



Officer of the Deck (OOD) Job Qualification Requirements

CRYPTOLOGIC WARFARE GROUP SIX (CWG6)

From: Senior Watch Officer, CRYPTOLOGIC WARFARE GROUP SIX
To: Prospective Officers of the Deck (OODs)

Subj: Officer of the Deck (OOD) Job Qualification Requirements (JQR)

Ref: (a) CRYPTOWARGRU SIX 3100.2 Quarterdeck Standard Operations Instruction

1. In accordance with reference (a), all personnel assigned to CWG-6 and subordinate commands, ranks E-5 – E-6, are required to qualify as OOD. All Officers of the Deck (OODs) will be scheduled for their boards by the Quarterdeck Manager.
2. Command SWO Points of Contact (POCs):

Senior Watch Officer	Office: (240) 636-9668
Assistant Senior Watch Officer	Office: (240) 636-9656
Quarterdeck Manager	Office: (240) 636-9671

3. JQR Assignment:

Board Date

Duty Section Assigned

OOD Boards will be conducted Tuesday and Thursday 1300 – 1530 in NBP 306 RM 110

4. Appointment:

Malcolm D Moore
Appointee's Name

Malcolm Moore
Appointee's Signature

ETUI HERNANDEZ EDWARDS
Quarterdeck Manager's Name

Quarterdeck Manager's Signature

3/19/21
Date Qualified

Officer of the Deck (OOD) JQR Guidelines

This guide will explain the Job Qualification Requirements (JQR) program for OOD at CWG6.

I. What is a JQR?

Job Qualification Requirements.

II. Who is eligible?

OOD will be E-5 and E-6 personnel administratively assigned to CWG6, and those junior officers with less than three years commissioned.

III. JQR format

Each JQR is broken down into different categories.

IV. Pre-Requisites

All personnel will need an NMCI account prior to being able to board.

V. How to qualify

Personnel will qualify for watch within 30 days of reporting to the command. Personnel will present this JQR for review at their assigned board. **Failure to complete the JQR will result in notification of the member's Chain of Command, in addition to possible watch(es) under instruction.** The prospective OOD will be boarded by the Quarterdeck Manager.

VI. Who can sign items off in your JQR?

Only qualified SDO and OOD watchstanders are authorized to sign off on this OOD JQR.

VII. Where must your answers come from?

All answers must be found by referencing Command Standard Operating Procedures (SOPs) located on the Quarterdeck and the CWG6 Command Portal. Instructions for accessing the Command Portal may be found below:

COMMAND PORTAL ACCESS INSTRUCTIONS: NIOC Maryland personnel should have access to the command portal webpage in order to view watchbills, Duty Section roster, Standard Operating Procedures (SOPs), reporting matrix, etc. Quarterdeck information is found by clicking on the "Services" tab on the main webpage, and clicking on the "Quarterdeck" link. Follow the instructions below to request and use your portal account:

- 1.) Enter command portal URL in browser:
<https://usff.navy.deps.mil/sites/CWG6/SitePages/Home.aspx>
- 2.) Under the "Help" tab, click on "Request a Portal Account."
- 3.) Follow instructions on the webpage.

After requesting your portal account, you can test it by entering the URL listed in Step 1 above, selecting your **DoD Email Certificate**, and looking at the upper-right hand corner of the page to ensure your name is displayed, and NOT "DoD.User." If your name is displayed and you cannot view the "Quarterdeck" tab under "Services," submit a trouble ticket stating this tab is not viewable via the "IT Help" button on the main page OR call IMO (Tech Support) at (410) 854-2943/(410) 854-2944.

