



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 1601.4J

N00

1 Apr 25

NAVSUPPACT NAPLES INSTRUCTION 1601.4J

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 F3100.6K
(c) COMNAVREGEURAFSWAINST 1601.1B
(d) COMNAVREGEURAFSWAINST 3070.1G
(e) COMNAVREGEURAFSWAINST 1020.1
(f) CNICINST 5530.14A
(g) NTTP 3-07.2.3
(h) ITALY-U.S. JMC INSTRUCTION 3

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

1. Purpose. To provide duty personnel with 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 1601.4H

3. Scope. This directive applies to all NAVSUPPACT Naples watchstanders.
4. Discussion. References (a) through (h) and enclosures (1) through (15) provide detailed instructions for watch personnel.
5. Command Duty Watches. The daily command duty watch will consist of the following:
 - a. Command Duty Officer (CDO)
 - b. Duty Colors Personnel
 - c. Duty Chaplain
 - d. Casualty Assistance Calls Officer (CACO)
 - e. Duty Administration
 - f. Unaccompanied Housing

g. Naval Security Force (NSF) Watch Section. Per reference (f), NSF is assigned to provide protection duties. The Mission Profile Validation-Protection process clearly delineates the validated positions identified for NSF. Budget constraints, 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, colors, urinalysis collecting, 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, supported command personnel may be included in NAVSUPPACT Naples watch rotations subject to command-level agreements. Personnel in a limited duty status may be assigned watch duties depending upon limitations placed by the appropriate medical treatment facility.

- 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 the turnover checklist, enclosure (12), is filled out and filed into the CDO binder.
- 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. Once JQRs are completed for CDO, the CWC 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 Executive Officer (XO), 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 email and addressed to the signing authority of the watchbill to document the approved change.

7. Prerequisites. CDOs 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.

a. Upon arrival, all eligible command personnel are required to qualify CDO as NSA Naples. The process must be fully completed prior to becoming qualified as CDO on board NSA Naples.

b. All eligible command personnel that have not been previously qualified CDO will have 120 days upon check in with CWC to be qualified.

c. All eligible command personnel that have been previously qualified as CDO will have 90 days upon check in with CWC to be qualified.

d. A member is considered delinquent if they have surpassed the allotted timeframe. A memorandum for the record will be generated and that member will be assigned extra U/I watches until qualified.

8. Eligibility Requirements. In accordance with reference (c), Installation CDOs shall be an E-6 to E-8, or O-1 to O-4 (non-Department Head) military member assigned to the installation or associated reserve unit unless otherwise approved by the CO. In addition, CDOs shall maintain, at a minimum, a SECRET clearance to be eligible.

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

10. Records Management

a. Records created because of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

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 be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

RANDAZZO.J | Digitally signed by
OHN.LUCIAN | RANDAZZO.JOHN.LUCI
8923074982 | AN.8923074982
Date: 2025.04.01
12:06:33 +02'00'

J. L. RANDAZZO

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I and II

Electronic via NAVSUPPACT Naples website:

<https://cnreurafcent.cnic.navy.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/>

1 Apr 25

DEFINITIONS AND RESPONSIBILITIES OF COMMAND WATCHES

1. CO. Per reference (c), the CO will:

a. Designate CDOs in writing. CDO designations can be delegated to be signed by the Executive Officer (XO) when deemed appropriate by the CO.

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 effective execution of the installation's daily routine.

2. Executive Officer (XO). Per reference (c), the XO will:

a. Approve CDO watchbills.

b. Facilitate a monthly meeting with the SWO and CWC in order to discuss status of available CDOs, effectiveness of current guidance, outstanding CCIRs, commonly observed issues, required training, and enable feedback from watchstanders.

c. Chair the CDO board for those complete with their PQS and deemed ready by the SWO/CWC. Once approved by the XO, the CDO designation will be routed in ETMS2 accordingly.

d. Assign other duties and responsibilities to CDOs to ensure safe and effective execution of the installation's daily routine.

