



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT, NEW ORLEANS
400 RUSSELL AVE BLDG 192
NEW ORLEANS, LOUISIANA 70143-5077

NAVCRUITDISTNOLAINST 1601.2C
01
2 Mar 2015

NAVCRUITDIST NEW ORLEANS INSTRUCTION 1601.2C (Headquarters)

From: COMMANDER NAVY RECRUITING DISTRICT NEW ORLEANS

Subj: DISTRICT WATCH ORGANIZATION

Ref: (a) OPNAVINST 5530.14E W/CH-2
(b) COMNAVCRUITCOMINST 3300.1A W/CH-1
(c) COMNAVCRUITCOMINST 3440.1E
(d) OPNAVINST F3100.6J

Encl: (1) CDO Turn-over Checklist
(2) Navy Recruiting District New Orleans Training
Fundamentals
(3) Navy Recruiting District New Orleans Command Duty
Officer

1. Purpose. To reissue the watch organization for Navy Recruiting District New Orleans (NRD NOLA) Headquarters and to define the duties and responsibilities of command watch standers.

2. Cancellation. NAVCRUITDISTNOLAINST 1601.2A.

3. Organization. The Command Watch Team organization shall consist of the Executive Officer (XO), Senior Watch Officer (SWO), Enlisted Watch Bill Coordinator (EWBC), Command Duty Officer (CDO), and Under Instruction (U/I) CDO personnel. All future references to "Command Watch Team" in this instruction shall refer to the CDO, all Supers, and U/I's only as they are the principle members of the watch team and the only watch standers required to muster daily.

4. Policy.

a. Priority.

(1) Force Protection guidance provided in reference (a) will be followed to supplement this instruction. Navy Recruiting Anti-terrorism/Force Protection guidance is provided in reference (b). Disaster Plan execution will be followed as outlined in reference (c). Reference (d) provides situational reporting requirements.

(2) A command watch takes priority over all other normal duty assignments. All exemptions must be approved by the SWO, via the EWBC. A command watch is any watch assigned by the SWO or EWBC. A departmental watch is any watch that requires continuous coverage by personnel within their department.

b. Command Watch Team.

(1) Command Watch Team personnel may not consume alcohol within eight hours prior to assuming duty and at any time during their assigned duty cycle. A duty cycle comprises all regular and supernumerary duty days assigned in consecutive days.

(2) Command Watch Team personnel must remain within a 75 mile radius of NRD New Orleans at all times during their assigned duty cycle. Personnel whose domicile residence exceeds the 75 mile radius are exempt, providing that they do not extend the distance from home to NAVCRUITDIST NOLA when absent from their residence during the duty cycle.

(3) Normal duty section working hours are 0630 to 1800 daily. Weekend and holiday working hours will be sufficient to allow for the proper execution of duty evolutions such as morning musters, building walk-through's, etc. Working hours for the Command Watch Team may be extended by the CDO as necessary; however, the CDO shall inform the SWO of the extension as soon as practical.

(4) Any additional tasking of the duty section shall be approved by the SWO, via the EWBC or CDO.

c. Watch Exemptions. Unless specifically exempted by the SWO, all NRD New Orleans HQ personnel in pay grades E5 thru O3 shall be available for assignment as CDO's. The following personnel are exempt from the Command Watch program:

- (1) SWO
- (2) EWBC
- (3) Personnel in Pay Grade E-8 & E-9
- (4) Department Heads
- (5) Personnel approved by the XO

(6) Command Watch personnel one month prior to their PRD, EAOS, separation or retirement. For example: If a watch stander is retiring 1 June and another is transferring 31 June, both will be removed from the watch bill 1 May with the month of April as their last month available to stand watch.

(7) Personnel who travel on TAD orders as part of their normal duties are still required to stand watch.

d. Uniforms. The uniform of the day published in the Plan of the Month (POM) is prescribed for all command watch standers.

e. 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 SWO. The EWBC is responsible for notifying watch standers of all changes to procedures. The Procedural Manual shall include the following:

(1) Instruction Series.

(a) COMNAVCRUITCOMINST 1601.2 and all enclosures.

