



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

COMNAVRESFORCOMINST 3070.1L  
N00C  
1 Aug 2024

COMNAVRESFORCOM INSTRUCTION 3070.1L

From: Commander, Navy Reserve Forces Command

Subj: STAFF DUTY AND WATCHSTANDING POLICIES

Ref: (a) U.S. Navy Regulations  
(b) COMNAVRESFORCOMINST 3440.1E (CH-1)  
(c) COMNAVRESFORCOMINST 11320.1E  
(d) COMNAVRESFORCOMINST 1700.1G  
(e) OPNAVINST F3100.6 (series)  
(f) COMNAVRESFOR NOTICE 5214  
(g) COMNAVRESFORCOMINST 5532.1A  
(h) NAVFAC P-300  
(i) COMNAVRESFORCOMINST 3300.2 (series)

Encl: (1) Command Critical Information Reports and OPREP-3 Reporting Requirements  
(2) Command Duty Officer Sample Executive Memorandum  
(3) Duty Exemption List  
(4) CDO Watch Qualification Requirement (CNRFC 3070/1)  
(5) SDPO Watch Qualification Requirement (CNRFC 3070/3)

1. Purpose. To publish policy and guidance for Commander, Navy Reserve Forces Command (CNRFC) and Commander, Naval Air Force Reserve (CNAFR) staff duty and watchstanding requirements, per references (a) through (i). This is a complete rewrite and should be read in its entirety.

2. Cancellation. COMNAVRESFORCOMINST 3070.1K.

3. Responsibilities

a. The CNRFC Chief of Staff (COS) will assign a Commander (CDR/O-5) as the Senior Watch Officer (SWO).

b. The CNRFC Command Master Chief (CMDCM) will assign a Senior Chief Petty Officer (SCPO/E-8) as the Senior Enlisted Watchbill Coordinator (SEWBC).

c. SWO

(1) Responsible to COS for management and oversight of the Command Duty Officer (CDO) in their supervision of all staff duty Sailors, requirements, and policies.

(2) Ensure all O-4 and below commissioned officers, SCPOs, and Chief Petty Officers (CPO), assigned to CNRFC or CNAFR for greater than 120 days are qualified as CDO within 90 days of reporting.

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

(4) Select a Lieutenant Commander (LCDR/O-4) as the Assistant Senior Watch Officer (ASWO). This individual should be available to serve at least 18 months in the position.

(5) Review and sign monthly CDO watchbill.

d. ASWO

(1) Responsible to the SWO for the supervision of all CDOs, the SEWBC, and CDO related matters.

(2) Liaise with the SEWBC on the management of duty related matters.

(3) Publish the approved CDO watchbill no later than the 15th of the month preceding the next month's watch.

(4) Ensure all CDOs are qualified per enclosure (4).

(5) Maintain currency of all applicable instructions and references on CDO webpage, binder, and tablet.

(6) Maintain current CDO watchstander roster and ensure recall numbers for watchstanders are current.

(7) Ensure duty training for all CDOs is conducted at least once per quarter.

e. CDO

(1) Responsible to COS for the management and communication of all duty-related matters.

(2) Stand a 24-hour watch beginning at 0800, commencing at the COS morning briefing. Weekend and holiday watches will commence at 0800 on the last full workday of the week and end at 0800 on the first workday of the following week.

(3) Ensure the duty office and duty IT are continuously staffed until 1800 each workday, unless otherwise directed by COS. The CDO shall release the remaining members of the duty section at 1630 unless otherwise directed by COS.

(4) Oncoming CDOs shall arrive at 0730 to debrief with the off-going CDO and remain onsite until 1800. During turnover, the oncoming CDO shall verify receipt of the following: CDO laptop, CDO tablet, CDO binder(s), master key set, and hand held radio.

(5) Brief the COS and CMDCM on any Commander's Critical Information Requirements (CCIRs) per enclosure (1) and reference (f).

(6) Inform the CMDCM on any Situation Reports (SITREPs) involving any E-7 to E-9 misconduct within the Navy Reserve Force or any CNRFC enlisted personnel incidents.

(7) Maintain active secret security clearance, Secure Internet Protocol Router Network (SIPRNET), Navy Virtual Desktop (NVD), and Navy Tool for Interoperability and Risk Assessment (NTIRA) accounts.

