**DEPARTMENT OF THE NAVY**
NAVAL SERVICE TRAINING COMMAND
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NSTCINST 1601.1
N00
23 Feb 10

NSTC INSTRUCTION 1601.1

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND FLAG DUTY WATCH

Encl: (1) Flag Duty Officer Turnover Checklist
(2) Flag Duty Officer Personnel Qualification Standards
(3) Assistant Flag Duty Officer Personnel Qualification Standards

1. Purpose. To issue the watch organization for Naval Service Training Command (NSTC) Headquarters and to define the duties of command watch standers.

2. Organization. The watch organization consists of the Senior Watch Officer (SWO), Senior Watch Bill Coordinator (SWBC), Flag Duty Officer (FDO), and Assistant Flag Duty Officer (AFDO).

4. Responsibilities

a. Chief of Staff. The Chief of Staff (COS) has overall responsibility for the watch organization.

b. Senior Watch Officer. The SWO will normally be the Executive Assistant and appointed in writing by the COS. The Flag Aide will assume the responsibility as SWO if the Executive Assistant is on leave or if the billet is gapped. The SWO shall:

(1) Report directly to the COS.

(2) Manage the NSTC HQ watch organization and monitor for compliance with procedures and standardization.

(3) Maintain liaison with Naval Station Great Lakes SWO, Recruit Training Command (RTC) SWO, Training Support Command (TSC) SWO, and other Region/District SWOs.

(4) Designate qualified NSTC HQ personnel as FDO using FDO Personnel Qualification Standards (PQS) in enclosure (2).

(5) Approve FDO watch bill.

(6) Ensure FDO training is conducted at least quarterly.

(7) Maintain this instruction for accuracy and relevancy.

(8) Chair the FDO Qualification Boards. Such boards will consist of the SWO, Senior Watchbill Coordinator, and one additional qualified FDO.

(9) The SWO will designate a qualified person to manage the FDO/AFDO watch bill assignments.

c. Senior Watchbill Coordinator. The SWBC will normally be the Flag Writer, designated in writing by the SWO, and responsible for the following:

(1) Report directly to the SWO on all duty section matters.

(2) Assign qualified personnel to the FDO/AFDO watch bills.

(3) Prepare and disseminate the FDO/AFDO watch bills as approved by the SWO, submitting changes to all watch standers.

(4) Approve AFDO watch bill.

(5) Update FDO binder when necessary.

(6) Conduct and document FDO/AFDO training and maintain training records for assigned personnel.

(7) Manage FDO/AFDO PQS qualification process as follows:

(a) Provide newly reported personnel a copy of this instruction and subsequently assign and track qualification due dates.

(b) Ensure references and other training material are available and updated when necessary.

(c) Coordinate PQS qualification boards and make recommendations to the SWO for final qualification.

(8) Manage the FDO/AFDO watch bills and monitor for compliance with procedures and standardization.

(9) Chair the AFDO Qualification Boards. Such boards will consist of the SWBC and one additional qualified AFDO.

(10) Designate qualified personnel as AFDO using AFDO PQS in enclosure (3).

d. Flag Duty Officer. The FDO must have completed the FDO PQS in enclosure (2) and be in pay grade E7-E8 or O1-O3. FDO shall:

(1) Monitor the FDO watch bill for duty assignments.

(2) Attend training as determined by the SWO.

(3) Comply with all instructions and standing orders in the FDO binder.

(4) Report directly to the COS on all operational reports affecting HQ and subordinate activities.

(5) Report to the SWO, via the SWBC, on any watch related matters.

(6) Draft and release messages regarding NSTC HQ staff and HQ property outside of working hours, coordinating with Naval Station Great Lakes CDO as required.

(7) Be responsible for the successful execution of subordinate watches and the execution of duty responsibilities.

(8) Conduct a pass down with the AFDO in the Flag Suite at 1630 each work day.

(9) Turn over watch weekly at 0730 each Monday with the COS (oncoming and offgoing FDOs shall attend) or 0730 on Tuesday following a holiday.

e. Assistant Flag Duty Officer. The AFDO must have completed the AFDO PQS in enclosure (3) and be in pay grade E1-E6. AFDO shall:

(1) Monitor the AFDO watch bill for duty assignments.

(2) Attend training as determined by the SWO.

(3) Comply with all instructions and standing orders in the FDO binder.

(4) Report directly to the COS on all operational reports affecting HQ and subordinate activities during working hours and to the FDO outside of working hours. The AFDO will receive a pass down from the FDO in the Flag Suite at 1630 each work day.

(5) Report to the SWO, via the SWBC, on any watch related matters.

(6) Maintain an AFDO telephone watch in the Flag Suite from 0645 to 0730, during the COS's Executive Assistant's lunch period, and 1630 to 1800 during work days using proper telephone etiquette and taking complete messages when required.

(7) Ensure all NSTC spaces are properly secured upon completion of watch.

(8) Assist the FDO with message drafting and release, if assistance is needed.

(9) AFDO will assume weekly watch 0645 each Monday or 0645 on Tuesday following a holiday. No face to face turnover is required.

5. Policy

a. Priority. A command watch takes priority over all other normal duty assignments.

b. FDO

(1) Unless specifically exempted, all eligible NSTC HQ military personnel shall be available for FDO watch bill assignment.

