



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 1602.1B
5 Mar 15

HELTRARON TWENTY-EIGHT INSTRUCTION 1602.1B

SUBJ: IMPLEMENTATION OF HELICOPTER TRAINING SQUADRON TWENTY-EIGHT
WATCH BILL

Encl: (1) HT-28 Primary Watch Bill
(2) Duties and Responsibilities of the Operations Duty Officer
(3) Duties and Responsibilities of the Squadron Duty Officer
(4) Duties and Responsibilities of the Duty Driver
(5) HT-28 Operations Duty Officer Personnel Qualification
Standard

1. Purpose. To establish the principle and subordinate watches for this squadron and to provide instructions and procedures for watch standers. Enclosures (1) through (5) are detailed instructions for individual watches.

2. Cancellation. HT-28INST 1602.1A.

3. Responsibility. All military personnel, O-3 and below, attached to this squadron, are eligible for assignment to watches and shall be thoroughly familiar with the contents of this instruction. Personnel assigned watches are required to observe and enforce the regulations and procedures set forth herein.

4. Indoctrination and Training. The Senior Watch Officer (SWO) is responsible for indoctrinating all watch standers.

A handwritten signature in black ink, appearing to read "J. D. Ketcham", with a long horizontal stroke extending to the right.

J. D. KETCHAM

Distribution:
Electronic Distribution

HT-28 Primary Watch Bill

1. Primary Watch Lists.

a. The following primary watches shall be maintained per this instruction:

- (1) Operations Duty Officer (ODO)
- (2) Squadron Duty Officer (SDO)
- (3) Duty Driver (DD)

b. The above primary watches are mandatory and take precedence over other duties. Detailed instructions for executing primary watches are listed in enclosures (2) through (5).

c. The ODO watch shall be manned by Instructor Pilots (IPs), O-3 and below. The watch bill shall be prepared on a monthly basis by the SWO and approved by the Executive Officer.

d. The SDO watch shall be manned by Student Military Aviators (SMAs) or recently designated Naval Aviators still attached to the squadron (Wingers). The SDO watch bill shall be prepared on a monthly basis by the Senior Watch Officer/Flight Operations Clerk.

e. The DD shall be manned by HT-28 enlisted personnel and/or SMAs. The DD assignment shall be designated on the flight schedule by Flight Operations and approved through normal routing channels.

2. Conduct of the Watch Standers.

a. Personnel assigned to the watch bill shall immediately be available by phone when not assigned to their post. They shall ensure the Duty Office is informed of their whereabouts and any change in recall number at all times during the duty period. Absence of a valid telephone number will require a watchstander to remain on board in the Consolidated Bachelors Quarters (CBQ).

b. All watch standers shall not consume alcoholic beverages within eight hours prior to assuming their assigned duty.

c. The SDO shall maintain a current squadron recall roster. If the recall roster has had pen and ink changes made to it, the SDO will bring the roster to the Administration Department for correction.

d. Required Uniform:

(1) ODO/DD - Flight suit.

(2) SDO - Navy - NWU, Marine - MCCUU, Coast Guard - tropical
blue long/ODU.

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Duties and Responsibilities of the Operations Duty Officer1. During Flight Operations:

a. The ODO watches shall be manned by IPs. IPs will be eligible for standing ODO following their first 30 days of instruction and one 2.5 hour training session with an experienced AM ODO and one 2.5 hour training session with an experienced PM ODO. Training will be recorded on a HT-28 ODO Operations Duty Officer/Personnel Qualification Standard checklist (Enclosure 5).

b. The Senior Watch Officer shall establish the ODO watchbill for each month and the completed watchbill shall be signed by the Executive Officer.

c. The ODO shall be posted no later than 1.5 hours prior to the first takeoff time and shall remain posted until the last plane on deck (LPOD) and associated flight reports completed.

d. The turnover between AM and PM ODO shall occur no later than 15 minutes prior to scheduled turnover time.

e. The PM ODO may fly prior to commencement of PM duty shift.

f. The PM ODO is considered on duty until AM ODO posts the following morning.

g. The ODO shall be thoroughly familiar with this instruction and the applicable portions of the following:

OPNAVINST F3100.6J, CH-2	Special Incident Reporting Procedures (OPREP-3 Navy Blue)
CNATRAINST 3710.2U	CNATRA Cross-Country and Aviation Support Operations
CNATRAINST 3710.8K	Restriction of Flight into, through, or within CNATRA Aviation Weather Warnings
COMTRAWINGFIVEINST 3710.8S	Rotary-Wing Operating Procedures Manual
NASWFINST 3710.2R	Air Operations Manual
HT-28INST 3750.1D	HT-28 Squadron Pre-Mishap Plan
HT-28INST 3710.1B	HT-28 Cross-Country Flight Policy
HT-28INST 3710.2H	HT-28 Standard Operating Procedures (SOP)
HT-28INST 1601.2C	Standard Operating Procedures for the Operations Duty Officer
HT-28INST 3100.6A	Procedures for UNIT SITREP Submissions Enclosure (2)

