



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

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NAVSUPPACT NAPLES INST 1601.4F

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7 JAN 2010

NAVSUPPACT NAPLES INSTRUCTION 1601.4F

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: COMMAND WATCH ORGANIZATION AND STANDING ORDERS

Ref: (a) NAVSUPPACT Naples Quarterdeck SOPs
(b) NAVSUPPACT NAPLES INST 11103.1 (Series)
(c) NAVSUPPACT NAPLES INST 5400.8 (Series)
(d) U.S. Navy Regulations, 1990
(e) OPNAVINST 3100.6 (Series)
(f) NAVSUPPACT NAPLES INST 3750.2 (Series)
(g) CNREURAFSWAINST 5400.1 (Series)
(h) NAVSUPPACT NAPLES INST 5000.1 (Series)

Encl: (1) Definitions and Responsibilities of Command Watches
(2) Standing Orders for the Command Duty Officer (CDO)
(3) Standing Orders for the Assistant Command Duty Officer (ACDO)
(4) Standing Orders for Security Watch Commander (SWC)
(5) Standing Orders for the Operations Duty Officer (ODO)
(6) Standing Orders for the Command Watchbill Coordinator (CWC)
(7) Standing Orders for the Command Duty Chaplain
(8) Standing Orders for the Command Duty Casualty Assistance Calls Officer (CACO)
(9) Standing Orders for the Duty Administration
(10) General Orders to Navy Sentries and Watches
(11) General Rules for Watch
(12) ACDO Turnover Checklist
(13) CDO Turnover Checklist
(14) ACDO Qualification Checklist
(15) CDO Qualification Checklist
(16) Duty Admin Qualification Checklist

1. Purpose. To provide duty personnel with a concise document concerning the structure, organization, and duties of their watch. Watchstanders shall familiarize themselves with references (a) through (f). In the event of conflict between this document and official Naval Support Activity (NAVSUPPACT), Naples, Italy publications signed after the date of this instruction, such official publications will govern. Questions concerning the watch or areas of possible conflict between this guide and other references should be referred to the Senior Watch Officer (SWO) for resolution.

2. Cancellation. NAVSUPPACT NAPLES INST 1601.4E.

3. Scope. This directive applies to all NAVSUPPACT Naples watchstanders.

4. Discussion. References (a) through (f) and enclosures (1) through (16) provide detailed instructions for watch personnel. Reference (a) is the standard operating procedure binder detailing procedures for routine situations. Reference (b) is the NAVSUPPACT Naples policy for the administration and occupancy of Bachelor Enlisted Quarters (BEQ). Reference (c) is the NAVSUPPACT Naples Command Organization and Regulations Manual. Reference (d) is U.S. Navy Regulations. Reference (e) is the OPNAV Instruction for special incident reporting. Reference (f) is the NAVSUPPACT Naples Aviation Pre-Mishap Plan. Reference (g) is the CNREURAFSWA Assignment of Area Coordination Authority Instruction. Reference (h) is the NAVSUPPACT Naples Senior Officer Present Afloat (SOPA) Admin Manual.

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5. Command Duty Watches. The minimum daily command duty watch will consist of the following:

- a. Command Duty Officer (CDO)
- b. Assistant Command Duty Officer (ACDO)
- c. Operations Duty Officer (ODO)
- d. Security Watch Commander (SWC)
- e. Duty Chaplain/Religious Programmer
- f. Casualty Assistance Calls Officer (CACO)
- g. Duty Administration (Admin)

6. General. Personnel permanently assigned to this command, or on temporary duty for a period greater than 90 days will be assigned watch duties. Additionally, tenant command personnel may be included in NAVSUPPACT Naples watch rotations subject to command-level agreements. Personnel in a Limited Duty (LIMDU) status may be assigned watch duties depending upon their capabilities.

a. Quarterdeck watch standers will wear the uniform of the day, as prescribed in reference (c). Other watchstanders may wear the working uniform when the conditions of the watch dictate.

b. Prior to being relieved, the off-going watchstander will thoroughly brief the on-coming watch. The on-coming CDO will ensure turnover checklists, enclosures (12) and (13), are properly filled out and filed on the quarterdeck.

c. Watch standers will familiarize themselves with standing orders and instructions which assist them in the conduct of the watch. When conducting under-instruction (U/I) watches, each U/I will complete a qualification check-off list (enclosures (14), (15), or (16)), which the CDO or CWC may sign for verification. Once check-off lists are completed for ACDO, the Command Watchbill Coordinator (CWC) will certify on the check-off list that they are ready to stand watch. CDOs will be certified only after a formal screening board which is convened and chaired by the SWO or the CWC.

d. This instruction is a general guide and is in no way intended to limit the responsibilities and authorities needed to take corrective action as the situation requires.

e. The CWC has direct control of the watchbill. The CWC shall consult with the SWO to resolve problems concerning the watchbill.

f. A watchstander may exchange duties with another qualified watchstander. Approval for such an exchange must be obtained from the CWC at least 48 hours prior to the watch. The CWC or SWO shall be notified by submitting a special request chit, e-mail message, or memorandum. The watchstander is responsible for ensuring the watchbill maintained on the quarterdeck is updated to reflect any approved changes. Stand-bys are permitted for a total watch only, except as specifically authorized by the SWO or CWC. Personnel on the sick list, unexpected TAD, or on emergency leave shall be relieved by a watchstander

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designated by the CWC or the SWO. The scheduled watchstander shall promptly advise the cognizant senior watchstander of any inability, official or otherwise, to stand a day's duty.

