



DEPARTMENT OF THE NAVY  
TRAINING SQUADRON THIRTY-ONE (VT-31)  
501 BATAAN STREET SUITE B  
CORPUS CHRISTI TX 78419-5249

VT31INST 1601.11L Ch-1  
ADMIN 03 JUN 2010

TRAINING SQUADRON THIRTY-ONE INSTRUCTION 1601.11L CHANGE  
TRANSMITTAL 1

Subj: RESPONSIBILITIES FOR COMMAND DUTY OFFICER (CDO) AND  
SQUADRON DUTY OFFICER (SDO)

Ref: (a) U. S. Navy Regulations Chapter 8  
(b) OPNAVINST 3120.32C  
(c) COMTRAWINGFOURINST 5244.1F

Encl: (1) Revised Enclosure (1), page 4

1. Purpose. To establish changes to the basic instruction.
2. Action. Make the following pen and ink change to the basic instruction:
  - a. Enclosure (1), Para 3, (f)(10) change "T-44A" to read "T-44 A/C".
  - b. Page 3, change VT31INST 5216.1V to read VT31INST 5216.1W
  - c. Insert revised enclosure (1).

A handwritten signature in blue ink, appearing to read "W. A. HEARTHER", is positioned above the printed name.

W. A. HEARTHER

Distribution: (VT31INST 5216.1W)  
List I, List II



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VT31INST 1601.11L

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18 JAN 2007

### TRAINING SQUADRON THIRTY-ONE INSTRUCTION 1601.11L

Subj: RESPONSIBILITIES FOR COMMAND DUTY OFFICER (CDO) AND  
SQUADRON DUTY OFFICER (SDO)

Ref: (a) U.S. Navy Regulations Chapter 8  
(b) OPNAVINST 3120.32C Chapter 4  
(c) COMTRAWINGFOURINST 5244.1F

Encl: (1) CDO Watch Instruction  
(2) SDO Watch Instruction

1. Purpose. To set forth the responsibilities, general instructions, and procedures for the subject watches and additional required watches as delineated by references (a) through (c) and enclosures (1) and (2).
2. Cancellation. VT31INST 1601.11K
3. Discussion. Reference (b) states, "A Commanding Officer may assign to duty in charge of a watch or to a day's duty any commissioned or warrant officer under his/her authority who he/she deems qualified." Normally officer watch assignments are proposed by the Senior Watch Officer and approved by the Commanding Officer. Accordingly, Command Duty Officer, Squadron Duty Officer and Squadron Enlisted watches are hereby established, and designated watchstanders will carry out their responsibilities as outlined in references (a) and (b).
4. Action. This instruction applies to all personnel assigned to permanent or temporary duty with Training Squadron THIRTY-ONE.
5. Watchstanders. The Executive Officer or the designated representative will ensure that personnel of appropriate rank/rate and experience are assigned to the watches designated by this instruction.
6. Responsibilities:
  - a. Senior Watch Officer (SWO). The SWO will be designated by the Commanding Officer. He/she reports directly to the Executive Officer and shall ensure that the policies set forth in this instruction are adhered. The Operations Department publishes and distributes the monthly watchbill. The SWO is the

coordinator of all squadron watches and has the basic responsibility to assign personnel to the watches and to conduct training necessary for these qualifications. He shall ensure that the Duty Office has available all pertinent regulations and orders necessary to carry out assigned duties and is charged with keeping these documents updated.

b. Command Duty Officer (CDO). The responsibilities of the CDO are extensive. As the officer on watch immediately in command of the squadron in the absence of the Commanding Officer and Executive Officer, the CDO can expect to be confronted at any time by one or more situations or emergencies which require maturity, good judgment and decisiveness as an authoritative presence. Every officer assigned to this duty is expected to use discretion in carrying out command policy and orders of the Commanding Officer. The responsibility of the CDO is further cited in Chapter 8, Paragraph 0803 of reference (a). "An officer detailed for a day's duty for this purpose of assuming the Commanding Officer's duties in his absence shall be known as the Command Duty Officer." The CDO is responsible for the orderly and efficient execution of the daily routine including the flight schedule. He/she can expect to be confronted with a variety of situations requiring precise coordination of human and material assets to complete the assigned flight schedule in a successful and timely fashion.

c. Squadron Duty Officer (SDO). The responsibilities and general instructions for the SDO are delineated by enclosure (2). Each SDO shall become familiar with these instructions and ensure compliance. The SDO must pay particular attention to detail and keep his/her superiors informed.

d. Duty Driver. The Duty Driver is responsible to the Command Duty Officer in carrying out his/her duties. The Duty Driver will be guided by the CDO and civilian contract as applicable.