(8) Maintain current CNRFC access badge personal identification number (PIN).

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

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

(11) Enter required OPREP-3 SITREP information into the CNRFC Executive Memorandum Tool per enclosure (1). The CNRFC Executive Memorandum Tool is retained on the CNRFC CDO TEAMS homepage.

(12) Ensure the executive memorandum is updated and disseminated no later than 0645 daily, including weekends and holidays. The executive memorandum is completed and formatted per enclosures (1) and (2). CDOs should utilize the Executive Memorandum tool to facilitate the publication of the Executive Memo. The executive memorandum shall be addressed to the following recipients: [CNRFC\\_executive\\_memo.mil@us.navy.mil](mailto:CNRFC_executive_memo.mil@us.navy.mil), [CNRFC\\_CDO@navy.mil](mailto:CNRFC_CDO@navy.mil), and [OCNR\\_SDO@us.navy.mil](mailto:OCNR_SDO@us.navy.mil)

(13) The oncoming and off-going CDOs shall conduct turnover with COS or their designated representative at 0800 on all workdays. The off-going CDO shall brief the contents of the Executive Memorandum and the oncoming CDO shall brief any pertinent events occurring during the duty day (significant weather, DVs, building utilization, etc.).

(14) Review daily classified message traffic on secret internet protocol router (SIPR) on workdays for any messages to include, but not limited to: requests for forces (RFF) and/or request for support (RFS). COS shall be immediately briefed for any RFF and/or RFS messages per enclosure (1).

(15) Perform a security round prior to securing the watch and log it in the quarterdeck logbook. Secure all overhead lights in unoccupied spaces and verify the building's material and force protection condition (FPCON). Following the final security round, secure to a phone watch at 1800, or as directed by COS.

(16) Serve as the primary after-hours point of contact for the duty office. When the CDO secures, they shall retain the following items: the CDO duty binder and/or tablet, building keys, cell phone, and have an available means of accessing the CDO Outlook inbox and CDO TEAMS site.

(17) On the day of turnover, return to the command at 0600 to disarm the building, conduct a security round, and make final preparations to release the Executive Memorandum by 0645.

(18) Have positional authority over the CDO U/I regardless of paygrade.

(19) Any previously qualified CNRFC CDO returning for a subsequent tour shall complete at least one CDO U/I watch and audit a CDO qualification board prior to re-qualification.

f. SEWBC

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

(2) Ensure E-6 and below are assigned to their respective duty section, and all Sailors have completed qualification requirements within 30 days of reporting.

(3) Assign a first class petty officer (FCPO) as the duty section leader (DSL) for each duty section.

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

(5) Maintain the currency of all duty and quarterdeck binder contents.

(6) Assign personnel with less than 90 days on board to sweeper detail. These personnel are not required to obtain watch-standing qualification, but shall attend all duty section musters.

(7) Events such as Fitness Enhancement Program (FEP), command physical training, boat team events, etc. do not take precedence over duty section requirements. However, if a duty section member requests to attend such an event, that individual shall coordinate with the DSL for approval. This authority shall not be delegated to the ADSL. DSLs shall

communicate all instances of personnel participating in non-duty section events to the SEWBC.

g. DSL and Assistant DSL (ADSL)

(1) DSLs are responsible to the CDO for the daily routine of duty sections and shall ensure duty policies in this instruction are executed. DSLs and ADSLs are responsible for the management, training, and good order and discipline of their respective duty section.

(2) Publish a duty section roster.

(3) Keep the CDO informed of the duty section's daily tasks status. Advise the CDO when all daily duty section requirements have been completed.

(4) 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. The watchbill shall ensure the 24-hour watch is manned with two watchstanders for each shift.

(5) Conduct in-person duty section muster at 0730 on workdays and ensure all Sailors muster for duty section assignment, unless otherwise excused by the SEWBC.

(6) Lead duty section in 24-hour watch, beginning at 0730 on workdays. Weekend and holiday watches will begin at 0730 on the last full workday of the week and end at the 0730 turnover on the first workday of the following week.

(7) Notify the SEWBC of any requirements (leave, temporary additional duty (TAD), etc.) that will result in DSL or ADSL absence.

