



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
1750 TOMCAT BOULEVARD
VIRGINIA BEACH, VIRGINIA 23460-2168

IN REPLY REFER TO:

NASOCEANAINST 1601.2A

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NAS OCEANA INSTRUCTION 1601.2A

Subj: NAVAL AIR STATION (NAS) OCEANA WATCH ORGANIZATION AND RESPONSIBILITIES

Ref: (a) U.S. Navy Regulations
(b) NASOCEANAINST 3120.1, SORM
(c) NASOCEANAINST 5500.2A, Barring Orders Instruction
(d) NASOCEANAINST 5530.4E, Physical Security/Force Protection Plan

Encl: (1) Command Duty Officer Duties and Responsibilities
(2) Command Duty Officer Qualification Requirements
(3) Command Duty Officer Final Qualification
(4) Command Duty Officer Turnover Sheet
(5) Standard Operating Procedures for Junior Officer of the Deck/Petty Officer of the Watch
(6) Junior Officer of the Deck/Petty Officer of the Watch Job Qualification Requirements
(7) Junior Officer of the Deck/Petty Officer of the Watch Final Qualification
(8) Duties and Responsibilities of the Duty Driver
(9) Guidelines for Duty Driver Bunkroom
(10) Daily Vehicle Inspection Report

1. Purpose. To define the NAS Oceana watch organization and establish watch standing requirements, procedures and duties of the Command Duty Officer (CDO), Junior Officer of the Deck (JOOD), Petty Officer of the Watch (POOW) and Duty Driver as established by Commanding Officer, NAS Oceana.

2. Discussion. The CDO is the Commanding Officer's direct representative and is responsible for the effective execution of the operational and administrative aspects of NAS Oceana's mission. NAS Oceana's watchstanding team includes the CDO, JOOD and Duty Driver. Established watches are necessary for the safety, security and proper operation of the command. References (a) through (e) provide information and responsibilities for performance of these duties. Enclosures (1) through (10) provide specific duties, responsibilities and Job Qualification Requirements (JQR) of watchstanders at NAS Oceana. These procedures are provided to assist watchstanders in performing their duties, but are not intended to hinder or replace the initiative and judgment of the individual.

a. Standing Orders. Issued as Appendix A to enclosure (1), Commanding Officer Standing Orders provide standard operating procedures to follow in the most common watchstanding situations. Relevant references will be included with the standing order or in a separate reference binder on the quarterdeck.

3. General

a. The Senior Watch Officer (SWO) shall be a commissioned officer, 0-3 or 0-4, holding a Secret clearance and designated in writing by the Commanding Officer, using enclosure (3). The Senior Enlisted Watchbill Coordinator will be an E-7 or E-8 and be designated in writing by the Commanding Officer, using enclosure (4).

b. The SWO, as assisted by the Senior Enlisted Watchbill Coordinator, is responsible for:

- (1) Initial qualification and training of CDOs, including a written and/or oral examination by the SWO and a Commanding Officer's oral board.
- (2) Preparing CDO Designation Letters for CO signature.
- (3) Scheduling mandatory monthly training for all CDOs.
- (4) Preparing and distributing monthly CDO watchbills to all watchstanders, quarterdeck and Administrative Department for inclusion in the Plan of the Week.
- (5) Updating standing orders as necessary.

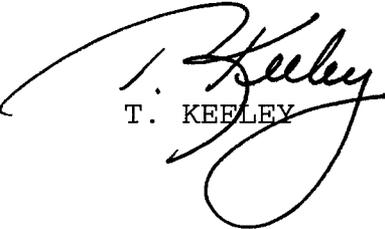
c. The Administrative Department and Command Master Chief are responsible to ensure proper training of JOOD and POOW quarterdeck watches. The JOOD is responsible for proper training of the Duty Driver. The Administrative Department Leading Chief Petty Officer (LCPO) is responsible for the JOOD/POOW watchbill, and the Quarterdeck Leading Petty Officer (LPO) is responsible for the Duty Driver watchbill. Once the monthly CDO, JOOD, POOW and Duty Driver watchbills are published, changes must be coordinated through the SWO, Senior Enlisted Watchbill Coordinator, LCPO or LPO, respectively.

d. Departments shall ensure assigned personnel are made available to stand CDO, JOOD, POOW and Duty Driver watches as required. In the event the assigned individual cannot stand the watch, he/she is responsible for arranging for a qualified replacement to assume the watch.

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4. Action. All watchstanders are responsible for adherence to the regulations as specified in this instruction and shall require the same of all duty personnel. Watchstanders shall review the Passdown Log (PDL) and CDO Turnover binder prior to assuming the watch.

5. Review Responsibility. The SWO is responsible for annual review and updating of this instruction.


T. KEELEY

Distribution:
NASOCEANAINST 5216.1X
List I, II and III (Galley, AIMD, CBQ, RSSO only)

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COMMAND DUTY OFFICER (CDO) QUALIFICATIONS, DUTIES AND
RESPONSIBILITIES

1. CDO Qualifications. CDO candidates must be E-7 or above and warfare qualified. Since all ratings/designators do not allow for an opportunity to obtain a warfare qualification, this provision may be waived on a case-by-case basis. CDO candidates shall be available for normal watchstanding assignments for no less than one year following qualification.
2. Duty Hours. 0730-0730, Monday-Friday, weekends and holidays. CDO turnover shall take place 0730 daily. Off-going and on-coming CDOs must be present for turnover. CDO watchstanders shall be physically at the command for the entire watch. The bunkroom for the CDO is located in Barracks 536, Room B128.
3. CDO Duties, Responsibilities and Authority
 - a. Complete indoctrination and Job Qualification Requirements (JQR) within 30 days of check-in with the SWO and Senior Enlisted Watchbill Coordinator.
 - b. Stand a minimum of three under instruction watches.
 - c. Pass a written and/or oral examination by the SWO, and an Oral Qualification Board, as directed by the Commanding Officer.
 - d. Prior to assuming the watch, become familiar with all standing orders, command instructions and notices pertinent to the efficient and effective operation of the command.
 - e. Brief the CO, XO or designated representative on normal working days at 0730, and the on-coming CDO at 0730, at the quarterdeck, on weekends and holidays. CDO Turnover Sheets (enclosure (2)) shall be completed by the off-going CDO prior to 0730 turnover. An electronic version shall be E-Mailed from the CDO to the CO, XO, Command Master Chief and Senior Watch Officer prior to turnover, and a hard copy maintained in the CDO turnover file for 30 days.
 - f. On weekdays, prior to 1600, the CDO shall check with the CO/XO for any special instructions applicable for the duration of the CDO duty day and review the CDO PDL.
 - g. Act for the CO in any unusual events, all routine matters after normal working hours and provide proper and timely action on urgent or emergency matters when immediate action is necessary.

Enclosure (1)

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h. Ensure the CO/XO, Department Heads, Regional Operations Center (ROC), CDOs and other interested parties are notified of events as necessary. Refer to individual standing orders for required notifications.

i. Ensure quarterdeck watches are stood in a proper manner and quarterdeck personnel draft messages for CDO release, with XO approval.

j. The JOOD shall maintain control of CDO master keys for access to required buildings. CDO master keys shall be returned to the custody of the JOOD when their use is no longer required.

k. Grant emergency leave or extensions of leave for command personnel. Requests shall be coordinated with the appropriate Department Head, Division Officer or Leading Chief Petty Officer prior to granting the request, if possible.

l. Release operational and administrative messages, as required. Message releasing after normal working hours should be kept to a minimum. All messages shall be approved by the XO prior to release. Refer to the standing order addressing SITREP/OPREP Navy Blue messages.

m. Complete the CDO PDL. The PDL shall be kept on the quarterdeck or in the CDO briefcase. The CDO shall enter pertinent information that future CDOs should have.

n. Coordinate morning/evening colors with the Chief Master at Arms and restricted personnel Colors team.

o. Conduct security rounds of the base per CDO Standing Orders. Be responsible for the cleanliness of the base, including fuel booms and good order and discipline on the base.

p. CDO watchstanders shall be present at the command during the entire 24-hour watch. They may depart the confines of the base for official business (security rounds) during the normal workday. The CDO shall have the cellular phone, VHF radio and command beeper in their possession at all times. When in the CDO bunkroom, ensure the quarterdeck has the telephone number for the room.

q. When a situation requires CDO presence, or the CO/XO requests the CDO presence, the CDO shall report immediately to the incident site and speak to the on-scene commander to determine responsibilities. Refer to individual Standing Orders for situational guidance.

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INDEX OF CDO STANDING ORDERS

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1.	CDO ROUTINE AND BASE TOUR
2.	SPECIAL INCIDENT REPORTING (UNIT SITREP/VIOLENT CRIME)
3.	FUEL/OIL & HAZARDOUS MATERIALS SPILLS AND FUEL VENTING BY AIRCRAFT
4.	SERIOUS INJURY/ILLNESS OR DEATH OF A SERVICEMEMBER
5.	BOMB THREATS/SUSPICIOUS PACKAGES
6.	URINALYSIS TESTING AND COMPETENCY FOR DUTY EXAMINATIONS OF COMMAND PERSONNEL
7.	PRE-TRIAL RESTRAINT AND ACCEPTANCE OF RETURNED UNAUTHORIZED ABSENTEES AND DESERTERS
8.	DELIVERY OF CIVILIAN AND MILITARY PERSONNEL TO CIVIL AUTHORITIES AND COURTESY TURNOVERS
9.	PUBLIC WORKS SERVICES OUTSIDE NORMAL WORKING HOURS
10.	DESTRUCTIVE WEATHER PLAN
11.	WINTER STORM CONDITION PLAN
12.	BARRING ORDERS
13.	DISPLAY OF FLAGS
14.	BASE CLEAN UP RESPONSIBILITIES AND RESTRICTED PERSONNEL
15.	LEAVE PROCEDURES

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STANDING ORDER NO.

TITLE

16.	AIRCRAFT MISHAP BRIEF SHEET
17.	AT/FP PLAN

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CDO STANDING ORDER NO. 1

Subj: CDO ROUTINE AND BASE TOUR

Encl: (1) Map of Base
(2) Map Locating Fuel Dam Areas

1. As a direct representative of the Commanding Officer, the CDO has the following duty responsibilities:

a. Keep the Commanding Officer, Executive Officer and other relevant department heads informed of any unusual situations.

b. Randomly tour and inspect barracks buildings and enlisted/officer club facilities, and note any issues.

c. Inspect the galley and sample a meal. Submit comment sheet.

d. Check with Security and Medical to keep abreast of any situations.

e. Conduct morning and evening colors, at 0800 and sunset, respectively.

f. Inspect restricted personnel at 2100, in Building 420, except on Tuesdays.

g. Routinely tour the base (recommended rounds listed below) watching for cleanliness, fuel spills, fire and safety hazards, good order and discipline and other issues, and take whatever action is deemed necessary to correct. Tour includes barracks, hangars, ramps, fuel booms, housing areas, NEX, Dam Neck Annex, medical/dental, recreation facilities, picnic areas, etc.

