



**DEPARTMENT OF THE NAVY**  
COMMANDER NAVY REGION SOUTHWEST  
937 NO. HARBOR DR.  
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 1601.4

N20

28 Mar 03

COMNAVREGSW INSTRUCTION 1601.4

Subj: REGIONAL WATCH OFFICER (RWO) WATCHSTANDING PROCEDURES

Encl: (1) Regional Watch Officer Watchstanding Procedures

1. Purpose. To promulgate watchstanding procedures for the Commander Navy Region Southwest (CNRSW) Regional Watch Officer.
2. Cancellation. COMNAVBASESANDIEGOINST 1601.4 is cancelled.
3. Discussion. The RWO watch is established to provide an immediate point of contact capable of initial response to Regional matters that require action by the Commander. The RWO will also provide senior supervisory support to the enlisted Staff Duty Officer (SDO), acting as the Commander's representative during non-work hours. The RWO is charged with coordinating and/or initiating actions at times when the Commander, Chief of Staff (COS), or cognizant Assistant Chiefs of Staff (ACOS)/Program Managers (PM) are unavailable.
4. Action. This instruction is issued for implementation and compliance by all CNRSW staff personnel assigned duties as Regional Watch Officer.

A handwritten signature in black ink, appearing to read "Brunhart", is positioned above the typed name and title.

A.D. BRUNHART  
Deputy and  
Chief of Staff

Distribution:

[www: cnrsw.navy.mil/admin/menu.htm](http://www.cnrsw.navy.mil/admin/menu.htm)

Copy to:

SDO Binder

COMNAVREGSWINST 1601.4 CII-1

16 MAY 2000

**REGIONAL WATCH OFFICER (RWO)  
WATCHSTANDING PROCEDURES  
and  
QUALIFICATION REQUIREMENTS**

Enclosure (1)

16 MAY 2003

**REGIONAL WATCH OFFICER WATCHSTANDING PROCEDURES AND  
QUALIFICATION REQUIREMENTS**

1. General

a. The RWO will stand a continuous one person watch in the CNRSW Public Safety headquarters building (Building 28, Old Town Campus) seven days a week, taking action on matters requiring Regional command attention. Nothing in this instruction shall preclude the RWO from coordinating directly with other staff personnel as required so that appropriate action is taken in all instances.

b. The RWO will keep fully informed of current situations, the policies of the Commander and the proper manner of taking action on matters that may arise.

c. Personnel designated as RWO will be officers, O-4 or above, cleared for access to Secret material and having fulfilled the orientation requirements for the watch. Once qualified, RWOs will be designated in writing.

2. Qualification

a. RWO's must be a selected O-4 or above and will qualify per the RWO Qualification Card (Appendix A). O-3s may be qualified on an interim basis should there be an insufficient number of O-4/O-5s to maintain a one in eight rotation. Selected O-3s also may augment the watch organization as supernumeraries after qualification, on an as-needed basis. Prospective RWO's will stand a one in six watch rotation until qualified. This will allow shorter qualification time and allow more interaction with qualified RWO's.

b. RWOs will be designated in writing by the Assistant Chief of Staff Public Safety upon qualification. They will possess a thorough knowledge of all relevant instructions, special incident procedures, the CNRSW mission, Casualty Assistance Calls Officer (CACO) procedures, emergency recall procedures, bomb threat responses, current force protection condition and measures, all operational pre-planned responses (PPRs) and all standard operating procedures (SOPs).

c. RWO's will stand duties as assigned in no more than a one in eight rotation. If for any reason a qualified RWO does not stand duty for over 14 days they will be required to be screened by the Regional Senior Watch Officer and, if necessary, stand additional under instruction watches.

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d. The Regional Senior Watch Officer (RSWO) will be responsible for the training and qualification of all RWOs. The RSWO will develop appropriate lesson plans and instructional material to fully prepare all RWOs for this duty.

3. Uniform. The prescribed uniform of the day shall be worn on duty.

4. Duty hours. The RWO is considered "on duty" for the full 24 hour period of their duty day. The RWO will be physically located in Building 28 as follows:

a. Workdays: During regular workday duty, the RWO shall commence watchstanding duties in Building 28 at 1600 and shall remain there until 0730 the following morning. The RWO will attend the 0800 Line Up held by the Commander or COS, when scheduled. Relief with the oncoming RWO may be conducted at 0900 telephonically, face to face or via email. A turnover is required.

b. Weekend and holiday: RWO watches shall stand the entire duty period in Building 28, commencing at 0800 and remain until relieved at 0800 the following weekend morning, or, 0900 for a following workday. Relief will be conducted in person.

c. General guidelines:

(1) During the hours listed above, the RWO will remain in Building 28, except for brief meal periods. When absent from Building 28 for meals, the RWO will inform the SDO and Regional Watch Captain (on duty in the Regional Operations Center) and will have a duty cell phone on their person for immediate recall if needed.

