DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
ARLINGTON VA 22242-5160

IN REPLY REFER TO

NAVSEAINST 1601.1F
Ser 09M
1 Jul 01

NAVSEA INSTRUCTION 1601.1F

From: Commander, Naval Sea Systems Command

Subj: NAVSEA WATCHSTANDING PROCEDURES

Ref: (a) OPNAVINST 3120.32B, Chapter 4

Encl: (1) Watch Officer Personnel Qualification Standard

1. Purpose. To update the procedures for the Naval Sea Systems Command (NAVSEA) duty and watchstanding.

2. Cancellation. NAVSEAINST 1601.1E of 30 Nov 94.

3. Watch Organization:

a. The NAVSEA Watch was established in accordance with reference (a).

b. The Watch Officer, a Lieutenant Commander or junior, is on duty for 24 hour period beginning at 0730 on weekdays and 0900 on weekends and holidays. On weekdays during the hours of 0730 - 1500, Watch Officers are authorized to perform the responsibilities of their regular position unless otherwise directed by the Senior Watch Officer.

c. The Officer of the Watch (OOW) is responsible for ensuring the proper performance of all duties of the watch, which are outlined in the watch officer manuals or delivered by proper authority verbally or by memorandum. The OOW acts with the authority of COMNAVSEA to carry out routine and emergency business.

d. The Executive Assistant to the Commander (SEA 00A) is the Senior Watch Officer. The Assistant Senior Watch Officer is the Director, Military Manpower and Personnel (SEA 09M).

e. The OOW will not be placed in the position of jeopardizing his or her ability to cope with emergency matters by being given or accepting excessive additional requirements.

The Senior Watch officer should be advised if such circumstances exist.

f. The prescribed uniform of the day is required when performing watchstanding duties.

4. The OOW shall be responsible for the normal execution of the Watch responsibilities as detailed in this instruction and the following:

a. NAVSEA Watch Officer's Manual
b. NAVSEA Watch Officer's Standing Instructions
c. NAVSEA Watch Officer's Security Manual
d. NAVSEA Watch Officer's MILSTRIP Procedures Guide
e. NAVSEA Message Processing Manual
f. NAVSEAINST 2319.1, Processing of Naval Messages
g. Travel Order Guide
h. Leave Log
i. Pass Down Log
j. Nuclear Reactor and Radiological Accidents; Procedures and Reporting Requirement for
k. NAVSEA POC Listing by Code
l. Emergency Action Folder (OPREP-3)

5. Watch Bill:

a. The Head, Military Personnel Services (SEA 09M2) will prepare the monthly Watch Bill for the signature of the Senior Watch Officer from the roster of officers (Lieutenant Commanders and below) permanently assigned to NAVSEA Headquarters and associated PEOs.

b. Thirty officers at a time will be assigned to watch duties. Having a limited number of qualified officers standing the watch will ensure Watch Officers remain up-to-date on watch procedures and NAVSEA polices that affect the Watch.

c. OOW's will rotate off the Watch Bill once they attain the required number of points under the watch point incentive system discussed in paragraph 6 and as officers are promoted to Commander the month following their assigned watch.

d. First time watchstanders will be assigned two indoctrination watches prior to their first regular watch. Indoctrination watches are normally conducted between 1545 and

2100 on weekdays. Prior to these indoctrination watches, all Watch Officers must complete enclosure (1), Watch Officer Personnel Qualification Standard (PQS).

e. All OOW's must successfully pass a written exam on watch procedures prior to their first assigned watch. If prospective watchstanders fail the exam, they will be assigned additional indoctrination watches and will take the exam again until they pass. The Head, Military Personnel Services is responsible for administration of the Watch Officer examination.

f. The Head, Military Personnel Services will maintain the master list of all officers eligible to assume the watch. As officers report onboard, their names will be added to the end of the list. As officers detach or promote, their names will be removed from the master list without changing the order of the remaining officers on the list. The order of names on the list will not be changed under any circumstances. This master list will be used for both the regular Watch Bill and the Stand-by Watch Bill ("Buck List").

g. The stand-by watch list will come from the names already assigned watches in a given month. Stand-by watchstanders will be designated in priority order. Whenever possible, no officer will be required to stand successive watches. If in the normal rotation such an assignment occurs, the Head, Military Personnel Services will exchange the officer's name with the next officer scheduled for stand-by watch.

h. Sufficient names are maintained on the watch list to permit relief assignments for officers unable to stand their duty because of detachment, sudden illness, unavoidable absence or unscheduled temporary additional duty. Officers unable to assume their scheduled watch will provide the Head, Military Personnel Services as much advance notification as possible in order to make the necessary stand-by arrangements.

i. Officers who are scheduled to take regular leave, separation leave and PTDY or to travel on Temporary Additional Duty will notify the Head, Military Personnel Services prior to the publication of the Watch Bill to allow for necessary changes to the Watch Bill. Notification should be made no later than the 15th day of the month prior to the month of the watch bill. Officers who wish to exchange duty for personal (non-emergency) reasons subsequent to the publication of the watch bill must

request and receive written authorization from the Senior Watch Officer at least three days prior to the exchange.

