DEPARTMENT OF THE NAVY
COMMANDER, TRAINING AIR WING FIVE
MILTON, FL 32570-6017
COMMANDING OFFICER, NAVAL AIR STATION
WHITING FIELD, 32570-6155

COMTRAWINGFIVE/NASWFINST 1601.3B CH-1
N3/21
6 Sep 11

COMTRAWINGFIVE/NAS WHITING FIELD INSTRUCTION 1601.3B CHANGE TRANSMITTAL 1

From: Commander, Training Air Wing FIVE
Commanding Officer, Naval Air Station, Whiting Field

Subj: NAVY OUTLYING FIELD (NOLF) AIRFIELD OPERATIONS DUTY OFFICER (AODO) RESPONSIBILITIES

1. Purpose. To provide changes to the basic instruction.

2. Action. Make the following pen and ink changes:

a. Page 2, paragraph 4, subparagraph (2) add sentence "Unless otherwise delegated Senior AODO shall be the squadron ODO."

b. Page 5, subparagraph (10), cross out "NASWF" and write in "the BASE". Cross out "7595" and write in "7654". Cross out "7065" and write in "7640".

PETER HALL

J. L. VANDIVER

Distribution:
COMTRAWINGFIVEINST 5216.1S
List I (a,b,f), List II, List III (a, d, f)

NASWFINST
NASWFINTRANET SITE

DEPARTMENT OF THE NAVY
COMMANDER, TRAINING AIR WING FIVE
MILTON, FL 32570-6017
COMMANDING OFFICER, NAVAL AIR STATION
WHITING FIELD 32570-6155

CH-1 incorp 6 Sep 11 - cmw

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16 Jun 09

COMTRAWINGFIVE/NAS WHITING FIELD INSTRUCTION 1601.3B

From: Commander, Training Air Wing FIVE
Commanding Officer, Naval Air Station, Whiting Field

Subj: NAVY OUTLYING FIELD (NOLF) AIRFIELD OPERATIONS DUTY OFFICER (AODO) RESPONSIBILITIES

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

Encl: (1) Senior AODO NOLF Inspection Checklist
(2) On-Coming/Off-Going AODO Checklist
(3) Common AODO 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 1601.3A.

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 NOLF and increase the safety of solo student training, Training Air Wing (TRAWING) FIVE requires an Airfield Operations Duty Officer (AODO) be on duty and prepared to accept aircraft from NOLF opening to closure at all Rotary-Wing NOLFs.

b. TRAWING FIVE shall provide AODOs at NOLFs Pace, Santa Rosa, and Spencer. NAS Whiting Field (NASWF) shall provide AODOs at NOLFs Harold and Site 8 to the maximum extent possible. If NASWF is unable to provide AODOs at these two NOLFs, then TRAWING FIVE shall. It is acceptable and expected that the personnel assigned to the NOLF's Crash Crews at NOLFs Harold and Site 8 will stand this watch as a collateral duty.

c. The intent is for the AODO to relay timely indicated wind, weather, and traffic information to aircraft operating at the NOLF. However, the AODO is not required to be an aircraft controller or weather forecaster or to have any specialized training in these areas. As

such, all information relayed to an aircrew by the AODO shall be considered advisory information only by all aircrews. The Pilot in Command (PIC) of each aircraft is solely responsible for the safe operation of their aircraft when conducting operations at a NOLF. This includes making sound judgments concerning wind direction/velocity, weather, and other aircraft traffic that may be operating at the NOLF.

(1) For instance, the AODO is expected to report the indicated wind direction and velocity to aircraft operating at the NOLF. The AODO shall read this information directly from a digital anemometer that is present at each of the NOLFs. However, the current anemometers installed at each of the NOLFs are "off-the-shelf" products that can not be further calibrated nor certified. Therefore, the PIC should combine this advisory information with other information available to them (such as windsock indications, recent 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 Assistant Operations Officer shall:

(1) Be the TRAWING FIVE point of contact for all matters related to the AODO 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 AODO watch, and NOLF AODO capability. Unless otherwise delegated Senior AODO shall be the squadron ODO. CH-1

b. Senior Airfield Operations Duty Officers:

(1) The NASWF Crash Officer shall serve in the capacity as the Senior AODO for NOLFs Harold and Site 8 as a collateral duty.

(2) TRAWING FIVE Helicopter Training Squadrons shall provide a Senior AODO and AODOs to support all flight operations at the NOLF assigned to each squadron.

(a) HT-8 is responsible for providing a Senior AODO and AODOs to support all flight operations at NOLF Spencer.

(b) HT-18 is responsible for providing a Senior AODO and AODOs to support all flight operations at NOLF Pace.

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

(3) All Senior AODOs shall:

(a) Conduct semi-annual inspections of AODOs while the AODOs perform their duties at the NOLFs to ensure standardization of

AODO procedures and adherence to current policies as well as inspections of all AODO facilities to ensure adequate conditioning. A checklist is provided in enclosure (1). The Senior AODO will provide a copy of these reports to TRAWING FIVE Operations and the NASWF Operations departments.

