



DEPARTMENT OF THE NAVY

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

IN REPLY REFER TO:
COMTRAWINGFIVE 1601.3D
N3
4 Oct 16

COMTRAWINGFIVE 1601.3D

Subj: NAVY OUTLYING FIELD AIRFIELD DUTY OFFICER RESPONSIBILITIES

Ref: (a) COMTRAWINGFIVEINST 3710.8 Series (RWOP)
(b) NAS Whiting Field Crash Division Standard Operating Procedures (SOP)

Encl: (1) Senior ADO NOLF Inspection Checklist
(2) Oncoming/Offgoing ADO Checklist
(3) Common ADO Radio Calls/Responses at NOLFs

1. Purpose. To assign the duties, responsibilities, and requirements for Navy Outlying Field (NOLF) watch personnel per references (a) and (b).

2. Cancellation. COMTRAWINGFIVE/NASWFINST 1601.3C.

3. Background

a. In order to enhance flight safety and aircrew situational awareness where multiple helicopters are operating in the confinement of a Rotary-Wing Navy Outlying Field (NOLF) and increase the safety of solo student training, Training Air Wing (TRAWING) FIVE requires an Airfield Duty Officer (ADO) be on duty and prepared to accept aircraft at all Rotary-Wing NOLFs from opening to closure.

b. TRAWING FIVE shall provide ADOs at all helicopter NOLFs.

c. The ADO shall relay timely wind, weather, and traffic information to aircraft operating at the NOLF. The ADO shall not be required to serve as an aircraft controller or weather forecaster or to have any specialized training in these areas. All information relayed to aircrew by the ADO shall be considered advisory in nature. Pilots in Command (PIC) are solely responsible for the safe operation of their aircraft and must make sound judgments concerning wind direction/ velocity, weather, and other aircraft traffic that may be operating at the NOLF.

d. PICs must recognize the limitations of wind measuring equipment installed at NOLFs. For instance, the ADO is expected to report the indicated wind direction and velocity to aircraft operating at the NOLF. The ADO shall ensure the anemometer present at each of the NOLFs is displaying in knots indicated and shall read wind information directly from the digital display. However, the

current anemometers installed at each of the NOLFs are “off-the-shelf” products that can neither be further calibrated nor certified. Therefore, the PIC should combine this advisory information with other information available to them (such as windsock indications, recent Automated Terminal Information System (ATIS) information, forecasted weather information, PIREPS, etc.) to determine the best course to utilize at the NOLF and for the overall safe operation of their aircraft.

4. Action

a. The TRAWING FIVE Rotary-Wing Operations Officer shall:

(1) Be the TRAWING FIVE point of contact for all matters related to the ADO watch for all Rotary-Wing NOLFs.

(2) Ensure all helicopter training squadrons as well as the HITU are immediately informed of any changes related to this instruction, the ADO watch, and NOLF ADO capability.

b. The Squadron Senior Watch Officer shall:

(1) Serve as Senior Airfield Duty Officers for their units unless the Squadron Commanding Officer designates another officer. This collateral duty shall not be delegated as a watchstander responsibility.

(2) Ensure ADOs are assigned as follows:

(a) HT-8 is responsible for providing a Senior ADO and ADOs to support all flight operations at NOLFs Spencer and Site 8.

(b) HT-18 is responsible for providing a Senior ADO and ADOs to support all flight operations at NOLFs Pace and Harold.

(c) HT-28 is responsible for providing a Senior ADO and ADOs to support all flight operations at NOLF Santa Rosa.

(3) Ensure all SNAs assigned to ADO duty have completed C4401 or have completed an Under-Instruction (U/I) ADO watch prior to standing the watch. For night duty at NOLF Santa Rosa, if a U/I watch is required, the U/I watch shall have been performed at night.

c. All Senior ADOs shall:

(1) Conduct semi-annual inspections of ADOs while the ADOs perform their duties at the NOLFs to ensure standardization of ADO procedures and adherence to current policies as well as inspections of all ADO facilities to ensure adequate condition. A checklist is provided in enclosure (1). The Senior ADO will provide a copy of these reports to TRAWING FIVE Rotary-Wing Assistant Operations Officer; inspection reports are due on the first working day of January and July.

(2) Ensure the TRAWING FIVE Operations Department is made aware of changes in policy or procedures as they occur.

(3) Review and submit necessary changes to all instructions and orders pertaining to this duty annually, or as required.

(4) Ensure each assigned NOLF ADO station has a copy of this instruction and all associated enclosures.

