



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL BASE SAN DIEGO
3455 SENN ROAD
SAN DIEGO, CALIFORNIA 92136-5084

NAVBASESANDIEGOINST 1550.1H
N00
MAR 16 2011

NAVAL BASE SAN DIEGO INSTRUCTION 1550.1H

Subj: WATCHSTANDING ORGANIZATION

Ref: (a) COMNAVREGSWINST 3120.3A
(b) USFF OPOD 3300-09
(c) USFF AT Defensive CONOPS
(d) CNRSW OPOD 3300-10
(e) NTTP 3-07.2.1
(f) NBSDINST C3300.1A
(g) NBSDINST 3440.1I
(h) NBSDINST 3122.1 (Battle Orders)
(i) NBSDNOTE 3100 (Standing Orders)

Encl: (1) Sample Duty Section Watchbill
(2) Command Duty Officer (CDO) JQR
(3) NBSD Command Duty Officer (CDO) Hospital JQR
(4) EOC Battle Watch Supervisor (BWS) JQR
(5) Duty Admin JQR
(6) Duty Ops JQR

1. Purpose. To promulgate watchstanding procedures for Naval Base San Diego (NBSD) personnel.

2. Cancellation. NAVBASESANDIEGOINST 1550.1G.

3. Scope. Enclosures (1) through (6) delineate the responsibilities and qualification standards of the watchstanding organization at NBSD in order to execute references (a) through (i).

4. Objectives. To provide comprehensive and clearly defined guidance on the watchstanding organizational structure and set forth the duties, responsibilities, and organizational relationships of assigned personnel.

5. Guidance. The NBSD watch organization is designed to ensure Command and Control, safety, security, presentation, and good order and discipline of the command, its tenant commands, and all assigned personnel, are maintained. All watchstanders shall rigorously adhere to references (a) through (i) in the execution of their responsibilities within the watch organization.

a. All NBSD personnel shall be assigned to a base duty section. Exceptions shall be on a case-by-case basis and will be approved through the Department head, Senior Watch Officer (SWO), Executive Officer (XO) and Commanding Officer (CO). All duty section personnel shall be fully qualified in their assigned duties and make all personal arrangements necessary to ensure NOTHING WILL PROHIBIT A 24-HOUR DUTY DAY. When duty section watch standers liberty occurs after evening colors, every person in the duty section must be able to be recalled to the base within 1hr. Reverse 911 will be used to accomplish this recall.

b. All duty section personnel shall become thoroughly familiar with the written procedures pertaining to their assigned duties. Completion of an assigned JQR within the prescribed time is required. If a duty section member fails to complete an assigned JQR within the assigned time, extra duty section watches may be assigned.

c. The daily duty turnover sequence of events will be as follows:

(1) 0700 - All off-going duty section personnel shall muster at 0700 at building 72 for base clean-up. On-coming duty section personnel will muster at 0645 to conduct physical training Monday, Wednesday and Friday at the designated training area.

(2) 0800 - Off-going section execute Colors

(3) 0805 - CDOs to Bldg 72 for CO/XO Meeting and then report to Bldg 150 upon completion. All CDOs (including the ACDO NMCSO) in the sections will be present. The After-Action-Report for the Duty Drill and training must be hand carried to the XO.

(4) 0815 - Duty sections muster to exchange keys and phones. ACDO verifies the watchbill ensuring all know their duties and assigned watches.

(5) 0830 - Operations brief and official turnover. All CDOs in the oncoming section must be present.

(6) TBD - After Evening Colors. All duty section personnel shall remain onboard NBSD until completion of evening colors and excusal by the CDO. The CDO and ACDO have accommodations on base.

d. The off-going CDO is required to ensure the following documents are prepared and posted to the NBSD Operations Center Gateway site:

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- (1) CDO Close-out Report
- (2) CDO Meal Sample Sheets
- (3) Copy of the BWS Log for the duty day.

e. Required Turnover Inventory: The following will be logged as being properly turned over in the CDO turnover log:

- (1) CDO/ACDO Blackberry and/or Phone(s)
- (2) CDO keys and vehicle condition

f. All watchstanders must come prepared for watch. Watchstanders and supernumeraries shall not ingest alcohol or mood-altering drugs within 12 hours prior to being in a duty status. In case of prescribed medication that may affect alertness or decision-making ability, it is necessary the watchstander notify their Watch Supervisor. The supervisor shall determine whether or not a substitute is required.

g. Duty section leave/liberty chits shall be routed as follows:

(1) The ACDO shall review all duty section leave requests. Leave requests must be submitted no later than the 25th of the month prior to leave.

(2) A copy of the approved leave chit must be submitted to the duty section ACDO no later than seven days prior to the leave start date.

(3) The ACDO shall initial and the CDO shall approve all duty section Duty Swap and Special Liberty chit requests. Duty Swap and Special Liberty requests must be submitted no later than seven days prior to duty swap request date.

(4) The SWO shall initial all ACDO and CDO leave requests. Leave requests must be submitted no later than the 14th of the month prior to leave.

6. Responsibilities. A thorough knowledge of this instruction by every person assigned to NBSD is essential to the proper execution of duties and responsibilities of the watchstanding organization.

a. SWO shall:

- (1) Oversee, manage and train the watch organization.

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(2) Submit monthly CDO/ACDO watchbill to the XO for review and to the CO for approval. Publish each upcoming month's watchbill by the 21st of the preceding month.

(3) Coordinate and promulgate monthly CDO/ACDO training schedule.

