



DEPARTMENT OF THE NAVY  
NAVAL EDUCATION AND TRAINING PROFESSIONAL  
DEVELOPMENT AND TECHNOLOGY CENTER  
6490 SAUFLEY FIELD ROAD  
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:

NETPDTCINST 1601.1C  
N342

04 SEP 2003

NETPDTC INSTRUCTION 1601.1C

Subj: **COMMAND WATCH ORGANIZATION AND RESPONSIBILITIES**

Ref: (a) U.S. Navy Regulations

Encl: (1) Responsibilities of the Command Duty Officer  
(2) Command Duty Officer Personnel Qualification  
Standard (PQS)

1. **Purpose.** To establish Command Duty Officer (CDO) watchstanding procedures and to assign responsibilities and provide instruction to the watchstanders.
2. **Cancellation.** NETPDTCINST 1601.1B.
3. **Revision.** Since this is a major revision, marginal notations are not annotated. This instruction should be read in its entirety.
4. **Background.** Reference (a) requires the Commanding Officer to establish such watches as necessary for the proper operation and safety of the command. Enclosure (1) outlines the responsibilities of the CDO. Specific support functions require additional watches at the departmental level. Watches are defined as duties assigned outside regular working hours. The CDO watch bill will be published by the SWO no later than the 16<sup>th</sup> of each month.
5. **Periods of Absence.** Personnel on the watch bill considering regular leave, TAD assignment, or any other period of absence will route leave/TAD/special request chits via the SWO prior to the 10<sup>th</sup> of the month preceding the expected absence. Personnel submitting requests subsequent to the watch bill publication will arrange for their own standby and notify the SWO. The SWO must also be notified in the event of an unplanned absence; i.e., emergency leave, medical reasons, etc. Supernumeraries, when required, will be provided by the department responsible for the individual needing the relief. The Code LCPO is responsible to the SWO for this function.

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6. **Exchange of Duty.** Watchstanders desiring to exchange watches will submit requests to the SWO via email.

7. **Specific Responsibilities**

a. **The Executive Officer will:**

(1) Direct the establishment of the Command Watch Organization to provide for the proper operation and safety of the command.

(2) Designate, in writing, the SWO.

(3) Monitor the Command Watch Organization and provide guidance as necessary.

(4) Approve all departmental watch requirements that may or may not effect the Command Watch Organization. This is to include all phone or security type watches.

b. **Department Directors and Special Assistants will:**

(1) Submit recommended departmental watch requirements to the Executive Officer for approval and inclusion in this instruction.

(2) Ensure personnel assigned command watches are relieved of departmental responsibilities to the extent necessary to ensure proper command watch functioning.

(3) Keep the SWO informed of any departmental functions occurring outside normal working hours that may affect command watch functions.

c. **The Senior Watch Officer will:**

(1) Be responsible to the Executive Officer for administration of the Command Watch Organization and institute guidelines for the proper execution of the watches.

(2) Supervise the training and assignment of all personnel standing watches.

(3) Make recommendations to the Executive Officer for revisions to the Command Watch Organization.

(4) Maintain the CDO online bulletin board.

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d. Code Leading Chief Petty Officers:

(1) Submit recommendations for changes and improvements to the Command Watch Organization to the SWO for consideration.

(2) Attend all meetings when directed by the SWO.

(3) Assist SWO as directed with training, administration, coordination, and execution of this instruction.

e. All Command Duty Officers will:

(1) Stand their duty in the prescribed uniform of the day.

(2) Not consume any alcoholic beverages while in a duty status, on their duty day, or 8 hours prior to assuming the duty.

(3) Satisfactorily complete the qualifications as per enclosure (2) of this instruction.