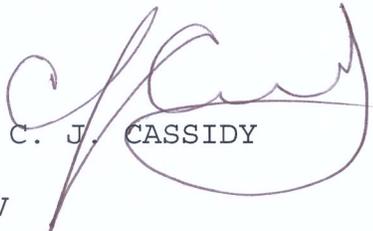
## 7. Uniforms to be Worn While on Duty

a. All watchstanders will wear a clean and neat working uniform. The seasonal uniform of the day is always appropriate.

b. On special occasions such as Change of Command or inspections, or when directed by the Executive Officer,

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watchstanders shall wear the prescribed uniform of the day.

  
C. J. CASSIDY

Distribution: VT31INST 5216.1V  
List I, List II

CDO WATCH INSTRUCTION

1. Command Duty Officer. All officers, O-4 and below, permanently assigned to Training Squadron THIRTY-ONE are eligible, after completing indoctrination with the SWO, or Senior CDO, for assignment to duty. Such officers will remain eligible for duty until appointed by the Commanding Officer as a department head. In times of short manning or when deemed necessary by the SWO, officers in post-department head billets may be utilized for duty. The watchbill will be filled from the most junior check-in, who has completed the Instructor Under Training program, to the most senior check-in eligible for duty. The CDO is responsible to the Commanding Officer for the orderly and successful management of the squadron and for execution of the daily flight schedule. The tour of duty shall, during normal work days, commence at 0700 and continue until properly relieved, normally 24 hours later. The CDO shall ensure that squadron spaces are open thirty minutes prior to the first scheduled event and that the Duty Office is manned until termination of all flight operations or 2200, whichever is later.

2. Duties of the Watch. During normal working hours, the CDO will be available to provide assistance and advice in the absence of the Commanding Officer and Executive Officer. The CDO shall keep the SDO advised of his/her whereabouts at all times. On working days, the Command Duty Officer shall personally brief the SDO at 0700 to ensure that the SDO is thoroughly familiar with his/her duties and responsibilities as well as any unusual events likely to occur outside normal working hours. On non-work days (i.e. weekends/holidays) the CDO shall meet with or call the SDO for the above described briefing between the hours of 0800 and 1000. This briefing shall be logged in the SDO's log and signed by the CDO. Further, the CDO shall make frequent but irregular checks, either in person or by phone, with the SDO to ensure the integrity of the squadron. These checks shall be logged by the SDO. The CDO, though not required to remain aboard the station during non-working hours, becomes the only squadron watchstander after the SDO's watch is secured and shall be available by phone. The CDO shall make all required log entries in the SDO's logbook after the SDO is secured.

3. Instruction. The specific duties of the CDO are as follows:

a. Notify the Commanding Officer, Executive Officer, Operations Officer and Safety Officer, as well as the CTW-4 Duty Officer and CTW-4 Operations Officer whenever an emergency exists involving VT-31 personnel or aircraft.

b. Initiate appropriate action and notify squadron officers concerned, in the event of severe weather warnings or other unusual circumstances which impacts the safety of daily flight operations.

c. Refer all mishap information queries to CNATRA PAO.

d. If in doubt, contact the Operations Officer and determine the advisability of notifying the Commanding Officer and/or Executive Officer.

e. Ensure total familiarity with the Pre-Mishap Plan.

f. Be responsible for the execution of the daily flight schedule. In doing so he shall:

(1) Be entirely familiar with the schedule, weather, and field conditions.

(2) Promulgate to pilot's information pertaining to any hazards, and initiate recall as appropriate.

(3) Maintain flight following of squadron aircraft on the assigned UHF/VHF frequencies.

(4) Maintain direct liaison with the Operations Officer and Schedules Officer and keep them advised of pertinent events, cancellations and incompletes.

(5) Maintain a current record of the flight status of all squadron aircraft to include:

(a) Log all take-off and land times. Late take-offs and landings (over 15 minutes) should be annotated with reason.

(b) Lost communications/IMC alternates as filed on DD175 or local LOA clearances.