(b) Ensure NASWF Operations department and TRAWING FIVE Operations department are made aware of changes in policy or procedures as they occur.

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

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

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

1. The governing instruction (COMTRAWINGFIVE/NASWFINST 1601.3 Series) and all associated enclosures.

2. Use of an anemometer

3. Radio procedures (reference enclosure (3))

4. AODO authority and responsibilities

5. Emergencies

6. Securing for weather

c. The AODO shall:

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

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

(3) Upon arrival at the NOLF, sign the logbook assuming the duty and perform the On-Coming AODO Checklist (enclosure 2). Immediately report all equipment malfunctions and/or unsafe field conditions to the following personnel in this order: Base ODO, Senior AODO for the NOLF, and the Wing Operations department.

(4) Provide "advisory only" information to aircraft operating at or around the NOLF. AODOs 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 AODO prior to landing in accordance with reference (a).

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

(b) The AODO 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 AODO primarily consists of the standardized UHF radio calls listed in enclosure (3). Each AODO should 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 AODO 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 AODOs from the NASWF 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.

(5) 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.

(e) AODOs at NOLFs Pace, Santa Rosa and Spencer shall track aircraft conducting simulated emergency procedure training in the channels prior to arriving at the NOLF to the extent as follows:

1. Per reference (a), prior to an aircraft 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 Tree Field." Or "Spencer, FactoryHand 123, working the channel/North of the channel.") The AODO 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. If the aircraft has not called inbound within 15 minutes from the time of the initial call, the AODO shall initiate radio contact with that aircraft by transmitting "(Aircraft callsign), Confirm ops normal." If the AODO is unable to contact the aircraft, the AODO shall immediately call the Base ODO at 623-7654 and report

all information known about the aircraft. The Base ODO will then initiate the Lost Plane procedures as appropriate.

(6) If any of the following conditions arise, the AODO shall suspend operations at the NOLF until the condition is corrected:

(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: The AODO always has the option of seeking advice from any Instructor Pilot on-site or the Wing Operations department.

(7) For NASWF AODOs, in the event the AODO is unable to fulfill the AODO duties due to conflicts between the AODO collateral duties and their Crash Crew primary duties, the AODO shall fulfill his Crash Crew duties first. Normal NOLF operations shall be suspended for all non-emergency aircraft until the Crash Crew is fully prepared to respond to normal traffic. All aircraft operating at that NOLF shall land and hold position or depart.

(8) Not secure until his/her relief is in place and has been briefed concerning aircraft in the pattern/working areas and status of equipment, or field closure and the last aircraft has departed, per enclosure (3).

(a) In the event the AODO needs to leave his/her station (e.g., head call), then the AODO will inform all aircraft operating at the NOLF of his/her planned temporary absence by saying "All aircraft operating at (Field name) the AODO will be off-line for the next five minutes. The AODO needs Site Watch relief." One of the aircraft present will assume Site Watch duties and will be required to update any incoming aircraft concerning current NOLF operations as well as the AODO upon their return.

(9) Complete the Off-Going AODO Checklist, enclosure (2), prior to securing.

(10) The AODO shall inform ~~NASWF~~ ODO (623-~~7595~~ 7654) and TRAWING FIVE Operations department (623-7147/~~7065~~ 7640/7149) of any changes in field status. The AODO shall also inform TRAWING FIVE Operations department of any changes of aircraft status. CH-1

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

E. L. SADSAD

J. S. WALSH

Distribution:
COMTRAWINGFIVEINST 5216.1R
Lists I (a,b,f), List II, List III (a,d,f,m)

NASWFINST 5218.1K
List II (Case 2)

SENIOR AODO NOLF INSPECTION CHECKLIST

Field Name:_____ Date: _____

a. Airfield Operations Duty Officer:

_____ Was the AODO in position to observe the normal, tactical and autorotation landing patterns?
_____ Did the AODO use the radios properly?
_____ Did the AODO use the logbook properly?
_____ Are any outstanding discrepancies listed in the log or known?

b. Administration:

_____ Are all instructions and enclosures pertaining to the AODO present, current and in good condition?
_____ Are the following quick reference materials available?

_____ Anemometer Operation Guide
_____ Important Phone Number List

c. 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 AODO space (doors, windows, etc.) in good condition?

d. 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.)?

e. General Comments:

On-Coming/Off-Going AODO Checklist

1. On-Coming AODO:

a. LOGBOOK: Sign-in and date. Review for any outstanding discrepancies.

b. ANEMOMETER: Ensure it is turned on and the information displayed resembles what the closest wind sock indicates.

c. PUBLICATIONS: Ensure a copy of the following publications are present, current, and in good condition for use throughout the watch:

(1) COMTRAWINGFIVE/NASWFINST 1601.3 Series and all associated enclosures.

(2) Anemometer Operation Guide

(3) Important Phone Number List

d. SPACE AND EQUIPMENT: First AODO 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) Chairs

(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 AODO, 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 AODO.

