

**HELICOPTER INSTRUCTOR  
TRAINING UNIT (HITU)  
FLIGHT DUTY OFFICER (FDO)**

**INSTRUCTION MANUAL**

**UPDATED 12 JANUARY 2010**

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## STANDARD BOARD MARKING PROCEDURES

### STANDARD BOARD COLORS

- MARK IN BLACK
  - ESTIMATED TIME OF DEPARTURE (ETD) AS PER FLIGHT SCHEDULE
  - INSTRUCTOR
  - IUT
  - EVENT #
  - NOTES AS PER FLIGHT SCHEDULE
- MARK IN GREEN
  - A/C SIDE # & PARKING SPOT
  - ACTUAL TIME OF TAKEOFF
  - DESTINATION, OPERATING AREA, OR FLIGHT PLAN NUMBER (e.g. "FLORALA", "EAST", or "NDZ 402")
  - DURATION OF FLIGHT IN HR+MIN FORMAT (e.g. 2+00)
- MARK IN RED
  - ANY CHANGES/CANCELLATIONS
  - NOTES PERTINENT TO AN EVENT
  - HOTSEAT GALLONS REQUEST (NOTED IN A/C PARKING)

### STANDARD BOARD FORMAT

- AC BOX  
ENTER THE SIDE NUMBER OF THE AIRCRAFT, ONE SLASH THROUGH THE NUMBER INDICATES THAT AIRCRAFT IS INBOUND, A SECOND SLASH INDICATES THE INSTRUCTOR HAS SHUTDOWN OR HOTSEATED THE AIRCRAFT.
- SPOT BOX  
ENTER THE PARKING SPOT OF THE AIRCRAFT FROM MAINTENANCE/ AIRCRAFT ISSUE, OR IF A HOTSEAT, THE AMOUNT OF FUEL REQUESTED BY THE INSTRUCTOR PILOT
- ETD BOX  
ENTER THE TAKEOFF TIME AS SHOWN ON THE FLIGHT SCHEDULE
- ATD BOX  
ENTER THE TIME THE INSTRUCTOR/ IUT MAKES CALLS OUTBOUND
- INST BOX  
ENTER THE INSTRUCTOR AS SHOW ON THE FLIGHT SCHEDULE
- IUT BOX  
ENTER THE IUTs AS SHOWN ON THE FLIGHT SCHEDULE DURING FLIGHT SCHEDULE EXECUTION- NOTE DESTINATION AND TIME OUTBOUND HERE.

e.x.

IUT

LESLIE	FLORALA	2+00
MCCOLLEY	WEST	2+30

- **EVENT BOX**  
ENTER THE EVENT CODE AS SHOWN ON THE FLIGHT SCHEDULE, TAKE CARE THAT THE EVENTS LINE UP WITH THE CORRECT IUT
- **NOTES BOX**  
ENTER ANY NOTES THAT ARE ON THE FLIGHT SCHEDULE IN BLACK, ANY FURTHER NOTES DURING THE FLIGHT SCHEDULE EXECUTION SHOULD BE IN RED. 0600B MEANS MAINTENANCE SHOULD HAVE A BRAVO AIRCRAFT READY BY 0600 FOR OUR USE.

**BOARD TRACKING PROCEDURES AND RUNNING DIALOGUE  
FOR AIRCRAFT LAUNCHES/RECOVERIES/HOTSEATS**

FULL EXAMPLE

AC	SPOT	ETD	ATD	INST	IUT	EVENT	NOTES
<del>079</del>	C8	0800	0740 1020	BOUTROS	LESLIE WEST 2+30 MCCOLLEY EAST 2+00	I4102 N4190	0600C H/S TO LT WELLS

Typical Scenarios in the HITU:

AC	SPOT	ETD	ATD	INST	IUT	EVENT	NOTES
079	C8	0800	0740	BOUTROS	LESLIE WEST 2+30 MCCOLLEY	I4102 N4190	0600C H/S TO LT WELLS
079	A1	1200		WELLS	ALLEN FITTS	C4102 C4102	H/S FROM LT BOUTROS

At 0740 20 minutes earlier than expected, an aircraft calls outbound on the radio  
“Bladerunner 079 is outbound to the West for 2+30 with Leslie.”

**AC OTBND** You REPLY: **“Rodger Bladerunner 079, I have you outbound to the West for 2+30, Have a safe flight.”**

At 1000, they break radio silence and call again: “Bladerunner 079 is 10 minutes inbound for McColley at the crew change”

**IUT H/S** You REPLY: **“Rodger Bladerunner 079, 10 minutes for McColley, Crew Change.”**  
Then **go and locate McColley** and relay to him the information.