(b) COMNAVCRUITCOMINST 3440.1 (Navy Recruiting Command Headquarters (NAVCRUITCOM HQ) Disaster Preparedness Plan)

(c) COMNAVCRUITCOMINST 3300.1 (Navy Recruiting Anti-Terrorism/Force Protection Guidance)

(d) OPNAVINST F3100.6 (Special Incident Reporting (OPREP-3 Pinnacle, OPREP-3 Navy Blue, and OPREP-3 Navy Unit (SITREP) Procedures)

(e) MILPERSMAN 1770-160 (Casualty Assistance Calls Program - CACP)

(f) OPNAVINST 5530.14 (Navy Physical Security and Law Enforcement Program)

(2) CDO Situational Guidance/Training.

(a) Casualty Assistance Calls Officer (CACO) protocol

- (b) Loss of PII procedures
- (c) FPCON Measures
- (d) Handling Bomb/Telephonic Threats
- (e) Handling Evacuations/Fire/Natural Disasters
- (f) Other CDO Situational Training Materials

(3) IT Support.

(a) Sitrep, Voice Reports and Reporting Time Requirements (Refer to reference (d))

(4) Watch Bills, Forms, Check-Lists and Muster Sheets.

(a) Current and previous months Command Watch Bills (retained for 12 months)

(b) Command Recall Bills

(c) CDO Situation Checklists

(d) CDO Building Evacuation Muster Sheet

(e) Telephone Intake Form (complaints against NAVCRUITCOM personnel)

(f) Bomb/Telephonic Threats Sheet

(5) Building Diagrams. Locations of Fire Extinguishers, LIFPAK defibrillators, EVAC locks, entrances and emergency exits

(a) NAVCRUITDISTNOLA HQ, Bldg. 192

(b) Bldg. 50

5. Guidance. The NRD NOLA JQR requirements are designed to provide guidance for qualification timelines and requirements that help maintain the minimum level of knowledge for proper Watch standing and training. All NRD NOLA personnel shall rigorously adhere to references (a) through (d) in the execution of the responsibilities within the organization. Use the following for assigned JQRs:

Qualification	Time for Completion [Max]
Command Duty Officer	3 Months

6. Responsibilities.

a. Executive Officer (XO)

(1) Exercise overall responsibility for the watch organization.

(2) Qualifying authority for all CDOs.

b. Senior Watch Officer (SWO). Military personnel in pay grades E-7 or above and appointed in writing by the XO.

(1) Report directly to the XO.

(2) Manage the NRD New Orleans HDQ watch organization and monitor for compliance with procedures standardization.

(3) Recommend qualification of NRD New Orleans HDQ personnel as CDO.

(4) Approve NRD New Orleans Command Watch Team Bill.

(5) Maintain this instruction for accuracy and relevancy.

(6) Designate an E7 or E8 for the EWBC position (Must be CDO qualification being on board for at least six months, with at least 12 months remaining before PRD/EAOS.

(7) Chair the CDO Qualification Boards.

(8) Maintain liaisons with CDO NAS JRB as necessary.

c. Enlisted Watch Bill Coordinator

(1) Report directly to the SWO on all Command Watch Team related matters.

(2) Manage the CDO PQS qualification process for newly reported personnel upon check-in as follows:

(a) Update CDO roster and email distribution lists.

(b) Provide a copy of this instruction and all associated enclosures.

(c) Assign and track qualification due dates. Qualification due dates will not exceed 90 days after reporting onboard.

Note: Personnel who fail to qualify within 90 days after check-in will be placed in a delinquent status, placed on the Mandatory Under Instruction (U/I) Watch Bill and assigned a U/I watch weekly until qualified.

(3) Notify, Coordinate and arrange CDO Qualification boards.

Notes:

1. Only one PQS qualifier will be boarded at a time.
2. Once qualified, personnel will be responsible for Pg-13 entry submission into their Electronic Service Record.

(4) Prepare and disseminate NRD New Orleans HQ Command Watch Bill.

Note: This bill will consist of the entire Command Watch Team, assigned monthly.

(5) Ensure watchbill fairness. Watch frequency will be based on a rotational method with tracked frequency, holiday and weekend assignments for all assigned watches.

(6) Maintain and update email contact Distribution list of the entire command watch organization to include qualified watch standers, newly reported personnel (check-ins), mandatory U/I personnel and the command's POM publisher.

