



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL SUPPORT ACTIVITY, NORFOLK
7918 BLANDY ROAD SUITE 100
NORFOLK, VIRGINIA 23551-2419

NAVSUPPACTNORVAINST 1601.2K

N1

21 Nov 03

NAVSUPPACT NORFOLK INSTRUCTION 1601.2K

Subj: DUTIES AND RESPONSIBILITIES OF NAVAL SUPPORT ACTIVITY,
NORFOLK DUTY SECTION PERSONNEL

Ref: (a) OPNAVINST 3120.32B

Encl: (1) Watchstanding Chain of Command Diagram
(2) NAVSUPPACT Norfolk CDO/ACDO Qualification Card
(3) Sample Letter of Designation
(4) NAVSUPPACT Norfolk Duty Yeoman Qualification Card
(5) NAVSUPPACT CDO Inventory Sheet

1. Purpose. To promulgate the duties, responsibilities, and qualification procedures for Naval Support Activity (NAVSUPPACT), Norfolk duty section personnel.

2. Cancellation. NAVSUPPACTNORVAINST 1601.2J, and NAVSUPPACTNORVAINST 1601.3.

3. Background. Per reference (a), NAVSUPPACT Norfolk duty sections are direct representatives of the Commanding Officer (CO) and will be familiar with all procedures that impact the proper conduct of the watch. In addition, duty section personnel are employed to carry out operations that impact the presence of NAVSUPPACT Norfolk, through the chain of command as outlined in enclosure (1) particularly after normal working hours.

4. Responsibilities

a. The Senior Watch Officer (SWO) is responsible to the CO for the efficient training and operation of duty section personnel. The SWO will ensure compliance with this directive. Additionally, the SWO will interview and ensure an oral board is administered as part of the member's final qualification as Command Duty Officer (CDO), Assistant Command Duty Officer (ACDO), and Duty Administrative Watch (DAW).

**NAVSUPPACT, NORFOLK
ADMIN
MASTER FILE**

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b. The Assistant Senior Watch Officer (ASWO) is responsible for establishing the training plan, coordinating monthly training for the CDOs and ACDOs; identify personnel eligible to stand CDO and ACDO, ensure they complete enclosure (2) and receive enclosure (3) prior to assuming their initial watch; submit Watchbill on a monthly basis, no later than the 20th of each month to SWO for approval.

c. The Enlisted Watchbill Coordinator is responsible for assisting the ASWO for establishing the training plan, coordinating monthly training for the CDOs and ACDOs; identify personnel eligible to stand CDO and ACDO, ensure they complete enclosure (2) and receive enclosure (4) prior to assuming their initial watch; submit Watchbill input to the ASWO for ACDO and Duty Administrative Watch (DAW) no later than the 17th of each month.

d. The CDO/ACDO are the official representative of the CO. The CDO/ACDO will be familiar with all pertinent information to include the preplanned responses, which are located in the CDO binder. Other pertinent information can be found in the CDO/ACDO bunkrooms. The CDO/ACDO are responsible for the orderly and efficient operation of NAVSUPPACT Norfolk, the security of Headquarters Area spaces, and surrounding areas of responsibility 24 hours a day/7 days a week. Furthermore, they are to report anything that happens at the Northwest Annex to the OIC of that base in addition to the CO and Executive Officer (XO). The CDO shall ensure appropriate actions and procedures are carried out. The CDO will keep the CO and the XO advised of all situations of command interest. The CDO will meet with the XO at 0730 and approximately 1600 daily to provide a watch debrief. The ACDO will ensure that the CDO's duty vehicle is cleaned, vacuumed, and filled with gasoline each day.

e. Administrative Department Leading Petty Officer is responsible for establishing the training plan, coordinating training for DAW; identify personnel eligible to stand DAW, and ensure they complete enclosure (4) and receive enclosure (3) prior to assuming their initial watch; submit Watchbill input for DAW to the Enlisted Watchbill Coordinator no later than the 15th of each month. Additionally, he will maintain the car wash tokens for the ACDO and the DAW.

