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**Flying Operations**

**AVIATION MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**Air Force Instruction (AFI) 11-401, *Aviation Management*, 15 December 2004, is supplemented as follows.** It applies to all ANG Units. Send comments and suggested improvements to this instruction on AF IMT 847, *Recommendation for Change of Publication*, through ANG, Operations Support Branch, (ANG/XOOS). Units may supplement this instruction. Supplements cannot be less restrictive than the basic publication or ANG supplement. Units will coordinate their supplement with and send one copy to ANG/XOOS.

***SUMMARY OF REVISIONS***

This publication has been updated to reflect the administrative changes made to incorporate the changes made from the basic publication IC and to include ANG additional crew member (ACM) guidance, maintenance of flight records on aviators assigned to the National Capital Region.

1.3.3.2. (Added) Once revalidated, the letter will be filed in accordance with (IAW) AFI 11-421. Use of FSC "K" will not be approved for long term periods or after completion of an MDS conversion.

1.4.1.5. Notification will be in writing.

1.4.1.7.1. (Added) Squadron commanders will determine the individual's potential for continued aviation service and will take one of the following actions:

1.4.1.7.1.1. (Added) Immediately initiate retraining activities.

1.4.1.7.1.2. (Added) Conduct an AEB, FEB IAW AFI 11-402.

1.4.1.7.1.3. (Added) Reassign individual to a non-flying UMD position.

1.4.1.7.1.4. (Added) Separate or discharge.

1.4.1.7.1.5. (Added) Aircrew who occupy an active flying billet and who have passed their final gate (for OFDA and pay purposes) will continue to perform operational flying duties. Active flying cannot cease merely because a member has fulfilled his/her gate requirements. OG/CC's will ensure action as pre-

scribed in Paragraph **1.4.1.7.1. (Added)**, is taken should member exceed 90 days without flight activity and continues without flight activity past 180 days of inactivity unless waived by ANG/XO.

1.6.2.5.1. Mission Essential Ground Personnel (MEGP) are defined as personnel eligible to perform unique duties directly associated with and essential to a particular aircraft, aircrew or mission. All MEGPs require valid travel orders with MEGP status identified. The OG/CC may approve MEGP status for personnel on their unit aircraft. MEGP status will be strictly controlled. Civilian government employees or civilian contractors will only be authorized MEGP status if either employment or company contract with the ANG verifies requirement for ANG to provide airlift. Aircraft commanders will ensure that MEGP personnel comply with anti-hijacking and security requirements.

1.6.2.6.1. Additional Crew Member (ACM) is a travel status. Qualified MDS specific crewmembers may travel aboard mobility aircraft as ACMs to accomplish pre-(de)positioning in support of mobility operations. All ACMs require valid travel orders and/or flight authorizations. The OG/CC may authorize ACM status for their mobility aircrews. Requests should include name, rank, aircrew qualification, organization, reason for travel, proposed itinerary and dates, and a statement of compliance with Foreign Clearance Guide procedures applicable to the area of travel. ACMs are not entitled to log flying time. Crewmembers will not travel on ACM status while on leave status.

1.8.1. Units will use the AF IMT 4327A, *Crew Flight (FA) Authorization*, for multi-crewmember flights and fighter aircraft flights outside the local area. Local area fighter flights will be documented on the AF IMT 4327, *ARMS Fighter Flight Authorization (FA)*.

1.8.1.1.1. (Added) Validation of go-no-go will also include:

1.8.1.1.1.1. (Added) Ensure that individuals flying unit aircraft are in an approved pay status while performing in-flight duties, i.e., active duty, inactive duty or air technician.

1.8.1.1.1.2. (Added) Ensure that individuals flying unit aircraft are authorized to fly and if not current they fly with an instructor to regain currency in the weapons system being flown.

1.8.1.1.2. (Added) Units can pen and ink and initial orders if there are any crewmember changes. Unit commanders will not authorize any crewmember to be on the flight authorization who is on leave, or who will enplane or deplane en route for leave purposes. No one in leave status can log flying time, perform aircrew duties, or travel in MEGP status on ANG aircraft. Flight authorizations for commanders, ops officers, and Stan/Eval aircrew may be valid for more than one mission. Units may issue a single flight authorization for a series of flights (Coronets, Operational Readiness Inspections, etc.) as long as there are no crewmember changes.

1.8.2.7. (Added) Fighter units will ensure that only pilots who are current and qualified for unsupervised flights in a particular aircraft will be placed in command of the aircraft or flight. In dual controlled aircraft, the pilot in command will be indicated by an "A" code on the flight authorization form. Flight leads will be annotated by a single plus (+), and deputy flight leads by a double plus (++). Eligible pilots may alternate command responsibility on multiple flights or as the pilot in command for single seat aircraft.

1.8.2.8. (Added) For missions that authorize two complete crews, an aircraft commander will be in command of each crew. Designate one as the operating crew and the other as the deadhead crew for specific route segments or to the mission turnaround point.

1.8.2.9. (Added) The following statement must be on the authorization form: "Personnel in Title 10 status are subject to provision of the Uniform Code of Military Justice while performing this duty and those personnel in Title 32 status are subject to the applicable State's Military Code."

1.9.4.8. (Added) **Attachment 9 (Added)** contains ANG orientation flight approval procedures. All candidates must be in one of the categories listed in **Attachment 9 (Added)** of this instruction to be considered for approval. For individuals not addressed in categories included in **Attachment 9 (Added)**, submit full justification and flight details in a written request to ANG/XO for consideration (**Attachment 10 (Added)**). Individuals participating in orientation flights will first have a doctor's review IAW AFI 48-123. Additionally, individual qualifications will be IAW applicable MDS training publications.

