



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2701 SHERIDAN ROAD
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 1601.1J
(SWO)

AUG 24 1994

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 1601.1J

From: Commander, Naval Training Center, Great Lakes

Subj: NAVAL TRAINING CENTER (NTC) COMMAND DUTY INSTRUCTION

Ref: (a) CNETINST 5450.1D

- Encl: (1) Duties and Responsibilities of NTC Command Duty Officer (CDO)
(2) Duties and Responsibilities of NTC Assistant Command Duty Officer (ACDO)
(3) Duties and Responsibilities of NTC Petty Officer of the Watch (POOW)
(4) NTC Great Lakes Call Signs
(5) Code Calls

1. Purpose. To promulgate NTC command duty section policies, responsibilities and procedures.

2. Cancellation. NTCGLAKESINST 1601.1I. This instruction has been substantially revised and should be reviewed in its entirety.

3. Information. After normal working hours, the NTC CDO has the authority of the Center Commander for matters under the purview of the Commander, NTC as set forth in reference (a). Duty officers of the various component commands located within NTC are directly responsible to their Commander, Commanding Officer or Officer-in-Charge for the execution of their duties; however, they must keep the NTC CDO apprised of all pertinent incidents and matters as they occur. The NTC CDO is responsible to the Center Commander through the Assistant Chief of Staff (ACOS) for Base Operations for the performance of their duties. Directives and orders communicated by the NTC CDO to subordinate CDOs shall be considered as emanating from the Center Commander. The NTC CDO is also designated as the coordinator for all watch matters within NTC's area of responsibility outside normal working hours. The NTC Assistant Command Duty Officer (ACDO) supports the CDO in the execution of their official duties. The NTC Petty Officer of the Watch (POOW), as well as other NTC watches, supports the CDO in the execution of their official duties.

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4. Watch Bill Assignments

a. NTC CDO Watch:

(1) NTC CDOs shall be warrant and commissioned officers, W1 to W3 and Ensigns (O1) through Lieutenants (O3), assigned to Naval Training Center (NTC), Service School Command (SSC), and Recruit Training Command (RTC). Officers will be required to have and maintain a secret security clearance and be qualified and designated per established personnel qualification standards. Chaplains, Commanding Officers, Executive Officers, Officers-in-Charge and Assistant Officers-in-Charge are exempt from CDO watch assignment.

(2) The NTC Senior Watch Officer (SWO) will be designated by the ACOS. The SWO shall be responsible for the promulgation of the NTC CDO, ACDO, and POOW watchbills and the training and qualification of the CDOs. The SWO will coordinate with the NTC Security Manager for ensuring prospective CDOs have appropriate security clearances and have been authorized to pick up and deliver messages for NTC in the Naval Telecommunications Center, Building 1.

(3) The NTC CDO Watch rotation will be based on the number of personnel assigned to the watch and other applicable factors. Personnel are encouraged to arrange duty exchanges to allow for planned absences. The NTC CDO buck list will be used for emergent vacancies caused by illness, unexpected hospitalizations, emergency leave, short notice TAD and other contingencies. An individual will not be assigned duty from the buck list if he or she is within 48 hours of an assigned watch.

(4) Personnel assigned to the CDO watch shall immediately notify the SWO of PCS orders receipt or any conditions or situations which preclude the watchstanding.

b. NTC ACDO Watch:

(1) NTC ACDOs shall be Chief Petty Officers E-7 thru E-8 assigned to Naval Training Center (NTC). Chief Petty Officers will be required to have and maintain a secret security clearance and be qualified and designated with established qualification standards. Master Chief Petty Officers are exempt from this assignment.

(2) Watchbill Rotation will be manned based on availability and assignment of Chief Petty Officers.

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(3) Personnel assigned to the NTC ACDO Watch shall immediately notify the Senior Watch Officer of the receipt of PCS orders or any conditions or situations that limit or preclude watchstanding.

c. NTC POOW Watch:

(1) A senior enlisted member (E-7 or above) shall be designated as the Watchbill Coordinator (WBC). The WBC shall be responsible for promulgation of the NTC POOW watchbill as well as the training and qualification of the POOWs.

(2) The NTC POOW Watch shall be manned by command enlisted personnel E-4 through E-6. Watchbill rotation will be based on the number of personnel assigned to the watch and will be managed by the NTC WBC.

(3) Personnel assigned to the NTC POOW Watch shall immediately notify the WBC of PCS orders receipt or any conditions or situations that limit or preclude watchstanding.

5. Watchstander Qualification Procedures. Individuals selected for assignment to the NTC CDO, ACDO, or POOW Watch must complete respective qualifications prior to assuming their first watch.

a. Personnel assigned to the NTC CDO, ACDO and POOW Watch shall:

(1) Complete the respective Personnel Qualification Standards (PQS) provided by the SWO.

(2) Successfully complete a qualifications board.

(3) Possess and maintain a valid state driver's license.

(4) Develop and maintain positive knowledge of the basic directives and established procedural guidelines for the performance of their duties.

6. Watchstanding Procedures

a. General guidance

(1) The NTC CDO, ACDO, and NTC POOW Watch will be stood in the prescribed uniform of the day.

(2) No alcohol will be consumed by an oncoming watchstander less than twenty-four hours prior to assuming the watch.

