DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO

COMTRAWINGFIVEINST 1601.2E
Code N02W
18 Apr 13

COMTRAWINGFIVE INSTRUCTION 1601.2E

From: Commander, Training Air Wing FIVE

Subj: DUTIES AND RESPONSIBILITIES OF THE TRAINING AIR WING (TRAWING) FIVE COMMAND DUTY OFFICER

Ref: (a) U.S. Navy Regulations, 1990
(b) OPNAVINST 3120.32C
(c) COMTRAWINGFIVEINST 3100.1P
(d) MILPERSMAN 1050-130 and 1770-010
(e) COMTRAWINGFIVEINST 3710.4F
(f) COMTRAWINGFIVEINST 3140.2G
(g) COMTRAWINGFIVEINST 3140.1S
(h) NASWF Security Department SOP
(i) COMTRAWINGFIVE/NASWFINST 3750.8F

Encl: (1) TRAWING FIVE CDO Watch Organization
(2) TRAWING FIVE CDO Binder Tabs

1. Purpose. To define the duties and responsibilities of the Command Duty Officer (CDO) for TRAWING FIVE per references (a) through (i).

2. Cancellation. COMTRAWINGFIVEINST 1601.2D.

3. Background. This instruction documents the Command Duty watches required for TRAWING FIVE. These watches are intended to provide an adequate command response to special incidents and emergencies that are associated with TRAWING FIVE facilities and personnel. The CDO is that Officer, designated by the Commodore, Training Air Wing FIVE (CTW-5), to carry out the routine of the command after normal working hours, in the absence of the Commodore (COMO), Deputy COMO, and Chief Staff Officer (CSO). The CDO has the responsibility to report all emergencies as soon as possible to the CSO/Deputy COMO/COMO, or in their absence, to the officer next eligible to succeed to command. Enclosure (1) delineates the watch structure within TRAWING FIVE. Situations involving TRAWING FIVE personnel or facilities should be reported to the CSO.

4. Qualification. All O-1 to O-3 personnel assigned to TRAWING FIVE, the Helicopter Instructor Training Unit (HITU), and the Fixed-Wing Instructor Training Unit (FITU) may stand CDO. Within four weeks of reporting aboard, potential CDO personnel will check-in with the Senior Watch Officer (SWO) for indoctrination. Personnel assigned to the CDO watch must attend the CDO training brief prior to their first watch. This brief is scheduled monthly by the TRAWING FIVE SWO and

given in Building 2946. HITU and FITU SWOs may also give CDO training briefs after prior coordination with SWO. Only O-4s and below who are permanently assigned to TRAWING FIVE will be assigned as Hurricane CDOs, and will receive additional training from the SWO and the HUREVAC Officer.

5. Duties, Responsibilities, and Authority. The CDO will:

a. Advise and, if necessary, direct duty personnel in the general duties and safety of the command.

b. Remain aware of ongoing and pending operations and all other matters which affect the safety and security of the command (e.g., weapons movements, threat conditions, etc.).

c. In times of urgency, danger, or emergency, take appropriate action until a more senior officer assumes command.

d. Assume other responsibilities as directed by the Commodore.

6. General Duties. The CDO watch is a continuous, seven-day watch from 1530 Monday until 1530 the following Monday. Turnover will be conducted in Room 224 of the TRAWING FIVE Headquarters Building 2943. Following turnover, both the on-going and off-going CDOs will conduct a brief with the TRAWING FIVE CSO if anything significant happened during the off-going CDO's watch. If the CSO is not available at that time, the on-coming CDO will check in with the CSO via phone once the CSO has returned. All CDOs will be assigned a cellular phone to maintain connectivity with the chain-of-command. The CDOs have permission to retire to their domicile each night, but must have usable cell signal on the CDO phone at all times. CDOs shall not fly instructional events. Each CDO will:

a. Be responsible for ensuring the proper performance of all duties of the watch.

b. Remain responsible for the watch at TRAWING FIVE until properly relieved or secured by proper authority.

c. Conduct oneself in a smart military manner befitting the status of the CDO. Remember, the CDO is the personal representative of the Commodore.

d. Promptly inform the appropriate person(s) of matters pertaining to the watch that are necessary to their duties.

e. Inform the chain-of-command of any incidents involving airfield facilities or military/civilian personnel attached to TRAWING FIVE.

f. Prior to relieving the watch, the relieving CDO will become thoroughly acquainted with all matters required for the proper performance of his/her duties. It is the responsibility of the off-going CDO to ensure that his/her relief is properly advised of all matters required for a complete passdown.

g. If the need arises to turn over the watch at some time other than the prescribed time, the following steps must be taken:

(1) The relieving CDO must be a qualified CDO watchstander.

(2) Face-to-face turnover to include:

(a) Verbal brief/update of the current situation and events.

(b) Physical custody of the CDO Logbook, key ring, CDO Binder, and cell phone is transferred.

(3) SWO and CSO are informed.

(4) Contact oncoming and off-going Disabled Aircraft Security Watch Officers (DASWOs) and their supers.

h. Ensure all required entries are made in the CDO Logbook, sign the logbook at the conclusion of the watch, and brief the CSO (if required) on the logbook contents.

i. The CDO is also responsible for the daily administration of the DASWO duties. DASWO turnover will be conducted at 0800 on Monday with the TRAWING FIVE Student Control Officer. Further guidance on administration of this watch is contained in reference (e).

