

COMOMAGINST 1601.1R
SWO
15 Sep 03

COMOMAG INSTRUCTION 1601.1R

Subj: STAFF WATCH ORGANIZATION AND DUTIES

Ref: (a) U.S. Navy Regulations, 1990
(b) COMOMAGINST 5530.2C
(c) SECNAVINST 5510.36
(d) SECNAVINST 5510.30A
(e) COMOMAGINST 5510.1J
(f) COMOMAGINST 5450.1
(g) COMOMAGINST 3141.1F
(h) COMOMAGINST 3100.1G
(i) COMOMAGINST 2300.1E
(j) COMOMAGINST 1770.1G
(k) COMOMAGINST 1620.1L
(l) COMOMAGINST 1100.1
(m) COMOMAGINST 1050.1F
(n) OPNAVINST 5530.14C

Encl: (1) PQS for Staff Duty Officer (SDO)
(2) PQS for Assistant Staff Duty Officer (ASDO)
(3) General Policy and Regulations for Maintaining the
Quarterdeck Log
(4) SDO/ASDO Duty Checklist
(5) SDO/ASDO Reference Material
(6) SDO/ASDO Required Reading List

1. Purpose. To establish a qualified Commander, Mobile Mine Assembly Group (COMOMAG) staff watch organization capable of maintaining security of the command and the readiness posture outside normal working hours per reference (a), articles 0803 and 0806.

2. Cancellation. COMOMAGINST 1601.1Q.

3. Discussion. In the execution of their duties, all staff watch personnel must have a thorough understanding of this instruction. During normal working hours, normally 0730-1600, Monday through Friday, action items will be handled in accordance with normal staff procedures. After normal working hours, the watch section will be composed of a Staff Duty Officer (SDO) and an Assistant Staff Duty Officer (ASDO). A Rover will be assigned only during heightened security measures. The SDO will ensure the Commander (CDR) or Chief Staff Officer (CSO) are kept informed of all actions requiring their attention after normal working hours and will coordinate with key

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staff members as necessary to carry out actions required by the staff. During the course of the watch, the duty section is responsible for the following:

a. Security Measures. The security of command spaces will be thoroughly verified. After normal working hours, the SDO/ASDO will verify that each space is properly secured, security containers are closed and locked, and that all security container forms are properly annotated.

b. Security of Keys. Duplicate keys for all COMOMAG spaces and equipment will be controlled by the Physical Security Officer. Pertinent keys will be maintained in a locked key locker on the Quarterdeck. All keys maintained in this locker will be controlled by a key log. Personnel requiring keys will sign them in and out using the controlled key log located on the Quarterdeck. Further guidance is contained in references (b) and (e).

c. Classified Material and Equipment. Classified material and equipment will be stored and handled per references (b) through (f).

d. Material and Equipment Control. Government-owned equipment will not be removed from the command without proper authorization. If detected, the SDO or ASDO will ensure that a property pass, approved by the appropriate department head, is provided for such movement.

e. Recall. Recall of COMOMAG personnel will be per reference (m), as directed by the CDR, CSO or SDO.

f. Maintain Discipline and Smart Appearance. Good order and discipline will be maintained at all times. The uniform of the day is mandatory for all personnel in the watch section.

g. Liberty. Liberty expires onboard for the oncoming duty section at 0730 during a normal workday and holiday routine, and at 0900 on physical readiness training days.

h. Leave. Leave requests submitted prior to the 16th of the month will be considered when preparing the watchbill. With the exception of emergency leave, personnel submitting leave requests after the 16th of the month or changing their leave request will be responsible for providing their own watch relief.

i. Temporary Assigned Duty (TAD). In the event of assignment of TAD after the monthly watchbill is published, every effort will be made to exchange duty to keep the use of the supernumerary list to minimum. If the watchstander is unable to exchange duty, contact the Watchbill Coordinator.

j. Exchange of Duty. Requests for exchange of duty will not be submitted for frivolous reasons. Personnel who require an exchange of duty will submit their request at least 48 hours in advance. Signatures of both individuals and each department head will appear on the request chit. The original chit will be held by the SWO, with a copy provided to the Watchbill Coordinator and member.

k. Supernumerary List. In the event of incapacitation for duty, emergency leave, used or other occasions when the supernumerary list will be used, the Watchbill Coordinator will assign a person to the vacated watch (normally the person whose name is at the top of the list).

l. SOQ/SOY Policy. All SOQ/SOY selectees will be given the appropriate recognition of time off the watch bill. The timeframe must be requested by the SOQ/SOY via a special request chit. The SWO will approve/disapprove the request based upon the number of personnel available for watch during a given month.

m. Personnel Transfer Policy. Personnel transferring from COMOMAG Staff are normally afforded their last month off the watchbill. This may not be feasible in all cases. Some Personnel may receive a limited period (for example, two weeks) off the watchbill. The determining factor is the number of personnel on the watchbill.

4. Action. All COMOMAG Staff personnel assigned duties per this instruction are responsible for compliance with established watch organizational procedures as promulgated by reference (m), and responsibilities contained in enclosures (1) through (6). In the event of an occurrence not covered by this instruction, it shall be the responsibility of the individual watchstander to notify the next senior individual in the watch organization.

a. Senior Watch Officer (SWO). The SWO will normally be the senior officer assigned to the staff and will report directly to the CSO on all watch related matters. The SWO will approve the watchbill and ensure watchstanders are properly briefed and qualified using enclosures (1) and (2) and schedule period SDO/ASDO training with the Training Coordinator (NO1T). Additionally, the SWO will ensure that current copies of instructions listed in enclosure (6) are available on the Quarterdeck.

b. Watchbill Coordinator (WBC). The Watchbill Coordinator will normally be a senior enlisted watchstander assigned to the staff and will report directly to the Staff Watch Officer on all watch related matters.