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(3) All watchstanders, with the exception of the ACDO, will effect a positive turnover and relief which will be logged in the NTC CDO or POOW Log as appropriate.

b. The NTC CDO duty office is located in Building 1, Room 101. Responsibilities and duties are as contained in this and other pertinent instructions, and as directed by the ACOS.

(1) On normal duty days, the NTC CDO will attend the ACOS debrief with the off-going CDO at 0730 and will assume the watch following this debriefing. On Friday mornings, all weekend CDOs will report for debrief with the ACOS at 0730. At 0800, following the observance of colors, the NTC CDO will secure to their normal duty station until resuming the watch at 1530. The watch will be maintained until relief at 0730 (normal duty days) or 0800 (weekends and holidays). The watch will be stood from 0800 to 0800 on weekends and holidays. In all cases, the oncoming CDO will report a minimum of 15 minutes prior to relieving the watch to review standard operating orders and discuss items of significance with the off-going CDO.

(2) During the watch, the ACOS will be notified of all incidents of substantial significance as they occur or are reported to the CDO.

(3) CDOs will maintain positive means of contact with the NTC POOW throughout the course of the watch via telephone or, when on tour, portable radio. Radio checks will be performed at the beginning of each watch.

(4) The CDO will retire to the CDO Bunkroom in the BOQ at night. CDOs living in base housing (Nimitz, Halsey or Forrestal Village) are not authorized to retire to their residences at night during the course of the watch. They will remain on station. The POOW will be notified prior to the CDO securing.

(5) The ACDO will assume the watch at 2145 until 0600, during which 6.b.(2) and 6.b.(3) will pertain.

c. The NTC POOW is located in the NTC CDO Duty Office in Building 1, Room 101. The responsibilities and duties of the POOW are as described in this and other pertinent instructions and as assigned by the NTC CDO.

(1) The POOW Watch is stood from 0800 to 1600, 1600 to 2400, and 2400 to 0800 on weekends and holidays and from 1600 to

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2400 and 2400 to 0800 on normal duty days. Watchstanders will report a minimum of 15 minutes prior to assuming the watch to review standing orders.

(2) The POOW will remain in the duty office except when relieved by the CDO for security patrols, meals or the performance of other duties. The mid-watch POOW will secure the main entrance and use the answering machine when conducting security patrols. The 2400-0800 watch is also responsible for general cleanup of the office and trash disposal.

(3) The POOW will maintain an open channel and will monitor the portable radio for contact with or from the NTC CDO on items of interest to the CDO throughout the watch. Additionally, the POOW will monitor base security's frequency for relevant items of interest.

7. Other NTC Watches. All personnel responsible for assigning the following watches will provide four copies of watchbill assignments to the Watchbill Coordinator for redistribution to the SWO and NTC CDO.

a. NTC Public Affairs (PAO) Duty Officer is a home telephone watch. The NTC CDO maintains the watchbill and coordinates recall and notification of duty personnel for the performance of duty.

b. NTC Duty Photographer is a home telephone watch. The NTC CDO maintains the watchbill and coordinates recall of personnel for the performance of duty, as required.

c. Navy Brig Duty Supervisor watch is stood in the Navy Brig, Building 914. This watch is responsible to the Brig Officer for matters pertinent to this watch. Significant events occurring at the Navy Brig during the watch will be reported to the NTC CDO.

d. Duty Chaplain is a home telephone watch. The NTC CDO maintains the Duty Chaplain watchbill and coordinates recall of personnel for the performance of duty, as required.

e. Duty Casualty and Assistant Calls Officer (CACO) is a home telephone watch. The NTC CDO maintains the CACO watchbill and coordinates recall of personnel for the performance of duty, as required.

f. Great Lakes Police Department (GLPD) Watch Commander stands duty in GLPD headquarters, Building 130. The GLPD Watch Commander is directly responsible to the Security Director for

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the performance of duties and reports to the NTC CDO for all NTC security and law enforcement. Gate sentries are controlled by a Section Leader stationed at Building 6, who also reports to the NTC CDO for the performance of watch duties.

g. Fire Department Duty Watch is manned by an Assistant Fire Chief and is stood in the Main Fire House, Building 106. This watch is available for fire emergencies, fire department administrative support and fire safety hazard inspection whenever the Fire Chief is absent. The Fire Department Duty Watch is directly responsible to the Security and Firefighting Department Head for the performance of duties and reports to the NTC CDO.

h. Staff Civil Engineer (SCE) Duty Maintenance Watch is stood in Building 5 and is directly responsible for the security of various NTC buildings, handling of emergency repairs, sidewalk snow removal and trash clean-up. The SCE Duty Maintenance Watch reports to the NTC CDO.

i. Supply Duty Officer is stood in the Supply Department, Building 3200 and reports directly to the Director of the Supply Department for the handling of any supply matters during off-duty hours.

j. Morale, Welfare and Recreation Duty Section is on a recall basis. The NTC CDO coordinates the recall of personnel as required.

k. Duty Harbormaster is available at Building 13 from sunrise to sunset and reports to the NTC CDO for the performance of duties. After this watch secures, the NTC CDO coordinates the recall of personnel as required.

8. Other Base Watches

a. Subordinate Commands:

(1) Recruit Training Command (RTC) CDO is stood in Building 1127, Recruit Training Command. The RTC CDO is responsible to the Commanding Officer, Recruit Training Command for the conduct of this watch. Significant incidents occurring during the watch will be reported to the NTC CDO.

