

**BY ORDER OF THE COMMANDER
9TH RECONNAISSANCE WING**

**BEALE AFB SUPPLEMENT AFI 11-2MC-
12W VOLUME 3**



**BEALE AIR FORCE BASE
Supplement**

4 DECEMBER 2013

Flying Operations

MC-12W OPERATIONS PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 9 OG/OGV

Certified by: 9 OG/CC
(Col Robert M. Haines)

Pages: 17

This supplement implements and extends the guidance of Air Force Instruction (AFI) 11-2MC-12W Volume 3, *Flying Operations*, 9 March 2012. This supplement applies to the flying units and personnel assigned or attached to the 9th Reconnaissance Wing (9 RW), Beale Air Force Base, California. This publication does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC) Units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

1. 1. (Added) General. This chapter outlines procedures pertinent to the operation of 9th Reconnaissance Wing (9 RW) MC-12W aircraft assigned to Beale Air Force Base (BAFB), CA and is applicable to all crewmembers participating in MC-12W operations. All references to MC-12W include BE-350 aircraft when applicable. Additionally, references to local area are as defined IAW BAFBI 11-250, *Airfield Operations and Base Flying Procedures*.

1.3. **(Added) Aircrew Responsibility.** Directives in this chapter are indicated by the use of such words as "WILL" and "MUST." Other words such as "NORMALLY" and "USUALLY" indicates procedures associated with normal operations, which in exceptional cases may be deviated from in the interest of safe aircraft employment. Further, the directives in this chapter, when used with related flight directives and publications, provide adequate guidance for safe MC-12W operations under most circumstances, but are not a substitute for sound judgment.

1.4.1. **(Added) Deviations.** Deviations from the directives in this supplement require prior approval of the 9 OG/CC, or his representative, unless an aircraft emergency dictates otherwise.

2.2. **(Added) Execution Authority.** 489 and 427 RS/CC will ensure command and control of MC-12W Flying Operations. Supervisor of Flying and Operations Supervisor requirements will be in accordance with AFI11-418, *Operations Supervision* and BAFB Sup 1.

2.3. **(Added) AC Responsibility and Authority.** The Pilot in Command (PIC) will be designated on the sign out log (AF Form 4327(a)) with a “++” or “A” (whichever is applicable) and it is the PIC’s responsibility to ensure the designation. The PIC will be a current pilot and should have the highest qualification. The respective Squadron Commander (SQ/CC) will ensure a PIC is designated on each sortie.

3.7.1.1. **(Added) Crew Rest.** Aircrew should arrive at work crew rested to the max extent possible. Crewmembers that are added to the flying schedule, for crewmembers that have dropped out, will be crew rested and require approval from the Squadron Operations Officer (SQ/DO) or representative prior to being added to a flight.

4.2. **(Added) Minimum Equipment List (MEL) Policy.** Refer to [Attachment 6](#) for the Beale MC-12W MEL.

6.2.6. **(Added) Clothing Requirements.** Unit Commanders will determine seasonal requirement for wear of thermal undershirt, drawers, and winter flight gloves with wool inserts. Unit commander will also determine the seasonal requirement for aircrew utilizing Summer (CWU-36/P) or Winter (CWU-45/P) flight jacket. Only cotton or Nomex undergarments will be worn under the flight suit during flight operations. Under Armor® or like material is not authorized. Undergarments with screen-printed or paint-based graphics are not authorized.

6.3.1.12. **(Added)** 9 OG/CC approval is required for landing fees and OST requests.

6.3.1.12.1. **(Added)** Following approval of the OST mission request (see [Attachment 7](#)) or exercises and contingencies, each crewmember is responsible

for generating his or her TDY orders through DTS, if applicable.

6.3.1.13. **(Added)** Follow **Attachment 8** if remaining overnight (RON) at another location.

6.3.1.14. **(Added)** Some exercises/OSTs will be coordinated through 9 OS/OSK while others will be coordinated through squadron level weapons and tactics offices.

6.3.1.15. **(Added)** For MC-12W aircraft relocation, refer to **Attachments 8 and 9** (as applicable).

