



DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO

COMTRAWINGFIVEINST 1601.1L CH-1
Code N3
24 May 12

COMTRAWINGFIVE INSTRUCTION 1601.1L CHANGE TRANSMITTAL 1

From: Commander, Training Air Wing FIVE

Subj: FIXED-WING RUNWAY DUTY OFFICER (RDO), WHEELS WATCH
QUALIFICATION, AND WATCH RESPONSIBILITIES

1. Purpose. To provide changes to the basic instruction.
2. Action. Make the following pen and ink changes to the basic instruction.

a. Page 4, add the following text as subparagraph (1) under section 4.c to read: "Fixed Wing Squadron Commanding Officers have the option to complete the required indoctrination watches in their individual squadrons or have the FITU compete them during the IUT syllabus. This requirement will be made known to the FITU OIC upon the IUT's entry into the FITU." Renumber existing subparagraphs (1), (2), (3) as (2), (3), (4).

b. Page 4, change subparagraph 4.d.(1) to read: "Fixed Wing Squadron Commanding Officers have the option to complete the required indoctrination watches in their individual squadrons or have the FITU compete them during the IUT syllabus. This requirement will be made known to the FITU OIC upon the IUT's entry into the FITU. The FITU OIC will still ensure the lecture and Open book test are completed."


J. D. GRACE

Distribution:
COMTRAWINGFIVEINST 5216.1S
Lists: I(b), II(f,h,j,p-s), III(a,h,k)



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IN REPLY REFER TO

COMTRAWINGFIVEINST 1601.1L
N35
10 Apr 12

COMTRAWING FIVE INSTRUCTION 1601.1L

From: Commander, Training Air Wing FIVE

Subj: FIXED-WING RUNWAY DUTY OFFICER, WHEELS WATCH
QUALIFICATION, AND WATCH RESPONSIBILITIES

Ref: (a) CNATRAINST 1601.2 Series (RDO AND RUNWAY WHEELS WATCH)
(b) COMTRAWINGFIVEINST 3710.2 Series (FIXED-WING STANDARD
OPERATING PROCEDURES (FWOP))
(c) NASWFINST 3710.2 Series (AIR OPERATIONS MANUAL)
(d) NASWF CRASH DIVISION STANDARD OPERATING PROCEDURE

Encl: (1) Training Air Wing FIVE Fixed-Wing Runway Duty
Officer Qualification Sheet
(2) Sample Runway Duty Officer Radio Calls/Responses at Fixed-
Wing Outlying Fields
(3) Fixed-Wing Runway Duty Officer/Outlying Fields Inspection
Checklist
(4) Oncoming/Outgoing Fixed-Wing Runway Duty Officer Checklist
(5) T-6 Crosswind Limits

1. Purpose. To assign the duties, responsibilities, and requirements for runway watch personnel. This instruction has been revised and should be read in its entirety.

2. Cancellation. COMTRAWINGFIVEINST 1601.1K.

3. Background

a. Training Air Wing (TRAWING) FIVE operates at many dual-use uncontrolled Outlying Fields (OLFs) where civilian aircraft may unexpectedly arrive and interrupt normal training flight profiles. In order to enhance flight safety a Runway Duty Officer (RDO) or Runway Wheels Watch (RWW) is required at Naval Air Station Whiting Field (NASWF) North Field and an RDO is required at the OLFs to monitor dual and student solo takeoffs, approaches, landings, and emergencies.

b. The RDO must be prepared to provide timely advice and render assistance to any errant or distressed aircraft. It is imperative that squadrons assign highly trained and professionally competent runway watch personnel to provide expert advice, corrective information, and emergency situation assistance.

c. The RDO is the direct representative of the Commander, Training Air Wing FIVE (CTW-5). All RDOs shall keep the NASWF Operations Duty Officer (ODO) informed of any changes in field status.

d. All pilots shall comply with the instructions passed by the RDO. Only during actual emergencies, where compliance with an RDO's instructions would jeopardize the safety of the aircrew, will deviations from those instructions be permitted. Any conflicts will be resolved through the chain of command.

e. The RDO is expected to take positive measures when, in his/her opinion, failure to do so would result in a bonafide emergency or mishap. Nothing listed in this instruction or references (a) through (c) shall be construed to restrict his/her authority.

