



DEPARTMENT OF THE NAVY  
JOINT BASE PEARL HARBOR-HICKAM  
850 TICONDEROGA ST STE 100  
PEARL HARBOR HI 96860-5102

JBPHHINST 1601.1Q  
JB00  
19 May 11

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 1601.1Q

Subj: WATCH ORGANIZATION AND QUALIFICATION

Ref: (a) U.S. Navy Regulations, 1990  
(b) OPNAVINST 3120.32C  
(c) CDO Standard Operating Procedures  
(d) List of Qualifiers

Encl: (1) CDO Standard Routine  
(2) Sample Log Entries  
(3) CDO Qualification  
(4) Qualification Fundamentals  
(5) Quarterdeck Qualification  
(6) Duty YN Qualification  
(7) Training Documents  
(8) Guidelines for Quarterdeck Watches

1. Purpose. To promulgate instructions defining the duties and responsibilities for the Joint Base Pearl Harbor-Hickam (JBPHH) watch organization per references (a) and (b).

2. Cancellation. NAVSTAPEARLINST 1601.1P.

3. Discussion. References (a) and (b) require a watch organization within each Navy command to provide on-site physical security and response to emergency situations. An effective watch organization requires complete devotion to duty, attention to detail, and sound judgment by all watchstanders. No amount of detailed direction can address every eventuality or prescribe a standard set of directions which apply to every case, although calm decision-making are required and expected of all watchstanders.

4. Action. All watchstanders and supervisory personnel will ensure the provisions of this instruction are strictly adhered to at all times.

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

a. Chief Staff Officer (CSO)

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(1) Responsible for JBPHH watch organization policies and procedures.

(2) Designates the Senior Watch Officer (SWO). The SWO will usually be the senior O-3 line officer attached to JBPHH.

b. Senior Watch Officer (SWO)

(1) Responsible for the day-to-day operation of the JBPHH watch organization.

(2) Maintains all pertinent instructions, notices, CDO Standard Operating Procedure's (SOP) (reference (c)), pass down logs and contact numbers located on the quarterdeck.

(3) Supervises the manning of JBPHH Duty Section requirements and watchbills.

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

(5) Oversees CDO training, as required. This training will be conducted at least twice a month.

(6) Supervises watch qualifications, maintains qualification records for all CDO's and update ref (d) monthly.

(7) Chairs CDO qualification board and maintains qualification records. Enclosures (1) through (3) will be used for qualification of CDOs. Following completion of the qualification card, the perspective CDO will be qualified by board composed of a CSO representative normally an O4 or above, the SWO, the Assistant Senior Watch Officer, and a senior qualified CDO.

(8) Institute a random building inspection program utilizing the C4I Suite's facility tool function located in the OCP2 portal. These random daily inspections are to verify functionality of the facility, ensure contact information is updated, safety and security measures are adhered to, and appropriate energy conservation requirements are met. This does not replace our current Building Energy Managers program, nor replace any Zone Managers responsibilities. Any major discrepancies will be reported immediately to the CSO.

(9) Report weekly to the CSO the status of CDO training, qualifications, facility inspections, and all discrepancies to

include actions or recommendations to correct.

c. Command Master Chief (CMC)

(1) Designates the Assistant Senior Watch Officer. The Assistant Senior Watch Officer will normally be a CDO qualified Master Chief or Senior Chief Petty Officer.

(2) Ensures an adequate number of personnel are supplied to properly man the JBPHH watch organization.

d. ASSISTANT SENIOR WATCH OFFICER (ASWO)

(1) Prepares and submits the CDO watchbill to the SWO.

(2) Designates Duty Section Leaders who are First Class Petty Officers or Chief Petty Officers unable to stand CDO.

(3) Coordinates with the SWO to establish an efficient and effective training plan utilizing enclosure 7.

(4) Supervises watch qualifications for E-6 and below.

(5) Assists the SWO with the day-to-day operation of the JBPHH watch organization.

e. Quarterdeck Leading Chief Petty Officer (QLCPO)

(1) Check-in/check-out all newly reporting or transferring E-6 and below personnel for assignment or removal from the base Duty Sections, reporting to the ASWO potential candidates for CDO qualifications.

(2) Update and promulgate the Base Duty Section Roster on a bi-monthly basis for assistance in creating Duty Section watchbills.

(3) Approves the Quarterdeck watchbill.

(4) Supervises qualifications and maintains qualification records for all quarterdeck watches.

(5) Ensures personnel are assigned to watches and duties for which they are qualified.

(6) Ensures good order, discipline and cleanliness are maintained at and around the Quarterdeck.

(7) Assists the SWO with maintaining reference (c) and enclosures (4) and (5).

f. Command Duty Officer (CDO)

(1) Is the Joint Base Commanders (JBC) direct representative. The CDO must demonstrate the ability to render sound responsible decisions on behalf of the JBC. In the absence of the JBC, Deputy Joint Base Commander (DJBC), or the CSO, the CDO shall exercise the authority of the JBC. The CDO shall take immediate action by the authority delegated by the JBC and in their best judgment act without delay as emergent demands require. CDOs are responsible for keeping the JBC, DJBC, and CSO completely informed of pending situations and pertinent actions taken. Additionally, as the JBC's representative, the CDO may be required to report to and liaise with higher Navy commands and local government agencies during large scale emergencies.

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

(3) Maintain close liaison with Commander, Navy Region Hawaii, (COMNAVREG HI) Operational Center (ROC) and Regional Action Officer.

(4) Execute all official orders received from competent authority, reporting action to the JBC, DJBC, and CSO as appropriate.

(5) Release appropriate message traffic upon approval from the JBC, DJBC, or CSO.

(6) Review message traffic at intervals not to exceed six hours (3 times minimum).

(7) Review Joint Typhoon Warning Center website prior to relieving the watch.

(8) Relieve the watch at 0700 daily, and 0800 weekends and holidays, taking custody of the CDO cellular phone, vehicle, CDO room key and badge.

(9) Muster the Duty Section at 0730 daily and 0815 weekends and holidays.

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(10) Brief the duty section on the day's events, ensuring all watches are covered and obligations met.

(11) Maintain familiarity with JBPHH emergency procedures. Be familiar with the current intelligence status, THREATCON and FPCON measures. Ensure appropriate security measures are in place. Take immediate actions to correct any force protection discrepancies.

(12) In the event of a disaster or emergency, initiate immediate actions and ensure appropriate personnel are informed. The CDO will be in charge of the situation until relieved by competent authority.

(13) Keep the JBC, DJBC, and CSO informed of all types of disasters or emergencies as well as incidents involving JBPHH personnel.

(14) Be familiar with all COMNAVREG HI and JBPHH directives, local orders, watchstanding SOPs and memorandums as applicable to JBPHH to initiate proper action within the time frame required. To include notification of all Government accidents to the JBC, DJBC, and the CSO.