6.3.1.16. **(Added)** It is the designated PIC's responsibility to ensure the AF IMT 4327(a) (**Attachment 10**) has all required signatures and all crewmembers have accomplished the applicable Go/No-Go items prior to departing Beale.

6.3.1.17. **(Added)** Critical Action Procedures (CAPS) Examination. Accomplish the MC-12W CAPS prior to the first sortie of the month. A Standardizations and Evaluations (DOV) representative, qualified instructor pilot or Operations Supervisor will review and initial before the crewmember steps to the aircraft.

6.3.1.18. **(Added)** Crewmembers will accomplish a Situational Emergency Procedure Training (SEPT) session with an Instructor Pilot (IP) at least once every three months (quarterly). The session will include examples at a minimum from each phase of flight.

6.6. **(Added) Aircrew Publication Requirements.** Each crewmember will ensure his/her publications are current and complete IAW Table 6.1.

Table 6.1. (Added) Required Aircrew Publications.

Required Publications	All Pilots (Mandatory)	All SOs (Mandatory)	All TSOs (Mandatory)
Super King Air 350 POH	X*		
Pilot's Checklist w/ISR Modification Supp	X*		
9 RW MC-12W In-Flight Guide (w/MC-12W Tab)	X+		
MC-12W and BE-350 Pilot Abbreviated Checklist	X+		
MC-12W Sensor Operator Expanded Checklist		X+	
MC-12W Tactical Systems Operator Expanded Checklist			X+
Mission Systems User's Manual (per applicable base line aircraft)	X*	X*	X*
AFI11-202, Volume 3 ACC Supp	X*	X*	X*
AFI11-2MC-12W, Volume 3	X*	X*	X*

* - Denotes that this publication is normally available on the MC-12W aircraft.

+ - Denotes that this publication is normally issued to crewmembers after successful completion of MQT but can be issued to permanent party members prior.

6.10. **(Added) Route Navigation Kits.** Required on all sorties. Pilots are responsible for having all appropriate publications necessary for safe mission accomplishment. Ensure each publications bag includes the following as a minimum IAW Table 6.2.:

Table 6.2. (Added) Publication Bag Requirements.

Sortie Type	FLIP High Charts	FLIP Low Charts	High IAPs	Low IAPs	TCN / STAR	IFR Supp /FIH	VFR Sectional
Local	3/4	1/2, 3/4	#	3	%	X	SSF/SKF
Out & Back	#	#	#	#	#	X	#
Navigation/Off-Station	#	#	#	#	#	X	#

- Denotes as necessary for safe mission accomplishment

% - Denotes when applicable

X – Denotes always

6.11. **(Added) Aircraft Commander Briefing/Pre-Mission Coordination.** Brief and debrief all missions in a designated briefing room in accordance with the MC-12W Beale In-Flight Guide (IFG) or applicable briefing guide. Review individual crewmember currencies and requirements prior to the brief. The PIC will define the minimum requirements needed for sortie effectiveness. If the mission is ineffective, brief the Ops Sup on the circumstances for notation in the Top 3 Buddy. Table 6.3. outlines the prebrief times. These times are intended to be a guide. Total time includes 3+00 sortie duration. Ensure sufficient time is allowed to resolve training discrepancies and fully answer questions.

Table 6.3. (Added) Prebrief Times.

Sortie Type	Show Time	Brief Time	Step Time	Eng Start	Taxi
IA8 ¹	2+00	1+30	1+00	0+30	0+15
Continuation Training/OST/O&B ¹	3+00	2+00	1+00		
RT-01 ¹	4+00	2+10	1+00		
TR-1 thru T-4 ²	3+00	2+40	1+30		
T-5 thru E-12 ²	3+00	2+10	1+00		
¹ Or as coordinated by the AC/MC with the Ops Sup					
² Instructors show IAW current leadership guidance					

Note: Briefing times are subject to change per SQ/DO discretion in order to meet syllabus/Ready Aircrew Program (RAP) requirements.

