



## DEPARTMENT OF THE NAVY

TRAINING SQUADRON NINE  
101 FULLER ROAD SUITE 221  
MERIDIAN, MS 39309-5404

TRARONNINEINST 1601.1J  
N3  
15 Apr 15

### TRARON NINE INSTRUCTION 1601.1J

From: Commanding Officer, Training Squadron NINE

Subj: OPERATIONS DUTY OFFICER INSTRUCTIONS

Ref: (a) TRARONNINEINST 5400.1 (Series)  
(b) TRARONNINEINST 5316.1 (Series)

1. Purpose. To promulgate orders and instructions for squadron personnel assigned to stand Operations Duty Officer (ODO) Watch.

2. Cancellation. TRARONNINEINST 1601.1H

3. General.

a. The orders and instructions contained herein will serve as a guide to duty personnel in the performance of their duties. In addition, watch standers will be guided by instructions from higher authority and by the exercise of good judgment.

b. ODO training is the responsibility of the Operations Officer (OPSO).

c. All scheduling/administrative conflicts will be referred to the Senior Watch Officer (SWO) per reference (a).

d. The Squadron Duty Officer (SDO) reports to the ODO for all matters concerning the conduct of daily flight operations in accordance with reference (b). The SWO is responsible for the training and conduct of SDOs.

4. Responsibilities of the ODO.

a. General. The ODO is responsible to the OPSO for implementation of the squadron's daily flight schedule, and for maintaining maximum flight safety and optimum training effectiveness. Flight instructors will be available and responsible to the ODO for the completion of all assigned training flights and other flights as directed by higher authority.

b. The ODO will stand duty in the space provided and designated as Training Squadron NINE (VT-9) Operations Duty Office. This space will include provisions for visual display of the daily flight schedule and appropriate equipment to support implementation of the schedule. The duty office is for official business only and it is the ODOs responsibility to ensure its decorum and cleanliness.

c. Length of Watch.

(1) Normal work day. The ODO watch will commence 45 minutes prior to the first scheduled take-off and shall continue until the securing of flight operations. Two ODOs will be assigned daily, with the relief time coordinated to be in the middle of the published flight schedule. The Friday evening ODO will secure his or her watch after all local and cross-country aircraft have departed.

(2) Cross-country return. On Sunday (or other day in case of a holiday or other reason makes it necessary) the ODO watch will commence approximately 30 minutes before any squadron aircraft are airborne. Only one ODO will be assigned for these days and the watch will continue until all aircraft are safe on deck at either Naval Air Station (NAS) Meridian, Key Field, or a field short of Meridian due to adverse weather or other reasons. *Under no circumstances shall the ODO allow aircraft to be airborne after his or her watch has been secured.*

d. Uniform. The duty uniform for ODO/SDO is flight suit.

e. Specific Instructions.

(1) Upon assuming the watch, ensure that the daily flight schedule is posted on the schedules board and all known changes are properly annotated in red ink.

(2) Ensure that the SDO is maintaining the SDO's logbook. Entries should include, but not be limited to assuming the watch, flight operations commenced, flight operations secured, emergencies, relieving the watch and securing the watch. Do not let aircrew walk without being green on the read and initial board. All Instructor Pilots (IPs) scheduled to fly will be qualified to fly per the Flight Instructor Standardization Training (FIST) matrix.

(3) Check all radio and support equipment for condition and proper operation prior to the launching of aircraft.

(4) Get a passdown from the off-going ODO regarding cross-country flights, schedule changes or any other pertinent information.

(5) Obtain and post daily DD-175-1 weather brief for local operations. Ensure that all pilots have consulted the "weathervision" and/or obtained a DD-175-1 as appropriate to their mission.

(6) Post Notice to Airmen, Bird Aircraft Strike Hazard (BASH) conditions, and any info on Airspace, Navigational Aid, and Facilities as necessary for flights scheduled.

(7) Require students to check-in not less than one and one-half hours prior to scheduled launch time. If a student or instructor cannot be located prior to the scheduled event, notify the OPSO.

(8) Ensure a Runway Duty Officer (RDO) is on station as applicable. The RDO must be on station at the duty runway *prior* to the launch of solo syllabus flights. Coordinate with the Training Squadron SEVEN ODO when they have responsibility for the RDO prior to launching VT-9 solo syllabus flights.

(9) Maintain close liaison with the Schedules office, especially for changes that occur as operations progress. Inform Schedules if a flight results in an unsatisfactory grade, is cancelled, or is incomplete.

