DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO

NAVSEAINST 3120.3
Ser 04X/289
27 August 2002

NAVSEA INSTRUCTION 3120.3

From: Deputy Commander for Logistics, Maintenance and Industrial Operations

Subj: NAVSEA COMMAND CENTER INDUSTRIAL WATCH OFFICER

Ref: (a) NAVSEAINST 3120.2 NAVSEA Crisis Management and Command Center Operations (DRAFT)
(b) NAVSEAINST 3060.1B NAVSEA Command Center
(c) NAVSEAINST 1601.7 NAVSEA Crisis Management Organization

Encl: (1) Industrial Watch Officer (IWO) Qualification Card
(2) Standing Orders for the IWO
(3) Evaluation of Industrial Watch Officer Performance

1. Purpose. This instruction establishes the minimum requirements for the administration, operation, utilization, and support of the Industrial Watch Officer (IWO) and specifies the qualification requirements for the IWO.

2. Background. The NAVSEA Command Center provides a central location to respond to major casualty and/or emergency situations at NAVSEA headquarters or field activities. The IWO represents SEA 04 in the Command Center and is the single point of contact for responding to emergent issues at SEA 04 field activities. On watch, the IWO reports to the Command Center Watch Captain and the Assistant Deputy Commander for Industrial Operations (SEA 04X) in accordance with reference (a). Reference (a) will replace references (b) and (c) when issued.

3. Scope. This instruction applies to all personnel in SEA 04.

4. Responsibilities

a. Senior Industrial Watch Officer (SIWO)

(1) Staff the IWO watchbill with personnel qualified in accordance with enclosure (1). Normally, all military officers (02 to 05) and selected civilian personnel (Generally GS-13/14) in SEA 04 will qualify and stand watch as IWO. Exemptions from this plan, or changes to who shall stand IWO, shall be made by

in SEA 04 will qualify and stand watch as IWO. Exemptions from this plan, or changes to who shall stand IWO, shall be made by the Senior Industrial Watch Officer and approved by the Assistant Deputy Commander for Industrial Operations (SEA 04X).

(2) Provide additional policy, guidance, and assistance as necessary to ensure that the actions of the IWO are consistent with current departmental and NAVSEA policies.

(3) Draft and distribute the monthly IWO watchbill.

(4) Ensure those pertinent instructions, notices, recall lists, etc. in the Command Center are maintained current.

(5) Ensure the Command Center has the required reference material such as instructions, maps, and equipment to assist IWO.

(6) Schedule continuous training and disseminate pertinent information to the IWOs.

(7) Review the watch standing performance with each IWO semi-annually using enclosure (3). Discuss with the IWO areas that require improvement and schedule additional training and provide resources as necessary.

b. Industrial Watch Officers

(1) Perform duties as directed by the Assistant Deputy Commander for Industrial Operations (SEA 04X), Command Center Watch Captain, and SIWO.

(2) Carry out the Standing Orders of enclosure (2).

c. All SEA04 Codes

(1) Provide the SIWO with a recall list of personnel indicating telephone and pager numbers at which they may be contacted. This list should be updated as requested at least quarterly.

(2) Support the Command Center IWO during unusual events or requests from the field to the Command Center.

5. Training

a. Prior to assignment to the IWO watchbill, all IWO candidates shall complete enclosure (1).

b. The SIWO shall schedule additional continuous training to improve the knowledge base of the IWOs.

W. R. KLEMM

Distribution:
NAVSEA CODE 04X
NAVSEA CODE 04X1
NAVSEA CODE 04X2
NAVSEA COMMAND CENTER
COMMANDING OFFICER NAVSEA NR DET901

INDUSTRIAL WATCH OFFICER QUALIFICATION CARD

CANDIDATE'S NAME: _____

1) QUALIFICATION PREREQUISITES

a) Hold a Secret Security Clearance (Minimum).
b) Establish a SIPRNET account.
c) Obtain badge access to the Command Center.

_____ _____

09T Date

2) BACKGROUND KNOWLEDGE FACTORS

a) Anti-Terrorism/Force Protection (AT/FP) Demonstrate familiarity with the Navy's Policy for Combating Terrorism.

(1) **Read:** the Commander's Guide Blue Book OPNAVINST 5530.14C, OPNAVINST 3300.55, OPNAVINST 3300.53 and NAVSEAINST 3300.1.