(2) Service School Command (SSC) CDO is stood in Building 3, Service School Command. The SSC CDO is responsible to the Commanding Officer, Service School Command for the conduct of this watch. Significant incidents occurring during the watch will be reported to the NTC CDO.

(3) Transient Personnel Unit (TPU) CDO is stood in Building 177. The TPU CDO is responsible to the Commanding Officer, Transient Personnel Unit for the conduct of this watch. Significant incidents occurring during the watch will be reported to the NTC CDO.

(4) CBU 401 OOD is stood in Building 3215. The CBU 401 OOD is responsible to the Officer-in-Charge, CBU 401 for the conduct of this watch. Significant incidents occurring during the watch will be reported to the NTC CDO.

(5) Personnel Support Detachment (PSD), NTC Duty Personnelman watch is stood in Building 512, Room 136 and is responsible to the Officer-in-Charge, Personnel Support Activity Detachment, NTC for the conduct of this watch. The Duty Personnelman is available to conduct personnel actions and administrative support as required.

(6) Naval Hospital CDO is stood at 200H, Naval Hospital and is responsible to the Commanding Officer, Naval Hospital for the conduct of this watch. Significant incidents occurring during the watch are reported to the NTC CDO.

(7) Naval Dental Center Duty Dental Technician is stood in Building 237. This watch is available for dental administrative support and referral of emergency dental problems. Significant incidents occurring during the watch are reported to the NTC CDO.

(8) Public Works Center (PWC) Duty Officer is a home telephone watch. Contact with the PWC Duty Officer is accomplished through the PWC Emergency Trouble Desk following initial referral to the SCE Duty Maintenance Watch.

b. Tenant Commands

(1) Naval Legal Service Office (NLSO) Duty Officer is a home telephone watch. The NTC CDO maintains a duty watchbill and coordinates recall of personnel for Headquarters security and advice on legal issues involving NLSO, as required.

(2) Naval Reserve Readiness Command 13 (REDCOM 13) CDO is a home telephone watch. The NTC CDO maintains a duty watchbill and coordinates recall of personnel for Headquarters security and reservist issues, as required.

(3) Naval Criminal Investigative Services (NCIS) Duty Officer is a home telephone watch. The NTC CDO maintains a duty watchbill and coordinates recall of personnel as required.

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9. Action. All personnel assigned to the NTC CDO and POOW Watch shall comply with the contents of this instruction and enclosures.

10. Forms. The NTC POOW Security Report and Call Record Form NTC-GL 1601/1 (Rev. 7-91), NTC CDO Security and Inspection Checklist Form NTC-GL 1601/64 (Rev. 7-91) is available through the Naval Publications and Printing Service Detachment Office, Building 2A.


J. B. SANDKNOP
Chief of Staff

Distribution:

NTCGLAKESINST 5216.5L

Lists I, II, III-A (A, B, C, E & Q only), III-C (B only)

NTC CDO Duty Office

NTC POOW Duty Office

NTC SWO

NTC WBC

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DUTIES & RESPONSIBILITIES: NTC COMMAND DUTY OFFICER

1. General

a. All CDOs must be familiar with the detailed geography and organization of the Great Lakes Naval Training Center and with the general geography and organization of the area encompassed in CNTC's Regional Area Coordinator responsibilities.

b. All CDOs must understand the limits of their command authority when on duty and know all routine and immediate action requirements.

c. CDOs must effect a positive turnover and relief as stated in the basic instruction.

d. CDOs will operate from the NTC CDO Duty Office in Room 101, Building 1 and will remain within the perimeters of NTC except when, in the course of official duties, their presence is required off station. Absences of this nature must be coordinated with the NTC POOW and reported to the ACOS.

e. NTC CDO turnover items will be maintained in the duty briefcase and are held by the ACOS during normal duty hours.

(1) The NTC CDO notebook contains pertinent instructions, notices, directives and other guidelines considered necessary for the conduct of the watch. Only the Chief of Staff, ACOS and SWO are authorized to alter the contents of the CDO notebook. All CDOs will review notebook contents during the watch. Recommendations for changes to the notebook will be forwarded to the SWO.

(2) The Pass Down the Line (PDL) Log Book provides current general information, such as standing orders, new watchstanding directives, and other information pertinent to the conduct of the watch. Entries will be made and deleted by the Chief of Staff, ACOS, SWO and any NTC CDO with information to be passed. All NTC CDOs will review and sign the PDL log at the beginning of each watch.

(3) The NTC CDO Log is a chronological record of events occurring during the watch printed in a legible hand. Events recorded will include all pertinent data (i.e., names, places, equipment involved, action taken, final disposition). Additionally, entries will be made to record the completion of rounds, including locations inspected and the results of that

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inspection, and the assumption and relief of duty. CDOs are reminded not to record the names of victims in cases involving alleged sexual assault or minors (as perpetrators or victims). An entry will be made concerning all personnel confined or released during the course of the watch. Whenever possible, advance Incident Complaint Reports (ICRs), completed by GLPD, should accompany the log to debrief the ACOS on serious incidents. The ACOS will review the CDO Log during debriefing.

(4) Duty keys include the master keys for NTC spaces in Building 1, REDCOM 13 and NLSO spaces, CDO vehicle key, and the key for the tape player for colors. These keys must be maintained in a secure status and turned over to the ACOS or designated relief.

