



DEPARTMENT OF THE NAVY  
NAVAL AIR STATION PENSACOLA  
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PENSACOLA, FL 32508-1051

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NAVAL AIR STATION PENSACOLA INSTRUCTION 1601.7H

From: Commanding Officer, Naval Air Station Pensacola

Subj: NAVAL AIR STATION PENSACOLA'S COMMAND WATCH ORGANIZATION

Ref: (a) U.S. Navy Regulations  
(b) NAVAIR 00-80T-114  
(c) CNRSEINST 3100.2

1. Purpose. This instruction promulgates the standards, expectations, qualifications requirements, duties, and responsibilities to the Command Watch Organization onboard Naval Air Station (NAS) Pensacola.

2. Cancellation. NASPCOLAINST 1601.7G.

3. Background. Per reference (a), the NAS Pensacola command watch organization exists to ensure sufficient personnel are in a duty status to support normal station-wide watch standing requirements, and to provide a pool of readily available personnel to prepare for and manager emergency situations, such as requires the Commanding Officer (CO) establish such watches necessary for the proper operation and safety of the command. Specific support functions require additional watches at the departmental level.

4. Assignment. Watches are assigned by pay grade to provide a logical chain-of-command to meet readiness requirements. Certain department requirements to meet mission support responsibilities may require additional duty assignments. Equality in the apportionment of watches assigned shall be the responsibility of the Senior Watch Officer (SWO) and the Senior Enlisted Watch Coordinator (SEWC). The desired goal is to equalize the overall number of watch assignments by pay grade commensurate with the responsibilities and expertise required of those assignments.

a. The following personnel are exempt from watch standing responsibilities:

(1) Department Heads;

- (2) Officers in pay grade O-4 and above;
- (3) Chief Warrant Officers 4 and 5;
- (4) Master Chief Petty Officers;
- (5) Security department personnel assigned to first, second or third shift or the Criminal Investigations Division;
- (6) Air Operations Facility Watch Supervisors (FWS); and
- (7) Auxiliary Security Force (ASF) personnel.

b. Duty is a 24 hour watch commencing and securing at 0700. Duty section turnover is held at 0700 in Building 1500 for on-coming and off-going duty section personnel. The uniform for duty section turnover is the Navy Working Uniform (NWU) for E-6 and below and service khakis for E-7 and above.

c. Leave intentions, anticipated temporary additional duty (TAD)/temporary duty (TDY), etc., shall be communicated to the Section Leader (SL), SEWC, and/or the Command Duty Officer (CDO) no later than the 15th of the preceding month. Any request received after the 15th will require the individual requesting leave/TAD/TDY to provide a qualified standby during his/her absence. Duty section scheduling problems should be brought to the attention of the SEWC.

d. Sailors within 30 days of transfer, retirement, or separation will normally be removed from watchstanding duties to allow them time to prepare for their transition. The "duty free" status is not; however, guaranteed and should be handled on a case-by-case basis.

e. Duty section personnel are responsible for coordinating any issues with watch assignments through their SLs. Duty exchanges and standby personnel shall only be approved through a special request chit signed by their Leading Petty Officer (LPO), Leading Chief Petty Officer (LCPO), SL, and the SEWC.

f. Departmental watchbills will revolve around the Station Watchbill. It is the responsibility of the watch stander to notify their work center of duty obligations so that the work center can plan accordingly. Departments are required to notify

the SEWC and provide reliefs for individuals who are unable to stand their assigned watches.

NOTE: Air Traffic Controllers (ATC) reference (b), section 3.3.7.1., states: facility operational requirement will establish normal working periods and work schedules. A normal scheduled ATC watch should be 8 hours and not exceed 10 hours. A scheduled crew rest period of at least 8-12 hours should occur between ATC watches.

