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305TH AIR MOBILITY WING**

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Flying Operations

C-17 OPERATIONS PROCEDURES

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AFI 11-2C17V3, dated 15 December 2005 is supplemented as follows: The purpose of this supplement is to identify 305th/514th Operations Group (OG) and 57th Weapons Squadron (WPS) C-17A Operational Procedures and implement unit responsibilities established in AFI 11-2C17V3, *C-17 Operations Procedures*. It applies to all aircrew members assigned or attached to these units and all subordinate units, to include Air Force Reserve Command (AFRC) units, but not Air National Guard (ANG) units. The 305 OG/CC or 514 OG/CC is the waiver authority for this supplement. Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through Major Command (MAJCOM) publications/forms managers. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

SUMMARY OF CHANGES

This revision changes guidance on phone patch procedures (paragraph **1.11**); clarifies approval for mission changes (paragraph **2.3.2.1**); changes reference to 87 ABW (paragraph **2.5.12**); clarifies deviations from the Wing Operations Plan (WOP) (paragraph **2.5.12.1**); deletes

paragraph **2.6.2.1**; adds guidance when dealing with TACC/XOCL (paragraph **2.11**); adds guidance on block-in times (paragraph **2.13.3**); adds guidance on flying crew chief crew rest (paragraph **3.10.6.1**); adds guidance on aircraft technical assistance (paragraph **4.4**); adds guidance on landing policy (paragraph **5.4.5**); deletes paragraph **5.15.3.1.3**; adds guidance on Semi-Prepared Runway Operations (SPRO) (paragraphs **5.15.3.3.1** thru **5.15.3.3.5**); deletes **5.15.7.** thru **5.15.7.5**; adds taxi guidance (paragraph **5.16.2.1.2**); adds guidance on fuel dump (paragraphs **5.18.4.1** and **5.18.4.2**); clarifies Bird/Wildlife Strike Hazard (BASH) procedures throughout paragraph **5.20** and sub-paragraphs); deletes paragraphs **5.20.3.1**, **5.20.6.3**, **5.20.8** thru **5.20.8.6**; deletes paragraphs **5.22.7** thru **5.22.8.**, **5.35.3.**, **5.38**, **5.38.1**, **5.39** thru **5.39.5**; adds to required carry equipment in paragraph **6.2.13**; deletes **6.2.14.1** and **6.2.14.2**; adds Airfield Qualification Program in paragraph **6.3.3.1**; adds guidance on carrying tactics binders in paragraphs **6.6.3** thru **6.6.3.4**; deletes paragraph **6.10.5**; updates weather retrieval procedures in paragraph **6.12.4.6**; deletes paragraphs **6.12.4.6.1** thru **6.12.4.6.6**; deletes paragraphs **6.32.4.**, **6.43.1.2.**, **6.43.1.3.**, **6.46.2.5.** thru **6.46.2.6.3**; **6.57.6** thru **6.57.7.6.**, **6.59.5.**, **7.5.4**; adds guidance on ammunition in paragraph **7.13.8**; adds guidance on mishap reporting in paragraphs **8.4.3** thru **8.4.5**; clarifies Night Vision Goggle (NVG) operations in paragraphs **9.6.1.3.5.1.**, **9.6.1.3.7.** and **9.6.1.3.8**; revises procedures for Combat Off-Loads (COL) in paragraph **9.12.5**, add Command and Control (C2) guidance in paragraph **9.13**, deletes paragraphs **9.13.2.1** thru **9.13.2.6**; paragraph **9.14** adds guidance on Engine Running Crew Change (ERCC); paragraph **9.15** adds guidance on transition airfields; section **13.16** adds guidance on transporting human remains; section **13.17** adds guidance on Cargo Fluid Spills/Fumes Leakage; section **13.18** adds guidance on Joint Inspection (JI) of cargo; section **13.19** adds guidance on Air Shipment of Liquid Oxygen/Nitrogen Tanks; paragraph **13.20** adds guidance on winch operations; paragraphs **16.2.3** thru **16.2.5** adds additional guidance for Assault Landing Zones (ALZ).

1.4.2. 4 **(Added)** The 305th or 514th Operations Group Commander is the waiver authority for AFI 11-2C-17, Volume 3, McGuire AFB Supplement. Submit changes to this supplement via AF Form 847, *Recommendation for Change of Publication*, to 305th Operations Group Standardization/Evaluation Division (305 OG/OGV).

1.11. **(Added)** OGV Assistance. When OGV assistance is required, aircrews should contact 87 Air Base Wing Command Post (87 ABW/CP) to establish a phone patch with the applicable on call OGV representative.

2.3.2.1. **(Added)** If a scheduled activity cancels during local training missions, the Pilot-in-Command (PIC) does not require OG/CC approval to conduct transition training in lieu of that event. Events that are not scheduled, planned, briefed and approved by the OG/CC are considered "bootleg" and will not be accomplished. Aircrews requesting approval for schedule deviations must contact command post and specifically request OG/CC approval for the re-planned sortie profile.

2.5.12. **(Added)** Communication with 87 ABW/CP.

2.5.12.1. **(Added)** For each aircraft departure, crews will follow the sequence of events published in the 305/514 AMW Wing Operations Plan (WOP). Relay any deviations from the launch sequence with explanations. Report "block-out", "airborne", "on the deck", and "block-in".

2.5.12.2. **(Added)** At least one crewmember will monitor the Command Post frequency while within range of McGuire AFB. The volume may be turned down during critical phases of flight.

2.6.1.4. (Added) Mission Commanders (MCs) will ensure adequate time is provided for mission planning to include route study, threat analysis, weather factors, and mission requirements. The designated MC will attend all formal briefings.

2.6.2. (Added) MCs will also be designated when required by mission cut, Operation Order (OPORD), or squadron leadership. For added mission flexibility, the MC should be designated in the remarks of the mission cut. A copy of the flight authorization orders will be required for the MC to continue the mission with a new aircrew, if applicable.

2.11. (Added) TACC/XOCL has overall responsibility for the recovery of Non Mission Capable (NMC) aircraft from the time of notification until the aircraft is Fully Mission Capable (FMC) or Partially Mission Capable (PMC). Therefore, aircrews must keep XOCL informed on all matters regarding maintenance status, recovery options, and actions. Ensure that XOCL has the opportunity to aid in resolving the problem.

2.12. (Added) Flight Authorizations. Once the flight authorization is completed and authenticated, any authenticating official may make changes. The authenticating official authorizing the change must initial all changes. EXCEPTION: When time and circumstances dictate, the designated PIC may make short notice changes to a flight authorization. For changes on local missions, PICs will receive verbal approval from the squadron Director of Operations or other designated orders authenticating official.

2.13. (Added) Changes or Cancellations.

2.13.1. (Added) Coordinate with Command Post (CP) for itinerary changes, early departure/landing, and landing time or block-in time extensions for any training flight or mission. Before an aircraft commander cancels a local training flight and/or releases a crew, he/she will obtain approval through 87 ABW/CP from: 305 OG/CC, 732 AS/DO, or 57 WPS/DO, as applicable.

2.13.2. (Added) If canceling an off-station training reservation (i.e., Lakehurst NAES, Blackstone AAF, North Field, or Fort Drum transition), specifically request that CP relay the information to the applicable agency.

2.13.3. (Added) Coordination with 87 ABW/CP is required for early/late landings and/or block-in time extensions on local training sorties. "On-time" landings are within +/- 15 minutes of the GDSS scheduled land time. If anticipating a landing outside of this window, AC's are required to relay a new land time from CP. If landing late, call at least one hour prior to the original Global Decision Support System (GDSS) land time to request and reset the arrival time. If landing early, approval is not required; call one hour prior to the proposed early land time. In both cases, CP will use the new land time +/- 15 minutes for "on-time" tracking. Maintenance expects aircrew to taxi without delay to parking upon landing for an "on-time" block-in. If ground training is to be accomplished after landing (combat offload, wingtip clearance training, etc), ACs are required to provide an expected block-in time to CP during the required 30 minute out call and update it as necessary.

2.14. (Added) Incident Reporting. In addition to notifying command and control, crews should report any unusual circumstances to home station leadership (on-call 24 hours a day through 87 ABW Command Post). Such incidences may include, but are not limited to: damage to aircraft or airport, significant crew issues, any reportable incident (e.g., Safety, Intel, police, etc.), and media exposure. When operating out of or transiting through a deployed location with deployed

leadership, crews should report via deployed channels. When in doubt, always keep home station leadership informed.

3.10.6.1. (Added) Include Flying Crew Chiefs (FCCs) in the work-rest plan and allow them to use in-flight crew rest facilities when necessary. During aircraft debrief, the PIC will coordinate with the FCC and maintenance supervision on how long the FCC can safely work. This is especially important for augmented duty days or crew-staged operations. Rest periods may only be interrupted for necessary questions concerning the airplane maintenance history.

4.4. (Added) During non-duty hours, contact standby OGV personnel through 87 ABW/CP. When beyond command and control capability, the Aircraft Commander (AC) retains ultimate authority and responsibility. In these cases, contact OGV as soon as practical after the flight. McGuire crews should request technical support and additional assistance from home unit or the appropriate A3 or A4 agency. Work Higher Headquarters (HHQ) assistance requests through the Tanker/Airlift Control Center (TACC) to the maximum extent possible.

