



DEPARTMENT OF THE NAVY

COMMANDER TRAINING AIR WING SIX
390 SAN CARLOS ROAD SUITE C
PENSACOLA, FLORIDA 32508-5509

COMTRAWINGSIXINST 1600.1K
N3

27 AUG 2014

COMMANDER, TRAINING AIR WING SIX INSTRUCTION 1600.1K

Subj: PROCEDURES FOR WING COMMAND DUTY OFFICER (WCDO)

Ref: (a) OPNAVINST 3120.32C
(b) COMTRAWINGSIXINST 3750.6A

1. Purpose. To issue the Training Air Wing (TRAWING) SIX Watch Organization, assign responsibilities, and provide instructions to watchstanders.

2. Cancellation. COMTRAWINGSIXINST 1600.1J.

3. Discussion. Reference (a) requires the Commanding Officer to establish such watches as necessary for the safety, security, and proper operation of the Command. The WCDO is the direct representative of the Commander, Training Air Wing (COMTRAWING) SIX. The WCDO shall keep apprised of matters pertinent to the operations, administration, and safety of the Command. At all times, subordinate units shall advise the WCDO of any situations of potential interest to COMTRAWING SIX, including matters of safety, aircraft security, aircraft mishaps, unusual weather phenomena, incidents of general public/military concern and movement of officials visiting the Command.

4. Responsibilities. Duties and responsibilities are as follows:

a. All officers of the pay grade O-4 and below (with the exception of Department Heads excluded by the Chief Staff Officer) who are permanent or TAD TRAWING SIX staff members shall be assigned duties as WCDO. The Senior Watch Officer (SWO) shall be appointed by COMTRAWING SIX.

b. The WCDO watch will be one work week long, beginning Monday morning at 0730 and ending the following Monday at 0730, or the next working day in the case of a holiday.

c. Officers assigned to the student pool will stand the Assistant Wing Duty Officer (AWDO) duty in the Wing Duty Office (phone: 850-452-2305, cell: 850-293-9671). The Student Control

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Officer will promulgate the watchbills and maintain the instruction folders and logbook for this continuous watch.

d. Senior Watch Officer responsibilities

(1) Prepare and promulgate a quarterly WCDO watchbill.

(2) Provide training and qualification of prospective WCDOs.

(3) Monitor the effectiveness of WCDOs to ensure continuity of command representation.

(4) Develop and maintain a watch folder of pertinent instructions and phone recalls for the WCDO's use. Ensure the WCDO has any required items (logbook, cell phone, charger, etc) and a briefcase to carry the watch folder and these other items.

e. WCDO responsibilities

(1) The WCDO will maintain a telephone watch (cell phone: 850-288-0487/access the voice mail function through the same number and use 0487# as the access code) and report all required information to the Chief Staff Officer (CSO) per the following paragraph. All other reports of a standard nature will be recorded in the WCDO logbook.

(2) Should any matter of potential interest or concern arise, the WCDO shall thoroughly investigate and promptly report the best available information to the CSO and then the Commodore. The report shall be clear, complete, and concise and should answer the basic questions of the situation (who, what, when, where, why, and how). If the WCDO has secured quarters, he or she should return to the Command in appropriate uniform to properly investigate the matter and to coordinate appropriate TRAWING SIX actions. The WCDO shall provide periodic updates to the CSO and then the Commodore as required.

(3) At 0730 on Mondays (or Tuesday in the event of a holiday), the oncoming and offgoing WCDOs shall meet to exchange the briefcase and information regarding the previous week's occurrences as well as upcoming events or matters of interest. The oncoming and relieved WCDOs should report to the CSO if

there is any ongoing situation to update or for which further instructions are needed.

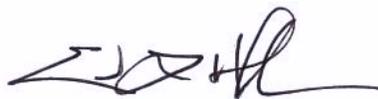
(4) The WCDO shall communicate with each TRAWING SIX Squadron Command Duty Officer (CDO)/Squadron Duty Officer (SDO) **at least** once each duty day (including weekends) to exchange information, including "last plane safe on deck" reports and any matters of interest or upcoming events.

(5) The WCDO shall maintain the watch cell phone and briefcase in his/her possession at all times during the watch and pass them to the relieving WCDO. The WCDO shall be thoroughly familiar with the contents of the watch folder and make recommendations for improvement to the SWO.

(6) The WCDO shall be thoroughly familiar with aircraft mishap reporting procedures outlined in reference (b) and shall act for the Wing Aviation Safety Officer in the event of his or her unavailability.

(7) The WCDO is not allowed to fly during the week of watch. If a situation dictates turning the duty over mid-week, the duty shall be turned over to a qualified staff member, the SWO shall be notified and the AWDO shall be informed of the change in order to update the Plan of the Week.

5. Squadron Commanding Officers shall ensure that Squadron CDO/SDOs promptly apprise the WCDO of matters of safety, aircraft security, aircraft mishaps, unusual weather phenomena, incidents of general public/military concern, movement of officials visiting the Command, and other items of notable interest as appropriate.



E. L. HEFLIN

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