircraft commander before the flight.

A4.10. Supervisory Fliers (SF):

A4.10.1. Purpose. Supervisory flight participation allows HQ AETC/CC, CV, and DO; AU/CC, CV, and DO; NAF/CCs, CVs, and DOs; WG/CCs and CVs; OG/CCs and CDs; CAP-USAF/CC, CV, XO, and liaison region commanders to review flying training effectiveness, operational flying procedures, and general aircrew performance. (See AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, and its AETC Sup 1 for evaluation restrictions.) SFs are considered part of the aircrew. **NOTE:** With the approval of the host FTW/CC or FTG/CC, 340 FTG/CC, CD, and DO are authorized to fly supervisory flights with 340 FTG pilots to review aircrew performance on a noninterference basis.

A4.10.2. Qualification. The supervisory flight recipient is allowed to fly in ejection-seat aircraft. The IP will occupy the front seat (left seat in the T-37). To participate in a supervisory flight, an SF must:

A4.10.2.1. Possess a current flight physical and be current in physiological training according to AFI 11-403.

A4.10.2.2. Possess a current aeronautical rating or AOs (**EXCEPTION:** CAP-USAF/CC, CV, and XO and CAP-USAF liaison region commanders).

A4.10.2.3. Receive egress and life support training appropriate to the aircraft in which flight approval has been granted according to AETCI 11-301.

A4.10.3. Restrictions:

A4.10.3.1. Supervisory flight sorties will only be flown locally.

A4.10.3.2. SFs will not fly at a set of controls unless qualified according to MDS-specific guidance or accompanied by an IP who is also at a set of controls. If the SF is not qualified, no passengers may be flown.

A4.10.3.3. If not qualified in the aircraft being flown, the SF may be given control of the aircraft only under direct supervision of the IP who must be at the other set of controls. Control of the aircraft will be allowed only during noncritical phases of flight at or above 5,000 feet AGL. Critical phases of flight include takeoffs and landings, radar and traffic pattern, air refueling, airdrops, and low levels. Critical phases of flight may be further restricted by MDS-specific guidance.

A4.10.3.4. An SF may fly during critical phases of flight only if an IP is at the other set of controls and the SF is a rated pilot and has completed an OG/CC-approved training program. As a minimum, this program will include a simulator or BOPTT to familiarize the SF and give him or her a chance to practice appropriate aircraft-specific techniques and procedures. **EXCEPTION:** The SF will not perform simulated emergency procedures or backseat landings in T-6, T/AT-38, F-15, or F-16 aircraft.

A4.10.3.5. SF flight briefings will include applicable portions of the **Orientation Flight or Generalized Passenger Briefing Guide** in Attachment 5 (Added)(AETC). The IP, the aircraft commander, qualified crewmember participating in the flight will perform the briefing.

A4.10.3.6. The pilot in command will ensure switchology, control actuations, common emergencies, egress scenarios, and CRM issues have been covered prior to the flight.

A4.10.3.7. Flights on student training missions are authorized.

A4.10.3.8. SF status will not be granted to individuals on leave, in lieu of an orientation flight or travel, or to avoid personal travel expenses.

A4.10.3.9. The mission profile and aircraft maneuvers are not restricted.

A4.10.3.10. Unless fully qualified to fly with night vision goggles (NVG), SFs will receive an NVG laboratory session covering, as a minimum, the focus and use of NVGs. If the SF is NVG qualified in another command aircraft, this training requirement will be waived. SFs using NVGs in aircraft other than their primary assigned aircraft must fly with an IP.

A4.10.4. Approval Authority. See paragraph 2.14 of the basic AFI and paragraph A4.10.1 of this supplement.

A4.10.5. Logging Flight Time. In primary assigned aircraft, SFs will log the appropriate flight authorization duty codes for their crew position (basic qualified pilot [FP], mission pilot [MP], instructor pilot [IP], and evaluator pilot [EP]) and flying time according to the basic AFI. In other than primary assigned aircraft, SFs will log the appropriate flight authorization duty codes (“O_” for colonels and above and “X_” for lieutenant colonels and below) and “other” time on AFTO Form 781.

A4.11. Indoctrination Fliers (IF):

A4.11.1. Purpose. IFs will perform operational flying on a temporary basis to complete a specific official task (for example, to evaluate an operational flying procedure, to review flying training effectiveness, to take part in a flying exercise or test program, or to become familiar with a specific operational weapon system and procedure). IFs are considered part of the aircrew.