5.4.5. (Added) Landings in the Area of Responsibility (AOR) (305 AMW only). In a combat zone, First Pilots (FPs) will not land on runways less than 120' wide. EXCEPTION: FPs may land on runways less than 120' wide provided that they are accomplishing Aircraft Commander upgrade/certification and under the direct supervision of an Instructor Pilot (IP)/Examiner Pilot (EP).

5.15.3.1.2. (Added) Assault Landing Zone (ALZ) landings may be accomplished with one or more thrust reversers pinned or brakes capped provided the Mission Computer (MC) Takeoff and Landing Data (TOLD) provide adequate ground roll distance. Pilots will ensure the MC non-standard TOLD pages reflect the proper aircraft configuration.

5.15.3.3.1. (Added) Mission Planning. Before departure, ensure the aircraft is prepared for Semi-Prepared Runway Operations (SPRO) by maintenance personnel. Ensure turn-around areas at the assigned airfield are adequately marked to allow the aircrew to easily identify useable surfaces.

5.15.3.3.2. (Added) Takeoff. For cement-capped runways, use a Runway Friction Factor (RFF) of two (2) for takeoff data calculations. For other than cement-capped, use the reported RFF from the special tactics team. Selecting "EOCS-YES" on the non-standard TOLD page may be required to correct V_{MCG} problems.

5.15.3.3.3. (Added) Taxi. Use differential braking with caution. Loadmaster will monitor the landing gear on the inside of the turn through an open paratroop door and notify the pilot if the wheels become locked or begin plowing the soil.

5.15.3.3.4. (Added) Aircraft Backing. Only use backing when necessary for mission accomplishment. The loadmaster may be positioned in the paratroop door when backing the aircraft on dirt surfaces (use of the cargo door and ramp may allow dust into the cargo area setting off the smoke alarms). During dusty conditions, the loadmaster should wear eye protection to protect from blowing debris. Avoid backing up on sloping terrain if possible. Plan ground operations to avoid star turns. Expect significant surface damage if star turns are performed.

5.15.3.3.5. (Added) Engine Running On/Offload (ERO). If reverse idle causes vortex ingestion, terminate ERO procedures and position the throttles to forward idle after all ground

personnel are clear of the area behind the aircraft. Based on ground and wind conditions, engine shutdown may be required.

5.16.2.1. (Added) At McGuire AFB, do not block-in without a marshaller to ensure the aircraft is parked in the correct position. EXCEPTION: a marshaller is not required for Engine Running Crew Change (ERCC) operations in designated ERCC spots.

5.16.2.2. (Added) When not using marshallers, do not taxi through McGuire parking spots without prior coordination with the Command Post and Ground Control, to verify the spot is cleared of all obstacles.

5.18.4.1. (Added) Pilots will proceed to the selected fuel jettison area with approval from Air Traffic Control (ATC) and determine if the airspace below is clear of traffic. When jettisoning fuel, aircrews must comply with any additional ATC restrictions.

5.18.4.2. (Added) The airborne fuel dump area is located at the PREPI intersection (RBV 122/62). Hold east using 7NM legs with right turns in between 5000-17,000' MSL. Based on the intentions of the pilot, this area shall be used to the maximum extent possible for all fuel dumping in the McGuire Radar Approach area, except when the delay incurred going to the area or altitude would compromise flying safety. Higher altitudes are coordinated with ATC as needed.

5.20.1. (Added) In the Joint Base McGuire-Dix-Lakehurst (JB MDL) terminal area, McGuire or Lakehurst tower will issue the Bird Watch Condition (BWC) for their respective airfield. If bird activity is observed by aircrew, contact the control tower, command post, range control, or base operations to pass pertinent information. Include your call sign, location, altitude, time of sighting, type of birds (if known), approximate number of birds, and behavior of birds (e.g. soaring, flying, flock movement, etc). When BWC is elevated, ATC and Command Post, in coordination with Airfield Management, will advise aircraft on the anticipated delay, if known, for bird dispersal or a return to a Low BWC.

5.20.1.1. (Added) BWC Low. Birds present a minimal hazard. No restrictions to flying operations. Transition training is only allowed during BWC Low.

5.20.1.2. (Added) BWC Moderate. Birds present an increased hazard to flying operations. Restrictions: No transition training and only initial takeoffs and full stop landings are permitted. Training crews must either hold until ATC changes the BWC back to Low, or crews can coordinate with CP to depart to an alternate training airfield.

5.20.1.3. (Added) BWC Severe. Birds present an extreme hazard to flying operations. Restrictions: Takeoffs and landings are prohibited without 305 OG/CC (or higher) approval for both local sorties and Air Mobility Command (AMC) missions. Airborne aircraft will divert or hold. Use 87 ABW/CP to assist in coordination and determination of alternate airfields for transition work or full stop landings, as required.

5.20.2.1. (Added) Bird/Wildlife Airstrike Hazard (BASH) Phase I. Migratory bird activity is low, normally from December through August.

5.20.2.2. (Added) BASH Phase II (BASH window). Migratory bird activity is high; normally from September through November. BASH Phase II Operations are subject to the following guidance:

5.20.2.2.1. (Added) The BASH window is defined as +/- 1 hour from sunrise and sunset and applies to the following areas: McGuire, Lakehurst, Atlantic City, Slow Route (SR)800, SR846, and Visual Route (VR)1709. Takeoffs, landings, and transition for missions/locals are not authorized during the BASH window unless 305 OG/CC approval is obtained. Missions delaying into the BASH window, or attempting to go early, which were not scheduled for takeoff or landing during the BASH window, must coordinate for approval from the 305 OG/CC. If mission requirements dictate a departure during the BASH window and 305 OG/CC approval is granted, ACs, based on advisories from tower, must ensure the runway and arrival or departure corridors are clear of birds. Anytime the airfield is experiencing less than Visual Metrological Conditions (VMC) at McGuire, Airfield Management will do the visual clearing of the runway. Direct any BASH Phase II questions to the specific Airfield Operations or Wing Safety Office.

5.20.2.2.2. (Added) Home station departures and local training missions will be scheduled outside of the BASH window to the maximum extent possible. Training missions, to include air refueling locals and Night Vision Goggle (NVG) locals, which must depart during the BASH window to complete the mission, will be approved by the 305 OG/CC on a case-by-case basis.

5.20.2.2.3. (Added) Training sorties flying transition at any other AMC base during their respective BASH window (at that base) must adhere to established guidelines and in addition, be approved by 305 OG/CC. Current Operations will make every effort to avoid scheduling transition training during those established BASH windows. For planned transition at non-AMC airfields not mentioned in **5.20.2.2.1.**, aircrews will refer to paragraph **5.20.6**

5.20.4.1. (Added) The Aviation Hazard Advisory System (AHAS) is operational for the entire Continental US (CONUS). AHAS has a dynamic Bird Avoidance Model (BAM), which uses historical data to predict bird activity. The AHAS model takes current and forecast weather conditions, as well as near-real time NEXRAD radar data, to further refine the bird prediction. Tests show that AHAS can predict bird conditions 24 hours in advance (for predictions in excess of 24 hours, the AHAS and BAM models are the same). Reference AHAS data at: <http://www.usahas.com>.

5.20.5.1. (Added) Any aircraft experiencing/suspecting a bird strike will land as soon as practical to have maintenance inspect the aircraft. If training, the sortie may be continued at the PIC's discretion after maintenance determines the aircraft is airworthy. If a bird strike occurs at Lakehurst, Atlantic City, or on local low levels and the aircraft is still airborne, at PIC discretion, the aircraft may divert to McGuire for inspection. If the bird strike occurs outside of those areas, consider using a closer qualified maintenance facility, if practical. If the full stop is conducted at a non-qualified maintenance location, the PIC will contact command and control (C2) for coordination with maintenance. Relay the extent of damage and have C2 relay the approved course of action.

5.20.5.2. (Added) Enter all suspected or confirmed bird strikes in the AFTO 781A, *Maintenance Discrepancy and Work Document*, complete an AF Form 853, *Air Force Wildlife Strike Report*, and AMC Form 97, *AMC In-flight Emergency and Unusual Occurrence Worksheet*. These forms will be sent to home station wing safety as soon as practical within 24 hours via debrief, squadron safety, or FAX to DSN 650-BASH (2274). If practical, collect remains from all bird strikes. Turn in remains to the local Wing Safety, Airfield Operations, or Maintenance (MX) Quality Assurance (QA).

5.20.6. (Added) Aircrew mission planning guidance (Phase I and Phase II).

5.20.6.1. (Added) Prior to conducting transition at airfields without a BASH program, planners and/or aircrews will obtain any available bird activity information prior to and during operations at the airfield. Upon arrival at the airfield, the PIC must recheck the condition by any means possible. Aircrews experiencing high bird activity at these locations will advise the controllers of the bird activity so they can announce this information to other aircrews and update the Automated Terminal Information System (ATIS) if necessary. After the mission, aircrews should notify their respective safety office BASH representative concerning any high bird activity.

