DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACT NAPLES INST 3710.4C
N3
6 FEB 2012

NAVSUPPACT NAPLES INST 3710.4C

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: C-26 STANDARD OPERATING PROCEDURES

Ref: (a) OPNAVINST 3710.7U
(b) NAVAIR A1-C26DA-NFM-000
(c) NAVAIR 01-1B-40
(d) NAVSUPPACT NAPLES INST 3710.3C
(e) SA227-DC AFM

Encl: (1) C-26 Standard Operating Procedures
(2) C-26 Force Protection Checklist
(3) U.S. Embassy Phone Numbers

1. Purpose. Enclosures (1) and (2) are promulgated to enhance safety through standardized procedures specific to U.S. Naval Support Activity Naples, Italy C-26 operations. Standard operating procedures are not a substitute for sound judgment, nor are they intended to restrict a Transport Plane Commander's (TPC's) prerogative to deviate as necessary to safely negotiate unforeseen contingencies. However, SOP's should normally be adhered to and deviations from SOP's should only occur with good reason. TPCs should continually solicit input from their crews to assess crew readiness, aircraft status and environmental conditions before determining the most prudent course of action in any situation. Safety shall be paramount and aircrews are expected to exercise sound judgment in its pursuit.

2. Cancellation. NAVSUPPACT NAPLES INST 3710.4B.

3. Action. All NAVSUPPACT Naples' aircrew are responsible for knowledge and compliance with the contents of references (a) through (e) and enclosures (1) through (3). A current copy of this instruction shall be kept in every Naval Air Training and Operation Procedures Standardization (NATOPS) Manual.

4. Point of Contact. LT Justin White, NATOPS Officer, at DSN: 626-6893, COMM: 081-568-6893 or E-Mail: Justin.white@eu.navy.mil.

C. S. GRAY

Distribution:
NAVSUPPACT NAPLES INST 5216.4Z
Lists: I, II and All Pilots; All Aircrewmen through IV
Electronic via NAVSUPPACT NAPLES web site:
https://www.cnic.navy.mil/Naples/About/Departments/Administration/AdministrativeServices/Instruction/index.htm

C-26 STANDARD OPERATING PROCEDURES

1. General Operating Procedures

a. Authority. Only those aviators authorized by the Commanding Officer shall pilot U.S. Naval Support Activity (NAVSUPPACT), Naples aircraft. The Commanding Officer, through the daily flight schedule, may authorize qualified C-26 pilots from outside commands to pilot NAVSUPPACT Naples aircraft.

NOTE: Aviators assigned to a tenant command may pilot on a case-by-case basis for the sole purpose of augmenting NAVSUPPACT Naples operations provided they meet all of the following requirements:

(1) Currently on Duty in Flying Status Involving Operational Flights (DIFOPS) orders.

(2) Current C-26 Naval Air Training and Operating Procedures Standardization (NATOPS) and Instrument Ratings.

(3) Available to fly on a regular basis to maintain currency and proficiency.

Additionally, tenant command aviators shall be exempt from meeting high-risk airfields currency requirements outlined herein.

b. Aircrew Watchbill. The Schedules Officer shall submit a monthly watchbill to the Operations Officer for approval. The watchbill will be comprised of a primary and, if necessary, secondary crew for each weekend. The Transport Plane Commander (TPC) of each duty crew is responsible for coordinating mission events with CTF-63 and M7 Aerospace. The official copy of the watchbill will be maintained in the Schedules Office. The Operations Officer, or in his absence, the Schedules Officer, shall authorize changes to the watchbill.

c. Crew Manifest. The daily flight schedule shall constitute the crew manifest for every flight. Personnel changes made after the schedule has been published are only authorized with the Operation Officer's approval. The TPC shall ensure that all changes are recorded on the Aircraft Inspection and Acceptance Record ("A" sheet).

d. Crew Rest. Crew day begins when reporting to work and shall not exceed 14 hours without approval of the Operations Officer. Crew day exceeding more than 16 hours requires the Commanding Officer's approval. To ensure maximum flexibility, crews should normally try to maximize their crew day by reporting to work at the scheduled brief time. Flight crews should be scheduled to allow for 12 hours of crew rest time, before commencing flight duties.