(4) Check-in/out all newly reporting or transferring E-7 to O-3 personnel for assignment or removal to or from the CDO Watchbill.

(5) Maintain the CO/XO Day and Night Orders log on the NBSD Operations Center Gateway site. Entries should be of a temporary nature. Any enduring topic should be considered as an advance change notice to this instruction.

b. Senior Watchbill Coordinator (SWC) shall:

(1) Update and promulgate the Base Duty Section Roster on a bi-monthly basis for assistance in creating duty section watchbills, enclosure (6).

(2) Check-in/out all newly reporting or transferring E-6 and below personnel for assignment or removal from the base duty sections.

(3) Inspect weekly the duty driver binder for completeness and accuracy.

(4) Maintain inventory and records of all duty vehicles.

c. CDO shall:

(1) Complete enclosure (2), pass an oral board, and be designated in writing by the CO, enclosure (3).

(2) Take immediate action by the authority delegated by the CO and in their best judgment, act without delay as emergent demands require. CDOs are responsible for keeping the CO and XO completely informed of pending situations and pertinent actions taken. Additionally, as the CO's representative, the CDO may be required to report to and liaise with higher Navy commands and local government agencies during large scale emergencies.

(3) For additional instructions, refer to enclosure (1) for guidance and the Battle Orders delineated in reference (o).

d. ACDO (NBSD) shall:

(1) Assist CDO in carrying out base functions and

supervision.

(2) Supervise execution of daily Colors, including a personnel inspection of the Color Detail 30 minutes prior to execution of Colors.

(3) Post CDO-signed duty section watchbills no less than five days prior to the duty day at the following locations: Building 72 (outside Admin), building 150 (in EOC) and at the Donnelly Hall Quarterdeck (QD).

(4) Assume custody of the Duty Driver vehicle keys and binder at the conclusion of the 2100 Duty Driver shift. The ACDO shall maintain custody of the vehicle keys and binder until the 0830 turnover the following morning, at which point the on-coming ACDO will assume custody of the binder and pass to the on-coming Duty Driver.

(5) Be available for late night (after 2100) Duty Driver pickups, as required.

(6) Draft the duty section watchbills utilizing Base Duty Section Roster and submit to the CDO for signature.

(7) Assemble duty section information and take accurate musters at 0830, 1300, 1800 and 0700 to account for all personnel.

(8) Submit the 0700 muster to the EOC Battle Watch Supervisor and off-going CDO.

(9) Ensure all duty section personnel are informed of their watches for the duty day and require all duty section personnel to initial next to their watches on the duty section roster.

(10) Supervise duty section personnel in carrying out base functions and operations.

(11) Ensure duty section personnel complete all assigned tasking in a timely manner, maintaining high standards.

(12) Track Personal Rotation Dates (PRDs) closely for all duty section personnel ensuring JQRs are assigned in a timely manner in support of watchbill development. Maintain a JQR progress chart and qualification record. Under no circumstance will an under-instruction (U/I) watchstander be left alone without qualified supervision (Q).

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e. NBSD CDO - Hospital shall:

- (1) Complete enclosure (3), NBSD CDO Hospital JQR.
- (2) Work closely with the NMCSO CDO and OOD to resolve issues pertaining to the Medical Complex (treatment facilities). Inform the NBSD CDO of any issues requiring Security assistance or for follow-on reporting to the NBSD CO.
- (3) Contribute to the daily CDO report on G2 for issues relating to the NMCSO complex.
- (4) Inform the NBSD CDO of emergencies on NMCSO, to include incoming flights to the helipad.
- (5) Make routine tours of the NMCSO Complex (non Medical Treatment facilities), as outlined in enclosure (3).

f. Antiterrorism Tactical Watch Officer (ATTWO) shall:

- (1) Act as liaison and pass information between the Incident Commander and the EOC Watch Team (CO, CDO, BWS, etc.) during an incident.
- (2) Ensure the BWS is notified as soon as time permits upon notification of an incident.

g. Duty EOC Battle Watch Supervisor (BWS) shall:

- (1) Complete the EOC BWS JQR, enclosure (4).
- (2) Be responsible for keeping the CDO, ATTWO and/or appropriate staff members promptly and completely informed of pending situations and pertinent actions taken.
- (3) Make required reports to the CDO, ATTWO and other cognizant authority of base incidents and draft appropriate messages in response to those incidents as required, in accordance with references (b) and (c).
- (4) At a minimum, check NIPR message traffic at 0600, 1100, 1600, and 2200, notifying CDO when pertinent messages requiring action are received.
- (5) Supervise execution of morning/evening Colors using Giant Voice.
- (6) Monitor Navy Region South West C4I suite and report incoming incidents of intelligence to the CDO and ATTWO.

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(7) Monitor and update the NBSD Operations Center Gateway site.

h. Duty Admin shall:

(1) The off-going Duty Admin will report to Bldg 72 NLT 0700 to open the Front Office and take control of phone line from the EOC. They will remain on station until relieved by the CO's Secretary or on-coming Duty Admin.

(2) Duty Admin will report to Bldg 72 NLT 1600 to discuss turnover with the CO's Secretary. They will man the front office at the designated time and remain on station until relieved by the CO and/or XO (typically 1730).

(3) Complete and be able to execute all elements of enclosure (8).

(4) Complete the Duty Admin SOP daily.

i. Duty Ops shall:

(1) Be the Senior Battle Watch Supervisor in each Duty Section. They will be the subject matter expert in all EOC Standard Operating Procedures and reference (b).