3. SWO. 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 will:

a. Provide guidance to CDOs on command authorities, issues, policy, procedures, and functions required 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 scheduled to stand watch to sustain proficiency.

e. Ensure required standards and qualifications are maintained by assigned CDOs.

1 Apr 25

- f. Coordinate accomplishment of CDO training.
 - g. Provide oversight and guidance to the 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, and applicable instructions.
 - j. Be responsible to the Regional SWO for assessment of the Installation CDO program as part of the Command Inspection Program.
4. CWC. Per reference (c), a CWC is the most senior E-8 on board, or other individual as designated by the 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 (4).
5. Installation CDO. All eligible personnel will stand CDO watch. Standing orders for the CDO are contained in enclosure (2). Per reference (c), the CDO will:
- a. Stand duty at least once every 30 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 CO.
 - c. Maintain qualifications. The CO will approve qualification of CDOs; following review by the XO, SWO, and CWC.
 - 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/ROC Battle Watch Team 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 EMO, employ mass warning network systems to notify and instruct affected populations when hazardous incidents are imminent or ongoing.
 - i. Activate the 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.

1 Apr 25

- k. Maintain communications with the ROC. Telephone, e-mail, C4I/SharePoint, or Defense Collaboration Services may be used.
 - l. Off-going and oncoming CDOs will conduct morning colors, after which the off-going CDO will be relieved. CDO will conduct evening colors with Duty Colors personnel.
 - m. Maintain current account access on designated command and control networks and systems.
 - n. Perform other duties as assigned by the CO/XO.
 - o. When in doubt, call the XO for guidance. If the XO is unreachable, contact the CO.
6. Installation Emergency Management Officer (EMO). Per reference (c), the EMO will:
- 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.
7. Watch Commander (WC). Per reference (g), the WC is the designated Security Officer (SECO) representative and has authority of the SECO 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 (5).
9. SECO. Per reference (f), the SECO will serve as the CO's representative on all installation protection programs. The SECO will be responsible for providing day-to-day leadership and management of installation physical security and law enforcement programs. The SECO will ensure that those programs complement the overall regional protection program. In accordance with reference (g), the SECO, through the WC, executes command and control of NSF responding to all law enforcement incidents. The SECO further coordinates with other emergency responders and serves as a tactical adviser to the CO. For major law enforcement incidents under control of the CO, the SECO may perform the duties of the incident commander.
10. Duty 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 (6).
11. Duty Admin. Duty Admin is responsible for preparing message traffic and emergency leave

1 Apr 25

orders outside normal working hours and on weekends. Additional duties are delineated in enclosure (7).

12. Duty Colors Personnel. The Duty Colors personnel will conduct evening colors with the CDO. All NAVSUPPACT Naples eligible personnel up to E-5 and all non-CDO qualified E-6 personnel, whose normal workplace is on Capodichino will stand Duty Colors personnel watch. Standing orders for the Duty Colors are delineated in enclosure (9). In the instance that the Capodichino flags are illuminated and displayed on a permanent or semi-permanent 24-hour basis per reference (h), this daily watch will be stood down and only utilized during special circumstances (e.g. half-masting or changing out flags).

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. Prior to assuming the watch, personnel shall not consume alcohol 12 hours prior as well as ensure they are free from the effects of alcohol. CDOs are prohibited from consuming alcohol at any time while on duty.

15. Watch Rotation. The CWC will develop a watch rotation for the CDO 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 the Duty Colors Watchstanders.

a. The 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. The CDO will conduct turnover in ADMIN I at 0730 with the off-going CDO.

b. The off-going CDO will ensure that the entrance to ADMIN I and adjacent areas are neat, clean, and present a proper military appearance. Daily, the off-going CDO shall submit the CDO Log to the CO/XO/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. The off-going and oncoming CDO shall be present at the entrance of ADMIN I at 0745 to participate in morning colors. The off-going CDO will verify the dates for holidays and occasions for half-mast with the oncoming CDO. Ensure the holiday flag is being utilized on holidays unless directed otherwise. A Colors Watchbill will delineate who is to accompany the CDO for evening colors every day. Every CDO should be familiar with the procedures for colors, which are promulgated in chapter 12 of reference (a).

d. The CDO shall pass any pertinent instructions to the relevant on-coming duty department watchstanders, as needed.

