



**C-5 OPERATIONS –  
LOCAL OPERATING GUIDELINES**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**SUMMARY OF REVISIONS**

This revision changes the local training bases (paragraph 4.1); adds varying turn points in noise abatement procedures (paragraph 5.2); changes COMSEC requirements (paragraph 14.1.1); and adds the procedures for the Westover Fuel Conservation Program (paragraph 15). A ★ indicates revisions from the previous edition.

MCI 11-205, Volume 10, 15 February 1996, is supplemented as follows:

**2. 439 Airlift Wing Local Operating Guidelines.**

**3. Crew Alerts.**

- 3.1. Local flights will normally be self alerting unless an individual crewmember requests an alert by the Command Post.
- 3.2. Mission alerts will be in accordance with this supplement; however, specify if an alert greater than one hour prior is needed.
- 3.3. Crew show times at the aircraft are no less than two and one half hours prior to takeoff for enlisted and one and one half hours for officers or one hour prior for officers on locals.

**4. Local Flying Training Procedures.**

★4.1. The following is a list of local training bases:

- Bangor International Airport, Maine
- Brunswick Naval Air Station, Maine
- Dover Air Force Base, Delaware
- Pease Air National Guard Base, New Hampshire

4.2. Coordination with the appropriate destination base agency must be made by Command Post prior to proceeding to these locations. Utilize training bases on a rotating basis to reduce the incidence of noise complaints.

4.3. Refer to Westover Local Training Base Guide for any restrictions.

**5. Noise Abatement Procedures.**

5.1. Climb-out for all takeoffs and climb-outs following instrument approaches will be at flaps 40% at Vmco + 10 Kts/Go-Around Bar until 2000' MSL. Exception: When departing runway 33 turn to 350 degrees at 400' AGL. Expect an Air Traffic Control directed turn to 360 degrees for all radar departures from runway 23 when conducting IFR training to that runway.

★5.2. Varying turn points should be utilized on departure in order to mitigate the annoyance generated from high noise levels to the same areas in the departure flight path. Maximum effort should be exerted to alter these turn points from one pattern to the next on climbs for all departures both Visual Flight Rules (VFR) and when departing to the Radar Pattern.

5.3. VFR pattern will operate southeast of runway 05/23 and northeast of runway 15/33. VFR pattern altitude is 2000' MSL

5.3.1. VFR pattern altitude is 2000' MSL

5.3.2. Practice VFR traffic patterns to runway 15/33 are not authorized unless crosswinds prohibit the use of runway 05/23.

5.4. When planning to or directed to enter holding to the northeast (042 radial between 10 DME/"DECCO" and 15 DME/"GRAMMI") request 4000' MSL in order to reduce the noise produced above Mt. Toby and the town of Shutesbury.

5.5. Practice circling approaches will be approved to runway 23, runway 33, and runway 15 only.

5.5.1. Practice circling approach minimums are 1200' MSL

5.5.2. Touch and Go landings are authorized from any practice circling approach.

5.5.3. For an approach to runway 23 with a circle to runway 23, begin circling at the approach end of runway 23 and circle northeast for a left base to runway 23.

5.5.4. For an approach to runway 05 with a circle to runway 23, begin circling at the intersection of runways and circle northeast for a left base to runway 23.

5.5.5. Circling approaches to runway 33 will be approved northeast of the base only.

5.5.5.1. Circling from runway 23 will be initiated at 3 DME with a left break for a right base to runway 33.

5.5.5.2. Circling from runway 05 will be initiated prior to the 3 DME after flying down runway 05. The break will be to the right for a right base to runway 33.

5.5.6. Circling approaches to runway 15 will be approved northeast of the base only.

5.5.6.1. Circling from runway 23 will be initiated at 3 DME with a right break for a left base to runway 15.

5.5.6.2. Circling from runway 05 will be initiated prior to the 3 DME after flying down runway 05. The break will be to the left for a left base to runway 15.

5.5.7. Practice circling approaches to runway 33 and runway 15 will not exceed one approach per hour. If more than one approach per hour is required for training, the practice circling maneuver to runway 23 can be flown.

5.5.8. On practice circling approaches to runway 15 and TACAN runway 23 approach, plan to avoid the concentrated residential area 3 DME on TACAN final.