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f. The DAW is responsible to the CDO/ACDO to assist in administrative duties including but not limited to; drafting messages, message traffic, leave documentation, personnel recall, phone musters, and order preparation. Additionally, the DAW will ensure that the CO/XO duty vehicles are cleaned, vacuumed, and filled with gasoline on a daily basis.

g. Security Officer is responsible for maintaining watchbills, training, supplies, and good order and discipline for personnel under his cognizance. He will work closely with the SWO and XO to ensure the best support is provided to the CDO/ACDO.

h. First Lieutenant is responsible for the cleanliness, trash disposal, disaster preparedness, disaster cleanup, snow removal for the Commander, Atlantic Fleet (COMLANTFLT) Compound and the Lafayette River Annex (LRA). Additionally, he will work closely with the SWO and XO to ensure the best support is provided to the CDO/ACDO.

5. Action

a. Personnel eligible to stand CDO, ACDO, and DAW

(1) Officers. Lieutenants that are not a Program Manager or Department Head, and Chief Warrant Officers (CWO 1, 2, and 3) not assigned to any other Watchbill will stand NAVSUPPACT Norfolk CDO or ACDO.

(2) Senior Chief Petty Officers and Chief Petty Officers not assigned to any other Watchbill will stand NAVSUPPACT Norfolk CDO or ACDO.

(3) Petty Officers E5 and E6 who are not assigned to any other Watchbill will stand NAVSUPPACT Norfolk ACDO.

(4) Seaman and above in the Administrative and Legal Departments not assigned to any other Watchbill will stand NAVSUPPACT Norfolk DAW.

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b. CDO/ACDO will

(1) Immediately notify the CO and XO in the event of significant events including death or serious injury, or events that require the notification of outside sources, i.e., Commander, Navy Region, Mid-Atlantic CDO.

(2) Ensure the following procedures are followed: The CDO/ACDO is a 24-hour watch, beginning at 0730 each duty day. Oncoming/off-going CDO/ACDO's will commence their turnover at 0715 on weekdays and 0730 on weekends and holidays. CDO/ACDO rounds will consist of the following:

The confines of COMLANTFLT Compound, all housing areas in Sewells Point subregion, Navy Family Service Center, Navy Family Housing Center, Sewells Point Golf Course, Navy Brig, Camp Elmore housing, LRA, NH-95 and all government property surrounding COMLANTFLT Compound. If official business requires the CDO or ACDO to leave the area, they must inform the ASWO, SWO, and XO. The CDO will maintain 24-hour accessibility. CDO contact numbers: pager: 1-800-469-4061, cell: 438-3402 and bunkroom: 836-1901. The ACDO will maintain 24-hour accessibility. ACDO contact numbers: cell: 438-3893.

c. The relief of the CDO will be recorded in the CDO Logbook. The oncoming CDO will review and sign the CDO Logbook when assuming the watch. The CDO will conduct a check of all CDO equipment listed in enclosure (5).

d. The CDO will maintain the passdown log and ensure all entries include: who, what, when, why, how and name of command. The social security number should not be placed in the passdown log. The CDO will maintain an official passdown log of all significant information and a description of events, to include:

(1) Name of the CDO.

(2) Time of each log entry.

(3) Trouble calls received - give building and room numbers, a description of the problem and the name and telephone number of the person making the report.

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(4) Trouble calls made to the Public Works Center (PWC), Norfolk - give the Emergency Service (E/S) call number and the name of the person contacted at PWC.

(5) Activities of the CDO. This would include their rounds in the duty vehicle.

(6) Significant reports by the Security Watch Commander.

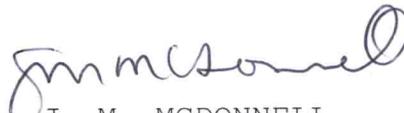
(7) All significant events: AMCROSS messages, injury to personnel, security drills, fires, fire alarms, gate closure, bomb threats, unauthorized personnel, and Department of Defense police requests and reports while in the Headquarters Area.

(8) Any event considered official, requiring documentation.

(9) For any incidents of a sensitive nature, ie. rape, sexual assault, family abuse, etc., the CDO will refrain from entering any details of the situation in the passdown log. The CDO will verbally provide the specific details to XO right after the event occurs.

