



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

COMTRAWINGONEINST 1601.2J
N3
20 Dec 11

COMTRAWING ONE INSTRUCTION 1601.2J

From: Commander, Training Air Wing ONE

Subj: TRAINING AIR WING ONE (TW-1) WATCH ORGANIZATION
AND RESPONSIBILITIES

Ref: (a) OPNAVINST 3120.32C

Encl: (1) TW-1 Watch Organization
(2) Senior Watch Officer Responsibilities
(3) Wing Operations Duty Officer (WDO) Responsibilities
(4) Integrity Watch Officer Responsibilities
(5) TW-1 Aircraft Security Requirements

1. Purpose. To establish the Training Air Wing ONE (TW-1) Watch Organization, issue orders and instructions for watch and duty personnel and delineate areas of security responsibility. This instruction has some minor revisions and should be reviewed in its entirety.

2. Cancellation. COMTRAWINGONEINST 1601.2H

3. Scope. This instruction pertains to all units within TW-1 and assigns watch responsibilities within the hangar and ramp area at McCain Field, NAS Meridian. Additionally, this instruction assigns the cognizant Squadron Duty Officer (SDO) as the afterhour's point of contact for CTW-1.

4. Background. Physical security of aircraft and hangar spaces is of the utmost importance. The high cost of aviation assets and maintenance related equipment requires effective security procedures to minimize the potential for sabotage, vandalism, theft or damage from inclement weather. Additionally, this function must be carried out in the most efficient manner possible with minimal personnel requirements. A wing watch organization comprised of squadron and wing personnel has been established accordingly.

5. Discussion.

a. The Senior Watch Officer (SWO) billet shall be a collateral duty of the TW-1 Operations Officer. The SWO is directly responsible to Commander, Training Air Wing ONE (CTW-1) for the proper indoctrination and training of all assigned watch personnel in the performance of their duties. SWO duties and responsibilities are outlined in enclosure (1) and (2).

b. The Wing Duty Officer (WDO) is CTW-1's initial point of contact for all after-hours phone calls. The WDO shall ensure all calls concerning TW-1 are reviewed and forwarded to the appropriate staff officer for action. Enclosure (3) provides additional WDO watch standing information and guidelines.

During the normal work week, the VT-7 and VT-9 ODOs function as concurrent WDOs. During the normal weekend, a single WDO will be assigned, typically alternating between squadrons.

c. Line/Hangar Integrity Watches shall be performed by the IWO and posted any time the units comprising TW-1 and contract maintenance are secured from their normal working routine. The IWO will also act as an after-hours point of contact for the Simulator Facility (Bldg. 150). The IWO will operate from the VT-7 or VT-9 flight operations duty desk and will secure once normal operations or contract maintenance begins. IWO duties and responsibilities are outlined in enclosure (4). IWO will be assigned by the TW-1 Operations Officer, delegated to squadrons on an alternating monthly basis, and listed on the watchbill, utilizing student naval aviators awaiting training, officers separated from training, and students currently in training.

d. In the event an aircraft is to remain at Navy Joe Williams (NJW) after the field closes, the TW-1 OPSO shall contact NAS Meridian Security to coordinate an after watch.

6. Action

a. TW-1 SWO shall administer the watch program per enclosure (2).

b. Squadron Commanding Officers of TW-1 units shall:

(1) Provide SNA's, if necessary, to be assigned to the Line/Hangar Integrity watch bill as outlined in this instruction.

(2) Provide the TW-1 Operations Office with current officer recall bills.

c. Assigned Watch Personnel: Perform duties as outlined in enclosures (3) through (5).

7. Emergency Contact Information

a. If immediate assistance is needed dial 911 from a duty phone.

b. Facility related emergencies (Public Works):

(1) All hours (24/7), duty desk- (601) 679-2755.

(2) All hours (24/7), cell phone- (601) 604-4945.

c. Base Security Dispatch: (601) 679-2958 or 2361.

d. Fire Department: (601) 679-2589/2352.

