COMSC INSTRUCTION 1601.2M

Subj: WATCH ORGANIZATION AND QUALIFICATION REQUIREMENTS FOR
THE MILITARY SEALIFT COMMAND COMMAND CENTER

Ref: (a) Personal Qualification Standard for Joint Maritime Command Information
System (JMCIS) Watch Officer/Manager (NAVEDTRA 43555-1, May 1995)

Encl: (1) Job Qualification Requirements for Staff Duty Officer
(2) Job Qualification Requirements for Petty Officer of the Watch

1. Purpose. To establish the organization and procedures for maintaining watches in the Military Sealift Command (MSC) Command Center and to provide standard guidance and supporting reference for the qualification and certification for MSC Command Center watchstanders. This is a complete revision and should be read in its entirety.

2. Cancellation. COMSCINST 1601.2L.

3. Background. The Command Center serves as MSC Headquarters' central location for the timely receipt, display and dissemination of daily operational data. It also provides a single point of contact for coordinating and monitoring actions in response to incoming operational tasks and requirements. Proper training, qualification and certification of watchstanders are essential in providing standardization, professional competency and consistency in the Command Center.

4. Responsibilities

    a. Senior Watch Officer (SWO). The Director of Operations and Plans (N3/5) shall be designated as the SWO. The SWO shall:

        (1) Serve as the senior officer responsible for the oversight and conduct of the watch organization within MSC Headquarters.

(2) Approve the watchbill submitted by the Watch Bill Coordinator (WBC) for all watchstanders in the Command Center.

(3) Serve as the senior member of the watch qualification board, or designate the Current Operations Officer, if appropriate.

(4) Certify final qualification for all Staff Duty Officer (SDO) watchstanders upon recommendation by the Current Operations Officer.

b. <u>Current Operations Officer (N31)</u>. The Current Operations Officer has overall responsibility relative to Command Center operations and ultimately the conduct of the watch. The Current Operations Officer shall:

(1) Be responsible for the proper performance of the Command Center watch and for the training and qualification process of all Command Center watchstanders. This includes coordination with Selected Reserve (SELRES) watchstanders to ensure that SDOs and Joint Maritime Command Information System (JMCIS) operators receive required training and are continuously updated on any new equipment, procedures and/or requirements.

(2) Function as a member of the watch qualification board and if designated, act as the Senior Member in the absence of the SWO.

(3) Upon successful outcome of the qualification board and completion of all qualification requirements, make the recommendation for final qualification to the SWO.

(4) Review the watchbill submitted by the WBC and submit it to the SWO with recommendation for approval.

(5) Promulgate the daily night orders consisting of current instructions and items of interest for the SDO.

(6) Keep the Command Center aware of his whereabouts or in his absence; designate an acting Current Operations Officer.

(7) Execute the duties of the SWO in the SWO's absence.

c. <u>Command Center Supervisor</u>. The Command Center Supervisor is designated by the Current Operations Officer and shall:

(1) Be responsible to the Current Operations Officer for the standardization and conduct of the watch in the Command Center. He will ensure that the day-to-day operations are consistent and monitor the performance of watchstanders, including the daily review of all SDO Log entries.

(2) Report any inconsistencies or lack of standard procedures to the Current Operations Officer and take corrective action immediately.

(3) Be responsible for the SDO training program. The Command Center Supervisor is responsible for coordinating and scheduling training for active duty and SELRES watchstanders.

(4) Recommend SDO watchstanders as board eligible for qualification to the Current Operations Officer.

(5) Serve as a member of the watch qualification board.

   d. <u>Watch Bill Coordinator (WBC)</u>. The WBC is designated by the Current Operations Officer and shall:

(1) Schedule and promulgate the SDO watchbill. The WBC will solicit and receive input from active duty watchstanders for weekdays and assigned SELRES units (NR COMSC 106) for all weekend watches. The WBC will schedule new watchstanders Under Instruction (U/I) watches, preferably with an SDO from the Current Operations Division (N31). SELRES watchstanders are assigned U/I watches with a qualified SDO per guidance of the NR COMSC 106 Operations and Training Officers.

(2) Schedule and promulgate the Petty Officer of the Week (POOW) watchbill.

(3) Schedule and promulgate the JMCIS Operator watchbill.

(4) Review and post the Duty Information Technician (IT) Watchbill. The WBC will receive input from N6 for the DMDS (classified and unclassified) watches.

(5) Ensure that only qualified watchstanders are assigned to the watchbill. The WBC will submit the monthly watchbill for approval to the SWO via the Current Operations Officer. The WBC will schedule new watchstanders U/I watches with a qualified SDO/POOW.

(6) Maintain a copy of qualification letters/Job Qualification Requirements (JQR) Qual sheets for all watchstanders and maintain a list of current qualified personnel in the Command Center.

e. Director, Command, Control, Communications and Computer Systems (C4S) Directorate (N6)

(1) The Director, C4S Directorate (N6) is responsible for the proper functioning of all electronic systems in the Command as described in the watchstander Standard Operating Procedures (SOP).

(2) The C4S Officer is also responsible for providing support personnel (e.g., duty ITs, Help Desk watch, duty Classified and Unclassified LAN) and materials (e.g., printers, telephones, computers, etc.) sufficient to maintain proper operation of C4 equipment in the Command Center.

5. Watch Organization. The normal watch organization for MSC is based on peacetime conditions of readiness. Any increase in the condition of readiness may necessitate a change in the normal watch organization. In such cases, the watch would be augmented and structured in accordance with MSC Crisis Action Team instruction (COMSCINST 3301.2C). The following watches will be maintained during normal peacetime conditions.

a. Staff Duty Officer

(1) Command Relationships and Responsibilities. The SDO serves as the direct representative of Commander, MSC and the Director of Operations and Plans. The SDO will ensure that all actions received on watch requiring response by COMSC Headquarters and the MSC Area Commanders are properly executed in a timely manner and that cognizant staff and Program Managers are made aware of these items. As the direct representative of Commander, MSC, the SDO can direct Area Commander, Program Manager and Functional Director support, as required. The SDO will ensure that the Current Operations Officer and key MSC personnel are kept informed of all pertinent information, as required, and that all procedures are followed in accordance with the watchstander Standard Operating Procedures (SOP).