5.20.6.2. (Added) Regardless of BASH Phase I or BASH Phase II operations, all low levels and military transition airfields will be assessed by AHAS prior to mission execution. AHAS should be used in mission planning to select a training location that will allow for safe mission execution. In an effort to reduce the bird strike hazard along low-level routes, crews will observe the following restrictions on training missions:

5.20.6.2.1. (Added) Transition training procedures. Crews will check AHAS for planned military transition airfields. If any proposed training airfield is AHAS Moderate or Severe, the crew may proceed to that location and obtain the airfield's updated/real-time bird condition. If the actual bird condition is Low, the crew may continue training.

5.20.6.2.2. (Added) AHAS Bird Condition LOW: No low level or transition restrictions.

5.20.6.2.3. (Added) AHAS Bird Condition MODERATE: Crews will fly no faster than 250 knots on affected route segments.

5.20.6.2.4. (Added) AHAS Bird Condition SEVERE: 305 OG/CC approval is required prior to commencing any flight on affected low level route segments (USAF Weapons School Commandant approval required for 57 WPS outside of McGuire AOR). If approved, crews will fly no faster than 250 knots and no lower than 1000 feet AGL (3000 feet AGL at night) on affected route segments.

5.20.7. (Added) For information on BASH, see McGuire AFB SPLAN 91-212, *Bird Aircraft Strike Hazard (BASH) Program*.

5.21.2. (Added) McGuire aircrews are not normally qualified or allowed to perform Functional Check Flights (FCFs). The procedures below will be followed at McGuire AFB when an FCF is requested:

5.21.2.1. (Added) Aircrews or squadrons will contact 305/514 OG/OGV if requested to perform an FCF by an outside agency. OG/OGV will work with the C-17 Sustainment Group at Warner-Robbins and the local McGuire Boeing Site Manager to schedule a C-17 FCF under the Boeing Sustainment contract, if able. Otherwise, see restrictions in paragraph [5.21.1](#)

5.22.1. (Added) 305 or 514 OSS/OSO (USAF Weapons School Commandant for 57 WPS) is the Office of Primary Responsibility (OPR) for coordination of airshow demonstrations/flyovers with the user(s) and HHQ. Aircrews participating in these events will work closely with the mission scheduler. Aircraft commanders will receive a briefing from Current Operations on event requirements.

5.22.2. (Added) Aerial reviews and fly-by events are not intended to demonstrate the performance limits of the aircraft. Aircraft commanders will operate the aircraft IAW flight manual procedures. In no case will an aircraft commander respond to an impromptu request for

changes to the program which would result in the execution of maneuvers not previously approved by the OG/CC.

5.22.3. (Added) ONLY certified aircrews will fly aerial demonstrations and practices. EXCEPTION: OG/CC approved upgrade training. Crewmembers will reference the 305/514 OG/OGV Certification Program guides for guidance. Certified Aircraft Commanders may perform Pilot Flying (PF), or Pilot Monitoring (PM) duties. Certified Pilots may only perform PM duties. Safety observers and loadmasters do not require any certification.

5.22.4. (Added) Demonstration/practice crews are only permitted to fly AMC approved demonstration profiles found at <https://www.my.af.mil/gcss-af/USAF/AFP40/d/1075662991/Files/editorial/C-17%20Standard%20Profiles.pdf?channelPageId=s6925EC1341A60FB5E044080020E329A9&programId=t6925EC2D6C900FB5E044080020E329A9>.

5.22.5. (Added) Additional Aerial Demo Guidance

5.22.5.1. (Added) Comply with procedures and restrictions published in AFI 11-209, *Aerial Event Policy and Procedures*, its AMC supplement, as well as AFI 11-246 V6, *Air Force Aircraft Demonstrations*.

5.22.5.2. (Added) OG/CC is the approval authority for all demo upgrade training and practices by McGuire aircrews. If upgrading/practicing at McGuire, a Notice to Airman (NOTAM) will be issued stating the time(s) and altitude block requirements for the duration of the event. Additional coordination with Airfield Operations and Fort Dix is required to close R-5001. Demonstration upgrade/practice flights at other airfields may require additional approval/coordination with the host location.

5.22.5.3. (Added) The selected airshow crew must conduct a practice demonstration within 30 days of participating in the event. Upgrade training on this flight is only permitted for the safety observer and loadmaster positions.

5.22.5.4. (Added) The demonstration Aircraft Commander must brief the OG/CC prior to departing for an aerial demonstration.

5.22.5.5. (Added) OG/OGV is the OPR for critique and review of C-17 flying performances IAW the AMC and AFRC CONOPS Implementing AFI 11-246V6, *Air Force Aircraft Demonstrations*.

5.22.6. (Added) Off-Station/Public Static Displays.

5.22.6.1. (Added) Aircrew will prepare aircraft IAW TO 00-80G-27, *Make Safe for Static Display C-17A*. A copy of this technical order is maintained in the Flight Crew Information File (FCIF) library.

5.22.6.2. (Added) Crewmembers will ensure guests do not tamper with aircraft components, smoke on or near the aircraft, or leave behind any Foreign Object Damage (FOD). Perform a thorough FOD check both inside and outside the aircraft following the static display.

5.22.6.3. (Added) If the side emergency escape hatch is removed and/or troop doors are opened (for lighting and ventilation), install the nylon safety straps for safety precautions.

5.22.6.4. (Added) If unable to comply with the above requirements, AFI 11-209 or TO 00-80G-27 restrict access to the cargo compartment and within 10 feet of the aircraft.

5.34. (Added) Portable Flight Planning Software (PFPS) Computers. PFPS computers are available for check-out to pilots. Kits include laptop computer, printer, and miscellaneous equipment for autonomous mission planning. Contact 305 OSS/OSK NLT 1 duty day prior to mission departure to check out a kit.

5.35. (Added) Aircraft Cleanliness.

5.35.1. (Added) All liquids passed to the pilot or copilot will be passed around their outside shoulder and not over the center console. In addition, to prevent water damage to electronic components, crews will ensure cockpit windows are closed prior to departing aircraft.

5.35.2. (Added) At the end of each sortie, all members of the crew will ensure the galley, crew rest area, and the flight deck are clear of trash, and all unused equipment is stowed. The loadmaster will ensure the cargo compartment is clear of trash and all unused equipment is stowed. At stations without fleet service, the PIC will ensure trash is removed from the aircraft as needed. If the aircraft configuration is unknown for the next sortie, the aircraft should be left in a C-2 configuration with side wall seats stowed, life vest/Emergency Passenger Oxygen System (EPOS) stowed in seats, and pillows/blankets folded.

5.36. (Added) McGuire AFB Ramp/Taxi Restrictions.

5.36.1. (Added) C-17 aircraft are not authorized to make 180 degree turns on Lima taxiway or the asphalt portions of Runways 06/24 or 18/36.

5.36.2. (Added) Aircraft loaded with Class 1.1 or 1.2 hazardous cargo will not use the main ramp taxiway unless Lima taxiway is blocked or unusable.

5.36.3. (Added) Smoking on the flight line is prohibited (including inside vehicles) except at the Entry Control Points (ECP). Smoking is prohibited within 100 feet of an aircraft that is refueling, or within 100 feet of refueling units or oxygen carts, regardless of the location of the ECP.

5.36.4. (Added) Aircraft shall not be taxied, engines started, or run up within 50 feet of any fuel servicing operations or within 50 feet of any spill until the spill has been removed and the area rendered safe by the Fire Department.

5.37. (Added) Procedures During Lightning Conditions.

5.37.1. (Added) The McGuire AFB Base Weather Station will issue thunderstorm and lightning activity weather information through CP, tower, ATIS, and the Airfield Operational Risk Management (ORM) Assessment. A weather "Watch" for lightning is issued 30 minutes prior to expected thunderstorm activity. A weather "Warning" for lightning is issued when lightning is observed within 5 NM of McGuire AFB.

5.37.2. (Added) During a weather "Warning," personnel in affected locations will cease all outside activities and seek shelter. Enclosed aircraft, buses and other vehicles with metal tops and bodies are considered suitable shelter during thunderstorm activity. Wheel wells are extremely hazardous during thunderstorms and should be avoided.

5.37.3. (Added) When lightning is observed within 5 NM ("Warning") and/or announced, maintenance/fuel/oxygen service will stop all flight line operations and evacuate the flight line until the termination of the lightning hazard. The following procedures will be adhered to by all aircrew members:

5.37.3.1. (Added) If aircraft engines are not running, all external preflight and loading operations will immediately cease. All crewmembers outside the aircraft will either vacate the flight line to a building or seek cover inside the aircraft. Aircrews that have not arrived at the aircraft will remain indoors or in the crew bus until the lightning threat passes.

5.37.3.2. (Added) If aircraft engines are running, all crewmembers will remain on the aircraft. If the aircraft is not currently in an approved parking spot, the crew may continue towards parking, but will hold just prior to the assigned spot. The crew will not enter the spot until the "warning" is lifted and wing walkers are in place. Expect parking and/or crew transportation delays. Under no circumstances will any crewmember/flying crew chief deplane to block the aircraft in.

6.2.9. (Added) AF Form 1199, *Air Force Entry Control Card (Accountable)*. Aircrew members will wear their restricted area badge at all times within a restricted area on the flight line.

6.2.10. (Added) AF Form 523, *USAF Authorization to Bear Firearms*, when required to arm.

6.2.11. (Added) Concealed type shoulder holsters when required to arm.