f. During T-6 NATOPS flights and C4490's, simulated low altitude power losses from the pattern (LAPL(P)s) to the off-duty runways may be accomplished with no more than one other aircraft in the pattern, on a not-to-interfere basis. Full stop, stop-and-go landings, and practice aborted take-offs may also be accomplished on these flights and T-6 NATOPS flights. Instructors are responsible for de-confliction with other aircraft. The Instructor Pilot (IP) shall inform RDO/Crash that a NATOPS flight or C4490 is being conducted. LAPL(P)s shall not be conducted to the reciprocal of the duty runway with other aircraft in pattern. Only low approaches are authorized to an off-duty runway. The RDO shall be aware of the NATOPS and C4490 flight requirements and will assist with the flight, as necessary.

g. In order to help reinforce pattern procedures, it is highly encouraged that student aviators in the early contact stage accompany an RDO (preferably the on-wing) during the performance of their duties/watch.

h. The RDO is required to be "on station" prior to student solos departing the runup at homefield. The RDO will have radio mike immediately available during all student solo operations.

i. The requirement for an RDO is waived under the following circumstances:

(1) When student solos are performing full stop landings at an OLF, provided the student is a member of a formation flight and the Flight Leader is positioned to monitor the approach and assume RDO responsibilities.

(2) When only one dual aircraft is operating at an OLF, with the exception of OLFs Brewton and Evergreen. The crash crew must be on-station manning the radio.

(3) When inclement weather jeopardizes the personal safety of the RDO.

(4) At NASWF when no solo operations are being conducted.

j. In a training environment, the RWW is invaluable in preventing wheels-up landings. An RWW is required at NASWF North Field and OLF's to provide landing gear position information to aircraft and assist the RDO in maintaining Situational Awareness (SA) at all times. The RWW's primary focus shall be the approach end of the runway, confirming gear position and monitoring aircraft from both Low Key and 180 position.

k. The requirement for an RWW is waived under the following circumstances:

(1) At NASWF North Field, if a RDO on station assumes wheels watch responsibility. If this option is utilized, the RDO must be on station for all flight operations (Dual and Solo).

(2) When inclement weather jeopardizes the personal safety of the RWW.

(3) Aircraft returning to NASWF from flights such as cross-countries at other than normal working hours.

4. Action

a. CTW-5 shall:

- (1) Designate a TRAWING FIVE Senior Fixed-Wing RDO in writing.
- (2) Designate TRAWING FIVE Fixed-Wing RDOs in writing.
- (3) Provide binoculars for use by Fixed-Wing RDOs.
- (4) Provide logbooks for use by Fixed-Wing RDOs.
- (5) Ensure all TRAWING FIVE Fixed-Wing OLF and North Field RDO carts have a copy of this instruction and the following publications:

CNATRAINST	1601.2 Series	RDO and RWW
COMTRAWINGFIVEINST	3710.2 Series	Fixed-Wing SOP Manual
NASWFINST	3710.2 Series	NASWF Operations Manual with Letters of Agreement
T-6B	NAVAIR A1-T6BAA-NFM-100	NATOPS Flight Manual
T-6B	NAVAIR A1-T6BAA-FCL-100	NATOPS Pocket Checklist

(6) Ensure there is sufficient back-up equipment to preclude any loss of RDO capability.

b. Commanding Officer, NASWF, in accordance with reference (d), shall:

(1) Fixed Wing Squadron Commanding Officers have the option to complete the required indoctrination watches in their individual squadrons or have the FITU complete them during the IUT syllabus. This requirement will be made known to the FITU OIC upon the IUT's entry into the FITU. COMTRAWINGFIVEINST 1601.1L

(1) Ensure the NAS ODO, or his designated representative, inspects the NASWF RDO Cart before it is checked out to the RDO and again prior to securing the RDO. Radios shall be checked and discrepancies reported to the cognizant departments of NASWF at the time the discrepancy is noted.

(2) Ensure that all OLF RDO carts are inspected by the OLF Crash Leading Petty Officer (LPO) or the assistant LPO prior to the RDO arriving and again prior to securing the OLF. Radios shall be checked and discrepancies noted. The OLF Crash LPO shall be responsible for reporting any discrepancies to the chain of command.

c. Fixed-Wing Squadron Commanding Officers shall:

(2)~~(1)~~ Upon completion of qualifications as outlined in this instruction, forward recommendations for Fixed-Wing RDO designation to Commander, Training Air Wing FIVE.

