



DEPARTMENT OF THE NAVY

TRAINING SQUADRON FOUR
250 SAN CARLOS ROAD SUITE I
PENSACOLA FL 32508-5502

TRARONFOURINST 5530.3

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TRAINING SQUADRON FOUR INSTRUCTION 5530.3

Subj: WATCHSTANDING RESPONSIBILITIES AND REQUIREMENTS

Ref: (a) OPNAVINST 3100.6J (NOTAL)
(b) COMTRAWINGSIXINST 3750.6B
(c) TRARONFOURINST 3140.1
(d) TRARONFOURINST 3710.1
(e) TRARONFOURINST 5530.1
(f) TRARONFOURINST 5800.14
(g) TRARONFOURINST 11320.1

Encl: (1) Squadron Duty Officer Indoctrination Checklist

1. Purpose. To assign the duties, responsibilities and requirements for Training Squadron FOUR watches, per the authority contained in references (a) through (g).

2. General. As directed by U.S. Navy Regulations, the Commanding Officer (CO) is responsible for the establishment of such watches as are necessary for the safe and proper operation of the command.

3. Senior Watch Officer (SWO)

a. **Assignment**

(1) The Senior Watch Officer (SWO) will be designated by the Executive Officer (XO).

(2) The SWO will be a senior O-3 and will normally have at least six months of watch standing experience in VT-4.

b. **Responsibilities**

(1) The SWO will oversee and coordinate the assignment and training for all watches stood by officers [Squadron Duty Officer (SDO), Duty Driver/Supernumerary and flight schedule router].

(2) The SWO will complete and submit to the Operations Officer (OPSO) a monthly watchbill for approval.

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(3) The SWO will individually brief all SDO watch standers and ensure they are properly qualified.

(4) The SWO will ensure each new student class is briefed on their duties prior to their first watch period. This will normally be completed as part of the new class briefings by the SWO or a student control representative.

(5) The SWO will ensure watch standers are scheduled equitably for all watches.

4. Assignment of Watch standers

a. All students are eligible for assignment as Duty Driver.

b. **Organizational Relationships.** The SWO will coordinate the SDO watchbill and report to the OPSO for operational matters and to the XO for all other matters.

5. Watches Stood by VT-4 Personnel

a. **SDO - Instructor**

(1) Weekday: Morning watch from 30 minutes prior to first launch time or 0730L, whichever is **earlier**, to Last Plane on Deck (LPOD) or 1630L, whichever is **later**.

(2) Weekend: In the Duty Office when Pensacola International (PNS) aircraft or cross-country is within one hour of recovery into Naval Pensacola Air Station (NPA); or, at recall number during non-working hours when no squadron aircraft are airborne.

(3) On weekends with local PNS aircraft airborne, SDO will remain in squadron spaces.

b. **Duty Driver/Supernumerary - Student**

(1) Day/Time: Daily from 0800L-0800L the following morning (report to SDO at 0800L with recall).

(2) Post: At recall number or as directed.

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c. **MDO - Student**

(1) Day/Time: Monday-Friday, 1500L-2200L

(2) Post: Telephone in Commander Training Air Wing SIX (CTW-6) Academics Office at Griffith Hall.

NOTE: All watch standers shall arrive 30 minutes early to receive a thorough pass-down and relieve the off-going watch.

6. **General Duties of Watch standers.** Watch standers shall:

a. Be available for immediate recall and be able to return to the hangar within 40 minutes of notification.

b. **Not consume any alcoholic beverages** while in a duty status.

c. Be responsible for the proper performance of all duties prescribed for the watch, and all personnel on the watch under them shall be subject to their orders.

d. Remain in charge, and at assigned station, until properly relieved.

e. Instruct assigned watch personnel as necessary in the performance of duties, and ensure they are at their stations attentive, alert, and ready for duty.

f. Thoroughly acquaint themselves with all matters concerning the proper performance of their duties while on watch. On-coming watch standers may decline to relieve their predecessors should circumstances or situations exist which require action by the off-going watch stander until the on-coming watch stander has reported the facts to, and received orders from, the CO or other competent authority.

g. Be responsible for all duties and responsibilities prescribed for that Watch. All subordinate Watches shall be subject to lawful orders.

7. **Squadron Duty Officer (SDO)**

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a. The SDO is the direct representative of the Commanding Officer and is responsible for the safe and orderly conduct of the daily flight operations as well as all administrative tasks associated with leading the squadron after working hours. The SDO is responsible to the OPSO for flight operations.