(5) Portable radios are procured from the SWO by the POOW. Call signs and radio communication codes are provided as enclosure (4). CDOs must complete radio checks at the beginning of the watch.

2. Reports

a. Component command CDOs and OODs will report on significant events occurring during their watch to the NTC CDO each duty day at 1830. Reports will also be received from component command CDOs and OODs between 0630 and 0700, or as directed by the NTC CDO, on significant events occurring since the last report. Negative reports are required. Tenant command duty officers should also keep the NTC CDO informed of incidents or events considered to be of interest to the Center Commander or of any event which might attract media interest.

b. The NTC CDO is responsible for keeping the ACOS and subordinate command duty officers or other appropriate personnel apprised of significant events such as:

(1) Death of civilian or military personnel attached to base commands or tenant activities.

(2) Serious accidents on the base involving civilian or military personnel attached to base commands or tenant activities.

(3) Off-center accidents between government vehicles or privately owned vehicles that may be newsworthy.

(4) Incidents which involve significant damage to government property.

- (5) Civil or military disorders, on or near the center.
- (6) Incidents with racial overtones.
- (7) Serious injury or illness to naval personnel.
- (8) Major damage to civilian property resulting from the actions of naval personnel.
- (9) Natural disasters.
- (10) Events that create, or are likely to create, interest from the news media.
- (11) Storm or significant weather warnings.
- (12) All communications with naval activities outside center boundaries but within the NTC area coordination boundaries.
- (13) Any other incidents the NTC CDO decides to be of immediate interest.

3. Inspections. The NTC CDO will conduct periodic inspections of the base and visits to other commands during his or her tour of duty. Discrepancies identified and action taken will be noted in the CDO log.

a. Inspections/visits will include the following areas:

- (1) Housing areas.
 - Nimitz
 - Halsey
 - Forrestal
- (2) Waterfront/Marina.
- (3) Exchange facilities.
 - Burkey Mall
 - Navy Exchange (Bldg 111)
 - Mini Mart (Bldg 415)
 - Hospital Complex
- (4) Bowling alley including Kegler's Lounge.
- (5) Helm Club.

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(6) McDonald's.

(7) Subordinate Commands.

- Service School Command
- Recruit Training Command
- Naval Hospital
- Naval Dental Center
- Transient Personnel Unit
- Construction Battalion Unit 401

(8) Others as directed by the ACOS.

4. Colors Ceremonies. The execution of colors on the base by component and tenant commands will follow the motions of NTC. The CDO will:

a. Set the National Ensign utilizing weather reports procured by the NTC POOW and guidance provided in NTCGLAKESINST 5060.2B. The National Ensign will be flown 24 hours a day, as it is lighted at night.

b. Ensure the completion of time checks and notification of the Ensign to be flown to base commands. Ensure the proper completion of colors ceremonies by the SSC Color Guard for Headquarters, Building 1.

5. Casualty and Assistance Calls Program. The assistance extended to the next-of-kin during the difficult period following a service member's death or disappearance is of critical importance in reducing the uncertainties and anguish of family and friends. Three situations that might occur requiring NTC CDO action are as follows. In all cases, notify the Duty Chaplain to provide assistance and make appropriate log entries.

a. Death or disappearance of a service member attached to NTC. The NTC CDO will obtain all available information. Using the NTC collateral duty list, contact a member assigned to CACO duty for appropriate action and contact the CACO Coordinator (Staff Medical Liaison Officer) and ACOS.

b. Death or disappearance of a service member attached to a subordinate or tenant command. The NTC CDO will obtain all available information and contact the service member's command or activity duty officer for appropriate action. Notify the CACO Coordinator of the action taken.

c. Death or disappearance of a service member with a next-of-kin residing in NTC's area of responsibility. The NTC

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CDO will normally be contacted by Commander, Naval Reserve Force, New Orleans and must obtain all available information. The NTC CDO will then contact the command having CACO responsibility as designated in the CACO instruction for appropriate action. Notify the CACO Coordinator of the action taken.

6. Destructive/Hazardous/Cold Weather. Weather conditions and warnings are received from Naval Oceanography Detachment, NAS Glenview. The NTC CDO also has access, through the GLPD, to the Law Enforcement Agency Data System (LEADS) system which provides updated weather information. Upon receipt of information from one or more of these or other reliable sources, the NTC CDO, in conjunction with the NTC POOW, must take action to notify complex commands of adverse weather, warn complex personnel, and notify North Chicago Veteran's Administration, as required. NTCGLAKESINST 3440.2 and the FAST Reaction File provide information on the actions to be taken in the event of destructive weather. NTCGLAKESINST 3141.2B contains information on actions to be taken in the event of cold weather. In the event of a tornado warning, the NTC CDO will notify the ACOS, NTC Staff Medical Liaison Officer (SML), and RTC, SSC, NAVHOSP CDOs and will ensure the assignment and continuous communication with a "spotter" on the roof of Naval Hospital. The NTC CDO will contact the duty sections of CBU 401, TPU and others as listed and will task Firefighting and Security personnel with action as appropriate. In addition, the NTC GLPD is responsible for recalling Security Auxiliary Force personnel at the initiation of a tornado warning.