(2) Shall maintain the SITREP binder and quality check all SITREPS per reference (b).

(3) Complete and be able to execute all elements of Enclosure (9).

j. Duty Driver:

(1) One Duty Driver shall be assigned daily. ACDO will serve as Duty Driver after 2100, as required. All Duty Drivers shall have a current, non-expired, valid driver's license.

(2) Shall be available for airport/USO pickups and drop-offs for base personnel, border pickups, and delivery of newly reporting shipboard/tenant command personnel to their commands (when the command is unable to perform this function).

(3) Shall report to ACDO when not actively driving.

(4) Shall have a cell phone to coordinate pick-ups and drop-offs.

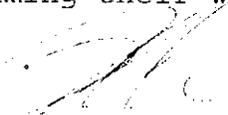
(5) Off-watch Duty Drivers shall participate as part of

duty section, contributing to the completion of assigned tasking.

(6) A Duty Driver binder shall be maintained in the duty vehicle, containing maps, a vehicle inspection/turnover sheet, a Pick-up log, and other associated documentation.

(7) At 2100, the Duty Driver shall park the duty vehicle outside building 150; place the vehicle keys in the Duty Driver Binder, and turnover custody of the binder to the ACDO. ACDO shall maintain the binder until the ACDO turnover the following morning, at which point the oncoming ACDO will assume custody of the binder and pass to the oncoming Duty Driver.

(8) All Duty Drivers are required to conduct a complete vehicle inspection prior to assuming their watch.



R. L. WILLIAMSON

Distribution:

Electronic only, via CNIC web-site

<http://mil.gateway.mil.mary.mil/step/SVNBSB.1550>



NBSD DUTY SECTION TWO WATCHBILL

19 FEB 11



DUTY SECTION POSITIONS	NAME	QUAL	INITIALS	
CDO (S)	RPC TAYLOR / BMC MILLS (U. I.)	Q/Q		
CDO - HOSPITAL	YNC GREGOIRE	Q		
ACDO	DC1 COSHATT	Q		
SECTION LEADER	AO1 CARSON	Q		
FRT DPO	BM1 REED	Q		
DUTY OPS	STG3 GAGNIER	Q		
DUTY ADMIN	OS2 GARTH	Q		
COLOR GUARD OBSERVER	AO1 CARSON	Q		
DUTY DRIVER	QM2 COLDING	Q		
	AOAN MERCADO / BMSN HARDWICK	Q		
	AOAN MERCADO / BMSN HARDWICK	Q		
EOC WATCH	NAME		INITIALS	
0800 - 1200	STG3 GAGNIER / BMSN HARDWICK (U. I.)	Q		
1200 - 1600	DCFN STANFORD	Q		
1600 - 2000	QM2 COLDING	Q		
2000 - 2400	CS1 MCDANIEL	Q		
0000 - 0400	ABHAN MINTZ	Q		
0400 - 0800	AOAN MERCADO	Q		
EOC SUPER	OS2 GARTH	Q		
EOC POSITIONS	NAME		INITIALS	
MAP PLOTTER	OS2 GARTH	Q		
TIMELINE PLOTTER	ABHAN MINTZ	Q		
PHONE TALKER LEADER	AO1 CARSON	Q		
PHONE TALKER	QM2 COLDING	Q		
MESSAGE DRAFTER/ C4I SUITE OPERATOR	STG3 GAGNIER	Q		
DUTY SECTION PERSONNEL				
NAME	CONTACT INFORMATION	DEPT	INITIALS	PRD
DC1 COSHATT		CBH		05/11
CS1 MCDANIEL		CBH		04/11
BMSN HARDWICK		CBH		11/12
CS1 DEGUZMAN		GAL		08/12
CS1 TERNUS		GAL		04/11
AO1 CARSON		FP		07/12
GSE1 TANPACO		1ST		
DCFN STANFORD		1ST		12/11
BM1 REED		FRT		06/12
BM3 PERRY		FRT		08/13
BM3 HONDA		FRT		12/13
MM3 TARANGO		FRT		10/13
QM2 COLDING		PO		04/12
STG3 GAGNIER		PO		01/11
EM2 COX		ADM		04/12
OS2 GARTH		ADM		05/10
AOAN MERCADO		ADM		01/11
ABHAN MINTZ		CHAP		03/11
AUTHORIZED ABSENCES				
NAME	REASON	DATES		
BM3 PERRY	TAD (NLSO)	17 JAN - 1 MAR 11		
CS1 TERNUS	TAD (REBOOT)	7 - 25 FEB 11		
CS1 DEGUZMAN	LEAVE	18 FEB - 6 MAR		
DCFN STANFORD	CONVALESCENT LEAVE (MATERNITY)	2 JAN - 12 FEB 11		

SUBMITTED: _____

APPROVED: _____

NAVAL BASE SAN DIEGO COMMAND DUTY OFFICER
JOB QUALIFICATION REQUIREMENT (JQR)

NAME _____ RATE/RANK _____ REPORT DATE _____

1. Purpose. To promulgate qualification and training standards for the NBSD CDO.

2. Discussion.

a. The CO has overall responsibility for NBSD and delegates to all CDOs the authority to take immediate action and, in their best judgment, act without delay as emergent demands require. CDOs are responsible for keeping the CO and/or appropriate staff members promptly and completely informed of pending situations and pertinent actions taken. Additionally, as the CO's representative, the CDO may be required to report to and liaise with higher Navy commands and local government agencies during large scale emergencies.

b. All Officers and designated SCPOs and CPOs shall normally be assigned duty as CDO. In order to ensure all CDOs are qualified and current in training, the guidelines provided herein shall be strictly adhered to.

c. Designated, highly responsible First Class Petty Officers will normally be assigned duty as ACDO.

d. If manning warrants, ACDOs are eligible to qualify as CDOs at the discretion of the CO and upon completion of this CDO JQR.

