



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

NETCSTAFFINST 1601.1J  
N04  
28 Mar 2023

NETC STAFF INSTRUCTION 1601.1J

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 F5500.1D  
(d) NETCSTAFFINST 5510.1C  
(e) NETCINST 5214.1B

Encl: (1) NETC SDO Personnel Qualification Standards  
(2) NETC SDO Daily Routine

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), (d), and (e).

2. Cancellation. NETCSTAFFINST 1601.1H.

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 NETC 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 this 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 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 and 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, and 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 Commander, NETC's (CNETC) 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) The SDO will, per enclosure (2):

(a) Weekdays by 0545, ensure phone brief passdown received from NETC learning centers (LC) to report any applicable MyNavy human resource (HR) situation reports (SITREP) and 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 and OPREPs.

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

(5) Assume the duty in the HQ building by 0800, 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 secured by the COS. If, upon completion of rounds, there is no representation in the front office and all appear to have departed, contact COS via text (primary) or phone (secondary) and request to be secured. You may then return to your quarters and remain on call. If notified of a situation requiring NETC action, inform COS (or SWO if COS is unavailable). Proceed to

the HQ building if required following consultation and remain there until necessary action has been completed. Ensure actions taken are reported to the COS and SWO. The SDO is not to be contacted by NETC staff to gain entrance to the building after hours as a matter of convenience. If contacted, decline and direct staff member to SWO. If staff member has a specific need and authorization from CNETC or COS, confirm with COS as cited by staff member, prior to taking action.

(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 or 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 the NETC security manager (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 very important persons 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. A map for the PDS is located in the SDO binder. 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 or 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 and 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 and SWBC are 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 or student, significant

destruction of property, riots, bomb threats, possible immediate press or CNO interest, information assurance and 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 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 (CO), Naval Education and Training Security Assistance Field Activity (NETSAFA) (located in building 628) of any significant and 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,

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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.

8. Forms. The following form is available via the NETC public web site ([www.netc.navy.mil](http://www.netc.navy.mil)) or by e-mail at [netc-directives@us.navy.mil](mailto:netc-directives@us.navy.mil): NETC 5511/1 (SDO Daily Security Check List - NETC HQ).

  
C. COLLINS JR.  
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site ([www.netc.navy.mil](http://www.netc.navy.mil)) or by e-mail at [netc-directives@us.navy.mil](mailto:netc-directives@us.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 or student, significant destruction of property, riots, bomb threats, item that may have immediate press and CNO interest, information assurance and 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 personally identifiable information 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 secure internet protocol router (SIPR) room. \_\_\_\_\_
4. Duty under instruction (UI)
- Prospective SDO is required to stand one UI watch prior to qualification. \_\_\_\_\_
5. Record of qualification:
- I certify the examinee to be fully qualified for the position of SDO.

\_\_\_\_\_  
SWBC (name and rank)

\_\_\_\_\_  
(signature and date)

\_\_\_\_\_  
SWO (name and rank)

\_\_\_\_\_  
(signature and date)

\_\_\_\_\_  
COS (name and rank)

\_\_\_\_\_  
(signature and date)

NETC SDO DAILY ROUTINE

WEEKDAYS

<b>TIME</b>	<b>ACTIONS</b>
0545          0600	<ul style="list-style-type: none"> <li>• Phone brief passdown received from NETC LCs to report any SITREPs and OPREPs.</li> <li>• Phone brief passdown to CNP N1 CDO at (571) 232-0820. Report any MyNavy HR SITREPs and OPREPs.</li> <li>• Forward MyNavy HR SITREP and OPREP messages received after morning phone brief to CNP N1 CDO (<a href="mailto:n1cdo@navy.mil">n1cdo@navy.mil</a>).</li> </ul>
0800	<ul style="list-style-type: none"> <li>• Tour building 628. Look for security or physical plant discrepancies.</li> <li>• Report physical plant discrepancies to first LT.</li> <li>• Report any security discrepancies to N044 at 452-4015 and the physical security officer (N0052) at 452-3778.</li> </ul>
DUTY CHANGE OVER DAYS 0830	<ul style="list-style-type: none"> <li>• Off-going and oncoming SDO conduct turnover with COS.</li> <li>• Review and sign the SDO PDL.</li> <li>• Update SDO status board and quarterdeck receptionist with your recall numbers.</li> <li>• Contact the physical security officer for any random anti-terrorism measures that may be in effect.</li> <li>• Conduct an operational check of SDO smartphone. Ensure phone charger is accounted for.</li> <li>• Review SDO publications and information for any new memorandums that may have been issued since your last duty day.</li> <li>• Assume custody of the SDO smartphone, badge, and building master key from the off-going SDO.</li> <li>• Advise oncoming SDO of the requirements for the duty driver and flag protocol (information sheet should be in the SDO binder). SDO is not to perform duties as duty driver at any time to remain available for SDO responsibilities (e.g., fire muster and relay of information to fire department at building 628).</li> </ul>
DAILY	<ul style="list-style-type: none"> <li>• Brief NETC COS, or NETC EA if the COS is not available, of any significant events.</li> <li>• Maintain contact with NETC HQ and Naval Air Station Pensacola (NASP) SDO as required. Carry the SDO smartphone with you at all times.</li> <li>• Review message traffic throughout the day. If matters appear to be of immediate interest (serious training injury, death to staff or student,</li> </ul>

	<p>significant destruction of property, riots, bomb threats, item that might have immediate press and CNO interest, information assurance and privacy act and protected personal information (PPI) compromise, or any event that you 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 CO, NETSAFA as soon as possible (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"> <li>• 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.</li> </ul>
TBD	<ul style="list-style-type: none"> <li>• Check-out with COS or EA and report that building security check is complete with the exception of SIPR room 2-139. Request to close SIPR room 2-139, and if not authorized to close at that time, standby until authorized.</li> <li>• Secure SIPR room when authorized by COS, EA or Staff XO.</li> <li>• Notify the NASP CDO and security officer when required.</li> </ul>

**WEEKENDS AND HOLIDAYS**

<b>TIME</b>	<b>ACTIONS</b>
DAILY	<ul style="list-style-type: none"> <li>• 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 or student, significant destruction of property, riots, bomb threats, item that might have immediate press and CNO interest, information assurance and privacy act and 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 directly. If message is addressed to NETSAFA and appears to be of immediate interest, contact the CO NETSAFA as soon as possible 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.</li> <li>• 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.</li> </ul>
AS REQUIRED	<ul style="list-style-type: none"> <li>• Forward MyNavy HR SITREP and OPREP messages received after morning phone brief to CNP N1 CDO (<a href="mailto:nlcdo@navy.mil">nlcdo@navy.mil</a>).</li> <li>• 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.</li> </ul>