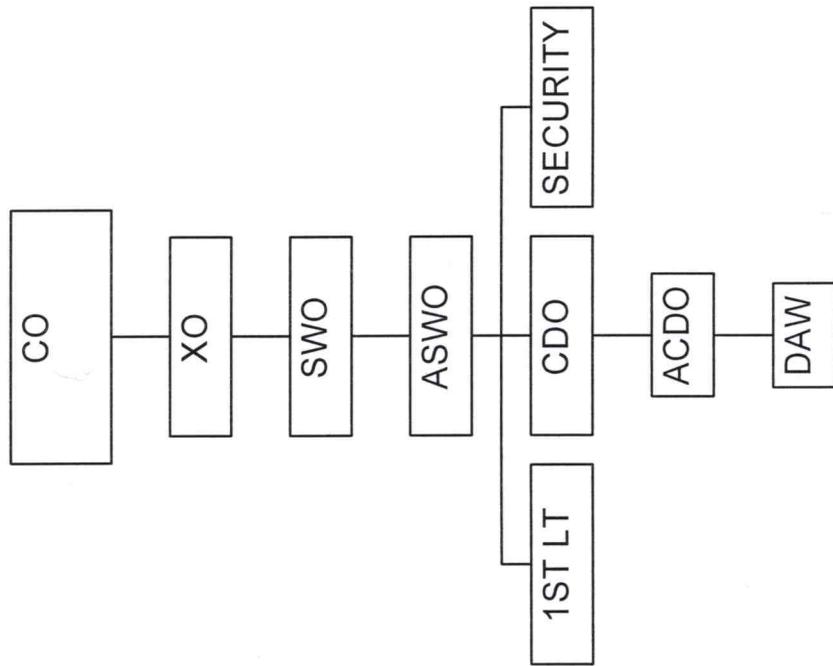
(10) Time the watch is properly relieved and the name of relief.

e. Personnel on watch will be in the Uniform of the Day (Khaki E7 and above; Summer Whites or Winter Blues for E6 and below) when on duty in the Headquarters Area.


J. M. MCDONNELL

Distribution: (NAVSUPPACTNORVAINST 5216.1P)
List II

WATCHSTANDING CHAIN OF COMMAND AND DIAGRAM



NAVSUPPACT NORFOLK COMMAND DUTY OFFICER/ASSISTANT
COMMAND DUTY OFFICER QUALIFICATION CARD

1. Read and demonstrate a working knowledge of the following:

	Date	Initial
a. Passdown Log	_____	_____
b. OPNAVINST 3100.6 (Series) (Special Incidents reporting)	_____	_____

2. BASIC QUALIFICATION FACTORS

a. Command Duty Officer

(1) Inventory CDO supplies.

SIGNATURE DATE

(2) Properly relieve the CDO.

SIGNATURE DATE

(3) Review the passdown log.

SIGNATURE DATE

b. Security

(1) Identify NAVSUPPACT Norfolk geographic areas of responsibility and identify the major streets.

SIGNATURE DATE

(2) Demonstrate proficiency in using the cell phone and beeper.

SIGNATURE DATE

NAVSUPPACT NORFOLK COMMAND DUTY OFFICER/ASSISTANT
COMMAND DUTY OFFICER QUALIFICATION CARD (CONT'D)

(3) Explain how to enter any locked spaces within the barracks.

SIGNATURE DATE

(4) Explain how restricted/extra duty personnel are handled.

SIGNATURE DATE

(5) Explain NAVSUPPACT Norfolk's responsibility regarding the perimeter fence line.

SIGNATURE DATE

c. Emergencies and Disaster Preparedness

(1) Identify snow removal responsibilities.

SIGNATURE DATE

(2) Explain how the CDO responds to "E" calls.

SIGNATURE DATE

(3) Explain the steps that should be taken in the event of a power failure.

SIGNATURE DATE

(4) Explain the requirements and procedures for a Unit SITREP/OPREP Navy Blue.