(8) Coordinate all cleaning activities (sweepers) and additional tasks as required by the CDO.

(9) Supervise and facilitate duty section utilization during special evolutions (retirements, change of commands, etc.) via the duty master-at-arms (DMAA).

(10) Ensure all Sailors assigned to their respective duty section complete SDPO watch qualification requirements per enclosure (5) within 30 days of reporting.

h. SDPO

(1) Remain in the duty office except when relieved for lunch and necessary breaks.

(2) Smartly and professionally man the SDPO duty desk to vigilantly monitor arrivals to, and departures from, CNRFC. SDPOs shall not utilize a personal electronic device (PED) that may distract from watchstanding responsibilities. However, SDPOs may utilize the SDPO computer, a PED, physical publications, professional literature, etc., on a not-to-interfere basis to conduct official business in support of primary or collateral CNRFC billet,

professional development, and/or educational requirements. PEDs and other similar devices may be utilized during official breaks when the Supernumerary (SUPER) assumes SDPO desk responsibilities.

(3) After the CDO or section leader conducts a security check, secure to a phone watch at 1800 each day or until the CDO secures the watch.

(4) When the SDPO secures, retain the SDPO keys.

(5) Return to the SDPO no later than 0600. Review the voice messages and log any pertinent information.

(6) Monitor and utilize the hand-held radios in accordance with reference (i).

(7) Retain the watch until relieved on the next regular duty day. The duty office will not be manned on weekends and holidays unless required by COS.

(8) Adhere to the approved call response scripts and ensure the scripts are available or in close proximity to all duty phones.

(9) Ensure the management of the CNRFC visitor logbook and the maintenance of visitor logbook records.

(10) Ensure accountability for issuing and receiving all visitors and corresponding visitor and escort badges. The SDPO shall additionally ensure the visitor logbook is completed with all required information and all visitors retain an escort per reference (g).

i. SDPO Supernumerary (SUPER)

(1) Provide support for the SDPO's lunch and other necessary breaks.

(2) Stand the duty driver watch as designated on the watchbill.

(3) Maintain and operate the duty vehicle in accordance with reference (h).

(4) Maintain cellular communication with the SDPO for the duration of the watch.

(5) Maintain a valid driver's license, verified by the DSL.

j. Duty IT

(1) Support CDO, DSL, and/or CNRFC staff for all IT-related support requests. Such requests include, but are not limited to: Information Technology (IT) support during CDO and/or duty section training, releasing messages in Official Information Exchange (OIX), serializing SITREPs, troubleshooting CDO tablet, phone, or laptop, etc.

(2) The duty IT is exempt from SDPO and will address and provide support for IT related issues.

k. DMAA

(1) Conduct Random Anti-terrorism Measures (RAM) at the direction of COS and CNRFC force protection personnel.

(2) Manage RAM watchstanders to include maintaining and utilizing hand-held radios in accordance with reference (i).

(3) Coordinate any changes to building security settings with the Lenel System (or other installed security system) Technical Point of Contact (TPOC).

(4) Participate in all duty section activities and watches unless conducting a RAM.

(5) Facilitate any special events (retirements, changes of command, etc.) at the discretion of the DSL/ADSL.

l. N6 Support Personnel

(1) N6 Deputy COS will designate one N6 officer (O-3 or above) to serve as the N6 Watch Support Officer to the SWO. This individual will be the primary point of contact to assist the SWO and ASWO in maintaining the CDO TEAMS and Sharepoint sites, assist with maintaining the CDO laptop, tablet, smartphone, and any other IT-related support requests. This staff member is exempt from CDO duties per enclosure (3).

(2) N6 shall designate a maximum of four E7 or above personnel to serve as the designated SITREP writer for CNAFR CDOs. There shall be a single watchstander for the entire CNAFR week unless otherwise coordinated with the ASWO. The designated SITREP writer shall be available to access NTIRA during the CNAFR duty week in order to assist CNAFR watchstanders in drafting and routing required CNRFC SITREPS. The SITREP Writer supporting CNAFR CDO for the week of duty will be exempt from CDO duty during the same month. N6 is responsible to maintain this roster and communicate any changes in to the ASWO.

m. All watchstanders:

(1) Shall remain in a duty status for the duration of their duty period, to include weekends. This includes, but is not limited to: remaining within 50 miles or the distance of one's personal residence (whichever is further), abstaining from alcohol, and standing by to respond (whether in person at CNRFC or remotely) to any duty-related matters.