6.2.12. (Added) NVG compatible light when flying an NVG sortie.

6.2.13. (Added) Tape measure, calculator, and work gloves for loadmasters.

6.2.14. (Added) When required to carry Aircrew Chemical Defense Equipment (ACDE), the squadron will fax a copy of crew orders to Aircrew Life Support after the crew list is established. Squadrons should specify whether mini or full D-Bags are required.

6.3.3.1. (Added) Review the Special Pilot in Command Airports and Airport Qualification Program (AQP) as defined in the Airfield Suitability and Restrictions Report (ASRR).

6.3.9.1. (Added) Missions planned to operate in the CONUS-only do not require Communication Security (COMSEC) materials unless required for mission accomplishment or if an overseas tasking appears likely. However, crews are always required to use appropriate IFF Mode 2 codes on locals and missions. These can be reviewed at combat crew comm.

6.3.9.2. (Added) Crews will be issued COMSEC documents and Simple Key Loader (SKL) as shown in **Table 6.4**. COMSEC kits are prepared in advance of crew show time automatically using GDSS II for "RCH" and "HUNT" call signs. All other call signs requiring COMSEC must request a kit at least one duty day prior. If additional items are specified in an OPORD, Air Tasking Order (ATO), Special Instructions (SPINS), or Rules of Engagement (ROE), crews will coordinate for those additional requirements. The Crew Communications office (754-2937) is located in Base Operations and normal duty hours are from 0500-1900L M-F (on-call at all times). During these hours, crews will pick up their COMSEC directly from the Crew Communications office. Outside these duty hours, the COMSEC kits will be available at the Base Operations counter. Either way, crewmembers require ID card and flight orders during pickup.

Table 6.4. (Added) Required COMSEC Items

LINE	A Item	B Use
1	<u>Comsec Documents:</u> AKAA 283 AKAL 1553	Mode 3A Safe Passage Airborne Matrix Authenticator
2	<u>Simple Key Loader:</u> KAD 9200 AKAD-A1105 AKAD 3662 USKAD 1024 AKAD H-2133 USKAD 1019 AKAD H-2125 USKAD C5918	HAVE QUICK Precise Positioning Service-GPS IFF Mode IV Secure Voice/SATCOM Secure Voice/SATCOM Secure Voice/SATCOM Secure Voice/SATCOM COMBAT TRACK II
3	<u>IFF MODE 1 & 2 CODES:</u> MODE 1 MODE 2	Airborne ID of Aircraft Airborne ID of Aircraft

6.3.16. (Added) For all missions and local departing McGuire, PICs will provide the 87 ABW/CP with a copy of their aircrew flight orders in person or via fax (x2810). For local sorties, the orders may be attached to the DD Form 175, *Military Flight Plan*, and given to Base Operations personnel for CP filing.

6.4.1. (Added) Crews are required to carry an electronic publications (ePubs) Consolidated Trip Kit (CTK) designated in the 305/514 OGV Publications and Manuals Program Guide on board the aircraft for all missions and locals. The CTK contains all of the publications required in **[NO LABEL MAPPING for "Table"! 6.1]** as well as a government laptop computer for electronic publications. EXCEPTION: individual crew member checklists are not included in the CTK. Crewmembers must carry the "required" checklists and inserts. Pilots are required to carry the McGuire AFB Tactical Flimsy on local training missions only. The PIC or designated representative, normally the primary loadmaster, will ensure the CTK is inventoried and onboard the aircraft.

6.6.1. (Added) Schedule pre-mission briefings at least 48 hours prior to launch by calling 754-2449/8152 (514 OG call 754-6538). Intel hours of operation are 0730-1630 (Local), Monday thru Friday. Intel provides the 87 ABW/CP an afterhour's on-call list.

6.6.2. (Added) Aircrew members are required to have a current Isolated Personnel Report (ISOPREP) on file and review it per guidance in AFI 11-2C-17V1, *C-17 Aircrew Training*, prior to entering the CENTCOM AOR, and prior to each combat mission. At McGuire, contact Intel for assistance in ISOPREP creation/updating between 0800-1600 (Local), Monday thru Friday.

6.6.3. (Added) Tactics Binders for Home Station Departure.

6.6.3.1. (Added) Crews departing on missions which will/may enter or overfly a combat designated area will receive tactics binders from home station and will receive updates from the various staged tactics locations (if applicable).

6.6.3.2. (Added) Binder Issuing Procedures. PICs or squadron representatives should coordinate binder requirements at least one duty day prior to departure. As a minimum, tactics requires 2-3 hours notice prior to giving a mission tactics brief and crews will contact them to

schedule accordingly. After receiving the briefing, the tactics binder will be delivered by tactics to Crew Comm for inclusion into the Crew Comm bag.

6.6.3.3. (Added) Enroute Procedures. The tactics binder contains classified material and will be stored IAW with standard classified security procedures. 6.6.3.4. **(Added) Returning Procedures.** PICs will return the binders to the respective squadron Tactics Office (normal duty hours) or Crew Comm/Command Post (after normal duty hours) upon mission completion. Binders must be sealed and hand receipted when signing over to CP.

6.11.4. (Added) Crew Communications maintains local and global navigation kits. Kits may be picked up from the lockers beside the Base Operations desk. Return navigation kits to the "return" section in the same condition that they were received. Missing/outdated publications will be obtained/replaced by crewmembers by accessing the shelves behind the Base Operations desk. Obtain approval before entering this area. Current and new World-wide Navigation Database (WWNDB) CDs are located inside the kits.

6.12.4.6. (Added) McGuire AFB Weather Flight Procedures. For home-station crews, OSS/OSO will automatically request canned GDSS II weather per the itinerary for all locals, non-flight managed missions (first leg), and off-station trainers (first leg). Refer to Flight Crew Bulletin (FCB) or Flight Crew Information Files (FCIFs) for current in-depth procedures. Flight managed missions will receive weather via the Integrated Flight Management (IFM) package.

6.12.7.1. (Added) IFM products do not contain secure information from the ATO or SPINS. Tactical routings and threats must be reviewed prior to departure. Crews will contact Intel/Tactics prior to departure as required.

6.12.7.2. (Added) Aircraft commanders will have an active GDSS II account (obtain account through squadron UPAM account manager), with "aircrew" role access.

6.12.7.3. (Added) At locations where a local agency is not specified to provide IFM support, aircraft commanders will use their GDSS II account (web-based address: <https://gdss2.c2.amc.af.mil/gdss2web/>) to access and print their mission materials. Alternate transmission methods coordinated by the crew (e-mail or fax) will be used to deliver the mission materials at locations where access to non-.mil internet is unavailable or impractical.

6.13.1.1. (Added) McGuire AFB unit static call sign prefixes are as identified in the WOP Summary and GDSS II.

6.23.1.1. (Added) In addition to reviewing the AFTO Forms 781, *Maintenance Discrepancy and Work Document*, the crew will determine if the aircraft is configured properly in regards to aircraft configuration, fuel, oxygen, and fleet requirements. Crews will promptly notify Command Post of any problems that require assistance to preclude a delay in the launch sequence.

6.26.5. (Added) Helmets, oxygen masks, and NVGs.

6.26.5.1. (Added) The equipment inspection date should be checked to ensure it will not expire prior to mission completion. Component malfunctions will be reported to OSL upon return. Helmets, oxygen masks, and NVGs will be returned immediately to OSL after mission termination.

6.26.5.2. (Added) Helmet bags will be used to transport helmets and oxygen masks. The helmet, mask, visor and flight gloves are the only items authorized to be stored inside helmet

bags. The outside pockets may be used to store personal items. NVG's will be transported in the assigned hard case to/from aircraft to protect against damage.

6.26.5.3. (Added) Only trained personnel may sign out NVGs. Crews will preflight NVGs prior to use by means of an ANV-20/20 tester or eye lane.

6.26.5.4. (Added) Emergency Passenger Oxygen System. The EPOS units will remain stored in the pouches under the sidewall seats until needed. EPOS for the centerline seats will be kept in the storage locker until needed. EPOS or life preserver bags should not be stored on the main floor because they can be mistaken for passenger bags. (35,000' is the maximum cruise altitude if EPOS is used as a primary emergency oxygen source.)

6.43.1.1. (Added) The tactical situation and pilot experience level drive the type of approach and landing. Prior to descent, the pilot shall thoroughly brief all crewmembers on specific duties to include emphasis of aircraft weight, pressure altitude, winds and their effect on the landing phase of the approach.

6.43.4. (Added) C-17 NVG operations will be conducted to runways marked IAW AFI 13-217, *Drop Zone and Landing Zone Operations*. Prior to initial departure, Aircraft Commanders shall determine what lighting scheme they can expect at planned destination. Do not land on Airfield Marking Pattern (AMP) 4 marked runways.

6.45.3. (Added) Debrief Process. Upon landing, the PIC will report to Maintenance Debrief (N/A for 57 WPS flying non-McGuire aircraft). Debrief will initial and make a maintenance copy of the AFTO Form(s) 781, *ARMS Aircrew/Mission Flight Data Document*, for their use. The original 781 will be turned in by the aircrew to Squadron Aviation Resource Management (SARM) office for hours tracking. **NOTE:** When the crew flies an airplane assigned to any other wing than 305 AMW (typically, stage operations), leave the original AFTO Form(s) 781 in the aircraft forms. The PIC shall ensure that an extract (identical copy) has been created, and that block 43 is filled out and signed by the PIC for turn-in at the home squadron SARMS. **NOTE:** Aircrews flying home station aircraft will keep the original AFTO 781 and submit them to their unit with all post mission documentation. The aircrew will ensure enroute maintenance personnel receive a copy of the AFTO 781 for input into G081.