5.6. On practice LOC runway 05 approach and TACAN or LOC/DME runway 05 approach, utilize 1200' MSL until intercepting the normal glide slope.

5.7. The above procedures for Westover ARB local flying are structured to adhere to various EIS/ROD assumptions, one being that runway 15/33 will not be used for C-5 operations on a routine basis

5.8. Common sense dictates utilization of these procedures for training under normal operations. Do not compromise safety in doing so.

5.9. Follow Air Traffic Control (ATC) instructions.

5.10. Utilize appropriate minimums in marginal weather.

5.11. Operate accordingly during aircraft emergencies.

**6. Engines Running Crew Change (ERCC).**

6.1. If the instructor pilot will not be available to conduct the briefing, then the Supervisor of Flying will conduct the formal briefing and required systems review. The instructor pilot in command of the local must still conduct a formal briefing for the oncoming crew prior to launch.

6.2. Ensure adequate fuel on board for both flying periods.

6.3. First period crew relay problems that may affect second period local as they occur.

6.4. First period crew calls Command Post 30 minutes prior to termination with an estimated fuel for landing.

6.5. Offgoing Engineer will have MC Form 35, TOLD Card Worksheet (C-5), completed.

6.6. Offgoing crew load Fuel Savings Advisory System (FSAS) data for takeoff (time permitting).

6.7. Oncoming Scanner will accomplish an abbreviated walk-around prior to boarding.

6.8. The following procedures will be used to expedite changeover of crewmembers.

6.8.1. After landing the Scanner will depart the flight deck with publications and leave them on the cargo compartment floor until relieved by the oncoming Scanner.

6.8.2. Once the Ops Stop After Landing Checklist is completed, all offgoing crew, except the Aircraft Commander and Engineer, will depart the flight deck.

6.8.3. After the offgoing crew has cleared the crew entrance ladder, the oncoming crew will board the aircraft and proceed to the aft flight deck

6.8.4. The oncoming Scanner will carry the publications to the cargo compartment and proceed outside to perform the abbreviated wall-around and relieve the Scanner.

6.8.5. The oncoming Aircraft Commander and Primary Engineer will assume duty positions and be briefed on the aircraft status.

6.8.6. The offgoing Aircraft Commander and Engineer will ensure the aircraft forms are completed and signed and depart the aircraft.

**7. Taxi Restrictions At Westover ARB.**

7.1. 180 degree turns will normally be accomplished on the concrete end portions of the runway.

7.2. Do not taxi through Westover Metropolitan Development Corporation area (Sierra taxiway at night).

**8. Minimum Runway Length/RCR.**

8.1. Touch and Go - 7000 feet.

8.2. No flap - 8000 feet/12 RCR. (When accomplishing a no flap landing followed by an ERCC, roll out to the end of the runway to prevent over heating of the brakes).

**9. Jump Seat Procedures.** A qualified pilot should normally be in the jump seat for local missions. Jump seat responsibilities include clearing, configuration checks, flight parameter checks in accordance with this supplement, monitoring Command Post, and updating FSAS to ensure accurate wind shear warnings.

**10. Engines Running Offload (ERO) Procedures.**

10.1. Before descent:

- Compute Form 365-4.
- Compute MC Form 35.

10.2. After landing:

- Accomplish the After Landing Checklist (asterisked items only).
- Loadmasters prepare the Cargo Compartment.

10.3. After block-in:

- Accomplish Ops Stop After Landing Checklist
- Ventilate the aircraft (Aux Vent and max upper deck).
- Open the visor.
- Accomplish the Kneeling Checklist (asterisked items only).
- Open the ramp.

10.4. After onload/offload is complete:

- Close ramp and visor.
- Accomplish Unkneeling Checklist (asterisked items).
- Accomplish Before Taxi Checklist (asterisked items).

**11. Preflighting Spare Aircraft.**

11.1. Procedures for other than Alpha Alert Aircraft.

11.1.1. Command Post will notify Operations when the aircraft is ready for preflight.

11.1.2. A separate preflight crew will preflight the spare aircraft concurrently with the mission aircraft.

11.1.3. If sparing two mission, the spare will be preflighted concurrently with the first mission preflight, and monitored or sealed so as to be ready for the later mission.

11.1.4. If maintenance problems are encountered, an engineer must stay with the aircraft until maintenance activity is completed, unless the estimated time in commission (ETIC) is excessive and the spare is released back to maintenance by the Command Post.

