



**DEPARTMENT OF THE NAVY**  
COMMANDER NAVY RESERVE FORCES COMMAND  
1915 FORRESTAL DRIVE  
NORFOLK VA 23551-4615

COMNAVRESFORCOMINST 3070.1J  
N00C  
2 Apr 2020

COMNAVRESFORCOM INSTRUCTION 3070.1J

From: Commander, Navy Reserve Forces Command

Subj: STAFF DUTY AND WATCHSTANDING POLICIES

Ref: (a) U.S. Navy Regulations  
(b) COMNAVRESFORCOMINST 3440.1D  
(c) COMNAVRESFORCOMINST 11320.1E  
(d) COMNAVRESFORCOMINST 1700.1F  
(e) OPNAVINST F3100.6

Encl: (1) Command Duty Officer Reporting Requirements  
(2) Echelon 4/5 Reporting Requirements  
(3) Command Duty Officer Qualification and Precedence Policy  
(4) Command Duty Officer Sample Executive Memorandum

1. Purpose. To revise policy and guidance for Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) and Commander, Naval Air Force Reserve staff duty and watchstanding requirements, per references (a) through (e).

2. Cancellation. COMNAVRESFORCOMINST 3070.1H.

3. Discussion. This instruction promulgates staff duty requirements for and assists the watch organization with necessary resources to support operational, Fleet, and shore forces.

4. Duty Assignment Responsibilities and Policies

a. The chief of staff (COS) will assign a commander (O5) as the senior watch officer (SWO).

b. The command master chief (CMD CM) will assign a senior chief petty officer (SCPO) as the senior enlisted leader (SEL).

c. The SWO will:

(1) Be responsible for the management of all staff duty Sailors, requirements, and policies, and ensure the COS is informed of all relevant duty issues.

(2) Ensure all SCPOs, chief petty officers (CPO), and commissioned officers (O4 and below), are qualified as command duty officer (CDO). These Sailors will stand CDO, under instruction (U/I). Three U/I watches are required prior to the CDO qualification board.

(3) Ensure compliance with all specific duty requirements per reference (b).

(4) Assign a lieutenant commander as the assistant senior watch officer (ASWO).

d. The ASWO will:

(1) Complete and publish a watchbill for the CDO watches no later than the 25th of the month preceding the next month's watch.

(2) Ensure all CDOs are qualified through a formal CDO qualification board.

(3) Keep all applicable instructions and references current.

(4) Ensure the CDO binder is current.

(5) Ensure the Navy Reserve Homeport CDO site is current.

(6) Ensure recall numbers for watchstanders are current.

(7) Ensure duty training for all watchstanders is conducted by cognizant leadership at least once per quarter.

(8) Ensure the management of the COMNAVRESFORCOM visitor log book and the maintenance of visitor log book records.

(9) Ensure CDOs have an active Secure Internet Protocol Router Network (SIPRNET) and Navy Tool for Intolerability and Risk Assessment Account.

(10) Be exempt from watchstanding duties.

e. The SEL will:

(1) Be a SCPO and selected by the CMDCM.

(2) Be responsible to the CMDCM for the management of all enlisted staff duty Sailors, requirements, and policies. Ensure the SWO and ASWO are informed of all relevant duty issues.

(3) Ensure E-6 and below are assigned to respective duty requirements, and all Sailors have completed qualification requirements in the required timeframe, as outlined in this instruction.

(4) Determine the number of required duty sections to accommodate watchstanding requirements.

(5) Ensure all the information in the duty binders are correct and up-to-date.

(6) Be exempt from CDO watchstanding duties.

f. Duty Section Leader (DSL) and Assistant Duty Section Leader will:

(1) Be responsible for the management, training, and good order and discipline of their duty sections. DSLs are responsible to the SEL for the daily routine of duty sections and must ensure duty policies in this instruction are executed.

(2) DSL will be a senior first class petty officer.

(3) Produce and distribute a duty section roster.

(4) Keep the SWO, ASWO, and SEL informed of all duty related issues.

(5) Complete and publish a watchbill for staff duty petty officers (SDPO) and 24-hour watches by the 15th of the month preceding the next month's watch (ensure the 24-hour watch is manned with two watchstanders for each shift).

(6) Complete duty section muster.

(7) Notify the SEL of any leave or temporary assigned duty (TAD) requirements that will result in DSL absence.

