



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 1601.1D
N03
13 Aug 2020

NSTC INSTRUCTION 1601.1D

From: Commander, Naval Service Training Command

Subj: NSTC FLAG DUTY OFFICER

Ref: (a) OPNAVINST F3100.6J CH-3
(b) MILPERSMAN 1770-030
(c) NSTCINST 5211.1B
(d) NSTCINST 3300.1A
(e) NSTCINST 3440.1B
(f) NSTCINST 3100.1B
(g) NSTCINST 1752.1A
(h) OPNAVINST 5102.1D CH-2

Encl: (1) Flag Duty Officer Personnel Qualification Standards
(2) Flag 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 (h).
2. Cancellation. NSTCINST 1601.1C.
3. Organization. The watch organization consists of the Senior Watch Officer (SWO), Watch Bill Coordinator (WBC), and Flag Duty Officer (FDO).
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 FDO.
 - (2) Assign all NSTC personnel assigned to Great Lakes in the paygrades of E7–E8 and O1–O4, with the exception of department heads and special assistants, Flag Aide, Flag Secretary,

Flag Writer, and Enlisted Aide, to the FDO watch bill. Approve waiver requests for E6 assignment to FDO watch bill.

(3) Be the approving authority for any requests for exemption to FDO duty status.

b. SWO

(1) In the absence of the CoS, assume the responsibilities of the CoS for the purposes of this instruction only.

(2) Report directly to the CoS.

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

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

(5) Qualify NSTC personnel as an FDO using enclosure (1).

(6) Approve the FDO watch bill.

(7) Ensure FDO training is conducted at least quarterly.

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

(9) Maintain this instruction for accuracy and relevancy.

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

(11) Fulfil the duties of the WBC should one not be assigned.

c. WBC

(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.

(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.

d. FDO. The FDO must complete enclosure (1) and be in the paygrades of E7-E8, O1-O4, or E6 with permission of the CoS. Department Heads, special assistants, Flag Secretary, Flag Aide, Flag Writer, and Enlisted Aide are exempt from the FDO watch.

(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 the FDO logbook, documenting pertinent events during the respective FDO's watch.

(8) Obtain and maintain access to the Official Information Exchange (OIC) and NTIRA SITREP tool.

(9) In accordance with references (a), (f), and (g), draft and release messages for NSTC as necessary and release NSTC subordinate command messages when they are unable to release a message;

(10) Place electronic copies of any NSTC released OPREP on the share drive in the NSTC Messages folder, located at: s:\GRLK\NSTC\Building_1_Only\NSTC FDO\NSTC Messages);

(11) Turn over the watch in the morning each Monday (or Tuesday following a holiday). The oncoming FDO shall send an FDO turnover email to CoS (Copying the SWO and NSTC FDO account) no later than noon on the day of turnover. Contents of the email include, but are not limited to: oncoming and off going FDO names, any pass down items and significant events for the week, receipt of FDO items, security walk through findings, etc., as referenced in enclosure (2). The oncoming FDO shall annotate acceptance of the FDO log book, FDO binder, master keys, phone list(s), FDO cell phone and charger, and FDO e-mail token in the log book.

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

(13) 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 CDO phone number.

(14) In accordance with references (c) and (d), ensure NSTC in Great Lakes 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.

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

(16) Conduct periodic walkthroughs of NSTC Building 1 offices, with specific attention to unsecured PII, facility issues, general cleanliness, trash, and security issues. Report discrepancies to cognizant individuals.

(17) 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.

(18) Represent NSTC on the monthly EOC alarm testing conference call.

(19) The first FDO in each new calendar year quarter shall verify, and report to the SWO, the accuracy of all information in the FDO binder including, but not limited to, recall rosters, relevant instructions, and AT/FP posture.

(20) 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 a copy of the Page 2 for all NSTC Great Lakes military personnel.

(2) Provide a quarterly update of the recall roster, with Department Head, Special Assistant and supervisory personnel clearly identified to the SWO.

5. Action

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

b. Flag Duty Officer

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

(2) Newly reporting FDO-eligible personnel shall complete enclosure (1) within 30 days of checking-in with the SWO.