j. Assist the Naval Air Station Whiting Field (NASWF) Security Department in maintaining station security. The CDO will receive a key to Building 2943 (TRAWING FIVE) during turnover of the watch. The NASWF Security Department is responsible for checking security of the doors after normal working hours. All entrances to Building 2943 shall be locked from 1630 until 0630 daily. If any of the external doors to Building 2943 are found to be unlocked, the NASWF Security Department will call the CDO at Cell Phone #637-2793. The CDO shall conduct a walk through inspection of Building 2943 with Base Security, prior to relocking the unsecured door. The SWO shall be notified whenever Building 2943 is found unsecured after normal business hours, weekends, and holidays. Should access to Building 2943 be required between the hours of 1630-2200, Monday through Friday, or 0700-2200 Saturday, Sunday, or holidays, the CDO shall be available to allow entrance for official business. Unless emergency circumstances exist, no one will be authorized in Building 2943 between the hours of 2200 to 0630. From 0600 until 0630, the CDO shall again be available to allow entrance to Building 2943, upon request. The CDO will ensure Building 2943 is properly secured following after hours or weekend/holiday access. The CDO shall maintain a Passdown Log documenting all relevant issues concerning after hours access to Building 2943.

k. Maintain familiarity with special incident reporting procedure, enclosure (2), Tab 15.

l. Each Monday during turnover, Wing Administration will provide a recall roster of all Wing Staff. Each Friday Wing Student Control will contact the CDO when the recall roster of all Student Pilots is ready to be picked up. The CDO will ensure the staff listing is received during turnover and the student listing is received by the close of business at the end of the week.

m. Be familiar with the contents of references (a) through (i).

7. Organizational Relationships. The CDO reports to the CSO, or in his absence, the Deputy COMO, then the COMO.

a. Senior Watch Officer (SWO). The SWO is appointed by the TRAWING FIVE CSO. The SWO is responsible for coordinating the CDO watchbill and managing the CDO responsibilities for TRAWING FIVE. The SWO will draft the CDO watchbill and deliver it to the NAS Whiting Field Administrative Officer no later than the 25th of the month.

(1) The Senior Watch Officer will:

(a) Establish and maintain the CDO Logbook.

(b) Ensure effective and complete training of all CDOs.

(c) Ensure effective communications between the TRAWING FIVE Commodore and CDOs on important information utilizing briefings, a passdown log, and/or memoranda.

b. NASWF Emergency Control Center (ECC) Dispatcher. The ECC is located at the Fire Department and is manned 24-hours a day by a dispatcher. The ECC dispatcher also acts as the Assistant Command Duty Officer (ACDO) for NASWF. The ECC dispatcher will notify the military chain-of-command, beginning with the NASWF CDO, of any unusual occurrences during the watch, including accidents or incidents involving TRAWING FIVE military or civilian personnel, on- or off-base.

c. TRAWING FIVE Administrative Officer

(1) Responsible for maintaining after hours message releasing capabilities.

(2) Responsible for routing this instruction to the appropriate departments for updates on an annual basis.

d. Department Heads. Will provide brief sheets to the SWO concerning the operation of their directorate or area of responsibility, which will include at a minimum:

(1) Point of contact after normal working hours.

(2) A recall list of key personnel, including addresses and telephone numbers. Updated brief sheets are required whenever the

recall list changes or other significant changes occur, but must be reviewed at least monthly to ensure that the information contained is current and correct.

8. Emergency Procedures. Emergencies pertaining to TRAWING FIVE (medical, damage to facilities, security threats, weather-related incidents, etc.) will require immediate response by the CDO. The CDO must first act to minimize or eliminate the danger/damage (safeguard life and property), inform the chain-of-command, and ascertain if any further actions are required. Checklists for certain situations are listed in enclosure (2), Tabs 1-15.

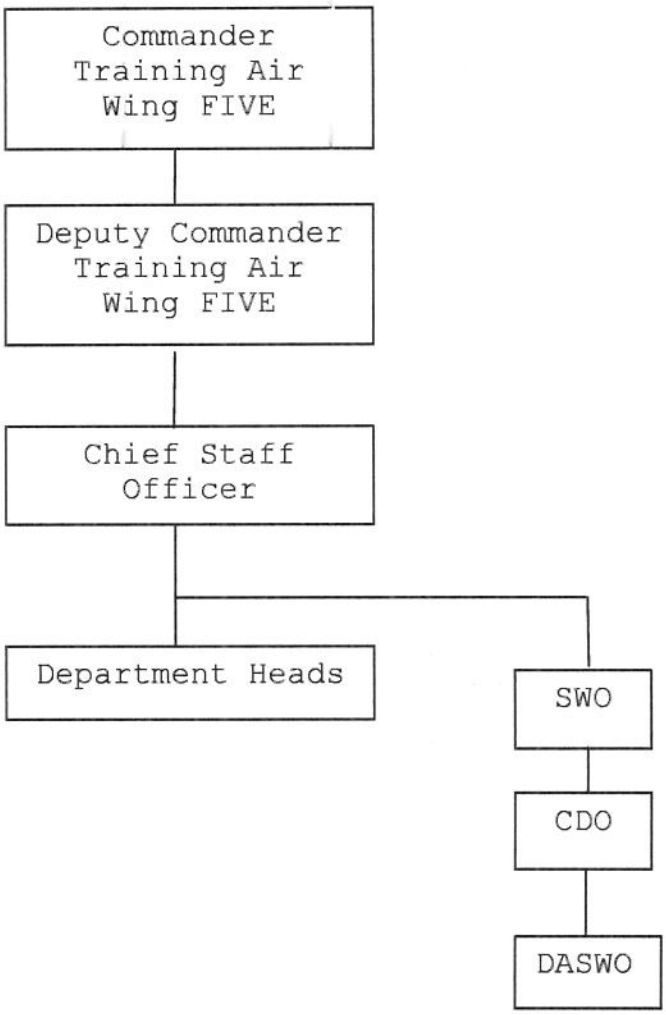
9. Security Emergencies. Security-related emergencies may take many different forms and require different responses from the CDO. NASWF Security Department personnel use Standard Operating Procedures approved by the NASWF Commanding Officer per reference (h), which will be followed as a matter of routine. *The CDO is not to take a personal role in the matters of the Security Department.* Not everything that can possibly occur on the CDO's watch is listed or covered in this instruction. The primary responsibility is to carry out routine policies as the representative of the COMO and, in the absence of the COMO, Deputy COMO and CSO, ensure the safety of the command. Most of the time, common sense will prevail. The NASWF Security Department will handle most situations. The CDO's responsibility is to ensure all parties concerned are notified, including the COMO, Deputy COMO and CSO, as the situation warrants. Some of the events that may unexpectedly happen during the watch are included in enclosure (2).