(2) Qualifications

(a) The SDO shall normally be an officer or Chief Petty Officer (E-7 through O-5) with a minimum of a SECRET security clearance. E-6 and E-5 personnel may qualify with the prior approval of the Current Operations Officer and SWO.

(b) All SDOs shall complete the Command Center JQR in enclosure (1).

(c) All SDOs shall stand a minimum of two U/I watches. More U/I watches may be required as determined by the Command Center Supervisor.

(d) All SDOs will complete a qualification board conducted by N31 under guidance provided by the SWO.

b. JMCIS Operator

(1) Responsibilities. JMCIS Operators will stand watch daily during normal working hours. The JMCIS Operator shall obtain requested information and update databases to effectively support the SDO and the Command Center. The JMCIS Operator will also transmit/receive data from MSC Area Commands and provide the SDO with data in text or graphic format, as required. The JMCIS Operator will assist the SDO by monitoring news groups, including transmission of news group messages, within GCCS and other duties as assigned. The JMCIS Operator functions will be performed by N31 staff personnel during normal working hours and by MSC Naval Reservists during the weekends.

(2) Command Relationships. The JMCIS Operator reports directly to the SDO and supports all requirements within the Command Center.

(3) Qualifications. The JMCIS Operator shall have as a minimum a SECRET security clearance and have completed the JMCIS PQS (reference (a)).

c. Petty Officer of the Watch (POOW)

(1) Responsibilities. POOWs will be assigned duty on a weekly basis from Monday to Monday with turnover at 0900 Mondays. The POOW shall typically serve as an administrative assistant to the SDO and Command Senior Enlisted Advisor (SEA). Upon completion of assigned duties and tasks for each day of duty, the POOW may be secured by the SDO, but must remain on-call, ready to return to the Command at the discretion of the SDO. Specific duties included in the POOW's duty week are as follows but not limited to:

(a) Organize and coordinate with the command GMT Coordinator that week's GMT if scheduled.

(b) Stand in for the front desk guard when required by the Command Security Officer (POOWs will not carry, possess or use weapons).

(c) Support and coordinate resources for command functions scheduled during that week's duty (such as set-up/breakdown of MIC, assist with ceremonies, other special occasions/functions of a command wide nature).

(d) Duty driver runs as required by the chain of command.

(e) Other duties as assigned by the SDO, SWO, Chief of Staff, Flag Secretary and SEA.

(2) <u>Command Relationships</u>. The POOW reports directly to the SDO.

(3) <u>Qualifications</u>. All MSC enlisted personnel (E3 - E6) with a minimum of a SECRET security clearance who have completed the POOW JQR enclosure (2).

d. <u>Duty IT</u>

(1) <u>Responsibilities</u>. The Duty IT shall ensure proper functioning of Naval Record Message equipment and software used in support of the Command Center. The Duty IT is overall responsible for the secure and timely processing of all Naval Record Messages, and the maintenance of message processing and drafting hardware/software.

(2) <u>Command Relationships</u>. The Duty IT is under the supervision of the Communications Officer and reports to the SDO for the conduct of his duties.

(3) <u>Qualifications</u>. The Duty IT shall be a military or civilian person highly experienced in both the operation of the DMDS, DMS and Gate Guard systems. A security clearance of SECRET or higher is required.

6. <u>Qualification Process</u>. Every Command Center watchstander at MSC Headquarters will be required to be formally trained, qualified and certified prior to standing the Command Center watch. Qualification as a SDO is a three-step process. The first step is the training phase consisting of formal training and instruction, completion of JQR and satisfactory performance of watchstanding under the instruction of a qualified watchstander. The second step is a demonstration of qualification by means of evaluation, either by written or oral examination. After satisfactory completion of phase two a prospective watchstander is recommended for qualification. The third step (final qualification) is complete after the prospective watchstander is properly certified. Proper certification consists of the SWO signing off on the candidate's Qualification Record Sheet.

7. <u>Exchange of Duty</u>. Substitutions and modifications to the watchbill are permitted in order to accommodate emergent changes in personal schedules. However, all changes will be approved by the WBC. All leave chits must be routed through the WBC prior to final approval.

                                        //S//
                                        JOHN B. STROTT
                                        Chief of Staff

Distribution:
COMSCINST 5215.5
List I (Case A, B, C, D)

COMSC HQ JOB QUALIFICATIONS REQUIREMENTS
FOR STAFF DUTY OFFICER

INTRODUCTION

1. <u>JOB QUALIFICATIONS REQUIREMENTS (JQR)</u>. JQR is a system for qualifying personnel to perform certain duties. It is a compilation of the knowledge and skills required to qualify for a specific watchstation, maintain specific equipment and perform as a team member within the command. The JQR program is intended to assist as a supporting program to the overall training program by providing training objectives and guidelines.

2. <u>APPLICABILITY</u>. This JQR is applicable to all prospective Commander, Military Sealift Command (COMSC) Headquarters active duty and reserve unit Staff Duty Officer (SDO) watchstanders.

3. <u>TAILORING</u>. This JQR represents minimum requirements. No requirement may be deleted without formal approval of the COMSC Current Ops Officer (N31).

4. <u>QUALIFIER</u>. JQR Qualifiers for prospective Active Duty SDOs will be designated in writing by the COMSC SWO. They will be recognized subject area experts and will be identified to prospective SDOs. Reserve Unit COs will develop Qualifying procedures for unit members in coordination with the Current Operations Officer (N31) and Command Center Watch Supervisor (N311). Prospective Reserve SDOs may also use Active Duty Qualifiers during their Annual Training periods.

