DEPARTMENT OF THE NAVY
COMMANDING OFFICER
TRAINING SQUADRON TWENTY-SEVEN (VT-27)
411 BATAAN ST SUITE A
CORPUS CHRISTI TX 78419-5245

VT-27INST 1601.2E

31 MAY 2011

TRAINING SQUADRON TWENTY-SEVEN INSTRUCTION 1601.2E

Subj: WATCH ORGANIZATION, DUTIES AND RESPONSIBILITIES

Ref: (a) VT-27INST 3710.2W (SOP)
(b) COMTRAWINGFOURINST 1601.2 (RDO Instructions)
(c) CNATRAINST 1601.2S (RDO Instructions)
(d) COMTRAWINGFOURINST 3710.11J (Wing SOP)
(e) VT-27NOTE 1301
(f) COMTRAWINGFOURINST 3710.12E (Wing Stan)
(g) CNATRAINST 1542.140D W/ CH-1(Primary MPTS)

Encl: (1) General Watch Officer Responsibilities and Duties
(2) Senior Watch/Senior Runway Duty Officer
(3) Command Duty Officer
(4) Operations Duty Officer and Assistant
(5) Squadron Duty Officer
(6) Runway Duty Officer and Assistant
(7) Duty Driver
(8) Supernumerary
(9) Watch Officer Checklist
(10) Operations Summary Report Template
(11) Operations Duty Officer PQS and Training Form

1. Purpose. To set forth the instructions, responsibilities, duties, and procedures for the Training Squadron TWENTY-SEVEN (VT-27) Watch Organization.

2. Cancellation. VT-27INST 1601.2D. All personnel are advised to review this instruction in its entirety, along with all standing orders, referenced instructions, and applicable command policies.

3. Scope. This instruction applies to all instructor, student, and Operations Department (Ops) personnel assigned to permanent or temporary duty with VT-27.

4. Background. The Standard Organization and Regulations of the United States Navy Instructions outlay General Watch Principles. The Senior Watch Officer (SWO) and Senior Runway Duty Officer (SRDO) billets; as well as the Command Duty Officer (CDO), Operations Duty Officer (ODO), Assistant Operations Duty Officer (AODO), Squadron Duty Officer (SDO), Runway Duty Officer (RDO), Assistant Runway Duty Officer (ARDO), Duty Driver, and Supernumerary (Super) Watches, are established in VT-27 to provide continuity in Command Operations and to ensure safety, security, and efficient operation. The specific duties of each billet/watch are found in Enclosures (2) thru (8).

5. General Responsibilities.

a. As CDO, ODO, AODO, and/or SDO ("watch officer"), you are the Command's delegated representative during your watch, as well as the Primary Business Point of Contact for the squadron In Accordance With (IAW) Reference (a). The Watch Officer, via the OPSO, is the direct representative of the Commanding Officer (CO), and may make operational decisions in his absence. In any incident deemed significant or unusual, especially those concerning aircraft emergencies or injury to squadron personnel, subordinate units shall immediately advise the Watch Officer, who shall in turn inform the Chain of Command as soon as possible.

b. As RDO and/or ARDO, your primary objective is Accident Prevention through avoidance and correction of unsafe conditions. Advise all aircraft and/or the tower of any corrective actions or assistance deemed necessary to facilitate training or handle emergencies.

c. General Squadron Watch Officer responsibilities and duties can be found in Enclosure (1). General RDO/ARDO duties can be found in References (b) and (c). Specific squadron responsibilities and duties for each watch can be found in Enclosures (2) thru (8), and in the Watch Officer Checklist, Enclosure (9).

d. For all watches with both an instructor and student, the instructor should utilize every opportunity to train the student and ensure his understanding of and compliance with his watch responsibilities. Likewise, the student shall be proactive in his preparation for and involvement in the duties of his watch.

6. Uniforms.

a. Watch Officers shall wear the Uniform of the Day or designated alternate in the official performance of their duties, typically a flight suit (USN) or cammies (USMC).

b. On special occasions, such as the Change-of-Command, watch standers shall wear the prescribed Uniform of the Day as directed.

c. RDO's and ARDO's shall wear flight suits in the performance of their duties.

D. G. CASE

Distribution: VT-27INST 5216.2H

GENERAL WATCH OFFICER REPSONSIBLITIES AND DUTIES

1. Logbook. A recording of the squadron's activities is kept in the Watch Officers' logbook. **ACCOUNTABILITY IS PARAMOUNT!** Ensure standard and accurate logbook entries are made as an official record of the squadron's operations. The logbook shall be kept neat, written in black ink, and in all upper-case letters, with events recorded by standard military time format. There shall be no erasures; entries should only be corrected via a single ink line and initialed by the correcting officer. Details in the logbook may be kept to a minimum to ensure privacy. The log may be kept on both the front and back of log pages, but each new day shall begin with a new page (at approximately the first watch turnover unless a significant event occurs). Pages shall be closed out as required with a solid line and "no further entries this page" ("NFETP") entry, signed by the Watch Officer. The logbook shall be kept impersonal, capturing only the facts. Make notes on separate paper for verbal instructions, phone calls, mishaps, etc., then go back to make the entry in the logbook, as required, once the thought is rehearsed. See U.S. Navy Regulations for further amplifying information, but when in doubt, make an entry into the logbook. Examples of events that shall be logged are as follows:

a. All ODO's and AODO's/SDO's shall SIGN on and off of their respective watches as an assumption of the duty and its responsibilities. Turnovers should be done face-to-face to the maximum extent possible.

