DEPARTMENT OF THE NAVY
U.S. NAVAL AIR STATION SIGONELLA ITALY PSC 812 BOX 1000 FPO AE 09627-0001
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY PSC 817 BOX 1 FPO AE 09622-0001

NASSIGINST 3710.12P
NAVSUPPACTNAPLESINST 3710.4H
N00/N32
3 Jun 25

NASSIG INSTRUCTION 3710.12P
NAVSUPPACT NAPLES INSTRUCTION 3710.4H

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

Subj: STATION C-26 AIRCRAFT STANDARD OPERATING PROCEDURES

Ref: (a) NAVSUP PUB 505
(b) NAVAIR 01-1B-50
(c) SA227-DC AFM
(d) NASSIGINST 3710.4J
(e) CNAF M-3710.7
(f) NAVAIR A1-C26DA-NFM-000
(g) C-26 Performance Tab Data 2016
(h) NASSIGINST 1542.7A
(i) NAVSUPPACT 3710.3F
(j) Annual Training Plan

Encl: (1) C-26 Standard Operating Procedures
(2) C-26D Flight Briefing Card and ORM Worksheet
(3) C-26 Force Protection Checklist
(4) U.S. Embassy Phone Numbers
(5) Distinguished Visitors Flight Business Rules

1. Purpose. Enclosures (1) through (3) are published to enhance safety through standardized procedures specific to U.S. Naval Air Station Sigonella, Italy (NASSIG) and Naval Support Activity (NAVSUPPACT) Naples C-26 operations. Standard Operating Procedures (SOP) are not substitutes for sound judgment, nor are they intended to restrict the Pilot in Command's prerogative to deviate as necessary to safely accommodate unavoidable contingencies. Pilots 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 must be paramount and aircrews are expected to exercise sound judgment in its pursuit.

2. Cancellation. NASSIGINST 3710.12N and NAVSUPPACTNAPLESINST 3710.4G.

3. Action. All C-26 aircrew are responsible for knowledge of and compliance with the contents of references (a) through (j) and enclosures (1) through (5).

4. Records Management. Records created as a result of this notice, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

5. Review and Effective Date. Per OPNAVINST 5215.17A, NASSIG (N3) and NAVSUPACT Naples (N3) 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. Additionally, this SOP may be kept current by submitting Change Recommendations to be reviewed by the Commanding Officer. If approved, these changes will be implemented into the instruction and recorded in the Record of Changes section. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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Commanding Officer
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Releasability and distribution:
This instruction is cleared for public release and is available electronically only via:

NASSIG Instruction website:
https://g2.cnic.navy.mil/tscnreurafswa/NASSIGONELLAIT

NAVSUPPACT Naples website:
https://cnreurafcent.cnic.navy.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/

RECORD OF CHANGES

Date of Change	Remarks/Purpose and Affected Section

C-26 STANDARD OPERATING PROCEDURES

1. General Operating Procedures

a. Authority. Only those aviators authorized by the commanding officer (CO) can pilot each station's aircraft. All pilots authorized to pilot C-26 aircraft must complete SA-227 training at Flight Safety International (FSI) and attend refresher training per A1-C26DA-NFM-000.

b. Aircrew Watchbill. The schedules officer will submit a monthly weekend watchbill for approval to the Base Operations Officer (OPSO) in the case of NAS Sigonella, and the Installation Executive Officer (IXO) in the case of NSA Naples. The watchbill will be comprised of a primary and, if necessary, secondary crew for each weekend. The official copy of the watchbill will be maintained in the Flight Support Office. The OPSO/IXO or, in their absence, the Assistant or Air Operations Officer (AOPS), will 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 in accordance with reference (h). Aircrews are responsible for ensuring their CRM currency. The NASSIG CRM Program Manager shall collect C-26D community CRM trends on a quarterly basis via the CRM Unit Level Managers (ULM) and shall be disseminated to the C-26D fleet by the NASSIG CRM PM.

d. Crew Manifest. The daily flight schedule should constitute the crew manifest for every flight. Personnel changes made after the schedule has been published are only authorized with the OPSO/IXO's approval and the Transport Plane Commander (TPC) will ensure that all changes are recorded on the flight schedule.

e. Crew Day/Rest. Crew Rest shall be followed per reference (e). Crew day begins when reporting to work for flying or non-flying duties. Crew day in excess of 14 hours or crew rest less than 12 hours requires OPSO/IXO approval.

f. Arms and Ammunition. Loaded weapons shall not be carried on board the C-26 without permission from the TPC. Hazardous cargo shall be handled per reference (a).

g. Maintenance Problems. C-26 flight crews shall not attempt to repair aircraft or request repair by other than contract maintenance certified mechanics without home field C-26 contract maintenance approval.

h. Ground and Flight Training. All ground and flight training shall be conducted per local guidance contained in references (d), (f) and (j).