7. Prerequisites. CDOs and ACDOs are required to stand at least two under-instruction watches. During these under instruction watches, assigned personnel will remain onboard their watchstation long enough to become familiar with the watch routine, base facilities, and the following instructions:

a. NAVSUPPACT NAPLES INST 1601.4 (Series). Command Watch Organization and Standing Orders.

b. Quarterdeck SOPs and status board.

c. NAVSUPPACT NAPLES NOTICE 1600 (Monthly Command Watch Listing).

d. ACDO logbook/computer procedures.

e. OPNAVINST 3100.6 (Series) (Special Incident Reporting Procedures).

f. NAVSUPPACT NAPLES locator and recall program.

g. NAVSUPPACT NAPLES INST 3750.2 (Series) (Aviation Pre-mishap Plan).

8. Eligibility Requirements. Personnel assigned as CDO and ACDO shall possess SECRET access. Individuals will be granted access by the Commanding Officer to those critical areas as necessary to perform their duties.

9. Classified Material Control. The CDO and ACDO are authorized to handle classified message traffic up to and including SECRET, in accordance with procedures established by the Security Manager. The individual's service record should contain appropriate clearance information for handling of classified material. Every CDO and ACDO will be issued a courier card in the event that classified material must be moved from one site to another. A Classified Material Access List for all NAVSUPPACT Naples personnel is maintained by the Administration Department. Upon notification of receipt of TOP SECRET material or message traffic, the following personnel (in order of priority) will be requested to report to the message center to read the message: TOP SECRET Control Officer, Security Manager, Administration Officer, Executive Officer, and Commanding Officer.

10. Authority. The CDO is the direct representative of the Commanding Officer and has the authority to enforce regulations and instructions on his behalf.



R. B. RABUSE

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DEFINITIONS AND RESPONSIBILITIES OF COMMAND WATCHES

1. Senior Watch Officer (SWO). The SWO will normally be the senior Lieutenant (line officer) on board, or other individual as designated by the XO. The SWO is assigned overall responsibility for the administration of the watch organization as required by this directive. Duties include:
 - a. Overall supervision of all command watches.
 - b. Provides watch instruction for new CDOs.
 - c. Ensures all watchstanders are fully qualified and properly instructed in their duties.
 - d. Coordinates the preparation of such standing orders or standard operating procedures (SOPs) as necessary to direct watchstanders in the proper course of action to be taken to carry out responsibilities and duties of the watch.

2. Command Watchbill Coordinator (CWC). The CWC will normally be the senior enlisted Senior Chief on board, or other individual as designated by the XO. The CWC is responsible to the SWO for the administration and submission of watch assignments, and ensuring day-to-day assignments are fulfilled. Duties and responsibilities of the CWC are delineated in enclosure (6).

3. Department Watchbill Coordinator. Departments responsible for providing watches identified in this instruction are required to designate an individual to be the Departmental Watchbill Coordinator. Department Watchbill Coordinators will provide input for their respective watchbills to the CWC no later than the 15th of the month prior for inclusion in the command watchbill (NAVSUPPACT NOTE 1600). Departmental Watchbill Coordinators will ensure personnel are properly qualified for the duties assigned. They will ensure proper relief for personnel assigned watches who must be relieved due to emergencies or inability to stand duty. Any changes to the departmental watchbills after submission for inclusion in the command watchbill will be coordinated with the CWC.

4. Command Duty Officer (CDO). All eligible personnel on board NAVSUPPACT Naples shall stand CDO unless specifically excused by the XO (See enclosure (2), para 2). The CDO will act for and make decisions in the name of the Commanding Officer, NAVSUPPACT Naples. He or she has full authority to make command decisions in all situations arising on the watch. In matters of importance, and those in which policy is not established or known, the CDO will communicate with the XO and/or CO for guidance and confirmation of proposed action. Standing orders for the CDO are contained in enclosure (2).

5. Assistant Command Duty Officer (ACDO). The ACDO acts as a subordinate watch officer to the CDO and performs those duties that may be assigned by the CDO. The ACDO will stand watch in the Quarterdeck office. Standing orders for the ACDO are delineated in enclosure (3).

6. Security Watch Commander (SWC). The SWC acts as the direct representative of the Security Officer, NAVSUPPACT Naples, in the performance of their duties. The SWC reports to the Command Duty Officer, Security Officer, or the Deputy Security Officer for all matters pertaining to the watch. The SWC is responsible for all aspects of physical security within the greater Naples

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area, including the Capodichino and Gricignano Support Site complexes. The SWC is specifically charged with: aiding U.S. armed forces personnel ashore while ensuring compliance with applicable laws and regulations available; responding and rendering assistance to the CDO in times of emergency; maintaining order and security; and executing recall when required. Standing orders for SWC are delineated in enclosure (4).

7. Operations Duty Officer (ODO). The ODO reports to the CDO and is designated to carry out the daily routine of the airfield 24 hours a day. The ODO will ensure scheduled VIP arrivals and departures are properly conducted and notify the CDO of any changes to the VIP schedule. The ODO must be prepared to activate the emergency response system in the event of an aircraft mishap and to assist the CDO in the implementation of the Aviation Pre-mishap Plan. Standing orders for the ODO are delineated in enclosure (5).

8. Duty Chaplain. Specific guidance instructions for the Duty Chaplain are delineated in enclosure (7).

9. Naples Security Officer. When on board, the NAVSUPPACT Naples Security Officer is directly in charge of all security-related events, to include any crisis incidents.

