



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY
PSC 817 BOX 1
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NAVSUPPACTNAPLESINST 1601.4H
N01

16 APR 2019

NAVSUPPACT NAPLES INSTRUCTION 1601.4H

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: COMMAND WATCH ORGANIZATION AND STANDING ORDERS

Ref: (a) U.S. Navy Regulations, 1990
(b) OPNAVINST F3100.6J
(c) COMNAVREGEURAFSWAINST 1601.1B
(d) COMNAVREGEURAFSWAINST 3070.1G
(e) COMNAVREGEURAFSWAINST 1020.1

Encl: (1) Definitions and Responsibilities of Command Watches
(2) Standing Orders for Command Duty Officer (CDO)
(3) Standing Orders for Assistant Command Duty Officer (ACDO)
(4) Standing Orders for Security Watch Commander (WC)
(5) Standing Orders for Command Watchbill Coordinator (CWC)
(6) Standing Orders for Command Duty Chaplain
(7) Standing Orders for Command Casualty Assistance Calls Officer (CACO)
(8) Standing Orders for Duty Administration
(9) Fleet and Family Support Center Resources
(10) General Rules for Watch
(11) Assistant Command Duty Officer (ACDO) Turnover Checklist
(12) Command Duty Officer (CDO) Turnover Checklist
(13) Assistant Command Duty Officer (ACDO) Joint Qualification Requirements (JQR)
(14) Command Duty Officer (CDO) Joint Qualification Requirements (JQR)
(15) Duty Admin Qualification Checklist

1. Purpose. To provide duty personnel a concise document concerning the structure, organization, and duties of their watch. Watchstanders shall familiarize themselves with references (a) through (d). In the event of conflict between this document and official U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy publications signed after the date of this instruction, such official publications will govern. Questions concerning the watch or areas of possible conflict between this guide and other references should be referred to the Senior Watch Officer (SWO) for resolution. The Command Watchbill Coordinator (CWC) is responsible to the SWO for the administration and submission of watch assignments, and ensuring day-to-day assignments are fulfilled.

2. Cancellation. NAVSUPPACTNAPLESINST 1601.4G

3. Scope. This directive applies to all NAVSUPPACT Naples watchstanders.

4. Discussion. References (a) through (e) and enclosures (1) through (15) provide detailed instructions for watch personnel.

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5. Command Duty Watches. The daily command duty watch will consist of the following:

- a. Command Duty Officer (CDO)
- b. Assistant Command Duty Officer (ACDO)
- c. Duty Chaplain
- d. Casualty Assistance Calls Officer (CACO)
- e. Duty Administration
- f. Unaccompanied Housing

g. Naval Security Force (NSF) Watch Section: in accordance with CNICINST 5530.14A Section 0202 paragraph (d), the NSF is assigned to provide protection duties per OPNAVINST 5530.14E and SECNAV M-5210.1. The Mission Profile Validation-Protection (MPV-P) process clearly delineates the validated positions identified for NSF. Budget constraints, or diminished or declining resources make it inappropriate to assign NSF members other duties outside the protection program and as such other duties are prohibited, (e.g., Quarterdeck Watches, CDO, Officer of the Deck (OOD), Colors, Urinalysis Collecting, Chief Master at Arms (CMAA), Harbor Security Boat (HSB) maintenance (other than preoperational maintenance), Barrier Operations, etc.). Junior officers and senior enlisted personnel not assigned to a Security Watch Section may perform CDO duties with the approval of the Installation Security Officer (ISO) and Commanding Officer (CO). NSF duties shall be determined and assigned by the ISO as appropriate

- h. Duty Public Works (PW)

6. General. Personnel permanently assigned to this command, or on temporary duty for a period greater than 90 days will be assigned watch duties. Additionally, tenant command personnel may be included in NAVSUPPACT Naples watch rotations subject to command-level agreements. Personnel in a Limited Duty (LIMDU) status may be assigned watch duties depending upon limitations placed by the appropriate Medical Treatment Facility (MTF).

- a. Watchstanders will wear the uniform of the day, as prescribed in reference (d).
- b. Prior to being relieved, the off-going watchstander will turnover with the on-coming watch. The on-coming CDO will ensure turnover checklists, enclosures (11) and (12), are properly filled out and filed on the quarterdeck.
- c. Watchstanders will familiarize themselves with standing orders and instructions which assist them in the conduct of the watch. When conducting under-instruction (U/I) watches, each U/I will complete a Job Qualification Requirements (JQR), which the CDO or CWC may sign for verification.

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Once JQRs are completed for ACDO, the Duty Section Leader will conduct an oral board to the individual and certify that they are ready to stand watch. CDOs will be certified only after a formal screening board which is convened and chaired by the SWO and the CWC.

d. This instruction is a general guide and is in no way intended to limit the responsibilities and authorities needed to take corrective action as the situation requires.

e. The CWC has direct control of the watchbill. Once signed by the appropriate authority, watchbills are final. Requests to alter the signed watchbill must be submitted via NAVPERS 1336/3 Special Request/Authorization and addressed to the signing authority of the watchbill in order to be altered. Once signed, a copy must be forwarded to the CWC to document the approved change.

7. Prerequisites. CDOs are required to stand at least two U/I watches. ACDOs are required to stand at least two U/I watches. The duration of the U/I watch shall be from the normal watch turnover time until evening colors.

8. Eligibility Requirements. In accordance with reference (c), Installation CDOs shall be an E-6 to O-4 military members assigned to the installation or associated reserve unit unless otherwise approved by the CO. In addition, NAVSUPPACT Naples CDOs shall maintain, at a minimum, a SECRET clearance in order to be eligible.

9. Authority. The CDO is the direct representative of the CO and derive their authority from section 0801 of reference (a).

10. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1.

11. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire ten years after effective date unless reissued or canceled prior to the ten-year anniversary date, or an extension has been granted.



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Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4CC

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

https://www.cnic.navy.mil/regions/cnreurfswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

DEFINITIONS AND RESPONSIBILITIES

1. Commanding Officer (CO). In accordance with reference (c), the CO shall:
 - a. Approve and sign Command Duty Officer (CDO) designation letters and CDO watchbills.
 - b. Provide CDOs with the authority and guidance necessary to undertake initial actions in response to incidents that affect the installation or its assigned personnel, including activation of the Emergency Operations Center (EOC), notification of Higher Headquarters (HHQ), release of immediate messages, and employment of mass warning systems to warn and instruct affected personnel.
 - c. Assign other duties and responsibilities to CDOs to ensure safe and affective execution of the Installation's daily routine.
2. Installation Emergency Management Officer (EMO). In accordance with reference (c), the EMO shall:
 - a. Ensure the EOC and applicable command, control, communications, and computer equipment are functional and ready for use.
 - b. Provide training to CDOs on command and control equipment.
 - c. Support CDOs with incident response procedures and reporting requirements.
 - d. Support the CDO training and qualification program.
 - e. In conjunction with the CDO, employ the mass warning notification system.
3. Installation Senior Watch Officer (SWO). Onboard U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy the SWO will be the senior Lieutenant in the Line, as defined by article 1001 paragraph 2 of reference (a), or other individual as designated by the CO. The SWO is assigned overall responsibility for the administration of the watch organization as required by this directive. In accordance with reference (c), the SWO shall:
 - a. Provide guidance to CDOs on command authorities, issues, policy, procedures, and functions requires for the conduct of the watch.
 - b. Develop and maintain local CDO training programs, including initial qualification and periodic and refresher training.
 - c. Assist CDOs with incident response procedures and HHQ reporting requirements, if required.
 - d. Ensure CDOs are schedules to stand watch to sustain proficiency.
 - e. Ensure required standards and qualifications are maintained by assigned CDOs.

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- f. Coordinate accomplishment of CDO training.
- g. Provide oversight and guidance to the Command Watchbill Coordinator (CWC).
- h. Maintain a file of applicable instructions, records, and designation letters.
- i. Maintain a CDO binder containing pre-planned responses (PPRs), message templates, sample situation reports (SITREPS), and applicable instructions.
- j. Be responsible to the Regional SWO for assessment of the Installation CDO program as part of the Command Inspection Program (CIP).

4. Command Watchbill Coordinator (CWC). In accordance with reference (c), a CWC is assigned at NAVSUPPACT Naples and is the most senior E-8 on board, or other individual as designated by the Executive Officer (XO). The CWC is responsible to the SWO for the administration and submission of watch assignments, and ensuring day-to-day assignments are filled by qualified personnel. Duties and responsibilities of the CWC are delineated in enclosure (5).