  
JOHN MAITNER  
By direction

Distribution: (NETPDTCINST 5216.1G)  
Lists I and II

Web Access: MAIN INDEX  
<https://pennd09.cnet.navy.mil/netpdtc/directives.nsf>

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**RESPONSIBILITIES OF THE COMMAND DUTY OFFICER**1. General Information. The Command Duty Officer:

a. Is the direct representative of the Commanding Officer to ensure security, safety, and well being of the command and personnel.

b. Is responsible for the proper execution of all command orders and such instructions as may be issued by the Commanding Officer or the Executive Officer.

c. Will attend to matters of security concerning fire, sabotage, and pilferage and will perform or cause to be performed, inspections of the buildings occupied by NETPDTC personnel.

d. Will inform the NETPDTC Commanding Officer, Executive Officer, Command Master Chief, Department Directors, and Special Assistants of all matters meriting their attention. In particular, reports will be made on the following: (This list is not all-inclusive)

**NOTE: Executive Officer will be contacted first.**

(1) Death, serious injury, or suicide attempt of personnel assigned to the command.

(2) All bomb threats.

(3) Aircraft mishaps.

(4) Oil spills and hazardous waste spills.

(5) Major civil or military disturbances.

(6) Destructive weather.

(7) Power outages.

(8) Computer network interruptions that effect CNET/NETPDTC operations.

(9) Any unusual circumstances which warrant special attention.

(10) Visits by dignitaries.

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(11) In the event that an airplane (military/civilian) should land at Saufley Field after normal working hours or on the weekend the **CDO must take the following actions:**

(a) Contact the CDO at Whiting Field at 850-623-7331 and inform them of the situation.

(b) Contact the NAS Pensacola CDO (850-452-2353) and inform them of the situation. This number is located in the CDO binder.

(12) In the event that security alarms are activated in either Bldg 803/803A or 2438 the CDO must take the following actions:

(a) Ensure no unauthorized personnel enter the space. Maintenance of security is the number one priority.

(b) Immediately call personnel indicated on recall list for appropriate building (list is maintained on CDO bulletin board). Call the XO and SWO and remain ready to call the number listed below if recalled personnel cannot set/reset the alarm.

(c) If problems with alarms persist, notify the Shift Supervisor, NAS Security Department at 452-2453 or 3453. (The Shift Supervisor will notify Mr. Leon Polnitz, Alarm Technician).

(13) During an emergent requirement to draft and release message traffic after normal working hours the CDO should contact Command Administrative personnel for drafting assistance (recall numbers are maintained on the CDO bulletin board and in the CDO Pass Down Log). The Executive Officer will be called prior to any message release.

(14) Inform and turn over action to NAS Pensacola CDO all matters pertaining to facilities not under NETPDTC Commanding Officer cognizance (e.g. Federal Prison Camp, DFAS, Naval Reserve Center, DANTES, etc.).

2. Special Instructions. The CDO will be a 24-hour watch commencing at 0745 daily and will:

a. Review the standing orders, CDO checklist, and the CDO Pass Down Log (PDL) prior to assuming the watch.

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b. Assume the watch in the CDO Bunkroom at 0730. Normal work days both oncoming and off-going CDO's brief the Executive Officer at 0745. On non-work days, the watch will turnover in the CDO Bunkroom at 0800. If the CDO secures to his quarters for the evening, he must return to station no later than 0700 to unlock doors and obtain information from security as required.

c. Keep informed of the whereabouts of the Commanding Officer and Executive Officer at all times and be aware of all unusual occurrences onboard the base. Ensure that any special orders of the Commanding Officer or the Executive Officer are carried out.

d. Be in the uniform of the day and wear the CDO nametag.

e. Take charge in all NETPDTC emergencies until relieved by the Commanding Officer, Executive Officer, or appropriate Department Director.

f. Ensure that timely and proper action is taken on all matters affecting the command through the use of command instructions and standing orders. In the absence of any instruction let common sense and good judgement prevail.

g. Remain onboard the command overnight in the designated CDO bunkroom if you reside outside the range of the command mobile telephone.

h. Be familiar with the Recall Bill and be able to contact the proper personnel necessary to deal with extraordinary events or circumstances.

i. Notify Jones/Hill Maintenance Company at 452-5555 if the emergency generators at Building 2434 fail to operate in the event of electrical power failure.

j. Approve emergency leave requests for a maximum of five days. If more than five days is required, contact the Department Director or Executive Officer.

k. Submit the NETPDTC CDO Daily Check Off list to the SWO by 0740 each day.