NOTE: Pilots shall not be scheduled for flights the day after standing Command Duty Officer, unless authorized by the Operations Officer.

e. Circadian Rhythm Disruption (Jet Lag). Aircrew should expect recovery from jet lag to take approximately one day for every hour of time zone change in excess of three hours. During this time, aircrew, while not grounded, should be closely monitored in accordance with reference (a).

f. Arms and Ammunition. Ammunition shall not be carried inside a weapon aboard NAVSUPPACT Naples aircraft without permission from the Commanding Officer.

g. Ground and Flight Training. All ground and flight training shall be conducted in accordance with references (a), (b) and (d). The TPC/Instructor Pilot (IP) of each flight training event shall complete a flight training record.

h. Flight Advisories. CTF-63 normally issues flight advisories 24 to 72 hours in advance. TPCs shall review tasking messages no later than the brief time to ensure that the aircraft is capable of handling the assigned load, enroute times are correctly calculated, fuel and gross weight limits are not exceeded, and required diplomatic clearances and Prior Permission Required (PPR) numbers are provided. CTF-63 should be contacted at brief time for the latest lift information/ flight modification data. The CTF-63 phone number is DSN: 626-3177/3150.

i. Passenger and Cargo Handling Priority. The following is a priority guide for passenger and cargo handling:

(1) Passengers/mail/cargo with confirmed lift requests.

(2) Passengers going on emergency leave.

(3) 999/CASREP requisitions ("W" or "G" transportation control numbers).

(4) Letter/registered mail.

(5) Other priority 1 mail (orange bags).

(6) Priority 2 walk-in passengers on orders.

(7) Space Available (Space A) passengers.

j. Space A Travel by Aircrew's Dependents. Dependents desiring space available travel on NAVSUPPACT Naples' aircraft while a family member is acting as crew shall be considered to be traveling unaccompanied (without sponsor). Appropriate documentation authorizing unaccompanied travel, shall be processed by the appropriate Air Terminal Passenger Agent with no regard to preferential treatment, and shall be categorized appropriately per DoD INST 4515.13R.

k. Pilot Currency Requirements. In addition to requirements delineated in references (a) through (d) the following apply:

(1) Each pilot shall receive one Standardization Flight (STAN Check) each quarter to ensure proficiency in normal and emergency procedures. These flights shall not be conducted with passengers onboard, however, embarkation of aircrewmen is encouraged to enhance see-and-avoid capability and to increase opportunities for aircrew training. Pilots who are delinquent in quarterly STAN Check flights shall not fly line missions.

(2) If a pilot has not flown for 30 days, that pilot shall complete a STAN Check before flying any line missions. Transport Plane Commanders shall not be scheduled as Pilot in Command (PIC) following 21 consecutive days out of the cockpit.

(3) Pilots checking aboard with current TPC or Transport Second Pilot designations will require, at a minimum, a local area familiarization flight and a STAN Check prior to local designation.

(4) Flight time, approaches, landings and STAN Checks accrued at Flight Safety International may be counted towards currency minimums.

(5) No pilot shall perform landings at night with passengers embarked unless that pilot has performed three landings at night within the last 90 days.

(6) Every pilot should be scheduled for a night dedicated field work (DFW) flight and right seat DFW flight each quarter.

(7) Due to challenging terrain, lack of infrastructure and dynamic environmental conditions, certain airfields in the Balkans are considered high-risk. Aircrews should maintain familiarity with these airfields by performing approaches and landings to at least one of these airfields monthly and shall maintain familiarity with the latest version of the Balkans Joint Operating Area Regulations located at **http://www.caoc5.nato.int**.

(8) To facilitate attainment of all required minimums, pilots with the least flight time for the quarter will have priority on the flight schedule. Schedules should strive to balance both total flight time and aircraft commander time each quarter.