10. Duty Casualty Assistance Calls Officer (CACO). The CACO has various responsibilities in the event of a death, serious illness, report of missing in action, or duty status-whereabouts unknown of NAVSUPPACT Naples and supported command military members. Standing orders are delineated in enclosure (8).

11. Duty Admin. Duty Admin is responsible for preparing message traffic and emergency leave orders outside normal working hours and on weekends. Additional duties are delineated in enclosure (9).

12. Indoctrination Watches. During the first 90 days on board this command, each prospective watchstander will receive an appropriate indoctrination briefing from the SWO or CWC and will be assigned two U/I watches. Following these two watches and prior to standing their first watch, each new watchstander will report to the SWO or CWC, who will determine their qualifications and readiness to stand independent watches. Personnel scheduled to stand an indoctrination watch will be listed on the watchbill to which they are assigned.

13. Daily Military Watch Sections. Personnel assigned duty will be in a duty status for a 24-hour period.

14. Alcoholic Beverages. Personnel shall not consume alcoholic beverages eight hours prior to assuming the watch, or at any time during the period that they have duty.

15. Reporting/Departing Personnel. Personnel will be excluded from duty, including U/I watches, for 30 days after reporting on board and for 30 days prior to departing. It is the responsibility of each watchstander as well as the Departmental Watchbill Coordinator to notify the CWC or SWO 30 days prior to rotation.

16. Recommendation for Watchstanding Improvement. During the course of the watch, each watchstander should examine their area of responsibility in detail and submit suggestions or recommendations which would result in overall improvements or increased efficiency in watchstanding procedures. These suggestions and recommendations will be forwarded to the SWO via the CWC, who will attach their evaluation of the submitted proposal.

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17. Watch Rotation. The CWC will develop a watch rotation for the CDO/ACDO watchbill. Rotation may vary due to TAD or leave and to ensure equitable distribution of weekday/weekend/holiday duty. Fairness to all watchstanders will be strictly observed and monitored by the SWO. The SWO will approve watch rotation plans prior to their implementation.

18. Other Watchstanders. On occasion, it may be necessary to post additional watches, such as special security watches or parking lot watches. These watches may be established by direction of the CO, XO, SWO, or CDO. When established, these watchstanders, as all other duty personnel, will be under the direction of the CDO.

19. Watchbill/Discrepancies. The command watchbill (NAVSUPPACT NAPLES NOTICE 1600) is published each month in advance of the duty period. The responsibility for mustering and standing a watch rests entirely with the person who is listed on the current watchbill. If there is any discrepancy with the watchbill, it is incumbent upon the member listed on the watchbill to resolve the problem with the CWC, prior to the muster time for the member's watch.

20. Supernumeraries. There will be two supernumeraries for each month on the CDO Watchbill; one will be assigned as primary supernumerary, and one as the secondary supernumerary. In the event of emergency leave/TAD, illness or other unexpected situation, the CWC will call-in a supernumerary to stand the CDO watch. In the event there are two watchstanders out in one month, the primary supernumerary will be called for the first event, followed by the secondary supernumerary for the second event. In the unlikely case of the three or more watchstanders out in one month, the CWC will handle filling the subsequent watches with alternate personnel on a case-by-case basis.

21. Reassigned Indoctrination Watch. At any time, personnel who the SWO feels are not performing their duties correctly and need additional training may be placed back on U/I watches until duties are performed correctly. The number of watches required will be determined by the SWO.

22. Watchstander's Meetings. At least once each month, a regularly scheduled mandatory meeting will be held with all CDOs. The meeting will be chaired by the SWO/CWC and will be used to discuss training topics, problems and additional watch duties. Weekly training for ACDOs will be coordinated by the CWC and attendance is mandatory. Topics discussed and attendance sheets will be forwarded to the SWO and maintained by the CWC.

STANDING ORDERS FOR THE COMMAND DUTY OFFICER (CDO)

1. General.

a. The CDO is an individual designated by the Commanding Officer, U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy to act as his direct representative. The CDO has authority over all watchstanders within the command and shall exercise command over all situations arising during their duty day.

b. The CDO's primary function is to supervise and direct all routine command activities, tasks, and functions at NAVSUPPACT Naples, ensuring the safety, security, good order, and discipline of the command, its tenants, and its residents in the housing areas.

2. CDO Watches. ALL LTs, LTJGs, ENSs, Chief Warrant Officers (CWO2 and CWO3), Senior Chiefs, and Chief Petty Officers will stand CDO watches, unless otherwise authorized in writing by the XO. Officers in the Chaplain Corps will stand Duty Chaplain watches instead of CDO.

3. Organizational Relationships.

a. During the performance of his duties, the CDO reports to the XO or, in his absence, the CO.

b. The following personnel report to the CDO:

(1) The ACDO and ODO watches are responsible to the CDO for the performance of assigned duties and maintenance of proper and alert watch vigilance.

(2) The SWC for the maintenance of good order, discipline, security, and processing of personnel requiring confinement or other discipline action.

(3) The Duty Chaplain and Duty Admin for matters pertaining to emergency leave, message traffic, and any administrative issues of an emergency nature.

(4) The Duty Casualty Assistance Calls Officer (CACO) for matters pertaining to personnel casualties, primarily for incidents involving severe injury or death of service member or family member.

(5) As directed, all personnel assigned extra duty or placed on restrictions.

(6) In the temporary absence of the department heads, their duty officers will report to the CDO concerning matters of command interest which affect the operation and administration of their departments.

