



DEPARTMENT OF THE NAVY  
COMMANDING OFFICER  
HELTRARON TWENTY EIGHT  
7180 USS LONG ISLAND STREET, SUITE 320  
MILTON, FL 32570-6101

IN REPLY REFER TO:  
HT-28INST 1601.2C  
5 Mar 15

HELTRARON TWENTY-EIGHT INSTRUCTION 1601.2C

Subj: STANDARD OPERATING PROCEDURES FOR THE OPERATIONS DUTY OFFICER  
(ODO)

Ref: (a) OPNAVINST F3100.6J, CH2  
(b) CNATRAININST 3710.2U  
(c) CNATRAININST 3710.8K  
(d) COMTRAWINGFIVEINST 3710.8S  
(e) COMTRAWINGFIVEINST 3710.4F  
(f) HT-28INST 3710.1B  
(g) HT-28INST 3750.1D  
(h) HT-28INST 3100.6A  
(i) HT-28INST 3750.4D  
(j) HT-28INST 3710.2H  
(k) HT-28INST 1602.1B

Encl: (1) ODO Watchbill Scheduling Guidance  
(2) ODO Procedures  
(3) HT-28 ODO Checklist  
(4) Aircraft Recovery Procedures

1. Purpose. To establish the Operations Duty Officer watch duties and responsibilities.
2. Cancellation. HT-28INST 1601.2B.
3. General. All officers assigned to the ODO watch shall familiarize themselves with the contents of this instruction, the ODO Logbook, and references (a) through (k). This instruction, with enclosures (1) and (2), details the prerequisites, responsibilities and duties of the ODO. The ODO is directly responsible to the Flight Operations Officer for the execution of the daily flight schedule. The Squadron Duty Officer (SDO) is responsible for assisting the ODO with all watch standing tasks as assigned and as delineated in this instruction. Listed below are the procedures the ODO will follow for either aircraft mishaps or Precautionary Emergency Landings (PELs).
  - a. PEL/Abort. Anytime an aircraft makes a PEL the ODO shall complete all information contained in the Abort Report/Birdstrike Checklist contained in reference (i). Aircraft recovery procedures are listed in enclosure (4).
  - b. PEL Requiring Unit Situation Report (SITREP). Refer to reference (h) to decide if circumstances warrant sending a Unit SITREP.

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c. Downed Aircraft with Damage or Personnel Injury. Immediately execute the Pre-Mishap Plan.

d. Smoke and Fumes in Cockpit. For fuel/electrical fumes in the cockpit, the ODO shall ensure that aircrew are evaluated by medical before being returned to flight status.

e. Aircraft Security. Responsibility for the security and safety of the aircraft belongs to the pilot in command (PIC) until they are properly relieved by contract maintenance or security personnel. Amplified information for security of aircraft is contained in enclosure (4) and reference (e).

4. Uniform. The ODO may stand the watch in a flight suit or the appropriate uniform of the day.



J. D. KETCHAM

Distribution:  
HT-28INST 5216.1  
List I, II, III  
SDO Binder  
File

ODO WATCHBILL SCHEDULING GUIDANCE

1. The Senior Watch Officer shall establish the ODO watchbill for each month.
2. The P.M. ODO remains the ODO until relieved by the next day's A.M. ODO.
3. The ODO watches shall be manned by instructor pilots (O-3 and below).
4. The A.M. ODO shall stand duty from the first scheduled brief until the scheduled turnover time. The P.M. ODO shall report 15 minutes prior and remain on duty until last plane on deck (LPOD).
5. New instructor pilots (O-3 and below) shall "shadow" an A.M. ODO and P.M. ODO, complete the ODO PQS, and complete TIMS executor training prior to being scheduled for their first duty.

ODO PROCEDURES

1. Review the ODO's logbook and the ODO's passdown for any passdown notes.
2. Screen the flight schedule and dry erase board for accuracy and possible conflicts.
3. Check the flight schedule for any special missions and any changes to V.I.P. flights. Brief the Flight Operations Officer on any questions or changes.
4. Ensure the previous day's weight and balance forms, weather briefs and flight plans are disposed of properly. Retain all cross-country forms until their safe return.
5. Ensure the aircraft assignments are posted on the schedule board and that they are compatible with the assigned mission.
6. ODO turnover with CO between 0730-0830 with stapled package which will include the following (may place on CO's desk in lieu of face to face turnover at CO's discretion):
  - a. Previous day's front page
  - b. Previous smooth schedule with flight hours annotated
  - c. Cancellation tracker
7. To the maximum extent possible, the P.M. ODO should deliver a copy of the previous day's smooth schedule with flight hours and the cancellation tracker to OPSO, FLTOPS, Logs and Records and STUCON prior to their departure. Additionally, SAFETY shall receive a copy of the cancellation tracker.
8. Ensure the current NDZ weather brief is posted and the status board is up to date.
9. Ensure that all instructor pilots are current on the Read and Initial board before flying.
10. If the morning launches were delayed due to inclement weather, notify the station ODO as soon as possible upon resumption of flight operations to ensure crash crews are dispatched.
11. If instructors are not available for scheduled flights, arrange with the student's flight leader for a possible replacement instructor, or put students on the pickup board.