(2) Newly reporting FDO-eligible personnel shall complete FDO qualification within 30 days of reporting onboard. Such qualification shall include completion of FDO PQS and the certification of FDO by the FDO Qualification Board. Personnel qualification standards in enclosure (2) will be used to attain FDO qualification. All personnel will become exempt from watch bill assignment 30 days prior to detachment.

(3) Duty exchanges. Approval of duty exchanges will be at the discretion of the SWO and coordinated by the SWBC.

(4) Leave. Emergencies will be coordinated on a case-by-case basis. Requests for leave for a period including assigned duty shall require a duty swap to be coordinated by the member requesting leave.

c. Watch Exemptions. The following personnel are excused from the command watch bill:

(1) Personnel in pay grades E9, O4 and above.

(2) Flag Secretary, Flag Aide, and Flag Writer.

(3) Personnel, as approved by the SWO.

d. Uniforms. The uniform of the day is prescribed for all command watches.

e. Procedures. To minimize changes to this instruction and ensure uniformity, watch procedures are maintained by the SWO. All requests for procedural changes must be approved and implemented by the COS via the SWO. The SWO is responsible for notifying watch standers of all changes to procedures.

6. Action. All personnel assigned to NSTC HQ shall know and comply with the provisions of this instruction.

J. T. CUNNINGHAM
Chief of Staff

Distribution: (NSTCINST 5216.1B)
List 1

**FDO Turnover Checklist**

1. Pass down/significant events for the week: _____

_____

_____

2. The following items were turned over:

| | | |
|---|---|---|
| (a) FDO Logbook: | Yes ☐ | No ☐ |
| (b) FDO Binder: | Yes ☐ | No ☐ |
| (d) Master Keys: | Yes ☐ | No ☐ |
| (e) Phone List: | Yes ☐ | No ☐ |
| (f) FDO Cell Phone and Charger: | Yes ☐ | No ☐ |

_____ _____

Offgoing FDO (Signature/Date) Oncoming FDO (Signature/Date)

**Commander Naval Service Training Command Headquarters' Flag Duty Officer Personnel Qualification Standards**

Name _____

Qualification Start _____

Qualification Due _____

_____
(FDO NAME, PRINT AND SIGN)

A. Administration

Discuss:

1. Command Watch Instruction _____

2. Turnover Procedures _____

3. Reference Instructions contained in the FDO Binder _____

B. Watch Organization and Procedures

Discuss the duties and responsibilities of the following, and the FDO's relationship with them:

1. Chief of Staff _____

2. Senior Watch Officer _____

3. Senior Watch Bill Coordinator _____

C. Communications

1. Discuss phone reports to the Immediate Superior in Chain of Command _____

2. Discuss Special Incident Reporting requirements and procedures _____

3. Discuss relationship with CDOs for Navy Region Midwest, Recruit Training Command, including message release _____

D. Special Incident Reporting Procedures (OPNAVINST 3100.6)

1. Discuss the contents of OPNAVINST 3100.6 _____

2. Discuss the circumstances requiring an OPREP-3 NAVY BLUE and the reporting timeline _____

3. Demonstrate the procedures for drafting and releasing an OPREP-3 NAVY BLUE _____

4. Discuss the circumstances requiring an OPREP-3 NAVY UNIT SITREP and the reporting timeline _____

5. Demonstrate the procedures for drafting and releasing an OPREP-3 NAVY UNIT SITREP _____

6. Demonstrate the procedures when receiving report of loss of PII _____

E. Pre-qualification Screening (by any qualified FDO):

Recommended for Qualification Board. Date: _____

I, _____, certify that _____
(Name/Rank) (Name/Rate)
is ready for final qualification by a PQS Board for the position of FDO.

Examiner's Signature _____

F. Record of Qualification:

Qualification Board: Date _____

I certify the examinee to be fully qualified for the Position of FDO.

_____ _____
SWO (Name/Rank/Rate) (Signature/Date)

**Commander Naval Service Training Command Headquarters' Assistant Duty Officer Personnel Qualification Standards**

Name _____

Qualification Start _____

Qualification Due _____

_____
(AFDO NAME, PRINT AND SIGN)

A. Administration

Command Watch Instruction _____

B. Watch Organization and Procedures

Discuss the duties and responsibilities of the following, and the AFDO's relationship with them:

1. Chief of Staff _____

2. Senior Watch Officer _____

3. Senior Watch Bill Coordinator _____

4. Flag Duty Officer _____

C. Communications

1. Demonstrate proper telephone etiquette _____

2. Demonstrate proper telephone message-taking procedures _____

3. Demonstrate the procedures for drafting and releasing an OPREP-3 NAVY UNIT SITREP _____

4. Discuss steps to properly secure NSTC spaces and demonstrate a knowledge of all NSTC space locations. _____

5. Demonstrate procedures following a discovery of unattended PII _____

6. Demonstrate procedures following discovery of a fire. _____

7. Demonstrate procedures following receipt of a telephoned threat of a bomb or similar act of violence. _____

D. Record of Qualification:

Qualification Board: Date _____

I certify the examinee to be fully qualified for the Position of AFDO.

_____ _____

SWBC (Name/Rank/Rate) (Signature/Date)