(2) **Review:** DOD INST 2000-12H, NTTP 3-07-2-1, NWP 3-07.2, OPNAVINST 5510.36 and COMNAVREGSW presentation on "Jurisdiction Authority Over Civilians"

(3) Demonstrate an understanding of the FP Condition set at all the NAVSEA 04 field activities (latest fleet and NAVSEA messages).

_____ _____

IWO Date

b) Discuss the IWO's relationship with:

(1) 04/04B
(2) 04X
(3) 04X1
(4) 04X2
(5) 09T
(6) NCIS
(7) 08V
(8) Watch Captain
(9) NAVSEA Executive Assistant for Force Protection

(10) Program Executive Officers (PEOs)/Program Managers
(11) Command Duty Officer (CDO)

_____ _____
IWO Date

c) Understand the location and mission of the major 04X industrial facilities. Understand where to find the SY/SUPSHIP facility database, maps, point of contact list, and the availability databases.

_____ _____
IWO Date

d) Be familiar with SIPRNET, Web sites, TRMS, Web Links to unclassified sites and organization of files.

_____ _____
IWO Date

3) WATCH ROUTINE

a) Read and understand the Industrial Watch Officer standing orders.

b) Understand content and method of receiving the weekly SITREP from each field activity. Review one week of reports. Know where past reports are filed.

c) Understand the content of the morning Power Point brief. Demonstrate ability to use the touch-screen projector system.

d) Demonstrate ability to use the STU-III phones and the secret fax machine.

e) Understand where to look for messages from or pertaining to SEA 04 field activities. Understand message management and filing system.

f) Understand assignment and tracking of action items resulting from messages and SITREPs received.

g) Be familiar with the instructions and demonstrate the ability to handle classified material.

INDUSTRIAL WATCH OFFICER QUALIFICATION CARD

CANDIDATE'S NAME: _____

h) Understand the content of the watch logbook and the watch turnover process.

_____ _____
IWO Date

4) UNUSUAL EVENTS

a) Discuss actions taken for an unusual event (bomb threat, potential terrorist attack, fire, etc.) at a SEA04-field activity. Explain differences if the event happens during the day or after hours.

b) Discuss actions taken for an unusual event (bomb threat, potential terrorist attack, fire, etc.) at the WNY. Explain differences if the event happens during the day or after hours.

_____ _____
IWO Date

5) PRACTICAL FACTORS

a) Stand two 8-hour Under Instruction Watches. Observe watch turnover and morning brief.

_____ _____
IWO Date

_____ _____
IWO Date

6) QUALIFY AND ENTER NAME INTO WATCH SCHEDULE

_____ _____
SIWO Date

STANDING ORDERS FOR THE INDUSTRIAL WATCH OFFICER

1. Command Center. The primary purpose of the Command Center is to provide a central location to respond to major casualty and/or emergency situations for NAVSEA owned assets. Major casualty and/or emergency situations include the following as a minimum:

   a. Bomb Threat
   b. Terrorist Attack/Threat
   c. Facility Incident
   d. Fire
   e. Flooding
   f. Storm Damage
   g. Docking Incident
   h. Collision
   i. Nuclear Casualty

Additionally, the Command Center functions as a central location for reviewing daily classified and unclassified message traffic, SITREPs, world affairs, and fleet and industrial facility issues.

2. Industrial Watch Officer (IWO). The IWO's primary responsibility is to respond to major casualty and/or emergency situations that affect NAVSEA assets. Additionally, the IWO is responsible to provide daily watch standing support in the Command Center and to provide a central point of contact regarding force protection issues for NAVSEA industrial operations. Specific duties associated with the IWO's responsibilities are defined in paragraphs 3 through 7 below. As a basic watch standing requirement, each IWO must have:

   a. A security clearance of SECRET or higher
   b. A SIPRNET account for access to the classified computer network
   c. Badge access to the Command Center.
   d. Each IWO will be required to complete the qualification card prior to standing the Command Center watch.

3. Casualty and Emergency. The IWO is to obtain as much information about the casualty and/or emergency situation that has occurred and present that information to NAVSEA headquarters personnel. The IWO shall:

   a. Coordinate with the Command Center Watch Captain (CCWC) to ensure that proper actions are being taken.

