



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCSTAFFINST 1601.1H
N04
24 Sep 2021

NETC STAFF INSTRUCTION 1601.1H

From: Commander, Naval Education and Training Command

Subj: STAFF WATCH ORGANIZATION AND REQUIREMENTS

Ref: (a) U.S. Navy Regulations, 1990
(b) OPNAVINST 3120.32D
(c) NETCSTAFFINST 5500.1C
(d) NETCSTAFFINST 5510.1C
(e) NETCINST 5214.1A

Encl: (1) NETC SDO Personnel Qualification Standards
(2) NETC SDO Daily Routine
(3) PDS Conduit Line Map

1. Purpose. To issue Naval Education and Training Command (NETC) Staff Watch policy guidance per references (a) and (b), and ensure consistency with security requirements set forth in references (c) through (e).

2. Cancellation. NETCSTAFFINST 1601.1G.

3. Discussion. The NETC Staff Watch is established to provide qualified personnel to act on matters arising outside of normal working hours and to provide for the effective and efficient operation of the staff. This instruction sets forth general instructions for each member of the watch. All watchstanders are expected to use sound judgment and common sense when dealing with situations not included herein, mindful that they represent NETC and the U.S. Navy.

4. Duties and Responsibilities

a. Senior Watch Officer (SWO)

(1) Assigned by the Chief of Staff (COS) and will handle all administrative matters related to the watch, ascertain the qualifications of watch personnel, publish watchbills, and maintain standing orders and instructions for the watch. These instructions will include information regarding actions required of the NETC staff in emergency situations.

(2) Establish and manage the watchstander training process to include familiarization with applicable staff regulations, responsibilities, and routines.

(3) Certify watchstander qualifications.

(4) Publish the Staff Duty Officer (SDO) watchbill monthly, no less than 7 days in advance of the month scheduled.

(5) Make recommendations to the COS concerning revision to the staff watch organization and requirements instruction.

(6) Establish and maintain an SDO Emergency Action Binder (SDO Binder) to be maintained at the duty desk. The SDO will have access to this binder at all times while standing watch. Ensure watchstanders do not leave the SDO binder in the work spaces when retiring from the watch in the evening. The SDO Binder will serve as a ready reference for emergency and/or rapid response situations (e.g., bomb threat, actions to be taken, personnel to be notified, and examples of messages to be released).

(7) Establish and maintain a Passdown Log (PDL) containing items of general watchstander interest, orders to watchstanders, and notification of events not covered in this instruction or by the NETC Newsletter. Items/changes remaining in effect for more than 30 days will be issued by notice or instruction, as appropriate, and removed from the PDL.

b. Senior Watchbill Coordinator (SWBC)

(1) Will be designated in writing by the SWO and will be responsible for all administrative matters related to watchbill scheduling and training of watch personnel.

(2) Report directly to the SWO on all duty section matters and assign qualified personnel to the watchbill. Prepare and disseminate the watchbill as approved by the SWO, submitting changes to all watchstanders and providing a copy to the COS.

(3) Ensure a SDO watchstander rotation is maintained, providing an equal distribution of duty days among qualified watchstanders.

(4) Update the SDO Binder when necessary.

(5) Conduct and document SDO training for assigned personnel and manage the SDO Personnel Qualification Standards (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.

(c) Coordinate PQS qualification and make recommendations to the SWO for final qualification.

c. SDO

(1) Building 628 enlisted personnel in pay grades E-5 through E-8, officers in pay grades CWO2 through O-4 are required to qualify and stand SDO. Officers in pay grades CWO5 and O-5 respectively (including O-5 selects), officers assigned as a Division Director or Special Assistant, personnel assigned to NETC's personal staff, the Headquarters (HQ) Flag Unit Command Master Chief, and the SWO are the only personnel exempted by the COS from standing watch.

(2) Be familiar with and ready to execute and enforce the provisions of this instruction and the various directives contained in the SDO Binder. Watchstanders are required to complete NETC SDO PQS (enclosure (1)) within 45 days of reporting.