11.1.5. Upon preflight completion.

11.1.5.1. An engineer will remain with the airplane to keep the preflight valid until the spare is released back to Maintenance by the Command Post, or the spare will be sealed.

11.1.5.2. If the spare is to be sealed upon preflight completion, the engineers will:

11.1.5.2.1. Accomplish the After Landing Checklist, Engine Shutdown Checklist and Before Leaving Aircraft Checklist for both engineer and pilot crew position.

11.1.5.2.2. Annotate in the AFTO Form 781A, Maintenance Discrepancy and Work Document, "Flight Engineers Preflight Completed at \_\_\_\_\_ hours, \_\_\_\_\_ date, \_\_\_\_\_ seal number, \_\_\_\_\_ signature".

11.1.5.2.3. Pass seal number to the Command Post.

11.1.5.2.4. Seal the aircraft in accordance with MCI 11-205, Vol 3, C-5 Operations-Crew Management, Par 11.5 using masking tape on the insides of the doors and hatches.

11.1.6. The -1 preflight on a sealed aircraft will remain valid until the -6 preflight runs out.

11.1.7. If the sealed spare is used, the engineer will review the thru-flight checklist to position the appropriate switches and circuit breakers. The Scanner will do an exterior walk-around to ensure all panels, etc., are installed.

11.1.8. Only the Command Post may release the sealed spare. Entry into a sealed spare will be done only with Command Post concurrence, and must be monitored by a qualified crewmember who will reseal the aircraft.

11.2. ALPHA preflight procedures differ as follows:

11.2.1. Once the preflight is complete, all switches and circuit breakers will remain set except:

- Turn INSs off
- Disarm Emergency Exit Lights
- Turn MADAR off
- Turn Battery Switch off

11.2.2. Fan stoppers will be installed by Maintenance when required.

11.2.3. Crewmembers will secure weapons in the weapons storage box.

11.2.4. Crewmembers will inspect chemical gear for proper size and load aboard aircraft along with professional gear before sealing.

11.2.2. Pilots will ensure:

- Required Nav kits, maps, etc. are on board aircraft.
- DD Form 365-4, Weight and Balance Clearance Form F – Transport, is signed.
- AFTO Form 781, AFORM Aircrew/Mission Flight Data Document, exceptional release, is signed.

11.2.3. The -6 and -1 preflight will remain valid as long as the aircraft remains sealed and on alert status (usually a maximum of 48 hours).

11.2.4. If the ALPHA alert aircraft is used, reposition the Emergency Exit Light Switch and update the time and date in MADAR.

**12. Arming of Crewmembers.** In accordance with MCI 11-205, Volume 7, C-5 Operations – Aircraft Security, AMCR 55-37, Air Operations Security, AFI 31-207/AMC Sup 1, Arming and Use of Force by Air Force Personnel, and 439 AWI 31-201, Aircrew Weapons.

12.1. Decisions to arm the aircrew for anti-hijacking purposes will be based on the following:

- Direction from AMC headquarters.
- Direction from Numbered Air Force.
- Direction of the Installation Commander if the mission directive designates the aircraft is scheduled to enter a high threat area.

12.2. Notification.

12.2.1. Current Operations, after coordination with Wing Intelligence Officer, will designate on the mission directive which legs of the mission enter a high threat area.

12.2.2. Command Post will notify Central Security Control (CSC) of the requirements to issue weapons based on the mission directive. Command Post will notify the Armory immediately after alerting the crew and provide them with the aircrew briefing time.

12.3. Aircrew Procedures.

12.3.1. The required crew members will go to the Armory immediately after the briefing to pick up weapons, holsters, and lock for the gun box.

12.3.2. If the mission leg is not directly entering a high threat area the weapons may be stored and locked in the aircraft gun box.

12.3.3. Whenever transiting a high threat area the aircrew will be armed in accordance with Volume 7 of this instruction.

12.3.4. Unqualified or Second Engineers should not normally be armed.

12.3.5. Normally one engineer and two loadmasters will draw weapons from the Armory. If all three individuals are not available to draw weapons then one person may do so in accordance with procedures contained in 439 AWI 31-201, para 4.2.2.

**13. Mission Security.** For missions requiring enroute security at one or more stops a Mission Security Team (MST) will be carried. The following guidelines apply.

