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

Subj: C-26D STANDARD OPERATING PROCEDURES

Ref: (a) CNAF M-3710.7  
     (b) NAVAIR A1-C26DA-NFM-000  
     (c) NAVSUPPACT NAPLES INST 3710.3  
     (d) NAVSUP PUB 505  
     (e) SA227-DC AFM  
     (f) NAVAIR 01-1B-40  
     (g) C-26 MANEUVER DESCRIPTION GUIDE  
     (h) DOD INSTRUCTION 4515.13

Encl: (1) C-26D Standard Operating Procedures  
      (2) C-26D Force Protection for CAT B Airfields Checklist  
      (3) C-26D Flight and ORM Briefing Card

1. **Purpose.** Enclosures (1) through (3) are promulgated to enhance safety through standardized procedures specific to U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, C-26D operations. Standard Operating Procedures (SOP) are not a substitute for sound judgment, nor are they intended to restrict a Transport Plane Commander’s (TPC) prerogative to deviate as necessary to safely negotiate unforeseen contingencies. However, SOPs should normally be adhered to and deviations from SOPs 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 aircrew are expected to exercise sound judgment in its pursuit.

2. **Cancellation.** NAVSUPPACTNAPLESINST 3710.4E

3. **Action.** All NAVSUPPACT Naples’ aircrew are responsible for knowledge and compliance with the contents of references (a) through (h) and enclosures (1) through (4). A current copy of this instruction shall be kept in every C-26D Naval Air Training and Operating Procedures Standardization (NATOPS) Manual.

4. **Point of Contact.** C-26D NATOPS Officer, at DSN: 626-6897, COMM: +39-081-568-6897.

5. **Records Management.** Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1.
6. **Review and Effective Date.** Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted.

   T. A. ABRAHAMSON

Releasability and distribution:
NAVSUPPACTNAPLESINST 5216.4CC
Lists: I through IV
Electronic via NAVSUPPACT Naples website:
https://www.cnic.navy.mil/regions/enreursfa/installation/nsa_naples/about/departments/administration/n1/administrative_services/instructions.html
C-26D STANDARD OPERATING PROCEDURES

1. General Operating Procedures

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

b. Aircrew Watchbill. The Schedules Officer shall submit a monthly watchbill to the Operations Officer (OPS O) for approval. The watchbill will be comprised of a primary and, if necessary, secondary crew for each weekend. The TPC of each duty crew is responsible for coordinating mission events with Command Task Force-63 (CTF-63) and contract maintenance. The official copy of the watchbill will be maintained by the Schedules Officer. The OPSO, or in his absence, the Schedules Officer, shall authorize changes to the watchbill.

c. Crew Resource Management. Crew Resource Management (CRM) is the bedrock of safe aviation and shall be used during all phases of flight, from preflight planning to post shutdown periods.

d. 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 CO’s, Executive Officer’s (XO), or OPSO’s approval. The TPC shall ensure that all changes not covered by an official schedule change are recorded on the Aircraft Inspection and Acceptance Record ("A" sheet).

e. Crew Day/Crew Rest. Crew day exceeding 14 hours requires the CO’s approval. Due to tasking changes and unforeseen circumstances, crews should 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 non-duty crew rest time before commencing official duties.

f. Circadian Rhythm Disruption (Jet Lag). Aircrew and schedulers should expect crossing multiple time zones to negatively impact personal performance and function. As stated in reference (a), acclimation can be expected to take 24 hours for every time zone crossed in excess of three (e.g. traveling from San Antonio, TX UTC -5 to Naples, Italy, UTC +2 would likely require 96 hours for an individual to acclimate). At a minimum, aircrew should not be scheduled for flight duty for at least one half of their calculated acclimation time, starting once the member has arrived in the local time zone.

g. Ground and Flight Training. All ground and flight training shall be conducted in accordance with references (a), (b) and (c). The Instructor Pilot (IP) of each syllabus event shall complete a flight training record. All pilots shall complete DUSA training prior to being scheduled for a flight, and shall complete their T2P syllabus within 6 months of checking on board.