(8) Coordinate, as required, all cleaning activities (sweepers), supervise and coordinate special evolutions, such as retirements and change of commands, via the duty master-at-arms (DMAA).

5. Watchstanders/Duty Responsibilities and Policies (USN/USMC)

a. CDO. Commissioned officers (O-4 and below), SCPOs, and CPOs on orders for six months or more must stand duty. The CDO's duty day consists of a 24-hour watch, beginning at 0600. This is a working watch for CDO watchstanders. CDOs are not required to remain in the duty office for the entire watch; however, they are to ensure the duty office is continuously manned until 1800 each day or until the watch is directed to secure by the COS. CDOs must remain on-site during working hours. The CDO watchbill is a rotational watch assignment as assigned by the SWO. The CDO has positional authority over the CDO U/I regardless of paygrade. The CDO is ultimately responsible and will have final decision making authority for any and all duty related matters. The CDO may delegate some CDO duties listed below to the CDO U/I as necessary.

The CDO will:

(1) Brief the COS on any pertinent issues. The COS will determine whether these issues are to be briefed up the chain of command (COC).

(2) Inform the CMDCM on any situation reports involving any E-7 to E-9 misconduct within the Navy Reserve Force.

(3) Ensure compliance of all specific duty requirements designated in references (b) and (c).

(4) Ensure the quarterdeck is advised of distinguished visitors (DV) and all protocol actions have been accomplished. CDOs will escort DVs unless relieved of this requirement by competent authority.

(5) Ensure the executive memorandum is updated and disseminated daily, no later than 0645 on weekdays and 0900 on weekends. The executive memorandum must be formatted as described in enclosure (4). It is the responsibility of the CDO to ensure the OPREP-3 message information is complete and unambiguous. Enclosures (1) and (2) provide OPREP-3 reporting guidance to echelon 4/5 commands. The executive memorandum must be addressed via e-mail to CNRFC\_Executive\_Memo@navy.mil.

(6) Ensure the executive memorandum is briefed to the COS at morning turnover. This brief will normally occur at 0815. Briefing the executive memorandum to any other leadership does not satisfy this requirement. The COS or their designated representative must receive a briefing even if other executive department leadership has been briefed.

(7) Screen daily classified message traffic and brief the COS on any action items. The CDO and duty information technology (IT) must keep their SIPRNET accounts active by logging into SIPRNET at least once every 30 days.

(8) Perform a security round before securing the watch, turning off all overhead lights in unoccupied spaces, and ensuring the material and force protection condition of the building and spaces. After logging the round in the log book, they will secure to a phone watch at 1800 or as directed.

(9) Be the primary after-hours point of contact for the duty office. The CDO U/I will serve as the alternate after-hours point of contact at CDO discretion. The CDO is ultimately responsible for all duty related after-hours issues. When the CDO secures, they must take in their possession the CDO duty binder, CDO cell phone, and have an available method of accessing the CDO site on the Navy Reserve Homeport.

(10) Return to the duty office at 0600 to permit release of the executive memorandum no later than 0645 each day.

(11) Retain the watch until relieved on the next regular duty day. Turnover will normally occur by 0730.

b. CDO U/I. All commissioned officers (O-4 and below), SCPOs, and CPOs on orders for six months or more assigned to COMNAVRESFORCOM and component unit identification codes will check-in with the SWO and ASWO within one week of reporting. The CDO U/I will complete the CDO watch qualification requirements within three months of checking into COMNAVRESFORCOM. CDO U/I will perform three under instruction CDO watches prior to qualifying at a CDO oral board. The CDO U/I duty day consists of a 24-hour watch, beginning at 0600. This is a working watch for CDO U/I watchstanders. The CDO U/I reports directly to the CDO and is responsible for executing CDO instructions regardless of paygrade. The CDO U/I will execute duties delegated by the CDO listed in subparagraph 5(a). Upon completion of three U/I duties, CDO U/I must successfully pass a CDO qualification board chaired by the SWO.

c. SDPO. All petty officers must check-in with the DSL for duty section assignment and complete SDPO watch qualification requirements, COMNAVRESFORCOM 3070/2, and perform at least two U/I watches within one month of reporting. The SDPO watches will be assigned from the duty section for the respective duty week by the DSL. The SDPO duty is a 24-hour watch that commences at 0630. The oncoming SDPO will relieve the off going SDPO by 0630. The SDPO will:

(1) Remain in the duty office for the entire watch except when relieved for lunch and needed breaks. The SDPO supernumerary (super) must provide support for lunch and needed breaks for the SDPO.

