

## FDO TRAINING CHECK LIST

1. **EVERY FDO SHOULD BE ABLE TO LOG ON TO COMPUTER PRIOR TO STANDING A WATCH!!!!**
2. MAKE SURE THAT UI(UNDER INSTRUCTION) FDO HAS OBTAINED .navy.mill EMAIL. IF NEEDED SEE STASHs IN TRAWING FIVE BLDG RM 128.
3. MAKE SURE THAT UI FDO IS ABLE TO LOG ON TO THE NMCI COMPUTER AND SCHEDULE THEM TO UI ON A SEPARATE DAY WITH A SENIOR FDO.
4. UI FDO'S SHOULD COME IN FOR TRAINING NO LATER THAN 0715 AND MEET DUTY FDO OUT FRONT OF HITU INORDER TO GET THE KEYS FROM HT-18 TOGEATHER.
5. FDO TRAINING SHOULD LAST 4 HOURS MINIMUM
6. UI FDO SHOULD READ BINDER WHILE TRAINING
7. DUTY FDO SHOULD GO OVER HITU DAILY FDO CHECKLIST AND GIVE TOUR OF HITU SPACES, POINT OUT WHICH DOORS TO LOCK
8. DUTY FDO SHOULD GO OVER THE FDO LOG WITH UI FDO
9. DUTY FDO SHOULD SET UP THE UI FDO WITH A WEATHER ACCOUNT (USE NON EMAIL CERTICATION ON CAC)
10. DUTY FDO SHOULD SHOW UI FDO HOW TO GET NOTAMs, TFRs, AND AHAS INFORMATION.
11. DUTY FDO SHOULD SHOW UI FDO WHERE TO FIND TRASH BAGS (CABNET UNDER THE TV), AS WELL AS WHERE AND HOW TO USE THE COPIER FOR KNEEBOARD CARDS
12. DUTY FDO SHOULD GO OVER THE FLIGHT CHANGE TRACKER (SEE EXAMPLE IN FDO BINDER) AND FLIGHT SUMMARY SHEET
13. ALLOW UI FDO TO MAKE AS MANY RADIO CALLS AS POSSIBLE
14. EVERY FDO SHOULD BE COMFORTABLE WITH THE RADIO'S PRIOR TO FINISHING THEIR UI

15. DUTY FDO SHOULD SHOW THE NEW FDO HOW TO USE THE BOARD SPECIFICALLY

- i. FILLING OUT THE MAX TEMP, PA, AND DA IN THE MORNING AS WELL AS A/C NUMBER AND SPOT
- ii. FILLING OUT THE BOARD BY FLIGHT TIME AT NIGHT
- iii. HOW TO RECORD LAUNCH TIME, DESTINATION, AND FLIGHT TIME.
- iv. COLOR COORDINATION RED, BLACK, AND GREEN
- v. HOW TO DENOTE HOTSEATS AND RESPOND TO THEM ON THE RADIO, (GALLONS NEEDED WHERE TO MEET)
- vi. DIFFERENT CANCELLATIONS
- vii. FIRST SECOND AND THIRD PEOPLE TO GO AND INFO REQUIRED
- viii. ONE LINE FOR INBOUND, TWO FOR SOD

16. EXPLAIN THE IMPORTANCE OF GETTING A/C ISSUES ON TIME AND WHERE THE PHONE NUMBER IS

17. NOTIFY MAITANACE OF CANCELLED AIRCRAFT ONCE IP HAS CANCELLED ALL EVENTS FOR THAT AIRCRAFT.

18. GO OVER PEL AND MISHAP PROCEDURES

19. EXPLAIN MAPS AND CHECK OUT PROCEDURES

20. HOW TO ANSWER PHONE CALLS

21. DUTY FDO SHOULD SHOW UI FDO WERE TO FIND THE RECALL BINDER

22. DUTY FDO SHOULD EXPLAIN WHEN AND HOW IT TO LOCK UP HITU