

**BY ORDER OF THE COMMANDER
305TH AIR MOBILITY WING**

**AIR FORCE INSTRUCTION 11-2KC-10,
VOLUME 3**



**MCGUIRE AIR FORCE BASE
Supplement**

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Flying Operations

KC-10 OPERATIONS PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Colonel Scott W. Hill)

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AFI 11-2KC-10, Vol 3, 18 January 2006, with Change 1, dated 1 May 2009, is supplemented as follows: The purpose of this supplement is to identify 305th/514th Operations Group (OG) KC-10 local operating procedures. It applies to aircrew members, support personnel and managers involved with employing the KC-10. It applies to Air Force Reserve Command (AFRC) units, but does not apply to Air National Guard (ANG) units.

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.

1.11. (Added) 305 OG and 514 OG Local Operating Procedures. This supplement provides local operating guidelines for McGuire AFB assigned KC-10 aircrews and all local management levels concerned with KC-10 operations. This supplement and McGuire AFB Instruction (MAFBI) 13-202, *Base Airfield Operations Instruction*, outline local KC-10 procedures. Crews should also refer to the Flight Crew Bulletin (FCB) Volumes I and III for additional local

requirements. Unless otherwise directed in this supplement, waiver authority for the contents of this supplement is the 305 OG/CC for all local training missions.

2.12. (Added) Flight Authorizations. The intent of AFI 11-401_AMCSUP1, *Aviation Management*, and its definition of an “A” Code is to delineate the Pilot-In-Command (PIC) who is in overall command of the mission, crew and aircraft. In accordance with AFI 11-401, *Aviation Management*, units will use the remarks section of the flight orders to annotate any change in PIC during a mission and refrain from using a supplemental code to annotate “In Command While In The Seat” or similar verbiage to facilitate this change of command.

2.12.1. **(Added)** At no time should the crew have any doubt as to who is in command of the aircraft. If a change of command of the mission occurs, then a crew brief will be accomplished to ensure all crewmembers are aware of the change. To prevent Crew Resource Management (CRM) issues and confusion among the crew, the change of PIC will not occur during a flight duty period unless the off-going PIC is leaving the crew.

2.12.2. **(Added)** 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 Aircraft Commander (AC) or 514 OG Launch Officer (L/O) may make short notice changes to a flight authorization. For changes on local missions, 305 OG Aircraft Commanders (AC) will receive verbal approval from the squadron Director of Operations (DO) or other orders authenticating official.

2.12.3. **(Added)** Aircraft Commanders on local missions may attach their flight orders to the DD Form 175, *Flight Plan, Military*, turned in at Airfield Management Operations (AM Ops). 514 OG crew will attach the flight orders to the DD Form 175 and turn it in to the Launch Officer.

2.13. (Added) Operational C2 Reporting. In addition to the information identified in **Chapter 2** of this regulation, crews will also provide Command Post (CP) with the following items:

2.13.1. **(Added)** Number of Aircrew.

2.13.2. **(Added)** Number of Baggage Pallets.

2.13.3. **(Added)** Number of Cargo Pallets.

2.13.4. **(Added)** Registered mail.

2.13.5. **(Added)** Special Handling Requirements.

2.13.6. **(Added)** Deconfiguration Requirements.

2.13.7. **(Added)** If a sortie is going to land at its scheduled land time (or +/- 15 minutes from scheduled time), aircrews will contact the Command Post NLT 30 minutes from their land time with expected block-in time, fuel load, and maintenance status/codes. Earlier contact may be required if serious write-ups exist that need coordination with maintenance.

2.13.7.1. **(Added)** If a sortie is *not* going to land at its scheduled landing time (+/- 15 minutes), aircrews will make every attempt to contact Command Post NLT 1 hour from their projected land time. This may be accomplished via Ultra High Frequency (UHF) radio as a primary, L-band Satellite Communications (SATCOM), UHF phone patch, etc.

2.13.7.2. **(Added)** Inbound calls and information are received at Command Post (CP) and relayed to Maintenance Operational Coordination Center (MOCC) and Air Terminal Operations Center (ATOC).

2.13.7.2.1. **(Added)** MOCC notifies the Production Supervisor, who notifies -21 of Increased Accommodation Unit (IAU) download request.

2.13.7.2.2. **(Added)** ATOC coordinates for pickup of passengers and their bags, and then dispatches ramp services for cargo retrieval.

2.13.7.3. **(Added)** All engine write-ups, including those still open from previous mission legs, need to be called in for coordination for possible engine run parking. For these purposes, engine write-ups also include environmental and pneumatic discrepancies.

2.13.7.3.1. **(Added)** In the event of an unusual engine occurrence, the Engine Discrepancy Check sheet will be made available to, and completed by all KC-10 crews during Maintenance Debrief at home station and deployed locations.

2.13.7.3.2. **(Added)** Unusual engine occurrences include: Exhaust Gas Temperature (EGT) overtemp (>960), N1 or N2 overspeed, or engine shutdown in flight.

2.14. (Added) KC-10 Preset UHF and HF Radio Frequencies. The McGuire AFB Ultra High Frequency (UHF) and High Frequency (HF) preset channel frequencies are identified in [Attachment 5](#) and [Attachment 6](#).

3.7.6. **(Added)** Sequence of Events. Maximizing the departure reliability of the KC-10 requires many agencies to perform their duties at a time consistent with mission timing. The Sequence of Events (SOE) was developed to provide aircrew and support agencies with guidelines for launching on-time missions. The Sequence of Events is posted in the 305 and 514 AMW Wing Ops and Maintenance (MX) Plan (WOP) and may be revised via Flight Crew Information File (FCIF). CP tracks several specific events, often noted as crunch points, on every mission. Aircrews will comply with the SOE's for mission type and will advise CP if a target time was not met. Also, notify CP of any problems, maintenance or otherwise, experienced at the aircraft.

4.11. (Added) McGuire AFB Operating Restrictions. MAFBI 13-202, *Base Airfield Operations Instruction*, contains air traffic procedures that apply to aircrews and maintenance personnel operating on McGuire AFB airport facilities.

5.18.5. When fuel jettison is necessary, the designated fuel jettison area will be used except in an emergency. Designated jettison area for McGuire AFB (IAW MAFBI 13-202) is east of PREPI (CYN 100/54), 7 mile legs, right turns, 5,000'-17,000' MSL. Maintain a record of the event and complete the AMC IMT 97, *In-Flight Emergency and Unusual Occurrence Worksheet* for Wing Safety.

5.21.1. Functional Check Flight (FCF) procedures are N/A for the 514 OG.

5.21.1.5. A list of qualified FCF personnel is located in FCB **Vol III**. The aircraft commander will contact 305 OG/OGV before accomplishing an FCF. A 305 OG/OGV KC-10 pilot or engineer will give an FCF briefing to the entire crew before a FCF is flown.

5.26. (Added) Flightline Restrictions.

5.26.1. **(Added)** Smoking on the McGuire AFB flightline is prohibited.

5.26.2. **(Added)** Aircrew members will wear their line badge at all times within a restricted area on the flightline.

5.26.3. **(Added)** A reflective belt or suitable substitute will be worn on flightlines during hours of darkness or periods of reduced visibility when not inside the aircraft.

5.26.4. **(Added)** During Winter Operations at McGuire AFB (15 Nov through 1 Apr - subject to change via FCIF notification), crewmembers should carry their winter flight jacket, knit cap, USAF approved thermal underwear and winter gloves on all missions scheduled to depart/recover off-station.

5.27. (Added) Landing Gear Chocking Procedures.

5.27.1. **(Added)** After landing and blocking into the parking spot, aircraft commanders will ensure that the main landing gear chocks are in place prior to releasing the parking brake. This can be accomplished with either **(1)** verbal confirmation from ground crew announcing, "Main landing gear chocks in place, release brakes" or **(2)** visual confirmation of chock placement.

5.27.2. **(Added)** T.O. 1C-10(K)A-2-32, *Landing Gear*, states "do not chock nose or center gear wheels". The main gear wheels should be chocked during ground operations. During preflight when the brakes are set, the Flight Engineer will call for chocks and gear pins to be removed by maintenance. At that time the Main Landing Gear (MLG) wheel chocks will be removed and will not be repositioned to the nose gear wheels. **Caution:** Be extremely careful during cargo loading operations. Ensure the main gear wheels are chocked before brakes are released. Coordination with the Flight Engineer/Boom Operator and Maintenance personnel is paramount for these procedures to be implemented safely.

