BY ORDER OF THE COMMANDER
89TH AIRLIFT WING (AMC)

AIR FORCE MANUAL 11-2EAV3

89TH AIRLIFT WING
Supplement

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Flying Operations

EXECUTIVE AIRLIFT (EA)
OPERATIONS PROCEDURES

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AFMAN 11-2EAV3 is supplemented as follows: This supplement provides guidance and procedures for 89 AW Special Air Missions (SAM) and Presidential Airlift Group (PAG)Missions, and applies to all civilian employees and uniformed members of the 89 AW. This supplement requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 5 United States Code, Section 552a, as amended and Executive Order 13478, Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers. The applicable SORN F011 AF XO A, Aviation Resource Management Systems is available at: **http://dpclo.defense.gov/Privacy/SORNs.aspx**. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, Records Management and Information Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the OPR using the AF IMT 847; route AF IMT 847s from the unit through 89 Operations Group Stan/Eval (89 OG/OGV). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1.5.2.5. **(Added)** Waiver authority for this unit supplement is the 89 OG/CC or PAG/CC, unless otherwise stated. Process waiver requests to this supplement IAW 89 OG Waiver Process

Flowchart (local ePubs index page). PAG waivers are processed through the PAG/CC. Report deviations to any provision of this AFI and its unit supplement to 89 OG/OGV through 89 OG/OGO.

1.6.1. **(Added)** Unless specifically stated otherwise, all 89 AW guidance published in this unit supplement applies only to aircrews executing missions tasked to the 89 OG. If unit supplemented guidance also applies to PAG aircrews executing PAG missions, it will be specifically stated (ex. This guidance also applies to PAG aircrews flying PAG missions).

2.3.5. 89 AW/CC delegates the approval authority for 89 OG off-station trainers to the 89 OG/CC.

2.3.5.1. **(Added)** Forward all 1 AS and 99 AS OST requests to 89 OG/OGO for processing and 89 OG/CC approval.

2.3.5.2. **(Added)** Once approved, remain overnight (RON) changes must be approved by the 89 OG/CC and intermediate stop changes must be approved by the SQ/CC.

2.3.5.3. **(Added)** The Squadron Director of Operations is responsible for ensuring an effective plan is presented that maximizes training opportunities for all crew positions. When possible, every crew position must be scheduled to include an instructor and minimum of one student.

2.3.5.4. **(Added)** OSTs will be planned with no more than 24 hours of ground time at enroute overnight locations. Exceptions may be approved on a case-by-case basis by the Squadron Commander. Examples of exceptions include, but are not limited to, airfield operating hour restrictions and/or 89 OG Aviation ORM Worksheet factors which result in a risk level greater than "moderate".

2.3.5.5. **(Added)** OST durations will not be planned to exceed more than 3 days CONUS and 5 days OCONUS. Exceptions may be approved on a case-by-case basis by the Squadron Commander.

2.3.5.6. **(Added)** OSTs may be planned in conjunction with non-flying Official Business events provided sufficient training can be accomplished and no perceptions of misuse of USAF resources exist.

2.3.5.7. **(Added)** OSTs are contingent on aircraft availability and subject to recall by the 89 OG/CC at anytime. If recalled, crews will enter crew rest as soon as possible and report a proposed departure/arrival time to 89 OG/OGO.

2.4.1. Thorough pre-mission planning while a mission is still TENTATIVE may highlight suitability and/or timing issues. PICs are responsible for passing all mission concerns and requests for itinerary changes to CVAM through the 89 OSS/OSOF (Mission Operations), Mission Operations Duty Officer (MODO), prior to execution.

2.4.3. Mission Changes. During mission execution, PICs will coordinate with 89 OG/OGO for all issues that could potentially impact mission accomplishment or the aircrew‘s ability to accommodate a party requirement or request. Timely information is critical to keeping 89 AW leadership channels informed and advised of potential issues so they have enough time to assist if necessary. For the purpose of C2 communications, mission execution begins when the aircrew shows for the mission. The PAG/CC will determine the time-line, C2 method, and agency to affect an itinerary change for all PAG missions. The PAG/CC will also determine how an

itinerary change will affect a diplomatic clearance, and will coordinate as necessary to keep the mission on a new schedule.

2.4.3.1. **(Added)** Do not pass mission-related information to TACC without permission from the 89 OG/CC or designatee. If TACC contacts the aircrew, while on a mission, refer them to 89 OG/OGO. Contact the OGO Duty Officer to report the incident. The OGO Duty Officer is available 24/7 through the Andrews AFB CP.

2.5. **Operational C2 Reporting.** CSOs are responsible for reporting actual block-out and block-in times to Andrews Command Post. Pass estimated block-in times to appropriate personnel at the next destination.

2.5.1. Unusual Circumstances. PICs will notify 89 OG/OGO of any unusual occurrences as soon as possible.

2.5.2. PICs are responsible for making sure that crew lodging locations are accurately depicted in the Avisource trip logistics section of their mission number.

2.10. **(Added) Aircrew Availability.** PICs are expected to be reasonably available by telephone throughout the mission. If this is not possible, make every effort to ensure 89 OG/OGO and Andrews Command Post are aware that telephone contact may not be possible. PICs are responsible for staying in contact with the party during ground times to allow for timely mission changes.

2.10.1. **(Added)** Enlisted Aircrew Coordinator (EAC). SOCs are responsible for designating an EAC (also known as the NCOIC) on all mission flight orders. The EAC is responsible to the PIC for enlisted aircrew while at en route stops. Flight engineer, crew chiefs, communications systems operators, flight attendants, and aircraft security NCOs (Raven) will coordinate their activities with the EAC. This will prevent preflight/post-flight activities from interfering with other aircrew activities, maintenance, or aircraft servicing. During crew rest periods, the EAC is the liaison between the PIC and the enlisted aircrew. The EAC should know enlisted crewmembers whereabouts during crew rest periods and keep them informed of mission changes. If crewmembers plan to be unavailable by telephone, they will arrange periodic check-in with the EAC or PIC.

2.10.2. **(Added)** Air Force Two (AF2) Missions. On AF2 missions, it is imperative the military aide be able to contact the PIC at all times. This is normally accomplished through the aircraft's cell phone unless other arrangements have been made.

2.10.2.1. **(Added)** Whenever the aircrew departs the immediate vicinity of the aircraft, the on-duty Raven is responsible for knowing how to contact the PIC.

2.10.2.2. **(Added)** The military aide or the White House Communications Agency (WHCA) trip officer provides the PIC with a list of the local contact telephone numbers for each stop on the trip. If the PIC cannot locate the military aide at the listed numbers, contact the local White House Signal Switchboard or the local USSS (United States Secret Service) command post.

