

**COMMAND DUTY OFFICER (CDO)
WATCH QUALIFICATION REQUIREMENTS**

Name:	Rank:	Date:
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All SCPOs, USMC E8s, and commissioned officers, O4 and below, shall complete the following for qualification as CDO at COMNAVRESFORCOM.

CDO WATCH QUALIFICATION:

Read and be familiar with following:

- COMNAVRESFORCOMINST 3070.1D (Staff Duty and Watchstanding Policies)
- COMNAVRESFORCOMINST 3440.1B (Continuity of Operations and Hurricane Plan)
- All Duty Office Binders
- CACO Instructions/Procedures
- Executive Memorandums
- Classified Message Screening Requirements

Qualified CDO
Initials

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| OPREP/NAVY BLUE/UNIT SITREP reporting requirements | _____ |
| Force Protection Conditions (FP CON) of readiness | _____ |
| Disaster preparedness (including hurricane and inclement weather) | _____ |
| Message preparation (including CACO) | _____ |
| Message notification procedures | _____ |
| CACO procedures | _____ |
| Evacuation procedures for bomb threat or fire | _____ |
| Reserve/Active personnel accident or arrest | _____ |
| CDO contact information sheet and recall information | _____ |
| PAO/media inquiries | _____ |
| Physical security | _____ |
| Security violation (Vault/Safe Open, Unsecured) | _____ |
| Duty Office alarm procedures | _____ |
| SIPRNET account established at COMNAVRESFORCOM | _____ |
| SIPRNET enclave access and classified E-mail message review | _____ |
| CDO Binder contents and review | _____ |

Two indoctrination watches are required to qualify for CDO.

FIRST INDOCTRINATION

Qualifying CDO Name/Signature:	Date:
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SECOND INDOCTRINATION

Qualifying CDO Name/Signature:	Date:
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FINAL QUALIFICATION

Oral Review Board with Senior Watch Officer	
Newly Qualified CDO Signature:	Date:
SWO Final Qualification Approval Signature:	Date:

(Retain a copy of this qualification)