5. Installation Command Duty Officer (CDO). All eligible personnel onboard NAVSUPPACT Naples shall stand CDO watch. Standing orders for the CDO are contained in enclosure (2). In accordance with reference (c), the CDO shall:

- a. Stand duty at least once every 15 days to sustain and ensure proficiency. A proficiency watch under instruction should be stood by a returning CDO.
- b. Be an E-6 to O-4 military member assigned to the installation or associated reserve unit unless otherwise approved by the Installation CO.
- c. Maintain qualifications. The Installation CO shall approve qualification of CDOs, typically after review by the XO, Command Master Chief, SWO, and EMO.
- d. Participate in CDO training.
- e. Be continuously accessible to the chain of command and HHQ Regional Operations Center (ROC) throughout the watch.
- f. Maintain awareness of significant activities occurring aboard the Installation and be alert to events potentially impacting the Installation that occur throughout the duty period. Maintain awareness of the location of the CO and Installation senior staff throughout the duty period.
- g. Notify the local chain of command and Regional Watch Officer (RWO)/ROC Battle Watch Team (BWT) when incidents occur on the Installation, as well as those in the vicinity of the Installation that may impact its operations or personnel or when required by reference (c).
- h. In conjunction with the Installation EMO, employ mass warning network systems to notify and instruct affected populations when hazardous incidents are imminent or ongoing.

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- i. Activate the Installation EOC when required to respond to an imminent or ongoing hazard or threat per local directives and procedures.
 - j. Exercise security protocols when discussing/handling sensitive or classified information.
 - k. Maintain communications with the ROC. Telephone, email, C4I/sharepoint, or Defense Collaboration Services may be used.
 - l. Maintain current account access on designated command and control networks and systems.
 - m. Perform other duties as assigned by the CO.
 - n. When in doubt, call the CO for guidance.
6. Assistant Command Duty Officer (ACDO). The ACDO acts as a subordinate watch officer to the CDO and performs those duties that may be assigned by the CDO. The ACDO will stand watch in the Quarterdeck office. Standing orders for the ACDO are delineated in enclosure (3).
7. Watch Commander (WC). In accordance with NTTP 3-07.2.3 paragraph 3.2.4, the WC is the designated ISO representative and has authority of the ISO when on duty. On major incidents, the WC may be assigned as the incident commander or assistant incident commander.
8. Duty Chaplain. Specific guidance instructions for the Duty Chaplain are delineated in enclosure (6).
9. Installation Security Officer. In accordance with CNICINST 5530.14A Section 0105 para c, the ISO shall serve as the CO's representative on all installation Protection Programs. The ISO shall be responsible for providing day-to-day leadership and management of installation Physical Security (PS) and Law Enforcement (LE) programs. The ISO shall ensure that those programs complement the overall regional protection program. In accordance with NTTP 3-07.2.3 paragraph 3.2.2, the ISO, through the WC, executes C2 of NSF responding to all LE incidents. The SO further coordinates with other emergency responders and serves as a tactical adviser to the CO. For major LE incidents under control of the CO, the ISO may perform the duties of the incident commander.
10. Duty Casualty Assistance Calls Officer (CACO). The CACO has various responsibilities in the event of a death, serious illness, report of missing in action, or duty status-whereabouts unknown of NAVSUPPACT Naples and supported command military members. Standing orders are delineated in enclosure (7).
11. Duty Admin. Duty Admin is responsible for preparing message traffic and emergency leave orders outside normal working hours and on weekends. Additional duties are delineated in enclosure (8).
12. Roving Barracks Patrol. The intent of the Roving Barracks Patrol is to increase visible presence of leadership to deter behavior that may lead to sexual assault or other misconduct. In accordance with OPNAVINST 1752.1C, all fleet units (afloat and shore), as well as tenant commands, with service members living onboard NAVSUPPACT Naples – Support Site Unaccompanied Housing will

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participate in these patrols. The timing, composition, frequency, and duration of these patrols will be based on guidance from CNREURAFSWA. Roving Patrols will be led by Chief Petty Officers (E7-E9) or Officers (O-3 and senior) and augmented with E-6 personnel

13. Indoctrination Watches. During the first 60 days on board this command, each prospective watchstander will receive an appropriate indoctrination briefing from the SWO or CWC and will be assigned two U/I watches. Following these two watches and prior to standing their first watch, each new watchstander will report to the SWO or CWC, who will determine their qualifications and readiness to stand independent watches. Personnel scheduled to stand an indoctrination watch will be listed on the watchbill to which they are assigned.

14. Alcoholic Beverages. Personnel shall not consume alcoholic beverages eight hours prior to assuming the watch, or at any time during the period that they have duty.

15. Watch Rotation. The CWC will develop a watch rotation for the CDO/ACDO watchbill. Rotation may vary due to Temporary Additional Duty (TAD) or leave and to ensure equitable distribution of weekday/weekend/holiday duty. Fairness to all watchstanders will be strictly observed and monitored by the SWO. The SWO will approve watch rotation plans prior to their implementation.

16. Supernumeraries. There will be two supernumeraries for each month on the CDO watchbill: one as the primary and one as the secondary. In the event of emergency leave/TAD, illness or other unexpected situation, the CWC will call-in a supernumerary to stand the CDO watch. In the event there are two watchstanders out in one month, the primary supernumerary will be called for the first event, followed by the secondary supernumerary for the second event. In the unlikely case of the three or more watchstanders out in one month, the CWC will handle filling the subsequent watches with alternate personnel on a case-by-case basis.

STANDING ORDERS FOR THE COMMAND DUTY OFFICER (CDO)

1. Standing Orders. The CDO will be responsible for the proper performance of any duties assigned by the Executive Officer (XO) and for the conduct and performance of all U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy watchstanders.

a. The Command Duty Officer (CDO) shall keep the CDO cellphone with them at all times. Check with the off-going CDO for any unusual events occurring during the watch.

b. The off-going CDO will ensure that the Quarterdeck adjacent areas, including the entrances to ADMIN I and ADMIN II are neat, clean, and present a proper military appearance. Daily, the off going CDO shall submit the CDO Log to the Commanding Officer (CO)/XO/Command Master Chief (CMC) prior to watch turnover covering events of the duty day. Report shall be attached in an email to CO/XO/CMC. The email shall be formatted in a Bottom Line Up Front (BLUF) format and shall include the Zone Inspection discrepancies from Capodichino and the Support Site.

c. Unless required elsewhere, the CDO should be present on the Quarterdeck at 0750, and again at sunset to observe that morning/evening colors are executed correctly and on time by the duty personnel. Every CDO should be familiar with the procedures for colors, which are promulgated in chapter 12 of reference (a).

d. The CDO should pass any pertinent instructions to the on-coming duty section at daily duty section muster.

e. The CDO will screen all immediate messages received. If action is required prior to the next working day, the CDO will ensure the cognizant office is notified, and if required, recall the Duty Admin. Copies of immediate messages going to the XO must be initialed and any action taken so indicated.

f. The CDO coordinate with the CO, XO, and cognizant department head prior to engaging in any non-routine Message Traffic procedures.

g. The CDO should be thoroughly familiar with the instructions pertaining to incident reporting outlined in reference (b).

h. The CDO will keep informed of all major events occurring during the duty day.

i. In times of danger or emergency (actual or simulated), activate the EOC, if appropriate.

j. After working hours (and anytime on weekends), the CDO will conduct the following rounds (these can be accomplished in conjunction with the NSF Section Chief's Post Checks):

(1) General inspection of the Capodichino base to include Olde Time Pub, Bella Napoli, and public restrooms.

(2) General inspection of the Support Site to include barracks, NEX, Fitness Center, Bowling Alley and Bambusa restaurant, to include public restrooms.

(3) Other inspections as required (e.g., Carney Park and Lago Patria). Discrepancies and irregularities discovered during the course of inspections will be reported via the CDO Log the following day.

(4) All Entry Control Points (ECPs).

(5) Daily Zone Inspections. Review the zone inspection discrepancy log and conduct daily zone inspections on Capodichino and Support Site as scheduled by the SWO. There are six zones on Capodichino and seven zones on the Support Site. Discrepancies shall be annotated in the zone inspection discrepancy log, and the appropriate Maintenance Service Representative (MSR) shall be notified for corrective action. Updates shall be made to previous discrepancies. Discrepancies shall also be annotated in the morning turnover email to the CO/XO/CMC.

k. The CDO will refer all inquiries from the news media to the NAVSUPPACT Naples, Public Affairs Officer. Under no circumstances is it appropriate to provide comments on behalf of the CO.

l. The CDO will regularly keep the Commander, Navy Region Europe, Africa, Southwest Asia Region Watch Officer (RWO) informed per the Commanders Critical Information Requirements (CCIRs) in accordance with reference (d). The CDO shall inform any tenant commands of events relating to their command and/or personnel.

m. The CDO will ensure that all members of the watch have read and comply with the applicable standing orders and those instructions and procedures maintained in the duty office.

n. Review the Quarterdeck log book to ensure proper entries are made.

o. Review and maintain the CDO electronic Pass Down Log.

p. Be familiar with Navy Regulations and pertinent portions of the UCMJ, the Watch Officer's Guide, and facility directives regarding policy, procedures, emergency bills, regulations, and take appropriate action as necessary.

q. Review SOPs, NAVSUPPACT Naples instructions, and other watch documentation at the start of every watch. Additionally, ensure that all watchstanders review these documents.

r. CDOs will review the Flight Schedule no later than 0730 and/or when changes occur. If directed by CO or XO, CDOs shall be prepared to greet all Distinguished Visitors (DVs) or VIPs upon their arrival at, or departure from, the Air Terminal. An hour prior to the arrival and departure of DVs and VIPs, the CDO will inspect the VIP lounge at the Air Terminal.

s. CDOs will contact Port Operations in Gaeta no later than 0730 and/or when necessary to receive updates on the current/projected ships in port.