3.2.3.2. Additional crewmembers on C-37 missions. Unless informed otherwise by CVAM for a specific mission, 99 AS is authorized to schedule one additional aircrew member on all missions. Additional crewmembers beyond the one authorized require CVAM approval.

3.2.5. **(Added)** Aircrew Complement for Specific 89 AW Missions. Specific aircrew qualifications may be required for missions that have unique requirements, involve unusual

hazards, or require previous experience for safe execution. DV1 missions are those missions supporting the President of the United States, Heads of State of foreign countries as well as Reigning Royalty. Top 5 missions are those missions supporting VPOTUS, SECSTATE, SECDEF, CJCS, and FLOTUS. Use the following guidance:

3.2.5.1. **(Added)** 1 AS Aircrew Manning Policy. Exceptions must be approved by the SQ/DO.

3.2.5.1.1. **(Added)** For DV1, AF2 and FLOTUS missions, an IP will be in command. All other aircrew positions will be manned by at least instructor qualified aircrew members or a AF2/YW designated lead.

3.2.5.1.2. **(Added)** On AF2 missions, the flight attendant complement must include one qualified AF2 flight attendant.

3.2.5.1.3. **(Added)** If a mission is scheduled to support a senior officer who maintains qualification in the aircraft, an IP will be in command.

3.2.5.2. **(Added)** 99 AS Aircrew Manning Policy. Exceptions must be approved by the SQ/DO.

3.2.5.2.1. **(Added)** All primary aircraft DV1 and Top 5 missions will be commanded by an IP. The additional pilot, and all other crew positions, will be manned by aircrew members selected from a SQ/DO approved authorization list. In addition to all instructors, SQ/DO will codify a process to approve any crewmember meeting the highest standards of the 89 AW on this authorization list.

3.2.5.2.2. **(Added)** Aircraft dedicated to supporting travel party staff personnel can be crewed normally.

3.2.6. Added) 89 OG Backup Aircraft and Aircrew Requirements.

3.2.6.1. **(Added)** All DV1 and Top 5 active departures from JB Andrews require backup aircraft. To the maximum extent possible, the backup will be the same type as the primary aircraft. Backup aircraft will be upgraded to appropriate security status (if required) 2 hours prior to scheduled departure of the primary mission aircraft. The fuel load will be specified by 89 OG/OGO.

3.2.6.2. **(Added)** If the dedicated backup aircraft is the same type as the primary mission aircraft, the squadron will assign flight engineers, flight attendants, and CSOs to report a minimum of two hours prior to the scheduled mission departure and preflight the backup. Preflight crews will remain at the backup aircraft until the mission departs and they are released by the PIC.

3.2.6.3. **(Added)** If the dedicated backup is not the same type aircraft as the primary aircraft, the squadron will schedule a complete aircrew (properly uniformed and prepared to assume the mission) to man the backup. Dual qualified crewmembers from the primary aircraft may be used to complete the backup aircrew; however, they are not available to perform backup preflight duties.

3.2.6.4. **(Added)** Any crewmember will advise 89 OG/OGO immediately whenever problems are encountered that could affect the mission-ready status of the backup.

3.2.6.5. **(Added)** Once the C-37A/B Flight Engineer takes responsibility of the backup aircraft, all fueling operations will be conducted by the crew IAW the Aircraft Operating Manual. This

process enables the aircraft to be refueled without the "safe ground maintenance procedure" required by DYNCORP.

3.4.3. **(Added-C-37)** First pilots (FP) will be scheduled to fly with an IP or EP on OCONUS missions (Canada, Alaska and Hawaii are exempt from this guidance). SQ/DO may approve exceptions on a case-by-case basis.

3.4.4. **(Added-C-32/C-40)** FPs can be scheduled on a basic aircrew (two pilots) with a MP on CONUS/non- Top 5 missions.

3.6. **Flight Engineers, Communications System Operators, Flight Attendants.** When mission needs dictate flight attendants in excess of **Table 3.1** requirements, the 89 OG/CC or PAG/CC may authorize any flight attendant current and qualified in another 89 AW aircraft to serve in addition to the aircrew complement. These persons will not serve as EAC, or perform duties or operate equipment requiring specific aircraft qualification. They will log "XT" time on the AFTO 781.

3.13. **Wing Standby/Alert Duty.** Regardless of expected release time, crewmembers will remain on alert status until actively released by squadron schedulers/SOC.

3.15. **(Added) Special Airlift Program (SAP).** SAP guidance and procedures are outlined in several documents outside of this AFI. These documents can be found on the unit ePubs index under "SAP". The following 89 AW guidance applies in addition to those source documents.

3.15.1. **(Added)** A SAP NCOIC will be appointed for all SAP missions to serve as the focal point for SAP aircrew management. The NCOIC will:

3.15.1.1. **(Added)** Ensure the SAP aircrew is notified of appropriate uniform requirements prior to the mission departure. FAs/CSOs may fly in flight suits or civilian attire as mission requirements/locations dictate. Additionally, FAs may also fly in FA uniforms.

3.15.1.2. **(Added)** Validate Go/No-Go IAW unit procedures.

3.15.1.3. **(Added)** Ensure SAP crewmembers are placed on the flight orders. The flight authorization may contain pen-and-ink changes and will be annotated with the NCOIC certification of Go/No-Go.

3.15.1.4. **(Added)** Ensure a signed copy of the 781 extract along with a copy of the flight authorization is given to the appropriate individuals when they depart the aircrew.

3.15.1.5. **(Added)** Confirm the SAP aircrew is included in transportation/billeting arrangements.

3.15.1.6. **(Added)** Ensure all SAP crewmembers have received appropriate egress training. Just in time egress training may be accomplished and noted in the remarks section of the 781, to include the extract with the phrase "just in time egress training accomplished."

3.15.1.7. **(Added)** Will notify 89 OG/OGO and the SAP Operations Superintendent if there are any significant itinerary changes.

3.15.1.8. **(Added)** Ensure the lead FA coordinates with the Mission Commander or PIC regarding FA prepared aircrew meals, costs associated with those meals and servicing requirements for the mission.

3.15.1.9. **(Added)** Ensure CCIR and SAP SITREP messages are drafted.

3.15.2. **(Added)** In order to match organic AMC DV operational aircrew FDP, Special Airlift Program (SAP) missions will normally consist of an augmented FA/CSO aircrew complement with a maximum FDP of 24 hours. The augmented SAP aircrew consists of 2 CSOs and 3 FAs. One FA may be in training to perform SAP duties, but does not count towards an augmented crew compliment. Both CSOs must be certified on all primary and secondary Roll-on/Roll-off (RORO) communication equipment. Additional FAs or CSOs may accompany the required aircrew complement for training purposes.