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:

(1) General inspection of the Capodichino base to include the Olde Time Pub and Bella Napoli food court.

(2) General inspection of the Support Site to include barracks, NEX, Fitness Center, Bowling Alley and on base restaurants, 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) Post checks on Entry Control Points; Main Gates at Capodichino and Support Site.

(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. A map showing the locations of the zones is located in the CDO binder.

(6) ACDO program will from now on be disbanded and replaced with a Colors Watch bill. Departments working on Capodichino will fill this watch bill and participate in colors with the CDO, directed by the Colors Watch Bill Coordinator. In the instance that the Capodichino flags are illuminated and displayed on a permanent or semi-permanent 24-hour basis per reference (h), this daily watch will be stood down and only utilized during special circumstances (e.g. half-masting or changing out flags).

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, Central Region Watch Officer (RWO) informed per the Commanders Critical Information Requirements (CCIRs) in accordance with reference (d). The CDO shall inform any supported commands of events relating to their command and/or personnel and coordinate through stakeholders, such as other commands CDOs and NAVSUPPACT Naples CMC/XO/CO, to inform the RWO.

m. The CDO will ensure that all members of the watch have read and comply with the applicable standing orders and other applicable instructions and procedures that pertain to their watchstations.

n. Review and maintain the CDO electronic pass down log.

o. 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. CDO's shall check the daily flight schedule and report the last plane on deck in the CDO Coord Chat Daily (e.g. 502 SOD LIRN (Naples)). CDO will update the chat with any divers, CANX's, Aircraft status changes, Fuel spills, Mishaps, or safety of flight issues. Aircraft status and location will be part of the CDO turnover and will be included in the CDO log email sent to the CDO Daily distro.

1 Apr 25

p. 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.

q. In the event of a planned demonstration outside of any NSA Naples Installation, CDO will need to coordinate notification efforts to ensure proper planning has been accomplished prior to the event occurring.

- (1) Notify SECO to ensure: PPRs are reviewed, back gate will be open to support diverted traffic (as required), and notification of Carabinieri to request support.
- (2) Notify PAO to ensure: AtHOC and Social Media communication with updated information and traffic plan.
- (3) Notify DoDEA to ensure: Naples Elementary and Naples Middle High School leadership notify staff and parents, if during a school day.

r. In the event of an earthquake over the magnitude of 4.0, execute the following:

- (1) CCIR CAT III (1) Earthquake report.
- (2) EMO will send an email to Tenant Command Leadership, backup will be PAO.
- (3) CDO to send an email to NSA Naples Department Heads and Chief Petty Officers to initiate an assessment of known impact to personnel and to base operations.

s. CDOs can retire to their private residence at the completion of daily duties, given they can make a one-hour recall. Upon receiving a call they will make the required initial response, then drive into work to complete any required follow on steps. A room will always be reserved on Support Site at the bachelor enlisted quarters for CDOs wishing to remain on base or for those that exceed the one-hour recall requirement.

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.

STANDING ORDERS FOR THE SECURITY WATCH COMMANDER (WC)

1. The WC reports to Security Officer (SECO) and the CDO in all matters pertaining to the security of onboard NAVSUPPACT Naples. 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 SECO of all incidents that may require their presence.
 - e. Carry out the standing orders and other directives issued by the SECO.
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 SECO for guidance.

STANDING ORDERS FOR THE COMMAND WATCHBILL COORDINATOR (CWC)

1. The CWC is a senior enlisted member assigned by NAVSUPPACT Naples 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 departments.
 - d. Recommend/Not Recommend all request chits and leave 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 CDO training.
 - g. Prepare and submit the CDO watchbill to the SWO by the third week 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.

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 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.