5. <u>CONTENTS</u>. This JQR is divided into three sections. The 100 Section (Fundamentals) contains the fundamental knowledge necessary for satisfactory understanding of Command Center Watchstation duties. The 200 Section (Systems) is designed to acquaint you with the systems you will be required to operate as SDO. The 300 Section (Watchstation) records the tasks and Under Instruction (U/I) watches you will be required to satisfactorily perform in order to demonstrate proficiency for qualification as a Command Center watchstander. Final qualification is subject to completion of an oral Qualification Board chaired by the Current Operations Officer (N31). Final Qualification is approved by the SWO after satisfactory completion of the Qualification Board.

6. <u>TRAINEE</u>. You are required to complete all the Fundamentals, Systems and Watchstation tasks in this package. Related 100 and 200 Sections may be completed concurrently. Based on an individual's expertise and experience, related 100 and 200 Sections may also be completed during U/I watches (300 Section). The 300 Section also includes a Training Record to document the completion of each 100 Section Fundamental, 200 Section System, 300 Section U/I watch and the oral Qualification Board. You are responsible to retain custody of this Record.

100   INTRODUCTION TO FUNDAMENTALS (100 SECTION)

1. INTRODUCTION. This JQR begins with a Fundamentals section covering the basic knowledge and principles to understand the equipment and duties to be studied. These Fundamentals are tailored for COMSC SDO. Certain key references are indicated throughout the 100 Section. You should develop your own list of references and annotate your JQR card as necessary as you proceed.

2. NOTE TAKING. Use of the card to take notes is encouraged. By making this a working document, you will establish a ready reference for future watches.

3. HOW TO COMPLETE. You will have to complete all the Fundamentals to qualify as SDO. You may complete all Fundamentals before starting either the Systems (200 Section) or Watchstation (300 Section) portions of this JQR since the knowledge gained from Fundamentals will aid you in understanding Systems and Watchstation tasks. When you feel you have a complete understanding of one or more Fundamentals, contact your qualifier. Upon successful completion of an individual Fundamentals section, it will be recorded on the Training Record provided in Section 300. You may be asked any questions from the Fundamentals section during the oral Qualification Board prior to recommendation for final Qualification.

101   MILITARY SEALIFT COMMAND (MSC) ORGANIZATION

101.1 Review COMSC "Command Operations Brief"

101.2 Identify and discuss the following with regard to areas of responsibility, roles and missions:

   a. COMSC

   b. COMSC Programs (Identify each Program Manager by name)

       (1) PM1 - Naval Fleet Auxiliary Force Program

           (a) NFAF (T-AO/T-AE/T-AFS)

           (b) Towing/Harbor Ship Project

           (c) Hospital Ship Project Officer

    (2) PM2 - Special Mission Ships Program

        (a) TAGOS Project Office

        (b) Range/Cable/Oceanographic

    (3) PM3 - Prepositioning Program

        (a) MPS

        (b) APS3/APSRON

        (c) NDAF

    (4) PM5 - Sealift Program

        (a) Tanker Project Office

        (b) Cargo Project Office

        (c) Surge Project Office

  c. COMSC Directorates (Identify each director by name)

    (1) N00 Commander

        (a) Public Affairs Officer

        (b) Reserve Affairs Officer

    (2) N1 Maritime Forces and Manpower Directorate

    (3) N2 Counsel

    (4) N3/5 Operations and Planning Directorate

        (a) Force Protection (N34)

        (b) Joint Plans (N5J)

    (c) Strategic Studies and Wargaming (N52)

    (d) Current Operations (N31)

  (5) N4 Logistics Directorate

  (6) N6 Command, Control and Communications Directorate

  (7) N7 Engineering Directorate

  (8) N8 Comptroller Directorate

  (9) N9 Strategic Planning

  (10) N10 Contracts and Business Management Directorate

d. MSC Area Commanders

e. MSC Offices and Representatives

f. Naval Reserve Unit COMSC 106

101.3 Identify and discuss the meanings of the following:

a. OPCON

b. ADCON

c. COCOM

d. TACON

102   COMSC/JOINT & SERVICE ORGANIZATIONS

102.1 Identify and discuss the following:

a. NCA

  (1) JCS

  (2) JLRC

      (3) Unified CINCs

      (4) NMCC

  b. CNO

      (1) Fleet CINCs

      (2) NCC

  c. USTC - MCC

  d. AMC

      (1) TACC

      (2) JOSAC

  e. MTMC – JTMO

  f. MARAD

102.2 Discuss COMSC command relationships, interface and responsibilities for the organizations listed above.

103   SDO OFFICE COMMUNICATIONS

103.1 Identify and discuss the following office communications:

  a. INMARSAT

  b. Secure telephone (STU III)

  c. Cellular telephone

  d. Facsimile transmission (send/receive; CLASS and UNCLASS)

  e. DSN (CONUS & OCONUS)

  f. Overseas calls/procedures

  g. Classified and unclassified email

h. Telephone transfers, conference calls

i. Locator and critical telephone numbers

j. Voice mail

k. LOGBOOK (CLASS)

104   COMSC NAVAL MESSAGE COMMUNICATIONS

104.1 Describe access to DMDS messages using Unclassified and Classified Outlook.

104.2 Describe preparation of an outgoing Naval Message using Turbo-prep.

104.3 Describe outgoing message release authority and procedures.

104.4 Describe procedure to restore/re-boot Gateguard/DMS/DMDS systems.

105   COMSC MESSAGE SCREENING PROCEDURES

105.1 Discuss items/information to screen for during message review:

a. Position information

b. Severe weather information

c. Arrival/Departure, estimates and actuals

d. Personnel issues, material issues, operational/tactical issues and other items which could impact MSC assets, operations or schedules

e. Unit OPREP 5 Feeder reports

f. Special incident CASREPs

106 COMSC WATCHSTANDING CASUALTIES & FAST REACTION MESSAGES

106.1 Locate and discuss the SOP binder.

106.2 Discuss SDO Reactions/Response to the following reports/message and locate references:

    a. WHITE PINNACLE/EXPRESS FREIGHT messages

    b. OPREP-3 PINNACLE, OPREP-3 NAVY BLUE

    c. UNIT SITREP

    d. Blue Dart

    e. Oil spill/HAZMAT Spill

    f. Death or serious injury

    g. Discuss OTSR Divert recommendations, evaluations and ship acknowledgements.

    h. Discuss weather information available on JMCIS and associated symbology: high winds contour, high seas contour and storm tracks.