1.10.2.1. (Added) Waiver authority is ANG/XO. Case by case is defined as a single mission.

2.13.1. (Added) NGB Staff flyers are defined as an aviator assigned to NGB, Air National Guard Statutory Tour Program, ANG/AFRC Test Center (AATC), or MAJCOM Staff Integrators who perform aeronautical duties with ANG units. Staff flyers will comply with the following:

2.13.2. (Added) Know flight currency requirements outlined in applicable ANG/Air Force (AF)/Gaining Command directives.

2.13.3. (Added) All aircrew members entering the NGB/ANG staff program will contact ANG/XOOS for assistance, attachment to a supervisory flying unit (if applicable) and instructions for staff flying. ANG/XOOS will provide the flyer with a "Letter of Attachment," indicating the unit where the individual will perform the majority of his/her flying, and also identify the unit's responsibilities for supporting the flyer. Aircrews will provide the Supervisor of Flying or Operations Officer of the supporting unit (unit providing sortie support) with documentation verifying currencies, egress training, flight qualification, medical clearance, etc., prior to performing aeronautical duties. Those aviators in non flying positions (API "0 or 4") assigned to an NGB statutory tour and physically located in the National Capital Region, will have their flight records maintained by the 89th HARM (AJXF) located on Andrews AFB (89 OSS/OSTR, 1240 Menoher Drive, Andrews AFB, MD 20762).

2.13.3.1. (Added) The individual will maintain Stan Eval and aircrew training records at the supporting host unit and provide flight/training documentation as accomplished and/or as requested. Currency requirements IAW applicable directives at the Basic Aircraft Qualification (BAQ)/Non-Mission Ready (NMR), Basic Mission Capable (BMC), or Mission Ready (MR) level will be satisfied and tracked. A dummy record will be built into the ARMS for tracking purposes.

2.14.3.4. (Added) Under no circumstances will individuals assigned to State Staff or NGB Supervisory (API 8) positions be multiple-qualified.

2.14.3.5. (Added) All Wing commander positions are assigned an API 6, and must be either MR or Mission Capable (MC) in a unit primary assigned aircraft (PAA), IAW the applicable aircrew training publications and this instruction.

2.14.3.6. (Added) Full-time air commanders (GM-15), vice air commanders (GM-14) or air operations officers (GM-14), with an approved compatibility waiver, assigned to State/ Headquarters (HQs) Staff General Officer position (other than The Adjutant General {TAG}) may continue to actively fly until their technician status is terminated, Federal Recognition as a General Officer is granted, or up to 18 months, whichever occurs first. The General Officer position on the Headquarters' UMD will reflect an API 8 as long as a colonel occupies the position. Personnel assigned to these positions will fly only as MC flyers IAW applicable aircrew training publications.

2.15.1. (Added) The State/HQs Staff Director of Operations position in State Manpower Category A and B states (ANGI 38-101, *ANG State Headquarters Manpower/Organization Guide*) are authorized to fly as

BMC (fighters) or BAQ (heavies) status in one MDS within their State's control IAW the applicable aircrew training publications for the MDS being flown.

2.16.1.1. (Added) General officers assigned to the State/HQs Staff Director of Operations position in State Manpower Category C states are API 4 and authorized to fly in indoctrination status ONLY. **EXCEPTION:** Colonels assigned to the State/HQs Staff Director of Operations position in State Manpower Category C may continue to fly as an API 8 until Federal Recognition as a general officer is granted, at which time, the position will be changed to an API 4. Colonels in this position are authorized to fly as BMC (fighters) or BAQ (heavies) status in state assigned aircraft IAW the applicable aircrew training publications.

2.16.6. (Added) Written requests to ANG/XO are not required for ANG rated general officers assigned to rated API coded "3" or "4" billets who chose to perform indoctrination flying. General officers assigned to API 0 billets are not authorized indoctrination status. The following are guidelines for ANG rated general officers participating in indoctrination flying:

2.16.6.1. (Added) All general officers flying in indoctrination status and those wing commanders maintaining basic qualification must fly with instructor pilots.

2.16.6.2. (Added) The following is the ANG policy on general officer flying and personnel assigned to State Headquarter positions and Headquarters Staff for the District of Columbia, Puerto Rico, the United States (US) Virgin Islands, and Guam.

2.16.6.2.1. (Added) The Adjutant General, Assistant Adjutant General for Air, Chief of Staff, and ANG Assistant positions are assigned an API 0. API 0 positions are not authorized any type of flying status. THIS IS NOT WAIVERABLE.

2.16.6.2.2. (Added) Pilots flying in an Indoctrination Status must be under the supervision of a qualified instructor pilot and may only occupy the rear seat of a fighter type aircraft, left seat for C-130, KC-135 and the right seat of C-5, C-17 and OSA or as directed in appropriate publications. Rated officers (other than pilots) must occupy a duty station compatible with their previous rated expertise under the supervision of an instructor of the same rated expertise.

2.16.6.2.3. (Added) Individuals must first successfully accomplish a bold face, (critical action procedures, simulated emergency procedures training, as applicable) and receive normal / emergency procedures training in a simulator. If a simulator is not available, the Operations Group commander may substitute a cockpit procedural trainer or in-cockpit review session. This training is good for 30 days from the date training was accomplished.