5.28. (Added) Weather Watch and Warning.

5.28.1. **(Added)** The McGuire AFB Base Weather Station will issue thunderstorm and lightning activity weather information through command post, tower, Automatic Terminal Information Service (ATIS), and the Airfield Operational Risk Management (ORM) Assessment. A weather "watch" for lightning is issued 30 minutes prior to thunderstorm activity within a 5 Nautical Mile (NM) radius of McGuire AFB. A Weather "Warning" for lightning is issued when lightning is observed within 5 NM of McGuire AFB.

5.28.2. **(Added)** During a Weather "Warning" for lightning, 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.

5.28.2.1. **(Added)** When lightning is observed within 5 NM; maintenance will stop all flight line operations and evacuate the flight line until the termination of the lightning hazard. Furthermore, all flight line aircraft fuel and lox servicing personnel will cease operations.

5.28.2.2. **(Added)** Aircrews that are not at the aircraft will remain indoors or in the crew bus until the lightning threat passes. Crews will be notified of the lightning threat by the most expeditious means. If the crew is already at the aircraft, they will remain in the aircraft with all doors closed. The crew may continue interior preflight duties, safety permitting, while awaiting lightning hazard passage.

5.28.2.3. **(Added)** In the event an aircraft lands during lightning threat periods, the tower will direct taxi operations. The aircrew can expect parking and/or crew transportation delays upon

clearing the runway and should be notified of the lightning within 5 nautical miles advisory through CP upon landing. Under no circumstances will any aircraft block into a parking spot without a marshaller. Crew members/flying crew chiefs will not be deplaned to block the aircraft into parking during this storm period.

5.29. (Added) Bird Watch Conditions and Responsibilities.

5.29.1. **(Added)** Aircrews should avoid transition training (practice patterns, approaches and landings) during the Phase II period; defined as the period of plus/minus 1 hour of official sunrise, and again at plus/minus 1 hour of official sunset. In addition, missions should be scheduled to avoid known peak bird activity periods at transition airfields. AM Ops, tower facilities, National Wildlife Research Center (419-625-0242), and the Airfield Suitability and Restrictions Report (ASRR) provide additional sources of information on bird activity periods for both AMC and non-AMC locations. No local transition training will be accomplished during the Phase II Bird Aircraft Strike Hazard (BASH) window. In addition to McGuire this restriction applies to Lakehurst, Atlantic City, and Willow Grove.

5.29.2. **(Added)** Prior to conducting transition at airfields without a BASH program, planner/aircrews will obtain any available bird activity information prior to and during operations at the airfield. Upon arrival at the airfield, aircraft commanders 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 ATIS if necessary. After the mission, aircrews should notify their respective safety office BASH representative concerning any high bird activity.

5.29.3. **(Added)** The Avian Hazard Advisory System (AHAS) is operational for the entire 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 Next Generation Weather Radar (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). AHAS includes 3 sources of bird strike risk data: > 24 hours; < 24 hours; current hour. Reference AHAS data at: <http://www.usahas.com>.

5.29.4. **(Added)** Aircrews will report increased bird activity to Air Traffic Control (ATC) or Pilot-to-Dispatch using and will include: Call Sign, Location, Altitude, Time of Sighting, Species and number of birds. If known, and Behavior of birds (i.e., soaring, on the runway, etc.).

5.29.5. **(Added)** Aircrews involved in a bird strike will complete the appropriate bird strike report (AF IMT 853, *Air Force Wildlife Strike Report*). If the bird strike results in damage to the aircraft, the aircraft commander will notify the wing safety officer at DSN 650-7233 or through CP, and complete/submit the AF IMT 853. (514 OG aircrews will contact Wing Operations Center (WOC) at DSN 650-2992)

5.29.6. **(Added)** Following a bird strike, aircrews should land as soon as conditions permit or as practicable to have the aircraft inspected by Major Weapon System (MWS) specific qualified maintenance personnel. Bird strike damage cannot be accurately assessed in flight, and undetected damage may result in a complex airborne emergency; only qualified maintenance personnel on the ground can make reliable damage assessments. Aircraft commanders must recognize the potential risk associated with diverting to home station following a bird strike at a

transition base. In addition, aircrews should not change the aircraft configuration until it has been determined that it is safe to do so. However, crewmember judgment should always prevail in any situation in making a decision concerning safety of the aircrew and aircraft.

5.30. (Added) C-Check Procedures. Squadrons will develop a C-Check continuity book.

5.30.1. **(Added)** When departing C-Check and you experience a system malfunction prior to or after departure, contact the McGuire AFB Command Post. (Commercial 609-754-3935, DSN: 312-650-3935) They will contact McGuire MX to determine who will fix the aircraft.

5.30.1.1. **(Added)** McGuire Maintenance will make a determination of recovery base for repair of non-critical systems. In an emergency situation, aircraft commanders will comply with published guidance, exercise sound judgment and cockpit resource management practices and will recover at the most suitable airfield based on the nature of the emergency.

5.30.1.2. **(Added)** The Boeing Aerospace Support Center Operations Control Center (BASC/OCC) must be notified (commercial 210-932-6199/6322/6323) whether or not you will return or continue to McGuire AFB. Attempt a 3-way conference call with McGuire Maintenance and BASC/OCC if possible by use of aircraft radios. If additional assistance is needed, contact the 305 OG/OGV at commercial 609-754-2267 or DSN 312-650-3272 or command post after hours for the on-call representative.

5.30.1.3. **(Added)** Wherever you elect to land your aircraft, ensure McGuire AFB (i.e. SQ/CC/DO) is aware of your decisions and location.

5.30.2. **(Added)** Passengers are no longer authorized travel to San Antonio, TX on KC-10 C-Check inputs as Space A or Duty Pax status. Additional Crew Member (ACM) is approved with concurrence of the Aircraft Commoner.

6.4.1. **(Added)** Ensure the e-pubs date on latest FCIF matches the date in the "WRI_KC-10_Release.txt" file on your electronic media. In order to check paper pubs perform a page count using your current e-pubs or the McGuire FCIF e-Library on the 305 Stan/Eval website.

6.4.2. **(Added)** The official 514 OGV KC-10 Publications Checker is located on the "K" drive at K:\STANEVAL\514 OG Pubs Checker. This document is updated as changes are released and may constitute source guidance for write-in changes not otherwise covered in Supplements, Changes, or Posted Messages.

6.11.4. **(Added)** Coordinate with AM Ops for US/worldwide Flight Publication (FLIP) publications. AM Ops maintains two types of KC-10 FLIP bags (US local and worldwide).

6.11.4.1. **(Added)** Worldwide FLIP bags are required for Outside Contiguous United States (OCONUS) sorties. This bag contains necessary FLIP for global operations. Aircrews will inventory the bag to ensure adequate coverage.

6.11.4.2. **(Added)** During local training flights, aircrews will use the US local FLIP bag. This bag contains FLIP for the local area. Aircrews will inventory the bag to ensure coverage. For CONUS flights, Joint Airborne/Air Transportability Training (JA/ATT), Special Assignment Airlift Mission (SAAM), Temporary Duty (TDY), etc. outside the local area; coordinate with AM Ops/Crew Comm for complete US FLIP coverage.

6.11.4.3. **(Added)** If FLIP requirements change from the printed flight schedule, the aircrew/mission planners will notify AM Ops on mission planning day to coordinate changes.

6.22. McGuire AFB Operational Risk Management (ORM) Program. 305 Operations Group has implemented the McGuire AFB Airfield ORM Program. The program's intent is to collect critical information during predetermined periods, and forecast (assess) the associated risk for conducting air operations. If actual conditions differ from those forecast, the risk assessment will be re-accomplished to reflect the true risk picture.

6.22.1. **(Added)** Airfield risk will be assessed according to the following categories: LOW, MODERATE, HIGH and CRITICAL. In addition to providing the senior leadership with risk information, it will also be disseminated to our aircrews via ATIS, and the AM Ops Plasma screen. Aircrews receiving risk information over ATIS, without having the opportunity to view the risk assessment in AM Ops, can receive more details by contacting Pilot to Dispatch (PTD) on UHF 372.2.