(2) After the CDO or section leader conducts a security check, secure to a phone watch at 1800 each day or until the watch is directed to secure by the COS.

(3) When the SDPO secures, they will take the SDPO duty office binder and SDPO cell phone with them.

(4) Return to the duty office and unlock the spaces no later than 0630.

(5) Retain the watch until relieved on the next regular duty day. On the weekends and holidays, muster by phone no later than 1000 with the DSL. The duty office will not be manned on weekends or holidays unless otherwise directed.

(6) In the morning, listen to the voice messages and log any pertinent information in the log.

(7) The duty driver watch will be stood by the SDPO super designated on the watchbill. Supers must be in constant communication with SDPO throughout the day and will maintain cellular communication availability throughout their watch. The super will phone muster with the SDPO by 0930 on weekends and holidays. The super must maintain a valid driver's license, which must be verified by the DSL.

d. Duty IT and Customer Service Center Representative. The duty IT will be assigned to a duty section, be qualified by COMNAVRESFORCOM Information Technology (N6) and consist of a 24-hour rotation. The member assuming duty the day prior to the weekend or holiday will maintain the duty role until the next working day when turnover can be completed.

(1) The duty IT will be responsible to stay within a 50-mile radius of COMNAVRESFORCOM to ensure prompt response to requests for assistance made by the CDO or COMNAVRESFORCOM N6 staff.

(2) Ensure the CDO laptop is connected to the network at least once every month for updating.

(3) The duty IT is exempt from SDPO when standing the duty IT watch. A minimum of one duty day will pass following assignment of duty IT watch before a duty IT is assigned SDPO. After standing SDPO, a minimum of one duty day will pass before a duty IT is assigned the duty IT watch.

e. DMAA. Will conduct random anti-terrorism measures (RAM) at the direction of COS and COMNAVRESFORCOM force protection personnel. The DMAA will participate in all duty section activities unless conducting a RAM.

## 6. Duty Requirements and Policies.

a. Duty Section Establishment. The SEL will determine the number of duty sections required based on the number of personnel required to accommodate watchstanding requirements. The number of duty sections is subject to change with the increase or decrease of manpower. The duty section is on a rotating weekly schedule from 0730 Tuesday through 0730 the following Tuesday.

b. Duty Section Muster. All E-6 and below assigned to the current duty section will muster with the DSL in a designated area every duty day at 0730.

c. Uniform. All Navy watchstanders must wear Navy service uniform or service khaki. The equivalent U.S. Marine Corps uniform for watchstanders is the service charlie uniform.

d. Security Clearance. The CDO, CDO U/I, and duty IT require a secret security clearance and SIPRNET account access to qualify for the respective watch.

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e. Leave and Liberty. Communicate all leave, special liberty, TAD, or other duty conflicts with the ASWO and SEL by the 10th of each month. After the watchbill is published, all exchanges of duty must be approved by the SWO, ASWO, SEL, and DSL as appropriate. The ASWO must ensure the CDO has not requested leave during their duty day. The ASWO will reference the watchbill when reviewing any leave requests. Once the watchbill is posted, all E-6 and below must complete a special request chit for duty exchanges to the DSL for approval. DSL will maintain adjudicated requests in the duty section watchbill binder.

f. Duty Exemptions

(1) The Blue Jacket of the Year, Junior Sailor of the Year, and Sailor of the Year are exempt from all duty requirements as per reference (d). They must perform at least two U/I watches for their respective watch station prior to returning to the duty section.

(2) All members will be relieved of watch responsibilities 30 days prior to their Permanent Change of Station transfer or separation, and 90 days prior to commencement of terminal leave if retiring. All members must inform the ASWO and SEL of their projected rotation date or retirement date.

(3) All auxiliary security force (ASF) TAD Sailors are exempt from all duty requirements per reference (d). They must perform at least two U/I watches for their respective watch station prior to returning to the duty section. All ASF watchstanders are only exempt from daily duty section responsibilities while assigned to perform their ASF duty requirements. Once ASF watchstanders have completed their initial TAD assignment, they are required to muster and conduct sweepers with their assigned watch section.