(10) Maintain a close liaison with Maintenance Control. All schedule changes including name changes, flight cancellations, etc., shall be passed in a timely manner. Make sure all changes affecting aircraft configuration are passed as soon as they become known.

(11) Review the present day's record of completed flights and verify that each sortie has been properly and accurately documented in Training Integrated Management Systems (TIMS). Continuously update TIMS throughout the day so that it accurately reflects all changes, cancellations, etc. Sorties which were not satisfactorily completed or cancelled must have a code assigned indicating the reason that the flight was not completed (in accordance with reference (a)).

(12) Prior to being relieved by the oncoming ODO, provide a thorough brief of all operations in progress and any other applicable items.

(13) PM ODOs shall make a reasonable effort to ensure any "red boxes" for the following day's schedule are filled prior to securing. Ensure all IPs and Student Naval Aviators (SNAs) affected by changes are notified before securing. Leave a written passdown for the following days ODO to review. This passdown shall include all changes left unresolved (i.e. red boxes) and any other information necessary to clarify changes to the schedule. Friday evening ODOs shall include in their passdown the location; recall phone number, estimated time of departure and route for the return leg of all cross-country aircrews.

(14) All non-syllabus flights not scheduled on the published flight schedule will require the approval of the Commanding Officer (CO) or his designated representative, with the exception of local Post Maintenance Check Flights.

(15) Personnel not assigned to VT-9 in a duty/flying status involving operational or training flights status will not fly on board any VT-9 aircraft without permission from the CO or the Executive Officer (XO).

(16) The ODO will be ready to assist any pilot experiencing an aircraft emergency and must therefore be Naval Air Training and Operating Procedures Standardization (NATOPS) qualified.

(17) Notify the CO, XO, OPSO, Safety Officer and Aviation Safety Officer of any unusual incident relating to the conduct of flight operations.

(18) Utilize any squadron personnel as necessary to assist in an emergency.

(19) Notify all airborne aircraft if there is a significant degradation in weather, i.e. field goes from Visible Meteorological Conditions to Instrument Meteorological Conditions.

(20) The ODO will brief all Familiarization and Airways Navigation solo students using the appropriate solo briefing guide.

(21) ODOs will ensure those IPs and SNAs that are requested to participate for urinalysis testing report to the Urinalysis Officer. All personnel selected to participate in a urinalysis shall complete it prior to flying.

f. Base Radio. The ODO is provided a UHF transceiver. The primary frequency assigned to VT-9 is 308.2 MHZ and will be continuously monitored during flight operations. GUARD (243.0 MHZ) will be simultaneously monitored.

g. Safety. The ODO will be alert to detect any circumstances or events that will adversely affect safe flying. Equipment, weather, station facilities, etc., will be frequently reviewed. Be prepared to assist on the squadron assigned frequency in the event of aircraft difficulties.

h. Crash Phone. The crash phone is the tan and red colored phone located in the Ready Room. It is connected to a closed circuit network of essential crash/rescue facilities. The circuit is controlled by the Air Traffic Control Tower and is activated during any aircraft emergency. When the phone rings, lift the receiver and listen. Don't talk unless the caller is asking for a response. Each call will be logged in the SDO's log, noting all essential information. The crash circuit is tested daily at 0700 or prior to commencing flight operations. A roll call will be performed. When prompted, respond by saying only, "VT-9." Only in an emergency situation should this phone be utilized to contact the tower. In an emergency, pick up the phone and wait. A controller in the tower will pick up the phone and say, "Do you have an emergency?" Respond with, "yes", and then state the emergency. The phone is not to be used for routine matters. When the situation permits, notify the OPSO, Safety Officer, XO and CO of all essential facts. In the event that the CO, XO, Safety Officer and OPSO are unavailable, the Training Air Wing ONE Commander shall be notified by the ODO of the incident in progress (i.e., dual or solo and name(s) of crewmember(s) by contacting the Wing Safety Officer, Chief Staff Officer, or the Commodore at extension 2148/2193). Be prepared to provide the "W's", who, what, where, when, and why.

i. Incident/Mishap. For these situations utilize the folder marked Pre-Mishap Plan to ensure the appropriate procedures are being followed.

j. Securing.

- (1) Review the days flight schedule in TIMS and correct any errors detected.
- (2) Inform Maintenance Control and NAS Meridian ODO when flight operations are secured.
- (3) Ensure the Ready Room is tidy and the next day's schedule is posted on the board.
- (4) Ensure daily OPS summary and ARD summary are complete and distributed.
- (5) Turn off unnecessary lights and secure all vacant spaces.



C. J. DEMCHAK

Distribution:  
TRARONNINEINST 5216.1 (Series)  
List I