5. Specific Responsibilities

a. The Commanding Officer (CO) shall:

(1) Sign CDO qualifications and designate the CDOs, SEWC, and SWO in writing; and

(2) Approve the monthly CDO watchbill.

b. The Executive Officer (XO) shall:

(1) Monitor the Station Watch Organization and provide guidance as necessary;

(2) Approve changes to departmental watch requirements that affect the Watch Organization; and

(3) Chair the CDO boards.

c. The Command Master Chief (CMC) shall:

(1) Maintain general oversight of the Station Watch Organization and issues effecting enlisted Sailors; and

(2) Sit the CDO boards.

d. Department Heads and Special Assistants shall: Submit recommended changes to departmental watch requirements to the XO through the SWO for approval and inclusion in this instruction. If changes to departmental watch instructions conflict with the command watchbill instruction, the department head must get approval from the XO through the SWO.

e. Departmental LCPOs shall:

(1) Provide an accurate updated recall bill to the Admin department by the 15th of each month. This will ensure the Quarterdeck has the most up-to-date recalls to conduct after-hour recalls as needed; and

(2) Ensure personnel assigned command watches are relieved of departmental responsibilities to the extent necessary to ensure proper station watch functioning; and

(3) Ensure equality of watch assignments is consistent with guidance provided by department heads and special assistants; and

(4) Keep the SEWC and SWO informed of any departmental functions occurring outside normal working hours that may affect station watch functions or rotations.

f. The Senior Watch Officer (SWO) will:

(1) Be assigned and designated in writing by the CO.

(2) Be responsible to the XO for administration of the Station Watch Organization and institute guidelines for the proper execution of assigned watches.

(3) Provide guidance to CDOs on command authorities, issues, policy, procedures and functions required for the conduct of the watch. Additionally, assist CDOs with incident response procedures and reporting requirements.

(4) Forward CDO designation letters to the XO and CO via the Admin Officer (AO) once the board has been successfully completed. Maintain qualification and designation records for all CDOs.

(5) Assign E7 and above to a duty section.

(6) Schedule monthly CDO training on or about the 15th of every month, or as required.

(7) Be responsible to maintain, update, and enforce instructions and standing orders by the CO and XO.

(8) Review this instruction annually.

g. The Senior Enlisted Watchbill Coordinator (SEWC) will:

(1) Be assigned by the CMC and designated in writing by the CO.

(2) Be the direct assistant to the SWO and responsible for the administration of the CDO/ACDO Watchbill. The CDO/ACDO Watchbill will be prepared by the SEWC, reviewed by the SWO and XO, and approved by the CO. It will be forwarded to the Administration Department no later than the 25th of each month for inclusion in the Plan of the Week (POW).

(3) Be responsible to maintain, update, and enforce instructions and standing orders by the CO and XO.

(4) Be responsible for drafting and implementing training and qualification standards Job Qualification Requirement (JQR) for CDO, Assistant Command Duty Officer (ACDO), Petty Officer of the Watch (POOW), Messenger of the Watch (MOOW), and Duty Driver.

(5) Conduct random spot checks on quarterdeck watch standers, testing knowledge using scenario-based situations.

(6) Ensure all prospective CDOs have the proper instructions and documentation to stand CDO i.e. the CDO JQR, a cell phone user agreement, instructions to access C4I, and the Navy Interface for Command Email (NICE) for sending OPREP-3 messages.

(7) Review the CDO binder monthly to ensure all recalls, duress words, and pertinent information is current.

h. The Assistant Enlisted Watch Coordinator (AEWC) will:

(1) Be responsible to the SEWC as his/her assistant.

(2) Assign E-6 and below Sailors to duty sections.

(3) Review all publications, Standard Operating Procedures (SOPs) and recall binders on the quarterdeck monthly to ensure all are current.

(4) Ensure the current Random Antiterrorism Measures (RAMs) schedule is posted on the quarterdeck.

i. Administrative Officer/Security Manager will:

(1) Receive watchbills by the 25th of each month from SEWC/SWO and prepare for distribution in the POW.