OOD BOARD PRE-REQUISITES

1. Active NMCI account.

Qualifier: N/A Date: _____

NIOC MARYLAND WATCH FUNDAMENTALS

1. Identify the Quarterdeck chain of command.

Qualifier: CTIZ(W) BRYAN ASCARNEY BSL Date: 09 FEB 2021

2. State the general duties and responsibilities of the SDO watch.

Qualifier: BSL Date: 09 FEB 2021

3. State the general duties and responsibilities of the OOD watch.

Qualifier: BSL Date: 09 FEB 2021

4. State the general duties and responsibilities of the JOOD watch.

Qualifier: BSL Date: 09 FEB 21

5. When should a field day be conducted on the Quarterdeck?

Qualifier: BSL Date: 09 FEB 21

6. State how the Privacy Act affects the Quarterdeck watch.

Qualifier: BSL Date: 09 FEB 21

7. When should "Attention on Deck" be called on the Quarterdeck?

Qualifier: BSL Date: 09 FEB 21

GENERAL WATCHSTANDING ISSUES

1. When and how does watch turnover take place?

Qualifier: John MATTADEN Date: 09 FEB

2. Who may make deck log entries?

Qualifier: John Date: 09 FEB 21

3. What are the Accountables and Gains and Losses?

Qualifier: John Date: 09 FEB 21

4. When must the daily reports be sent?

Qualifier: John Date: 09 FEB 21

5. Discuss the requirements for visitors/guests.

Qualifier: John Date: 09 FEB 21

6. Where must the OOD advise new command check-ins to report to immediately following the stamping of their orders?

Qualifier: [Signature] CTN² Matta deen Date: 09 FEB 21

7. What actions should be taken if a maintenance problem is found on rounds or reported?

Qualifier: [Signature] Date: 09 FEB 21

8. Describe the procedure for checking bags?

Qualifier: [Signature] Date: 09 FEB 21

9. What is the purpose of the red phone on the Quarterdeck?

Qualifier: [Signature] Date: 09 FEB 21

10. What do you do if deployed or TAD personnel call with an issue concerning DTS?

Qualifier: [Signature] Date: 09 FEB 21

INCIDENT REPORTING

1. Which SOP is used for incident reporting?

CTI²(IW) CARNEY, BRYANA
Qualifier: [Signature] Date: 9 FEB 2021

2. What are SER, OPREP-3 UNIT SITREP, and OPREP-3 NAVY BLUE messages? Who drafts them?

Qualifier: [Signature] Date: 09 FEB 21

3. Provide examples of each of the three above-listed messages.

Qualifier: [Signature] Date: 09 FEB 21

4. State the intended recipient of each type of message.

Qualifier: [Signature] Date: 09 FEB 21

5. Who has the release authority for OPREP-3s?

Qualifier: [Signature] Date: 09 FEB 21

6. What is the time requirement for the initial voice report for OPREP-3s?

Qualifier: [Signature] Date: 09 FEB 21

7. What is the time requirement for the release of the initial message for OPREP-3s?

Qualifier: [Signature] Date: 09 FEB 21

RED CROSS MESSAGES

1. What information is written down when a Red Cross call comes in? On which phone is the call received?

Qualifier: [Signature] CTI² (IW) Carney Date: 09 FEB 21

2. What two things are done next?

Qualifier: BSE CTN² Mattandeen Date: 09 FEB 21

FIRE PROCEDURES

1. What are the Quarterdeck's responsibilities upon discovery of a fire?

Qualifier: Jetha CTN² MATTADEN Date: 09 FEB

2. Where do the building fire alarms terminate, specify by building?

Qualifier: Jetha Date: 09 FEB 21

3. State the evacuation procedures to follow for a fire in the barracks.

Qualifier: Jetha Date: 09 FEB 21

JOOD RESPONSIBILITIES

1. How often are rounds conducted of the 9800 complex?

Qualifier: Jetha CTN² (IW) MATTADEN Date: 09 FEB

2. State the opening and closing times for Bldg 9805. When is the JOOD permitted to leave Bldg 9805?

Qualifier: Jetha Date: 09 FEB 21

BOMB THREAT PROCEDURES

1. State the procedure the Quarterdeck should follow upon receipt of a bomb threat?

Qualifier: BSE CTN² (IW) Carney Date: 09 FEB 21

2. What devices should not be used in the event of a bomb threat?

Qualifier: BSE Date: 09 FEB 21

3. How do you evacuate a building during a bomb threat or when a suspected bomb is found?

Qualifier: BSE Date: 09 FEB 21

4. What report should be drafted for a valid bomb threat? What report should be drafted in the event the threat was a hoax?