2. Outside of Flight Operations:

a. The ODO is the Commanding Officer's direct representative in his/her absence. As such, the ODO is responsible for the safety and security of squadron personnel, spaces and property. The ODO is directly responsible to the Executive Officer in the conduct of his duties. The ODO watch will commence 1.5 hours prior to first scheduled takeoff time on the day assigned and end at the same time the following day. Eligible officers will be responsible for informing the SWO if circumstances prevent assignment to a particular watch. Once assignment is made, exchange of duty may be made with mutual agreement between the two officers involved. The officers involved shall annotate the exchange on the Master Watch Bill located in the Flight Leaders' office.

b. The duties of ODO (outside of flight operations) include, but are not limited to, the following:

(1) The ODO shall be available to the SDO to render guidance throughout the duty period. The SDO is directly responsible to the ODO; hence, the ODO shall ensure the SDO is aware of his/her whereabouts at all times.

(2) In the absence of the SWO, the ODO shall conduct a thorough turnover with all weekend and/or holiday SDOs. This will occur at the time directed by the flight schedule.

(3) On weekends/holidays, the offgoing ODO shall turnover with the oncoming ODO. The turnover should include a pass down of pertinent information regarding the watch. A debrief of a routine nature is not required.

(4) The off-going ODO shall brief the Operations Officer or the oncoming ODO on the status of all cross-country aircraft the first working day following a weekend/holiday.

Duties and Responsibilities of the Squadron Duty Officer

1. The SDO watch is divided into two 12-hour blocks. The first block commences at 0600 and ends at 1800. The second block commences at 1800 and ends at 0600.
2. Following completion of all morning responsibilities, the SDO may secure in order to attend academic classes at the discretion of the ODO. The SDO may attend flight procedures lectures, provided he/she is posted by 1600.
3. If situations or circumstances of importance or uncertainty arise after normal working hours, the SDO shall contact the ODO. If unable to contact the ODO, he/she should contact the responsible department head and/or the Operations Officer, Executive Officer, or Commanding Officer for guidance.
4. The ODO instruction binder, SITREP Master File and Pre-Mishap Plan shall be maintained in the Duty Office by the SWO in order to provide the SDO with current Command and Department policies. This binder shall contain detailed instructions concerning action to be taken regarding routine problems which may occur during the watch. The SDO shall be thoroughly familiar with the contents of these binders prior to assuming the watch.
5. The Squadron Logbook shall be maintained by the SDO. It will serve as a daily record of circumstances and occurrences that may prove historically significant. The SDO shall ensure entries are complete, accurate, clear, concise, and expressed in standard naval phraseology. No erasures shall be made in the logbook. When a correction is deemed necessary, the SDO shall draw a single line through the original entry so that it remains legible, and shall initial the change. Lines will only be drawn for corrections - no other lines or initials are needed for all other entries. The Executive Officer shall review the squadron logbook on the last day of the month. The following is a guide for required entries in the Squadron Logbook:
 - a. Time the CO commences and terminates leave, and the name of the officer designated acting CO.
 - b. Cross-country aircraft check-ins or any deviation from planned route (when not covered by ODO).
 - c. Precautionary landings made anywhere other than at South Whiting field, and the time the aircraft is returned to home field (when not covered by ODO).
 - d. The name, rank, last four of SSN and time personnel check in/out on leave.

- e. Time flight operations commenced.
- f. Time flight operations secured.
- g. Any weather that meets the specifications set forth in HT-28INST 3140.1A, Destructive Weather Bill, and action taken.
- h. Any event that may require an OPREP-3 report.
- i. Injury/death of squadron personnel.
- j. Damage to squadron spaces or equipment.
- k. Breaches of security.
- l. Reports of theft of government property.
- m. Any drills/inspections that involve all hands.
- n. Entries considered pertinent to the command or that may have judicial interest at a later date.
- o. Any official long distance or collect phone calls.
- p. All visitors.
- q. Entries directed by higher authority.

6. The SDO's duties shall include, but are not limited to, the following:

- a. After normal working hours, contact ODO for approval of emergency leave in cases where justified per current instructions.
- b. Approve special liberty and standby requests in emergency situations only. The ODO should be notified prior to approval.
- c. Between 1600 and 2200, the SDO shall serve as flight schedule phone watch.
- d. Ensure the physical security of the squadron spaces.
- e. Make frequent inspections of squadron areas and spaces, in order to rectify any discrepancies concerning the following:
 - (1) Appearance and sanitary conditions.
 - (2) Fire hazards.
 - (3) Military smartness and the wearing of proper uniforms by all squadron personnel.

(4) Performance of all assigned watch standers.

f. At 2145, the SDO shall proceed to the study area in Building 2946 and remove all trash and tidy all study spaces. The SDO shall coordinate with the SDOs of HT-8 and HT-18 to assist with this process.

g. Keep the ODO informed of important developments affecting the squadron/squadron personnel and contact him/her for advice and assistance when in doubt as to action to be taken.

h. Ensure all Commanding Officer special orders are carried out.

i. The offgoing SDO will debrief the previous day's events with the oncoming SDO. The oncoming SDO will scan the logbook and receive verbal instructions from the offgoing SDO.

j. Report in writing (e-mail acceptable) to the Executive Officer any unsatisfactory conditions noted during the tour of duty.

k. A more thorough routine is contained in the SDO instruction binder located in the duty office.