(2) Provide SWO and SEWC a current monthly alphabetical recall listing and a gain/loss report by the 20th of each month of NAS Pensacola personnel (provided by the departmental LCPOs).

(3) Ensure personnel E-6 and above, who are assigned as CDO or ACDO, have a secret security clearance.

(4) Ensure security requirements are met and access is granted to CDOs and ACDOs for the SIPRNET access room located at Building 1500. Ensure completion of the Standard Forms 701 and 702 are properly posted, reviewed, and completed.

j. The Installation Emergency Management Officer shall:

(1) Provide training to CDOs on the use of available Mass Warning Notification (MWN) equipment, and other command and control equipment and systems, as appropriate and directed.

(2) Train CDOs on emergency procedures i.e, incident response procedures, installation evacuation, shelter in place, and Continuity of Operations Planning requirements and procedures.

(3) Support the CDO training and qualification program, as appropriate.

k. The Command Duty Officer (CDO) will:

(1) General Information:

(a) Be the direct representative of the CO to ensure the security, safety, and well-being of the installation, tenant commands, and personnel.

(b) Be responsible for the proper execution of station orders and such instructions as may be issued by the CO, XO or SWO.

(c) Ensure NAS Pensacola is properly represented in the arrival/departure of visiting dignitaries and VIPs.

(d) Maintain awareness of significant activities occurring within the installation's AOR and be alert to significant events potentially impacting the installation.

(e) Maintain overall responsibility for the watch section. Maintain situational awareness and be familiar with all subordinate watch responsibilities to include the use of Giant Voice/MWN systems.

(f) Notify the CNRSE ROC at commencement and upon conclusion of all special events that occur on base i.e. concert on base, as per the General Population Visit (GPV) completed by security and submitted via SIPRNET message traffic.

(g) Maintain familiarity with installation security posture requirements and procedures; installation vulnerabilities and mission essential facilities.

(2) Qualifications:

(a) Be an E-7 or above designated in writing by the CO. Highly motivated E-6's may obtain the CDO qualification to remain competitive; however, they will not stand CDO.

(b) Complete the required JQR to perform their assigned duties to include standing a minimum of three watches under instruction. Additionally, each candidate must pass an oral board consisting of the XO, CMC, SWO, SEWC, a qualified CDO, and department representatives from the following departments: Admin; Air Operations; Port Operations; Public Works; and Security.

(c) Have a minimum of a SECRET security clearance to access message traffic sent via SIPRNET.

(d) Check out with the SWO or the SEWC upon being removed from the watchbill.

(e) Due to the constant-changing nature of the CDO watch, CDOs are required to stay well-informed of all issues effecting the installation. Should a CDO miss standing watch for over 30 days, he/she must stand a proficiency watch under

instruction unless waived by the SWO. Such waiver should not be a routine event and should apply only under unusual circumstances.

(3) Emergencies:

(a) Ensure timely and proper action is taken on matters affecting the command and tenant commands, using station instructions, standing orders, and guidance. In the absence of any instruction, call the SWO.

(b) Monitor emergencies until relieved by the CO, XO or appropriate Department Head or Special Assistant.

(c) The XO will personally review all OPREP-3 messages prior to release. CDOs are encouraged to use available resources (the duty IT, the Admin Officer, a subject matter expert) to ensure messages are correct and properly formatted. The CDO does NOT have message release authority. Release authority rests with the CO, XO, and AO. In the rare event that they cannot be reached and the incident is of an urgent nature, do not delay release of the message awaiting their response.

(d) Promptly notify the CO, XO, and all pertinent personnel as dictated by the situation of significant incidents which occur on the installation, as well as those in the vicinity of the installation, that may impact operations or personnel. Refer to the most current Commander's Critical Information Requirements and Significant Events Reporting Notice (CCIR/SEP) (NASPCOLANOTE 5214).

(e) In response to an emergency or training evolution take measures to set up the Emergency Operation Center (EOC). Take control of the EOC until properly relieved by the Emergency Manager (EM), XO, CO or other qualified senior representative.