10. Hurricane CDO Procedures. Due to the unique circumstances encountered during and after a hurricane, it is necessary for the CDO who is assigned the watch during the storm to have special training and to maintain the watch throughout the destructive weather period. Therefore, once the base has been notified to attain Tropical Cyclone Condition IV, the Hurricane CDO will assume the duty as TRAWING FIVE CDO and will retain that duty until seven days after the date the storm makes landfall or as directed by the CSO. The Hurricane CDO can expect to stay aboard the base and work hand-in-hand with the HUREVAC Officer. The Hurricane CDO must be thoroughly familiar with reference (g).

J. J. FISHER

Distribution:
COMTRAWINGFIVEINST 5216.1S
Lists II(a-j), III(a)
NASWF Family Service Center
Senior Watch Officer

TRAWING FIVE CDO WATCH ORGANIZATION



TRAWING FIVE CDO BINDER TABS

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General Guidance For Calling the CSO

1. The CSO/Deputy COMO/COMO must be called if a significant event occurs. What constitutes a significant event is hard to define, but listed below are some basic criteria:

a. A major crime occurs on the station or station property, or a TRAWING FIVE person or family member is the victim of a major crime.

(1) Station property includes the following:

(a) Any NASWF Outlying Field (OLF) - Except Brewton and Evergreen (leased from local city).

(b) Whiting Pines Housing.

(c) Whiting Park Boat Dock.

b. If any TRAWING FIVE personnel are arrested, injured, or involved in a newsworthy event.

(1) TRAWING FIVE Aircraft Mishap.

(2) TRAWING FIVE Aircraft Precautionary Emergency Landing (PEL).

(3) Unusual incident occurring on base including the following examples:

(a) A TRAWING FIVE member commits suicide.

(b) A TRAWING FIVE member arrested for domestic violence, on- or off-base.

(c) Subcontractor to our Base contractor injured burning debris at NOLF.

(d) A TRAWING FIVE member is arrested.

(e) A TRAWING FIVE employee's family member killed in motor vehicle accident.

(f) Illegal alien detained on base.

(g) City of Milton sewage pipe burst/leak on base.

After Hours Phone Calls for the Commodore/Deputy Commodore/CSO

1. It is common for the COMO, Deputy COMO and CSO to receive official business telephone calls in the late afternoon or after normal working hours. The following procedures are in effect when a telephone call

comes in for the COMO, Deputy COMO or CSO. Proper phone decorum is expected. Do not give out their home phone numbers.

a. Pass the message to the Commodore via phone.

b. If the COMO is unavailable, the CDO will attempt to contact the Deputy COMO or CSO. If neither is available, the CDO will return the call, explain that he/she is in the process of making contact, and ascertain the urgency of the matter.

c. If the matter is urgent, go down the chain of command until a department head is contacted.

d. If the call is urgent and the Commodore is flying, utilize the chain of command until a Department Head is contacted. If the Commodore is not contacted while airborne, contact him ASAP upon landing.

2. The success of this policy is contingent upon the CDO exercising sound judgment. Often the caller will not desire a return call until the next working day, however that should be the Commodore's option.

TAB 2 - After Hours Administration

Emergency Leave

1. The CDO may authorize emergency leave after normal working hours only for TRAWING FIVE personnel. Squadrons will handle emergency leave for their personnel. Give the individual going on leave the white sheet, with the leave control number left blank. Provide the other copies to TRAWING FIVE Admin the next morning. If emergency leave is required, notify the following individuals:

a. For Wing Personnel

(1) CSO

b. For Stash ENSs

(1) CSO

(2) Plans Office: 623-7130 (leave message)

(3) Student Control Office: 623-7186 (leave message)

American Red Cross (AMCROSS) Messages

1. Ensure the individual's chain of command is informed.

2. Ensure the individual is informed.

3. Always call the Duty Chaplain via beeper (phone: 506-0039) for any message. This will facilitate proper follow-up by the Chaplain's Office.

4. In the event of a serious AMCROSS, the Chaplain's presence may be requested or even required by family. In that event, CDOs should call the duty chaplain immediately. If for some reason the Chaplain cannot be present, then the Chaplain and CDO can make arrangements for expeditious delivery of the AMCROSS message.

5. The qualifications to call an AMCROSS serious would be the death of immediate family members. Immediate family members are: spouse, children, mother, father, brother, sister, or a grandparent that is loco-parentis (the same as mom or dad).

6. If there is ever any doubt about the proper handling of any AMCROSS message, call the Duty Chaplain.

7. If AMCROSS assistance is required, call 1-877-272-7337.

Receiving Classified Message Traffic After Normal Working Hours

1. The potential for incoming classified messages after hours exists. Should this happen, the ECC will be notified that a classified message is incoming. When the ECC receives the call, they will notify the CDO, and provide the following information: date-time-group, classification, and subject line.

2. Upon receiving a call from the ECC, the CDO shall immediately call Base Admin, Mr. Mike Flournoy at 626-8602 to retrieve the message. If Mr. Mike Flournoy cannot be contacted, call Ms. Pat Speas 623-4927 or cell # 850-324-8904.

3. The TRAWING FIVE CSO/Deputy COMO/COMO/Admin Officer shall be notified immediately **anytime** a classified message is received that includes TRAWING FIVE in the address line.