(7) Solicit watchbill inputs from all CDO watch standers.

(8) Approve CDO duty assignment stand-by.

(9) Post quarterly Command Watch Bill by the 5th business day of the previous last month of quarter.

(10) Coordinate and approve all CDO duty swap requests after the final approved watch bill is posted. Swap notifications will be requested via chit signed by both parties NLT 48 hours prior to swap.

(11) Update the Procedural Manual and Training files as necessary with the CDO Binder.

(12) Conduct training and document quarterly CDO training. Maintain training critique sheets in CDO binders.

(13) Update and provide Command Recall Rosters at least monthly.

(14) Assign Duty Driver as needed.

Note: Assigned Duty driver (E6 and below) must possess a valid state driver's license and completed the online drivers course.

d. CDO. The CDO is the watch commander of the week (Duty CDO) and is responsible for the Command Watch Team.

(1) Conduct NRD New Orleans HQ (bldg. 192) and Warehouse (bldg. 150) walk-thorough by 0700 daily, utilizing NRD NOLA Turnover Check List (encl. 1).

(2) Report to the SWO daily, prior to XO evening de-brief, for duties related matters.

(3) Conduct evening de-brief with XO, reporting on all operational readiness reports, activities, noteworthy events, weather and Sitrep updates affecting NRD NOLA personnel.

(4) Conduct end-of-day security checks and HQ building lock-up.

(5) Update CDO binder and command SITREP and associated trackers.

(6) Maintain watch within NRD NOLA HQ building between the hours of 0630 and 1800 week-days.

(7) Coordinate Stand-by CDO relief for Lunch and Physical Training with EWBC.

(8) Manage and Train subordinate watch standers.

(9) Assist all NRD New Orleans Recruiting Stations with incident reports and actions.

(10) Draft, report and release all command SITREPs, COR change, or Force Protection messages, as required.

(11) Act as command liaison for emergent reports to and from NRD NOLA (I.e., to NRC, ROC, Region, outside orgs).

(12) Keep the chain of command (CO/XO/CMC/R-OPS) fully abreast of all NRD NOLA impacting conditions.

e. Off-going CDO

(1) Assume the duties as On-scene Commander during emergencies (I.e., Fire, bomb threat, biological incidents, and force protection).

(2) Assume the duties as CDO, if designated CDO is incapacitated, quarantined or unable to execute the duties.

(3) Assist the CDO during building emergencies (fire, bomb threat, biological incident, force protection, etc.).

(4) Act as command Duty driver, when duty drivers aren't assigned.

f. CDO Procedures (Off-going and On-coming CDO)

(1) Conduct turn-over using enclosure 1.

(2) Review all outstanding SITREPs/Operational Messages/noteworthy events and status of tasks affecting NRD NOLA.

(3) Off-going CDO will close out last page entry and On-coming CDO will open first page entry in the CDO Log Book.

(3) Discuss Supernumerary duties.

Note: Off-going Command Watch Team personnel shall be the designated stand-by watch standers.

(4) Conduct duty turn-over de-brief with the XO at 0900

(5) Ensure professional and courteous attitude is displayed at all times.

Notes:

(a) During Weekend and Holiday routine, watch standers may remain at their place of residence, unless NRD NOLA activities dictate otherwise.

(b) Weekends/Holidays XO de-briefs will be conducted via phone prior to 10:00.

(c) Holiday/Command sponsored liberty, the EWBC and SWO will compensated on-watch CDO during the following week (Tues, weds or Thurs). A request chit must be routed to the XO via the SWO, if a Monday or Friday is being requested for compensation.

(5) CDO's are allowed to PT during normal working hours, but will complete a formal turnover with the alternate and notify the EWBC upon departure and arrival.