7. During normal workdays, the SDO shall ensure all squadron spaces are secured one-half hour after the completion of flight operations. Additionally, the SDO shall secure the main East, West, and executive entrances one-half hour after the completion of flight operations or 2300, whichever occurs later. Squadron spaces shall be unlocked by 0600, or one hour prior to the first brief on workdays. During weekends and holidays, squadron spaces will remain secured.

8. The key box will be inventoried by the oncoming SDO prior to assuming the watch. All keys will be logged in/out. An inventory log sheet shall be completed by the oncoming SDO, signed by both SDO and ODO, and retained at the SDO desk.

9. The SDO may accept official business collect calls. An entry will be placed in the SDO logbook. Checking flight schedules is not an authorized collect call.

10. The television may be discretely used upon completion of flight operations on normal workdays and throughout the watch on the weekends and holidays.

11. Relief of the Watch/Hours: The on-going SDO will arrive 15 minutes prior to their watch in order to receive a passdown from the previous SDO. Changeover of duty and passdown will occur in the squadron spaces. The SDO watch is a continuous watch stood in 12-hour shifts as follows:

a. During flight operations the SDO will be in the squadron spaces and will remain on station until flight operations are concluded and all other SDO tasks are completed, unless attending academic classes, as discussed in paragraph 2.

b. When flight operations are completed, the SDO will secure the squadron spaces and ensure all other tasks are complete. The SDO may transfer the duty phone to the SDO cell phone and they may rest in the Student Ready Room or at their home (at the discretion of the Executive Officer.)

c. All weekend/holiday SDOs will brief with the Senior Watch Officer at the prescribed time on the flight schedule on the last working day of the week. On weekends/holidays, the SDO will be posted in the squadron spaces during flight operations. Changeover and passdown of SDOs will occur in the squadron spaces 15 minutes before morning and evening colors. If flight operations are complete and all other SDO tasks are complete, the SDO may transfer the duty phone to the SDO cell phone and secure all squadron spaces. Once the building is secure, the SDO may serve the remainder of their watch at their home. The SDO must remain within 30 minutes of the squadron spaces at all times.

Duties and Responsibilities of the Duty Driver

1. The Duty Driver (DD) will be stood by SMAs as a 24-hour watch from 0700 to 0700 unless otherwise indicated on flight schedule. Weekends will normally be stood as one watch. The DD is not to be used by the command for routine pick-up or drop-off duties. It is primarily an on-call duty to pick-up downed pilots, deliver/pick-up prepositioned crews at nearby airports, and for special command functions. All runs are to be official business only.

2. The DD will be permitted to wear organizational clothing (flight suit) or utilities during normal working hours in the squadron spaces and for on-base/base-to-base runs. For any off-base runs or duty involving civilian contact (other than to pick-up downed aircrew), Navy - NWU, Marine - MCCUU, and Coast Guard - tropical blue long/ODU shall be worn.

3. The Duty Vehicle is for Official Use Only. Stopping at civilian establishments shall be kept to a minimum and must be in the course of official duties. The DD must have a valid state driver's license at all times while operating the duty vehicle. The DD is responsible for the condition of the duty vehicle. The duty vehicle must be inspected and the interior cleaned out daily. The inspection shall be logged in the Duty Vehicle Log. The duty vehicle must have a minimum of three-fourths of a tank of gas on weekdays and must be full prior to weekends and holidays. The duty vehicle is to be washed and vacuumed every Wednesday by the DD.

HT-28 Operations Duty Officer/Personnel Qualification Standard

ODO IUT _____ DATE COMPLETE _____

GOAL: FULLY PREPARE AND TRAIN INSTRUCTORS FOR STANDING WATCH AS THE SQUADRON OPERATIONS DUTY OFFICER.

PREREQUISITE:

ODO TIMS Training _____ (Date completed)

OBSERVE:

AM ODO _____ / _____ (Date/ODO Initial)

PM ODO _____ / _____ (Date/ODO Initial)

TIMS Executor _____ / _____ (Date/Schedule Tech Initial)

PRACTICAL APPLICATION:

ON Duty (PEL/Lost Plane/Mishap) _____ / _____ (Date/ODO Initial)

Off Duty (PEL/Lost Plane/Mishap) _____ / _____ (Date/ODO Initial)

REVIEW:

Read & Initial Binder _____ (Date) HT-28 SOP _____ (Date)

Pre-Mishap Binder _____ (Date) ODO Action Binder _____ (Date)

PEL Binder _____ (Date) ODO Reference Binder _____ (Date)

Ground Mishap Binder _____ (Date) TIMS Desktop Guide _____ (Date)

RWOP _____ (Date)

QUAL/NO QUAL (SWO CIRCLE ONE): PROVIDE REMARKS IN THE SPACE BELOW:

REMARKS: _____

(Name/Date)
SENIOR WATCH OFFICER

(Name/Date)
EXECUTIVE OFFICER