e. Chain of Command: As Required



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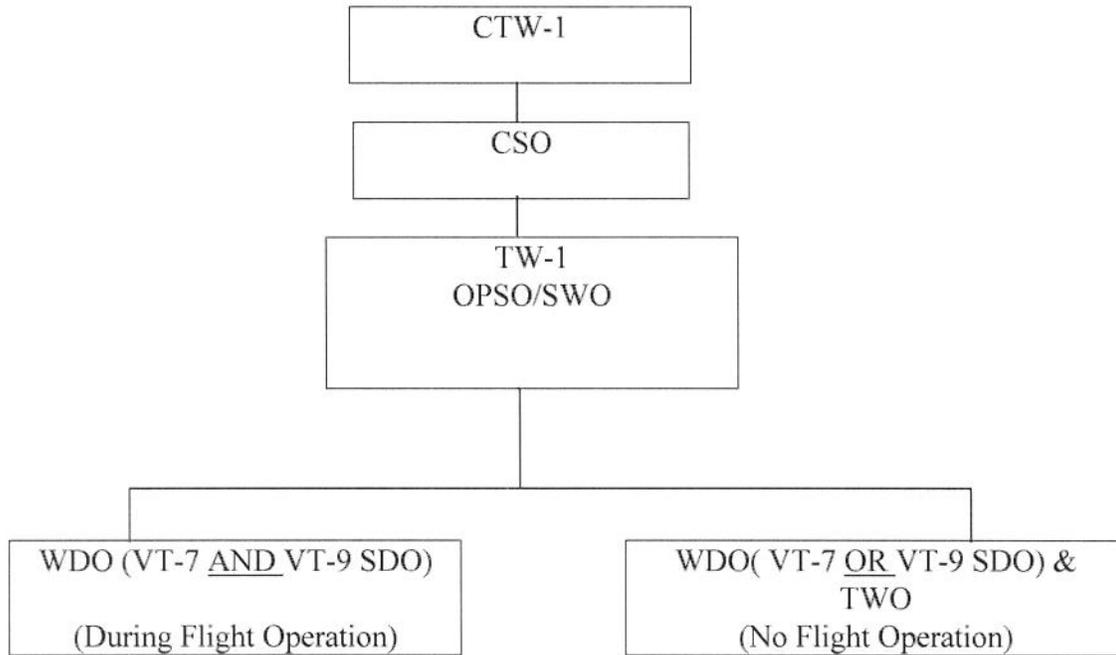
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TRAWING ONE WATCH ORGANIZATION



Watch Continuity Delineation

Normal Flight Schedule Day (From posting of squadron ODOs in the morning to last plane on deck): ODOs assume the role of dual WDOs, each with the responsibilities delineated in enclosure (3). After completion of flight schedule or field closure the SDO/IWO assumes the duties of WDO.

No-Fly Day (From last plane on deck previous Fly-Day until squadron ODOs posting): The SDOs may combine to a single WDO/IWO, with the responsibilities delineated in enclosure (3) and (4).

SENIOR WATCH OFFICER RESPONSIBILITIES

1. The SWO is directly responsible to TW-1 for the proper indoctrination and training of all assigned watch personnel in the performance of their duties.
2. The SWO shall perform the following duties:
 - a. Coordinate with the Squadron OPSO and SWO for the assignment of Line/Hangar Integrity Watch Officer.
 - b. Ensure Watch duties are accurately described in a CTW-1 instruction and Squadron SWOs implement training to comply.
 - c. Sign for custody of all necessary equipment to perform the function of Hangar Integrity Watch and ensure they are available in proper quantity and in good condition. Initiate surveys of missing or unserviceable equipment and take appropriate action to obtain replacements.
 - d. Ensure pertinent instructions and recall bills are current and available to VT-7 and VT-9 Ready Room and incorporated in Squadron ODO binders.
 - e. Prepare a ready reference file/recall to enable prompt response to emergencies and the following situations:
 - 1) Aircraft Sabotage.
 - 2) Aircraft Vandalism
 - 3) Destructive Weather.
 - 4) Bomb Threats.