3.15.3. **(Added)** In accordance with AFMAN 11-202V3, 89 AW/CC has delegated to 89 OG/CC waiver authority for SAP aircrew complement, CDT/FDP limitations, and pre/post-mission crew rest.

5.3.4. **(Added)** Right-seat takeoff and landings are normally restricted to local training, non-passenger mission legs, or evaluation flights. On operational missions with passengers, right seat takeoffs and landings are restricted to IPs and above. EXCEPTION: Any C-37 PIC may elect to accomplish the landing from the right seat in the interest of safety.

5.9.1. **(Added-C-37)** Pets will be kenneled for takeoff and landing. EXCEPTION: If, in the opinion of the PIC, the pet will not hinder passenger or aircrew movement throughout the cabin, the pet does not require kenneling during takeoff or landing.

5.9.2. **(Added-C-32/C-40)** Pets will be kenneled, or remain in the DV compartment/stateroom, for takeoff and landing.

5.10.5. **(Added)** C-32 aircraft require a fillet for turns from one taxiway to another taxiway when either of the taxiways is less than 70 feet wide. The minimum fillet dimensions for a 49 feet (15 meters) to a 49 feet (15 meters) taxiway is 56 feet (17 meters), with 81 feet (25 meters) radius from the centerline to the taxiway edge. The minimum fillet dimensions are for all taxiway widths from 49 – 70 feet. These minimum fillet dimensions require the pilot to use oversteering techniques and the aircraft will not be able to track cockpit over centerline. Caution: "Sweeping turns" with a constant arc that are less than 75 feet wide may not provide adequate maneuvering room and obstacle clearance.

5.21. **(Added) 89 OG Aircrew Commander's Critical Information Requirement (CCIR) Reporting Guidance.** CCIRs are required to be forwarded for situations the PIC deems worthy of reporting up the chain of command. Safe operation of the mission must be prioritized over completion of CCIRs. Critical issues requiring immediate attention can be relayed to OGO via voice or other means until the final CCIR can be generated. CCIRs will be initiated by the PIC, or designated representative, and forwarded directly to 89 OG/OGO for further processing.

5.21.1. **(Added)** For CCIRs involving comm issues, the CSO will get an Incident Report number from the GNOC and include it in the CCIR. The crews should not delay sending the CCIR in order to wait on the Incident Report number.

5.21.2. **(Added)** Format. For OPSEC reasons, the following guidelines must be strictly followed. Reference **Attachment 3, CCIR Reporting Format**. This will be sent in e-mail format ONLY; DO NOT send as a MS Word attachment.

5.21.2.1. **(Added)** The DATE/GMT are simply the approximate Zulu date and time the CCIR is sent from the aircrew to 89 OG/OGO and is used only to differentiate between multiple CCIRs for the same DV on any particular mission. Note: All 89 AW CCIRs will be Rule XX.

5.21.2.2. **(Added)** Do not include both the DV's title and mission number anywhere in the E-mail. CLOSE HOLD missions will substitute the mission number for DV title.

5.21.2.3. **(Added)** Do not include specific operating locations or future destinations (city, airport name or ICAO).

5.21.3. **(Added)** PICs must also contact the OGO duty officer by phone to ensure receipt of the CCIR as soon as possible. CCIR information will ultimately be forwarded by the 89 OG/OGO Duty Officer to 89 OG/CC & CD (24/7) for review before sending to 89 AW/CC.

5.21.4. **(Added)** For 89 AW CSOs and FAs participating in SAP/other missions, pass any service incident information to the Mission Commander and they will send appropriate information up their chain of command. However, 89 AW CSOs will ALWAYS pass any comm-related CCIRs directly back to 89 OG/OGO, and copy the Mission Commander.

5.22. **(Added)** Special Airlift Program (SAP) SITREP Reporting Guidance. The following guidance applies to all 89 OG CSOs flying on SAP C-17 missions.

5.22.1. **(Added)** CSOs flying SAP missions will complete an additional daily SITREP to facilitate the timely and accurate flow of information and communications equipment status to 89 AW leadership. This SITREP will detail which communications systems were used, how much they were utilized, the performance of the equipment, DV satisfaction with the equipment/aircrew, and any equipment malfunctions that may impact future operations.

Figure 5.1 (Added) Example SAP SITREP.

Subject: SECDEF SITREP (23 Jan 20)

1. DV TITLE: SECDEF

2. DATE: 23 Jan 20

3. MISSION STATUS: No issues to report with Steel Eagle #1 on Legs 1 and 2. Both high speed and low speed systems used extensively on last half of leg 1. No issues, system worked 5/5. Leg 2 was a short leg with minimal comm usage. Both high speed and low speed systems used, system worked 5/5.

5.22.2. **(Added)** Send all SAP SITREPs to the 89 OG/OGO organizational box (**89og.ogo@us.af.mil**) and the 1AS/DO.

6.1.2.1. **(Added)** 89 OG OCONUS Uniform Policy. Squadrons may provide additional guidance or restrictions to this policy in their unit OIs. Civilian clothes/business attire will normally be worn on all OCONUS missions, or as directed by CVAM on the Avisource itinerary. The PIC may deviate from the norm based on Foreign Clearance Guide requirements, party requests, SPINS, etc.

6.1.2.2. **(Added)** 89 OG CONUS Uniform Policy. Squadrons may provide additional guidance or restrictions to this policy in their unit OIs. For CONUS SAM missions, short-sleeve blue shirt without tie/tab will be worn from 1 Apr – 31 Oct. Long sleeve blue shirt with tie/tab will be worn from 1 Nov - 31 Mar. The PIC may change the uniform based upon environmental conditions

and is responsible for ensuring all aircrew members are notified of the uniform change. In no case will the short-sleeve blue shirt with tie be an approved uniform combination; however, flight engineers are authorized to wear a tie with short sleeve shirt under the Class A jacket when short sleeve-no tie/tab is the uniform for the mission.

6.1.2.2.1. **(Added)** For CONUS Top 5 missions and back-ups to Top 5 missions, the uniform is long-sleeve blue shirt with tie/tab, regardless of the season.

6.1.2.2.2. **(Added)** PAG/CC determines uniform requirements for PAG missions.

6.2.4. **(Added)** When the requirement exists for aircrew to carry body armor on any 89 AW mission the following procedures will be used to facilitate upload/download of the body armor on the aircraft.

6.2.4.1. **(Added)** All body armor for 1AS and 99AS aircrews will be uploaded on the aircraft NLT two hours prior to scheduled takeoff time by 89 OSS Aircrew Flight Equipment (AFE) personnel. 89 OSS/AFE is responsible for download of all body armor equipment upon return of the mission to Andrews AFB.