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**FINAL QUALIFICATION - CDO PQS**

301

COMMAND DUTY OFFICER (CDO)

NAME \_\_\_\_\_ RANK/RATE \_\_\_\_\_

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors give away their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be kept in the individual's training jacket.

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The trainee has completed all PQS requirements for this watch station. Recommend designation as qualified COMMAND DUTY OFFICER.

RECOMMENDED: \_\_\_\_\_ DATE: \_\_\_\_\_  
                   Senior Watch Officer

RECOMMENDED: \_\_\_\_\_ DATE: \_\_\_\_\_  
                   Executive Officer

QUALIFIED: \_\_\_\_\_ DATE: \_\_\_\_\_  
                   (Commanding Officer or Designated Representative)

SERVICE RECORD ENTRY \_\_\_\_\_ DATE: \_\_\_\_\_

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301 WATCHSTATION - COMMAND DUTY OFFICER (CDO)

Estimated completion time: 1 month

301.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING PQS ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS AND MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

301.1.1 Other Qualifications

NETPDTC INSTRUCTION 1601.1C

Completed \_\_\_\_\_  
(Signature and Date)

.2 Fundamentals from this PQS:

101 Safety

Completed \_\_\_\_\_  
(Qualifier and Date)

102 Security

Completed \_\_\_\_\_  
(Qualifier and Date)

103 Command Organization

Completed \_\_\_\_\_  
(Qualifier and Date)

301.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What safety precautions must be observed?
- F. What parameters/operating limits must be monitored?
- G. Satisfactorily perform this task.

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- 301.2.1 Assume the watch. A B C D E F G
- 
- (Signature) (Date)
- .2 Inform Security of telephone number where you may be reached A B C D E F G
- 
- (Signature) (Date)
- .3 Attend off-going/on-coming turnover with the Executive Officer A B C D E F G
- 
- (Signature) (Date)
- .4 Complete tour of base with a qualified CDO. A B C D E F G
- 
- (Signature) (Date)
- .5 Turn over the watch A B C D E F G
- 
- (Signature) (Date)
- .6 Complete tour of all NETPDTC buildings. A B C D E F G
- 
- (Signature) (Date)
- .7 Complete tour of Navy College Program office. A B C D E F G
- 
- (Signature) (Date)
- .8 Review alarm system at main gate. A B C D E F G
- 
- (Signature) (Date)

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.9 Complete CNET connectivity check.

A B C D E F G

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Completed .2 area comprises 20 percent of watch station.

301.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What safety precautions must be observed?
- F. What parameters/operating limits must be monitored?
- G. What conditions require this infrequent task?
- H. Satisfactorily perform or simulate this infrequent task.

301.3.1 Process emergency leave papers A B C D E F G

\_\_\_\_\_  
(Signature) MSO ONLY

\_\_\_\_\_  
(Date)

.2 Authorize extension of regular/emergency leave

A B C D E F G

\_\_\_\_\_  
(Signature) MSO ONLY

\_\_\_\_\_  
(Date)

.3 Visits by dignitaries

A B C D E F G

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

.4 Respond to intrusion alarms received at main gate.

A B C D E F G

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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- .5 Draft proper remarks for SITREPS, OPREPS, etc.  
A B C D F G

\_\_\_\_\_  
(Signature) (Date)

Completed .3 area comprises 5 percent of watch station

#### 301.4 ABNORMAL CONDITIONS

For the abnormal conditions listed below:

- A. What indications/alarms are received in buildings 803 & 2438?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What operating limitations are imposed?
- E. What emergencies or malfunctions may occur if immediate action is not taken?
- F. How does this condition affect other operations/equipment/watch stations?
- G. What follow-up action is required?
- H. Satisfactorily perform or simulate the corrective/immediate action for this abnormal condition.

301.4.1 Adverse Weather A B C D E F G

\_\_\_\_\_  
(Signature) (Date)

.2 Power outages A B C D E F G

\_\_\_\_\_  
(Signature) (Date)

.3 Fire Alarms A B C D E F G

\_\_\_\_\_  
(Signature) (Date)

Completed .4 area comprises 5 percent of watch station

#### 301.5 EMERGENCIES

For the emergencies listed below:

- A. What indications/alarms are received?

