



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK
990 STEWART AVENUE
2ND FLOOR, SUITE 220
GARDEN CITY, NY 11530-4858

NAVCRUITDISTNYINST 1601.1K

30

JUL 16 2014

NAVCRUITDISTNY INSTRUCTION 1601.1K

From: Commanding Officer, Navy Recruiting District New York

Subj: NAVY RECRUITING DISTRICT NEW YORK COMMAND DUTY OFFICER PROCEDURES

Ref: (a) NAVCRUITDISTNYINST 3440.1G W/CH-1

Encl: (1) Command Duty Officer Qualification Standard
(2) Command Duty Officer Reference Materials
(3) Command Duty Officer Watch Procedures
(4) Unplanned Closure of Headquarters Procedures
(5) After Hours Message Traffic Procedures
(6) Leave for Military Personnel Procedures
(7) Access to Office Spaces Procedures
(8) Serious Personnel Injury/Death Procedures
(9) Security Container Check Sheet (SF 702)

1. Purpose. To publish instructions for administering and conducting the Navy Recruiting District New York (NRD NY) Command Duty Officer (CDO) watch.

2. Cancellation. NAVCRUITDISTNYINST 1601.1J W/CH-1

3. Scope. The NRD NY CDO watch is maintained to ensure the continuity of the District's Command functions, especially outside normal working hours. While in a duty status, the CDO shall act as the direct representative for the Commanding Officer in all matters of interest to the Command. General instructions for the CDO are set forth in enclosures (1) through (8).

4. Action. All CDOs shall familiarize themselves and comply with reference (a) and enclosures (1) through (9).

5. Authority, Organization and Responsibilities of the Watch

a. Authority

(1) The CDO is the official representative of the Commanding Officer (CO). The CDO acts for and with the authority of the CO during assigned periods of duty. Full authority may be

exercised to take whatever actions are deemed necessary under prevailing circumstances, to include calling on all command personnel - military or civilian - for assistance, as needed. The delegation of this authority shall not be construed to authorize departure from established rules, regulations and policies of this Command or the U.S. Navy. While this instruction sets forth certain procedures, there is no intent to cover all possible situations, nor is there any intent to prevail over common sense and sound judgment on the part of the CDO.

b. Organization

(1) Senior Watch Officer (SWO). The SWO is responsible for administering NRD NY Command Duty procedures; to include the qualification process.

(2) Watchbill Coordinator. The Watchbill Coordinator is responsible for developing, administering and maintaining the CDO watchbill.

(3) Watchstanders. All assigned NRD NY Headquarters (HQ) military personnel, in paygrades E-6 and above, except the Executive Officer, Command Master Chief, Recruiting Operations Officer (ROPS), Assistant Recruiting Operations Officer (A-ROPS), Chief Recruiter, Enlisted Assistant Chief Recruiter and the Officer Assistant Chief Recruiter, shall be assigned as the CDO on a rotational basis. All assigned NRD NY HQ military personnel, in paygrades E-5 shall be assigned as the duty driver on a rotational basis.

6. Responsibilities

a. The SWO shall:

(1) Ensure a monthly watchbill is developed and distributed to all CDOs and all other personnel assigned to the NRD NY HQ staff, no later than the 20th day of the preceding month.

(2) Conduct initial, and quarterly thereafter, training.

(3) Ensure the accuracy and completeness of the CDO reference materials, as listed in enclosure (2). Reference documents shall be revised and re-published as necessary. The Administrative Officer shall assist the SWO in ensuring all materials, especially recall bills, are reviewed on a routine basis (quarterly, or more frequently) and updated as required.

(4) Act as Chair/President for CDO PQS qualification board.

b. Watchbill Coordinator:

The Watchbill Coordinator shall prepare the monthly watchbill utilizing a rotational assignment among all eligible watchstanders. All eligible watchstanders shall provide upcoming leave/travel information by the 15th of the month.

c. Watchstanders:

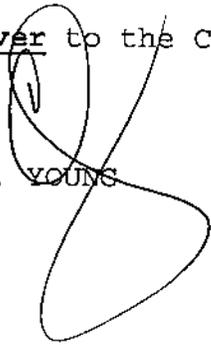
(1) Individual watchstanders shall not arrange for replacements unless authorized by the SWO.