2. Summary. These standing orders 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 the SWO, XO or CO for guidance.

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STANDING ORDERS FOR THE ASSISTANT COMMAND DUTY OFFICER (ACDO)

1. The ACDO Watch is a rotating watch stood by designated E-4 through E-6. The Command Watchbill Coordinator (CWC) will establish watch sections dependent upon the number of personnel assigned and promulgate a watch rotation, normally 8 or 12 hour shifts. The watch will be stood on the quarterdeck of ADMIN I. The ACDO will be present on the quarterdeck at all times. If the ACDO is required to be away from the quarterdeck, they must notify the Command Duty Officer (CDO) of their absence and forward the quarterdeck phone to the CDO phone while they are away.
2. The watch will be relieved at regularly scheduled times designated by the Duty Section Leader usually at 0730, 1130 and 1930 daily, when in a 8-hour rotation. The off-going and on-coming ACDOs will arrive at the quarterdeck at least 30 minutes prior to relieving the watch to conduct the turnover.
3. The ACDO will:
 - a. Be responsible for mustering the on-coming watch section for briefing and inspection by the CDO each morning.
 - b. Be kept informed of all major events and be advised immediately of all emergency situations and drills.
 - c. Be familiar with those instructions which may be required to be implemented during the watch. The ACDO will also be familiar with all other instructions which will assist in the conduct of the watch.
 - d. Maintain an official log in black ink and in naval phraseology of the chronology of the watch, recording all important information and noteworthy occurrences in the administrative and operational aspects of U.S. Naval Support Activity, Naples, Italy.
 - e. Be familiar with the computer system used on the quarterdeck especially in regards to retrieving information from the command's recall system software.
 - f. Be familiar with the procedures for and prepared to participate in morning/evening colors. In the event of the CDO not being available for colors, the ACDO is responsible for the correct and timely execution of morning and/or evening colors.
 - g. Ensure that the amplifier system used for colors and ceremonies is not utilized for any unauthorized purpose and that the system is tested once a watch during non-peak hours. Results of the test will be recorded in the log.
 - h. Assist in the processing of transient personnel as required.
 - i. Upon notification of receipt of an Immediate Action Message ensure immediate notification of the CDO, and, depending on the classification of the message, make arrangements for pick-up of the message. Recall the Duty Admin as required.

Enclosure (3)

j. Ensure that the quarterdeck area, including the steps and entrance to ADMIN I and ADMIN II, is maintained in a neat, clean, and military-like fashion. Stragglers or personnel with no apparent official business in the area should be directed to clear the area. Skylarking, noise, or any other disturbances will not be permitted on the front entrance or in the Quarterdeck area. Personnel other than those on watch will not be permitted in the duty office unless performing an official function. Baggage and other miscellaneous gear will not be left at the duty office or the quarterdeck area.

k. Ensure the cleanliness of the quarterdeck area and the duty office. The ACDO will be responsible for leaving the quarterdeck area in a neat and orderly condition prior to being relieved.

l. Read the Pass Down Log prior to assuming the watch.

m. Account for and maintain custody of Capodichino facility keys.

n. Muster restricted personnel as provided for on Restriction Orders. Inspect restricted personnel to ensure governing orders are followed and to ensure restricted personnel present a neat and proper military appearance.

o. When the ACDO receives a trouble call after hours from a housing unit at Support Site, they will make the determination based on the criteria that constitutes an emergency and notify after hours duty personnel if necessary. Additionally all trouble calls will be logged utilizing the trouble call forms. All trouble calls placed after hours will be reported to the CDO during normal business hours.

4. Summary. These standing orders 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 the Section Leader or CDO for guidance.

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STANDING ORDERS FOR THE SECURITY WATCH COMMANDER (WC)

1. The WC reports to Command Duty Officer (CDO) and the Installation Security Officer (ISO) in all matters pertaining to the security of onboard U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy. They can be reached at the NAVSUPPACT Naples – Support Site Security Precinct at DSN 629-4269 or via cellular phone at +39-331-613-8432.

2. The WC will:

- a. Be fully familiar with pertinent publications, instructions, and procedures which may affect the performance of the patrol watch section.
- b. Be responsible for the performance of the patrol duty section.
- c. Keep the CDO appraised of any significant developments, such as crime, accidents, detention of U.S. personnel by local authorities, and other incidents which may become subject to press reports or be of interest to higher authority.
- d. Inform the Security Officer of all incidents that may require their presence.
- e. Carry out the standing orders and other directives issued by the ISO.

3. Summary. These standing orders 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 the ISO for guidance.

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STANDING ORDERS FOR THE COMMAND WATCHBILL COORDINATOR (CWC)

1. The Command Watchbill Coordinator (CWC) is a Senior Enlisted member assigned by U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy Senior Watch Officer (SWO) to coordinate all NAVSUPPACT Naples duty watchbills.

2. The CWC will:

- a. Maintain a rotating watch assignment for all personnel assigned to the NAVSUPPACT Naples.
- b. Keep the watch assignment record in neat condition and in a readily accessible place for use in their absence.
- c. Assign all watches per availability of watchbills provided by divisions and departments.
- d. Recommend/Not Recommend all request chits affecting duty status for personnel assigned.
- e. Assign an alternate CWC to fill the responsibility during their absence.
- f. Ensure watch training is accomplished prior to assigning newly arrived personnel to their first watch. Organize and conduct monthly Command Duty Officer (CDO)/Assistant Command Duty Officer (ACDO) training.
- g. Prepare and submit the CDO watchbill to the Senior Watch Officer (SWO) by the 20th of each month.
- h. Inform the SWO of any suspected shirking of military duty by assigned personnel.
- i. Submit recommendations for improvements to the SWO.
- j. Perform other duties as assigned by the SWO.

3. Summary. These standing orders 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 the SWO for guidance.

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STANDING ORDERS FOR THE COMMAND DUTY CHAPLAIN

1. Satisfy prerequisite of Health Insurance Portability and Accountability Act training annually and provide training certificate to the U.S. Naval Support Activity, (NAVSUPPACT), Naples Religious Ministries Training Officer.
2. Normal hours for watch standing are 1630-0730. Holidays, Days of Non-Scheduled Activity and weekends are 24 hours continuous watch.
3. Contact the NAVSUPPACT Naples Command Duty Officer (CDO) upon assuming the watch.
4. Update the CDO regarding pastoral care matters which may require reporting to the chain of command.
5. Maintain pastoral care confidentiality.
6. Remain within 60 minutes physical recall to NAVSUPPACT Naples while standing watch.
7. Maintain the Official Duty Chaplain Log.
8. Brief the Command Chaplain regarding unusual events at the end of each watch section.
9. Notify Chaplains assigned to other units of pastoral care provided to their personnel at the end of each watch section.
10. Turnover is conducted each Wednesday at 0800.

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**STANDING ORDERS FOR COMMAND CASUALTY ASSISTANCE CALLS OFFICER
(CACO)**

1. Casualty Assistance Calls Officer (CACO) duties will be assigned to a graduate of the CACO Course of Instruction (COI: S-540-1015).
2. The CACO will be on call and available to respond in the event of a death, imminent death, missing in action or duty status-whereabouts unknown of U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy military members and General Service civilian personnel. At no time shall the Command Duty Officer be the CACO.
3. The CACO shall be contacted immediately after having received a confirmed report of an NAVSUPPACT Naples personnel casualty.
4. The CACO will be responsible for:
 - a. Casualty Assistance Calls Program (CACP) duties in accordance with DoDI 1300.18 and enclosure (4) of CNICINST 1770.2A
 - (1) DD Form 1300 Report of Casualty can be obtained from the DoD Forms Management Program Web site at <http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1300.pdf>.
 - (2) The necessary forms for Casualty Assistance Calls (CAC) can be downloaded from Naval Forms OnLine at <https://navalforms.documentservices.dla.mil/web/public/home>.
 - (a) OPNAV 1770/1 Consent to Release Personal Information.
 - (b) OPNAV 1770/2 Next of Kin Travel Request
 - (c) OPNAV 1770/3 Next of Kin Travel Identification.
 - (3) CNIC also provides CACO resources at https://www.cnic.navy.mil/om/base_support/command_and_staff/CasualtyAssistance/caco-resources.html.
 - b. Assisting the next-of-kin with funeral arrangements, death benefits, and any other assistance as needed.
 - d. Complete Courtesy CACO duties when assigned, in accordance with OPNAVINST 1770.1B.
5. In accordance with NAVADMIN 090/15, Personnel Casualty Report (PCR) will be submitted electronically using the Web-based PCR application found on the DCIPS portal. CACOs are

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encouraged to familiarize themselves with PCR online using the Defense Casualty Information Processing System (DCIPS) practicing website. Anyone wishing to practice submitting a web-based PCR can use their CAC and navigate to <https://dcse.hrc.army.mil/pcr>.

6. The CNREURAFSWA CACO Regional Program Manager is responsible for ensuring that each CACO receives proper training from the Region CACP Certified Trainer and to monitor the delivery of training within their area of responsibility to ensure compliance with the goals of each CACO training module.

