

**COMMAND DUTY OFFICER (CDO)
PERSONNEL QUALIFICATION STANDARDS (PQS)**

NAME _____ **RANK/RATE** _____

DATE ASSIGNED FIRST WATCH: _____
CDO watch standers will be assigned their first watch under instruction with a qualified CDO. They will demonstrate their ability to perform the following tasks, verified by a qualified CDO. Upon successful completion of this PQS they will be assigned to regular rotation on the CDO Watch Bill.

| <u>TASK</u> | <u>MEMBER'S INITIALS</u> | <u>CDO INITIALS</u> |
|---|------------------------------|-------------------------|
| 1. Read COMFLELOGSUPPWINGINST 1601.1W | _____ | _____ |
| 2. Read COMNAVRESFORINST S3500.7G and are familiar with LERTCON procedures. | _____ | _____ |
| 3. Know how to report: FIRE | _____ | _____ |
| MEDICAL EMERGENCY | | |
| 4. Procedures for handling a TFOA report from a squadron. | _____ | _____ |
| 5. Procedures for handling a security violation or compromise of classified material. | _____ | _____ |
| 6. Procedures for handling an OPREP-3 report. | _____ | _____ |
| 7. Procedures for handling a bomb threat. | _____ | _____ |
| 8. Procedures for handling VIP arrivals. | _____ | _____ |
| 9. Know the responsibilities for physical security and duties of the WDO. | _____ | _____ |
| 10. Procedures for destructive weather report. | _____ | _____ |
| 11. Know how to refer Casualty Assistance Calls and Public Affairs related actions to NAS JRB Fort Worth CDO. | _____ | _____ |
| 12. Know the proper completion of the Command Duty Log Book. | _____ | _____ |
| 13. Know the location of and be familiar with the CDO Rapid Response Folder. | _____ | _____ |
| 14. Demonstrate the proper procedures for a Staff recall. | _____ | _____ |

Recommended as Qualified CDO: _____
Signature (Qualified CDO)

Recommended as Qualified CDO: _____
Signature (Watch Bill Coordinator)

Recommended as Qualified CDO: _____
Signature (Senior Watch Officer)

Designated as Qualified CDO: _____
Signature (Chief Staff Officer)

RETURN TO SENIOR WATCH OFFICER WHEN ALL SIGNATURES HAVE BEEN OBTAINED