2. To ensure that CDOs are familiar with the location of facilities on board NAS Oceana, the following route is recommended:

a. White House. Turn right onto Tomcat Boulevard.

b. Locate Security on the left; turn right at traffic circle.

c. Locate Fire Station on the right.

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- d. Turn left on Operations Drive and proceed through Post #6 between Building 102 and SAR Hangar 23.
- e. Turn right on flight line. Locate Air Operations/Tower and T-Line (Transient Aircraft) on right.
- f. Turn right. Tour Hornet flight line hangars.
- g. Turn left at last hangar, Green Hangar #145.
- h. Turn right. Continue on flight line Taxiway Bravo and locate refueling pits. Start with Pit #10.
- i. Continue around to the left on Taxiway Delta and proceed to line between Refueling Pits #6 through #1 and aircraft lines.
- j. AIRCRAFT HAVE THE RIGHT OF WAY. IF AIRCRAFT IMPEDE TRAVEL, PROCEED WITH CAUTION.**
- k. Locate Refueling Pit #1, turn left and proceed to Hangar #404.
- l. Turn right. Drive past all Tomcat hangars.
- m. Turn right at end of Hangar #500.
- n. Turn left on Tow Road and locate Fuel Boom #2 across from Fuels office and GSE tank.
- o. Proceed to ordnance handling pad on left.
- p. Continue on Tow Road and locate high power turn-up area and engine test cells (Hush House).
- q. Inspect Fuel Containment Boom #6 located past the test cell area on Magazine Drive.
- r. Follow Magazine Drive through double gates to London Bridge Road.
- s. Locate Weapons compound across London Bridge Road.
- t. Inspect Fuel Containment Boom #1 on left side of London Bridge Road as you head back toward center of base on Hornet Drive.

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- u. Turn right on 8th Street and locate Public Works, Building 920.
- v. Continue on 8th Street; turn left on D Avenue and locate the Supply Department, Building 730, on the right.
- w. Turn left on 5th Street and locate Navy Federal Credit Union.
- x. Turn right on Hornet Drive and locate Aircraft Intermediate Department, Building 513, on the left.
- y. Continue on Hornet Drive and locate the Restricted Barracks, Building 420, on the right.
- z. Proceed to traffic circle, turn right on Tomcat Boulevard.
- aa. Turn right on D Avenue and locate the Chapel, Building 330, on the left.
- bb. Locate PSD, Building 326, across from the Chapel.
- cc. Turn left on 3rd Street and locate Great Escape/CPO Clubs, Building 430. Return to D Avenue.
- dd. Turn left on D Avenue and locate the Galley, Building 520.
- ee. From Galley parking lot, turn right on D Avenue. Proceed to 5th Street and turn Left.
- ff. Locate Bank of America on left and proceed through parking lot to Laser Road.
- gg. Locate Building 531, which includes the Base Theatre, Post Office, Library, Family Service Center and Navy College.
- hh. From Laser Road, turn left on E Avenue.
- ii. Proceed to 5th Street and turn left. Locate Officer Housing on the right, across from Fitness Center.
- jj. Turn Left on G Avenue and locate BOQ/Navy Lodge, Building 460, on the left.

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kk. Turn right on Tomcat Boulevard; check front gate marquee. Inspect for proper spelling and operation of clock.

ll. Proceed out front gate to Pass and Decal Office, Building 280, on left and inspect Containment Boom #3, Stencil Boom.

mm. Proceed to Medical, Building 285, on the left. Emergencies will be taken to the rear of the building.

nn. Continue down Tomcat Boulevard and locate NEX on the right.

oo. Turn right on Oceana Boulevard and locate Commissary, second light on the left. Exit Commissary and turn left.

pp. Continue on Oceana Boulevard through the light at General Booth Boulevard to Prosperity Road.

qq. Continue on Prosperity Road pass Redwing Golf course on right; continue to Wadsworth Housing on the right. Locate Housing Office on Nimitz; follow the road around and exit.

rr. Depart Wadsworths Housing; turn left on Birdneck Road (Birdneck Self-Storage) to Bells Road. Turn Left.

ss. Proceed on Bells Road to Oceana Boulevard.

tt. Proceed to Observation Point. Ensure flame is lit and flags are appropriately hoisted.

uu. Locate Commanding Officer's house (Bell House).

vv. Locate stables. Turn around to your left; head back toward VACAPES on Oceana Boulevard.

ww. Locate FACSFAC/VACAPES on left.

xx. Continue on Oceana Boulevard. Take a left to South First Colonial Road which will change into Potters Road.

yy. On Potters Road, proceed to skeet and trap range on the left side of the road.

zz. Return to Potters Road. Turn left to Sludge Road prior to railroad tracks.

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- (1) Inspect Fuel Containment Boom #5
- (2) Radar site
- (3) Transmitter sites
- (4) Bulk Fuel Tank Farm
- (5) Fuel Truck Unload Stand
- (6) Inspect Fuel Containment #4

aaa. Exit area. Turn left; proceed on Potters Road.

bbb. Turn left at light. Continue on London Bridge Road (14A-E can be accessed on this road). There are two gates at London Bridge which leads to the base Truck Refueling access road.

ccc. Locate two London Bridge gates. Check and return to route on London Bridge Road. Turn Right. Proceed on London Bridge Road to Dam Neck Road.

ddd. Turn right onto Dam Neck Road. Proceed on Dam Neck Road to Princess Anne Road.

eee. Turn right onto Princess Anne Road. Proceed on Princess Anne Road, 2.6 miles, to Windsor Oaks Boulevard.

fff. Turn right onto Windsor Oaks Boulevard to tour Navy Housing (Midway Manor).

ggg. Depart Midway Manor Housing via Windsor Oaks Boulevard. Turn left onto Princess Anne Road.

hhh. Proceed on Princess Anne Road, 2.6 miles, back to Dam Neck Road. Turn left on Dam Neck Road.

iii. Proceed on Dam Neck Road, 3.3 miles, and turn left onto Harpers Road.

jjj. Proceed on Harpers Road to tour base trailer park (Ocean Pine). Exit park.

kkk. Turn left onto Harpers Road. Locate Self-Help for housing office on Paul Jones Circle. Return to Harpers Road; turn left.

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lll. Turn left on Phantom Road. Locate the Navy Exchange on right and picnic area on left. Tour areas.

mmm. Return to base via the main gate and proceed to the White House.

nnn. Locate Salvage Yard gate; ensure gate is closed and locked. This check is to be done after 1800.

CDO STANDING ORDER NO. 2

Subj: SPECIAL INCIDENT REPORTING (UNIT SITREP/VIOLENT CRIME)

Ref: (a) NASOCEANAINST 3100.6

1. All events, meeting special incident reporting criteria, shall be reported following the guidelines of reference (a). Higher authority should find out about incidents via our operational reporting system, not from press reports or E-Mails relayed from friends or family members. We must ensure incident reporting voice and message requirements, including timeliness and essential requirements, are routinely achieved.

* Always have CO/XO approval before signing out messages.

a. Unit SITREPS and Violent Crime Report Unit SITREPS

(1) Call XO/CO.

(2) Call COMNAVREG MIDLANT ROC 322-2609.

(3) No voice report to COMLANTFLT Command Center required. Message should be sent within 20 minutes of learning of incident; follow up as more information becomes available. Used in most circumstances (see instruction for guidance) to inform COMNAVREG MIDLANT and local chain of command of local incidents that do not meet OPREP-3 special incident reporting criteria.

b. OPREP-3 Navy Blue

(1) Call XO/CO as soon as possible.

(2) Call COMNAVREG MIDLANT ROC 322-2609, as soon as possible.

(3) Voice report **within 5 minutes** to COMLANTFLT Command Center 836-5397. IMMEDIATE Message to CNO and COMLANTFLT within 20 minutes. INFO COMNAVREG MIDLANT and others as appropriate (see instruction). Used for incidences of high Navy and press interest. See instruction for list of reportable events.

c. OPREP-3 Pinnacle

(1) Call XO/CO as soon as possible.

(2) Call COMNAVREG MIDLANT ROC 322-2609, as soon as possible.

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(3) Voice report **within 5 minutes** of notification to COMLANTFLT Command Center 836-5397. FLASH Message required. Used for instances of high national interest, such as terrorist acts, hijacking of ships or aircraft, serious injury or loss or substantial damage to major military equipment such as aircraft or ship, or unusual incidents which may result in news inquiries at the national level. See instruction for further guidance.

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SAMPLE UNIT SITREP MESSAGE ADDRESSEES

TO: COMNAVREG MIDLANT NORFOLK VA

INFO: COMLANTFLT NORFOLK VA//00//CDO// (if necessary)

DIRCRIMINVSERV WASHINGTON DC//22D// (if incident criminal)

NAVCRIMINVSERVFO NORFOLK VA (if NCIS involved, or should be)

NAVPHIBASE LITTLE CREEK VA//00// (if security involved)

PWC NORFOLK VA//00// (anything that happens in housing)

COMFITWINGLANT OCEANA VA//N00// (anything that involves squadron
or squadron personnel)NAVSUPPACT NORFOLK VA//00// (anything that happens on MWR
property or involves MWR personnel)

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CDO STANDING ORDER NO. 3

Subj: FUEL/OIL AND HAZARDOUS MATERIALS SPILLS AND FUEL VENTING BY AIRCRAFT

Ref: (a) NASOCEANAINST 6280.1C
(b) COMNAVREG MIDLANT NORFOLK VA 041535Z Mar 03
(c) COMNAVREG MIDLANT NORFOLK VA 101842Z Mar 03

Encl: (1) COMNAVREG MIDLANT Oil Spill Response SOP of 7 Jan 03
(2) Spill Report

1. Fuel/Oil/Hazardous Material Spills

a. COMNAVREG MIDLANT maintains a "report all spills" policy. All releases of oil or hazardous substances **of any quantity** will be reported, including spills to pavement and airborne discharges released below 6,000 feet. The only exceptions are those spills from POVs that do not reach storm drains or surface waters.

b. If a fuel/oil spill occurs, the responsible party shall take immediate action to stop, contain and cleanup the spill. The responsible party shall also complete a Spill Report and prepare reporting message (If responsible party is not identified, or does not initiate required reports, NAS Oceana CDO shall do so). Sample message format is in enclosure (1) and a Spill Report Worksheet is in enclosure (2). The responsible party must complete a reporting message and Spill Report Worksheet for all spills **regardless of quantity** and submit copies of both to PWC Environmental Compliance Division.

c. Notify NAS Oceana Fire Department, 433-9111. The Fire Chief acts as the Emergency Coordinator for spill response and will provide guidance to the responsible party for proper cleanup.

d. Notify COMNAVREG MIDLANT ROC at 322-2609. The ROC Watch Officer will screen reports for further dissemination up the chain. ROC should notify NOSC if necessary (322-3064).