(c) Landing time, total flight time and flight completion results for students (type flight, complete,

incomplete and/or unsatisfactory). If incomplete, note the reason.

(d) Ensure copies of DD175-1's are obtained from pilots when flying out of the local flight area. (not required for Valley or San Antonio flights).

(6) Be responsible for records of flight operations including a corrected flight schedule in accordance with current policies.

(7) Ensure that all flights are properly accounted for and that appropriate procedures are instituted if an aircraft is overdue or stuck out for any reason.

(8) Cross country flights, upon landing at intermediate fields, should phone in concerning aircraft status, flight time, and syllabus completion. Upon arrival at destination, all information for intermediate landings plus recall number will be supplied.

(9) Brief all student AN solo flights utilizing the squadron's AN solo instruction.

(10) Ensure compliance with T-44A aircraft security management program and documentation thereof in accordance with COMTRAWINGFOURINST 5244.1F.

(11) Ensure the squadron is mustered for quarters and that appropriate AIM minutes are taken and distributed on squadron email prior to close of business that day.

(12) Submit to the Executive Officer, via the Senior Watch Officer and Operations Officer, any suggestions or recommendations affecting the administration and efficiency of the CDO watch.

(13) On some occasions the SDO watch will commence before the CDO watch and will continue after the CDO has secured. On those occasions, the SDO will be responsible for unlocking Hangar 57 prior to the commencement of his/her watch. (Keys can be logged out from the Training Air Wing Four Duty Officer, Building 1824). When the SDO secures after the CDO, he shall return the keys to the Training Air Wing Four Duty Officer and ensure they are logged in. The SDO shall ensure the automatic

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telephone answering/recording system is activated with the name of the CDO and the telephone number where he can be reached, and that the squadron spaces are all secured. Upon assuming the watch, the in-coming SDO will deactivate the phone recorder and check for recorded messages.

(14) The CDO shall submit daily corrected flight schedule and/or watch summary sheets to the XO/CO/OPS/SAU/SKEDS and Training Offices for inspection at the close of the flight operations.

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SDO WATCH INSTRUCTION1. Responsibility:

a. The SDO's duties, authorities and responsibilities are comparable to those of the Officer of the Deck aboard ship as set forth in paragraph 453 of reference (a). Prospective SDO's shall be given an indoctrination to watch standing on the C0101 with their On-Wing Instructor. Student pilots are not eligible for watch until completion of C4202. The SDO's primary responsibility shall be the preservation of security of the squadron and the safety of personnel and material. In order to perform his duties, he must be familiar with the organization, functions, and routine of the squadron. Propriety in conduct and appearance is necessary. He should consistently display a high degree of initiative, decorum and resourcefulness. The assumption of duty shall be made 30 minutes prior to the first brief or 0430 until last plane is on deck or 2200, whichever occurs last. On days when no local flight operations are scheduled, the SDO will secure when the last cross-country event is safely on deck or 2200, whichever occurs last. The SDO is responsible for the security usage and accountability of the vehicles. The SDO shall make logbook entries as to the daily usage of duty vehicles.

b. Only United States citizens assigned to the squadron as Student Naval, Air Force, Marine Corps and Coast Guard Pilots or designated enlisted personnel will be assigned to duty as SDO's unless otherwise directed by the Executive Officer.

2. General Instructions:

a. During normal working hours, the SDO shall not handle any matters which are normally transacted through the appropriate department.

b. Outside normal working hours, when officers who ordinarily handle various problems are not available, the SDO shall act for them. The SDO shall seek the advice and guidance of the CDO and/or the department head concerned when an unusual event occurs aboard the squadron or off the station. This shall include all incidents and events, which require attention at the command level. The SDO shall notify the CDO and initiate any action necessary on priority messages received outside normal working hours.

