



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT RICHMOND
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RICHMOND, VA 23219-2243

NRDRICHINST 1601.3H
N00
6 Jan 14

NAVCUITDIST RICHMOND INSTRUCTION 1601.3H

From: Commanding Officer, Navy Recruiting District Richmond

Subj: NAVY RECRUITING DISTRICT (NRD) RICHMOND WATCH
ORGANIZATION, PROCEDURES AND STANDING ORDERS

Ref: (a) COMNAVCUITCOMINST 3300.1 (Series), Navy Recruiting
Anti-Terrorism and Force Protection Guidance
(b) NRDRICHINST 3440.1
(c) OPNAVINST F3100.6 (Series), Special Incident
Reporting (OPREP-3 Pinnacle, OPREP-3 Navy Blue,
and OPREP-3 Navy Unit SITREP) Procedures

Encl: (1) Command Duty Officer (CDO) Turnover Checklist
(2) NRD Richmond CDO Personnel Qualification Standards
(PQS)
(3) CACO Standing Orders
(4) Duty Admin Standing Orders

1. Purpose. To provide policy, duties, and responsibilities
pertaining to Navy Recruiting District Headquarters watch
organization.

2. Cancellation. NRDRICHINST 1601.3G

3. Policy. The following information has been provided with
regard to policy:

a. Navy Recruiting Anti-Terrorism and Force Protection
guidance is provided in reference (a). Disaster Plan execution
will be followed as outlined in reference (b). Reference (c)
provides situational reporting requirements.

b. A command watch takes priority over all other normal duty
assignments, including any departmental watches or duties. All
exemptions must be approved by the Senior Watch Officer (SWO) or
Watch Bill Coordinator (WBC). A command watch is any watch or
duty that requires continuous or extended coverage by personnel
with mission essential skills within their department.

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4. Discussion. The following watch organization is established to provide the command watch bill compilation, procedures for opening and securing the headquarters building and responding to events that require command attention after normal working hours.

a. The command watch bill shall consist of the following:

(1) Senior Watch Officer (SWO). Shall be designated by the Commanding Officer and is empowered to carry out the duties delineated within this instruction.

(2) Command Duty Officer (CDO). All headquarters assigned E-5 to E-7 personnel, with the exception of the Assistant Chief Recruiter(s) (should one of them be an E7), and Admin Department Personnel (on their own duty Admin rotation) will stand CDO.

(3) Duty Admin. All headquarters Admin Department personnel will stand duty admin.

(4) Watch Bill Coordinator (WBC). Shall be designated by the Senior Watch Officer and is empowered to carry out the duties delineated within this instruction.

b. Watch responsibilities. The following responsibilities are assigned:

(1) Senior Watch Officer. Reports directly to the Executive Officer and has direct access to the Commanding Officer if required to carry out all duties. The SWO is responsible for enforcing this instruction and designating the WBC. Responsible for ensuring all watch standers complete PQS qualification within three months of reporting to NRD Richmond and prior to standing a CDO watch. Additionally, the SWO will:

(a) Approve/disapprove all CDO watch bill changes.

(b) Review CDO binder quarterly.

(c) Update this instruction as necessary.

(d) Ensure CDO watch standers meet basic qualification requirements as set forth in this instruction.

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(e) Ensure training occurs once per month on all qualified and prospective CDO watch standers, is effective, and is conducted in accordance with the long-range training plan.

(2) Watch Bill Coordinator. The WBC will:

(a) Report directly to the SWO on all command watch related matters.

(b) Maintain a rotating watch assignment for all personnel assigned to NRD Richmond Headquarters.

(c) Promulgate the watch bill at least one month prior to the start of each quarter (i.e. NLT 31 Aug, 30 Nov, 28 Feb, and 31 May).

(d) Review all CDO watch bill changes and make recommendations for improvement to the SWO. Perform other duties as assigned by the SWO.

(e) Assign duty drivers and working parties as required.

(f) Promulgate the CDO training schedule. Ensure training is accomplished prior to assigning new personnel to their first watch. Organize and conduct, with the SWO, CDO training on all qualified and prospective CDO watch standers.

