



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
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GREAT LAKES, ILLINOIS 60088-2845

NSTCSTAFFINST 1601.1E
N03
20 Aug 2021

NSTC STAFF INSTRUCTION 1601.1E

From: Commander, Naval Service Training Command

Subj: COMMAND DUTY OFFICER QUALIFICATIONS AND PROCEDURES

Ref: (a) OPNAVINST F3100.6J CH-3
(b) NSTCINST 5211.1B
(c) NSTCINST 3300.1A
(d) NSTCINST 3440.1B
(e) NSTCINST 3100.1B
(f) NSTCINST 1752.1A
(g) OPNAVINST 5102.1D CH-2

Encl: (1) Command Duty Officer Personnel Qualification Standards
(2) Command Duty Officer Turnover E-mail Template
(3) Safety Mishap Reporting Procedures

1. Purpose. To issue the watch organization for Naval Service Training Command (NSTC) in Great Lakes and to define the responsibilities of the NSTC watch organization in accordance with references (a) through (g).
2. Cancellation. NSTCINST 1601.1D.
3. Organization. The watch organization consists of the Senior Watch Officer (SWO), Watch Bill Coordinator (WBC), and Command Duty Officer (CDO). The CDO title has replaced the previous Flag Duty Officer (FDO) title.
4. Roles and Responsibilities. The Chief of Staff (CoS) has overall responsibility for the watch organization and appoints the Senior Watch Officer (SWO). Duties and responsibilities are as follows.
 - a. CoS
 - (1) Responsible for approving any exceptions to this instruction or temporary standing orders for the CDO.
 - (2) Assign all NSTC personnel assigned to Great Lakes in the paygrades of E7–E8 and O1–O4, with the exception of the Enlisted Aide, Flag Aide, Flag Secretary, Flag Writer, and Command Chaplain.

(3) Approve waiver requests for E-6 assignment to CDO watch bill.

(4) Be the approving authority for any requests for exemption to CDO duty status.

b. SWO

(1) Report directly to the CoS.

(2) Manage the NSTC watch organization and monitor for compliance with procedures and standardization.

(3) Maintain liaison with the Naval Station Great Lakes (NSGL) SWO, Recruit Training Command (RTC) SWO, and the Navy Region Mid-Atlantic SWO.

(4) Qualify NSTC personnel as a CDO using enclosure (1).

(5) Approve the CDO watch bill.

(6) Ensure CDO training is conducted semi-annually.

(7) Develop and update the CDO training schedule and curriculum to discuss CDO-related training materials and instructions.

(8) Maintain this instruction for accuracy and relevancy.

(9) Selects a qualified CDO as the Watch Bill Coordinator (WBC) if required. The WBC shall be appointed by the CoS via the NSTC Collateral Duty Notice.

(10) Fulfill the duties of the WBC should one not be assigned.

c. WBC

(1) Report directly to the SWO on all CDO matters.

(2) Assign qualified personnel to the CDO watch bill.

(3) Prepare and disseminate the CDO watch bill as approved by the SWO, submitting changes to watch standers.

(4) Update the CDO binder as necessary.

(5) Conduct and document CDO training and maintain training records for assigned personnel.

(6) Manage CDO PQS qualification process as follows:

(a) Provide newly reported personnel a copy of this instruction and subsequently assign and track qualification due dates.

(b) Ensure references and other training material are available and updated when necessary.

(7) Manage the CDO watch bill and monitor for compliance with procedures and standardization.

d. CDO. The CDO shall complete enclosure (1) and be in the paygrades of E7-E8, O1-O4, or E6 with permission of the CoS.

(1) Monitor the CDO watch bill for duty assignments.

(2) Attend training as determined by the SWO.

(3) Comply with all instructions and standing orders in the CDO binder.

(4) Report directly to the CoS on all operational reports affecting NSTC and subordinate activities.

(5) Report to the SWO on any watch-related matters.

(6) Have possession of the CDO cell phone (847-772-2309) at all times, answer all calls, texts, and email, responding as necessary, and make reports to the CoS as necessary.