7. Action. All personnel assigned to NRD New Orleans HQ shall know and comply with the provisions of this instruction.

/s/

C. A. STOVER

Distribution List:
Electronic only, via
<http://www.cnrc.navy.mil/neworleans/>

Navy Recruiting District New Orleans

Turnover Check List

1. Pass down/significant events for previous week and anticipated events for upcoming week:

2. SITREPS completed during your watch:

3. SITREPS pending action during next watch:

4. The following vehicles are currently located at HQ (BLDG 192), describe and discrepancies below:

5. The following items were turned over:

(a) CDO Binder: Yes _____ No _____

(b) Master Keys: Yes _____ No _____

(c) CDO Cell Phone and Charger: Yes _____ No _____

6. Has FPCON Level changed in the past 24 hours?

Yes _____ No _____
(a) Were the following notified? CO _____ XO _____

7. Next working Saturday? _____

8. Are building and grounds clean and debris free?

Yes _____ No _____

Deficiencies noted and steps taken to correct.

Off going CDO (Signature/Date) Oncoming CDO (Signature/Date)

NOTE: Maintain signed checklist in the CDO binder.

**NAVY RECRUITING DISTRICT NEW ORLEANS
TRAINING FUNDAMENTALS**

NAME _____ RATE/RANK _____

This page is to be used as record of satisfactory completion of the Job Qualification Requirement [JQR]. Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance.

The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge.

This qualification page is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in the JQR watch station and given a target completion date of _____.

SIGNATURE _____ DATE _____
Supervisor

Trainee has completed all Job Qualification Requirements for this watch station. Recommend designation as a qualified:

TRAINING FUNDAMENTALS

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Executive Officer

SERVICE RECORD ENTRY _____ DATE _____
Administrative Officer

**NAVY RECRUITING DISTRICT NEW ORLEANS
COMMAND DUTY OFFICER**

NAME _____ RATE/RANK _____

This page is to be used as record of satisfactory completion of the Job Qualification Requirement [JQR]. Only specified supervisors or CDOs may signify completion of applicable sections either by written or oral examination, or by observation of performance.

The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge.

This qualification page is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in the JQR watch station and given a target completion date of _____.

SIGNATURE _____ DATE _____
Supervisor

Trainee has completed all Job Qualification Requirements for this watch station. Recommend designation as a qualified:

COMMAND DUTY OFFICER JQR

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Senior Watch bill Coordinator

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Executive Officer

SERVICE RECORD ENTRY _____ DATE _____
Administrative Officer

201 **COMMAND DUTY OFFICER**

Estimated completion time: 8 weeks

201.1 PREREQUISITES

201.1.1 Possess a Secret Clearance

Completed _____ [Qualifier/Date]

201.1.2 Training and Readiness the Active Shooter Course on
NKO CNIC-TRTAS-1.1 11

Completed _____ [Qualifier/Date]

201.1.3 Read Commanding Officer Standing Orders
NAVCUITDISTNOLAINST 3121.1 (Series)

Completed _____
[Qualifier/Date]

201.2.1 **Fundamentals from This PQS:**

101 Safety Fundamentals

Completed _____
[Qualifier/Date]

201.3 **Tasks:**

For the Tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for this procedure?
- C. When is this procedure performed?
- D. What control/coordination is required?
- E. What safety precautions must be observed?
- F. What security precautions must be observed?
- G. Demonstrate your ability to perform this task IAW current directives.
- H. Perform this task IAW current directive.

201.3.1 Conduct morning unlock/opening of building [off-going CDO]. [A, B, C, D, F, H].

[Signature] [DATE]

201.3.2 Debrief with off-going/oncoming CDO for watch Turnover. [A, B, C, D, H].

[Signature] [Date]

201.3.3 Brief XO on previous day's business. [Off-going CDO if required]. [B, C, D, H].

[Signature] [Date]

201.3.4 Review message traffic for pertinent information. [A, B, C, D, G].

[Signature]

201.3.5 Read/review all CDO standing orders. [Oncoming CDO] [B, C, G, H].

[Signature] [Date]

201.3.6 Coordinate the Delivery/pick-up MEPS personnel to and from designated local or out of area command or facility. [A, B, C, D, E, F G, H].

[Signature] [Date]

201.3.7 Debrief with DTS coordinator on flight schedules/advisories. [A, B, C, D, H].

[Signature] [Date]

201.3.8 Conduct security check/lockup in building. [afternoon CDO]. [A, B , C, D, E, F, H].

[Signature] [Date]

201.3.9 Conduct security check/lockup of command vehicles. [A, B, C, D, G].

[Signature] [Date]

201.4 **INFREQUENT TASKS**

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for this procedure?
- C. When is this procedure performed?
- D. What control/coordination is required?
- E. What safety precautions must be observed?
- F. What security precautions must be observed?
- G. Perform or demonstrate your ability to perform this task IAW current directives.