4. Watch Hours. CDO is a 24-hour watch, from 0730 to 0730 on weekdays, weekends, and holidays. The off-going and on-coming CDOs will arrive at the NAVSUPPACT Naples Quarterdeck in ADMIN I at least 30 minutes prior to relieving the watch to conduct the turnover. The CDO may retire to the bunkroom after all tours and inspections are completed. (At a minimum, tours will consist of those listed in paragraph 6 under "Security Tour of Bases"). In order to be immediately available, CDOs must sleep only in the room provided at the Capo Inn.

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5. Weekend/Holiday Duty. On the last working day before a weekend or holiday period, the on-coming CDO will specifically check with the XO for instructions to be passed to weekend/holiday quarterdeck watchstanders.

6. Security Tour of Bases. Review the Quarterdeck Pass-down Log for special instructions to the watch; review the ACDO's intended conduct of the watch with him/her; and conduct a security tour of Capodichino facilities, to include a walk-through of the common areas of the BEQs. All CDOs will be familiar with the location and layout of the Gricignano Support Site and be prepared to conduct security tours as requirements may dictate.

7. Duty Requirements. The CDO will be responsible for the proper performance of any duties assigned by the XO and for the conduct and performance of all NAVSUPPACT Naples watchstanders.

a. The CDO shall keep the CDO cellphone with them at all times. Check with the off-going CDO for any unusual events occurring during the watch.

b. The off-going CDO will ensure that the Quarterdeck adjacent areas, including the entrances to ADMIN I and ADMIN II are neat, clean, and present a proper military appearance. Weekday mornings, after being properly relieved, brief the XO on the events of the duty day. On weekends, ensure a complete and thorough pass down of all pertinent events; Sunday's off-going CDO should be well versed and able to debrief all events of the weekend on Monday morning.

c. Unless required elsewhere, the CDO should be present on the Quarterdeck at 0750, and again at sunset to observe that morning/evening colors are executed correctly and on time by the duty personnel. Every CDO should be familiar with the procedures for colors, which are promulgated by the CWC.

d. The CDO should pass any pertinent instructions to the on-coming duty section via the ACDO.

e. The CDO will screen all immediate messages received. If action is required prior to the next working day, the CDO will ensure the cognizant office is notified, and if required, recall the Duty Admin. Copies of immediate messages going to the XO must be initialed and any action taken so indicated.

f. The CDO will release messages of routine nature after normal working hours, when required. Messages not routine in nature will be cleared with the CO, XO, or cognizant department head prior to release.

g. The CDO should be thoroughly familiar with the instructions pertaining to incident reporting, such as those outlined in reference (e), and specifically familiar with reference (f), the Aviation Pre-Mishap Plan.

h. The CDO will ensure that he/she is kept informed of all major events and advised immediately of all emergency situations and drills. The CDO should be aware of incidents that will be a matter of record and make appropriate notifications.

i. In times of danger or emergency (actual or simulated), take action as On-Scene Commander, or as appropriate, until relieved by a senior line officer. In this regard, the CDO will remain cognizant at all times of the senior line officer aboard and will keep him/her apprised of any unusual

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events of which he/she must have knowledge. The NAVSUPPACT Naples, Security Officer, when onboard, will be placed in charge of all security-related events, to include all crisis incidents.

j. After working hours (and all day on weekends), the CDO will make the following tours/inspections (schedule permitting):

(1) General inspection of the Capodichino base.

(2) Other inspections as required (e.g., Carney Park and Gricignano Support Site).

Discrepancies and irregularities discovered during the course of inspections will be reported to the XO the following workday.

k. The CDO may grant emergency leave after working hours. American Red Cross verification is not required to grant emergency leave. The CDO will notify the cognizant department head or division officer prior to granting emergency leave. The CDO will ensure all possible assistance is given to the person going on emergency leave.

l. The CDO will refer all inquiries from the news media to the NAVSUPPACT Naples, Public Affairs Officer (PAO).

m. The CDO will regularly keep the Commander, Navy Region Europe, Africa, Southwest Asia (CNREURAFSWA) Command Duty Officer and the Commander, Naval Forces Europe - Commander, Naval Forces Africa - Commander, U.S. Sixth Fleet (CNE-CNA-C6F) Duty Officer informed in accordance with the Commanders Critical Information Requirements (CCIRs). If in doubt about when to contact the CNREURAFSWA Duty Officer or the CNE-CAN-C6F Duty Officer, call the XO or CO for guidance. CNREURAFSWA and CNE-CNA-C6F Duty Officers will be notified of all deaths or serious injury to U.S. military personnel or their dependents; the death or serious injury to an Italian national in which U.S. personnel may have been involved; any unfavorable incidents that may come to the attention of the press or higher military authority or any significant incidents involving fleet personnel. In accordance with references (d), (g), and (h), NAVSUPPACT Naples serves as the Local Area Commander (LAC) and the Senior Officer Present (Administration). In matters of interest to all U.S. Navy personnel, especially matters affecting ships in port, the LAC and/or SOP (Administration) should be informed.

n. The CDO will ensure that all members of the watch have read and comply with the applicable standing orders and those instructions and procedures maintained in the duty office.

o. Review the Quarterdeck log book to ensure proper entries are made.

p. Review and maintain the CDO Pass Down Log.

q. Be familiar with Navy Regulations and pertinent portions of the UCMJ, the Watch Officer's Guide, and facility directives regarding policy, procedures, emergency bills, regulations, and take appropriate action as necessary.

r. Be familiar with and respond to current weather forecasts and inclement weather procedures.