6.25.1. **(Added)** Prior to Engine Start. Ensure the Ops Sup is notified of any delays (i.e. maintenance, ATC, training) or tail number changes that will preclude an on time takeoff. The Ops Sup will notify the Supervisor of Flying (SOF).

6.38.5. **(Added)** Instructors will debrief student flights and complete training folder entries *on the same day* the sortie is accomplished.

6.38.6. **(Added)** Qualified pilots will complete a Training Accomplishment Report (TAR) and record sortie duration/effectiveness on the AF Form 4327(a) immediately following mission completion and/or debrief.

6.40. **Aircrew Flight Equipment (AFE) and MC-12W Equipment.** All aircrew members are responsible for reporting any malfunctions of their personal AFE to a qualified AFE technician. Daily care of the AFE is the responsibility of the individual crewmember.

6.44. **(Added) Beale AFB Run-up Guidance.** To reduce congestion in Bravo and Echo hammerheads, all aircraft run-ups will be accomplished by repositioning to the west side of Golf ramp facing east with the following exceptions and considerations:

6.44.1. **(Added)** If winds are 10 knots or greater, crews will point the nose of the aircraft into the wind while on the west side of Golf.

6.44.2. **(Added)** When quiet hours are in effect, aircraft will accomplish run-ups in either of the hammerheads located at taxiways Echo or Bravo. Operations Supervisors will coordinate with the SOF and be directive to crews prior to stepping in order to ensure sensitive ceremonies are not disrupted.

6.44.3. **(Added)** When airfield construction or Notices to Airman (NOTAMS) preclude MC-12Ws from utilizing the Golf ramp area, hammerheads may be utilized for run-ups.

6.44.4. **(Added)** MC-12Ws will avoid run ups adjacent to other aircraft parked on the Golf Ramp. For example, if transient aircraft are parked on the south side of Golf, MC-12Ws will utilize the north side of Golf for run ups.

6.45. **(Added) Beale Operating Areas and Restrictions.**

6.45.1. **(Added)** Sensor Operator (SO). See 489/427 RS DOW or 9 OSS/OSK regarding the most current version of the Beale AFB, MC-12W Proper Use Memorandum (PUM).

6.45.2. **(Added)** Tactical Systems Operator (TSO). Within 50KM/27NM of the following coordinate: Degrees Minutes: N39°08.40955', W121°26.08041'; MGRS: 10S FJ35280 33497

6.46. **(Added) Unit Standards.** Released via FCIF by OGVM.

9.2.1.4. **(Added)** The touch-and-go crosswind limit is 15 knots.

14.3.3. **(Added)** Plan to arrive at initial or the Final Approach Fix with 800 pounds at Beale. This allows for Travis Air Force Base, California to be the primary divert.

14.3.8. **(Added)** Bingo Fuels. Use the following bingo fuels in Table 14.2. as a minimum from each of these locations (this provides 800 pounds on final, allowing for a divert from Beale AFB to Travis Air Force Base, California; calculations based on no wind, 7,000 Ft, 43% torque, 180 KIAS, 660 PPH to Travis AFB.):

TABLE 14.2. (Added) Bingo Fuels for Travis AFB – MC-12W Primary Divert.

Chico Municipal (CIC)	1000	Reno International (RNO)	1200
Sacramento Mather (MHR)	1000	Stockton Metropolitan (SCK)	1200
Sacramento Int Airport (SMF)	1000	Redding Municipal (RDD)	1200
Travis AFB (SUU)	1100	NAS Fallon (NFL)	1350

14.3.9. **(Added)** Primary Transition/Divert Airfield Information. Table 14.3 outlines the normal transition/divert airfields. The table is not all inclusive.

Table 14.3. (Added) Primary Transition/Divert Airfields.