(5) Ensure all ADOs for the assigned NOLF are trained to execute the ADO duties prior to standing the watch. Specifically, the Senior ADO shall provide each ADO with an Indoctrination Brief completed prior to ADO standing the watch. At a minimum, the following items will be discussed in the ADO Indoctrination Brief:

(a) The governing instruction (COMTRAWINGFIVE 1601.3 Series) and all associated enclosures.

(b) Use of an anemometer.

(c) Radio procedures (reference enclosure (3)).

(d) ADO authority and responsibilities.

(e) Emergencies.

(f) Securing for weather.

d. The ADO shall:

(1) Read and understand this instruction and all applicable enclosures.

(2) Complete all training requirements detailed above prior to assuming the duties of ADO.

(3) Upon arrival at the NOLF, sign the logbook assuming the duty and perform the Oncoming ADO Checklist (enclosure (2)).

(4) Immediately report all equipment malfunctions and/or unsafe field conditions to the following personnel in this order: Base ODO and Senior ADO for the NOLF.

(5) Provide “advisory only” information to aircraft operating at or around the NOLF. ADOs are not Air Traffic Controllers and shall never “clear” an aircraft for any maneuver, operation or event. All aircraft entering the landing pattern at NOLFs shall obtain two-way radio communications with the ADO prior to landing per reference (a).

(a) The ADO will have the call sign of the airfield assigned. (e.g., “SANTA ROSA,” “SPENCER,” “HAROLD,” “PACE,” “SITE-8.”)

(b) The ADO need not and should not respond to “traffic” calls made by aircraft, such as “Spencer traffic, Eightball 123, simulated boost off to the left duty.”

(c) The advisory information provided by the ADO primarily consists of the standardized UHF radio calls listed in enclosure (3). Each ADO shall be thoroughly familiar with these UHF radio calls and should speak them verbatim as listed in enclosure (3).

(d) In addition to the UHF radio calls listed in enclosure (3), the ADO will make a UHF radio call to “All Aircraft” operating in and around the NOLF when:

1. SIGMET advisories are received. This information may be relayed to the ADOs from the NAS Whiting Field Meteorology Office, TRAWING FIVE Operations Department, a Squadron FDO/SDO, or from a nearby aircraft. Again, this information is advisory only and

ultimately the PIC of each aircraft will determine if they will continue training at the NOLF or return to base.

2. An aircraft recall has been received. A recall could come in the form of a general weather related recall or Wing/Squadron issued mandatory recall for all aircraft to return to base.

3. The NOLF is closing (including five minute prior advisory call).

(e) Report unusual circumstances at the airfield including aircraft that are shut down, if a Crash Crew is experiencing limited mobility at the NOLF, unpublished obstacles, vehicle activity, etc.

NOTE: Crash Crews advisory “restricted in mobility to maneuver” calls are given when/if there is any doubt regarding their ability to respond to aircraft emergencies utilizing crash vehicles. PICs ultimately determine if syllabus maneuvers can be executed safely, taking care to consider weather, surface hazards, and advisory calls, as well as mitigating any risks incurred.

(6) Maintain a log of all events at the field to include:

(a) Time field opens and closes.

(b) When aircraft enter and depart the field.

(c) Aircraft emergencies, such as overtorques or PELs.

(d) Any other information deemed pertinent to safe field operation.

(f) ADOs at NOLFs Pace and Spencer shall track aircraft conducting simulated emergency procedure training on course rules prior to arriving at the NOLF to the extent as follows:

1. Prior to an aircraft transiting along course rules or executing practice emergency procedures at fields en route to one of these NOLFs, the aircraft is required to make a radio call on the NOLF frequency. (Example: “Pace, Eightball 123, working north of Tree Field.” Or “Spencer, Factoryhand 123, working the channel.”) The ADO at these NOLFs shall annotate the aircraft’s side number and time of the radio call in the logbook, and acknowledge the radio call with the aircraft call sign, side number and number of aircraft working the area.

2. If an aircraft executing practice emergency procedures along course rules has not called inbound or reported “OPS normal” within 15 minutes from the time of the initial call, the ADO shall initiate radio contact with that aircraft by transmitting “(Aircraft callsign), confirm OPS normal.” If the ADO or other participating aircraft are unable to contact the aircraft, the ADO shall immediately call the NASWF ODO at 850-623-7654 and report all information known about the aircraft. The NASWF ODO will then initiate the Lost Plane procedures as appropriate.

(g) At NOLFs Harold and Site 8, the ADO shall track aircraft conducting Confined Area Landing (CAL) operations to the extent as follows:

1. Per reference (a), prior to an aircraft conducting CAL operations, the aircraft shall make the appropriate traffic call to announce type of operations, location, and duration of operations. Aircraft conducting CAL operations shall make "OPS normal" calls to the ADO every 5 minutes until CAL operations are complete. The ADO shall annotate the aircraft's side number and time of the radio call in the logbook, and acknowledge the radio call with the aircraft call sign and side number.

