



DEPARTMENT OF THE NAVY  
COMMANDER TRAINING AIR WING ONE  
101 FULLER ROAD SUITE 250  
MERIDIAN, MS 39309-5403

IN REPLY REFER TO:  
COMTRAWINGONEINST 1601.1E  
N32  
28 Sep 16

COMTRAWING ONE INSTRUCTION 1601.1E

From: Commander, Training Air Wing ONE

Subj: RUNWAY DUTY OFFICER TRAINING AND RESPONSIBILITIES

Ref: (a) OPNAVINST 3721.5L  
(b) CNATRAININST 1601.2U  
(c) NASMERINST 3710.7N

Encl: (1) TW-1 Runway Duty Officer Certification

1. Purpose. To provide specific instructions regarding the training, procedures, and responsibilities of RDO at Training Air Wing ONE (TW-1) in accordance with references (a) through (c).

2. Cancellation. COMTRAWINGONEINST 1601.1D

3. Action. All RDOs shall familiarize themselves and comply with the training, procedures, and responsibilities contained in this instruction.

4. Policy. Reference (b) establishes the duties, responsibilities and requirements for runway watch personnel. Qualified RDOs shall be available to provide timely and competent advice and assistance to solo SNAs during the landing phase of their training flights. The RDO shall be stationed at the approach end of the landing runway at home field any time TW-1 solo students are airborne. Airborne RDOs are authorized for outlying field operations and detachments provided a qualified IP acting as airborne RDO remains airborne until all solo students have full stopped.

- a. The TW-1 LSO is the RDO program manager.
- b. RDO designation authority may be delegated to the squadron commanding officer.
- c. Squadrons shall be prepared to provide a qualified RDO or LSO in the event of an airborne emergency involving one of their aircraft.
- d. RDO watch periods will normally not exceed five hours duration.
- e. For night operations the RDO shall be a CNATRA qualified T-45 Instructor Pilot or IUT. For day operations, the RDO may be a familiarization solo complete SNA in accordance with reference (b).
- f. CQ detachments shall have an IP who is a qualified RDO on station during solo flight operations. A qualified LSO may satisfy this requirement. If a suitable RDO/LSO shack is not

available at CQ detachment site, RDO shall remain in the control tower or other suitable area to monitor flight operations.

g. Airborne RDOs will verify student solos have extended their landing gear via verbal radio confirmation. This confirmation will occur when an SNA reports "3 down and locked" to the tower. If the solo student does not make this transmission, IP shall verbally confirm with the student on available radio frequencies or direct the SNA to wave-off.

5. Training. Prospective RDOs shall :

a. Complete the training and exam administered by base operations personnel in order to obtain a valid ramp pass.

b. Complete initial RDO lecture administered by either the Wing Standardization officer, Wing LSO, the Squadron IUT Standardization Officer or a Squadron LSO.

c. Complete one day and one night observed period. SNAs shall complete the observed period with a Squadron LSO, while IUTs may complete the observed periods with an RDO qualified instructor. These observation periods must be long enough to observe normal flight operations within the landing pattern. The night observation period is not required for day only RDOs (i.e familiarization solo complete SNA).

d. Document above training on enclosure (1).

6. Responsibilities. To implement the policies stated herein, the following responsibilities are assigned:

a. Squadron Commanding Officers shall:

(1) Ensure all IUT pilots and SNAs obtain a current ramp pass.

(2) Direct squadron operations to schedule RDO lecture/exam with a qualified instructor outlined in this instruction.

(3) Direct squadron operations to schedule follow-on RDO training with Squadron LSO or RDO qualified instructor.

(4) Ensure that all RDOs complete the training program prior to qualification and assignment to watches.

(5) Maintain records of RDO training and qualifications, including RDO sign-off/designation sheets.

(6) Direct squadron operations to schedule qualified RDOs according to the RDO watch bill.

b. The TW-1 Operations Officer shall coordinate with NASMER Air Operations to ensure the following:

(1) Field movement and securing of RDO shacks during inclement weather or other hazards.

(2) Two UHF radios are provided for each RDO shack.

(3) Properly operating optical landing system with remotely controlled cut/wave-off lights is provided.

(4) Sufficient backup equipment is provided to preclude any loss of RDO capability.

c. The TW-1 LSO shall:

(1) Provide a current NATOPS Flight Manual and pocket checklist for the RDO bag to be maintained at Base Ops.

(2) Provide a current RDO lecture and exam to squadron Standardization departments.

(3) Conduct periodic, unannounced standardization checks.

(4) Maintain a UHF-equipped vehicle in alert status for use by an LSO or squadron representative during emergency situations.

(5) Maintain current operating instructions for the RDO shacks and their associated equipment at Base Ops in the RDO bag.

d. Squadron LSOs or qualified RDOs shall:

(1) Conduct follow-on RDO training during the first day observed period. This training should include:

(a) Familiarization of runways and how to safely drive to each RDO shack.

(b) Demonstrate proper usage of RDO equipment to include, but not limited to: radios, remotely controlled for cut/wave-off lights (pickle switch), wind instruments, and IFLOS/FLOS operation.

(c) Explain proper day and night landing gear indications for T-45 aircraft.

e. Each squadron ODO shall notify the RDO, either directly or by relay through NAS Air Operations, with the following information:

(1) Significant schedule changes.

(2) Unusual weather or wind conditions.

(3) Emergencies that may land at NAS Meridian.

(4) Securing of student solo flight operations.

f. The RDO shall:

- (1) Report to the tower when "RDO on station."
- (2) Monitor aircraft on approach and landing for proper configuration, attitude, airspeed, touchdown point, and roll out.
- (3) Promptly initiate wave-off instructions when any landing approach is unsafe. Wave-off instructions shall be mandatory for all aircraft.
- (4) Provide emergency procedures, advice, and assistance when required.
- (5) Continuously monitor the assigned tower frequency and use only those frequencies authorized by the control tower. Radio calls must be clearly stated, meaningful, and free from any possible misinterpretation.
- (6) Advise the tower when field lighting or other field equipment is not in proper condition or configuration.
- (7) Make recommendations to the tower when prevailing winds dictate a runway change.
- (8) Avoid transmissions that infringe upon the tower's responsibility for issuing clearances or for control of the traffic pattern. The RDO does not have the responsibility, or the authority, to control the traffic pattern or runway environment. This does not restrict the RDO from using the radio to maintain safety within the pattern. Solo students who are unable to conform to safe and orderly traffic flow shall be instructed to full stop.
- (9) Remain on station with equipment fully operational until properly relieved by the next RDO or ensure there are no TW-1 solo students airborne.
- (10) Formally accept and relieve the watch. The turnover brief shall include the number of aircraft in the pattern or known to be inbound and a complete equipment status report.
- (11) Police the RDO shack and surrounding area to keep the vicinity free of FOD.
- (12) Report discrepancies concerning the condition and/or operation of the RDO equipment to the NAS Air Operations Officer and to the TW-1 LSO.
- (13) Stay Alert. Recognize that the numerous responsibilities of the RDO are a vital key to ensuring a safe and mishap-free landing environment.

  
PAUL A. CARELLI

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