



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

VT31INST 1601.2R
TRAINING 12 MAY 2010

TRAINING SQUADRON THIRTY-ONE INSTRUCTION 1601.2R

Subj: T-44 RUNWAY DUTY OFFICER (RDO)

Ref: (a) CNATRAININST 1601.2 (Series)
(b) COMTRAWINGFOURINST 1601.2 (Series)
(c) VT31INST 3710.2 (Series)

Encl: (1) T-44 RDO Qualification Syllabus

1. Purpose. To promulgate requirements, instructions, and responsibilities for the Runway Duty Officer (RDO) watch per references (a) and (b).

2. Cancellation. VT31INST 1601.2Q

3. Action. RDOs shall become thoroughly familiar with all aspects of references (a) and (b).

4. Qualification. RDOs shall meet all qualification standards outlined in references (a) through (c). The RDO qualification syllabus is provided as enclosure (1).

a. Once selected for contact upgrade, the Instructor Under Training shall begin the RDO training syllabus.

b. RDO final designation shall be received following completion of the contact upgrade syllabus and Commanding Officer approval.

5. RDO Duties and Responsibilities. RDOs will comply with all duties and responsibilities in references (a) and (b) including:

a. Thoroughly brief the ARDO and student solo's, in person, on RDO procedures prior to the event.

b. Review aircraft discrepancy book for any outstanding discrepancies that would inhibit solo operations.

c. Maintain radio and visual contact with solo aircraft at all times.

d. Report any RDO equipment or OLF discrepancies to Senior RDO.

e. Be designated in writing by the Commanding Officer.

6. Duties and Responsibilities of the Senior RDO. The Contact Stage Manager functions as the Senior RDO. The Senior RDO will comply with the duties and responsibilities in reference (a) including:

a. Provide current NATOPS publications for use by the RDO.

b. Ensure squadron RDO equipment is maintained.

c. Ensure that a sufficient number of RDOs are trained in accordance with references (a) and (b), and enclosure (1) of this instruction.

d. Ensure that the Monthly Training Plan is updated when IPs qualify as RDO. Route designation letters to the Commanding Officer for signature.

e. Maintain the RDO briefing guide in the Duty Office.

f. Be designated in writing by the Commanding Officer.

g. Coordinate all RDO training with the Training Officer and Training Clerk. Ensure all IPs have completed the RDO training syllabus prior to completing their contact stage upgrade.



W. A. HEARTHER

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List I