2. Fuel Venting By DoD Aircraft

a. COMNAVREG MIDLANT requires prompt voice and SITREP reporting of fuel dumping (airborne fuel releases) from aircraft operating within 3 nm of land and/or overland, below 6,000 feet above ground level (AGL). CDO should notify COMNAVREG MIDLANT ROC at 322-2609. ROC should notify NOSC if necessary.

b. Notify NAS Oceana Fire Department, 433-9111, if report of fuel dumping comes in. If the fuel was released off-base, the Fire Department will coordinate with responsible city response team.

c. Notify the Command Judge Advocate, 433-2950, of all confirmed fuel dumps.

3. General

The NAS Oceana Fire Department is responsible for reporting fuel/oil spills and reportable quantity HM spills to the regulatory agencies. The CDO is responsible for informing the NAS Oceana XO/CO (notification of the XO/CO may be during daily turnover or earlier if the situation warrants).

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CHECKLIST FOR DEATH OF A SERVICEMEMBER

ACTION	TIME/DATE RESPONSIBILITY	COMPLETED
Death of Servicemember		
- Assure positive ID made (if death <u>did not</u> occur in naval hospital)	CDO	
- Notify XO first, followed by CO	CDO	
- If servicemember attached to a tenant command, notify appropriate chain of command duty officers, and render whatever assistance needed. No further checklist items applicable.	CDO	
- If servicemember is attached to NAS Oceana, notify Casualty Assistance Calls Program Manager (CACPM) for CACO assignment.	CDO	
- During normal working hours assigned CACO will assume duties.	CACO	
- After working hours and weekends/holidays, or until CACO is assigned, the CDO will assume CACO duties and shall interact with the department head of the individual, CACPM and XO.	CDO	
- Notify Duty Chaplain	CDO/CACO	
- Notify COMNAVREG MIDLANT Casualty Assistance Program Manager of assignment of CACO.	CDO/CACPM/CACO	
- If death <u>did not</u> occur in a naval hospital, notify Portsmouth Decedent Affairs, Mr. Ronald Schnur (398-5573/5585), or Portsmouth Naval Hospital OOD (398-5008) after normal working hours.	CDO/CACO	
- Procure service record and pay record/information from PSD (PSD CDO beeper 441-0977)	CDO/CACO	
- Ascertain PNOK and SNOK from service record.	CDO/CACO	
- CACO, Duty Chaplain and CO (if available) will <u>personally notify</u> PNOK as appropriate (if in local area)	CDO/CO/DUTY CHAPLAIN/CACO	

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<p>- If PNOK does not reside in COMNAVREG MIDLANT area of responsibility, contact Regional Casualty Assistance Program Manager at 322-2817, CDO pager 1-800-533-3017 or CDO cell (757) 329-8827.</p>	<p>CDO/CACO</p>	
<p>- Send Personal Casualty Report (CPCR) as soon as possible (within 4 hours). Need service record and pay info. See message prep form and sample message attached.</p>	<p>CDO/CACO</p>	
<p>- Notify NASO Command Judge Advocate for JAGMAN investigation determination.</p>	<p>CDO</p>	
<p>-Send letters of condolences (within 48 hours) once all facts are known and PNOK/SNOK are notified per COMNAVREGMIDLANTINST 1770.1.</p>	<p>CDO/ADMIN/CACO</p>	
<p>- Notify PAO if media interest is anticipated.</p>	<p>CDO/CACO</p>	
<p>- Render assistance as necessary to CACO.</p>	<p>CDO</p>	
<p>- Ensure complete pass down to oncoming CDO.</p>	<p>CDO</p>	
<p>- Follow-on message response if needed.</p>	<p>CDO/CACO</p>	

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CHECKLIST FOR SERIOUS INJURY, ILLNESS OR SUICIDE ATTEMPT OF A
SERVICEMEMBER

ACTION	RESPONSIBILITY	TIME/DATE COMPLETED
Serious injury, illness or suicide attempt of servicemember		
- Notify XO, then CO	CDO	
- If servicemember is attached to a tenant command, notify appropriate chain of command duty officers, and render whatever assistance needed. No further checklist items applicable.	CDO	
- If servicemember is attached to NAS Oceana, notify CACPM for CACO assignment	CDO	
- Notify chain of command duty officers.	CDO	
- CACPM assigns CACO.	CACPM	
- Notify Duty Chaplain.	CDO/CACO	
- Notify PNOK and SNOK by telephone.	CDO/CACO	
- Prepare and release PCR within 4 hours of knowledge of casualty. See message prep form and sample message attached.	CDO/CACO	
- CACPM notify Regional Casualty Assistance Program Manager of CACO assignment.	CACPM/CACO	
- Notify NAS Oceana Command Judge Advocate for LODI determination.	CDO/CACO	
- Render assistance as necessary to CACO.	CDO	
- Ensure complete passdown to oncoming CDO.	CDO	
- Follow-on message response if needed.	CDO/CACO	

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CDO STANDING ORDER NO. 5

Subj: BOMB THREATS/SUSPICIOUS PACKAGES

Ref: (a) NASOCEANAINST 5530.4E

Encl: (1) Bomb Threat Incident Checklist

1. A bomb threat is a message delivered by any means, warning or claiming the presence of one or more bombs. Personnel receiving a telephonic phone threat shall follow the following procedures:

a. Notify NAS Oceana Emergency Dispatcher (433-9111/3103).

b. Complete a Navy Telephonic Threat Complaint Form (OPNAV 5527/8).

c. Complete Bomb Threat Incident Checklist (enclosure (1)).

2. The CDO's primary responsibility is to ensure bomb threat incidents and reported suspicious packages are reported by phone and by SITREP (suspicious packages and bomb threats determined to be a hoax) or OPREP-3 Navy Blue (if bomb is discovered). Notify COMNAVREG MIDLANT ROC 322-2609 of the incident, then again notify when condition is secure. CDO shall ensure SITREP/OPREP is completed by the responsible command or complete as the CDO. Ensure draft message is approved by the CO/XO before release.

3. NAS Oceana Security will establish a command and control post at the scene. The Watch Commander is the On-scene Commander. The Watch Commander will determine whether the Explosive Ordnance Disposal (EOD) team needs to be called to the scene. The CDO shall coordinate with the command and control post, and keep the CO/XO informed as to the status throughout the incident. The CDO shall assist Security in securing and evacuating buildings, as necessary. Once evacuated from any building or area, personnel shall not be permitted reentry unless authorized by the CO or CDO by the CO's direction.

4. The CDO shall ensure the JOOD has notified:

a. Security (3-3123)

b. Fire Department (3-9111)

c. Appropriate tenant command duty officers

d. NCIS (3-3291)

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- e. Medical Department (3-2221)
- f. Weapons Department (3-2352)
- g. Public Affairs Officer (3-3131)

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CDO STANDING ORDER NO.6

SUBJ: URINALYSIS TESTING AND COMPETENCY FOR DUTY EXAMINATIONS
OF COMMAND PERSONNEL

Ref: (a) OPNAVINST 5350.4C
(b) NASOCEANAINST 5350.4A
(c) BUMEDINST 6120.20B

Encl: (1) Command Directed Urinalysis Test Order
(2) Competence for Duty Examination (NAVMED 6120/1)
(3) Permissive Authorization for Search and Seizure

1. Per references (a) and (b), all personnel assigned to NAS Oceana returning from UA status exceeding 24 hours shall be directed to submit to urinalysis testing. Testing of these persons is a valid unit inspection test and therefore admissible at trial by court-martial and/or for use in characterization of discharge in administrative separation proceedings. The CDO shall contact the station Urinalysis Coordinator (Legal Department Recall Bill) immediately upon notification of the return of an over-24-hour UA. The Urinalysis Coordinator shall conduct a unit inspection (sweep) test.

2. Any personnel attached to NAS Oceana returned to the command by local law enforcement or area shore patrol for any offenses involving suspected use or possession of drugs or drug paraphernalia shall be required to submit to urinalysis testing before being allowed to leave the air station. The CDO shall contact the Urinalysis Coordinator as above. The Urinalysis Coordinator shall first attempt to obtain a consent test. If consent is not given, the CDO shall contact Legal to have a probable cause affidavit prepared for the CO's review. The CO will then determine whether or not to order urinalysis testing of the member involved. **Only the CO has the authority to direct urinalysis testing based on probable cause.**

3. If a service member attached to NAS Oceana acts in an unusual, violent or bizarre manner, or is involved in a serious accident violating safety or traffic regulations, the CDO may order a Command Directed Urinalysis Test (if a search based on probable cause is not appropriate), by direction of the CO. Enclosure (1) is provided to assist in the proper administration of the test and to notify the chain of command of the action taken. A completed copy of enclosure (1) shall be sent to the Legal Office the next working day.

4. Per reference (c), a competency for duty examination is performed as an administrative determination as to whether a person can do their duty and perform functions of the job in a

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safe manner. Because suspicions of alcohol or other drug abuse in a duty status have possible disciplinary consequences, the competency for duty examination is legitimately intertwined with command search and seizure procedures.

a. The CO, XO or CDO may order a competency for duty examination, enclosure (2), at anytime on any active duty NAS Oceana servicemember. However, during normal working hours, only the CO or XO will authorize competency for duty examination requests. After normal working hours, or in the absence of the CO or XO, the CDO may sign the competency for duty examination request form and check block (7), laboratory analysis desired. The CDO shall track the status of all competency for duty cases after normal working hours. Blank copies of enclosure (2) shall be kept on the quarterdeck.

b. Department Heads shall

(1) Notify the XO/CO when an individual is suspected of being under the influence of drugs.

(2) Provide escorts for the individual and coordinate all associated paperwork.