b. Ensure a conditional check is made of all squadron spaces for the AODO/SDO turnover and at least once an hour during non-operational hours with an accompanying entry into the logbook. Correct minor issues (i.e. trash, FLIPs, general cleanliness) and notify the 1stLt if assistance is needed. If an abnormal condition arises during your watch that is deemed major or significant (i.e. power outage, leaks, fire alarms), make an entry into the logbook and notify the ODO/CDO, and Wing CDO as directed.

c. Ensure ALL ELMR radios and keys (i.e. vehicle keys, master key, prokee) leaving your possession are accompanied by an entry in the logbook with a name and rank as they are checked in and out and/or turned over. All other recall information should be tracked on the VT-27 Vehicle Tracking Sheet unless a discrepancy is noted or accountability is lost, at which point an amplifying entry should be made in the logbook (NOTE: this tracker may be properly disposed of at the beginning of the following day after all vehicles have been inspected, an entry is made in the logbook, and if there were no significant issues). Ensure the ELMR radios remain on the recharging stations and turned OFF when not in use. NOTE: The prokee shall be checked out with the log attached. DO NOT REMOVE THE PROKEE FROM THE LOG.

d. Make an entry in the logbook when squadron personnel check in or out on leave. Include name and rank and whether checking in or out.

e. Call "attention on deck" for all O-6 or above. Make a logbook entry for all VIP visitations. Ensure the front office is notified.

f. Make an entry in the logbook for any emergency situation pertaining to the squadron (i.e. aircraft you are required to track, situations involving command personnel), and notify the CO/XO/OPSO/CDO (and Wing CDO, as directed) immediately. Ensure you have read and are familiar with the Pre-Mishap Plan and how to execute it. Notify the Squadron Safety Department if any updates or additions are required or if you have any questions.

g. Individual take-off and land times of scheduled flights or other standard operations do NOT need to be logged; only commencing and securing flight operations need to be logged. Use the VT-27 Flight Schedule Tracking Sheet to monitor the day's flights, to include reported outbound and on deck times. **The Training Integration Management System (TIMS) is the primary means of flight and event progress tracking; however, also use a labeled master rough paper schedule to track all changes, additions, and cancellations** (NOTE: these trackers may be properly disposed of at the end of the day after the LPOD entry is made, and if there were no significant events).

2. Local Flight Operations. An ODO shall be present in the ODO shack for all "local flight operations" (flights originating at KNGP) unless directed otherwise by Ops. If that flight is also scheduled to return to KNGP, the ODO shall remain present until that aircrew has completed all required paperwork. This includes O/I flights scheduled to return after the second event, as well as all maintenance flights. FITU flights will be tracked by VT-28. Flights shall be tracked IAW References (a) and (d) at all times.

a. If a flight is departing KNGP not to return (i.e. cross-countries, prepositions), the ODO may retire to recall once the flight is safely airborne. For flights departing elsewhere and returning to KNGP, the ODO may remain at recall. Cross-country (CCX) flights shall be tracked with the CCX tracker and monitored like local flight operations; ensure a copy of DD-175 Flight Plan is maintained at the duty desk until completion of the flight IAW References (a) and (d). Use personnel recall as required and update TIMS Schedule Executor if available. Make a logbook entry when all planes have reported complete with their evolutions for the day. Ensure the ODO/CDO is notified unless instructed otherwise.

b. If a flight unexpectedly remains "off-station" (i.e. maintenance issues, weather), complete an off-station sheet and make an entry in the logbook. Update TIMS Schedule Executor as required and if available. Ensure the ODO/CDO, Ops, the Wing Duty Officer (WDO), and Aircraft Issue are notified IAW Reference (d).

3. Telephone Protocol. Answer the phone in a professional manner. Example: "Good morning. VT-27 AODO, ENS Smith speaking. How can I help you, sir or ma'am?" Make notes on separate paper but enter any significant events into the logbook as noted above. Pass on any messages for squadron personnel to the best of your abilities and in a timely manner.

a. Recall information should be accessed from the TIMS Resource Browser. If TIMS is unavailable, use the most up-to-date paper roster. Only government personnel should be given squadron personnel recall or flight schedule information.

b. If contacted by the media, a significant event occurs that may generate outside-of-the-command interest, or you are otherwise unsure about the release of the requested information, take a message and contact information from the caller. **DO NOT RELEASE ANY INFORMATION THAT MAY BE CLASSIFIED, WILL VIOLATE THE PRIVACY ACT, OR WILL BREAK THE PROPER SEQUENCE OF NOTIFICATION.**