2.16.6.2.4. (Added) Individuals must also complete orientation aircraft life support training, and aircraft systems training. This training is valid for 180 days from the date training was accomplished.

2.16.6.2.5. (Added) Individuals will have a current flight physical (AF IMT 1042, *Medical Recommendation for Flying or Special Operational Duty*), and physiological training (AF IMT 702, *Individual Physiological Training Record*) as appropriate for the MDS.

2.16.6.2.6. (Added) Pilots flying fighter type aircraft in indoctrination status will not control the aircraft during takeoff, air-to-air refueling, close formation, air combat basic tactics (ACBT), actual air-to-air weapons delivery events, air-to-ground weapons delivery events, instrument approaches (when weather is less than 1500/3), low-altitude flying (below 1000 ft above ground level {AGL}), in-flight emergencies (actual or simulated), or during landing.

2.16.6.2.7. (Added) Pilots in indoctrination status flying any aircraft other than fighter type aircraft will not control the aircraft during takeoff (when weather is less than 1500/3), air-to-air refueling (receiver only), close formation (including station keeping equipment {SKE}), equipment/personnel delivery events, tactical low level, in-flight emergencies (actual or simulated), instrument approaches (when weather is less than 1500/3), or during landing.

2.16.6.2.8. (Added) Indoctrination flyers (colonel and above) will log "O" as the first character of their flight authorization duty code and "other" flight time on the AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*. Indoctrination flyers (below Colonel) will log "X" as the first character of their flight authorization duty codes and "other" flight time on the AFTO Form 781. Indoctrination flyers are not authorized to perform AFTPs.

2.20.3. (Added) Units identified as supporting units for NGB staff flyers (see Paragraph **2.13.1. (Added)**) will enter the staff flyer into the unit's ARMS database either as a primary crew member or as a "dummy" attached flight record to record flight training events and other requirements when accomplished and reported by the staff flyer. Ensure no flying time is updated for dummy records.

2.20.3.1. (Added) Staff flyers assigned to other MAJCOM headquarters as staff integrators will coordinate their flight record custodial responsibility and flying support through the closest HARM Office at that locale.

2.22.1. Any active duty General Officer desiring to fly a sortie with a Guard unit should request it through the Senior Leadership Management Office (SLMO).

2.22.2.1. (Added) To include Air Force Reserve Command aircrew members.

2.22.5. (Added) All flying with ANG units will be on a non-interference basis and at the discretion of the wing commander and State Adjutant General.

2.22.6. (Added) The Individual Data Summary (IDS) can be utilized for verification of go-no-go (aeronautical orders, flight physical and physiological training) for off base aircrew authorized to fly with ANG units. A currency report must also be provided documenting currencies. AMC Aircrew Standards and Evaluation (ASEV) staff members are allowed to perform check rides after providing an IDS and a currency report. The ANG unit can request other documentation deemed necessary depending on the MDS and mission being flown.

3.1.2. The ANG HARM Office must be located in an area which has low traffic and the flight records and privacy act documents are securable when HARM personnel are not present. The integrity of privacy act material must be maintained appropriately.

3.4.2.3. Boom Operators are authorized to log secondary flight time when performing passenger or cargo duties.

3.7.2. (Added) Individuals must be in an approved pay status in order to log any flying time on the AFTO Form 781.

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

AFI 11-403, *Aerospace Physiological Training Program*

ANGI 38-101, *ANG State Headquarters Manpower/Organization Guide*

***Abbreviations and Acronyms***

**AATC**—ANG/AFRC Test Center

**AATTC**—Advanced Airlift Tactical Training Center

**ACBT**—Air Combat Basic Tactics

**ACM**—Additional Crew Member

**AE**—Aeromedical Evacuation

**AF**— Air Force

**AGL**—Above Ground Level

**AO**—Aeronautical Order

**ASEV**—Aircrew Standards and Evaluation

**BAQ**—Basic Aircraft Qualification

**BMC**—Basic Mission Capable

**CC**—Commander

**CCT**—Combat Controller Team

**DAFSC**—Duty Air Force Specialty Code

**DSD**—Deputy Secretary of Defense

**DSN**—Defense Switch Network

**EP**—Evaluator Pilot

**FA**—Flight Authorization

**FCIF**—Flight Crew Information File

**FEF**—Flight Evaluation Folder

**FS**—Flight Surgeon

**IAW**—In accordance with

**HQ**—Headquarter

**ICAO**—International Civil Aviation Organization

**IDS**—Individual Data Summary

**IFP**—Intelligence Flying Program  
**IP**—Instructor Pilot  
**MC**—Mission Capable  
**MP**—Mission Read Pilot  
**MR**—Mission Ready  
**NGB**—National Guard Bureau  
**NMR**—Non-Mission Ready  
**PA**— Public Affairs  
**PAA**— Primary Assigned Aircraft  
**PAFSC**—Primary Air Force Specialty Code  
**PTO**—Published Technical Orders  
**ROTC**—Reserve Officer’s Training Corp  
**SKE**—Station Keeping Equipment  
**SLMO**—Senior Leadership Management Office  
**SOF**—Supervisor of Flying  
**SSN**—Social Security Number  
**TAG**—The Adjutant General  
**UFT**—Undergraduate Flying Training  
**UNT**—Undergraduate Navigator Training  
**UPT**—Undergraduate Pilot Training  
**US**—United States

A2.3.3.1. (Added) See ANG Master Mission Symbol List at <https://airguard.ang.af.mil/xo/FlyHrs/FLYHRS.html>

A2.3.3.2. (Added) ANG units will use Flight Authorization Duty codes IAW AFI 11-401, **Table A2.3.**, of the basic instruction and this supplement. Units have the option to specify the third and fourth character (except for those specified in **Table A2.3.**, of the basic instruction and this supplement). If the third and/or fourth position of the aircrew identifier is used, it must be identified in the remarks section of the flight authorization.