6.22.2. **(Added)** It is important to remember that this risk information is advisory and does not require mandatory actions (as with the BASH program). It exists to enable those involved to have the most complete information available to aid their decision-making processes. For example, the airfield ORM status may be critical for the next six hours due to the possibility of isolated thunderstorms, low ceilings, wet runway, and forecast wind shear. At the time an aircrew returns, there may not be thunderstorms at McGuire AFB and normal operations are appropriate.

6.29.3. **(Added)** Hazardous cargo taxi operations are described in MAFBI 13-202. McGuire AFB departures with hazardous cargo are restricted on westbound flights to two routings. At McGuire AFB file the appropriate routing below and include "Hazardous Cargo" as the first remark on flight plan. No restrictions exist for eastbound flights.

6.29.3.1. **(Added)** For routing via Pottstown: RBV V276 ARD V143 PTW.

6.29.3.2. **(Added)** For routing via Modena: RBV V276 ARD V143 to intercept Modena (MXE) R-056 inbound to MXE.

6.43.8.1. **(Added)** COMSEC will be carried as directed by the AMC Operations Order (OPORD), Fragmentary Order (FRAG), AF Form 4291, *Aircrew Communications Document Receipt*, Concept of Operations (CONOPS), Threat Working Group (TWG), or Tanker Airlift Control Center (TACC). Aircraft commanders will determine COMSEC requirements for each mission and coordinate with 305 OSS Crew Comm. Crew Comm will have the Simple Key Loader (SKL) loaded with Mode-4 and ready to issue to all locals. Crew Comm will have the SKL loaded with Mode-4/SECURE VOICE/HAVE QUICK and ready to issue for all formation sorties.

6.43.8.2. **(Added)** If COMM Kit requirements change from the printed flight schedule, the aircrew/mission planners will notify Combat Crew Comm on mission planning day to coordinate changes.

6.46.2.4.1. **(Added)** Aircrews inbound to McGuire AFB should notify CP two to three hours prior to block-in time of their specific aircrew/aircraft customs, immigration, and agriculture requirements.

6.46.2.4.2. **(Added)** If the aircraft is a direct from overseas arrival, after being cleared by the agriculture inspector, the entire aircrew will deliver the cargo manifest (if applicable), general declaration, and individual customs declarations to the Customs office located in the Passenger

Terminal. The aircrew may download baggage onto the crew bus before proceeding to Customs. Everyone will wait until cleared by Customs and Immigration. During the period of Customs non-duty hours (2000L to 1200L and Sunday or holidays), it may be necessary for the aircrew to wait for the customs and immigration officials to arrive.

6.46.2.4.3. **(Added)** If aircraft and aircrew have cleared Customs at another base prior to landing at McGuire AFB and the cargo is on a permit-to-proceed, the aircrew must stop by Customs during normal duty hours (1200L to 2000L), and deliver the inbound documentation, the cargo manifest (if applicable), and the general declaration. During non-duty hours (2000L to 1200L), have a crewmember stop by Customs and slide the paperwork under the office door. Ask CP to pose cargo questions to Aerial Port Squadron (APS), who will contact Customs.

6.46.2.4.4. **(Added)** When operating on a permit-to-proceed through a close-in base, it is recommended that the aircraft commander contact McGuire AFB CP and relay customs requirements. This may prevent a delay for Customs clearance on arrival at McGuire AFB. A permit-to-proceed is not a final Customs clearance.

6.46.2.4.5. **(Added)** When an aircraft arrives more than 10 minutes ahead of schedule or diverts into McGuire AFB, ATOC is authorized by Agriculture to disembark all passengers and crewmembers requiring Agriculture clearance and move them to the Customs area of the passenger terminal. This policy also applies if the Agriculture officer is delayed for more than 10 minutes. Passengers and crewmembers will be detained in the Customs area while awaiting clearance by Agriculture unless arrangements have been made with the US Customs Service by the agency, in which case Customs will clear passengers for Agriculture. Planes awaiting Agriculture clearance will remain closed and sealed. Baggage and mail may be passed out the crew door prior to sealing. However, all other doors (excluding an emergency) will remain closed until the Agriculture officer arrives. KC-10 aircraft will be sealed by placing a piece of tape on the door jam of the primary exit. Write the date, time, name, rank and "Aircraft sealed for Agriculture. Do not enter." on the tape.

6.48.3. **(Added)** Lost Items.

6.48.3.1. **(Added)** Aircrew members will ensure positive control and accountability of personal equipment and tools used while performing duties on aircraft. If a tool or 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 Air Force Technical Order (AFTO) Form 781A, *Maintenance Discrepancy and Work Document*, write up describing the item and where it was lost.

6.48.3.2. **(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.

6.58. (Added) McGuire AFB Ground Operations.

6.58.1. **(Added)** Ground maintenance engine runs must be approved by AM Ops. Before starting engines, AM Ops will advise the tower, and engine run aircrews must contact the tower and advise the tower prior to advancing any throttles above idle power.

6.58.2. **(Added)** Departing aircraft will contact Ground Control with their call sign, ATIS code and parking spot before engine start. Lead aircraft of a formation will identify individual call signs and parking spots of cellmates before engine start and taxi.

6.58.3. **(Added)** Before taxiing, contact Clearance Delivery for all clearances, including local approach delays. Prior to departing the local pattern, contact Clearance Delivery for your outbound Instrument Flight Rules (IFR) clearance. Notify Tower prior to last approach that you are departing (vice returning to radar).

6.58.4. **(Added)** The term Controlled Departure Time (CDT) may be used for refueling missions that must meet an Air-to-Air Refueling Control Time (ARCT) as the first planned activity after takeoff, to provide priority handling. Aircrews will notify ground control no later than 15 minutes prior to their CDT and inform the controller of their actual CDT. If problems occur during prelaunch sequence and it appears the mission will delay, notify ground control as soon as practical before planned departure time.

6.58.5. **(Added)** Aircrews should not run aircraft checklists while taxiing in congested areas (i.e., between parking rows or when attention must be devoted to clear the taxi route).

6.58.6. **(Added)** KC-10s will not make 180 degree turns on taxiways or the asphalt portion of runway 6/24 or runway 18/36. Additionally, aircraft will minimize turns in the hammerheads for runway 06/24 to those that are mission essential.

6.59. (Added) Non-Engine Running Crew Change (NERCC) Missions.

6.59.1. **(Added)** A NERCC sortie is a local mission scheduled to takeoff from 1 to 2 hours after the previous sortie lands. NERCC sorties maximize training and airframe availability. NERCC sorties will not be scheduled for less than one hour from block-in to takeoff.

6.59.2. **(Added)** NERCC sorties will not be used for Formal Training Unit (FTU) missions or evaluations without prior approval from Chief, FTU or the respective unit Stan/Eval, as applicable. (N/A 514 OG)

6.59.3. **(Added)** The on-coming aircrew will:

6.59.3.1. **(Added)** Check aircraft status with the Command Post.

6.59.3.2. **(Added)** Obtain parking location, and expected block-in time, if applicable.

6.59.3.3. **(Added)** Advise the crew bus driver to wait for the off-going aircrew at the aircraft, if appropriate.

6.59.3.4. **(Added)** Receive a briefing from the off-going crew representative, at the aircraft.

6.59.3.5. **(Added)** Perform an exterior inspection, to include the Center Accessory Compartment (CAC).

6.59.3.6. **(Added)** Perform interior scans (verify switch positions) and all appropriate checklists starting with "Cockpit Preparation".

6.59.3.7. **(Added)** Be responsible for Center of Gravity (CG) and Takeoff and Landing Data (TOLD) calculations.

6.59.4. **(Added)** The off-going crew will:

6.59.4.1. **(Added)** Perform "Parking – Engine Shutdown" checklist.

6.59.4.2. **(Added)** Re-initialize/align the Inertial Navigation Units (INU).

6.59.4.3. **(Added)** AC or designated representative will brief the on-coming crew, at the aircraft. The off-going AC/rep is required to remain at the aircraft until the on-coming crew arrives at the aircraft.

6.59.4.4. **(Added)** Leave the FLIP bag and Flight Management System 800 (FMS-800) data card at the aircraft. (Exception: 514 OG crews use different FLIP bags and do not leave them at the aircraft.)