EVALUATION OF INDUSTRIAL WATCH OFFICER PERFORMANCE

b. Establish points of contact at the industrial facility at which the event has occurred. Points of contact at each industrial facility can be found on the unclassified computer (H:/Command Center/NAVSEA 04/Industrial Watch/ NAVSEA04_ACTIONS_POCS.xls) or in the POC binder located in the Command Center. The IWO shall initiate contact with POCs and schedule planned follow-up calls to obtain more information. It is important to give the industrial facility personnel responding to the casualty and/or emergency sufficient time to assess the situation.

c. Gather information from all available sources. Maps are provided throughout the Command Center as a quick reference to the region experiencing the situation. Internet web sites have been provided on the classified and unclassified computers to support obtaining additional information. Databases on the computers also contain useful information.

d. Notify appropriate NAVSEA headquarters personnel of the event.

e. Prepare briefing materials for presentation for use by decision makers. Exact materials will vary depending on the situation. Examples include maps and pictures of the affected area, weather report including wind direction, and a timeline description of events to date. The IWO represents NAVSEA 04 interests, and actions taken should maintain that priority.

4. Notifications. When an event occurs, actual casualty, high interest situation (i.e. accident, bomb threat) or security drill, which could generate external interest, the IWO should ensure that immediate casualty response at the affected site is in progress to protect life and material assets (e.g., ship/equipment). Notifications shall be done within 15 minutes through STU-III, secure voice. Follow on messages shall be made within one hour by SIPRNET (if available) or secure fax. Once confident that such actions are in progress, the IWO's next responsibility is to notify the chain of command within NAVSEA headquarters that an event has occurred. The CWCC is the Command Center's representative and should be briefed on all issues pertaining to the situation. The IWO shall notify key NAVSEA 04 personnel of the casualty and/or emergency event. Additional

STANDING ORDERS FOR THE INDUSTRIAL WATCH OFFICER

notifications may be made as directed by notified individuals, at CCWC's discretion or as dictated by the situation. The guidance provided below should be used as a minimum when determining what NAVSEA code should be notified:

Event at Industrial Facility	04	04 X	04X1 Note 1	04X2 Note 2	00T	04XQ	09T	NCIS	08V Note 3	05	CCWC	CDO	00
Serious personnel injury/death	X	X	X	X	X			X	X		X	X	X
Terrorist attack/ incident	X	X	X	X			X	X	X		X	X	X
Security Issue, suspicious activity, terrorist threat, bomb threat	X	X	X	X			X	X	X		X		
Intel Threat Assessment	X	X	X	X			X	X	X		X		
Change to FPCON	X	X	X	X			X	X	X		X		
MAJOR Crane Accident	X	X	X	X		X			X	X	X		X
SIGNIFICANT Fire, Flooding, Other Industrial Accident	X	X	X	X					X		X		X
Casualty to a dry dock	X	X	X	X		X			X	X	X		X
Radiological/Nuclear emergency/casualty	X	X	X	X			X		X		X	X	X
Impending destructive weather	X	X	X	X				X	X	X	X	X	X

Note 1: Only applies to Private Shipyard Matters
Note 2: Only applies to Naval Shipyard Matters
Note 3: Only applies to Nuclear capable shipyard matters

STANDING ORDERS FOR THE INDUSTRIAL WATCH OFFICER

5. Daily Routine for Industrial Watch Officer.

a. **Schedule.** The Command Center is to be manned per the following table:

Command Center Operations for Varying FP Conditions
(THE HIGHEST CONDITION IN THE FIELD ACTIVITY APPLIES)

FPCON	Hours of Operation (Hrs x days)	Watch Captain	Action Officer	Industrial Watch Officer	ECC Liaison
Alpha	8 x 5 (0730-1530)	Pager Duty	X	Pager Duty	If Activated
Bravo	12 x 5 (12-1800/06-1200) &	Pager Duty	X	Pager Duty	If Activated
Charlie	12 x 7 (12-1800/06-1200)	X	X	X	If Activated
Delta	24 x 7 (06-1400/14-2200/22-0600)	X	X	X	X

NOTE: When NAVSEA08, Naval Reactors, operates its command center, a continuous phone bridge between them and the IWO will be established. When the Command Center is not open during times that that NAVSEA08 is operating their command center, then the IWO will physically stand watch with NAVSEA08. This will occur regardless of the hours.

b. **Watch Routine (Conditions Alpha, Bravo and Charlie).** The IWO will be responsible for the following daily routine:

STANDING ORDERS FOR THE INDUSTRIAL WATCH OFFICER

(1) At 0600 (FPCON B & C) or 0800 (FPCON A), check in with CCWC at the Command Center.