(3) Comply with the security regulations per references (c) through (e), procedures as prescribed in enclosure (2), and ensure that physical security of the HQ building is maintained outside normal working hours.

(4) Per enclosure (2):

(a) Weekdays by 0545, ensure phone brief passdown received from NETC Learning Centers (LC) to report any applicable MyNavy HR Situation Reports (SITREP)/Operational Reports (OPREP) from the previous day. Individual LC phone numbers are listed in the SDO's Watchstander Binder and will be verified quarterly by designated SDOs.

(b) Weekdays at 0600, ensure phone brief delivered to Chief of Naval Personnel (CNP) N1 Command Duty Officer (CDO) in Washington, DC. Report any MyNavy HR SITREPs/OPREPs.

(c) As required, forward any MyNavy HR SITREP/OPREP messages received after morning phone brief to CNP N1 CDO (nlcdo@navy.mil).

(5) Assume the duty in the HQ building by 0900, ensure the watch is set, and carry out the daily routine as summarized in enclosure (2). On normal working days, remain at the HQ until 1600 or until secured by the COS. You may then return to your quarters and remain on call. If notified of a situation

requiring NETC action, proceed immediately to the HQ building and remain there until necessary action has been completed. Ensure actions taken are reported to the COS and SWO.

(6) Ensure prompt review of correspondence, messages, and telephone calls that are received after normal working hours. Initiate action on matters that may not be delayed until the next working day and inform personnel and activities, as appropriate, of action(s) taken.

(7) Notify the SWO and SWBC of any discrepancies in the SDO Binder, Emergency Action Plan, or any other instruction/directive that diminishes the effectiveness of the watch.

(8) If after hours message release is required, refer to NETC SDO Binder for message format, reporting requirements, and contact the Security Manager for assistance in releasing message. If unable to contact N044, follow the precedence list of personnel for message releasing authority.

(9) The off-going SDO will brief the oncoming SDO of any events of note that occurred during the past period of duty. After the face-to-face relief pass-down, both the oncoming and off-going SDO will report to the COS as directed in enclosure (2).

(10) During normal working hours, keep the quarterdeck receptionist advised and informed of:

(a) Your location, for prompt notification and expeditious return to HQ in the event you are needed.

(b) Any changes in Force Protection or weather-related readiness conditions.

(c) Any other deviations from normal business routine such as emergencies, drills, or VIP visits.

(11) On normal workdays, no earlier than 1500, and on weekends and holidays after 0730, conduct a security check of office spaces.

(a) Check all security containers used to store classified material, using NETC 5511/1, to ensure they have been properly secured.

(b) Visually inspect the Protected Distribution System (PDS) daily. Use enclosure (3) as a map for the PDS. Annotate completion of the PDS visual inspection on NETC 5511/1.

(c) Turn in the completed NETC 5511/1 to N044 and make the appropriate daily entry in the log book indicating completion of security checks.

(12) If a container is found open after normal working hours or on holidays, lock the container and notify the custodian or alternate. If appropriate, the custodian or alternate will inspect the contents of the container for possible compromise. If it appears a compromise has occurred, the custodian/alternate custodian will call and report to base security, immediately inventory the contents, attach the inventory listing to the SDO report, and forward it to N044.

(13) When required to gain access to a security container in an emergency and the custodian cannot be contacted, contact N044 or the Assistant Security Manager for guidance on gaining access to the safe containing sealed envelopes with security container combinations. The SDO is authorized to remove the envelopes required to gain access, as required.

(14) Observe proper flag etiquette for the command. Ensure the proper flags are flying for visits and are in the correct position on the HQ flagpole for National holidays and observances. The SDO will coordinate with NETC HQ First Lieutenant on matters regarding flag placement/etiquette.

(15) Per reference (c), in case of building evacuation due to actual emergency or fire drill, the SDO will muster at Site A (south parking lot) with the COS and coordinate NETC HQ mustering (see recall list located in the SDO Binder).