6.57.1.1. (Added) Do not place the aircraft in a congested area. Coordinate with Tower and Ground Control for approved deplaning area. At McGuire, the expected procedure is to land on 6/24 and exit at Alpha or Foxtrot taxiways. If possible, maintain a 600-foot separation from buildings and other aircraft.

6.57.2.1. (Added) When inspecting for hung flares, avoid the path at which a dispensed flare will travel.

6.57.3.1. (Added) If there is evidence of a hung flare, notify tower/ground control, the fire department, and call for Explosive Ordnance Disposal (EOD). Shut down the engines using normal checklists, and deplane the passengers/crew using exits away from the hung flare. Report the following information:

6.57.3.1.1. (Added) Aircraft location.

6.57.3.1.2. (Added) Type and quantity of flares hung.

6.57.3.1.3. (Added) What Counter Measures Dispensing System (CMDS) position the hung flares are located on, i.e., left forward, right aft, etc.

6.57.3.1.4. (Added) Type and quantity of flares on board.

6.57.3.1.5. (Added) Number of passengers/flight crew on board the aircraft.

6.57.4.1. (Added) If there is no evidence of a hung flare, board the scanner and taxi to parking. Document any false flare CMDS inventories (dud flares) in the AFTO Form 781A. **Note:** A missing weather seal from a flare is not considered hung unless a jettison signal was generated. However, the flare with a missing weather seal must be removed and replaced prior to next flight from a location with repair capability.

6.57.5. (Added) Oncoming crews will ensure an extremely thorough walk around is completed on aircraft from which flares have been released. Scanners shall pay particular attention to potential damage on the underside of the aircraft and in the wheel well and engine/pylon areas. Crewmembers will annotate in the AFTO Form 781A any damage/burn marks noted. Any damage noted warrants further inspection by maintenance and possible repairs prior to flight.

6.59. (Added) Aircrew Data Transfer Device (ADTD).

6.59.1. (Added) Do not make changes to any of the operating properties of the ADTD. Installing or running programs from a CD/DVD, Floppy Disk, Personal Computer Memory Card International Association (PCMCIA), thumb drive, or other media, not specifically authorized in the flight manual, is strictly prohibited.

6.59.2. (Added) The floppy disk drive on the ADTD is damaged when dust covers on floppy disks get lodged inside. Do not use floppy disks with metal dust covers in the ADTD. Do not insert/force any sharp object into the floppy drive. If you cannot retrieve a disk, write-up the ADTD in the aircraft forms.

6.59.3. (Added) Do not make an AFTO 781 write-up in the aircraft forms when the anti-virus information box appears on the ADTD stating the definition file is more than 30 days old. The 305 AMW Site Service Representatives (SSR) will update these files in conjunction with WWNDB and Terrain Awareness Warning System (TAWS) updates.

6.59.4. (Added) Classified material must be carefully handled in regards to the ADTD. Never copy files from any classified external media onto the desktop or any other part of the ADTD file structure. In addition, crews will promptly remove and properly stow any classified media after uploading data using the ADTD.

6.60. (Added) Crew Resource Management (CRM).

6.60.1. (Added) During the mission pre-brief, aircraft commanders will appoint an individual crewmember to assess CRM during the sortie/mission. Crews are encouraged to use the AF Form 4031, *CRM Skills Criteria Training/Evaluation Form*, as a guide to enhance their CRM skills.

6.60.2. (Added) Aircraft commanders will conduct a formal debriefing following the completion of each mission and local training sortie. Each crewmember should discuss and critique crew coordination and the process used to make decisions.

6.61. (Added) Thrust Management . C-17 aircrews must use extreme caution while taxiing at power settings above idle. Airfield operations personnel (especially at civilian Fixed-Based Operations (FBOs)) may not be familiar with the jet blast associated with C17 aircraft taxiing. Ensure sufficient distance is available between the aircraft and other aircraft, structures, vehicles,

or equipment. When possible, contact the airfield manager during the planning phase to discuss the taxi plan, parking location and jet blast hazards. If a crewmember believes a possibility of causing jet blast damage exists, do not taxi the aircraft.

6.62. (Added) Lost Items.

6.62.1. (Added) Aircrew members will ensure positive control and accountability of personal equipment used while performing duties on aircraft. If an item is discovered as lost/missing on an aircraft, conduct a thorough search of the area. If the item is still determined to be lost or missing, make an AFTO Form 781A write up describing the item and general suspected location.

6.62.2. (Added) Any item found in the aircraft by the aircrew or maintenance should be turned into maintenance debrief. Debrief personnel will attempt to find the owner of the item by checking for markings/names on the lost item. Any item not claimed in 30 days will be turned in to base supply for reclamation.

7.13.1.1. (Added) When directed to arm, aircrews on missions originating from McGuire AFB will send 2 crewmembers to the Armory to pick up weapons prior to going to the aircraft. If arrangements have been made with Armory personnel, then one crewmember may pick up the weapons. Aircrew will not transport government issued weapons in POVs.

7.13.7.1. (Added) If a suitable clearing barrel is not available, crews will use the safest location/manner to load/unload/clear weapons; not on-board the aircraft.

7.13.8. (Added) Standard Anti-Hijacking: designated crewmembers are issued one magazine with 15 rounds of hollow point ammunition. For easy identification, the butt end of hollow point ammunition magazines should be painted red.

7.13.8.1. (Added) Hollow point ammunition can only be used for anti-hijacking purposes. Hollow point ammunition is used on the aircraft because of its stopping power and the tendency to travel less when it hits an object.

7.13.8.2. (Added) Once a crewmember is not protecting the aircraft from being hijacked, hollow point ammunition is not authorized. It is a violation of the Law of Armed Conflict (LOAC) and the Geneva Convention to use hollow point ammunition in armed conflict. Crewmembers must change the type of ammunition when switching from an anti-hijacking role (in and around the aircraft) to a Force Protection role (when not in the immediate vicinity of the aircraft).

7.13.9. (Added) Force Protection. Arming will be IAW the governing OPLAN, OPORD or Mission Directive. In addition to the required anti-hijacking ammunition, armed crewmembers should be issued appropriate rounds of ball ammunition. The butt end of ball ammunition magazines should be unpainted or painted green.

8.4.3. (Added) Protecting Information. The AMC Form 97 is a tool used by commanders and safety personnel to report, investigate, and ultimately prevent mishaps. Although command and control agencies may use basic factual details for operational reporting, the AMC Form 97 is a limited use document and command posts and commanders must protect information contained in the form (it may not be used for adverse action against a crew).

8.4.4. (Added) Reporting. Report mishaps as soon as possible. In all cases, retain a copy of all relevant information and fax/email all forms to the appropriate McGuire AFB Flight Safety Office at (609)754-BASH (2274) or 305AMW/SEF@McGuire.af.mil. Every effort should be

made to contact McGuire safety (on-call via CP) to confirm receipt prior to departing on the next leg of the mission. If not feasible, promptly fax/email documents at the next opportunity. Notify TACC and Sq/DO or Sq/CC ASAP.

8.4.4.1. (Added) At airfields with an AMC flying safety officer (FSO), notify the FSO.

8.4.4.2. (Added) At stations without an AMC FSO, notify the command post duty officer or AMC liaison officer.

8.4.4.3. (Added) At an Air Force base with no AMC function, contact base operations or the host base safety office.

8.4.4.4. (Added) At other stations, relay necessary information to the nearest Air Force command post.

8.4.5. (Added) Any time a McGuire crew is flying another wing's airplane and an AMC Form 97 is required, use the notification guidelines in paragraph **8.4.4 (Added)** and fax a copy of the same information to the command post of the airplane's assigned wing. Compliance provides timely mishap reporting to commanders, enables 87 ABW/CP and Wing Safety to accomplish necessary operational reporting, and initiates safety channel investigation and reporting to prevent mishaps.

8.6.1.1. (Added) The PIC will ensure that the Multi-Service Corporation (MSC) air card is on the aircraft (including locals) prior to takeoff. If the card is not present at home station, notify the maintenance supervisor. You will either be provided a new card or, as a minimum, the credit card number assigned to that aircraft.

8.6.1.2. (Added) If the card is lost en route, make a "note" entry in the AFTO Form 781A. Include all relevant details (e.g., "BP vendor at EGPK [Mr. Driver] misplaced card. Ensuing search failed to recover card."). If the card is missing from an aircraft, inform maintenance and document the missing card in the AFTO Form 781A, stating that it was missing upon your arrival at the aircraft. If the air card is lost, misplaced or destroyed, contact the Wing Refueling Document Control Officer (WRDCO) immediately so the old card can be locked out of the system. In addition, call the MSC at (866) 308-3811 (US/Canada) or (913) 217-9303 (Other Areas). A technician will give you a card number to use for the remainder of the mission. Use the Standard Form 44, *Purchase Order-Invoice-Voucher*, only as required at subsequent stops.