**Table A2.3. Flight Authorization Duty Codes.**

<b>Third Character (If Second Character is “A” or “Z”) (Added)</b>	
M	Aeromedical evacuation technician
P	Photographer

**Table A5.2. AF IMT 4327A Entries**

<b>Item</b>	<b>Enter</b>
1.	Use numerical digits for year, month, and day of date the flight authorization (FA) is prepared. (Example – 20040506)
2.	Mission number.
3.	Use the International Civil Aviation Organization (ICAO) call letters followed by City/Town and State/Country.
4.	Use the ICAO call letters for the mission turn-around point (furthest from departure point). For missions remaining in the local area enter “LOCAL.”
5.	Mission Symbol IAW AFI 11-401, Table A2.2., and the ANG Master Mission Symbol List at: <a href="https://airguard.ang.af.mil/xo/FlyHrs/FLYHRS.html">https://airguard.ang.af.mil/xo/FlyHrs/FLYHRS.html</a> . Enter the purpose of the mission: airlift, training, air refueling, etc. The mission type may be abbreviated and two or more missions may be combined.
6.	Scheduled departure date and time. (Example – 20040507 1930)
7.	Scheduled return date and time. (Example – 20040508 0230) This date is for scheduling purposes only and will not be used to direct the return of the mission. Actual mission return time is determined by mission requirements.
8.	Aircraft MDS. (Example F016A)
9.	Aircraft serial number. (Example – 61-0381)
10.	Enter Aircraft call sign.
11.	Crew Information. a. Enter last name, first and middle initial. b. Abbreviated rank of each individual. c. SSAN (optional, full, last four or omitted). d. Security clearance. e. Enter individual’s current aircraft qualification from AF IMT 8, <i>Certificate of Aircrew Qualification</i> .

Item	Enter
	<p>f. Enter duty position code for scheduled duties IAW AFI 11-401, <b>Table A2.3</b>. The duty position lets unit commanders limit the activities of their crewmembers. For example, if a crewmember is qualified as evaluator pilot (EP) in that aircraft, the commander can designate them of the flight authorization as instructor pilot (IP) or mission ready pilot (MP). In this case, they can only log IP or MP time on the AFTO Form 781. Use the duty position of “E” (Examiner) or “I” (Instructor) only when scheduled to perform examiner or instructor duties. Log examiner or instructor time only while performing these duties. Exception: Flight examiners performing qualification evaluations in an aircraft they are not obtaining or maintaining qualification in will log first character of their crew position as an “X” or “O” and log other time according to AFI 11-401, Paragraph 3.4.4. If a crewmember will be acting in a higher qualified duty position for evaluation purposes, use remarks code “C” in accordance with Table A8.1. Time cannot be logged in the upgraded capacity until after the ride is over and the AF IMT 8 is signed. The number of individuals occupying any given duty position will be the minimum essential for mission accomplishment as determined by the unit commander. Do not use “X” (“XP”, “XN”, “XF”, etc.) for individuals qualified in the aircraft.</p> <p>g. Remarks Code as applicable.</p> <p>h. Enter each individual’s unit number.</p> <p>i. Enter each individual’s crew number. (If used)</p> <p>j. Initials of authorized personnel for changes made after authentication.</p>
12.	See Table A5.1., and Paragraph <b>1.8.2.7. (Added)</b> , of this supplement. Units may enter additional remarks code legends as required. Explain codes developed to meet local needs. The following statement must be on the FA: “Personnel in Title 10 status are subject to the provision of the Uniform Code of Military Justice while performing this duty and those personnel in Title 32 status are subject to the applicable State’s Military Code.”
13.	Date FA is authenticated.
14.	FA number assigned sequentially by Fiscal Year. (Example – 04-0101)
15.	<p>Distribution: Minimum distribution is:</p> <p>File copy (original).</p> <p>Each crewmember – as required.</p> <p>Each mission kit – as required.</p> <p>Filed with mission flight plan (DD Form 175, <i>Flight Plan, Military</i>).</p>
16.	Go/No-Go verification will be completed by a qualified 1C0X2 (or unit designated representative) and reviewed by the aircraft commander. When additional crewmembers are added after the FA is authenticated, the aircraft commander will certify that Go/No-Go verification was completed. Units may include additional blocks for Go/No-Go verification in the Remarks section as required.
17.	Enter issuing unit, base and location with operational control of the mission/aircraft.

Item	Enter
18.	Complete signature element of authenticating official. The OG/CC will designate authorizing officials in writing. Those designated will be either in unit level command positions or be certified as a SOF. This signature authorizes the flight to take place. Separate flight authorizations may be generated by the Aeromedical Evacuation (AE) section for AE personnel when required to perform in-flight duties on that mission and attached to the DD Form 175 prior to flight services processing. Copies will be provided to the Aircraft Commander of AE missions when AE members are required to perform duties and must be attached to the aircraft's flight authorization. The unit aviation resource management office must have both to file them together. The AE flight authorization is not a standalone FA.
19.	Fund cite information when FA will be used for reimbursement of Temporary duty expenses. AUTHORITY: 37 USC 404(e). Otherwise leave this section blank. Place appropriate TDY fund citation on the flight authorization. Flight authorizations may only be used by the ANG units as travel orders if approved by Air National Guard Financial Management (ANG/FM).