(1) Simulated Emergencies. An Instructor Pilot (IP) is required for Simulated Single-Engine (SSE), No-Flap and stall training. SSE training must be conducted in Visual

Meteorological Condition (VMC) at speeds above Velocity Safe Single-Engine or Takeoff Safety Speed (V2), whichever is greater.

(2) Course Rules. All pilots shall receive an appropriate course rules briefing for the local area prior to their initial designation. An annual course rules refresher is required, or according to local requirements, unless waived by the OPSO/IXO not to exceed 30 days beyond the 12 month period.

(3) Minimum Field Length. Unless specifically authorized by the Base OPSO/IXO, full stop landings should not be conducted on dry runways less than 5,000 feet long. The minimum dry runway length for routine touch and go landings is 6,000 feet. Any deviation from the above minimum runway lengths shall be approved by the Base OPSO/IXO and include a deliberate Operational Risk Management (ORM) process to mitigate risks.

i. Flight Advisories. The TPC will review tasking messages prior to brief to ensure 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 codes are provided. The following is a priority guide for passenger and cargo handling:

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

(2) Casualty Report requisitions ("W" or "G" transportation control numbers).

(3) Passengers authorized emergency leave.

(4) Letters/registered mail.

(5) Walk-in passengers on orders (space required).

(6) Space-A passengers. Dependents of a crewmember may travel Space-A while the service member is serving as a crewmember on board the flight. When dependents of flight crew fly Space-A, seats must not be blocked out for them by the flight crew. Dependents of flight crew must follow the same procedures as other Space-A passengers.

(7) If there are any conflicts, Commander, Task Force SIX THREE (CTF 63) will prioritize.

j. Currency Requirements

(1) Each pilot shall conduct at least one Emergency Procedure Review (EPR) event every 90 days to ensure proficiency in normal and emergency procedures. A standardization check flight with an instructor pilot, attendance of simulator training at FSI or a Naval Air Training Operation Procedures Standardization (NATOPS) check satisfies the EPR requirement. Delinquent aircrews should not be scheduled for line missions unless granted permission by the OPSO/IXO.

(2) If a pilot or Transport Aircrewman (TA) has not flown in the aircraft or completed a simulator event for 30 days, that pilot shall complete a Dedicated Field Work (DFW) flight with a TPC and the aircrewman must complete a flight with a Transport Aircrew Instructor before flying any line missions. A DFW flight consists of a minimum of three landings.

(3) All pilots should complete three night landings every 90 days. This time period acts as a rolling 90 day period. Pilots who are delinquent in night landings shall not land the plane at night with passengers embarked until the requisite number of night landings are completed. TPCs who are delinquent in night landings shall not sign for the aircraft for a line mission if a night landing with passengers is anticipated. If the mission changes and a night landing is needed with passengers onboard with a TPC who is not night current, CO permission for night current T2P to execute landing is required to proceed.

k. Civilian Attire. Aircrew should wear appropriate civilian attire while conducting flight operations in the European theater and surrounding area that terminate at non-military airfields, or where the risk of being visible on the non-secure side of the airfield is high. Uniform or civilian attire shall be annotated on the flight schedule. The TPC shall utilize the uniform combination best suited for the mission based on Foreign Clearance Guide and security. Civilian attire shall present a clean, professional, non-military appearance where logos are minimal with "business casual" appearance being the goal. Jeans are not authorized. Shirts should have collars and clothing shall be free of faddish designs or symbols that give the outward appearance of being American. Footwear shall be closed toed, suitable for flight and professional in appearance. Safety toe equipped footwear shall be worn by aircrew when handling cargo.

l. Instrument Flight Board. TPCs may be selected to become a member of the Instrument Flight Board (IFB) and will then be designated as Instrument Check Pilots upon CO approval of membership on the IFB. All IFB members are qualified to administer Instrument Ground School and Instrument Check Flights.

