

**WING DUTY OFFICER (WDO)
PERSONNEL QUALIFICATION STANDARDS (PQS)**

NAME/RATE _____ **DATE ASSIGNED FIRST WATCH:** _____

WDO watchstanders will be assigned their first watch under instruction with a qualified WDO. They will demonstrate their ability to perform the following tasks, verified by a qualified WDO. Upon successful completion of this PQS they will be assigned to regular rotation on the WDO Watch Bill.

<u>TASK</u>	<u>MEMBER'S INITIALS</u>	<u>WDO INITIALS</u>
1. Read COMFLELOGSUPPWINGINST 1601.1W	_____	_____
2. Obtain Automated Message Handling System (AMHS) account access.	_____	_____
3. Know how to report: FIRE and MEDICAL EMERGENCY	_____	_____
4. Demonstrate the proper procedures for securing/opening spaces.	_____	_____
5. Complete phone system/indoctrination from Executive Secretary.	_____	_____
6. Perform inspection on Duty Vehicle.	_____	_____
7. Know staff leave check in/out procedures.	_____	_____
8. Know how to type and send out a message via Automated Message Handling System (AMHS) Defense Message System (DMS)	_____	_____

Recommended as Qualified WDO: _____
Signature (Qualified WDO)

Recommended as Qualified WDO: _____
Signature (EWB Coordinator)

Designate as Qualified WDO: _____
Signature (Senior Watch Officer)

RETURN TO SENIOR WATCH OFFICER WHEN ALL SIGNATURES HAVE BEEN OBTAINED.