**Table A5.3 (Added) ANG Standard Codes.**

A	In Command
B	Non-current
C	Acting in next higher qualification evaluation purposes (e.g., Instructor, Evaluator)
D	Reserved for future use
E	Reserved for future use
F	First pilot qualified
G	Female crewmember
H-Z	Unit developed (code may also contain numbers or symbols)

**Attachment 9 (Added)****ORIENTATION FLIGHTS****A9.1. (Added) Purpose :**

A9.1.1. (Added) An orientation flight, as defined in DoD 4515.13-R, is a flight in a DoD owned aircraft performed within the unit's normal local flying area, starting and terminating at the point of origin. An orientation flight may be conducted to reward or motivate personnel, ensure a better understanding of a particular weapons system and its role in the ANG mission, or when a flight is determined to be in the best interest of the ANG.

A9.1.2. (Added) The Orientation Flight Program is a valuable tool to the ANG and the Air Force. Public Affairs offices must be closely involved with the program to ensure that appropriate publicity be given to the program and that only authorized personnel are nominated to participate. The intent of this orientation flight program is not to give routine or repetitive flights, except as described in Paragraph **A9.1.2.1. (Added)** Unit Commanders must closely monitor the program to ensure that a balance exists between unit training priorities and the orientation flight program. Units will develop, execute, and track their own orientation flight programs.

A9.1.2.1. (Added) Recurring familiarization flights in the unit's MDS on a non-interference, no cost basis may be performed by the following:

A9.1.2.1.1. (Added) Intelligence personnel as part of the Intelligence Flying Program (IFP)

A9.1.2.1.2. (Added) Enlisted Weapons Directors, non-rated Air Battle Managers and Life Support personnel.

A9.1.2.1.3. (Added) Current military personnel who have attended formal undergraduate aviator training but are awaiting weapon-system specific schools.

A9.1.2.1.4. (Added) No funds will be expended to ensure personnel are flown (i.e., sending someone TDY to another unit to get a flight). This is not a mandatory program and the wing commanders will decide if allowing their personnel to participate is in the best interest of their unit and what frequency and number of flights is authorized. This is not a replacement for incentive flights. These sorties will be flown as part of a normal training flight. Individuals must have a doctor's review IAW AFI 48-123 and physiological training IAW AFI 11-403, *Aerospace Physiological Training Program* if applicable. Commanders will designate, in writing to the HARM, those individuals in Paragraph **A9.1.2.1.1. (Added)** and **A9.1.2.1.2. (Added)** who will participate in recurring familiarization flights on a yearly (fiscal year) basis for the publication of non-interference aeronautical orders. Leather jackets will not be issued and aviation incentive pay in any form will not be allowed.

A9.1.3. (Added) Request for waivers must be directed to the appropriate ANG/XO office.

**A9.2. (Added) Request Procedures :**

A9.2.1. (Added) The approval process consists of determining the most appropriate type of orientation flight applicable, drafting a request, obtaining required endorsements, and forwarding the request to the coordinating office. The coordinating office will forward the package for review/approval and send it back to the requester.

A9.2.2. (Added) The request must include the following items:

A9.2.2.1. (Added) Type of orientation flight requested (i.e., familiarization, spouse, DV, incentive).

A9.2.2.2. (Added) Candidate's name, rank/civilian title, Social Security Number (SSN) and job position.

A9.2.2.3. (Added) Candidate's previous/current military flight rating and the date and type of aircraft last flown as a crewmember (if applicable).

A9.2.2.5. (Added) Proposed flight information to include date, type of aircraft, seat position the candidate will occupy, takeoff and landing airfields, and mission profile.

A9.2.2.6. (Added) A brief description of how the mission will benefit the ANG.

A9.2.2.7. (Added) Requester's name, and point of contact with defense switch network (DSN) and commercial phone and fax numbers.

A9.2.3. (Added) Approvals for spouse orientation flights, incentive flights and some familiarization flights are handled within the State. Obtain an endorsement from the State Public Affairs (PA) Office and then send the request to the Wing/Group Commander who will, after granting his own endorsement, coordinate approval from the State Adjutant General. **NOTE:** The Adjutant General may delegate the approval authority no lower than the Wing/Group Commander.

A9.2.4. (Added) Approvals for distinguished visitor and some familiarization flights require NGB approval or action. Obtain endorsements from the State public affairs office, the Wing/Group Commander, and the State Adjutant General then send the request to the NGB coordinating office listed in **Table A9.1. (Added)**, for review and/or approval.

A9.2.4.1. (Added) All requests, specifically those requiring Director, Air National Guard (NGB/CF) approval, should be forwarded to the NGB a minimum of 10 workdays before the desired flight date.

A9.2.4.2. (Added) All requests that require Assistant Secretary of Defense, Secretary of the Air Force, or Chief of Staff of the Air Force approval should arrive at the NGB a minimum of 20 workdays prior to the desired flight date.

A9.2.4.3. (Added) All requests for flights involving waivers of policies stated within this instruction should arrive at the NGB a minimum of 20 workdays prior to the desired flight date.

A9.2.4.4. (Added) Late requests will most likely not be approved due to lack of processing time.

**A9.3. (Added) General Policies.** The following rules apply to all types of orientation flights.

A9.3.1. (Added) The Commander of each flying unit is responsible for establishing specific flight profiles for all types of orientation flights they fly in accordance with this instruction. The unit will plan and execute low risk flight profiles.