(3) Track status of competency for duty cases during normal working hours.

(4) Provide turnover status of any active case to the CDO at the close of normal working hours.

5. Procedures for Competence for Duty Examination

a. Upon first contact with a person suspected of being under the influence of drugs or alcohol, while in a duty status, contact the individual's chain of command, or if after normal working hours, the CDO. The Department Head/CDO shall have the person reporting the incident fill out Section 1 of enclosure (2). A courtesy turnover shall be conducted once the suspected individual's chain of command is identified.

b. The suspected individual's Department Head, or CDO shall initiate the competency for duty examination request form (enclosure (2)), items 1-7. Following the CO/XO/CDO's signature in block 8, as requester, the suspected person shall be escorted to Branch Medical Clinic Oceana and the request presented to a medical officer. Competency for duty examinations shall be performed per reference (c). The medical officer will determine the disposition of the suspected individual.

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c. If an individual is suspected of being incompetent and the CO/XO/CDO has reasonable suspicion or belief that a urinalysis test will produce evidence, a Permissive Authorization for Search and Seizure form, enclosure (3), shall be prepared. If the individual does not consent, the CO/XO/CDO may direct the individual to produce a sample.

NOTE: If consent has not been given and the individual is ordered to comply, the results of that test cannot be used for disciplinary action. **The Staff Judge Advocate (SJA) should be notified prior to instigating a command directed urinalysis.**

d. If, at any time during the examination, it appears that the suspected individual is involved in a crime, UCMJ Article 31(b) warning rights, must be given to the suspected individual prior to completing section 3 of enclosure (2). Escorts shall notify the CDO immediately, who will then contact the SJA for further guidance. After consulting the SJA, the CDO may inform Security to perform this function.

(1) Persons under the influence of alcohol or drugs shall not be questioned about a criminal matter, except in matters of extreme emergency. However, personal data may be obtained.

(2) Spontaneous statements often occur when an individual volunteers information about a crime without having been warned or questioned. Do not interrupt a volunteered statement in order to warn an individual; however, the individual may not be questioned further about the matter without benefit of the appropriate warning.

(3) If the situation warrants, a command authorization for search and seizure may be initiated - ONLY after consultation with the SJA.

NOTE: It is important to emphasize the difference between a "command directed" and a "probable cause" urinalysis. If there is reasonable belief that an individual has committed a drug/alcohol offense, a urinalysis test may be ordered. Consultation with a judge advocate on the issue of probable cause is strongly encouraged. Probable cause exists when there is a reasonable belief that a crime has been committed, and that evidence of that crime will be found in a certain place or on a certain person. Probable cause is usually provided by one or more of the following sources: confession, direct observation, drug dog's alerts, credible eyewitness, etc. Only the CO may authorize and sign the Command Authorization for Search and

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Seizure. **This authority may not be delegated.** Competency for duty examinations, on the other hand, are warranted when there is a reasonable suspicion that an individual has committed a drug/alcohol offense. Reasonable suspicion will frequently be generated by a member's involvement in a serious accident in which unusually careless acts are performed; a motor vehicle offense involving excessive speed, loss of control of vehicle, reckless driving, driving under the influence, fights, assaults, disorderly conduct, disrespect to superiors, willful disobedience of orders and similar incidents of misconduct. Only the CO may grant a Probable Cause Search Authorization. The XO or CDO may authorize this search under certain specific circumstances during the CO's absence. Prior to this, however, advice from the SJA is required. The CDO shall contact the SJA prior to authorizing a probable cause search.

e. All original forms and reports shall be turned over to the Legal Department at the earliest opportunity.

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COMMAND-DIRECTED URINALYSIS TEST ORDER

The below named member has:

_____ Been involved in a serious accident or incident in which safety precautions were violated or unusually careless acts were performed.

_____ Been involved in a serious motor vehicle offense involving excessive speed, loss of control of a vehicle, reckless driving or driving under the influence.

_____ Been involved in fights, assaults, disorderly conduct, disrespect to superiors, willful disobedience of orders, unauthorized absence or similar incidents of misconduct.

_____ Exhibited bizarre, unusual or irregular behavior.

_____ (Other) _____

*Note: A Command-Directed Urinalysis Test cannot be used to determine if a member has used or abused alcohol. A fitness for duty physical by the Medical Department must be utilized. (Competence for Duty Exam Form NAVMED 6120/1)

Based upon the foregoing information, there is a reasonable suspicion of drug abuse by the below named member. Accordingly, it is directed that the NAS Oceana Urinalysis Coordinator obtain a sample of the member's urine for screening purposes.

Executive Officer or Command Duty Officer

_____ Time _____ Date

SUSPECT'S NAME: _____ RATE: _____
(Last, first, MI)

SSN: _____ AGE: _____ SEX: _____

DEPT: _____ UNIT/ORGANIZATION: _____

Enclosure (1)

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CDO STANDING ORDER NO. 7

Subj: PRE-TRIAL RESTRAINT AND ACCEPTANCE OF RETURNED
UNAUTHORIZED ABSENTEES AND DESERTERS

Ref: (a) R.C.M. 304, 305, Manual for Courts-Martial (2002 Ed.)
(b) JAGMAN 0127
(c) COMNAVREGMIDLANT/SOPA (ADMIN) HRINST 5400.1F,
Subgroup 5806
(d) NASOCEANAINST 1620.4K

Encl: (1) Restriction Order
(2) Confinement Order
(3) Seabag Requirements

1. CDOs are authorized by references (a) through (d) to impose pre-trial restraint on enlisted members. **ONLY THE COMMANDING OFFICER MAY IMPOSE PRE-TRIAL RESTRAINT ON OFFICERS.**

2. During normal working hours all situations in which the imposition of pre-trial restraint may be appropriate should be referred to the Legal Department. Outside normal working hours, the CDO shall exercise discretion in the imposition of pre-trial restraint and may contact the Staff Judge Advocate (SJA) for assistance. Recognize that pre-trial restraint (restriction or confinement) shall only be imposed if a court-martial is contemplated. There is no such thing as **pre-mast restriction!**

3. Types Of Pre-Trial Restraint

a. Conditions on Liberty. Imposed by ordering a person to do or refrain from doing certain acts (i.e., may not enter a club, must avoid contact with certain persons, etc.). This may be accomplished either orally or by written order, and may be imposed in connection with other restraint.

b. Restriction in lieu of Arrest. Oral or written orders directing a person to remain within specified limits.

c. Arrest. Oral or written order, not imposed as punishment, directing a person to remain within certain limits; a person in this status may not be required to perform certain duties such as supervising personnel, serving as a guard or bearing arms.

d. Confinement. Physical restraint imposed by written order or competent authority pending disposition of offenses at court-martial.

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4. Requirements For Imposing Pre-Trial Restraint. No person may be ordered into pre-trial restraint unless based upon probable cause. Probable cause exists when there is a reasonable belief:

- a. That an offense punishable under the UCMJ has been committed.
- b. The person to be restrained committed the offense.
- c. The restraint ordered is required by the circumstances.

5. Procedures For Imposing Pre-Trial Restriction. In situations where some form of restraint is required to prevent further misconduct or the nature of the offense indicates a need for restraint (i.e., UA), and it is contemplated that the offenses will be referred to a court-martial, a member may be restricted to the limits of NAS Oceana utilizing enclosure (1). Complete enclosure (1) by filling in the name and rate of the member to be restricted and signing and dating.

6. Procedures For Imposing Pre-Trial Confinement. When a member poses a threat to others, it is likely the member will continue to engage in serious misconduct, or to ensure the presence of the member at trial, and lesser forms of restraint are inadequate, Pre-Trial Confinement may be imposed. Whenever possible, Pretrial Confinement should be initiated by the CO after consultation with the SJA (If initiation by the CO is not possible, the CO shall be notified as soon as possible, so that the decision regarding imposition of confinement may be reviewed by the CO 48 hours).

- a. Contact the Naval Station Norfolk Brig to ensure available space (444-5511).
- b. Complete enclosure (2), signed by the CO, SJA or CDO, by direction. Make two copies, one for the CO and one for the SJA. Original goes with escort.
- c. Have member escorted to Branch Medical Clinic (or Naval Medical Center Portsmouth after hours). Ensure medical officer signs original confinement order (For female members, ensure pregnancy test is completed). Medical and Dental records, if available, should be checked out and brought to the brig.
- d. If available, ensure member as uniforms as outlined in enclosure (3).

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- e. Contact Security Dept to transport member to the brig.
- f. Provide copy of confinement order to Legal Department.

7. Returned Unauthorized Absentees and Deserters. The CDO shall accept individuals who are UA from and/or attached to NAS Oceana, including Air Operations Department and Air Detachment Norfolk personnel. All personnel being returned who are attached to tenant commands shall be:

a. Turned over directly to their command, if attached to a local shore command or non-deployed squadron.

b. Delivered to the Transient Personnel Unit Duty Officer on board Naval Station Norfolk, if attached to a squadron currently deployed, or attached to another command outside of Hampton Roads.

Normally, personnel will be turned over to their respective department heads during normal working hours. After normal working hours, the CDO, whenever possible, shall contact the SJA prior to making a determination. **In all cases, subsequent notification to the SJA of the action taken is required.** In accepting NAS Oceana personnel who are surrendering voluntarily, the CDO shall exercise judgment in determining proper disposition of such personnel. Unless the member will be placed in pre-trial restriction or confinement, the member shall:

c. Be given a urinalysis test, if the unauthorized absence was **24 hours or more**. The Urinalysis Coordinator is available for recall and will perform the urinalysis test as required.

d. Be ordered to report to the Legal Department at 0730 the next working day.

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SEA BAG REQUIREMENTS FOR CONFINEMENT

1. Naval Station Norfolk Brig Uniform Requirements for 1-10 Days

Belt, w/buckle, black	1
Cap, blue working	1
Shirts, dungaree	3
Shoes, black dress pr	1
black service pr	1
shower pr	1
Socks, black pr	5
Towels, bath	2
Trousers, dungaree	3
Undershirts (round neck)	4
Undershorts	4
Uniform of the Day	1
(complete)	

2. Persons being confined in civilian facilities should take only spending money. Clothing and toiletries will be provided by the facility.