2. Pre-Flight Operations

a. Weight and Balance. The TA shall compute a Form F for each leg and should turn in to maintenance prior to release for flight. The TA shall inform the TPC of aircraft gross weight and center of gravity (CG) prior to each take-off and landing, and the TPC shall ensure the aircraft remains within CG limits during all phases of flight. On flights without a TA, the TPC is responsible for completion of a Form F.

b. Brief. A NATOPS brief and ORM worksheet shall be completed prior to each mission per enclosure (2), signed by the TPC, and left in the Operations Department. For flights with multiple legs, implementation of subsequent NATOPS briefs and ORM worksheets are at the discretion of the TPC. Each day of a multiple day mission requires a new NATOPS brief and ORM worksheet. During the Takeoff and Landing Data (TOLD) section of the NATOPS brief, forecasted TOLD calculations shall be briefed to include the following:

(1) Forecasted Takeoff Weight.

(2) Forecasted Runway Required for Takeoff.

(3) Required Landing Distance at Forecasted Takeoff Weight.

(4) Any expected obstacle clearance climb performance requirements.

(5) Single Engine Service Ceilings and Driftdown data (if Off-Route Terrain Clearance Altitudes of 10,000 feet Military Shipment Label or higher is expected).

Note: If a flight event does not depart within 180 minutes of its scheduled take off time, the crew must complete a new ORM brief sheet prior to flight. Changes to crew day, weather, routing, aircraft configuration, maintenance requirements, etc. should be among the topics of focus. Regardless of how much time has passed, if a flight event experiences any substantial/unexpected changes following the original crew brief, the crew should consider re-briefing or uploading the ORM sheet.

c. Publications. Hard copy NATOPS flight manual and pocket checklist publications shall be available on the aircraft. Applicable flight planning publications should be available on the aircraft for the planned mission to the maximum extent practicable. In the absence of hard copy flight planning publications, there must be two fully-charged electronic flight bags available (i.e. iPads with a ForeFlight subscription) that are currently updated with all applicable and required flight planning publications for the planned mission. All iPads must have copies of references (c), (f), (g), enclosure (1), the Normal Procedures Checklist, and Emergency Procedures Checklist.

d. Operational Risk Management. Refer to references (e) and (f). Human factors are often unplanned and can add significant risk to the completion of a mission. If a pilot or aircrewman has a human factor related risk, that crewmember must at a minimum discuss their situation with the TPC and provide an honest evaluation on if their risk is low, medium, or high. Risk from human factors is subjective however, the TPC must use their best judgment considering the nature of the situation and the abilities of the crewmember to decide the overall risk. The TPC should consult the Aviation Safety Officer and chain of command if there are issues that need to be addressed. The following are examples of low, medium, and high risks for guidance but are not steadfast assessments:

(1) Low Risk: Not more than minor personal issues.

(2) Medium Risk: Financial troubles, marriage or other significant relationship issues.

(3) High Risk: Death of immediate family member or close friend.

3. Ground Operations

a. Starting. All tasks should be completed and the aircrew should be ready to start engines with all cargo and passengers loaded no later than 20 minutes prior to scheduled takeoff time. To prolong battery life, if the Ground Power Unit is available at home field, it should be used.

b. Remote Site Operations. When operating at a field where fire guard/taxi-director personnel are unavailable, the TA shall monitor right engine start using available fire extinguishing equipment while utilizing appropriate Personal Protective Equipment (PPE). The TA shall monitor left engine start from inside the cabin.

c. 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 to maintain a clear aisle to any over-wing exit. TPC and TA shall confirm the cargo manifest matches the cargo load prior to departure.

