



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND

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GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 1601.1A

N00

11 Aug 16

NSTC INSTRUCTION 1601.1A

From: Commander, Naval Service Training Command

Subj: NSTC FLAG DUTY OFFICER

Ref: (a) MILPERSMAN 1770-030
(b) NSTCINST 3300.1 (series)
(c) NSTCINST 3440.1 (series)
(c) NSTCINST 5530.1 (series)

Encl: (1) Flag Duty Officer Personnel Qualification Standards
(2) Flag Duty Officer Turnover Checklist

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.

2. Cancellation. NSTCINST 1601.1.

3. Organization. The watch organization consists of the Senior Watch Officer (SWO), Watch Bill Coordinator (WBC), and Flag Duty Officer (FDO).

4. Responsibilities

a. Chief of Staff. The Chief of Staff (CoS) has overall responsibility for the watch organization. In the absence of the CoS, the Deputy Commander shall assume all CoS responsibilities. During emergencies and the absence of the CoS and Deputy Commander, the SWO shall assume the responsibilities of the CoS for the purposes of this instruction only.

b. Senior Watch Officer. The CoS appoints the SWO via the NSTC Collateral Duty Notice. The SWO shall:

(1) Report directly to the CoS;

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

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

(4) Designate qualified NSTC personnel as an FDO using enclosure (1), the FDO Personnel Qualification Standards (PQS);

(5) Approve the FDO watch bill;

(6) Ensure FDO training is conducted at least quarterly;

(7) Develop and update training schedule and curriculum to discuss FDO-related training materials and instructions;

(8) Maintain this instruction for accuracy and relevancy; and

(9) Designate a qualified person as the WBC.

c. WBC. The SWO selects the WBC, and the CoS appoints the WBC via the NSTC Collateral Duty Notice. The WBC shall:

(1) Report directly to the SWO on all FDO matters;

(2) Assign qualified personnel to the FDO watch bill;

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

(4) Update the FDO binder as necessary;

(5) Conduct and document FDO training and maintain training records for assigned personnel;

(6) Manage FDO PQS qualification process as follows:

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

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

(7) Manage the FDO watch bill and monitor for compliance with procedures and standardization;

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(8) Maintain a copy of each military members' Page 2 and Serviceman's Group Life Insurance (SGLI) election form in the Flag Suite safe; and

(9) Know the combination to the Flag Suite safe.

d. FDO. The FDO must have completed the enclosure (1) PQS and be in pay grade E7-E8 or O1-O4. The Flag Secretary, Flag Aide, Flag Writer, and Enlisted Aide are exempt from the FDO watch. The FDO shall:

(1) Monitor the FDO watch bill for duty assignments;

(2) Attend training as determined by the SWO;

(3) Comply with all instructions and standing orders in the FDO 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 FDO 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 an FDO logbook, documenting pertinent events during the respective FDO's watch;

(8) Gain message release authority in the Navy Interface for Command Email (NICE) system from NSTC N6. FDOs shall have access to NICE in order to release messages when away from the office. Message release after normal working hours may be accomplished at the FDO's normal work station, via the FDO laptop, or via the FDO's personal computer equipment with an installed CAC reader;

(9) Draft and release messages for NSTC as necessary and release NSTC subordinate command messages when they are unable to release a message;

(10) File a hard-copy of any SITREPs that were released during the watch in the SITREP Binder located in the Flag Administrative Office and in the FDO binder, placing an electronic copy on the share drive in the NSTC Messages folder at S:\GRLK\NSTC\Building_1_Only\FDO\NSTC Messages);

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(11) Be responsible for the successful execution of duty responsibilities;

(12) Turn over watch weekly at 0815 each Monday with the CoS (oncoming and off going FDOs shall attend) or 0815 on Tuesday following a holiday. Complete enclosure (2) prior to turnover at 0815 with the CoS;

(13) When assuming the duty, the FDO shall call the Officer Training Command Newport (OTCN), RTC, and Naval Education and Training Command (NETC) CDOs to maintain lines of communication and to pass relevant information as necessary;

(14) Deliver American Red Cross (AMCROSS) messages as necessary. For AMCROSS messages for RTC recruits, call 847-688-4949, option 1, option 8 and/or provide the RTC fax number (847-688-7867);

(15) When required by reference (a), submit a Personnel Casualty Report, including the respective Page 2 and SGLI election forms which are maintain in the Flag Suite safe;

(16) Know the combination to the Flag Suite safe;

(17) When notified of a loss or suspected loss of Personally Identifiable Information (PII) in the NSTC domain, the FDO shall complete an OPNAV 5211/13, submit it to US-CERT, the Department of the Navy Chief Information Officer Privacy Office, Chief of Naval Operations (OPNAV N6), and Navy Chief of Information by clicking the appropriate button on the online form, notify the NSTC Office of General Counsel who is the NSTC Privacy Act Coordinator (PAC) and provide the PAC with a copy of the completed 5211/13;

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

(19) In accordance with reference (c), receive and make reports from/to the NSTC chain of command, NAVSTA Great Lakes, and/or the EOC, as appropriate;

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(19) Ensure all NSTC Building 1 spaces are properly secured each business day at the close of business. This check will normally be conducted between 1600 and 1700, noting which spaces are still occupied in the FDO Logbook. Check for potential crime hazards, e.g., unsecure equipment, unlocked doors, broken windows, and burned-out light bulbs;

(20) In accordance with reference (d), notify the building custodian/manager at (847) 688-4509 of any unsecured property/resources so steps can be taken to secure the property or resources and resolve the noted discrepancy; and

(21) Notify the NAVSTA CDO of Commander, NSTC's arrival or departure.