AIRFIELD (Elev)	NAVAID	FUEL ¹ (MSA)	LONGEST RUNWAY	APPROACH ES AVAILABLE	TFC PAT (ATIS)	MOU	SECURE STORAGE ²
Travis KSUU (62')	SUU - TAC CH 113	800 (4700)	03L/21R 11001' PAPIx2	ILS, RNAV, & TAC 03L/21R	1600' (135.55, 292.125)		Y 707-424-5517 141.9, 349.4
Mather KMHR (98')	SAC - VORTAC 115.200 (CH 99) 044/014 ³	710 (4700)	04R/22L 11301' VASIx2	ILS, RNAV, & VOR 22L	1600' (118.325)	Y	# 916-843-3925 34.1, 134.1, 340.1
Sacramento KSMF (27')	SAC - VORTAC 115.200 (CH 99) 336/015 ³	720 (4700)	16L/34R 8605' PAPIx2	ILS & RNAV 16L/34L	1500' (126.75)	Y	N
Chico⁴ KCIC (240')	CIC - VOR 109.800(CH 35)	770 (5400)	13L/31R 6724' 13P-31V ⁵	ILS, RNAV, & VOR 13L	1240' (119.675)		N
Reno KRNO (4415')	FMG - VORTAC 117.900 (CH 126) 234/006 ³	840 (7600)	34L 10012' 16R 10003' PAPIx2	ILS, RNAV, &VOR-D 16R/34L	5415' (135.8, 363.0)		Y 877-736-6359 378.4, 8780
Redding KRDD (505')	RDD - VOR 108.400 (CH 21)	880 (5800)	16/34 7003' 16V-34P ⁵	ILS, RNAV, & VOR 34	1502' (124.1)		N
Fallon KNFL (3934')	NFL - TAC CH 82	990 (11200)	13R/31L 14005' PAPIx2	PAR, RNAV, & TAC 31L/13R	5000' (370.925)		Y 775-426-2419 238.0
Stockton KSCK (33')	ECA - VOR 116.000 (CH 107) 302/005 ³	860 (4700)	11L 9660' 29R 9650' PAPIx2	ILS, RNAV, & VOR 29R	1000' (118.25)		# 49.0, 139.4, 356.9

1. Fuel calculated using 180KIAS and 660PPH when used as the primary divert
2. Secure Storage is noted as Y for yes, N for not available and # for during Army Guard availability (KSUU is Primary)
3. Field located at Radial/DME (RRR/DDD) from NAVAIID
4. Chico requests 10 NM out call with Tower
5. XXP-YYV means RWY XX has a PAPI, while RWY YY has a VASI

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

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 11-418, *Operations Supervision*, 15 September 2011

BAFBI 11-250, *Airfield Operations and Base Flying Procedures*, 1 October 2012

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF IMT Form 4327(a), *Crew Flight (FA) Authorization*

Prescribed Forms

There are no prescribed forms in this publication

Abbreviations and Acronyms

AFE—Aircrew Flight Equipment

CAPS—Critical Action Procedures

CC—Commander

DO—Operations Officer

DOV—Standardizations and Evaluations

IFG—In-Flight Guide

IP—Instructor Pilot

MEL—Minimum Equipment List

OST—Off-Station Training

NOTAMS—Notices to Airman

PIC—Pilot In Command

PUM—Proper Use Memorandum

RAP—Ready Aircrew Program

RON—Remaining Overnight

SEPT—Situational Emergency Procedure Training

SO—Sensor Operator

SOF—Supervisor of Flying

TSO—Tactical Systems Operator

Terms

There are no prescribed terms in this publication

Attachment 6

(ADDED) MC-12W MINIMUM EQUIPMENT LIST

This MEL is intended and should be a starting point for the Aircraft/Mission Commander on accepting an aircraft – sound judgment should be used. Additionally, if an AC/MC accepts an aircraft with discrepancies, this does not mean successive ACs/MCs have to accept the aircraft as well and vice versa.

Table A6.1. Minimum Equipment List.