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The WBC will draft and submit a monthly SDO/ASDO Watchbill for approval to the SWO. Newly reporting personnel will be properly briefed and qualified using enclosure (1) or (2), and will stand two under instruction watches prior to being assigned a watch by him/herself.

c. Staff Duty Officer (SDO). Staff enlisted personnel of the rank of First Class Petty Officer through Senior Chief are considered eligible for assignment to SDO duties. All officers will qualify and stand SDO during heightened security measures. The SWO will give all personnel eligible to stand SDO a copy of enclosure (1) assign a qualification due date (normally 30 days) and ensure personnel are properly trained before final qualification. The SWO will forward the JQR qualification through the change of command for final approval when an individual has completed the qualification requirements and has demonstrated the ability to stand duty as SDO.

(1) As the Commander's representative, the SDO will:

(a) Assume the watch at 0730 daily (0900 on PRT days), and execute the SDO/ASDO checklist provided at enclosure (4).

(b) Monitor the performance of the ASDO and Rover (when appropriate).

(c) Stand watches as directed and follow the provisions contained in this instruction, as modified by SWO memorandums placed in the Quarterdeck Passdown Log. Unless otherwise directed, the SDO place of duty will be Building 36 until completion of evening colors, during normal working hours, or at their personal residence on holidays and weekends. A cellular telephone will be carried to permit the ASDO to contact the SDO. Additionally, the SDO will provide a contact phone number.

(d) Obtain a briefing from the CSO prior to 1600 each normal workday regarding any current or unusual conditions. In the absence of the CSO, the next senior officer shall brief the SDO.

(e) Notify the CSO and the appropriate department head on all matters of urgency or immediate interest that occur during the watch. The CSO will decide whether the SDO should inform the CDR.

(f) Assume cognizance in matters requiring action when time will not permit recalling the normally designated action officer.

(g) Keep informed of the whereabouts and prospective movements of the CDR and CSO.

(h) Provide the ASDO with guidance appropriate to the circumstances at hand.

(i) Conduct a security inspection of the building and surrounding grounds at the end of the normal workday. This security inspection is conducted per enclosure (4).

(j) Before each watch, the SDO will familiarize himself/herself with current standing orders and instructions, and review the SDO Pass Down Log. The SDO will also accept custody of the master key, magnetic door pass, and SDO cellular telephone, and sign the Quarterdeck log indicating assumption of custody.

(k) Refer all news queries from the media or the general public to the CSO or CDR. Under no circumstances shall staff watch personnel release any news information to the media or the general public.

(l) Relieve the ASDO on the Quarterdeck for lunch and breaks during normal workdays.

d. Assistant Staff Duty Officer (ASDO). Unless otherwise excused by the SWO, all enlisted personnel E-1 through E-5 will be assigned ASDO duties. The SWO will issue enclosure (2) to all prospective ASDO watchstanders. Each watchstander will complete enclosure (2) by acquiring signatures of qualified ASDOs. Upon completion, the qualification sheet will be returned to the Watch Bill Coordinator who will ensure the prospective watchstander is qualified in all aspects prior to final approval/disapproval.

(1) Unless otherwise directed by the SWO, the ASDO's watch period will be from 0730 (0900 on PRT days) they are relieved the following morning by the oncoming duty section.

(2) Requests for normal leave and exchanges of duty will be submitted as outlined in paragraphs 3.h. and 3.j. of this instruction.

(3) The ASDO shall be responsible to the SDO for the following:

(a) Report to the Quarterdeck in time to relieve the watch at 0730 (0900 on PRT days) on the day of duty. Unless otherwise directed, the ASDO's place of duty will be Building 36, at the Quarterdeck until completion of evening colors, or at their personal residence on holidays and weekends. A cellular telephone will be carried to make/receive duty related calls. Additionally, the ASDO will provide a contact telephone number.

(b) The off-going ASDO will brief the oncoming ASDO on all significant matters of continuing interest. The oncoming ASDO will review the pass down log prior to relieving the watch.

(c) Lock external doors and set or secure alarms per the SDO/ASDO Checklist, enclosure (4).

(d) Contact the SDO when visitors do not have a point of contact and require an escort.

(e) Maintain the Quarterdeck Log and make appropriate entries per enclosure (3).

(f) Control access to Building 36 via the Quarterdeck at all times. Maintain a security log of all visitors. This log will contain the name, rank, parent command, if any, badge number, time entered and departed, and individual or department visited.

(g) Ensure outside floodlights and entrance lights are turned on following evening colors operating properly. Notify the Facilities Manager if any lights do not operate properly. Manually controlled lights will be turned off after sunrise.

(h) Ensure the Quarterdeck area is thoroughly clean and squared away at all times.

5. Emergency Situations. If any emergency situation, fire, flooding, bomb threat, etc., is reported to COMOMAG, the first individual receiving the report will inform all Department Heads during normal working hours or the SDO after normal working hours. The appropriate Department Head or SDO will carry out the following actions:

a. Ensure the situation is reported to the Senior Officer Present Ashore (SOPA), or base fire department as appropriate. See Pass Down Log in the case of a bomb threat, ensure Naval Criminal Investigative Service is notified.

b. Ascertain whether additional outside assistance is required.

c. Take action, as necessary, to ensure all assistance required is made available.

d. Make reports, as necessary, to the Commander, Chief Staff Officer and Physical Security Officer.

e. Additionally, the SDO will carry out the below listed actions for the following specific emergencies:

(1) Fire - if the fire is in Building 36, action will be taken to protect classified material and to prevent loss of human life.