5. Policy

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

b. FDO

(1) Unless specifically made exempt, all eligible NSTC Great Lakes military personnel shall be available for FDO watch bill assignment.

(2) Newly reporting FDO-eligible personnel shall complete FDO qualification within 30 days of reporting onboard. Enclosure (1) PQS shall be used to attain FDO qualification. All personnel shall become exempt from watch bill assignment 30 days prior to detachment.

(3) Duty exchanges. Approval of duty exchanges will be at the discretion of the SWO and coordinated by the WBC.

(4) Leave. Leave requests by all FDO watch standers are routed through the WBC and SWO in the Navy Standard Integrated Personnel System (NSIPS) prior to approval/disapproval by the CoS (or the Deputy Commander in the CoS's absence). Requests for leave during an assigned duty period shall require a duty swap that shall be coordinated by the member requesting leave with the WBC.

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

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d. 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.

e. FDO Binder. The FDO binder will normally be updated by the WBC but may be updated as directed by the SWO by any qualified FDO. The FDO binder shall have the following sections at a minimum:

- (1) Command recall roster;
- (2) Command telephone roster;
- (3) NROTC unit telephone roster;
- (4) NSTCINST 1601.1 (series), NSTC FDO;
- (5) Current, signed watch bill;
- (6) NSTCINST 3300.1 (series), NSTC Antiterrorism Plan at Naval Station Great Lakes, as well as all other ATRFP relevant guidance from Naval Station Great Lakes or Navy Region Mid-Atlantic;
- (7) NSTCINST 3440.1 (series), Emergency Action Plan;
- (8) NSTCINST 3100.1 (series), Standard Operating Procedures for Special Incident Reporting;
- (9) NSTCINST 1752.1 (series), Standard Operating Procedures for NSTC Sexual Assault cases;
- (10) NSTCINST 5530.1 (series) NSTC Physical Security Plan;
- (11) OPNAVINST F3100.6 (series), Special Incident Reporting (OPREP-3 Pinnacle, OPREP-3 Navy Blue, and OPREP-3 Navy Unit SITREP) Procedures;
- (12) MILPERSMAN 1770-010 and 1770-030; and
- (13) All SITREPs released by NSTC or NROTC units in the last calendar year.

Note: The FDO binder may have additional sections as designated by the CoS or SWO. The accuracy of all information in the FDO binder (e.g. recall rosters, relevant instructions, ATFP posture) shall be verified by the first FDO in each new quarter and reported to the SWO.

6. Action. All personnel assigned to NSTC shall know and comply with the provisions of this instruction.


R. U. FINK
Deputy Commander

Distribution: (NSTCINST 5216.1B)
List 1

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Commander Naval Service Training Command Headquarters'
Flag Duty Officer Personnel Qualification Standards

Name _____

Qualification Start _____

Qualification Due _____

(FDO NAME, PRINT AND SIGN)

A. Administration

Discuss:

1. Command Watch Instruction _____
2. Turnover Procedures _____
3. Reference Instructions contained
in the FDO Binder _____

B. Watch Organization and Procedures

Discuss the duties and responsibilities of the following and the FDO's relationship with them:

1. Chief of Staff _____
2. Senior Watch Officer _____
3. Watch Bill Coordinator _____

C. Communications

1. Discuss phone reports to the Immediate Superior in Chain of Command _____
2. Discuss Special Incident reporting requirements and procedures _____
3. Discuss relationship with FDOs for Navy Region Mid-Atlantic, Recruit Training Command, Officer Training Command Newport, Naval Education and Training Command _____

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D. Special Incident Reporting Procedures (OPNAVINST 3100.6)

- 1. Discuss the contents of OPNAVINST 3100.6 _____
- 2. Discuss the circumstances requiring an OPREP-3 NAVY BLUE and the reporting timeline _____
- 3. Demonstrate the procedures for drafting and releasing an OPREP-3 NAVY BLUE _____
- 4. Discuss the circumstances requiring an OPREP-3 NAVY UNIT SITREP and the reporting timeline _____
- 5. Demonstrate the procedures for drafting and releasing an OPREP-3 NAVY UNIT SITREP _____
- 6. Demonstrate the procedures when receiving report of loss of PII _____

E. Pre-qualification Screening (by any qualified FDO):

Recommended for FDO Qualification. Date: _____

I, _____, certify that _____
(Name/Rank) (Name/Rate)
is ready for final qualification as FDO.

Examiner's Signature _____

F. Record of Qualification:

I certify the examinee to be fully qualified for the Position of FDO.

SWO (Name/Rank/Rate)

(Signature/Date)

FDO Turnover Checklist

1. Pass down/significant events for the week: _____

2. Contacted RTC, OTCN, and NETC CDOs and informed them that the NSTC FDO turnover has occurred.

3. The following items were turned over:

- | | | |
|---------------------------------|------------------------------|-----------------------------|
| (a) FDO Logbook: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (b) FDO Binder: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (d) Master Keys: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (e) Phone List: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (f) FDO Cell Phone and Charger: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Offgoing FDO (Signature/Date)

Oncoming FDO (Signature/Date)