A4.11.2. Qualifications. Prior to beginning flights, IFs will receive aircraft systems and emergency procedures training with an IP and must pass a boldface critical action procedure written examination. IFs will receive physiologically training for the intended aircraft flight profile (according to AFI 11-403) and egress and life support training appropriate to the aircraft in which flight approval has been given (according to AETCI 11-301). IFs are allowed to fly in ejection-seat aircraft; an IP will occupy the front seat (left seat in the T-37).

A4.11.3. Restrictions:

A4.11.3.1. IFs who fly on aircraft with NVGs as a part of the mission will receive an NVG laboratory training session covering, as a minimum, the focus and use of NVGs.

A4.11.3.2. If not qualified in the aircraft being flown, an IF may be given control of the aircraft only under the direct supervision of an IP who must be at the other set of controls. Control of the aircraft will be allowed only during noncritical phases of flight at or above 5,000 feet AGL. Critical phases of flight include takeoffs and landings, radar and traffic patterns, air refueling, airdrops, and low levels. Critical phases of flight may be further restricted by MDS-specific guidance.

A4.11.3.3. IFs will occupy the rear or right cockpit seat (either seat in a helicopter) in an ejection-seat aircraft. They will not fly at a set of controls with passengers on board.

A4.11.3.4. IF briefings should include applicable portions of the orientation flight and generalized passenger briefing guide in Attachment 5 (Added)(AETC). The IP, aircraft commander, or qualified crewmember participating in the flight will perform the briefing.

A4.11.3.5. The pilot in command will ensure switchology, control actuations, common emergencies, egress scenarios, and CRM issues have been covered prior to the flight.

A4.11.3.6. Flights on student training missions are authorized.

A4.11.3.7. The flight will not be granted to individuals on leave, in lieu of an orientation flight or travel, or to avoid personal travel expenses.

A4.11.3.8. The mission profile and aircraft maneuvers are not restricted.

A4.11.3.9. IFs are limited to 24 missions per fiscal year. (A mission is all sorties performed in a single calendar day.)

A4.11.4. Approval Authority. Forward requests for indoctrination flying (including supporting rationale) through stan/eval channels to HQ AETC/DOF for AETC/CC approval.

A4.11.5. Logging Flight Time. IFs will log “O_” (for colonels and above) or “X_” (for lieutenant colonels and below) as their duty position identifier on AFTO Form 781. In addition, they will only log “other” time. IFs will be identified by FSC “T.”

A4.12. AFROTC Familiarization Flight Program (Orientation):

A4.12.1. Purpose. AFI 36-2011, *Air Force Reserve Officer Training Corps*, tasks MAJCOMs to provide cadet familiarization flights, when possible. AETC supports flying AFROTC cadets in available jet trainers when this program does not interfere with formal course or continuation training. AFROTC familiarization program participants are considered passengers.

A4.12.2. Responsibilities:

A4.12.2.1. AFROTC/DOT will:

A4.12.2.1.1. Provide 19 AF/DOO with final field training encampment schedules as soon as possible after they are finalized.

A4.12.2.1.2. Provide 19 AF/DOO with the name, address, and duty phone of the AFROTC project officer and field training executive officer at each AFROTC field-training encampment.

A4.12.2.1.3. Provide HQ AETC/DOR with projected sortie flying requirement by 1 September of each year for the next five (5) fiscal years.

A4.12.2.1.4. Coordinate with 19 AF/DOO on the coming year’s orientation flight schedule.

A4.12.2.1.5. As soon as possible, provide host wing project officers with a list of cadets who will receive familiarization flights or simulator sorties. The list will include each cadet’s last name, first name, middle initial, Social Security number, and whether the he or she desires an aircraft or simulator ride. Provide the wing project officer a final list the day before the flight dates.

A4.12.2.1.6. Ensure cadets are properly dressed for familiarization flights (in battle dress uniforms, boots, and cotton underwear).

A4.12.2.1.7. Ensure cadets scheduled for familiarization sorties are briefed on hair requirements (AFI 11-202, Volume 3/AETC Sup 1).

A4.12.2.2. Encampment commanders will ensure each cadet is briefed by a flight surgeon on the rigors and physiology of flight within 24 hours of the cadet’s departure to the wing.

A4.12.2.3. AETC flying wings and groups will:

A4.12.2.3.1. Determine whether to support AFROTC familiarization program locally or deploy a contingent to the encampment location.