(16) Duty weeks may be exchanged if the following are accomplished:

(a) Watchstanders mutually agree on the exchange.

(b) The SWO/SWBC is notified by e-mail or telephone with at least a week's notice.

(c) SDO quarterdeck watchbill is properly annotated.

5. SDO Message Review. The following procedures will be used to review messages:

a. If matters appear to be of immediate interest (serious training injury or death to staff/student, significant destruction of property, riots, bomb threats, possible immediate press/CNO interest, information assurance/personnel privacy compromises, or any event not covered by instructions), contact the NETC COS as soon as possible. Guidance on reporting procedures can be found in reference (e). If unable to contact

the COS, inform the NETC Executive Assistant (EA) or SWO. If unable to establish communication with the COS, EA, or SWO, contact Commander, NETC (CNETC) directly.

b. In addition to notifying the COS of significant matters, the SDO will:

(1) Notify the NETC Public Affairs Officer (PAO) of possible press interest items.

(2) Notify the NETC Casualty Assistance Calls Officer of any staff death.

(3) Notify the NETC Safety Officer of any deaths, injuries, or other serious incidents whether they are training related or off duty.

(4) Notify the Commanding Officer, NETSAFA of any significant/emergent matters.

6. Records Management

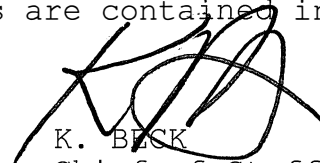
a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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8. Forms. The following form is available via the NETC Reference Library in DON TRACKER or by email at netc_directives@navy.mil: NETC 5511/1 (SDO Daily Security Check List - NETC HQ). Extra copies are contained in the SDO Binder.



K. BECK
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC Public Website (www.netc.navy.mil), via the NETC Reference Library in DON TRACKER, or by email at netc_directives@navy.mil.

NETC SDO PERSONNEL QUALIFICATION STANDARDS

Name: _____

Qualification Start: _____

Qualification Due: _____

(SDO SIGNATURE)

1. Administration

Command Watch Instruction _____

2. Watch Organization and Procedures

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

a. NETC COS (meet COS) _____

b. NETC SWO _____

c. NETC SWBC _____

d. NETC Assistant Security Manager _____

e. NETSAFA _____

3. Requirements

a. Demonstrate proper telephone etiquette _____

b. Demonstrate proper telephone message-taking procedures _____

c. Demonstrate the procedures for reviewing message traffic on work computer and SDO smartphone. _____

d. Discuss the procedures for notification on matters of immediate interest (serious training injury, death to staff/student, significant destruction of property, riots, bomb threats, item that may have immediate press/CNO interest, Information Assurance/ Privacy Act Compromise, or any event you are unsure of). _____

- e. Discuss steps to properly complete the daily security checklist. _____
 - f. Demonstrate knowledge of security container locations. _____
 - g. Conduct security inspection of PDS. _____
 - h. Discuss procedures following a discovery of unattended PII or electronic spillage. _____
 - i. Demonstrate procedures following discovery of a fire. _____
 - j. Demonstrate procedures following receipt of a telephoned threat of a bomb or similar act of violence. _____
 - k. Demonstrate securing SIPR Room. _____
4. Duty Under Instruction (U/I)
- Prospective SDO is required to stand one U/I watch prior to qualification. _____

5. Record of Qualification:

I certify the examinee to be fully qualified for the position of SDO.