(2) Bomb Threat - ensure all requirements are carried out.

6. Implementation. Watchstanders qualified prior to issuing of this instruction need not re-qualify. Watchstanders who are not yet qualified will use procedures outlined in this instruction to attain qualification.

T. W. AUBERRY

Distribution: (COMOMAGINST 5216.1T)
List I

PQS FOR STAFF DUTY OFFICER (SDO)

Rank/name: _____ Date issued: _____
Date due: _____

This page is to be used as a record of satisfactory completion of PQS. Only qualified Staff Duty Officers may signify completion of applicable sections either by written or oral examination, or by observation of performance.

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

Trainee has completed all required PQS for this watch station. He/She is recommended designation as a qualified COMOMAG Staff Duty Officer.

Recommended _____ Date _____
Watchbill Coordinator

Recommended _____ Date _____
Senior Watch Officer

Recommended _____ Date _____
Chief Staff Officer

Recommended _____ Date _____
Commander or
Designated Representative

Service Record Entry _____ Date _____

DISCUSSION TOPICS	SDO'S SIGNATURE/DATE
1. Chain of Command	
a. Identify the following Chain of command	
• Operational Chain of Command	
• Administrative Chain of Command	
• Area Coordinator Chain of Command	
• COMOMAG Staff Organization Chain of Command	
b. Describe the authority and responsibilities of the following persons within the COMOMAG organization:	
• Commander (CDR)	
• Chief Staff Officer (CSO)	
• Command Master Chief (CMC)	
• Department Heads (DH)	
• Senior Watch Officer (SWO)	
• Watchbill Coordinator (WBC)	
• Staff Duty Officer (SDO)	
• Assistant Staff Duty Officer (ASDO)/Rover	
2. Watch Responsibilities	
a. Describe turnover procedures for the SDO and ASDO/Rover	
b. Discuss the Quarterdeck log:	
• What standard (routine) log entries should be made? (Give five examples)	
• What type of significant, historical or other non-routine log entries should be made? (Give four examples)	
• Should telephone messages and non-approved abbreviations be logged in the Log?	
• How long should Quarterdeck logs be maintained after the log book is full?	

DISCUSSION TOPICS	SDO'S SIGNATURE/DATE
c. Discuss the operation of the duty section:	
• What times does the duty section relieve each other? (workdays and non-workdays)	
• What are the uniform requirements for duty section personnel?	
• When should the CDR or CSO be notified of message traffic?	
• What situations should prompt calling the CDR, CSO, SWO or A DH?	
• Discuss procedures for checking personnel in or out on leave.	
• Who is authorized to grant leave extensions?	
• Discuss correct telephone answering procedures and phone message procedures?	
• Discuss Operational Security (OPSEC) responsibilities with regard to telephones.	
• Review procedures for evening and morning colors.	
d. Discuss duty section key control procedures:	
• Where are duty section keys maintained?	
• When are keys inventoried and by whom?	
• Where are key inventories recorded and who is notified if keys are missing?	
• Review destructive weather procedures.	
e. Naval Messages:	
• Describe the parts of a standard naval message.	
• What is an AIG? A CAD?	
• What is DPVS?	
• Give two examples of an emergency response message.	

DISCUSSION TOPICS	SDO'S SIGNATURE/DATE
<ul style="list-style-type: none"> Who is currently authorized to release messages for COMOMAG? 	
<ul style="list-style-type: none"> The CDR and CSO shall be immediately notified of all incoming messages of what precedence and higher? 	
<ul style="list-style-type: none"> What is the GATEGUARD System? Describe the basic set up and processing procedures? 	
<ul style="list-style-type: none"> Describe the procedures for handling Secret message traffic received by the duty section. 	
<ul style="list-style-type: none"> Prepare a Unit SITREP/OPREP 3 message. 	
<p>f. Information Security:</p>	
<ul style="list-style-type: none"> What are the procedures for securing classified material found unsecured? 	
<ul style="list-style-type: none"> Where are the safes and security cabinets located which must be checked daily by the SDO? 	
<ul style="list-style-type: none"> Discuss the proper procedures for hand carried classified material within the command and outside of the command? 	
<ul style="list-style-type: none"> Who is the Command Security Manager? 	
<ul style="list-style-type: none"> Who is the Physical Security Officer? 	
<ul style="list-style-type: none"> Who is the AIS Security Officer? 	
<ul style="list-style-type: none"> Who is the Top Secret Control Officer? 	
<ul style="list-style-type: none"> Discuss the proper procedures for destruction of Confidential and Secret material? 	
<ul style="list-style-type: none"> What does "Access" to classified material imply? 	
<p>g. Visitor Control:</p>	
<ul style="list-style-type: none"> What are the proper visitor control procedures? 	
<ul style="list-style-type: none"> How many types of visitor badges does COMOMAG use? 	
<ul style="list-style-type: none"> Where are visitor badges maintained? 	