4. Weather and NOTAMs. Ensure accurate and updated information is available to brief flight crews based on current and forecasted conditions and events for operations during your watch IAW References (a) and (d). Any significant NOTAM, weather, Pilot Reports (PIREPS), or other issues important to flight operations should be annotated on the white board outside the ODO shack. For significant events called in by Base Ops/Weather (i.e. emergencies, Thunderstorm Conditions, Tropical Cyclone Conditions), make an entry into the logbook. Ensure the ODO/CDO and Ops are notified. Be prepared to issue a squadron aircraft recall and/or coordinate a suitable alternate if required.

a. Check https://www.notams.jcs.mil/ for local NOTAMs and TFRs.

b. Check http://aviationweather.gov/adds for METARS, TAFs, AIR/SIGMETs, and satellite/radar as required for local weather. For SIGMETs and/or significant weather, check http://www.weather.gov/, and http://www.noaa.gov (including the Storm Prediction Center) for any amplifying information (i.e. hazards, watches, warnings).

c. Recommended airfields in the immediate local area include but are not limited to KNGP, KCRP, KNQI, KRKP, KTFP (TP McCambell), KRAS (Mustang Beach), KNWL (Waldron), and KNGW (Cabaniss). Other fields of interest may include KALI, KVCT, KRBO (Robstown), KBEA (Beeville), KBKS (Falfurrias), KPKV, and KPSX for weather; and KT69 (Sinton), KRFG (Rooke), K7T3 (Goliad), and KIKG (Kleberg) for NOTAMs. NOTE: Websites and airfields listed above are not all inclusive. Contact Base Ops and Base Weather if required.

5. Base Radio. Monitor base radio frequency for squadron and maintenance flights. Copy all side numbers, outbound and on deck times, and other communications between aircraft and ODO/RDO as required. Do not let a flight go over 2.5 hours from its outbound call or 30 minutes past its scheduled land time without an "Ops normal" report or notifying Ops and/or seeking ATC assistance IAW Reference (d).

6. Flight Schedule Execution. Use TIMS Schedule Executor to record flight event progress. **Ensure Aircraft Issue and Ops/Schedules writers (Skeds) are notified of any flight schedule changes or cancellations as soon as possible, then update TIMS Schedule Executor and make the change on the master rough paper schedule.** For any simulator changes or cancellations, contact the Sim Building. Consult Ops with any questions.

a. An assigned aircraft side number should be input into TIMS Schedule Executor by Aircraft Issue one hour prior to scheduled event takeoff. The ODO is responsible for further coordination with Aircraft Issue as required, to include Functional Check Flight (FCF) requirements.

b. Do not let flight crews "wait" for an aircraft (or weather) if it will cause either the event to be incomplete due to not enough time to train (approx. 75% of CTS flight time and required maneuvers) or the flight to return more than 30 minutes after the scheduled land time. As a rule of thumb, aircrew should be "walking" no later than approximately 30 minutes prior to the scheduled takeoff time IAW Reference (d). Quick turns (QTs)

should be treated as individual flights with regards to the aforementioned guidance. An exception to this rule is out and in (O/I) flights, for which the second land time may be referenced. In any case, do not let a flight crew "walk" past its takeoff time without notifying Ops and Aircraft Issue. Call Aircraft Issue before cancelling due to aircraft not available (ACNA). Maintenance may direct an ACNA cancellation at the takeoff time if required to manage the overall Aircraft Issue schedule.

c. Make changes to the flight schedule based on aircraft and/or personnel availability, priority, etc. When priority flights are in danger of being delayed from their scheduled times, they should be swapped with a later line having lower priority.

d. Attempt to minimize cancellations through changes. If a cancellation is required, ensure both the line and event are CANX/CNX in TIMS Schedule Executor with the appropriate drop-down reason. Furthermore, manually input a specific reason under "Remarks." For example: If an event is cancelled for ACNA (when no plane is available for issue), note the time. If an event is cancelled for MAINT, whether on deck or after takeoff (when an issued aircraft is "down"), note the maintenance reason (ex. brake failure).

e. Ensure all change and cancellation effects are anticipated, including follow-on event updates as required.

f. Do not delete schedule lines in TIMS Schedule Executor, but rather change or cancel them as required, unless directed otherwise by Ops.

g. Seek Ops and Aircraft Issue approval before adding flight lines to the schedule. If possible, add events as hot seats.

7. Required Paperwork. All paperwork should be complete before the ODO retires, but may be completed on the first business day after a weekend or holiday.

a. Verify with each returning aircrew that a NAVFLIR and ASAP report have been submitted for the flight(s) IAW References (a) and (d). DO NOT SUBMIT AN ASAP REPORT FOR THE AIRCREW.

b. If an "I'M SAFE" is used, follow procedures IAW Reference (a).

c. **TIMS Schedule Executor shall be closed out at the end of each fly day and verified closed at the beginning of the next fly day. Enclosures (9) and (10) shall be completed and submitted to account for each fly day.**

d. Each Watch Officer Checklist item should be initialed once finished and submitted to the OPSO once completed.

e. The Operations Summary (OPSUM) Report should be as detailed as possible, and emailed to the appropriate distribution list once completed.