TAB 3 - Major Accident

1. During a major accident, the CDO will establish a command post to direct the operation, establish perimeters, and keep all nonessential personnel from entering the area. Specific duties follow:

a. CDO. Notify COMO/Deputy COMO/CSO. Prepare operation report and render assistance as requested (if not acting as Command Post Coordinator).

b. Medical Teams. Notify local hospitals and civilian ambulance services.

c. NASWF Fire Division. Dispatch fire apparatus via fire phone circuit, which will notify the Facilities Trouble Desk if utilities are affected.

d. NASWF Facilities. Dispatch personnel to secure utilities (electrical power, if applicable), and assist in obtaining essential supplies and special equipment.

TAB 4 - Medical Emergencies/Death

1. Medical Emergencies

a. Active duty members

(1) Emergency: Call the ECC at 623-7333. Branch Medical Clinic personnel will respond and assess the condition of the patient. If the Emergency Medical Technician (EMT)/Emergency Vehicle Operator (EVO) determines there is an emergency, the patient will be transported by Rural Metro Ambulance to Santa Rosa Medical Center, West Florida Hospital, or Sacred Heart Hospital, depending on the nature of the emergency.

(2) Non-Emergency Care: EMT/EVO will provide care at the clinic as their capabilities permit. Non-emergency patients who may need further care may be advised to go to a medical facility off-base. In order to maintain Emergency Medical Services (EMS) integrity on station, non-emergency active duty patients cannot be transported by ambulance or by clinic personnel. If the member suffers injury/illness of a non-emergency nature while in a duty status, the service member's command is responsible for providing transportation.

b. Family Members/Retirees

(1) Emergency: If an emergency happens while on-station, call the ECC at 623-7333. If the EMT/EVO determines there is an emergency, the patient will be transported by Rural Metro Ambulance to Santa Rosa Medical Center, West Florida Hospital, or Sacred Heart Hospital depending on the nature of the emergency. TRICARE deductible/co-payments will apply. Federal and State laws prohibit emergency patients from being transferred to other than the nearest civilian or military medical facility.

(2) Non-emergency care will be provided as the clinic's capabilities permit. Non-emergency patients who may need further care will be advised to go to a medical facility off-base under TRICARE.

c. Patients experiencing an emergency off-station should not be brought to the clinic. These patients should proceed, or be taken, to the nearest civilian or military hospital.

d. Branch Medical Clinic resources to provide medical care after 1600 and before 0730 are limited. The clinic's mission is to stabilize and transport emergency patients to more definitive care at an appropriate medical treatment facility. Accordingly, the Medical Clinic does not function as an after-hours clinic.

2. Death

a. If a death occurs to a member of one of the local squadrons, ensure the Squadron Duty Officer and the CO/XO of the squadron is notified.

b. Notify the CSO/Deputy COMO/Commodore.

c. Notify the Casualty Assistance Calls Officer (CACO) and Chaplain.

d. Notify NASWF Legal/SJA.

TAB 5 - Destructive Weather

1. The following conditions are handled per reference (f):

   a. Severe Thunderstorm or Tornado Condition I or II.

   b. Thunderstorm Condition I or II.

   c. High Wind/Gale/Storm Warning.

   d. Freeze Condition I or II.

2. Refer to reference (f) for destructive weather or reference (g) for Hurricane Evacuation.

TAB 6 - General Security Information

Basic Jurisdiction and Authority

1. Military jurisdiction is the lawful authority, or right, of the Armed Forces to exercise Governmental power and control.

2. Per reference (h), NASWF Security Department/Navy Security Force (NSF) personnel have the authority to apprehend all persons subject to the Uniform Code of Military Justice (UCMJ) who are suspected of an offense.

a. For apprehensions of CTW-5 and subordinate squadron personnel on any military installation, the Security Department Duty Officer (SDDO) will notify the CDO who will, in turn, immediately notify the CSO.

Mobile Command Unit

1. For Aviation related incidents, notify the Security Department at x7333. Based on information provided, Security will determine the need for a Mobile Command Unit (MCU) to be mobilized. Mishap investigation senior member may request MCU support directly from the Security Department.

2. A member of the Security Department or a designated representative will "man" the MCU at all times to ensure it's safe and proper use and return.

TAB 7 - Sexual Assault - The Department of Defense established the below definition of sexual assault:

Sexual assault is a crime of intentional sexual contact, characterized by use of force, physical threat, or abuse of authority or when the victim does not or cannot consent.

Sexual assault includes rape, nonconsensual sodomy (oral or anal sex), indecent assault (unwanted, inappropriate contact, or fondling), or attempts to commit these acts.

If you receive the initial notification of a sexual assault of a TRAWING FIVE member:

1. Ensure the physical and emotional safety of the victim, determine if the alleged offender is still a threat to the victim, and if the victim needs/desires protection.

2. Ensure the victim receives emergency medical treatment if indicated and offer medical care in all circumstances.

3. Provide the victim an expert to talk to with the 24-hour on call NAS Whiting Field Victim's Advocate Hotline, 877-995-5247. During normal business hours the Sexual Assault Response Coordinator at the Fleet and Family Service Center, Jeannine DeCuir, can be reached at 623-7177. An alternate number is the Local Crisis Center at (850) 433-7273. A third number is the National Rape Hotline at 800-656-4673. Inform the victim that the phone numbers will allow them to talk to an expert about victim advocate support, reporting options, medical options, mental health services, investigative options and limitations, and legal options and limitations.

4. Ensure the victim is advised of the need to preserve evidence (by not bathing, showering, washing garments, etc.) while awaiting arrival of NAVCRIMINVSVC.

5. Collect only necessary information to include the victim's location, and time of the incident, name and/or description of the offender(s), taking care not to ask detailed questions or pressure the victim for information about the incident.

6. Notify the Chain of Command, starting with the CSO, up through the Commodore. No other personnel are to be notified with the victim's information.

7. Notify NCIS as soon as the victim's immediate safety is assured, and any emergency medical treatment is in process.

8. Take action to safeguard the victim from any formal or informal investigative interviews or inquiries, except those conducted by NCIS or civilian law enforcement.