2. If an aircraft executing CAL operations has not reported "OPS normal" within 5 minutes from the last call, the ADO shall initiate radio contact with that aircraft by transmitting "(Aircraft callsign), confirm OPS normal." If the ADO or other participating aircraft are unable to contact the aircraft, the ADO shall send the crash crew to the CAL site for an aircraft status update.

NOTE: Aircraft operating in CAL zones may experience limited UHF reception.

(7) Notify the Crash Crew in case of an observed aircraft mishap or PEL per reference (a).

(8) Suspend operations at the NOLF until the condition is corrected if any of the following situations arise:

(a) Any safety of flight issue. (Aircraft mishap, PELs in progress, etc).

(b) Crash Crew not able to provide crash/rescue response per reference (b).

(c) Crash Crew truck radios are inoperable.

(d) Two-way radio communication is not available with aircraft.

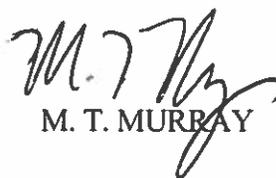
NOTE: When there is doubt about appropriate course of action, the ADO may and should seek advice from an Instructor Pilot at the NOLF or the Wing Operations Department.

(9) If the ADO must leave the tower for any reason (e.g. head call), the ADO shall request the last dual contact aircraft to arrive at the field to assume ADO responsibilities. If that aircraft is unable, the ADO will ask other aircraft (excluding solo aircraft) starting with the next most recent until a suitable relief is found. Prior to leaving the tower, the ADO shall ensure the aircraft assuming ADO duties has the current status of the aircraft operations including number of aircraft at the field, any inbound traffic, and any aircraft conducting simulated emergencies on course rules. There is no requirement for the aircraft assuming ADO duties to land. The ADO shall annotate which aircraft assumed ADO duties and the time when the ADO resumed normal duties in the airfield logbook.

(10) Not secure until properly relieved or field closure and the last aircraft has departed, per enclosure (2).

(11) Inform the BASE ODO (850-623-7475) and TRAWING FIVE Operations Department (850-623-7147/7640/7149) of any changes in field and aircraft status.

5. Effective date. This instruction is effective upon receipt.



M. T. MURRAY

Distribution:

COMTRAWINGFIVEINST 5216.1U

Lists I (a,b,f), List II (a-c,I,k,m-p), List III (a-c)

SENIOR ADO NOLF INSPECTION CHECKLIST

Field Name: _____ Date: _____

1. Airfield Duty Officer:

- _____ Was the ADO in position to observe the normal, tactical and autorotation landing patterns?
- _____ Did the ADO use proper radio procedures?
- _____ Did the ADO maintain an accurate, professional and legible logbook?
- _____ Are any outstanding discrepancies listed in the log or known?

2. Administration:

- _____ Are all instructions and enclosures pertaining to the ADO present, current, and in good condition?
- _____ Are the following quick reference materials available?
 - _____ Anemometer Operation Guide
 - _____ Important Phone Number List

3. Equipment:

- _____ Are the radios/intercoms/telephones operating?
- _____ Does the heat/air conditioning work?
- _____ Are the binoculars readily available and in good condition?
- _____ Is the anemometer operating?
- _____ Are the chairs in good condition?
- _____ Is the ADO space (doors, windows, etc.) in good condition?

4. Miscellaneous:

- _____ Is there a trash can (with trash bag) in the space?
- _____ Are the instruction and reference binders in good condition?
- _____ Are there any airfield discrepancies that have not already been addressed (i.e., frayed or bleached windsock, animal holes, ruts, standing water, etc.)?

5. General Comments:

Oncoming/Offgoing ADO Checklist

1. Oncoming ADO:

- a. LOGBOOK: Sign-in and date. Review for any outstanding discrepancies.
- b. ANEMOMETER: Ensure it is turned on and the information displayed approximates the indication of the closest wind sock in azimuth and magnitude. Ensure the digital readout is displaying wind magnitude in knots (not miles per hour).
- c. PUBLICATIONS: Ensure a copy of the following publications are present, current, and in good condition for use throughout the watch:
 - (1) COMTRAWINGFIVE 1601.3 Series and all associated enclosures.
 - (2) Anemometer Operation Guide.
 - (3) Important Phone Number List.
- d. SPACE AND EQUIPMENT: First ADO of the day – inventory/assess condition. Log all discrepancies (missing, damaged, malfunctioning, or inoperative items) in the logbook to include at minimum the following items:
 - (1) Tower windows, door, floor, stairs, etc.
 - (2) Radios (UHF, intercom, telephone).
 - (3) Air conditioner/heater, as appropriate.
 - (4) Anemometer.
 - (5) Binoculars with storage case.
 - (6) Minimum one chair.
 - (7) Trash can with bag.
- e. REPORTING:
 - (1) Immediately report all equipment malfunctions and/or unsafe field conditions to the Base ODO first, then the Senior ADO, then the Wing Operations Department.
 - (2) Report all facility and equipment discrepancies that are minor in nature (will not prevent aircraft operations) to the Senior ADO.