8. Binders. Ensure the duty materials stay current and organized. Make copies of master copies (in the clear protective sleeves) and put them in the binder for follow-on use as required. DO NOT REMOVE SINGLE OR LAST REMAINING COPIES; make a copy for use and ensure the original remains in the binders. Notify the SWO and/or Supply Officer if more materials are needed.

SENIOR WATCH/SENIOR RUNWAY DUTY OFFICER

1. Qualifications. The SWO/SRDO shall be designated by the CO in writing IAW References (b) and (e), and requires SWO TIMS permissions. The SWO/SRDO shall be familiar with all watch positions, have thorough knowledge of this and all referenced instructions and applicable command policies.

2. Specific Responsibilities. The SWO is responsible to the OPSO for all Instructor Pilot (IP) watch assignments and tasks pertaining to all watches and watch-related duties. The SWO will also be the designated SRDO.

3. Specific Duties.

a. Direct the qualification, conduct, and operation of ODO's and RDO's IAW applicable instructions and as instructed by the OPSO or higher authority.

b. Publish a monthly watchbill for CDO, ODO, and RDO watches. Input all required squadron watches and IP assignments into TIMS Duty Manager.

c. Conduct Watch Standers' indoctrination training for incoming squadron personnel. Submit designation of IP's for ODO and RDO upon completion of watch training for recommendation by the OPSO and approval by the CO IAW Reference (b) and Enclosure (11).

d. Provide quarterly training for designated ODO's and RDO's IAW Reference (b).

e. Develop and maintain ODO/CDO and AODO/SDO binders containing relevant instructions. Additionally, provide written standing orders as required to ensure effective and efficient watch standing operations.

f. Coordinate watch assignment with VT-28 as required.

g. Coordinate with the Squadron Safety Department to train CDO's/ODO's on utilizing the Pre-Mishap Plan.

h. Assist the Supply Officer with duty vehicle responsibilities.

COMMAND DUTY OFFICER

1. Qualifications. During weeknights and between fly days, all IPs qualified for ODO watches are eligible for assignment as CDO. For weekends, only IP's assigned to Department Head positions shall be assigned CDO unless approved otherwise by the OPSO and CO.

2. Scheduling. A CDO shall be scheduled during non-operational hours whenever an ODO watch is not being stood. Watch times are typically roughly delineated on the flight schedule. On weekdays, the CDO shall be the PM ODO after the Last Plane On Deck (LPOD). On weekends, the CDO watch will run from LPOD on Friday until properly relieved by the oncoming AM ODO on Monday, or properly adjusted for holidays and non-operational days. The CDO is not normally required to be in the squadron spaces during his watch.

3. Specific Responsibilities. The CDO's primary responsibility is knowing the whereabouts of all squadron aircraft conducting operations during non-operational hours IAW Reference (d). Secondary responsibilities include ensuring the operational condition of the squadron and providing assistance in case of non-standard events during non-operational hours. Issues shall be reported to the Executive Officer (XO) if the OPSO is not available. Notify the Wing CDO of issues as required.

4. Specific Duties.

a. Prior to departing the squadron with the LPOD on weekdays, leave any necessary instructions and contact information with the SDO.

b. Prior to 1600 on day preceding the weekend, meet with the XO to discuss weekend flight ops and other items of interest.

c. The CDO shall keep up-to-date with the following information from the SDO's:

(1) Status, location, and recall numbers of all squadron CCX and prepo aircraft.

(2) Event completion progress and schedule changes. SDO's should update the master rough paper schedule; CDO's should update TIMS Schedule Executor, including follow-on event updates.

(3) Any pending administrative matters (i.e. emergency leave cases, hurricane conditions, immediate messages for pickup, legal matters, etc.).

d. The CDO shall be immediately available for recall by telephone at all times and in the local area no further than able to report for duty in the required uniform within one hour. The squadron-issued cellular phone number shall be the primary method for contacting the CDO.

e. The CDO shall ensure an OPSUM Report is complete and submitted for weekend/holiday operations. This may be delegated to the next ODO, but a proper passdown shall be provided.

OPERATIONS DUTY OFFICER AND ASSISTANT

1. Qualifications.

a. ODO. All designated IPs are eligible for assignment as ODO once complete with the PQS IAW Enclosure (11) and designated by the CO in writing. IUT's should attempt to stand an ODO watch under instruction while in the FITU. Prior to designation, all IUT's shall brief with the SWO. This shall be completed prior to finishing the IUT syllabus.

b. AODO. All SMA's are eligible for assignment as AODO once eligible for C2001 (CPT 1). SMA's should also attempt to stand an AODO watch under instruction prior to being eligible for assignment.

