NSTC Instruction 1601.1C

From: Commander, Naval Service Training Command

Subj: NSTC FLAG DUTY OFFICER

Ref: (a) OPNAV INST F3100.6 (series)
(b) MILPERSMAN 1770-030
(c) NSTC INST 5211.1 (series)
(d) NSTC INST 3300.1 (series)
(e) NSTC INST 3440.1 (series)
(f) NSTC INST 5530.1 (series)
(g) NSTC INST 3300.1 (series)
(h) NSTC INST 3440.1 (series)
(i) NSTC INST 3100.1 (series)
(j) NSTC INST 1752.1 (series)
(k) NSTC INST 5530.1 (series)
(l) MILPERSMAN 1770-010
(m) OPNAV INST 5102.1 (series)

Encl: (1) Flag Duty Officer Personnel Qualification Standards
      (2) Flag Duty Officer Turnover E-mail Template
      (3) Monthly Emergency Operations Center Test Status E-mail Template
      (4) Safety Mishap Reporting Procedures

1. Purpose. To issue the watch organization for Naval Service Training Command (NSTC) in Great Lakes and to define the responsibilities of the NSTC watch organization in accordance with references (a) through (m).

2. Cancellation. NSTC INST 1601.1B.

3. Organization. The watch organization consists of the Senior Watch Officer (SWO), Watch Bill Coordinator (WBC), and Flag Duty Officer (FDO).

4. Responsibilities

   a. Chief of Staff. The Chief of Staff (CoS) has overall responsibility for the watch organization and appoints the Senior Watch Officer (SWO) via the NSTC Collateral Duty Notice.
b. **SWO.** The SWO shall:

(1) In the absence of the CoS, the SWO shall assume the responsibilities of the CoS for the purposes of this instruction only.

(2) Report directly to the CoS;

(3) Manage the NSTC watch organization and monitor for compliance with procedures and standardization;

(4) Maintain liaison with the Naval Station (NAVSTA) Great Lakes SWO, Recruit Training Command (RTC) SWO, and the Navy Region Mid-Atlantic SWO;

(5) Qualify NSTC personnel as an FDO using enclosure (1), the FDO Personnel Qualification Standards (PQS);

(6) Approve the FDO watch bill;

(7) Ensure FDO training is conducted at least quarterly;

(8) Develop and update the FDO training schedule and curriculum to discuss FDO-related training materials and instructions;

(9) Maintain this instruction for accuracy and relevancy; and

(10) Selects a qualified FDO as the Watch Bill Coordinator (WBC). The WBC shall be appointed by the CoS via the NSTC Collateral Duty Notice.

c. **WBC.** The WBC shall:

(1) Report directly to the SWO on all FDO matters;

(2) Assign qualified personnel to the FDO watch bill;

(3) Prepare and disseminate the FDO watch bill as approved by the SWO, submitting changes to watch standers;

(4) Update the FDO binder as necessary;

(5) Conduct and document FDO training and maintain training records for assigned personnel;

(6) Manage FDO PQS qualification process as follows:
(a) Provide newly reported personnel a copy of this instruction and subsequently assign and track qualification due dates; and

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

(7) Manage the FDO watch bill and monitor for compliance with procedures and standardization;

(8) Maintain a copy of each NSTC (Great Lakes) military members’ Page 2 and Serviceman’s Group Life Insurance (SGLI) election form in the Flag Suite safe; and

(9) Know the combination to the Flag Suite safe.

d. FDO. The FDO must have completed enclosure (1) and be in pay grade E7-E8 or O1-O4. The Flag Secretary, Flag Aide, Flag Writer, and Enlisted Aide are exempt from the FDO watch. The FDO shall:

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

(2) Attend training as determined by the SWO;

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

(4) Report directly to the CoS on all operational reports affecting NSTC and subordinate activities;

(5) Report to the SWO on any watch-related matters;

(6) Have possession of the FDO cell phone (847-772-2309) at all times, answer all calls, texts and email, responding as necessary, and make reports to the CoS as necessary;

(7) Maintain an FDO logbook, documenting pertinent events during the respective FDO’s watch;

(8) Gain message release authority in the Navy Interface for Command Email (NICE) system from NSTC N6. FDOs shall have access to NICE in order to release messages when away from the office. Message release after normal working hours may be accomplished at the FDO’s normal work station, via the FDO laptop, via the FDO cell phone, or via the FDO’s personal computer equipment with an installed CAC reader;

(9) In accordance with reference (a) draft and release messages for NSTC as necessary and release NSTC subordinate command messages when they are unable to release a message;
(10) File a hard-copy of any SITREPs that were released during the watch in the FDO binder and place an electronic copy on the share drive in the NSTC Messages folder at S:\GRLK\NSTC\Building_1_Only\NSTC FDO\NSTC Messages);

(11) Be responsible for the successful execution of duty responsibilities;

(12) Turn over the watch in the morning each Monday (or Tuesday following a holiday). The oncoming FDO shall send an FDO turnover email to CoS (Copying the SWO and NSTC FDO account) no later than noon each Monday (or Tuesday following a holiday). Contents of the email include, but are not limited to: oncoming and off going FDO names, any pass down items and significant events for the week, receipt of FDO items, security walk through findings, etc., as referenced in enclosure (2). The oncoming FDO shall annotate acceptance of the FDO log book, FDO binder, master keys, phone list(s), FDO cell phone and charger, and FDO e-mail token in the log book.