(2) Watchstanders will stand duty for one week. From 0900 on the assigned day until 0900 on the day of duty, according to the procedures outlined in enclosure (3) of this instruction.

(3) Each watchstander is responsible for reviewing the accuracy and completeness of the CDO reference materials, listed in enclosure (2) of this instruction. Improvements, corrections and clarifications shall be clearly posted, dated and initialed in the materials by the CDO, and notification provided to the Senior Watch Officer for further action.

(4) Shall report relief/turnover to the CO and XO.

C. M. YOUNG



**Command Duty Officer
Qualification Standard**

Name: _____ Date Reported Onboard: _____
(FULL NAME AND RATE/RANK) Date Assigned: _____
Qualification Due Date: _____

This qualification standard is provided as a record of satisfactory completion of Navy Recruiting District Command Duty Officer qualification process. This booklet and two under instruction watches must be completed prior to the "Final Qualification Oral Board." If a candidate fails to pass the board, additional "Under Instruction" watches may be assigned as directed by the Senior Watch Officer. Personnel authorized to sign off this booklet shall ensure their signatures authenticate the demonstration of knowledge required in each area.

I. Prerequisites:

1. Required Reading:

Date Completed:

- a. CDO Standing Orders _____
- b. Destructive Weather Plan _____
(NAVCRUITDISTNYINST 3440.1G W/CH-1)
- c. Watch Organization (NAVCRUITDISTNYINST 1601.1K) _____

Visits: Briefing by Department Heads or their Designated Representatives.

- a. ROPS D. H. Signature _____ Date _____
- b. AOPS D. H. Signature _____ Date _____
- c. ADMIN D. H. Signature _____ Date _____
- d. SUPPLY D. H. Signature _____ Date _____
- e. Marketing D. H. Signature _____ Date _____
- f. PAO D. H. Signature _____ Date _____

g. CR Signature _____ Date _____

2. Knowledge Factors: Review and discuss with a qualified CDO the importance of the following topics:

a. Review and discuss with a qualified CDO the following duties of a CDO:

(1) Watch Organization (NAVCRUITDISTNYINST 1601.1K). To include proper watch standing practices.

Signature _____ Date _____

(2) Command Duty Officer binder. (To include discussion of contacting personnel IAW the matrix.)

Signature _____ Date _____

(3) Message traffic procedures and OIX website familiarization. Ensure read/write access to appropriate share drive folders is obtained and verified.

Signature _____ Date _____

(4) OPREP/SITREP preparation.

Signature _____ Date _____

b. Review and discuss with a qualified CDO the following evolutions and actions required of a CDO.

(1) Death of a military member.

Signature _____ Date _____

(2) Death of a non-military member.

Signature _____ Date _____

(3) Emergency Leave.

Signature _____ Date _____

(4) Bomb Threat/Terrorism Incident.

Signature _____ Date _____

(5) Loss of Electrical Power/Flooding/Fire at any NRD NY facility or property.

Signature _____ Date _____

(6) Traffic Accident.

Signature _____ Date _____

(7) Severe Personal Injury, including actions for personnel being hospitalized.

Signature _____ Date _____

(8) Racial Incident.

Signature _____ Date _____

(9) Vandalism.

Signature _____ Date _____

(10) Domestic Violence.

Signature _____ Date _____

(11) Sexual Assault.

Signature _____ Date _____

(12) Weather warnings, to include snowstorms and hurricane conditions.

Signature _____ Date _____

5. Practical Factors. Actually perform if possible, when it is not possible or practicable, simulate under the observance of a qualified CDO and discuss actions.

a. Review current and scheduled evolutions.

Signature _____ Date _____

b. Prepare an OPREP/SITREP. Release a practice internal SITREP via OIX or Outlook email.

Signature _____ Date _____

c. Check safes and initial Security Container Check Sheet (SF 702).

(1) Observer Watch Signature _____ Date _____

(2) U/I Watch Signature _____ Date _____

d. Stand two under instruction watches as Command Duty Officer. The first under instruction watch will be as an observer only.

(1) Observer Watch Signature _____ Date _____

(2) U/I Watch Signature _____ Date _____

(3) U/I Watch Weekend Signature _____ Date _____

Member has completed all qualification requirements for this watch station. Has passed an oral examination board and is recommended for designation as a Navy Recruiting District New York Command Duty Officer.