2. Scheduling. An ODO and AODO shall be posted in the ODO shack or Ops spaces during all local flight operations IAW Enclosure (1) unless directed otherwise by Ops. ODO and AODO watches are divided into AM and PM watches. Watch times are typically delineated on the flight schedule.

a. ODO. AM ODO's should report for duty no later than 30 minutes prior to the first scheduled aircraft launch. PM ODO's should report for duty no later than 1415 (non-daylight savings time) or 1515 (daylight savings time). The PM ODO may depart the squadron with the LPOD, but still remains on duty as CDO until the next day's AM ODO posts his watch. The ODO shall ensure an up-to-date recall phone number is posted with the SDO before retiring.

b. AODO. AODO is a 12-hour watch during local flight operations, and should turn over at 0700 and 1900. Watch Standers shall report for duty no later than 15 minutes prior. The PM AODO may secure with the last plane on deck, but still remains in the squadron spaces and on duty as SDO until the next days' AM AODO posts his watch.

3. Specific Responsibilities. The Watch Standers' primary responsibility is the safe, efficient execution and management of the flight schedule IAW Reference (d) and all related command policies. Secondary responsibilities include ensuring the operational condition of the squadron; managing the other duties during your watch; keeping aware of the CO, XO, and OPSO's whereabouts during operational hours; and communicating and coordinating with squadron departments, contract maintenance, and other outside organizations as it pertains to the squadron's operations. The AODO shall assist the ODO as directed in managing the flight schedule and maintaining the operational condition of the squadron, and is responsible for complying with the ODO's guidance.

4. Specific Duties.

a. The ODO's primary duties are conducting flight following using the TIMS Schedule Executor and master rough paper schedule, monitoring solo operations, and initiating the Pre-mishap Plan if required, as stated in Enclosure (1).

b. The AODO's primary duties are maintaining the logbook, tracking the radios and keys, conducting flight following using the VT-27 Flight Schedule Tracking Sheet and CCX tracker, and answering the phone and base radio, as stated in Enclosure (1).

5. Solos. The ODO is responsible for briefing and debriefing solos IAW Reference (f). Ensure all solo prerequisites are complete in TIMS, including a "safe for solo" entry on the previous event. Monitor weather requirements, ensure a formation-qualified instructor is airborne, and the RDO watch is manned for the entirety of the event. Once completed, ensure all requirements were met and complete an ATF for the event, noting it was complete IAW References (f) and (g) and all other applicable instructions. If incomplete or other, ensure Ops and Student Control (StuCon) are notified.

SQUADRON DUTY OFFICER

1. Qualifications. All SMA's are eligible for assignment as SDO once eligible for C2001 (CPT 1). SMA's should also attempt to stand an AODO watch under instruction prior to being eligible for assignment.

2. Scheduling. SDO is a 12-hour watch outside of local flight operations. Watch times are typically delineated on the flight schedule, and should turn over at 0700 and 1900. Watch standers shall report for duty no later than 15 minutes prior.

3. Specific Responsibilities. The SDO's primary responsibility is knowing the whereabouts of all squadron aircraft conducting operations during non-operational hours IAW Reference (d). Secondary responsibilities include monitoring the operational condition of the squadron and standing by to act in case of non-standard events during non-operational hours. Issues shall be reported to the CDO ASAP.

4. Specific Duties. The SDO's primary duties are maintaining the logbook, maintaining accountability for the radios and keys, conducting flight following using the CCX tracker, and answering the phone and base radio, as stated in Enclosure (1).

RUNWAY DUTY OFFICER AND ASSISTANT

1. Qualifications.

a. RDO. All designated IP's are eligible for assignment as RDO once complete with the PQS and designated by the CO in writing IAW Reference (b). IUT's should attempt to stand an RDO watch under instruction while in the FITU. Prior to designation, all IUT's shall brief with the SWO. This shall be completed prior to finishing the IUT syllabus.

b. ARDO. All SMA's are eligible for assignment as ARDO once complete with C4004 (FAM 4). SMA's should also attempt to stand an ARDO watch under instruction prior to being eligible for assignment.

c. IP's and SMA's must have a valid driver's license and Truax vehicle operator license in order to operate a duty vehicle on the flight line.

2. Scheduling. There are three local airfields at which a Wheels Watch (WW) should be present for touch-and-go operations unless directed otherwise by Ops. VT-27 and VT-28 shall share the watch assignments, alternating month-to-month. Watch times are typically delineated on the flight schedule, and shall be manned starting at those times unless directed otherwise by Ops. Turnovers shall be conducted no later than 15 minutes prior to the assigned watch time.

a. NAS Corpus Christi/Truax Field (KNGP). RDO's should be scheduled from field open to sunset. ARDO's should be scheduled from field open to field close. Both watches are divided into AM and PM watches. Each squadron shall be responsible for either the AM or PM watches (both RDO and ARDO). The squadron assigned Aransas County RDO will have AM KNGP RDO and ARDO.

b. NOLF Waldron (KNWL). Both RDO and ARDO's should be scheduled from field open to close, approximately sunset. The ARDO watch is divided into AM and PM watches. The squadron NOT assigned Aransas County RDO shall be assigned both AM and PM KNWL RDO and ARDO's.

c. Aransas County/Rockport Airport (KRKP). An RDO should be scheduled from 0900 to 1700 Monday to Thursday. The squadron NOT assigned Waldron RDO and ARDO's shall be assigned KRKP RDO.