A9.3.2. (Added) Some orientation flight recipients will not be physically or psychologically prepared for the stress which can be encountered in flight, particularly if they are eligible for flight in fighter type aircraft. Flight profiles for these candidates should be less demanding, and depending on the candidate and the aircraft, far less demanding than normal mission training.

A9.3.3. (Added) Flight profiles for familiarization flights as opposed to the other three types of orientation flights may be more mission oriented and less restricted, and may include a full training mission profile, depending on the candidate.

A9.3.4. (Added) Flights will be scheduled so as not to interfere with programmed missions.

A9.3.5. (Added) The pilot in command must be experienced and MR/MC to perform the flight. The pilot in command will also be thoroughly familiar with orientation flight guidance to ensure that policy is strictly followed.

A9.3.6. (Added) Orientation flyers will fly as observers or passengers in passenger seating with standard restraint equipment. Orientation flyers will not occupy any seat from which the aircraft can be controlled, other than during the following situations:

A9.3.6.1. (Added) No exceptions will be made for spouse orientation flights. Commanders will ensure that this is a specific item in the flight brief.

A9.3.6.2. (Added) Orientation flyers who are approved for flights in fighters will fly in the rear seat.

A9.3.6.3. (Added) Military personnel, during non-critical phases of flight under ideal flight conditions, may move from passenger seating and briefly control the aircraft from the right seat in airlift, tanker, and rescue aircraft. At no time will an individual who is not fully qualified in the specific type aircraft being flown occupy any pilot's seat (with a set of controls) with passengers on board the aircraft. During non-critical phases of flight under ideal flight conditions military personnel may briefly control the aircraft from the rear seat of fighter type aircraft when the other seat is occupied by an IP.

A9.3.6.4. (Added) Rated military pilots may control the aircraft during non-critical phases of familiarization flights from the left seat in airlift, tanker, and rescue aircraft (rear seat in fighter aircraft) when there are no other passengers on board the aircraft and with an IP in the other seat. They may also control the aircraft from these same seats during critical phases of flight if the following requirements are met: An IP must occupy another seat from which the IP can fly the aircraft. The IP must first evaluate the orientation pilot's skills and ability to handle the aircraft. This must be done in a benign environment above 10,000 feet AGL for all aircraft except helicopters, which must be above 2,000 feet AGL. The familiarization flyer must have completed a current Bold Face/CAPS, and normal/emergency procedures training in simulator, if available, for the type aircraft to be flown.

A9.3.6.5. (Added) Rated General Officer pilots may control the aircraft during non-critical (must comply with Paragraph **A9.3.6.3. (Added)**) or, if the requirements listed in Paragraph **A9.3.6.4. (Added)**, are met, critical phases of flight from any seat including the aircraft commander seat or the front seat of fighters. An IP must always occupy another seat from which the IP can fly the aircraft.

A9.3.7. (Added) For orientation flights, critical phases of flight are; takeoff, instrument, departures, air-to-air refueling, close formation, over-the-top aerobatics, ACBT, actual air-to-air weapons delivery events, air-to-ground delivery events (actual or simulated), instrument approaches, low-altitude flying, and landing.

A9.3.8. (Added) All orientation flyers will receive appropriate life support, egress, and emergency procedures training prior to flight.

A9.3.9. (Added) Simulated emergencies, to include no-flap landings and unusual attitudes, are prohibited unless the orientation is for a rated military flyer.

A9.3.10. Orientation flights above 18,000 feet in fighter aircraft will require physiological training in accordance with AFI 11-403.

**A9.4. (Added) Policies for Incentive and DV Orientation Flights in airlift, rescue, and tanker aircraft.** Comply with all general policies plus procedures outlined in applicable 10 series instructions and published technical orders (PTOs) for non-crewmember flights.

**A9.5. (Added) Policies for Incentive and DV Orientation Flights in fighter aircraft.** Comply with all general policies plus:

A9.5.1. (Added) The flight will normally be a dedicated single ship mission. Target ships or formation flights are permissible when they serve the specific purpose of the orientation flight.

A9.5.2. (Added) With the exception of takeoff and landing, fly the mission above 1,000 feet AGL. ACBT and actual or simulated air-to-ground weapons delivery events are not authorized in fighter aircraft.

A9.5.3. (Added) Do not perform aerobatics unless requested by the passenger, and only then in a measured orientation context. Avoid abrupt, or unexpected maneuvers, excessive G-loading, and extended negative-G flight.

A9.5.4. (Added) Civilian and non-rated military personnel flying in orientation status, as a minimum, will have an interview with a flight surgeon prior to flight. This interview will include a review of the individual's medical history, and a discussion of the dynamics and potential stresses of flight in high performance aircraft. Air National Guard Surgeon General (ANG/SG) will coordinate on medical questionnaires.

A9.5.5. (Added) A cockpit familiarization will be accomplished.

A9.5.6. (Added) To reduce apprehension, the flight briefing will cover all aspects of the flight. The pilot should also give his/her passenger in-flight advisories to achieve the same objective.

A9.5.7. (Added) Download all weapons ordnance and mechanically safe all guns. Captive inert weapons and ordnance are authorized.

A9.5.8. (Added) Personnel will fly as "OP"/"XP" (if authorized by AFI 11-401).

**A9.6. (Added) Policies for Familiarization Flights in any type aircraft.** Comply with all general policies plus:

A9.6.1. (Added) Flights in fighter aircraft will comply with Paragraphs **A9.5. (Added)**, **A9.5.3. (Added)**, **A9.5.4. (Added)**, **A9.5.5. (Added)**, **A9.5.6. (Added)**, and **A9.5.8. (Added)**, in this instruction.