(3) Command Duty Officer. The CDO is an individual designated by the Commanding Officer to act as his direct representative. The CDO shall exercise command over all situations arising during their respective watch.

(a) Report to the Commanding Officer via the Executive Officer, and Command Master Chief, on all command matters pertaining to the watch being stood. This includes, but is not limited to, station break-ins, motor vehicle accidents, personnel injuries, and emergencies. The CDO will ensure the respective department head is briefed when time allows to ensure the safety, security, good order and discipline of the command.

(b) Prior to being relieved, the off-going CDO will thoroughly brief the on-coming CDO. The oncoming-CDO will ensure the turnover checklist, enclosure (1), is properly completed and filed.

(c) Notify the SWO, or the WBC in his/her absence, upon assuming the watch.

(d) Brief the Executive Officer, along with the off-going watch stander at 1100.

(e) The duty cell phone will be kept on, in the CDO's possession, and charged at all times.

(f) Be no more than a two-hour commuting distance from NRD Richmond HQ during non-working hours. The watch begins at 0830 on Monday and continues until relieved the following Monday. The off-going and on-coming CDOs will arrive at HQ no later than 0800 on Monday mornings to conduct turnover.

(g) Will not consume alcohol within eight hours prior to assuming duty or any time while in a duty status.

(h) Screen calls to the District after normal working hours and answering as the command Point of Contact (POC). If action is required prior to the next working day, the CDO will ensure the CO, XO, CMC, and Department Head are notified, and, if required, recall the Duty Admin. Any action taken must be logged in the CDO binder.

(i) Make appropriate entries in the CDO binder.

(j) Arrange for a watch bill change if scheduled leave, request for special liberty and/or request for TDY conflicts with the dates assigned for standing watch.

(k) Attend training once per month as designated by the SWO.

(l) Ensure all references are available at the Command and on the share-drive during turnover.

(m) Contact CNRC/Region East CDO as situations require.

(n) Make a voice report to CNRC CDO prior to the release of any unit SITREP. CDO shall ensure that SITREP updates are sent within prescribed periodicity. CDO is responsible for gathering any and all necessary information pertaining to drafting any unit SITREP.

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(o) The CDO will coordinate with the Duty Admin to write, route to CO (via XO), and release all SITREPS. The Duty Admin will draft all SITREPS as directed by CO, XO or CMC based on the information provided by the CDO and release after receiving confirmation from Region EAST.

(p) CDOs will familiarize themselves with the standing orders and instructions that will assist them in the conduct of the CDO watch. When conducting under instruction (U/I) CDO watches, each U/I will complete a qualification PQS (enclosure (2)) that the CDO, WBC, or SWO may sign for verification. Once the PQS is completed, the WBC will certify on the PQS that personnel are ready to stand CDO. CDOs will be certified only after a formal screening board that will be convened and chaired by the SWO or in his/her absence the WBC, and a qualified CDO.

(q) The CDO will ensure that he/she is kept informed of all major events and advised immediately of all emergency situations and drills. The CDO should be aware of incidents that will be a matter of record and make the appropriate notifications.

(r) The CDO will refer all inquiries from the news media to the Navy Recruiting District Richmond Public Affairs Officer (PAO).

(s) Complete and submit to duty admin, no later than 60 minutes after the commencement of normal headquarters staff working hours, a daily muster report of the headquarters staff personnel.

(4) Duty Admin. The Duty Admin shall be an individual assigned within the Headquarters Admin Department. The Duty Admin shall be physically present at headquarters during normal working hours while on duty.

(a) Report to the Command Duty Officer for watch purposes.

(b) Prior to being relieved, the off going Duty Admin will thoroughly brief the on-coming duty Admin.

(c) Notify the CDO upon assuming the watch.

(d) The Duty Admin cell phone will be kept on, in the Duty Admin possession, and charged at all times.

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(e) Be no more than a two-hour commuting distance from duty during non-working hours. The watch begins at 0830 on Monday and continues until relieved the following Monday. The off-going and on-coming Duty Admin will arrive at HQ no later than 0800 on Monday mornings to conduct turnover.