6.59.4.5. **(Added)** Leave all previous activity information for the next crew, to include:

6.59.4.5.1. **(Added)** Flight time/AFTO IMT 781, *ARMS Aircrew/Mission Flight Data Document*.

6.59.4.5.2. **(Added)** Number of receiver contacts and type tankers.

6.59.4.5.3. **(Added)** Number of tanker boom/drogue contacts and type receivers.

6.59.4.5.4. **(Added)** Completed maintenance debrief form.

6.59.5. **(Added)** If a scheduled NERCC sortie is terminated early due to loss of tanker/receiver activity, maintenance problems, etc. (i.e., mission changes beyond the crew's control requires early termination of the off-going crew's sortie), maintenance will perform the required inspections. The off-going crew will coordinate with command post for approval to depart the aircraft early, accomplish normal post flight duties, and will be required to attend the maintenance debrief. The off-going crew will leave the FLIP bag and FMS-800 data card at the aircraft if the airframe is still expected to be used for the follow on sortie.

6.59.6. **(Added)** Only the aircrew from the final NERCC mission of the day will attend maintenance debrief and debrief all previous sorties and discrepancies for that aircraft for the day. Therefore, it is imperative that all information is completely and accurately passed from one aircrew to the next. It is also mandatory that any person entering a discrepancy on the AFTO IMT 781A, Maintenance Discrepancy and Work Document, legibly print their name and duty phone number in the forms so maintenance can follow-up with any questions that might arise.

6.59.7. **(Added)** If any new aircraft discrepancies are annotated in the AFTO IMT 781s that require corrective action prior to the next sortie, or any fuel onload/offload is required between NERCC sorties, maintenance will trouble shoot and attempt repair (as required) and perform the required quick-turn or thru-flight inspection. Maintenance will then ensure a new exceptional release is accomplished prior to flight.

6.59.8. **(Added)** For a NERCC sortie, maintenance will:

6.59.8.1. **(Added)** Block-in aircraft/establish communication.

6.59.8.2. **(Added)** Remain with the aircraft.

6.59.8.3. **(Added)** Chock aircraft.

6.59.8.4. **(Added)** Block-out aircraft.

6.59.8.5. **(Added)** Install/remove landing gear pins.

6.59.8.6. **(Added)** Position B1-1 stand/airstairs and fire bottle.

6.59.9. **(Added)** Helpful Telephone Numbers. 76 ARS Pilot Shop, DSN 650-4936; 2 ARS Scheduling, DSN 650-5876; FTU, DSN 650-6720; 78 ARS Pilot Shop, DSN 650-4060; 32 ARS Scheduling, DSN 650-6903; 514 WOC, DSN 650-2992; AM Ops, DSN 650-2712; Command Post, DSN 650-3935/3936; MOCC, DSN 650-4044/2383.

6.60. (Added) Full Stop Taxi-Back (FSTB) Landings. Full stop taxi-back landings will be coordinated with CP (if required to load or deplane personnel) at least 30 minutes before landing time. This will allow CP time to notify the MOCC and appropriate squadron. Maintenance should be informed if parking or maintenance actions are not required.

6.61. (Added) Post Flight Duties. Complete post flight duties by dropping off FLIP/Comm/COMSEC/Personal Computer Memory Card International Association (PCMCIA) cards at AM Ops and attending maintenance debrief. At least one crewmember from each crew position should attend the debriefing. The aircraft commander will review the AFTO 781 for accuracy prior to review at debrief.

6.61.1. **(Added)** Post mission paperwork will be turned into Squadron Aviation Resource Management System (SARMS) for processing. As a minimum, this package will include:

6.61.1.1. **(Added)** AFTO Form 18, *KC-10 Structural Assessment Record*.

6.61.1.2. **(Added)** AF Form 3578, *Tanker Activity Report* (514 OG – Fill out lost training on reverse).

6.61.1.3. **(Added)** AF Form 4091, *KC-10 Flight Engineer Worksheet*.

6.61.1.4. **(Added)** AF Form 4327A, *Crew Flight (FA) Authorization*.

6.61.1.5. **(Added)** Mission Accomplishment Reports (MARs)/514 OG-Event Accomplishment Reports (EAR).

6.61.1.6. **(Added)** Copy of that day's flying schedule or Mission Detail.

6.61.1.7. **(Added)** Ocean Planning Chart (OPC) and associated documentation.

7.13.1. Aircrews on missions originating from McGuire that require arming IAW directives will send two crewmembers to the Armory to pick up weapons prior to going to the aircraft. The only exception to the two-person rule is if you call the Armory at extension DSN 650-3113 at brief time and make arrangements with Armory personnel for only one crewmember to pick up the weapons. Crew members will ensure they have their AF Form 522, *USAF Ground Weapons Training Data*, ID card, and copy of your orders.

8.6.3.6. Boom operators/mission planners should contact the receiver unit or responsible party prior to flight, and obtain all known information for the AF IMT 791, *Aerial Tanker In-Flight Issue Log*. The AF IMT 791 is the bill for fuel offloaded; if filled out incorrectly, the 305 AMW will not be properly reimbursed. Each squadron maintains a list of receiver unit Department of Defense Activity Address Code (DODAAC) codes and tail numbers in an appropriately marked book near the FCIF library. It is updated monthly and is used for accurate completion of the AF IMT 791.

9.3.3.8. Local Missions with Distinguished Visitor (DV) Kit Installed. Maintenance should give maximum effort to reconfigure the aircraft to comply with J configuration requirements per the Addenda A. This includes removal/replacement of the tables with seats. Missions will not be delayed for this reason. At a minimum, remove the IAU pallets prior to departure.

9.3.5. **(Added)** Touch-and-Go Guidelines/Restrictions. Whenever possible, runways used to conduct off-station transition should be at least 10,000 feet long. If instructor pilots elect to use shorter runways, they must be aware of the associated risks and thoroughly review/brief Go/No-Go decision (especially at heavy gross weights). Touch-and-go certified aircraft commanders, without instructor pilot supervision, are additionally restricted to have at least 10,000 feet of runway, in order to conduct touch-and-go landings.

9.4.1.1. Normally, touch-and-go landings will not be performed on operational missions. However, touch-and-go's may be performed for currency on the deployment or redeployment legs only if it does not affect mission accomplishment. There are several areas to consider before doing a touch-and-go, i.e., brake/tire wear, antiskid operation, passengers and/or cargo, etc. Off-station transition on operational missions will not be conducted without approval by the squadron operations officer, or higher (514 AMW crews notify the WOC for coordination).

9.12. Off-Station Transition Procedures. Prior to conducting off-station transition, aircrews will review the AMC Airfield Suitability and Restrictions Report, DOD – IFR Supplement, FLIP AP/1 Supplementary Airport, Notices to Airmen (NOTAM), AHAS, Approach Procedures (to include published departure procedures/Trouble T's), and terrain/obstacles at the airfield. Contact the airfield prior to the flight for advisories. Airfields that have no BASH program must be contacted for bird activity hazards. Off-station, FSTBs must be approved by the squadron operations officer, or Chief, FTU (as applicable) (N/A 514 OG). Off-station transition may be accomplished at any military or joint use airfield. Approval authority for transition at civil fields is the squadron operations officer, Chief FTU, or AFRC aircraft commander, as appropriate. Use Noise Abatement procedures to the maximum extent possible at all off-station transition bases.

9.13. (Added) Transition and Cancelled Activities. The PIC does not need OG/CC approval to conduct transition training on the front/back end of a sortie if transition was previously planned or scheduled. If a scheduled activity cancels, the PIC does not require OG/CC approval to conduct transition training in lieu of that event.

10.3.2.1.1. Aircrews operating in the Central Command (CENTCOM) Area of Responsibility (AOR) will carry mobility bags as directed by the AMC Operations Order. Aircrews operating in other Areas of Responsibility (AOR) will carry mobility bags as directed by Fragmentary Order (FRAG), Mission Detail, CONOPS, TWG, and/or TACC.

11.2.3. **(Added)** FMS-800 Data Card Pickup and Update Procedures.