(4) All individual augmentee (IA) Sailors will be relieved of watch responsibilities 30 days prior to executing IA orders. They are required to perform at least two U/I watches for their respective watch station prior to returning to duty section.

(5) N33 Force travel Sailors are exempt from all duty requirements.

(6) N34 Inspection team.

(7) Flag Secretary.

(8) Flag Aide.

(9) Public Affairs Officer.

(10) CMDCM Executive Assistant.

(11) Force Command Climate Specialist.

(12) Anti-Terrorism/Force Protection Officer.

(13) Deputy Judge Advocate.

(14) Force Sexual Assault Prevention and Response Officer (SAPR).

g. TAD, Active Duty for Special Work, or Active Duty Training. Personnel assigned to the command for six months or more in one of these categories will be assigned an appropriate watch. Those personnel assigned for less than six months will be assigned to the sweeper detail.

h. Headquarters Evacuation. In the event of a long term evacuation of the headquarters building, duty office operations will continue per reference (b).

i. Additional Guidance for Duty Procedures. Additional guidance for duty procedures may be approved by the SWO, ASWO, and SEL. Any additional guidance will be posted in the standing pass-down binder in the duty office.

#### 7. Additional Duty Section Support

a. Casualty Assistance Calls Officer (CACO). COMNAVRESFORCOM is not required to provide CACO support to Naval Support Activity Hampton Roads, Norfolk, Virginia. Therefore, command CACOs are responsible for providing direct support to service members attached to this command. If a member of this command is seriously injured or dies, the CDO, COS, and CMDCM will be notified immediately. Immediately following notification, the duty office must contact the staff CACO, director of command services, and the Force chaplain. The duty office should obtain as much information as possible from investigating agencies or emergency services, but will not contact family members directly. The command CACO points of contact are maintained on the quarterdeck. The command CACO will work with Navy Region Mid-Atlantic CACO as appropriate.

b. Sweepers. The DSL is responsible for mustering all duty section E-6 and below Sailors on the quarterdeck at 1530, on workdays, to commence sweepers of common areas. Supervisors are required to release the assigned Sailors to the sweeper detail. All other Sailors must commence sweepers for code spaces.

c. SAPR. All watchstanders are responsible for correctly responding to calls involving sexual assault reporting. CDOs, CDO U/I, and SDPOs must adhere to the approved call response scripts, and ensure the script is available or in close proximity to all duty phones. Any watchstander receiving a SARP call must inform the COC immediately following completion of all scripted actions.

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.



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9. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM N00C will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

10. Forms. The following forms are available for download under the forms section of the Commander, Navy Reserve Force (COMNAVRESFOR) Web site, [https://private.navyreserve.navy.mil/cnrfc/Special\\_Assistants/N01A/Forms/Forms/AllItems.aspx](https://private.navyreserve.navy.mil/cnrfc/Special_Assistants/N01A/Forms/Forms/AllItems.aspx)

- a. CDO watch qualification requirements (COMNAVRESFORCOM 3070/1).
- b. SDPO watch qualification requirements (COMNAVRESFORCOM 3070/2).



J. A. SCHOMMER

**Releasability and distribution:**

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, <https://mynrh.mil>

COMNAVRESFORCOM CDO REPORTING REQUIREMENTS

1. Reporting. CDOs must report to the COS in person, via text message, telephone call, or e-mail when any subordinate unit or Reserve Sailor reports one of the following incidents: If the COS cannot be reached, the Executive Director or COMNAVRESFORCOM must be contacted in the event of incidents (a-l):

- a. Fire.
- b. Flooding.
- c. Sexual assault.
- d. Death of a Service Member.
- e. Suicide.
- f. Suicide attempt
- g. Major disasters (weather, etc.).
- h. Criminal or terrorist acts.
- i. Major attacks on U.S. or USN facilities.
- j. Force protection condition changes.
- k. Suspicious activity/surveillance.
- l. Serious injury of a Service Member.