ITEM	OST	Local
FLIGHT CONTROL		
Flight Controls	X	X
Rudder Boost	X	X
Flaps	X	X
Electric Pitch Trim	X	
POWER PLANT		
Fire Suppression System	X	X
HYDRAULIC PROPELLER		
Auto-Feather System	X	X
AC & SURFACE ICE CONTROL		
AC and Heat	X1	X1
Pressurization	X	X
Bleed Air System	X	X2
Anti-Ice/De-Ice Systems	X	X7
ELECTRICAL POWER SUPPLY		
Generator	X	X
Battery	X	X
LIGHTING		
Interior - Flight Deck	X3	X3
Interior - Cabin	X3	X3
Interior - Instrumentation	X	X
Exterior Lights (Nav, Landing, Taxi, Strobe)	X2	X2
Emergency Exit Lights	X	X
HYDR & PNEUM PWR SUPPLY		
Hydraulic Pump & Sys	X	X
FUEL SYSTEMS		
Fuel Tanks	X	X
Fuel Cross-feed	X	X
Vent System	X	X
Fuel Quantity Instruments	X	X
Fuel Boost Pump	X	X
Standby Fuel Pump	X	X
OXYGEN SYSTEM		
Oxygen - Flight Deck	X	X
Oxygen - Cabin	X4	X4
MISSION EQUIP		
MX-15	X1	X1
Video Data Sys w/DVR & Video Dist	X1	X1
Laser Illum	X1	X1
Laser Desig (if installed)	X1	X1
Mission Sys GPS	X1	X1
Nebula	X1	X1
WJ/PR	X1	X1

- (1) If required for mission accomplishment
- (2) One must be operational
- (3) Required for night or IMC operations
- (4) Not required if 2 person total crew

ITEM	OST	Local
INSTRUMENTS		
EGPWS	X	X3
Pitot Static System	X	X
ADC	X	X
AHRS	X	X2
Flight Director System	X	X3
PFD	X	X
MFD	X	X
Standby Instrument System	X	X
Standby Compass	X	X
CVR	X	X
DFDR (if installed)		
AUTOPILOT		
FMS	X	X2
Digital Autopilot	X	
DATA LINK		
ROVER	X1	
PW	X1	
COMMUNICATIONS		
VHF Comms	X	X
Interphone	X	X
AUX 1 - 5 (PRC-117 and ARC-231)	X1	X1
IFF/SIF	X5	X5
TCAS	X	X3
Mode 4	X6	X1
ELT	X	X
KuSS	X1	X1
UHF SATCOM	X1	X1
KG-175D or KG-250	X1	X1
HPW	X1	
NAVIGATION		
VOR/ILS/MB	X	X3
GPS	X	X3
Radar Alt	X	X3
WX Radar	X	X7
COUNTERMEASURE		
ALE-47 (CMDS)	X1	
AN/AAR-47 MWS	X1	
MISC EQUIP		
Fire Ext - Portable	X	X
Windshield Wipers	X	X7
Life Raft	X8	
Squib, Eng Fire Ext	X	X

- (5) Not required if comm trans is operational
- (6) Only required in a contingency zone
- (7) Required if WX is present or forecasted
- (8) Over water operations only

Attachment 7

(ADDED) EXAMPLE OST MISSION REQUEST FORM

Figure A7.1. Example Mission Request Form.