3. Specific Responsibilities. **The WW shall ensure all aircraft showing possible intent to land with their gear not safely down are waved off in a timely manner IAW Reference (b).** NOTE: the RDO/ARDO is not an ATC agency and does not have the authority to give clearance to land, take-off, etc., nor does he have any authority over civilian traffic; calls should be advisory in nature only. However, do not let this lack of authority preclude you from communicating a dangerous situation to aircraft involved. **BE PROACTIVE AND PREVENTATIVE IN SAFETY-OF-FLIGHT RELATED ISSUES.**

a. RDO. The RDO is responsible to the ODO for monitoring student solo take-offs, approaches, landings and emergencies in order to enhance flight safety and increase the effectiveness of solo student training IAW Reference (b). **The RDO shall man the watch during the entirety of all solo events, including solo formation flights.** Ensure solo limitations IAW References (f) and (g) are strictly monitored and enforced by both aircraft and ATC. The RDO is responsible for ARDO watch conduct at all other times in his absence, and shall ensure the ARDO's knowledge of procedures is sufficient before leaving the post.

b. ARDO. The ARDO shall assist the RDO as directed in avoiding and correcting unsafe conditions, and is responsible for complying with the RDO's guidance. At least an ARDO should man the watch during the entirety of all local flight operations, as defined in Enclosure (1), executing a student training event (non-solo) and during normal KNGP and KNWL field hours unless directed otherwise by Ops. Ensure course rules and other limitations are monitored and enforced by both aircraft and ATC.

4. Specific Duties.

a. **RDO and ARDO are safety-of-flight related duties. Crew rest and crew day shall be adhered to IAW References (a), (d), and (g) in the performance of all associated watch duties.**

b. Notify the watch officer when you have properly assumed the duties of your watch. For personnel changes during a split watch (i.e. AM to PM RDO), turnovers should be done face-to-face to the maximum extent possible. RDO's shall make every attempt to brief their ARDO's in person.

c. Check the radios and vehicle keys in and out IAW the Watch Officer's instructions. Verify the conditional integrity of the vehicle you take possession of. Correct all minor issues (i.e. fuel - vehicle and gas cans, other fluids, cleanliness, radios off). Let the Watch Officer know ASAP if any other issues are found. If turning over the radio and vehicle keys along with the watch, ensure the Watch Officer has the proper recall information and makes the required entry in the logbook to transfer accountability and responsibility. NOTE: When using the government credit card, make an entry of name, rank, time, date, receipt number (if available), mileage, cost, and reason (i.e. fuel, oil) in the note pad in the door of the vehicle. NOTE: If prompted, the vehicle ID # is the 6-digit number on the bottom left corner of the credit card, book-ended by letters. You may leave the receipt in the credit card holder on the key chain, but only after the entry has been made. Gas cans for RDO shack generators should be filled up at the pump next to Base Transportation using the prokee ("pro-key") to the maximum extent possible. If using the prokee, make a similar entry as above in the log attached to the key. DO NOT REMOVE THE PROKEE FROM THE LOG.

d. Vehicles shall remain in constant two-way communications with the tower (NOTE: this does NOT include cell phones!) while repositioning on the flight line at KNGP or KNWL, using an ELMR radio. ATC frequencies (i.e. ground, tower) should only be used as an absolute last resort or in case of emergency. Contact Flight Support for RDO shack and transportation assistance as required.

e. If not required to be at your post during your scheduled watch time, be immediately available for recall by telephone at all times and in the local area no further than able to report for duty in a flight suit uniform within one hour.

f. **AT NO TIME SHALL A GOVERNMENT VEHICLE BE TAKEN TO A PERSONAL RESIDENCE (I.E. PARKED IN YOUR DRIVEWAY) WHEN NOT IN USE ON THE OFFICIAL BUSINESS OF YOUR WATCH, OR USED FOR UNOFFICIAL BUSINESS.**

DUTY DRIVER

1. Qualifications. All SMA's with a valid driver's license are eligible for assignment as Duty Driver. SMA's must have a Truax vehicle operator license in order to operate a duty vehicle on the flight line.

2. Scheduling. Duty Driver is a 24-hour watch. Watch times are typically delineated on the flight schedule, and should turn over at 0600.

3. Specific Responsibilities. The Duty Driver is responsible to the CDO/ODO for duties as assigned. Specifically, check the duty vehicle for cleanliness, working condition, and sufficient fuel. Duty Drivers are responsible for the proper delivery and pick up of all personnel and items pertaining to the business of the squadron.