(2) E-6 and below assigned to the current duty section will muster in person with DSL in a designated area at 0730 on all workdays unless otherwise excused by the DSL per this instruction.

(3) All watchstanders shall wear a serviceable uniform of the day.

(4) All E-6 and below watchstanders shall communicate all leave, special liberty, TAD, or other duty conflicts with the DSL. After the initial watchbill is published, all duty exchanges must be coordinated between the individual watchstanders, with all proposed changes communicated to the DSL and approved by the SEWBC.

(5) All E-7 through O-4 watchstanders shall communicate all leave, special liberty, TAD, or other duty conflicts with the ASWO. After the initial watchbill is published, all duty exchanges must be coordinated between the individual watchstanders, with all proposed changes communicated to the ASWO and approved by the SWO.

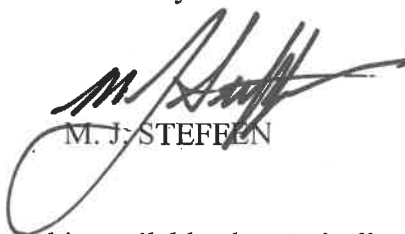
n. Duty Limited Personnel

(1) Following consultation with N9, the CNRFC/CNAFR COS and/or CNRFC CMDCM/CNAFR Senior Enlisted Leader (SEL) shall make determinations regarding watchstanding eligibility for Limited Duty (LIMDU), Humanitarian Reassignment (HUMS), Pregnant, or Sailor otherwise limited to assume their respective watch.

(2) The CNRFC or CNAFR COS determines final eligibility for their respective E-7 to O-4 watchstanders. The CNRFC CMDCM or CNAFR SEL determines final eligibility for their respective E-6 and below watchstanders.

4. 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.

5. 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.



M. J. STEFFEN

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, <https://www.navyreserve.navy.mil/Resource/Official-RESFOR-Guidance/Instructions/>

1 Aug 24

COMNAVRESFORCOM CDO COMMANDER'S CRITICAL INFORMATION REPORTS  
(CCIR) AND OPREP-3 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 or more of the following incidents or any of the following are included in a subordinate RESFOR echelon OPREP-3 initial SITREP. If the COS cannot be reached, the Executive Director or COMNAVRESFORCOM must be contacted in the event of incidents a through m:

- 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 (FPCON) changes
- k. Suspicious activity/surveillance
- l. Serious injury of a Service Member
- m. Any requests for forces (RFF) or requests for support (RFS) of Navy Reserve personnel

2. Reporting Pertinent Information. These reports must include as much of the following information as possible in accordance with reference (f):

- 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).
4. Executive Summary OPREP-3 Reporting Requirements.
- a. CDOs shall monitor message traffic received via the "CNRF\_DutyOffice" Outlook mailbox.
  - b. Review the OPREP-3 for appropriate reserve-related matters, enter into the Executive Summary SITREP tool, and include on Executive Summary per Enclosure (2). The inclusion of "COMNAVRESFORCOM NORFOLK VA" on the message's Plain Language Address Directory (PLAD) list does not necessarily make it reportable. For an OPREP-3 to be entered into the Executive Summary Tool and included on the Executive Summary Memo, one or both of the following shall be met:
    - (1) The command who released the OPREP-3 is a subordinate Echelon to CNRFC.
    - (2) The victim, complainant, or alleged offender is affiliated with the Navy Reserve (TAR, SELRES, IRR, etc.) regardless of drilling status.