(3)~~(2)~~ Publish a monthly RDO watchbill and schedule NASWF North Field RWW, as required, via the daily flight schedule.

(4)~~(3)~~ Designate a Squadron Senior RDO in writing.

d. Officer-in-Charge, Fixed-Wing Instructor Training Unit (FITU) shall:

~~(1) Ensure IUTs complete the required indoctrination watches, attend RDO/WW indoctrination lecture, and Open Book Exam, prior to checking out of the unit.~~

e. Reference (a) sets forth general procedures and responsibilities of runway watch personnel.

5. TRAWING FIVE Senior Fixed-Wing RDO, Fixed-Wing Squadron Senior RDO, Fixed-Wing RDO, and Runway Wheels Watch Qualifications, Responsibilities, and Duties

a. TRAWING FIVE Senior Fixed-Wing RDO qualifications

(1) Be designated in writing by the CTW-5

(2) Be a qualified DAY Fixed-Wing RDO.

b. Fixed-Wing Squadron Senior RDO qualifications

(1) Be designated in writing by the Commanding Officer.

(2) Be a qualified DAY Fixed-Wing RDO.

c. Fixed-Wing RDO Qualifications

Fixed Wing Squadron Commanding Officers have the option to complete the required indoctrination watches in their individual squadrons or have the FITU complete them during the IUT syllabus. This requirement will be made known to the FITU OIC upon the IUT's entry into the FITU. The FITU OIC will still ensure the lecture and Open book test are completed.

CH-1

(1) The RDO shall be a designated Naval Air Training Command Flight Instructor and shall complete all requirements of enclosure (1) prior to assuming such duties.

(2) Be designated in writing by CTW-5.

(3) Flight Instructors unable to complete the night RDO Indoctrination Watch/Brief because no night Fixed-Wing OLF operations exist, shall be designated Day Fixed-Wing RDO only.

d. Wheels Watch Qualifications. The NASWF North Field Wheels Watch shall, at a minimum, be a student aviator who has completed the Wheels Watch Indoctrination lecture and is in or beyond the contact stage of training.

e. Responsibilities and Duties

(1) The TRAWING FIVE Senior Fixed-Wing RDO shall:

(a) Conduct random inspections of RDOs at NASWF North Field and all Fixed-Wing OLFs periodically to ensure standardization of RDO procedures and adherence to current policies. A checklist is provided in enclosure (3).

(b) Convene a meeting of all Fixed-Wing Squadron Senior RDOs, as required.

(c) Periodically test RWW alertness. Prior coordination with North Tower is mandatory.

(d) Ensure all TRAWING FIVE Fixed-Wing RDOs are made aware of changes in policy or procedures as they occur.

(e) Ensure all OLF NATOPS Manuals and Pocket Checklists are updated with current changes.

(2) Fixed-Wing Squadron Senior RDO shall:

(a) Monitor the training qualifications and standardization of RDOs within their squadrons.

(b) Maintain records of RDO training and qualifications (enclosure (1)).

(c) Ensure all RDOs within their squadrons are made aware of changes in policy and procedures as they occur with regard to RDO responsibilities and duties.

(d) Ensure an adequate number of qualified RDOs are on board.

(e) Submit a monthly RDO watchbill to the squadron Operations Officer.

(f) Report any non-standard procedures/trends of RDOs to the TRAWING FIVE Senior Fixed-Wing RDO.

(3) Fixed-Wing RDOs shall:

(a) Include RDO assignment in call to North Clearance and in taxi and return call to North Ground (all RDO aircraft have priority departing homefield).

(b) Upon arrival at the OLF or the North Field RDO cart, sign the logbook assuming the duty and perform the Oncoming Fixed-Wing RDO Checklist (enclosure 4). Immediately list any discrepancies in the discrepancy log book and report all equipment malfunctions, missing publications, and/or unsafe field conditions to the ODO.

(c) Be in a flight suit, except during days of extreme heat. During days of extreme heat, the acceptable alternative uniform is shorts, squadron approved shirt, green/white socks, and running shoes or flight boots.

(d) When on station, coordinate with the ODO and respective squadron FDO to suspend flight operations for weather and/or other unforeseen circumstances.

(e) Limit the number of aircraft in the pattern when safety dictates.