7. Security and Law Enforcement. Complex security and law enforcement are the responsibility of the NTC Security and Firefighting Department. After normal duty hours, GLPD reports to the NTC CDO for matters concerning security and law enforcement. The NTC CDO will be kept apprised of all significant incidents by the GLPD Watch Commander and will also review GLPD police reports once per watch.

8. Bomb Threats. Procedures to be followed in the case of bomb threats or threatening telephone calls are identified in NTCGLAKESINST 3440.2 and the FAST Reaction File. For bomb threats received in the NTC CDO Duty Office, obtain all possible information from the caller and ensure the telephone line used by the caller remains open for a minimum of five minutes, by leaving the line open or placing it on hold. This procedure provides a means by which the call can be traced and is critical for prosecution of the perpetrator. NCIS must be contacted to initiate tracer action.

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9. Search and Seizure. Search and seizure guidelines are contained in the NTC CDO notebook. As a reminder, only the Commanding Officer who is responsible for the property on which an item may be located, or has cognizance of the individual to be searched, has the authority to approve a probable-cause search. In the absence of the Commanding Officer, approval of the acting Commanding Officer must be obtained. For NTC personnel and facilities, only the Chief of Staff, has authority to authorize a search and seizure, or the ACOS when in an acting capacity.

10. Confinement

a. The NTC CDO has the authority and responsibility to confine, detain or restrict any enlisted servicemember who:

(1) Is intoxicated, due to drug or alcohol use, to the point of loss of control and ability to care for him or herself.

(2) Has lost control of reason and is a clear danger to him or herself, others and the public safety.

(3) Has returned from an unauthorized leave status and is determined to be a "flight risk" by demonstrated performance (i.e., length of absence, apprehension vice voluntary return or manifest intentions).

b. Specific procedures and situations in which confinement and/or restriction may be considered are contained in the CDO notebook.

11. Firefighting Mutual Assistance. On occasion, the Firefighting Division will receive from or make a request to community firefighting companies for assistance in combatting a fire. This assistance may take the form of providing firefighters and equipment in directly combatting the fire or it may be a matter of providing coverage during the period a company is engaged in extinguishing a fire. In all cases, this assistance is pre-approved through Mutual Aid Box Alarm System (MABAS). The NTC Fire Chief will notify the NTC CDO of the activation of MABAS and this event will be logged and debriefed to the ACOS.

12. Navy Brig Disorders. The maintenance or restoration of good order within the Navy Brig is the responsibility of assigned personnel who report directly to the Brig Officer for the performance of their duties. In the event of disorder within the Brig, the Brig duty staff will notify the CDO. Upon such notification, the CDO will notify the Brig Officer or Assistant Brig Officer (if not already notified) and will provide

assistance as requested including such manpower assets as are available from the Security and Firefighting Department and crowd control forces. These assets will remain under the operational control of the Brig Officer or Assistant Brig Officer while within the Navy Brig. In the event of an escape of prisoner(s), the GLPD Watch Commander will be in operational control of the forces acting outside the Brig but within the confines of Navy property. In all events, the ACOS will be immediately notified of the situation. Message reports required will be the responsibility of the CDO.

13. Physical Security Forces. An Auxiliary Security Force (ASF) is available for contingencies such as terrorism, general disorder or riot. If a situation develops that raises the possibility of the use of additional security forces over and above the capability of the Security and Firefighting Department watch section, the ACOS will be notified and action will be taken by the CDO, as directed. Procedures and organization of the ASF are contained in the CDO notebook and Fast Reaction Folder.

14. Special Incident Reports. Guidelines for special incident reports are contained in OPNAVINST 3100.6E in the CDO notebook. CDOs are required to contact the ACOS for Base Operations for guidance prior to releasing any special incident report. The NTC CDO is responsible for message preparation; Naval Telecommunication Center is responsible for typing message traffic from a rough draft provided by the CDO.

15. General guidelines for NTC CDO Watch routine:

Non-weekend/non-holiday routine*

0715	Arrive Building 1 for turnover
0730	Attend ACOS debrief with off-going CDO
0800	Observe morning colors
0805	Secure the watch
1515	Arrive Building 1, receive weather report from POOW
****	Observe evening colors
1800	Relieve POOW for securing of Building 1
****	Relieve POOW for chow
****	First tour of base
****	Relieve POOW for second security check of Building 1
2100	Review message traffic
2115	Conduct last base tour including Helm Club
2145	Inbrief with ACDO
****	Retire to BOQ
0600	Review GLPD crime blotter
0600-	Receive subordinate command reports
0700	

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0610 Review and sort message traffic
0615 Receive weather report from POOW. Set Ensign. Receive
outbrief with ACDO
0715 Brief relief on significant events, messages, weather
and Ensign set
0730 Brief ACOS on the watch events and present CDO log for
ACOS initials. Deliver CDO message traffic (with
significant messages separated) to ACOS. Deliver the
rest of the message traffic to Administrative Department
Yeoman.

Weekend and Holiday Routine*

0730 Arrive Building 1 for turnover with off-going CDO.
0800 Relieve off-going CDO and observe colors
**** Conduct first tour of base.
**** Relieve watch for security tour of Building 1
1200 Relieve day watch for chow
**** Conduct second tour of base
**** Visit subordinate CDOs
**** Observe colors
1800 Relieve watch for security tour of Building 1
**** Relieve evening watch for chow
2100 Review and sort message traffic
2115 Conduct final tour of base including Helm Club
2145 Inbrief with ACDO
**** Retire to the BOQ
**** Review GLPD crime blotter
**** Review and sort message traffic
0615 Receive outbrief with ACDO
0630 Receive weather update from POOW and set Ensign
0630- Receive debriefs from subordinate CDOs
0700
0745 Brief on-coming CDO
0800 Relieve the watch

* Provide briefing on significant events to ACOS for Base
Operations as they occur or are reported.