(15) Conduct periodic rounds of buildings, grounds, and activities under the cognizance of JBPHH, taking immediate action to correct deficiencies, disorders or any undesirable conditions within the scope and capability of the office.

(16) Periodically inspect JPBHH piers for security, cleanliness and unauthorized vehicles and material. Take immediate action to correct discrepancies.

(17) Inspect all JBPHH gates, making sure the area is free of trash and gate guards are standing a proper watch.

(18) Conduct an inspection of all BLDG 150 SIPR spaces at the end of the workday. Special attention will be paid to physical security requirements. Log results and email the Operations Officer upon completion noting any discrepancies. Upon discovery of a serious physical security violation, take charge of the discrepancy and report the violation immediately to the chain-of-command and cognizant department head.

(19) Sample one meal daily at each JBPHH galley (Silver Dolphin Bistro and Doadado Rome). Inspect all areas of the facility, parking lot and grounds. Special attention will be

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paid to general cleanliness, menu compliance, tableware, utensils and conformance with standards of attire by patrons and food service personnel. An evaluation sheet for each meal inspected must be submitted to the duty watch captain.

(20) Inspect, at various intervals during the watch, one or more enlisted barracks, Bloch Arena and the enlisted club to ensure cleanliness and that good order and discipline are maintained.

(21) Meet with Port Operations and discuss harbor movement

and line handler requirements for the next day.

(22) Approve the Duty Section watchbill when needed.

(23) Approve exchanges of duty in emergencies.

(24) Approve Individual Force Protection Plan, emergency leave/temporary additional duty travel upon approval of CSO or JBC.

(25) Prepare CDO slides for Daily OPS Briefs. Tuesday's CDO is required to attend Monday's OPS Brief, Thursday's CDO is required to attend Wednesday's OPS Brief, Saturday and Sunday's CDOs are required to attend Friday's OPS Brief.

g. Assistant Command Duty Officer (ACDO)

(1) Use enclosures (3) and (4) to qualify CDO.

(2) Assist the CDO in carrying out the Plan of the Day.

(3) Makes reports to and works for the CDO while on watch.

(4) Ensures the approved Duty Section watchbill is posted no less than five days prior to the duty day at the JBPHH quarterdeck.

(5) Take immediate steps to correct any watchstander deficiencies.

(6) Maintain close liaison with Port Operations, receive updated ship movements and line handler requirements. Immediately pass to the Section Leader and CDO.

(7) Be familiar with all applicable COMNAVREG HI and

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JBPHH directives, local orders, SOPs and memorandums to assist the CDO as necessary.

h. Duty Section Leader

(1) Submit the Duty Section watchbill to the Quarterdeck Leading Chief Petty Officer for approval.

(2) Post approved watchbill at the JBPHH Quarterdeck a week prior to the duty day.

(3) Reports to and maintains close liaison with CDO on duty days and the Quarterdeck LCPO all other times.

(4) Be familiar with all applicable COMNAVREG HI and JBPHH

directives, local orders, SOPs and memorandums.

(5) Ensures personnel are assigned to watches and duties for which they are qualified.

(6) Conducts Duty Section training as directed by the Quarterdeck LCPO.

(7) Take immediate steps to correct any watchstander deficiencies.

(8) Muster the Duty Section at 0730 daily and 0815 on weekends and holidays to ensure all watches are covered, personnel are informed of their watches for the duty day, and personnel are briefed on the day's routine.

(9) Submit muster report to CDO.

(10) Supervise Duty Section personnel in carrying out the Plan of the Day.

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

(12) Ensure Crosswalk attendant is posted at Nimitz gate from 0530-0730 Monday through Friday.

(12) Muster the Duty Section for, and supervise, Duty Section cleanup.

(13) Periodically inspect the quarterdeck and surrounding

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area, maintaining smart watchstanding and cleanliness. Take immediate steps to correct any watchstander deficiencies.

(14) Conduct flag maintenance on Sunday and report to CDO upon completion.

(15) Ensure that high interest areas such as Merry Point Landing, Hale Alii, the area and vicinity of BLDG 150 and the entrance to Nimitz, Borchers, and Makalapa Gate are free of trash and debris and are readily presentable prior to turnover.

i. Quarterdeck Watchstanders

(1) Maintains an accurate deck log of items pertinent to the official conduct of JBPHH business. Use enclosure (2) as a guideline for log entries.

(2) Report to JBPHH Quarterdeck for briefing and passdown 15 minutes prior to assuming the watch and remain in the quarterdeck area (except for security tours and head breaks) until properly relieved.

(3) Stand a proper watch IAW enclosure (8).

j. Duty Yeoman (YN)

(1) Enclosures (4) and (6) will be used for qualification of the Duty YN. The Duty YN is responsible for responding to all command administrative requirements, which occur after working hours and other duties as assigned by the JBC/CSO or CDO.

(2) Message preparation as required by the JBC/CSO or CDO. Duty YN will not be used for the purpose of typing routine administrative correspondence or messages for JBPHH departments unless specifically directed by JBC or CSO. The CDO should begin drafting messages prior to the Duty YN's arrival.

(3) During normal workday, the Duty YN will remain on board JBPHH until secured by the Admin Officer at which time he or she will be "on call" until relieved the following morning. It is the responsibility of each Duty YN to ensure that current recall information is on the quarterdeck at all times.

(4) When called in after hours for duty, the Duty YN must report to the Quarterdeck for duty within 45 minutes of being called. If the Duty YN cannot report within 45 minutes, the CDO may revoke the "on call" status and require the Duty YN to

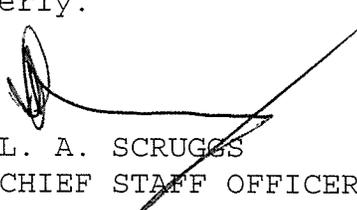
remain onboard for the duration of the assigned duty. (Note: If required, the CDO will contact Central Billeting to obtain a duty bunkroom for the Duty YN.)

k. Department Watchbill Coordinators.

- (1) Prepare Duty Department watchbill.
- (2) Promulgate Duty Department watchbill, including posting at the JBPHH Quarterdeck; periodically ensure watchbill remains posted.
- (3) Ensures personnel are assigned to watches and duties for which they are qualified.
- (4) Manage respective Duty Department personnel.
- (5) Conduct Duty Department training as directed by the Department Head.

l. The Regional Dispatch Center (RDC), located in Building 167, receives all emergency services calls and dispatches for medical emergencies, the Fire Department, and Security Department. The RDC is also responsible for passing information concerning these emergencies to the Regional Operation Center.

m. The Regional Operation Center (ROC), located in Building 150, is responsible for monitoring security and classified message traffic and passing appropriate information to applicable commands/personnel in Navy Region Hawaii. Additionally, the ROC is the nerve center for responding to major emergencies within the Region. Emergencies involving both the ROC and the JBPHH CDO requires close communication to ensure information is reported properly.