106.3 Discuss SDO reactions/response to the following events (which may impact HQ operations) and locate references/procedures:

    a. Loss of electrical power

    b. Loss of or inadequate air conditioning

    c. Loss of Naval Record Message Systems

    d. Bomb threat (Emergency Evacuation)

    e. Hazardous/Destructive Weather/Snow Emergencies

107   **JOINT MARITIME COMMAND INFORMATIONS SYSTEM (JMCIS) AND GLOBAL COMMAND AND CONTROL SYSTEM (GCCS)**

107.1 Identify the general type of information available from JMCIS and JOPES.

107.2 Discuss the general use of JMCIS information, overlays, printouts etc.

107.3 Identify the general type of information/access available from the Classified LAN.

107.4 Identify the following GCCS items:

    a. HELM Report

    b. DOD Homepages and Links

    c. Secure E-Mail

    d. Intelligence

    e. Weather pictures

    f. JOPES

    g. LOGBOOK

    h. GTN

    i. Newsgroups

107.5 Discuss security agreement/requirements for the classified LAN.

108 **SECURITY**

108.1 General Security. Review COMSCINST 5510.8E (COMSC Security Manual).

108.2 Discuss/define the following terms:

    a. Classification

    b. Compromise

    c. Dissemination of classified material

    d. Hand-carrying (packaging/markings) classified material

    e. Classification Marking(s) (documents, pages, paragraphs)

    f. Need-to-know vs. Security Clearance

    g. NOFORN

    h. Communications Security Material (CMS)

    i. OPSEC

    j. Declassification/downgrade instructions

108.3 Discuss the following security classification categories:

    a. Top Secret

    b. Secret

    c. Confidential

    d. FOUO

108.4 Discuss storage/security considerations for the following:

    a. Safeguarding of classified material

    b. Responsibilities of the custodian

    c. Care during working hours

    d. Methods of destruction

    e. Classified waste

    f. Preparation of classified material for transmission or hand carry

    g. Command Recall Bill (NOTE - Do not disclose personal information or home numbers to unauthorized personnel.)

108.5 Physical Security

    a. Custody, issue and control of SDO Master keys.

    b. State the responsibility of the individual who discovers a compromise or suspected compromise.

109   SDO WATCH PROCEDURES

109.1   Locate/identify and discuss the following:

a. Standing Orders

b. Night Orders

c. Phone Listings/Recall Bill

d. SDO Emergency Checklists

e. SDO Log/LOGBOOK

f. SDO Copy of the EXSUM/OPNOTES

g. SDO Copy of the HELM

h. Television Monitor Controls

i. SDO Emergency Action Procedures

j. SDO Special Incident Report Binder/Checklist

k. World Wide Marine Distance Tables

l. World Port Index

m. Current JMCIS printouts (ships, weather)

n. Any special interest folders (e.g., current exercise)

o. Front Office Schedule (N00, N01 Calendar)

p. CNO Brief, TRANSCOM Mobility Control Center (MCC) Brief

q. Uninterrupted Power Supply (UPS batteries)

r. Emergency Diesel Generator

109.2 Watch Relief

   a. Discuss sequence/times of weekday turnovers (Active Duty).

   b. Discuss sequence/times of weekend turnovers (Reserves).

   c. Night Orders, turnover check sheet, and pass down log.

109.3 Relations with the Front Office

   a. Flag Writer

   b. Flag Secretary

   c. Flag Lieutenant

   d. N00 travel itinerary

   e. Leave addresses, POC list

   f. MILAIR flight advisories/cancellations

   g. N00 travel itinerary

   h. Leave addresses, POC list

   i. Weather monitoring

   j. Forwarding of telephones

   k. Message transmission/PERSONAL FOR messages

110   **ACTIVATION, DEPLOYMENT AND CONTINGENCY OPERATIONS**

110.1 Describe the following JCS/Unified Commander's Directives:

   a. Alert Order

   b. Warning Order

   c. Planning Order

   d. Operation Order

   e. Execute Order / Deployment Order

110.2 Define the following planning terms:

   a. Operation Plan (OPLAN)

   b. Operational Order (OPORD)

   c. Deployment Preparation Order

   d. Deployment Order

   e. Redeployment Order

   f. CONPLAN (Concept Plan)

   g. Concept of Operations (CONOPS)

   h. C-Day, D-Day, H-Day

   i. SPOD (Sea Port of Debarkation)

   j. SPOE (Sea Port of Embarkation)

   k. TDFDD (Time-Phased Force Deployment Data)

   l. UFN (Unit Line Number)

110.3 Describe the administration and activation of the RRF:

   a. Who is responsible for inactive administration?

   b. Who is authorized to activate an RRF vessel?

   c. Under what circumstances would an RRF vessel be activated?

   d. Describe the activation process (messages sent, commands notified, final acceptance of vessel).

   e. Turbo Activation.

110.4 PREPO Vessels

    a. Who is authorized to move a PREPO vessel?

    b. When does TRANSCOM become interested in PREPO vessels?

110.5.1   TRANSCOM Vessels of Interest

    a. Describe a scenario when TRANSCOM would be interested in tankers. What is the Vessel Matrix and where is it located?

    b. Discuss the TRANSCOM East and West teams including areas of responsibility for each team.

110.6 Explain how each program's ships report and relate to the different CINCs and fleet commanders.

111   GLOBAL TRANSPORTATION NETWORK (GTN)

    a. Discuss the purpose of GTN.

    b. Discuss how inputs are provided to GTN.