(2) If not accomplished by 00 Watch Officer, notify the NAVSEA Duty Officer at 703-692-9282 or 9283 that the Command Center is manned and operating.

(3) Transfer telephones (STU III and non secure) from NAVSEA Duty Officer to Command Center in accordance with "Automatic Phone Roll over" (NSSCC 2 002)

(4) Energize plasma displays and proxima overhead projectors in accordance with "SMART Board Operation for Presentations" (NSSCC 2 004).

(5) Logon to classified and unclassified computers in accordance with "Starting Computer Work Stations (NSSCC-2-005).

(6) Notify Watch Captain of docking evolutions and sea trials schedule that day.

(7) Review the following items on the appropriate computers in preparation for the brief:

(a) Unclassified Message Traffic (computers A, B, H, or J).

(b) Classified Message Traffic (computers C, D, E, G, or I)

(c) News wire services for significant events (computers A, B, H, or J)

(d) Intelligence websites for significant developments (computers C, D, E, G, or I)

(8) Prepare the morning Power Point brief on Computer J. By 0745 (FPCON B & C) or 0845 (FPCON A), send an email (via Blackberry if they have one) to NAVSEA 04, 04X, 04X1, 04X2, 09T, 04XA, 04 SWIO and 08V, identifying what will be discussed at the 0830 brief with NAVSEA 00.

(9) Setup Screen Displays As follows:

Note: Ensure Battle Groups are properly labeled near each plasma display.

STANDING ORDERS FOR THE INDUSTRIAL WATCH OFFICER

(a) Computer G: Display TRMS Data for Pacific Fleet Deployed Carriers and Amphibious Readiness Groups

(b) Computer H: Display the Shipyard maintenance availabilities chart provided by the O4 watch.

(c) Computer I: Display TRMS Data for Pacific Fleet Deployed Carriers and Amphibious Readiness Groups

(d) Computer J: Industrial Watch Power Point brief on Whiteboard.

Note: TRMS Displays on Computers G and I need to be periodically refreshed before the brief to ensure to prevent automatic log off. Also, for Computer H, the time line for availabilities must be adjusted.

c. **Morning Brief.** Conduct the daily briefing in accordance with "NSSCC Daily Briefing Agenda" (NSSCC-3-003). The IWO will brief SEA 00 on the following:

(1) Significant events or changes in conditions at Naval Shipyards and SUPSHIP Industrial Facilities such as industrial accidents or changes in force protection capabilities.

(2) Reported or anticipated security threats.

(3) Highlight any other significant event pertinent to industrial facilities that would be noteworthy to SEA 00.

The brief shall be developed on Power Point slides and should be concise and limited to 1 to 2 minutes. Previous Power Point presentations can be found at H:\Command Center\NAVSEA 04\ Industrial Watch\Industrial Watch Brief.ppt. The Power Point slides shall be unclassified. Pictures, maps and web downloads of pertinent information shall be used to support the morning presentation. See previous Power Point presentations for examples.

6. **Weekly SITREPS.** NAVSEA Naval Shipyards and all SUPSHIP activities have been tasked to provide by COB each Monday a situation report (SITREP) documenting the Force Protection posture of their facility. If the report is not made on time, the IWO should contact the appropriate point of contact at the facility on the status of the report and notify the SIWO, if required. The SITREPs are provided by the Industrial Facilities to the Command Center via classified (SIPRNET) or unclassified email, classified or unclassified FAX, or in some cases a documented phone conversation can be used. The SITREPs shall be reviewed for noteworthy items and specific action requests.

STANDING ORDERS FOR THE INDUSTRIAL WATCH OFFICER

reviewed for noteworthy items and specific action requests. Pertinent information should be forwarded to the appropriate NAVSEA code(s) for action and/or included in the morning brief to NAVSEA 00.

7. **E-Mail and Message Traffic.** The IWO shall monitor message traffic throughout the day for issues that affect the NAVSEA Command and in particular the SEA 04 industrial facilities. The Defense Messaging System has been configured to automatically route classified messages to the classified computers (in addition to gate guard) and unclassified messages to the unclassified computers. A SIPRNET account will be required to access the classified messages.

a. In MS Outlook, rules have been established that automatically sort email messages into folders. Most unclassified email messages pertinent to the IWO will be automatically sorted into the "NAVSEA 04 Inbox" folder, but the IWO should check the regular inbox and the "COMNAVSEASYSCOM" folder regularly as well. In classified email, the IWO should check the "Inbox", "Force Protection", "NAVSEA 04 Incoming", and "NAVSEA Outgoing" folders.

