



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT, PORTLAND
7028 N.E. 79TH COURT
PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 1601.1D CH-1
SWO
26 Mar 13

NAVCRUITDIST PORTLAND INSTRUCTION 1601.1D CHANGE 1

Subj: NRD PORTLAND WATCHSTANDING GUIDANCE

Encl: (1) NRD Portland CDO Daily Checklist

1. Purpose. To transmit change 1 to the basic instruction.
2. Action. Make the following pen and ink change to the basic instruction:
 - a. Change paragraph 4b(2) to read "Report turnover to the SWO or the XO if the SWO is not available".
 - b. Remove enclosure (1) of the basic instruction and replace with enclosure (1) of this change transmittal.


R. M. CANDILORO

Distribution:
NAVCRUITDISTPORTLANDINST 5216.1U
Lists A
All Watchstanders

CDO DAILY CHECK LIST

Secure Doors to Outside	Yes	No	Comments
HQ Front Door <small>(Deadbolt and Cipher Lock)</small>			
OPS Front Door #1 <small>(OPL/OP Deadbolt and Cipher Lock)</small>			
OPS Front Door #2 <small>(DEPCO/STATS Deadbolt and Cipher Lock)</small>			
LSO Side Door			
PAO Back Door			
Supply Warehouse Door <small>(garage door and back door)</small>			
LEADS Warehouse Door <small>(garage door and training room back door)</small>			
Smoke Deck Door			
Gym Back Door			
Blinds drawn			
HQ Front Door			
XO's Office			
OPS Front Door #1 <small>(OPL/OP Deadbolt and Cipher Lock)</small>			
OPS Front Door #2 <small>(DEPCO/STATS Deadbolt and Cipher Lock)</small>			
LSO Side Door			
Misc			
Coffee Pot secured			
Break Room clean			
Lunch Room clean			
OPS Break Area clean			
GOV's Returned to PANG			
Departments Secured			
	Yes	No	Members still onboard
CO			
XO			
OPS			
ADMIN			
LEADS			
LSO			
SYSAD			

Date:
Time:
Signed:
Printed name: