



DEPARTMENT OF THE NAVY
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU
UNIT NUMBER 3800
APO AA 34031 - 3800

IN REPLY REFER TO
NMRCDINST 1601.1A
02 July 2004

NMRCD INSTRUCTION 1601.1A

From: Officer-in-Charge, Naval Medical Research Center Detachment
To: All NMRCD Personnel

Subj: POLICY AND PROCEDURES FOR A WATCH SYSTEM

Ref: (a) United States Navy Regulations, 1973

Encl 1 Naval Medical Research Center Detachment, Duty Officers
Guide
Duty Officer Checklist

1. Purpose. To describe the policy and procedures for a watch system at NMRCD and set forth the responsibilities for the duty officer.
2. Scope. In accordance with the reference, the Officer-in-Charge (OIC) must maintain a watch system in order to ensure the safe, proper and efficient operation of NMRCD outside of normal working hours. This instruction describes the responsibilities for personnel having the watch, who may be referred to as the "duty officer", "watch officer" or the "watchstander". While this instruction provides a basis for a watch system, it is not all-inclusive. This guidance must be supplemented by a general knowledge of regulations, orders, policy, and instructions, plus the application of good judgment, tact, and common sense. Suggestions for improving the procedures described herein are appropriate from all watchstanders.
3. Orientation of New Personnel. Under no circumstances will personnel be assigned a watch until they have become familiar with NMRCD and properly briefed and oriented on watchstanding duties. New personnel will be assigned a minimum of two break-in watches with an experienced duty officer. The duty officer will indoctrinate the prospective watch officer in NMRCD watchstanding policies, physical security matters, grounds inspection, and other fundamental responsibilities.
4. Watch Hours. The watch will normally be assigned in one week periods from 0900h on Friday morning until 0900h the following Friday. For special circumstances, such as Christmas holiday period, the watch may be assigned differently. Special scheduling

NMRCDINST 1601.1A

02 Jul 2004

will be determined by the Senior Watch Officer and the Officer-in-Charge.

5. Special and Standing Orders. All special and standing orders issued by proper authority will be complied with in addition to the watch procedures described in this instruction.

6. Attire. Normal NMRCD working attire (civilian clothes) will be the duty uniform unless circumstances dictate that a military uniform would be more appropriate.

7. Exchange of duty. Personnel who wish to exchange assigned duty days may do so. However, it is the responsibility of the individual to arrange for coverage of their assigned days. Individuals exchanging duty days must inform the Senior Watch Officer and the Administrative Officer (AO).

8. Senior Watch Officer. The Officer-in-Charge will establish policy and procedures but will appoint a Senior Watch Officer to implement this instruction and manage the day to day affairs of the duty system. The Senior Watch Officer will be responsible for making the watch schedule, for coordinating changes to the schedule, for promulgating the watch system. The Senior Watch Officer will report the status of the watch system and make suggestions to improve its operation on a regular basis to the Officer-in-Charge.

9. Eligible Watch Standers. All permanently assigned military personnel at NMRCD, with the exception of the Officer-in-Charge, 0-6's, or those designated exempt by the OIC, will be eligible to stand watches.

10. Leave and Temporary Duty. All leave and TAD requests from watchstanders must be routed through the Senior Watch Officer in order to facilitate scheduling. If the watch schedule has already been made for the leave or TAD period in question, personnel must obtain a replacement for their assigned duty and inform the Senior Watch Officer before leave or TAD is approved.

11. Transportation. Persons having the duty are authorized to utilize a duty driver and official vehicle when this is necessary to visit NMRCD or otherwise meet the responsibilities of the

NMRCDINST 1601.1A
02 July 2004

watch. However, the duty driver should not be detained longer than it takes to perform duty related functions.

12. Action. All NMRCD watchstanders shall be responsible for the knowledge of and compliance with the guidelines set forth in enclosure (1).