A4.12.2.3.2. Appoint one IP or instructor navigator (IN) to be the overall project officer and assist the wing and group schedulers. The project officer will:

A4.12.2.3.2.1. Ensure helmets, oxygen masks, and parachutes and harnesses are available to properly equip cadets.

A4.12.2.3.2.2. Ensure sufficient maintenance resources are available to provide a smooth and orderly accomplishment of scheduled sorties.

A4.12.2.3.2.3. Inform 19 AF/DOO of any problems that may prevent accomplishment of the AFROTC familiarization flight program or normal programmed flying training missions.

A4.12.2.3.3. Ensure eliminated UFT students are not used as cadet escort officers.

A4.12.2.3.4. Determine the possibility of completing the requested familiarization flights on a day-to-day basis. If inclement weather or other circumstances prevent or delay the orientation flights, inform the encampment executive officer and 19 AF/DOO of the decision as soon as possible.

A4.12.2.3.5. Use AETC Form 70, **Orientation Flight Critique**, to collect written comments from cadets about the familiarization program. Forward these critiques (including the project officer's comments, if applicable) to 19 AF/DOO at the completion of cadet flying.

A4.12.2.3.6. Contact 19 AF/DOO if additional flying time is required to support the familiarization program. (The 19AF/DOO will forward the request to HQ AETC/DOR.)

A4.12.2.3.7. Develop local procedures detailing preparations for the cadet visitation to include provisions for meals and housing (if required), complete event schedules, flight profiles and procedures, and use of available time to broaden the cadet's knowledge of AETC flying operations (for example, a visit to the learning center, simulator).

A4.12.2.3.8. Develop a round-robin route below flight level (FL) 180. Smooth flow operations as much as possible.

A4.12.2.3.9. Manifest cadets on DD Form 2131.

A4.12.2.4. AETC flying squadrons will:

A4.12.2.4.1. Determine requirements in personnel, time, and cost as well as the impact on training to accomplish the familiarization flights.

A4.12.2.4.2. Provide cadets ejection-seat and emergency ground egress training as directed in AETCI 11-301. For orientation flights in ejection-seat aircraft, all cadets must meet the weight restrictions of the aircraft (that is, 103 to 240 or 245 pounds). If a cadet is outside these limits, he or she will be restricted to flying only in nonejection-seat aircraft.

A4.12.2.4.3. Show the cadets the passenger flight life support training video, provide hands-on ground and air egress training, answer any questions pertaining to the flight, and clarify local procedures. Additionally, cadets will be briefed by an aerospace physiologist on the use of oxygen and personal equipment, effects of pressure change, airsickness, hyper-ventilation or hypoxic hypoxia, and anti-G straining maneuvers.

A4.12.2.5. If necessary, a flight surgeon will provide final medical screening of any cadets who may have potential medical problems. Cadets who are deemed not medically fit will not fly, but may be scheduled to receive a simulator ride.

A4.12.2.6. The IP flying the sortie will brief each cadet before the flight. All applicable items in the MDS-specific passenger-briefing guide will be briefed, with special emphasis on ejection-seat procedures. Cadets will not fly in ejection-seat aircraft after the 16th hour of their duty day. **NOTE:** If no MDS-specific passenger briefing guide exists, applicable items from Attachment 5 (Added)(AETC) of this supplement will be briefed.

A4.13. Spouse Flight and Taxi Orientation Program (Orientation Flight):

A4.13.1. Purpose:

A4.13.1.1. The intent of this program is to favorably influence the attitude of a member's spouse toward the Air Force by providing a firsthand look at the member's mission. The program should be designed to help positively influence career decisions and retain personnel in critical flying specialties.

A4.13.1.2. Local programs should concentrate on presenting an in-depth view of a normal workday and familiarizing spouses with the members' typical routine. Additional benefits include improved morale and retention. Spouses requesting their first orientation event have priority.

A4.13.1.3. A project officer will be appointed to coordinate and control the program, which demands careful planning and execution. Safety is paramount, and everyone involved must comply with all restrictions, adhere to requirements, and apply common sense. Participants will receive an AETC Form 30 documenting their flight or taxi ride.

A4.13.2. Orientation Flights:

A4.13.2.1. WG/CCs may approve spouse orientation flights in nonejection-seat aircraft only. (Spouses may not fly orientation flights in ejection-seat aircraft.)

A4.13.2.2. Normally, this program is for the spouses of assigned instructors. Spouses of unit-assigned, critical-specialty members who directly support the flying mission and spouses of student aircrew may participate (in that order of priority) on a space-available basis. **NOTE:** OG/CCs will determine what constitutes a "critical specialty."