DISCUSSION TOPICS	SDO'S SIGNATURE/DATE
<ul style="list-style-type: none"> When are visitor badges inventoried and by whom? 	
<ul style="list-style-type: none"> Where are visitor badges recorded and who is notified if badges are missing? 	
<p>h. Physical Security:</p>	
<ul style="list-style-type: none"> Who is responsible for the physical security of COMOMAG? 	
<ul style="list-style-type: none"> Who is responsible for physical security after normal working hours? 	
<ul style="list-style-type: none"> What security areas do you have access to that the ASDOs do not? 	
<ul style="list-style-type: none"> How many times must a security container's tumbler lock be turned in order for it to be considered locked? In what direction? 	
<ul style="list-style-type: none"> What indicate's priority of destruction of classified material at COMOMAG? 	
<ul style="list-style-type: none"> What security barriers and deterrents exist at COMOMAG? 	
<p>i. FP Conditions:</p>	
<ul style="list-style-type: none"> What instruction contains the guidelines for the setting of THREATCONs? 	
<ul style="list-style-type: none"> What are the levels of THREATCON? 	
<ul style="list-style-type: none"> Who can set THREATCON? 	
<ul style="list-style-type: none"> Who is responsible for setting THREATCON? 	
<ul style="list-style-type: none"> Discuss OPSEC measures with regard to setting THREATCON. 	
<p>j. Command Vehicles:</p>	
<ul style="list-style-type: none"> How are daily checks performed on command vehicles? 	
<ul style="list-style-type: none"> Who maintains the key to command vehicles? 	
<ul style="list-style-type: none"> What are the authorized uses of government vehicles for the duty section? 	
<ul style="list-style-type: none"> What procedures should be followed to provide fuel or oil for government vehicles? 	

DISCUSSION TOPICS	SDO'S SIGNATURE/DATE
k. Fire fighting and fire prevention responsibilities:	
• Who should be notified in case of a fire?	
• How does the fire alarm in Building 36 work?	
• What are the duty section's fire prevention responsibilities?	
l. Fire Alarm System:	
• Who do you call in the event of problems with the fire alarm system?	
• Are fire alarm problems logged? If so, where?	
m. Bomb Threats:	
• What actions are required when a bomb threat phone call is received?	
• What should you ask the caller if a bomb threat is made by phone?	
• What should you listen for when receiving a bomb threat by phone?	
n. Electrical Power Panels:	
• How many and where are the electrical panels located in Building 36?	
• Whom do you call in the event of a problem with the electrical power panels?	
o. Telephone System:	
• Demonstrate the proper use of the intercom system.	
• Demonstrate the proper procedures for transferring a call from the Quarterdeck?	
• Demonstrate the proper procedures for transferring a call from one phone to another?	
• What spaces do not have an intercom?	
• Demonstrate the procedures for using the intercom for an emergency?	
p. FAX transmitting procedures:	
• Demonstrate how to use the STU-III telephone.	

DISCUSSION TOPICS	SDO'S SIGNATURE/DATE
• Demonstrate how to receive an unsecured FAX.	
• Do we have a secure FAX?	
q. STU-III operating procedures:	
• Demonstrate how to use the STU-III t • elephone.	
• Who has custody of the STU III key?	
r. Initiate Recall of Command Personnel:	
• Who is authorized to direct the recall of COMOMAG personnel?	
• Demonstrate the proper procedure for recalling COMOMAG personnel.	
• Discuss procedures for recalling personnel on leave, TEMADD, etc.	

3. EXAMINATIONS

Pass an oral examination board given by the SWO or designated representative.

(Signature/date)

PQS FOR ASSISTANT STAFF DUTY OFFICER (ASDO)/ROVER

Rank/name: _____ Date issued: _____
Date due: _____

This page is to be used as a record of satisfactory completion of PQS. Only a qualified Assistant Staff Duty Officer (ASDO)/Rover may signify completion of applicable sections either by written or oral examination, or by observation of performance.

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

Trainee has completed all required PQS for this watch station. He/she is recommended for designation as a qualified COMOMAG Assistant Staff Officer/Rover.

Recommended _____ Date _____
Watchbill Coordinator

Recommended _____ Date _____
Senior Watch Officer

Recommended _____ Date _____
Chief Staff Officer

Recommended _____ Date _____
Commander or
Designated Representative

Service Record Entry _____ Date _____

DISCUSSION TOPICS	ASDO'S SIGNATURE/DATE
1. Chain of Command	
a. Identify the following chains of command	
• Operational chain of command	
• Administrative chain of command	
• Area Coordinator chain of command	
• COMOMAG Staff Organizational chain of command	
b. Describe the authority and responsibilities of the following persons within the COMOMAG organization:	
• Commander (CDR)	
• Chief Staff Officer (CSO)	
• Command Master Chief (CMC)	
• Department Heads (DH)	
• Senior Watch Officer (SWO)	
• Watchbill Coordinator (WBC)	
• Staff Duty Officer (SDO)	
• Assistant Staff Duty Officer (ASDO)/Rover	
2. Watch Responsibilities	
a. Describe turnover procedures for the ASDO/Rover.	
b. Discuss the Quarterdeck log:	
• What standard (routine) log entries should be made? (Give five examples)	
• What type of significant, historical or other non-routine log entries should be made? (Give four examples)	
• Should telephone messages and non-approved abbreviations be logged in the log?	
• How long should Quarterdeck logs be maintained after the log book is full?	
c. Discuss the operation of the duty section:	
• What times does the duty section relieve each other? (workdays and non-workdays)	
• What are the uniform requirements for duty section personnel?	