(4) Specific Tasks:

(a) Be in the proper uniform of the day, Service Khakis, with the CDO nametag on the left pocket of the uniform and ensure other watch standers are also in the proper uniform of the day.

(b) Review the Command Deck Log for accuracy prior to turnover with the CMC and XO.

(c) Personally address the duty section at the morning muster. Ensure watch standers stand their watches in a proper manner by providing guidance and direction in their responsibilities.

(d) Ensure colors and taps are performed without discrepancy. The holiday flag is flown on Sundays and national holidays at the NAS Pensacola Chapel. In the event of foul weather or heavy winds, the holiday flag will be difficult to manage and will not be flown. If lightning or thunder can be seen or heard, the flag will not be hoisted or lowered but colors will still play at the designated time and the flags will be hoisted or lowered once deemed safe. Personnel observing colors shall be on station 30 minutes prior to morning and evening colors to ensure accountability and the 5-minute warning is sounded on time.

(e) Review the CDO NIPRNET and SIPRNET message traffic at least twice daily; once after normal working hours. If immediate action is necessary, direct the message to cognizant Department Head or Special Assistant. Classified messages that require Chain of Command notification shall be screened and the XO notified of the message and subject.

(f) Make mutual aid notifications to the CNRSE ROC via email and carbon copy the CO, XO, CMC, and Fire Chief.

(g) Check Standard Form 701 (space) and 702 (container) to ensure the secure status of the SIPRNET Access room.

(h) The on-coming and off-going CDOs will brief the CMC and the XO on workdays at 0730, or at the first opportunity on command PT days, after conducting a sight inventory in the SIPRNET access room and completing a turnover. The CDO, CMC, and XO will sign the Command Deck Log. Where possible, the XO and CMC will be briefed at the same time. Additionally, the CDO will brief the CO and XO Monday through Friday excluding holidays at 1530. The brief shall consist of pertinent matters i.e. power outages, service interruptions, and significant events.

(i) Report the conditions of the installation to the CNRSE ROC and update status panel via the C4I Suite daily after assuming the duty or as early as possible.

(j) Inspect and sample one meal served in the General Mess (NATTC Galley, NASC Galley, or Corry Station Galley), and report deficiencies to the XO during turnover.

(k) Make two rounds of the below areas using the CDO vehicle (the ACDO may be utilized for one of the two rounds):

1. NAS Pensacola

a. NAS Pensacola Security

b. Portside Enlisted Club

c. Along the seawall

d. Morale, Welfare and Recreation (MWR) facilities i.e. camp grounds

e. Ships in port

f. Echo barracks Building 3910

(1) First through fourth floors

(2) During the work week, one round will be directly after working hours (1600) and the other will be after taps (2200).

(3) On weekends and holidays, one round will be in the first half of the day and the other will be after taps.

(4) The rounds will be logged in the Command Deck Log and the Echo Barracks front desk log.

2. Corry Station

3. Saufley Field

4. Blue Angel Park

(l) Ensure roving patrols are conducted to support the Navy's prevention of sexual assault efforts. Additionally, personally ensure the equipment needed to complete the roving patrols is accounted for daily. Report discrepancies to the CMC.

(m) Reside onboard overnight in the designated CDO bunkroom and continuously throughout period of duty except when making rounds to the NAS Pensacola Areas of Responsibility (AOR).

(n) Conduct random spot checks on quarterdeck watch standers, testing knowledge using scenario-based situations.

(o) Ensure Random Antiterrorism Measures (RAMs) are being conducted on the quarterdeck.

(p) Approve the section watchbill at least one week prior to scheduled duty day and ensure it is posted on the duty section board.

(q) Keep the quarterdeck informed of present location and be available for phone consultation or immediate recall at all times.

(r) Participation in CDO training is mandatory.