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12. If a student is not available for a scheduled flight, notify the instructor and schedule a pickup student replacement, if available.
13. Notify the aircrew division for changes in aircrew requirements.
14. The following entries shall be made in the ODO's logbook:
  - a. Time assuming duty.
  - b. Weather alerts/recalls and directing authority.
  - c. Any significant weather affecting flight operations.
  - d. Launch time of the first aircraft.
  - e. All solo briefs.
  - f. All aircraft PELs or other problems requiring assistance.
  - g. All significant phone calls made to or received from TW-5 and subject discussed.
  - h. Any orders or directives received from competent authority.
  - i. Any matter of uncertainty that arises.
  - j. Turnover of duty to either P.M. ODO or SDO.
  - k. LPOD is achieved and base ODO/CDO are notified. Ensure that anytime TW-5 or base ODO/CDO are contacted you log the initials of the individual with whom you spoke.
15. Notify, in this order, the Flight Operations Officer, Assistant Flight Operations Officer and chain of command of any significant events. The Flight Operations Officer retains the right to inform the XO and/or CO of the significant event, or delegate it to the ODO at his/her discretion.
16. Ensure each cross-country event's weight and balance, flight plan and weather brief are stapled together and placed in the cross-country box under the cross-country status board.
17. Ensure each cross-country status board is kept updated with location, status and recall. It is imperative that all information on cross-country status be current and accurate. Sunday and holiday ODO's will be responsible for status of all cross-country aircraft and report to Operations on first workday following the cross country event.
18. The following should be briefed during the turnover of duties:
  - a. The status of the remaining events on the flight schedule.

- b. The status of aircraft operating out of the local area.
  - c. The status of any solos.
19. Place of duty is behind the ODO's counter during the watch.
20. Do not permit personnel to loiter in the Flight Operations Office.
21. Ensure the SDO has the Student Ready Room squared away and the top two flights of stairs of all three building ladder-wells swept prior to LPOD (i.e., trash in proper place, chairs aligned, etc.).
22. At LPOD notify the Base ODO/CDO. Notify the Operations Officer, Executive Officer, and Commanding Officer if aircraft location is other than at scheduled location, or experiencing maintenance problems. The ODO shall record current aircraft location/maintenance problems in the logbook, which shall remain in the Flight Operations Office.
23. The flight schedule will be signed by the Commanding Officer, Executive Officer, Operations Officer, and Safety Officer. In their absence, by the cognizant officer(s) in the chain of command including the ODO. The SDO will distribute the flight schedule as follows:
- a. Commanding Officer
  - b. Executive Officer
  - c. Commanding Officer's Secretary
  - d. Operations Officer
  - e. ODO (2 copies)
  - f. A/C Issue (2 copies)
  - g. Flight Operations Officer (ORIG)
  - h. Student Ready Room
  - i. SDO
  - j. Senior Enlisted
  - k. ADMIN - Green folder
24. P.M. ODO will ensure that a copy of the flight schedule has been smoothed, to include flight hours, and ensure the cancellation tracker has been completed.

HT-28 ODO CHECKLIST

A.M. ODO Name: \_\_\_\_\_

Date: \_\_\_\_\_

Initial

- \_\_\_\_\_ Ensure yesterday's annotated flight schedules are distributed by 0630 in winter, 0730 in summer. PM ODO should have delivered these. See ODO Action Binder: Tab 6 for procedures.
- \_\_\_\_\_ Check ODO Board for accuracy of the flight schedule.
- \_\_\_\_\_ Print off current DD-175-1 On-Tops for East and West every two hours. (<https://fwb.metoc.navy.mil/fwbl1>. See ODO Action Binder: Tab 5
- \_\_\_\_\_ Print off NOTAMS (<https://www.notams.jcs.mil/> for all airports on DD175-1).
- \_\_\_\_\_ Print relevant TFR's (either from the NOTAM site or <http://tfr.faa.gov/tfr2/list.html>).
- \_\_\_\_\_ Print BASH report and post on ODO cork board (<http://www.usahas.com/> Military fields on left side, Whiting FLD South).
- \_\_\_\_\_ Check for flight time waivers and ensure IPs are notified.
- \_\_\_\_\_ Note which students are priority via FOD (See ODO Action Binder: Tab 7).
- \_\_\_\_\_ Ensure AODO receives aircraft from AC Issue via TIMS (~1 hour prior to first launch).
- \_\_\_\_\_ Brief the CO on the annotated flight schedule packet, as necessary (**Cancellation tracker and A/C Issue tracker**).
- \_\_\_\_\_ Ensure SDO performs colors at 0800.
- \_\_\_\_\_ Ensure AODO has reviewed Aviation Pre-Mishap Binder.
- \_\_\_\_\_ Place old, unneeded schedules and weight/balances in recycling bin.
- \_\_\_\_\_ Ensure AM SDO has inventoried keys.
- \_\_\_\_\_ Ensure SDO tracks ASAP completion on their schedule and calls those who do not sign complete.
- \_\_\_\_\_ Ensure "Rough Schedule" and "Incompletion and Cancellation Trackers" are updated.
- \_\_\_\_\_ Update FLD LDRS with cancellations until schedule is signed.