CREW FLIGHT (FA) AUTHORIZATION									
1. PREPARED DATE:	2. MISSION NUMBER:	3. DEPARTURE LOCATION Beale AFB, CA			4. DESTINATION: Beale AFB, CA				
5. MISSION SYMBOL AND PURPOSE: T3LV OST		6. SCHEDULED DEP DATE/TIME:			7. SCHEDULED RET DATE/TIME:				
		8. AERD VEHICLE: 1/BE350/G		9. ACFT TAIL#:			10. CALL SIGN:		
PRIVACY ACT STATEMENT									
<p>AUTHORITY: 10 U.S.C. 8013; 44 U.S.C. 3101; AND ED 9397</p> <p>PRINCIPAL PURPOSE: Source document used to authorize aircrew members to perform in-flight duties for this aircraft and provide accountability for aircrew personnel on mission. Additionally used to validate aircrew duties for entitlement to flight time, operational flying duty credit, and flight pay entitlements.</p> <p>DISCLOSURE IS VOLUNTARY: SSAN is needed to meet qualification for accountability, flight documentation, and flight pay entitlements. Failure to provide may prevent authorization to fly and result in a loss of records, qualification, and incentive pay entitlements.</p>									
11. CREW INFORMATION:									
A. NAME	B. GRADE MIL/GS	C. SSAN	D. SEC CLR	E. CREW POS	F. DUTY POS	G. REMARKS/ RES CODE	H. UNIT	I. CREW #	J. INITIALS FOR CHG
12. REMARKS: (<i>Variations in Itinerary Authorized</i>) **Itinerary Attached, see BLK 21 for Special Requests									
YES NO 306 IS/DO _____ YES NO WG SCHED _____ YES NO 427 RS SCHED _____ YES NO 489 RS SCHED _____ YES NO 489 RS/DO _____									
APPROVED/DISAPPROVED ROBERT M. HAINES, Col, USAF COMMANDER, 9TH OPERATIONS GROUP									
13. AUTHORIZATION DATE:		14. FA NUMBER		15. DISTRIBUTION: (After OG Signature) Cy: 1-Mem, 1-Weekend SOF, 1-Cmd Post; 1-CCSS Orig: 1-Duty Desk					
16. GO/NO-GO VERIFICATION:									
I certify go/no-go checks were accomplished for aircrew members listed below. As a minimum, flight physical, physical availability, physiological training, emergency egress, local area survival, current ASC, (AO effective date/term date), ACFT AOS, FCIF card, and any other grounding events were checked. Individuals non-current for aircrew training or aircrew qualification have appropriate remarks codes assigned and an instructor is on-board for their specialty. Reserve personnel not on extended duty are subject to the provisions of the uniform code of military justice, while performing this duty.									
1COX2 Initials: _____ Aircraft commander Review: _____									
IF CHANGES TO ORIGINAL CREW MEMBERS: I Certify the above go/no-go checks were performed for aircrew member (s) added:									
Aircraft Commander Signature: _____									
17. UNIT DESIGNATION AND LOCATION OF AUTHORIZING AGENCY:					18. SIGNATURE ELEMENT OF AUTHENTICATING OFFICIAL:				
AIR COMBAT COMMAND 427th RECONNAISSANCE SQUADRON BEALE AFB, CA 95903					DAVID W. BERG, Lt Col, USAF Commander, 427RS				
19. ACCOUNTING CITATION:									

Attachment 8**(ADDED) MC-12W OST CHECKLIST****PREPARATION:**

1. Review current 427/489 RS Memorandum, MC-12W Off Station ROE (if applicable)
2. Submit Request
 1. 3 weeks prior to scheduling
 2. 2 weeks prior to SQ/CC or DO
 - a. Pilots will have detailed legs (Intended stop-overs and transitions airfields) to brief SQ/CC or DO (see Flight Planning Section below for more details)
 - b. Send SDP requests of intended airfields to Jeppesen (to include primary divers)ts
3. 1 week prior to OG/CC
4. Check Perdiem Rates – <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
5. Request and create orders (Flight, CDO, TDY) – Accounting Code Ex.: 13 33100uMC12
6. Reserve hotel and rental car/government vehicles
7. Contact DOW for flight planning assistance, Read FCG if required
8. Ensure compatibility of ground support and equipment
9. Make copies of TDY/Flight orders for Security Police, Billeting, etc
10. Grab extra copies of 175's and ORM sheets for each flight

FLIGHT PLANNING:

1. Airfield Suitability Reports (if you do not have a GDSS 2 account)–
<http://www.airnav.com/airports>
2. TOLD – Jeppesen: <http://www.jeppesen.com>
 1. **Username** - MC12ops **Password** - Aircrews1
 2. Contract Fuel – http://www.airseacard.com/cgi-bin/fbo_locate
3. Review FLIP, all applicable flight pubs, and route
4. No less than 4 x legs total, max 4 x legs/day, minimum 2 x Pro sorties/pilot
5. IFR only with AF Form 70
6. Assumes – IFR, Non RVSM Flight Levels, std ISA, 180IAS/220TAS, 600 PPH fuel burn, wind 270/50