  
L. A. SCRUGGS  
CHIEF STAFF OFFICER

Distribution:

Stocked:  
JOINT BASE COMMANDER  
Admin Office  
Pearl harbor HI 96860-5102

CDO STANDARD ROUTINE

0600 Arrive at the JBPHH Quarterdeck.

- Review the Log with incumbent CDO.
- Review message traffic.
- Review Joint Typhoon Warning Center website/hurricane conditions or readiness. Storms can be tracked at [www.metoc.npmoc.navy.mil](http://www.metoc.npmoc.navy.mil).
- Tour the RCC. Familiarize yourself with the current THREATCON and FPCON measures in place. Review INTEL brief.
- Obtain a passdown brief from the incumbent CDO. Review the ships movement schedule from Port Operations Department. Ensure Line handlers are arranged.
- Apprise yourself of identities of all duty personnel: ACDO, Duty YN.
- Determine status of the flag (half-mast, messages/POW).
- Inspect the Quarterdeck for cleanliness/smartness, including the sidewalk/driveway and steps leading to main entrance to Building 150.

0700/0800 (Weekday/Weekends & Holidays). Relieve the incumbent CDO. Provide all pertinent reports to JBC/CSO during morning turnover.

- Both CDOs sign the Quarterdeck Log. (on-coming sign in, followed by off-going signing out).
- Accept the CDO duty car/room keys, cell phone and badge (to be attached to/above the right pocket).
- Ensure that your name and work phone numbers are posted on the quarterdeck.
- Brief the quarterdeck watch on your expected whereabouts and expected situations/guidance.

0730/0815 Muster the Duty Section.

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- Inspect all personnel ensuring they are within military grooming and uniform standards.
- Brief the Duty Section on the day's routine.
- Ensure the Duty Section watchbill is properly completed and a copy is posted on the quarterdeck.

**0800** Observe colors if flag is to be raised or half-masted, or raising POW flag, at building 150 flagpole. (Colors when necessary, POW flag every Wednesday and 1<sup>st</sup> Saturday of each month).

**0800-Lunch** Make a complete tour of the JBPHH grounds and piers inspecting for safety, unauthorized hazmat and containers, security and cleanliness. Report discrepancies to appropriate personnel/tenant commands.

- Monitor gate guards and send report via email to JBC daily.
- Review message traffic.

**1045-1230** Sample noon meal at the galley.

- Inspect all areas of facility, parking lot and grounds.
- Complete the evaluation sheet; turn into duty watch captain (or watch supervisor); make personal comments to the watch supervisor.

**1300-1600** Make a complete tour of the JBPHH grounds inspecting for safety, security and cleanliness.

- Review message traffic.
- Supervise duty section clean-up.

**1515** Discuss harbor movements for the next day with the Harbor Master in Port Ops.

**1530 (M-F)** Check out with the CSO. If he is not in his office, call him. When calling JBC/CSO after hours, call home first, then cell phone.

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Prior to 1630 Inspect all SIPR spaces, noting any physical security violations. Upon completion, Log results and email Operations Officer noting any discrepancies.

1630 Sample evening meal at the galley.

1800-1900 Review message traffic.

SUNSET Observe evening colors if flag(s) are to be lowered.

After 2100 Tour all-hands clubs, being alert for presence of Shore Patrol (if applicable), cleanliness, and ensuring good order is being maintained.

- Tour Barracks. Ensure good order is being maintained.

2230 Ensure all unnecessary lights are turned off on JBPHH and security lights are on.

- Tour all base security posts.

2330 Review message traffic.

0500 Review message traffic.

- Inspect JBPHH, paying attention to the cleanliness around Building 150.

- Sample one meal daily at the galley

SAMPLE LOG ENTRIES

11 April 2010

0001 JBC: CAPT XXXXXX X. XXXXXX  
CSO: CDR X. X. XXXXXX DUTY YN: YN NAME  
CDO: MSC X. X. XXXXX Sunrise: 0632  
ACDO: SK1(SW) XXXXX Sunset: 1854  
THREATCON: XXXXX  
FPCON: XXXXX

0100 JBPHH Police report a fight at the EM Club between BTFA  
Left of USS CHOSIN and HT3 Right of USS HOLT. No injuries  
sustained by either individual. No racial overtone  
involved. Personnel released to their commands. CDO  
notified.

0220 Late Entry - 0115 completed security rounds of bldg 150.

0615 JBC arrives.

0640 CSO arrives.

0645 Properly relieved as CDO by [print relief's name].  
[off-going CDO signature]

0645 Relieved the watch, conditions as before.

0705 JBC departs.

0900 LT John Martin, SSN, 111-11-1111 reports on board JBPHH  
for duty.

1000 Fire Department reports a small fire in B-285 Generator  
Shed, fire truck #1 responding. CDO/CSO notified.

1100 CSO departs.

1113 Properly relieved by FC3 Martin.  
[Off-going watch signature]

1113 Assumed the watch as JBPHH Quarterdeck. Conditions as  
before. [On-coming watch signature]

1146 MS1 Chalakee of Duty Section Five conducted inspections of  
JPBHH Gate Guards. No discrepancies.

1150 Petty Officer Abero of Base Security reported a minor vehicle accident at bldg 199 parking lot. Time of accident was 1025. Accident involved a government vehicle and a POV. Damage was minor, with no personal injuries.

1345 Officer Hayslip of Base Security reported larceny on non-motor vehicle. ET1 Wiegner, Jeffery of the USS CHOSIN left his bicycle at Bldg 25 at 0500, 11 APR 00. When he returned at 1320 this date, the bicycle was missing.

1600 JBC Departs.

1930 INVENTORY OF KEYS COMPLETE. ALL KEYS PRESENT.

1930 INVENTORY OF KEYS COMPLETE. FOLLOWING KEYS ARE ABSENT:  
KEY # 97 - [DOOR/OFFICE #] - SIGNED OUT TO LT LOGAN  
KEY # 98 - [DOOR/OFFICE #] - UNACCOUNTED FOR  
KEY # 99 - [DOOR/OFFICE #] - SIGNED OUT TO MS. NOLA

CDO NOTIFIED OF UNACCOUNTED FOR KEYS.

2100 Received a call from Ms. Rose of Red Cross concerning the death of SN Jack's grandfather (loco parentis established). Certified by Dr. Simm of Oakland Hospital on 11 April 2010 at 1540. Funeral pending. Message requesting service member's presence. CDO and

\*\* (IF CONTINUATION TO NEXT PAGE IS NECESSARY, LOOK LIKE THIS:)\*\*

11 April 2010 (CON'T)

Department Head notified. Service member notified by Division Officer and will make arrangements first thing tomorrow morning.