6.2.4.2. **(Added)** The AFTO Form 46, Prepositioned Life Support Equipment, will be documented with the exact quantity and control numbers of the vests. The signature by the PIC or his/her designated representative on the Form 46 will be acknowledgement that the vests are onboard and serve as the official hand receipt for the aircrew. All aircrew members are encouraged to report to the AFE office as early as possible for body armor sizing if they have not previously been sized.

6.3.2. Prior to mission execution (defined as aircrew show time at home station) crews will coordinate with CVAM through OSS/OSOF. Once in execution crews will coordinate through Current Operations. OSS/OSOF is additionally tasked with all OCONUS mission planning and submission/monitoring of diplomatic clearance requests.

6.3.2.3.4.1. **(Added)** Crews will obtain the contact officer's contact information from Avisource. If the information listed in Avisource is inaccurate, notify the unit SOC and they will notify CVAM of the discrepancy.

6.3.2.3.4.2. **(Added)** When dealing with White House contacts and parties, all email correspondence will be via .mil or .gov email addresses, no exceptions; this includes courtesy copying non-.mil addresses. Non-.mil accounts will also not be used for on-aircraft correspondence (i.e. facilitating party needs such as printing).

6.3.2.3.4.3. **(Added)** Email correspondence with non-White House contacts will be via .mil / .gov email addresses to the max extent possible.

6.3.2.3.5. Meal/beverage service will be IAW the A3M (CVAM) Contact Guide. The lead FA will coordinate menus and other cabin service with the contact.

6.3.2.3.6. On missions where cash payments are anticipated for aircraft servicing, the PIC will designate a paying agent for the mission. That individual will be trained and certified with a paying agent letter on- file with finance. Squadron operations staff will coordinate with 316 WG finance for support and ensure escort requirements are met, as required.

6.3.2.4.1.1. **(Added)** The PIC is responsible to ensure contact is established with all pertinent embassies and that all APACS requests have been submitted. APACS submissions will be accomplished by 89 OSS/OSOF.

6.3.2.4.1.2. **(Added)** Refer all requests for passenger information or aircraft availability to 89 OG/OGO for forwarding to CVAM. Do not release any information about White House support missions to anyone except for members of the official party and 89 AW support agencies.

6.3.7.2. The following operating procedures apply to all CVAM-directed CLOSE HOLD missions. CVAM defines operating procedures for CLOSE HOLD Level 1, 2, and 3 designations. Missions will not have any passenger information loaded while TENTATIVE. Information will usually not be released by CVAM. CLOSE HOLD level will be input on itinerary by CVAM. Trusted agents are 89 OSS/OSOF, 89 OG/OGO Duty Officer, PIC, and 89 AW Wing and OG leadership only. Any others require CVAM approval.

6.3.7.2.1. **(Added)** CLOSE HOLD Level 1

6.3.7.2.1.1 . (Added Passenger information and using agency are releasable to trusted agents via secure communications or approved messaging system.

6.3.7.2.1.2. **(Added)** No passenger information is input into Avisource until the trip returns to Andrews.

6.3.7.2.1.3. **(Added)** DV name is not releasable on message traffic other than as needed for overflight/landing clearance, then only via secure communications or approved messaging system.

6.3.7.2.1.4. **(Added)** Two hours prior to departure:

6.3.7.2.1.4.1. **(Added)** Mission is loaded into GDSS by Command Post.

6.3.7.2.1.4.2. **(Added)** TACC Senior notified of mission itinerary and GDSS number ONLY via secure communications by Command Post.

6.3.7.2.1.5. **(Added)** Passenger information is not releasable to other than trusted agents without CVAM/contact approval.

6.3.7.2.1.6. **(Added)** Itinerary is not releasable on 89 OG/OGO reports.

6.3.7.2.2. **(Added)** CLOSE HOLD Level 2

6.3.7.2.2.1. **(Added)** Passenger information and using agency are releasable to trusted agents via secure communications or approved messaging system.

6.3.7.2.2.2. **(Added)** DV name is not releasable on message traffic other than as needed for overflight/landing clearance, then only via secure communications or approved messaging system.

6.3.7.2.2.3. **(Added)** One calendar day prior to departure: 6.3.7.2.2.3.1. (Added) Mission is loaded into GDSS by Command Post.

6.3.7.2.2.3.2. **(Added)** TACC Senior notified of mission itinerary and GDSS number ONLY via secure communications by Command Post.

6.3.7.2.2.3.3. **(Added)** Passenger code and using agency input into Avisource.

6.3.7.2.2.3.4. **(Added)** Passenger information and using agency releasable to TACC Senior via secure communications.

6.3.7.2.2.4. **(Added)** Itinerary is not releasable on 89 OG/OGO reports.

6.3.7.2.3. **(Added)** CLOSE HOLD Level 3

6.3.7.2.3.1. **(Added)** Passenger code and using agency loaded when mission confirms.

6.3.7.2.3.2. **(Added)** DV name is not releasable on message traffic other than as needed for overflight/landing clearance, then only via secure communications or approved messaging system. 6.3.7.2.3.3. (Added) One duty day prior to mission departure:

6.3.7.2.3.3.1. **(Added)** Mission loaded into GDSS.

6.3.7.2.3.3.2. **(Added)** Passenger information and using agency releasable to TACC Senior via secure communications.

6.3.7.2.3.4. **(Added)** Itinerary is not releasable on 89 OG/OGO reports.

6.3.7.5. **(Added)** Air Force Two (AF2) and First Lady (FLOTUS) Mission Planning. The need for current airfield information for AF2 and FLOTUS missions is critical. When the mission confirms, the assigned aircrew will confirm the ramp contact phone numbers, the commercial phone requirements, and the exact parking locations at all scheduled airports with the contact/Milaide and/or WHCA. Update applicable information in Avisource. This requirement must be completed at the earliest possible date. Agencies outside the wing use this information to plan and monitor missions.

6.4. **Publications Requirements.** The following minimum hard-copy publications will remain on the aircraft:

6.4.1. **(Added)** C-37:

6.4.1.1. **(Added)** Pilot/FE – QRH, P/FE Checklist, RNP/CAT II Card, SOP Card

6.4.1.2. **(Added)** CSO – None

6.4.1.3. **(Added)** FA – QRH

6.4.2. **(Added)** C-32A / C-40B:

6.4.2.1. **(Added)** Pilot – QRH, QRC, Briefing/EROPS cards

6.4.2.2. **(Added)** CSO – None

6.4.2.3. **(Added)** FA – None

6.8.5.1. **(Added)** Tier I/Tier II Countries: The aircraft commander will schedule a face-to-face Pre-Mission Briefing (PMB). The Intel Flight will provide a briefing that covers all overseas locations for that mission.

