



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCSTAFFINST 1601.1
N01RL

17 FEB 2004

NETC STAFF INSTRUCTION 1601.1

From: Commander, Naval Education and Training Command
To: Headquarters Staff, Naval Education and Training Command

Subj: STAFF WATCH ORGANIZATION AND REQUIREMENTS

Ref: (a) U.S. Navy Regulations
(b) OPNAVINST 3220.32B
(c) CNETSTAFFINST 5530.1C

Encl: (1) SDO Daily Routine
(2) NETC 5511/1 (11-03), NETC Headquarters Classified
Material Daily Security Check

1. Purpose. To issue policy per references (a) and (b), and consistent with reference (c) and set forth responsibilities for the Naval Education and Training Command (NETC) Staff Watch.
2. Cancellation. CNETSTAFFINST 1601.2B.
3. Discussion. The NETC Staff Watch is established to provide qualified personnel to act on matters arising outside of normal working hours and to provide for the effective and efficient operation of the command. This instruction sets forth general instructions for each member of the watch. All watchstanders are expected to use sound judgment and common sense when dealing with situations not included herein, mindful that they are representing NETC.
4. Watch Structure. The organization shall be structured as follows:
 - a. Senior Watch Officer (SWO). The SWO will be assigned by the Chief of Staff (COS) and shall handle all administrative matters related to the watch, ascertain the qualifications of watch personnel, publish watch lists, and maintain standing orders and instructions for the watch. These instructions shall include information regarding actions required of NETC staff in emergency situations.
 - b. Staff Duty Officer (SDO). NETC and Naval Service Training Command (NSTC) OD/CD staff enlisted personnel in pay grades E-7 through E-9, chief warrant officers, and officers in pay grades O-1 through O-5 are required to qualify and stand SDO. Officers in pay grade O-6 (including O-6 selects); officers assigned as a Division Director or Special Assistant; personnel

17 FEB 2004

assigned to NETC's Commander and Vice Commander personal staffs; the Command Master Chief, Headquarters Flag Unit; and the SWO are the only personnel exempted by the COS to stand watches.

c. Assistant Staff Duty Officer (ASDO). NETC and NSTC OD/CD staff enlisted personnel in pay grades E-6 and below are required to qualify and stand ASDO. E-6 and below enlisted personnel assigned to NETC's Commander and Vice Commander personal staff are the only personnel exempted by the COS to stand watches. Watches will be on a weekly basis from 0630 until secured by the SDO.

d. Duty Yeoman. NETC and NSTC OD/CD staff yeoman are required to qualify and stand Duty Yeoman. NETC's Commander and Vice Commander Flag Writers are the only yeoman exempted by the COS to stand watches.

5. Duties and Responsibilities

a. SWO

(1) Establish a training program for all watchstanders consisting of initial training by the SWO to include familiarization with responsibilities, applicable staff regulations, and routines; and on-watch indoctrination with other watchstanders to include training, performance, and certification of specified evolutions and procedures per the training program.

(2) Certify watchstander qualifications.

(3) Publish the SDO watch bill monthly, seven days in advance of the month scheduled.

(4) Ensure an SDO watchstander rotation is maintained that ensures an equal distribution of duty days among qualified watchstanders.

(5) Establish and maintain an emergency action book to be maintained at the duty desk. The emergency action book will serve as a ready reference for emergency and/or rapid response situations (e.g., bomb threat, lists of actions to be taken, personnel to be notified, and examples of messages to be released).

(6) Establish and maintain a passdown log (PDL) containing items of general watchstander interest, orders to watchstanders, and notification of events not covered in this instruction or by the Plan of the Week. Items/changes remaining in effect for more than 30 days will be issued by notice or instruction as appropriate and removed from the PDL.

b. SDO

(1) Assume the duty in the headquarters building by 0730, ensure the watch is set, and carry out the daily routine as

17 FEB 2004

summarized in enclosure (1). On normal working days, remain at the headquarters until 1800, or until secured by the COS. You may then return to your quarters and remain on call. If notified of a situation requiring NETC action, proceed immediately to the headquarters and remain there until the necessary action has been completed.