SIGNATURE DATE

NAVSUPPACT NORFOLK COMMAND DUTY OFFICER/ASSISTANT
COMMAND DUTY OFFICER QUALIFICATION CARD (CONT'D)

(5) Explain how you would assist a department or tenant command in obtaining urgent material requirements not available through PWC Norfolk.

SIGNATURE DATE

(6) Explain the NAVSUPPACT Norfolk responsibility with regard to material problems with Morale, Welfare and Recreation facility buildings (i.e. club, gym).

SIGNATURE DATE

d. Personnel

(1) Identify the NAVSUPPACT Norfolk CACO, and identify who provides tasking to perform CACO functions.

SIGNATURE DATE

(2) Explain the procedure to be followed when Red Cross notification is received.

SIGNATURE DATE

(3) Explain the action the CDO will take with persons requesting emergency leave or leave extensions.

SIGNATURE DATE

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NAVSUPPACT NORFOLK COMMAND DUTY OFFICER/ASSISTANT
COMMAND DUTY OFFICER QUALIFICATION CARD (CONT'D)

2. What actions should be taken in the following scenarios?

a. Alarms

(1) Building NH-6 (USJFCOM) has been secured since 1700. At 2100, a motion detector in the security vault is set off and received by Security.

SIGNATURE DATE

(2) A silent alarm is received by COMNAVREG MIDLANT Base Police for the Mini-Mart, Credit Union, or the Navy Exchange Cashier's Cage during non-business hours.

SIGNATURE DATE

(3) A fire alarm is sounded in Barracks NH-142.

SIGNATURE DATE

b. Hostage/Barricade, Security Breaches and Riots

(1) A depressed individual has taken control of a barracks room and is holding several residents at gunpoint.

SIGNATURE DATE

(2) A petty officer was caught using an access badge that was issued to another person to gain access to a Top Secret space.

SIGNATURE DATE

(3) A riot between two groups has erupted in the parking lot behind the barracks. There are weapons being used and shots have been fired.

SIGNATURE DATE

NAVSUPPACT NORFOLK COMMAND DUTY OFFICER/ASSISTANT
COMMAND DUTY OFFICER QUALIFICATION CARD (CONT'D)

(4) A space inside Building NH-95 was found open, classified material was found lying out on desks, and safes were found open.

SIGNATURE DATE

(5) Security received a call from the club, military and civilian patrons were involved in a fight.

SIGNATURE DATE

(6) Who authorizes the use of any type of force in the above situation?

SIGNATURE DATE

c. Personnel Situations

(1) An individual is brought back to the base by Shore Patrol as a Courtesy Turnover (CTO), no incident.

SIGNATURE DATE

(2) An individual is brought back to the base by Shore Patrol as a CTO and is either drunk, rowdy, having difficulty breathing or just sleepy (describe the actions for each situation).

SIGNATURE DATE

(3) An individual was in the gym playing basketball and ran into a wall, hitting his head and knocking himself unconscious. There is also a large laceration on his forehead.

SIGNATURE DATE

NAVSUPPACT NORFOLK COMMAND DUTY OFFICER/ASSISTANT
COMMAND DUTY OFFICER QUALIFICATION CARD (CONT'D)

(4) A dependent wife calls and states, she has not seen her husband in several days.

SIGNATURE DATE

(5) A dependent husband arrives at the barracks to see his legally separated wife, who does not want to see him and an argument ensues.

SIGNATURE DATE

(6) An individual on restriction has told the Barracks Petty Officer, he is going to his room with a plan to kill himself.

SIGNATURE DATE

(7) In any of the scenarios above, what would you do if the media arrived on base and attempted to obtain information?

SIGNATURE DATE

(8) Naval Station Norfolk Quarterdeck calls to have you pick up a NAVSUPPACT Norfolk Sailor who has been in a UA status for more than 24 hours. What do you do with the person? What actions do you initiate? Who assists you?

SIGNATURE DATE

d. Emergencies and Disaster Preparedness

(1) The Quarterdeck watch stander at Building NH-13, COMNAVSURFLANT received a telephone call and the caller states there is a bomb in the building and it's going to go off in less than an hour.