201.4.1 Take required action for unplanned mission schedule changes [modifications or cancellations [regrets]. [A, B, C, D, G].

[Signature] [Date]

201.4.2 Accommodate contractors working in/cleaning command buildings. [A, B, C, D, F, G].

[Signature] [Date]

201.4.3 Accommodate General Schedule (GS) personnel working in the command building. [A, B, C, D, F, G].

[Signature] [Date]

201.4.4 Arrange for a substitution for your scheduled duty day
[A, B, C, D, G].

[Signature] [Date]

201.4.5 Discuss with the Senior Watch Officer irregularities
noted in, or suggestions to improve the routine
duties/responsibilities of the Command Duty Officer.

[Signature] [Date]

201.4.6 Draft an OPREP-3 Navy Unit SITREP message for an
emergency situation (With the Administrative Officer)
[A, B, C, D, G].

[Signature] [Date]

201.4.7 Discuss the circumstances requiring an OPREP-3 navy
Unit SITREP and reporting timeline (With the
Administrative Officer).

[Signature] [Date]

201.4.8 Discuss the Force Protection Condition Levels/changes
(with the Force Protection Officer) [A, B, C, D, F, G].

[Signature] [Date]

201.4.9 Draft a Personnel Casualty Message (with the
Administrative Officer) [A, B, C, D, G]

[Signature] [Date]

201.5 **ABNORMAL CONDITIONS**

- None to be discussed.

201.6 **EMERGENCIES**

For the emergency conditions listed below:

- A. What indications/alarms/reports are received?
- B. What immediate/follow-up actions are required?
- C. What reports/communications are required?
- D. Perform or simulate the actions for this emergency conditions IAW current directives.

201.6.1 Building fire. [A, B, C, D].

[Signature] [Date]

201.6.2 Destructive weather/Ice conditions. [A, B, C, D].

[Signature] [Date]

201.6.3 Hurricane Condition of Readiness change [A, B, C, D].

[Signature] [Date]

201.6.4 Continuity of operations (COOP) [A, B, C, D].

[Signature] [Date]

201.6.5 THREATCON Level Change. [A, B, C, D].

[Signature] [Date]

201.6.6 FORCE PROTECTION Level Change. [A, B, C, D].

[Signature] [Date]

201.6.7 Security compromise. [A, B, C, D].

[Signature] [Date]

201.6.8 Bomb threat. [A, B, C, D].

[Signature] [Date]

201.6.9 Emergency leave. [A, B, C, D].

[Signature] [Date]

201.6.10 Vehicle Accident. [A, B, C, D].

[Signature] [Date]

201.6.11 Building/Vehicle vandalism. [A, B, C, D].

[Signature] [Date]

201.6.12 Personnel Casualty. [A, B, C, D]

[Signature] [Date]

201.6.13 Building Power Outage. [A, B, C, D]

[Signature] [Date]

201.6.14 Info Condition Level Change. [A, B, C, D]

[Signature] [Date]

201.6.15 Loss of PII. [A, B, C, D]

[Signature] [Date]

201.6.16 Loss of Government Property [A, B, C, D]

[Signature] [Date]

201.6.17 Active Shooter. [A, B, C, D]

[Signature] [Date]

201.6.18 Protestors at recruiting Stations [A, B, C, D]

[Signature] [Date]

201.7 **WATCHES**

Stand the following watches under qualified supervision:

WATCH/STATION	SIGNATURE	DATE
201.7.1 Command Duty Officer [U/I] [2 times]	_____	_____
	_____	_____

201.8 **EXAMINATIONS**

201.8.1 Qualification board: Date _____
(Pass an oral examination board).

We certify the examinee to be fully qualified for the
position of Command Duty Officer.

Board Chair (Name/Rank/Rate) (SWO) Signature / Date

Board Member (Name/Rank/Rate) Signature / Date

Board Member (Name/Rank/Rate) Signature / Date

Board Member (Name/Rank/Rate) Signature / Date