11.2.3.1. **(Added)** FMS-800 PCMCIA data card administration. The point of contact (POC) for this program is the Air Force Mission Support System (AFMSS) Site Support Representative in tactics. They also manage the mission planning laptops and Portable Flight Planning Software (PFPS). Tactics is responsible for updating the PCMCIA cards with the current database. Crews are responsible for these data cards, although cases may arise when data cards may have to be substituted or replaced; it is incumbent on aircrews to keep track of all equipment that they sign for. For assistance direct questions to the Wing Tactics Staff at DSN 650-2959/4575.

11.2.3.2. **(Added)** Aircrews are required to pickup an FMS-800 PCMCIA data card on all home station departures, locals and C-Check pickup. Pickup a second card from tactics if next period's data is available (available about 10 days prior to the expiration date) if departing the local area on a mission. Data cards will be issued on sign out log based on tail number. All aircrews will return data cards to AM Ops when they return, except as noted in this section.

11.2.3.2.1. **(Added)** The Jeppesen Nav Data card expiration date is 10 days after the Digital Aeronautical Flight Information File (DAFIF) expiration. However, Global Positioning System (GPS) approach data and Standard Instrument Departures (SID)/Standard Terminal Arrivals (STAR) in which the FMS is the sole source of navigation data will require a current unexpired Navigation (NAV) database.

11.2.3.2.2. **(Added)** Mission planning laptops or any computer that can read/write to a PCMCIA card drive may be used. An instructional handout will be issued with the data cards to all departing crews. Travis AFB (KSUU) and McGuire AFB (KWRI) AFMSS offices can also update the cards. Procedures for updating the data cards are outlined in the KC-10 FMS-800 Data Card Update Procedures Handout. This handout will also be issued with the updated Compact Disk (CD) to deployed locations or obtained electronically from the home station AFMSS office. If a card has been updated the FMS-800 will be unable to access the International Civil Aviation Organization (ICAO) database if more than one data cartridge file is displayed on a single PCMCIA card. Make sure that just the most current file is on the card.

11.2.3.3. **(Added)** Stage Operations. Leave the Flight Management System (FMS) card with the aircraft. In the event that a Travis AFB crew flies a McGuire AFB KC-10, the data cards should remain with the aircraft located in the PCMCIA card slots and annotated in the AFTO 781A. Return all data cards to AM Ops upon arrival at the aircraft's home station.

11.2.3.4. **(Added)** Deployed Operations. To enhance spare capability, extra cards should be sent to the deployed operations staff. Deploying crews will supply crews returning home with their data cards. Deployed operations staff will coordinate the method of FMS-800 PCMCIA data card update for deployed aircraft with the home station AFMSS office.

11.2.4. **(Added)** FMS-800 Flight Plan Cards. Crewmembers may use the certified desktop machines or any mission planning laptop to create PFPS flight plans on a PCMCIA card using the Aircraft Weapons Electronics (AWE) utility with PFPS. Cards should be available in each squadron. When using the AWE utility, all other data on the card must be erased for the flight plan to function properly with the FMS-800. Alternate flight plans may be saved using the FMS-800 to the card designated on start page four. This can be a separate flight plan card or a single data card. The preferred method is a separate flight plan and data card. If a flight plan is saved onto a data card, a catalog will be added to the end of the Jeppesen data file.

11.7. (Added) Air Traffic Violations. If informed by ATC there is a possible deviation then comply with AFI 11-202V3, *General Flight Rules*. Under no circumstances reveal your personal identity to ATC. If told to contact ATC regarding an alleged violation or deviation, reveal only your aircraft and/or mission number. If notified of ATC violation, aircrews will:

11.7.1. **(Added)** Contact Squadron Stan/Eval or DO at earliest possible convenience. 514 AMW, contact 514 OGV or the Duty Officer.

11.7.2. **(Added)** Ensure OpRep3 (home line) is filed by next base AMC Command Post

11.7.3. **(Added)** Keep all aircraft records and flight plans (i.e. DD Form 1801, *International Flight Plan*, Oceanic Planning Charts, CFP, etc.)

11.7.4. **(Added)** Call back to 305 Wing Safety.

13.4.1.3.1. **(Added)** AMC and AFRC policy state that unless the boom is required to physically inventory the equipment, the form is not required to be signed.

13.4.1.3.2. **(Added)** IAW KC-10 checklists, a cursory check is all that is required to ensure there is a sufficient quantity of tie-down equipment on board to safely accomplish the mission. If tie-down equipment is removed from the aircraft, (i.e. with cargo and not returned), the boom operator will annotate the AF Form 4069, *Tie-down Equipment Checklist*, with the ICAO Identifier, the quantity of equipment, and signature. This facilitates home station recovery of the equipment.

13.4.1.5. **(Added)** When the aircraft is scheduled for a cargo mission, the aircrew will coordinate with aerial port to ensure that the JA/ATT box has been inventoried. The crew will ensure that the AF IMT 4069, is stowed in the extra equipment container (crew chief box) near the tie down devices and the AMC Form 12-1, *Air Transportable Galley/Lavatory (ATGL) Unit Checklist*, is in the 781 (aircraft forms) binder, with the AFTO 46, *Prepositioned Life Support Equipment*.

13.4.1.5.1. **(Added)** During preflight, the aircraft commander or his designated representative will review the AMC Form 12-1 and verify that the appropriate inventories of passenger comfort items and aircraft tie-down equipment are on board.

13.4.1.5.2. **(Added)** Upon return to home station, the flight aircrew will complete the applicable sections of the AF IMT 4069 and leave it in the crew chief box.

13.17. (Added) Inbound Cargo Procedures. The following will be the sequence of events for unloading from KC-10 with Increased Accommodation Unit (IAU) after passengers are deplaned:

13.17.1. **(Added)** After the Wide Body Main Deck Loader (T-40/Cochran/Wilson or 60K Tunner) is positioned at aircraft, the -21 Big Gray Truck (BGT) will be positioned in place behind loader. The seat pallets will then be downloaded.

13.17.2. **(Added)** If Dash 21/BGT is unavailable, seats will be placed on 25K, 40K, or dunnage. If raining, seats will be covered or placed inside. There should be no stoppage of download if -21 is delayed.

13.17.3. **(Added)** If Materials Handling Equipment (MHE) from Ramp Services is delayed, the BGT can handle baggage pallets weighing up to 2,500 pounds.

13.17.4. **(Added)** Returning aircrews should make effort to place baggage pallet(s) on left side of aircraft immediately behind IAU to expedite passenger clearing and release.

13.17.5. **(Added)** Returning KC-10s may have pallets of maintenance equipment. The pallet(s) may be downloaded by the BGT and returned to the proper maintenance section to expedite download rather than wait for Ramp Services if less than 1500 lbs.

13.17.6. **(Added)** Every KC-10 with passengers should be met by airstairs. If Passenger Service airstairs are not available, CP can coordinate airstairs from -21. Airstairs at McGuire AFB are owned by maintenance and ATOC, so if one agency cannot respond, perhaps another can.

13.17.7. **(Added)** If no passengers are onboard, maintenance stairs may be inadequate and a safety concern. Aircrews should request airstairs if returning from deployments and aircrew baggage is excessive.

13.17.8. **(Added)** If returning KC-10s have numerous crewmembers and one or more pallets of mobility/contingency bags, Ramp or Passenger Services will bring the pallet(s) to a covered area by Customs to aid aircrew download and expedite post-mission duties.

14.4.8. **(Added)** Aircraft commanders are ultimately responsible for accomplishing the required training while employing as many fuel saving methods as possible within the constraints of safety, sound judgment, and mission requirements. Aircrews should reference the guidance memorandum to this AFI for fuel conservation information and techniques, and follow the procedures and guidance in the T.O. 1C-10(K)A-1 and T.O. 1C-10(K)A-1-1.

14.4.9. **(Added)** 305 OSS/514 OSS Scheduling develops mission activity to eliminate excessive delays. Orbit delays of 15 minutes are developed to ensure timing can be met. Scheduled fuel loads are the minimum required to complete the mission. If the aircraft is a NERCC sortie, enough fuel to complete the follow-on mission with fuel reserves will be carried.

14.4.10. **(Added)** Determine the amount of fuel required to fly the mission to meet minimum fuel reserves. Compare scheduled fuel load with fuel required. If fuel remaining at the Initial Approach Fix (IAF) is below minimums or exceeds minimum IAF fuel (no transition scheduled), the AC or Mission Planning Cell (MPC) will request the appropriate fuel load through their squadron scheduling by 1300L on mission planning day.