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c. In the absence of the CDO (such as on those days when no flight operations are scheduled or the CDO has secured), the SDO will be responsible for the security of Hangar 57 (VT-31 spaces). Ensuring that, the instructor lounge, student lounge and briefing room are policed, coffee pot cleaned, weather vision and base radio secured, pass down, logbook, flight schedule and watch summary are completed, all lights are on/off as appropriate. All doors are locked and the keys returned to Training Air Wing FOUR Duty Officer to be logged in when watch is secured. Prior to securing the watch, the SDO shall ensure that the automatic telephone answering/recording system is activated on extension 3350 with the CDO's name and phone number.

d. On some occasions the SDO watch will commence before the CDO watch and will continue after the CDO has secured. On those occasions, the SDO will be responsible for unlocking Hangar 57 30 minutes prior to the first brief. (Training Air Wing FOUR Duty Officer, Building 1824). When the SDO secures after the CDO, he shall return the keys to the Training Air Wing FOUR Duty Officer and ensure they are logged in. The SDO shall ensure the automatic telephone answering/recording system is activated with the name of the CDO and the telephone number where he can be reached, and that the squadron spaces are all secured. Upon assuming the watch, the in-coming SDO will deactivate the phone recorder and check for recorded messages.

### 3. SDO's Log:

a. This log is the only official chronological record of the command's significant daily events. It represents a complete, accurate narrative of noteworthy incidents in the life of the command and events affecting its officers and enlisted personnel. All significant items, whether pertaining to squadron personnel, material conditions or operations are entered into the log. It thus becomes the true historical account of squadron activities and an accurate source of factual and legal data. Watch officers responsible for preparation of the log must understand and appreciate the importance of their undertaking. They must ensure that all entries are complete, accurate, clear, and expressed in standard naval phraseology.

b. Any entry that is complete, accurate, and expressed in standard naval phraseology is acceptable. The use of the Dictionary of Naval Abbreviations (DICNAVAB), a compilation of

acronyms and abbreviation generally used in the United States Navy, is encouraged. Abbreviations shall be limited to those commonly recognized in official publications and those generally accepted throughout the Navy by reason of long and continued usage. Since the log is handwritten, particular care must be taken when recording numbers; proper nouns shall be printed, and where signatures are required, the name shall be printed under the individual's signature. Logs received at the Bureau of Naval personnel that are illegible (including poor penmanship) will be returned for remedial action. No lines will be skipped.

- (1) The day begins at 0001 and a new page shall be started for each day.
- (2) Both sides of the page are used in writing the log.
- (3) No erasures are to be made in any log.
- (4) All entries shall be printed in ink and in upper case letters. Errors are lined out and initialed by the writer.
- (5) Spelling, punctuation and meaning should be carefully checked before any entry is made in the log. Standard Navy terminology shall be used for entries.
- (6) Sufficient time and adequate space must be taken to make the log neat and legible. Each entry in the log will be impersonal. Third person phraseology will always be used.

c. The daily routine of the squadron along with sufficient events shall be logged. Specific items to be logged include:

- (1) Daily actions of SDO (assumed watch, inspecting spaces, etc.).
- (2) Time of commencing and terminating flight operations.
- (3) Quarters for muster.
- (4) Results of CO's Mast and Courts Martial.
- (5) Weather warnings received and actions taken.

(6) Aircraft emergency landings (follow-up with injuries received by flight crew personnel, status of aircraft, CO, XO, Operations and Safety Officer notified, etc.).

(7) Granting of Emergency Leave, any unusual circumstances such as arrests, barracks disturbance, death, injuries, etc., are to be logged in plain language with a description of events (follow-up entries are required if appropriate).

(8) Thefts: Security notified and action taken.

(9) Personnel returned to VT-31 by Shore Patrol.

(10) Personnel reporting or departing on PCS orders (ensure orders are stamped, properly annotated, dated and signed).

(11) Dates and times at which personnel check out and return from leave (Annual or Emergency).

(12) Visits by distinguished persons (honors, ceremonies, or official visits).

(13) Zone inspection (Inspecting Officer and results).

(14) Time Zone change.

(15) Time CDO reports for and secures from duty.

4. Other Circumstances. A variety of circumstances and situations may confront the Duty Officer which are not contained herein. In such instances, the SDO is encouraged to seek assistance from the CDO or another staff officer. Further, the instruction file contained in the Duty Office covers a wide variety of topics and includes specific procedures to be followed. However, in the final analysis, it is incumbent that the Duty Officer uses the utmost prudence and common sense in the discharge of his/her duties.

5. Aircraft Security Management. Due to a variety of situations and security risks, VT-31's SDO's are sometimes tasked to provide a security watch for T-44A aircraft, during holiday routine. Appropriate instructions and documentation shall be utilized in accordance with COMTRAWINGFOURINST 5244.1F.