(f) Will not consume alcohol within eight hours prior to assuming duty or any time while in a duty status.

(g) Arrange for a watch bill change if scheduled leave, request for special liberty and/or request for TDY conflicts with the dates assigned for standing watch.

(h) Assist the CDO in ensuring that all references are available at the Command and on the share-drive during turnover.

(i) Assist the CDO in drafting and releasing all SITREPS. The Duty Admin will draft all SITREPS as directed by CO, XO or CMC based on the information provided by the CDO and release after receiving confirmation from Region EAST.

(j) Compile all muster reports submitted and complete the Navy Recruiting District Richmond consolidated daily muster. Submit no later than two hours after the commencement of normal working hours the final Navy Recruiting District Richmond consolidated daily muster report, via e-mail, to the XO, Operations Officer, Command Master Chief and Chief Recruiter.

(5) Supernumeraries. Supernumeraries will be assigned as part of the CDO watch bill. Supernumeraries will:

(a) Assume the watch as necessary (i.e. incapacitation of assigned watch stander, by the order of the SWO or WBC, or as directed by other authority.

(b) Assist the CDO as necessary in the event of an emergency (fire, bomb threat, etc.).

(6) Under Instruction (U/I). Prospective CDOs will receive an appropriate indoctrination briefing from the SWO or in his/her absence the WBC and be assigned two U/I watches. Following these two watches, and prior to standing their first CDO watch, each new CDO will report to the SWO or WBC who will determine their qualifications and readiness to stand CDO.

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Personnel scheduled to stand a U/I watch will be listed on the watch bill.

(7) Uniform and Appearance. All watch standing personnel will present a sharp military appearance and be in the complete uniform of the day. No civilian attire shall be worn unless authorized by the Commanding Officer.

(8) Leave/SIQ/TAD/Scheduled Appointments. Leave requests, TAD, and scheduled appointments submitted after publication of the watch bill will require the requester to arrange for a swap of duty to cover any assigned duty during the period. If someone is confirmed SIQ, on emergency leave, or gets an emergent unscheduled appointment, the **SUPER** will assume and complete the watch.

(9) Procedures and Guidelines

(a) Reporting/Departing Personnel. Personnel will be excluded from duty, including U/I watches, for 30 days after reporting to headquarters and for 30 days prior to departing. It is the responsibility of each watch stander to notify the WBC or SWO 30 days prior to rotation.

(b) Recommendation for CDO Improvement. During the course of the watch, each CDO should examine their responsibility in detail and submit suggestions or recommendations which would result in overall improvements or increased efficiency in the CDO procedures. These suggestions and recommendations will be forwarded to the SWO via the WBC, who will attach their evaluation of the submitted proposal.

(c) Watch Rotation. The WBC will develop a watch rotation for the CDO watch bill. Rotation may vary due to TAD or leave, as well as to ensure equitable distribution of weekly duty. Fairness to all watch standers will be strictly observed and monitored by the SWO. The SWO will approve watch rotation plans prior to their implementation

(d) Exchange of Duty. CDOs or Duty Admin may exchange duty with another qualified CDO or Duty Admin. Approval for such an exchange must be obtained from the WBC at least one week prior to the watch. The WBC or SWO shall be notified by the submission of a special request chit from both watch standers. The watch stander is responsible for ensuring the watch bill

maintained on the quarterdeck is updated to reflect any approved changes.

(e) Watch bill/Discrepancies. The CDO watch bill is posted every quarter in advance of the duty period. The responsibility for mustering and standing CDO rest entirely with the person who is listed on the current watch bill. If there are any discrepancies with the watch bill, it is incumbent upon the member listed on the watch bill to resolve the problem with the WBC prior to the muster time for the member's watch.

(f) Reassigned U/I Watch. At any time, personnel who the SWO feels are not performing their duties correctly and need additional training may be placed back on U/I watches until duties are performed correctly. The number of watches required will be determined by the SWO.