14.4.11. **(Added)** Review flight plan at debrief and compare the planned and actual fuel consumed. Document fuel consumed while stating a reason for any difference (weather, divert options, heavyweight air refueling training, etc.) using the online AMC directed fuel tracker.

14.4.12. **(Added)** If on duty the Command Post duty officer or duty forecaster may provide guidance as to the best alternate when weather is below approach minimums. The aircraft commander has final authority as to determining the best divert location given their situation. The Quick Reference Fuel Reserve Chart in [Attachment 7](#) should only be used as a guide.

15.13. (Added) Air Refueling In Climbs/Descents. Air refueling will not be conducted on initial departure climbout or on descent for approach except in emergency situations. Air refueling may be accomplished during intermediate climbs/descents provided the activity is briefed.

15.14. (Added) Rendezvous Delta and Rendezvous Golf Timing Criteria. Receiver and tanker timing criteria for a Rendezvous Delta (Point Parallel) and Rendezvous Golf (Enroute Rendezvous) are contained in FAA Order JO 7610.4M, *Special Operations*. Any timing outside the appropriate windows must be coordinated with receiver unit and track schedulers. Air Route Traffic Control Center (ARTCC) is not the approval authority for entry/exit time changes. They can only deconflict traffic where you delay, not the track itself. Aircrews will not change a rendezvous Golf to a rendezvous Delta (or vice versa) that would result in changes to scheduled entry/exit times or ARCT over the Air-to-Air Refueling Control Point (ARCP) without prior coordination through 305 OSS/514 OSF Scheduling, since track schedulers may schedule other aircraft on the track at the same altitude with minimum spacing.

16.1. Mission planning provides aircrews the time to prepare for a mission and to use the day to expand the knowledge of all crewmembers. The AC will establish training objectives to be completed by all crewmembers during mission planning. Mission planning will be scheduled and deconflicted with other activities/demands placed upon aircrews and should normally begin at 0830 (except for Same Day Mission Planning – SDMP) in the respective squadron/FTU area.

The following procedures provide the foundation for proper mission planning. Squadron operations officers may clarify these procedures. (N/A 514 OG)

16.7. (Added) Local Missions (Non-FTU) and TDY (CONUS). (N/A 514 OG) All flight crewmembers will attend mission planning the day before a local mission or CONUS TDY unless specifically excused by the aircraft commander or a MPC is in use.

16.8. (Added) Local Missions (FTU). (N/A 514 OG) All crewmembers will attend and participate in the 0830L mission planning the day before a local mission unless specifically excused by the FTU instructor pilot. The FTU instructor pilot of each mission will coordinate with squadron scheduling for changes that would impact training events for squadron assigned “fill-in” crewmembers. The level of participation for squadron assigned “fill-in” crewmembers will be at the discretion of the FTU instructor pilot. The acting AC will schedule and conduct the mission briefing and discussion of training objectives with all crewmembers in attendance prior to takeoff.

16.9. (Added) TDY (OCONUS). (N/A 514 OG). All crewmembers will attend and participate in the 0830L mission planning normally held two days before an OCONUS TDY mission unless specifically excused by the aircraft commander. The AC of an OCONUS TDY mission will review the Operational Read File (ORF) and coordinate with squadron scheduling for changes to the mission or training events. The AC will schedule and conduct the mission briefing and discussion of training objectives with all crewmembers in attendance prior to take-off. The second planning day may be used at the discretion of the AC. The AC will ensure that all crewmembers not in attendance at the mission briefing receive a thorough briefing and discussion of training objectives, prior to takeoff.

16.10. (Added) Same Day Mission Planning (SDMP). (N/A 514 OG) If the AC desires his/her mission to be scheduled for SDMP, coordination will be through the respective squadron scheduling. SDMP will be annotated on the flight schedule in the “Remarks” section and will begin NLT 2+00 hours before the appropriate bus time. The AC should verify the required fuel load the day prior to the mission. SDMP restrictions are as follows:

16.10.1. **(Added)** SDMP will not be used for FTU (w/o prior approval of Chief, FTU), Close watch, or Higher Headquarters Directed (HHD) missions.

16.10.2. **(Added)** SDMP sorties are limited to pattern only missions, or those sorties having no more than two scheduled air refueling activities.

16.10.3. **(Added)** SDMP sortie duration will be scheduled for 6.5 hours or less and have a take off time no earlier than 1200L.

16.11. (Added) Show times. Mission Crew Show times will be in accordance with the Sequence of Events listed in the 305 and 514 AMW Wing OPS and MX Plan (WOP). This time is for the aircrew to pick up the flight authorizations, review the FCIF, ORF, and aircrew/mission changes. If the AC requires additional time, he/she will coordinate with squadron scheduling and notify the crewmembers. **Exception:** SDMP and Formation.

16.12. (Added) Fuel Load. The fuel load will be properly planned and coordinated during mission planning. On the day of departure, if there are significant changes to the mission or events that are outside of the ability for the crew to have planned, Command Post will coordinate with maintenance to change the fuel load. Aircrews will directly coordinate fuel load differences

of >5k with Command Post. OG/CC waiver is required for crews to depart with >5k excess fuel onboard.

16.13. (Added) Changes to Scheduled Missions. Occasionally, changes to the flight schedule are required to maximize training or comply with mission timing. To change any part of a scheduled mission, notify squadron/FTU scheduler NLT 1300L the day before the mission. Squadron/FTU scheduling will coordinate with 305 OSS/OSOS Scheduling to execute the change requests.

16.14. (Added) Execution Authority. 305 OSS/514 OSS Scheduling retains execution authority until 1630L for the next day's local missions. The Command Post executes the next day's local missions after 1630L. On Fridays, after the schedule is final (approx. 1600L), execution authority passes to Command Post for Saturday, Sunday, and Monday sorties. If the requested changes cannot be made, the affected squadron scheduling will be notified.

16.15. (Added) Planning Fuel Reserves for Local Sorties.

16.15.1. **(Added)** For local sorties requiring an alternate, crews may use the Quick Reference Fuel Reserve Chart (QRFRC) [Attachment 7](#) as a reference only. The fuel values in this chart are increased to compensate for ATC clearances and also represent average calculations. It may prove difficult to extract these exact figures from the performance manual.

16.15.2. **(Added)** If departing the local pattern and an alternate is required, crews will plan to arrive back at the McGuire Missed Approach Point (MAP) with the minimum fuel specified in the QRFRC.

16.15.2.1. **(Added) Example 1.** A local sortie is scheduled for front-end transition training with follow-on air refueling. After air refueling the crew will plan to arrive back at the McGuire MAP with the charted fuel values for their selected alternate.

16.15.2.2. **(Added) Example 2.** When an alternate is required and the local sortie is scheduled to remain in the McGuire AFB traffic pattern, crews will plan to cross the McGuire MAP with at least the minimum MAP fuel value listed in the chart. This applies to the first approach only.

16.15.3. **(Added)** The crew must consider weather and the potential for airfield closure when making the decision to burn into the alternate fuel. Do not burn into the minimum landing fuel unless an emergency condition exists, as it is the minimum planned final landing fuel at destination or alternate.

17.6. (Added) Tactical Arrival/Departure (TAD) Procedures.

17.6.1. **(Added)** All aircrews (even those not tactics qualified) must be familiar with the entry points, ground tracks, and altitude profiles aircraft will fly when executing TAD. It is imperative all crews have a working knowledge of the local TAD procedures so they can maintain situational awareness and avoid traffic conflicts. The 305th OSS/Tactics develops Letters of Agreement (LOA) giving detailed procedures for TAD training at approved fields; these are posted on the 305th OSS/Tactics website on the AF Portal. Pilots are required to review these LOAs.

17.6.2. **(Added-N/A 57 WPS)** You are only authorized to perform tactical training maneuvers at locations with an LOA and are approved by 305/514 OG/OGV via the FCIF process.

17.6.3. **(Added)** The procedures in the LOAs are regulatory in nature and must be reviewed before performing.

17.6.4. **(Added)** Tactical Flimsy (or LOA if no Tactical Flimsy exist) must be onboard the aircraft to perform these maneuvers.

