

**OFFICER OF THE DECK (OOD)
WATCH QUALIFICATION REQUIREMENTS**

Name:	Rank:	Date:
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All CPOs and USMC E7s shall complete the following (within one month of check in) for qualification as OOD.

OOD 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)

SHOW PROFICIENCY IN THE FOLLOWING AREAS:

Qualified
OOD Initials

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| OPREP/NAVY BLUE/UNIT SITREP reporting requirements | _____ |
| Disaster Preparedness, including hurricane and inclement weather | _____ |
| Granting emergency leave, use of leave log, assigning LCN | _____ |
| Regular leave check in/out procedures | _____ |
| Message preparation (including CACO) | _____ |
| Message notification procedures | _____ |
| Medical emergencies | _____ |
| Bomb threats and fire evacuation | _____ |
| Medical emergencies | _____ |
| Reserve/Active personnel accident or arrest | _____ |
| Responsibilities of subordinate watchstanders | _____ |
| CDO contact information sheet/recall information | _____ |
| Building maintenance problems | _____ |
| PAO/media inquiries | _____ |
| Key checkout procedures | _____ |
| Physical security | _____ |
| Security violation (vault/safe open, Unsecured Classified Material) | _____ |
| Duty Office checklists | _____ |
| Working party/sweepers | _____ |
| Duty Office alarm procedures | _____ |
| Familiarity with duty binders | _____ |
| Quarterdeck flags | _____ |
| Executive Memorandum procedures | _____ |

Two indoctrination watches are required to qualify for OOD.

FIRST INDOCTRINATION

Qualifying OOD Signature:	Date:
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SECOND INDOCTRINATION

Qualifying OOD Signature:	Date:
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Upon completion of qualification card contact Assistant Senior Watch Officer (ASWO) to schedule a final interview.

FINAL QUALIFICATION INTERVIEW WITH ASQO:

ASQO Signature:	Date:
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(Enlisted Watchbill Coordinator will retain a copy)