(2) Review incoming messages on weekends and holidays. Initiate action on matters that may not be delayed until the next working day, and inform personnel and activities, as appropriate, of action(s) taken.

(3) You are responsible directly to the COS for the performance and supervision of all watch personnel with the exception of the Duty Yeoman who reports to the Flag Secretary; the prompt review of correspondence, messages, telephone calls received after normal working hours, and appropriate response thereto; and for the security of classified material and all spaces in the headquarters building.

(4) On normal working days, report to the COS as needed for any special instructions. The off-going SDO shall brief the oncoming SDO of any events of note that occurred during the past period of duty.

(5) Duty days may be exchanged if:

(a) Watchstanders mutually agree on the exchange.

(b) The SWO is notified by memorandum, e-mail, or phone call.

(c) The SDO watch bill on the quarterdeck is properly annotated.

(6) During normal working hours, keep the quarterdeck receptionist advised of your location for prompt notification and expeditious return to the headquarters in the event you are needed.

(7) Maintain familiarity with the various instructions and directives contained in the emergency action binder(s) in the duty office on the quarterdeck.

(8) Comply with the security regulations and procedures as prescribed in the daily routine.

(9) When the watch has been secured to personal residence/quarters, ensure that the Naval Air Station (NAS), Pensacola Officer of the Day (OOD) has your valid recall telephone number. If an immediate precedence message is received, the NAS Pensacola Communications Officer will contact the NAS OOD, who will relay the message to you.

(10) You are responsible for enforcing the provisions of this instruction and ensuring that physical security of the headquarters building is maintained outside normal working hours.

(11) Conduct a security check of office spaces daily prior to securing. Direct your attention toward information security, i.e., classified material compromise. All security containers used for storage of classified material will be checked; use enclosure (2) to ensure that they have been properly secured. Turn the completed form in to the Security Assistant (N00415, Rm. 2-120).

(12) If a container is found open after normal working hours or on holidays, lock the container and notify the custodian or alternate. If appropriate, the custodian or alternate will inspect the contents of the container for possible compromise. If it appears a compromise has occurred, the custodian/alternate custodian shall immediately inventory the contents, attach the inventory listing to the SDO report, and forward it to the Command Security Manager (N002).

(13) When you are required to gain access to a security container in an emergency, and the custodian cannot be contacted, contact the Security Manager or the Security Assistant. They will provide guidance on gaining access to the safe containing sealed envelopes with security container combinations. You are authorized to remove the envelopes required to gain access, as required.

(14) Review action priority or higher precedence messages for NETC received during non-working hours and determine action required, if any.

(15) Ensure the proper flags are flying and are in the correct position on the headquarters flagpole. Change out as appropriate and inform the First Lieutenant if any of the flags need to be replaced due to deteriorating condition.

c. ASDO

(1) Assume the duty in the headquarters building by 0630 on normal workdays.

(2) Provide emergency administrative service as required.

(3) Perform other duties as instructed by the SDO.

d. Duty Yeoman

(1) Report directly to the Flag Secretary during or after normal duty hours as directed.

(2) Provide administrative service to the Commander and Vice Commander after normal working hours.

17 FEB 2004

(3) Release messages signed out by the Commander and Vice Commander after normal working hours.

(4) Perform other duties as required by the Flag Secretary.

6. Quarterdeck Receptionist. The quarterdeck receptionist will maintain a desk watch in the duty office (Rm. 1-189) at the quarterdeck between 0730 and 1630 on normal working days and perform the following duties:

a. Answer the telephone, referring incoming telephone calls to the appropriate person or office.

b. Maintain control of building and office keys.

c. Maintain visitor control during increased Threat Conditions of Readiness. Consult the Force Protection/Security Officer for specific requirements.

d. Notify the SDO of emergency or other important types of occurrences such as aircraft accidents, distinguished visitor movements, and weather condition updates.

e. Notify the First Lieutenant of maintenance problems.

f. Secure building 628 at 1630.

(1) Secure all designated exterior doors.

(2) Switch the NETC duty phone to the SDO cell phone.