While this happens, LT Allen calls in and says he will not be able to fly. **Mark him as cancelled and notify his instructor, LT Wells.**

When talking to LT Wells, she states that the LT Fitts incompleted his flight yesterday due to a flash flood at the OLF and that she will also take 75 gallons  
Change the board to reflect his proper event and her fuel request and notify the Schedule writer.

AC	SPOT	ETD	ATD	INST	IUT	EVENT	NOTES
<del>079</del>	C8	0800	0740	BOUTROS	LESLIE WEST 2+30 MCCOLLEY	I4102 N4190	0600C H/S TO LT WELLS
079	A1 75g	1200		WELLS	<del>ALLEN</del> CNX MED FITTS	C4102 C4102 (2)	H/S FROM LT BOUTROS

At 1020 Aircraft 079 calls outbound this time with LT McColley to the east, Reply and mark the board appropriately. Note: Remove the slash on the AC Box.

AC	SPOT	ETD	ATD	INST	IUT	EVENT	NOTES
079	C8	0800	0740 1020	BOUTROS	LESLIE WEST 2+30 MCCOLLEY EAST 2+00	I4102 N4190	0600C H/S TO LT WELLS
079	A1 75g	1200		WELLS	<del>ALLEN</del> CNX STUDENT N/A FITTS	C4102 C4101 (2)	H/S FROM LT BOUTROS

At 1210 you receive another radio call: “Bladerunner 079, 20 minutes inbound with a good Charlie”

INST H/S

You REPLY “**Rodger Bladerunner 079, LT Wells will take 75 gallons at the crew change.**”

Go and notify LT Wells.

At 1300 they call outbound from the crew change: “Bladerunner 079 is outbound to Santa Rosa 1+30”

Reply again using the OTBND format above.

Thus the board has reached its almost completed state:

AC	SPOT	ETD	ATD	INST	IUT	EVENT	NOTES
<del>079</del>	C8	0800	0740 1020	BOUTROS	LESLIE 1 WEST 2+30 MCCOLLEY 2 EAST 2+00	I4102 N4190	0600C H/S TO LT WELLS
079	A1 75g	1200	1300	WELLS	<del>ALLEN</del> CNX STUDENT N/A FITTS 1 SANTA ROSA 1+30	C4102 C4101 (2)	H/S FROM LT BOUTROS

Once 079 calls inbound again, if we need another hotseat, use the call above (INST H/S)

If we do not need a H/S and no other squadrons have asked for one either:

AC INBND

You REPLY “**Rodger Bladerunner 079, Call the box.**”

## HITU FDO DUTIES AND RESPONSIBILITIES

1. The purpose of this instruction is to explain the duties and responsibilities of the Helicopter Instructor Training Unit (HITU) Flight Duty Officer (FDO). The duties outlined in this instruction are expected to be executed in a professional manner concurrent with the obligation and abilities of a Naval or Marine Corps Officer. If any questions arise that you cannot answer, contact the Officer-In-Charge (OIC) or a HITU representative.
2. IMPORTANT INFORMATION:
  - a. The FDO duty schedule changes daily, but duty always begins 30 minutes prior to the first scheduled brief and ends 1 hour after the last aircraft is safe on deck (SOD) and all responsibilities have been completed.
  - b. Uniform for watch is any approved uniform.
  - c. Important phone numbers are on the HITU phone directory page, located on the wall near the flight following board.
  - d. All instructor, IUT numbers are on the HITU Alpha/Recall Roster located in the black binder. FDO recall numbers are taped to the FDO Desk. DO NOT give these numbers out to just anyone. Make sure the caller has a valid purpose and is using the number for business reasons. If unsure, get the caller's name and command, and pass the caller's number on to the HITU member.
  - e. DO NOT USE the FDO desk phone for personal calls.
  - f. When dialing an outside number dial 99 then 1 and then the area code and number.
  - g. Dial 8 for DSN. Whiting Field Prefix is 868
  - h. The HITU is located in Building 2998 the address is:  
7411 USS Lexington Circle  
Milton, FL 32570-6005
  - i. Dial 0 for Base Operator.
  - j. A Base phone directory is located in the FDO binder
  - k. A copy of all FDO documents can be found in the  
S:\WHTG\CTW5\HITU\FDO\ folder on any of the computers (a valid NMCI login and password are required to access the computers).
3. OPENING THE HITU:
  - a. Unlock all the HITU Spaces, (this does not include any of the NVG Lab spaces).
  - b. Turn on the lights in all spaces, including briefing spaces, heads, offices, ready room, and flight planning room.
  - c. Sign the large green HITU FDO Logbook following the same format as previous entries.
  - d. Obtain a HITU FDO Daily Checklist sheet from the stack by the flight following board and begin checking off each step. You will be responsible for completing each step until you are relieved and must sign and date the form at the bottom before leaving for the day.
  - e. Ensure that the copy machine and fax machine are turned on, loaded with paper, and functioning properly.