STANDING ORDERS FOR COMMAND CASUALTY ASSISTANCE CALLS OFFICER
(CACO)

1. 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 NAVSUPPACT Naples military members and General Service civilian personnel. At no time will the CDO be the CACO.
3. The CACO will 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 per DoDI 1300.18 and enclosure (4) of CNICINST 1770.2A.
 - b. Drafting and releasing all personnel casualty messages.
 - (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) Commander, Navy Installations Command also provides CACO resources at <https://www.cnic.navy.mil/Operations-and-Management/Base-Support/Command-and-Staff/Casualty-Assistance/>.
 - c. Assisting the next-of-kin with funeral arrangements, death benefits, and any other assistance as needed.
 - d. Complete Courtesy CACO duties when assigned, per OPNAVINST 1770.1B.
5. Per NAVADMIN 090/15, Personnel Casualty Report (PCR) will be submitted electronically using the web-based PCR application found on the Defense Casualty Information Processing System (DCIPS) portal. CACOs are encouraged to familiarize themselves with PCR online using the 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 Commander, Navy Region Europe, Africa, Central 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.

STANDING ORDERS FOR DUTY ADMINISTRATION (ADMIN)

1. Duty Admin is responsible for preparing message traffic and emergency leave orders outside normal working hours and on weekends.
2. The Duty Admin will:
 - a. Stand a seven-day watch, commencing at close of business Wednesday through turnover at close of business on the following Wednesday. During authorized liberty, Duty Admin is in an on-call status and will be ready to execute any and all duties assigned by the CDO.
 - b. Remain in the Admin I during normal working hours. At 1530, the Duty Admin will relieve the Commanding Officer's Secretary of her/his duties. The Duty Admin will depart NAVSUPPACT Naples 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).
 - 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. Be available for the preparation of any outgoing message traffic.
 - g. Not consume any alcohol while on a duty status or 12 hours prior to the watch, to include being free of the effects of alcohol prior to turnover. 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.
 - h. Ensure that security checks of all assigned spaces are completed prior to departing the Admin I at the end of the workday.
 - i. Be within a 60 minute driving distance either installations Capodichino or Support Site.

STANDING ORDERS FOR THE COMMAND COLORS WATCHBILL COORDINATOR

1. The Command Colors Watchbill Coordinator is a member assigned by NAVSUPPACT Naples SWO to coordinate all NAVSUPPACT Naples duty watchbills.
2. The Command Colors Watchbill Coordinator will:
 - a. Maintain a rotating monthly colors watch assignment for all personnel assigned to the NAVSUPPACT Naples whose normal workplace is Capodichino.
 - b. Keep the watch assignment record in neat condition and in a readily accessible place for use in their absence.
 - c. Assign all colors watches per availability of watchbills provided by departments.
 - d. Receive all request chits and leave chits affecting duty status for personnel assigned from each department.
 - e. Assign an alternate Command Colors Watchbill Coordinator to fill the responsibility during their absence.
 - f. Ensure colors training is accomplished prior to assigning newly arrived personnel to their first watch.
 - g. Prepare and submit the colors watchbill to the SWO by the third week of each month.
 - h. Inform the SWO of any issues with 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.