7. Message Review. The following procedures will be used to review messages:

a. Use the SDO computer account to review message traffic for matters of Flag interest at least three times daily. If matters appear to be of immediate interest (serious training injury or death to staff/student, significant destruction of property, riots, bomb threats, possible immediate press/CNO interest, or any event that you are unsure about), contact the COS as soon as possible. If unable to contact the COS, inform the NETC Vice Commander (N01), the Executive Assistant (N001), or the NETC Commander (N00) directly. Use common sense and err on the side of notification.

b. In addition to notifying the COS of significant matters:

(1) Notify Public Affairs Officer (N00P) of possible press interest items.

(2) Notify the Casualty Assistance Calls Officer (N004) of any staff death.

NETCSTAFFINST 1601.1

17 FEB 2004

(3) Notify the Safety Officer (N00X) of any training-related deaths, injuries, or other serious incidents.

(4) Notify the Aviation Program Manager (N55) of any aircraft training-related deaths, injuries, or other incidents.

(5) Notify the Head of NSTC OD/CD (as appropriate) of any OD/CD staff or NROTC significant/emergent matter.

c. If no naval messages are received within a 24-hour period perform the following:

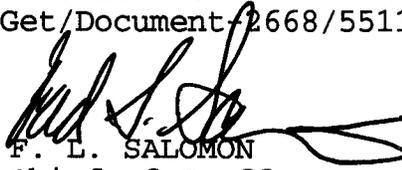
(1) Contact NCTAMS LANT DET at 452-3621/22 to ensure proper operation of their equipment. If the problem is not at NCTAMS LANT DET;

(2) Contact NETPDTC DMS group ware server personnel at 452-1001 ext. 1122 to ensure proper operations of their equipment. If problem is not at NETPDTC DMS;

(3) Check Defense Message System (DMS) in Rm. 2-120 (NETC Headquarters) to ensure it is operating properly. If DMS is not operating, reboot the system using instructions posted on the bulkhead near the DMS computer. If rebooting DMS does not correct the problem;

(4) Page the NETC IT computer technician at 1-888-796-0472.

8. Forms. NETC 5511/1 (11-03), NETC Headquarters Classified Material Daily Security Check, is available in N-DMAN at <http://pens7517/docushare/dsweb/Get/Document/2668/5511.1.pdf>.


F. L. SALOMON
Chief of Staff

Copy to:
NAS Pensacola
NSTC (OD, CD)
All SDOs

SDO DAILY ROUTINE

WEEKDAYS

TIME ACTIONS

- 0630 SDO:
- 1) Turn off the main entrance lights.
 - 2) Tour area for security purposes.
 - 3) Man the Quarterdeck (NLT 0700) until properly relieved by oncoming civilian personnel.
- 0730 1) Conduct turnover briefing between off-going and oncoming SDO.
- 2) Review and sign the SDO passdown logbook.
 - 3) Update SDO status board with your recall numbers.
 - 4) Ensure ASDO is on board and has provided recall numbers.
 - 5) Conduct an operational check of all beepers and the SDO cell phone. Ensure the batteries are fully charged.
 - 6) Review SDO publications/information for any new memorandums that may have been issued since your last duty day.
 - 7) Assume custody of the SDO laptop and all other equipment/items from the off-going SDO. Other equipment/items should include beeper, cell phone and the SDO badge.
 - 8) Oncoming SDO be aware of the requirements for the duty driver, and flag protocol (information sheet should be in the SDO notebook binder).
- NLT
0745 1) Oncoming/off-going SDOs brief COS, or N001 (Executive Assistant) if the COS is not available, of any significant events from the previous evening.
- 2) Oncoming SDO request information about any special events planned for the upcoming duty day.
- 1530 Friday or day prior to holiday:
- 1) Contact N00W (Flag Writer) 452-4810 to determine if anyone is scheduled to arrive at bldg. 34, VIP guest quarters, during the weekend/holiday.
- 1630 **In order to maintain continuous contact with NETC HQ and NAS SDO, carry the provided beeper and cell phone with you at all times.**
- 1) Conduct a security check of all NETC safes (review checklist and map for locations). Check all areas for adherence to general safety and security measures.
 - 2) Review the SDO message traffic.