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s. Review SOPs, NAVSUPPACT Naples instructions, and other watch documentation at the start of every watch. Additionally, ensure that all watchstanders review these documents.

t. CDOs will review the aircraft ramp schedule provided by the ODO no later than 0730 and/or when changes occur. CDOs will greet all officers in paygrade 06 and above upon their arrival at, or departure from, the flight line. CDOs will personally inform the CO and XO of the scheduled arrival, departure, and/or transit through Naples of all officers in paygrades 07 and above.

8. Summary. These standing orders are not limiting in nature. Attention to duty, alertness, and sound judgment are the key attributes of an effective watch. If in doubt as to the proper course of action, do not hesitate to contact the XO or CO for guidance.

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STANDING ORDERS FOR THE ASSISTANT COMMAND DUTY OFFICER (ACDO)

1. The ACDO Watch is a rotating watch stood by designated E-5 and E-6 petty officers. The CWC will establish watch sections dependent upon the number of personnel assigned and promulgate a watch rotation, normally 8 or 12 hour shifts. The watch will be stood on the Quarterdeck of ADMIN I. The ACDO will be present on the Quarterdeck at all times.
2. The watch will be relieved at regularly scheduled times designated by the CMAA, usually at 0730 and 1930 daily, when in a 12-hour shift. The off-going and on-coming ACDOs will arrive at the Quarterdeck at least 30 minutes prior to relieving the watch to conduct the turnover.
3. The ACDO will:
 - a. Be responsible for mustering the on-coming watch section for briefing and inspection by the CDO each morning.
 - b. Be kept informed of all major events and be advised immediately of all emergency situations and drills.
 - c. Be familiar with those instructions which may be required to be implemented during the watch. The ACDO will also be familiar with all other instructions which will assist in the conduct of the watch.
 - d. Maintain an official log in black ink and in naval phraseology of the chronology of the watch, recording all important information and noteworthy occurrences in the administrative and operational aspects of NAVSUPPACT Naples.
 - e. Be familiar with the computer system used on the Quarterdeck especially in regards to retrieving information from the command's recall system software.
 - f. Be familiar with the procedures for and prepared to participate in morning/evening colors. In the event of the CDO not being available for colors, the ACDO is responsible for the correct and timely execution of morning and/or evening colors.
 - g. Ensure that the amplifier system used for colors and ceremonies is not utilized for any unauthorized purpose.
 - h. Assist in the processing of transient personnel as required.
 - i. Upon notification of receipt of an Immediate Action Message ensure immediate notification of the CDO, and, depending on the classification of the message, making arrangements for pick-up of the message. Recall the Duty Admin as required.
 - j. Ensure that the Quarterdeck area, including the steps and entrance to ADMIN I and ADMIN II, is maintained in a neat, clean, and military-like fashion. Stragglers or personnel with no apparent official business in the area should be directed to clear the area. Skylarking, noise, or any other disturbances will not be permitted on the front entrance or in the Quarterdeck area. Personnel other than those on watch will not be permitted in the duty office unless performing an official function. Baggage and other miscellaneous gear will not be left at the duty office or the Quarterdeck area.

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k. Ensure the cleanliness of the Quarterdeck area and the duty office. The ACDO will be responsible for leaving the Quarterdeck area in a neat and orderly condition prior to being relieved.

l. Read the Pass Down Log prior to assuming the watch.

m. Be responsible for checking personnel both on and off regular and/or emergency leave after working hours and on weekends and holidays. When the individual calls to check out or in from leave, enter the date, time, and name in the leave logbook.

n. Account for and maintain custody of Capodichino facility keys.

o. Muster restricted personnel as provided for on Restriction Orders. Inspect restricted personnel to ensure governing orders are followed and to ensure restricted personnel present a neat and proper military appearance.

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STANDING ORDERS FOR SECURITY WATCH COMMANDER (SWC)

1. The SWC watch is maintained at the Security Office onboard U.S. Naval Support Activity, Naples, Italy, ext. 5414 or 5589. The SWC reports to the CDO and the Security Officer in all matters pertaining to the watch.
2. The SWC will:
 - a. Be fully familiar with pertinent publications, instructions, and procedures which may affect the performance of the patrol watch section.
 - b. Be responsible for the performance of the patrol duty section, the general appearance of the Naval Support Activity at Capodichino and the Gricignano Support Site. The SWC will also provide pertinent information to the duty section.
 - c. Keep the CDO appraised of any significant developments, such as crime, accidents, detention of U.S. personnel by local authorities, and other incidents which may become subject to press reports or be of interest to higher authority.
 - d. Inform the Security Officer of all incidents that may require their presence.
 - e. Carry out the standing orders and other directives issued by the Security Officer.