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DUTIES & RESPONSIBILITIES: NTC ASSISTANT COMMAND DUTY OFFICER (ACDO)

1. General

a. The ACDOs provide direct assistance to the CDO in the performance of their duties. The ACDO also has the primary responsibility for the conduct of watches within the BOQ, NTC BEQs and the Helm Club.

b. The ACDOs must understand the limits of their authority when in a duty status and display positive knowledge of routine and immediate action requirements. ACDOs are not authorized to sign leave papers or other routine correspondence.

2. ACDO Responsibilities: The ACDO is responsible for the completion of the following actions:

a. Reporting to the CDO at 2145 and 0615, and debriefing any significant events occurring during the watch.

b. Conducting regular tours of BQs and Helm Club. (BOQ, BEQ 179, 1016, 1015, 400 and 500 series.)

c. Being aware of VIPs and other high officials' presence, coordinating efforts to resolve any problems encountered during the watch.

d. Being prepared to provide guidance and direction to the POOW as needed.

e. Maintain constant contact with security on a regular basis via radio and direct liaison.

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DUTIES & RESPONSIBILITIES: NTC PETTY OFFICER OF WATCH

1. General

a. The POOW provides direct assistance to the CDO in the performance of his/her duties. The POOW also maintains primary responsibility for the security of Headquarters, Building 1.

b. The POOW must understand the limits of their authority when in a duty status and display positive knowledge of routine and immediate action requirements.

2. POOW Responsibilities. The POOW is responsible for the completion of the following actions:

a. Open Building 1 at 0600 on normal workdays. Unlock all exterior doors.

b. Secure Building 1 and conduct an initial security patrol of all spaces and government vehicles parked adjacent to Building 1 at 1800 each normal workday.

c. Maintain Building 1 in a secured status throughout the weekend and on holidays, with the exception of Reserve duty weekends. Reserve duty weekends will be treated as normal workdays for building security purposes.

d. Maintain positive control of access to Building 1 during hours in which the building is secured (normally 1800 to 0600 on workdays, and all hours during weekends and holidays except as noted above). Controlled access will be assured by requiring all personnel requesting access to enter through the west central door and log in following POOW verification of positive identification. All personnel entering the building will be reminded to exit through the quarterdeck and check out with the POOW.

e. Conduct a minimum of two security patrols each watch in addition to securing or opening Building 1. Day and evening watchstanders will remain in the duty office (Room 101) except when relieved by the CDO for chow and security patrols. Watchstanders are to exhibit particular caution in ensuring that exterior doors and windows remain secured. Any exterior door found open after the building has been secured will be logged and reported to the CDO. The mid-watch POOW will use the answering machine and lock the exterior west central door while conducting required security patrols.

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f. The POOW will monitor the portable radio to maintain positive contact with the CDO throughout the course of the watch. Additionally, he or she is responsible for recording incidents of significance passed on the portable radio and providing that information to the CDO.

g. The POOWs will answer the duty phone throughout the watch. They will log all calls regarding matters of importance and report this information to the CDO. This information may include, but is not limited to, Red Cross messages, adverse weather reports and weather condition updates, reports of serious injury or death of service members and requests for honor guards, etc. In all cases, these matters must be reported to the CDO with appropriate telephone numbers in case additional information is required. The POOW will also contact the NTC Duty Chaplain and other NTC watchstanders as requested for recall. At times, the POOW will receive requests to provide the home telephone or location of personnel. Such information will not be provided without CDO authorization. The POOW should take a message for the individual and contact the appropriate command for action. IN THE EVENT OF A BOMB THREAT, THE POOW WILL OBTAIN ALL POSSIBLE INFORMATION FROM THE CALLER AND WILL DOCUMENT THIS INFORMATION, INCLUDING THE TIME OF THE CALL. THE LINE USED FOR THE BOMB THREAT WILL BE LEFT OPEN, FOR 5 TO 10 MINUTES, BY PLACING THAT LINE ON HOLD OR LEAVING IT OFF THE HOOK AFTER THE CALLER HAS HUNG UP. THESE ACTIONS ARE CRITICAL TO PROSECUTION OF THE PERPETRATOR. NOTIFY THE CDO IMMEDIATELY FOR APPROPRIATE ACTION, AND USE THE FAST REACTION FILE TO DETERMINE ACTIONS TO BE TAKEN.

h. The POOW maintains the NTC Leave Control Log during non-duty hours and will ensure the completion of required entries for staff members checking in and out on leave. Staff personnel, requesting emergency leave or leave extensions, will be referred to the CDO. The POOW is not authorized to grant extensions or approve emergency leave under any circumstances.

i. The POOW will contact the CDO for all emergency situations and as otherwise directed by the CDO.

j. The POOW will complete the NTC POOW Security Report and Call Record (Attachment 1 to enclosure (3)) which documents discrepancies found during security patrols and the action taken by duty personnel. The CDO will turn this form into their designated relief or SWO at the completion of the watch.

k. The POOW will procure weather reports and updates from NOCD, NAS Glenview by 0600 and 1615 each duty day. These reports will be logged and made available to the CDO. The CDO will

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determine the appropriate Ensign to be flown based on the predicted weather and prescribed flags. The mid-watch will complete command notifications for time checks (accurate time will be procured from the National Observatory at (DSN 294-1800)) and flag notification. The completion of command notifications will be entered in the POOW Log.