NO

FURTHER

ENTRIES

THIS

PAGE

2355 Properly relieved by IT2 Appleman.  
[Off-going watch signature]

2355 Assumed the watch as JBPHH Quarterdeck. Conditions as before. [On-coming watch signature]

## FINAL QUALIFICATION

### COMMAND DUTY OFFICER (CDO)

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

Start Date \_\_\_\_\_ Qualification Board Date \_\_\_\_\_

This page is to be used as a record of satisfactory completion of Personnel Qualification Standard (PQS). Only specified Supervisors may signify completion of applicable sections. The examination need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Thorough examinations will preclude difficulties in future routine operations.

This qualification is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

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Division Officer and Department Head signature required prior to Oral Board. Special request Chit and last JBPHH EVAL required for all E-6 candidates.

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(DIVISION OFFICER)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(DEPARTMENT HEAD)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(SENIOR WATCH OFFICER)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(CHIEF STAFF OFFICER)

QUALIFIED \_\_\_\_\_ DATE \_\_\_\_\_  
(JOINT BASE COMMANDER)

SERVICE RECORD ENTRY \_\_\_\_\_ DATE \_\_\_\_\_

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**CDO PERSONNEL QUALIFICATION STANDARD (PQS)**

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

2. Discussion.

a. The Joint Base Commander (JBC) has overall responsibility for JBPHH 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 JBC and/or appropriate staff members promptly and completely informed of pending situations and pertinent actions taken. Additionally, as the JBC'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 (O-3 and below, not in a Department Head position), 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. ACDO's will normally be CDO's under instruction however; when the situation warrants or directed by the COC, will be fully qualified CDO's.

3. Action.

a. All Officers, SCPOs, CPOs and select First Class Petty Officers (when designated) 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 and confidence in making sound command decisions.

(2) The CDO Board will be composed of the SWO, ASWO, a CSO designate, and a senior qualified CDO.

(3) The CDO Board may require additional indoctrination watches if the candidate is weak in specific areas. Once complete and candidate has met CDO Board prerequisites, candidate will be recommended for qualification and sent to the CSO. Upon the recommendation of the SWO the CSO will interview the candidate to evaluate the candidate's understanding of and confidence in making sound command decisions prior to the JBC's approval.

d. Department Heads designated in this enclosure shall conduct briefs with all CDO candidates. Briefs are meant to familiarize each CDO candidate with departmental standard operating procedures and responsibilities, and will conduct a tour of the department's respective facilities, functions, etc. as applicable.

e. The SWO will ensure the CDO qualifications and the continuing training program meet the demands of day-to-day and known potential emergent operations.

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**COMMAND DUTY OFFICER (CDO) QUALIFICATION**

Name \_\_\_\_\_ Rate/Rank \_\_\_\_\_

1. Required Reading.

NAVSTAPEARLINST 10570.1D  
 (Drug Detector Dog (DDD) Program) \_\_\_\_\_  
 (INIT) Date

NAVSTAPEARLINST 11000.2N  
 (Facilities Management On Board  
 Naval Station, Pearl Harbor) \_\_\_\_\_  
 (INIT) Date

NAVSTAPEARLINST 11240.SL  
 (Transportation Services and Guidelines) \_\_\_\_\_  
 (INIT) Date

NAVSTAPEARLINST 11320.1C  
 (Naval Station Pearl Harbor  
 Fire Regulations) \_\_\_\_\_  
 (INIT) Date

NAVSTAPEARLINST 2300.1A  
 (Berthing and Pier Utilization Policy) \_\_\_\_\_  
 (INIT) Date

NAVSTAPEARLINST 3440.17  
 (Installation Emergency  
 Management Program) \_\_\_\_\_  
 (INIT) Date

NAVSTAPEARLINST 4050.2  
 (Disposal of Found and  
 Confiscated Property) \_\_\_\_\_  
 (INIT) Date

NAVSTAPEARLINST 5090.3A  
 (Hazardous Material Control and  
 Management Program) \_\_\_\_\_  
 (INIT) Date

NAVSTAPEARLINST 5300.1G  
 (Incoming Personnel Reporting Procedures) \_\_\_\_\_  
 (INIT) Date

COMNAVREGHIINST 1752.4A  
 (Sexual Assault Victim Intervention  
 (SAVI) Program) \_\_\_\_\_  
 (INIT) Date

COMNAVBASEPEARLINST 1770.1D  
 (Casualty Assistance Calls (CAC) Program) \_\_\_\_\_  
 (INIT) Date

COMNAVREGHIINST 5090.1E  
(Oil and Hazardous Substance (OHS)  
Spill Management Plan) \_\_\_\_\_  
(INIT) Date

COMNAVBASEPEARLINST 5090.2B  
(Reporting Procedures for Sewage Bypasses  
and Spills at Hawaii Activities) \_\_\_\_\_  
(INIT) Date

COMNAVREGHIINST 5720.4D  
(Guidance for the Conduct of  
Public Affairs) \_\_\_\_\_  
(INIT) Date

COMNAVBASEPEARLINST 5726.1  
(Display of POW/MIA Flag) \_\_\_\_\_  
(INIT) Date

COMNAVREGHIINST 5840.1G  
(Compliance With Customs, Immigration,  
and Agriculture Inspections for U.S.  
and Foreign naval Vessels Entering  
Pearl Harbor, Hawaii) \_\_\_\_\_  
(INIT) Date

COMNAVBASEPEARLINST 11320.5E  
(Fire Regulations Naval Base Pearl  
Harbor Staff Headquarters/Area Offices) \_\_\_\_\_  
(INIT) Date

COMNAVREGHIINST 11410.5E  
(Ship Services) \_\_\_\_\_  
(INIT) Date

JBP HH  
(Standing Orders) \_\_\_\_\_  
(INIT) Date

SOPAPEARLHARBORINST 5000.1G  
(SOPA Instruction) \_\_\_\_\_  
(INIT) Date

OPNAVINST 3100.6H  
(Reporting Requirements) \_\_\_\_\_  
(INIT) Date

2. Briefings.

Note: Initialing signifies that you have briefed the CDO candidate on your department/division and provided a tour of requisite facilities/functions.