17.6.5. **(Added-N/A 57 WPS)** Authorized Locations to perform Tactical Maneuvers for training are listed in **Attachment 7**.

17.6.6. **(Added) AFTTP 3-3. 22A, Air Force Tactics, Techniques, and Procedures.** The AFTTP 3-3 is our guide for combat fundamentals and although is not directive in nature, it is authoritative. Unless there is good justification not to, the information in this publication should be followed. In no case will the AFTTP 3-3 take precedence over an AFI or Technical Order procedure/policy. The AFTTP 3-3 contains recognized “best practices”, tried and true, for the last two decades. The considerations in AFTTP 3-3 are presented as the foundation of employment and standardization for each MDS. This makes it an essential instructional aid.

17.6.6.1. **(Added)** Whenever a conflict exists between AFTTP 3-3 and an AFI or Technical Order the AFI/Technical Order will be followed. If an error or discrepancy is discovered, notify the 305/514 Chief of Tactics.

17.6.6.2. **(Added)** During instructor pre-briefs, the AFTTP 3-3 will be referenced for planning and execution. This requires that the instructor have a working knowledge of its contents.

18.6.1. Formation missions require a comprehensive briefing. Formation briefings will be held in accordance with the Sequence of Events listed in the WOP. If flight lead requires an earlier briefing time, he/she will coordinate with the appropriate squadron scheduling for notification of aircraft commanders and aircrews. Flight lead will ensure all members of the formation are notified of the location for the formation briefing. For mixed 305/514 OG formations, 514 OG crewmembers will not be available for earlier than a 2+15 brief. If 305 OG aircraft commanders wish to release a portion of their aircrew from the cell brief for preflight requirements or to meet SOE timing, formation lead must brief the released members on their applicable portion of the formation and provide them a copy of the formation briefing guide. Prior to check-in, aircraft commanders will thoroughly brief dismissed members on any changes stemming from the formal formation brief.

18.6.1.4. **(Added)** For standardization and consistency, crews should use the most recent formation briefing guide published in the AFTTP 3-3.22A, *Air Force Tactics, Techniques, and Procedures*.

18.6.2.1. **(Added)** McGuire AFB Formation Departures.

18.6.2.1.1. **(Added)** North, East, West Departures: file and fly the Climb Corridor routing. This routing is: PTPL4.MANTA...OWENZ...LINND...BERGH...SHERL – Preferred Routing to AR609, 212, 204, 206 L/H, 631, 616 A/B, 608 (as applicable). Do not attempt to depart westbound on the Modena or Pottstown SIDs in formation.

18.6.2.1.1.1. **(Added)** File flight plan altitude to be at/above FL240 by SHERL. You may request a lower altitude block depending on New York and Boston Center workload. The top of NY's airspace is FL230, do not straddle FL230 if requesting an altitude lower than FL240B260. Either coordinate prior to flight or after departure when on New York Center's frequency.

18.6.2.1.1.2. **(Added)** Aircrews should be cautious, the turns at LINND and BERGH are

RIGHT HAND 100 degree turns. Trail formation or left echelon should be briefed as appropriate.

18.6.2.1.2. **(Added)** The preferred routing for Northern AR tracks after the climb corridor is as listed below. After SHERL, do not file through DPK or IGN. **Note:** The routing is for formation flights. However, single ship activities using the PTPL4 should file PTPL4.Manta CCC and then on as listed below if departing to the east/north.

18.6.2.1.2.1. **(Added)** AR609 – SHERL CCC CTR SYR

18.6.2.1.2.2. **(Added)** AR212, 204 – SHERL CCC ALB018067

18.6.2.1.2.3. **(Added)** AR206 L/H – SHERL CCC CTR SYR

18.6.2.1.2.4. **(Added)** AR631 – SHERL CCC CON ENE272045

18.6.2.1.2.5. **(Added)** AR616A – SHERL CCC BOS ENE111061

18.6.2.1.2.6. **(Added)** AR616B – SHERL CCC BOS ENE086141

18.6.2.1.2.7. **(Added)** AR608 – SHERL SHLEP ACK Lfv151051

18.6.2.1.3. **(Added)** Boston Center requests aircrews continued assistance during cell breakup as the airspace including and between SHERL and CCC is near impossible to accept a formation breakup. Additionally, there is particular emphasis from ATC not to over fly HTO as a formation but does not preclude its use as a single ship. Crews should be prepared to fly all the way to ALB or in its general vicinity prior to break-up if necessary.

18.6.2.1.4. **(Added)** AR777 Departures. If all or part of the formation is proceeding directly to AR 777 file and fly: PTPL4.MANTA - OWENZ - LINND - AR777... If a formation member needs to depart the formation at AR777, that aircraft should file BERGH - SHERL – Preferred Routing (as applicable).

18.6.2.1.5. **(Added)** South Departures: file and fly the CRESI3 departure to an appropriate transition

18.6.2.2. **(Added)** DD FORM 175 Considerations.

18.6.2.2.1. **(Added)** Remarks. Remarks will include the following information: “MARSA cell departure, with TEAM call sign(s) to _____” (Cell breakup point).

18.6.2.2.2. **(Added-Added)** Each individual aircraft will file a separate, individual flight plan reflecting the entire route of flight from departure to final destination. The route of flight MUST be identical from departure to the cell breakup point for each cell member.

18.6.2.2.3. **(Added)** Only the cell leader will file the total number of aircraft in the formation.

18.6.2.2.4. **(Added)** Clearance Delivery will clear the flight from departure to the cell breakup point only. If further clearance is not received for cell wingmen prior to the breakup point, they are to remain with Cell Lead past the breakup point until in receipt of their individual clearance(s). Lead should automatically have route clearance provided by ARTCC from cell breakup point to destination. If there is any doubt as to the clearance, query ATC.

18.10. Aircrews will not plan to breakup a formation on the climb corridor, or prior to/directly over Hampton (HTO), Yardley (ARD) or Salisbury (SBY) VORTACS (as appropriate to

direction of routing). It is near impossible for ATC to accept a formation breakup at these points.

Chapter 24 (Added)**PRESCRIBED AND ADOPTED FORMS****24.1. (Added) Prescribed and Adopted Forms.**

24.1.1. (Added) Prescribed Forms:

No forms prescribed.

24.1.2. (Added) Adopted Forms:

AMC IMT 97, *In-Flight Emergency and Unusual Occurrence Worksheet*, 1 May 2003

AF IMT Form 853, *Air Force Wildlife Strike Report*, 15 October 2005

AF Form 4291, *Aircrew Communications Document Receipt*, 1 September 2001

AF IMT 791, *Aerial Tanker In-Flight Issue Log*, 1 February 1993

AF IMT 847, *Recommendation for Change of Publication*, 27 March 2006

AF Form 3578, *Tanker Activity Report*, 1 November 1995

AF Form 4091, *KC-10 Flight Engineer Worksheet*, 1 May 1999

AF Form 4327A, *Crew Flight (FA) Authorization*, 1 December 2003

AFTO Form 18, *KC-10 Structural Assessment Record (OCR)*, 1 August 1995

AFTO IMT 781, *ARMS Aircrew/Missions Flight Data Document*, 17 June 2002

AFTO IMT 781A, *Maintenance Discrepancy and Work Document*, 17 June 2002

AF IMT 4069, *Tie-down Equipment Checklist*, 1 March 1999

AMC Form 12-1, *Comfort Pallet/Portable Lavatory Unit Checklist*, 1 June 1992

AFTO 46, *Prepositioned Life Support Equipment*, 1 July 1994

NASA ARC 277B, *General Form*, January 1994

DD Form 1801, *International Flight Plan*

DD Form 175, *Military Flight Plan*

AF Form 4291, *Aircrew Communications Document Receipt*, 1 September 2001

AF Form 522, *USAF Ground Weapons Training Data*, 1 August 2002

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

AFI 11-2KC-10V3, *KC-10 Operations Procedures*, 18 January 2006

MAFBI 13-202, *Base Airfield Operations Instruction*, 26 July 2006

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

JO 7610.4M Ch 10, *Special Operations*, 18 January 2007

AFTTP 3-3.22A, *Air Force Tactics, Techniques, and Procedures, Combat Aircraft Fundamentals – KC-10*, 31 May 2006

AMCI 24-101, Vol 14, *Military Airlift Passenger Service*, 10 December 2004 Incorporating Change 1, 5 April 2007

T.O. 1C-10(K)A-6CF-1, *Acceptance and Functional Check Flight Procedural Manual*, 15 October 2000

T.O. 1-1-300, *Functional Check Flights and Maintenance Operational Checks*

T.O. 1C-10(K)A-2-32, *Landing Gear*, 1 July 1993

AMCI 24-101 Vol 14, *Military Airlift Passenger Service*, 10 December 2004

AFTTP 3-3.22A, *Air Force Tactics, Techniques, and Procedures*, 31 May 2006

Abbreviation and Acronyms

AFMSS— Air Force Mission Support System

AFTO— Air Force Technical Order

AHAS— Avian Hazard Advisory System

AM Ops— Airfield Management Operations

APS— Aerial Port Squadron

ARTCC— Air Route Traffic Control Center

ASRS— Aviation Safety Reporting System

ATIS— Automatic Terminal Information Service

ATOC— Air Terminal Operations Center

AWE— Aircraft Weapons Electronics

BAM— Bird Avoidance Model

BASC/OCC— Boeing Aerospace Support Center Operations Control Center

BGT— Big Gray Truck

CAC— Center Accessory Compartment

CD— Compact Disk

CENTCOM— Central Command
CONOPS— Concept of Operations
CONUS— Contiguous United States
CP— Command Post
CRM— Crew Resource Management
DAFIF— Digital Aeronautical Flight Information File
DO— Director of Operations
DV— Distinguished Visitor
EGT— Exhaust Gas Temperature
FCF— Functional Check Flight
FRAG— Fragmentary Order
FSTB— Full Stop Taxi-Back
HHD— Higher Headquarters Directed
IAF— Initial Approach Fix
IAU— Increased Accommodation Unit
INU— Inertial Navigation Unit
JA/ATT— Joint Airborne/Air Transportability Training
KSUU— Travis AFB
KWRI— McGuire AFB
L/O— Launch Officer
LOA— Letter of Agreement
MAFBI— McGuire Air Force Base Instruction
MAP— Missed Approach Point
MAR— Mission Accomplishment Report
MHE— Materials Handling Equipment
MLG— Main Landing Gear
MOCC— Maintenance Operational Coordination Center
MPC— Mission Planning Cell
MWS— Major Weapon System
MXE— Modena
NAV— Navigation
NERCC— Non Engine Running Crew Change

NEXRAD— Next Generation Weather Radar
OCONUS— Outside Contiguous United States
OG— Operations Group
OPC— Ocean Planning Chart
OPORD— Operations Order
OPR— Office of Primary Responsibility
ORF— Operational Read File
PCMCIA— Personal Computer Memory Card International Association
PFPS— Portable Flight Planning Software
POC— Point of Contact
QRFRC— Quick Reference Checklist
SARMS— Squadron Aviation Resource Management System
SDMP— Same Day Mission Planning
SKL— Simple Key Loader
SOE— Sequence of Events
STAR— Standard Terminal Arrivals
TACC— Tanker Airlift Control Center
TAD— Tactical Arrival/Departure
TDY— Temporary Duty
TWG— Threat Working Group
UHF— Ultra High Frequency
WOC— Wing Operations Center
WOP— Wing Ops and MX Plan

Attachment 5

MCGUIRE AFB KC-10 PRESET UHF RADIO FREQUENCIES

A5.1. The following UHF present channel frequencies are approved for use in McGuire AFB KC-10s. Compatible VHF frequencies are provided for information only.

Table A5.1. VHF interplane frequencies are 139.87 (P) and 143.825 (S).

<u>Preset</u>	<u>UHF</u>	<u>Identifier</u>	<u>VHF</u>
1	335.8	McGuire Clearance Delivery	135.2
2	275.8	McGuire Ground Control	121.8
3	255.6	McGuire Tower	118.65
4	363.8	McGuire Approach	124.15
5	290.9	McGuire Arrival	120.25
6	385.5	Atlantic City Approach	124.6
7	343.6	Philadelphia Approach	123.8
8	353.5	New York Center	128.3
9	311.0 (P)	Tanker Intracell Frequency	
	321.0 (S)	Tanker Intracell Frequency	
10	319.4	McGuire Command Post	130.65
11	349.4	AMC Common Command Post	134.1
12	372.2	Pilot-to-Dispatch	134.1
13	239.8	McGuire Metro	
14	270.1	ATIS	110.6
15	Open	Reserved for Off-Station	
16	Open	Reserved for Off-Station	
17	Open	Reserved for Off-Station	
18	255.4	Flight Service Station	122.2
19	255.250	605 AGS MX (Delta 5)	
20	304.825	305 AGS MX (Alpha 5)	
21	243.0	Air Refueling Emergency Frequency	

(P) – Indicates Primary (S) – Indicates Secondary

A5.2. Aircrews can communicate with KC-10 Maintenance, 605 AGS, Delta 5 on 225.250 or the deicing supervisor on 134.1 to inform flightline supervisor of information beyond the normal calls to Command Post.

Attachment 6

GLOBAL HF CHANNELIZATION PLAN

Table A6.1 Global HF Channelization Plan.

<u>Channel</u>	<u>HF Frequency</u>	<u>Station</u>
1	6761	Air Refueling
2	8992	Global HF Station
3	11175	Global HF Station
4	4724	Global HF Station
5	6712	Global HF Station
6	6739	Global HF Station
7	13200	Global HF Station
8	15016	Global HF Station

Attachment 7

QUICK REFERENCE FUEL RESERVE CHART (QRFRC)

Table A7.1 Quick Reference Fuel Reserve Chart (QRFRC)

<u>ALTERNATE</u>	<u>GND DIST</u>	<u>ALT</u>	<u>MACH</u>	<u>TIME</u>	<u>FUEL REQD AT MAP</u>	<u>FUEL TO ALT</u>
Atlantic City Intl (KACY)	50	4,000	250 IAS	28 min	23.7	8.7
Willow Grove NAS, (KNXX)	51	4,000	250 IAS	29 min	23.8	8.8
Dover AFB (KDOV)	88	4,000	250 IAS	38 min	26.2	11.2
Harrisburg Intl (KMDT)	136	10,000	320 IAS	43 min	28.4	13.4
Patuxent River NAS (KNHK)	156	10,000	320 IAS	45 min	29.5	14.5
Andrews AFB (KADW)	166	10,000	320 IAS	47 min	29.7	14.7
Westover ARB (KCEF)	217	16,000	0.56 M	58 min	31.6	16.6
Langley AFB (KLFI)	221	16,000	0.56 M	59 min	31.7	16.7
Norfolk (Chambers) (KNGU)	226	16,000	0.56 M	59 min	32.1	17.1
Otis ANGB (KFMH)	249	26,000	0.66 M	62 min	32.8	17.8
Pittsburgh Intl (KPIT)	279	26,000	0.66 M	65 min	35.1	20.1
Niagara Falls Intl (KIAG)	298	26,000	0.66 M	68 min	36.7	21.7
Pease Intl Tradeport (KPSM)	299	33,000	0.76 M	67 min	37.0	22.0
Seymour Johnson AFB (KGSB)	357	33,000	0.76 M	74 min	38.6	23.6
Rickenbacker Intl (KLCK)	411	35,000	0.76 M	82 min	39.1	24.1
Bangor Intl (KBGR)	441	35,000	0.76 M	90 min	41.0	26.0
Wright Patterson AFB (KFFO)	465	35,000	0.76 M	92 min	42.0	27.0

Note: This chart to be used only as a guide.

A7.1.QUICK REFERENCE FUEL RESERVE CHART: Fuel required in tanks to depart the McGuire AFB Missed Approach Point (MAP), step climb at climb speeds, cruise via airways to alternate, 15 minutes holding at sea level, approach, and land with 12,000 lbs. Data is based on a 300,000 pound aircraft, flying cruise altitude and maximum range cruise mach listed, approximately 25 knot headwind, climb temperature deviation of +10 degrees, time includes time to climb plus enroute time and 15 minutes for approach and landing. Any performance degradation (i.e., WARP, etc.) will have to be accounted for by the aircrew.

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