STANDING ORDERS FOR THE OPERATIONS DUTY OFFICER (ODO)

1. Scope of Duties. The ODO is designated by the Commanding Officer to carry out the daily routine of transient air traffic at Capodichino air terminal 24 hours a day.
2. Watch Personnel. First, Second, and Third Class Petty Officers assigned to the Operations Department will stand ODO.
3. Duties and Responsibilities
 - a. The watch will commence at 0700 on normal workdays, weekends, and holidays. ODOs will arrive at the NAVSUPPACT Naples Air Operations Office at least 30 minutes prior to relieving the watch to conduct a turn-over.
 - b. The off-going ODO will ensure that the Operations Duty Office and VIP Lounge are neat and clean and present a proper military appearance.
 - c. The ODO will be present in Operations at all times. The ODO will respond to emergencies and attend other situations requiring their presence, and will:
 - (1) Be thoroughly familiar with the instructions pertaining to significant incident reporting and specifically familiar with the procedures contained in reference (f), the Aviation Pre-Mishap Plan.
 - (2) Regularly keep the CDO informed of any pertinent incidents, discrepancies, and irregularities occurring during a watch.
 - (3) Make regular inquiries into the completeness and accuracy of the daily flight schedule, informing the CDO in the event any changes are made that affect the arrival and/or departure of any VIP flight.
 - (4) Inform the ACDO and CDO when the last station aircraft is on deck. The ODO will notify the Operations Department Chain of Command and the CDO if any station aircraft deviate from the promulgated daily flight schedule.
 - d. Attention to duty, alertness, and sound judgment are the key attributes of an effective watch. If in doubt as to the proper course of action, do not hesitate to contact the CDO.

STANDING ORDERS FOR THE COMMAND WATCHBILL COORDINATOR (CWC)

The Watchbill Coordinator will:

- a. Maintain a rotating watch assignment for all personnel assigned to the U.S. Naval Support Activity, Naples, Italy.
- b. Keep the watch assignment record in neat condition and in a readily accessible place for use in his/her absence.
- c. Assign all watches per availability of watchbills provided by divisions and departments.
- d. Approve/disapprove all request chits affecting duty status for personnel assigned.
- e. Assign an alternate Watchbill Coordinator to fill the responsibility during his/her absence.
- f. Ensure watch training is accomplished prior to assigning newly arrived personnel to their first watch. Organize and conduct monthly CDO training and monthly ACDO/WOOD training.
- g. Prepare and submit the CDO/ACDO watchbill to the SWO by the 20th of each month.
- h. Inform the SWO of any suspected shirking of military duty by assigned personnel.
- i. Submit recommendations for improvements to the SWO.
- j. Perform other duties as assigned by the SWO.

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STANDING ORDERS FOR THE COMMAND DUTY CHAPLAIN

1. The Duty Chaplain will be "on call" for the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy complex, AFSouth, NRMC, and all tenant activities in the immediate Naples area.
2. The Duty Chaplain is to be contacted only in emergency situations.
3. To determine the incidents in which the Chaplain is to be called, the following guidance is given:
 - a. The Commanding Officer (CO), Executive Officer (XO), Command Duty Officer (CDO), NAVSUPPACT Naples, will determine if the Duty Chaplain should be notified.
 - b. An emergency exists when there is a death or life threatening illness or injury involving an American national(s) or family member(s). Included in this definition are grave events affecting the military community at large, such as a civil disaster or military alert.
 - c. Certain Red Cross messages request that a Chaplain be involved in some capacity. Notification is appropriate in these cases.
 - d. Requests for appointment and non-emergency messages can be taken for Chaplains and passed on at the beginning of the next working day to NAVSUPPACT Naples Chaplain's Office, extension 626-5617.
4. All Chaplains in the NAVSUPPACT Naples/NRMC area will assume a duty status for area ministry after 1630 Monday through Friday and all day on Saturday, Sunday, and holidays. This schedule is coordinated by the Command Chaplain and is promulgated in NAVSUPPACT NOTE 1600 (monthly watch notice).
5. The Duty Chaplain will be within cellular telephone distance during his official watch.
6. If there is a change to the Duty Chaplain schedule, approval will be given by the Command Chaplain through the Senior Watch Officer. The Chaplain assuming the duty for another will notify the CDO of the schedule change.
7. The Duty Chaplain will assist in delivering Red Cross messages as requested by the sender. If assistance in critical situations (death, serious illness) is needed, the Chaplain will contact the parent unit for notification and counseling.
8. If a specific denominational Chaplain is needed, it is the responsibility of the Duty Chaplain to locate one.
9. The Duty Chaplain will keep an Official Duty Log and brief the Command Chaplain of unusual events immediately. If it is deemed necessary, the Command Chaplain will notify the Commanding Officer/Executive Officer.
10. In the event of a disaster requiring multiple chaplains, the Duty Chaplain is responsible for notifying the Command Chaplain and other Chaplains, as necessary.
11. It is the responsibility of the Command Chaplain or someone they designate to prepare the Duty Chaplain Watchbill and forward copies as necessary to the CWC.

7 JAN 2010

STANDING ORDERS FOR COMMAND DUTY CASUALTY ASSISTANCE CALLS OFFICER
(CACO)

1. The CACO will be on call and available to respond in the event of a death, serious illness/injury (death is imminent), missing in action or duty status-whereabouts unknown of NAVSUPPACT Naples military members and GS civilian personnel.
2. The CACO may provide assistance to NAVSUPPACT military members and GS employees in the event of the death or serious illness/injury of a dependent family member living in Naples, if needed.
3. The CACO should be contacted immediately after the Quarterdeck has received a confirmed report of a NAVSUPPACT Naples personnel casualty.
4. The CACO watchbill is located on the NAVSUPPACT Naples Quarterdeck. The Duty CACO will be available 24 hours a day via telephone or cellular phone.
5. The CACO will be responsible for:
 - a. Notifying the military member's primary and secondary next-of-kin of a personnel casualty or notifying BUPERS, who will effect notification.
 - b. Drafting and releasing all personnel casualty messages.
 - c. Assisting the next-of-kin with funeral arrangements, death benefits, and any other assistance as needed.
 - d. Other duties as required and outlined in pertinent directives.
6. CACO training will be conducted semiannually by the NAVSUPPACT Naples CACO Coordinator in coordination with tenant command CACO representatives. The intent of CACO training is to qualify CDOs as CACO and to keep those CDOs already qualified as CACO abreast of any changes to the program. Attendance by all CDOs is required.