DISCUSSION TOPICS	ASDO'S SIGNATURE/DATE
<ul style="list-style-type: none"> When should the SDO be notified of message traffic? 	
<ul style="list-style-type: none"> What situations should prompt calling the SDO? 	
<ul style="list-style-type: none"> Discuss procedures for checking personnel in or out on leave. 	
<ul style="list-style-type: none"> Who is authorized to grant leave extensions? 	
<ul style="list-style-type: none"> Discuss correct telephone answering procedures and phone message procedures? 	
<ul style="list-style-type: none"> Discuss Operational Security (OPSEC) responsibilities with regard to telephones. 	
<ul style="list-style-type: none"> Review procedures for evening and morning colors. 	
<p>d. Discuss duty section key control procedures:</p>	
<ul style="list-style-type: none"> Where are duty section keys maintained? 	
<ul style="list-style-type: none"> When are keys inventoried and by whom? 	
<ul style="list-style-type: none"> Where are key inventories recorded and who is notified if keys are missing? 	
<p>e. Naval messages:</p>	
<ul style="list-style-type: none"> Describe the parts of a standard naval message. 	
<ul style="list-style-type: none"> What is an AIG? A CAD? 	
<ul style="list-style-type: none"> What is DPVS? 	
<ul style="list-style-type: none"> Give two examples of an emergency response message. 	
<ul style="list-style-type: none"> Who is currently authorized to release messages for COMOMAG? 	
<ul style="list-style-type: none"> The SDO shall be immediately notified of all incoming messages of what precedence and higher? 	
<ul style="list-style-type: none"> What is the GATEGUARD System? Describe the basic set-up and processing procedures? 	

DISCUSSION TOPICS	ASDO'S SIGNATURE/DATE
<ul style="list-style-type: none"> Describe the procedures for handling Secret message traffic received by the duty section. 	
f. Classified Material:	
<ul style="list-style-type: none"> What are the procedures for securing classified material found unsecured? 	
<ul style="list-style-type: none"> Where are the safes and security containers located within Building 36? 	
<ul style="list-style-type: none"> Discuss the proper procedures for hand carried classified material within the command and outside of the command? 	
<ul style="list-style-type: none"> Who is the Security Manager? 	
<ul style="list-style-type: none"> Who is the Physical Security Officer? 	
<ul style="list-style-type: none"> Who is the AIS Security Officer? 	
<ul style="list-style-type: none"> Who is the Top Secret Control Officer? 	
<ul style="list-style-type: none"> Discuss the proper procedures for destruction of Confidential and Secret material. 	
<ul style="list-style-type: none"> What does access to classified material imply? 	
g. Visitor Control:	
<ul style="list-style-type: none"> What are the proper visitor control procedures? 	
<ul style="list-style-type: none"> How many types of visitor badges does COMOMAG use? 	
<ul style="list-style-type: none"> Where are visitor badges maintained? 	
<ul style="list-style-type: none"> When are visitor badges inventoried and by whom? 	
<ul style="list-style-type: none"> Where are visitor badges recorded and who is notified if badges are missing? 	
h. Physical Security:	
<ul style="list-style-type: none"> Who is responsible for the physical security of COMOMAG? 	
<ul style="list-style-type: none"> Who is responsible for physical security after normal working hours? 	

DISCUSSION TOPICS	ASDO'S SIGNATURE/DATE
i. THREATCON:	
• What instruction contains the guidelines for the setting of THREATCONS?	
• What are the levels of THREATCON?	
• Who can set THREATCON?	
• Who is responsible for setting THREATCON?	
• Discuss OPSEC measures with regard to setting THREATCON.	
j. Command Vehicles:	
• How are daily checks performed on command vehicles?	
• Who maintains the key to command vehicles?	
• What are the authorized uses of government vehicles for the duty section?	
• What procedures should be followed to provide fuel or oil for government vehicles?	
k. Fire fighting and fire prevention responsibilities:	
• Whom should be notified in case of a fire?	
• How does the fire alarm in Building 36 work?	
• What are the duty section's fire prevention responsibilities?	
l. Fire Alarm System:	
• Who do you call in the event of problems with the fire alarm system?	
• Are fire alarm problems logged? If so, where?	
m. Bomb Threats:	
• What actions are required when a bomb threat phone call is received?	
• What should you ask the caller if a bomb threat is made by phone?	
• What should you listen for when receiving a bomb threat by phone?	

DISCUSSION TOPICS	ASDO'S SIGNATURE/DATE
n. Electrical Power Panels:	
• How many and where are the electrical panels located in Bldg-36?	
• Who do you call in the event of a problem with the electrical power panels?	
o. Telephone System:	
• Demonstrate the proper use of the intercom system.	
• Demonstrate the proper procedures for transferring a call from the Quarterdeck?	
• Demonstrate the proper procedures for transferring a call from one phone to another?	
• What spaces do not have an intercom?	
• Demonstrate the procedures for using the intercom for an emergency?	
p. Fax procedures:	
• Demonstrate how to send an unsecured fax.	
• Demonstrate how to receive an unsecured fax.	
• Do we have a secure fax?	
q. STU-III Operating Procedures:	
• Demonstrate how to use the STU-III telephone.	
• Who has custody of the STU-III key?	
r. Initiate recall of command personnel:	
• Who is authorized to direct the recall of COMOMAG personnel?	
• Demonstrate the proper procedure for recalling COMOMAG personnel.	
• Discuss procedures for recalling personnel on leave, TEMADD, etc.	

3. EXAMINATIONS

Pass an oral examination board given by the Watch Bill Coordinator or designated representative.