13.1. Orders will reflect Mission Essential Ground Personnel (MEGP) Status.

13.2. MST is under the command of the Aircraft Commander and is available for non-security duties when directed.

13.3. This command may be delegated to the NCOIC for non-security duties only.

13.4. As part of the crew MST members should attend the Aircrew Briefing, order meals with the crew, and billet at the same quarters.

13.5. The MST should normally sit forward with the rest of the crew unless the NCOIC determines that space forward is too limited and excess space is available in the troop compartment.

13.6. At all stops where security is required, a MST member should accompany the Scanner on initial deplaning and final enplaning.

#### 14. Overseas Missions.

##### 14.1. Prepermission Procedures.

★14.1.1. COMSEC Documents (CDs). The Aircraft Commander will designate an individual to sign for the keyer and CDs at Base Operations. The keyer and CDs are required for all RON missions regardless of destination.

14.1.2. Publications Kit. The kits should be picked up at Base Operations after the Aircrew Briefing. Request an appropriate terrain chart for terrain avoidance at the destination base.

14.2. Mission Planning. Missions destined for Germany will normally use an alternate airfield in Germany for fuel conservation. However, due to the rapid changes in the weather in Germany, if the weather at the ETA is forecast to be below 1000 feet ceiling or 2 miles visibility, use the nearest suitable alternate outside the weather system.

##### 14.3. Enroute Navigation.

14.3.1. Aircraft Commander or higher must be in the seat for obtaining the oceanic clearance, coast out fix, and coast in fix.

14.3.2. Load suitable diversion alternates in the TACAN memory when inflight duties allow.

##### 14.4. Customs and Agriculture Border Clearance.

14.4.1. Control access to the aircraft before receiving Customs/Agriculture clearance by the following:

14.4.2. When the aircraft reaches the parking spot, the Scanner and flight deck loadmaster go to the crew entrance door. The loadmaster will have the Individual and General Customs Declarations and any other documents needed for customs.

14.4.3. After the Scanner has deplaned, the loadmaster takes a position at the top of the crew entrance door ladder, and make sure access to the aircraft is limited to Customs and Agriculture personnel until final clearance is received. All aircraft doors except the crew entrance door are to remain closed until inspection for hitchhiking insects is completed by Agriculture Personnel.

14.4.4. The Scanner assumes a position at the foot of the crew ladder and helps the loadmaster control access to the aircraft, when outside duties permit. If a medical or aircraft emergency exists, medical and fire department personnel are allowed access to the aircraft prior to Customs Clearance.

★15. **Fuel Conservation Program.** The following fuel conservation procedures have been divided into two sections. The first being for local training missions and the second for operational missions. This fuel conservation plan shall never take the place of good judgement and sound common sense, nor shall it take place of flying instructions.

#### 15.1. Local Training Missions.

15.1.1. The standard ramp fuel load at Westover is 60,000 lbs.

15.1.2. The fuel load for a scheduled 8 hour local training mission will be 200,000 lbs. This is based on consuming:

- 8 Hours at approximately 21,250 lb./hr 170,000 lbs.
- 2 ERCCs at 5,000 lbs. Each 10,000 lbs.
- Landing fuel 20,000 lbs.

15.1.3. Use 21,000 lbs/hr plus 5,000 lbs. per ERCC plus 20,000 lbs. for landing for fuel planning when the airplane is released to the crew late.

15.1.4. For locals which are planned to turn into night heavy air refueling missions and Friday locals turning into cross country missions with a planned engine shutdown the fuel loads will be 110,000 lbs.

15.1.5. Refueling for the night heavy portion and cross country missions can be accomplished using concurrent procedures. Also Aerial Port can provide more cargo weight for heavy A/Rs to reduce the refueling time and double pumping is encouraged.

15.1.6. The fuel in excess of 60,000 lbs. (standard ramp load) should be unloaded on the morning of the mission. Fueling can be accomplished by double pumping and should be completed prior to the engineers arriving at the airplane.

15.1.7. The SOF will check the weather on the morning of the local to determine if an alternate is required and, if so, pass on to maintenance how much more fuel to upload.

