



DEPARTMENT OF THE NAVY

TRAINING SQUADRON SEVEN
NAVAL AIR STATION
101 FULLER ROAD SUITE 270
MERIDIAN, MS 39309-5405

TRARONSEVENINST 1601.1G
N3
30 Jun 15

TRAINING SQUADRON SEVEN INSTRUCTION 1601.1G

From: Commanding Officer, Training Squadron SEVEN (VT-7)

Subj: OPERATIONS DUTY OFFICER AND SQUADRON DUTY OFFICER

Ref: (a) OPNAVINST 3120.32 (series)
(b) COMTRAWINGONEINST 1601.2 (series)
(c) TRARONSEVENINST 3750.6 (series)

Encl: (1) Operations Duty Officer (ODO) Responsibilities
(2) Squadron Duty Officer (SDO) Responsibilities

1. Purpose. To prescribe duties and responsibilities of Operations Duty Officers and Squadron Duty Officers.

2. Cancellation. TRARONSEVENINST 1601.1F

3. Scope.

a. The orders and guidelines contained in this instruction supplement references (a) and (b) and delineate the duties of squadron watchstanders. ODOs and SDOs will also be guided by instructions from higher authority and by the exercise of good judgment.

b. All scheduling and administrative conflicts will be referred to the Senior Watch Officer (SWO).

c. A NATOPS qualified T-45C pilot will be assigned as ODO when squadron aircraft are flying. The SDO will be a Student Naval Aviator (SNA) assigned to VT-7.

4. Operations Duty Officer.

a. The ODO is the Commanding Officer's direct representative for all command activities and concerns. The ODO is responsible to the Operations Officer (OPSO) for the execution of the daily flight schedule. ODO's are tasked with maximizing flight safety while optimizing training

effectiveness. The ODO also serves as Command Duty Officer (CDO) and is designated by the Commanding Officer (CO) to carry out the command's daily routine. The ODO supervises the SDO in administering the general duties of the Command.

b. The ODO shall be at the duty desk when squadron jets are flying in the local training area or within one leg of NAS Meridian.

c. The second ODO of the day (PM ODO) is responsible for command related operational events occurring after flight operations secure until relieved the following morning. ODO's shall ensure the following day's flight schedule is updated to reflect any changes required to maximize mission effectiveness.

d. ODO Tour of Duty.

(1) First ODO (AM ODO): Shall report no later than 30 minutes prior to first takeoff time (weather may dictate earlier show time) and is relieved approximately halfway through scheduled flight operations.

(2) Second ODO (PM ODO): Shall report 15 minutes prior to relief time for turnover and will remain on station until the last local aircraft is safe on deck.

(3) Non-Workday ODO: Adhere to the guidelines of paragraph 4b above and, in any case, remain within a 45 minute drive time of squadron spaces when aircraft are airborne with a destination other than NAS Meridian.

e. Uniform. Flight suit when in squadron spaces or as directed by the CO or Executive Officer (XO).

5. Squadron Duty Officer.

a. The SDO is the assistant to the ODO for all Command activities and concerns. Specifically, the SDO is responsible for security and for the cleanliness and order of all squadron spaces. During flight operations, the SDO reports to the ODO for all matters concerning conduct of the daily flight schedule. A proper turnover shall be conducted prior to assuming or relieving the watch. The SDO workday shall not exceed 12 hours.

b. Students will be assigned duty as SDO via the flight schedule. Holiday and non-workday watch bills will be prepared

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by the Training Air Wing ONE (TW-1). Exchange of assigned watches may be made with the concurrence of the involved officers and approval of the acting Schedules Officer, Student Control Officer, or SWO. It is the responsibility of each individual to arrange for a relief in the event that leave or other official business conflicts with assigned watches. Changes to the published watch bill will be recorded on the master watch bill located in the Schedules Office.

c. SDO Tour of Duty.

(1) First SDO (AM SDO): The AM SDO shall be on station 30 minutes prior to the first scheduled brief time when VT-7 does not have Integrity Watch Officer (IWO) duties and 30 minutes prior to the first scheduled takeoff time on the flight schedule when VT-7 does have IWO duties. In any case, the AM SDO shall be on station no later than 0645 to respond to the crash phone test at 0700. Relief time will be dictated on the flight schedule. It is the responsibility of the AM SDO to receive a brief from the overnight IWO prior to assuming the watch.

(2) Second SDO (PM SDO): Arrive 15 minutes prior to relief time as listed on the flight schedule to conduct turnover and remain on station until relieved by the IWO. The PM SDO will handle any questions regarding the next day's flight schedule until relieved by the overnight IWO.

(3) Overnight and Non-Workday SDO: An SDO/IWO shall be present at the VT-7 or VT-9 duty desk overnight and during non-work days as listed on the flight schedule. SDOs will perform Training Air Wing ONE Integrity Watch Officer (IWO) duties as outlined in reference (b). The SDO must keep the ODO informed of cross country aircraft and aircrew flight status.

d. Uniform. Flight suit when in squadron spaces or as directed by the CO or XO.