2. Reporting Pertinent Information. These reports must include the following pertinent information:

- a. What happened?
- b. Who is/was involved?
- c. Where did it happen?
- d. When did it happen?
- e. Why did it happen?
- f. What action is ongoing?
- g. What future action is contemplated?
- h. What is the impact on the command's mission capability?
- i. Is any assistance required?
- j. Is media attention anticipated?
- k. If serious injury or death of a Service Member, primary next of kin (PNOK) contact information. (Report should not be delayed if information is not readily available, however, it should be obtained as soon as possible).

3. OPREP-3 Message. Appropriate operations event/incident report (OPREP-3) message should be expected following a voice report from echelon 4/5 commands per reference (e).

COMNAVRESFORCOM ECHELON 4/5 REPORTING REQUIREMENTS

1. Reporting. Echelon 4/5 commands should provide a voice report to the CDO should one of the following incidents occur:

- a. Fire.
- b. Flooding.
- c. Sexual assault.
- d. Serious injury or death of a Service member.
- e. Suicide attempt.
- f. Suicide.
- g. Criminal or terrorist intent.
- h. Major disasters (weather, etc.).
- i. Force protection condition changes.
- j. Major attacks on U.S. or USN facilities.
- k. Suspicious activity/surveillance.

2. Reporting Pertinent Information. These reports must include the following pertinent information:

- a. What happened?
- b. Who is/was involved?
- c. Where did it happen?
- d. When did it happen?
- e. Why did it happen?
- f. What action is ongoing?
- g. What future action is contemplated?
- h. What is the impact on the command's mission capability?
- i. Is any assistance required?
- j. Is media attention anticipated?
- k. If serious injury or death of a Service Member, PNOK contact information. (Report should not be delayed if information is not readily available, however, it should be obtained as soon as possible).

3. OPREP-3 Message. Appropriate OPREP-3 message is expected following a voice report from echelon 4/5 commands per reference (e).

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COMNAVRESFORCOM CDO QUALIFICATION AND PRECEDENCE POLICY

1. Watchbill Manning. The CDO watchbill will be manned by 45 qualified commissioned officers (O-4 and below), SCPOs, and CPOs. Qualified CDOs will remain on the watchbill until they earn seniority by standing the watch. As new CDOs are qualified, the CDOs with the highest points based seniority will be relieved of watchstanding requirements. Points will be assigned as follows:

- a. Weekday (Mon-Thurs) : 1 point.
- b. Weekend (Fri- Sun) : 3 points.
- c. Holiday/Holiday weekend (96Hr Liberty) : 5 points.
- d. Major Holiday (Thanksgiving, Christmas, New Years) : 6 points.
- e. TAD: Every 5 days TAD will earn 1 point.
- f. Super: 1 week of super watch will earn 1 point.

COMNAVRESFORCOM CDO SAMPLE EXECUTIVE MEMORANDUM

ALCON,

FPCON: BRAVO  
INFOCON: LEVEL THREE  
CONDITION OF READINESS (COR): COR V  
VIPs: NONE

INITIAL:

17-00359  
DTG: 080315Z JUL 17  
UNIT: FIFTH NAVEXPLOGREG  
SUBJ: Sexual assault  
POC: CDR I.M. SUNK  
POC PHONE: 775-555-1212  
EMAIL: I.M.SUNK@NAVY.MIL  
WHO: VICTIM MALE E-6 SELRES ON ACTIVE DUTY. SUSPECT/OFFENDER  
UNKNOWN MALE  
NARRATIVE: ON 28 JUN 2017, WHILE DISCUSSING UNIT ADMIN ACTIVITIES,  
SELRES SVM REPORTED A SEXUAL ASSAULT PERPETRATED AGAINST HIM IN  
APPROXIMATELY 2004 WHILE ON ACTIVE DUTY ONBOARD THE USS FORT  
MCHENRY WHILE IN SASEBO JAPAN. SVM REPORTED MULTIPLE INDIVIDUALS  
ENSURED HE WAS INTOXICATED AND THEN ASSAULTED HIM. SVMS LCPO  
CONTACTED SVM 7 JUL 2017 TO FOLLOW UP ON WELL BEING. NOSC ALAMEDA  
SAPR NOTIFIED AND HAS REACHED OUT TO SVM TO PROVIDE SUPPORT. SITREP  
RELEASED ON BEHALF OF NAVCARGOBN FOURTEEN.