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STANDING ORDERS FOR DUTY ADMINISTRATION

1. Duty Admin is responsible for preparing message traffic and emergency leave orders outside normal working hours and on weekends.
2. The Duty Administration (Admin) will:
 - a. Stand a seven-day watch, commencing on Thursday at 0730 through turnover on the following Thursday at 0730. During authorized liberty, Duty Admin is in an on-call status and shall be ready to execute any and all duties assigned by the CDO.
 - b. Remain in the Admin I Building during normal working hours (0730-1600). At 1600, the Duty Admin will relieve the Commanding Officer's Secretary of her/his duties. The Duty Admin will depart U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy only after being dismissed for the day by the CO/XO or, in their absence, by the Admin Officer/Admin Leading Chief Petty Officers (LCPO). Duty Admin will inform the Quarterdeck prior to departing Admin I Building.
 - c. Retain an official duty cell phone for contact and recall. The duty cell phone will be kept on, in their possession, and charged at all times.
 - d. Have a SECRET clearance and possess a courier card.
 - e. Have a thorough knowledge of reference (b) and any other directives pertaining to special incident reporting.
 - f. Have a thorough knowledge of message writing and releasing procedures utilizing Navy Interface for Command Email. Be available for the preparation of any outgoing message traffic.
 - g. Keep the Command Duty Officer (CDO) or Assistant Command Duty Officer informed of their whereabouts at all times.
 - h. Not consume any alcohol while on a duty status or eight hours prior to the watch. Duty Admin will notify the CDO and the Admin Officer/Admin LCPO of any situation that would hinder their ability to stand the Duty Admin watch.
 - i. Ensure that security checks of all assigned spaces are completed prior to departing the Admin I Building at the end of the workday.
 - j. Be within a 30 minute driving distance from both installations Capodichino and Support Site.

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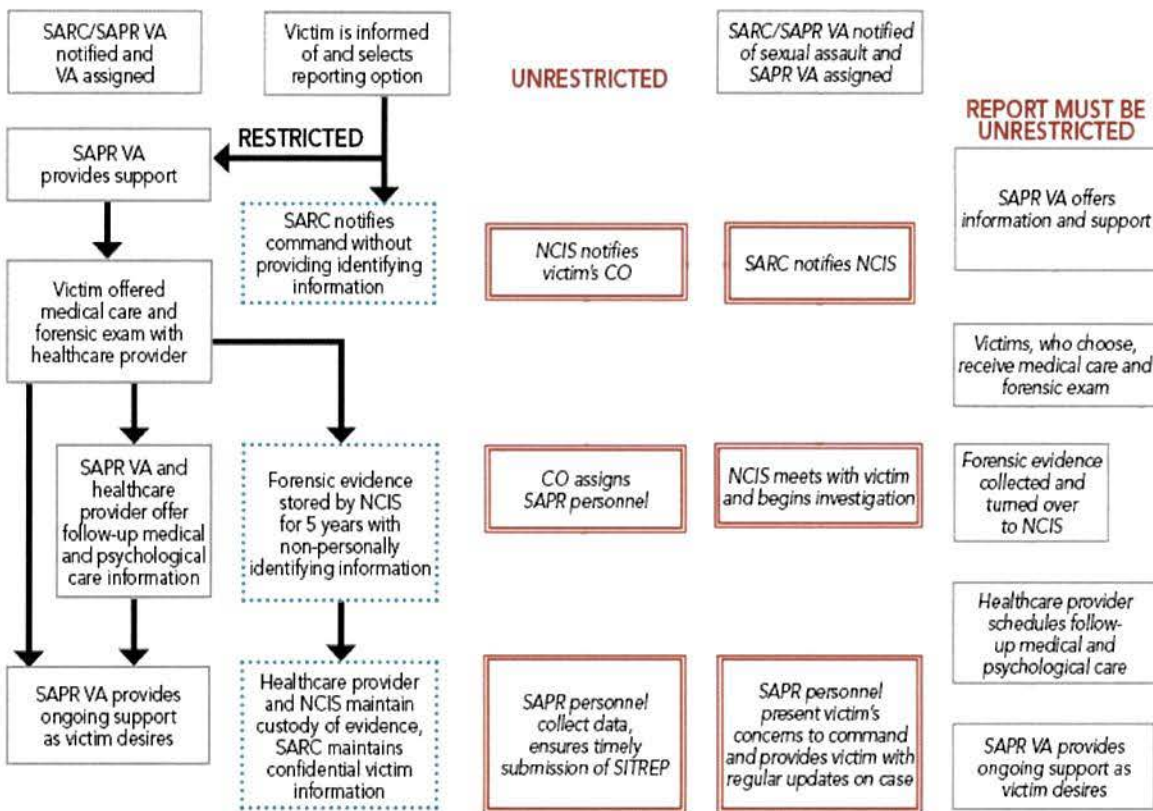
FLEET AND FAMILY SUPPORT CENTER RESOURCES

1. Domestic violence, child or spousal abuse should be reported to Family Advocacy at 331-691-6621.
2. Suicidal ideation or suicide attempt should be reported to a Sailor Assistance and Intercept for Life Counselor at 331-691-8268.
3. In accordance with NAVSUPPACTNAPLESINST 1752.4 (series), the Sexual Assault Response Coordinator (SARC) shall serve as the single point of contact for coordinating appropriate and responsive care for sexual assault victims, sexual assault response and supervise Sexual Assault Prevention Response (SAPR) Victim Advocates (VAs).
4. The DoD SAFE Helpline can be reached a +1-877-995-5247. This is the sole number advertised as the Navy's SAPR VA 24/7 response line. For U.S. Naval Support Activity Naples, Italy the on-call SAPR VA can be reached at +39-335-640-6621.
5. CDOs shall use enclosure (4) and (5) of NAVSUPPACTNAPLESINST 1752.4 (series) for reporting and notification procedures when responding to a report of sexual assault. The diagram on the next page is included to increase situational awareness on notification pathways with regards to Sexual Assault.



SEXUAL ASSAULT RESPONSE PATHWAY FOR VICTIMS

Victim reports a sexual assault



KEY

Under Restricted Reporting, active-duty victims can discuss a sexual assault with any of these individuals.

†These positions are able to explain reporting options to active-duty Service members and can offer Restricted Reporting.

Unique to Restricted Reporting

Unique to Unrestricted Reporting

Chaplain: Chaplains and VLCs have privilege, which allows them to refuse to disclose private, confidential communications. Victims may disclose sexual assaults to chaplains and VLCs, and chaplains and VLCs do not have to report the assault to the command or to a SARC. Chaplains and VLCs are trained to explain SAPR and the role of SAPR Victim Advocates. Victims may then choose to disclose to a SARC, SAPR VA, or healthcare provider and opt for Restricted Reporting.

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GENERAL RULES FOR WATCH

1. Always wear a clean, sharp-looking uniform.
2. Ensure you know all Standard Operating Procedures used by your watch station.
3. Be knowledgeable of all U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy Instructions pertaining to your watch.
4. Do not allow personnel to leave objects on the quarterdeck (except items for flag officers).
5. Ensure that you are familiar with message traffic distribution and action requirements.
6. Be courteous and respectful to all personnel regardless of grade or position.
7. Remember - you are the command's first line representative. How you present yourself reflects on the command.
8. 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 the Command Duty Officer.

Date: _____

ASSISTANT COMMAND DUTY OFFICER TURNOVER CHECKLIST

<u>Items</u>	<u>Initials</u>
1. Computer Recall Access	_____
2. Quarterdeck Standard Operating Procedures Binder	_____
3. Current Alpha Roster / Recall Binder	_____
4. Status Board Updated (SOPA Update Phone # 626-4301)	_____
5. Cleanliness of Quarterdeck and Capodichino Landing	_____
6. Assistant Command Duty Officer Standing Orders	_____
7. Key Inventory / Key Log Verified	_____
8. Admin I Fire Alarm (Operational: Y / N)	_____
9. Computer (Operational: Y / N)	_____
10. Public Announcement System (Operational: Y / N)	_____
11. Time of Sunset _____	_____
12. CD Player (Operational: Y / N)	_____
13. Log Books (Pass Down Log, Restricted Personnel)	_____
14. First Aid Kit	_____
15. Quarterdeck Locker Room Cleanliness	_____
16. Refrigerator and Coffee Mess (Cleanliness)	_____
17. Check In / Out Stamp	_____
18. Ramp Parking Schedule/Flight Schedule	_____

	<u>Printed Name</u>	<u>Signature</u>
Assumed Duties as ACDO	_____	_____
Properly Relieved as ACDO	_____	_____