- f. Ensure the UHF receiver is on and functioning. The small repeater on the desk should have both knobs turned so the white lines point towards the front face of the device. The larger receiver under the printer should be on and tuned to 253.1: the display will read 1:253.1000. The call sign for each aircraft will be 4-Echo and the side number, or Bladerunner and the side number.
  - g. Obtain a copy of the On-Top Weather Report by logging on to: <https://fwb.metoc.navy.mil/fwb11/> You will need a valid CAC PKI certificate and NMCI account. If NMCI is down, Call Norfolk WX @ 757-445-2928 or 757-444-2594, request the on-tops for KNSE, HITU Fax # is 850-623-7303.
  - h. Place the On-Top WX in the appropriate box located on the filing cabinet.
  - i. Maximum Temperature (MAX TEMP), Pressure Altitude (MAX PA), and Density Altitude (MAX DA) are located in box 13 of the On-tops, or on the Weather Vision channel on the large flat screen TV. Write these numbers in the corresponding box on the flight following board.
  - j. Call Aircraft Issue. This will connect you to the representative who will give you the aircraft side numbers and parking spots assigned to the HITU for the day.
  - k. Check the Read & Initial binder, by the On-Top boxes, for IP/IUT initials under the current R&I. If a check mark or initials are missing mark a red down arrow next to their name on the Flight Following Board. When a pilot updates the binder, replace the down arrow with a green up arrow. Ensure that Flight crews do not walk to the aircraft while they are marked with a red down arrow.
  - l. Walk through all the HITU spaces to ensure that they are neat and orderly. The IP's and IUTs should clean up after themselves, but the responsibility lies with the FDO.
  - m. Read and review the Aircraft Pre-Mishap Plan, located in the large binder. Make sure you have a thorough knowledge of the contents and would be able to complete the required forms in case of an aircraft mishap involving a HITU aircraft.
  - n. On days when there is a high-ranking officer or VIP scheduled to fly with the HITU, it may be necessary to come in earlier than scheduled to complete any additional preparation.
4. ONGOING DUTIES
- a. Radio calls are an important part of FDO duties. All calls are to be made professionally using proper radio discipline. The best thing to keep in mind is to talk clearly and boldly. The radio settings should not need to be changed. See the previous section "Board tracking procedures and running dialogue" for examples of proper radio responses and board notation.
    - i. The IP/IUT may ask you a question or have you relay a message to another pilot. All that is required is that you repeat back the information to the A/C so that they know you understood what was just passed to you. Then answer/relay the message to the appropriate person.
    - ii. To determine if a "hot seat" A/C is necessary check the notes in the flight schedule, it should be listed as such. Otherwise a hot seat may be

required in the following circumstances: if a flight is scheduled to depart soon and no aircraft has been issued; an IP/IUT has been waiting for an aircraft; if a flight has had to down an A/C for mechanical problems and has not been able to get another A/C from Aircraft Issue (they will usually ask you to call Issue for another aircraft for them) or if one of the other squadrons has called and requested a H/S. If a hot seat is required let the inbound A/C know by responding to their inbound call with a request to hot seat, amount of fuel and who the instructor taking the aircraft is.

