

VR-53INST 1600.1M
JUN 3 2009

From: _____
To: Senior Watch Officer
Via: Enlisted Watchbill Coordinator
Subj: WATCH INDOCTRINATION CHECKLIST

1. I will be standing duty as:

CDO: _____ POOW: _____ Hangar Security Patrol: _____

2. I have read and am familiar with the responsibilities of my duty position, as delineated in the following instructions:

INITIAL

- _____ (1) Special Incident Reporting (OPREP 3) Procedures, OPNAVINST 3100.6
- _____ (2) Pre-Mishap Plan, VR-53INST 3750.1
- _____ (3) Aircraft Hurricane Evacuation Plan, NAFWASHINST 3730.2
- _____ (4) Aircraft Hurricane Evacuation Plan, VR-53INST 3730.1
- _____ (5) Severe Weather Bill, NAFWASHINST 3145.1
- _____ (6) Watchstanding Regulations, VR-53INST 1600.1L
- _____ (7) Uniform Systems Alert Conditions (LERTCONS), VR-53INST 3500.1
- _____ (8) Squadron Fire Bill, VR-53INST 11320
- _____ (9) Handling, Security, and Destruction of Classified Material, VR-53INST 5511.1
- _____ (10) Snow Removal Bill

3. I have demonstrated a proper level of knowledge on the following items (to be signed off by a qualified in-position watchstander):

<u>ITEM</u>	<u>INITIALS</u>
a. Pre-Mishap Plan	_____
b. OPREP III/Unit SITREP Reporting (OPNAVINST 3061.1)	_____
c. Watchstander Responsibilities	_____
d. Phone Lines / Transferring	_____
e. Plan of the Week/Flight Schedule	_____
f. Leave Check-In/Out Procedures	_____
g. Passdown Log	_____

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- h. Official Log/Watch Officer Guide _____
- i. Casualty Assistance Calls Officer (CACO) Procedures _____
- j. Recall Procedures _____
- k. Vehicle Inspections/Key Control _____
- l. Force Protection Requirements _____
- m. Binder Inventory _____
- n. Flight Schedule _____

4. I have been fully indoctrinated in the aforementioned duties and responsibilities of the VR-53 Watch and I understand the governing directives.

Printed name/Rate

Signature/Date