2. Ground Procedures

a. Weight and Balance. Per reference (c), "repetitive use" Form Fs, to include standard passenger and fuel loads for each aircraft, are on file. The Transport Aircrewman (TAC) shall compute configurations not covered by a repetitive use Form F prior to each flight. The TPC is ultimately responsible for ensuring that the aircraft is within limits for the entire flight. The TAC will inform the TPC of aircraft gross weight and center of gravity prior to each takeoff.

b. Fuel Requirement. Fuel planning shall be per reference (a). Minimum fuel upon landing shall be no less than 150 pounds in each wing (300 pounds total).

c. Performance Planning. Single Engine Service Ceilings and Driftdown data shall be computed prior to any flight in

which the aircraft is expected to fly in areas with Off-Route Terrain Clearance Altitudes of 10,000 feet mean sea level or higher.

d. Cargo Loading. Cargo loading shall be performed so as to allow ready access to the over-wing exits for emergency egress. When passengers are embarked, cargo shall be loaded so as to maintain a clear aisle to any over-wing exit. Luggage and cargo should be loaded inside the aircraft through the cargo door and secured with tie-downs or lap belts.

e. Passenger Loading. When practicable, passengers should embark and disembark with both engines shutdown. The cabin door shall not be opened until the left propeller has come to a complete stop. If the right engine is operating during this evolution, the passengers shall be briefed and the TAC shall escort the passengers to/from the aircraft

f. VIP Transport. Aircrew should contact the VIP the day prior to confirm arrival times and coordinate Space-A availability. Pilots should complete the Before Start checklists prior to VIPs boarding the aircraft. The TAC should greet VIPs and inform them or the aide of the estimated flight time to destination. The TAC should load the VIP's luggage. The VIP should embark last and disembark first. Aircrew should plan on departing/arriving within +/-5 minutes of the lift message unless there has been prior coordination with the VIP. The passengers should be given an updated arrival time at the completion of the Cruise Checklist. The left engine should be shut down during taxi with a VIP on board to expedite off-loading.

g. Shutdown. On engine shutdown, the aircraft shall be chocked only after the propellers have completely stopped.

h. Towing and Taxi. The aircraft shall not be moved unless all doors are in the closed and locked position.

i. Remain Overnight (RON) Procedures. Chocks, plugs and covers shall be used, and the aircraft shall be locked on all RONs. A complete preflight inspection shall be performed and the full Before Taxi checklist completed. The flight crew will inform CTF-63, the Operations Officer and local base operations of their intended billeting location and phone number.

Additional procedures for Category B airfields are directed in enclosure (2).

3. Flight Procedures

a. Requirement for Transport Aircrewmen on Cargo Missions. IAW reference (b), the authority to waive the requirement for a TAC on cargo missions is delegated to the TPC. This authority exists on a case-by-case basis and shall be exercised only when the TPC has determined that the mission can be conducted safely and that no extended over-water legs exist. All C-26 passenger flights shall have an aircrewman on board.

b. Takeoff Brief. Refer to reference (d). On second and subsequent legs of a mission with no crew change, the Pilot Flying (PF) may substitute the phrase "as previously briefed" in lieu of specific abort criteria and instructions.

c. Abort Criteria. Refer to reference (d). Any crewmember may call abort.

d. Required Takeoff Calls. The Pilot Flying (PF) and the Pilot Not Flying (PNF) shall make the following calls during the takeoff roll:

(1) PNF will call "TAKE OFF POWER SET."

(2) Passing 40 knots PNF will call "AIRSPEED ALIVE."

(3) Passing 80 knots, PNF will call "80 KNOTS- GOOD ENGINES." The PF will reply "CROSSCHECK" if their airspeed gauges crosscheck, and "OFF THE BUTTON".

(4) Prior to V1 any crewmember will call "ABORT, ABORT, ABORT" upon noticing any malfunction which makes the aircraft unsafe for flight.

(5) PNF will call "V1, ROTATE" at $V1/V_r$.

(6) PF will call "POSITIVE RATE-GEAR UP" after takeoff when a positive rate of climb is indicated.

(7) PNF will call "POSITIVE RATE-GEAR SELECTED" upon selecting the Gear handle up with three red gear lights.

(8) PNF will call "GEAR UP AND LOCKED" after landing gear indicates up.

NOTE: Throughout the takeoff, the PNF will assist the PF by monitoring the engine instruments and advising the PF of any abnormal condition. The PNF will also ensure that no limitations are exceeded and will assist in the setting and maintaining power during takeoff.

e. Departure Procedures. Takeoff power should not be reduced, flaps shall not be raised and continuous alcohol water injection turned off until 500 feet above ground level (AGL). Other routine cockpit activity should be held to a minimum until passing 1,000 feet AGL.

f. Minimum Altitudes. Flight crews shall perform all high work maneuvers (e.g. stalls, steep turns, ditch drills) at an altitude that will allow recovery at or above 5000 feet AGL. Intentional engine shutdowns shall be performed only under conditions that permit return to an airfield in daylight visual meteorological conditions.

g. In-flight Drills. Aircrew are encouraged to conduct procedures/systems discussions and emergency drills as safety and cockpit workloads permit. Securing of engines (including simulated feather), aircraft generators, inverters or electrical buses for training shall be conducted only under the following conditions:

(1) TPC is a designated IP.