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Administration (400-ALL) (N10, N11, N12, N13, SWO, CDO)	_____
	Sign / Date
Message Handling Procedures (500-ALL) (N10, N11, N12, N13, SWO, CDO)	_____
	Sign / Date
Quality of Life (600-ALL) (N72, N73)	_____
	Sign / Date
Emergency Management (700-ALL) (DPO, N52, SWO)	_____
	Sign / Date
Oil and Hazardous Substance Spills (800-ALL) (N52, N33)	_____
	Sign / Date
Security (900-ALL) (N50, N51, N017)	_____
	Sign / Date
ATF/FP (1000-ALL) (N50, CDO, SWO)	_____
	Sign / Date
Occupational Safety and Health (1100-ALL) (Safety Office, SWO, CDO)	_____
	Sign / Date
Facilities Management (1200-ALL) (SWO, CDO)	_____
	Sign / Date
Radiological Response (1300-ALL) (SWO)	_____
	Sign / Date
Protocol (1400-ALL) (SWO, CDO)	_____
	Sign / Date
Fleet and Family Support Center Crisis Response (1500-ALL) (N74, N75)	_____
	Sign / Date
Religious Ministries (1600-ALL) (N01C)	_____
	Sign / Date

5. CDO Qualification Tasks.

The tasks below are the minimum requirements that must be met while standing CDO under instruction prior to line items being signed off by designated subject matter expert.



JBPHHINST 1601.1Q  
19 May 11

Complete Pre-Board. Recommended for Board.  
(1700.14)

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SWO Sign / Date

Pass Oral Board.  
(1700.15)

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SWO Sign / Date

**QUALIFICATION FUNDAMENTALS**

**100 WATCHSTANDING AND ADMINISTRATION**

- 100.1 Demonstrate knowledge of the primary responsibilities of the CDO/ACDO
- 100.2 Demonstrate knowledge of the relationship between the JBC, CSO, CDO, and Department Heads.
- 100.3 Demonstrate knowledge of the importance of a proper turnover.
- 100.4 Discuss relationship and duties of key watch stations (CDO, ROC, EOC, Port Ops Tower etc)
- 100.5 Demonstrate knowledge of the procedure for obtaining and disseminating ship's movement information.
- 100.6 Have current and valid driver's license and classified material courier card.
- 100.7 Demonstrate knowledge of local commands, how to find listings of tenant commands and relationship to JBPHH.
- 100.8 Demonstrate knowledge of the importance of JBPHH instructions, location and use of.
- 100.9 Demonstrate knowledge of proper log book entries
- 100.10 Demonstrate base familiarity.
- 100.11 Demonstrate knowledge of Duty Section clean up zones.
- 100.12 Demonstrate knowledge of conducting barracks tours.

**200 PORT OPERATIONS FUNDAMENTALS**

- 200.1 Discuss the purpose of a Boarding Officer and attend a port services brief.
- 200.2 Demonstrate knowledge of Dock Master duties and customs/agriculture inspections.

- 200.3 Demonstrate knowledge of how to contact NAVFAC trouble call desk to resolve availability conflicts concerning/ cranes/ electricians/ dumpsters/ phone lines/ sewage.
- 200.4 Demonstrate knowledge of line handler requirements and responsibilities.
- 200.5 Demonstrate knowledge of duties of Water Transportation Dispatcher to include routine emergency functions.
- 200.6 Demonstrate knowledge of water transportation operators to include various boat runs and location of various landings.
- 200.7 Demonstrate knowledge of Service Craft operations to include craft and personnel available after working hours.
- 200.8 Demonstrate knowledge of Boarding Officer duties to include situations when the CDO would carry out duties.

**300 LEGAL**

- 300.1 Demonstrate knowledge service provided by JBPHH, JAG and the following:
  - a. Searches authorized by the JBC
  - b. Inspections
  - c. Exigency searches
  - d. Consent searches
  - e. Searches incident to lawful apprehension
- 300.2 Demonstrate knowledge of the general principles of probable cause.
- 300.3 Demonstrate knowledge of the appropriate circumstances and procedures for conducting:
  - a. Probable cause urinalysis
  - b. Command directed urinalysis
- 300.4 Demonstrate knowledge of the appropriate circumstances

and procedures for conducting a breathalyzer examination and a fitness for duty examination.

- 300.5 Under what circumstances should an accused be placed in pre-trial confinement? What are the necessary legal brig requirements before an accused may be confined?
- 300.6 Who should be informed if any pretrial restraint is imposed on an accused?
- 300.7 Demonstrate knowledge of the various forms of pre-trial restraint.
- 300.8 Where should people who desire to serve a subpoena or an arrest warrant be referred?
- 300.9 In what cases should you notify Naval Investigative Service.

#### **400 ADMINISTRATION**

- 400.1 Demonstrate knowledge of the procedure for commencement and termination of leave.
- 400.2 Demonstrate knowledge of the actions required for a serious accident/death involving personnel (military/civilian) attached to the Joint Base Pearl Harbor Hickam.
- 400.3 Demonstrate knowledge of the action required on red cross notification of a death in the family concerning someone stationed at JBPHH or COMNAVREG HI.
- 400.4 Demonstrate the knowledge of the action required to initiate emergency leave.
- 400.5 Demonstrate knowledge of the Chaplain's role in service member notification, recall, and emergency procedures.
- 400.6 Demonstrate knowledge of the action required for newly reporting personnel.
- 400.7 Demonstrate knowledge of procedures for the Casualty Assistance Calls Officer (CACO) responsibilities.
- 400.8 Demonstrate the knowledge of the functions of the Personnel Support Detachment Duty Officer and how to get in contact,

when required.

400.9 Show knowledge of transient personnel check-in procedures.

**500 MESSAGE HANDLING PROCEDURES**

500.1 State the purpose of the OPREP-3.

500.2 Demonstrate the ability to locate the date/time group on a message and explain the meaning of the digits as well as the message priority.

500.3 Identify and explain the following components in a message:

- a. "From" line
- b. "To" line
- c. "Info" line

500.4 Demonstrate the ability to locate and explain the following components in a message:

- a. "Classification" Line
- b. SSIC
- c. Special handling instruction
- d. "Subject" line
- e. "Reference" Line
- f. Text
- g. Downgrading & declassification
- h. Message precedence

500.5 Explain the purpose of the following OPREP-3 messages and the general situations in which one would be submitted including timely and accurate submissions:

- a. Unit SITREP
- b. Violent Crimes Report SITREP

- c. Operation Report - 3 (OPREP-3) Navy Blue
  - d. DUI/ARI
  - e. SAPR
- 500.6 Demonstrate the ability to draft and send SITREP, Unit SITREP and OPREP-3 blue message.
- 500.7 Explain how SITREP or OPREP-3 message is released from JBPHH.
- 500.8 Explain how to re-address a message.