Enclosure (3)

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CDO STANDING ORDER NO. 8

Subj: DELIVERY OF CIVILIAN AND MILITARY PERSONNEL TO CIVIL
AUTHORITIES AND COURTESY TURNOVERS (CTO)

Ref: (a) JAG Manual, Chapter VI
(b) R.C.M. 106, Manual for Court Martial (2002 ed.)
(c) COMNAVREGMIDLANT/SOPA (ADMIN) HRINST 5400.1

Encl: (1) Delivery Agreement

1. References (a) through (c) govern relations between military and civilian authorities in legal matters. Cooperation is directed except in circumstances in which military interests require otherwise.

2. Delivery of military personnel to civilian authorities on civilian criminal charges:

a. Military authorities are frequently requested to assist civilian police in contacting witnesses or serving subpoenas and arrest warrants. When contacted by civilian authorities on witness matters or for service of subpoenas, station Security will arrange for the military member to meet with civil authorities at the Security building. If, however, civilian authority intends to make a physical arrest pursuant to an arrest warrant, the following considerations apply. **Before any military member is released to civilian authorities, the Command Judge Advocate shall be notified, and permission received from the Commanding Officer:**

(1) Delivery of military members will normally be made under the following conditions:

(a) To local or state authorities upon presentation of a duly issued local warrant and proper identification. In addition, enclosure (1) shall be completed and signed by the arresting officer. A copy of the agreement shall be given to the arresting officer and the original forwarded to the Command Judge Advocate. Blank delivery agreements are available from the Command Judge Advocate.

(b) To federal authorities, delivery may be made after consultation with the Command Judge Advocate and upon presentation of proper credentials and Federal warrants. A delivery agreement is not required.

(c) Authorities seeking delivery of military personnel for extradition to another state should be referred to the Command Judge Advocate. Usually the local or state

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authorities will take delivery of service members wanted for extradition to another state. Follow the guidance in paragraph (a) above, and ensure a delivery agreement is executed.

(2) Delivery of civilian personnel shall be made under the following conditions:

(a) To local or state authorities upon presentation of a duly issued local warrant and proper identification, the civilian shall be invited to report to the authority. If the civilian refuses, the authority may be escorted to a place where the civilian is located in order that delivery may be effected.

(b) To federal or out of state authorities, delivery may be made after consultation with the Command Judge Advocate.

b. Delivery of military members to any authority (local, state or federal) may be refused only in the following limited circumstances, and **after obtaining legal guidance from the Command Judge Advocate:**

(1) When the accused is pending court-martial.

(2) When the Commanding Officer determines that extraordinary circumstances exist which indicate that delivery should be refused.

c. If there is any doubt as to whether delivery should be made, request the authorities return during normal working hours, or contact the Command Judge Advocate at recall number.

d. All deliveries of personnel to civilian authorities or refusal of delivery shall be reported to the Command Judge Advocate on the next working day.

3. Courtesy Turnovers of military members by civilian law enforcement authorities.

a. The CDO shall take custody of NAS Oceana personnel as soon as practicable whether the individual is turned over to the quarterdeck, a security gate or medical facility. The CDO shall not take custody of tenant command Sailors but should help facilitate the courtesy turnover (CTO) with the cognizant command. Under no circumstance, except with the express approval of the Commanding Officer, shall you request a civilian court to turn over custody of a service member.

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b. When a member is delivered under the provisions of the CTO and may be under the influence of drugs or alcohol, the CDO shall ensure expeditious testing is accomplished and precautions are taken to deter further altercations. The member's chain of command shall be notified to ensure that transportation, drunk watch, etc., is provided.

c. Service members shall be cooperative with the local law enforcement agencies while in custody. Additionally, the Navy's Standard Organization and Regulations Manual (SORM), OPNAVINST 3120.32B, Article 510.6, requires each service member to immediately report to their CO or CDO in the CO's absence, when charged with any civil offense.

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DELIVERY AGREEMENT

In consideration of the delivery of _____,
(name of person being delivered)
United States Navy, to _____, at

_____, for trial upon the charge of

_____, I hereby agree pursuant to the

authority vested in me as _____ that

_____, United States Navy, will be
(name of person being delivered)

transported to the State of _____ without expense

to him or the United States and that the Commanding Officer,

Naval Air Station Oceana will be notified immediately of the

outcome of the trial and that the said

_____ will be returned to Naval Air
(name of the person being delivered)

Station Oceana or to such place as the Secretary of the Navy

shall designate, or transportation issued thereto, without

expense to the United States or to the person delivered.

Immediately upon dismissal of the charges or completion of the

trial in the event service member is acquitted, or immediately

upon satisfying the sentence of the court in the event service

member is convicted and a sentence imposed, or upon disposition

of the case, provided that the Department of the Navy shall then

desire his return.

Date

Signature

Hour

Printed Name

Enclosure (1)

CDO STANDING ORDER NO. 9

Subj: PUBLIC WORKS SERVICES OUTSIDE NORMAL WORKING HOURS

1. When personnel request public works services outside normal working hours, it is important that the situation be evaluated to determine **if it is an emergency**.
2. If a determination is made that the situation is **not** an emergency, advise the caller to call the Service Desk, 433-2876, at the beginning of the next workday. Public Works Center (PWC) normal working hours are 0700 to 1530, Monday through Friday.
3. After PWC normal working hours, trouble calls are received by the JOOD at the NAS Oceana quarterdeck. The person receiving the call shall get as much information as possible from the caller, including name, location, phone number and a detailed description of the problem. The JOOD shall have the caller be available for any assistance needed.
4. The JOOD shall contact the CDO and report the call. The CDO shall determine if the condition will or is likely to cause:
 - a. Loss of life or serious injury
 - b. Major damage to property/equipment
 - c. Major impact on the mission
 - d. Unsanitary condition
 - e. Excessive degree or duration of discomfort in case of heating or air conditioning problems

If any of the above conditions is met, the CDO shall authorize the trouble call to be an emergency. The CDO is the **only** person authorized to make this decision. The CDO shall brief all PWC emergency calls during morning turnover.

5. If the CDO authorizes the trouble call as an emergency, the JOOD shall contact the P-1 trouble desk, centrally located at Norfolk Naval Station, at 445-6868. P-1 personnel will contact the appropriate PWC personnel to respond to the situation. The JOOD will be notified by PWC if additional coordination of response is required.

6. In extreme emergencies the JOOD shall contact the PWC CDO, 650-4147, or the PWC Duty General Foreman, 650-4148, so they may get involved in responding to the emergency.

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CDO STANDING ORDER NO.10

Subj: DESTRUCTIVE WEATHER PLAN

Ref: (a) COMNAVREG MIDLANT/SOPA (Admin)HRINST 3141.1
(b) COMNAVAIRLANTINST 3141.1
(c) NASOCEANAINST 3440.1C

Encl: (1) Severe Weather Conditions Notification Checklist

1. Hurricane conditions are in effect when SOPA (Admin) Hampton Roads establishes a condition of hurricane readiness, or in the opinion of the NAS Oceana CO, local storm conditions warrant. Local hurricane storm plans may be placed into effect before higher authority directs hurricane or storm conditions be set.

The CDO shall:

a. Review pertinent weather plans/directives per references (a) though (c).

b. Keep advised of current weather conditions and trends. Advise CO/XO of any significant changes. For weather information, call 3-2177/3-2274.

c. Commander, Fleet Air Detachment (CFAD) Oceana shall exercise military command and coordination control of aircraft evacuation as prescribed by reference (b).

d. Heads of Departments and CFAD shall maintain departmental or detachment hurricane bills, listing in detail the duties to be performed in event hurricane conditions are established.

e. During non-working hours, assist in ensuring the Emergency Command Center (ECC), when activated, is properly staffed and equipped.

f. Carry out assignments as directed by the CO or his representative.

g. Coordinate drafting all Operational Reports (OPREP-3) and Situational Reports (SITREPS).

2. SOPA (Admin) Hampton Roads maintains overall authority and responsibility for the entire area.

a. NAS Oceana and NALF Fentress fall under the authority of SOPA (Admin) Little Creek Subarea.

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b. When directed by SOPA/SOPA (Admin) Hampton Roads, NAS Oceana will execute the Destructive Weather Plan per references (a) through (c) and set the specified Hurricane/Tropical Storm condition.

c. For each storm condition, the NAS Oceana Quarterdeck shall notify all station departments and tenant commands and direct them to set the specified condition. Use enclosure (1). They in turn should promptly notify the quarterdeck when each condition has been attained. The CDO shall query all tenant commands that have not reported attainment within required time frames.

d. When the base has attained the specified condition, the NAS Oceana CDO shall notify SOPA (Admin) Little Creek (467-7597/7791/7197) and report attainment.

e. If there will be a prolonged delay in setting the specified condition on board NAS Oceana, the CDO shall notify the Subarea Coordinator of the delay and an anticipated time of attainment. Once the condition is set the CDO shall notify the SOPA (Admin) Subarea Coordinator of attainment.

f. Following storm passage, tenant commands and activities will assist the NAS Oceana CO in assessing storm damage to the base. The NAS Oceana CDO shall then notify SOPA (Admin) Subarea Little Creek and provide a status report and damage assessment.

g. If SOPA (Admin) Subarea Little Creek cannot be contacted, the NAS Oceana CDO shall report directly to SOPA (Admin) Hampton Roads (444-7097/7098).

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CDO STANDING ORDER NO.11

Subj: WINTER STORM CONDITION PLAN

Ref: (a) COMNAVREG MIDLANT/SOPA (ADMIN)/HRINST 3141.7

1. Winter Storm Condition is set when accumulated snowfall, icy road conditions, freezing rain, forecasts of snowfall or freezing conditions in the Hampton Roads area may adversely impact normal operations. These conditions may make it necessary to suspend normal operations, including excusing most civilian and military personnel from work until road and weather conditions on the base are favorable for returning to normal operations. The CDO shall:

a. Keep advised of current weather conditions and trends. Advise CO/XO of any significant changes. For weather information call 3-2177/3-2274.

b. Keep advised of road conditions, on and off base, through Security.

c. CO/XO should be consulted prior to setting Winter Storm Condition. Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) as SOPA (Admin) Hampton Roads establishes Winter Storm Conditions, per reference (a), for the Hampton Roads Area and has delegated the establishment of personnel reporting criteria to the CO of NAS Oceana for all commands located on board NAS Oceana, NAS Oceana Dam Neck Annex and Naval Auxiliary Landing Field Fentress. COMNAVREG MIDLANT CDO will notify all installation CDOs via telephone when Winter Storm Condition is set.

d. COMNAVREG MIDLANT PAO will immediately announce that Winter Storm Condition has been set for the region to local media outlets. The CDO shall consult with the XO/CO to determine personnel reporting criteria requirements for NAS Oceana commands. The CDO at the CO's direction shall notify local media outlets concerning NAS Oceana's personnel reporting requirements.

e. Personnel fall into two categories for Winter Storm Condition:

(1) **Essential**. All fleet and shore-based military and civilian personnel primarily concerned with snow removal, traffic control, utility operations, security, watches and such other duties as may be designated by the CO. Essential personnel will work hours specified by parent command or activity.