G. J. MARTIN

NAVAL MEDICAL RESEARCH CENTER DETACHMENT

WATCHSTANDERS GUIDE

1. General Principles

a. The watch officer is the representative of the Officer-in-Charge on weekends and holidays and as requested on normal working days. He or she is strongly encouraged to seek the counsel of the OIC, AO, or fellow watch officers. The duty officer should inform the OIC and whoever else may need to know of any important issues that arise. The duty officer is not expected to deal with problems on his/her own unless the problem is straightforward or unless a decision has to be made before there is time to discuss the issue. The watch system exists at NMRCD to accomplish the following:

To check on the NMRCD facility on weekends and holidays

(2) To identify and be readily available to deal with command issues that arise on weekends and holidays.

(3) To keep the Officer-in-Charge and other senior staff apprised of problems or issues that arise on weekends and holidays

(4) To provide special assistance to the OIC and AO as necessary on any duty day, weekdays included.

2. Specific Responsibilities of the Duty officer

a. Watch Station. The current watch officer must visit NMRCD in person at least once per watch day. The duty officer will normally be at NMRCD every day during the work week. On weekend days and holidays, the duty officer must visit NMRCD once per day to perform the duties described below. When not at NMRCD, the duty officer must be readily available by phone, beeper, or other means.

02 July 2004

b. Security and Material Conditions. On weekends and holidays, the watch officer will conduct a walk through of all NMRC spaces and around the outside of the buildings. During the walk through the duty officer must:

Ensure all safes and secured spaces are secured

(2) Ensure all lights, water fixtures, electrical equipment and other utilities not in use are adequately secured

Ensure all NMRC vehicles are properly secured

(4) Be aware of suspicious packages in or about the building. Unusual events, personnel in the area, and anything not considered normal should be cause for investigation and action as appropriate.

Be aware of any evidence of attempted theft or other crime.

(6) Ensure security guards are on board and that security conditions are normal.

(7) Ensure weekend/holiday animal caretakers are performing their assigned duties and also inspect all animal rooms to assure that all is in order.

(8) Special attention should also be paid to the freezers and refrigerators. The duty officer must assure that all "designated" freezers and refrigerators temperatures are within normal limits and functioning properly. The appropriate department point of contact will be contacted if needed.

(9) The fax machine should be checked to assure that there is adequate paper and to see if there have been any incoming faxes that require immediate action.

(10) The Duty Officer should log on to the LAN to assure it is working properly. If requested by the OIC or other staff officer, the duty officer should review and/or forward emails as requested.

Enclosure (1

NMRCDINST 1601.1A
02 Jul 2004

c. Other Responsibilities

(1) The duty officer will be available to any NMRCD official visitors who are in town to provide advice/assistance if needed.

(2) The duty officer will be available to assist with the shipment or receipt of any specimens or supplies that occurs on holidays and weekends.

(3) The duty officer will be available to assist emergency service personnel, e.g., fireman, repairman, etc., whenever it is necessary for them to enter NMRCD spaces outside of normal working hours. As circumstances warrant, the duty officer will work with the responsible staff member in charge of a laboratory or other space, and ask for advice as may be required.

(4) The duty officer may be assigned by the Officer-in-Charge as needed to carry out special duties that arise on weekends or holidays, or during the duty week, such as meeting visitors at the airport.

d. Watch Log. The attached (Enclosure 2) form will be filled out for every weekend or holiday duty day to document the performance of the duty officer. These forms will be routed through the AO to the Senior Watch Officer on Fridays. The forms will be archived in a file that is maintained by the Senior Watch Officer.

Enclosure (1)

Duty officer Weekend and Holiday Checklist

SECURITY ROUNDS (Note "yes" or "no". If "no" comment on problem and action taken.)

Building secured?

Electrical equipment secured?

Safes and secured areas locked?

Utilities secured?

Vehicles secured?

Animal facilities in order?

Freezers/refrigerator within normal limits and operating correctly?

Fax machine checked?

LAN functioning?

Lights turned off?

No running water faucets?

NMRCDINST 1601.1A
02 Jul 2004

OTHER ISSUES (describe issue and action taken)

COMMENTS/CONCERNS (use back if necessary)

Watchstander:

Date:

Enclosure (2)