1. The POOW will maintain the POOW Log by making printed, legible entries of all incidents of significance and command notifications occurring during the watch. These entries will answer the questions: "Who, What, Where, When, Why and How". In addition, entries will be made to record the following events:

- (1) Assumption of the watch.
- (2) Relief of the watch.
- (3) Completion of command notifications for colors.
- (4) Adverse weather notifications.

m. The POOW will maintain a positive knowledge of the actions to be taken for dealing with emergency situations. He or she should be fully conversant with the contents of the CDO FAST Reaction File and pertinent instructions and directives.

n. The POOW will notify the SCE Duty Maintenance Watch for snow removal around Building 1 (i.e., West central steps and side walk and East central steps) as needed or directed by the CDO.

o. The POOW will perform all other duties as directed by the CDO.

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NTC PETTY OFFICER OF THE WATCH SECURITY REPORT AND CALL RECORD

DATE: from _____ to: _____

CDO: _____ FLAG: STORM POST GARRISON

POOW:
 0800-1600 _____
 1600-2400 _____
 2400-0800 _____

DUTY CHAPLAIN _____
MEPCOM _____

WEATHER FORECAST 1600: (SUNSET _____) _____

WARNINGS/ADVISORIES _____

WINDS: OUT OF THE _____ AT: _____ KTS. GUSTS TO: _____ KTS.

TEMPERATURE: HIGH _____ LOW _____ WIND CHILL _____

WEATHER FORECAST 0500: (SUNRISE _____) _____

WARNINGS/ADVISORIES _____

WINDS: OUT OF THE _____ AT: _____ KTS. GUSTS TO: _____ KTS.

TEMPERATURE: HIGH _____ LOW _____ WIND CHILL _____

COLORS NOTIFICATION CHECKLIST

1600 0500

NTC SUPPLY, BLDG. 3200	(SAME AS NTC CDO)	2350	<input type="checkbox"/>	<input type="checkbox"/>
SSC CDO:	_____	3536	<input type="checkbox"/>	<input type="checkbox"/>
RTC CDO:	_____	4962/63	<input type="checkbox"/>	<input type="checkbox"/>
DRILL HALL 1000 MTDO:	(SAME AS RTC CDO)	4468	<input type="checkbox"/>	<input type="checkbox"/>
NAVHOSP OOD:	_____	4560	<input type="checkbox"/>	<input type="checkbox"/>
NAVCORSCHOL CDO:	<small>TIME CHECK 15 MIN PRIOR TO COLORS</small> _____	3413	<input type="checkbox"/>	<input type="checkbox"/>
CBU 401 CDO:	_____	6833	<input type="checkbox"/>	<input type="checkbox"/>
PWC CDO:	<small>NO FLAG OR TIME CHECK</small> _____	4820	<input type="checkbox"/>	<input type="checkbox"/>

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SECURITY REPORT

THIS REPORT MUST BE ROUTED TO THE SENIOR WATCH OFFICER VIA THE WATCH BILL COORDINATOR DAILY.
DISCREPANCIES

0800-1600:

EXTERIOR DOORS:

ROOMS:

VEHICLES:

DAMAGE/MAINTENANCE:

1600-2400:

EXTERIOR DOORS:

ROOMS:

VEHICLES:

DAMAGE/MAINTENANCE:

2400-0800:

EXTERIOR DOORS:

ROOMS:

DAMAGE/MAINTENANCE:

CDO COMMENTS:

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NTC GREAT LAKES CALL SIGNS

The CDO and POOW are provided a portable radio. This transceiver unit has four separate frequencies which can be selected to communicate with various users. The following call signs have been assigned and frequencies designated.

<u>Frequency</u>	<u>Call Sign</u>	<u>Assignment</u>
1	Charlie 0	Commander, NTC
1	Charlie 1	Chief of Staff, NTC
1	Charlie 2	Assistant Chief of Staff for Base Operations, NTC
1	Charlie Alpha	Flag Lieutenant
1	Charlie Delta	Commander, Naval Training Center's Command Car
1	Charlie 2 Alpha	NTC, CDO
1	Charlie 4	NTC, POOW
1	Charlie 5	Director of Security, NTC
1	Charlie 6	Chief of Police
1	Charlie 7	Watch Commander, NTC
1	Charlie 8	Duty Police Sgt., NTC
1	Foxtrot 3	Base Police Dispatcher (note 1) Police vehicle units use last 3 vehicle numbers for identification
1	Delta 0	Base Fire Department/ Dispatcher (note 1)
1	Delta 5	NTC Detectives
1	Delta 20	Naval Hospital Security (note 2)
1	Nitro	NIS Agents
2	Mike Alpha	Bldg. 6 MAA
2	Mike Alpha 1	Chief MAA
2	Mike Alpha 2	Assistant Chief MAA
2	Mike Alpha 3	Duty MAA Section Leader
2	Mike Alpha 4	SAF Foot Patrols
2	SAF Zones 1-2	SAF Manned Zones
2	Romeo 10	CO, RTC
2	Romeo	RTC Security, (note 4)
2	Romeo 10 Alpha	RTC, CDO
2	Sierra CO	CO, SSC
2	Sierra 1	SSC, CDO
3	Echo 1	Fire Dept. Engine #1
3	Echo 2	Fire Dept. Engine #2
3	Echo 3	Fire Dept. Engine #3
3	Echo 4	Fire Dept. Truck Aerial