3. Action.

a. All officers O-1 to O-3 assigned to NBSD shall qualify for CDO.

b. All officers, SCPOs, CPOs and select First Class Petty Officers (when required) will be qualified for CDO prior to assignment on the watchbill.

(1) Candidates will be screened by a CDO board to evaluate understanding of the PQS packet and confidence in making sound command decisions.

A. REQUIRED READING:

NAVBASESANDIEGOINST 5450.8 Series (Base Information Handbook)	_____ (INT)
NAVBASESANDIEGOINST 1550.1 Series (Watchstanding Organization)	_____ (INT)
NAVBASESANDIEGONOTE 3100 Series (CO's Standing Orders and Quick Reference Guides)	_____ (INT)
NAVBASESANDIEGOINST 3121.1 Series (CO's Battle Orders)	_____ (INT)
NAVBASESANDIEGOINST 3440 Series (Emergency Management Plan)	_____ (INT)
COMNAVREGSW INST 5400.2 Series (SOPA Instruction)	_____ (INT)
OPNAVINST 3100.6 Series: (OPREP-3 Reporting Requirements)	_____ (INT)

B. UNDER INSTRUCTION WATCHES:

Weekday	_____ (CDO INIT)	_____ Date	_____ (CDO INIT)	_____ Date
Weekend	_____ (CDO INIT)	_____ Date		

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C. CDO FUNDAMENTALS (General CDO perspective/overview, knowledge of
qualifier, can be signed by any qualified CDO):

1. Base Security and Safety

Completed _____
(Qualifier/Date)

2. Monitoring of Watches

Completed _____
(Qualifier/Date)

3. Observation of Colors

Completed _____
(Qualifier/Date)

4. Civilian Interface

Completed _____
(Qualifier/Date)

5. Base Cleanliness

Completed _____
(Qualifier/Date)

6. Support of Tenant Commands

Completed _____
(Qualifier/Date)

D. TASKS (Can be signed by any qualified CDO):

For the tasks listed below

- A. What are the steps for this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What safety precautions must be observed?
- E. What are the Navy Regulations/base policy/guidelines for this evolution?
- F. What are the required reports/checks?
- G. Perform the task.

1. Inspect gates and perimeter for trash/debris and proper watchstanding.

Completed _____
(Qualifier/Date)

2. Review current and scheduled activities/evolutions as listed on the G2 N00 Calendar or EOC Calendar. Check the status of pending SOPs for big base events.

Completed _____
(Qualifier/Date)

3. Set Evening Colors time on the Giant Voice system. Coordinate morning and evening Colors with designated SOPA Admin by clock synchronization.

Completed _____
(Qualifier/Date)

4. Inspect duty personnel, vehicles, cell phones, and cell phone chargers for proper accountability and appearance.

Completed _____
(Qualifier/Date)

5. Observe watch-to-watch BWS/ATTWO turnover.

Completed _____
(Qualifier/Date)

6. Complete a duty section drill while being evaluated by a qualified CDO.

Completed _____

(Qualifier/Date)

E. INFREQUENT TASKS (Requires designated signature):

For infrequent tasks listed below, answer the following:

- A. What are the prescribed notifications and required periodicities?
- B. What control/coordination is required?
- C. What safety precautions must be observed?
- D. What are the Navy/SOPA regulations regarding this action?
- E. What limitations are imposed by this special task?
- F. What is the required reports/documentation?
- G. Supervise/perform or simulate this task.

1. Political asylum or Temporary Refuge request (COMMAND JUDGE ADVOCATE)

Completed _____
(Qualifier/Date)

2. Heavy weather/storm warning (PORT OPERATIONS)

Completed _____
(Qualifier/Date)

3. Delivery of pollution violation notice to NBSD (ENVIRONMENTAL)

Completed _____
(Qualifier/Date)

4. Preparedness for special visitations and/or big base events that require the completion of a specific SOP (N3 & PUBLIC AFFAIRS)

Completed _____
(Qualifier/Date) (Qualifier/Date)

5. Report of sexual assault (SAPR)

Completed _____
(Qualifier/Date)

F. EMERGENCY TASKS (Requires designated signature):

For the emergency conditions listed below, answer the following:

- A. What are the prescribed notifications and the required periodicity?
- B. What operating limitations are imposed?
- C. How does this emergency affect other operations/equipment/watchstations?
- D. Perform or simulate the immediate action for this emergency condition.