(1) The Transport Aircrewman/Loadmaster is responsible for the safe and orderly conduct of all cargo evolutions and shall oversee all elements of the loading or off-loading for any cargo related evolution. The TA shall brief each separate evolution to all personnel involved (contracted loading personnel, observers, etc.) prior to any cargo evolution and prior to any cargo handling equipment approaching the aircraft. At least one safety observer from the crew shall be designated by the TA as the primary safety observer and will be posted when utilizing cargo-handling equipment. The primary safety observer shall be briefed by the TA on general responsibilities as well as potential aircraft impact points posed by the cargo-handling equipment in use, and will be in a position to both monitor these impact points, and to stop the evolution if necessary.

d. Passenger Loading. When practicable, passengers should embark and disembark with both engines shut down. 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 will escort the passengers to/from the aircraft, and the TA will provide passengers with ear PPE prior to boarding or disembarking the aircraft. Passengers shall not be on board the aircraft during fueling operations. The TPC and TA will confirm that the passenger manifest is correct prior to departure.

e. Taxi and Towing. The aircraft shall not be moved unless all doors are in the closed and locked position. During off-site operations, C-26 maintenance personnel shall be notified prior to towing the aircraft and a risk assessment shall be conducted by the TPC.

f. Remain Overnight Procedures. Chocks, plugs and covers should be used and the aircraft shall be locked on all Remain-Overnight operations. Consideration should be given to not using plugs and covers during windy conditions so as to minimize the loss of plugs and covers. The flight crew should inform local base operations of their contact information. Additional procedures for Category B airfields are directed in enclosure (3).

g. Distinguished Visitor Transport. For guidance on Distinguished Visitor Transport Operations, see enclosure (5).

4. Flight Procedures

a. Takeoff Brief. Refer to references (d) and (i). Single Engine performance considerations shall be briefed. Takeoff and Landing Data (TOLD) brief shall be updated with current conditions if actual weather further restricts performance.

b. Departure Procedures. Takeoff power should not be reduced, flaps should not be raised and CAWI should not be turned off until 500 feet above ground level. Non-essential cockpit activity should be avoided until passing 10,000' MSL or until reaching planned cruising altitude, whichever is lower.

c. Single Engine Training and Functional Checks. Intentional preplanned engine shutdowns shall only be performed by qualified Instructor Pilots (IP), by Functional Check Pilots (FCP) during Functional Check Flights (FCF), by IPs during FCF training, or during required syllabus training events. These shutdowns shall only be conducted during day VMC conditions that permit the return to an airfield in day VMC conditions.

d. Configuration Changes. Refer to reference (f). Utilizing proper CRM, pilots should 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.

e. Stabilized Approach. The TPC shall confirm that the aircraft is stabilized in accordance with reference (f) section 7.5.2.1 by no later than by 500' AGL in VMC or 1,000' AGL in IMC.

f. Touch and Go Landings. To minimize stress on the airframe, max fuel loads for Touch and Go landings should be 3,000 pounds to the max extent practical. Touch and Go landings and additional practice landings shall not be performed with passengers on board. Touch and Go briefs shall be performed per reference (f).

g. Landing Condition Re-check. No later than 500' AGL, the Pilot Not Flying (PNF) shall confirm that landing gear is down, flaps are set, landing clearance has been received and the missed approach altitude is set (if IFR). The PNF should announce "Stabilized, Down three green, flaps set, missed approach altitude set, (if IFR), cleared to land/option/touch and go, reviewed complete." The TPC stall ensure this recheck is completed by the PNF.

h. Checklist Procedures. Aircrews shall utilize the "CHALLENGE-RESPONSE-RESPONSE" method for all emergency procedure checklists. Normal checklist utilization should be executed using the "CHALLENGE-RESPONSE" method.

i. Fuel Requirement. Fuel planning shall follow reference (e). Planned minimum fuel upon final landing shall be no less than either 300 pounds in each wing or 600 pounds total.

j. FMS Usage. Before taxi, the pilot or copilot may make Flight Management System (FMS) entries. The other pilot shall verify the entries. Every effort should be made to perform FMS entries prior to taxi or when the aircraft is stopped. If FMS entries must be made during taxi, the pilot not taxiing shall perform the data entries. The pilot taxiing shall verify the entries before they are executed, when safe to do so. In flight, the PNF should normally make the FMS entries. The PF may also make simple FMS entries when the workload allows. The pilot making the entries executes the change only after the other pilot verifies the entries.

k. Autopilot Flight Director System (AFDS) Procedures. The flight crew shall always monitor:

(1) Aircraft course.

(2) Vertical path.

(3) Speed.

(4) When selecting a value on the Flight Guidance Panel (FGP), verify the respective value changes on the flight instruments, as applicable. The flight crew should verify manually selected or automatic AFDS changes. Use the Flight Mode Annunciator (FMA) to verify mode changes for the:

(a) Autopilot.