- iii. If the inbound A/C is on the first IUT out of two or more, they should call in to let the other IUT know they are inbound so that IUT can start walking down to the Crew change, or Fox-Golf line if specifically requested. Relay this call to the appropriate IUT.
  - iv. If the A/C is scheduled to be a hot-seat and is not otherwise noted on the flight following board, mark it as such in the notes by "H/S to" and the Instructors Name
- b. When an A/C Calls outbound/inbound note it on the flight following board as shown in the previous section. The exception to this is what happens during an out-and-in. The instructor or IUT will call in to the FDO desk via phone to report SOD and their estimated next takeoff time. Mark the board with this information in the notes section, and when the A/C takes off (either another call or the estimated time passes), erase the SOD note.
  - c. If an aircraft is unusually late (over 1 hour past ETA) make an IP in the HITU Spaces aware of the situation. Call Base Operations (ext. 7597 or 7598) and ask if the A/C has returned to KNDZ or if they have any other knowledge of the A/C. Oftentimes, the IP/ IUT may have forgotten to call inbound
  - d. Make any changes or cancellations to the schedule in red on the flight following board and the copy of the schedule in the blue folder. Make sure the scheduling officer is aware of the change/cancellation. The flight schedule shall remain on the flight following board until the last aircraft is SOD.
  - e. At the conclusion of each flight, mark the flight schedule summary sheet mark each mission as complete, incomplete, or cancelled, in the case of an incomplete or cancellation, fill in the appropriate reason.
  - f. The FDO is responsible for answering all the phone calls to the HITU. If a caller wishes to leave a message, collect the necessary information. At a minimum get the caller's name, recall number, message and time of call recorded to be passed on to the message recipient. Answer all phone calls professionally with  
"HITU FDO, (your rank and name), how may I help you?"
  - g. During a mid-day FDO turnover, make note of the turnover in the green HITU FDO Logbook to include the times and names. Pass down which aircraft are out, who should be returning next, and any other pertinent information such as weather, PELs and changes to the schedule.
  - h. Precautionary Emergency Landing (PEL) forms are located in the tabbed section of this binder. Complete the form being as detailed as possible and

send an email to the appropriate people as outlined in the Example PEL Email.

- i. Mandatory entries in the HITU FDO Logbook:
    - i. Name and Rank of person assuming duty
    - ii. Name and Rank of person relieving duty
    - iii. Commencement of flight operations (time of first launch)
    - iv. Secure time of flight operations (time of last A/C safe on deck)
    - v. Any PEL
    - vi. Any information relayed by a PIC that impacts the flight schedule
    - vii. Any unusual events or information deemed prudent at the FDO's discretion
  - j. Update the weather at a minimum of hourly. Have open on the computer and update at a minimum of hourly: On-tops, weather watches, and Sigmets, and if IPs/IUTs request, METARS, TAFs, and Radar images.
    - i. Weather information can be accessed at:  
<http://adds.aviationweather.noaa.gov>
    - ii. A useful java too: <http://weather.aero/hems/hems.jnlp>
  - k. **ASAP Procedures**
    - i. **Each instructor will notify the FDO after each flight when they have completed their ASAP report. Annotate the rough flight schedule as "ASAP complete" next to the IP's name when notified. If the IP has not informed the FDO of the ASAP completion, call him/her on their recall and ask the status of the ASAP report. Once you have received confirmation that ALL ASAP REPORTS HAVE BEEN COMPLETED, you can proceed to step 5, CLOSING THE HITU.**
    - ii. **If the IP has not done his/her ASAP report then pass the website and password to the IP so that he/she can complete the report.**  
**(<https://asap-navy.com/navy> password: Bladerunner8\*)**
5. CLOSING THE HITU
- a. The FDO can secure the watch only under one of the following circumstances:
    - i. When properly relieved by a trained FDO, or
    - ii. All A/C are verified SOD verbally with the Pilot in Command of the last aircraft with no further intent to fly (when the PIC and co pilot are finished with the HITU Spaces)
    - iii. By direction of the HITU OIC or Operations Officer only.
  - b. If HITU duties are complete or it is a no-fly day, the FDO does not need to be present for VERTEX (maintenance or FCF) flights. Have VERTEX contact one of the other squadrons.
  - c. Toward the end of the day, begin filling out a flight schedule summary sheet for the next day's flights (forms can be found in this binder). Use a blank form and complete with information from the next day's flight schedule (usually provided by the schedules officer prior to 1600). Be sure to enter the date and the type of aircraft used for each flight.
  - d. Once the next day's flight schedule has been released, call the duty FDOs for the next day and inform them of their schedule. The duty times can be found on the front page of the schedule. The phone numbers for each FDO are

located on the FDO desk. FDOs shall keep recall numbers updated. If the previous night's FDO does not call with this information, call the HITU yourself and get the schedule. If flight operations have secured and everyone has gone home for the day, check the website schedule at:

[https://www.cnatra.navy.mil/scheds/schedule\\_data.aspx?sq=TW-5%20HITU](https://www.cnatra.navy.mil/scheds/schedule_data.aspx?sq=TW-5%20HITU)