(f) When aircraft operations are in progress, the RDO shall not be positioned inside the crash truck to monitor the pattern except in extremis situations (i.e. when RDO cart radios fail, RDO cart generator fails, etc). The intention of this exception is to safely clear the pattern from the truck, not to continue to conduct regular flight operations.

(g) Monitor approaches from the 180-degree position through touchdown for proper configuration, attitude, airspeed, touchdown point, and roll-out. When Solo Aircraft are in the pattern, RDO shall monitor the landings until the aircraft is safely airborne from touch and go landing. If the touchdown is assessed to be a hard landing or a porpoised landing, the RDO shall direct aircraft to return for landing, execute a wave-off, or a full-stop landing while on the runway as appropriate.

(h) Promptly initiate wave-off instructions whenever landing approach appears unsafe, if the landing gear is up or appears unsafe, or after a ballooned landing. The RDO shall wave-off a porpoised landing or direct a full-stop of any porpoised landings executed by a Solo Aircraft if damage is suspected. The RDO shall initiate the wave-off using both the radio and wave-off lights. Any IP requested wave-off not accompanied by an unsafe condition may be given at the discretion of the RDO. If a conflict exists between opposing (180 and Low Key) traffic, PPEL traffic has priority over the normal

touch and go pattern, and a wave-off shall be directed on the radio at the earliest opportunity.

(i) Monitor aircraft taxiing into take-off position for proper configuration and condition (when feasible).

(j) Conduct all UHF/VHF radio calls at Fixed-Wing OLFs. The RDO will have the call sign of the airfield assigned, e.g., "BREWTON RDO." If two-way radio communication is not available, the RDO shall inform the ODO and the OLF shall be closed.

(k) Review enclosure (2) as a guide for normal UHF radio calls. RDOs are not Air Traffic Controllers and shall never "clear" an aircraft for any maneuver. All aircraft entering the landing pattern at Fixed-Wing OLFs shall obtain a two-way radio check with the RDO prior to the entry point required for the break or High Key for practice precautionary emergency landing patterns, per reference (c).

(l) Be aware that at NASWF North Field, North Tower is responsible for all communications and air traffic within its airspace. Therefore, communications will be kept to a minimum. The North Field RDO is primarily "on station" to render assistance to solo aircraft in distress and to monitor student solo approaches/landings. **WHEN NECESSARY, GIVE GUIDANCE AND DIRECTION TO SOLOS VIA THE RADIO IF SAFETY OF FLIGHT ISSUES OCCUR.** Do not be hesitant and assume that North Tower will give appropriate instructions. You are representing CTW-5, and have the authority and responsibility to give necessary guidance and direction to solo aircrews to avoid a mishap and ensure a SAFE outcome.

(m) If the RDO cart goes down for any reason at homefield (electrical failure, radio failure, etc), do not hold solos out of the terminal environment. Solos will be allowed to proceed under NASWF Tower direction for a full stop.

(n) Be aware of the NATOPS and C4490 flight requirements and limitations as described in this instruction, and be prepared to assist with these flights, as necessary.

(o) Immediately report all observed problem areas or incorrect procedures to the ODO via the FM radio or phone.

(p) Notify squadrons of all substandard landing performance or other unsafe practices by pilots and student pilots via his/her own chain of command. Fixed-Wing OLF RDOs may direct aircraft to depart the pattern or execute a full-stop landing when safety dictates.

(q) Adhere to the provisions of the current Letters of Agreement with Monroe County, Brewton and Evergreen when operating at these airports.

(r) Communications between the Monroe County/Brewton/Evergreen RDO and civilian pilots are limited to flight advisories and

immediate safety of flight issues. Communication between the RDO and the airport manager should be limited. Any "after the fact" discussions with civilian pilots or the airport manager in any form via the radio, telephone, or in person, are inappropriate. Direct complaints should be forwarded to the ODO when they occur at Brewton or Evergreen. Forward complaints to TRAWING FIVE Operations Office if they occur at Monroe County.

(s) Direct TRAWING FIVE and TRAWING SIX aircraft to the Delta Pattern when non-participating aircraft enter the pattern/airport terminal environment.

(t) Change the duty runway as required at Fixed-Wing OLFs. The presence of a persistent BASH on or over the duty runway may be considered sufficient reason for a runway change. NASWF North Field runway changes shall be coordinated through the Tower via the FM radio.