6. Responsibilities of the SWO.

a. Ensure proper training of all personnel eligible for ODO, SDO, and IWO watches in accordance with this and other applicable instructions.

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b. Coordinate with Schedules Officers to ensure each SDO performs one four hour watch under instruction (UI) prior to standing watch.

c. Issue a smooth ODO watch bill no later than the end of each month.

7. Base Radio. The ODO is provided a UHF radio. Squadron assigned base frequency and UHF Guard (243.0 MHZ) will be continuously monitored during flight operations.

8. Safety. The ODO and SDO will be alert to detect any circumstances or events that may adversely affect flight safety including status of equipment, weather, and station facilities availability. The ODO will be prepared to assist on base frequency in the event of aircraft difficulties.

9. Crash Phone.

a. The crash phone is located at the duty desk and 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, the SDO or ODO shall lift the receiver and listen for information but not speak. Each call shall be logged in the SDO log taking care to note all essential information. The crash circuit is tested daily at 0700 or prior to commencing flight operations. The button on the receiver must be depressed in order to talk/respond at roll call. Watchstanders shall not hesitate to take any action that will support crash/rescue efforts. The crash phone will be used to contact the tower only in an emergency situation and shall not be used for routine matters.

b. In the event of an incident or mishap, the ODO shall notify the Operations Officer, Safety Officer, Executive Officer, and Commanding Officer of all essential facts as soon as the situation permits.

10. Incident/Mishap.

a. The Pre-Mishap Plan [reference (c)] shall be executed following a mishap. Watchstanders must be thoroughly familiar with its contents and the immediate action items to complete in the event of an aircraft mishap or non-flight related incident.

The ODO will utilize any squadron personnel as necessary to assist in an emergency.

b. Mishap information is limited access information. It is imperative that watchstanders control the distribution of all information relating to a squadron mishap in accordance with the directives of reference (c). All hands involved in the execution of post-mishap action items must understand that under no circumstances will the names of any personnel involved nor any information related to the mishap be given out over the phone except to the CO or XO or as specifically directed in the Pre-Mishap Plan.


W. B. THAMES

Distribution:

TRARONSEVENINST 5216.1Y List IV, Special "D", Special "F"

Operations Duty Officer (ODO) Responsibilities

- (1) Ensure daily flight schedule is posted on schedule board prior to assuming the watch.
- (2) Notify the CO, XO, OPSO, and Safety Officer of any unusual incident relating to conduct of flight operations.
- (3) Supervise SDO.
- (4) Be familiar with present and forecast weather. Ensure all pilots have pertinent weather information or have obtained a DD-175-1 as required.
- (5) Ensure students and instructors are present for scheduled brief times. If a student or instructor cannot be located at the scheduled brief time, notify the OPSO. Instructor Pilots (IP) and students are equally responsible for notifying the ODO when a scheduling conflict arises.
- (6) Ensure a Runway Duty Officer (RDO) is on station at the duty runway prior to launch of all solo syllabus flights.
- (7) Maintain close liaison with the Schedules Officer and keep the scheduler informed of unsatisfactory, cancelled, or incomplete flights. The ODO shall also inform the OPSO and/or CO in the event of an unsatisfactory flight.
- (8) Obtain approval from the CO or acting CO, for addition of non-syllabus flights to the published flight schedule, with the exception of local Functional Check Flights (FCFs).
- (9) Ensure personnel not assigned to VT-7 in a DIFOPs status do not fly in VT-7 aircraft without prior permission from the CO.
- (10) Assign aircraft as flight schedule requires, or in accordance with OPSO's stated priorities.
- (11) Complete a CTW-1 Abort/Reject/Delay sheets and have aircrew QA any time a flight is aborted for aircraft problems on the ground or in the air.
- (12) Maintain custody of aircrew Read & Initial board and ensure no aircrew fly while "IN THE RED".

(13) Ensure all IPs are current to fly the event scheduled for by referencing Wing Stats.

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

(15) Brief all FAM/AN solo students using the appropriate solo briefing guide.

(16) Ensure IPs and Student Naval Aviators (SNAs) participating in urinalysis testing are notified.

(17) Ensure "yellow sheets" are submitted in a timely manner. Maintain the Training Integration Management System (TIMS) schedule such that it accurately reflects the day's flying activities.

(18) Inform Maintenance Control and Base OPS when flight operations are secured at a time different from published flight schedule.

(19) Provide a thorough brief of all operations in progress and any other applicable items prior to being relieved by oncoming ODO.

(20) Provide a pass down to the OPS Summary Distribution List at the conclusion of flight operations that includes: 1) X's scheduled, 2) X's lost (with reason), 3) X's completed, 4) last plane safe on deck, and 5) anything significant to report.