WING DUTY OFFICER RESPONSIBILITIES

1. The WDO is TW-1's initial point of contact regarding any Wing related business. The WDO is the direct representative of CTW-1. He or she will ensure all calls received concerning TW-1 are reviewed and forwarded for action to the appropriate TW-1 staff officer. The WDO shall Have access to the TW-1, VT-7, and VT-9 recall lists. Both CTW-1 and TW-1 Administrative office phones will offer afterhours callers a means to contact the WDO.
2. Tour of Duty. VT-7 shall provide the WDO/IWO (after hours) during odd numbered months and VT-9 shall provide the WDO/IWO during even numbered months. The WDO/IWO tour of duty is from last plane on deck or field closure until relieved by the oncoming SDO.
3. Relief. Squadron ODOs or SDOs will assume watch responsibilities daily.
4. Location. The WDO will be stationed at the VT-7 and/or VT-9 duty desk.
5. Duties. The WDO will perform the following duties:
 - a. Act as initial POC for all after hours inbound phone calls for CTW-1 or TW-1 Staff.
 - b. Once the caller and nature of their business is determined, either:
 - (1) After normal business hours: inform the caller that you will contact the appropriate TW-1 representative and, if appropriate, have the representative contact the caller.
 - (2) During normal business hours: provide the caller with the appropriate extension and attempt to transfer the call.
 - c. Contact CTW-1 at his recall or cellular phone for any critical business. If unable to contact CTW-1, or the call is of a less important nature, contact the TW-1 OPSO. If the OPSO is unavailable, contact one of the following TW-1 Staff Officers;
 - 1) TW-1 Chief Staff Officer (CS0).
 - 2) TW-1 Safety Officer.
 - d. If the caller's business is of a routine nature, inform him or her that they may call back during normal business hours (weekdays 0700-1630). Ensure you notify the TW-1 OPSO of any TW-1 phone messages prior to being relieved as WDO.

INTEGRITY WATCH OFFICER RESPONSIBILITIES

1. The IWO is the direct representative of the TW -1 SWO. The IWO is responsible for the physical security of all spaces, aircraft and equipment within the hangar and the aircraft and ground support equipment outside the hangar when normal operations and contract maintenance have been secured. The IWO shall inform appropriate personnel in the event of any incident or emergency relating to TW-1 aircraft (i.e. fuel leaks, open panels during high winds, etc) and the requirements set forth in enclosure (5). The IWO is also an after-hours point of contact for issues regarding the simulator facility (Bldg. 150).
2. Relief. The oncoming IWO shall report for the watch 30 minutes prior to scheduled time. Both the oncoming and off going watches shall conduct an inventory of all watch equipment. During the turnover, the off going watch shall brief the oncoming watch of any significant situations, special instructions or occurrences.
3. Uniform. The uniform for the IWO is flight suits augmented by the following watch standing equipment:
 - a. Flash Light.
 - b. Comprehensive Recall Roster.
4. Duties. The IWO shall conduct the watch in accordance with the guidance contained in reference (a), and additionally, shall perform the following duties:
 - a. Maintain logbook entries in the appropriate squadron logbook.
 - b. Personally conduct periodic patrols of the centroid area, concentrating on the hangar and adjacent aircraft parking areas to ensure the following:
 - (1) All aircraft are properly secured with intake covers on, canopies closed, drip pans properly placed, etc.
 - (2) Be familiar with the location and proper use of all fire fighting equipment and alarms in the area.
 - c. Report the following immediately upon discovery:
 - (1) Presence of unauthorized personnel.
 - (2) Apparent damage to aircraft or equipment.
 - (3) Fires.

- (4) Any potentially dangerous situation.
 - (5) Fuel/fluid spills/leaks.
 - (6) Any significant event or condition that exists or occurs which is unusual.
- d. Ensure the appropriate Chain of Command is informed of any occurrences affecting their respective commands.
- e. Notify the TW -I OPSO and CNATRA DET Officer in the event of significant weather changes.
- f. Properly maintain assigned watch equipment.
5. Authority: The IWO is granted authority of the immediate area of the line/hangar for which they are responsible. The IWO shall exercise such authority over personnel in the line/hangar area as may be necessary to ensure the proper security and safety of the space, aircraft, equipment and personnel.

TW-1 AIRCRAFT SECURITY REQUIREMENTS

1. Hangar:
 - a. Landing gear ground safety pins are installed.
 - b. Aircraft seats ground safety pins are installed.
 - c. Aircraft are grounded.
 - d. Both main mounts have approved chocks positioned (fore/aft).
 - e. Protective covers are installed per applicable aircraft publication.
 - f. No significant fuel leaks.
2. Flight line:
 - a. Landing gear ground safety pins are installed.
 - b. Aircraft seats ground safety pins are installed.
 - c. Both main mounts have approved chocks positioned (fore/aft).
 - d. Protective covers are installed as conditions warrant.
 - e. Tie downs are secure.
 - f. No significant fuel leaks.
3. TW-1 Aircraft:
 - a. Canopies closed or cockpits covered.
 - b. Ground covers installed.
 - c. Wheels chocked fore and aft.
 - d. Tie downs secure.
 - e. Aircraft grounded.
 - f. Support equipment disconnected and stowed.
 - g. Access panel closed.

- h. Hangar doors closed and spaces secured.
 - i. Non-essential electricity/lighting secured.
4. Transient aircraft shall be secured per guidance furnished above and/or directives peculiar to the type/model aircraft.