f. **LANDING COURSE:** Set the initial landing course according to prevailing winds at the NOLF to include ensuring the landing tetrahedron (if present) is set to the correct landing direction.

NOTE: The ADO shall not make course changes while aircraft are operating in the pattern (PICs will do this using their judgment). However, the ADO may make course changes **while the pattern is empty**. ADO should ensure the landing tetrahedron (if present) is set to the correct landing direction as part of every course change.

2. **ADO Turnover (When required):**

a. Oncoming ADO shall be thoroughly briefed on:

(1) Landing direction and wind trends.

(2) Significant weather.

(3) Bird and animal activity.

(4) Equipment status.

(5) Status of aircraft operations (including the number of aircraft at the field and the disposition of aircraft that are shut down).

(6) Crash mobility status.

(7) Any additional information that would increase the Oncoming ADO's situational awareness about current operations at the NOLF.

b. Relief and acceptance of the duty shall be annotated in the airfield logbook.

3. **Offgoing ADO:**

a. Clean up the interior of the tower.

b. Empty the trash can (last ADO of the day).

c. Ensure all pub, facility, or equipment discrepancies have been reported to the Senior ADO and are listed in the logbook.

Common ADO Radio Calls/Responses at NOLFs

1. **Field Name.** Indicates the name of the NOLF as well as the call sign for that NOLFs ADO.
2. **Call Sign.** Indicates aircraft call sign (Eightball 123, Factoryhand 123, Lucky 123, Bladerunner 123).
3. **Location.** Indicates aircraft intended training location (Tree Field, Tower 438 Field, Channel between Point Pond and Pond Creek Bridge, and North of Spencer/Pace NOLFs).
4. **Entry Point.** Indicates the NOLF’s initial reporting point as per reference (a):
 - Harold – Pt Fish or Pt Racetrack
 - Santa Rosa – Tower 438 or Yellow River Bridge
 - Spencer – Pond Creek Bridge or Point Snake
 - Pace – Tree Field
 - Site 8 - Kings Field or Welcome Station

Common radio calls initiated by the aircraft:

<u>AIRCRAFT CALL</u>	<u>ADO RESPONSE</u>
<p>AIRCRAFT CONDUCTING PRACTICE EMERGENCIES</p> <p>“(Field name) (call sign) working (location).”</p> <p>Example Call: “Spencer, Eightball 123 working the channel.”</p>	<p>“(Call sign) there are __ aircraft working (location).”</p> <p>Example Response: “Eightball 123, there are four aircraft working the channel.”</p>
<p>ENTERING NOLF</p> <p>“(Field name) (call sign) (entry point) inbound.”</p> <p>Example Call: “Spencer, Eightball 123 Pond Creek Bridge inbound.”</p>	<p>“(Call sign) (field name) landing ____, indicated winds are _ at _ knots, there are ____ aircraft at the field.**”</p> <p>Example Response: “Eightball 123, Spencer landing 360, indicated winds are 010 at 7 knots, there are 4 aircraft at the field.”</p> <p>** Include unusual circumstances**</p> <p>“There is one aircraft shut down on the left duty.”</p> <p>** Include Crash Crew mobility restrictions due to field status. Crash will tell ADO when it is experiencing limited mobility (advisory in nature only) “Crash experiencing limited mobility in the Northeast corner of the field.”</p> <p>**The ADO shall report the total number of aircraft at the field excluding only aircraft that are shut down.</p>
<p>SPLITTING NOLF</p> <p>“(Field name) (call sign) splitting to the ____, (event number(s)).”</p> <p>Example Call: “Spencer, Eightball 123 splitting to the left, C4101 and C4201.”</p>	<p>“Roger (call sign), you are number ____.”</p> <p>Example Response: “Roger Eightball 123, you are number 16.”</p> <p>** Number indicates total number of aircraft at the field excluding only those that are shut down.</p>