(u) Assist solo and dual flights by providing emergency procedure advice and assistance, when required. North Field RDOs shall acknowledge Tower's alerts concerning inbound emergency aircraft by stating, "RDO copies." If required, the RDO shall designate one dual aircraft to join in on the emergency solo aircraft and provide assistance as necessary until the emergency solo aircraft is safely on deck. Only Formation-qualified instructors shall be designated to join on emergency aircraft.

(v) In the event of an aircraft mishap, the RDO shall render advice only and shall not interfere with the Crash Crew in the performance of their duties. Normal Fixed-Wing OLF operations shall be suspended for all non-emergency aircraft until the Crash Crew is "on station" and fully prepared to respond to normal traffic.

(w) Assist student solo aircraft to ensure wind limits in reference (b) are not exceeded. Enclosures (5) and (6) are provided as a tool to aid the RDO in determining wind limits, but are not a substitute for the NATOPS Manual.

(x) Not secure until his/her relief is in place and has been briefed concerning aircraft in the pattern and status of equipment, per enclosure (4).

(y) Complete the Outgoing Fixed-Wing RDO Checklist, enclosure (4), prior to securing.

(4) The RWW shall:

(a) Provide potential unsafe landing gear position information to aircraft by radio.

(b) Be directly responsible to the ODO (RDO, if on station) for all operational functions of their duties.

(c) Wave-off aircraft via radio and wave-off lights when:

1. Landing gear appears unsafe.
2. Directed by RDO or Control Tower, or requested by an Instructor Pilot.
3. When any possible conflict exists between merging aircraft from Low Key and 180 position.

6. Vehicle Operations on OLF Runways. All vehicles operating on OLFs shall coordinate with the RDO when crossing or proceeding onto a runway surface.

a. Two-way radio communication shall be established between the vehicle and RDO. The vehicle will state over the radio "RDO, Duty Truck, request to proceed across runway (#) at (position, ie., approach end, midfield, or departure end)."

b. When the aircraft pattern permits, the RDO shall advise the vehicle when a safe crossing can be made and will reply over the radio "Duty Truck, RDO, proceed across runway (#) at (position)." The RDO shall immediately activate the wave-off lights when a vehicle proceeds onto the active runway during aircraft operations.

c. The vehicle shall then visually check the normal and ELP pattern to confirm there is no conflicting airborne traffic and proceed expeditiously across the runway.

d. The vehicle shall then verbally report "RDO, Duty Truck, clear of runway (#)."

e. The RDO shall turn off the wave-off lights once the vehicle has reported clear of the active runway.

7. Aircraft Emergency or Mishap. The following steps shall be accomplished by the RDO in the event of an aircraft emergency or mishap at, or in the vicinity of, a Fixed-Wing OLF:

- a. Clear the pattern of all aircraft.
- b. Clear the UHF frequency.
- c. Notify the ODO and remain on station to provide assistance, as required.
- d. Designate a Senior On-Scene Commander airborne if more than one aircraft is first on-scene or conflict exists.

8. Inclement Weather at North Whiting. The requirement for an RDO or RWW is waived as per paragraph 3 of this instruction, which is in compliance with reference (a). In the event that lightning is observed within 5 miles of KNSE:

a. The ODO will send a duty vehicle out to the RDO/RWW cart.

b. The RDO shall call the tower to determine if any solos are inbound on Course Rules. If there are, the RDO may elect to stay at the cart until the solos are on deck at NASWF North Field based on his assessment of the weather conditions (i.e., if he/she feels safe), then secure the RDO cart and ride in the duty vehicle back to the line shack.

c. If no solos are inbound, the RDO shall call Base ODO to have him inform approach that solos aren't to be allowed on Course Rules and need to divert to an OLF for full stop, then secure the NASWF North Field RDO cart.

d. If the RDO elects to stay on-station in the cart for whatever reason, the duty driver will secure to Base Ops. Subsequently, if the RDO requests transportation, he will request it through the Base ODO, who will dispatch the duty driver as safety permits.

9. Schedules

a. The responsibility for providing Fixed-Wing RDOs is as follows:

	VT-2	VT-3	VT-6
North Whiting Field	NOV/FEB MAY/AUG	DEC/MAR JUN/SEP	JAN/APR JUL/OCT
OLFs Brewton, Evergreen	JAN/APR JUL/OCT	NOV/FEB MAY/AUG	DEC/MAR JUN/SEP
OLFs Monroe County, Barin	DEC/MAR JUN/SEP	JAN/APR JUL/OCT	NOV/FEB MAY/AUG

b. Squadrons are responsible for providing RDOs for assigned OLFs. Coordinating a relief for various squadron functions rests with the individual squadron.

c. This schedule shall be reviewed and adjusted as deemed necessary, annually, or as required.