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

Recommended: _____
Senior Watch Officer

Date: _____

Qualified: _____
Commanding Officer

Date: _____

Service Record Entry: _____
PSD

Date: _____

COMMAND DUTY OFFICER REFERENCE MATERIALS

1. The CDO reference material includes the following:
 - a. CDO Duty Binder, consisting of:
 - (1) NAVCRUITDISTNYINST 1601.1K, Headquarters Command Duty Officer Instruction.
 - (2) NRD NY Command Recall Bill.
 - (3) CNRC/Region EAST Contact Information.
 - (4) Instructions for preparing, and releasing UNCLASSIFIED Messages.
 - (5) Security Office/Alarm System and Door Locking Instructions.
 - (6) CDO Pass Down Log and CDO Watch Log.
 - (7) Special Reporting Guidance (OPREP-3/NAVY UNIT SITREP).
 - (8) Force Protection Condition (FPCON) Information.
 - (9) Bomb threat checklist/evacuation procedures.
 - (10) Motor vehicle accident procedures/checklist.
 - (11) Procedures for handling deserters/UA members.
 - (12) Red Cross information.
 - (13) Checks for OPREP reporting including OPNAVINST 3100.6J.
 - (14) NAVCRUITDISTNYINST 3440.1G W/CH-1, Natural Disaster Preparedness Plan.
 - (15) NAVCRUITDISTNYINST 3300.1, Antiterrorism/Force Protection Plan
 - (16) Emergency leave procedures.

(17) Personnel Casualty Procedures.

(18) Security Checklists.

b. Other accountable items:

(1) Duty Cellular Phone (with charger).

(2) Master keys and swipe card to NRD NY HQ entry door and office spaces.

(3) Duty van key.

COMMAND DUTY OFFICER WATCH PROCEDURES

1. Tour of Duty

a. Watchstanding procedures depend on the current Force Protection Condition (FPCON) as established by the Commander, Navy Region Mid-Atlantic. Under normal peacetime conditions:

(1) The duty starts at 0900 on the assigned workday and ends at 0900 the following workday. The CDOs primary responsibility is to represent the Commanding Officer after working hours. In addition, when not in the physical confines of NRD NY HQ, the CDO shall not travel further than a 75 mile radius from the Headquarters (with a properly functioning cellular phone). On the next workday, the CDO shall report to Headquarters no later than 0730 on weekdays, or 0830 on working Saturdays.

(2) Occasionally, due to inclement weather or emergency situations, Headquarters personnel will be prevented from reaching Headquarters and will be officially excused from work by higher authority. During such times, essential operations must continue as outlined in enclosure (4) of this instruction.

b. Changes in FPCON may be brought about by indications or warnings of terrorist activity. These changes may be received from NCIS or Commander, Navy Region Mid-Atlantic. Any time there is a change in FPCON, the CDO should:

(1) Immediately notify the Commanding Officer, Executive Officer, Command Master Chief, Recruiting Operations Officer and Anti-Terrorism Force Protection Officer.

(2) Review the CDO Reference Binder contents, including the descriptions of Force Protection conditions, together with a list of actions to be taken by Headquarters upon establishment of a particular FPCON.

(3) Assist in setting appropriate Force Protection measures.

2. Assuming the Duty

a. Watch will be stood in the prescribed uniform of the day.

b. The off-going CDO will turn over the CDO Binder, master keys, duty vehicle keys and cellular phone to the on-coming CDO during their face-to-face turnover.

c. The on-coming CDO shall check the power levels of communications equipment and replace/recharge batteries as necessary.

d. Upon completion of rounds, the CDO may shift the watch to his/her residence or within a 50 mile radius of the Headquarters building with a properly functioning cellular phone and voicemail messaging system.

e. Regular Responsibilities at Residence. The CDO shall keep the cellular phone activated, and ensure they are within hearing range throughout the period of duty.

3. Checklist for Resuming Headquarters Watch on Workday Mornings. The following actions will be performed by the off-going CDO:

a. No later than 0800, report to HQ to assist personnel as required.

b. If necessary, brief the CO and XO of any unusual occurrences.