Date: _____

COMMAND DUTY OFFICER (CDO) TURNOVER CHECKLIST

<u>Items</u>	<u>Initials</u>
1. Assistant Command Duty Officer Turnover Completed	_____
2. Quarterdeck Standard Operating Procedure Manual	_____
3. CDO Quick Reference Binder	_____
5. Reviewed CDO Turnover/Pass Down Log for past 5 days	_____
6. Turnover email sent by off-going CDO to CO/XO/CMC in BLUF Format	_____
7. Restricted Personnel (Y/N)	_____
8. Extra Duty Personnel (Y/N)	_____
9. Recall Binder updated in the preceding 7 days	_____
10. Verify Leave tracker updated every workday afternoon by Duty Admin	_____
11. Ships in Port (Y / N) If yes, list ships: _____	_____
12. Senior Officer Present Afloat Verified with ROC and C6F CDO	_____
13. Flight Schedule Reviewed (VIPs Noted)	_____
14. C-26 Operational Status – Tail # : _____ If NMC or PMC, has CCIR been generated? (Y/N)	_____
15. NAVSUPPACT Naples Daily Flight Schedule (Station C26'S)	_____
16. Cell Phone/Charger/CDO Badge/Radio/Car Key	_____
17. Key Box Inventory	_____
18. Number of outstanding CCIRs	_____
19. Date of last update to open CCIRs	_____
20. Commanding Officer/Executive Officer Onboard	_____
21. Region Operation Center Daily Report by 0830	_____

Printed Name Signature

Assumed Duties as CDO _____

Properly Relieved as CDO _____



**JOB
QUALIFICATION
REQUIREMENTS
FOR**

**NAVSUPPACT NAPLES
ASSISTANT COMMAND DUTY
OFFICER (ACDO)**

NAME _____ (Rate/Rank/Grade) _____

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ACKNOWLEDGEMENTS

The following personnel and subject matter experts wrote this JQR:

LT	Charles Olivier	NAVSUPPACT Naples
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INTRODUCTION

JOB QUALIFICATION REQUIREMENTS (JQR)

This JQR has been locally developed and approved for use by Officers and Enlisted to ensure they possess the required minimum level of competency prior to performing specific duties. It is a compilation of the absolute minimum knowledge and skills that an individual must possess in order to safely and competently stand watches and/or perform specific duties. This JQR standardizes and facilitates implementing these qualifications in a safe, consistent and effective manner given the absence of corresponding PQS or formal certification and/or licensing.

APPLICABILITY

This JQR is applicable to the Commander, Naval Air Station (NAS) Sigonella Installation's military personnel who are assigned to this particular watch stations or are required to perform duties unique to this Installation.

QUALIFIER

The JQR Qualifier must be designated in writing by the Commanding Officer or Designated Representative as NAS Sigonella CDO or ACDO. Qualifiers must possess the requisite knowledge, skills and abilities to competently perform the duties of the watchstation or job task they are authorized to sign off. The names of all designated Qualifiers should be posted in such a manner they are readily known to all personnel. All members officially on the "signed" watch-bill will be confirmed, by the SWO, as qualified and designated for watch stations assigned. **Additionally, when signing the JQR, the qualifier must legibly print their name, sign, date and write their department on the signature line. JQRs not completed in this format will be rejected and will need to be redone.**

NAVSUPPACTNAPLESINST 1601.4H
16 APR 2019

SUMMARY OF CHANGES

CHANGES TO FUNDAMENTALS, SYSTEMS, AND WATCHSTATIONS:

Fundamental Title	Action	Comment
--------------------------	---------------	----------------

System Title	Action	Comment
---------------------	---------------	----------------

Watchstation/Duty Title	Action	Comment
--------------------------------	---------------	----------------

ACRONYMS USED IN THIS JQR

Not all acronyms or abbreviations used in this JQR are defined here. The Subject Matter Experts who wrote this Standard determined the following acronyms or abbreviations may not be commonly known and should be defined to avoid confusion. If there is a question concerning an acronym or abbreviation not spelled out on this page or anywhere else in the Standard, use the references listed on the line item containing the acronym or abbreviation in question.

JQR	Job Qualification Requirement
SWO	Senior Watch Officer
SWC	Senior Watchbill Coordinator
CDO	Command Duty Officer
ACDO	Assistant Command Duty Officer
ROC	Regional Operations Center
DAPA	Drug and Alcohol Program Advisor
JAG	Judge Advocate General
SITREP	Situation Report
OPREP	Operations Report
AMCROSS	American Red Cross Message
CCIR	Commander's Critical Information Requirements

100 INTRODUCTION TO FUNDAMENTALS

100.1 INTRODUCTION

This JQR begins with a Fundamentals section covering the basic knowledge and principles needed to understand the duties to be studied.

100.2 HOW TO COMPLETE

The fundamentals you will have to complete are listed in the watchstation duty assigned. You should complete all required fundamentals before starting the watchstation portion of this JQR, since knowledge gained from fundamentals will aid you in understanding your watchstation. When you feel you have the necessary understanding of one fundamental or more, contact your Qualifier.

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101 ACDO WATCHSTANDING (BASIC) FUNDAMENTALS

References:

- [a] OPNAVINST F3100.6 Series
 - [b] COMNAVREGEURAFSWA Instruction 1601.1(series) Region Watch Officer and Installation Command Duty Officer Program
 - [c] COMNAVREGEURAFSWA Instruction 3070.1(series) Commander's Critical Information Requirements and Significant Event Reporting
 - [d] NAVSUPPACT NAPLES 1601.1(series) Command Watch Organization
 - [e] NAVSUPPACT NAPLES 3070.1 (series) Commander's Critical Information Requirements and Significant Event Reporting
 - [f] NAVSUPPACT NAPLES 3440.7(series) Emergency Management Training Program
 - [g] NAVSUPPACT NAPLES 3440.17(series) Emergency Management Plan
 - [h] NAVSUPPACT NAPLES C5530.3(series) Antiterrorism Plan
 - [i] NAVSUPPACT NAPLES 5512.5(series) Access Control Program
-

This section contains the absolute minimum basic knowledge and principles needed to demonstrate your understanding of the duties you will perform while assigned this watch or job task.

- 101.1 Review and understand the following Region instructions:
- a. COMNAVREGEURAFSWA Instruction 1601.1(series) Region Watch Officer and Installation Command Duty Officer Program
 - b. COMNAVREGEURAFSWA Instruction 3070.1(series) Commander's Critical Information Requirements and Significant Event Reporting

(Print/ Sign/ Department/ Date)

- 101.2 Review and understand the following NAVSUPPACT Naples Instructions:
- a. NAVSUPPACT NAPLES 1601.1(series) Command Watch Organization
 - b. NAVSUPPACT NAPLES 3070.1 (series) Commander's Critical Information Requirements and Significant Event Reporting

(Print/ Sign/ Department/ Date)

101 ACDO FUNDAMENTALS

101.4 Review and understand unit SITREP/OPREP reporting requirements per OPNAVINST 3100 (Series).

(Print/ Sign/ Department/ Date)

101.5 Review and understand current directives as they pertain to ACDO actions for an accident with injury or death of:

- a. Military Member/DoD Employee
- b. Dependent
- c. Involving military with Italian injury/death
- d. Retirees

(Print/ Sign/ Department/ Date)

101.6 Review and understand ACDO actions for arrest by Italian authority of:

- a. Military member of NSA Naples/tenant command.
- b. Dependent of NSA Naples/tenant command.
- c. Military member/ship in port.

(Print/ Sign/ Department/ Date)

101.7 Review and understand ACDO actions for actions for domestic violence, spouse or child abuse or neglect.

- a. On-base.
- b. Off-base.

(Print/ Sign/ Department/ Date)

101.8 Review and understand ACDO actions for fire.

- a. On-base.
- b. Off-base.

(Print/ Sign/ Department/ Date)

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101 ACDO FUNDAMENTALS

101.9 Review and understand ACDO actions for hazmat/fuel spill.

(Print/ Sign/ Department/ Date)

101.10 Review and understand ACDO actions for non-violent crime (e.g. robbery, theft, etc).

- a. Military or dependent victim.
- b. Military or dependent offender.

(Print/ Sign/ Department/ Date)

101.11 Review and understand ACDO actions for violent crime.

- a. Military or dependent victim.
- b. Military or dependent offender.

(Print/ Sign/ Department/ Date)

101.12 Review and understand ACDO actions for a racial or hazing incident.

(Print/ Sign/ Department/ Date)

101.13 Review and understand ACDO actions for personnel requiring billeting.

(Print/ Sign/ Department/ Date)

101.14 Review and understand ACDO actions for receiving VIPs.

- a. Scheduled
- b. Unscheduled

(Print/ Sign/ Department/ Date)

101.15 Review and understand ACDO actions following the receipt of an AMCROSS notification.

(Print/ Sign/ Department/ Date)

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101 ACDO FUNDAMENTALS

- 101.16 Review and understand ACDO actions during an unplanned utility outage.
- a. Power.
 - b. Water.
 - c. Sewage.

(Print/ Sign/ Department/ Date)

- 101.17 Review and understand ACDO actions as it pertains to a bomb threat.

(Print/ Sign/ Department/ Date)

- 101.18 Review and understand ACDO action as it pertains to a hijack/terrorist threat.

(Print/ Sign/ Department/ Date)

- 101.19 Review and understand ACDO actions for threat or force protection condition modifications.

(Print/ Sign/ Department/ Date)

- 101.20 Review and understand ACDO actions as it pertains to an aircraft accident.

(Print/ Sign/ Department/ Date)

- 101.22 Review and understand ACDO requirements during ship visits.

(Print/ Sign/ Department/ Date)

- 101.23 Review and understand procedures for forwarding of Quarterdeck phone.