1 Apr 25

STANDING ORDERS FOR THE DUTY COLORS PERSONNEL

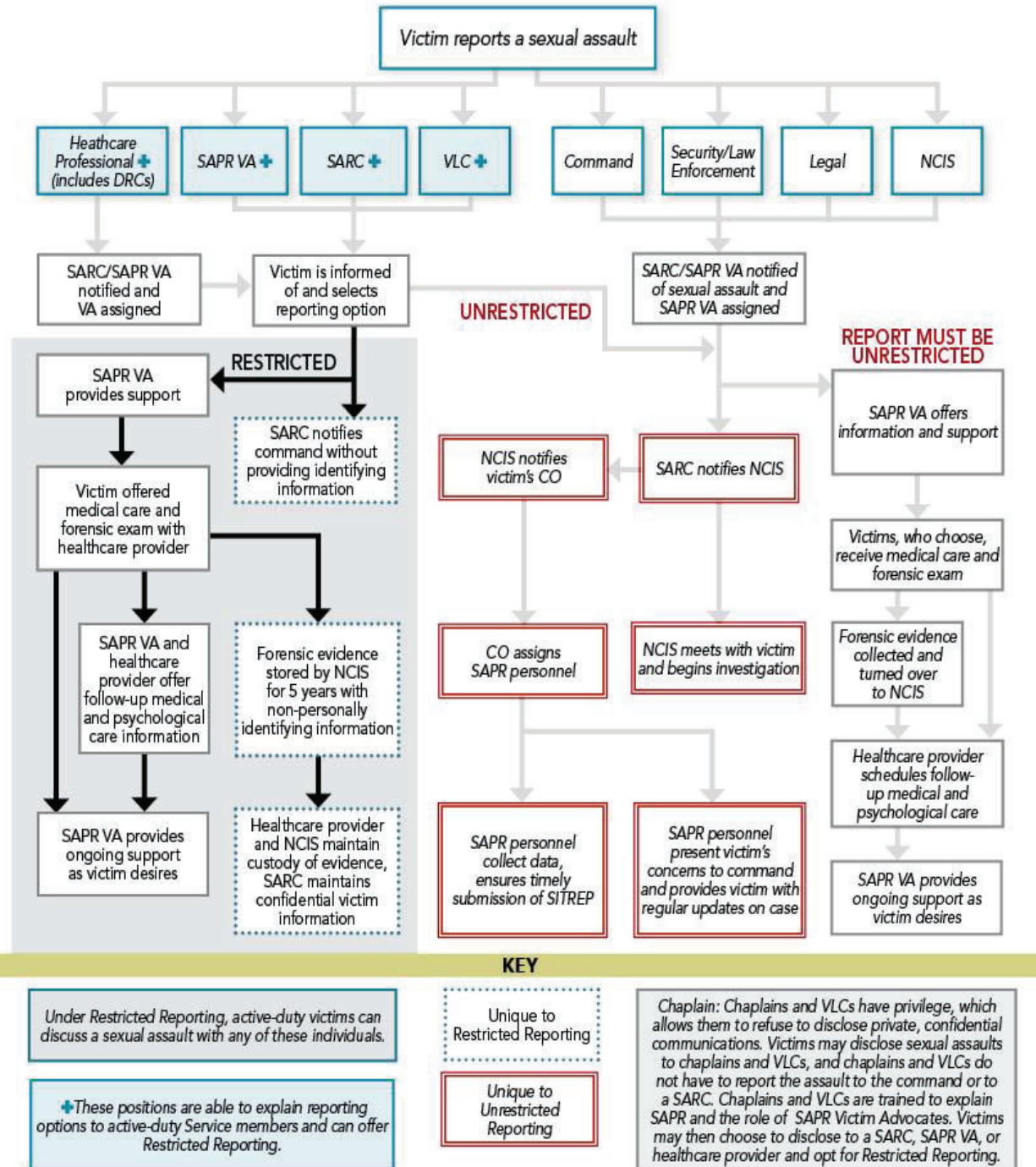
1. The Duty Colors Personnel Watch is a rotating watch stood by designated staff military personnel up to E-5 and non CDO qualified E-6 personnel. The Command Colors Watchbill Coordinator will establish monthly watch days dependent upon the assigned departments and promulgate a watch rotation for evening colors (morning colors will be conducted by the off-going and oncoming CDOs).
2. In the instance that the Capodichino flags are illuminated and displayed on a permanent or semi-permanent 24-hour basis per reference (h), this daily watch will be stood down and only utilized during special circumstances (e.g. half-masting or changing out flags).
3. The Duty Colors Personnel will:
 - a. Be responsible for mustering at Admin I 15 minutes prior to sunset with the CDO for evening colors, which they will execute together at sunset. Notify the Command Colors Watchbill Coordinator and the CDO if there are any issues.
 - b. Will ensure the entrance to Admin 1 and adjacent areas are neat, clean and present a proper military appearance. Ensure the cleanliness of the quarterdeck area and the public address system room. The Duty Colors Personnel will be responsible for leaving the quarterdeck area in a neat and orderly condition upon completion of evening colors.
 - c. Be familiar with the procedures to participate in evening colors. In the event of the CDO not being available for colors due to installation-level emergency situations, the Duty Colors Personnel will still conduct colors in a timely execution of evening colors.
 - d. Be familiar with the public announcement system and ensure that the amplifier system used for colors and ceremonies is not utilized for any unauthorized purpose.
 - e. All flags will be folded and stowed neatly in the public address system room adjacent to the Quarterdeck.
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 Command Colors Watchbill Coordinator or CDO for guidance.