1. Fire (EMERGENCY MANAGEMENT)

(Qualifier/Date)

2. Flooding (EMERGENCY MANAGEMENT)

(Qualifier/Date)

3. Earthquake (EMERGENCY MANAGEMENT)

(Qualifier/Date)

4. Unattended/Suspicious Package or Bomb Threat (SECURITY)

(Qualifier/Date)

5. Riot or Civil Disturbance (SECURITY)

(Qualifier/Date)

7. Sabotage (SECURITY)

(Qualifier/Date)

8. Severe Personnel Injury/Death (SECURITY)

(Qualifier/Date)

9. Oil Spill/Hazardous/Toxic Materials (ENVIRONMENTAL)

(Qualifier/Date)

G. DEPARTMENTAL-SPECIFIC QUESTIONS:

SENIOR WATCH OFFICER

DATE DH SIGNATURE

1. What are duties/responsibilities when assigned as CDO? _____
2. What are the responsibilities of the SWO? Enlisted Senior Watchbill Coordinator? _____
3. Describe each of the following and give an example of when you would use each. What are the reporting requirements?
 - A. OPREP-3 UNIT SITREP _____
 - B. OPREP-3 NAVY BLUE _____
 - C. OPREP-3 PINNACLE _____
 - D. OPEN SKIES _____
 - E. AMCROSS _____
 - F. Other pertinent Messages _____
4. Where does the CDO go to draft messages (SITREP, OPREP, etc.)? _____
5. How far in advance shall CDOs notify the SWO prior to going on leave? _____
6. What are the responsibilities of the secondary CDO assigned to the duty section? _____

N00J/COMMAND JUDGE ADVOCATE (BUILDING 72)

DATE DH SIGNATURE

1. What are the duties of the CJA? _____
2. What is probable cause? _____
3. Discuss the rules concerning search and seizure. Who has authority to grant search authorization? _____
4. Is it legal to apprehend civilians on base? _____
5. Discuss base barring orders/suspension privileges on base. _____
6. Discuss purpose/scope of the victim-witness assistance program? _____
7. Discuss pre-trial restriction and _____

confinement procedures for NBSD Sailors.

8. What are the procedures for service of process and subpoenas onboard NSBD?

9. What are the procedures for handling requests for political asylum?

N00P/PUBLIC AFFAIRS OFFICE (BLDG 72)

DATE DH SIGNATURE

1. What processes are used when you allow members of the press onto the base?

2. Are 'street interviews' allowed on base?

3. If there is an incident causing media interest while you are on duty, how should you respond to press questions?

4. Who has PAO authority during a publicized military court-martial?

5. What portions of the base have restricted space?

6. Who provides PAO support if you cannot reach a NBSD PAO?

7. What action should you take if the media arrives on NBSD and begins videotaping or covering a military story?

N00R/CHAPLAIN (BLDG 72)

DATE DH SIGNATURE

1. How is the Chaplain Duty Officer available to assist you?

2. Explain and define the Chaplain's role with CACO calls? SAPR incidents?

3. Should the Chaplain be notified of AMCROSS messages by the CDO?

N1/NBSD ADMIN OFFICE (BLDG 72)

DATE DH SIGNATURE

1. What must be done when you are notified of the death of an assigned Officer or enlisted member?

N1/TRANSIENT PERSONNEL UNIT (BLDG 3142)

DATE DH SIGNATURE

- restraints are used on military personnel? _____
- 6. What procedures must the CDO follow when a service member is put in/released from a Mexican jail? _____
- 7. What procedures must be followed in order for a military working dog team to be utilized? _____
- 8. Can contractors bring non-military personnel on base? _____
- 9. Who in Security works for the CDO? _____
- 10. If an E7-Above is apprehended for DUI, who should be present at the scene? _____
- 11. How long can a vehicle be parked on the dry side of NBSD? Wet side? _____

N3/PORT OPERATIONS (BLDG 150)

DATE DH SIGNATURE

- 1. In the event of an oil spill, to which commands can NSBD provide assistance? What areas is NSBD responsible for? Who should be notified? _____
- 2. Can NSBD provide oil recovery assistance to civilian shipyards? If so, give procedures to acquire authorization? _____
- 3. Which division of Port Ops provides the "Ship Locator", "Daily Worksheet", Arrival/Departure times and coordinates foreign ship visits? _____
- 4. Who is the NSBD Homecoming Coordinator? _____
- 5. If NSBD receives an after hours "OP IMED" message for Port Ops, who is authorized to pick up and deliver that message? _____
- 6. If you receive a heavy weather message what action should you take? _____
- 7. Who is responsible for pier cleanliness? What about adjacent parking lots to the piers? _____

N3/FIRST LIUETENANT (BLDG 74)

DATE DH SIGNATURE

- 1. Who sets parking policy onboard NBSD? _____

2. How many parking signs are afloat units authorized? Ashore commands? _____

3. Where is NBSD's ceremonial gear stored? _____

N4/NAVFAC PUBLIC WORKS OFFICE (BLDG 121)

DATE DH SIGNATURE

1. When is overtime authorized? Who is responsible for coordinating facilities work after normal working hours? What about repairs to utilities lines? _____

2. Is NBSD PWO responsible for tenant commands and MWR facility emergencies? _____

3. What procedures are followed for a stuck elevator, with or without personnel trapped? _____

7. What facility or utility issues require immediate notification and/or back briefing of PWO? _____

N4/ENVIRONMENTAL (BLDG 72)

DATE DH SIGNATURE

1. If a shore based hazardous waste or sewage spill/release occurs on the facility, who is the environmental point of contact for determining what environmental action is necessary? _____

2. All discharges to the storm drain/bay are prohibited except for what? _____

3. If abandoned hazardous waste is discovered, what environmental action should be taken? _____

N7/INSTALLATION TRAINING (BLDG 150)

DATE DH SIGNATURE

1. How often should CDOs conduct duty section drills? _____

2. What resources are available for duty section training? _____

3. How often are large-scale USFFC exercises held at NBSD? _____

N9/MORAL WELFARE AND RECREATION (BLDG 45)