6.8.5.2. **(Added)** Tier III Countries: Intel will produce a binder containing current intelligence on all countries being transited. The aircraft commander (or designated representative) can review this binder in the Intel Vault during normal duty hours (Monday thru Friday, 0730-1630). As long as the aircraft is not traveling to a Tier I or II country, reviewing this binder will suffice

as a PMB. After the aircraft commander reviews the intelligence for each country on the itinerary, he or she will sign the sheet indicating a review was done.

6.8.5.3. **(Added)** If a short-notice overseas mission drops during non-duty hours and is set to launch during non-duty hours, the aircraft commander must contact the on-call Intel person at 240-338-0924 so that access can be granted to the binder and/or a briefing can be provided.

6.8.5.4. **(Added)** Upon request, the Intel Flight will provide a face-to-face briefing on any overseas location, even locations that do not require a face-to-face PMB. The aircraft commander will need to make this request 48 hours in advance of anticipated briefing time.

6.8.6. **(Added)** Secure Launch. Secure launch countries are identified by the AMC Threat Working Group and will be briefed by the aircrew prior to be departure. The PIC will coordinate with 89 OG/IN to determine secure launch destinations.

6.8.6.1. **(Added)** Four hours prior to a secure launch departure, the Andrews Command Post will contact the TACC Senior Controller for the current status of the secure launch airfield. Aircrews are required to check in 1–2 hours prior to departure for a secure launch destination to ensure launch approval. If the TACC Senior Controller reports a change in status, the Andrews Command Post will notify 89 OG/OGO immediately. 89 OG/OGO will coordinate with the OG/CC to determine if the mission can move as scheduled. The final go/no-go determination will be made by the 89 AW/CC in consultation with the 89 OG/CC, AMC Threat Working Group, and the PIC.

6.8.6.2. **(Added)** Imminent Threat Updates: For any 89 AW missions inbound to a Secure Launch location identified as having an imminent threat, aircrew or Current Operations will contact Intel (after hours on- call phone: 240-338-0924). From there, Intel will conduct thorough analysis and pass all updates to the aircrew and Current Operations via secure communications. Note: If after-hours, it may take the on-call person 45 minutes to return to Joint Base Andrews.

6.8.6.2.1. **(Added)** Imminent threats are defined as any significant threats (i.e. credible intelligence of an attack to an airfield) posed to a Secure Launch location during the timeframe that an 89th Airlift Wing mission is expected to be at that location; or as deemed necessary by the OG or Mission Assessment Group (MAG).

6.9.1. Operational mission call signs will use “SAMxxx” with xxx representing that last three digits of the mission number. Active legs with the Vice President as the primary passenger on board will utilize “AF2.” Active legs with the First Lady as the primary passenger on board will utilize “EXEC1F.” Aircraft supporting only the staff to the Vice President will utilize “SAM2A.”

Table 6.0. (Added) 89 AW Static Voice Call Signs.

CALL SIGN	AIRCRAFT TYPE	TAIL NUMBER
VENUS 01	**VC-25**	**28000**
VENUS 02	**VC-25**	**29000**
VENUS 30	**C-40**	**10040**
VENUS 31	**C-40**	**10041**

VENUS 32	**C-40**	**20042**
VENUS 35	**C-40**	**10015**
VENUS 91	**C-32**	**80001**
VENUS 92	**C-32**	**80002**
VENUS 93	**C-32**	**90003**
VENUS 94	**C-32**	**90004**
VENUS 40	**C-37A**	**70400**
VENUS 41	**C-37A**	**70401**
VENUS 42	**C-37A**	**90402**
VENUS 44	**C-37A**	**90404**
VENUS 60	**C-37B**	**60500**
VENUS 65	**C-37B**	**90525**
VENUS 61	**C-37B**	**10550**
VENUS 62	**C-37B**	**81942**
VENUS 67	**C-37B**	**81947**
VENUS 71	**C-37B**	**01941**
VENUS 79	**C-37B**	**01949**

6.10.3. 89 AW crews are encouraged to reference SDPs on all departures, training and operational, as they provide analysis of OEI net climb over all obstacles in the published path.

6.13. **Andrews AFB All-Weather Operations.** The following information has been coordinated with 89 OG, 89 MXG, DynCorp and 89 OSS/Airfield Operations. The procedures below will be followed unless waived by 89 OG/OGO.

6.13.1. **(Added)** If a "Snow Event" has been forecasted by Andrews WX, 89 OG/CC (through 89 OG/OGO) will direct all aircraft to be hangered (and back-up aircraft when applicable) that will depart during the period where snow will affect the launch sequence. All agencies involved in the launch will be notified through 89 OG/OGO or command post.

6.13.2. **(Added)** Aircrews will be prepared to hangar launch during a ―snow event. Except during extremely poor weather conditions, the hangar launch will allow an expeditious departure without deicing. If deicing is still required, it will occur in the hammerheads of the west runway. These two spots have been coordinated in order to isolate ramp areas and contain deicing fluid. PICs will ensure the ground crew is properly briefed on the aircrew's intentions. Comply with aircraft operations manuals and technical orders for deicing.

6.13.3. **(Added)** If a crew or the party has an exception to the hangar launch, the PIC must request relief from 89 OG/OGO at least 4 hours prior to departure. 89 OG/OGO is responsible for coordinating with 89 OG/CC to call off the hangar launch when it has been directed the day prior. The 4-hour time period will allow coordination with 89 OG/CC and the affected base agencies.

6.13.4. **(Added)** Safety is the number one concern and shall not be compromised. As always, the PIC is responsible for ensuring the aircraft is properly deiced. If delays are experienced in the hammerhead after deicing, do not hesitate to request a second deicing if it is required.

6.26. **Night and Marginal Weather Operations.** Aircrew are recommended to back up all visual approaches with the most precise approach guidance available.

6.27.9.2.1. 89AW aircraft will follow MDS-specific Flight Operations Manual guidance when computing a DDA.

6.31. **89 AW Maintenance Debrief Policy.** 89 AW policy requires a maintenance debrief after all flights. Exception: aircraft scheduled for back-to-back local training flights or aircraft continuing on the same mission do not require maintenance debrief if the landing maintenance status is Code 1 or 2. Maintenance debrief is conducted at the termination of each sortie/mission, or when a sortie/mission is aborted. However, debriefing is required, regardless of landing status, after the last flight of the day. As a minimum, the PIC (and FE for C-37) will attend the maintenance debrief. The CSO is required to attend debriefing if there are any aircraft communication system discrepancies or malfunctions.

