DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 1601.4L
SPAWAR 07-4
11 Sep 1998

SPAWAR INSTRUCTION 1601.4L

From: Commander, Space and Naval Warfare Systems Command

Subj: COMMAND DUTY OFFICER PROCEDURAL GUIDE

Encl: (1) Headquarters Space and Naval Warfare Systems Command Duty Officer Procedural Guide with Appendix A

1. Purpose. To update instructions for the conduct of Command Duty Officer watches at Headquarters, Space and Naval Warfare Systems Command (SPAWAR).

2. Cancellation. SPAWAR Instruction 1601.4K is hereby cancelled.

3. Action. SPAWAR Command Duty Officers will adhere to the instructions contained in enclosure (1).

JOHN A. GAUSS
Rear Admiral, U.S. Navy

Distribution:
All SPAWAR Duty Officers

Copy to:
SNDL PART II:
FKQ (SPAWARSYSCENs)

HEADQUARTERS SPACE AND NAVAL WARFARE SYSTEMS COMMAND DUTY OFFICER PROCEDURAL GUIDE

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SECTION I. GENERAL

101. RESPONSIBILITIES.

The SPAWAR Command Duty Officer (CDO) shall act as the representative of the Commander, Space and Naval Warfare Systems Command. The CDO must be sufficiently familiar with the SPAWAR organization and functions to be able to promptly take action or contact the proper official when action is required during non-working hours.

102. ELIGIBILITY.

All Department of the Navy officers of the rank equivalent to Lieutenant Commander and below attached to SPAWAR/PEO will be assigned watches unless they are assigned duty as the Flag Aide.

103. WATCH ASSIGNMENT/WATCHBILL PUBLICATION

The Senior Watch Officer (SWO) is responsible for the watch organization and formulating the watchbill. Watchbills will be published monthly, via e-mail, approximately six weeks prior to the effective date of the watchbill. All watchstanders are considered eligible for duty assignment on any date unless the watchstander notifies the SWO before the watchbill is published, of unavailability due to TAD, leave, or other official/special consideration. The SWO shall attempt to accommodate individual's preferences for duty day assignment; however, if unable to do so, the individual will stand an assigned watch, or find a qualified relief.

104. LEAVE/TAD/PCS/EXCHANGE OF WATCHES.

It is understood that last minute TAD/PCS and emergencies would necessitate the supernumerary or substitute standing watch; however, every effort shall be made by the CDO assigned to find a qualified relief. CDOs involved in exchange of duty are responsible for notifying the SWO at least one day prior to assuming the duty so the watchbill can be revised.

105. SUPERNUMERARIES.

The previous day's CDO will be the supernumerary for the following day.

106. DUTY OFFICER REFERENCE MATERIAL.

a. CDO Notebook. Located on the bookshelf in the CDO office, OT2, room 273; it contains frequently used reference material basic to the conduct of the watch.

b. Military Personnel Recall Bill List. Contains the names, codes and home phone numbers of military personnel from each SPAWAR code/PD, and PEO. CDOs will not release home phone numbers and addresses to other than SPAWAR officials. SWO shall coordinate a review and update of the Recall Bill List at least quarterly with the Military Resources Office (07-41), verifying information is correct.

c. Log Book. Record of significant events occurring on each 24-hour watch.

107. USE OF GOVERNMENT VEHICLE. Coordination can be done with COMSPAWAR driver at 524-7008 or through the Command Master Chief's office.

108. SUPPLIES/EQUIPMENT. Administrative support for the Senior Watch Officer and CDOs shall be provided by the SWO through coordination with 07.

SECTION II. WATCH ROUTINE

201. WEEKDAY ROUTINE.

0655: Turnover between oncoming/offgoing CDO in the CDO office in OT 2, Room 273. The offgoing CDO should read message traffic prior to turnover and be prepared to discuss any items of significance.

0700: Both CDOs brief the Executive Assistant in the EA office.

0730: Brief significant message traffic at daily Ops Brief/Front Office Meeting (as required).

- Reminder to all CDOs: Call your relief sometime prior to assuming the watch to remind him/her of their duty requirement the next day. Weekend watchstanders are encouraged to contact their relief before Friday.

1700: Perform message traffic review. Depart for the evening (unless otherwise instructed by EA); be available by cell phone and/or pager.

202. SATURDAY, SUNDAY, HOLIDAY ROUTINE. The watch is a 24-hour watch, with turnover conducted at 0800 onboard SPAWAR. Any changes to the time of turnover needs to be coordinated between offgoing/oncoming CDOs. The offgoing CDO should read message traffic prior to turnover and take any required action. Uniforms are not necessary during turnover.

203. SPECIFIC WATCHSTANDING DUTIES.

a. Screening Messages. Review both classified and unclassified message traffic, noting any status report information which may require forwarding to the appropriate code. Also, any personnel issues (urinalysis/hospitalizations, etc) may be directed to the appropriate code as well.