DATE DH SIGNATURE

1. Are MWR employees able to authorize NAVFAC overtime? _____

2. Who is the MWR POC to call when a theft and/or break-in occurs at an MWR facility? _____

4. Who is the MWR POC to call when a door to an MWR facility is found unlocked? _____

5. How can the MWR facility manager be reached after hours? _____

N9 COMBINED BACHELOR HOUSING (BLDG 3204) DATE DH SIGNATURE

1. What are the responsibilities of the CDO with regards to the CBH Complex? _____

2. What are the requirements for CBH room inspections and what should be checked for? _____

N9/GALLEY (BLDG 3202) DATE DH SIGNATURE

1. What are the responsibilities for the CDO with regards to the galley? _____

2. What are the Galley MAA's duties? _____

3. What is the normal routine/manning for after hours in the galley? _____

COMMAND DUTY OFFICER - HOSPITAL
 JOB QUALIFICATION REQUIREMENT (JQR)

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of this Job Qualification Requirement (JQR). The purpose of this JQR is to serve as a familiarization guide to the daily operations and routine of the Balboa Complex portion of Naval Base San Diego. Initial and date completion of the various tasks contained within this JQR. Upon completion of the entire JQR, turn in to the Senior Watch Officer for final review. Subsequent watches at Balboa should continue to follow the routine of this JQR, and any modifications by the CO, XO, or SWO.

UPON COMPLETION

Trainee has completed all JQR for this Watchstation.

COMPLETED _____ DATE _____
 (Senior Watch Officer)

Trainee has completed an oral board with the Commanding Officer and/or Executive Officer and the Senior Watch Officer.

COMPLETED _____ DATE _____
 (Executive Officer)

1. Purpose. To promulgate qualification and training standards for the Assistant Command Duty Officer at the Balboa Complex of Naval Base San Diego (Balboa ACDO).

2. Discussion

a. The purpose of the Balboa ACDO is to increase NBSD's awareness and ability to respond to events pertaining to the Balboa Complex.

b. Each duty section will have at least one qualified Balboa ACDO at any time.

3. Action

a. This watch will be stood by E7-Above and will be in effect until cancelled or superseded by the CO.

COMMAND DUTY OFFICER - HOSPITAL
 JOB QUALIFICATION REQUIREMENT (JQR)

PRE-REQUISITES: DATE INITIAL

E7-Above _____

A. REQUIRED READING:

NBSDNOTE 3100 (Series) _____

NBSDINST 1550.1 (Series) _____

NBSDINST 3121.1 (Series) _____

OPNAVINST 3100.6 (Series) _____

B. UNDER INSTRUCTION WATCHES:

Weekday _____ _____ _____ _____
(CDO INIT) Date (CDO INIT) Date

Weekend _____ _____
(CDO INIT) Date

C. CDO FUNDAMENTALS (General CDO perspective/overview, knowledge of qualifier, can be signed by any qualified CDO):

1. Base Security and Safety

Completed _____
(Qualifier/Date)

2. Monitoring of Watches

Completed _____
(Qualifier/Date)

3. Observation of Colors

Completed _____
(Qualifier/Date)

4. Civilian Interface

Completed _____
(Qualifier/Date)

5. Base Cleanliness

Completed _____
 (Qualifier/Date)

6. Support of Tenant Commands

Completed _____
 (Qualifier/Date)

TASKS: Call the NMCSO OOD and arrange a joint round.

Visit the NMCSO Quarterdeck. _____

Visit each of the gates to the Balboa Complex:

Main Gate (Building 20) _____

Back Gate/Ambulance Entrance (Building 30) _____

Visit the Command and Control spaces at Balboa:

Glass House / Command Center _____

Visit assorted spaces around the "Campus":

Fisher House 1 & 2 _____

Intensive Care Unit (ICU) _____

Emergency Room (ER) _____

Building 26 _____

Building 41 _____

Senior Officer's Residences _____

Building 12 - Gym _____

Building 15 - CDC _____

Building 14 - School House _____

The "O" Lot	_____	_____
Helipad (for Life Flight & Emergencies)	_____	_____
Building 8 - Public Works	_____	_____

E. INFREQUENT TASKS (Requires designated signature):

For infrequent tasks listed below, answer the following:

- A. What are the prescribed notifications and required periodicities?
- B. What control/coordination is required?
- C. What safety precautions must be observed?
- D. What are the Navy/SOPA regulations regarding this action?
- E. What limitations are imposed by this special task?
- F. What is the required reports/documentation?
- G. Supervise/perform or simulate this task.

1. Medical Turnover

Completed _____
(Qualifier/Date)

2. Special Base Access for hospital visitors

Completed _____
(Qualifier/Date)

3. Flight Quarters

Completed _____
(Qualifier/Date)

F. EMERGENCY TASKS (Requires designated signature):

For the emergency conditions listed below, answer the following:

A. What are the prescribed notifications and the required periodicity?

B. What operating limitations are imposed?

C. How does this emergency affect other operations/equipment/watchstations?

D. Perform or simulate the immediate action for this emergency condition.

1. Code Pink Baby abduction (NMCSO SWO/CDO/OOD)

(Qualifier/Date)

2. Emergency Room disturbance (NMCSO SWO/CDO/OOD)

(Qualifier/Date)

**JOB QUALIFICATION
REQUIREMENTS (JQR)**

FOR

**NAVAL BASE SAN DIEGO
EMERGENCY OPERATIONS CENTER
BATTLE WATCH SUPERVISOR (BWS)**

NAME (Rate/Rank) _____

Unclassified technical documents bearing this distribution statement will be given the same physical protection prescribed in SECNAVINST 5720.42F for "For Official Use Only" material.