8. **Pass Down Log.** The NAVSEA 04 logbook shall be used by the IWO to document pertinent information that occurred during the watch. Entries into the logbook shall also function as the method for watch turnover.

9. **Pager Watch.** When on pager watch during working hours, the IWO will check into the Command Center at the beginning of the watch, check information sources, prepare briefing materials, and remain in the Command Center through the morning brief. After the morning brief, with the Watch Captains concurrence, the IWO may return to his or her desk to accomplish work, but must:

a. Be within 5 Minutes of the Command Center (Inside Building 197) throughout the day.

b. Carry the NAVSEA 04 text pager (BlackBerry) and cell phone.

c. Check in with the Command Center periodically to review incoming messages.

d. Check out with the Action Officer before leaving at the end of the day to provide nighttime contact information (home/cell

STANDING ORDERS FOR THE INDUSTRIAL WATCH OFFICER

10. **Naval Reactors Emergency Control Center (ECC) Phone Bridge.** The purpose of the ECC phone bridge is to enhance communications with Naval Nuclear Propulsion Program Activities. When the SEA 08-phone bridge is operating, the Command Center will be continuously connected to the bridge. The Senior IWO is responsible for staffing the ECC_liaison (bridge talker). During increased activity (usually day), a second person should be assigned to fulfill the responsibilities of the ECC liaison. During minimal activity (such as the midnight watch), the IWO should be able to stand both watches.

11. **Holidays, Weekends and Evenings**. When on duty on holidays, weekends and evenings, the IWO must:

a. Be able to report to the Command Center in 2 hours or less.

b. Carry the NAVSEA 04 text pager. Operating instructions for the pager can be found in the POC (Point of Contact) binder.

c. Carry a POC list.

12. **CNO Ship Availabilities**. A database has been developed that identifies CNO availabilities at private and Naval shipyards. The database can be accessed from the drive H:/Command Center/Industrial Watch/AVAILs, and shall be used during the morning briefs. The database will be periodically updated by 04X1 and 04X2 to reflect changes in the availability dates. The IWO should request an update from 04X1/04X2 if the data is more than 2 weeks out of date. Updates to key events pertaining to the CNO availabilities are provided to the Command Center via ship and industrial facility SITREPs, Biweekly reports, Naval Shipyard Morning Report (04X2) and PMS 393 Submarine Status Report.

13. **Anti-terrorism/Force Protection (AT/FP).** The IWO shall be the liaison between the private and Naval shipyards regarding AT/FP issues. In some cases, the industrial facility may not know who to contact on a particular issue and may not have the time to notify personnel because of the casualty or emergency they are involved with. The IWO will be responsible to ensure that the correct codes at NAVSEA headquarters have been notified and actions are assigned where applicable. The NAVSEA Force Protection Executive and 09T shall be informed on the status/actions on all AT/FP issues. The IWO shall become familiar with AT/FP instructions and messages located in binders in the Command Center.

STANDING ORDERS FOR THE INDUSTRIAL WATCH OFFICER

		EVENT									
NAME (CONTACT)	Phone NUMBER	SERIOUS PERSONAL INJURY OR DEATH	TERRORIST ATTACK/ INCIDENT	SECURITY ISSUE, SUSPICIOUS ACTIVITY, TERRORIST THREAT, BOMB THREAT	INTEL THREAT ASSESSMENT	CHANGE TO FPCON	MAJOR CRANE ACCIDENT	SIGNIFICANT FIRE, FLOODING, OTHER INDUSTRIAL ACCIDENT	CASUALTY TO A DRYDOCK	RADIOLOGICAL/ NUCLEAR EMERGENCY OR CASUALTY	IMPENDING DESTRUCTIVE WEATHER
04: *RADM Klemm*	202-781-3890	X	X	X	X	X	X	X	X	X	X
04X, Industrial Operations: *Mr. J. Brice*	202-781-3894	X	X	X	X	X	X	X	X	X	X
04X1, SUPSHIP Director: *CAPT Roey*	202-781-1810	A	A	A	A	A	A	A	A	A	A
04X2, NSY Director: *Mr. T. Davies*	202-781-3380	B	B	B	B	B	B	B	B	B	B
09T, NAVSEA Security: *Mr. Tom Callan*	202-781-2432		X	X	X	X				X	
NCIS: *Mrs. Erin Betro*	202-781-2425(W) 202-437-8526(C)	X	X	X	X	X					X
08V, Nuclear: *Duty Officer*	202-781-5981	C	C	C	C	C	C	C	C	C	C
05, Technical: *Rotational*							X		X		X
CC Watch Captain: *Rotational*		X	X	X	X	X	X	X	X	X	X
NAVSEA CDO: *Rotational*	202-781-3889	X	X							X	X
00,		X	X				X	X	X	X	X