Enclosure (1)
h. Flight Advisories. CTF-63 normally issues flight advisories 24 to 72 hours in advance. TPCs shall review tasking messages in a timely manner to ensure that the aircraft is capable of handling the assigned load, enroute times are reasonable, fuel and gross weight limits are not exceeded, and required diplomatic clearances and Prior Permission Required (PPR) numbers are provided.

i. Arms and Ammunition. Loaded weapons shall not be carried onboard NAVSUPPACT Naples aircraft without permission from the TPC. Hazardous cargo shall be handled per reference (d).

j. Passenger and Cargo Handling Priority. TPCs shall be familiar with reference (e). The determination of eligibility and priority of passengers and cargo shall be handled by the Air Terminal Operations Center (ATOC). Seats shall not be reserved or guaranteed to any space-available traveler. All flights shall be published by the ATOC in accordance with their policies in an effort to maximize travel by the local community.

k. Space A Travel by Aircrew's Dependents. Dependents desiring space available travel on NAVSUPPACT Naples aircraft with a family member acting as crew shall be considered traveling unaccompanied (without sponsor). Such dependents are entitled to travel in accordance with reference (e) and shall provide their appropriate documentation authorizing unaccompanied travel to the appropriate Air Terminal Passenger Agent to be processed with no regard to preferential treatment. The crewmember shall notify the CO through the OPSO of any such travel by their dependents.

l. Civilian Attire. Aircrew may wear their uniform or appropriate civilian attire on all flights. TPCs are responsible for ensuring crew compliance with section 8.2.1 of reference (a), EUCOM Theater uniform requirements, and country-specific uniform requirements as stated in the DOD Foreign Clearance Guide. If civilian attire is worn, it should be annotated on the flight schedule.

m. Pilot Currency Requirements. In addition to requirements delineated in references (a), (b), and (d), the following apply:

1. The minimum currency for all pilots is one take-off, one landing, and one instrument approach within a rolling 30-day period. Any pilot who does not meet these currency requirements shall not act as TPC on any flight, or act as T2P on any flight with passengers, unless waived by the CO. To regain currency, pilots shall meet the above requirements on either a dedicated currency flight or a mission flight without passengers (e.g. prepositioning, cargo etc.).

2. Should any pilot go more than 30 days without acting as a pilot in the C-26D aircraft or approved simulator, they shall complete the following prior to acting as a crewmember again:
<table>
<thead>
<tr>
<th>Days since last flight</th>
<th>Complete Prior to Flight:</th>
</tr>
</thead>
<tbody>
<tr>
<td>31-60</td>
<td>NATOPS EP/Limits Quiz</td>
</tr>
<tr>
<td>61-90</td>
<td>Closed Book NATOPS Exam</td>
</tr>
<tr>
<td>&gt;90</td>
<td>Open and Closed Book NATOPS Exam</td>
</tr>
</tbody>
</table>

(3) The minimum night currency for all pilots is three night landings within a rolling 90-day period. Any pilot who does not meet these currency requirements shall not act as TPC on any night flight or perform landings at night with passengers embarked. To regain night currency, pilots shall meet the above requirements on a dedicated night currency flight with a night current TPC. TPCs and T2Ps assigned to mission flights should both be night current.

(4) Each pilot should receive one refresher flight with an IP (which should include a simulated single-engine landing) within a rolling 90-day period to ensure proficiency in normal and emergency procedures. These flights shall not be conducted with passengers on board, but embarkation of a Transport Aircrewman (TA) is encouraged to enhance see-and-avoid capability and to increase opportunities for aircrew training.

(5) Every pilot should be scheduled for a night dedicated field work (DFW) flight and right seat DFW flight during a rolling 90-day period.

2. Ground Procedures

   a. Weight and Balance. Per reference (f), “repetitive use” Form Fs, to include standard passenger and fuel loads for each aircraft, are on file. The TA shall compute configurations not covered by a repetitive use Form F prior to each flight and, after the TPC has signed the form, electronically forward a copy to the Weight and Balance Officer. Should electronic transmission be unavailable, the TA shall leave a copy of the Form F at the destination airfield prior to departure. The TPC is ultimately responsible for ensuring that the aircraft is within limits for the entire flight. The TA 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). For preflight planning, fuel upon landing should be no less than 300 pounds in each wing (600 pounds total).