Enclosure (4)

Although the words "he", "him," and "his" are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor to affront or discriminate against anyone reading this material.

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.

FINAL QUALIFICATION PAGE

301 EMERGENCY OPERATIONS CENTER BATTLE WATCH SUPERVISOR (BWS)

NAME _____ RATE/RANK _____ REPORT DATE _____

This page is to be used as a record of satisfactory completion of designated sections of the JOB QUALIFICATION REQUIREMENTS (JQR). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors *give away* their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual's training jacket.

The trainee has completed all JQR requirements for this watchstation. Recommend designation as a qualified NAVAL BASE SAN DIEGO EOC BATTLE WATCH SUPERVISOR.

RECOMMENDED _____ DATE _____
Section Leader

RECOMMENDED _____ DATE _____
ACDO

RECOMMENDED _____ DATE _____
CDO

RECOMMENDED _____ DATE _____
EMO/N37

QUALIFIED _____ DATE _____
Senior Watch Officer/N3

SERVICE RECORD ENTRY _____ DATE _____

301 BATTLE WATCH SUPERVISOR

Estimated completion time: 6 weeks

NOTE:

301.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING JQR ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

301.1.1 SCHOOLS: NONE

.2 OTHER QUALIFICATIONS:

NMCI Account

Completed _____
(Qualifier and Date)

C4I Account Access (Contributor Access)

Completed _____
(Qualifier and Date)

NBSD Gateway Access

Completed _____
(Qualifier and Date)

NREMS Account

Completed _____
(Qualifier and Date)

NMCI Account

Completed _____
(Qualifier and Date)

Attend C4I Training

Completed _____
(Qualifier and Date)

301.2 TASKS

For the tasks listed below:

- 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.

Questions
A D E G

301.2.1 Complete 3 UI Watches. 2 Weekdays and 1 Weekend

(Signature and Date)

(Signature and Date)

(Signature and Date)

.2 Demonstrate use of Giant Voice (IAW SOP- 004)

A B D E G

(Signature and Date)

(Signature and Date)

(Signature and Date)

.3 Perform Communications Check w/ ROC

A B C D G

(Signature and Date)

(Signature and Date)

(Signature and Date)

.4 Read NBSD CO's Standing Orders, Battle Orders, and Watchstanding Org
(NAVBASESANDIEGOINST 3100 Series, 1550 Series, and 3121 Series)

B G

(Signature and Date)

- .5 Read NBSD Emergency Management Plan (NAVBASESANDIEGOINST 3440 Series) B G

(Signature and Date)

- .6 Read NBSD EOC Quick Reaction Guide Checklists B G

(Signature and Date)

- .7 a. Draft a Message Using NREMS A B D G
b. State the difference between OPREP-3/NAVY UNIT SITREP, OPREP-3/NAVY BLUE, and OPREP-3/PINNACLE
c. Demonstrate the steps to transmit a message via NREMS, including selecting correct addressees and precedence.

(Signature and Date)

- .8 Locate the Alternate EOC and Discuss the COOP Plan G

(Signature and Date)

- .9 Explain the proper procedures for Emergency Calls (IAW QRG-001) A B D G

(Signature and Date)

- .10 Make an entry in the EOC log A B G

(Signature and Date)

- .11 Prepare an EOC log report (for CDO Report) A B G

(Signature and Date)

- .12 Demonstrate starting a new day in the EOC Watch Log A B G

(Signature and Date)

(Signature and Date)

(Signature and Date)

.13 Demonstrate use of COP (OCP V 2)

A B C F G

(Signature and Date)

(Signature and Date)

(Signature and Date)

.14 Demonstrate creating an urgent notice on C4I

A B D G

(Signature and Date)

(Signature and Date)

(Signature and Date)

.15 Demonstrate responding to an FPCON Increase/Decrease

A B D G

(Signature and Date)

(Signature and Date)

(Signature and Date)

.16 Demonstrate using Reverse 911

A B D F G

(Signature and Date)

(Signature and Date)

(Signature and Date)

.17 Create new CDO Report

A B G

(Signature and Date)

(Signature and Date)

(Signature and Date)

.18 Demonstrate entering a new event on the G2 EOC Calendar

A B G

(Signature and Date)

(Signature and Date)

(Signature and Date)

.19 Demonstrate adding Daily Worksheets to the G2 EOC Page

A B G

(Signature and Date)

(Signature and Date)

(Signature and Date)

.20 Demonstrate creating a Meal Survey and adding it to the CDO Report

A B G

(Signature and Date)

(Signature and Date)

(Signature and Date)

- .21 Demonstrate knowledge of CEWN (Guardship) A C D F G

(Signature and Date)
- .22 Discuss duties and responsibilities of the CDO/ACDO D G

(Signature and Date)
- .23 Demonstrate knowledge of Map Plot and Timeline A B C D E G

(Signature and Date)
- .24 Demonstrate knowledge of the Phone Bank A B C D E F G

(Signature and Date)
- .25 Demonstrate checking phone messages. A B G

(Signature and Date)

(Signature and Date)
- .26 Explain the roles and responsibilities of the ATTWO A C D G

(Signature and Date)
- .27 Explain the roles and responsibilities of the Port Ops Dispatcher A C D G

(Signature and Date)

DUTY ADMIN
JOINT QUALIFICATION REQUIREMENT (JQR)

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Joint Qualification Requirement (JQR). Only designated NBSD personnel may signify completion of applicable sections either by oral examination or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number of line items should be covered to demonstrate the examinee's knowledge and skill set. Should personnel "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

QUALIFICATION RECORD

Trainee has been indoctrinated in this JQR watch station, commenced on _____ and given a target completion date of _____.