8.6.1.2.1. (Added) If you cannot obtain a card or a card number and the fuel vendor will accept nothing else, call the McGuire WRDCO during duty hours (DSN 650-3277) or call TACC and inform them of your situation.

8.6.3.10.1. (Added) Vendor delivery receipts alone are insufficient for payment. They must have an air card, DD Form 1898, *Jet Fuel Identaplate*, receipt or an SF 44 to accompany them.

9.6.1.3.5.1. (Added) NVG touch and go landings are only allowed with an IP performing the maneuver or in direct supervision of the pilot performing the maneuver

9.6.1.3.7. (Added) C-17 NVG operations will be conducted to runways marked IAW AFI 13-217. Prior to initial departure, Aircraft Commanders shall determine what lighting scheme they can expect at planned destination. Do not land on Airfield Marking Pattern AMP 4 marked runways.

9.6.1.3.8. (Added) NVG Training at McGuire AFB and Lakehurst NAES. McGuire AFB NVG procedures will be in accordance with MAFBI 13-202, *Base Airfield Operations Instruction*, and the McGuire AFB NVG and TAD procedures Letter of Agreement. Lakehurst NAES NVG procedures will be in accordance with the Letter of Agreement. Include a statement in the "Remarks" section indicating NVG training will be accomplished at whichever location and the applicable times.

9.12. (Added) Combat Offload (COL) Training and Ground Operations.

9.12.1. (Added) COL training will normally be accomplished at McGuire AFB. The only areas authorized for combat offloads are Romeo and X-Ray designated areas. Other areas require OGV approval before use. Check the NOTAMs, FCIFs, FCBs, and Tactical Flimsy for latest changes to procedures.

9.12.2. (Added) Crews will call Current Operations by 1200 the day prior if desiring combat offload pallets for their sortie.

9.12.3. (Added) Report to McGuire Command Post 30 minutes prior to doing COL(s), upon commencement, and upon completion with ramp location and intentions.

9.12.4. (Added) Obtain taxi clearance to and from the selected COL location from Ground Control. Relay if planning to drop pallets and once training is complete.

9.12.5. (Added) Crews will use minimal thrust when any engine is not directly over a concrete portion of the ramp. Ensure the area behind the combat offload area is clear of all personnel and equipment. Multiple COLs are approved. Backing may be accomplished between offloads to maximize the distance in front of the aircraft or for training. In accordance with T.O. guidance, back the aircraft no closer than 25' (using ramp as reference) from previously dropped pallets and ensure that 1000' of usable forward distance remains for each subsequent offloads.

9.12.6. (Added) Due to the limited life expectancy of 463L Combat Offload pallets and Aerial Port Squadron (APS) manpower limitations, combat offloads should be limited to 1 pallet per pass and 4 pallets per sortie. If larger combat offloads are required for training (e.g., 6 loadmasters on a single sortie, each needing a combat offload), squadrons will coordinate with APS and Current Operations.

9.12.7. (Added) Off-station Combat Offloads will follow locally published guidance for the location where the training is conducted. PICs must thoroughly study the procedures and coordinate requirements at the off-station location.

9.12.8. (Added) Star turns. A star turn is a turning maneuver in which the aircraft performs a 180 degree turn within a limited amount of space. The designated area is on X-ray row between the yellow lines (90' wide area).

9.13. (Added) Command and Control.

9.13.1. (Added) Coordinate with Command Post for itinerary changes, early departure, and flight time extension for any training flight or mission. Before an aircraft commander cancels a local training flight and/or releases a crew, he/she will obtain approval through 87 ABW Command Post from: 305 OG/CC (305th), 732 AS/DO (514th), or 57 WPS/DO (WIC), as applicable.

9.13.2. (Added) If canceling an off-station training reservation (e.g., Lakehurst NAES, Blackstone AAF, North Field, or Fort Drum transition), specifically request Command Post to relay the information to the applicable agency.

9.13.3. (Added) Advise CP of any itinerary changes to the planned GDSS II locations. Approved transition airfields are listed in paragraph 9.15 below.

9.13.4. (Added) Coordination with 87 ABW/CP is required for early/late landings and/or block-in time extensions on local training sorties. "On-time" landings are within +/- 15 minutes of the GDSS II scheduled land time. If anticipating a landing outside of this window, AC's are required to relay a new land time from CP. If landing late, call at least one hour prior to the original GDSS land time to request and reset the arrival time. If landing early, approval is not required; call one hour prior to the proposed early land time. In both cases, CP will use the new land time +/- 15 minutes for "on-time" tracking. Maintenance expects aircrew to taxi without delay to parking upon landing for an "on-time" block-in. If ground training is to be accomplished after landing (combat offload, wingtip clearance training, etc), ACs are required to provide an expected block-in time to CP during the required 30 minute out call and update it as necessary.

9.14. (Added) Engine Running Crew Change.

9.14.1. (Added) During mission planning, the second half crew must relay fuel request to first half crew as early as possible. Both ERCC crews must coordinate the rendezvous time and location. Update 305 OSS/OSO with any changes. Both crews will be in place no later than 10 minutes prior to ERCC.

9.14.2. (Added) First Half ERCC Crew. Immediately notify CP of any discrepancy that might prevent the airplane from being operated by the second half crew. Plan to land with the amount of fuel requested by the second half ERCC crew. Call CP 30 minutes prior to landing with ETA, maintenance status and estimated landing fuel. Accomplish the Operational Stop Checklist. Stop at the ERCC designated spot (primary: R-4, secondary: behind Romeo row) or as directed by ground control. If ERCC is in the designated spot, marshallers and/or wing walkers are not required. If parking in other than the designated spot, coordinate with CP for a block in crew. Loadmaster will electronically prepare the weight and balance (Form F) for the second half ERCC loadmaster. PIC will complete all aircraft forms (e.g. 781H, 781A, 664) prior to departing the aircraft. PIC may remove the Air Force Technical Order Form 781 and bring to maintenance debrief (or leave on aircraft for second half crew to accomplish). Leave the navigation kit onboard.

9.14.3. (Added) Second Half ERCC Crew. Loadmaster will take over ground duties on headset and receive a load brief from first half loadmaster, if applicable. The new PIC assumes command after the crew has been briefed on aircraft status, one of the second half pilots is monitoring the brakes, and the exceptional release, if required, has been signed.

9.15. (Added) Transition Training.

9.15.1. (Added) Familiar Airfields. The following familiar airfields are available for transition training (i.e. instrument approaches and Visual Flight Rules (VFR) patterns): Atlantic City (KACY), Charleston AFB (KCHS), Columbia Metropolitan (KCAE), Dover AFB (KDOV), Lakehurst NAES (KNEL), McGuire AFB (KWRI), North AF Aux (KXNO), Richmond International (KRIC), Wheeler-Sack AAF (KGTB), Willow Grove NAS (KNXX), Wright

Patterson AFB (KFFO), and Griffiss Airfield (KRME). The PIC will review NOTAMs, IFR Supplement, AP/1, ASRR, and the Tactical Flimsy regarding restrictions. Some of these airfields may require a phone call to determine pattern saturation before proceeding.

9.15.2. (Added) Tactics Approved Airfields. In order to conduct tactics maneuvers at airfields other than McGuire AFB and Lakehurst NAES, a current/coordinated/signed Letter of Agreement (LOA) must be available for 305/514th AMW use (N/A for 57 WPS syllabus sorties). **Exception:** Standard overhead patterns may be accomplished at airfields without an established LOA. The following additional airfields are currently available: Dover AFB (KDOV), North AF Aux (KXNO), and Wheeler-Sack AAF (KGTB). Refer to FCIFs and FCB Vol II for additional airfields or modifications.

11.5.1.1. (Added) Computer discs will be clearly labeled with the appropriate mission numbers and dates. The mission computer IDENT for each mission history file will use the following naming convention: first and last name initials of the aircraft commander followed by the three-digit Julian day. In the event of multiple mission history download requirements during the same Julian day, append the first IDENT with the suffix "A," the second with "B," the third with "C," and so on (i.e., CT123A, CT123B).

12.7.1. (Added) Aircrews will not refuel without direct step-by-step reference to T.O. 1C-17A-2-12JG-28-1, *Servicing Fuel Job Guide*, located in the binder in the drawer below the loadmaster station. Aircrews will be familiar with information contained in T.O. 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*. Items of particular note contained in this technical order include: fire protection equipment requirements (**Table 3.1**), fuel servicing supervisor duties (paragraph **3.5**), Auxiliary Power Unit (APU) restrictions (paragraph **4.5**), and chief servicing supervisor duties (paragraph **5.3**).

12.9. (Added) Ram Air Turbine (RAT) Check Procedures.

12.9.1. (Added) Aircrew are authorized to perform the RAT extension check in accordance with the Approach checklist portion of the Pilot-Copilot Check Flight Procedures in TO 1C-17A-6CF-1, *Acceptance and Functional Check Flight Procedures Manual*. A copy of this TO is available from DOV or OGV. The following additional restrictions apply:

12.9.2. (Added) A RAT flight check requires a current and qualified instructor pilot flying the aircraft.

12.9.3. (Added) Do not flight check the RAT when landing crosswinds exceed 15 knots or landing gross weight exceeds 400,000 pounds. The RAT will be extended just prior to the last landing of the sortie. Do not conduct touch-and-go landings after extending the RAT.