10. Effective date. This instruction is effective upon receipt.


J. D. GRACE

Distribution:
COMTRAWINGFIVEINST 5216.1S
Lists I(a,b,f), II, III(a)

Copy to:
NAS Whiting Field, NASWF OLFs

**TRAINING AIR WING (TRAWING) FIVE FIXED-WING
RUNWAY DUTY OFFICER (RDO) QUALIFICATION SHEET**

Name: _____ Rank: _____

Ref: (a) COMTRAWINGFIVEINST 1601.1 Series

1. Fixed-Wing RDO Lecture and Indoctrination Brief with Base ODO must be completed prior to RDO Indoctrination watches.

2. Stand three RDO watches. One must be conducted at Brewton, by driving a POV. For the other two watches, coordinate flying with the squadron manning that field's RDO station and fly with the assigned RDO. Civilian arrivals and departures must be observed or discussed with the duty RDO at either Monroe County, Brewton or Evergreen. One watch must be stood at a solo field. The IUT must open one OLF and close one OLF. The IUT shall observe a qualified RDO manage a multiple aircraft landing pattern before manning the helm on the first watch. The IUT should log a minimum of 50 landings over the course of the three watches. The OLFs visited for the watches may be in any order (i.e., Brewton does not have to be the first OLF visited).

3. At a minimum, the following items will be discussed between the IUT and the RDO for each watch:

- a. Ensure A/C does not require a GPU start
- b. Where to park the A/C
- c. Field specifics (max # of A/C, civil A/C interaction, restricted maneuvers, etc.)
- d. Equipment inventory as listed in enclosure (4)
- e. Radio procedures (reference enclosure 2)
- f. Delta pattern procedures, both circular and racetrack
- g. RDO authority and responsibilities
- h. Solo requirements/limitations
- i. Emergencies
- j. PEL/touch-and-go traffic conflicts
- k. VFR straight-in approaches
- l. Securing for weather
- m. Departing the field - call NASWF Base Operations for "Flight Following" at 850-623-7597 or Base Ops frequency 233.7
- n. NATOPS and C4490 flights in pattern
- o. Action to be taken when BASH exists at OLF.

4. TRAWING FIVE Fixed-Wing RDO Lecture.

(Designated Instructor)

5. RDO Watch/Brief ONE, Brewton.

- Discuss/observe opposing traffic pattern operations

(Brewton RDO)

- Discuss number three above

(Number of landings observed)

- Discuss RDO pubs and pub bag

- Discuss civilian operations

- Observe multiple aircraft landing pattern by qualified RDO before attempting to coordinate pattern

(Number of landings coordinated)

- Stand one full watch

6. RDO Watch/Brief TWO, solo field.

- Discuss/observe solo operations

(Evergreen RDO)

- Discuss civilian operations

- Discuss number three above

- Should log minimum of 50 landings over three watches

(Number of landings observed)

- Ensure open one OLF for operations and close one OLF at the end of the day before end of the third watch.

(Number of landings coordinated)

- Stand one full watch

7. RDO Watch/Brief THREE, Other OLF.

- Discuss emergency assistance

(Monroe County RDO)

- Discuss number three above

- Stand one full watch

(Number of landings observed)

(Number of landings coordinated)

8. RDO Open Book Exam.

(Testing Center)

9. Minimum of 20 complete Student Contact flights.

1 2 3 4 5 6 7 8 9 10
/ / / / / / / / / /

11 12 13 14 15 16 17 18 19 20
/ / / / / / / / / /

(Squadron Senior RDO)

10. Senior Squadron RDO Brief: RDO Responsibilities and duties, emergency procedures, adverse weather considerations, any other applicable duty requirements.

(Squadron Senior RDO)

11. Other squadron requirements.

(Squadron Senior RDO)

12. _____ has completed all training requirements and is recommended for designation as a TRAWING FIVE Fixed-Wing Runway Duty Officer.

Commanding Officer, VT-__

Maintain in standardization jacket.