(1) On weekdays, the SDO shall post in the duty office no later than 0730L or 30 minutes prior to the first take-off of the day, whichever is earlier. After the last squadron plane is safely on deck at NPA (or 1630L whichever is later unless cleared by OPSO), the SDO may secure to his/her recall. The SDO does not need to be in the squadron during non-local flight ops. It is the responsibility of the off-going SDO to ensure a complete and accurate pass-down is accomplished for the on-coming SDO either by written message/email, phone conversation, or in person (if possible).

(2) On weekends and holidays, the on-coming SDO may secure to their recall if no flight operations are occurring. The SDO shall be in squadron spaces when local aircraft are airborne.

(3) To facilitate instant recall, the SDO shall be near a phone or carry a cellular phone when away from the squadron.

The SDO must be able to return to the squadron within 40 minutes of being recalled. It is important that the SDO keep the TRAWING 6 duty office informed of his or her location at all times.

b. **Qualifications.**

(1) SDO shall stand, two, two-hour indoctrination watches to learn the SDO duties and complete the SDO Indoctrination Checklist, enclosure (1), prior to standing duty.

(2) Prior to assuming the watch, the SDO shall be thoroughly familiar with all sections of this instruction and references (a) through (g).

c. **SDO Watch Routine.** Duties relevant to both morning and evening duty:

(1) Inform the chain of command **immediately** of any situations out of the ordinary (including at a minimum, aircraft

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emergencies, near mid-air, arrest of squadron personnel, Very Important Person (VIP) visits, emergency leave, mishap drills, diverted aircraft, approaching hazardous weather, and health emergencies of any family member, etc.).

(2) Ensure the OPSO or Assistant Operations Officer (AOPSO) is informed of all delays, problems, and circumstances that may affect flight operations.

(3) Execute the flight schedule. Inform the OPSO/AOPSO of any cancellations or changes.

(4) Reassign students, instructors, and missions as necessary to the current flight schedule. When changes are made, the SDO should contact the ODO or flight scheduler for flight priorities.

NOTE: Changes to the flight schedule shall be made in accordance with reference (d).

(5) The SDO and flight scheduler are delegated the authority to swap or substitute qualified flight instructors whose names already appear on the flight schedule with students whose names already appear on the flight schedule or standby lists. In the case of instructors "picking-up" stand-by students (i.e., add on sorties), the instructor must be on the flight schedule. No instructor may fly more than two flights in a single work day without OPSO, XO, or CO approval.

(6) CO, XO, or OPSO/ODO approval is required to add FLT Surgeon proficiencies, NAV proficiencies or to add staff/student names not previously scheduled to fly on the current flight schedule.

(7) The SDO shall check Instructor qualifications and flight currency, and all aircrew read board currency before making changes to the flight schedule. When in doubt about currency/qualifications, the SDO will contact the squadron standardization officer or stage manager for the stage in question.

(8) **Aircrew are responsible for being on time for briefs and for making scheduled take-off and landing times.** Mitigating circumstances will be coordinated with the SDO as quickly as

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possible.

(a) Inform base operations of any changes to take-off times and/or routes of flight. Instructors should contact base operations to the max extent possible to prevent repetition or miscommunication. Inform T-39 Operations at 452-3971 of any changes to take-off times and/or missions.

(b) Keep abreast of the weather and post any Convective Activity Weather Watch (CAWW), Significant Meteorological Information (SIGMET) or Weather Watch (WW) information. Continually check the weather along NPA canned routes and low-level routes. **Inform the Chain-of-Command (and any instructors scheduled to fly) of any significant weather.**

(c) Recall all squadron aircraft in local flying area during emergency situations and severe weather warnings.

(d) Read all pass-down information, follow up on any pertinent issues, and ensure that relevant information is passed on to the on-coming SDO.

(e) Contact Vertex periodically for aircraft assignments and changes to schedule.

(f) Ensure SDO logbook is properly maintained and essential entries documented.

(g) Notify the OPSO or AOPSO of any changes to the flight schedule made during or after working hours. If flight cancellation becomes necessary due to lack of aircraft, check with the OPSO/AOPSO or flight scheduler to determine priorities.

(h) Ensure that all mission commanders complete inputs on any sortie that required an electronic incident report. Notify the COC to include the Safety Officer (SO) immediately. Anytime an electronic incident report is sent, a logbook entry shall be made.

(i) Use the Buck Operations and Production Report (BOPR) for information on cross-countries, or for any reason, which will affect the next day's flight schedule. Obtain phone numbers and addresses for all cross-country flights. Post information on dry erase board and SDO pass-down log.

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(j) Ensure the SDO and schedule (dry erase boards) are continually updated so the required information can be easily obtained. Take-off times and routes will be annotated. Destinations for all aircraft on DD-175s will be annotated. SDO shall make all changes to the board in red pen.