- Note: Notify **only** those who need to know. Ensure the code is advised of any event in their area of interest requiring prompt action/reply. Contact the EA before notifying the Commander of any significant event. Take action as directed. Log all actions taken.

b. Special Incident Reporting. OPNAVINST 3100.6G (located in the CDO Office) provides instructions for reporting special incidents (OPREP-3 and UNIT SITREPs). See the "OPREP" binder on the bookshelf in the CDO Office for guidance on OPREP / SITREP procedures. Procedures are outlined in detail along with procedures for release. Notify and brief the headquarters Public Affairs Officer or in that person's absence, the Deputy Public Affairs Officer, about any special accidents/incidents which require that the command send out an

OPREP-3 or UNIT SITREP, and obtain an assessment/evaluation from that individual on the potential media interest that might be expected as a result of the accident/incident, for inclusion in the outgoing OPREP or UNIT SITREP message.

c. Emergency Leave Procedures. In accordance with SPAWARINST 1050.1J, requests for emergency leave can be completed by the CDO on behalf of the member. Leave forms are available in the 'FedForms' computer application under the NC3065.frp option. Blocks 1-21 must be completed and the CDO will sign block 23 as the approval / reviewing officer. Block 24 will contain the name of the person and code who approved the leave. The member should be encouraged to contact the CDO and sign his/her leave papers in block 22. Part 1 will be given to the member and the remaining parts forwarded to SPAWAR 07-4 at the earliest opportunity. These procedures apply only to emergency leave; under no circumstances should other types of leave be processed in this manner. If the member is a SPAWAR watchstander, advise the SWO.

d. Casualty Assistance Calls Officer (CACO). This is not a CDO responsibility. See the Command Collateral Duty List for CACO representatives to notify. Additionally, notify and brief the headquarters Public Affairs Officer, or in that person's absence the Deputy Public Affairs Officer, about any serious injuries and or casualties involving SPAWAR personnel.

204. COMMUNICATIONS PROCEDURES. The CDO cell phone number is (619) 508-1428. The SPAWAR Message Center is located in OT 1, Room 119; phone number is 619-524-3838; open 0600 – 1800 Monday through Friday. To contact NTCC San Diego, call 532-1336 / 3124 / 3112.

205. MESSAGE TRAFFIC. Some things to remember. The CDO may READ Top Secret Messages ONLY if cleared to do so. DO NOT accept custody of any Top Secret Material. If a priority or higher precedence Top Secret action message for SPAWAR comes in, notify the EA.

SECTION III. COMMAND SECURITY

301. PHYSICAL SECURITY. The physical security of the Old Town Campus is the responsibility of SPAWARSYSCEN San Diego (SSC SD). If physical security violations are noted, contact the SSC SD CDO at cell phone number 607-7821 and / or pager number 645-1265. Security procedures that are the responsibility of the CDO include:

a. Daily, check the CDO safe (in the CDO office, OT2, room 273) is locked and secure. If the CDO opens the safe, opening and closing times should be noted and initialed on the form (SF 702) attached to the safe. If the safe wasn't opened, just initial when you check it is secure.

b. Daily, complete the area security checklist (SF 701) for the CDO office area (OT2, room 273). This form is ideally for an end of the day check. For CDOs, completing the checklist prior to leaving the CDO office for the last time during the day is sufficient; whatever time that is.

c. Understand that while briefing at the weekly staff meetings, CDOs are not to discuss any classified information. The staff meeting goes out over a nonsecure VTC.

302. BOMB/SIMILAR THREATS. Maintain a calm and deliberate manner, attempt to ascertain the time and place of the alleged incident, and any clues as to the identity and location of the originator of the call. When the call is terminated, immediately write down all information pertaining to the call. Use Appendix A for this purpose.

a. Letter Bombs. Letter bombs have no return address, may be foreign mail, air mail, or special delivery, have excessive postage, use excessive tape or string to secure the package, have protruding wires or tinfoil, be lopsided or very rigid, have stains or discolorations, incorrect titles, and misspellings of common words. In the event a suspected letter bomb is received:

1. Do not tamper with the letter; vacate the room in which it is located and leave it alone.

2. Contact the Old Town Campus SSC SD point of contact, Rich Paller at 524-3385.

303. EVACUATION OF SPAWAR. In case of fire or bomb:

a. Contact 911 (for the internal SPAWAR emergency response) and / or contact 9-911 (for the external emergency response).

b. Contact the Old Town Campus SSC SD point of contact, Rich Paller at 524-3385.

APPENDIX A

BOMB THREAT

Exact wording of threat: _____
_____
_____
_____
_____

Questions to Ask

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____
10. Estimate: Sex _____ Race _____ Age _____

    Length of Call _____ Date/Time_____

Number at which call was received: _____

CALLER'S VOICE

_____ Calm
_____ Angry
_____ Excited
_____ Slow
_____ Rapid
_____ Soft
_____ Loud
_____ Laughter
_____ Familiar

_____ Crying
_____ Normal
_____ Distinct
_____ Slurred
_____ Whispered
_____ Nasal
_____ Stutter
_____ Lisp

_____ Raspy
_____ Deep
_____ Ragged
_____ Clearing throat
_____ Deep Breathing
_____ Cracking voice
_____ Disguised
_____ Accent

If voice is familiar, who did it sound like? _____

_____

BACKGROUND SOUNDS

_____ Street noises
_____ Crockery
_____ Voices
_____ PA System
_____ Music
_____ House Noises

_____ Motor
_____ Office machinery
_____ Factory machinery
_____ Animal noises
_____ Clear
_____ Static

_____ Local
_____ Long distance
_____ Booth
Other _____
_____
_____

THREAT LANGUAGE

_____ Well spoken (educated)
_____ Foul

_____ Irrational
_____ Incoherent

_____ Taped
_____ Message read by threat maker

Remarks: _____
Report call immediately to: _____
Phone number _____
Date _____
Name _____
Position _____
Phone number _____