**600 QUALITY OF LIFE (QOL)**

- 600.1 Explain the functions of the JBPHH QOL Department.
- 600.2 Demonstrate knowledge of the reasons, procedures, and responsibilities for sampling or eating food from the galley.
- 600.3 Demonstrate knowledge of procedures in the event of loss of power, steam, and refrigeration in the galley.
- 600.4 Demonstrate knowledge of the role and responsibilities of BQ supervisors and after hours duty personnel.
- 600.5 Demonstrate knowledge of all BQ facilities, what commands are housed there, location of all buildings and common problems.
- 600.6 Demonstrate knowledge of how the billeting reservation system works and what assets are available to CDO's for emergency situations.
- 600.7 Demonstrate the procedures for obtaining a "cool down" room.  
How long and what is it available for?

**700 DISASTER PREPAREDNESS**

- 700.1 Explain the organizational structure in effect during disasters.
- 700.2 What is the difference between thunderstorm conditions and storm conditions of readiness (COR)?

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- 700.3 When establishing a weather condition, the notification process is critical. What information does the OOD pass to the departments? What information is the passed back to the OOD?
- 700.4 What actions are taken to prepare JBPHH for heavy weather storm conditions of readiness (COR) and thunderstorm conditions?
- 700.5 What are five possible manmade disasters, and what are the potential hazards of each?
- 700.6 What reports are received and transmitted during disasters?
- 700.7 What precautions are required to protect submarines and surface ships moored at JBPHH during disasters?
- 700.8 Where is the regional Command Center located, what are its functions?
- 700.9 Who is the JBPHH disaster preparedness officer and how and when must he/she be contacted?
- 700.10 Demonstrate the ability to PLOT locations on standard naval charts utilizing LAT/LONG, degree's minutes and second.
- 700.11 Be able to define terms associate with natural/manmade disasters. Such as storm surge, wave height, CPA, dirty bomb wind direction and give recommendations on how to minimize their negative effects.
- 700.12 Explain emergency SORTEE procedures and logistical support requirements. To include line handlers, abandoned government vehicle checked out to ships, billeting for personnel left behind by ships and submarines to support Sortee.
- 700.13 Complete following FEMA individual training at <http://training.fema.gov/IS/crslist.asp> and provide a copy of completion certificate to JBPHH EMO.

IS-100.b: Introduction to Incident Command System  
IS-200.b: ICS for Single Resources and Initial Action  
IS-700: National Incident management system  
IS-775: EOC management and Operations  
IS-800.b: National Response Framework, and Introduction

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- 700.14 Complete 4 days ICS 300/400 course at Federal Fire Department.
- 700.15 Demonstrate the ability to activate CDNS and recall the EOC Blue Team.
- 700.16 Demonstrate the ability to activate the GV system for Emergency Tsunami Warning.

## **800 OIL AND HAZARDOUS SUBSTANCE SPILLS**

- 800.1 Who do you call immediately upon notification of an oil spill? HM(Hazardous Material)spill? What is their function?
- 800.2 Name five types of hazardous substances that could potentially be released to Pearl Harbors waters?
- 800.3 What equipment and materials are available to effect rapid cleanup of oil and other HM?
- 800.4 What reports are required during an oil spill? HM spill?
- 800.5 What preventative measures are taken by JBPHH and by moored vessels to preclude oil/HM spills?
- 800.6 Demonstrate knowledge of response to oil spills on land? HM spills on land?
- 800.7 What other Commands have oil/HM spill response capabilities?

## **900 SECURITY**

- 900.1 Demonstrate knowledge of the action required in the event of an actual or potential racial incident.
- 900.2 Demonstrate knowledge of the action required in the event of a civil disturbance.
- 900.3 Demonstrate knowledge of the responsibilities of:
- a. JBPHH Police
  - b. Auxiliary Security Force (ASF)

900.4 Demonstrate knowledge of the policy for base tours.

900.5 Demonstrate knowledge of the policy concerning  
photography  
on JBPHH.

900.6 Demonstrate knowledge of procedures for handling  
intoxicated personnel.

**1000 ATF/FP**

1000.1 Demonstrate knowledge of the types of threats confronting  
JBPHH.

1000.2 Demonstrate knowledge of bomb threat procedures.

1000.3 Demonstrate knowledge of the procedures for securing  
JBPHH.

1000.4 Demonstrate knowledge of FORCE PROTECTION conditions and  
DEFCON Levels.

1000.5 Demonstrate knowledge of HVU escort requirements.

**1100 OCCUPATIONAL SAFETY AND HEALTH**

1100.1 Demonstrate knowledge of necessary actions that must be  
taken if any of the following occur:

- a. Minor Injury
- b. Serious Injury/ Death
- c. Material Property Damage
- d. Motor Vehicle Mishap, including utility  
vehicles/carts
- e. Fire incidents
- e. Gas free engineering
- f. Lockout/tagout incidents

**1200 FACILITIES MANAGEMENT**

1200.1 What are the procedures for requesting work during normal  
working hours and after normal working hours?

- 1200.2 What constitutes an emergency situation? Give examples.
- 1200.3 What are the procedures for emptying dumpsters and MAHALO cans, as well as foreign garbage dumpsters?
- 1200.4 Who is responsible to inspect JBPHH daily for appearance discrepancies? Who is notified?
- 1200.5 What constitutes Self help? How is a Self Help project initiated?
- 1200.6 Demonstrate knowledge of the use of government vehicles for  
"Official Business Only."

**1300 RADIOLOGICAL RESPONSE**

- 1300.1 Define the following radiological terms:
- a. Radiological occurrence
  - b. Radiological emergency
  - c. Nuclear reactor accident
  - d. Radiological accident
  - e. Radiological incident
- 1300.2 Demonstrate knowledge of responsibilities in the event of items listed above.
- 1300.3 Demonstrate knowledge of the radiation warning signs and tags, and yellow plastic bags.
- 1300.4 Demonstrate knowledge of the immediate actions for the following radiological casualties:
- a. Fire involving radioactivity
  - b. Wet or dry spill of radioactive material.
  - c. Radiological response, which also involve an injured and/or contaminated individual.
- 1300.5 Demonstrate knowledge of what types of ships/submarines that pose a radiological risk. Define specific areas of the base where an event is most likely to occur.

**1400 PROTOCOL**

- 1400.1 Know when the flag is flown at half-mast and for how long.
- 1400.2 Know the procedure for hoisting and lowering the flag at half-mast.
- 1400.3 Demonstrate knowledge of colors procedures.
- 1400.4 State the locations of all flags flown on JBPHH.
- 1400.5 State the placement and order of flags on building 150 flagpole.
- 1400.6 State the procedure for flying holiday colors.
- 1400.7 Know when the flag is flown for Flag Officers or Heads of State.