(3) Detaching FDOs shall inform the SWO of their detachment date and are exempt from watch bill assignment 30 days prior to detachment date.

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

d. Leave. Leave requests by all FDO 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. FDO Binder. The FDO binder will normally be updated by the WBC; however, 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.

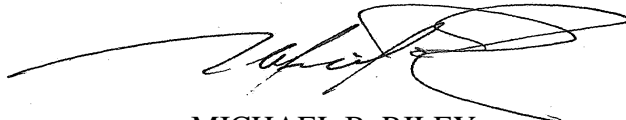
(2) Command telephone roster.

- (3) NROTC unit telephone roster.
- (4) A copy of this instruction (NSTCINST 1601.1D).
- (5) Current, signed watch bill.
- (6) Copies of references (b) through (h).

Note: The FDO 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.



MICHAEL B. RILEY
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

Distribution: (NSTCINST 5216.1B)
List 1

Flag Duty Officer Job Qualification Requirements

Name/Rank: _____

Check-in Date/PRD: _____

Department: _____

Qualification Due Date: _____

A. Administration

Signature / Date

Discuss:

1. Command Watch Instruction _____

2. Turnover Procedures _____

3. Reference Instructions contained in the
FDO Binder _____

4. Procedure for Watch Bill Changes _____

B. Watch Organization and Procedures

1. Identify and discuss the duties and
responsibilities of the following and the
FDO's relationship with them:

a. Chief of Staff _____

b. Senior Watch Officer _____

c. Watch Bill Coordinator _____

d. Force Protection Officer _____

e. Command Privacy Manager _____

2. Discuss the procedures and FDO
responsibilities for the following:

a. AMCROSS Messages _____

b. Travel Problems _____

Signature / Date

c. Casualty Reports

d. Severe Weather

e. FPCON Changes

f. Monthly EOC Testing

g. Building Emergency

h. Building Maintenance issue

i. Building Security

C. Facilities

1. Visit and identify all NSTC spaces in building 1

2. Identify all non-building 1 NSTC spaces

3. Identify other occupants of building 1.

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

D. Reporting Requirements

1. Discuss the contents of OPNAVINST 3100.6

Enclosure (1)

Signature / Date

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. Explain the procedures for drafting and releasing an OPREP-3 NAVY UNIT SITREP

6. Explain the procedures when receiving report of loss of PII

E. Record of Qualification

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

Printed Name/Signature of WBC

(Date)

Printed Name/Signature of SWO

(Date)

Flag Duty Officer Turnover E-mail Template

To: Chief of Staff
CC: NSTC SWO, NSTC FDO e-mail
Subject: FDO TURNOVER FOR 27DEC16

Good morning CoS,

The FDO watch turnover status is listed below.

OFF-GOING FDO: LTJG Gorden
ON-COMING FDO: LT Lukanich

PASS DOWN/SIGNIFICANT EVENTS: NTR (or) NROTC unit XX reported MIDN arrest -
pending SITREP chop

NSTC MESSAGE STATUS: Released 0XX on 19DEC16 (or) NTR

COMMS CHECK STATUS: RTC-SAT, OTCN-SAT, NETC-No answer

FDO TURNOVER ITEMS: All present

ADDITIONAL ITEMS:

--Fire drill occurred at 0953 on 20DEC16: No issues to report

Please let us know of any questions or concerns.

Safety Mishap Reporting Procedures

8-Hour Phone Report for Class A and B Mishaps

Per OPNAVINST 5102.1D 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 SSNs
- Location of mishap
- Description of the evolution or operation
- Extent of damage or injury
- Description of the mishap

Phone Number:

- **NSTC Safety Officer**
 - **CMD Cell:** (224) 545-3575

- **NETC**
 - **COM:** 9-1-(850) 554-5312 (SDO Cell)
 - **COM:** 9-1-(850) 452-3534 (NETC Safety Manager)

- **NAVSAFECEN**
 - ❖ **During Working Hours**
 - **DSN:** 8-564-3520 x7033
 - **COM:** 9-1-(757) 444-3520 x7033
 - ❖ **After Working Hours**
 - **DSN:** 8-564-3520, Option #1 for CDO
 - **COM:** 9-1-(757) 444-3520, Option #1 for CDO