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- B. What immediate action is required?
- C. What are the probable causes?
- D. What operating limitations are imposed?
- E. What emergencies or malfunctions may occur if immediate action is not taken?
- F. How does this emergency affect other operations/equipment/watch stations?
- G. Satisfactorily perform or simulate the immediate action for these emergency conditions.

301.5.1 Destructive weather A B C D E F G

\_\_\_\_\_  
(Signature) (Date)

.2 Bomb threats A B C D E F G

\_\_\_\_\_  
(Signature) (Date)

.3 Aircraft mishaps A B C D E F G

\_\_\_\_\_  
(Signature) (Date)

.4 Hazardous waste spills A B C D E F G

\_\_\_\_\_  
(Signature) (Date)

.5 Civil/military/FPC disturbances A B C D E F G

\_\_\_\_\_  
(Signature) (Date)

.6 Emergency evacuation A B C D E F G

\_\_\_\_\_  
(Signature) (Date)

.7 Personnel evacuation A B C D E F G

\_\_\_\_\_  
(Signature) (Date)

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.8 Hostage situation A B C D E F G

\_\_\_\_\_  
(Signature) (Date)

.9 Medical emergency A B C D E F G

\_\_\_\_\_  
(Signature) (Date)

Completed.5 area comprises 5 percent of watch station

301.6 WATCHES

301.6.1 Stand the following watches:

Command Duty Officer (CDO) (under instruction - 1 time)

\_\_\_\_\_  
(Signature) (Date)

Completed .6 area comprises 50 percent of watch station

301.7 EXAMINATIONS (Optional except as required by TYCOM/ISIC, etc.)

.1 EXAMINATIONS. Pass an oral examination board.

\_\_\_\_\_  
(Signature) (Date)

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101 **SAFETY FUNDAMENTALS**

References: Local Instructions and Notices

101.1 Discuss the safety precautions that pertain to the following:

- a. Adverse/destructive weather
- b. Bomb threats
- c. Aircraft mishaps
- d. Hazardous waste/material spills
- e. Civil/military/FPC disturbances
- f. Fire/emergency evacuations
- g. Personnel injuries/casualties
- h. Hostage situations
- i. Medical emergencies
- j. Power outages
- k. Traffic

**04 SEP 2003**102 **SECURITY FUNDAMENTALS**

References: Local Instructions and Notices

- 102.1 Discuss the purpose of the Physical Security Program.
  - .2 Discuss the security requirements for designated spaces:
    - a. During normal working hours
    - b. After normal working hours
  - .3 Discuss to whom do you report violations of physical security of designated spaces.
  - .4 Discuss NETPDTC boundaries
  - .5 Discuss NETPDTC legal jurisdiction
  - .6 Discuss under what circumstances the CDO would authorize the recall of the ASF.
  - .7 Discuss levels of THREATCON and CDO responsibilities for each

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103 **COMMAND ORGANIZATION FUNDAMENTALS**

References: Local Instructions and Notices

103.1 Discuss NETPDTC Organization Chart

.2 Discuss the relationship between the CDO and the following personnel/offices:

- a. Commanding Officer
- b. Executive Officer
- c. Command Master Chief
- d. Department Director
- e. Safety Officer
- f. Security Officer
- g. Duty Chaplain
- h. Command Ombudsman
- i. DOD Police
- j. ASF
- k. Navy College Program Office
- l. N6 Department trouble desk

.3 Discuss the following Saufley Tenant Activities:

- a. Crash Crew
- b. Defense Activity for Non-traditional Education Support (DANTES)
- c. Federal Prison Camp (FPC)
- d. Defense Finance and Accounting Service (DFAS)
- e. Navy Exchange
- f. Naval Reserve Center

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- g. Naval Air Warfare Center Training Systems Division  
(NAWCTSD)
  
- h. Saufley Field Fire Station

NETPDTCINST 1601.1C

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**NETPDTC COMMAND DUTY OFFICER ONLINE TRAINING**

I have reviewed and fully understand the contents of the following online CDO training:

- CDO Indoctrination/NETPDTCINST 1601.1C
- Destructive weather plan
- THREATCON
- Bomb threat
- Emergency leave
- Fire procedures

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_