<u>AIRCRAFT CALL</u>	<u>ADO RESPONSE</u>
<p>DEPARTING NOLF</p> <p>“(Field name) (call sign) departing.”</p> <p>Example Call: “Spencer, Eightball 123 departing.”</p>	<p>“Roger (call sign).”</p> <p>Example Response: “Roger Eightball 123.”</p>
<p>CAL OPERATIONS OPS NORMAL CALLS</p> <p>“(Field name) (call sign) OPS normal.”</p>	<p>“Roger (call sign), OPS normal.”</p>
<p>WIND CHECK</p> <p>“(Field name) say winds.”</p> <p>Example Call: “Spencer, say winds.”</p>	<p>“(Field name) indicated winds are ___ at ___ knots.”</p> <p>Example Response: “Spencer indicated winds are 010 at 7 knots.”</p>
<p>AIRCRAFT SHUT DOWN AT NOLF</p> <p>“(Field name) (side number) shutting down (position) due to (malfunction).”</p> <p>Example Call: “Spencer, Eightball 123 shutting down in the left normal lane due to an Engine Chip Light.”</p>	<p>“Roger (call sign), do you require a crash crew or assistance?”</p> <p>Example Response: “Roger Eightball 123, do you require a crash crew or assistance?”</p>
<p>AIRCRAFT TRANSITING BY NOLF</p> <p>“(Field name) (call sign) (aircraft position) transiting from ___ to ___.”</p> <p>Example Call: “Santa Rosa, Eightball 123, Tower 438 for East Bay Transition.”</p>	<p>“Roger (call sign) (field name) landing ____, there are ____ aircraft at the field.” Or “Roger (call sign) (field name), report clear to the ____.”</p> <p>Example Response: “Roger Eightball 123, report clear to the west.”</p>

Common radio calls initiated by the ADO:

<u>ADO CALL</u>	<u>AIRCRAFT RESPONSE</u>	<u>AIRCRAFT ACTION</u>
<p>WAVEOFF</p> <p>“(Call sign) waveoff.”</p>	<p>“Roger (call sign) waveoff.”</p>	<p>Aircraft waves off.</p>
<p>MISHAP</p> <p>“Crash crash crash, all aircraft operating at (field name) land and hold position or depart.”</p>	<p>NO RESPONSE REQUIRED</p>	<p>Aircraft land and hold position or depart.</p>
<p>GROUND TRAFFIC</p> <p>“(Field name) traffic, use caution, vehicles/personnel on the field (position).”</p>	<p>NO RESPONSE REQUIRED</p>	
<p>SIGMET</p> <p>“(Field name) traffic, Convective SIGMET active over (Field name) Sigmet issued for and is valid until .”</p>	<p>NO RESPONSE REQUIRED</p>	

<u>ADO CALL</u>	<u>AIRCRAFT RESPONSE</u>	<u>AIRCRAFT ACTION</u>
<p>RECALL</p> <p>“(Field name) traffic, contact your base due to a recall.”</p>	<p>NO RESPONSE REQUIRED</p>	
<p>OPS NORMAL</p> <p>“(Call sign) confirm ops normal.”</p>	<p>“(Field name) (call sign) ops normal.”</p>	<p>Aircraft will update their anticipated delay time for entering the NOLF</p>
<p>ADO OFF STATION</p> <p>“(Call sign), ADO is requesting to leave the tower for ___ minutes. Are you able to perform ADO duties?”</p> <p>**ADO will start with most recent dual contact aircraft to arrive at the field.</p> <p>“(Call sign), there are ___ aircraft at the field, ___ aircraft inbound, and ___ aircraft working the Channel/Tree Field.”</p> <p>UPON RETURN TO THE TOWER</p> <p>“(Call sign), ADO is ready to assume ADO duties and copy status updates.”</p>	<p>“(Call sign) is ready to assume ADO duties and ready to copy status.”</p> <p>**If unable, ADO will continue up the list (excluding solo aircraft) until an able aircraft assumes the duties.</p> <p>“(Call sign) copies aircraft status.”</p> <p>“Roger, status of airfield operations remains unchanged”</p>	<p>IP in aircraft assuming ADO duties will make all required advisory calls.</p> <p>IP will update ADO with any changes to aircraft operations.</p>
<p>CLOSING THE OLF</p> <p>Five minutes prior to OLF closure: “Attention all aircraft, (Field Name) will be closing in five minutes.”</p> <p>At field closure: “Attention all aircraft, (Field Name) is now closing, all aircraft please call departing.”</p>	<p>NO RESPONSE REQUIRED</p> <p>NO RESPONSE REQUIRED</p>	<p>Aircraft may continue to operate.</p> <p>All aircraft will depart and make departure call.</p>

