

**STAFF DUTY PETTY OFFICER THE WATCH (SDPO)
QUALIFICATION REQUIREMENTS**

Name:	Rank:	Date:
All E6 and E5 shall complete the following (within 30 days of check in) for qualification as the SDPO at COMNAVRESFORCOM.		
SDPO WATCH QUALIFICATION:		
<p>Read and be familiar with following:</p> <p>COMNAVRESFORCOMINST 3070.1D (Staff Duty and Watchstanding Policies) COMNAVRESFORCOMINST 3440.1B (Continuity of Operations and Hurricane Plan) All Duty Office Binders Funeral details Duty Driver supervision Quarterdeck flags CACO instructions/procedures Executive Memorandums Field day the duty office (everyday) Wash and gas duty vehicles Provide services as directed by SDPO/OOD Secure daily with SDPO (Duty Driver) Always demonstrate professional military bearing Complete proper forms when using the duty vehicle (Duty Driver) Have a valid driver's license (Duty Driver)</p>		
Two indoctrination watches are required to qualify for SDPO.		
FIRST INDOCTRINATION		
Qualifying SDPO name/signature:	Date:	
SECOND INDOCTRINATION		
Qualifying SDPO name/signature:	Date:	
Two indoctrination watches are required to qualify for Duty Driver.		
FIRST INDOCTRINATION		
Qualifying Duty Driver name/signature:	Date:	
SECOND INDOCTRINATION		
Qualifying Duty Driver name/signature:	Date:	
FINAL QUALIFICATION		
Oral Review Board with Duty Section Leader/Master-At-Arms		
Newly Qualified SDPO Signature:	Date:	
Final Qualification Approval Signature:	Date:	
(Retain a copy of this Qualification)		