9. Guard the victim's right to confidentiality and privacy by strictly limiting the "need to know" personnel (CSO and above).

TAB 8 - Domestic Situations

1. Does this incident involve child or spouse abuse? (See definitions in paragraph 3 below)

_____ No: Take action as appropriate for non-Family Advocacy Representative (FAR) incident

_____ Yes: Proceed with action below.

2. Actions to ensure safety and ensure provision of any needed services in child and/or spouse abuse cases:

_____ Contact Base Security at 623-7431. Base Security will contact the civilian police and/or NCIS, as appropriate. The CDO will ensure Security ascertains the need for:

* Medical services - emergency use EMS

* Report allegations of child abuse to the Florida Department of Children and Families at 1-800-962-2873

* Be sure to ask if alcohol-related incident and assure incident is documented, as necessary.

_____ Contact appropriate squadron Command Duty Office for incidents involving squadron personnel.

_____ Order the abusive service member out of the home overnight or issue a Military Protection Order (MPO). Ordering the member out overnight is done for lower level cases in which a cooling off period is needed. The MPO is used for more serious cases in which there is a risk of harm (see High Risk Factors on back of MPO form). The MPO should be obtained via consultation with the CNATRA Legal Officer, LCDR Murphy at (work): DSN 861-3578 (361) 961-3578 or (cell): (361) 537-6002 and concurrence by the CO. The service member can be **referred** to the barracks (CBQ); should the service member choose the CBQ, the CDO will arrange for a room at no cost to the service member.

_____ Seek a debarment order via the SJA and CO, if needed to keep a civilian offender off the base.

_____ Provide the Favor House Hotline number, 434-6600, to spouse abuse victims. The Hotline will provide domestic violence counseling and information regarding shelters. Law enforcement will also provide this information.

_____ If additional consultation is needed outside of normal working hours, contact the installation Family Advocacy Representative, Mrs. Decuir for sexual assault at (850) 206-6033, LCDR Milton Knudsen at (850) 686-4163, or Mr. Fitzpatrick for family abuse at (850) 485-0412.

_____ Notify FAR of the incident the next normal working day, via phone 623-7177 or fax 623-7383, providing identifying information

regarding the individuals involved, a description of the incident, and actions taken.

3. Definitions

a. **CHILD PHYSICAL ABUSE**: Includes, but is not limited to, acts resulting in death, brain damage, or skull fracture; subdural hemorrhage or hematoma; bone fracture; dislocation or sprain; internal injury; poisoning; burn or scald; severe cut or laceration; other physical injury that seriously impairs the health or physical well-being of the child victim; other minor injury, which includes minor bruises, welts, cuts, twisting or shaking, which do not constitute a substantial risk to the life or well-being of the victim.

b. **CHILD SEXUAL ABUSE**: Actions including, but not limited to, the employment, use, inducement, enticement, or coercion of any child to engage in, or having a child assist any other person to engage in, any sexually explicit conduct (or any simulation of such conduct). This includes, but is not limited to, rape, molestation, prostitution, or other sexual activity between the offender or a third party and a child, when the offender is in a position of power over the child. Sexual abuse also includes exploitation to include forcing or allowing a child to look at the offender's genitals, forcing or allowing a child to observe an offender's or another's masturbatory activities, exposing of a child's genitals for sexual gratification of the offender(s), talking to a child while undressed for the offender's sexual gratification, or involving a child in sexual activity, such as pornography or prostitution in which the offender does not have direct physical contact with the child. The offender may be another child.

c. **CHILD EMOTIONAL ABUSE**: Actions including, but not limited to, active, intentional berating, disparaging, or other behaviors towards the victim that adversely affect the psychological well-being of the victim. Witnessing severe or ongoing spouse abuse may constitute child emotional abuse.

d. **CHILD NEGLECT**: Actions or omissions by a parent, guardian, or caretaker, which include, but are not limited to, deliberate or negligent withholding or deprivation of necessities (nourishment, shelter, clothing, health care), lack of adequate supervision, emotional or educational neglect, abandonment.

e. **SPOUSE/PARTNER ABUSE**: Includes, but is not limited to, assault, battery, threat to injure or kill, or any other act of force, violence, or emotional abuse, undue physical or psychological trauma, or fear of physical injury. This includes physical injury, sexual assault, intentional destruction of property, psychological abuse, and stalking. The term "spouse abuse" encompasses unmarried partners.

4. High Risk Factors

a. Dangerous acts committed that could cause serious harm.

b. Offender has access to victim and there is imminent risk of harm.

c. Use of a weapon or object used as a weapon.

d. Threats of serious harm to self or others.

e. Significant abuse-related harm/injury.

f. Failure to meet basic needs, placing victim at risk of harm.

g. Victim particularly vulnerable due to age, pregnancy, disability.

h. Alleged offender has a history of abusive behavior (child or spouse abuse or violence outside of the home).

i. Use of drugs or alcohol.

j. Victim expresses fear of spouse or caretaker.

k. Other circumstances that indicate a risk of harm.

5. Security Considerations

a. Because NASWF's housing falls under the jurisdiction of Milton Police Department, Security personnel may or may not receive first notification of domestic disturbances/violence. Regardless of jurisdiction, the Navy has policies and procedures for instances of domestic disturbances/violence.

b. The primary role of the Security Patrolman will usually be to document observations that can be passed to Family Advocacy, the Department of Children and Families, and NCIS, as appropriate. All cases of suspected domestic violence will result in notification to the Family Advocacy Representative and documentation by an Incident/Complaint Report. All cases that occur in other jurisdictions MUST be reported to the appropriate law enforcement agency.

c. An option for disputants in domestic situations (that have not yet resulted in physical violence) is that one of the parties may be given emergency billeting at the NASWF CBQ. The Patrolman does not have the authority to demand that anyone leave; however, he/she can strongly suggest to the parties that taking this action will allow a cool down period. The Command Duty Officer will make arrangements for the CBQ room. If law and order cannot be restored, or if the investigator feels that further violence will occur, an apprehension may be necessary.

d. Incidents Involving Juveniles

(1) Whenever a juvenile is taken into custody for an act of juvenile delinquency, the juvenile will be provided with the appropriate constitutional warning against self-incrimination and the right to legal counsel. This warning will be provided in a language

that the juvenile understands. This warning should be conducted in the presence of the parents or legal guardian, given a reasonable opportunity. If the parent/guardian is unable to be present, the CDO will witness the warning.