FLEET AND FAMILY SUPPORT CENTER RESOURCES

1. Domestic violence, child or spousal abuse should be reported by the CDO 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 +39-331-691-8268 by the Command Suicide Prevention Coordinator.
3. In accordance with NAVSUPPACTNAPLESINST 1752.4 (series), the Sexual Assault Response Coordinator (SARC) will 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). SARC can be reached at +39-334-661-3140.
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 NAVSUPPACT Naples, the on-call SAPR VA can be reached at +39-335-640-6621.
5. CDOs will 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



GENERAL RULES FOR WATCH

1. Know and understand the 11 General Orders of a Sentry.
2. Always wear a clean, sharp-looking uniform.
3. Ensure you know all standard operating procedures used by your watch station.
4. Be knowledgeable of all NAVSUPPACT Naples instructions pertaining to your watch.
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 CDO.

COMMAND DUTY OFFICER (CDO) TURNOVER CHECKLIST

Date: _____

- | <u>Items</u> | <u>Initials</u> |
|---|-----------------|
| 1. CDO Quick Reference Binder | _____ |
| 2. Reviewed CDO Turnover/Pass Down Log. | _____ |
| 3. Turnover email sent by off-going CDO to CO/XO/CMC in BLUF Format | _____ |
| 4. Restricted Personnel (Y/N) | _____ |
| 5. Extra Duty Personnel (Y/N) | _____ |
| 6. USS Mount Whitney in Port (Y/N) | _____ |
| 7. Other ships in Port (Y/N)
If yes, list ships: _____ | _____ |
| 8. Senior Officer Present Afloat Verified with ROC and C6F CDO | _____ |
| 9. Flight Schedule Reviewed (VIPs Noted) | _____ |
| 10. C-26 Operational Status – Tail # : _____
If NMC or PMC, has CCIR been generated? (Y/N) | _____ |
| 11. Cell Phone/Charger Cord/CDO Badge/Radios (2)/Car Key | _____ |
| 12. Number of outstanding CCIRs | _____ |
| 13. Date of last update to open CCIRs | _____ |
| 14. Commanding Officer/Executive Officer Onboard | _____ |
| 15. Region Operation Center Daily Report by 0830 | _____ |
| 16. Morning Colors complete | _____ |

Assumed Duties as CDO _____
Printed Name Signature

Properly Relieved as CDO _____
Printed Name Signature



**JOB
QUALIFICATION
REQUIREMENTS
FOR**

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

NAME _____ (Rate/Rank/Grade) _____

DISTRIBUTION STATEMENT: Approved for public release; distribution is unlimited.

TABLE OF CONTENTS

	Page
INTRODUCTION -----	4
SUMMARY OF CHANGES -----	5
100 INTRODUCTION TO FUNDAMENTALS	
101 WATCHSTANDING (BASIC) FUNDAMENTALS -----	8
200 INTRODUCTION TO SYSTEMS (NO SYSTEM REQUIREMENTS FOR THIS JQR)	
300 INTRODUCTION TO WATCHSTATIONS	
301 FINAL QUALIFICATION -----	17
301.1 PREREQUISITES -----	18
301.2 TASKS -----	19
301.3 WATCHES -----	21
301.4 EXAMINATIONS -----	22

ACKNOWLEDGEMENTS

The following personnel and subject matter experts wrote this JQR:

LT	Charles Olivier	NAVSUPPACT Naples
----	-----------------	-------------------

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 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. Qualifiers must legibly print their name, sign, and date on the signature line.