PRIOR TO DEPARTURE:

1. Confirm PPR, Billeting, Classified Storage if required (Contact Command Post to coord).
2. Pick up Classified, extra survival equipment, chem warfare, passports, weapons, customs declarations, insect spray, and any AFE gear (NVG's, piddle packs, etc)
3. Leave copies of 175 with the op sup
4. Bring current hardcopies of all pubs required (off station base ops will not have extra pubs)
5. Verify expiration of Life Support Equipment.
6. Show time is T/O minus 2 hours. Aircraft commanders may adjust as necessary.

HOMESTATION PREFLIGHT:

1. Ensure aircraft forms are up to date.
2. Check that each crew member has an EPOS in the aircraft.
3. Check fluid levels to include O2 and ensure adequate for flight.
4. Verify all fuel cards are on the aircraft.

POSTFLIGHT OFF STATION:

- Fueling - Always observe the following:
 1. Statically ground the airplane to the servicing unit and to the ramp.
 2. Service the main tanks first; main filler caps are located in the outboard fuel cell on the leading edge of each wing near the wing tip.
 3. Service the auxiliary tanks second through the auxiliary filler caps located on top of the wing center section inboard of each nacelle.
 1. Allow a 3 hour settling period if possible.
 2. Drain a small amount of fuel from each drain point
- Checking Engine Oil – **Oil: BP 2380 Turbo Oil**
 1. No more than 11 quarts should be added during an oil change.
 2. Check the oil any time the oil has been changed or the engine has remained stationary for more than 12 hours.
 3. Run the engine at idle for 2 minutes. It's best to check oil level within 30 minutes after shutdown.
 4. Shut down the engine and check the oil level.
 5. Add only oil of the same brand as that is already in the engine when the No. 2 mark is exposed on the dip stick. The normal oil level is at the 1 qt mark.
 6. Overfilling the engine with oil may cause a discharge of oil through the breather until a satisfactory oil level is reached.
- Ensure all prop and intake covers are in place.

OFFSTATION REPORTING / PLANNING (to include RON/DESTINATIONS):

- Notify and Report:
 1. (*Primary*) *Beale AFB Command Post*: 368-5700 DSN, (530)634-5700 Comm
 - a. Aircraft type
 - b. Assigned Unit
 - c. AC Name & Rank
 - d. Aircraft Callsign
 - e. Tail Number
 - f. MX Status
 - g. Departure Time/Intentions/MX requirements
 - h. Significant Additional Information
 1. Billeting Location and Phone Numbers
 - a. Crew Status
 2. (*Secondary*) *Liberty Ops Sup*: (530) 634-2100
 3. *Deviations*: Report deviations (MX Delays, WX Diverts, etc.) as soon as practical. Phone patches after airborne are preferred if able.
 1. Check NOTAMs, WX, PPRs for next day (BAFB WX Shop: 530-634-9133/4)
 2. Secure aircraft (Priority B or C)
 3. Compile room numbers of crew
 4. Order meals / Aircraft servicing
 5. Leave AC info w/ TA, Base Ops, etc.
 6. Brief crew on showtime / ROE / transportation / meal plans

OFFSTATION PREFLIGHT:

- 1. Review 781 for fuel card, ER (AC signoff), ensure proper servicing and fuel type per POH

UPON RETURN TO KBAB:

- 1. Fill out 781s / TARs / Mission summary
- 2. Debrief crew / MX
- 3. Account for all classified / Return classified / Turn-in extra equipment
- 4. After-action report to OG/CC (if required)
- 5. Each crewmember file DTS (if applicable)

HANDLING CLASSIFIED MATERIALS OFF STATION

- 1. Prior to departure, ensure ALL crewmembers have a plan to store their classified materials. Relay that plan to the Beale Unit Security Manager (x3619).
- 1. Reference **AFI33-201vol2 pgs 31-40** for specific instructions in transporting TS/SCI materials and procedures in the event of emergency. All TSO's and SO's have been trained in accordance with this regulation.
- 2. If carrying a TSO on board, all SCI items must be stored in a SCIF. Call the base's command post and arrange a storage location.
- 3. If not carrying a TSO and SCI information, most command posts can offer storage of classified material up to SECRET. Bottom line: arrange storage through the command post and SCIF.
- 4. NEVER store classified material on the plane unless guarded by two personnel 24/7.
- 5. NEVER store any classified material in a hotel safe or similar location.
- 6. Plan for alternates near your training location that have a SCIF in case of a divert.