Qualifier: BSE Date: 09 FEB 21

PHYSICAL SECURITY

1. What areas of the command have intrusion alarms? What action does the JOOD take in the event of an activated alarm?

Qualifier: BSE CTN² (IW) Carney Date: 09 FEB 21

2. What action does the OOD take in the event of an activated alarm?

Qualifier: BSE Date: 09 FEB 21

3. Who has the authority to authorize a search when a criminal act is suspected?

Qualifier: BSE CT12 (IW) Carney Date: 09 FEB 21

4. What types of searches can watchstanders conduct? What kinds are prohibited?

Qualifier: BSE Date: 09 FEB 21

5. Who should be contacted if the watch or SDO thinks a search is needed?

Qualifier: BSE Date: 09 FEB 21

6. What actions does the Quarterdeck take if they observe a suspicious person or a crime being committed?

Qualifier: BSE Date: 09 FEB 21

INJURY/HEALTH ISSUES

1. What should watchstanders do if a safety hazard is discovered on rounds or reported to the Quarterdeck?

Qualifier: Gu W CT12 Kennedy Date: 07 FEB 21

2. What are the Quarterdeck's responsibilities for a command member who is injured in the 9800 complex?

Qualifier: Gu W Date: 09 FEB 21

3. What are the Quarterdeck's responsibilities for a command member who is attempting suicide or making a suicidal gesture?

Qualifier: Gu W Date: 09 FEB 21

RAPE/SEXUAL ASSAULT

1. What procedures should the Quarterdeck follow in the event of a reported rape/sexual assault or if a command member is found raped/sexually assaulted on rounds?

Qualifier: Gu W CT12 Kennedy Date: 09 FEB 21

2. What measures are used to protect the sensitivity of a reported rape/sexual assault and the privacy of the individual(s)?

Qualifier: Gu W Date: 09 FEB 21

3. What reports should be done in the event of an alleged rape/sexual assault?

Qualifier: Gu W Date: 09 FEB 21

COMPETENCY FOR DUTY (SOBRIETY)