A4.13.2.3. A spouse is usually limited to one orientation flight during the sponsor's tour, but can be granted additional flights with the coordination of the OG/CC and approval of the WG/CC. If a spouse has received multiple orientation flights, indicate such on the AETC Form 327.

A4.13.2.4. A spouse will not fly in the same aircraft as his or her sponsor.

A4.13.2.5. The SQ/CC (or equivalent) will select only highly qualified instructors or mission-qualified crewmembers to conduct these flights.

A4.13.2.6. Spouses should be given a wing mission briefing before flight. In addition, they will be fully briefed, using an MDS-specific passenger briefing guide or the orientation flight and generalized passenger briefing guide at Attachment 5 (Added)(AETC), this supplement.

A4.13.2.7. Orientation flights will be conducted on a round-robin route that originates and terminates at the departure base with no intermediate stops. Orientation flights on air-refueling sorties are authorized. A low-level flight or wingtip formation is strictly forbidden with spouses on board.

A4.13.2.8. Training maneuvers will be restricted according to TO guidance for passenger-carrying missions. Aerobatics, stalls, or emergency procedures are strictly forbidden.

A4.13.2.9. Spouses will be manifested on DD Form 2131.

A4.13.2.10. Aircraft on- and off-loading of spouses will comply with the flight manual, MDS-specific guidance, and/or local directives.

A4.13.3. Orientation Taxi Operations:

A4.13.3.1. The WG/CC is the approval authority for spouse orientation taxi rides. Normally, T-1, T-6, T-37, T/AT-38, F-15, and F-16 taxi rides will be for the spouses of assigned instructors. A spouse is usually limited to one taxi ride during the sponsor's tour, but can be granted more than one taxi ride with coordination of the OG/CC and approval of the WG/CC. On AETC Form 327, indicate a spouse has received multiple taxi rides.

A4.13.3.2. This program demands careful planning and execution. Safety is paramount, and everyone involved must comply with all restrictions, adhere to requirements, and apply common sense. These are taxi rides *only*. NO acceptable reason exists for an instructor to become airborne with a spouse on board.

A4.13.3.3. Local procedures will be developed to ensure:

A4.13.3.3.1. All participants receive hands-on ground egress training (to include emergency ground egress) and a life support briefing according to AETCI 11-301.

A4.13.3.3.2. All participants have appropriate flight clothing and footwear (no open-toed or high-heeled shoes) and all jewelry is removed according to AFI 11-202, Volume 3/AETC Sup 1.

A4.13.3.3.3. All participants wear a helmet, mask, and parachute or harness. (A G-suit will not be worn.)

A4.13.3.3.4. Only current and qualified AETC IPs give taxi rides. They will taxi from the left or front seat and may taxi their own spouse. T-6 participants will be strapped in, using normal procedures.

A4.13.3.3.5. Escort officers are available to accompany spouses to the aircraft, assist with strapping in and deplaning, and escort the spouse back off the flight line.

A4.13.3.3.6. Normal, assigned callsigns are used.

A4.13.3.3.7. Normal routes and taxi speeds are used. Accelerate to 1,000 feet down the runway or 50 knots maximum for the T-1, T-37, and F-16, 70 knots maximum for the T-6, and 90 knots maximum for the T/AT-38 or F-15, whichever comes first. (Leave the nosewheel on the ground at all times.) Use the brakes sparingly to prevent heat buildup. Taxi to the end of the runway; do not turn off early.

A4.13.3.3.8. Compliance with normal checklist procedures, except as follows:

A4.13.3.3.8.1. For T-37 and T/AT-38 taxi rides, do not strap participants into the parachute; instead, use it as a backrest. Use the gold key on the oxygen supply hose to secure the lap belt, not the gold key on the parachute. Do not insert the CRU-60/P into the CRU-60/P block on the parachute; instead, rest it in the participant's lap. Ensure ejection-seat arming handle safety pins remain installed throughout the taxi ride.

A4.13.3.3.8.2. Do not remove seat or canopy pins. They must remain installed throughout the taxi ride.

A4.13.3.3.8.3. For T-6 taxi rides, do not remove ejection seat or canopy fracturing system pins. Leave the interseat sequencing switch (ISS) in the "SOLO" position; leave the probes anti-ice switch in the off position, and the transponder in the "standby" position.

A4.13.3.3.8.4. Shut down all engines before deplaning the spouse.