13.4.2.7. (Added) Personnel will not be seated in the same position (alongside) as a logistics pallet regardless of the spacing between passengers and cargo (i.e. 30 inch rule is only applicable when passengers are seated forward and does not apply in this case). This change applies to all personnel to include aircrews.

13.15. (Added) Loadmaster Ground Operations. During aircraft taxi or reverse taxi, the aircraft loadmaster will not open the forward emergency escape exit to observe clearances. During ERO operations, the forward emergency escape exit and crew entrance door should remain closed unless prolonged operation of engine-powered equipment is required inside the aircraft.

13.16. (Added) Transporting Human Remains (HR).

13.16.1. (Added) Ensure on/offload of transfer cases containing HR is accomplished discreetly and in a dignified manner. Do not on/offload HR concurrently with passengers/patients.

13.16.2. (Added) Normally, HR will not be carried on scheduled Aeromedical Evacuation (AE) missions. However, if a unique situation occurs, the PIC in coordination with the Medical Crew Director (MCD) must contact HQ AMC TACC Medical Cell for guidance.

13.16.3. (Added) Transfer cases containing HR will be stowed on the cargo floor/pallet in a level position. The head will always be positioned toward the nose of the aircraft. The feet will never be higher than the head while in the stowed position.

13.16.4. (Added) Transfer cases containing HR will be loaded on the cargo floor in a position where they will be the last item to be jettisoned.

13.16.5. (Added) No cargo or miscellaneous items will be placed on top of transfer cases containing HR. However, if more than one transfer case containing remains is shipped, stacking is permitted, but should be avoided if possible.

13.16.6. (Added) United States flags will not be removed from transfer cases containing HR unless the flag interferes with restraining the case. Transfer cases will be restrained for flight by cargo straps fed through the transfer case handles. At the offload location, and prior to opening the cargo doors, remove the restraint from the transfer case. If the US flag was removed from the transfer case, unfold the US flag and position over the transfer case prior to opening any doors. Position the field of Blue/Stars over the forward (head) end of the transfer case.

13.16.7. (Added) Dover AFB Arrival Procedures.

13.16.7.1. (Added) Dover AFB is the primary arrival point for receiving fallen service personnel coming into the United States from overseas. Dover AFB has a “dignified transfer process” in place to honor fellow soldiers, sailors, airmen, and marines who are en route to their final resting place. This should not be confused with an official arrival ceremony (news crews, dignitaries, etc.). Aircrew members are part of the process and should know what to expect when arriving at Dover.

13.16.7.2. (Added) Before departure to Dover AFB, the PIC will call the Dover Command Post Duty Officer at DSN 445-4211 and pass all known information to include delays, computer flight plan flying time, and concerns.

13.16.7.3. (Added) Because of the amount of coordination required, aircrews will fly the mission cut. If arrival time differs by more than 15 minutes, notify command and control. *NOTE:* The deceased may have a uniformed service representative coming from an off base location to meet the aircraft and it is important to arrive as close as possible to the scheduled arrival time.

13.16.7.4. (Added) Expect the following actions upon arrival. This process can take from thirty minutes to more than an hour, dependent on the number of transfer cases on board.

13.16.7.4.1. (Added) After arrival at the designated parking location, the loadmaster will deplane for engine shutdown. Ensure the cargo door and ramp remain closed.

13.16.7.4.2. (Added) Customs/Agriculture inspectors will meet and clear the aircraft.

13.16.7.4.3. (Added) After being cleared by customs/agriculture, a dignified transfer process team comprised of Port Mortuary personnel will board the aircraft and prepare for transfer.

Within 20 minutes to 1 hour, the dignified transfer team will board the aircraft and start the transfer of the HR. The aircrew will remain in place and receive a duties briefing. Passenger service will coordinate with the Command Post Duty Officer, and passengers should be downloaded prior to the dignified transfer.

13.16.7.4.4. (Added) After the transfer case is prepared for offload, open the cargo door and ramp.

13.16.7.4.5. (Added) The Honor Guard pall bearers will assume their positions around the transfer case.

13.16.7.4.6. (Added) When directed, the aircrew will form up at the end of the aircraft ramp allowing room for the pall bearers to maneuver. All actions by the aircrew for rendering respect to the deceased will be commanded/directed by a member of the dignified transfer process team.

13.16.7.4.7. (Added) The dignified transfer process team member rendering honors will exit the aircraft and take up a position off the tail of the aircraft.

13.16.7.4.8. (Added) The Honor Guard will proceed with the (offload) dignified transfer of the human remains to waiting vehicles.

13.16.7.4.9. (Added) After the last vehicle and the remaining dignified transfer process team members are off the flight line, aircrew members may resume normal duties (download passenger bags, etc.).

13.16.7.4.10. (Added) Questions or comments on the proceedings should be addressed to the senior dignified transfer process team member.

13.17. (Added) Cargo Fluid Spills/Fumes Leakage.

13.17.1. (Added) In the event of leakage/spill during flight, an entry will be made in the aircraft forms noting type of spill and fuselage station location. An Air Mobility Command Form 9 , will be submitted to the Operations Center or a USAF Flying Safety Office at the next arrival station.

13.17.2. (Added) The following information will be included in Block II of AMC Form 97:

13.17.2.1. (Added) Equipment nomenclature, model number, and transportation control number.

13.17.2.2. (Added) Type fuel/liquid, if identified.

13.17.2.3. (Added) What part of the unit leaked (i.e., tank, lines, box, etc.).

13.17.2.4. (Added) Adequacy of shipping documentation/certification.

13.17.2.5. (Added) Location of leaking cargo by pallet position or flight station.

13.17.2.6. (Added) Position of cargo (Facing forward or aft).

13.17.2.7. (Added) Liquid level at the time discovered, if applicable.

13.17.2.8. (Added) Estimated amount of fluid spilled.

13.17.2.9. (Added) Name, address of certifying official and emergency response telephone number from Shipper's Declaration for Dangerous Goods. **WARNING:** Any leak or spill creates the possibility of hazardous fumes. Avoid breathing these fumes or direct contact with the fluid.

Do not attempt to clean up these substances in flight unless a greater hazard exists to the aircraft or its occupants. Use of supplemental oxygen and the protective clothing kit is highly recommended.

13.18. (Added) Joint Inspection of Cargo. All cargo offered for airlift will be susceptible to inspection by the AMC Aerial Port, Airlift Control Element (ALCE) or the aircrew loadmaster.

13.18.1. (Added) Loadmaster Inspection of Container/Shelters.

13.18.1.1. (Added) If the cargo has been properly joint inspected (JI), there is no requirement to check containers. As always, the loadmaster has the right to inspect any container they feel was not properly JI, however, they should have a good reason to suspect there has been a mistake. If the container is not JI by Aerial Port, then the loadmaster should be checking them. If the loadmaster is unsure if the item has been JI, they should be asking the Aerial Port personnel.

13.18.1.2. (Added) If hazardous cargo is inside the container, ensure access is available in-flight. Refer to AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*, or AMCH 11-214, *AMC Aircrew Hazardous Materials Handbook*. During your cargo inspection prior to loading, ask Aerial Port personnel for the combination or key to the container. Combinations and keys will normally be provided with the cargo manifest on channel missions or carried by the troop commander on Special Assignment Airlift Missions (SAAMs) or Joint Airborne/Air Transportability Trainers (JA/ATTs). Do not write the combination on the side of the container. When the combination or key is not available, every effort should be made to contact the owner of the container. Work with Aerial Port to accomplish this function. If you are still unsuccessful in obtaining the key or combination, advise Aerial Port to bump the container or cut the lock. Remember, this should be the last option after thorough coordination with Aerial Port/shipping agency. In an effort to aid the owners of containers/shelters, document when and where locks were cut and what efforts were made to locate the owners. Place this information with the shipping documents on the container. Don't forget to write your name and duty phone, along with the Aerial Port representative to answer any questions the owner may have. This should not be construed as accountability for the lock or container, simply professional courtesy.

13.19. (Added) Air Shipment of Liquid Oxygen/Nitrogen Tanks.

13.19.1. (Added) Prior to loading liquid oxygen units, the left aircraft vents will be inspected for the presence of petroleum based products. If any presence of petroleum residue is detected, the vents will be cleaned and purged. The surrounding cargo compartment floor will also be free of petroleum-based residue.

13.19.2. (Added) Trichlorotrifluoroethane (MIL-C-81302),-TRICHLOROETHANE, is the only authorized cleaning solution. This solution may be obtained from the base cryogenic laboratory.

13.19.3. (Added) The preparation and installation of the vent system will be accomplished by a qualified shipper or maintenance personnel. Prior to the loading of liquid oxygen units, the Air Terminal Operations Center (ATOC) will make arrangements for a qualified person to install the overboard vent system at the appropriate time. Air terminal personnel and aircraft loadmasters are not qualified to make the hookup.

13.19.4. (Added) When carrying liquid nitrogen, vents do not have to be cleaned when venting is required.