SAMPLE RDO RADIO CALLS/RESPONSES AT FIXED-WING OUTLYING FIELDS (OLFs)

(**call sign**) indicates aircraft full call sign (Shooter 123)

(**side number**) indicates side number only (123)

AIRCRAFT CALL**RDO RESPONSE**

"(Field name) landing?"

"(Field name) landing runway ____
acknowledge."

"____RDO, (call sign) ____ miles
to the east (west, etc.), ____
feet, practice PEL runway ____.
dual/solo, type of flight (i.e.,
C4102)."

"Roger (call sign), you are number
____ for high key, number ____ when
you get here, coordinate with
(call sign of aircraft on approach
to high key, on VHF)."

"____RDO, (call sign) high key,
runway ____."

"Roger (call sign), report low key
with the gear."

"____(side number) low key, gear
down."

"Roger low key with the gear."
**check for 180 traffic conflict &
gear down**

"____RDO, (call sign) initial,
runway ____, dual/solo, event
(i.e., C4003)."

"Roger (call sign), you are number
____ for the break and number ____
in the pattern. One aircraft on
ELP at ____ (position)."

Or

"Continue, pattern is full."

"____RDO, (call sign), crosswind
break."

"Roger break."

Or

"Negative, discontinue."

"(Call sign) discontinued entry."

NO RESPONSE REQUIRED

"(Side number) crosswind touch-
and-go."

NO RESPONSE REQUIRED

"(Side number) crosswind AOA."

NO RESPONSE REQUIRED

"(Side number) crosswind PPEL."

"Roger, (Side #)."

AIRCRAFT CALL

RDO RESPONSE

"(side number), 180 gear down." NO RESPONSE REQUIRED

"(side number), pattern low key, gear down." "Roger, (side number) pattern low with the gear."
check for opposing low key traffic conflict & gear down

"(side number), 180, gear up for training" "Roger, (side number) report gear down or wave off."

"(side number) LAPL(P) from (pattern position)." "Roger, (side number) report gear down or wave off."

"(side number) (pattern position) departing with a LAPL(P)." "Roger, (side number) report a good spinner."

"___RDO, (side number) wave off." "Roger wave off."

"___RDO, (call sign) departing." "Roger (call sign) departing."

<u>RDO CALL</u>	<u>AIRCRAFT RESPONSE</u>	<u>AIRCRAFT ACTION</u>
"(call sign) wave off."	"Roger (call sign) wave off."	Aircraft waves off.
"(call sign) on this/next pass execute a full stop landing."	"Roger (call sign) full stop."	Aircraft lands.
"(call sign) depart the pattern when number one upwind."	"Roger." When number one upwind: "(call sign) departing."	Aircraft departs when number one upwind.
"(Field name) traffic, up to the Delta for civilian aircraft inbound/departing."	NO RESPONSE REQUIRED	Aircraft climb to the Delta pattern.
"(Field name) traffic, cleared out of the Delta."	NO RESPONSE REQUIRED	Aircraft descend to pattern altitude abeam upwind numbers on downwind leg.

VEHICLE CALL

RDO RESPONSE

"RDO, Duty Truck, request to proceed Across runway (#) at (position)" "Duty Truck, RDO, proceed across runway (#) at (position)"

"RDO, Duty Truck, clear of runway (#)" "Duty Truck, RDO, roger."

FIXED-WING RDO/OLF INSPECTION CHECKLIST

Field Name: _____ Date: _____ RDO Cart #: _____

1. Runway Duty Officer:

- _____ Was the RDO in position to observe both the normal and the emergency landing patterns?
- _____ Did the RDO use the radios properly?
- _____ Did the RDO use the logbook properly?
- _____ Is the RDO in the proper uniform?

2. Administration:

Are instructions current and in good condition?

- _____ CNATRINST 1601.2 Series (RDO and RWW)
- _____ COMDRAWINGFIVEINST 1601.1 Series (this instruction)
- _____ COMDRAWINGFIVEINST 3710.2 Series (FWOP)
- _____ NASWFINST 3710.2 Series (Operations Manual)
- _____ Monroe County/Brewton/Evergreen Letters of Agreement (if applicable)
- _____ T-6B NATOPS Flight Manual
- _____ T-6B NATOPS Pocket Checklist

Are all quick reference materials available?