1. The Assistant Command Duty Officer (ACDO) will:

(1) Be the direct assistant to the CDO and, in the absence of the CDO, the direct representative of the CO to ensure the security, safety, and well-being of the installation, tenant commands, and personnel.

(2) Familiarize themselves with the CDO's duties and responsibilities and be prepared to act on his/her behalf in their absence.

(3) Be reserved for E-6s that have exhibited mature behavior and effective leadership.

(4) Have a minimum of a SECRET security clearance to access message traffic sent via SIPRNET.

(5) Complete the required JQR to perform their assigned duties to include standing a minimum of three watches under instruction and passing an oral board consisting of the SWO, SEWC, a qualified CDO, and department representatives from the following departments: Admin; Air Operations; Port Operations; Public Works; and Security.

(6) Be in the proper uniform of the day, Navy Service Uniform (NSU), wear the ACDO nametag on the left side of the uniform throughout the watch, and ensure other watch standers are also in the proper uniform of the day.

(7) Reside onboard overnight in the designated ACDO bunkroom.

(8) Keep the quarterdeck informed of present location and be available for phone consultation or immediate recall at all times.

(9) Check out with the SEWC before being removed from the watchbill.

(10) Not be assigned a quarterdeck watch while assigned as ACDO.

(11) Attend CDO training.

m. The Section Leader (SL) will:

(1) Be reserved for E-6 and E-5s that have exhibited mature behavior and effective leadership. The SL is responsible for providing watch standers for POOW, MOOW, Duty Driver, colors detail and other duties that will ensure the security, safety, and well-being of the station and personnel on assigned duty day and have appropriate security clearances, drivers licenses, and other required licenses.

(2) Ensure the watchbill for the next duty day is approved by the assigned CDO posted on the duty section board at least one week prior to the scheduled duty day.

(3) Ensure the first and second quarterdeck watch has a 45 minute chow relief by providing a duty section person to cover the watch so that two-person integrity is maintained at all times.

(4) Verify and update their duty section's recall bill monthly or as required to ensure accurate recall information (phone numbers and addresses) in the event of an emergency recall.

(5) Be responsible for ensuring effective training and qualification standards are in place to qualify newly assigned personnel for POOW, MOOW, Duty Driver and Bus Driver.

(6) Track all qualifications for section personnel ensuring watches are assigned according to pay grade. Ensure duty section tracker is posted on the duty section board.

(7) Account for all assigned personnel at duty section muster and report findings to the CDO.

(8) Ensure quarterdeck watch standers execute station orders and instructions issued by the CO, XO, SWO, SEWC and CDO.

(9) Be present at all musters and observe morning and evening colors.

(10) Be prepared to activate the duty section in the event of a disaster or upon notification by the CDO, ACDO and/or the quarterdeck.

(11) Not be assigned as ACDO.

n. The Petty of the Watch (POOW)/Messenger of the Watch (MOOW) shall:

(1) General Information:

(a) The performance of this position has a direct effect on the CO and the mission of this command with regards to first impressions to all visitors, in case of an emergency operation, and especially after normal duty hours, weekends, and government and national holidays. During those times, this position has responsibility in assisting in notification of the chain of command to respond to all emergencies following the quarterdeck instructions.

(b) Execute station standing orders and instructions issued by the NAS Pensacola CO, XO, SWO, or CDO.

(c) Quarterdeck watches will consist of three 8-hour watches (0700-1500/1500-2300/2300-0700). The uniform for quarterdeck watchstanders is Naval Service Uniforms (NSUs) with the POOW/MOOW badge affixed to the left pocket.

(d) While standing watch there will be no cell phone use, internet surfing, Facebook or other social media, or reading materials other than military related or professional news sources such as local news, CNN, Fox News, Navy Times and/or rate training manuals. Foul language, discriminatory behavior, and/or malingering will not be tolerated.

(e) Maintain the quarterdeck in an impeccable manner and follow proper military protocols, to include calling "attention on deck" each time the CO and any other O-6 or above enters the quarterdeck. Render proper military courtesies when addressing Officers and Chief Petty Officers.