(2) A juvenile who is taken into police custody will not normally be handcuffed unless, in the judgment of the Police Officer, he/she presents a danger or safety risk to either police personnel, themselves, or others in the area. If handcuffing is necessary, handcuffs will be removed as soon as practical. The use of handcuffs and times on/off will be recorded in the narrative of the Incident Complaint Report (ICR).

(3) The parents/guardians must be immediately notified that the juvenile is in custody. As DoN policy, the parent/guardian must be given a reasonable opportunity to be present during any interrogation of the juvenile.

(4) All entries in the Desk Journal committed by or against juveniles will be restricted entries. All ICRs will be password protected on the STARS program.

e. Abused or Neglected Child

(1) Because NASWF's housing area falls under the jurisdiction of Milton Police Department, NASWF Security may or may not receive first notification of suspected child abuse or neglect. Regardless of the jurisdiction, the Navy has policies and procedures for instances of child abuse or neglect.

(2) The primary role of the Security Patrolman will usually be to document observations that can be passed to Family Advocacy, the Department of Children and Families, and NCIS, as appropriate. All cases of suspected child abuse or neglect will result in notification to the Family Advocacy Representative and documentation by an Incident/Complaint Report.

(3) Some instances, such as where both parents are arrested and leave the child without a caretaker, or when the child has been injured, require immediate action. In most cases, the Milton Police Department will take action. If they do not, or if the incident occurs in NASWF jurisdiction, immediately contact Family Advocacy personnel.

(4) Child Sexual Abuse. All reports of child sexual abuse will be reported to NCIS. The Command Investigator will conduct investigation or interviews as directed by NCIS. The Family Advocacy Sexual Assault Victim Intervention (SAVI) representative will also be contacted.

TAB 9 - Apprehension and Detention Procedures/DUI

Apprehension and Detention Procedures/Arrest

1. The CSO shall be notified in any incident where an apprehension and detention is made.

2. Apprehension. The person making an apprehension must have a reasonable belief that an offense under the UCMJ has been committed and that the person to be apprehended committed it.

3. Prisoner release. The authority to release an apprehended person will be made by the Security Officer, Assistant Security Officer, Operations Chief, or SDDO.

a. Military personnel will be released to an E-7 or above from their command.

Driving Under the Influence (DUI)

1. When notified of a DUI involving TRAWING FIVE Personnel, the CDO will notify the TRAWING FIVE CSO.

2. In the case of a DUI for TRAWING FIVE Personnel, they may not be allowed to leave the base for a period of at least eight hours after detention by security.

TAB 10 - International Students

1. TRAWING FIVE and the associated squadrons have international students assigned for training. Since these students are not subject to the UCMJ, special considerations need to be made. Foreign students do not have diplomatic immunity and are subject to the same laws as any other person, however, adjudication of the case my vary.

2. Whether the student is apprehended by civilian authorities or under investigation by Security Department, the following procedures apply.

a. Process as usual.

b. Once the CDO has been notified, he/she will notify the CSO.

c. Notify NETSAFA and the IMSO (International Military Student Officer) for any incidents involving international students.

(1) NETSAFA - LCDR Larsen (Saudi Students only)

(a) Work: 623-7423

(b) Home: 916-7757

(c) Cell: 686-9137

(2) IMSO - Mr. Dennis Miller

(a) Work: 623-7148

(b) Cell: 501-7845

TAB 11 - Crisis/Disturbance

1. Whenever there is evidence that a demonstration/protest activity is in progress or one is about to occur, the following action will be taken.

a. The Security Department Duty Officer (SDDO) will notify the following personnel:

(1) Operations Chief

(a) Work: 623-7725 or 7835

(b) Cell: 382-4989

(2) Assistant Security Officer

(a) Work: 623-7725

(b) Cell: 712-2438

(3) Security Officer

(a) Work: 623-7612

(b) Cell: 324-0328

(4) NASWF CDO:

(a) Cell: 324-0328

(5) CTW-5 CDO:

(a) Cell: 637-2793. The CTW-5 CDO shall notify the CSO.

(6) NCIS: 452-4211. (Request that NCIS notify Santa Rosa Sheriff Dept. and/or Milton Police Dept., as needed.)

(7) CNATRA Legal Officer

(a) Work: DSN 861-3578 COM (361) 961-3578

(b) Cell: (361) 533-6002

b. If the group gains access to the station, the Security Force will make detentions. Individuals will be released as directed by NCIS.

c. The following order may be read to the demonstrators:

"This is (rank and name), (duty, billet) of Naval Air Station Whiting Field, Milton, Florida. This is Federal property and is governed by Federal law. Any person or persons committing a breach of the laws,

rules, or regulations, or breach of the peace, obstructing or interfering with those entering or exiting this Government facility, or any person or persons who go upon a military reservation for a purpose prohibited by law or lawful regulation, are in violation of the Federal law and are subject to arrest and prosecution under the provisions of the U.S. Code Title 18."

"On behalf of the Commanding Officer of the Naval Air Station, I hereby order each of you to remove yourself from this military reservation immediately. Your refusal to comply subjects you to arrest and prosecution."

2. The first unit to arrive will assume responsibility as the Officer-on-the-Scene until relieved by the NASWF CDO. It is the responsibility of assisting personnel to assist the NASWF CDO in taking control of the situation at hand.