(b) Flight director.

(c) During NAV and VNAV operations, verify all changes to the aircraft:

1. Course.

2. Vertical path.

3. Speed.

(5) Announcing changes on the FMA display and receiving concurrence to all altitude changes is a best practice and greatly enhances Crew Resource Management.

C-26D FLIGHT BRIEFING CARD

EVENT #: _____ DATE: _____

GENERAL
- Aircraft
  - Callsign
  - Side number
  - Configuration
  - Fuel/CAWI load
  - W&B (pax, cargo)
  - Parking spot (VIP)
  - Aircraft Degradations
- Crew
  - Assignments
  - Comms procedures & discipline
  - Currency
- Timeline
  - Brief/walk/takeoff
  - ETE
  - Land

MISSION PLAN
- Preflight/startup
- Cargo/CASREP/Pax/DV
- Departure procedures
- Flight plan route
  - Acknowledgement message
  - BOC approval (if applicable)/PVG
  - DIP clearances
  - PPRs
- Training plan (if applicable)
- Arrival procedures
- On deck
  - Handling/parking
  - Cargo/Pax/DV
  - Fuel/services

EXTERNAL FACTORS
- Weather
  - Departure/enroute/destination/alternate
- NOTAMS

EMERGENCIES
- Fuel (Minimum/emergency)
- Emergency procedures
- Simulated emergencies

FLIGHT SUPPORT
- Flight packet
  - Pilot Work Cell Phone
  - Aircraft Key
  - AIRCARD
  - Sentry/Iridium
- Documents

TOLD CARD

Departure Airfield: _____

T/O Weight: _____ **Est. Temp:** _____°C

V_1: _____ kts **Torque:** _____%

V_r: _____ kts **Bleeds:** □ On □ Off

V_2: _____ kts **CAWI:** □ Yes □ No

V_{ysc}: _____ kts **T/O Rwy Req:** _____

V_{ref}: _____ kts **Flaps:** _____

Rwy Distance Req: _____ **(x 1.72 for Flaps Up)**

High Item Approval

1 High = TPC Approval

2-3 High = OPSO Approval

4+ High = CO Approval

C-26D ORM WORKSHEET

ITEM #	ITEM		POINTS		POINTS		POINTS	REMARKS
				HUMAN				
1	Crew Currency (Sortie Recency)	< 7 DAYS	0	7-21 DAYS	3	> 21 DAYS	5*	
2	Pilot Proficiency (Last 30 Days)	4 OR MORE EVENTS	0	2-3 EVENTS	3	< 2 EVENTS	5	
3	TPC Experience (C-26)	> 100 HOURS	0	50 - 100 HOURS	3	< 50 HOURS	5	
4	Show Time (Scheduled Brief)	0700-1600L	0	0400-0659 or 1601-2000L	3	2001-0359 or LANDING AFTER 2330L	5	
5	Crew Day	< 6 HOURS	0	6 - 14 HOURS	3	> 14 HOURS	5*	
6	Crew Rest: Sleep:	≥ 12 HOURS ≥7 HOURS	0	8 - 12 HOURS* /5 - <7 HOURS	3	< 5 HOURS SLEEP	5*	
7	OP Tempo (Days Flown)	< 4 OF PREV 6 DAYS	0	> 4 OF PREV 6 DAYS	3	> 6 OF PREV 9 DAYS	5*	
8	Human Factors	LOW	0	MEDIUM	3	HIGH	5*	
				MISSION				
9	Flight Time	< 6 HOURS	0	6 - 10 HOURS	3	> 10 HOURS	5	
10	Mission Complexity	DFW/DAY MISSION	0	SYLLABUS/NIGHT MISSION/NDFW	3	FCF/NIGHT SYLLABUS	5	
				WEATHER				
11	Departure Conditions	DRY RWY, VMC	0	WET RUNWAY, NIGHT, IMC, X-WINDS > 15 KTS, GUSTING WINDS	3	CONTAMINATED RWY, X-WINDS>20 KTS, THUNDERSTORMS, ICING, CEIL/VIS < 600-2	5	
12	Enroute Conditions	NO HAZARDS	0	LIGHT PRECIPITATION/ ICING/ TURBULENCE	3	CONVECTION/ SIGMET/ MOD ICING/ TURBULENCE	5	
13	Arrival Conditions	DRY RWY, VMC	0	WET RUNWAY, NIGHT, IMC, X-WINDS > 15 KTS, GUSTING WINDS	3	CONTAMINATED RWY, X-WINDS>20 KTS, THUNDERSTORMS, ICING, CEIL/VIS < 600-2	5	
				OTHER				
14	Aircraft Status	FMC	0	MINOR DEGRADATIONS	3	PMC/SIGNIFICANT DEGRADATIONS	5	
15	Other	NONE	0	OTHER:			___	