(Print/ Sign/ Department/ Date)

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101 ACDO FUNDAMENTALS

101.25 Review what information you cannot give out to media personnel and when to contact the PAO.

(Print/ Sign/ Department/ Date)

101.26 Review and understand daily pass down requirements.

(Print/ Sign/ Department/ Date)

101.27 Review and understand requirements for notifying the Command Duty Officer.

(Print/ Sign/ Department/ Date)

101.27 Review and understand colors procedures, including half-staff procedures.

(Print/ Sign/ Department/ Date)

101.27 Review and understand the following duty personnel relationships and responsibilities:

- a. Security Watch Commander
- b. Duty Chaplain
- c. Duty Admin
- d. CACO
- e. Duty Public Works
- f. Duty Supply
- g. Duty Operations
- h. Command Duty Officer

(Print/ Sign/ Department/ Date)

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300 INTRODUCTION TO ACDO WATCHSTATIONS300.1 INTRODUCTION

The Watchstation section of your JQR is where you get a chance to demonstrate to your Qualifier that you can put the knowledge you have gained in the previous sections to use. It allows you to practice the tasks required for your watchstation and to handle abnormal conditions and emergencies. Before starting your assigned tasks, you must complete the prerequisites that pertain to the performance of that particular task. Satisfactory completion of all prerequisites is required prior to achievement of final watchstation qualification.

300.2 FORMAT

Each watchstation in this section contains:

- A FINAL QUALIFICATION PAGE, which is used to obtain the required signatures for approval and recording of Final Qualification.
- PREREQUISITES, which are items that must be certified completed before you can begin qualification for a particular watchstation. Prerequisites may include schools, watchstation qualifications from other JQR books, and fundamentals, systems, or watchstation qualifications from this book. Prior to signing off each prerequisite line item, the Qualifier must verify completion from existing records. Record the date of actual completion, not the sign-off date.
- WATCHSTATION Performance, which is the practical factors portion of your qualification. The performance is broken down as follows:

Tasks (routine operating tasks that are performed frequently)
Infrequent Tasks
Abnormal Conditions
Emergencies
Training Watches

If there are multiple watchstations, a QUALIFICATION PROGRESS SUMMARY will appear at the end of the Standard.

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300 INTRODUCTION TO ACDO WATCHSTATIONS (CONT'D)**300.3 OPERATING PROCEDURES**

The JQR deliberately makes no attempt to specify the procedures to be used to complete a task or control or correct a casualty. The only proper sources of this information are the technical manuals, Engineering Operational Sequencing System (EOSS), Naval Air Training and Operating Procedures Standardization (NATOPS) or other policy-making documents prepared for a specific installation or a piece of equipment. Additionally, the level of accuracy required of a trainee may vary from school to school, ship to ship, and squadron to squadron based upon such factors as mission requirements. Thus, proficiency may be confirmed only through demonstrated performance at a level of competency sufficient to satisfy the Commanding Officer.

300.4 DISCUSSION ITEMS

Though actual performance of evolutions is always preferable to observation or discussion, some items listed in each watchstation may be too hazardous or time consuming to perform or simulate. Therefore, you may be required to discuss such items with your Qualifier.

300.5 NUMBERING

Each Final Qualification is assigned both a watchstation number and is to be used for recording qualifications in service and training records.

300.6 HOW TO COMPLETE

After completing the required prerequisites applicable to a particular task, you may perform the task under the supervision of a qualified watchstander. If you satisfactorily perform the task and can explain each step, your Qualifier will sign you off for that task. You may then be required to stand a watch or a number of watches to earn qualification. There are two levels of supervision for this:

- Under Instruction: You will perform the duties and tasks of the watchstation under the direct supervision of a qualified watchstander or supervisor. This is intended to be a one-on-one training situation.
- Under qualified supervision: You will perform the duties and tasks of the watchstation with minor guidance from a qualified watchstander or supervisor. This is intended to allow you to develop proficiency in and operational environment with minimal oversight or have a supervisor close at hand if needed.

300 INTRODUCTION TO ACDO WATCHSTATIONS (CONT'D)

After all line items have been completed, your Qualifier will verify Final Qualification by signing and dating the Final Qualification pages. **Additionally, when signing the JQR, the qualifier must legibly print their name, sign, date and write their department on the signature line. JQRs not completed in this format will be rejected and will need to be redone**

16 APR 2019

FINAL QUALIFICATION

301: NSA NAPLES ACDO

NAME _____ RATE/RANK/GRADE _____

This page is to be used as a record of satisfactory completion of all designated sections within this Job Qualification Requirements (JQR). Only specified qualifiers may signify completion of applicable sections.

A copy of this completed page shall be kept as documentation of satisfactory completion.

The trainee has completed all JQR requirements for this watchstation. Recommend designation as a qualified NSA NAPLES ACDO.

RECOMMENDED _____ DATE _____
Command Watchbill Coordinator

RECOMMENDED _____ DATE _____
Senior Watch Officer

RECOMMENDED _____ DATE _____
Executive Officer

QUALIFIED _____ DATE _____
Commanding Officer

16 APR 2019

301 NSA NAPLES ACDO

ESTIMATED COMPLETION TIME: 2 WEEKS

301.1 PREREQUISITES

FOR OPTIMUM EFFECTIVENESS, THE FOLLOWING ITEMS MUST BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS. THE KNOWLEDGE PROVIDED AND SKILLS LEARNED DURING THESE PREREQUISITES ARE CRITICAL BUILDING BLOCKS IN SUCCESSFULLY PERFORMING YOUR ASSIGNED DUTIES.

ANY PREREQUISITE NOT COMPLETED PRIOR TO COMMENCING A 300 SECTION ITEM MUST BE AUTHORIZED BY YOUR TRAINING OFFICER/MANAGER AND DOCUMENTED WITHIN THIS JQR.

301.1.1 JQR: NO PREREQUISITE JQR REQUIRED FOR ACDO QUALIFICATION.

301.2 TASKS

This section will ensure you are competent to perform routine tasks in the performance of your duties.

For each task, consider asking the following questions:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What safety precautions must be observed?
- F. What parameters/operating limits must be monitored?
- G. Satisfactorily perform this task.

301.2.1 Conduct a check-out/check in of facility keys.

(Print/ Sign/ Department/ Date)

301.2.2 Demonstrate proper procedures for creating a Housing Emergency Service Call.

(Print/ Sign/ Department/ Date)

301.2.3 Demonstrate proper procedures for receiving AMCROSS Message.

(Print/ Sign/ Department/ Date)

301 NSA NAPLES ACDO

301.2.4 Perform morning colors.

(Print/ Sign/ Department/ Date)

301.2.5 Perform evening colors.

(Print/ Sign/ Department/ Date)

301.3 WATCHES

301.3.1 STAND THE FOLLOWING WATCHES UNDER INSTRUCTION:

a. ACDO U/I (1): Weekday

(Print/ Sign/ Department/ Date)

c. ACDO U/I (2): Weekend or Holiday

(Print/ Sign/ Department/ Date)

301.4 EXAMINATIONS

301.4.1 PASS AN ORAL ACDO QUALIFICATION BOARD.

(Duty Section Leader)

301.4.2 PASS A WRITTEN EXAMINATION (NOT REQUIRED)

NAVSUPPACTNAPLESINST 1601.4H
16 APR 2019

LIST OF REFERENCES USED IN THIS JQR

OPNAVINST F3100.6 Series
COMNAVREGEURAFSWA Instruction 1601.1(series) Region Watch Officer and Installation
Command Duty Officer Program
COMNAVREGEURAFSWA Instruction 3070.1(series) Commander's Critical Information
Requirements and Significant Event Reporting
NAVSUPPACT NAPLES 1601.1(series) Command Watch Organization
NAVSUPPACT NAPLES 3070.1 (series) Commander's Critical Information Requirements and
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NAVSUPPACT NAPLES C5530.3(series) Antiterrorism Plan
NAVSUPPACT NAPLES 5512.5(series) Access Control Program

16 APR 2019

OCTOBER 2018

NAVSUPPACTNAPLESINST 1601.4H



**JOB
QUALIFICATION
REQUIREMENTS
FOR**

**NAVSUPPACT NAPLES
COMMAND DUTY OFFICER
(CDO)**

NAME _____ (Rate/Rank/Grade) _____

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16 APR 2019

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LT

Charles Olivier

NAVSUPPACT Naples

16 APR 2019

INTRODUCTIONJOB QUALIFICATION REQUIREMENTS (JQR)

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APPLICABILITY

This JQR is applicable to the Commander, Naval Support Activity (NAS) Naples Installation's military personnel who are assigned to this particular watch stations or are required to perform duties unique to this Installation.

QUALIFIER

The JQR Qualifier must be designated in writing by the Commanding Officer or Designated Representative as NSA Naples CDO. Qualifiers must possess the requisite knowledge, skills and abilities to competently perform the duties of the watchstation or job task they are authorized to sign off. The names of all designated Qualifiers should be posted in such a manner they are readily known to all personnel. All members officially on the "signed" watch-bill will be confirmed, by the SWO, as qualified and designated for watch stations assigned. Additionally, when signing the JQR, the qualifier must legibly print their name, sign, date and write their department on the signature line. JQRs not completed in this format will be rejected and will need to be redone.