3. It is important that there is no interference from bystanders. Outside interference can only create additional problems for Security personnel in handling an already complicated problem.

4. In the event of injuries, a medical team will be requested to the scene. Police officers must be able to approach a situation and analyze it accordingly. The primary objective is to analyze and take control of any given situation, while at the same time using sound judgment.

TAB 12 - Search and Seizure

1. The CDO shall ensure the COMO is informed and authorization has been granted prior to any search.

2. Police Officers who believe that enough probable cause exists to warrant Command Authorized Searches will comply with the following:

a. Two forms will be filled out, the Command Authorization for Search and Seizure (OPNAV Form 5527/9) and the Affidavit for Search Authorization (OPNAV Form 5527/10).

b. The Police Officer conducting the search must fill out the forms and present them to the COMO. The CDO may not sign authorization for a search. Only the COMO can authorize a search. The Deputy COMO and/or the CSO may authorize a search, if designated as the acting COMO. The Police Officer will list the probable cause and items to be searched for on his/her forms. If the COMO must be reached by phone, the Police Officer will read verbatim both forms in their entirety and the COMO will sign them the following day.

3. General Definitions:

a. Probable Cause: Facts and circumstances which would lead a reasonable and prudent person to believe that a crime has been, is being, or will be committed, and that evidence of the crime exists in a specific location. Evidence found during a search that is not based on probable cause will not be allowed in court.

b. Command Authorized Search: This is a search conducted with the direct approval of the Commander, Training Air Wing FIVE.

TAB 13 - Bomb Threat

1. All bomb threats will be treated as genuine.

2. Upon report of a bomb threat, Security personnel will call the CDO, who will activate the Bomb Threat Notification Checklist located in the CDO binder. Security personnel should notify the following personnel/activities:

a. Security Officer: Work: 623-7612; Cell: 324-0328.

b. COMO, Deputy COMO and CSO: Work: 623-7555; COMO Cell: 393-2075; Deputy COMO Cell: 698-5020; CSO Cell: 698-5977.

c. Security Operations Chief: Work: 623-7835; Cell: 382-4989.

d. Duty Investigator: 623-7709

e. Fire Division: 623-7333

f. Explosive Ordnance Detachment (EOD): 623-7709

g. Navy Criminal Investigative Service (NCIS): 452-4211.

3. The CDO should ensure Security personnel and units are not jeopardized by having all units and personnel in one area, should a bomb explode.

4. The Security Department Duty Officer (SDDO) will have Security establish a 300-foot perimeter around the area.

5. The area/building will be evacuated.

6. EOD and MWD will be put in standby (NASWF MWD is not trained to detect explosives, NASP or Eglin AFB may provide).

7. Normally, EOD will not respond unless a suspected bomb is found; therefore it will likely be Security personnel and assigned volunteers that conduct the search.

8. If a suspected device is located, it will not be moved or touched. EOD will be called to handle all suspected devices.

9. Trained EOD personnel will only conduct the retrieval and/or disposal of explosive or incendiary devices.

10. If photographs are taken, no flash will be used.

11. Ensure radios are not used within 300 feet of the threatened area to prevent the possibility of the firing mechanism being inadvertently affected by a radio transmission. This includes the small hand-held radios used by Security Police personnel. This same prohibition must be applied to sirens on emergency vehicles.

12. The Naval Criminal Investigative Service and Base Security Investigators will ensure proper protection of the crime scene. Investigative and EOD personnel will be allowed access to the threatened area at any time.

13. All searches WILL CEASE no later than 30 minutes prior to scheduled detonation to ensure safe evacuation of all Security and volunteer searchers.

14. The CDO should not allow personnel to return to the building until the threat is determined to be non-existent or removed.

15. In the event no device is found, a waiting period of 30 minutes after the detonation time will be observed. After the waiting period, **only** the Commanding Officer or his/her designated representative may authorize a return to the affected area.

TAB 14 - Hostage/Terrorist Situation

1. This procedure is designed for correct response to a hostage/terrorist situation.

2. Upon being notified of a suspected hostage/terrorist situation, the Police Supervisor will immediately dispatch police units to the scene to verify the incident. Police units will approach the area of the incident cautiously (do not use blue lights or siren).

3. Upon determining that a hostage/terrorist situation exists, the Police Supervisor will ensure that the NASWF CDO, Security Officer, and Security Operations Chief are notified. Additional Security personnel will be recalled, as necessary. The CDO will ensure that the COMO, Deputy COMO, CSO, and NCIS are notified.

4. The police, upon arriving at the scene, will attempt to surround the building/area so that all sides are covered.

5. The incident will be contained in as small an area as possible. A separate area will be designated to hold personnel removed from the area of the incident. No one will be permitted to leave the area except in a medical emergency.

6. Once the Police Supervisor establishes a Field Command Post, the Police Supervisor will return to the Security building to assist in assignment of recalled personnel until relieved by the NASWF CDO or Security Officer.

7. As soon as possible, an inner and outer perimeter will be established in such a way as to prohibit personnel and vehicular traffic from entering the affected area. The inner perimeter will be established as close as possible to the perpetrators without placing the hostages or police officers in greater danger.

8. The NCIS must be notified at 452-4211. The NCIS will notify the Federal Bureau of Investigation (FBI), as required.

TAB 15 - Force Protection Conditions (FPCONs):

1. The information attached below is very basic information on Force Protection Conditions. For more information, see references (a) and (b).

2. The Commanding Officer, NASWF may assign local threat levels in accordance with the DoD terrorist threat level system.

3. The Commanding Officer, NASWF is responsible for setting FPCONs aboard NASWF and Outlying Fields (OLFs).

4. The NASWF CDO will oversee the implementation and enforcement of FPCONs until relieved of this responsibility by NASWF Security officers or their designated representative.