7 JAN 2010

STANDING ORDERS FOR DUTY ADMINISTRATION

The Duty Administration (Admin) will:

- a. Stand a 24-hour watch from 0730 to 0730 daily except on weekends. Duty Admin for Friday will also assume weekend duty responsibilities. During normal work days, turnover will be conducted no later than 0730 in the Admin Office.
- b. Remain in the ADMIN I Building during normal working hours (0730-1600). At 1600, the Duty Admin will relieve the CO's Secretary of her/his duties. The Duty Admin will depart NAVSUPPACT Naples only after being dismissed for the day by the CO/XO or, in their absence, by the Admin Officer/Admin LCPO. Duty Admin will checkout with the Quarterdeck prior to departing NAVSUPPACT Naples.
- c. Retain an official duty cell phone for immediate contact and recall. The duty cell phone will be kept on, in their possession, and charged at all times.
- d. Have a SECRET clearance, possess a courier card, and have access to the C4I Building.
- e. Have a thorough knowledge of reference (e) and any other directive pertaining to special incident reporting.
- f. Have a thorough knowledge of message writing and releasing procedures utilizing Navy Regional Enterprise Messaging System (NREMS) and STU III. Be available for the preparation of any outgoing message traffic.
- g. Have a thorough knowledge of TAD order writing procedures utilizing the ATOS software. Be available for the preparation of any emergency leave orders encountered during the watch.
- h. Keep the CDO or ACDO informed of his/her whereabouts at all times.
- i. Not consume any alcohol while on a duty status or eight hours prior to the watch. Duty Admin will notify the Command Duty Officer and the Admin Officer/ LCPO of any situation that would hinder their ability to stand the Duty Admin watch.
- j. Ensure that security checks of all assigned spaces (i.e., Admin, Training RM 212, CO/XO's Office) are completed prior to departing the ADMIN I Building at the end of the workday.

7 JAN 2010

GENERAL ORDERS TO NAVY SENTRIES AND WATCHES

1. Take charge of this post and all U.S. Government property in view.
2. Walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. Report all violations of orders I am instructed to enforce.
4. Repeat all calls from posts more distant from the Guard House than my own.
5. Quit my post only when properly relieved.
6. Receive, obey, and pass on to the sentry who relieves me all orders from the CO, XO, CDO, ACDO, Officers and Petty Officers of the watch only.
7. Talk to no one except in the line of duty.
8. Give alarm in case of fire or disorder.
9. Call the CDO in any case not covered by instructions.
10. Salute all officers and colors and standards not cased.
11. Be especially watchful at night and during the time of challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

7 JAN 2010

GENERAL RULES FOR WATCH

1. Always wear a clean, sharp-looking uniform.
2. Ensure you know all Standard Operating Procedures used by your watch.
3. Be knowledgeable of all U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy Instructions pertaining to your watch.
4. Do not allow personnel to leave objects on the Quarterdeck (except items for flag officers).
5. Ensure that you are familiar with message traffic distribution and action requirements.
6. Be courteous and respectful to all personnel regardless of grade or position.
7. Remember - you are the command's first line representative. How you present yourself reflects on the command.
8. Attention to duty, alertness, and sound judgment are the key attributes of an effective watch. If in doubt as to the proper course of action, do not hesitate to contact that officer having cognizance in the area of concern or the NAVSUPPACT Naples Command Duty Officer (CDO).

7 JAN 2010

DATE: _____

ACDO TURNOVER CHECKLIST

<u>ITEMS</u>	<u>INITIALS</u>
1. COMPUTER RECALL ACCESS	_____
2. CURRENT ALPHA ROSTER/RECALL BINDER	_____
3. LEAVE LOG	_____
4. STATUS BOARD UPDATED (SOPA UPDATE PHONE # 6-4301)	_____
5. CLEANLINESS OF QUARTERDECK AND CAPO LANDING	_____
6. SOP BINDER	_____
7. ACDO STANDING ORDERS	_____
8. KEY INVENTORY/KEY LOG VERIFIED	_____
9. ADMIN I FIRE ALARM (OPERATIONAL: Y / N)	_____
10. COMPUTER (OPERATIONAL: Y / N)	_____
11. PUBLIC ANNOUNCEMENT SYSTEM (OPERATIONAL: Y / N)	_____
12. TIME OF SUNSET _____	_____
13. CD PLAYER OPERATIONAL: (Y / N)	_____
14. LOG BOOKS (PDL, RESTRICTED PERSONNEL)	_____
15. BLANK EMERGENCY TRAVEL ORDERS (MILITARY/ CIVILIAN/CIVILIAN AFS/MILITARY AFS)	_____
16. FIRST AID KIT	_____
17. ACDO BADGE	_____
18. PDS CHECKS	_____
19. QUARTERDECK LOCKER ROOM CLEANLINESS	_____
20. REFRIGERATOR AND COFFEE MESS (CLEANLINESS)	_____
21. CHECK IN/OUT STAMP	_____
22. RAMP PARKING SCHEDULE	_____