6. Watch Point Incentive Procedures:

a. A watch point incentive system has been established to allow officers to rotate off the Watch Bill. Points will be awarded as follows:

(1) One point for a weekday watch
(2) Two points for a weekend watch (Saturday or Sunday)
(3) Three points for a holiday watch (includes Christmas Eve and New Year's Eve)

b. When an OOW accumulates a certain number of points, he/she will rotate off the Watch Bill. The minimum number of qualifying points may be increased or decreased periodically depending on the availability of Watch Officers.

c. The first month of each new quarter, the Head, Military Personnel Services will prepare a current cumulative watch point summary and distribute it to all NAVSEA officers eligible to stand Watch.

7. Maintenance of Watch Materials and Facilities:

a. The Assistant Senior Watch Officer is responsible for ensuring manuals and publications used by the watch are kept current, and for providing office supplies.

b. The Material Support Division (SEA 04MS) will prepare and maintain the MILSTRIP Procedures Guide.

c. The NAVSEA Message Center (SEA 00I) will ensure that the master list of personnel authorized to release messages is kept up to date, and that changes to message editing software and other message procedures are provided to SEA 09M. Training on any new procedures will be scheduled through SEA 09M.

d. The NAVSEA Security Office (SEA 09T4) will ensure the access list is kept up to date.

e. The NAVSEA Security Office (SEA 09T4) will ensure that the safe combination is changed monthly.

f. SEA 00I will ensure the naval message system is in proper working order.

g. The Director, Military and Manpower Personnel (SEA 09M) is responsible for Providing and maintaining facilities (watch office, bunkroom, and washroom) and furnishings required by the Watch Officers.

8. The OOW is provided with two (2) parking spaces (H100 and H101) to accommodate the on-coming and off-going watch officer. No reservation is necessary. Parking spaces are available for a day of duty **ONLY**.

9. In the event of conflict between this instruction and other NAVSEA directives or publications affecting NAVSEA Watch procedures, this instruction takes precedence.

G. P. NANOS, JR.

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NAVSEA Special List Y2

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SEA 09M (10)
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NAVSEA WATCH OFFICER PERSONNEL QUALIFICATION STANDARD

Name/Rank:		***Code:***		***Phone:***	
Date Of First Assigned Watch:					

*THE WATCH OFFICER INDOCTRINATION CHECK OFF SHEET MUST BE DONE IN **SEQUENTIAL ORDER** AND COMPLETED **2 WEEKS** PRIOR TO YOUR FIRST WATCH. UPON COMPLETION OF CHECK OFF ITEMS 1-6, CONTACT **N. SIBERT, SEA 09M2**, TO ARRANGE FOR YOUR INDOC WATCHES. ITEMS 1-8 **MUST** BE COMPLETED SATISFACTORILY **PRIOR TO** YOUR WATCH EXAM AND FIRST ASSIGNED WATCH.*

ITEM NO		CHECK OFF ITEM	CODE & POC	LOCATION	PHONE NO	DATE COMPLETED	POC SIGNATURE
1	☐	**MILSTRIP PROCESSING PROCEDURES**	SEA 04MS5 Sal Ramirez	Bldg 197 Rm 4E/1617	(202) 781-1798		
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3	☐	**FORCE PROTECTION**	SEA 09T2 David Brummell	Bldg 197 Rm 1W/4052	(202) 781-2431		
4	☐	**HQ INTERNAL SECURITY PROCEDURES AND ADT PROCEDURES (**See Below)**	SEA 09T Daimion Sweeney	Bldg 197 Rm 1E/3000	(202) 781-2448		
5	☐	**NAVAL MESSAGE TRAINING**	SEA 00I1 Judy Rhodes	Bldg 197 Rm 4W/1913	(202) 781-3041		
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7	☐	**INDOC WATCH 1**	SEA 09M2 Nora Sibert	Bldg 197 Rm 4E/4356	(202) 781-3213		
8	☐	**INDOC WATCH 2**	SEA 09M2 Nora Sibert	Bldg 197 Rm 4E/4356	(202) 781-3213		
9	☐	**WATCH EXAM**	SEA 09M2 Nora Sibert	Bldg 197 Rm 4E/4356	(202) 781-3213		

** * ADT INDOC Brief is conducted **only** on **Tuesdays** and **Thursdays***

ENCLOSURE 1