112   VISA

    a. What is VISA?

    b. How does VISA affect MSC's ability to provide sealift?

113   MSC VESSEL FAMILIARIZATION

    a. Discuss the various types of PM1 ships including T-AOs, T-AEs, T-AFSs, T-ATFs and T-AHs.

    b. What is a primary concern with special mission ship operations? Discuss the different types of special mission ships and their missions.

    c. What is the purpose of a crane ship?

    d. Name all the customers of Prepositioning ships. Name the geographic areas they fall under and explain how the squadron command structure is set up.

e. What is an OPDS vessel? Why do we care about them?

f. Compare and contrast LMSRs and FSSs.? Discuss vessel characteristics including size, speed, and cargo capacity.

g. Discuss the different types of PM5 dry cargo vessels.

(1) Discuss surge assets and MARAD.

(2) Explain the difference between time charters and voyage charters.

---

200   INTRODUCTION TO SYSTEMS (200 SECTION)

1. <u>INTRODUCTION</u>. The Systems section covers operation/demonstration of the basic equipment and skills required to satisfactorily complete Command Center watchstanding qualifications. You will acquire the expertise and familiarity required by hands-on operation of the Command Center equipment. You should develop your own list of references and annotate your JQR card as necessary as you proceed.

2. <u>HOW TO COMPLETE</u>. You will have to complete all the Systems to qualify as SDO, including those marked as JMCIS and DEA. You may complete all the Systems of this JQR before standing watches (Section 300 Watchstations) since the knowledge and skills gained from Systems will aid you in carrying out your Watchstation tasks. However, based on your prior experience and expertise, you may choose to complete related portions of the Fundamentals, Systems and Watchstations concurrently. When you feel you have a complete understanding of one or more Systems, contact your qualifier. Upon successful completion of an individual Systems section, it will be recorded on the Training Record provided in Section 300. You may be asked any questions from the Systems section during the oral qualification board prior to recommendation for final qualification.

201   COMMAND CENTER COMMUNICATIONS

201.1 Locate and operate/demonstrate the use of:

a. INMARSAT

b. Secure telephone (STU III)

c. Facsimile transmission (send/receive; unclas and secure)

    d. DSN

    e. Overseas telephone

    f. SDO E-mail(confirm SDO ID/password)

    g. Telephone transfers, conference calls

    h. Locator

    i. SDO voice mail

202   **COMSC WATCHSTANDING CASULATIES & FAST REACTION MESSAGES**

202.1 Demonstrate SDO Reactions/Response to the following:

    a. Telephone notification of incoming Flash or Op Immediate messages

    b. WHITE PINNACLE/EXPRESS FREIGHT messages

    c. OPREP-3 PINNACLE, OPREP-3 NAVY BLUE

    d. UNIT SITREP

    e. Blue Dart

    f. Emergency Action Messages (LERTCONS, DEFCONS)

    g. Shipboard Bomb Threat, Fire, Flooding, Grounding, Collision, Oil Spill, Death or Injury

202.2 Demonstrate SDO Reactions/Response to the following:

    a. Loss of electrical power (include EMERG DSL GEN)

    b. Loss of Naval Record Message Systems including the rebooting of Gateguard and DMDS

    c. Bomb threat (Emergency Evacuation)

    d. Hazardous/Destructive Weather/Snow Emergencies

203   SDO WATCH PROCEDURES

203.1 Demonstrate familiarity with all key publications, binders and documents.

203.2 Demonstrate procedures to maintain the OPNOTES throughout the watch.

203.3 Complete the following JMCIS tasks with a qualified operator:

a. Energize equipment.

b. Perform logon procedures.

c. Start chart services.

d. Perform the following HCI functions:

(1) Zoom

(2) In/out

(3) Pan

(4) Center

e. Store a map.

f. Recall/delete a stored map.

g. Change country colors using the Country Colors option.

h. Create a new unit track.

i. Demonstrate track database query using the SEARCH function.

j. Perform a quick search of a track.

k. Print track data base summary.

l. Select columns in the track summaries windows.

m. Add/edit/delete PIM track.

    n. Add/edit/delete an overlay.

    o. Add/edit/delete a track group.

    p. Perform brief using slides.

    q. Archive and restore PIM track.

    r. Enter passdown watchlog data.

    s. Loss of external communications.

    t. Printer malfunction.

    u. Discuss emergency situations, including:

        (1) Fire

        (2) Loss of electrical power

        (3) Electric shock

_____
(Signature and Date)

---

300   __INTRODUCTION TO WATCHSTATIONS (300 SECTION)__

1. INTRODUCTION. The Watchstation section of the SDO JQR documents that you are able to apply the knowledge and skills that you obtained in the Fundamentals (100 Section) and Systems (200 Section) portions. You will demonstrate your overall proficiency during U/I watches. You may complete the Fundamentals and Systems prior to starting the U/I watches; however, based on your prior experience and expertise, you may choose to complete related portions of the Fundamentals and Systems during the U/I watches. In either case, the Qualified SDOs are encouraged to exercise/walkthrough Fundamentals and System skills with Prospective SDOs during the U/I watches, on a Not-To-Interfere basis.

2. FORMAT. This section contains the SDO JQR Training Record (Section 301) which documents completion of the individual Fundamentals, Skills, U/I watches and the SDO oral Qualification Board. The Trainee will retain custody of the Training Record and is responsible to schedule "sign-offs" for each Fundamental and Skill. The Trainee should arrange with the WBC (N311) to schedule the U/I watches and a Qualification Board. This section also contains the SDO Final Qualification Approval Form (Section 302). The top portion will be completed by the Trainee and appropriate Supervisor to begin the SDO Qualification process. The lower half will be completed to document Approval of Final Qualification.

3. HOW TO COMPLETE. The Trainee is responsible to develop a list of references and should annotate individual Fundamentals and Skills during their completion in preparation for the U/I watches and oral Qualification Board. The Trainee must demonstrate knowledge of Fundamentals and competent Skills. When certain evolutions can not be performed, the Qualifier/SDO may accept simulation or detailed discussion of an individual Fundamental or Skill as evidence of completion.