COMNAVRESFORCOM CDO SAMPLE EXECUTIVE MEMORANDUM

ALCON,

**FPCON:** BRAVO

**INFOCON:** LEVEL THREE

**TROPICAL CYCLONE CONDITION OF READINESS (TCCOR):** NRMA Secured from TCCOR V

**VIPs:** None

**INITIAL (INIT): 1 Initial Report(s)**

DTG: R 312203Z JAN 24

COMMAND: NAVRESCEN GREAT LAKES IL

SUBJECT: Child abuse/neglect

POC PHONE: 757-413-4222

EMAIL: GEORGE.WASHINGTON.MIL@US.NAVY.MIL

WHO: Unknown Unknown, Unknown (Suspect/Offender)

NARRATIVE: COMMAND NOTIFIED BY NAVSTA GREAT LAKES FLEET AND FAMILY SUPPORT CENTER (FFSC) ON 30 JAN 24 OF OPEN FAP CASE INVOLVING ALLEGATION OF CHILD NEGLECT DETERMINED BY LOCAL CHILD PROTECTIVE SERVICES. SVCMBR'S DAUGHTER LEFT HOME UNDER OWN WILL ON 28 JAN 24 AND IS STAYING IN LOCAL SHELTER (HARBOUR HOUSE, PARK RIDGE, IL) UNTIL OTHER ARRANGEMENTS CAN BE MADE. LOCAL POLICE NOTIFIED. NO ARREST MADE. FAP NOTIFIED AND IN COMMUNICATION WITH COMMAND. INSIDER THREAT HUB ENTRY NOT MADE AND CURRENTLY NOT WARRANTED. FOLUP ANTICIPTED.

[End of Summary Report] - SITREP ID# 67

**FOLLOW UP (FOLUP): 1 Follow Up Report(s)**

DTG: R 311200Z JAN 24

COMMAND: NAVRESCEN SIOUX FALLS SD

SUBJECT: Sexual assault

POC PHONE: 605-122-4222

EMAIL: ABRAHAM.LINCOLN.MIL@US.NAVY.MIL

WHO: Unknown Unknown, Active Duty (Victim)

NARRATIVE: ON 03 JAN 2024 AT 1840L, NAVY REGION NW SEXUAL ASSAULT RESPONSE COORDINATOR (SARC) CONTACTED NRC SIOUX FALLS COMMANDING OFFICER TO REPORT AN UNRESTRICTED REPORT FILED BY AN ACTIVE DUTY SERVICE MEMBER. UPDATE: THE SAME OFFENDER ALLEGEDLY VICTIMIZED ONE OTHER SVM THAT NIGHT. REFER TO OPREP-3NB 041601Z JAN 24. OSTC NOTIFIED AND TRACKING. UPDATE: ALLEGED VICTIM REQUESTED A MILITARY PROTECTION ORDER, ISSUED 26 JAN 2024. ALLEGED OFFENDER TAD APPROVED 28 JAN TO ANOTHER LOCAL COMMAND

[End of Summary Report] - SITREP ID#68

**FINAL (FIN): 1 Final Report(s)**

Enclosure (2)

COMNAVRESFORCOMINST 3070.1L  
1 Aug 2024

DTG: R 011515Z FEB 24  
COMMAND: NAVIFORES REDCEN NORFOLK VA  
SUBJECT: Suicide-related behavior  
POC PHONE: 442-322-4442  
EMAIL: TAYLOR.T.SWIFT.MIL@US.NAVY.MIL  
WHO: E4 Male, Selected Reservist NOT in a duty status (Victim)  
NARRATIVE: FINAL: ON 17 JAN 2024 A SAILOR ASSIGNED TO NR NECC IWU NOR EXPERIENCED A MENTAL HEALTH RELATED EPISODE AT HOME IN VIRGINIA BEACH, VA. DURING THE EPISODE THE SAILOR THREW FURNITURE, BROKE GLASS, AND MADE COMMENTS CONSISTENT WITH SUICIDAL IDEATION, E.G. "WHEN THE SUN GOES DOWN, SO DO I." VIRGINIA BEACH POLICE DEPARTMENT RESPONDED, AND THE SAILOR WAS INVOLUNTARILY COMMITTED TO A BEHAVIORAL CARE FACILITY. NO CRIMINAL CHARGES PENDING. DATE AND LOCATION OF THE SERVICE MEMBER'S MOST RECENT OPERATIONAL, EXPEDITIONARY OR IA DEPLOYMENT IS UNKNOWN AT THIS TIME DUE TO REDUCED COMMUNICATIONS DURING THE INVOLUNTARY COMMITMENT. THE SAILOR DID CALL THE COMMAND SENIOR ENLISTED LEADER FROM THE CARE FACILITY AND ASSERTED THAT THE MENTAL HEALTH ISSUES WERE RELATED TO AN INCIDENT THAT OCCURRED WHILE ON DEPLOYMENT. SAILOR TRANSFERRED FROM ACTIVE COMPONENT TO RESERVE COMPONENT IN LATE MAY 2023. (FINAL)