(Signature/date)

GENERAL POLICY AND REGULATIONS FOR MAINTAINING THE
QUARTERDECK LOG

1. The basic requirements for maintaining the quarterdeck log is contained in reference (a).
2. The quarterdeck log is the official daily record of a command which describes every circumstance and occurrence of importance or interest which concerns the crew and the operation and safety of the command. Some events are logged because they may be of historical value to the command.
3. The quarterdeck log shall be a chronological record of those events occurring during the watch that will meet the needs of the Commander and provide the command with a document of historical value. Accuracy in describing events recorded in the quarterdeck log is essential. Quarterdeck log entries often constitute important legal evidence in judicial and administrative fact finding proceedings arising from incidents involving the command or its personnel.
4. The quarterdeck log shall be Unclassified except when required by security regulations, i.e., Wartime Operations, Special Operations, etc.
5. Information in the Command quarterdeck log is "FOR OFFICIAL USE ONLY." Regulations governing the release of such information are contained in U. S. Navy Regulations, 1990, and SECNAVINST 5720.42E.
6. The quarterdeck log shall be retained on board the command by the Senior Watch Officer for a period of two years, after which time it may be destroyed.
7. The remarks in the quarterdeck log shall cover in detail all required quarterdeck log entries as specified herein. Sample entries would be used as guide for recording the remarks of a watch. Entries that serve no useful purpose or add to the historical value are not required.
8. All entries in the quarterdeck log shall be made in black ink with a ballpoint pen.

9. The ASDO, or other designated watch personnel, shall write in the Log legibly, with each event being recorded at the time it happens or as directed by the SDO.

10. The SDO shall supervise the keeping of the command's quarterdeck log and shall require that all operational and all other information relative to each event of occurrence throughout the watch, including exact times, be entered accurately and chronologically.

11. The Command has no uniform time segment for the scheduling of watches as prescribed for the quarterdeck log because the organization of watches is based on the tactical and operational requirements of a command, the capabilities of available personnel, and the desires of the Commander. Hence, the remarks in the Quarterdeck logbook shall be recorded daily by watches, conforming to the command schedule (normally the prescribed uniform of the day as designated in the Plan of the Week (POW)).

12. The quarterdeck log shall be used as follows:

a. The quarterdeck log entries shall be recorded on the front and reverse side of each page and shall be used for either continuation of entries for a day or for commencing entries for a new day, as appropriate, except as otherwise directed.

b. Recording of events. The remarks for each watch shall commence on the same line as the entry of time occurrence, and be continued on succeeding lines(s), when necessary.

13. Rewriting of the quarterdeck log should not be required. When necessary, corrections to log entries shall be accomplished per the following procedures:

a. When a correction is deemed necessary, a single line shall be drawn through the original entry so that the entry remains legible. The correct entry shall be made only by the individual required to sign the record for the watch, and shall be initialed by said individual in the margin of the page.

b. Late entries shall be as follows: Place the first asterisk at location where the entry should have been made. Then on the next available line make the entry. For an example refer to page 5 of this enclosure.

c. When the SDO directs a change or addition to a Log entry, the person concerned shall comply, unless that person believes the proposed change or addition to be incorrect in which event the SDO shall enter such remarks on the record over his signature, as he deems appropriate.

d. No change shall be made in the quarterdeck log after it has been signed by the SDO, without the permission or direction of the Commander.

14. Only the ASDO shall sign the log following the last entry made by the watch. The name of the ASDO shall be printed beneath the signature. Facsimile signatures are not acceptable.

15. The SDO shall examine the Command's Quarterdeck log daily and shall take such corrective action as may be necessary, and within his authority, to ensure that it is properly kept and shall sign to acknowledge so.

16. Every injury, accident or casualty, however slight, among the officers, crew, passengers, visitors, or repairmen onboard must be recorded. The large number of claims for pensions or other compensation submitted by persons alleging injury makes this information of great importance to the government, both to protect it from false claims and to furnish a record for bona fide claims. Therefore, care must be taken to record the full particulars in each instance.

17. Additional occurrences that must be recorded in the Quarterdeck log Book:

a. All occurrences of importance and interest, including change of command, official visits, salutes fired and flags displayed.

b. All formal inspections concerning personnel, material, records, combat readiness, etc., conducted by the Commander or any officer senior to him.

c. The time when any particular evolution, exercise, or other service was performed.

d. All accidents resulting in loss of any kind. The loss or serious damage to equipage and stores of any kind, give details.

e. After an action, a full, detailed account of every occurrence and remarkable incident, all damage to equipage, machinery, buildings and all killed and wounded, etc.

f. The name, grade and social security number of all personnel who may join or be transferred from the command, other than those received or lost by reason of permanent change of station.

g. All unexplained or unauthorized absentees, with indication of time of occurrence and first knowledge of absence, surrounding circumstances, and time and circumstances of later whereabouts or fate.

h. All deaths onboard, with a statement as to the exact time and cause of death.

i. All arrests, suspensions from duty and restorations to duty with dates and times of occurrence and surrounding circumstances.