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(2) Non-Essential. All personnel who are not designated as essential personnel. Non-essential personnel may be dismissed from work at their CO's discretion.

f. Snow removal for runways, parking apron and taxiways shall be coordinated through Air Operations. All other snow removal shall be coordinated through the Public Works Center.

NASOCEANAINST 1601.2A

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CDO STANDING ORDER NO.12

Subj: BARRING ORDERS

Ref: (a) NASOCEANAINST 5500.2B
(b) OPNAVINST 1752.2A

Encl: (1) Sample Barring Order
(2) Current Barring Order List

1. The CO, NAS Oceana, has the authority to limit access to the installation in order to maintain good order and discipline and protect NAS Oceana personnel and property. The CO issues Barring Orders to anyone who:

- a. Gets an Other Than Honorable discharge for misconduct
- b. Gets an approved punitive discharge at court-martial
- c. Commits misconduct on board NAS Oceana which, under the circumstances and in the CO's opinion, warrant barring
- d. Uses NEX facilities, Commissary and MWR facilities without authority
- e. Is a civilian in a vagrant status found on base property

2. The CO has vested the CDO and the Command Judge Advocate authorization to bar personnel by direction. During normal working hours, contact the Command Judge Advocate to prepare Barring Orders. After working hours, the CDO may further direct the Security Watch Commander to sign barring orders by direction. A sample Barring Order is enclosed. Prepare the Barring Order on NAS Oceana command letterhead. Copies of all Barring Orders issued shall be provided to the CDO, who will discuss at morning turnover. After turnover, CDO shall provide a copy of the Barring Order to the Command Judge Advocate.

3. A current list of barred individuals is enclosed. This list is updated frequently, and provided to Security separately. Anyone found violating a Barring Order shall be ticketed for trespassing.

CDO STANDING ORDER NO. 13

Subj: DISPLAY OF NATIONAL ENSIGN, PERSONAL FLAGS, HALF-MASTING
AND CHURCH PENNANT COLORS

Ref: (a) NTP13B (Naval Telecommunications Procedures Flags,
Pennants and Customs)

1. The National Ensign shall be displayed from 0800 until sunset on the polemast at the front gate and in front of the Administration Building. No other flag or pennant shall be displayed above the National Ensign. If on the same level, display to the right of the National Ensign.
 2. The polemast in front of the Administration Building is configured as a "Polemast with Crosstree" and the right side is determined by looking from the main entrance of the Administration Building to the pole.
 3. The CDO is responsible for hoisting the flag at the Administration Building. A minimum of two people will accompany the CDO and perform Colors (Although Colors is usually conducted by restricted personnel, the CDO may use the JOOD/AJOOD or Duty Driver as necessary).
 4. During morning colors the National Ensign is to be hoisted briskly and smartly to the peak of the pole at the beginning of the music and hand salute rendered until the music stops. For evening colors the National Ensign is lowered ceremoniously to reach the bottom at the last note of the music.
 5. Personal flags for visiting VIPs will be flown to the right of the National Ensign and will remain flying 24 hours a day as long as the VIP is on board. In case of multiple VIPs the flag of the most senior member will be flown. The Administration office and CO's secretary maintain DoD directories and can assist in determining seniority.
 6. The following procedure will be used for morning and evening colors when the National Ensign is to be hoisted to half-mast:
 - a. MORNING COLORS - At the beginning of the music, hoist the flag to the peak. Hold at the peak until the end of the music, execute the second motion of the hand salute, then lower
-

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the flag slowly to the half-mast position; the bottom of the stars is level with the crosstree.

b. EVENING COLORS - On the first note of the music, hoist the flag to the peak then lower slowly so that the flag reaches the bottom at the last note of the music.

7. On Sundays the church pennant is to be hoisted one half hour prior to church services and lowered one half hour after completion of services.

8. All CDO watchstanders are responsible for conducting colors in accordance with this SOP and should familiarize themselves with chapters 3, 4, 8, and 15 of the NTP13B. A copy is maintained on the quarterdeck for reference.

9. When notified that the National Ensign will be flown at half-mast, the CDO should ensure that all commands on the installation flying a National Ensign are aware of the half-masting.

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CDO STANDING ORDER NO. 14

SUBJ: BASE CLEAN UP RESPONSIBILITIES AND RESTRICTED PERSONNEL

1. Generally, building occupants are responsible for the cleanliness of the immediate vicinity of their building and for the parking lots that surround their building.

2. The Master-at-Arms is responsible for trash pickup of the following areas, and may utilize restricted personnel to accomplish:

- (1) Oceana Blvd
- (2) Commissary parking lot
- (3) Flame of Hope
- (4) Tomcat Blvd
- (5) Hornet Drive to Gate 2
- (6) Traffic Circle
- (7) Admin Bldg grounds and parking lot
- (8) Air Operations grounds and parking lot
- (9) Navy College (Bldg 531) trash cans
- (10) Aircraft static display area on weekends

3. NAS Oceana First Lieutenant is responsible for cleanup of the following areas:

- (1) Aircraft static display area and marquee
- (2) All gutters
- (3) Trimming and pruning of hedges and bushes on or around all gates, static displays, and admin building
- (4) Removing all debris from 5 Fuel Booms
- (5) Trash pickup for all roads not covered by MAA's

4. Public Works is responsible for placing and emptying dumpsters. Notify PWC if any are approaching full to prevent weekend overflows.

5. Restricted personnel are assigned to the Chief Master-at-Arms, restricted barracks 420, and are in a duty status 24 hours a day, seven days a week. They are subject to the orders of the duty MAA, Command Judge Advocate, and CDO.

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a. The CDO will inspect restricted personnel daily (except Tuesdays) at 2100. The uniform will be pre-determined by the CMAA on a random basis.

b. Extra duty assignments are made by the duty MAA.

c. Three restricted personnel will be detailed Monday through Saturday to the CDO to conduct morning colors; and four restricted personnel will be detailed Monday through Saturday for evening colors. Four restricted personnel will be detailed on Sundays and holidays to conduct morning and evening colors.

d. Restricted personnel may be detailed to working parties as required by the CDO.

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CDO STANDING ORDER NO. 15

Subj: PROCEDURES FOR CHECKING ON/OFF LEAVE

1. Regular Leave. NAS Oceana Quarterdeck watch personnel will check NAS Oceana personnel in or out on leave after normal working hours. During the normal workday, the Administrative Office is responsible for leave control.

a. E4 and above can phone in/off of leave.

b. Extensions may only be granted via member's department during normal working hours, and by the CDO after hours and on weekends and holidays. Log the time, date and authorizing officer in blocks 29a, 29b, and 29c of the leave papers.

2. Emergency Leave. CDOs have authority to grant Emergency Leave after working hours. As emergency leave in CONUS is just regular leave under emergency conditions, best judgment should rule in these cases. If possible, CDOs should gain concurrence from the parent department/division. Ensure member's chain of command is notified as soon as possible of the member going on emergency leave. If emergency leave is in response to an American Red Cross message, CDOs must phone Red Cross, reference the case number, and inform them of the member's intentions.

3. Granting Extension of Leave for Personnel On PCS Orders. CDOs have authorization to extend PCS leave for personnel reporting to NAS Oceana. If delay in reporting was caused by commercial carrier, instruct servicemember to obtain written statement as to cause for delay.

a. Extensions for personnel attached to other shore based/fleet squadrons should be referred to their respective squadron SDOs.

b. After granting the extension, notify PSD, ext 3-2182, so they are aware the service member is going to be late in reporting. Furnish PSD with RATE/PAY GRADE, NAME, SOCIAL SECURITY NUMBER, REGULAR REPORTING DATE and the EXTENSION DATE, and state to PSD that CDO granted extension.

NASOCEANAINST 1601.2A

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CDO STANDING ORDER NO. 16

Subj: AIRCRAFT MISHAP BRIEF SHEET

Ref: (a) NASOCEANAINST 3750.1E

Encl: (1) NAS Oceana Pre-Mishap Plan Appendix C & D

1. This brief sheet is not intended to be a substitution for watchstander familiarity with reference (a), NAS Oceana Airfield Pre-Mishap Plan. Selected pages of the Pre-Mishap Plan are included as enclosure (1).

2. The CDO is responsible for monitoring events at the mishap site and coordinating emergency response. Upon notification of a mishap, the CDO shall proceed immediately to Air Ops to be transported to the mishap site in the portable tower and establish the on-site command post. Additionally, the CDO shall make the voice reports and prepare/transmit messages from information gathered by Air Operations Duty Officer (AODO) and other available on-scene personnel. Make OPREP-3 phone report in accordance with paragraph 4 below, as directed by CO/XO. If judged a Class A mishap, phone report is also due to NAVSAFCEN (444-2929) within 60 minutes. Once on-site, ensure the Fire, Medical and Security Departments are appropriately involved. Determine and transmit victim status and make update voice reports as necessary.

3. In all reports, relay only the facts available. Do not speculate or delay reports to gather more information. Report the following elements as completely as possible: brief description of mishap, location (include on or off station), aircraft Type/Model/Series, squadron, mission, phase of flight and injury code of aircrew/passengers (Alpha-death, Delta-injury not resulting in death, Golf-no injury or Uniform-missing/unknown). **DO NOT PROVIDE NAMES.**

4. **REPORTS:**

OPREP-3 (voice)	CO/XO		
	COMLANTFLT Q/D	836-5397/5398	5 MINS.
	COMNAVAIRLANT Q/D	444-4259/2928	
	CNRMA ROC	322-2609/3096	
	NAVSTA NORFOLK Q/D	322-2866	
OPREP-3 (msg)			20 MINS.
CLASS A MISHAP	NAVSAFCEN	444-3520	60 MINS.