6.35.1.6. **(Added)** Obtain authentication and classified code documents through 89 OG/OGKC (Bldg. 1658 COMSEC Vault). CSOs will coordinate mission COMSEC requirements as early as possible to provide sufficient lead time to construct a crypto kit. CSOs will pick up a COMSEC alert kit for alert launches requiring a crypto kit.

7.2.1. Protection Level 1 (PL-1) Aircraft. All PL-1 resources will be accompanied by Ravens. When an aircraft is upgraded to PL-1 status, the Ravens and flight engineer or crew chief will conduct a security sweep during aircraft preflight and secure the aircraft at least 2 hours prior to mission departure. The appropriate number of Ravens will be posted to control aircraft access until its departure. At least one Raven is required to accompany the aircraft and control access at all times. The appropriate number of Ravens will either accompany the aircraft or preposition as required to all en route stations.

7.2.2.1. **(Added)** Protection Level 2 (PL-2) Aircraft. All PL-2 resources will be accompanied by Ravens. Exception: with U.S. Secret Service concurrence, aircraft not scheduled to remain off station overnight do not require Raven support after the aircraft is brought to PL-2 status and aircrew has shown to the aircraft. Continuous aircrew presence is required at the aircraft to exercise this exception or the aircraft must re-establish PL-2 status. When en route/destination stations must provide security support for any aircraft, the applicable security statement will be included in the pre-mission clearance request. If deviation from the prescribed format is required, coordinate with 89 OG/OGO. If security support is required at a CONUS station where a message is not required, or at a foreign station without any US support personnel (embassy/attaché/MAAG/MILGP or military personnel), the PIC is responsible for arranging for the required support.

7.2.2.2. **(Added)** Protection Level 3 (PL-3) Aircraft. At Raven-required airfields, Ravens will maintain a presence and control entry to the aircraft at all times. At non-Raven airfields, the 89 OG/CC or PIC may request a Raven accompany the aircraft. When operating without Raven security outside the 50 states and Canada, the 89 OG/CC or PIC may elect to use a full-time security guard during extended RONs when the aircraft would otherwise be left unattended, except when at US or allied military airfields. Use a security guard at all airfields designated "high risk". Unlike a Raven, this security guard does not control access to the aircraft. The aircrew controls access and seals the aircraft. The security guard provides protection for the sealed aircraft. PICs will brief the security guard on duties and responsibilities. Brief the guard that an aircrew member must be present whenever the aircraft is opened. Any of the following personnel may be used as security guards: US military (any locally assigned or TDY personnel); foreign military (allied forces or those approved by the local defense/air attaché); civilian police (local civilian police, airport security police, DoD security police); or other security personnel approved by the local defense/air attaché or by the 89 OG/CC. Use an AF Form 15, United States Air Force Invoice, or SF 44 to pay for guard services. If US military personnel are not available to guard the aircraft, a courier may be requested to transport COMSEC for storage at the US Embassy or a US facility. Locked aircraft equipped with an approved safe and aircraft security system (C-37) may be used to store COMSEC, regardless of the nationality of the security personnel.

7.5.1. Airfield security at non-US Department of Defense airfields is not guaranteed. Aircrews will secure the aircraft IAW **Table 7.2** when the aircraft will RON at any non-DoD airfield, and Ravens are not providing aircraft security.

7.5.1.1. Ravens will not grant unescorted entry to un-manifested passengers. Unescorted entry is restricted to manifested passengers and those aircrew members, maintenance, and support personnel listed on the applicable unescorted entry list (UEL). PICs may permit other personnel to enter the aircraft when escorted by an authorized aircrew member. The PIC will ensure the Raven is notified of each approved visit and an authorized aircrew member properly escorts the visitor(s). Limit approval for unofficial visitors as necessary to maintain adequate security. An aircrew member escort will identify and vouch for those visitors who are authorized on the aircraft. Escorts will maintain constant surveillance of visitors while on or near the aircraft.

7.5.3. **(Added)** The following items should be requested for all en route PL-1, PL-2, and PL-3 aircraft with Ravens by the PIC:

7.5.3.1. **(Added)** Two vehicles (one point vehicle and one shift change vehicle with driver).

7.5.3.2. **(Added)** Communications capability (radio or telephone) with embassy, airport police or local law enforcement.

7.5.3.3. **(Added)** Raven guard and a tail guard supplied by host nation or local security (local tail guard N/A if located at a US military base). For ground stops less than four hours, a tail guard is not required.

7.5.3.4. **(Added)** Four controlled entry signs printed in the host nation language.

7.5.3.5. **(Added)** Ropes, stanchions, area lighting.

7.5.3.6. **(Added)** Access to restrooms on the aircraft for Raven personnel.

7.5.3.7. **(Added)** Narcotics/Bomb Detection Dogs on SAM Aircraft. 89 AW policy is that no narcotics/bomb detection dogs will be permitted on any 89 AW aircraft. Exceptions to this policy are listed in **paragraphs 7.5.3.7.1** and **7.5.3.7.2** Ravens will ensure the K-9 team is pre-announced to all personnel before entering the aircraft and will accompany the team at all times. A flight engineer or flying crew chief will accompany the team during the exterior inspection to ensure all panels or doors are properly secured. This policy will be followed to the maximum extent possible with exceptions handled on a case-by-case basis as approved by 89 OG/CC.

7.5.3.7.1. **(Added)** All SAM aircraft upgraded to PL-1 or PL-2 status require an interior sweep inspection by a K-9 team.

7.5.3.7.2. **(Added)** If the aircrew suspects aircraft tampering, the pilot-in-command may authorize a K-9 search.

Table 7.2. (Added) Aircraft Security Measures.

	Main Entry	Aft Entry	Emergency Exit	Cargo / Baggage
C-37 A/B	Lock	Lock	Pin	Lock
C-40	Lock	Lock	Lock	Lock
C-32	N/A	N/A	N/A	N/A

7.5.4. **(Added)** Normally, the 89 OG/CC will determine Raven requirements for 89 AW SAMs at the weekly MAG. SOCs and/or PICs will coordinate intel and aircrew mission brief times with 811 SFS to ensure Raven attendance. PICs will ensure Ravens have required passports, visas, shot records, etc., at the aircrew mission brief. Consult the AMC Threat Matrix for a complete list of Raven-required locations.

7.5.5. **(Added)** 89 AW missions requiring Raven support will require a point vehicle for all extended stopovers and RONs. If difficulties are encountered during mission planning, the PIC will notify the 89 OG/CC, through 89 OSS/OSOF for coordination with the local embassy attaché officer. If an unforeseen point vehicle problem arises after arrival, it will be up to the PIC to make the final decision. Any deviations from this policy will be reported to 89 OG/OGO as soon as possible.