SAMPLE DECK LOG

MONDAY 28 DEC 1995 SDO: MNC CHIEFLY ASDO: SK2 TOPS

0200 ADVANCED CLOCKS ONE HOUR TO CONFORM WITH DAYLIGHT SAVINGS TIME.

0530 MUC RAISED (at sunrise).

0635 SDO ARRIVED ON BOARD.

0715 BM1 M. A. FORCE, USN, 000-00-0003, RETURNED FROM LEAVE

0730 MUSTERED THE CREW AT QUARTERS. ABSENTEES: NONE

0745 ASDO PROPERLY RELIEVED BY MN3 JAMES.

OFF GOING SIGNATURE

NAME, RATE

0745 ASSUMED ASDO. DUTY SECTION IS MUSTERED. KEYS AND BADGES ARE PRESENT OR ACCOUNTED FOR.

ON COMING SIGNATURE

NAME, RATE

0750 SDO PROPERLY RELIEVED BY MN1 BEST.

OFF GOING SIGNATURE

NAME, RATE

0750 ASSUMED THE DUTIES AS SDO.

ON COMING SIGNATURE

NAME, RATE

0800 OBSERVED MORNING COLORS (Flags raised: National Ensign, POW/MIA)

0805 COMMANDER ARRIVED ON BOARD.

0825 COMMANDER DEPARTED FOR COMINWARCOM.

0930 COMMANDER RETURNED.

1000 DURING FIELD DAY, MNSN KLUTZ, USN, 000-00-0004, SUFFERED A COMPOUND FRACTURE OF THE RIGHT ANKLE WHEN HE FELL DOWN THE SOUTH LADDER WELL. SNM DELIVERED VIA AMBULANCE TO NAVAL HOSPITAL FOR TREATMENT.

1010 HM2 JOHNSON, PATIENT AFFAIRS OFFICER, NAVAL HOSPITAL, CORPUS CHRISTI REPORTS THAT MNSN I. B. LATE, USN, 456-89-9012 WAS ADMITTED TO EMERGENCY FOR STOMACH CRAMPS AT 0810 THIS DATE.

1015 ENS WILLEY A. BRITE, USN, 000-00-0005, DEPARTED COMMAND FOR TAD AT NAS KANEOHE BAY, HI.

1105 LATE ENTRY: AT 1005 COMMANDER DEPARTED FOR COMINWARCOM.

1105 PN3 GUY ROAMER, USN, 000-00-0000, RETURNED ABOARD, HAVING BEEN UA SINCE 0745, 03 FEBRUARY 1995. NOTIFIED THE SDO.

1120 ASDO PROPERLY RELIEVED BY MN3 FRANK.

SIGNATURE
NAME, RATE

1120 ASSUMED ASDO DUTIES.

SIGNATURE
NAME, RATE

1125 COMMANDER RETURNED FROM COMINWARCOM.

1135 COMMANDER DEPARTED FOR CHOW.

1150 SH3 C. A. HAZE, USN, 000-00-0000, UA SINCE 0745, 26 DEC 1995 WAS DELIVERED ONBOARD UNDER GUARD FROM NAS CORPUS CHRISTI, ACCUSED OF DRUNK AND DISORDERLY CONDUCT AT THE NAVY EXCHANGE. BY ORDER OF THE COMMANDER, HE WAS RESTRICTED TO THE LIMITS OF THE COMMAND PENDING DISPOSITION OF CHARGES.

1200 THE COURT OF INQUIRY, CAPTAIN A. B. SEA, USN, SENIOR MEMBER, APPOINTED BY COMNAVSURFLANT LTR SER 2634 OF 5 JAN 96 MET IN THE CASE OF THE LATE BM3 ANDREW J. SPIRIT, USN, 000-00-0000.

1220 ASDO PROPERLY RELIEVED BY MN3 JAMES.

SIGNATURE
NAME, RATE

1220 ASSUMED THE DUTIES AS ASDO.

SIGNATURE
NAME, RATE

1245 COMMANDER RETURNED.

1250 THE SPECIAL COURTS MARTIAL, CDR JONATHAN Q. DOE, USN, SENIOR MEMBER, APPOINTED BY COMOMAG LTR SERIAL 014 OF 15 MAR 95, MET IN THE CASE OF SA RALPH O. WEARIE, USNR, 000-00-000.

1250 THE SUMMARY COURTS-MARTIAL, CDR P. K. JONES, USN, SENIOR MEMBER, APPOINTED BY COMINWARCOM LTR SERIAL 015 OF 16 MAR 95, OPENED IN THE CASE OF SA RALPH O. WEARIE, USNR, 000-00-0000.

1300 COMMANDER COMMENCES ZONE INSPECTION.
(ALL INSPECTIONS PERFORMED BY CDR MUST BE LOGGED)

1300 THE SPECIAL COURTS-MARTIAL IN THE CASE OF SA RALPH O. WEARIE, USNR, 000-00-0000, RECESSED FOR THE DAY.

1330 THE SUMMARY COURTS-MARTIAL IN THE CASE OF SA RALPH O. WEARIE, USNR, 000-00-0000, ADJOURNED TO AWAIT THE ACTION OF THE CONVENING AUTHORITY.

1340 GMG1 WILLIAM P. SEA, USN, 000-00-0000, DIED ON BOARD AS A RESULT OF _____.

1345 COMMANDER COMPLETED ZONE INSPECTION.
1355 PN3 SHIRLEY K. PITTS, USNR, 000-00-0000, WAS THIS DATE
DECLARED A DESERTER FROM THIS COMMAND, BEING UA SINCE 0745,
28 DEC 95, A PERIOD OF 30 DAYS.
1400 RADM PEARSON, USN, COMINWARCOM, CAME ABOARD TO MAKE AN
OFFICIAL CALL ON THE COMMANDER.
1445 SN ABRAM WALKER, USN, 000-00-0000, TRANSFERRED THIS DATE TO
NRMC BETHESDA, MD FOR TREATMENT.
1530 ASDO PROPERLY RELIEVED BY MN3 FRANK.

SIGNATURE
NAME, RATE
1530 ASSUMED THE DUTIES AS QUARTERDECK WATCH.