5. Force Protection Conditions (FPCONs)

a. The FPCON system describes the progressive level of protective measures that are implemented by all DoD components in response to terrorist threats. The FPCON system complements the national level intelligence community assessment of terrorist intentions and capabilities.

b. The FPCON level for NAS Whiting Field can be established two ways:

(1) Higher authority can set the FPCON. When this occurs, the CO must set FPCON level, at a minimum, equal to as directed by higher authority. However, more stringent security measures may be implemented locally, as deemed prudent.

(2) Secondly, the CO, NASWF can establish FPCONs based on local threat indicators.

6. FPCON Levels

a. FPCON NORMAL exists when a general threat of possible terrorist activity exists, but warrants only a routine posture.

b. FPCON ALPHA applies when there is a general threat of possible terrorist activity against personnel and facilities, the nature and extent of the threat are unpredictable, and circumstances do not justify full implementation of FPCON BRAVO measures.

c. FPCON BRAVO applies when an increased and more predictable threat of terrorist activity exists. The measures in this FPCON must be capable of being maintained for weeks without causing undue hardship, affecting operational capability, and aggravating relations with local authorities.

d. FPCON CHARLIE applies when an incident occurs or intelligence is received indicating some form of terrorist action against personnel and installations is imminent. Implementation of measures in this

THREATCON for more than a short period probably will create hardship and affect the peacetime activities of the unit and its personnel.

e. FPCON DELTA applies in the immediate area where a terrorist attack has occurred of when intelligence has been received that a terrorist action against a specific location or person is likely. Normally, this FPCON is declared as a localized condition.

TAB 16 - Aircraft Mishap

1. In the event of an aircraft mishap, refer to reference (i), this tab, and progress through the flow chart and tabs. TRAWING FIVE CDO will perform OPREP-3 reporting duties only when aircraft was scheduled as a TRAWING FIVE flight. The CDO binder contains a copy of pre-formatted messages that can be used should a mishap occur. It is essential that CDOs become familiar with this instruction before standing the duty. Trying to become familiar with the contents of the aircraft pre-mishap plan at the time of the occurrence is too late.

2. The following fax numbers can be used for releasing the OPREP-3/Pinnacle or OPREP-3/Navy Blue message if Admin personnel are not available. The watchstanders at this number will accept the message and, upon request, may reroute the message via the naval message system. The receipt of the message can be confirmed via the hotline number to the CNO Duty Captain.

a. FAX: DSN 223-2544; Com (703) 693-2544.

b. Duty Captain: DSN 223-2006; 222-9284; Com (703) 692-9284 or (703) 693-2006.

3. The Security Department Duty Officer (SDDO) will make the following notifications: (850) 623-7709

a. Operations Chief.

b. Auxiliary Security Force Coordinator.

c. Assistant Security Officer.

d. Security Officer.

4. The main mission of the Security Department during an aircraft mishap is to maintain the integrity of the scene and report to the Incident Commander. The following steps will be carried out:

a. All available units will be dispatched.

b. A marked "inner" perimeter will be established 150 feet from the debris field.

c. An ingress/egress point will be established to allow essential personnel to enter and leave. (All personnel **WILL** be logged and only essential personnel will be allowed in, such as Fire/Rescue and medical. All other personnel will be referred to the Incident Commander).

d. An outer perimeter around the mishap will also be established to help control entry to the mishap, as well as restrict spectators and media.

TAB 17 - PEL NOTIFICATION PROCEDURES

Squadrons will notify the following personnel for all PELs:

- Contact appropriate aircraft issue to coordinate the specifics of recovering the disabled aircraft at 623-2121 for T-6 S and 623-2151 for TH-57's.

- Notify the TRAWING FIVE CDO, 637-2793.

- Notify NASWF ODO 623-7597.

- Send an E-Mail to WHTG_CTW5 PEL Notification (distribution list is located in the NMCI global listing) with the following information:

NOTE: Inform TRAWING FIVE CDO if NMCI is down and unable to send E-Mail.

1. DATE (YYYYMMDD):

2. SQUADRON/SIDE NUMBER:

3. PILOT/COPILOT:

4. TIME OF PEL:

5. LOCATION:

6. MALFUNCTION:

7. TYPE OF FLIGHT:

8. MANEUVER:

9. DAMAGE: None, Some (<$50K), Extensive (>$50K)…

10. *PERSONNEL INJURIES:

11. **PRESS INTEREST LIKELY:

* If damage is estimated to be > $50K, or personnel were injured then execute appropriate mishap procedures immediately.

** If press interest is likely and no mishap then execute appropriate OPREP/Unit SITREP reporting procedures immediately.

TRAWING FIVE CDO will determine if the squadron FDO sent E-Mail. Always call the following personnel:

- CSO: 623-7555/7062. Cell: (850) 698-5977

- TRAWING FIVE Safety: 623-7138

- TRAWING FIVE Operations: 623-7147

- Maintenance Officer: 623-7140

- NASWF PAO: 623-7651 (x129) For all landings on private property.

If aircraft lands at other than government property, notify the following personnel after obtaining approval from the Commodore:

- CNATRA Duty Officer: DSN 861-2284/2278; Cell (361) 533-0494

- Base Legal: 623-7231

TAB 18 - OPREP and SITREP Messages

1. In the event an OPREP-3 message must be prepared, contact TRAWING FIVE Admin.

a. During normal working hours (0730-1600): 623-7161/7704.

b. After hours call:

(1) Administrative Officer, Dennis Fitzpatrick: 850-450-1276 (Cell)

(2) Executive Assistant, Joe Veasley: 850-748-9272 (Cell)

2. Refer to the following instructions for formatting guidance:

a. OPNAVINST 3100.6J, Special Incident Reporting (OPREP-3, Navy Blue and Unit SITREP) Procedures.

b. COMTRAWINGFIVEINST 3100.1P, Special Incident Reporting