7.8.4. 89 OG Armed Passengers and Weapons Handling Procedures. At the aircrew mission brief, inform the lead Raven, or designated representative, of any passenger wishing to travel with a weapon. If Ravens are not assigned to the mission, appoint another crewmember to take control of unauthorized weapons. Aircrews will enforce the following procedures when armed passengers are on-board the aircraft:

7.8.4.1. **(Added)** Mission Contact will inform the PIC of any passengers that will be armed.

7.8.4.2. **(Added)** Personal Security Officers (PSO), State Department Protective Agents, and USSS Protective Agents are allowed to keep their weapons while on the aircraft. Weapons will be holstered/secured in flight. PAG Ravens and USSS Protective Agents are the only individuals authorized to be armed on missions supporting the President. PAG/CC and USSS Lead Agent are the only waiver authorities for anyone else requesting to fly armed on any PAG assets.

7.8.4.3. **(Added)** If the passenger is not one of the approved personnel IAW **paragraph 7.8.4.2**, they must clear their weapons outside the aircraft and turn their weapon over to a Raven (to be stored in a secure case or safe if available). Comply with weapons clearing procedures in **paragraph 7.8.5**

7.8.4.4. **(Added)** Weapons will be returned to passengers after landing and aircraft has stopped.

7.13. **Arming of Crewmembers.** For C-37 OCONUS missions without Raven support, the FE will be armed. For C-32/C-40 OCONUS missions without Raven support, the CSO will be armed.

8.10. **(Added) Out-and-Back Training.** 89 OG/CC approves all suitable airfields to be utilized for out-and- back training. Any airfields that require non-waivered landing fees or airfield operational waivers should be avoided on out-and-back training missions. Out-and-back trainers will be completed within the first 16 hours of the duty day.

8.11. **(Added) Local Training Flights on Alert.** The PIC should plan to remain within approximately a 45- minute flight time radius of KADW when utilizing an aircraft on alert status. The PIC will notify 89 OG/OGO of intended training location prior to departure. Update 89 OG/OGO whenever the training location changes en route (e.g. due to weather, traffic saturation, etc.). PICs will immediately return to KADW if the mission capable status of the aircraft changes during the training sortie.

8.12. **(Added) Training Operations at KDCA.** Training operations at KDCA are prohibited.

9.4. **Navigator Procedures (VC-25).** The VC-25 navigator is responsible for mission planning, en route navigation, fuel management, and coordination with White House Airlift Operations.

9.4.2. For VC-25 operations, utilize applicable forms while operating in remote/oceanic airspace. Forms should encompasses fuel planning (used for preflight fuel calculations), en route fuel monitoring, flight plan calculations, flight progress (position monitoring), pertinent event recording (wx deviation, navigator change, etc), altimetry check if required, and heading system, deviation check. When operating in remote/oceanic airspace, the navigator must record and save sufficient data so the mission can be easily reconstructed. This will be accomplished by using applicable forms in conjunction with either a manual plotting chart or an electronic plotting chart. If using an electronic plotting chart, it will include flight following data from navigation software (i.e. GPS trail points), the route of flight, and position monitoring data as input by the navigator. Examples of applicable forms are: a log to re-create the mission and 89AW Form 87.

9.4.3. **(Added)** After mission completion, applicable forms, computerized flight plan, mission itinerary, and plotting chart will be turned into the navigator section for archiving. If an electronic plotting chart was used for the mission, GPS tracking data, route of flight, and position monitoring data will be saved electronically to the mission computer or designated, external source for archiving. Manual or electronic plotting charts will reflect data as described in AFMAN11-202V3_AMCSup. Retain post mission data as described above in the navigator section for a minimum of 3 months.

9.4.4. **(Added)** Mission planning includes airfield suitability, fuel and performance calculations, route planning, weather assessment, and diplomatic clearance compliance.

9.4.5. **(Added)** En route navigation includes management of the Flight Management System and Aircraft Communication and Reporting System, weather radar operation, general position

monitoring, and documentation. Prior to entering remote/oceanic airspace, the navigator will use all available navigation aids (GPS, radio, radar, inertial, and FMS) to establish and record a coast out position (fix). The navigator will use this information to verify FMC/FMS position accuracy for remote/oceanic operations. After departing remote/oceanic airspace, the navigator will conduct a gross navigation error check by comparing all navigation position data (INS, GPS, and FMC/FMS positions).

9.4.5.1. **(Added)** Radios and Clearances: The navigator will monitor ATC radios. The navigator records all clearances and monitors the read back.

9.4.5.2. **(Added)** Departure and Arrivals procedures: The navigator will use all available navigation and avoidance systems (radar, FMS, terrain charts, and TCAS) to ensure the aircraft remains clear of obstructions and other aircraft.

9.4.5.3. **(Added)** Oceanic Plotting Chart Procedures: As described below, overall guidance is as per AFMAN11-202V3_AMCSup with additional references to Area Planning (AP), Oceanic Plotting Chart Procedures, Flight Planning Section.

9.4.5.3.1. **(Added)** Perform gross navigation check, coast in and coast out procedures, as per guidance in this supplement.

9.4.5.3.2. **(Added)** Plot ARTCC-CLEARED OCEANIC ROUTE on a manual or electronic chart from entry point to exit point.

9.4.5.3.3. **(Added)** Approximately ten minutes after crossing each oceanic waypoint (ARTCC-CLEARED OCEANIC ROUTE), plot present position (FMS position) on manual or electronic plotting chart. Record TH, TAS, W/V, time, and position data on applicable forms verifying position and next waypoint with the flight plan and FMC/FMS. All oceanic waypoints will be verified and inspected by the navigator upon passage to ensure compliance with course and ETA tolerance; however, recorded position data as described above should not distract from mission effectiveness, (i.e. block timing, turbulence avoidance, ATC clearances, weather avoidance, etc.). Recorded position checks should at no time exceed pacing tolerances as per this supplement.

9.4.5.3.4. **(Added)** In addition to guidance described in this manual/supplement, the navigator will ensure a position is taken if flight time between remote/oceanic waypoints exceeds 1+00, not longer than 1+20.

9.4.6. **(Added)** Fuel management includes preflight, en route calculations, and assessment. Preflight calculations and fuel assessments are accomplished using applicable forms, computerized flight plan, or manual fuel calculations. Anytime applicable forms calculate landing fuel is less than 50,000 pounds, the navigator will analyze day of flight conditions (i.e. re-route for wx or timing concerns) and the impact, if any, to planned landing fuel as directed by PAG/CC. This should be accomplished with applicable forms and computer flight plans. The Flight Management System (FMS) should be used during pre-flight as a final step to validate approved landing fuel.