[End of Summary Report] - SITREP ID#71

Very Respectfully,

Last Name, First Name MI Rank  
COMNAVRESFORCOM CDO  
757-274-9554  
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Controlled by: CNRFC  
CUI Category: PRVCY

Distribution/Dissemination Control: FEDCON  
POC: Last Name, First Name MI RANK , email address.mil@us.navy.mil

NOTE 1: Each of the three categories of SITREPS will 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:

**INITIAL (INIT): NTR.**

**FOLLOW UP (FOLUP): NTR.**

**FINAL (FIN): NTR.**

NOTE 2: The executive memo will be sent from the watchstander's NMCI mailbox.

NOTE 3: CDOs shall include any additional data or reports as requested by CNR (i.e., IT status, suicide metrics, etc.). The SWO and ASWO shall communicate any additional Executive Summary requirements not included in enclosure (2).

DUTY EXEMPTION LIST

1. The CNRFC and CNAFR Blue Jacket of the Year, Junior Sailor of the Year, and Sailor of the Year are exempt from all duty requirements for one calendar year following his/her recognition. 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 (PCS) transfer or separation and 90 days prior to commencement of a Skillbridge program or terminal leave. All members must inform the ASWO or SEWBC 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 90 days prior to executing IA orders. Upon return, they shall perform two U/I watches for their respective watch station prior to returning to the duty section.
5. Assistant Senior Watch Officer
6. Senior Enlisted Watchbill Coordinator
7. N33 Force Travel Duty Travel Clerks (E4 and above)
8. N34/N72 Inspection team
9. Flag Secretary
10. Flag Aide
11. Public Affairs Officer
12. CMDCM Executive Assistant
13. Commander, Navy Reserve Force and COMNAVRESFORCOM Command Climate Specialists
14. Anti-Terrorism/Force Protection Officer
15. COMNAVRESFORCOM Staff Judge Advocate (SJA)

1 Aug 2024

16. Force Sexual Assault Prevention and Response (SAPR) Officer
17. N66 Fleet Delivery Team
18. Assigned staff chaplains
19. N14 enlisted staff standing the "Virtual NRC" CDO duties
20. N31 Force Operations CPO/LPO
21. N6 Watch Support Officer
22. N4 Military Facilities Manager
23. Duty IT

CNRFC 3070/1 (3-11)

1 Aug 2024

# CNRFC STAFF DUTY PETTY OFFICER OF THE WATCH (SDPO) QUALIFICATION REQUIREMENTS

Name: \_\_\_\_\_

Rate/Rank: \_\_\_\_\_

Report Date & PRD: \_\_\_\_\_

Department/ Code: \_\_\_\_\_

Duty Section #: \_\_\_\_\_

REQUIRED ACTIONS	Date Complete	Qualifier Print/Sign
Initial Under Instruction (U/I) for SDPO Duty		
Second Under Instruction (U/I) for SDPO Duty		
Initial Duty Driver Under Instruction (U/I) Duty		
Second Duty Driver Under Instruction (U/I) Duty		
Identify/Locate all Duty Office Binders		
Identify/Locate all Quarterdeck Flags		
Demonstrate knowledge of CACO procedures		
Provide Proof of Valid Driver's License		
Demonstrate use of Visitor Log and Badging Requirements		
Demonstrate knowledge of 1MC announcements		
Identify Destructive Weather Plans		
Demonstrate SDPO procedure during medical incident or fire drill		
Demonstrate knowledge of muster times and cleaning evolutions		

APPROVALS

Final Oral Review with Duty Section Leader	
Senior Enlisted Watch Coordinator Final Approval	

SDPO ACKNOWLEDGEMENT

I understand my duties and responsibilities as a CNRFC Qualified SDPO. I will familiarize myself with all policies and procedures in accordance with COMNAVRESFORCOM directives.

Print/Sign: \_\_\_\_\_ Date: \_\_\_\_\_