



## DEPARTMENT OF THE NAVY

NAVY MEDICINE EAST  
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PORTSMOUTH, VIRGINIA 23708-2106

NAVMEDEASTINST 1601.1A

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7 Jan 08

### NAVMEDEAST INSTRUCTION 1601.1A

Subj: COMMAND DUTY OFFICER (CDO) STANDING ORDERS

Ref: (a) U.S. Navy Regulations  
(b) OPNAVINST 3120.32C

Encl: (1) CDO Standing Order Number One, Standing Order Book  
(2) CDO Standing Order Number Two, Command Duty Officer  
(3) CDO Standing Order Number Three, Handling of Naval Messages  
(4) CDO Standing Order Number Four, Command Log  
(5) CDO Standing Order Number Five, VIPs/Senior Officials  
(6) CDO Standing Order Number Six, Death Procedures

1. Purpose. Promulgate Standing Orders to the Command Duty Officer (CDO).

2. Cancellation. NAVMEDEASTINST 1601.1

3. Discussion

a. The ultimate responsibility and accountability for command is a time-honored tradition and requires no amplification. In the same manner, the attainment of qualification as a CDO at Navy Medicine East (NME) signifies the ultimate trust and confidence of the Commander in the watchstander's judgment and ability. This confidence rests on the certainty of being called in time to assist in whatever action is necessary to continue to provide the highest standards on a twenty-four hour basis and to ensure the safety of all personnel and equipment.

b. Nothing takes the place of prudence and common sense on the part of the CDO in this regard. The CDO is expected to take timely action to act on any circumstance which may occur at NME or at any one of the commands in NME's area of responsibility (AOR) regarding serious injury or death to personnel, any state of emergency, catastrophic equipment failure, or any incident which may yield an embarrassing situation for the Navy.

NAVMEDEASTINST 1601.1A

7 Jan 08

c. In an emergency, ACT FIRST—THEN NOTIFY the Chief of Staff/Commander. When in doubt, do not hesitate to ask for help.

4. Policy. These Standing Orders are permanent and take precedence over other locally written instructions and policies whenever conflicting guidance exists. However, these specific orders shall not be modified or further interpreted without the Commander's consent.



PETER F. O'CONNOR

7 Jan 08

**COMMAND DUTY OFFICER**  
**STANDING ORDER NUMBER ONE**

Subj: COMMAND DUTY OFFICER STANDING ORDER BOOK

1. Objective. The CDO Standing Order Book shall contain the Commander's instructions for special conditions of a recurring nature.

2. Arrangement of Contents. The CDO Standing Order Book is divided into several sections, including:

a. CDO Standing Orders, which are numbered consecutively and issued and signed by the Commander. Standing Orders may be added to or modified as current operational situations dictate.

b. Operational Information, applicable instructions, checklist, recall roster, POCs, standard operating procedures for the release of message traffic, etc., to assist the CDO in the execution of duties.

c. A "Pass-down" Log, containing dated memorandums signed by the Senior Watch Officer that clarify or supplement standing orders.

3. Maintenance of the CDO Standing Order Book

a. The Senior Watch Officer (SWO) will ensure the CDO Standing Order Book is kept current.

b. The SWO will originate standing orders as necessary for the Commander's signature.

c. All new watch standers will stand a two-day break in with the current CDO. The current CDO will make the appropriate entry into the Standing Order Book when break in is completed.

d. Officers qualified to stand command watches and officers in training for qualification will submit suggestions for CDO Standing Order Book additions/changes to the SWO.

7 Jan 08

**COMMAND DUTY OFFICER**  
**STANDING ORDER NUMBER TWO**

Subj: COMMAND DUTY OFFICER

Ref: (a) U.S. Navy Regulations  
(b) OPNAVINST 3120.32C

1. Purpose. Delineate the authority, responsibilities, duties and reporting relationships of the CDO.
2. General. A CDO is an Officer, Chief Petty Officer or Petty Officer who has designated in writing to be qualified as a CDO at Navy Medicine East.
3. Assignment. All Active Duty personnel, O-4/E-8 and below, assigned to Navy Medicine East except the Commander and Chief of Staff (COS) are eligible to qualify as CDO. In the event of a CACO assignment the CDO will be temporarily relieved of all watch responsibilities. The duty will be reassigned to the first eligible member on the supernumerary list.
4. Scope. As the CDO, you are the officer on watch and in the absence of the Commander and COS you represent Navy Medicine East on their behalf and, per references (a) and (b), you have authority to make decisions that impact the command and the commands within Navy Medicine East's (AOR). In this regard you will consider instructions from the COS to have the same authority and force as if issued by the Commander. You must use common sense, tempered by training and experience, in the execution of your duties.
5. Qualification to Stand CDO Watches. I do not consider anyone qualified to stand watch as CDO only by virtue of experience in another command. It is my expectation that watchstanders will complete the qualification requirements for CDO within one month of reporting.
6. Reporting Relationships. The CDO will report directly to the COS on Mondays at 0745 for proper turnover with the on-coming CDO. CDO will report to the CDO anytime information is passed on to BUMED.