(13) When assuming the duty, the FDO shall call the Command Duty Officers (CDO) at Officer Training Command Newport (OTCN), RTC, and Naval Education and Training Command (NETC) to maintain lines of communication and to pass relevant information as necessary;

(14) Deliver American Red Cross (AMCROSS) messages as necessary. For AMCROSS messages for RTC recruits, call 847-688-4949, option 1, option 8 and/or provide the RTC fax number (847-688-7867);

(15) When required by reference (b), submit a Personnel Casualty Report, including the respective Page 2 and SGLI election forms which are maintained in the Flag Suite safe;

(16) Know the combination to the Flag Suite safe;

(17) In accordance with reference (c), when notified of a loss or suspected loss of Personally Identifiable Information (PII) in the NSTC domain, the FDO shall complete an OPNAV 5211/13, submit it to US-CERT, the Department of the Navy Chief Information Officer Privacy Office, Chief of Naval Operations (OPNAV N6), and Navy Chief of Information by clicking the appropriate button on the online form, notify the NSTC Office of General Counsel who is the NSTC Privacy Act Coordinator (PAC) and provide the PAC with a copy of the completed 5211/13;

(18) In accordance with reference (d), ensure NSTC in Great Lakes complies with Force Protection Condition measures and/or Random Anti-terrorism Measures (RAMs) as directed by Navy Region Mid-Atlantic and/or Naval Station Great Lakes. Make an attainment report to the Naval Station Great Lakes Emergency Operations Center (EOC) at (847) 688-5303;

(19) In accordance with reference (e), receive and make reports from/to the NSTC chain of command, NAVSTA Great Lakes, and/or the EOC, as appropriate;
(20) Ensure all NSTC Building 1 spaces are properly secured each business day at the close of business. This check will normally be conducted between 1600 and 1700. In an effort to reduce loss of PII and equipment, check for, and document in the FDO log book, any potential crime hazards to include, but not limited to: non-retrieved documents at printers containing PII, unsecure equipment, unlocked doors, broken windows, and burned-out light bulbs;

(21) In accordance with reference (f), notify the building custodian/manager at (847) 688-4509 of any unsecured property/resources so steps can be taken to secure the property or resources and resolve the noted discrepancy;

(22) Represent NSTC on the monthly EOC alarm testing conference call. Complete, and email, status report to CoS and SWO (Copying the WBC, Anti-Terrorism Force Protection Officer (AT/FP), and NSTC FDO account), as referenced in enclosure (3);

(23) The first FDO in each new calendar year quarter shall verify, and report to the SWO, the accuracy of all information in the FDO binder including, but not limited to, recall rosters, relevant instructions, and AT/FP posture; and

(24) Report a fatality or serious injury according to the procedures outlined in enclosure (4).

5. **Policy**

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

b. **Flag Duty Officer**

(1) Unless specifically made exempt, all eligible NSTC Great Lakes military personnel shall be available for FDO watch bill assignment.

(2) Newly reporting FDO-eligible personnel shall complete FDO qualification within 30 days of reporting onboard. Enclosure (1) PQS shall be used to attain FDO qualification. All personnel shall become exempt from watch bill assignment 30 days prior to detachment.

c. **Duty exchanges.** Approval of duty exchanges will be at the discretion of the SWO, coordinated by the WBC, and facilitated by the duty exchange requestor.

d. **Leave.** Leave requests by all FDO watch standers are routed through the WBC and SWO in the Navy Standard Integrated Personnel System (NSIPS) prior to approval/disapproval by the CoS (or the Command Leave Administrator in the CoS’ absence). Requests for leave during an assigned duty period shall require a duty exchange that shall be facilitated by the member requesting leave with the WBC.

c. **Uniforms.** The uniform of the day is prescribed for all command watches.
d. **Procedures.** To minimize changes to this instruction and ensure uniformity, watch procedures are maintained by the SWO. All requests for procedural changes must be approved and implemented by the CoS via the SWO. The SWO is responsible for notifying watch standers of all changes to procedures.

e. **FDO Binder.** The FDO binder will normally be updated by the WBC; however, may be updated as directed by the SWO by any qualified FDO. The FDO binder shall have the following sections at a minimum:

(1) Command recall roster;

(2) Command telephone roster;

(3) NROTC unit telephone roster;

(4) NSTCINST 1601.1 (series); NSTC FDO;

(5) Current, signed watch bill;

(6) Copies of references (a) through (m).

(7) All SITREPs released by NSTC or NROTC units in the last calendar year.

Note: The FDO binder may have additional sections as designated by the CoS or SWO.