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Fundamental Title	Action	Comment
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System Title	Action	Comment
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Watchstation/Duty Title	Action	Comment
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SWC	Senior Watchbill Coordinator
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ROC	Regional Operations Center
DAPA	Drug and Alcohol Program Advisor
JAG	Judge Advocate General
SITREP	Situation Report
OPREP	Operations Report
AMCROSS	American Red Cross Message
CCIR	Commander's Critical Information Requirements

16 APR 2019

100 INTRODUCTION TO FUNDAMENTALS

100.1 INTRODUCTION

This JQR begins with a Fundamentals section covering the basic knowledge and principles needed to understand the duties to be studied.

100.2 HOW TO COMPLETE

The fundamentals you will have to complete are listed in the watchstation duty assigned. You should complete all required fundamentals before starting the watchstation portion of this JQR, since knowledge gained from fundamentals will aid you in understanding your watchstation. When you feel you have the necessary understanding of one fundamental or more, contact your Qualifier.

16 APR 2019

101 CDO WATCHSTANDING (BASIC) FUNDAMENTALS

References:

- [a] OPNAVINST F3100.6 Series
- [b] COMNAVREGEURAFSWA Instruction 1601.1(series) Region Watch Officer and Installation Command Duty Officer Program
- [c] COMNAVREGEURAFSWA Instruction 3070.1(series) Commander’s Critical Information Requirements and Significant Event Reporting
- [d] NAVSUPPACT NAPLES 1601.1(series) Command Watch Organization
- [e] NAVSUPPACT NAPLES 3070.1 (series) Commander’s Critical Information Requirements and Significant Event Reporting
- [f] NAVSUPPACT NAPLES 3440.7(series) Emergency Management Training Program
- [g] NAVSUPPACT NAPLES 3440.17(series) Emergency Management Plan
- [h] NAVSUPPACT NAPLES C5530.3(series) Antiterrorism Plan
- [i] NAVSUPPACT NAPLES 5512.5(series) Access Control Program

This section contains the absolute minimum basic knowledge and principles needed to demonstrate your understanding of the duties you will perform while assigned this watch or job task.

101.1 Review and understand the following Region instructions:

- a. COMNAVREGEURAFSWA Instruction 1601.1(series) Region Watch Officer and Installation Command Duty Officer Program
- b. COMNAVREGEURAFSWA Instruction 3070.1(series) Commander’s Critical Information Requirements and Significant Event Reporting

(Print/ Sign/ Department/ Date)

101.2 Review and understand the following NAVSUPPACT Naples Instructions:

- a. NAVSUPPACT NAPLES 1601.1(series) Command Watch Organization
- b. NAVSUPPACT NAPLES 3070.1 (series) Commander’s Critical Information Requirements and Significant Event Reporting
- c. NAVSUPPACT NAPLES 3440.7(series) Emergency Management Training Program
- d. NAVSUPPACT NAPLES 3440.17(series) Emergency Management Plan

(Print/ Sign/ Department/ Date)

101 CDO FUNDAMENTALS

- 101.3 Review and understand the following Security Instructions:
- a. NAVSUPPACT NAPLES 3300.1(series) Antiterrorism Plan
 - b. NAVSUPPACT NAPLES 3300.5(series) Random Antiterrorism Measures Program
 - c. NAVSUPPACT NAPLES 5530.3(series) Access Control Program
 - d. NAVSUPPACT NAPLES 5114.1(series) Motor Vehicle Traffic Enforcement Program Manual
 - e. NAVSUPPACT NAPLES 5100.12(series) Traffic Safety Program

(Print/ Sign/ Department/ Date)

- 101.4 Review and understand unit SITREP/OPREP reporting requirements per OPNAVINST 3100 (Series).

(Print/ Sign/ Department/ Date)

- 101.5 Review and understand current directives as they pertain to CDO actions for an accident with injury or death of:
- a. Military Member/DoD Employee
 - b. Dependent
 - c. Involving military with Italian injury/death
 - d. Retirees

(Print/ Sign/ Department/ Date)

- 101.6 Review and understand CDO actions for arrest by Italian authority of:
- a. Military member/DOD Employee of NSA Naples/tenant command.
 - b. Dependent of NSA Naples/tenant command.
 - c. Military member/DOD employee of a ship in port.

(Print/ Sign/ Department/ Date)

- 101.7 Review and understand CDO actions for spouse/family abuse.
- a. On-base.
 - b. Off-base.

(Print/ Sign/ Department/ Date)

101 CDO FUNDAMENTALS

- 101.8 Review and understand CDO actions for fire.
a. On-base.
b. Off-base.

(Print/ Sign/ Department/ Date)

- 101.9 Review and understand CDO actions for hazmat/fuel spill.

(Print/ Sign/ Department/ Date)

- 101.10 Review and understand CDO actions for non-violent crime (e.g. robbery, theft, etc).
a. Military member/DOD Employee or dependent victim.
b. Military member/DOD Employee or dependent offender.

(Print/ Sign/ Department/ Date)

- 101.11 Review and understand CDO actions for violent crime.
a. Military member/DOD Employee or dependent victim.
b. Military member/DOD Employee or dependent offender.

(Print/ Sign/ Department/ Date)

- 101.12 Review and understand CDO actions for a racial or hazing incident.

(Print/ Sign/ Department/ Date)

- 101.13 Review and understand CDO actions for personnel requiring billeting.

(Print/ Sign/ Department/ Date)

101 CDO FUNDAMENTALS

- 101.14 Review and understand CDO actions for receiving VIPs.
a. Scheduled
b. Unscheduled

(Print/ Sign/ Department/ Date)

- 101.15 Review and understand CDO actions following the receipt of an AMCROSS notification.

(Print/ Sign/ Department/ Date)

- 101.16 Review and understand CDO actions during an unplanned utility outage.
a. Power.
b. Water.
c. Sewage.

(Print/ Sign/ Department/ Date)

- 101.17 Review and understand CDO actions as it pertains to a bomb threat.

(Print/ Sign/ Department/ Date)

- 101.18 Review and understand CDO action as it pertains to a hijack/terrorist threat.

(Print/ Sign/ Department/ Date)

- 101.19 Review and understand CDO actions for threat or force protection condition modifications.

(Print/ Sign/ Department/ Date)

- 101.20 Review and understand CDO actions as it pertains to an aircraft accident.

(Print/ Sign/ Department/ Date)

101 CDO FUNDAMENTALS

101.21 Review and understand CDO actions IRT receipt of a BLUE DART (ATFP) message.

(Qualifier and Date)

101.22 Review and understand CDO requirements during USS ship visits.

(Print/ Sign/ Department/ Date)

101.23 Review and understand barracks/club inspection procedures.

(Print/ Sign/ Department/ Date)

101.24 Review and understand flash message response procedures.

(Print/ Sign/ Department/ Date)

101.25 Review incoming message traffic.

(Print/ Sign/ Department/ Date)

101.26 Review what information you cannot give out to media personnel and when to contact the PAO.

(Print/ Sign/ Department/ Date)

101.27 Review and understand procedures for granting emergency leave, emergency leave funding, and leave extensions.

(Print/ Sign/ Department/ Date)

101.28 Review and understand daily pass down requirements.

(Print/ Sign/ Department/ Date)

101 CDO FUNDAMENTALS

101.29 Review requirements for notifying the Commanding Officer and the Executive Officer.

(Print/ Sign/ Department/ Date)

101.30 Review and understand CDO responsibilities and actions for activating the EOC.

(Print/ Sign/ Department/ Date)

101.31 Review the contents of the Hazard Specific appendices in the CDO Immediate Action Binder.

(Print/ Sign/ Department/ Date)

101.32 Review and understand contingency binders.

(Print/ Sign/ Department/ Date)

300 INTRODUCTION TO CDO WATCHSTATIONS

300.1 INTRODUCTION

The Watchstation section of your JQR is where you get a chance to demonstrate to your Qualifier that you can put the knowledge you have gained in the previous sections to use. It allows you to practice the tasks required for your watchstation and to handle abnormal conditions and emergencies. Before starting your assigned tasks, you must complete the prerequisites that pertain to the performance of that particular task. Satisfactory completion of all prerequisites is required prior to achievement of final watchstation qualification.

300.2 FORMAT

Each watchstation in this section contains:

- A FINAL QUALIFICATION PAGE, which is used to obtain the required signatures for approval and recording of Final Qualification.
- PREREQUISITES, which are items that must be certified completed before you can begin qualification for a particular watchstation. Prerequisites may include schools, watchstation qualifications from other JQR books, and fundamentals, systems, or watchstation qualifications from this book. Prior to signing off each prerequisite line item, the Qualifier must verify completion from existing records. Record the date of actual completion, not the sign-off date.
- WATCHSTATION Performance, which is the practical factors portion of your qualification. The performance is broken down as follows:

Tasks (routine operating tasks that are performed frequently)
Infrequent Tasks
Abnormal Conditions
Emergencies
Training Watches

If there are multiple watchstations, a QUALIFICATION PROGRESS SUMMARY will appear at the end of the Standard.