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CDO STANDING ORDER NO.17

Subj: ANTI-TERRORISM, FORCE PROTECTION, PHYSICAL SECURITY

Encl: (1) NASOCEANAINST 5530.4E

1. CDO's will be familiar with enclosure (1), Physical Security/Force Protection Plan in executing their duties. The CDO will work together with the Security Officer/Watch Commander in ensuring the safety of all personnel during times of threat.
 2. The CDO will be responsible for communicating all anti-terrorism, force protection, or physical security issues to the CO/XO and all NAS Oceana commands, as necessary. CDO will prepare all messages as directed.
 3. With the XO's permission, the CDO will recall the CDO Super to assist him/her as needed.
-

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CDO JOB QUALIFICATION REQUIREMENTS (JQR)

1. Purpose. To establish guidelines for a training program for NAS Oceana personnel, E-7 and above, leading to qualification as CDO. The CDO is that person who has been designated by the CO as their direct representative and deputy to the XO for carrying out routine business of the command in matters concerning safety, as well as general duties. Prospective CDOs shall commence training within 30 days after reporting on board NAS Oceana and complete indoctrination and JQR within 30 days of checking in with the SWO and Senior Enlisted Watchbill Coordinator.

2. Action. The following syllabus provides a basis on which prospective CDOs are recommended by the SWO for qualification by the CO. Only the respective Department Head or designated departmental representative may brief and initial these requirements.

a. SWO

(1) CDO/JOOD/POOW/Duty Driver Watch Team duties and responsibilities _____

(2) Identify NAS Oceana geographical areas and duty rounds _____

(3) Current Standing Orders _____

(4) PWC Emergency Services _____

b. Administrative Department

(1) Leave Extensions/Emergency Leave _____

(2) Personnel Casualty Report for Death or Serious Injury _____

(3) Special Incident Reporting (SITREP/OPREP 3/NAVY BLUE) _____

(4) Recall Procedures _____

(5) American Red Cross Messages _____

(6) Disaster Preparedness _____

c. Command Judge Advocate

(1) Barring Orders/Suspension letters _____

(2) Returned deserters _____

Enclosure (2)

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- (3) Urinalysis/Fitness for Duty tests _____
- (4) Search authorizations _____
- (5) Military Protective Orders _____
- (6) Domestic violence instances
(on-base, in housing areas) _____

d. Air Operations Department

- (1) Airfield Severe Weather Procedures _____
- (2) Search and Rescue Procedures _____
- (3) Air Traffic Control (Suspension of
Services Due to Degradation of Equipment/
Communications, etc.) _____
- (4) Airfield/Aircraft Emergencies _____
- (5) NALF Fentress Operations and
Responsibilities _____
- (6) Fuel Dumps by Aircraft _____
- (7) Noise Complaints _____
- (8) Dare County Bombing Range _____
- (9) North Pad Operations _____

e. Security Officer

- (1) Authorized Visitor Procedures _____
- (2) Bomb Threats/Suspicious Packages _____
- (3) Physical Security/Force Protection Plan _____
- (4) Force Protection Conditions _____
- (5) Master-At-Arms Responsibilities _____
- (6) Internal/External Security Requirements
of the Command _____
- (7) Security Watches _____
- (8) Search Authorizations _____

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f. Fire Chief

- (1) Bomb Threats/Suspicious Packages _____
- (2) Fuel and Hazardous Substance Spills _____
- (3) Off-base Support _____
- (4) Off-station Crashes _____
- (5) Airfield Incident/Crash _____
- (6) Mass Casualty Plan (Airfield Incident/
Crash/Off-station Crash) _____
- (7) Fire Alarms _____

g. Public Affairs Officer

- (1) Press/Media Inquiries _____
- (2) VIP Visits _____

3. Under Instruction (UI) Watches (A minimum of three UI watches will be assigned)

- a. Stand first CDO watch under instruction _____
- b. Stand second CDO watch under instruction _____
- c. Stand third CDO watch under instruction _____

4. SWO Examination. Once JQR sections above are completed, CDO trainees shall be examined by the SWO on the following watchstanding fundamentals:

- a. PDL/Required Reading (Quarterdeck) _____
- b. Emergency Leave (Administration) _____
- c. Arrest/UA/Deserters/Competency for Duty (Legal) _____
- d. Death or Injury (Legal) _____
- e. Emergency Recall (Administration) _____
- f. Disaster Preparedness (Administration) _____
- g. Fire and Alarms (Fire Chief) _____

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- h. Bomb Threats (Security and Fire Chief) _____
- i. Force Protection (Security) _____
- j. Special Incident Reporting (Administration) _____
- k. Search and Rescue (Air Operations) _____
- l. Noise Complaints (Air Operations) _____
- m. NAS Oceana Fire Station Responsibilities
(Fire Chief) _____
- n. Mass Casualty/Airfield Incident/Crash,
Off-Station Crash (Fire Chief) _____
- o. Watchstanding procedures (SWO/Qualified CDO) _____
- p. Morning/Evening Colors _____
- q. CDO Turnover Brief _____

5. CO's Oral Qualification Board. Once trainees have completed all JQR requirements, including all JQR sections above, three under instruction watches and an examination by the SWO, a personal interview shall be scheduled by the SWO with the CO or XO as required. Prospective CDO packages, including this JQR requirements sheet, shall be forwarded by the SWO to the CO for final signature and designation letter.

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COMMAND DUTY OFFICER DESIGNATION LETTER

(SAMPLE)

1601
Date

From: Commanding Officer, Naval Air Station Oceana
To:

Subj: DESIGNATION AS COMMAND DUTY OFFICER

Ref: (a) CDO JQR Qualification memo of
(b) NASOCEANAINST 1601.2A

1. In recognition of your demonstrated knowledge and ability as reflected in reference (a), you are designated Command Duty Officer (CDO) for Naval Air Station (NAS) Oceana. You will be guided in the performance of your duties by reference (b) and my CDO Standing Orders.

2. In assuming these duties and responsibilities, bear in mind that you have my trust and confidence in your professional judgment and demonstrated sense of responsibility. You are my personal representative, and represent NAS Oceana in my absence. This watch is your primary duty on your assigned duty days, and I trust that you will stand the watch professionally and handle all incidents with leadership and authority.

3. Congratulations!

T. KEELEY

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COMMAND DUTY OFFICER TURNOVER SHEET

Turnover with XO/CMC at 0730. Complete this turnover sheet and E-Mail to CO/XO/CMC/SWO/Dam Neck OIC/PWC XO/PWO Oceana before 0730 brief. Discuss current threat and force protection conditions, but **do not write down**, as this information is classified.

- A. EMERGENCY SERVICE CALLS: (TIME, DESCRIPTION)
- B. INCOMING MESSAGES: (INCLUDE DESTRUCTIVE WEATHER MESSAGES)
- C. OUTGOING MESSAGES/SITREPs:
- D. FLAG/VIP/DISTINGUISHED VISITORS: (NAME, RANK, TIME ONBOARD, PURPOSE)
- E. BASE/BARRACKS APPEARANCE:
- F. INCIDENTS/REMARKS:

_____ CO/XO WHEREABOUTS FOR THE DAY REVIEWED
 _____ THREAT AND FPCON REVIEWED
 _____ CDO PASSDOWN LOG REVIEWED
 _____ FUEL BOOMS 1-6 STATUS. DISCREPANCIES NOTED ABOVE.
 _____ CDO MASTER KEYS/BOQ ROOM KEYS TURNED OVER
 _____ CDO BADGE
 _____ CDO CELLPHONE/CDO RADIO
 _____ CDO SUPER CONTACT NUMBER FOR DUTY DAY _____
 _____ OCEANA SALVAGE GATE SECURED

 OFF-GOING CDO

 ON-COMING CDO

Enclosure (4)

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STANDARD OPERATING PROCEDURES (SOP) FOR
JUNIOR OFFICER OF THE DECK/PETTY OFFICER OF THE WATCH

1. Purpose. To establish qualification requirements and SOP for NAS Oceana quarterdeck watches.

2. Organization. Personnel assigned as JOOD and POOW are under the overall supervision of the Command Master Chief. After hours, they will report operationally to the CDO. The JOOD is responsible for the day-to-day operations of the quarterdeck. The Duty Driver reports operationally to the JOOD.

3. Action. Duty section personnel shall strictly adhere to the contents of this SOP. The Chain of Command is Administrative Department LCPO, Command Master Chief, XO and CO. Requests shall strictly follow the Chain of Command.

a. Duties and Responsibilities

(1) Conduct and Appearance. The prescribed uniform for the watch is the alternate uniform of the day (winter blue/summer white). The Administrative Department LCPO may authorize exceptions. Watchstanders maintain a high level of visibility and shall:

(a) Maintain the highest standards of conduct and uniform appearance.

(b) Be courteous to all personnel.

(c) Be professional at all times.

(d) Render appropriate military honors and courtesies.

(e) Ensure the quarterdeck is always clean and orderly.

(2) Prohibited Practices

(a) Sleeping on watch.

(b) Use of television and radios during normal working hours, except as directed by the CDO to monitor inclement weather reports.

(c) Use of computer/video games during normal working hours.

(d) Reading on watch. Reading naval correspondence courses and other appropriate material is authorized after normal working hours on a not-to-interfere basis.

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(e) Use of inappropriate language and/or loud and excessive noise.

(f) Loitering on the quarterdeck by any unauthorized person.

(g) Use of the telephone for other than official duties, with the exception of short essential personal calls (two-minute maximum).

(h) Leaving the quarterdeck unattended for any reason.

(i) Switching watches/standbys without written prior approval from the Administrative LCPO; a Special Request Chit is required.

(j) Eating meals on the quarterdeck. Meals may be eaten in the break room. Small snacks and drinks are authorized as long as the items are kept out of plain view.

(3) Watch Requirements

(a) Two persons shall be on watch at all times, E6 or E5 JOOD and E5 or E4 POOW. Unless authorized by the CDO, under no circumstances shall anyone from the watch be secured. Schools, naval or civilian, can be attended on a not-to-interfere-with watch basis. An appropriate relief shall be provided by the department the watchstander is attached to.

(b) Control access to Building 230 after normal working hours.

(c) After normal working hours, conduct security checks of Building 230 to:

1. Aid in fire prevention
2. Prevent loss of property
3. Prevent illegal entry

Ensure the side access, furnace and rear access doors are secured. Tour the first and second decks for signs of smoke/fire and unauthorized entry to office spaces every hour and at the beginning and end of the watch.

(d) Implement reaction measures as a result of emergencies such as increased force protection conditions, fire, bomb threats and destructive weather.

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(e) Maintain good order and discipline on and around the quarterdeck.

(f) Act as leave control authority for command personnel after normal working hours.

(g) Carry out administrative duties as assigned.