(2) Physical training outside the vicinity of Building 28 is not authorized.

(3) The RWO shall utilize sleeping accommodations provided in the Regional Watch Officer Bunk Room. Authorized contract cleaners will complete routine cleaning of this space during the week and the office of Public Safety will make arrangements for linen.

5. Responsibilities

a. Upon setting the watch in Building 28 the RWO will

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review the SDO and CACO pass down logs and initial acknowledgement of pass-down items. Additionally, they will receive a current situation brief from both the SDO and Regional Watch Commander. These will include:

(1) Current San Diego Harbor Operations to include scheduled ship movements, dive operations, intelligence updates, naval security boats disposition and any scheduled training exercises.

(2) OPREP3 or SITREPs received by CNRSW within last 24 hours.

(3) Any CACO action required.

(4) Location and evening plans of Commander, COS and ACOS Public Safety.

(5) VIP activity within next 24 hours.

(6) Security incidents within last 12 hours.

b. The RWO is required to be familiar with the information contained in, and the use of, the following logs/folders located in the duty office:

(1) Duty Office Log.

(2) SDO Binder.

c. RWO Pass Down Log: This log is maintained to call attention to special orders or information concerning upcoming watches, or to report unusual circumstances which need clarification for future watches. It shall be checked prior to assuming each watch and new material shall be read and initialed by each RWO.

d. Special Incident Reporting: The RWO shall be familiar with the provisions of OPNAVINST 3100.6 (series) for basic OPREP-3/SITREP message writing. Detailed information on special reporting requirements for general, violent crime and rape/sexual assault incidents are also available. The SITREP binder contains guidance on all report filing.

e. Matters of Public Interest: The CNRSW Public Affairs Officer must be notified of any matter which may raise public interest. This includes any Navy accident, casualty, incident, oil spills of any amount, or any other incident in Navy Region

Southwest geographic region that may draw the attention of the media and public. At no time will the RWO converse with any representative of the media regarding any issues or events. The RWO will direct the media to contact the Public Affairs Office.

6. Message Traffic. The following guidelines are provided to assist in the handling of message traffic:

a. The RWO will monitor all forms of electronic traffic available in the SDO office, this includes classified and unclassified message systems, tactical chat rooms and incoming emails.

b. The RWO will review all action messages to CNRSW in order to determine what action, if any, is required.

c. The RWO will carefully read and screen all routine messages for action required by CNRSW that could be time sensitive and require immediate action.

d. The RWO will initiate action to notify the Commander and/or appropriate staff officers on emergency action or information messages. Unless the message received is intended for the immediate action of the Commander, the appropriate ACOS/PM will be contacted and additional notification will be determined at that point.

7. Turn-Over Requirements. During RWO turnover, whether face-to-face or electronic, the following items will be passed on as a minimum:

a. Emergency action messages received within last 24 hours and their disposition.

b. Harbor movements of high value assets, if any (CV/CVN, LPH, LHD, SSBN).

c. VIP visitors for CNRSW.

d. Active CACO action.

e. Movement of Commander for next 24 hours.

f. Any incident which may be of interest/action of CNRSW staff.

8. Interaction with SDO and Regional Watch Commander

a. The current watch requirements of the CNRSW SDO and

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Regional Watch Commander remain unchanged. These two watch stations will initially report to the RWO on any incident of note within their respective watch duties, with follow on notification the responsibility of the RWO.

### Regional Watch Officer Qualification Card

The under instruction (UI) watch stander shall:

1. Stand a minimum of two UI watches under the supervision of a qualified RWO. The UI watch stander will secure from duties at 2100.

\_\_\_\_\_  
RWO Signature/Date

\_\_\_\_\_  
RWO Signature/Date

2. Demonstrate to the RSWO a thorough understanding of the following:
  - a. Preparation of a Navy message using Turbo Prep software

\_\_\_\_\_  
RSWO Signature/Date

- b. Preparation of Special Incident messages (OPREP-3, SITREP, UNIT SITREP, etc.).

\_\_\_\_\_  
RSWO Signature/Date

- c. Procedures for Casualty Assistance Calls Officer events, including all required reports and notification actions.
  - d. Actions required upon receipt of an AMCROSS message
  - e. Operations and watch standing in the SDO office.

3. Pass a written examination administered by the RSWO with a minimum score of 85%.

\_\_\_\_\_  
RSWO Signature/Date

4. Complete an oral qualification board headed by Assistant Chief of Staff Public Safety.

\_\_\_\_\_  
RSWO Signature/Date

Final RWO Qualification.

\_\_\_\_\_  
RSWO Signature/Date