**1500 FAMILY SERVICE CENTER CRISIS RESPONSE FUNDAMENTALS**

- 1500.1 Demonstrate knowledge of the role and responsibility of the fleet and Family support Center Director.
- 1500.2 Demonstrate knowledge of the procedures for providing help after a suicide attempt.
- 1500.3 Demonstrate knowledge of the procedures for providing help to a victim in a spouse abuse incident.
- 1500.4 Demonstrate knowledge of the procedures for providing help to the perpetrator in a family violence situation.
- 1500.5 Demonstrate knowledge of the role and responsibility of the Ombudsman.
- 1500.6 Demonstrate knowledge of the procedures to be taken when an individual presents a suicidal gesture, announces an intention to commit suicide, or when actions are interpreted to indicate self harm.
- 1500.7 Demonstrate knowledge of Family Advocacy Program and Sexual Assault Prevention and Response (SAPR) Program.

**1600 RELIGIOUS MINISTRIES**

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1600.1 Demonstrate knowledge of the role and responsibility of  
the  
duty chaplain.

1600.2 State situations when the duty chaplain should be  
informed  
and how to get in touch with the duty chaplain.

**QUARTERDECK WATCH QUALIFICATION**

Name: \_\_\_\_\_ Date Start: \_\_\_\_\_

Qual Goal Date: \_\_\_\_\_

The fundamentals below (listed in enclosure (4)) are the minimum requirements that must be met and understood prior to line items being signed off by the designated subject matter expert.

Watchstanding and Administration (SWO, CDO) (100.1-.5, .7-.10)

\_\_\_\_\_  
Signature/Date

Port Operations Fundamentals (N30-N34) (200-ALL)

\_\_\_\_\_  
Signature/Date

Military Justice (N017, CDO) (300.1, .3, .8, .9)

\_\_\_\_\_  
Signature/Date

Personnel Matters (N10-N13, CDO, OOD) (400-ALL)

\_\_\_\_\_  
Signature/Date

Message Handling Procedures (CDO) (ALL but 500.6, 500.8)

\_\_\_\_\_  
Signature/Date

Bomb Threat (ATO/CDO)

\_\_\_\_\_  
Signature/Date

Security (N50, N51, CDO) (900-ALL)

\_\_\_\_\_  
Signature/Date

AT/FP (N50, SWO, CDO) (1000-ALL)

\_\_\_\_\_  
Signature/Date

Occupational Safety and Health (OSH) (1000-ALL)

\_\_\_\_\_  
Signature/Date

Protocol (SWO, CDO) (1300-ALL)

\_\_\_\_\_  
Signature/Date

Completed four "Under Instruction" watches.

\_\_\_\_\_  
Date/ QD Watch

\_\_\_\_\_  
Date/ QD Watch

\_\_\_\_\_  
Date/QD Watch

\_\_\_\_\_  
Date/QD Watch

Interviewed by Quarterdeck

LCPO \_\_\_\_\_

\_\_\_\_\_  
Signature/Date

Qualified \_\_\_\_\_

Approved \_\_\_\_\_

\_\_\_\_\_  
Date

Senior Watch Officer

DUTY YN QUALIFICATION

Name: \_\_\_\_\_  
Start \_\_\_\_\_

Date

The fundamentals listed below are the minimum requirements that must be met and understood prior to line items being signed off by a qualified Duty YN. The ADMIN LPO and Admin Officer will be the final qualifiers for all DUTY YN's.

Watchstanding and Administration (100.1-100.9)

\_\_\_\_\_  
Signature/Date

Personnel Matters (400-ALL)

\_\_\_\_\_  
Signature/Date

Message Handling Procedures (500-ALL)

\_\_\_\_\_  
Signature/Date

Complete Four "Under Instruction" watches.

\_\_\_\_\_  
Duty YN/Date

\_\_\_\_\_  
Duty YN/Date

\_\_\_\_\_  
Duty YN/Date

\_\_\_\_\_  
Duty YN/Date

Demonstrate ability to format SITREPS, OPREPS and ALL NAVACTS HI messages in Message Text Format.

Date Qualified \_\_\_\_\_  
Approved \_\_\_\_\_

Oral Examination \_\_\_\_\_

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QUALIFICATION FUNDAMENTALS

100 WATCHSTANDING AND ADMINISTRATION

- 100.1 Demonstrate knowledge of the importance of Region and JBP HH directives and their location.
- 100.2 Know how to locate/use the MILPERSMAN, JFTR, ENLTRANSMAN, OFFTRANSMAN and other online reference material.
- 100.3 Know how to operate all Administrative Department software programs and procedures for submitting trouble call with RITSC.
- 100.4 Know how to locate members of the command and their respective Departments/divisions.
- 100.5 Know how to access Command Recall.
- 100.6 Know how to access and format the Plan of the Week.
- 100.7 Know how to access and format the Personnel Gains and Personnel lost listing.
- 100.8 Know how to access and update the Leave Listing.
- 100.9 Know how to post documents to the Web Site.

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400 PERSONNEL MATTERS

- 400.1 Demonstrate how to assign a Leave Control Number? Needs to be consistent with e-leave guidelines.
- 400.2 Demonstrate the ability to locate approved leave papers.
- 400.3 Demonstrate knowledge of the procedure for commencement and termination of leave.
- 400.4 Demonstrate knowledge of the authorization requirements. What constitutes emergency leave and action required to initiate emergency leave. Know how to cut orders in Order Writer.

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- 400.5 Demonstrate knowledge of the actions required for newly reported personnel, including reservist (mobilization, AT, ADSW) and LIMDU personnel.
- 400.6 Demonstrate knowledge of procedures for the Casualty Assistance Calls Officer (CACO) responsibilities including how to prepare Personnel Casualty Reports. Be Familiar with CACO responsibilities.
- 400.7 Demonstrate knowledge of the functions of the PSD Joint Base Duty Section and how to contact a watchstander.
- 400.8 Demonstrate knowledge of the procedures for the Individual Force Protection Plan (IFPP). How to complete package?
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500 MESSAGE HANDLING PROCEDURES

- 500.1 State the purpose of a Naval message.
- 500.2 Demonstrate the ability to locate the date/time group on a message and explain the meaning of the digits as well as the message priority.
- 500.3 Identify and explain the following components in a message:
- a. "From" Line
  - b. "To" line
  - c. "Info" Line
- 500.4 Demonstrate the ability to locate and explain the following components in a message:
- a. "Classification" Line
  - b. Special Handling instructions.
  - c. "Subject" Line
  - d. "Reference" Line.
  - e. Text
  - f. Downgrading Declassification

- 500.5 Demonstrate knowledge of the term "minimize" and its effect on normal Naval communications and when is minimized used.
- 500.6 Explain the purpose of the following OPREP-3 messages and the general situations in which one would be submitted:
- a. SITREP
  - b. Unit SITREP
  - c. Violent Crime Unit SITREP.
  - d. Navy Blue
- 500.7 Demonstrate the ability to draft SITREP, UNIT SITREP, NAVY BLUE, and ALL NAVACTS HI messages.
- 500.8 Explain how a SITREP or OPREP-3 message is released from JBPHH.
- 500.9 How to search message traffic.
- 500.10 Release Three messages.