(4) Duties

(a) The JOOD is responsible for, but not limited to the following:

1. Supervision of the day-to-day operation of the quarterdeck.

2. Coordination with the Administrative LCPO for training of watchstanders.

3. Visitor control.

4. Key inventory.

5. Documenting events of the watch in the Deck Log.

6. Conducting and/or ensuring completion of security checks.

7. Maintaining good order and discipline on and around the quarterdeck.

8. Ensuring proper watch to watch turnovers and passdown.

9. Act as leave check-in/out point of contact for command personnel.

10. Raising and lowering of Flag Officer pennants.

(b) The POOW is responsible for, but not limited to the following:

1. Conducting security checks.

2. Visitor control.

3. Maintaining cleanliness of the quarterdeck area.

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(c) The Duty Driver is responsible for, but not limited to the following:

1. Refueling the CO, XO, CDO and JOOD vehicles as necessary.
2. Inspecting duty vehicles upon assumption of watch and reporting discrepancies to the JOOD.
3. Providing chow relief for the JOOD and POOW.
4. Making pickup and drop off of personnel and equipment as directed by the XO, CDO, Command Master Chief and JOOD.

(5) JOOD/POOW Watch Hours and Relief Procedures. Watch hours are 0600-1800 and 1800-0600; watch relief shall be 15 minutes prior to the scheduled watch to allow for turnover. Before assuming the watch, watchstanders shall read the PDL, inventory keys and ensure the quarterdeck is clean. During the shift change, the off-going JOOD shall relay all pertinent information contained in the Deck Log. In case the oncoming watch is late, the off-going watch shall remain on duty until properly relieved. Information concerning an unauthorized absentee/late watchstander shall be recorded in the Deck Log.

(6) Bomb Threat Procedures

(a) The quarterdeck is the focal point for bomb threats received on base. When notified that a bomb threat was received, the JOOD shall obtain as much information as possible (i.e., building, room, time the threat was called in, etc.).

(b) Should a bomb threat be received at the quarterdeck, concentrate on writing down everything the caller says and asking questions listed on the Telephonic Threat Complaint Form (OPNAV Form 5527.8). Be sure to note the time that the call is received. Although the most important thing is to hear everything the caller says, it is also important to record any background sounds and impressions that the caller may have given.

(c) Immediately after the caller hangs up, notify Base Security and the CDO; deny entry into the building to everyone except personnel involved with the threat (i.e., Base Security, Explosive Ordnance Disposal, etc.).

(d) Direct evacuation of the building by activating the Meridian intercom system, using procedures listed in subparagraph (9)(b). Don't re-enter the building until "All Clear" is announced.

(7) Leave Check-Out/In Procedures. The JOOD shall complete the Leave Log for each person that checks out and in from leave. E-4 and above personnel may check out or in from leave via telephone. E-3 and below personnel shall check out/in in person. A member who fails to return from leave on or before the expiration time and date is an unauthorized absentee and shall be referred to their respective department and the CDO informed.

(8) Arrival/Departure of the CO, XO and Flag Officers. Each time the CO or XO arrives or departs the building, it shall be logged in the Deck Log. The CO/XO frequently transit the quarterdeck during the course of the day. The only requirements for calling "Attention-on-Deck" are upon their arrival or when protocol dictates in conjunction with visiting dignitaries. NO MATTER THE TIME OF THE DAY, ALWAYS ACKNOWLEDGE THE CO'S PRESENCE. A simple greeting, i.e., "Good morning, afternoon, evening, Captain," is appropriate. Ascertain whether the CO is on board and keep track of his/her location. Announce "Attention-on-Deck" upon the arrival and departure of a Flag Officer.

(9) Fire Emergency Procedures. If a fire is reported in Building 230, the following procedures apply:

(a) The person receiving the call or finding the fire shall sound the alarm by activating the intercom feature on the Meridian telephone and at the same time the other person on watch shall call the Fire Dispatcher, ext. 3-9111, and provide as much information as possible (i.e., building number, room, color of smoke). Notify the CDO immediately.

(b) Procedures for Activating the Intercom

1. Press "Feature" key
2. Press "61"
3. Press "0" for all zones
4. Announce through the handset in a loud and clear voice, "FIRE, FIRE, FIRE, there is a fire located in room _____". All personnel evacuate the building immediately."

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JOOD/POOW JQRs

1. Purpose. To establish guidelines for training NAS Oceana personnel to qualify as a JOOD or POOW quarterdeck watchstander.

2. Action. The following provides a basis for which a quarterdeck watchstander in training is recommended by a qualified JOOD/POOW for qualification. Any qualified JOOD/POOW watchstander may sign off the JQR sections below after receiving a satisfactory brief on each item from the prospective watchstander. The Command Master Chief or designated representative is the final approving authority.

- a. Uniform Requirements _____
- b. Watchstander Etiquette _____
- c. Quarterdeck Inventory _____
- d. Telephone Answering Procedures _____
- e. Logbook Entries _____
- f. Telephone Forwarding Procedures _____
- g. Emergency Situations/Response _____
- h. Key Inventory _____
- i. Bomb Threat Procedures _____
- j. Custody Card Requirements (Government Property/Computer Equipment) _____
- k. Log In/Out Procedures (After Normal Working Hours/Weekends) _____
- l. Quarterdeck Cleanliness _____
- m. Sound System Operation (Morning/Evening Colors) _____
- n. Package Deliveries _____
- o. Vendor Services _____

Enclosure (6)

JOOD/POOW FINAL QUALIFICATION

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the JQR. Only personnel qualified as JOOD/POOW may signify completions of applicable sections by observation of performance and personal interview concerning knowledge factors of applicable sections of the JQR. An interview/brief need not cover every item within the applicable instruction, however, a sufficient amount of information should be covered to demonstrate the applicant's knowledge. Should qualified command members "give away" their initials in the JQR, unnecessary difficulties can be expected in future routine operations.

This applicant has completed all JQR signature lines and met the requirements required to successfully perform the duties of the JOOD/POOW.

RECOMMENDED _____ DATE _____
JOOD/POOW

RECOMMENDED _____ DATE _____
ADMINISTRATIVE LCPO

QUALIFIED _____ DATE _____
COMMAND MASTER CHIEF OR DESIGNATED
REPRESENTATIVE

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DUTIES AND RESPONSIBILITIES OF THE DUTY DRIVER1. Duties

a. Duty shall commence 0700 at the NAS Oceana quarterdeck in the uniform of the day as prescribed by the Plan of the Week. A valid driver's license is considered part of the uniform.

b. Duty shall last for a period of 24 hours, 0700-0700. The Duty Driver shall arrive at the quarterdeck no later than 0700 for turnover.

c. Upon arrival, the Duty Driver shall formally muster with the JOOD/POOW for verifying valid driver's license, military identification card and log in time of arrival.

d. After the Duty Driver has mustered with the JOOD/POOW, the Duty Driver shall begin vehicle checks of the CO, XO, CDO and JOOD vehicles and complete the Daily Vehicle Inspection Report sheet, enclosure (10). Ensure that all vehicles are topped off with fuel. At the discretion of the JOOD/POOW, the Duty Driver may then check in at the duty bunkroom located at BEQ 536.

e. While on duty, the Duty Driver is responsible to the CDO, JOOD and POOW. Working within their respective department is at the discretion of the CDO, JOOD or POOW.

f. The Duty Driver is on call at all times and shall check in and out with the quarterdeck.

g. As this is a military duty, tardiness will not be tolerated.

h. Duty Drivers are responsible for a general knowledge of the area.

2. Responsibilitiesa. Vehicle Checks

(1) Check all tires for proper inflation.

(2) Ensure fuel tanks are full.

(3) Test brakes.

(4) Make sure horn, lights and oil level are all inspected.

Enclosure (8)

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b. Refueling

(1) To refuel duty van, proceed to the Navy Exchange Service Station and look for the white tank at the far end of the drive (two fuel pumps on each end).

(2) These pumps are operated with the aid of "chip keys."

(3) To operate pumps, insert fuel card (instructions will ask for mileage).

c. Parking

(1) Do not block access to fire hydrants.

(2) Do not park in spaces designated as Emergency Areas, No Parking Zones or Handicap Parking.

(3) Do not park in or block driveways, crosswalks or posted entrance areas.

d. Accidents

(1) Immediately following an accident, report it to local police/security. Complete the Standard Form 91 (SF-91), Report of Motor Vehicle Accident. A blank SF-91 shall be in the glove compartment of each duty vehicle.

(2) If no injuries and released by the police, collect all information of the parties involved and return immediately to the quarterdeck to inform the CDO or JOOD.

(3) Failure to report an accident/incident or ticket in a government vehicle may result in severe disciplinary action.

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GUIDELINES FOR DUTY DRIVER BUNK ROOM

1. Absolutely no consumption/possession of alcoholic beverages/containers are allowed in the bunkroom by the Duty Driver or guests.
2. No smoking is allowed in the bunkroom.
3. Inventory duty room contents, including linen, towels and equipment. The Duty Driver is responsible for all items in the bunkroom.
4. Report all discrepancies to the Barracks Petty Officer prior to 1100.
5. All Duty Drivers shall use the duty room while on duty.
6. No guests are allowed in the duty bunkroom after 2300.

Note: Duty Drivers shall be held accountable for all discrepancies/damage to the contents of the bunkroom made by the Duty Driver/guests.

7. The telephone shall not be used for personal calls so that quarterdeck personnel may reach the Duty Driver when needed.
8. All applicable BEQ regulations shall be obeyed.

I HAVE READ THE ABOVE INSTRUCTIONS

NAME (PRINTED) _____

SIGNATURE _____

DEPARTMENT _____

DATE _____

Enclosure (9)

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DAILY VEHICLE INSPECTION REPORT

Date: _____

		94-53736	94- 54409	94-49410
REQUIREMENTS	CO	CDO	XO/CMC	JOOD
CLEANLINESS				
DAMAGE				
OIL LEVEL				
WATER LEVEL				
BELTS				
LEAKS				
BATTERY				
TIRES				
LIGHTS				
TURN SIGNALS				
BRAKES				
HORN				
WIPERS				
FUEL LEVEL				
GAUGES				
SEAT BELTS				
MILEAGE				
	mi.	mi.	mi.	mi.

REMARKS :

I UNDERSTAND THE CONSUMPTION OF ALCOHOL WHILE IN A DUTY DRIVER STATUS AS DUTY DRIVER IS PROHIBITED BY THE ORDER OF THE COMMANDING OFFICER, NAVAL AIR STATION OCEANA AND IS PUNISHABLE UNDER ARTICLE 92 OF THE UCMJ.

DUTY DRIVER/DATE _____ JOOD/DATE _____

Enclosure (10)