1. Who may authorize a competency for duty examination?

Qualifier: BSE CT12 (IW) Carney Date: 09 FEB 21

2. Who may be given a sobriety examination?

Qualifier: BSE Date: 09 FEB 21

3. Who is required to be contacted if a sobriety exam is needed?

Qualifier: BBL CT1² (IW) category Date: 09 FEB 21

4. Who escorts the member in question?

Qualifier: BBL Date: 09 FEB 21

5. What action should be taken if a watchstander is suspected of being impaired or otherwise not fit for duty?

Qualifier: BBL Date: 09 FEB 21

6. What reports are required?

Qualifier: BBL Date: 09 FEB 21

7. What actions should the Quarterdeck take if an intoxicated person is causing a disturbance?

Qualifier: BBL Date: 09 FEB 21

VEHICLE POLICY/SAFE RIDE PROGRAM

1. When is the command duty driver available?

Qualifier: J. Mattaden CTN2(IW) MATTADSEN Date: 09 FEB

2. Provide examples of legitimate uses of a Navy vehicle and non-legitimate uses.

Qualifier: J. Mattaden Date: 09 FEB 21

3. Explain the Quarterdeck's responsibilities in the event of a reported traffic accident.

Qualifier: J. Mattaden Date: 09 FEB 21

4. Describe the steps a Duty Driver must take if involved in a traffic accident while driving a duty vehicle.

Qualifier: J. Mattaden Date: 09 FEB 21

5. Where must the Duty Driver report to within 24 hours of an accident? Why?

Qualifier: J. Mattaden Date: 09 FEB 21

6. Discuss the Quarterdeck's responsibilities upon receipt of a call from a Sailor requesting a Safe Ride.

Qualifier: J. Mattaden Date: 09 FEB 21

EXTRA DUTY/RESTRICTED PERSONNEL

1. State ALL the rules that apply to restricted personnel.

Qualifier: J. Mattaden CTN2 MATTADSEN Date: 09 FEB

2. What are the requirements for bunk checks?

Qualifier: J. Mattaden Date: 09 FEB 21

KEY/KEYCARD CONTROL

1. Discuss the procedures for checking out a key or keycard. What procedure should be followed for a missing key card?

Qualifier: [Signature] CTI² Kennedy Date: 09 FEB 21

2. Who can check out the master keycard?

Qualifier: [Signature] Date: 09 FEB 21

3. What are the uses of the emergency master keycards and where are they located?

Qualifier: [Signature] Date: 09 FEB 21

COMMUNICATIONS

1. Give examples of proper and improper radio procedures.

Qualifier: [Signature] CTI² (IW) Kennedy Date: 09 FEB 21

2. To whom do you refer inquiries from news agencies?

Qualifier: [Signature] Date: 09 FEB 21

INCLEMENT WEATHER

1. Who sets the policy for modifying work hours due to inclement weather?

Qualifier: [Signature] CTN² MATTHEW Date: 09 FEB

2. Who is responsible for removing snow around the Quarterdeck and 9800 complex?

Qualifier: [Signature] CTN² Matthew Date: 09 FEB 21

3. Where are barracks residents evacuated to in the event of severe/life threatening weather?

Qualifier: [Signature] CTN² Matthew Date: 09 FEB 21

IDENTIFY KEY PERSONNEL

1. State the names of the following personnel summarize what they do, and their interaction with the Quarterdeck.

a. Commanding Officer CAPT J. D. SEARS

j. Safety Officer Mr. McBride

b. Executive Officer P.A. MURPHY

k. BEQ Officer Mr. Pen

c. Command Master Chief CMC K. V. KELLER

l. BEQ Chief SKATES
WILSON

d. Senior Watch Officer LT Beale

m. Chaplain LT Spindle

e. Assistant Senior Watch Officer ITC MAGIMAY

n. Casualty Assistance Calls Officer (CACO)

f. Quarterdeck Manager CTN² ESPINOZA

o. Sexual Assault Response Coordinator (SARC) Mr. Garrett

g. Chief Master at Arms MACS JOSEPH

p. Legal Officer (Staff Judge Advocate) LT Blocker

h. Vehicle Control Officer

CS² Wilson

q. Public Affairs Officer (PAO)

LT Beale

i. Command Fire Marshall

MACE Joseph

Qualifier:

CTI² Kennedy

Date: 07 MAR 21

WATCHSTANDER'S RESPONSIBILITY

1. Who may make changes to the watchbill?

Qualifier:

CTN2 MATTADEN

Date: 09 FEB

2. When are you available for duty?

Qualifier:

Date: 09 FEB 21

3. Where can you find your Duty Section's watchbill?

Qualifier:

Date: 09 FEB 21

COLORS

1. What time are morning colors performed?

Qualifier:

CTI² Kennedy

Date: 7 MAR 21

2. Where do you find what time evening colors are conducted?

Qualifier:

Date: 07 MAR 21

3. How many whistles start and end colors?

Qualifier:

Date: 07 MAR 21

4. What flags are to be flown and on what side?

Qualifier:

Date: 07 MAR 21

5. What are the procedures for half-mast?

Qualifier:

Date: 07 MAR 21

6. How many individuals does the color detail consist of? Who are they?

Qualifier:

Date: 07 MAR 21

7. What is the SDO's responsibility during colors?

Qualifier:

Date: 07 MAR 21

PROFICIENCY TASKS AND BREAK-IN WATCHES – on-watch SDO or OOD must sign.

1. Complete a walkthrough of the locking and unlocking procedures of 9805.

Qualifier:

CTN2 MATTADEN

Date: 09 FEB 21

2. Demonstrate the use of the KeyTrak system.

Qualifier: [Signature] CTN2 MATTADEN Date: 09 FEB 21

3. Discuss the steps involved in drafting an OPREP-3 UNIT SITREP and NAVY BLUE message.

Qualifier: [Signature] CTN2 MATTADEN Date: 09 FEB

4. Draft an SER.

Qualifier: [Signature] CTN2 MATTADEN Date: 09 FEB

5. Complete all procedures for a new command check-in.

Qualifier: [Signature] CTN2 MATTADEN Date: 09 FEB

6. Observe morning colors.

Qualifier: [Signature] CTI² Carney Date: 09 FEB 21

Qualifier: [Signature] CTI¹ Kennedy Date: 07 MAR 21

6. Observe Duty Driver turnover.

Qualifier: [Signature] CTI² Kennedy Date: 07 MAR 21

7. Break-in watch #1: Monday through Friday, not holidays from 0615 until 0815. Must be in NSUs.

Qualifier: CTI2(W) CARNEY, BRYANA [Signature] Date: 9 FEB 2021

8. Break-in watch #2: Any four hour block. Must be in NSUs.

Qualifier: [Signature] CTI¹ Kennedy Date: 07 FEB 2021