301   WATCHSTATION: COMMAND CENTER WATCHSTANDER TRAINING RECORD

Estimated completion time: 3 Months (Active Duty)
                              6 Months (Reserve)

301.1 Prerequisites

  a. Receive a MSC Command Brief from the Current Operations Officer or N31 Staff Briefer.

  b. Verification of level of Security Clearance (Secret or higher).

  c. Prior to or concurrent with standing your scheduled Command Center U/I watches, complete the following:

Fundamentals (Section 100)

  101   Military Sealift Command (MSC) Organization
         Completed _____   Date _____

  102   COMSC Joint & Service Organizations
         Completed _____   Date _____

103   SDO Office Communications
      Completed _____   Date _____

104   Naval Message Communications
      Completed _____   Date _____

105   Message Screening Procedures
      Completed _____   Date _____

106   Watchstanding Casualties & Fast Reaction Messages
      Completed _____   Date _____

107   Joint Maritime Command Information System (JMCIS)
      Completed _____   Date _____

108   Security
      Completed _____   Date _____

109   SDO Watch Procedures
      Completed _____   Date _____

110   Deployment and Contingency Operations
      Completed _____   Date _____

111   Global Transportation Network (GTN)
      Completed _____   Date _____

112   VISA
      Completed _____   Date _____

113   MSC Vessel Familiarization
      Completed _____   Date _____

Systems (Section 200)

201   Command Center Communications
      Completed _____   Date _____

202   Naval Message Communications
      Completed _____   Date _____

203   Naval Message Screening Procedures
        Completed _____   Date _____

204   Watchstanding Casualties & Fast Reaction Messages
        Completed _____   Date _____

205   JMCIS
        Completed _____   Date _____

206   GCCS
        Completed _____   Date _____

207   SDO Watch Procedures
        Completed _____   Date _____

208   Misc. Equipment
        Completed _____   Date _____

Watchstation (Section 300)

301.2 First U/I Watch (Active Duty & Reserve)

- Observe oncoming watch turnover
- Stand SDO
- Observe offgoing watch turnover
  Completed _____   Date _____

301.3 Second U/I Watch (Active Duty & Reserve)

- Conduct oncoming watch turnover
- Stand SDO
- Conduct offgoing watch turnover
  Completed _____   Date _____

301.4 Third U/I Watch (Active Duty & Reserve Only)

- Conduct oncoming watch turnover
- Stand SDO
- Conduct offgoing watch turnover
  Completed _____   Date _____

301.5 Fourth U/I Watch (Reserve Only)

- Conduct oncoming watch turnover
- Stand SDO
- Conduct offgoing watch turnover
Completed _____   Date _____

301.6 Fifth U/I Watch (Reserve Only)

- Conduct oncoming watch turnover
- Stand SDO
- Conduct offgoing watch turnover
Completed _____   Date _____

301.7 Sixth U/I Watch (Reserve Only)

- Conduct oncoming watch turnover
- Stand SDO
- Conduct offgoing watch turnover
Completed _____   Date _____

301.8 SDO Oral Qualification Board (Current Ops Officer, Senior Watch Officer)

Completed _____   Date _____

302   COMSC STAFF DUTY OFFICER OF THE WATCH QUALIFICATION

NAME _____ RANK/RATE _____

This page is to be used as a record of satisfactory completion of the JQRs for COMSC Command Center Watchstanders. Only specified Qualifiers/SDOs may signify completion of individual Fundamentals (100 Section) or Systems (200 Section). Only designated SDOs may signify completion of SDO U/I watches. Satisfactory completion will be determined by either written/oral examination or by observation of demonstrated 302 COMSC Command Center Watch Final Qualification proficiency.

This qualification is to be maintained by the trainee and updated to ensure sufficient progress and awareness of remaining tasks.

Qualification Record

Trainee has been indoctrinated in the COMSC Watchstander JQR and is given a target date of _____ to complete Final Qualification.

Current Operations Officer_____ Date _____

Trainee has completed all JQR requirements for COMSC Command Center Watchstander including an Oral Qualification Board and is recommended for Final Qualification as COMSC SDO.

Recommended: (Supervisor) _____   Date _____
                          (Dept Head/ Reserve Unit CO)

Recommended: (Qual Board Chm.)_____   Date _____
                              (Current Ops, N31)

Approved: (Senior Watch Officer) _____   Date _____
                                (N3/5)

Completed Copy to:
Active Duty Supvr
Reserve Unit CO
WBC

COMSC HQ JOB QUALIFICATIONS REQUIREMENTS FOR
PETTY OFFICER OF THE WATCH

INTRODUCTION

1. JOB QUALIFICATIONS REQUIREMENTS (JQR). JQR is a system for qualifying personnel to perform certain duties. It is a compilation of the knowledge and skills required to qualify for a specific watchstation, maintain specific equipment and perform as a team member within the Command. The JQR program is intended to assist as a supporting program to the overall training program by providing training objectives and guidelines.

2. APPLICABILITY. This JQR is applicable to Commander, Military Sealift Command (COMSC) Headquarters Petty Officer of the Watch (POOW). It is applicable to all prospective COMSC Active Duty and COMSC Reserve Unit watchstanders. The Command Leading Petty Officer (LPO) shall ensure that JQR is distributed to all prospective POOWs and ensure that effective training is being conducted.

3. TAILORING. This JQR represents the minimum requirements. No requirement may be deleted without formal approval of the COMSC Senior Enlisted Advisor (SEA).

4. QUALIFIER. JQR Qualifiers for prospective Active Duty POOWs will be designated in writing by the COMSC SEA.

5. CONTENTS. This JQR is divided into three sections. The 100 Section (Fundamentals) contains the fundamental knowledge necessary for satisfactory understanding of COMSC Watchstation duties. The 200 Section (Systems) is designed to acquaint you with the systems you will be required to operate as POOW. The 300 Section (Watchstation) records the tasks and Under Instruction (U/I) watches you will be required to satisfactorily perform in order to demonstrate proficiency for qualification as a COMSC watchstander.