4. Procedures for Being Relieved

a. The off-going CDO and on-coming CDO will conduct a face-to-face turnover and inventory of CDO items.

b. The on-coming and off-going CDOs will report turnover - in person to the CO and XO no later than 0930.

UNPLANNED CLOSURE OF HEADQUARTERS PROCEDURES

1. General. There are several instances that could result in the necessity to close NRD NY HQ to routine business, including severe weather, catastrophic failure of Headquarters building, etc. During these unplanned events, essential operations must continue, but the vast majority of Headquarters staff will be excused from work.

2. Command Closure. Situations may occur in which the workforce is excused from work, such as; severe weather (snow emergency, hurricane, etc.) or regional emergency. The media may not obtain or distribute this information. Such situations include setting Force Protection Condition DELTA or a fire that severely damages the Headquarters building. In the event of these situations, the CDO shall notify the Commanding Officer, who will make a determination as to whether to close NRD NY HQ, and whether or not to require key and essential personnel to report to work. Key and essential personnel have been previously designated by the command, and a complete list of key and essential personnel is in the CDO binder. Refer to NAVCRUITDISTNYINST 3300.1, Antiterrorism/Force Protection Plan.

3. Command-Wide Recall. Upon determination of a closure, the CDO shall initiate a command-wide recall by notifying all Department Heads (ROPS, SUPPO, CT, Marketing Officer, AO and PAO). Department Heads are responsible for maintaining recall procedures for their own directorates.

AFTER HOURS MESSAGE TRAFFIC PROCEDURES

1. The CDO may be required to send or retrieve message traffic after normal working hours and during declared inclement weather or emergency situations.
2. After normal working hours, the CDO may be notified of a situation requiring a SITREP to be sent immediately or to receive an immediate action message. Where immediate action/response indicated, the CDO will take such action and affect such response after notifying the CO. If the matter does not require immediate action, it may be deferred until the next workday.
3. If the CDO determines that a message(s) must be reviewed, the CDO receives all messages via email. The CDO will notify the AO if any messages need to be released, in accordance with the procedures in the CDO binder. The CDO should contact the XO to coordinate message drafting, proofing and release IAW Region EAST SOP.

LEAVE FOR MILITARY PERSONNEL PROCEDURES

1. Leave Extension

a. The CDO is authorized to grant extensions to leave. Such extensions will be cleared with the associated Department Head and approved by the XO and/or CO. Extension requests received by telephone may be granted verbally. All extensions granted will be logged and reported to Admin the next workday.

ACCESS TO OFFICE SPACES PROCEDURES

1. Policy

a. Headquarters office spaces shall be locked upon departure of the last occupant each day, and at all times on weekends and holidays when not occupied. Additionally the alarm system will be activated. The CDO is authorized to open any Headquarters offices using the master key on the CDO key ring.

2. Responsibility

a. Spaces opened shall be subsequently secured. Appropriate entries shall be made in the CDO Logbook. Entries in the CDO Logbook should explain why spaces needed to be opened.

SERIOUS PERSONNEL INJURY/DEATH PROCEDURES

1. Military

a. Upon receipt of notification (and CDO confirmation, as appropriate) of serious injury or death of military personnel assigned to NRD New York (including USNR officers on Active Duty for Training and TAD personnel), the CDO will immediately notify the CO/XO/CMC.

b. Determine if the next-of-kin, if residing in the area, have been informed. If not, arrange to have notification made by CACO.

c. Prepare and release a Personnel Casualty Report message (priority precedence). Instructions for preparation are in the Military Personnel Manual Articles 1770-010 through 1770-120, a copy of which is included in the CDO's binder. Admin may be called in to assist in preparing the report. (The report requires information from the deceased's service record).

2. Civilian

a. Information received on the death of any NRD NY civilian or contractor employee will be conveyed to the XO and the appropriate Department Head.

SECURITY CONTAINER CHECK SHEET (SF 702)

1. The CDO will complete daily spot checks and fill out the security Container Check Sheet, Standard Form 702 to ensure Command safes are properly secured at the end of each work day.
2. The following offices contain a safe:
 - a. Room number 407 (PAO's office), room number 411 (R-OPS office) and room number 433.
3. If a safe is found unsecure, a complete inventory of items must be documented in the CDO logbook and the cognizant Department Head notified of the findings.