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

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

2. Off-Going AODO:

a. Clean up the interior of the tower.

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

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

d. Provide a full brief to the On-Coming AODO (if applicable). Include landing direction, wind trends, weather info, bird/animal activity, radio status, any equipment/pub discrepancies, and anything else that would increase the On-Coming AODO's situational awareness about current events being conducted at the NOLF.

Common AODO Radio Calls/Responses at NOLFs

(**Field Name**) Indicates the name of the NOLF as well as the call sign for that NOLFs AODO.
(**Call Sign**) Indicates aircraft call sign (Eightball 123, Factoryhand 123, Lucky 123, Bladerunner 123).
(**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.
(**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
Pace - Tree Field
Site 8 - Kings Field

Common radio calls initiated by the aircraft:

AIRCRAFT CALL	**AODO RESPONSE**
AIRCRAFT CONDUCTING PRACTICE EMERGENCIES "(Field name) (call sign) working (location)" Example Call: "Spencer, Eightball 123 working the channel."	"(Call sign) there are ____ aircraft working (location)." Example Response: "Eightball 123, there are four aircraft working the channel."
ENTERING NOLF "(Field name) (call sign) (entry point) inbound." Example Call: "Spencer, Eightball 123 Pond Creek Bridge inbound."	"(Call sign) (Field name) landing ____, indicated winds are ___ at ___ knots, there are ____ aircraft in the pattern." Example Response: "Eightball 123, Spencer landing 360, indicated winds are 010 at 7 knots, there are 4 aircraft in the pattern." **** Include unusual circumstances** "There are mowers operating on the northern half of the field." Or "There is one aircraft shut down on the left duty."**
SPLITTING NOLF "(Field name) (call sign) splitting to the _____, (event number(s))." Example Call: "Spencer, Eightball 123 splitting to the left, C4101 and C4201."	"Roger (call sign), you are number ___." Example Response: "Roger Eightball 123, you are number 5." **** Number indicates how many aircraft are now operating at the NOLF.**
DEPARTING NOLF "(Field name) (call sign) departing." Example Call: "Spencer, Eightball 123 departing."	"Roger (call sign)." Example Response: "Roger Eightball 123."

AIRCRAFT CALL	AODO RESPONSE
WIND CHECK "(Field name) say winds." Example Call: "Spencer, say winds."	"(Field name) indicated winds are ___ at _ knots." Example Response: "Spencer indicated winds are 010 at 7 knots."
AIRCRAFT SHUT DOWN AT NOLF "(Field name) (side number) shutting down (position) due to (malfunction)." Example Call: "Spencer, Eightball 123 shutting down in the left normal lane due to an Engine Chip Light."	"Roger (call sign), do you require a crash crew or assistance?" Example Response: "Roger Eightball 123, do you require a crash crew or assistance?"
AIRCRAFT TRANSITING BY NOLF "(Field name) (call sign) (aircraft postion) transiting from ____ to _____." Example Call: "Harold, Eightball 123 5 miles to the west at 500 ft, transiting west to east over the Blackwater River."	"Roger (call sign) (Field name) landing ____, there are ____ aircraft in the pattern." Example Response: "Roger Eightball 123, Harold landing 360, there are 3 aircraft in the pattern."

Common radio calls initiated by the AODO:

AODO CALL	AIRCRAFT RESPONSE	AIRCRAFT ACTION
WAVEOFF "(call sign) waveoff."	"Roger (call sign) waveoff."	Aircraft waves off.
MISHAP "Crash crash crash, all aircraft operating at (field name) land and hold position or depart."	NO RESPONSE REQUIRED	Aircraft land and hold position or depart.
GROUND TRAFFIC "(Field name) traffic, use caution, vehicles/personnel on the field (position)."	NO RESPONSE REQUIRED	
SIGMET "(Field name) traffic, Convective SIGMET active over (Field name) Sigmet issued for _____ and is valid until _____."	NO RESPONSE REQUIRED	
RECALL "(Field name) traffic, contact your base due to a recall."	NO RESPONSE REQUIRED	
OPS NORMAL "(Call sign) confirm ops normal."	"(Field name) (call sign) ops normal."	Aircraft will update their anticipated delay time for entering the NOLF

AODO CALL	CRASH/AIRCRAFT RESPONSE	CRASH/AIRCRAFT ACTION
SITE 8 FUEL AND STUDENT SWAP		
"Site 8 Crash, (call sign) is taxiing inbound for fuel." Or "Site 8 Crash, (call sign) is taxiing inbound for fuel and second student." Or "Site 8 Crash, (call sign) is taxiing inbound to pick up student."	"Roger." "Roger." "Roger."	Crash will repeat the call made by the AODO over the Crash HF frequency so that appropriate personnel within the fueling building are notified of the aircraft's intent.
FIELD CLOSURE REMINDER		
"99 aircraft, (Field name) will close in 15 minutes."	NO RESPONSE REQUIRED	