6. TRAINEE. You are required to complete all the Fundamentals, Systems and Watchstation tasks in this package. Related 100 and 200 Sections may be completed concurrently. Based on an individual's expertise and experience, related 100 and 200 Sections may also be completed during U/I watches (300 Section). The 300 Section also includes a Training Record to document the completion of each 100 Section Fundamental, 200 Section System, 300 Section U/I watch and the oral Qualification Board. You are responsible to retain custody of this record.

100   INTRODUCTION TO FUNDAMENTALS (100 SECTION)

1. <u>INTRODUCTION</u>. This JQR begins with a Fundamentals section covering the basic knowledge and principles to understand the equipment and duties to be studied. These Fundamentals are tailored for COMSC POOW watchstation. Certain key references are indicated throughout the 100 Section. You should develop your own list of references and annotate your JQR card as necessary as you proceed.

2. <u>NOTE TAKING</u>. Use of the card to take notes is encouraged. By making this a working document, you will establish a ready reference for future watches.

3. <u>HOW TO COMPLETE</u>. You will have to complete all the Fundamentals to qualify as POOW. You may complete all Fundamentals before starting either the Systems (200 Section) or Watchstation (300 Section) portions of this JQR since the knowledge gained from Fundamentals will aid you in understanding Systems and Watchstation tasks. However, based on your prior experience and expertise, you may choose to complete related portions of the Fundamentals, Systems and Watchstations, concurrently. When you feel you have a complete understanding of one or more Fundamentals, contact your qualifier. Upon successful completion of an individual Fundamentals section, it will be recorded on the Training Record provided in Section 300. You may be asked any questions from the Fundamentals section during the oral Qualification Board prior to recommendation for final Qualification.

101   MILITARY SEALIFT COMMAND (MSC) ORGANIZATION

101.1 Identify and discuss the following:

   a. CNO

   b. USTRANSCOM

   c. AMC

   d. MTMC

   e. MARAD

   f. COMSC

   g. COMSC Programs (Identify by name each Program Manager)

      (1) PM1 - Naval Fleet Auxiliary Force Program

          (a) NFAF (T-AO/T-AE/T-AFS)

          (b) Towing/Harbor Ship Project

          (c) Hospital Ship Project Officer

      (2) PM2 - Special Mission Ships Program

          (a) TAGOS Project Office

          (b) Range/Cable/Oceanographic

      (3) PM3 - Prepositioning Program

          (a) MPSRONs

          (b) APS3/APSRON

          (c) NDAF

      (4) PM5 - Sealift Program

          (a) Tanker Project Office

          (b) Cargo Project Office

          (c) Surge Project Office

  c. COMSC Directorates (Identify each director by name)

      (1) N00 Commander

          (a) Public Affairs Officer

          (b) Reserve Affairs Officer

      (2) N1 Maritime Forces and Manpower Directorate

(3) N2 Counsel

(4) N3/5 Operations and Planning Directorate

    (a) Force Protection (N34)

    (b) Joint Plans (N5J)

    (c) Strategic Studies and Wargaming (N52)

    (d) Current Operations (N31)

(5) N4 Logistics Directorate

(6) N6 Command, Control and Communications Directorate

(7) N7 Engineering Directorate

(8) N8 Comptroller Directorate

(9) N9 Strategic Planning

(10) N10 Contracts and Business Management Directorate

d. MSC Area Commanders

e. MSC Offices and Representatives

f. Naval Reserve Unit COMSC 106

102 <u>SECURITY</u>

102.1 General Security. Review COMSCINST 5510.8E (COMSC Security Manual).

102.2 Discuss/define the following terms:

a. Classification

b. Compromise

c. Dissemination of classified material

   d. Hand-carrying (packaging/markings) classified material

   e. Classification Marking(s) (documents, pages, paragraphs)

   f. Need-to-know vs. Security Clearance

   g. NOFORN

   h. Communications Security Material (CMS)

   i. OPSEC

   j. Declassification/downgrade instructions

102.3 Discuss the following security classification categories:

   a. Top Secret

   b. Secret

   c. Confidential

   d. FOUO

102.4 Discuss storage/security considerations for the following:

   a. Safeguarding of classified material

   b. Responsibilities of the custodian

   c. Care during working hours

   d. Methods of destruction

   e. Classified waste

   f. Preparation of classified material for transmission or hand carry

   g. Command Recall Bill (NOTE - Do not disclose personal information or home numbers to unauthorized personnel)

102.5 Physical Security

   a. Custody, issue and control of SDO Master keys.

   b. State the responsibility of the individual who discovers a compromise or suspected compromise.

103   <u>DOCUMENTS</u>

   a. Standing Orders

   b. Night Orders (reading and signing of)

   c. Phone Listings/Recall Bill/SDO Locator

104   <u>WATCH ETIQUETTE</u>

   a. Military bearing

   b. Uniform appearance

   c. Phone etiquette

   d. Conducting turnover

   e. On call status

   f. POOW communications with SDO

105   <u>RELATIONS WITH THE FRONT OFFICE</u>

   a. Flag Writer

   b. Flag Secretary

   c. Flag Lieutenant

   d. N00 travel itinerary

   e. Leave addresses, POC list

   f. MILAIR flight advisories/cancellations

g. N00 travel itinerary

h. Leave addresses, POC list

i. Weather monitoring

j. Forwarding of telephones

k. Message transmission/PERSONAL FOR messages

106   DUTY DRIVER REQUIREMENTS

a. Discuss the requirements of the Duty Driver.

b. Discuss the routine times the Duty Driver is needed.

c. Discuss the preparations made prior to a drop off/delivery.

d. Discuss the duty vehicle checklist.

e. Discuss various sources of maps and information.

f. Discuss driver safety and traffic laws.

