



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT, PORTLAND
7026 N.E. 79TH COURT
PORTLAND, OREGON 97216-2813

NAVCRUITDISTPORTLANDINST 1601.1E
OPSO
31 Dec 13

NAVCRUITDISTPORTLAND INSTRUCTION 1601.1E

Subj: NRD PORTLAND WATCHSTANDING GUIDANCE

Ref: (a) OPNAVINST 3100.6J
(b) OPNAVINST 5530.14E
(c) COMNAVCRUITCOMINST 3300.1A
(d) NAVCRUITDISTPORTLANDINST 3000.1S
(e) USNORTHCOM FORCE PROTECTION DIRECTIVE 11-047

Encl: (1) CDO Daily Checklist
(2) Navy Recruiting District Portland Command Duty Officer Qualification Card

1. Purpose. To define the duties of headquarters watchstanders.

2. Cancellation. NAVCRUITDISTPORTLANDINST 1601.1D.

3. Background. The watch organization shall consist of the Senior Watch Officer (SWO), Watchbill Coordinator (WBC), and Command Duty Officer (CDO). Changes in watchstanding procedures as set forth in this instruction shall not be made without prior approval of the Commanding Officer (CO).

a. The senior lieutenant or lieutenant commander assigned to headquarters will function as the SWO. The SWO is responsible for training and supervising all watchstanders.

b. The CDO watchbill will be composed of approved E5 and senior personnel assigned to headquarters with the following exceptions: CO, Executive Officer (XO), Command Master Chief (CMC), SWO, Chief Recruiter (CR), Officer Assistant Chief Recruiter (OACR), Enlisted Assistant Chief Recruiter (EACR) and WBC. Eligible watch-standers will qualify through completion of enclosure (2). Any qualified CDO may train and sign off a CDO under instruction.

4. Responsibilities. The CDO watch period will run from 0800 Monday to the following Monday at 0800. Deviations are permitted as deemed necessary by the SWO (e.g. holidays, required travel). Watchstanders are responsible for the execution of all assigned duties.

a. The Senior Watch Officer shall:

- (1) Conduct watchstander training monthly.
 - (2) Review CDO daily checklists weekly.
 - (3) Review the proposed watchbill and forward to the XO for approval.
- b. The Watchbill Coordinator shall:
- (1) Coordinate a watchbill for review by the SWO.
- c. The Command Duty Officer shall:
- (1) Assume the duty by conducting a face-to-face turnover with the off-going CDO. After receiving a thorough pass down, the oncoming CDO will take custody of the CDO briefcase.
 - (2) Report turnover to the XO or SWO NLT 0845, accompanied by the off-going CDO. CDO's turnover report will include an update of events of the previous watch period. This report will be made on duty-turnover days and on any day, to include weekends and holidays, warranted by unusual circumstances. Turnover will be reported to the most senior person present, if XO or SWO are unavailable.
 - (3) Be responsible for the physical security of the headquarters building, grounds, and CDO briefcase. The CDO briefcase consists of the CDO phone and charger, the CDO binder, and four building keys. At close of business each working day, CDO shall conduct an inspection of the building using enclosure (1). The checklist will be kept on a clipboard located next to the posted CDO watchbill. The CDO briefcase will be kept secure at all times.
 - (4) Monitor local and national news and keep the CO, XO, CMC and any affected department heads informed of any potential problems or situations (e.g. severe weather, civil disturbances) that may arise during the duty period for NRD Portland's area of responsibility.
 - (5) Act as the coordinator and mustering official for any required musters. The CDO will report musters to an NFAAS representative for online reporting. Be accessible 24 hours a day via the duty cellular phone.

(6) In the event of inclement weather, make a recommendation to the XO NLT 0600 based on weather reports. If warranted, the CDO shall notify all department heads as to the workday decision from the CO. Refer to reference (b).

(7) Be the principal point of contact (POC) for Force Protection Condition (FPCON) reporting.

(8) In the event of severe inclement weather in which the national ensign could be damaged, lower the ensign and secure it. During days when the ensign is to be flown at half mast, the CDO will ensure that it is properly raised/lowered to the appropriate height by 0800. Otherwise, as a lighted national ensign, it will remain flying 24 hours a day.

(9) Be the principal POC for special incident reporting after working hours, in accordance with reference (a), and coordinate and assist the Administrative Officer as necessary during working hours.

(10) In the event of an incident involving district personnel and/or property which could potentially result in an incident report, the CDO will immediately notify the CO, XO, SWO, CMC, and CR. Upon completion of CO, XO, SWO, CMC, and CR notification, the Public Affairs Officer will be contacted so that a determination of expected media interest can be established for possible incident reporting.

d. The Administrative Officer shall ensure a monthly review of the CDO notebook is conducted to confirm completeness and accuracy. The CDO notebook will contain:

- (1) NAVCRUITDISTPORTLANDINST 1601.1E (this instruction)
- (2) OPNAVINST 3100.6J, Special Incident Reporting Procedures
- (3) COMNAVCRUITCOMINST 3300.1A, Navy Recruiting Anti-Terrorism and Force Protection Guidance
- (4) District Phone List
- (5) Personnel Recall Roster
- (6) Future Sailor Recall List

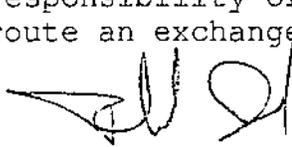
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(7) Collegiate Recall List

(8) OPNAVINST 5530.14, Physical Security and Law
Enforcement Program

(9) MILPERSMAN 1770-160, Casualty Assistance Calls
Program

d. Eligible watchstanders shall report professional or personal watch conflicts to the WBC. In the event that a scheduling conflict is recognized after the watchbill is published, it is the sole responsibility of the scheduled CDO to find a replacement and to route an exchange-of-duty chit to the WBC for approval.



T. D. BODE

Distribution:
NAVCUITDISTPORTLANDINST 5216.1U
List A
All Watchstanders

CDO DAILY CHECK LIST

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>			
Supply 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			
CPO Mess Back 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			
CMC			
OPS			
ADMIN			
LEADS			
LSO			
SYSAD			
Date:			
Time:			
Signed:			
Printed name:			

Navy Recruiting District, Portland
Command Duty Officer Qualification Card

Name: _____ Rank: _____ Dept: _____ Report Date: _____

Duty Phone: _____ Home Phone: _____

1. Demonstrate a thorough knowledge of the following information:

- a. Headquarters watch organization. _____
Qualified CDO/Date
- b. Command Duty Officer binder. _____
Qualified CDO/Date
- c. Telephone card and cell phone operation. _____
Qualified CDO/Date
- d. General CACO procedures. _____
Qualified CDO/Date
- e. Emergency leave procedures. _____
Qualified CDO/Date
- f. Special reporting requirements (Unit SITREP/OPREP-3 Navy Blue). _____
Qualified CDO/Date
 - (1) Vehicle Accident
 - (2) Loss of PII
 - (3) Sexual Assault
 - (4) Suicide Ideation
 - (5) Recruiter Misconduct
 - (6) DUI
- g. Demonstrate a working knowledge of all applicable instructions in the CDO binder. _____
Qualified CDO/Date
- h. Search and seizure - reading rights. _____
Legal Officer/Date
- i. Mental health evaluations. _____
Qualified CDO/Date

2. Recommended for oral board.

SWO/Date

3. Complete an oral board comprised of
the XO, SWO and a CDO.

XO/Date

Recommendation: Qualified _____ Re-examine _____ for NRD Portland CDO.

Final CO approval:

CO/Date

Service Record Entry Completed:

PLR Representative/Date