9.4.6.1. **(Added)** En route Fuel Calculations and Assessment: The navigator will utilize the en route fuel management sections of applicable forms planned landing fuel is less than 50,000 pounds. Every hour, not to exceed 1+20, coincidental with ARTCC-CLEARED OCEANIC waypoint passage, the navigator will enter actual fuel remaining from the engineer‘s panel into

the FMS and then complete the fuel monitoring section of applicable forms. Recorded fuel entries on applicable forms will be at the discretion of the navigator and should not exceed timing tolerances.

9.4.6.2. **(Added)** When conducting en route fuel calculations and assessment, if actual fuel remaining is less than what was approved by PAG/CC, the navigator will review fuel calculations with the flight engineer, and if necessary, recommend adjustments in relation to speed, level, or a combination of both to ensure an approved, suitable landing fuel is obtained.

9.4.7. **(Added)** The navigator is responsible for the coordination between the PAG and White House Airlift Operation for mission details.

9.4.8. **(Added)** Monitoring and Documentation. The navigator is the primary source for the recreation of the flight and overall responsible for inflight documentation. The navigator will monitor the primary radio for flight clearances, altitudes, heading changes and radio frequencies. All clearances will be annotated.

9.7.1. Prior to each mission leg, the PIC will review all flight plan information and verify the DD-1801 information filed by the navigator or the commercial dispatch service is complete and accurate, to include route of flight and diplomatic clearance information.

10.6.1. The 89 OG/CC does not authorize 89 OG FEs to taxi aircraft. PAG/CC determines PAG personnel certification and limitations for aircraft movement of PAG aircraft.

10.10. **(Added) Off Station Engine Start.** A crewmember should stand fire guard/safety observer for all off-station engine starts when conditions permit.

11.4.7. **(Added)** CSOs are authorized to remain on board the aircraft during K-9 security sweeps. If pre- flight has started when the dog handlers arrive, one CSO may remain on-board the aircraft to maintain visual control of COMSEC materials. Stand clear of the K-9 and the handler and do not approach the K-9 in any manner.

STEPHEN P. SNELSON, Col, USAF
Commander, 89th Airlift Wing

Attachment 2 (Added)

AF 2 MILAIDE EMAIL TEMPLATE

Figure A2.1. AF 2 MILAIDE EMAIL TEMPLATE

1. General The White House Advance office (and Military Aides) do not have access to/do not know mission numbers. An email that only identifies a trip by a mission number causes confusion, especially if they are working two or three trips a week. Include the date (or date range if applicable) of the trip in the Subject line of the email.

2. Email Correspondence As soon as a mission confirms, email the following information to membersovpvpmilaide@whmo.mil and (CC) AirOps at Memberswhmoairops@whmo.mil.

- Date(s) of Trip:

- Aircraft Commander (A/C): (also include other pilots contact info if applicable)

- A/C Cell:

- AIC Office Number (Commercial Only):

- Aircraft Specific iPhone Number: xxx-xxx-xxx Aircraft Email Address: 890G.xxxxx@us.af.mil

- Primary Aircraft Maintenance Write-ups (DV impact only):

- Backup Aircraft Type/Tail Number:

- Airport Name and ICAO:

- FBO/Military Base Operations:

-- Physical Address and Phone Number:

-- FBO Manager or Airfield Manager and Office Phone Number (Commercial Only) to include Cell: --- If not, List Servicing Equipment and Air Stairs Arriving from other Locations:

---- Coming from Where?

---- Point of Contact and Phone Numbers (Cell Phone Only):

---- Arrival Date and Time:

---- Full name, DOB, and SSNs of Equipment Operators:

(Personnel information is only needed for AGE drivers if they are not from the destination FBO/ military base. Local driver information will be gathered by USSS as part of their airfield visit.)

- Close-In Alternate Airfield/Air Distance:

(This gives the mil aide/USSS an idea of where you would go should the primary airport

become unusable for some reason. If there are several options, work with the mil aide to make sure the option you give them works for all parties involved. They realize that on game day, the plan may completely change given weather or other factors, but it gets all parties thinking of a plan B.)

- Enroute Medical Divert Airfields for each Leg: KADW - KXXX – KADW

(Reference the AF2 Medical Divert Airfield List to select cities on the route of flight. Include one divert for approximately every hour of flight. Confirm aircraft suitability, NOTAMs, and weather.)

3. Call or text the military aide 90 minutes prior to takeoff to communicate aircraft status. The dialogue must start in case a tail swap is being considered. VPOTUS staff requires from the military aide a status of the time line and aircraft capability plays into that call.

Attachment 3 (Added)

CCIR REPORTING FORMAT

Figure A3.1. CCIR Reporting Format

SUBJECT LINE:

(U) CCIR, DDHHMMZMONYYY, Joint Base Andrews, MD, DV's title* (Leg X), aircraft type info, Rule XX (Leave the rule displayed as Rule XX)

*CLOSE HOLD and CODEL SUBJECT LINE Examples:

CLOSE HOLD:

(U) CCIR, 150105ZSEP2020, Joint Base Andrews, MD, MSN 47486 (Leg 4), C-32A, Rule XX

CODEL:

(U) CCIR, 150108ZSEP2020 Joint Base Andrews, MD, CODEL-Crenshaw (Leg 2), C- 37B, Rule XX

BODY:

(U) Initial, Update #, or Final

(U) Time and Date: HHMMZ, DD Mon YY

(U) Unit: 89 AW

(U) Member(s): e.g., VPOTUS, SECSTATE, SECDEF, CJCS, CSAF, AMC/CC, CODEL-Name. For Close Hold missions use the mission number instead of the DV title (e.g. MSN 47486)

(U) Details: Aircraft Type (e.g. C-32A, C-37B), TAIL #. For Comm issues also include GNOC Incident Report # (e.g. C-32A, TAIL # 90004, GNOC INCIDENT REPORT # 2020-255-0003)

(U) Mission Impact: A brief description of any issues that impacts timely mission movement or customer service support that could impact a DV. For Comm related issues include the following: preflight checkout status, the incident that caused the CCIR, the troubleshooting steps taken, and the internal/external coordination that was accomplished. Also include who was impacted (e.g. Comm Team, Staff), what system was affected, how the party was affected.

(U) Party's demeanor in response in to the incident: (e.g, visibly upset, furious, understanding, unbothered)

(U) Staff Impact: HIGH, MEDIUM, LOW, or NONE.

(U) DV Impact: HIGH, MEDIUM, LOW, or NONE.

(U) ETIC: Normally UNKNOWN for 89 AW Missions

(U) POC: 89 AW/CC