(g) Prerequisites. CDOs are required to stand at least two U/I watches. During these U/I watches, assigned personnel will remain at headquarters long enough to become familiar with the watch routine and the following instructions:

a. Navy Recruiting District Richmond Standard Operation Procedures

b. Command Duty Officer logbook procedures

c. OPNAVINST 3100.6 series - Special Incident Reporting Procedures

d. Navy Recruiting District Recall list/procedures

e. Navy Recruiting Command and Navy Recruiting District Richmond Force Protection Guidance

f. Navy Recruiting District Headquarters building walkthrough

5. Enclosures (3) and (4) standing orders, as well as this instruction in its entirety, are not limiting in nature. Attention to duty, alertness, and sound judgment are the key attributes of an effective watch. If in doubt as to the proper course of action, do not hesitate to contact directly and immediately the Commanding Officer, Executive Officer or Command Master Chief for guidance. Remember, you are Navy Recruiting

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District Richmond's first line representative. How you present yourself reflects on our command.



A. W. DIMMOCK

Distribution:

NRDRICHINST 5216.1

List I, II (Case A and B), III

CDO TURNOVER CHECKLIST

<u>ITEMS</u>	<u>INITIALS</u>
Emergency phone numbers	_____
Command Recall listing	_____
Navy Recruiting District Richmond SOP	_____
CDO log book	_____
CDO procedures/pass down binder	_____
Message instruction guide	_____
Cell phone/charger	_____
CO/XO/CMC Status	_____
CACO instructions	_____
Duty admin instructions	_____

Assumed Duties as CDO _____
Printed name Signature/date

Properly Relieved as CDO _____
Printed name Signature/date

Enclosure (1)

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Navy Recruiting District Richmond
Command Duty Officer Qualification Standards (PQS)

Name _____ Qualification Start Date _____

Qualification Due _____ (Start/due dates obtained from SWO/WBC at check-in)

1. UNDER INSTRUCTION WATCHES:

Date: _____ CDO Signature _____

Date _____ CDO Signature _____

A. Review/ Discuss

QUALIFIED CDO

DATE

- | | | |
|--|-------|-------|
| ▪ COMNAVCRUITCOMINST 3300.1 & Desk Guide | _____ | _____ |
| ▪ NRDRICHINST 1601.3 series | _____ | _____ |
| ▪ NRDRICHINST 3300.1 series | _____ | _____ |
| ▪ NRDRICHINST 3440.1 series | _____ | _____ |

B. Discuss Organizational Roles and Responsibilities (SWO/WBC must sign)

- | | | |
|--------------------------|-------|-------|
| ▪ Commanding Officer | _____ | _____ |
| ▪ Executive Officer | _____ | _____ |
| ▪ Command Master Chief | _____ | _____ |
| ▪ Senior Watch Officer | _____ | _____ |
| ▪ Watch Bill Coordinator | _____ | _____ |
| ▪ Department Head | _____ | _____ |

C. Discuss Command Watch Team Roles and Responsibilities (Qualified CDO)

- | | | |
|--------------------|-------|-------|
| ▪ CDO | _____ | _____ |
| ▪ Supernumeraries' | _____ | _____ |
| ▪ U/I | _____ | _____ |
| ▪ Duty Admin | _____ | _____ |

Enclosure (2)

D. Discuss watch bill assignment/ notifications (SWO or WBC)

- Watch bill inputs _____
- Dissemination/posting _____
- Duty swaps _____
- Duty conflicts _____
- Rotation _____
- Exemptions _____

E. Discuss CDO daily operations (Qualified CDO)

- On-coming CDO _____
- Muster report procedures _____
- Building walk-through _____
- CDO turnover/checklist _____
- Off-going CDO _____
- Outlook taskers due/updates _____
- SWO/XO Briefs _____

F. Describe CDO Briefcase contents and Purpose of each (Qualified CDO)

- CDO logbook _____
- CDO procedural/pass-down binder _____
- Emergency phone numbers _____
- Command recall information _____