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

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S. C. EVANS

Distribution: (NSTCINST 5216.1B)
List 1
Flag Duty Officer Personnel Qualification Standards

Name/Rank: ________________________________

Check-in Date/PRD: ______________________

Department: _____________________________

Qualification Due Date: _________________

A. Administration

Discuss:

1. Command Watch Instruction _________________

2. Turnover Procedures _________________

3. Reference Instructions contained in the FDO Binder _________________

B. Watch Organization and Procedures

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

1. Chief of Staff _________________

2. Senior Watch Officer _________________

3. Watch Bill Coordinator _________________

C. Communications

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

2. Discuss Special Incident reporting requirements and procedures _________________

3. Discuss relationship with FDOs for Navy Region Mid-Atlantic, Recruit Training Command, Officer Training Command Newport, Naval Education and Training Command _________________
D. Special Incident Reporting Procedures (OPNAVINST 3100.6)

1. Discuss the contents of OPNAVINST 3100.6 _________________

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

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

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

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

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

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

I certify that _______________________________ is ready for final qualification as FDO.

Printed Name/Rank of Trainee

Printed Name/Rank of Qualified FDO (Date)

F. Record of Qualification:

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

Printed Name/Signature of WBC (Date)

Printed Name/Signature of SWO (Date)
Flag Duty Officer Turnover E-mail Template

To:  Chief of Staff  
Cc:  NSTC SWO, NSTC FDO e-mail  
Subject:  FDO TURNOVER FOR 27DEC16  

Good morning CoS,

The FDO watch turnover status is listed below.

OFF-GOING FDO:  LTJG Gorden  
ON-COMING FDO:  LT Lukanich  

PASS DOWN/SIGNIFICANT EVENTS: NTR (or) NROTC unit XX reported MIDN arrest - pending SITREP chop  

NSTC MESSAGE STATUS: Released 0XX on 19DEC16 (or) NTR  

COMMS CHECK STATUS:  RTC-SAT, OTCN-SAT, NETC-No answer  

FDO TURNOVER ITEMS:  All present  

EOD SECURE OFFICE CHECK:  
--21DEC16-N5 exterior door left unlocked, LT Young's office door remained open  

ADDITIONAL ITEMS:  
--Fire drill occurred at 0953 on 20DEC16:  No issues to report  

Please let us know of any questions or concerns.
Monthly Emergency Operations Center Test Status E-mail Template

To: Chief of Staff, NSTC SWO
Cc: NSTC FDO WBC, AT/FP Officer, NSTC FDO e-mail
Subject: JANUARY EOC TEST STATUS

Good Morning CoS/SWO,

Here's the status for this month's Emergency Operations Center (EOC) test at 1000:

OVERHEAD SPEAKERS: SAT
PHONE SPEAKERS: SAT
EMERGENCY FLASHING LIGHTS: One Discrepancy Noted. N1 has one emergency flashing light that did not activate during either of this morning's two tests. [Location: Rm. 216, in small file room. Cause: Possible water damage (surrounding ceiling tile and walls look like they've incurred previous water damage.)]
EMERGENCY ELECTRONIC MESSAGE SIGN: SAT

From the Tenant Command Conference Call at 1030:

-- One discrepancy found during testing was reported for NSTC.
-- NAVSTA XO informed the callers that, for the information of all hands, decisions about possible base closure due to inclement weather will be finalized by 0400 the morning of. Final word will be pushed to the tenant commands via adhoc, e-mails, Facebook updates, and calls to the command duty officers.
-- Commands should be advised that as part of the current exercises, there is potential for a lock down and/or shelter-in-place drill this week. Request commands comply with all training exercises, as directed.

Please let me know if you have any questions or concerns.
Safety Mishap Reporting Procedures

8-Hour Phone Report for Class A and B Mishaps

Per OPNAVINST 5102.1D a fatality or serious injury must be reported to NETC and Naval Safety Center within 8-hours of notification. Contact the Command Safety Officer immediately after reporting to NETC and the Naval Safety Center.

Class A – Injury and/or occupational illness resulting in a fatality or permanent disability.
Class B - Injury and/or occupational illness resulting permanent partial disability or when three or more personnel are hospitalized for in-patient care (beyond observation) as a result of a single mishap.

Report:
- Date and Time of mishap
- Name and SSNs
- Location of mishap
- Description of the evolution or operation
- Extent of damage or injury
- Description of the mishap

Phone Number:
- NSTC Safety Officer
  o CMD Cell: (224) 545-3575

- NETC
  o COM: 9-1-(850) 554-5312 (SDO Cell)
  o COM: 9-1-(850) 452-3534 (NETC Safety Manager)

- NAVSAFECEN
  ❖ During Working Hours
    o DSN: 8-564-3520 x7033
    o COM: 9-1-(757) 444-3520 x7033
  ❖ After Working Hours
    o DSN: 8-564-3520, Option #1 for CDO
    o COM: 9-1-(757) 444-3520, Option #1 for CDO