[CDO NOTE: VICTIM IS ON ACTIVE DUTY ONBOARD USS FT MCHENRY IN SASEBO  
JAPAN. SUSPECTS ARE MALE WITH NO ADDITIONAL IDENTIFIERS PROVIDED.  
CONTACTED BOTH POCS IN MESSAGE TO DETERMINE WHERE INCIDENT  
OCCURRED SINCE IT'S AMBIGUOUS IN MESSAGE. NO RESPONSE AS OF YET  
REGARDING LOCATION OF INCIDENT.  
CY TOTAL SITREPS: 5; SEXUAL ASSAULT: 2]

FOLUP:

17-00366  
DTG: 111759Z JUL 17  
UNIT: NAVOPSPTCEN MANCHESTER NH  
SUBJ: Other (personnel incident, no misconduct)  
POC: CDR JIMMY HENDRIX  
POC PHONE: 603-555-1212

EMAIL: JIMMY.HENDRIX@NAVY.MIL

WHO: MALE E-4 SELRES ON ADSW

NARRATIVE: INITIAL: ON 09 JULY MEMBER WAS NOTICEABLY WEAK WITH YELLOWISH TINT TO SKIN COLOR. MEMBER SELF-ADMITTED TO URGENT CARE AT APPROXIMATELY 1600 ON 10 JULY IN DOVER, NH WHERE HE UNDERWENT A CAT SCAN AND AN UPPER GI INSPECTION. MEMBER IS NON CRITICAL AT THIS TIME AND ABLE TO SPEAK OVER TELEPHONE. AWAITING RESULTS OF TESTS. MEMBER WILL BE KEPT OVERNIGHT FOR OBSERVATION. UPDATE TO FOLLOW. UPDATE 13JUL2017: MEMBER WAS KEPT FOR OBSERVATION AND FURTHER TESTING OVERNIGHT AND RELEASED FROM HOSPITAL ON 12 JULY 2017 AT 1130 LOCAL. MEMBER IS BACK AT WORK AND NO FURTHER MEDICAL TREATMENT OR LOST WORK DAYS EXPECTED.

[CDO NOTES: SVM TREATED FOR UNKNOWN ILLNESS TREATED AT HOSPITAL AND RELEASED/MEDICALLY CLEARED TO RETURN TO WORK/ NO FURTHER TREATMENT EXPECTED.]

FINAL:

16-00351

DTG: 290625Z MAR17

UNIT: COMNAVRESFORCOM NORFOLK VA

SUBJ: Other (personnel incident, no misconduct)

POC: YNC LUKE SKYWALKER

POC PHONE: 757-555-1212

EMAIL: LUKE.SKYWALKER@NAVY.MIL

WHO: MALE E-6 ACTIVE DUTY

NARRATIVE: ON 28 MARCH 2017, E6 AD MALE SVCM WAS CONTACTED BY HIS PHYSICIAN TO REPORT TO THE EMERGENCY ROOM DUE TO ABNORMAL TEST RESULTS RELATED TO HIS EXISTING MEDICAL CONDITION. HE WAS DRIVEN BY HIS SPOUSE TO NAVAL MEDICAL CENTER PORTSMOUTH EMERGENCY ROOM ON 28 MARCH 2017 AT OR ABOUT 1915. HE WAS ADMITTED ON 29 MARCH 2017 AT OR ABOUT 0133 FOR FURTHER TESTING AND OBSERVATION. UPDATE 07 APRIL 2017: SVCM WAS RELEASED FROM THE HOSPITAL AT OR ABOUT 1600 ON 05 APRIL 2017. SVCM WAS PLACED ON CONVALESCENT LEAVE FOR 7 DAYS.

[CDO NOTE: SVM IS E-6 ACTIVE DUTY/MALE.]

V/R,

Type your Rank and Last Name

COMNAVRESFORCOM CDO

757.274.9554

NIPR: cnrf\_dutyoffice@navy.mil

SIPR: cnrf\_dutyoffice@navy.smil.mil

NOTE 1: Each of the three categories of SITREPS should be listed on the memo. If no SITREP of that type exists for that period, the CDO note should read as annotated in the example below.

FOLUP:

No reports submitted

NOTE 2: For each initial SITREP submitted, the CDO note should include the total number of initial SITREPS for the originating command for the calendar year as well as the total number of the specific incident type as seen in the example.

NOTE 3: The executive memo should be sent from the CNRF\_DutyOffice mailbox.