SUMMARY OF CHANGES

CHANGES TO FUNDAMENTALS, SYSTEMS, AND WATCHSTATIONS:

Fundamental Title	Action	Comment
System Title	Action	Comment
Watchstation/Duty Title	Action	Comment

1 Apr 25

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.

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 1601.4 (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)

101.33 Review and understand Morning/Evening Colors Procedures.

(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.

300 INTRODUCTION TO CDO WATCHSTATIONS

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 CDO WATCHSTATIONS

After all line items have been completed, your Qualifier will verify Final Qualification by signing and dating the Final Qualification pages. **Qualifiers must legibly print their name, sign, and date on the signature line.**

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: NONE.

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

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 or CWC)

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

(Security Representative)

c. Capodichino Familiarization Tour

(Print/ Sign/ Department/ Date)

d. Support Site Familiarization Tour

(Print/ Sign/ Department/ Date)

301.2.7 Demonstrate the ability to conduct Morning/Evening Colors.

(Print/ Sign/ Department/ Date)

301 NSA NAPLES CDO

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

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>Signature</u>	<u>Date</u>
a. Special Incident Reporting		
(1) OPREP 3 Pinnacle		
(2) Navy Blue		
(3) Navy 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		
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		

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

NSA NAPLES CDO QUICK REFERENCE GUIDE														
CATEGORY 1	SWO	PAO	Legal Off	Port OPS	Air OPS	Fire Chief	N6/IT	EMO	SECO	PWO	CMC	XO	CO	Report
I-1. Active Shooter	X	X						X	X		X	X	X	OPREP-3
I-2. FPCON Increase	X	X						X	X		X	X	X	
I-3. Use of Deadly force	X	X							X		X	X	X	OPREP-3
I-4. CBRNE Event	X	X				X		X	X		X	X	X	OPREP-3
I-5. Combat Engagement	X	X							X		X	X	X	OPREP-3
I-6. Nuclear Incident	X	X				X		X	X		X	X	X	OPREP-3
I-7. Fire onboard US Ship Pier side or facility	X	X		X		X		X	X		X	X	X	OPREP-3
I-8. Major Disaster or Incident	X	X						X	X		X	X	X	OPREP-3
I-9. Leadership Death	X	X	X						X		X	X	X	OPREP-3
I-10. Critical Injury	X	T							X		X	X	X	OPREP-3
I-11. HHQ RFI	X								T		T	T	T	
I-12. Immediate RFS or RFI	X								T		X	X	X	
I-13. FPCON Modification	X	T		T	T	T		T	X	T	X	X	X	CCIR
I-14. Securing an installation (SB)	X	T		T	T	X		T	X	T	X	X	X	SW & SB
I-15. Degradation of Operational Capability	X	T									T	T	T	CCIR
I-16. OPREP-3 Navy Blue	X										X	X	X	OPREP-3NB
I-17. Active Media Coverage	X	X									T	T	T	OPREP/CCIR
I-18. Aircraft Lasing (SB)	X				X						T	T	T	SW & SB
I-19. Commander's High Interest Item (Need to call REGCOM)	X										X	X	X	SW
N-6. Major Fire onboard Warship	X	T		X		X			X		X	X	X	OPREP-3
N-8. Continuity of Operations Execution (COOP)	X	T	T	T	T	T	T	X	X	T	X	X	X	CCIR
N-15. U.S Consulate Naples Relocation	X	T						T	X		X	X	X	