4. Specific Duties.

a. Inspect each vehicle starting at the time delineated on the flight schedule IAW the VT-27 Daily Government Vehicle Maintenance Instructions. Correct all minor issues (i.e. fuel - vehicle and gas cans, other fluids, cleanliness, radios off). Let the Watch Officer know ASAP if any other issues are found. NOTE: When using the government credit card, make an entry of name, rank, time, date, receipt number (if available), mileage, cost, and reason (i.e. fuel, oil) in the note pad in the door of the vehicle. NOTE: If prompted, the vehicle ID # is the 6-digit number on the bottom left corner of the credit card, book-ended by letters. You may leave the receipt in the credit card holder on the key chain, but only after the entry has been made. Gas cans for RDO shack generators should be filled up at the pump next to Base Transportation using the prokee ("pro-key") to the maximum extent possible. If using the prokee, make a similar entry as above in the log attached to the key. DO NOT REMOVE THE PROKEE FROM THE LOG.

b. Remain in the squadron spaces until you have spoken to the ODO/CDO. If required, check the duty vehicle keys in and out IAW the Watch Officer's instructions. **You shall use the duty vehicle in the performance of your duties and not a personally owned vehicle. You shall be in the uniform of the day - typically a flight suit uniform - in the performance of your duties.**

c. If not immediately needed or briefed otherwise, remain available at your recall and in the local area no further than able to report for duty in the uniform of the day - typically a flight suit uniform - within one hour.

d. **AT NO TIME SHALL A GOVERNMENT VEHICLE BE TAKEN TO A PERSONAL RESIDENCE (I.E. PARKED IN YOUR DRIVEWAY) WHEN NOT IN USE ON THE OFFICIAL BUSINESS OF YOUR WATCH, OR USED FOR UNOFFICIAL BUSINESS.**

SUPERNUMERARY

1. Qualifications. All SMA's are eligible for assignment as Super once complete with C4004 (FAM 4). SMA's must have a valid driver's license and Truax vehicle operator license in order to operate a duty vehicle on the flight line.

2. Scheduling. Super is a 24-hour watch. Watch times are typically delineated on the flight schedule, and should turn over at 0700. Watch standers shall call the Watch Officer to assume the watch no later than the time delineated on the flight schedule.

3. Specific Responsibilities. The Super is responsible to the CDO/ODO for duties as assigned. Specifically, the Super will act as a standby for all eligible watch assignments in the event assigned personnel are unable to fulfill their responsibilities IAW Enclosures (4) thru (7).

4. Specific Duties. Duties will be IAW Enclosures (4) thru (7). If not immediately needed or briefed otherwise, remain available at your recall and in the local area no further than able to report for duty in the uniform of the day - typically a flight suit uniform - within one hour.

WATCH OFFICER CHECKLIST

AM ODO Instructions:

Unforward the CDO phone as required. Review the logbook for the previous day(s) and ensure a proper turnover. Make the proper assumption of the watch entry in the logbook. Ensure all conditions normal. _____

Log into NMCI and TIMS. Ensure the OPSUM was submitted and TIMS Schedule Executor was closed out from the previous day (i.e. no remaining executes or open lines, all canx/inc "closed out" with specific reasons). Ensure TIMS Schedule Executor is up to date with all changes, additions, and cancellations from the master rough paper schedule for the current day as required. _____

Check the Read and Initial (R&I) board for any outstanding aircrew. Notify aircrew as required to ensure currency before flying. _____

Verify assigned aircraft side numbers are input into TIMS Schedule Executor one hour prior to scheduled event takeoff. If not, call Aircraft Issue to have them assigned and input. _____

Be prepared to brief the Ops O / Assistant Ops O and/or Skeds by 0800 on any significant information from the previous and upcoming day, using the logbook and master rough paper schedule as required. This may include but is not limited to: OPSUM, weather, NOTAMs, aircraft availability, FCF requirements, schedule changes, and/or any other significant events regarding personnel or squadron resources. Ops will provide follow-on instructions for briefing the front office. _____

Check with Admin for any squadron urinalysis testing requirements. Notify those individuals selected IAW the urinalysis instructions. If members are not available for testing due to flights, crew rest, leave, or other approved reasons, notify Admin and the NAS Urinalysis Coordinator via email. _____

PM ODO / CDO Instructions:

Review the logbook for the previous day(s) to ensure turnover. Review the AM ODO/AODO checklists for completion, and update items as required. Make the proper assumption of the watch entry in the logbook. Ensure all conditions normal. _____

Verify TIMS Schedule Executor is properly closed out (i.e. no remaining executes or open lines, all canx/inc "closed out" with specific reasons) after the flight schedule is complete. Ensure TIMS Schedule Executor and the master rough paper schedule are up to date with all changes, additions, and cancellations for the following day. Contact Aircraft Issue to verify LPOD and get any available forecast on the following day's aircraft outlook. _____

Complete the OPSUM report. Once complete, send the report via email to OPSUM distro list and following day's ODO/CDO's, along with any short-term information. Anything that pertains to the overall duty (i.e. procedures, front office guidance, long-term information) should also be sent to the SWO. _____