(2) No passengers are embarked.

(3) Simulated single engine training in the landing pattern shall be accomplished during day Visual Metrological Condition and with a dry runway.

(4) Simulated engine failures for an aborted takeoff shall be initiated at or below 45 knots.

(5) Simulated engine failure after takeoff (V_1 Cuts) shall not be introduced prior to 100 feet AGL.

h. Configuration Changes. Pilots shall confer with each other before changing aircraft configuration, turning off equipment normally used, using anti-ice/deice equipment or initiating any action outside normal procedures.

i. Base OPS/Command Post. Flight crews shall notify all military destinations at least 20 minutes prior to arrival, of estimated time of arrival, passenger and cargo load, VIP codes onboard, fuel requested, and customs requirements as appropriate.

j. Approach Procedures. When executing a visual approach, landing gear shall be down and locked prior to descending below 1,000 feet AGL or when abeam the downwind numbers in the pattern. When executing an approach in instrument meteorological conditions, the aircraft shall be in the landing configuration and stabilized no later than reaching the final approach fix. Consult reference (b) for additional stabilized approach requirements.

k. Emergency Landing Brief. Before performing a practice or actual emergency landing, the pilot shall brief all aspects of the landing including landing distances, procedures, crew coordination procedures, and wave-off criteria.

l. Landing and Line-up Checklists. The landing checklist shall be completed from beginning to end without pause after the gear has been selected down. If the parking brake is applied on the runway after a "Line up and wait" directive, the Line-up Checklist shall be reviewed upon takeoff clearance.

m. Safety Checks. The TPC shall ensure no later than 200 feet AGL that the PNF confirms landing clearance received, landing gear down, flaps set, autopilot/yaw damper off and advises the PF "Landing checklist reviewed complete, cleared to land."

n. Landing Procedures. The PF shall keep one hand on the yoke and one hand on the throttles to the maximum extent possible during the landing phase of flight.

o. Minimum Field Length. Unless specifically authorized by the Commanding Officer, operations shall not be conducted on runways less than 5000 feet long for full stops and 6,000 feet

long for touch-and-gos. All aircraft performance requirements as outlined in reference (e) shall be addressed regardless of field length.

p. Touch-and-Go Procedures. Touch-and-gos are not authorized with passengers embarked. The following procedures apply to any touch-and-go, regardless of which pilot (right or left seat) is performing the landing. Take-Off and Landing-Data and Touch-and-Go procedures shall be briefed prior to the initial touch-and-go. At touchdown:

(1) PF should close out power levers to Flight Idle.

(2) PNF sets flaps to ¼.

(3) PNF sets trim for takeoff.

(4) PNF calls "SET TAKE-OFF POWER".

(5) PF advances power to greater than 80% Torque.

(6) PNF at or above V1 calls "ROTATE".

(7) PF flies out at or above V1.

q. Functional Checkflight (FCF) Procedures. Refer to reference (b) for procedures and requirements. FCF training is outlined in reference (d).

C-26 FORCE PROTECTION CHECKLIST FOR CAT B AIRFIELDS

PREFLIGHT

- ❑ Review current Threat Advisories
  - Air Mobility Operations Control Center:
    https://amocc.ramstein.af.mil/index.cfm
  - Department of State: http://travel.state.gov/
  - Foreign Clearance On-line guide:
    http://www.fcg.pentagon.mil/fcg/fcg.htm
  - Joint Risk Assessment Management Program (JRAMP):
    http://jramp.eucom.smil.mil
  - Naval Criminal Investigative Service: 626-6002
- ❑ Call local U.S. Defense Attache Office (USDAO)/Embassy for up to date information
- ❑ Check support equipment availability
- ❑ Check ample supply of tamper seals in A/C
- ❑ Check keys for A/C doors