	<u>PRINTED NAME</u>	<u>SIGNATURE</u>
ASSUMED DUTIES AS ACDO	_____	_____
PROPERLY RELIEVED AS ACDO	_____	_____

7 JAN 2010
DATE: _____

CDO TURNOVER CHECKLIST

- | <u>ITEMS</u> | <u>INITIALS</u> |
|---|-----------------|
| 1. OOD TURNOVER COMPLETED | _____ |
| 2. QUARTERDECK SOP MANUAL | _____ |
| 3. QUICK REFERENCE GUIDE | _____ |
| 4. MESSAGE INSTRUCTION GUIDES (2) | _____ |
| 5. VERIFIED CDO/PDL LOG | _____ |
| 6. RESTRICTED PERSONNEL | _____ |
| 7. RECALL BINDER | _____ |
| 8. SHIPS IN PORT (Y) (N) | _____ |
| 9. SOPA VERIFIED | _____ |
| 10. RAMP PARKING SCHEDULE (VIP'S NOTED) | _____ |
| NAME: _____ TIME: _____ | |
| _____ | |
| _____ | |
| _____ | |
| 11. NSA DAILY FLIGHT SCHEDULE (STATION C26'S) | _____ |
| 12. CELL PHONE/CHARGER/CDO BADGE | _____ |
| 13. KEY BOX INVENTORY | _____ |
| 14. CO/XO ONBOARD | _____ |
| 15. ROC DAILY REPORT | _____ |

	<u>PRINTED NAME</u>	<u>SIGNATURE</u>
ASSUMED DUTIES AS CDO	_____	_____
PROPERLY RELIEVED AS CDO	_____	_____

ACDO QUALIFICATION CHECKLIST

NAME: _____

1. UNDER INSTRUCTION WATCHES:

DATE: _____ CDO SIGNATURE: _____

2. QUALIFICATIONS

	<u>QUALIFYING ACDO SIGNATURE</u>	<u>DATE</u>
a. Special Incident Reporting SITREP, Navy Blue, OPREP 3 PINNACLE OPREP 3 PINNACLE	_____	_____
b. Message Handling/Immediate Action Messages	_____	_____
c. Restricted Personnel Requirements	_____	_____
d. Keys	_____	_____
e. PW/Housing Emergency Service	_____	_____
f. Transportation Requirements	_____	_____
g. Colors Procedures	_____	_____
h. Fire Alarm	_____	_____
i. Bomb Threats	_____	_____
j. Severe Weather Conditions	_____	_____
k. Secured Boating	_____	_____
l. Medical Emergencies	_____	_____
m. Communications Systems: (1) Radio (Public Announcement System)	_____	_____
n. Watchbills	_____	_____
o. Personnel Locator/Recall	_____	_____
p. ACDO Log Book Required Entries	_____	_____
q. Leave Papers	_____	_____
r. Quarterdeck SOPs	_____	_____
s. PCS Reporting Procedures	_____	_____

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- t. Pass Down Log Procedures _____
- 3. Duty Personnel Relationships and Responsibilities
- a. Operations Duty Officer _____
- b. Security Watch Commander _____
- c. Duty Chaplain _____
- d. Duty Admin _____
- e. Public Works Duty Officer/
Duty Seabee _____
- f. Duty Supply _____
- g. Command Duty Officer _____

COMPLETED/QUALIFIED _____ (CWC) _____ Date

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- u. Disaster Preparedness Activation _____
- v. Aircraft Pre-Mishap Plan _____
- 3. Duty Personnel Relationships and Responsibilities
 - a. Assistant Command Duty Officer _____
 - b. Operations Duty Officer _____
 - c. Security Watch Commander _____
 - d. Duty Chaplain _____
 - e. Duty Admin _____
 - f. Casualty Assistance Calls Officer (CACO) _____
 - g. Duty Public Works Officer/Duty Seabee _____
 - h. Duty Supply _____
- 4. Oral Qualification Board
 - Recommended _____ (CWC) _____ Date _____
 - Qualified _____ (SWO) _____ Date _____
- 5. Designation Letter _____ (CWC) _____ Date _____

7 JAN 2010

DUTY ADMIN QUALIFICATION CHECKLIST

NAME: _____ Rate/Rank: _____ Date _____

1. UNDER INSTRUCTION WATCHES:

DATE: _____ DUTY ADMIN SIGNATURE: _____

2. QUALIFICATIONS:

QUALIFYING DUTY ADMIN

	<u>SIGNATURE</u>	<u>DATE</u>
a. Special Incident Reporting (1) OPREP 3 PINNACLE (2) NAVY BLUE (3) UNIT SITREP (4) BLUE DART	_____	_____
b. Emergency Leave (1) Qualifying family member (2) DTS order preparation & funding	_____	_____
c. Message drafting/releasing (1) NREMS & STU III	_____	_____
d. Commanding Officer's Office (1) CO/XO's Calendar (2) Phone Etiquette/Office Protocol (3) Coffee preparation	_____	_____
e. Duty Cell Phone (1) Menu functions/usage	_____	_____
f. Security checks (1) CO/XO's Office (2) Admin Office - COMM Center/Central Files (3) CMC Office (4) Training Office	_____	_____
g. Security Clearance (1) SECRET Access granted	_____	_____
h. Courier Card (1) Classified material transport/safeguard	_____	_____
i. C4I Access	_____	_____

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3. I hereby certify that I have stood three under-instruction watches and have completed all of the qualification standards listed in paragraph 2:

MEMBER'S SIGNATURE

DATE

4. Service member has satisfactory passed a Duty Admin Oral Qualification Board.

ADMIN DEPT LPO SIGNATURE

DATE

ADMIN DEPT LCPO SIGNATURE

DATE

Copy to:
Division Officer's Notebook
Admin Officer