SIGNATURE
NAME, RATE
1545 SA J. Q. NEDOPS, USN, 000-00-0007, DEPARTED ON LEAVE.
1600 SDO DEPARTED ON SECURITY ROUNDS.
1625 SDO RETURNED, CONDITIONS NORMAL.
1700 COMMANDER DEPARTS.
1715 SA JOHN D. DOE, SUN, 000-00-0000, REPORTED ONBOARD FROM USS
NEVERSAIL.
1730 MN1 JANE R. SMITH, USN, 000-00-0000, DETACHED ON PCS ORDERS
TO NAS BERMUDA.
1800 SDO DEPARTS FOR QUARTERS.
1815 ASDO DEPARTS FOR EVENING MEAL.
1845 ASDO RETURNED.
1850 OBSERVED EVENING COLORS.

SDO/ASDO DUTY CHECKLIST

DATE: _____

INT/DATE

COG

ACTION

INITIAL

SDO Relieve the watch: Accept custody of building key, magnetic pass, beeper and SDO Pass Down Log.

SDO Off-going and on-coming SDO's brief CSO on items of interest.

SDO Receive brief from CDR/CSO prior to there departure.

SDO Relieve ASDO for mid-day meal. (1 HR min.)

SDO Make tour of outside of building 36. (Physically check all outside doors.)

SDO Make tour of inside Bldg. 36 verify safes are secured, no classified material is left out, doors and windows are equipment is turned off (COFFEE MESS, etc.).

1. Check each safe and security door to ensure proper security. Security Container Check Sheets (SF 702) will be initialed with the time indicated.

2. Briefly check each office for classified material left unsecured. Enclosure (4) remarks section will be utilized to document the location of unsecured classified material.

3. Check each piece of electrical or electronic equipment in accessible spaces to ensure that each is secured, unless otherwise indicated by a notice on the equipment.

4. Secure all lights except those necessary to permit safe passage through the building passageways and stairwells.

		INT/DATE
SDO	Review message traffic, be prepared to brief CSO on items of interest.	_____
SDO	Pass on any special instructions to the ASDO.	_____
SDO	Both oncoming and off going SDO's will tour command spaces for cleanliness.	_____
ASDO	Lock hard drive for quarterdeck safe in Radio prior to Departure.	_____
ASDO	Relieve the watch: Inventory key lockers, badges, beeper, cellular phone, review passdown log, update/review quarterdeck logbook.	_____
ASDO	Off-going and on-coming ASDO's observe morning colors.	_____
ASDO	Ensure all outside lights are illuminating.	_____
ASDO	Observe evening colors/haul down pennants.	_____
ASDO	Secure Quarterdeck and alarm building prior to securing.	_____
ASDO	Unlock CDR/CSO entrance and Quarterdeck doors. (Prior to 0630 on normal workday)	_____
ASDO	Raise pennants on yardarms at sunrise.	_____
ASDO	Ensure outside lights are secured.	_____
ASD0/SDO	Set alarm.	_____

Remarks: _____

SDO/ASDO REFERENCE MATERIAL

INT/DATE

- 1. SDO Pass down log _____
- 2. SDO Notebook:
 - a. Recall Bills/Social Roster _____
 - b. Liberty telephone numbers
under heightened security conditions _____
 - c. Special event information _____
 - d. SDO/ASDO Checklist (Blank) _____
 - e. Visitor Log Book _____
 - f. Key Log Book _____
- 3. Security Clearance Database/Notebook _____
- 4. Hurricane Bill/Heavy Weather Notebook _____
- 5. Disaster Preparedness Plan _____
- 6. Standard Operating Procedures:
 - a. Phone Operating Procedures _____
 - b. Security System _____
 - c. FAX Machine (Operating Procedures) _____
 - d. Message Traffic (Processing Procedures) _____
 - e. STU-III (Operating Procedures) _____
- 7. CACO Notebook _____

SDO/ASDO REQUIRED READING LIST

- | 1. Required Reading List: | INT/DATE |
|---|----------|
| (a) DOD INST 2000.12, DOD Antiterrorism/Force Protection (AT/AP) Program | _____ |
| (b) OPNAVINST 5510.14, Navy Physical Security | _____ |
| (c) OPNAVINST 3300.54, Protection of Navy Personnel and Activities Against Acts of Terrorism and Political Turbulence | _____ |
| (d) OPNAVINST 3100.6 OPREP-3 Special Incident Reporting Procedures | _____ |
| (e) COMOMAGINST 5530.2(SERIES) Physical Security Plan | _____ |
| (f) COMOMAGINST 5510.1(SERIES) Command Information and Personnel Security Program | _____ |
| (g) COMOMAGINST 5450.1(SERIES) MOMAG Mission and Functions | _____ |
| (h) COMOMAGINST 3141.1(SERIES) Hurricane Bill | _____ |
| (i) COMOMAGINST 3120.1(SERIES) Commander's Standing Orders | _____ |
| (j) COMOMAGINST 2300.1(SERIES) Message Releasing Guidance/Minimize | _____ |
| (k) COMOMAGINST 1770.1(SERIES) Policy concerning Personnel Death or Serious Injury | _____ |
| (l) COMOMAGINST 1620.1(SERIES) Restricted Personnel | _____ |

COMOMAGINST 1601.1R

(m) COMOMAGINST 1601.1(SERIES) Staff Watch Organization and
Duties

(n) COMOMAGINST 1100.1(SERIES) Command Recall

(o) COMOMAGINST 1050.1(SERIES) Leave, Liberty and Sick in
Quarters Policy and Procedures

9. Return to SWO for completion signature

SWO/DATE