UPON COMPLETION

SIGNATURE _____ DATE _____

(Leading Chief Petty Officer)

Trainee has completed all PQS for this Watchstation. Recommend designation as a qualified NBSD Duty Operations Officer.

RECOMMENDED _____ DATE _____

(Section Leader)

RECOMMENDED _____ DATE _____

(Command Duty Officer)

APPROVED _____ DATE _____

(Senior Watch Officer)

SERVICE RECORD ENTRY _____ DATE _____

DUTY ADMIN JOB QUALIFICATION REQUIREMENT (JQR)

Name _____ RATE _____

1. Purpose. To promulgate qualification requirements for Naval Base San Diego's Duty Admin watch.

2. Discussion. Personnel designated to stand the Duty Admin watch must complete and demonstrate efficiency in carrying out the requirements that follows. Personnel must demonstrate these duties in the presence of a designated Admin person or the Commanding Officer's secretary and obtain their signature attesting to the fact that he or she is able to perform the required duties.

REQUIREMENTS

Secure/unsecure headquarters building (Bldg 72) _____
Signature

**Properly answer CO/XO phones _____
Signature

**Transfer phone calls _____
Signature

**Transfer phone lines to EOC at end of day/
transfer phone lines back to the office in the
morning _____
Signature

**Take and transcribe a message _____
Signature

**Access and print CO/XO calendars _____
Signature

**Make changes to CO/XO calendars _____
Signature

**Send out meeting invites on behalf
of CO/XO

Signature

**Setup/operate teleconference system

Signature

**Manage CO/XO inboxes and distribute
correspondence to the proper places

Signature

**Make parking signs and reserve parking
spots for VIP guests

Signature

**Explain proper protocol when dealing with
Distinguished/VIP guests

Signature

**Manage the Nimitz Conference Room calendar

Signature

Set-up Nimitz Conference Room for meetings

Signature

Brew coffee for AM meeting

Signature

** Denotes MAY ONLY be signed by CO Secretary

DUTY OPERATIONS OFFICER
JOB QUALIFICATION REQUIREMENT (JQR)

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Job Qualification Requirement (JQR). Only designated NBSD personnel may signify completion of applicable sections either by oral examination or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number of line items should be covered to demonstrate the examinee's knowledge and skill set. Should personnel "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

QUALIFICATION RECORD

Trainee has been indoctrinated in this JQR watch station, commenced on _____ and given a target completion date of _____.

UPON COMPLETION

Trainee has completed all JQR for this Watchstation. Recommend designation as a qualified NBSD Duty Operations Officer.

RECOMMENDED _____ DATE _____
(Section Leader)

RECOMMENDED _____ DATE _____
(Assistant Command Duty Officer)

RECOMMENDED _____ DATE _____
(Command Duty Officer)

RECOMMENDED _____ DATE _____
(EOC Leading Chief Petty Officer)

QUALIFIED _____ DATE _____
(N3/Senior Watch Officer)

TRAINING RECORD ENTRY _____ DATE _____

Duty Operations Officer
JOB QUALIFICATION REQUIREMENT (JQR)

NAME _____ RATE/RANK _____

1. **Purpose**. To promulgate qualification and training standards for the Emergency Operations Center (EOC) Duty Operations Officer.

2. **Discussion**

a. The purpose of the Naval Base San Diego (NBSD) Duty Operations Officer is to increase NBSD's ability to respond to events, especially with regards to activating the EOC (for duty section or full IMT) and drafting/transmitting operational messages.

b. Each duty section will have at least one qualified Duty Operations Officer assigned at any time. A second should be working on the JQR, and ready to assume the duties in an emergency.

3. **Action**

a. All Personnel assigned to Naval Base San Diego's EOC Division and Fleet Support Division will qualify as Duty Operations Officer. If neither of these divisions has personnel in a specified duty section, a senior petty officer (E5-above) will be selected by the CDO or EOC Training Team to complete this JQR and assume duties.

(1) All personnel will be qualified for Duty Operations Officer prior to assignment on the watchbill.

(2) Final qualification as EOC Duty Ops must be attained within three months of reporting onboard NBSD.

(3) Final qualification will be conferred by NBSD Senior Watch Officer after completion of this JQR.

DUTY OPERATIONS OFFICER
 JOB QUALIFICATION REQUIREMENT (JQR)

<u>PRE-REQUISITES:</u>	<u>DATE</u>	<u>INITIAL</u>
Battle Watch Supervisor JQR Completed	_____	_____
<u>REQUIRED READING:</u>		
OPNAVINST 3100.6 (Series)	_____	_____
<u>TASKS:</u>		
Demonstrate knowledge of required PLADs (Plain Language Addresses) for different types of OPREP-3 and GENADMIN messages.	_____	_____
Demonstrate the entire process of steps transmitting a message in NREMS.	_____	_____
Demonstrate the steps of recalling the duty section and IMT via Reverse 911/Athoc.	_____	_____
Demonstrate drafting an exercise OPREP-3 UNIT SITREP, NAVY BLUE, and PINNACLE message in NREMS. Messages reviewed and approved by SWO.	_____	_____
Demonstrate thorough knowledge of NBSD CO's Standing Orders and all EOC Quick Reaction Guide Checklists.	_____	_____
Demonstrate exercising all functions of Giant Voice, including Morning/Evening Colors, Transmitting a prepared message, and making an Emergency announcement.	_____	_____