Attachment 5 (Added)(AETC)**ORIENTATION FLIGHT AND GENERALIZED PASSENGER BRIEFING GUIDE**

A5.1. Introduction. This briefing guide may be used to develop unit briefing guides tailored to unit aircraft and missions. If MDS-specific briefing guides exist and sufficiently cover the applicable briefing items listed herein, units may elect to use them in lieu of this attachment. Due to the large variety of aircraft in AETC, not all items apply to all units. The aircraft commander or a qualified crewmember on the flight will personally brief the items in paragraphs A5.2 through A5.5 (as applicable) to each passenger. DD Form 2131 will be used to document the briefing. **NOTE:** If the pilot believes a passenger does not fully understand the emergency procedures, the passenger will not be allowed to fly an orientation sortie. This applies to the AETC flying programs listed in Table A4.1 of this supplement and Table 1.1 of this supplement and the basic AFI.

A5.2. Ground Operations:

A5.2.1. Mission.

A5.2.2. Callsign.

A5.2.3. Takeoff time.

A5.2.4. Ramp safety (avoiding intake, exhaust, and propellers of running engines).

A5.2.5. Foreign object damage considerations.

A5.2.6. Ingress and egress from the aircraft.

A5.2.7. Canopy procedures.

A5.2.8. Strap-in, oxygen, and communications hookups.

A5.2.9. Seat pin procedures and ejection-seat weight limits.

A5.2.10. Switches and levers.

A5.2.11. Communications.

A5.3. Flight Overview and Profile:

A5.3.1. Takeoff and departure procedures.

A5.3.2. Route and air work.

A5.3.3. Clearing.

A5.3.4. Transfer of aircraft control.

A5.3.5. Recovery, pattern, and landing.

A5.3.6. In-flight checks (challenge and response).

A5.4. Emergency Procedures:

A5.4.1. Ground.

A5.4.2. Egress (lap belts, shoulder harnesses, personal leads, seat pins, parachutes, etc.)

A5.4.3. Engine fire (depart opposite side).

A5.4.4. Takeoff, abort, and continue.

A5.4.5. In flight.

A5.4.6. Bird stike.

A5.4.7. Physiological.

A5.4.8. Ejection.

A5.4.9. Intercom failure.

A5.4.10. Fire (engine or electrical); smoke and fume elimination.

A5.4.11. Oxygen procedures.

A5.5. Prohibitions. Unless approved by competent authority identified in official guidance, the following are prohibited on AETC and Air Force aircraft: (**NOTE:** Compliance must be in accordance with all restrictions listed in AFI 11-202 [Volume 3] and its AETC Sup 1.)

A5.5.1. Operation of electronic and electrical devices (including radios, CDs, cameras, and video-recording equipment).

A5.5.2. Possession of explosive, flammable corrosive materials, and materials with toxic or irritating fumes.

A5.5.3. Possession of narcotics, marijuana, alcohol, or dangerous drugs.

Attachment 6 (Added)(AETC)**ARMS PROCEDURES FOR ATTACHED FLIERS**

A6.1. HQ AETC will notify the HARM office of attached fliers by providing a copy of the approved attached flier memorandum.

A6.2. The HARM office, in turn, will provide a copy of the approved flier memorandum to the SARM.

A6.3. Attached aircrew members FRF will be maintained at their assigned HARM office according to paragraph 2.17.2 of the basic AFI.

A6.4. AETC HARM offices with attached aircrews from other AETC units or other commands will build “dummy” records in ARMS to track training requirements.

A6.5. The following guidelines will be used to create identification codes for “dummy” records: (**NOTE:** This code will be used in place of the nine-digit Social Security number.)

A6.5.1. The first three numbers indicate the command (as follows): ACC - 870, AMC - 871, AFMC - 872, AFSOC - 873, USAFE - 874, PACAF - 875, AFSPC - 876, ANG - 877, AFRC - 878, and AETC - 879.

A6.5.2. The fourth and fifth numbers indicates the HARM office to which the member is attached for flying. AETC HOSM numbers are Altus - 11, Kirtland - 12, Little Rock - 13, Randolph - 14.

A6.5.3. The final four numbers will be assigned by the HOSM office and will begin with 0001 chronologically to prevent duplication. Maintain a log for tracking purposes.

A6.6. “Dummy” records must be created in ARMS for foreign military using service category “F” status.

A6.7. The individual aircrew member or ORM personnel of the attached unit will coordinate with the attached HARM office and provide copies of the member’s AF Forms 1042 and 702 and IDS and flying history reports to ensure the data created in the ARMS “dummy” record is accurate.