

S O P   F O R   A I R C R E W

The A/C and aircrew will be under the operational control of Commander Watertown Air Strip. Contact with the Commander will be direct while at Watertown and through the MATS terminal operator while at Burbank.

While the A/C is away from Watertown, maintenance problems will be handled the normal Air Force way except that Norton Air Force Base will be contacted rather than home base. Contact:

Major McClung  
Norton Air Force Base  
Extension 4184.

Kelly Air Force Base is not to be contacted except to render weekly A/C flying time reports and to coordinate exchange of A/C and aircrew members. Contact:

Major William H. Conklin  
Hq. Continental Division, MATS  
San Antonio, Texas  
Walnut 3-5411, D/ops Office.

Maintenance problems at Watertown will be handled in a manner prescribed by Commander, Watertown. He will dispose of each incident and base his actions on operational necessity and security needed in each situation.

Crashes while away from Watertown will be handled by the A/C Commander in the manner prescribed in existing Air Force Regulations. Crashes at Watertown or in the PA will be handled in accordance with directives issued by Commander, Watertown.

The shuttle will operate on a scheduled basis, normally departing Burbank at 0700 and departing Watertown at 1600 each day. Deviations from this schedule will be announced as far in advance as possible in order to minimize confusion. All flights arriving and departing Watertown will be conducted under VFR conditions for that portion of the trip between Las Vegas and Watertown. Flight clearances will be filed in accordance with Air Force Regulations. Direct communication between Watertown operations and March Flight Service will be utilized. Prior to all flights departing Watertown, the aircraft commander will be advised as to destination in the event bad weather necessitates a change in the original flight plan.

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## SOP FOR AIRCRAFT (Cont.)

The A/C security officer at Burbank will be responsible for maintaining the MATS terminal and approving the manifest for all flights departing Burbank. He will establish a firm decision as to destination in the event bad weather necessitates a change in the original flight plan.

In all instances, the MATS Aircraft Commander will have complete responsibility for safety in flight. He will have authority to make any decision on details in consideration of flight safety. The A/C Commander will have complete control of all passengers and cargo on the A/C as well as the loading of the A/C and he will, in all cases, make the final decision whether or not the flight will go. He will be responsible for compliance with all Air Force regulations.

The crew will report to Burbank airport no later than 0600 hours for a 0650 BLOCK departure each morning or one hour before departure if another time is selected. The pilot will report to CAA and proceed to file a flight clearance while the rest of the crew readies the airplane for flight. Passengers will be loaded at 0635, start engines at 0640, taxi time 0650, and takeoff 0700 hours.

At Watertown, the crew will report at 1500 to base operations, passengers will be loaded at 1545, start engines at 1550, taxi time 1555, and takeoff at 1600.

On return to Burbank, call tower while in the traffic pattern and ask that the fuel and/or oil truck be sent to the Air Force area. A/C will be serviced, immediately on parking, to full oil capacity and 1600 gallons of gasoline. After service, the A/C will be loaded under the direction of the A/C Commander. Maintenance will be performed under the direction of the A/C Commander after loading. Maintenance personnel are under the direct supervision and control of the A/C Commander. Fuel and oil trucks are contacted by calling Thornwall 2-5231, Extension 218.

A master flight plan for this shuttle is filed in CAA office, Burbank Terminal (Burbank Radio), and each pilot can activate the appropriate plan by calling Thornwall 6-0400 and saying: "Activate Flight Plan Number ---- on AF (A/C No.)" or by radio by calling Burbank radio on VHF, Channel ALPHA.

SOP FOR AIRCREW (Cont.)

Flight Plan No. 1 -- Burbank to Watertown via Hawthall-Palmdale and Los Vegas.

Flight Plan No. 2 -- Burbank to Watertown, same route with five minute passenger stop at Palmdale.

This system will eliminate the need to file a clearance every morning at Burbank and none at all at Palmdale.

Crew changes (pilot only) and A/C number changes are made by telephone or radio. On all military clearances, March Flight Service is notified by CAA immediately after A/C takeoff. Flight plan is closed by radio to Burbank tower or to CAA by telephone: Telephone Hawthall 6-0400.

Weather is obtained by calling CAA, Weather: Telephone Stanley 7-6437.

*Certified true copy  
Nathan G. Heathouse  
Major USAF*