Item #	MITIGATIONS	Total Value _____
		Points / Risk / Approval
		<15 / LOW / TPC
		15-23 / MOD / OPSO
		>23 / HIGH / CO
		Aircrew Names
		1
		2
		3
		4
		5

*Requires OPSO Approval

LEAVE THIS FORM IN AIR-OPS
(SEND COPY TO HOMEBASE IF RON) TPC Signature: _____

Enclosure (2)

NASSIGINST 3710.12P
NAVSUPPACTNAPLESINST 3710.4H
3 Jun 25

C-26 FORCE PROTECTION CHECKLIST

1. Preflight

   a. Review current Threat Advisories:

      (1) Department of State: http://travel.state.gov.

      (2) Foreign Clearance On-line Guide: http://www.fcg.pentagon.mil.

   b. Call local U.S. Defense Attaché Office (USDAO)/Embassy for up-to- date information.

   c. Check support equipment availability.

   d. Check keys for air conditioning doors.

2. Upon Arrival

   a. Brief passengers on safety/security issues:

      (1) Restricted/Off-limits areas.

      (2) Emergency contact information.

      (3) Flight information.

   b. Make appropriate phone calls:

      (1) Operations Officer.

      (2) CTF-63.

      (3) Contract Maintenance Representative.

      (4) USDAO/Embassy.

   c. Generate recall roster if unscheduled stopover. Attempt to keep passengers with crew.

3. Prior to Departure

   a. Make appropriate phone calls:

      (1) Operations Officer.

      (2) CTF-63.

      (3) Contract Maintenance Representative.

      (4) USDAO/Embassy.

U.S. EMBASSY PHONE NUMBERS

ALBANIA
U.S. EMBASSY: +355-4-2247-285

BOSNIA & HERZEGOVINA
U.S. EMBASSY: +387-33-704-000

BULGARIA
U.S. EMBASSY: +359-2-937-5100

CROATIA
U.S. EMBASSY: +385-1-661-2200

CYPRUS
U.S. EMBASSY: +357-22-393939

DEMARK
U.S. EMBASSY: +45-33-41-71-00

FINLAND
U.S. EMBASSY: +358-9-616-250

FRANCE
U.S. EMBASSY: +33-1-43-12-22-22

GERMANY
U.S. EMBASSY: +49-30-8305-0

GIBRALTAR (No U.S. Embassy or Consulate)
U.S. EMBASSY (London): +44-207499-9000

GEORGIA
U.S. EMBASSY: +995-32-227-70-00

GREECE
U.S. EMBASSY: +30-210-721-2951

ISRAEL
U.S. EMBASSY: +02-630-4000

ITALY
U.S. EMBASSY: +39-06-46741

KOSOVO (PRISTINA)
U.S. EMBASSY: + 383-38-59-59-3000

MACEDONIA
U.S. EMBASSY: +389-2-310-2000

MALTA
U.S. EMBASSY: +356-2561-4000

NETHERLANDS
U.S. EMBASSY: +31-70-310-2209

NORWAY
U.S. EMBASSY: +47-21-30-85-40

POLAND
U.S. EMBASSY: +48-22-504-2000

PORTUGAL
U.S. EMBASSY: +351-21-727-3300

ROMANIA
U.S. EMBASSY: +40-21-200-3300

SLOVENIA
U.S. EMBASSY: +386-1-200-5500

SPAIN
U.S. EMBASSY: +34-91-587-2303

SWEDEN
U.S. EMBASSY: +46-8-783-5300

SWITZERLAND
U.S. EMBASSY: +031-357-70-11

TUNISIA
U.S. EMBASSY: +216-71-107-000

TURKEY
U.S. EMBASSY: +90-312-455-5555

UKRAINE
U.S. EMBASSY: +380-44-521-5000

UNITED KINGDOM
U.S. EMBASSY: +44-207499-9000

DISTINGUISHED VISITOR FLIGHT BUSINESS RULES

For the purposes of this instruction, a "Distinguished Visitor" (DV) is considered any Flag/General Officer or Senior Executive/Foreign Service. O-6/GS-15 equivalents must be provided appropriate courtesy as a DV, but will not require the following business rules if they are the senior traveler.