(f) The POOW shall supervise the MOOW at assigned duties and ensure compliance with directives.

(2) Emergencies:

(a) Be responsible for informing the CDO and ACDO of matters meriting attention of the CDO, the CO, XO, SWO, Department Heads, or Special Assistants.

(b) Ensure the CDO, ACDO, and SL are made aware of emergencies. Remain at post to organize and dispatch additional equipment and personnel as required and to be a point of contact for matters pertaining to any emergency.

(c) The crash phone circuit is a direct link to the airfield. It will sound when there is an aircraft emergency. The crash phone circuit is tested each morning, providing that the airfield is open. Aircraft emergencies will be logged in the Command Deck Log, and shall contain the aircraft call sign, type of aircraft, and number of individuals (souls) on board, amount of fuel on board, cause of the emergency, and the runway the aircraft will attempt landing on. When securing from the emergency, annotate in the log if further assistance is needed. Additional information can be obtained from Sherman Field Operations Duty Office. Immediately notify the CDO.

(d) The quarterdeck will be notified when severe weather is forecasted by one of the following: the local weather office at Sherman field; the Fleet Weather Center in Norfolk; the ROC in Jacksonville; or the Installation Emergency Manager. Severe Thunderstorm Watch/Tornado Watch notifications require an ATHOC notification to a predetermined list of personnel in the ATHOC system. Severe Thunderstorm Warnings and Tornado Warnings also require an ATHOC notification but additionally require a Giant Voice notification. ATHOC notification is also required when hurricane Conditions of Readiness (COR) change (COR 5 through 1).

(e) If the EOC is activated, use the ATHOC system to inform all members of the EOC when directed by the EMO and/or CDO.

(f) Red Cross messages are received for service members with an emergency in their family. Whenever a Red Cross message is received, verify the service member's command.

1. If the recipient is assigned to NAS Pensacola, obtain the following information from the Red Cross operator:

- a. Name of the recipient.
- b. Name and phone number of person who called in the Red Cross message.
- c. Reason message was sent i.e. a death in the family, etc.
- d. If death, who verified death and the name and number of the funeral home.
- e. Whether service member is aware.
- f. If hospitalized, the condition of the patient and doctor's prognosis.
- g. Red Cross case number.

2. Notify the CDO. If service member is not aware of the emergency, the duty chaplain will be contacted to notify the service member.

3. Red Cross will call back to verify that the message has been delivered.

4. If the service member does not belong to NAS Pensacola, give the Red Cross representative the phone number for the appropriate command CDO.

(3) Security of Building 1500:

(a) Control access to Building 1500 by verifying the identification of all entering (except the CO, XO, CMC, and expected distinguished visitors). Guests, defined as personnel not assigned to NAS Pensacola Command, will be escorted by a representative of the office they are visiting and logged into the visitor log. If the CO, XO, or CMC receive a visitor, the watch will call the respective office to gain approval/disapproval to escort visitor to the respective office. Under no circumstances will visitors be allowed to walk freely about the building.

(b) Ensure the security of Building 1500 by regularly monitoring security cameras. Make rounds of Building 1500 every two hours during normal working hours to ensure unused doors are secured. After evening colors, ensure all doors (internal and external) to include the main entrance are locked. Remain vigilant while on watch and making rounds. Contact Security via phone or duress button should suspicion arise.

(c) Ensure the security bollards are in place and not removed without permission from quarterdeck watch. Bollard shall only be removed for official business and only long enough to allow the vehicle to enter/exit.

(d) Ensure personnel accessing the SIPRNET Room located on the quarterdeck are on the access list that is posted on the door.

(e) Ensure Random Antiterrorism Measures (RAMs) are being conducted and logged in accordance with the monthly RAM schedule.

(4) Specific Tasks:

(a) Review the standing orders and Command Deck Log prior to assuming the watch.