(k) Ensure Aircraft/Mission Commanders returning from flights complete all Naval Flight Record (NAVFLIRS).

(l) Ensure all take-off times, land times, and any deviations to the flight schedule are recorded and thoroughly annotated on the master SDO flight schedule and in TIMS.

(m) Ensure standby students check-in with the SDO at their scheduled time. The SDO shall assign standbys as necessary when scheduled students are not available or when additional sorties are added to the flight schedule. The SDO shall ensure standby students check-out with them any time they leave the ready room area. The SDO may secure standby students for the day when the SDO is sure the students will no longer be needed.

(n) Ensure all ELTs are properly checked out and logged on white board. The ELTs should all be accounted for at the end of the duty day.

NOTE: The SDO shall secure standbys after a maximum of six hours unless specifically authorized by the OPSO or higher authority.

(o) Ensure observers flying in T-39 aircraft are authorized to do so according to the "Authorized To Fly" listed on the Wingstats website and have received permission from the AOPSO or higher.

NOTE: It is the Mission Commander's responsibility to ensure observers have completed emergency egress training in the respective aircraft.

(9) **Morning Duties.**

(a) Inspect squadron spaces and ensure that they are clean and prepared for the day's business.

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(b) **The SDO shall ensure the current flight schedule is written on the dry erase board.**

(d) Ensure all overnight changes to the flight schedule have been called in to Base Operations.

(e) Ensure the base radio in the duty office is operating properly.

(f) Ensure that smooth flight schedules are ready for pickup by civilian personnel.

(g) Ensure the phone forwarding is shut off by depressing #2 and listening for three beeps.

(h) Ensure CTW-6 is briefed that the phones are no longer forwarded and log entry is made regarding the transfer of responsibility.

(i) Ensure that all personnel Read Files are up-to-date with the current schedule. **Aircrew, instructor or student, who have not updated their Read Files are in a down status.**

(10) **Evening Duties.**

(a) Complete the smooth flight schedule based on the day's rough and review it for any cancelled or incomplete flights that will affect the next day's schedule. Ensure all take-off and land times are annotated and thoroughly explain any changes to the flight schedule. Ensure all changes are also documented in TIMS.

(b) Complete the SDO smooth schedule log; each change needs to show why it changed.

(c) Call Base Operations, Crash Crew, Pensacola Approach, CTW-6 Duty Desk and the CTW-6 Command Duty Officer(CDO) when VT-4 flight operations are secured.

(d) E-mail the daily BOPR report to the BOPR distribution list in NMCI. The address for the BOPR distribution in NMCI is: PNSC_NASP_VT-4_BOPR.

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(e) Brief the TRAWING 6 Student Duty Officer with any special instructions to include recall procedures. The Trawing 6 Duty Officer will maintain a book with the month's watchbill and recall numbers.

(f) Forward both duty phones by depressing *2 and then dialing 452-2305. The phone will respond with three beeps confirming that the phone is forwarded. Once the phone is forwarded call the CTW-6 CDO and proceed to give any passdown that is required.

(g) Close out the logbook by entering the status of aircraft (safe on deck) and the status of the phone forwarding.

(h) Ensure all NAVFLIRs are consistent with all information documented on the smooth flight schedule.

(i) SDO may secure to recall after all local flights are on-deck and required paperwork is complete. Out of area cross-country flights are not considered local flights

NOTE: The SDO shall return to the squadron spaces one hour prior to the scheduled recovery of all returning PNS or cross-country aircraft. Inform the CTW-6 CDO by phone when all cross-countries are safe on deck.

9. Duty Driver/Supernumerary. Duty Drivers are on call from 0800 on the day of duty until 0800 the following day. Duty Drivers will keep the SDO informed of their whereabouts at all times. All personnel will ensure their recall at the SDO desk is up-to-date at all times.

a. When members are in a duty driver status they are to remain in the Pensacola local area and are not to consume any alcoholic beverages.

b. All Duty Drivers will provide their name and recall number on the board to the SDO and will not secure from the squadron spaces without approval from the SDO. Duty Drivers must be able to return to the squadron spaces within 30 minutes of notification. Drivers will ensure the duty vehicle is clean and has at least a half tank of gas.

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10. **Flight Schedule Router**. The flight schedule router will be the duty schedules officer or Operations Officer. The router will distribute the flight schedules in accordance with Flight Schedule Distribution document in the SDO Binder.

A handwritten signature in cursive script, appearing to read "S. S. White", with a long horizontal flourish extending to the right.

S. S. WHITE

Distribution:
SDO Reference Binder