NLT

- 1800
- 1) Check out with COS or N001 for any special instructions or changes to N00's daily routine.
 - 2) Notify NAS security office.

TBD

- 1) Notify NAS duty office prior to securing to personal residence/quarters. Verify home recall, cell phone (850) 554-5312, and pager (850) 506-4825.
- 2) Log the name of the individual you pass the information to.
- 3) If called by NAS about an immediate action message, review the SDO message traffic. Notify COS of any message that requires action prior to next normal workday.
- 4) Turn on the main entrance lights.

WEEKENDS/HOLIDAYS

0730

- 1) Review message traffic for matters of Flag interest at least three times daily. If matters appear to be of immediate interest (serious training injury, death to staff/student, significant destruction of property, riots, bomb threats, item that might have immediate press/CNO interest, or any event that you are unsure about), contact the COS ASAP. **If unable to contact COS, inform N01, N001, and N00 directly.**
- 2) If no messages are received in a 24-hour period, contact NCTAMS LANT DET at 452-3621/22 to ensure proper operation of their equipment. If the problem is not at NCTAMS LANT DET, contact NETPDTC Defense Message System (DMS) group ware server personnel at 452-1001 ext. 1122 to ensure proper operations of their equipment. If problem is not at NETPDTC DMS, check Defense Message System (DMS) in Rm. 2-120 to ensure it is operating properly. If DMS is not operating, reboot the system using instructions posted on the bulkhead near the DMS computer. If rebooting DMS does not correct the problem, page the NETC IT computer technician at 1-888-796-0472.

MESSAGE REVIEW GUIDELINES

Use common sense and err on the side of notification. In addition to notifying COS of significant matters:

- Notify PAO (N00P) of press interest items.
- Notify CACO (N004) of any staff death.
- Notify Safety Officer (N00X) of any training-related deaths, injuries, or other serious incidents.
- Notify Aviation Program Manager (N55) of any aircraft training related deaths, injuries, or other incidents.
- Notify the Security Manager (N002) of any physical security violations.
- Notify the Head of NSTC OD/CD (as appropriate) of any OD/CD staff or NROTC significant/emergent matter.

PHONE NUMBERS

NAS Quarterdeck: 452-3100 (Press 0 to get Duty Officer)
NAS Security Office: 452-2453 or 452-3453
NCTAMS LANT DET
(Comm Center): 452-3621 or 452-3622 or 452-4223
ASDO Beeper: 506-4813
NETC Duty IT Technician 1-888-796-0472

**NETC HEADQUARTERS
CLASSIFIED MATERIAL
DAILY SECURITY CHECK**

(Date)

<u>LOCATION</u>	<u>CONTAINER LOCKED</u>	<u>SF FORM 702 PROPERLY COMPLETED. SDO INITIAL "GUARD CHECK" COLUMN</u>	<u>SOMEONE WORKING IN THE SPACE</u>	<u>TIME CHECKED</u>
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Room 2-120	Yes _____	Yes _____	Yes _____	_____
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Safe #3	No _____	No _____	No _____	
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Comments: Admin Office. Safe located outside of Message Center (N00415)

Room 2-063	Yes _____	Yes _____	Yes _____	_____
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Safe #9	No _____	No _____	No _____	
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Comments: Manpower Branch (N12)

Room 2-085	Yes _____	Yes _____	Yes _____	_____
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Safe 50503	No _____	No _____	No _____	
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Comments: SECURITY/MWD/ATFP (N45). Normally room is locked.

Room 1-090	Yes _____	Yes _____	Yes _____	_____
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Safes 46478 50506	No _____	No _____	No _____	
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Comments: SIPRNET Room (N6). Normally room is locked with SF 702 on door

A visual check of the spaces and classified material containers listed above has been conducted and the following discrepancies were found (if none, so state):

None _____

Comments:

SDO/ASDO Signature - Rank/Rate

Submit this sheet to N00415,
Room 2-120 next workday.

NETC 5511/1 (11-03)

Enclosure (2)