\_\_\_\_\_  
CDO /Date

\_\_\_\_\_  
CDO /Date

\_\_\_\_\_  
CDO /Date



**SUBMITTED:**

\_\_\_\_\_/\_\_\_\_\_  
TRAINING PO /DATE

**REVIEWED:**

\_\_\_\_\_/\_\_\_\_\_  
Assistant Watch Officer / DATE

**APPROVED**

\_\_\_\_\_/\_\_\_\_\_  
Senior Watch Officer / DATE

TRAINING REQUIREMENTS PAGE

TRP Number:

Length: 45 Minutes

Subject:

Ref: (a)

(b)

Objectives:

1.

\* Theory to Practice Topics:

(1)

(2)

\* Related Incident Reports/Lessons Learned:

(1)

(2)

\* Logs and Plotted Data:

(1)

(2)

2.

3.

Notes:

SUBMITTED:

REVIEWED:

\_\_\_\_\_  
/\_\_\_\_\_  
CHIEF PETTY OFFICER  
Assistant Watch Officer  
APPROVED:

\_\_\_\_\_  
/\_\_\_\_\_  
Senior Watch Officer



ORAL EXAMINATION RECORD

NAME \_\_\_\_\_ RANK/RATE \_\_\_\_\_ DATE \_\_\_\_\_

PURPOSE:	QUALIFICATION AREA/TOPIC:	EXAMINED
BY:		
QUALIFICATION _____	_____	JBC
REQUALIFICATION _____	_____	CSO
PROFICIENCY _____	_____	DEPT. HD
QPO DESIGNATION _____	_____	DIV OFF.
EXAM REVIEW _____		
_____ SUPERVISOR LPO/OTHER		

AREA COVERED AND EVALUATION:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

WEAK AREAS:

\_\_\_\_\_

\_\_\_\_\_

ADDITIONAL ACTION REQUIRED:

\_\_\_\_\_

\_\_\_\_\_

DISCUSSION

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RESULT: (Check One)

\_\_\_\_\_ SAT

\_\_\_\_\_ SAT WITH WEAK AREAS;

\_\_\_\_\_ REQUIRED.

\_\_\_\_\_ UNSAT

ADDITIONAL ACTION OR WEAK AREA  
DISCUSSION COMPLETE:

\_\_\_ SAT    \_\_\_ UNSAT    \_\_\_ N/A

\_\_\_\_\_  
INTERVIEWER SIGNATURE/DATE

\_\_\_\_\_  
RE-INTERVIEWER SIGNATURE/DATE

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## GUIDELINES FOR QUARTERDECK WATCHES

These basic guidelines are provided as a minimum guidance for all quarterdeck watches and is in no way intended to limit the responsibilities and authorities needed to take corrective action as the situation requires. The quarterdeck is designated by the commanding officer for official and ceremonial functions only. It is the first impression of how JBPHH is run. Each watch shall be conducted in the upmost professional manner. Special attention is paid to the quarterdeck's cleanliness and physical appearance. Those standing watch on the quarterdeck must be in the uniform of the day and present a smart appearance at all times. Personnel not in the uniform of the day generally avoid crossing the quarterdeck unless their work requires it.

1. Muster with the Duty Section on time in the proper uniform of the day. Ensure you familiarize yourself with the other watchstanders and who the CDO is for the day.
2. Arrive 15 minutes prior to assigned watch to review the previous day's log, conduct a key inventory and receive a proper turnover. Prior to being relieved, the off-going watch stander will thoroughly brief the on-coming watch.
3. Watch standers will wear the uniform of the day. Uniforms shall be clean and presentable. The New Working uniforms are authorized to wear on watch but only during the 1800-2400 watch and the 0000-0600 watch, all other watches will be in the service uniform.
4. Maintain an accurate Deck Log of all items pertinent to the official conduct of JBPHH business. Include items such as time of receipt of reports, and time CDO or others are notified. Use enclosure (2) of the JBPHH instruction 1601.1Q as a guideline for log entries.
5. Phone use while on watch shall be in the line of official business only. Land lines and official cell phones are provided for official use only. Land lines should be used first if available. Personal cell phone use should be used as last resort to reach official parties.
6. The QD watch stander is responsible for the smart appearance of the QD area. Each watch stander shall ensure the QD and immediate surrounding area is kept clean at all times. This includes the steps leading up to the building.

7. The Quarterdeck is to be manned at all times during normal working hours. During normal working hours, two personnel are assigned the QD watch. The watch standers are not to leave the QD area unless it is for official business, such as conducting security rounds, or taking a head break. After hours or weekends and holidays, there is only one person assigned to the QD watch. This person must only leave the QD area for official business as directed, making security rounds, or head break. Time away from the QD must be kept to a minimum.
8. A key inventory must be conducted and logged in the {Key Log or Deck Log} prior to watch turnover, at the end of each work day, or anytime the CDO is changed.
9. The Conversations/lingering on the QD shall be for official business only. If conversations are being held on the QD and are not official please ask the personnel to leave the area of the QD.
10. Customs and Courtesies should be followed at all times. i.e. Calling attention on Deck for officers 06 and above, referring to unknown visitors as Sir or Ma'am and rendering all other courtesies as appropriate.
11. Answering the phone on the QD shall be professional when you answer you should be saying "Good Morning/Afternoon/Evening Joint Base Pearl Harbor Hickam Quarterdeck this is a non-secure line Petty Officer Smith speaking how may I help you Sir/Ma'am".
12. Alarms if you get a report of an alarm going off somewhere in the building contact the CDO as soon as you receive the report.
13. POW flag operations: know what days the POW flag gets flown and what time it goes up and when it is supposed to come down.
14. Force Protection changes, checking IDs know what FPCON the base is in prior to taking over the watch and know what to do in the event that it gets increased and make sure to check IDs as appropriate of personnel walking through the QD.
15. Lights/security make sure that during the evening watch on the 1800-2400 watch the lights in the building get turned off in all spaces except for ladder wells and the main passage way on the first deck and make sure to log it in the decklog when finished.

16. Chain of command: you Make reports to and work for the CDO while on watch. You Work for the Quarterdeck LCPO at all other times.

17. Port Operations will provide updated ship movements and line handler requirements, as necessary. Immediately pass to the Section Leader and CDO.

18. directives(5) Be familiar with all applicable COMNAVREG HI and JBPHH directives, local orders, SOPs and memorandums to initiate proper action within the time frame required.

19. Personnel on the sick list, unexpected TAD, or on emergency leave shall be relieved by a watch stander designated by the Watchbill Coordinator or the SWO. The scheduled watch stander shall promptly advise the cognizant senior watch stander of any inability, official or otherwise, to stand a day's duty.