A9.6.2. (Added) Flights in airlift, tanker, and rescue aircraft will comply with Paragraphs **A9.4. (Added)**, **A9.5.5. (Added)**, and **A9.5.6. (Added)**, in this instruction.

**Table A9.1. (Added) Orientation/Public Affairs Flights Coordination/Approval (Note 1)**

<b>L I N E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Type of Flight</b>	<b>Authorized Participants</b>	<b>Coordinating Office</b>	<b>Approval Authority</b>
<b>1.</b>	<b>Distinguished Visitor (DV) Orientation Flight:</b>  (Endorsement required by State PA, Wing Commander (CC), and TAG)	Members of the Congress or their staffs (Note 2.)	National Guard Bureau Legislative Liaison (NGB-LL)	SECAF via Secretary of the Air Force Legislative Liaison (SAF/LL)
<b>2.</b>		Federal and equivalent foreign government officials (Note 6)	State PA thru National Guard Bureau Public Affairs (NGB-PA)	NGB/CF (Note 2.)
		State, County, Local, Civic Officials		Wing Commander
<b>3.</b>		US ambassadors and their senior deputies, within overseas theaters, when invited by the theater or component commander. (Note 5.)		Overseas MAJCOM/CC (Notes 3., 4.)
<b>4.</b>	<b>Familiarization Orientation Flight</b>	Foreign nationals working for the DoD, when in the commander's overseas area of responsibility, and when the commander has determined that the flight is in the primary interest of the DoD (Reference, DoD 4515-13-R, Chapter 10.) (Note 5.)		
<b>5.</b>		Foreign civilians (Notes 5, 12)		HQ USAF/CV (Note 18)
<b>6.</b>		Foreign military (Brigadier General [equivalent] and above or civilian equivalents) (Note 5)		NGB/CF (Notes 3., 4., 5.)
<b>7.</b>		Foreign military (Brigadier General [equivalent] and above or civilian equivalents) for requests that do not fall within normal MAJCOM channels (i.e., FOA requests) (Note 5)		HQ USAF/XOO

L I N E	A	B	C	D
	Type of Flight	Authorized Participants	Coordinating Office	Approval Authority
8.		Foreign military (Colonel [equivalent] and below or civilian equivalents) (Note 5)		NGB/CF
9.		Foreign military during participation in exercises sponsored or directed by CJCS, unified commanders, and USAF component commanders of unified commands, which include combined operations of US and foreign forces (Reference, DoD 4515.13-R, Chapter 2.) (Note 5.1., 6.) (Note 1 N/A)		NGB/CF (Note 3.)
10.		Foreign military personnel who receive flight training at AF training installations are given flying privileges that correspond to their course of training (Reference, DoD 4515.13-R, Chapter 2, and AFI 11-401, Chapter 1.) (Note 5.1.) (Note 1 N/A)		Applicable Training Unit Commander
11.		Foreign military not listed above. (Ref. AFI 11-401, Chapter 1.) (Note 5)		HQ USAF/XOO
12.		US Citizens, when in direct support of the approving command (Reference, DoD 4515.13-R, Chapter 10). (Note 7.)	ANG/XO	NGB/CF (Notes 3., 4.)

L I N E	A	B	C	D
	Type of Flight	Authorized Participants	Coordinating Office	Approval Authority
13.		Active Duty, ARC military (all grades), DoD civilian equivalents (all grades) (Note 19.) Other US Military Aviators (May participate in full tactical missions providing appropriate MDS safety and egress is accomplished within 72 hours to flight) Undergraduate Flying Training (UFT)/Undergraduate Navigator Training (UNT)/ Undergraduate Pilot Training (UPT) and Combat Controller Training (CCT) selectee(s) (military personnel)	Squadron/CC	Wing/Air CC (Notes 3., 14.)
14.		Service Academy and Reserve Officer Training Corps (ROTC) cadets and midshipmen (Notes 8., 10., 17., 18.)		
15.		Junior ROTC, Civil Air Patrol, Explorer Scouts (Note 18.)		
16.		FAA employees (comply with DoD 4515.13-R, Chapter 4.)		
17.		Civilian employees of DoD contractors (Note 9.)		
18.	<b>Incentive orientation flight</b>	USAF active duty and ARC military members (Note 19.)		
19.	<b>Spouse orientation flight</b>	Spouses of US active duty and ARC members		
20.	<b>Orientation flights in non-USAF aircraft</b>	USAF active duty and ARC members (Note 1 N/A)		

L I N E	A	B	C	D
	Type of Flight	Authorized Participants	Coordinating Office	Approval Authority
21.	<b>Point-to-point flights</b>	Applies to Public Affairs travel only. Point-to-point orientation flights are not authorized (Ref, DoD 4515.13-R, Chapters 3, 4)		NGB/CF (Notes 3., 5.); SECAF for Line 1
22.	<b>Public Affairs flights</b>	Community relations: US Civic leaders (Note 12.); Youth in Congressionally-sanctioned DoD-approved Youth Programs (Notes 13., 14.); US citizens who, because of position and contacts with various public organizations, can make a positive contribution to public understanding of the roles and missions of the Air Force and ANG (Note 13., 15.)	State PA thru NGB-PA and Secretary of the Air Force Public Affairs (SAF/PA) (Note 13.)	<b>Local flight</b> (Note 10.) Wing/ Air Commander
23.	<b>Public Affairs flights</b>			<b>Non-local flight</b> (Note 3, 4)
24.	<b>Media travel/ orientation flight</b>	News Media		<b>See AFI 35-101</b>
25.	<b>Exceptions to policy/All other orientation flights</b>	Not Listed Above	ANG/XO	Headquarters United States Air Force Vice Commander (HQ USAF/CV) (Note 16.)