(b) Inventory vehicle keys, cell phone chargers and the command keys prior to assuming the watch.

(c) E-5 and above will be proficient in the use of the giant voice system for first call, colors and special announcements.

(d) Process (log and stamp orders for) inbound personnel transfers accordingly.

(e) Maintain the Command Deck Log, recording pertinent events such as fire alarms, medical emergencies, aircraft emergencies, etc. Entries will be made as soon as possible after the event occurs. Medical emergencies must contain the patient's rank; command; where, when, and how it happened; and the cause and end result of the emergency. Do not log personally identifiable information i.e. name, social security number, and date of birth.

(f) Hospital admissions should be logged in the Command Deck Log. The CDO should be notified when a member assigned to NAS Pensacola is admitted to the hospital. Command Deck Log entries should contain member's rank, department, and the reason for admittance. If member is assigned to another command, the parent command CDO will be notified.

(g) Port Operations will notify the quarterdeck of all ships arriving and departing. Log the ship's date/time of arrival/departure in the Command Deck Log. Notify the CDO, POOW, and SL of the ship's arrival. The fuel barge will also call and notify when they are loading and unloading fuel. Log the location, start and end time, the amount of fuel, and the type of fuel being loaded or unloaded.

(h) If a deserter turns himself/herself in voluntarily, take any and all information and have the MOOW escort him/her to the Office of the Staff Judge Advocate (SJA). If a deserter turns himself/herself in after normal working hours, contact the SJA to make arrangements with Bachelor Quarters for a room until the next working day. Arrangements will then be made to return the member to his or her parent command or Temporary Personnel Unit in Jacksonville.

(i) Be cognizant to whether the CO, XO, CMC, and VIPs are in the building.

(j) Ensure the Command Deck Log is accurate and error free for the CDO's signature prior to turnover.

(k) Only official calls (local and long distance) are allowed while on watch. Transfer phone calls for the CO or XO to the CO's secretary. When the secretary has left for the day, take a message (caller, message, and return phone number). Call the CDO if further guidance is needed.

(l) Does not leave his/her post without a proper relief to include smoke breaks, except to use the head or while making rounds.

(m) Ensure the Heat Casualty Prevention Program is enforced by checking the Wet Bulb Temperature Index from 1 April through 31 October every hour beginning at 0600 continuing until 1800 and at any time the daily temperature is predicted to be above 80°F. Flag conditions are reported to all commands listed in the Flag Condition binder on the quarterdeck at 0600 and every time a flag condition changes.

(n) Support NAS Pensacola's Energy Conservation Program by ensuring all unused lights are turned off after working hours.

(o) Direct all calls regarding public affairs information to the NAS Pensacola Public Affairs Office (PAO). Do not release information to the media unless previously approved by the NAS Pensacola PAO.

o. The Duty Driver will:

(1) Be in the proper uniform of the day. While Navy Working Uniform (NWU) is the appropriate uniform in most circumstances, the NSU will be worn when the duty driver is scheduled to drive the CO to and from official functions.

(2) Wear the Duty Driver nametag on the left side of the uniform throughout the watch.

(3) Be for official use only to include medical appointments, official functions, and the airport (for PCS or TAD travel). Home visits are not authorized.

(4) Have a valid driver's license.

(5) Be a 24-hour duty and will ensure a valid recall number is on the quarterdeck. The duty driver will be within a 10 minute recall to NAS Pensacola. A duty driver bunkroom is available in Building 3910, if needed.

(6) Inspect vehicles each morning at duty section turnover. Vehicles are checked to ensure proper operation; i.e., check oil level, tire pressure, etc., ensure fuel tanks are at least  $\frac{3}{4}$  quarters full and vehicles are clean. Follow the vehicle inspection sheet that is next to the vehicle keys. Use the assigned government gas card to fill each vehicle.

(7) Be qualified to operate a passenger bus within three months of assignment to a duty section.

6. Changes to this instruction will not be made without prior approval from the SEWC, SWO and XO.



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