1. Differences Between Sigonella and Naples Aircraft

a. In general, the airframes are identical. Naples is normally configured for DV mode while Sigonella is normally configured for Cargo. Sigonella can reconfigure to DV mode as required.

b. Number of DV seats per aircraft:

(1) Naples: 4 per aircraft (8 seats on site).

(2) Sigonella: 2 per aircraft, or 4 on one aircraft (4 seats on site).

c. Tables:

(1) Naples: 2 per aircraft (4 tables on site).

(2) Sigonella: 0 per aircraft (4 tables on site).

2. Seating Configurations

a. Standard DV configuration includes:

(1) Naples: 9 Passenger, 1 Aircrew, 4 DV seats, 2 tables, 1 head.

(2) Sigonella: 9 or 11 Passenger, 1 Aircrew, 2 DV (4 DV seats can be installed, but will require that seats are removed from the other Sigonella-based aircraft), 1 Head.

b. In "DV configuration" each seat should have 35-40" between seat in front to provide adequate leg room for passengers.

c. Seats are not completely interchangeable, seats are designed to be fitted to either port or starboard side of aircraft.

(1) Standard DV configuration with extended legroom reduces cargo capacity to light cargo and personal baggage only.

3. Procedures. Before Flight:

a. CTF-63 should provide contact information for Aide/Executive Assistant (EA) of DV.

b. TPC must confirm with CTF-63 or tasking agency for quantity and type of DV codes expected for flight.

c. TPC or Air Ops representative should confer with DV Aide or EA regarding any special requests and preferred seating requirements at least 24 hours prior.

d. Confirm with maintenance that all window shades (up), lights (overhead off), seats, and heads function and are properly positioned. The Loadmaster should check all previously mentioned items on preflight of the first leg. Any non-functioning items must be covered on a Maintenance Action Form (MAF) and briefed as a limiting factor to Aide/EA of DV.

e. To the maximum extent possible, the right engine should be started prior to the arrival of the DV party.

4. Conduct of Flight

a. DV Aide/EA should be the main liaison between the crew and the DV party.

b. No crew baggage should be stored in passenger compartment, except for items required to safely conduct the flight.

c. Loadmaster must stand at attention at the base of the air stairs until all passengers have boarded.

d. The switch for cabin lighting must be placed in the AISLE LTS position at CABIN LIGHTS on the Before Taxi checklist.

e. The switch must remain in the AISLE LTS position while executing the Left Engine Shutdown and Restart checklists. This allows the Loadmaster to demonstrate overhead light function.

f. Cabin light switch should be placed in the CABIN LTS position to aid passenger loading and unloading during periods of low light (dusk, night).

g. A safety briefing must be conduct by the Loadmaster to include safety equipment, emergency procedures, enroute weather, cabin lighting, head or Piddle pack usage, and provide other assistance as required.

h. TPC must pass progress updates to DV Aide/EA (Loadmaster relay) at the midpoint, 30 minutes out and initial descent. If ForeFlight Passenger is shared with DV Aide/EA, updates are not necessary.

i. Trash bag should not be visible to the maximum extent possible, aisle way should remain clear.

5. After Landing

a. Loadmaster must disembark first to assist DV and other passengers while descending the aircraft ladder. Loadmaster should stand near the steps and announce "Admiral/General, you are cleared to disembark at your convenience, Sir/Ma'am".

b. Cabin Entrance light must be on during times of low light (dusk, night).

c. All passenger baggage/cargo must be expeditiously unloaded by Loadmaster and ground personnel.

d. Aircraft cabin must be swept for trash, all seatbelts, arm rests, lights and seatbacks must be placed in the correct position. Earplugs and piddle packs must be restocked.

e. All aircraft post-flight maintenance, fueling, and covering must be conducted after the DV and other passengers have left the area.

f. TPC must coordinate subsequent leg departure times with DV Aide/EA and stand by for changes.