SWBC (Name/Rank/Rate)

(Signature/Date)

SWO (Name/Rank/Rate)

(Signature/Date)

COS (Name)

(Signature/Date)

NETC SDO DAILY ROUTINE

WEEKDAYS

TIME	ACTIONS
0545	<ul style="list-style-type: none"> • Phone brief passdown received from NETC Learning Centers to report any SITREPs/OPREPs. • Phone brief passdown to CNP N1 CDO at (571) 232-0820. Report any MyNavy HR SITREPs/OPREPs.
0600	<ul style="list-style-type: none"> • Forward MyNavy HR SITREP/OPREP messages received after morning phone brief to CNP N1 CDO (nlcdo@navy.mil).
0800	<ul style="list-style-type: none"> • Tour Building 628. Look for security or physical plant discrepancies. • Report physical plant discrepancies to First LT. • Report any security discrepancies to the Security Manager (N044) at 452-4015 and/or the Physical Security Officer (N002) at 452-3778.
DUTY CHANGE OVER DAYS	<ul style="list-style-type: none"> • Off-going and oncoming SDO conduct turnover with COS. • Review and sign the SDO Passdown Log. • Update SDO status board and Quarterdeck receptionist with your recall numbers. • Contact the Physical Security Officer for any Random Antiterrorism Measures that may be in effect. • Conduct an operational check of SDO smartphone. Ensure phone charger is accounted for. • Review SDO publications/information for any new memorandums that may have been issued since your last duty day. • Assume custody of the SDO smartphone, badge, and building master key from the off-going SDO. • Advise oncoming SDO of the requirements for the duty driver and flag protocol (information sheet should be in the SDO Binder).
DAILY 0900	<ul style="list-style-type: none"> • Brief NETC COS, or NETC EA if the COS is not available, of any significant events. • Maintain contact with NETC HQ and Naval Air Station Pensacola (NASP) SDO as required. Carry the SDO smartphone with you at all times. • Review message traffic throughout the day. If matters appear to be of immediate interest (serious training injury, death to staff/student, significant destruction of property, riots, bomb threats, item that might have immediate press/CNO interest, Information Assurance/Privacy Act/Protected Personal Information (PPI) compromise, or any event that you

	<p>are unsure about), contact the COS followed by the NETC PAO and SWO. If unable to contact the COS, inform the NETC EA and SWO. If unable to establish communication with the COS, EA, or SWO, contact CNETC directly. If message is addressed to NETSAFA and appears to be of immediate interest, contact the Commander, NETSAFA ASAP and NETC SWO. When required, follow additional notification procedures outlined in paragraph 6 of this instruction. Use common sense and error on the side of notification.</p>
1530	<ul style="list-style-type: none">• Conduct security check of all NETC security containers (review checklist and map for locations). Conduct security inspections of the PDS. Check all areas for adherence to general safety and security measures.
1600	<ul style="list-style-type: none">• Secure SIPR room, if not already secure.• Check-out with COS or EA and report that building security check is complete.• Notify the NASP CDO and Security Office when required.

WEEKENDS/HOLIDAYS

TIME	ACTIONS
DAILY	<ul style="list-style-type: none"> • Review message traffic for matters of interest at least three times daily. If matters appear to be of immediate interest (serious training injury, death to staff/student, significant destruction of property, riots, bomb threats, item that might have immediate press/CNO interest, Information Assurance/Privacy Act/PPI compromise, or any event that you are unsure about) contact the COS ASAP followed by the PAO and SWO. If unable to contact the COS, inform the EA and SWO. If unable to establish communication with the COS, EA, or SWO, contact CNETC (N00) directly. If message is addressed to NETSAFA and appears to be of immediate interest, contact the CO NETSAFA ASAP and NETC SWO. When required, follow additional notification procedures outlined in paragraph 6 of this instruction. Use common sense and error on the side of notification. • Conduct a security check of all NETC security containers (review checklist and map for locations). Conduct security inspections of the PDS to include visual inspection. Check all areas for adherence to general safety and security measures.
AS REQUIRED	<ul style="list-style-type: none"> • Forward MyNavy HR SITREP/OPREP messages received after morning phone brief to CNP N1 CDO (n1cdo@navy.mil). • Follow up on OPREP forwarding with phone call to CNP CDO. If no Naval messages are received within a 24-hour period, contact the SWO to inquire about the status of incoming message traffic.