SIGNATURE DATE

NAVSUPPACT NORFOLK COMMAND DUTY OFFICER/ASSISTANT
COMMAND DUTY OFFICER QUALIFICATION CARD (CONT'D)

(2) It is a weekend morning and the command received notification Hampton Roads SUBAREA will set Hurricane Condition V, effective 0800L.

SIGNATURE DATE

(3) Of the above scenarios under Section 2, who would contact the CO/XO to provide information or obtain advice?

SIGNATURE DATE

e. Unit SITREPs

(1) Describe the format required for a unit SITREP for an aggravated assault.

SIGNATURE DATE

(2) Describe the format required for a unit SITREP for an oil spill.

SIGNATURE DATE

f. Indoctrination Watch

(1) Stand three under instruction watch with a qualified CDO.

CDO: _____ Date: _____

___ Satisfactory ___ Unsatisfactory CDO (Initial) ___

Remarks: _____

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NAVSUPPACT NORFOLK COMMAND DUTY OFFICER/ASSISTANT
COMMAND DUTY OFFICER QUALIFICATION CARD (CONT'D)

CDO: _____ Date: _____

____ Satisfactory ____ Unsatisfactory CDO (Initial) ____

Remarks: _____

CDO: _____ Date: _____

____ Satisfactory ____ Unsatisfactory CDO (Initial) ____

Remarks: _____

9. Complete oral board for Prospective CDO.

Recommendation:

Qualified/Not qualified Board member: _____

Qualified/Not qualified Board member: _____

Qualified/Not qualified Watchbill Coordinator: _____

Recommended for CDO/ACDO Senior Watch Officer: _____

10. _____ is Qualified as CDO/ACDO.

(Prospective CDO/ACDO's Name and Rank)

Executive Officer: _____

SAMPLE

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1601

Ser

Date

From: Executive Officer, Naval Support Activity, Norfolk

To: Rate, Name, USN, SSN

Subj: QUALIFICATION AS COMMAND DUTY OFFICER

Ref: (a) NAVSUPPACTNORVAINST 1601.2K

1. Per reference (a), you are hereby designated as a Command Duty Officer for Naval Support Activity, Norfolk and Program Manager, Regional Support Services.

2. You will thoroughly familiarize yourself and comply with the provisions of reference (a) and directives issued subsequent thereto.

3. This appointment terminates when you are detached from your present duty station, or sooner if relieved/replaced by higher authority.

K. B. DANIELS

Encl (3)

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ADMIN DEPARTMENT MEMORANDUM
DUTY YEOMAN QUAL CARD

NAME: _____

RATE: _____

1. _____
DUTY YEOMAN SIGNATURE

U/I DATE: _____

2. _____
MS HUTCHINSON SIGNATURE

INDOC DATE: _____

3. _____
MS CABRAL SIGNATURE

INDOC DATE: _____

4. _____
DUTY YEOMAN SIGNATURE

U/I DATE: _____

5. Personnel under instruction (U/I) will show proficiency in the following areas of their duty performance:

6. Complete Customer Service Manual _____

YN1 Initial

a. Making CO/XO's Coffee _____

b. Answering CO/XO and secretary's phones lines _____

c. Transferring secretary's and front desk phones _____

d. Securing building _____

7. Have a valid driver's license _____

8. Have a mail courier card _____

9. Complete driver improvement training _____

10. Oral Board:

a. LPO Approved/Disapproved _____

b. LCPO Approved/Disapproved _____

c. Asst AO Approved/Disapproved _____

d. AO Approved/Disapproved _____

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NAVSUPPACT NORFOLK COMMAND DUTY OFFICER
INVENTORY SHEET

- VEHICLE KEYS
- GAS CARD
- NH-156 ACCESS CARD
- CDO BUNKROOM KEYCARD
- ACDO BUNKROOM KEYCARD
- CDO CELL PHONE
- ACDO CELL PHONE
- CDO BEEPER W/BEEPER USER GUIDE
- NH-140 ACCESS CARD
- NH-140 ADMIN OFFICE KEYS
- POCKET DICTIONARY
- CDO LOGBOOK
- CDO BINDER
- CRASH CARD
- PEN

* CONTACT SWO IF ANY ITEM IS MISSING