G. Training/Pass-down (SWO or WBC must sign)

- Location of materials _____
- Emails/updates/pass-downs _____
- Open/pending SITREPs _____

H. Discuss special interest reporting (SITREPs) (SWO/WBC must sign)

- Voice notifications _____
- Navy Blue Reporting and Time _____
Line requirements _____
- SITREP Reporting and timeline _____
Requirements _____

I. Discuss Casualty Assistance Calls (CACO) (CACO must sign)

- Activating CACO phone tree _____
- Notification timelines of _____
- Active/civilian/future sailors, dependents/civilian employees
Bedside travel _____

J. Discuss Anti-Terrorism/Force protection (WBC must sign)

- FPCON timelines _____
- Conditions that set Alpha, Bravo,
Charlie and Delta _____
- Access to Bases, NRS/NRD bldgs. _____

K. Discuss other CDO situational Events (Qualified CDO must sign)

- Loss of PII _____
- Media Interest _____
- Emergency situations _____
- Other events/situations _____
 1. Service member suicide
 2. Service member arrest
 3. Sexual assault/harassment
 4. Fraternalization
 5. Heavy weather/hurricane earthquake

L. Discuss Communications with Superiors Commands (when/why) (CDO sign)

- NAVCRUITREG EAST _____
- NAVCRUITCOM _____
- CNP _____

M. Demonstrate/participate with CDO while on watch (U/I)

- Blackberry operations _____
- Voice-mail retrieval _____
- Emergency phone numbers _____
- Phone protocol/privacy act _____
- Buildings walk through _____

N. Briefs (Obtain appropriate signature from each designated briefer)

- CO _____
- XO _____
- CMC _____
- SWO _____
- WBC _____
- Admin Officer _____

I certify the examinee to be fully qualified for the Position of Command Duty Officer

Senior Watch Officer (Sign) (Date)

O. Service Record Entry:

(Print Name/Rank/Rate of) (Sign) (Date)
(Administrative Officer) Enclosure (2)

STANDING ORDERS FOR COMMAND CASUALTY ASSISTANCE CALLS OFFICER (CACO)

1. The CACO will be on call and available to respond in the event of a death, serious illness/injury (death is imminent), missing in action or duty-status whereabouts unknown for all military personnel assigned and/or on Temporary Duty Assignment to Navy Recruiting District Richmond.
2. As directed by the Commanding Officer, Executive Officer or Command Master Chief, the CACO may provide assistance to Navy Recruiting District Richmond military members in the event of the death or serious illness/injury of a dependent family member, if needed.
3. The CACO should/will be contacted immediately after the CDO has received a confirmed report of a Navy Recruiting District Richmond personnel casualty.
4. While assigned as a CACO, the individual must be available 24 hours a day via telephone until they are no longer assigned as a CACO.
5. The CACO, with assistance by the Executive Officer, Command Master Chief, CDO and Duty Admin, will be responsible for ensuring the following is complete:
 - a. Assist when needed with the notification of the military member's primary and secondary next-of-kin of a personnel casualty.
 - b. Drafting and releasing all personnel casualty messages.
 - c. Assisting the next-of-kin with funeral arrangements, death benefits and any other assistance as needed.
 - d. Others duties as required and outlined in pertinent directives.
6. The CACO duty cell phone will be kept on, in the possession of the CACO, and charged at all times.

Enclosure (3)

STANDING ORDERS FOR DUTY ADMIN

1. The Duty Admin will:

a. Have a thorough knowledge of references required to carry out duties stipulated within this instruction and any other directive pertaining to special reporting.

b. Have a thorough knowledge of message writing and releasing procedures. Be available as stipulated within this instruction for the preparation of any outgoing message traffic.

c. Retain a duty cell phone for immediate contact and recall. The duty cell phone will be kept on, in their possession, and charged at all times.

d. Not consume any alcohol while in a duty status or eight hours prior to the watch. Duty Admin will notify the CDO and the Admin Officer of any situation that would hinder their ability to stand the Duty Admin watch.

e. While in a duty status, reports directly to the CDO and all watch requirements take precedence over normal duties.