UPON ARRIVAL

- ❑ Brief passengers on safety/security issues:
  - Restricted/Off-limits Areas
  - Mine Threat
  - Emergency contact Information
  - Flight Information
- ❑ Make appropriate phone calls:
  - Commanding Officer (CO)
  - Navy European Plans and Operations (NEPO)
  - Operations Duty Officer (ODO)
  - Lear Siegler Service Inc. (LSI)
  - USDAO/Embassy
- ❑ Generate recall roster if unscheduled stopover; Attempt to keep passengers with crew
- ❑ Place tamper seals on:
  - Oil Access doors
  - Fuel Caps
  - Nacelle
  - Cabin Door
  - Cargo Door

Prior to Departure

- ❑ Ensure tamper seals are intact
- ❑ Make appropriate phone calls:
  - CO
  - NEPO
  - ODO
  - LSI
  - USDAO/Embassy

EMBASSY/USDAO PHONE NUMBERS
(DUTY & OFF DUTY HOURS PHONE)

ALBANIA

US EMBASSY:	335-42-47286/87/89		
USDAO EXT:	1520 OR 1760	NON DUTY HOURS:	335-42-47290

BOSNIA

US EMBASSY:	387-33-445-700		
USDAO EXT:	2142 OR 2305	NON DUTY HOURS:	387-33-659-969

BULGARIA

US EMBASSY:	359-2-937-5100			
USDAO	359-2-937-5460	OPSCO		
	359-2-937-5452	OPSNCO NON DUTY HOURS:	359-88-250-550	NCO CELL
			359-88-252-668	CO CELL
			359-2-943-4268	NCO HOME
			359-2-967-2055	CO HOME

CROATIA

US EMBASSY:	385-1-661-2290	NON DUTY HOURS:	385-1-661-2400

CYPRUS

US EMBASSY:	357-22-776-400		
USDAO:	357-22-776-400	NON DUTY HOURS:	357-22-776-934

DENMARK

	45-35-55-31-44		
USDAO:	EXT 394	NON DUTY HOURS:	45-35-55-92-70

FINLAND

US EMBASSY:	358-9-171-931	NON DUTY HOURS:	358-9-605-414

FRANCE

US EMBASSY:	33-1-4312-2222	NON DUTY HOURS:	33-1-4312-2222

GERMANY

US EMBASSY:	49-30-238-5174/8305	NON DUTY HOURS:	49-30-238-5174

GILBRALTAR

US EMBASSY:	350-5332/55720	NON DUTY HOURS:	350-53499/5229

GREECE

US EMBASSY:	30-210-721-2951	NON DUTY HOURS:	30-210-729-4301/3652 EXT: 2483

ISRAEL

US EMBASSY:	972-3-519-7575 EXT:7332/7331	NON DUTY HOURS:	972-3-519-7551

ITALY

US EMBASSY:	30-06-46741	NON DUTY HOURS:	39-06-4674 EXT: 2112

KOSOVO (PRISTINA)

US EMBASSY:	381-38-549-516	NON DUTY HOURS:	N/A

MACEDONIA

US EMBASSY:	389-2-116-180	NON DUTY HOURS:	389-70-267-419

MALTA

US EMBASSY:	356-235-960	NON DUTY HOURS:	212-3-776-2265 EXT: 2001/2002

NETHERLANDS

US EMBASSY:	31-70-310-9209/9255/9256	NON DUTY HOURS:	31-70-310-9407

NORWAY

US EMBASSY:	47-22-44-85-50/21-30-87-96	NON DUTY HOURS:	N/A

PORTUGAL

US EMBASSY:	351-21-727-3300	NON DUTY HOURS:	351-21-770-2222

SLOVENIA

US EMBASSY:	386-1-200-5500/5582	NON DUTY HOURS:	386-1-200-5565

SPAIN

US EMBASSY:	34-91-587-2200/2270	NON DUTY HOURS:	34-91-587-2355

SWEDEN

US EMBASSY:	46-8-783-5300/5343	NON DUTY HOURS:	46-8-783-5300

SYRIA

US EMBASSY:	963-11-333-2315/2814/3052	NON DUTY HOURS:	963-11-333-3232

TURKEY

US EMBASSY:	90-312-455-5555 EXT: 2300/01/02/03/07	NON DUTY HOURS:	90-312-455-5555 EXT: 2300/01/02/03/07

YUGOSLAVIA

US EMBASSY:	381-11-361-9394	NON DUTY HOURS:	381-63-368-138