(7) Maintain the CDO logbook, documenting pertinent events during the respective CDO's watch.

(8) Turn over the watch every Monday (or Tuesday following a holiday). The oncoming CDO shall send a CDO turnover email, utilizing enclosure (2), to CoS no later than 1000 on the day of turnover. The oncoming CDO shall annotate acceptance of the CDO log book, inventoried binder, master keys, e-mail token, cell phone, and charger.

(9) When assuming the watch, the CDO shall call the Command Duty Officers (CDO) at Officer Training Command Newport (OTCN), Recruit Training Command (RTC), and Naval Education and Training Command (NETC) to maintain lines of communication and to pass relevant information as necessary.

(10) Conduct periodic rounds of all NSTC facilities to include Buildings 1, 3, and 6301.

(11) Deliver American Red Cross (AMCROSS) messages as necessary. For RTC Recruit messages, call (847) 688-4949, option 1, 8, and provide the RTC CDO phone number.

(12) In accordance with references (b) and (c), ensure NSTC complies with Force Protection Condition measures and/or Random Anti-terrorism Measures (RAMs) as directed by Navy Region Mid-Atlantic and/or NSGL. Make an attainment report to the NSGL Emergency Operations Center (EOC) at (847) 688-5303.

(13) In accordance with reference (c), receive and make reports from/to the NSTC chain of command, NSGL, and/or the EOC, as appropriate.

(14) Notify the Building Facility Managers of any unsecured property/resources or discrepancy, and annotate for follow-up action. This will ensure steps can be taken to secure the property or resources, and resolve the noted discrepancy. They can be reached at (847) 688-4141 x295 or government cell at (224) 639-3105 or (847) 505-9475.

(15) Coordinate and support reporting of a fatality or serious injury according to the procedures outlined in reference (b) and enclosure (3).

e. Flag Admin

(1) Maintain copies of NAVPERS 1070/602 (Page 2) for all NSTC military personnel.

(2) Provide a quarterly update of the recall roster.

5. Action

a. A command watch takes priority over all other normal duty assignments.

b. Command Duty Officer

(1) Unless specifically made exempt by the CoS, all eligible NSTC military personnel shall be qualified and available for CDO watch bill assignment.

(2) Newly reporting CDO-eligible personnel shall complete enclosure (1) within 45 days of checking-in with the SWO.

c. Duty exchanges. Approval of duty exchanges will be at the discretion of the WBC, and facilitated by the duty exchange requestor.

d. Leave. Leave requests by all CDO watch standers are routed through the WBC in the Navy Standard Integrated Personnel System (NSIPS) prior to approval/disapproval by the CoS (or the Command Leave Administrator in the CoS' absence). Requests for leave during an assigned duty period shall require a duty exchange that shall be facilitated by the member requesting leave with the WBC.

e. Uniforms. The uniform of the day is the uniform for all command watches.

f. Procedures. To minimize changes to this instruction and ensure uniformity, watch procedures are maintained by the SWO. All requests for procedural changes must be approved and implemented by the CoS via the SWO. The SWO is responsible for notifying watch standers of all changes to procedures.


g. CDO Binder. The CDO binder will normally be updated by the WBC; however, may be updated as directed by the SWO by any qualified CDO. The CDO binder shall have the following sections at a minimum:

- (1) Command recall roster.
- (2) Command telephone roster.
- (3) NROTC Unit telephone roster.
- (4) A copy of this instruction.
- (5) The current signed watch bill.
- (6) Copies of references (a) through (g).

Note: The CDO binder may have additional sections as designated by the CoS or SWO.

5. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

6. Review and Effective Date. Per OPNAVINST 5215.17A, N03 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.


KERTRECK V. BROOKS
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available and is available electronically only via Department of the Navy Issuances Web site,
https://www.public.navy.mil/netc/nstc/NSTC_Directives/directives.aspx

Command Duty Officer (CDO) Personnel Qualification Standards (POS)

Name/Rank: _____

Report Date/PRD: _____

Department: _____

Qualification Due Date: _____

1. Administration

Signature / Date

Discuss:

a. NSTC CDO instruction

b. All reference instructions

c. Turnover procedures

d. Procedure for watchbill changes

2. Watch Organization and Procedures

a. Identify and discuss the duties and responsibilities of the following and the CDO's relationship with them:

(1) Chief of Staff

(2) Senior Watch Officer

(3) Watchbill Coordinator

(4) Force Protection Officer

(5) Command Security Manager (PII)

b. Discuss the procedures and CDO responsibilities for the following:

- (1) AMCROSS messages _____
- (2) Severe weather _____
- (3) FPCON / HPCON Changes _____
- (4) Building emergencies _____
- (5) Building maintenance items _____
- (6) Building security _____

c. Facilities

- (1) Identify all NSTC spaces in Buildings 1, 3, and 6301 _____
- (2) Identify other occupants of Buildings 1 and 3 _____
- (3) Complete a full walk-through tour of Buildings 1 and 3 _____

d. Communications

- (1) Discuss phone reports to the Command Triad _____
- (2) Discuss Special Incident reporting requirements _____
- (3) Discuss the relationship with CDOs from:
 - a. Navy Region Mid-Atlantic _____
 - b. Naval Education and Training Command _____

c. Officer Training Command

d. Recruit Training Command

e. Naval Station Great Lakes

3. Record of Qualification

I certify the qualifier to be fully qualified for the position of NSTC CDO.

Printed Name / Signature of WBC

Date

Printed Name / Signature of SWO

Date

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CDO Turnover E-mail Template

From: LT Norris
To: Chief of Staff

Subject: CDO TURNOVER FOR 19 - 26 JULY 2021

Good morning CoS,

The CDO watch turnover was completed satisfactorily.

OFF-GOING CDO: LT Fallon

ON-COMING CDO: LT Norris

Current FPCON: A / HPCON: A

PASS DOWN/SIGNIFICANT EVENTS: Nothing to Report (NTR) (or) NROTC Unit
XX reported MIDN arrest -pending SITREP chop

CDO TURNOVER ITEMS: All present and accounted for

ADDITIONAL ITEMS:

-- NAVSTA GL returned to HPCON A

-- Active Shooter drill occurred at 0950 on 22 Jul 21: No issues to report.

-- Roof leak discovered on 23 Jul 21; reported to Facilities Manager same day. NAVFAC
Maintenance is investigating with follow-up on 27 Jul 21.

Please let me know if there are any questions or concerns.

Enclosure (2)

Safety Mishap Reporting Procedures

8-Hour Phone Report for Class A and B Mishaps

Per OPNAVINST 5102.1D CH-2, a fatality or serious injury must be reported to NETC and Naval Safety Center within 8-hours of notification.

Contact the Command Safety Officer and Chief of Staff immediately upon learning of a mishap to coordinate reporting to NETC and the Naval Safety Center.

Class A – Injury and/or occupational illness resulting in a fatality or permanent disability.

Class B – Injury and/or occupational illness resulting permanent partial disability or when three or more personnel are hospitalized for in-patient care (beyond observation) as a result of a single mishap.

Report:

- Date and Time of mishap
- Name and SSN(s)
- Location of mishap
- Description of the evolution or operation
- Extent of damage or injury
- Description of the mishap

If calling from Building 1 landline: dial 9-1-(area code) phone #

NSTC Safety Officer

- **CMD Cell:** (224) 545-3575

NETC

- **COM:** (850) 554-5312 (CDO Cell)
- **COM:** (850) 452-3534 (NETC Safety Manager)

Naval Safety Center

- **During Working Hours**
 - **DSN:** 8-564-3520 x7033
 - **COM:** (757) 444-3520 x7033
- **After Working Hours**
 - **DSN:** 8-564-3520, Option #1 for CDO
 - **COM:** (757) 444-3520, Option #1 for CDO