   c. Electronic Flight Bag Usage. Electronic Flight Bags (EFBs) are authorized for preflight planning and all phases of flight. TPCs shall ensure that EFBs have adequate charge, up-to-date data, and the appropriate downloads for the intended route of flight. EFBs shall not be connected to a DOD computer/network or directly to the aircraft. All pilots shall have copies of the C-26 NATOPS, Normal Checklist, Emergency Procedures Checklist, AFM, SOP, and C-26 Performance Tab Data on their iPad. Current DOD Flight Information Publications, NATOPS manuals, Airplane Flight Manuals, and any publication required by local policy shall continue to be physically carried on board the aircraft and available for immediate reference in accordance with reference (a).
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. Engine starts shall not be commenced with any individual in the vicinity of either prop arc. 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 TA shall escort the passengers to/from the aircraft.

f. **VIP Transport.** Aircrew should contact the VIP Aide-de-Camp prior to the scheduled day of departure for coordination and confirmation of all mission details. Pilots should complete the Before Start checklists prior to VIPs boarding the aircraft. The TPC should greet VIPs and inform them or the aide of the ETE. The TA should load the VIP’s luggage. The VIP should embark last and disembark first. Pilots should plan on departing/arriving within +/-5 minutes of the lift message unless there has been prior coordination with the VIP.

g. **Engine Start.** To prolong battery life, appropriate ground power units (GPU) should be used to the maximum extent possible.

h. **Shutdown.** The left engine shall not be shut down during taxi. On engine shutdown, the pilot shall signal the lineman to chock the plane only after the propellers have completely stopped.

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

j. **Remain Overnight (RON) Procedures.** Chocks, plugs, and covers should be used, and the aircraft shall be locked on all RONs. A thorough preflight inspection and the complete checklists shall be completed prior to the first flight each day. Additional procedures for Category B airfields are directed in enclosure (2).

k. **Preflight Briefs.** Prior to the initial flight each day, the crew shall conduct a full pre-flight briefing in accordance with enclosure (3). On subsequent legs of same-day missions, the crew may conduct an abbreviated verbal version of the pre-flight brief, which should include a discussion of ORM, weather, and any other changes from the original brief.

(1) The briefing function in Foreflight satisfies the requirements for a commercial Flight Route Weather Briefing in accordance with reference (a).
3. Flight Procedures

a. Requirement for Transport Aircrewmen on Transport Missions. In accordance with reference (b), the authority to waive the requirement for a TA 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 flights with passengers embarked shall have a TA on board.

b. Aborted Takeoffs. Should the initiation of an abort due to an aircraft malfunction occur above 80 KIAS, the TPC shall attempt to contact the OPSO to discuss the situation prior to attempting another takeoff. Should the OPSO be unavailable, the TPC shall attempt to contact the Assistant OPSO or any TPC.

c. Approach Configuration. The TPC should ensure that the aircraft is fully configured for landing no later than 1000AGL for an approach in Instrument Meteorological Conditions, or by 500AGL for an approach in Visual Meteorological Conditions.

d. Radio Monitoring. A VHF or UHF guard frequency shall be monitored by at least one pilot throughout the flight, except for when doing so proves an undue burden to the pilot.

e. Departure Procedures. Activity not critical to safety of flight 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 only during day VMC.

(4) Practice aborted takeoffs shall be initiated prior to 80 KIAS.

(5) Simulated engine failure shall be initiated in accordance with reference (b).
h. **Configuration Changes.** Pilots shall confer with each other before changing aircraft configuration, turning on/off equipment normally used, using anti-ice/deice equipment or initiating any action outside normal procedures.

i. **Base OPS/Command Post.** Flight crews shall attempt to notify all military destinations at least 10 minutes prior to arrival and provide ETA, passenger and cargo load, VIP codes onboard, fuel requested, and customs requirements as appropriate.

j. **Crosswind Landing Limit.** Landing with a crosswind component greater than 20 knots should be avoided to the maximum extent possible. Crosswind component, gusting winds, runway length and runway condition should also be considered when determining landing flap configuration.

k. **FMS/FGP Inputs.** Any inputs to the Flight Management System (FMS) while taxiing should be made by the pilot not taxiing in order to minimize any ‘heads down’ time in the cockpit. During flight, while the autopilot is disengaged, all inputs to the FMS or Flight Guidance Panel (FGP) should be made by the Pilot Not Flying (PNF). Once the autopilot is engaged, all inputs should be made by the Pilot Flying (PF).

l. **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 pilot PF “Landing checklist reviewed complete, cleared to land.”

m. **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 or 6000 feet long for touch-and-gos. All aircraft performance requirements required by reference (e) shall be addressed regardless of field length.

n. **Touch-and-Go Procedures.** Touch-and-gos are not authorized with passengers embarked. Takeoff and landing data (TOLD) and touch-and-go procedures shall be briefed prior to the initial touch-and-go.
A. SAFETY/ADMIN
1. Complete ORM Worksheet (on back)
2. R&I Board
3. Sign A-Sheet/W&B
4. Outstanding MAFS
5. Current pubs (iPads)
6. NAPO/TAD: Flight Packet (A/C Phone, Key, Aircard), TAD Orders, overnight bags, room reservations, tail stand (heavy cargo at TPC discretion), Passports, Military IDs, GOVCC.