- _____ Enclosure (2), Sample RDO Radio Calls/Responses at Fixed-Wing Outlying Fields (OLFs)
- _____ Enclosure (4), Oncoming/Outgoing Fixed-Wing RDO Checklist
- _____ Enclosure (5), T-6 Crosswind Limits
- _____ Anemometer Operation Guide
- _____ Is the logbook utilized properly?
- _____ Are any outstanding discrepancies listed?

3. Equipment:

- Are the radios operating properly? (UHF, VHF, FM)
- Do the wave-off lights work?
- Does the heat and air conditioning work?
- Are the binoculars readily available and in good condition?
- Is the anemometer operating properly?
- Is the external wave-off cord present and in good condition?
- Are the chairs in good condition?
- Is the cart (doors, windows, etc.) in good condition?

4. Wheels Watch:

- If tested, was Wheels Watch alert for landing gear up? Was the aircraft properly waved-off via UHF and wave-off lights?

5. Miscellaneous:

- Is water jug filled with fresh water?
- Are cups available?
- Is there a trash can (with trash bag) in the cart?
- Are the instruction and reference binders in good condition?
- Is the pub bag in good condition?
- Are there any airfield discrepancies (i.e., frayed or bleached windsock, missing runway markers, etc.)?

6. General Comments:

ONCOMING/OUTGOING FIXED-WING RDO CHECKLIST1. Oncoming RDO:

a. LOGBOOK: Sign-in and date.

b. ANEMOMETER: Adjust PVC pipe to face North to ensure the most accurate heading information. Refer to the Anemometer Operation Guide in binder for help in setting the display.

c. PUB BAG: First RDO of the day, inventory the following. Log all discrepancies (missing, out of date, or damaged pubs) in the discrepancy logbook.

(1) RDO Instruction Binder:

_____ CNATRAINST 1601.2 Series (RDO and RWW)
 _____ COMDRAWINGFIVEINST 1601.1 Series (this instruction)
 _____ COMDRAWINGFIVEINST 3710.2 Series (FWOP)
 _____ NASWFINST 3710.2 Series (Operations Manual)
 _____ Monroe Count/Brewton/Evergreen Letters of Agreement
 (if applicable)
 _____ T-6 NATOPS Flight Manual
 _____ T-6 NATOPS Pocket Checklist

(2) Quick Reference Binder:

_____ Enclosure (2), Sample RDO Radio Calls/Responses at
 Fixed-Wing Outlying Fields (OLFs)
 _____ Enclosure (4), Oncoming/Outgoing Fixed-Wing RDO
 Checklist
 _____ Enclosure (5), T-6 Crosswind Limits
 _____ Anemometer Operation Guide

d. CART AND EQUIPMENT: First RDO of the day - inventory/assess condition. Log all discrepancies (missing, damaged, malfunctioning, or inoperative items) in the logbook.

_____ Cart windows, door, floor, etc.
 _____ Radios (UHF, VHF, FM)
 _____ Wave-off lights and toggle switch
 _____ Obstruction light (if required) and toggle switch
 _____ Generator
 _____ Air conditioner/heater, as appropriate
 _____ Anemometer and toggle switch
 _____ Binoculars with storage case
 _____ External wave-off cord
 _____ Chairs - 2
 _____ Water jug with fresh water and cups
 _____ Trash can with bag

e. NOTIFY ODO, 623-7597: (All OLF's, except Monroe County)

(1) Immediately of any equipment malfunctions or unsafe field conditions which may necessitate field closure.

(2) Of all new pub, cart, or equipment discrepancies noted.

(3) Request an update on discrepancies outstanding for greater than one week.

f. NOTIFY SENIOR RDO, 623-7149: (Monroe County)

(1) For trouble shooting assistance with radios call NASWF Ground Electronics, 623-6256/6257.

(2) Of all new pub, cart, or equipment discrepancies noted.

(3) Request an update on discrepancies outstanding for greater than one week.

2. Outgoing RDO:

a. Clean up the interior of the RDO cart.

b. Empty the trash can (last RDO of the day).

c. Return all pubs to the pubs bag (last RDO of the day).

d. Return binoculars to the lock box (last RDO of the day).

e. Turn off generator (last RDO of the day).

f. Ensure all pub, cart, or equipment discrepancies have been reported to the ODO and are listed in the logbook.

g. Provide a full brief to the Oncoming RDO (if applicable). Include duty runway, wind trends, weather info, bird/animal activity, radio status, and any equipment/pub discrepancies.

T-6 Crosswind Limits

- 10 Solo
- 25 Dual

