**DEPARTMENT OF THE NAVY**
TRAINING SQUADRON NINE
101 FULLER ROAD SUITE 221
MERIDIAN, MS 39309-5404

TRARONNINEINST 5316.1F
N3
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TRARON NINE INSTRUCTION 5316.1F

From: Commanding Officer, Training Squadron NINE

Subj: SQUADRON DUTY OFFICER INSTRUCTION

Ref: (a) CNATRAINST 3750.23 (Series)
(b) TRARONNINEINST 3750.6 (Series)
(c) TRARONNINEINST 5400.1 (Series)

1. Purpose. To promulgate orders and instructions for the Squadron Duty Officer (SDO) watch.

2. Cancellation. TRARONNINEINST 5316.1E

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 references (a) through (c), and by the exercise of good judgment.

b. The location of the SDO watch will be the schedules office, student ready room, and ready room.

c. All SDO scheduling and administrative conflicts will be referred to the Student Control (STUCON) Officer or in the event of his absence, the Senior Watch Officer (SWO).

d. During the months Training Squadron NINE (VT-9) is not responsible for night and weekend duty: Upon completion of all local and cross-country flights, the PM SDO may relocate to his recall residence and phone number. In the event the flight schedule secures early, the SDO shall remain on duty until 2200 if the following day is a scheduled fly day. Before securing, the SDO shall turn off all lights and lock all doors in the VT-9 squadron spaces. The SDO will then forward the phones to Training Squadron SEVEN (VT-7), and give a thorough turnover and the VT-9 master key to the VT-7 SDO.

e. The off-going SDO may be scheduled to fly on the day following duty. However, this will not interfere with the crew rest requirements.

f. During the months VT-9 is responsible for night and weekend duties: The PM SDO shall not secure from duty until properly relieved by the oncoming VT-9 AM SDO.

4. Organizational Relationship.

a. The SDO reports to the Executive Officer (XO) and the Operations Duty Officer (ODO).

b. The SDO reports to the ODO for all matters concerning the conduct of daily flight operations.

5. Training Requirements. Prospective SDOs shall be briefed by the STUCON Officer or designated representative on the duties of SDO and the Squadron Pre-Mishap Plan. Prospective SDOs shall stand at least one indoctrination watch prior to being assigned to SDO. It is up to the individual Student Naval Aviator to ensure that this requirement is met.

6. Responsibilities of the Squadron Duty Officer.

a. The SDO is the direct representative of the Commanding Officer (CO). During normal flight operations, the SDO will assist the ODO as necessary. The SDO is responsible for the security of all squadron spaces and for the proper administration of squadron business subsequent to normal working hours. All United States Navy and United States Marine Corps student officers are eligible to be assigned duty as the SDO. Exchange of assigned watches will be made with concurrence of the officers concerned and with the approval of the STUCON Officer. It is the responsibility of each individual to arrange for relief should leave or other than official business conflict with his assigned watch. With the approval of the STUCON Officer, changes to the published watch bill will be recorded on the master watch bill located in the schedules office.

b. SDO Routine. The SDO watch will be a two section duty. Turnover times will be depicted on the front page of the daily flight schedule.

c. Relief of the Watch. Each Monday morning at 0800, the weekend SDO will muster before the XO in his office and report the watch relieved, present the squadron log, and be prepared to answer questions on all weekend occurrences.

d. Uniform. The uniform for ODO and SDO watchstanders is flight suit.

e. Other Instructions.

(1) The SDO shall maintain an appropriate and complete squadron log. This is the official record of the squadron. Entries shall be neat and uniform and shall include, but not limited to: assuming the watch, flight operations commenced or secured, crash phone calls (including daily test), weather conditions set, all emergencies and incidents, proper turnover of the watch, recalls for CO, XO, and Department Heads (DHs) and any other pertinent entries. Entries will follow the format provided in the front of the log.

(2) Maintain and utilize a Passdown Log (PDL) for pertinent information and ensure that all directives contained within the PDL are followed and kept current. Prior to being relieved provide a thorough debrief to the oncoming SDO.

(3) At all times, including after hours, the SDO must know the whereabouts of the CO and XO.

(4) Maintain a current and complete VT-9 Staff Officer, and Student Officer recall via the CO's Secretary. A copy of Training Air Wing ONE Officer roster may be received via the Wing Admin Office.

(5) Answer all phone calls and ensure that messages are properly routed. Only collect calls of an official nature will be accepted. A collect call log will be maintained within the PDL and the list will be forwarded monthly to VT-9 Admin via the STUCON Officer.

(6) Supervise the squadron routine as set forth in the Plan of the Month and the Flight Schedule.

(7) Maintain a current copy of the flight schedule.

(8) Update the flight schedule board as the CO, Operations Officer (OPSO) or ODO direct.

(9) Inform the ODO of scheduling conflicts. Implement changes as they direct.

(10) Review the complete flight schedule for neatness and accuracy. The PM SDO will not secure until the flight schedule is finished and all entries are completed.

(11) Ensure that the electronic equipment associated with the duty is maintained in an operable condition. Check equipment condition upon assuming the watch and secure the equipment upon completion of flight operations. Report discrepancies to Ground Electronics or Public Works as appropriate.

(12) Ensure the neatness of the duty office, briefing rooms and coffee mess area. Inform the First Lieutenant (1st LT) of other cleaning and material discrepancies within the squadron area.

(13) Maintain a status board of all cross-country flights and confirm that all aircraft are safe on deck. Ensure there is a valid recall number for all cross-country aircrew prior to securing from the squadron spaces.

(14) Notify Maintenance and Base Operations at ext. 2505 when flight operations secure.

(15) Inspect and ensure security of all squadron spaces. Conduct twice daily patrols. Ensure that the following spaces are locked: Administration (includes Public Affairs Officer (PAO) and 1st LT offices), STUCON, Safety, Naval Air Training and Operating Procedures Standardization (NATOPS), and the Landing Signals Officer (LSO) office. Enforce energy conservation measures during non-working hours.

(16) Ensure that squadron personnel participating in urinalysis testing report to the Urinalysis Program Coordinator (UPC), prior to 0900. Notify UPC of personnel unable to report (transferred, leave, etc.). A Logbook entry is required of urinalysis and those unable to report.

(17) Monitor the aircrew "all-read" board and ensure that no aircrew fly while "in the red."

(18) Keep the ODO and contract maintenance informed of changes in the weather or hurricane condition. Additionally, inform the CO and XO via the ODO when a severe weather condition is set.

(19) Notify the ODO, OPSO, the respective DH and the Legal Officer if Security or Civilian Law Enforcement arrests an intoxicated squadron member. The same procedures should be followed with someone who is suspected of using drugs. Security can perform sobriety and urinalysis tests. If a blood test is required (i.e. a suspected drug offender) the Medical Officer of the Day will be called by Security or via the Base ODO. In that event, the CO or XO shall be notified immediately for additional guidance.

(20) Be thoroughly familiar with the Pre-Mishap Plan and immediate action items in the event of an aircraft mishap or non-flight related incident. In the event of a mishap, follow the specific instructions contained within the Pre-Mishap Plan. Utilize any squadron personnel necessary to assist in an emergency.

(21) SDO shall control the ready room officer mess inventory and cash box. The SDO will check out the cash box from the PAO office prior to assuming the watch. The SDO will use the cash sales tracking form, found at the duty desk, to account for the inventory, sales, and cash in the cash box. Each SDO will fill out a separate cash sales tracking form and leave it in the cash box at the end of the watch. PM SDO will return the cash box to the PAO office at the end of the watch and lock the door.

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