B. PREFLIGHT
1. All pilots/aircrew current?
2. Mission Plan
   a. Callsign (L/R seat)
   b. Departure/Climbout
   c. Flight Plan Route
      - Acknowledgement Message
      - BOC Approval
      - DIP Clearances
      - PPRs/APACS
   d. Fuel/Performance Planning
   e. GCA/Instrument Approaches
   f. Recovery/RON Plans
3. Weather
   a. Local
   b. Enroute and Destination Forecast
   c. Alternate(s). Minimums met?
   d. Icing Considerations
      a. Microburst/Windshear
      b. Indications/Recovery
4. NOTAMS
5. Pax/Load Plan (if applicable)

C. AIRCREW COORDINATION
1. Transfer of Controls
2. Radio Procedures
3. Crewman Participation
4. VIP Handling
5. Training Plan (if applicable)

D. NATOPS
1. Emergencies/System Failures
2. Take off brief/Abort Criteria Procedures
3. Waveoff Procedures
4. Min/Emergency Fuel
5. Simulated Emergencies
6. Stall/Spin Recovery (if applies)
7. Ditch Procedures (if applies)

E. CRM Fundamentals (Pick one)
1. Decision Making
2. Assertiveness
3. Mission Analysis
4. Communication
5. Leadership
6. Adaptability/Flexibility
7. Situational Awareness

F. Questions?

C-26D FLIGHT BRIEFING CARD

DISCUSS: ILLNESS, MEDICATION, STRESS, ALCOHOL, FATIGUE, EATING, SLEEP
SELECT THE HIGHEST RISK CREW MEMBER FOR EACH CATEGORY

<table>
<thead>
<tr>
<th></th>
<th>LOW (1PT)</th>
<th>MEDIUM (3PTS)</th>
<th>HIGH (5PTS)</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREW REST (HOURS)</td>
<td>&gt;12</td>
<td>10-12</td>
<td>&lt;10</td>
<td></td>
</tr>
<tr>
<td>CREW DAY (HOURS)</td>
<td>&lt;10</td>
<td>10-14</td>
<td>&gt;14</td>
<td></td>
</tr>
<tr>
<td>LEGS TO BE FLOWN</td>
<td>1-2</td>
<td>3</td>
<td>&gt;3</td>
<td></td>
</tr>
<tr>
<td>LAST FLIGHT (DAYS)</td>
<td>&lt;15</td>
<td>15-30</td>
<td>&gt;30</td>
<td></td>
</tr>
<tr>
<td>CREW CURRENCY</td>
<td>ALL CURRENT</td>
<td>1 NOT CURRENT</td>
<td>2 NOT CURRENT</td>
<td></td>
</tr>
<tr>
<td>CONSECUTIVE DAYS FLOWN</td>
<td>&lt;6</td>
<td>6-9</td>
<td>&gt;9</td>
<td></td>
</tr>
<tr>
<td>CONSECUTIVE DAYS WORKED</td>
<td>&lt;6</td>
<td>6-12</td>
<td>&gt;12</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL

IF POINT TOTAL >15, OPSO APPROVAL IS REQUIRED PRIOR TO FLIGHT.
IF POINT TOTAL >20, CO APPROVAL IS REQUIRED PRIOR TO FLIGHT.

WHAT ARE THE HIGHEST RISKS TODAY?

WHAT CONTROLS CAN BE PUT IN PLACE?

5 STEPS
Identify the hazards
Assess the hazards
Make risk decisions
Implement controls
Supervise

4 PRINCIPLES
Accept risks only when benefits outweigh the costs.
Accept no unnecessary risks.
Anticipate and manage risks by planning.
Make risk decisions at the appropriate level.

DATE: TPC SIGNATURE:

Enclosure (3)