P.M. ODO Name: \_\_\_\_\_

- \_\_\_\_\_ Ensure Rough Schedule and Cancellation Trackers are updated by AM ODO prior to turnover.
- \_\_\_\_\_ Ensure TIMS is up-to-date prior to AFDO departure.
- \_\_\_\_\_ Ensure original schedule gets back to Flight Leaders after SDO delivers copies.
- \_\_\_\_\_ Ensure SDO conducts colors at sunset.
- \_\_\_\_\_ Ensure PM SDO has inventoried keys.
- \_\_\_\_\_ Update next day's schedule on ODO/AODO's copies and in TIMS as changes occur.
- \_\_\_\_\_ Ensure SDO tracks ASAP completion on their schedule and calls those who do not sign complete.
- \_\_\_\_\_ Ensure all boxes in "Status" column are filled in TIMS.
- \_\_\_\_\_ Call Base ODO (623-7475) to report LPOD. Call CO, XO, OPS-O only if aircraft did not make it to original destination.
- \_\_\_\_\_ Leave outstanding tasks requiring completion by AM ODO in the pasdown log.
- \_\_\_\_\_ Ensure "Smooth Schedule" is updated (in pen) and "Incompletion and Cancellation/Aircraft Issue Trackers" are complete. Create annotated flight schedule packets, and deliver packets per ODO Action Binder: Tab 6. These shall be delivered by the PM ODO to the max extent possible.
- \_\_\_\_\_ Email the cancellation tracker to Charles.lee@navy.mil.

Enclosure (3)

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AIRCRAFT RECOVERY PROCEDURES

1. A maintenance crew will generally be flown to the site, provided sufficient daylight and weather are available. A contract maintenance trouble shooter will evaluate the discrepancy, and along with the Functional Check Pilot (FCP), determine if the aircraft is:

a. Flyable: Maintenance crew will exchange aircraft with the downed aircraft.

b. Non-Flyable: If contract maintenance and the FCP determine the aircraft is down, a truck-back or appropriate maintenance action will be initiated. All hard landings/tail stinger strikes or suspected hard landings/tail stinger strikes shall be truck-back recoveries.

2. The PIC, or designated aircrew, will remain with the aircraft until relieved by contract maintenance, security, or other competent authority. The crew will not be expected to remain with an aircraft in severe weather conditions without adequate shelter, lack of food/water or if the safety of the aircrew is at risk. Arrangements for the return of the aircrew will be coordinated through the ODO.

3. A civilian or military airport is considered a secure location. A secure ramp area is defined as a ramp that is fenced and has 24-hour security. The PIC may obtain meals and lodging away from the aircraft. The PIC must secure the aircraft and remain at a location where he/she can be contacted by the ODO. The PIC must be at the aircraft when contract maintenance or security arrives to accept the aircraft.

4. When an aircraft goes down away from a secure military or civilian airport, the PIC must contact the ODO as soon as possible. The ODO/SDO will notify CTW-5 ODO/CDO and Maintenance Officer. CTW-5 will be responsible for liaison with contract maintenance. If recovery cannot be effected promptly, notify NASWF ODO to organize a security team and, if necessary, coordinate/provide transportation to the site. The security team will remain posted until aircraft recovery is complete. The ODO/SDO must be prepared to give precise details concerning the aircraft position. The PIC shall obtain information such as city, state, road, or route, access and phone numbers of local residents near the aircraft. The PIC will pass this information to the ODO/SDO in order to direct security and/or contract maintenance to the aircraft. The ODO shall prepare an email, with precise location maps using Google Earth or similar software, for use by the CO, XO, OPSO and Safety.

5. The ODO shall ensure full compliance with the Maintenance Officer's memorandums concerning aircraft recovery and after-hours maintenance problems.