15.1.8. Fly the airplane in minimum drag configuration (as mission requirements dictates) so as to arrive at the final approach fix in the configuration as required by the -1 for approaches in actual IMC conditions. For visual approaches, maintain minimum drag configuration so as to arrive 600 feet AGL in the landing configuration and stabilized. Maintain minimum drag configuration as much as practical while on local proficiency training missions.

15.1.9. Do not start engines until ATC clearance is received.

15.1.10. When encountering maintenance problems, shutdown the engines if the ETIC is greater than 10 minutes.

15.1.11. Use optimum altitudes when flying to other training bases. The following is suggested altitudes to the respective base:

- Bangor IAP 250
- Brunswick NAS 190
- Dover AFB 260
- Pease ANGB 170

15.1.12. Use optimum climb and cruise speeds when flying to other training bases.

15.1.13. Consider starting only one APU whenever practical on the After Landing Checklist. Considerations should include, but not be limited to, such factors as outside temperature (65 degrees), ATM requirements, historical performance of the particular APU, and the availability of external power.

15.1.14. Other than ERCCs, land when all training is completed with the concurrence of the Operations Group Commander (OG/CC) or the designated representative.

## 15.2. Operational Missions.

15.2.1. Obtain ATC clearance prior to engine start.

15.2.2. The following is a list of standard ramp fuel loads for frequent destinations. This listing is based on zero load, and reflects equal to or greater than "Block 10" of a computer flight plan. Current Operations will publish these on the schedule. The aircraft commander will have to determine the final fuel load if different, after show time.

STATION	TIME	ALTERNATE	FUEL
• DOV	0+47	McGuire	70.0

• CHS	1+59	Shaw	75.0
• SUU	6+06	McClellan	150.0
• NKT	1+30	Pope	70.0
• COS	3+53	Buckley	110.0
• TCM	5+42	Fairchild	145.0
• SKF	3+44	Bergstrom	105.0
• WRB	2+12	Dobbins	80.0
• GRK	3+30	Kelly	100.0
• TIK	3+10	Altus	100.0
• TJNR	3+54	Puerto Rico	115.0
• ETAR	6+54	Frankfurt	185.0

15.2.3. Use step climb procedures whenever possible. Do not stop the climb at FL 350 because of the inconvenience of wearing the oxygen masks.

15.2.4. Consider using long range cruise procedures when practical and when customer requirements allow.

15.2.5. Consider using cruise climb profile when possible.

15.2.6. Descend using the “3 times the altitude plus 10” method. This technique should always consider the effect of the winds.

15.2.7. Fly in the minimum drag configuration as long as practical as mission requirements dictate. (See paragraph 15.1.8.)

15.2.8. Abide by MCI 11-205 Volume 18, C-5 Operations – Fuel Planning, when fuel planning and do not use a distant alternate when a suitable alternate is nearer. Put in the reason for identified extra when filling out MC Form 38, INS Flight Plan and Log.

15.2.9. Stan/Eval and the Chief Pilot will review the fuel cards and fuel logs. If abuse is identified the Squadron and/or OG/CCs will be notified.

15.2.10. Flight Examiners and Instructors should be emphasizing fuel conservation procedures whenever possible/practical. Emphasize professionalism of landing with reasonable fuel amounts. The main tank low light should not be considered an emergency procedure.

15.2.11. Use the most suitable runway for departure as long as it is within the performance capability of the airplane.(i.e. consider taking off with a 2 kt tailwind instead of taxiing 2 miles for departure.) This will take close coordination with the engineer and aircraft commander.

15.2.12. When departing on a heading away from destination, delay climb acceleration until heading in the direction of destination.

## 16. Loadmaster Procedures.

16.1. Location of forms.

- 16.2. AMC Form 12, Fleet Service Checklist, will be stowed in center galley drawer of the troop compartment.
- 16.3. All aircraft equipment forms will be stowed in the relief crew work area storage slot.
- 16.4. Loadmasters are required on all local training flights when carrying cargo.
- 16.5. Personnel transiting the cargo compartment will inform the crew over interphone when departing/arriving at the flight deck or troop compartment.
- 17. Deviations.** Deviations from the procedures in this chapter are not authorized except when specific authority is obtained from the Installation Commander, OG/CC, or where emergency situations dictate an immediate need for deviating in the interest of safety. The Installation Commander will be notified at the first opportunity of any deviations.
- 18. Changes.** Recommended changes to this volume will be submitted in writing to 439OG/OGV.

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Commander