Attachment 9

(ADDED) MC-12W BUSY RELAY CHECKLIST**PREPARATION:**

1. Determine Project Officer (PROJO).
2. Obtain Busy Relay Dates/Swap-out Schedule (*always check for schedule updates*).
3. Create new folder within DOW's NIPRNet Busy Relay folder.
 1. Create folders for:
 2. Special Departure Procedures (SDPs) and terminal info
 3. APACS
 1. Charts
 2. FCG Info
 3. Forms 200/70
 4. Forms 1801/175
 5. PFPS alternate options
 6. PPRs & airfield paperwork
 7. Trackers
 8. Locate previous Busy Relay materials; clone (as applicable) and organize into new folders:
 - a. PFPS routes
 - b. Forms 1801/175
 - c. Trackers
 - d. Research & gather most current info; organize into new folders:
9. Notify applicable POCs (generally the DO) at deployed location with timing.
 1. 4 ERS
 2. 361 ERS
 3. 99 ERS (*if planned stop*)
 4. 1 ERS (*if planned stop*)
 5. Det 4 (*if planned stop*)
6. Update PFPS routes.
 1. Open up form set-up/preview as an excel product (modify as required).
 2. Save as a .pdf file
 3. Print updated Form 200s or Form 70s.
4. Create charts for updated routes, as required.
 1. Go to File>Print; select Adobe PDF from scroll down name; click "ok"
 2. Save as a .pdf file
 3. Print charts for mission package, as required.
4. APACS
 1. Clone previous similar Busy Relay Diplomatic Clearance requests
 2. Generate Aircraft Timelines/POC doc from Foreign Clearance Guide
 3. When able, input new dates, timing, route, etc. and submit
4. Save copies into Busy Relay folder for reference
5. Immediately update if there are changes to the schedule

6. Update 1801s and Communication Cards as clearance numbers arrive
7. Order/arrange for worldwide pubs bag for each aircraft.
- 8.
1. If local pilots are flying the aircraft, have them route study/highlight routes.
2. Update Communication Cards
3. Update/pre-can e-mail message traffic (Prelaunch, Launch & Recovery)
4. Update DD Form 1801s/175s
5. Prepare weather requests
6. Check for Approach Plates
 1. NGA/DoD FLIP
 2. Jeppesen
 3. Save as a .pdf file/print as required
4. Coordinate PPRs, as required
5. Coordinate for aircraft servicing
6. Billeting/over-night arrangements
 1. Storage of classified drives/documents
 2. Hotel/on-base billeting
 3. Rental car/government u-drive/other transportation
 4. Weather support?
 5. Filing, Notams, etc?
6. Obtain FLIP (coordinate with FOL and Base Ops, as necessary)

PRE-MISSION (Day Prior to First Day's Launch):

1. Confirm dates/times of sortie(s)
2. Check on Diplomatic Clearances
3. Send pre-mission e-mail message
4. Finalize winded flight plans
5. Obtain Operational Risk Management (ORM) sheets
6. Finalize pilot packages

MISSION(S) (Day of Launch - Pilot responsibility once away from Beale):

1. Confirm OG has approved execution (complete before launch each day)
2. Review/submit 1801/175 to Base Ops, as applicable
3. Obtain NOTAMS
4. Obtain weather at launch and recovery locations
5. Call Beale CP with launch time (DSN 312-368-5700)
 - a. Send Launch Message(s) via e-mail
6. Call Beale CP with launch/recovery times at each stop (DSN 312-368-5700)
 - a. Send Recovery Message(s) via e-mail