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300 INTRODUCTION TO CDO WATCHSTATIONS300.3 OPERATING PROCEDURES

The JQR deliberately makes no attempt to specify the procedures to be used to complete a task or control or correct a casualty. The only proper sources of this information are the technical manuals, Engineering Operational Sequencing System (EOSS), Naval Air Training and Operating Procedures Standardization (NATOPS) or other policy-making documents prepared for a specific installation or a piece of equipment. Additionally, the level of accuracy required of a trainee may vary from school to school, ship to ship, and squadron to squadron based upon such factors as mission requirements. Thus, proficiency may be confirmed only through demonstrated performance at a level of competency sufficient to satisfy the Commanding Officer.

300.4 DISCUSSION ITEMS

Though actual performance of evolutions is always preferable to observation or discussion, some items listed in each watchstation may be too hazardous or time consuming to perform or simulate. Therefore, you may be required to discuss such items with your Qualifier.

300.5 NUMBERING

Each Final Qualification is assigned both a watchstation number and is to be used for recording qualifications in service and training records.

300.6 HOW TO COMPLETE

After completing the required prerequisites applicable to a particular task, you may perform the task under the supervision of a qualified watchstander. If you satisfactorily perform the task and can explain each step, your Qualifier will sign you off for that task. You may then be required to stand a watch or a number of watches to earn qualification. There are two levels of supervision for this:

- Under Instruction: You will perform the duties and tasks of the watchstation under the direct supervision of a qualified watchstander or supervisor. This is intended to be a one-on-one training situation.
- Under qualified supervision: You will perform the duties and tasks of the watchstation with minor guidance from a qualified watchstander or supervisor. This is intended to allow you to develop proficiency in and operational environment with minimal oversight or have a supervisor close at hand if needed.

300 INTRODUCTION TO CDO WATCHSTATIONS

After all line items have been completed, your Qualifier will verify Final Qualification by signing and dating the Final Qualification pages. **Additionally, when signing the JQR, the qualifier must legibly print their name, sign, date and write their department on the signature line. JQRs not completed in this format will be rejected and will need to be redone**

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FINAL QUALIFICATION

301: NSA NAPLES CDO

NAME _____ RATE/RANK/GRADE _____

This page is to be used as a record of satisfactory completion of all designated sections within this Job Qualification Requirements (JQR). Only specified qualifiers may signify completion of applicable sections.

A copy of this completed page shall be kept as documentation of satisfactory completion.

The trainee has completed all JQR requirements for this watchstation. Recommend designation as a qualified NSA NAPLES CDO.

RECOMMENDED _____ DATE _____
Command Watchbill Coordinator

RECOMMENDED _____ DATE _____
Senior Watch Officer

RECOMMENDED _____ DATE _____
Executive Officer

QUALIFIED _____ DATE _____
Commanding Officer

301 NSA NAPLES CDO

ESTIMATED COMPLETION TIME: 8 WEEKS

301.1 PREREQUISITES

FOR OPTIMUM EFFECTIVENESS, THE FOLLOWING ITEMS MUST BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS. THE KNOWLEDGE PROVIDED AND SKILLS LEARNED DURING THESE PREREQUISITES ARE CRITICAL BUILDING BLOCKS IN SUCCESSFULLY PERFORMING YOUR ASSIGNED DUTIES.

ANY PREREQUISITE NOT COMPLETED PRIOR TO COMMENCING A 300 SECTION ITEM MUST BE AUTHORIZED BY YOUR TRAINING OFFICER/MANAGER AND DOCUMENTED WITHIN THIS JQR.

301.1.1 JQR:

Complete required 43600 Emergency Operations Center (Shore) JQR.

- a. 303 Incident Management Team (IMT) Member

Completed _____
(Emergency Management Officer/Training Officer)

301.1.2 COMPUTER/WEBSITE ACCESS

Demonstrate access to the following:

- a. CDO Share Drive
- b. SIPR Network
- c. Online SITREP Data Tool website
- d. C4I Suite Website Access
- e. IATP Admin Access

301.1.3 BUILDING ACCESS

Demonstrate Access to the following:

- a. Flightline/DV Lounge Badge Access
- b. EOC Badge Access
- c. C4I Building Access
- d. ROC Access

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301 NSA NAPLES CDO

301.1.4 MESSAGE TEMPLATES:

Draft the following 2 different examples/categories of Situational Reports (SITREPS) and Commander's Critical Information Requirements (CCIR). Bring both examples to CDO qualification board.

- a. OPREP-3 Navy Unit SITREP
- b. CCIR Category I/II/III (Scenario given by SWO)

Completed _____
(Senior Watch Officer/ CDO Board Member)

301.2 TASKS

This section will ensure you are competent to perform routine tasks in the performance of your duties.

For each task, consider asking the following questions:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What control/coordination is required?
- d. What means of communications are used?
- e. What safety precautions must be observed?
- f. What parameters/operating limits must be monitored?
- g. Satisfactorily perform this task.

301.2.1 Demonstrate proper access to the CDO Share Drive.

(Print/ Sign/ Department/ Date)

301.2.2 Observe a drill at the Emergency Operations Center (If one occurs during qualification period).

(Print/ Sign/ Department/ Date)

301.2.3 Conduct CDO Daily Zone Inspection of Support Site and Capodichino, log discrepancies and notify responsible points of contact.

(Print/ Sign/ Department/ Date)

301 NSA NAPLES CDO

301.2.3 Demonstrate ability to report information to the Regional Operations Center (ROC).

(Print/ Sign/ Department/ Date)

301.2.4 Verify security clearance status with the Command Security Manager.

(Print/ Sign/ Department/ Date)

301.2.5 Demonstrate active SIPR account access and possession of SIPR Token.

(Print/ Sign/ Department/ Date)

301.2.6 Schedule and complete the following familiarization tours:

a. Airfield tour

(Airfield Representative)

b. Security Post Checks

(Assistant Security Officer)

c. Capodichino Familiarization Tour

(Senior Watch Officer)

d. Support Site Familiarization Tour

(Senior Watch Officer)

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301.3 WATCHES

301.3.1 STAND THE FOLLOWING WATCHES UNDER INSTRUCTION:

a. CDO U/I (1): Weekday

(Print/ Sign/ Department/ Date)

b. CDO U/I (2): Weekday

(Print/ Sign/ Department/ Date)

c. CDO U/I (3): Weekend or Holiday

(Print/ Sign/ Department/ Date)

d. CDO U/I (4): Weekend or Holiday

(Print/ Sign/ Department/ Date)

301.4 EXAMINATIONS

301.4.1 PASS AN ORAL CDO QUALIFICATION BOARD.

(Board Member Signature/Date)

(Board Member Signature/Date)

(Board Member Signature/Date)

301.4.2 PASS A WRITTEN EXAMINATION (NOT REQUIRED)

LIST OF REFERENCES USED IN THIS JQR

OPNAVINST F3100.6 Series
COMNAVREGEURAFSWA Instruction 1601.1(series) Region Watch Officer and Installation
Command Duty Officer Program
COMNAVREGEURAFSWA Instruction 3070.1(series) Commander's Critical Information
Requirements and Significant Event Reporting
NAVSUPPACT NAPLES 1601.1(series) Command Watch Organization
NAVSUPPACT NAPLES 3070.1 (series) Commander's Critical Information Requirements and
Significant Event Reporting
NAVSUPPACT NAPLES 3440.7(series) Emergency Management Training Program
NAVSUPPACT NAPLES 3440.17(series) Emergency Management Plan
NAVSUPPACT NAPLES 5512.5(series) Access Control Instruction
NAVSUPPACT NAPLES S5530.3(series) Antiterrorism Plan

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DUTY ADMIN QUALIFICATION CHECKLIST

Name: _____ Rate/Rank: _____ Date: _____

1. Under Instruction Watches (3):

(Date) (Duty Admin: Print/ Sign)

(Date) (Duty Admin: Print/ Sign)

(Date) (Duty Admin: Print/ Sign)

2. Qualifications

	<u>Qualifying Duty Admin Signature</u>	<u>Date</u>
a. Special Incident Reporting		
(1) OPREP 3 Pinnacle		
(2) Navy Blue		
(3) Unit Sitrep		
(4) Blue Dart		
b. Message Traffic: drafting/releasing messages		
c. Commanding Officer (CO) Office		
(1) CO/ Executive Officer (XO) Calendar		
(2) Phone Etiquette/Office Protocol		
(3) Coffee preparation		
d. Duty Cell Phone Menu functions/usage		
e. Security checks		
(1) CO/XO's Office		
(2) Admin Office SECRET Room/Central Files		
(3) CMC Office		
(4) Training Office		
f. Security Clearance SECRET Access granted		
g. Courier Card for Classified material transport/safeguard		
h. C4I Access		

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DUTY ADMIN QUALIFICATION CHECKLIST (CONT'D)

3. I hereby certify that I have stood five weeks of under-instruction watches and have completed all of the qualification standards listed in paragraph 2:

MEMBER'S SIGNATURE

Date

4. Service member has satisfactory passed a Duty Admin Oral Qualification Board.

Recommended:

ADMIN DEPT LPO SIGNATURE

Date

ADMIN DEPT LCPO SIGNATURE

Date

Qualified:

ADMIN OFFICER SIGNATURE

Date

Copy to:

Division Officer's Notebook