Enclosure (4)

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<u>Frequency</u>	<u>Call Sign</u>	<u>Assignment</u>
3	Echo 5	Inspector
3	Echo 6	Inspector Rig
3	Echo 7	Inspector Rig
3	Echo 8	Chief
3	Echo 9	Assistant Chief
3	Echo 10	Alarm Maintenance
4	Bravo Zero	PWC Trouble Desk (note 5)
4	Bravo Nine Four	PWC Duty Officer

NOTES:

1. Base station for channels 1 and 3 located in Building 130; maximum range is approximately 15 miles.
2. Base station for channel 1 located in Building 200-H; maximum range is approximately 15 miles.
3. Base station for channels 1 and 2 located in Building 6; maximum range is approximately 3 miles.
4. Base station for channels 1 and 2 located Building 1127; maximum range is approximately 10 miles.
5. Base station for channel 4 located in Building 104; maximum range is approximately 10 miles.

CODE CALLS

- 10-01 Unable to copy/change location
- 10-02 Signals good
- 10-03 Stop transmitting
- 10-04 Acknowledgement
- 10-05 Relay
- 10-06 Buoy/stand by unless urgent
- 10-07 Out of service/give location/telephone number
- 10-08 In service
- 10-09 Repeat
- 10-10 Fight in progress
- 10-11 Dog case
- 10-12 Stand by
- 10-13 Weather/road report
- 10-14 Report of prowler
- 10-15 Civil disturbance
- 10-16 Domestic trouble
- 10-17 Meet complainant at _____
- 10-18 Complete assignment quickly
- 10-19 Return to _____
- 10-20 Location _____
- 10-21 Call _____ by telephone
- 10-22 Disregard
- 10-23 Arrived at scene
- 10-24 Assignment completed
- 10-25 Report in person to _____
- 10-26 Detaining subject, expedite
- 10-27 Driver license information
- 10-28 Vehicle registration
- 10-29 Check records for wanted
- 10-30 Illegal use of radio
- 10-31 Crime in progress
- 10-32 Man with gun
- 10-33 Emergency
- 10-34 Riot
- 10-35 Major crime alert
- 10-36 Correct time
- 10-37 Investigate suspicious vehicle
- 10-38 Stopped suspicious vehicle (give description)
- 10-39 Urgent, use light & siren
- 10-40 Silent run, NO light or siren
- 10-41 Beginning tour of duty
- 10-42 Ending tour of duty
- 10-43 Information
- 10-44 Request permission to leave patrol for _____
- 10-45 Animal carcass in _____ lane at _____
- 10-46 Assist motorist

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- 10-47 Emergency road repairs
- 10-48 Traffic standard needs repairs
- 10-49 Traffic light out
- 10-50 Accident/P, PI, PD
- 10-51 Wrecker needed
- 10-52 Ambulance needed
- 10-53 Road blocked
- 10-54 Livestock on highway
- 10-55 Intoxicated driver
- 10-56 Intoxicated pedestrian
- 10-57 Hit & Run, P, PI, PD
- 10-58 Direct traffic
- 10-59 Convoy or escort
- 10-60 Squad in vicinity
- 10-61 Personnel in area
- 10-62 Reply to message
- 10-63 Prepare to make a written copy
- 10-64 Message for local delivery
- 10-65 Net message assignment
- 10-66 Message cancellation
- 10-67 Clear to read net message
- 10-68 Dispatch information
- 10-69 Message received
- 10-70 Fire alarm
- 10-71 Advise nature of fire (type, size and tenants)
- 10-72 Report progress of fire
- 10-73 Smoke report
- 10-74 Negative
- 10-75 In contact with
- 10-76 Enroute
- 10-77 ETA (Estimated Time of Arrival)
- 10-78 Need assistance
- 10-79 Notify coroner
- 10-82 Reserve lodging
- 10-84 Are you going to meet? ____ If so ETA
- 10-85 Will be late
- 10-87 Pick-up checks to distribute
- 10-88 Advise tele no. to contact
- 10-89 Call me at _____
- 10-90 Bank alarm
- 10-91 Unnecessary use of radio
- 10-92 Blockade
- 10-93 Drag racing
- 10-96 Mental subject
- 10-97 Shooting/cutting at ____
- 10-98 Prison or jail break
- 10-99 Records indicate wanted or stolen
- 11-00 Unruly prisoner, send help

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11-01 Bringing in prisoner
11-11 Prisoner/visitor/official present
11-16 Pick-up _____ at _____
11-27 Registration info on vehicle tag
11-31 Chasing car
11-32 Switch to frequency
11-34 Trouble at station
11-39 Burglar/Fire alarm at _____
11-40 Servicing Squad
11-44 Open garage door
11-58 Assembly of juveniles
11-69 Missing person information
11-78 Report number
11-93 Burglary report
11-98 Suicide investigation
11-99 Abandoned vehicle