107   FRONT (GUARD) DESK RELIEVING

a. Discuss the situations in which a POOW may be required to stand the Front (Guard) Desk.

b. Discuss the proper watch procedures and routine.

108   PENNANTS AND FLAGS

a. Discuss where they are kept and when they are changed.

b. Discuss the proper procedures for routine raising and lowering and for holidays.

200 INTRODUCTION TO SYSTEMS (200 SECTION)

1. INTRODUCTION. The Systems section covers operation/demonstration of the basic equipment and skills required to satisfactorily complete Command Center watchstanding qualifications. You will acquire the expertise and familiarity required by hands-on operation of the Command Center equipment. You should develop your own list of references and annotate your JQR card as necessary as you proceed.

201 SDO/POOW WATCH PROCEDURES

201.1 Demonstrate familiarity with all key publications, binders and documents.

201.2 Checkout a duty vehicle and conduct turnover with the off-going POOW.

201.3 Demonstrate telecommunication skills to include transferring, holding, and establishing conference calls.

201.4 Demonstrate proficiency with flags and pennants.

201.5 Demonstrate familiarity with Front (Guard) Desk procedures and responsibilities.

201.6 Conduct a Pentagon/Crystal City familiarity run with a qualified POOW.

201.7 Conduct a comms test with the SDO using both the duty cell phone and pager.

300 INTRODUCTION TO WATCHSTATIONS (300 SECTION)

1. INTRODUCTION. The Watchstation section of the SDO JQR documents that you are able to apply the knowledge and skills that you obtained in the Fundamentals (100 Section) and Systems (200 Section) portions. You will demonstrate your overall proficiency during U/I watches. You may complete the Fundamentals and Systems prior to starting the U/I watches; however, based on your prior experience and expertise, you may choose to complete related portions of the Fundamentals and Systems during the U/I watches. In either case, the Qualified SDOs are encouraged to exercise/walkthrough Fundamentals and System skills with Prospective SDOs during the U/I watches, on a Not-To-Interfere basis.

2. <u>FORMAT</u>. This section contains the SDO JQR Training Record (Section 301) which documents completion of the individual Fundamentals, Skills, U/I watches and the SDO oral Qualification Board. The Trainee will retain custody of the Training Record and is responsible to schedule "sign-offs" for each Fundamental and Skill. This section also contains the SDO Final Qualification Approval Form (Section 302). The top portion will be completed by the Trainee and appropriate Supervisor to begin the SDO Qualification process. The lower half will be completed to document Approval of Final Qualification.

3. <u>HOW TO COMPLETE</u>. The Trainee is responsible to develop a list of references and should annotate individual Fundamentals and Skills during their completion in preparation for the U/I watches and oral Qualification Board. The Trainee must demonstrate knowledge of Fundamentals and competent Skills. When certain evolutions can not be performed, the Qualifier/SDO may accept simulation or detailed discussion of an individual Fundamental or Skill as evidence of completion. If Fundamentals or Skills are not complete prior to standing U/I watches, the Trainee must provide an explanation to the WBC at the time the watches are requested.

301   <u>WATCHSTATION: POOW WATCHSTANDER TRAINING RECORD</u>

Estimated completion time: 3 Months (Active Duty)
6 Months (Reserve)

301.1 Prerequisites. Prior to or concurrent with standing your scheduled POOW U/I watches, complete the following:

Fundamentals (Section 100)

101   Military Sealift Command (MSC) Organization
Completed _____   Date _____

102   Security
Completed _____   Date _____

103   Documents
Completed _____   Date _____

104   Duty Driver Requirements
Completed _____   Date _____

105   Front (Guard) Desk relieving
Completed _____   Date _____

106   Pennants and Flags
       Completed _____ Date _____

Systems (Section 200)

200   POOW Watch Procedures
       Completed _____ Date _____

Watchstation (Section 300)

301.1 POOW First U/I Watch

- Observe oncoming watch turnover
- Stand POOW U/I watch
- Sign the night orders no later than 1600
- Demonstrate proficiency with flags and pennants
- Conduct comm check with the SDO
- Observe offgoing watch turnover
  Completed _____ Date _____

301.2 POOW Second U/I Watch

- Observe oncoming watch turnover
- Stand POOW U/I watch
- Sign the night orders no later than 1600
- Demonstrate proficiency with flags and pennants
- Conduct comm check with the SDO
- Observe offgoing watch turnover
  Completed _____ Date _____

301.3 POOW Third U/I Watch

- Observe oncoming watch turnover
- Stand POOW U/I watch
- Sign the night orders no later than 1600
- Demonstrate proficiency with flags and pennants
- Conduct comm check with the SDO
- Observe offgoing watch turnover
  Completed _____ Date _____

COMSCINST 1601.2M
11 January 2002

302   COMSC PETTY OFFICER OF THE WATCH QUALIFICATION

NAME _____   RANK/RATE _____

This page is to be used as a record of satisfactory completion of the Job Qualifications Requirements (JQR) for COMSC Petty Officer of the Watch. Only specified Qualifiers/ SDOs may signify completion of individual Fundamentals (100 Section) or Systems (200 Section). Only designated POOWs/SDOs may signify completion of POOW U/I watches. Satisfactory completion will be determined by observation of demonstrated proficiency.

This qualification is to be maintained by the trainee and updated to ensure sufficient progress and awareness of remaining tasks.

Qualification Record
Trainee has been indoctrinated in the COMSC Watchstander JQR and is given a target date of _____ to complete Final Qualification.

Supervisor's Signature _____   Date _____

Trainee has completed all JQR requirements for COMSC Petty Officer of the Watch Qualification and is recommended for Final Qualification as COMSC POOW.

Recommended: (Command LPO) _____   Date _____

Recommended: (Senior Enlisted Advisor) _____   Date _____

Recommended: (Watch Bill Coordinator)_____   Date _____

Approved: (Current Operations Officer) _____   Date _____

Completed Copy to:
Active Duty Supvr
Reserve Unit CO
WBC