Ensure a "retires to recall" entry is made in the logbook after all flight-related paperwork has been submitted and when leaving the spaces. Leave any necessary instructions and contact information with the SDO. The CDO phone should be used to the maximum extent possible, to include forwarding the CDO number to your personal recall. _____

AM AODO Instructions:

Unforward the phone as required. Verify the cleanliness of the squadron spaces, including dry-erase boards in the briefing areas. Inventory the radios and key locker to ensure accountability. Review the logbook for the previous day(s) and ensure a proper turnover. Make the proper assumption of the watch entry in the logbook, but NOT BEFORE YOU ARE READY TO ASSUME ACCOUNTABILITY AND RESPONSIBILITY! Check all conditions normal and make an entry into the logbook. Make a "commencing flight ops" entry into the logbook once the first event launches. _____
Check the initial weather outlook and NOTAMs. Print applicable notices and post them outside of the ODO shack. _____

Ensure the Duty Driver has inspected all duty vehicles and that minor discrepancies have been corrected (i.e. fuel - vehicle and gas cans, other fluids, cleanliness, radios off). If no major discrepancies are noted, make a single "all vehicles inspected with no discrepancies" line entry into the logbook. If a new major discrepancy is noted, let the ODO, SWO and/or Supply Officer know ASAP, and make an entry into the logbook if the issue cannot be handled at the squadron level (i.e. leaks, dents, cracked glass). Notify Flight Support or Transportation through the ODO if immediate assistance is required. _____

PM AODO / SDO Instructions:

Review the logbook for the previous day(s) and ensure a proper turnover. Review the AM AODO checklists for completion, and update items as required. Make the proper assumption of the watch entry in the logbook, but NOT BEFFORE YOU ARE READY TO ASSUME ACCOUNTABILITY AND RESPONSIBILITY! Check all conditions normal and make an entry into the logbook. _____

Distribute the flight schedule to all appropriate personnel IAW its instructions when it is delivered by Skeds. Be sure to return the original (signed) copy to Skeds in the orange folder, along with a copy of snivel requests IAW its instructions. Close out the next required snivel request with "NFETP." **Include this completed checklist with all items initialed and signed verified by the ODO.** _____

Ensure the Ops printers are reloaded with paper for the following day. _____

Make a "safe on deck" (SOD) entry into the logbook after the last plane is on deck (LPOD) and flight ops are secured. _____

Ensure you have the CDO recall information and any instructions before the ODO retires. _____

Ensure the cleanliness of the squadron spaces, including dry-erase boards in the briefing areas. Secure the squadron spaces and turn the lights off where required. Ensure all radios and keys are accounted for. Forward the phone as required or desired. Continue to check for all conditions normal at least once an hour and make an entry into the logbook. _____

_____

AM ODO Name PM ODO Name

_____

PM ODO Signature Date

OPERATIONS SUMMARY REPORT TEMPLATE

OPSUM Report for VT-27

Date:
Submitted by:

Scheduled Flight Events:

Flight Ops Commenced (time):
Flight Ops Secured (time):

Total Events Completed:
- Advancing SMA Xs:
- Warm-ups & EPTs/IPC/FPC:
- Logistics / Ferry's:
- FCFs:
- IP Xs:
- BITS/PROF:

Flight Hours Complete:
SMA's Primary Complete:

Total Incompletes (specify event and reason as required):
Total Cancels (specify student, event, reason, time, etc. as required):
- Wx CNX:
- Maint CNX:
- OPS CNX:
- IPNA CNX:
- SMA CNX:
- ACNAs:
- Other CNXs:

Aircraft off-station (IP/Side/Location, including CCXs and prepos):

Schedule changes for the following fly day:

Operational outlook for following day (FCFs, logistics/ferry plan, weather forecast impact):

Miscellaneous (any other significant events that are important to emphasize for the Chain of Command and/or Watch Officer passdown):

Very Respectfully,

VT-27 PM ODO

Operations Duty Officer PQS and Training Form

Date: _____

From: Senior Watch Officer, Training Squadron TWENTY-SEVEN
To: Safety Clerk, Training Squadron TWENTY-SEVEN
Via: Operations Officer, Training Squadron TWENTY-SEVEN

Subj: OPERATIONS DUTY OFFICER DESIGNATION

1. _____ has completed Operations Duty Officer Indoctrination training and is recommended for designation as an Operations Duty Officer.

_____
Senior Watch Officer

Operations Officer: APPROVED / NOT APPROVED

Date: _____

From: _____
To: Commanding Officer, Training Squadron TWENTY-SEVEN

1. I have read and thoroughly understand the contents of the references concerning the duties and responsibilities of the Operations Duty Officer.

2. The supervised watch was completed on the following date:

   a. VT-27 ODO Indoctrination on _____ with _____.

3. The required Senior Watch Officer briefing was completed as follows:

   a. SWO briefing on _____ with _____.

Very Respectfully,

_____