NOTES:

A. For Private Shipyards

B. For Naval Shipyards

C. For Events at any NSYs or Supships Groton and Newport News

C. For Events at any NSYs or Supships Groton and Newport News

EVALUATION OF INDUSTRIAL WATCH OFFICER PERFORMANCE

WATCH STANDER NAME: _____

1. Demonstrate knowledge and understanding of the Guiding Documents.

NEEDS IMPROVEMENT		ADEQUATE		HIGHLY EFFECTIVE	
0	1	2	3	4	5

2. Demonstrate knowledge and understanding of the major SEA04X Industrial Facilities.

NEEDS IMPROVEMENT		ADEQUATE		HIGHLY EFFECTIVE	
0	1	2	3	4	5

3. Demonstrate knowledge and understanding of the IWO watch routine.

NEEDS IMPROVEMENT		ADEQUATE		HIGHLY EFFECTIVE	
0	1	2	3	4	5

4. Demonstrate ability to collect and understand the SEA04 Industrial Facility SITREPS.

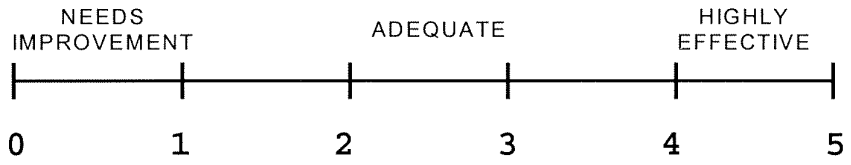
NEEDS IMPROVEMENT		ADEQUATE		HIGHLY EFFECTIVE	
0	1	2	3	4	5

5. Demonstrate ability to use the Command Center equipment and systems (STUIII, Fax, Secure Fax, Touch Screen Projector, SIPRNET, TRMS).

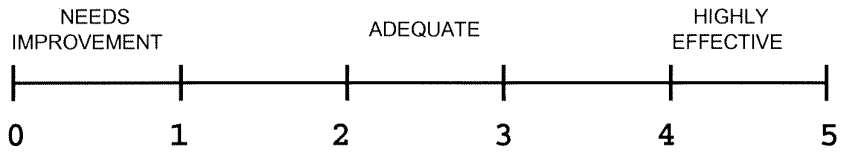
NEEDS IMPROVEMENT		ADEQUATE		HIGHLY EFFECTIVE	
0	1	2	3	4	5

EVALUATION OF INDUSTRIAL WATCH OFFICER PERFORMANCE

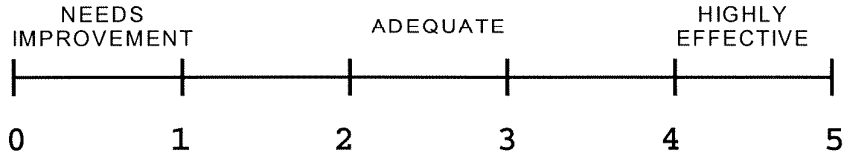
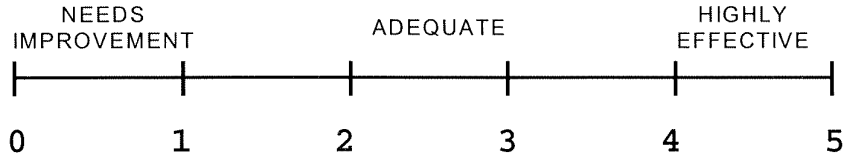
6. Demonstrate ability to perform Morning Briefs in a professional manner (Neat Appearance, Power-Point Presentation of material, knowledgeable of subject).



7. Demonstrate ability to assume and transfer the Industrial Watch.



8. Demonstrate knowledge of procedures, use and management of classified materials.



9. Demonstrate knowledge and understanding of Actions to be taken during Emergency and unusual situations.