**NOTES:**

1. "Orientation flights" are defined as continuous flights performed within the local flying area and terminating at the point of origin (DoD 4515.13-R, Chapter 4). "Note 1., N/A," means the category of flight is not considered an orientation flight; however, it is included in the table as a consolidated reference source.
2. Requests for point-to-point travel must be specifically addressed and approved by SECAF. Retiring members of Congress and retiring congressional staff members may be flown on orientation flights only upon the written approval of the Assistant Secretary of Defense for Leg-

islative Affairs (ASD/[LA]). (Reference. Deputy Secretary of Defense (DSD) Memorandum, 23 December 1996.)

3. When aircraft are “chopped” or assigned to a gaining Combatant Commander, approval authority will be the COMAFFOR or Theater SOC commander. Units deploying to an out-of-CONUS area desiring to offer orientation flights to foreign nationals will obtain NGB/CF approval prior to departing CONUS. The request will then be forwarded to the appropriate overseas commander for subsequent approval.
4. Inform NGB/CF, ANG/XO, Air National Guard Chief of Operations Division (ANG/XOO) if approved.
5. Flights involving foreign nationals must be reviewed for foreign disclosure requirements and political concerns. **NOTE:** Foreign military “civilian equivalents” are comparable to DoD “civilian equivalents.”
6. Ensure foreign disclosure requirements and base visit requests are satisfied according to AFI 16-201.
7. This authorization does not include transportation to or from the exercise area or supporting flights utilized for logistics purposes only.
8. Does not include spouses of government personnel, non-DoD Federal officials, or members of Congress and their staffs.
9. For foreign students enrolled in USAF Academy or ROTC programs, ensure foreign disclosure requirements (AFI 16-201) concerning visit authorizations and disclosure of USAF information are satisfied.
10. This is not intended to allow all Government contractor employees to fly. The contractors must be performing work in direct support of the approving command (aircrew training system and aircraft maintenance contractors are the most frequent participants). Normally, the requirement for familiarization flights should be specified in the government contract.
11. For public affairs flight purposes, a local flight is a continuous flight originating and ending at the same location aboard aircraft assigned to that location. For aircraft permanently assigned to one location, but temporarily deployed to another location, the commander with operational control of the aircraft at the deployed location may approve local orientation flights at the deployed location, IAW the provisions of this supplement, AFI 11-401 and this table.
12. For public affairs flight purposes, a non-local flight is a flight from one location to another (point-to-point flight).
13. Foreign citizens are not included in DoD 4515.13-R as passengers eligible for orientation flights. “Civic leaders” applies to US civic leaders. Line 24 AF/CV approval is required. (AFI 11-401, Table 1.1., Note 6., applies to flights involving foreign nationals and must be reviewed for compliance.)
14. For youth in Congressionally sanctioned, DoD-approved Youth Programs, program participants may take part in no more than one orientation flight (Reference DoD 4515.13-R, Chapter 4). Parental and/or guardian permission is required and the flight must be approved by SAF/PA.

15. Passengers on orientation flights under 18 years of age require parental/guardian approval in writing.
16. Travel, which is designed to improve relations, increase good will, or serve humanitarian purposes, does not meet the criteria.
17. Requests for exception to policy must be submitted through command channels according to DoD 4515.13-R, Chapter 10, and AFI 24-101. Exception to policy authority is AF/CV.
18. Cadets and midshipmen are authorized orientation flights while on leave status.
19. HARM will publish aeronautical orders prescribed by AFI 11-401, Paragraph 1.10.1.8.
20. Aircrew members in suspended (ASC 04) or DNIF status are not authorized familiarization/orientation or incentive flights without an approved waiver from Headquarters United States Air Force Operations and Training Division (HQ USAF/XOOT).

**Attachment 10 (Added)****REQUEST FOR AIRCRAFT ORIENTATION FLIGHTS****Figure A10.1. (Added) Sample Letter.**

MEMORANDUM FOR ANG/XO

FROM: (Requesting Unit)

SUBJECT: Orientation Flight

1. Request orientation flight approval for the individual listed below. The following information is provided IAW AFI 11-401/ANG Sup 1, *Aviation Management*.

(Individual's name, rank/civilian title, SSN, age, and occupation)

(Proposed flight information: Date, type of aircraft, mission profile)

2. (Justification for request)

3. IAW AFI 48-123, *Medical Examinations and Standards*, Paragraph A8.11., attached is a medical clearance completed by the individual's medical provider or unit flight surgeon when appropriate.

4. The individual will receive life support and egress training within 72 hours prior to flight.

5. Point of contact at (supporting unit) is \_\_\_\_\_,

DSN \_\_\_\_\_, DSN FAX \_\_\_\_\_.

**NOTE.** Please send request and medical clearance to the appropriate coordinating office as indicated in AFI 11-401/ANG Sup 1, **Table A9.1. (Added)**

Requestor's Signature Block

Attachment:

Medical Clearance

1st Ind, Wing/CC

2nd Ind, State TAG/PA (When Required)

DANIEL JAMES III, Lieutenant General, USAF  
Director, Air National Guard