N-16. Pre-cautionary changes in Volcanic Alert	X	T		T	T	X		X	T		X	X	X	
CATEGORY 2	SWO	PAO	Legal Off	Port OPS	Air OPS	Fire Chief	N6/IT	EMO	SECO	PWO	CMC	XO	CO	Report
II-1. Media Interest	X	X	T								T	T	T	CCIR
II-2. Class A/B Mishap	X	T			X						X	X	X	Mishap
II-3. Operational Surveillance	X								X		T	T	T	CCIR
II-4. OPREP-3 Navy Unit Sitrep	X										T	X	X	OPREP-3NUS
II-5. Network/Cyber Intrusion	X						X		X		T	T	T	CCIR
II-6. Structural Fire	X	T				X			X	T	X	X	X	CCIR/OPREP
II-7. External Orders	X										X	X	X	
II-8. Non-immediate RFS/RFI	T										T	T	T	
II-9. Hazardous Material Release	X			X	X	X				X	T	T	T	CCIR/OPREP
II-10. Immediate Response or Support to Host Nation	X	T						T	T		X	X	X	
II-11. Civil Disturbances	X	T							T		T	T	T	SW
II-12. Significant Weather	E	E				E					E	E	E	
II-13. Public Health Emergency	X	T						T	T		X	X	X	SW
II-14. Small Boat Mishap or Incident	X	T		X							X	X	X	CCIR/OPREP
II-15. Unauthorized Vehicle/ Pedestrian Attempted Entry (SB)	X								X		T	X	X	SW, SB, OPREP
II-16. Service Interruption	T	T					X		T		T	T	T	
II-17. Non-Region OPREP-3 Reports	T										T	T	T	
II-18. Wildland Fire	T	T				X		T	T		T	T	T	
II-19. Suspicious Activity	X								X		T	T	T	CCIR
II-20. Force Protection Readiness Reduction	T								X		T	T	T	CCIR
II-21. Housing Incidents	T								T		T	T	T	SW
II-22. Sexual Assault (Region Related)	X		X								X	X	X	OPREP-3NUS
II-23. Mutual Aid	X					X			X		T	T	T	
II-24. Critical Injury or Death	X	X							X		X	X	X	OPREP-3NUS
II-25. Sexual Assault-Non Region	X		X								X	X	X	
II-26. Open Skies Notification	T				T				T		T	T	T	
II-27. CDC Incident	T								X		T	T	T	SW
II-28. UAS (SB)	X				T				X		T	T	T	SW & SB
N-7. Emergency Operations Center Activation	X	X	X	X	X	X	X	X	X	X	X	X	X	CCIR
N-8. Force Protection Condition Posture Decrease	T	T		T	T	T			T		T	T	T	CCIR
N-22. Unresolved SAPR Spot Check	X										E	E	E	
N-29. Aircraft Divert	X				X						T	T	T	SW
N-30. Aviation Class C/D Mishap	X				X						T	X	T	Mishap
CATEGORY 3	SWO	PAO	Legal Off	Port OPS	Air OPS	Fire Chief	N6/IT	EMO	SECO	PWO	CMC	XO	CO	Report
III-1. Earthquake (4.0 or greater or caused major damage)	T	T				T		X	T		T	T	T	E
III-3. Situational Info Report	T	T	T	T	T	T	T	T	T	T	T	T	T	E
N-1. SAPR Spot Check (Resolved)	E		E								E	E	E	E

Notes:
Start calling Individuals Left to Right until notified to stop
Once you have notified the CoC, Notify the ROC

SW's Email required post initial notification

Symbol	Response
X	Immediate Phone Call
E	Immediate Email
SB	Storyboard required
T	Text Message

When acting as CDO, you are Skipper's direct representation when it comes to all NSA Naples matters.
Conduct yourself Professionally.

Valid Reasons to Wake up Leadership:

1. Any CAT I CCIR's
2. Qualifying CAT II CCIR's - follow chart
3. Anything involving Death, aircraft mishap, or serious damage to installation
4. When in doubt, there is no doubt: Ask yourself if this is something Leadership needs to know immediately

*Use best judgment if additional individuals (e.g. DH, DLCPO) should be notified by e-mail or telephone. All personnel issues involving NSA Sailors should include notification of their departmental chain of command.