- e. The HITU schedule writers usually distributes the next day's schedule. In the event that this does not happen you will be asked to distribute a copy to the following locations:
  - i. HITU FDO
  - ii. OIC office
  - iii. HITU Hallway 2 hole clip board on the wall between the whiteboards.
  - iv. HT-8 SDO, located in Room 13, Bldg. 2977
  - v. HT-18 SDO, located in Room 39, Bldg. 2977
  - vi. HT-28 SDO
  - vii. A/C Issue, located in room C107 (inside the center of the Hangar) (need 2 copies)
  - viii. The original shall be placed on the clipboard located next to the flight following board.
- f. When the last A/C calls SOD complete the following tasks:
  - i. Ensure all missions are marked as complete, incomplete, or cancelled with reasons marked on the flight schedule summary sheet.
  - ii. Explain any changes to the flight schedule that occurred throughout the day on the Flight schedule change tracker.
  - iii. Make a copy of the day's flight schedule summary sheet and change tracking form and attach it to the FDO daily checklist, place this packet in the OIC's inbox.
  - iv. Place the original schedule, FDO Schedule copy, original summary sheet and change tracker in the HITU administrator's top box.
  - v. Call Base Ops (7597 or 7598) and A/C Issue (2151) and let them know all HITU A/C are SOD.
  - vi. Make an entry into the log book following the format of previous entries.
  - vii. Place the Weight and balance forms/ flight plans from the box into the folder inside the bottom drawer of the FDO Desk.
  - viii. Recycle Weight and balance forms/ flight plans from this folder that are older than 90 days.
  - ix. Recycle the old On-Top WX Briefs
  - x. Copy the next day's flight schedule onto the flight following board, making sure to follow the correct format, and update the board with the necessary information from the front page of the schedule.
  - xi. Turn off the copier, printers and other electronic equipment such as TVs, computer monitors, coffee machines, etc.
  - xii. Walk through the HITU Spaces and ensure they are neat and orderly, Erase all the marker boards in the briefing spaces.
  - xiii. Closeout the HITU FDO Logbook after all steps are complete on the FDO Daily Checklist, following the format of previous watches.

- xiv. Turn off all lights and lock and secure all the doors, and return the HITU Keys to HT-18 SDO.

6. ADDITIONAL NOTES:

- a. Aircraft Issue should assign aircraft when they are noted in the schedule, additionally they will assign aircraft as they become available. If the HITU is unable to receive all desired aircraft at the 0600 issue time, and IPs/IUTs are waiting, multiple calls may be necessary.
- b. Alpha Roster: Do not leave sitting outside the binder, once a new one is generated replace the old one in the binder.
- c. Cancelled flights: if an event is cancelled due to weather, maintenance, or IUT unavailable, indicate on the summary sheet and change tracker. If an event is cancelled due to IP unavailable or OIC/OPS have not left for the day, the IUT should ensure that they do not want to find another IP to cover that flight. IUTs may have to wait for OIC or OPS to return from a flight if this is applicable.
- d. CDO phone: If IUT is CDO, when entering an event, they will leave the CDO phone with you. If a PEL is reported, fill out the information section of the PEL checklist. For any other calls, take good notes- i.e. who, what where when, why. Ask for help from another IUT or IP if needed. Make sure to brief the CDO when he returns for the phone.
- e. Leave: If you want to take leave, pick up a leave chit from STUCON, and fill it out as required. Submit it to HITU OPS and OIC. When it is approved, take it back to STUCON, and leave it with the stash ENS/LTJG for the STUCON officer. If a duty schedule is already made for your leave dates, you will need to trade watches with someone to take the time off. If the schedule is not made yet, write your leave dates on the Leave and Sniv log by the current duty schedule. If multiple people want to take leave on the same dates, there will need to be some discussion to ensure that we have FDO covered.
- f. Locking and Unlocking the HITU: Get key #2 from the HT-18 SDO desk in the morning and return it in the evening.
- g. Transfer Calls- while on the call hit transfer and then dial the extension.
- h. Trash- Janitors come in once a week to change out the trashcans, however if they are overfull or nasty- it is the FDO responsibility to change it out. The dumpster is across the street in the BOQ parking lot.
- i. Unscheduled Flights calling outbound: Sometimes maintenance will call outbound through the HITU. If the HITU still has flights going, add them to the flight following board, include destination eta and any other notes. If it is late and the HITU is finishing up flight ops, it is acceptable to request they get flight following from another squadron.
- j. Vending Machine: the Pepsi vending machine is maintained by Buffalo Rock Company. You can contact Steve Bowen, the manager at 850 857 3774 ext 128. The machine number: NEX#011876.