13.19.5. (Added) The shipper must provide specific venting instructions in the supplemental information block of the Shippers Declaration For Dangerous Goods (unless venting procedures are provided in a separate instruction accompanying the shipment or attached to the cargo). Crewmembers must monitor vent valves during flight. If any of the above requirements are not met, the liquid oxygen units will not be airlifted. (AFMAN 24-204, Attachment 6 & AMCI 24-101 V11)

13.20. (Added) Winch Operations. All personnel, including aircrew members NOT involved with the winching operation will clear the cargo compartment. Exception: the PIC may act as a safety observer and needs to occasionally transit the cargo compartment for mission requirements. Additionally, personnel will not cross the winch cable during winching while tension is on the cable unless required. If practical, consider closing the crew entrance door during winching operations to reduce uncontrolled access of personnel entering the cargo compartment.

16.1.2. (Added) Local Training and JA/ATT Missions. 305 AMW crews will meet NLT the working day prior to mission execution to accomplish mission planning. It is highly recommended that 514 AMW and 57 WPS crews meet NLT the working day prior to mission execution, however as a minimum the aircraft commander will accomplish mission planning prior to mission execution following a thorough review of crew requirements. Loadmasters are highly encouraged to attend mission planning, squadrons may direct attendance. If unable to attend, the loadmaster will coordinate training requirements with the aircraft commander prior to mission planning. The mission commander/PIC will release the crew(s) when planning is complete. 305/514 AMW crews will coordinate all air refueling and ALZ scheduling/use through 305 OSS/OSO.

16.1.3. (Added) Operational and Off-Station Training Missions. Aircraft commanders will review mission tasking and ensure sufficient planning and coordination is accomplished prior to entering pre-mission crew rest to complete any assigned mission regardless of complexity.

16.2.2. (Added) If the mission computer provides ground roll versus landing distance data for the selected runway, the runway must be marked in accordance with AFI 13-217 and assault procedures must be executed (i.e.; touching down in the specified touchdown zone and using TO 1C-17A-1 Assault Landing procedures).

16.2.3. (Added) ALZ landings may be accomplished with one or more thrust reversers pinned or brakes capped provided the Mission Computer (MC) Takeoff and Landing Data (TOLD) provide adequate ground roll distance. Pilots will ensure the MC non-standard TOLD pages reflect the proper aircraft configuration.

16.2.4. (Added) For locals and Off-Station Trainers (OSTs), do not use assault landing zone procedures at uncontrolled airfields. This does not preclude aircrews from flying full flap approaches at these airfields. For missions, refer to HQ AMC guidance.

16.2.5. (Added) Aircrews should analyze objective (runway or ALZ) by using all available resources (e.g., current Chart Updating Manual (CHUM'd) chart, satellite imagery, ASRR, and ALZ survey) to identify terrain and other hazards within 10 NM of the arrival airfield.

16.3.1. (Added) Tactical Route Review/Approval. Coordinate with Wing Tactics prior to planning random low-level routes. Low-level routes will be planned to make maximum use of established Military Training Routes (MTRs). All planned low-level routes, local and off-

station, not published in Flight Information Publication (FLIP) AP/1B, will be drawn on a sectional aeronautical chart (PFPS product suffices as long as all Airspace, Special Use Airspace (SUAS), and MTRs are depicted) and approved by Wing Tactics personnel NLT one duty day prior to mission departure. Missions that require Altitude Reservations (ALTRVs) and (or) a flimsy will have low-level routes submitted to Wing Tactics NLT three duty days prior to mission departure. A copy of the chart and computer generated Flight Logs will be given to and maintained by Wing Tactics when the route is approved. These routes will be flown as approved. If significant changes are required, the random low-level will be re-coordinated or cancelled. 57 WPS random low-level routes must be approved by 57 WPS/DO.

16.6.2. (Added) Aircrews should analyze the objective (runway or ALZ) by using all available resources (e.g.; current CHUM'd chart, satellite imagery, ASRR) to identify terrain and other hazards within 10 NM of the arrival airfield.

17.8. (Added) Aircraft Defensive Systems.

17.8.1. (Added) Units will not transport built-up flares (magazines containing flares with squib installed). Only the aircraft's defensive system dispensers can contain built-up flares. Transport spare flares as hazardous cargo and process for Air Shipment in accordance with AFMAN 24-204(I).

17.8.2. (Added) Halon, carbon dioxide, or water-type fire extinguishers will not be used on fires involving pyrotechnics or magnesium incendiaries due to the risk of explosions.

17.8.3. (Added) Prior to arrival with a flare loaded aircraft, notify the local C2 that the aircraft is equipped with flares. Parking restrictions vary from base to base; coordinate with local C2 to ensure aircraft equipped with flares are parked in the appropriate spot. If flares were dispensed, taxi clear of the runway, deplane a crewmember, and check for a hung flare. If a hung flare is discovered follow procedures in this section.

17.8.4. (Added) Upon arrival at home station, flares are normally downloaded immediately. Maintenance will annotate the flare download requirement in the aircraft forms.

17.8.5. (Added) Aircraft that are configured with flares for subsequent missions may be used for local training sorties.

17.9. (Added) Flight Deck Armor . During missions not requiring armor, pieces that restrict seat movement or interfere with rudder pedals may be removed and will be properly restrained.

21.12. Adopted Forms:

Standard Form 44, *Purchase Order-Invoice-Voucher*

AMC Form 97, *AMC In-flight Emergency and Unusual Occurrence Worksheet*

DD Form 175, *Military Flight Plan*

AF Form 523, *USAF Authorization to Bear Firearms*

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*

AFTO 781A, *Maintenance Discrepancy and Work Document*

AF IMT 847, Recommendation for Change of Publication

AF Form 853, Air Force Wildlife Strike Report

AF Form 1199, Air Force Entry Control Card (Accountable)

DD Form 1898, Jet Fuel Identaplate

AF Form 4031, CRM Skills Criteria Training/Evaluation Form

21.13. Forms Prescribed: No forms prescribed.

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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- AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*, 1 September 2009
- AMCH 11-214, *AMC Aircrew Hazardous Materials Handbook*, 15 February 2008
- McGuire AFB Instruction 13-202, *Base Airfield Operations Instruction*, 27 July 2006
- McGuire AFB SPLAN 91-212, *Bird Aircraft Strike Hazard (BASH) Program*, 15 August 2007
- TO 00-80G-27, *Make Safe for Static Display C-17A*, 1 June 1997
- TO 1C-17A-2-12JG-28-1, *Servicing Fuel Job Guide*, 1 June 2008
- TO 1C-17A-6CF-1, *Acceptance and Functional Check Flight Procedures Manual*, 15 November 2009
- TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, 15 July 2002

Abbreviations and Acronyms

- AC**— Aircraft Commander
- AHAS**— Aviation Hazard Advisory System
- ALCE**— Airlift Control Element
- ALTRV**— Altitude Reservation
- ALZ**— Assault Landing Zone
- AMP**— Airfield Marking Pattern
- APS**— Aerial Port Squadron
- AQP**— Airport Qualification Program
- ATIS**— Automated Terminal Information System
- ATO**— Air Tasking Order
- ATOC**— Air Terminal Operations Center
- BAM**— Bird Avoidance Model
- BWC**— Bird Watch Condition

CHUM— Chart Updating Manual
CMDS— Counter Measures Dispensing System
COL— Combat Offload
CONUS— Contiguous United States
CP— Command Post
CRM— Crew Resource Management
CTK— Consolidated Trip Kit
ECP— Entry Control Point
EOD— Explosive Ordnance Disposal
EP— Examiner Pilot
EPOS— Emergency Passenger Oxygen System
ERCC— Engine Running Crew Change
FBO— Fixed-Based Operation
FCB— Flight Crew Bulletin
FCC— Flying Crew Chief
FCIF— Flight Crew Information File
FLIP— Flight Information Publication
FMC— Fully Mission Capable
FP— First Pilot
FSO— Flight Safety Officer
HHQ— Higher Headquarters
HR— Human Remains
IP— Instructor Pilot
ISOPREP— Isolated Personnel Report
JA/ATT— Joint Airborne/Air Transportability Training
JB MDL— Joint Base McGuire-Dix-Lakehurst
JI— Joint Inspection
LOAC— Law of Armed Conflict
MC— Mission Commander
MSC— Multi-Service Corporation
MTR— Military Training Route
MX— Maintenance

NMC— Non Mission Capable
NOTAM— Notice to Airman
NVG— Night Vision Goggle
OG/CC— Operations Group Commander
OG/OGV— Operations Group Standardization and Evaluation
OPORD— Operation Order
OPR— Office of Primary Responsibility
ORM— Operational Risk Management
OST— Off-Station Trainer
PCMCIA— Personal Computer Memory Card International Association
PFPS— Portable Flight Planning Software
PM— Pilot Monitoring
PMC— Partially Mission Capable
QA— Quality Assurance
RFF— Runway Friction Factor
ROE— Rules of Engagement
SAAM— Special Assignment Airlift Mission
SARM— Squadron Aviation Resource Management
SKL— Simple Key Loader
SPINS— Special Instructions
SR— Slow Route
SSR— Site Services Representative
SUAS— Special Use Airspace
TACC— Tanker/Airlift Control Center
VFR— Visual Flight Rules
VMC— Visual Meteorological Conditions
VR— Visual Route
WOP— Wing Operations & Maintenance Plan
WRDCO— Wing Refueling Document Control Officer
WWNDB—Worldwide Navigational Database