7 Jan 08

7. Accountability. As the Commander, I am accountable for all that happens within my AOR. Accountability cannot be delegated. However, in my absence, the CDO is responsible for all matters concerning Navy Medicine East. The CDO will ensure that he/she receives timely incident reports concerning the status of all commands, personnel, equipment and facilities, but that he/she does not become entangled in the management of minute details. The CDO will maintain the "big picture," while evaluating situations, and make decisions based on common sense, training and established procedure.

8. Responsibility. No written instruction, such as this, can take the place of common sense or cover all circumstances. You are directed to keep me informed according to the guidelines described herein, and in any case where you have doubt or are unable to make a decision concerning the situation. Should a situation arise requiring action to save lives prior to the time I can be present to approve your action, carry out that action. I will support your decision.

9. Authority. The CDO is my direct representative in my or the COS' absence in all matters pertaining to Navy Medicine East. All legal orders and directives issued by the CDO in the performance of his/her duty will have the same force as if issued by myself or the COS. The CDO is specifically authorized to take the following actions:

10. Duties. The CDO will:

a. Read, and comply with, all existing Navy Medicine East instructions, notices, standing orders, standard operating procedures, etc.

b. Assume the duty not later than 0745 for an established period of time not to exceed 7 days as determined by the SWO. The CDO is not required to stay onboard after normal working hours Monday through Friday. On weekends and holidays, the CDO is not required to be onboard. However, circumstances may warrant that the CDO be present after normal working hours or be onboard for an extended period of time. The CDO must be accessible and able to return to the Command within one hour.

c. Brief the COS throughout the week as needed.

7 Jan 08

d. Review the Command Electronic Log prior to the morning brief and certify the accuracy and completeness of the Log by signature.

e. Contact me in the following situations:

(1) Death of a member of the staff at Navy Medicine East or a command within Navy Medicine East's AOR.

(2) Serious illness or accident of a Navy Medicine East staff member or at a command within Navy Medicine East's AOR which could result in death.

(3) Admission of a VIP at any Navy Medicine East command as defined in Standing Order Number Five.

(4) A serious decline in the status of a previously admitted staff member or VIP that might result in death.

(5) Any situation that requires the issuance or receipt of an OPREP-3 or Blue Dart message. However, take action first - make initial voice report, collect facts, etc., then notify me.

(6) Any situation requiring activation of Mass Casualty procedures.

(7) An official civilian agency (i.e., local, state or federal law enforcement officials) attempts to arrest a Navy Medicine East staff member or serve process on a Navy Medicine East staff member. ARREST OR SERVICE OF PROCESS ON THE CENTER'S PROPERTY WILL ONLY BE ACCOMPLISHED AFTER OBTAINING MY APPROVAL.

(8) When you must take significant action in response to an incoming naval message that requires attention prior to the next working day.

(9) Any potential SOFA incidents/violations which occur.

11. Contact. If there is any doubt as to an appropriate course of action, and after having exhausted all possible avenues, contact the COS or myself. We are on duty 24 hours a day, seven days a week.

7 Jan 08

**COMMAND DUTY OFFICER**  
**STANDING ORDER NUMBER THREE**

Subj: HANDLING OF NAVAL MESSAGES

Ref: (a) OPNAVINST 3100.6G  
(b) OPNAVINST 3120.32C  
(c) SECNAVINST 5510.36

1. Purpose. Establish handling procedures for naval messages.
2. Receipt of Incoming Messages After-hours.

a. After hours, The CDO should review all incoming "unclassified" naval messages. If message requires immediate action by a specific office code, i.e. POMI, Healthcare OPS, etc. the message should be routed to the appropriate Director. If a message requires Navy Medicine East action, i.e. state of emergency, SOFA issue, SAVI incident, etc. the CDO shall take for action and ensure proper procedures are followed.

b. If immediate action is required in response to an incoming message, gather all amplifying information and notify the COS.

c. On notification that a classified message has been received after normal working hours, the CDO will:

(1) Notify the Command POMI officer or assistant POMI officers and direct them to take for action. This will be done regardless of the time of day it is received.

(2) Make appropriate entries in the Command Log giving a complete and accurate chronology of events to include, but not be limited to, the time message received, action taken by the CDO, the date/time group, originator and subject line of the message (if the subject line is unclassified). At no time will classified information be entered into the log.

d. All members standing the CDO watch must have a current Secret clearance. This clearance may be of an interim nature pending completion of the requisite background investigation.

7 Jan 08

3. Special Message Handling Procedures

a. OPREP-3 Messages. Initial voice reports and initial amplification messages in the OPREP-3 reporting system are extremely time sensitive. The procedures of reference (a) will be followed when submitting these messages.

b. Blue Dart Messages. Navy Medicine East will be notified of the release of any Blue Dart message that affects any/all of our AOR commands. Blue Dart messages are alerts concerning terrorist activity that will impact the command either directly or indirectly, and any force protection posture changes. The CDO will gather all amplifying information and contact the COS and/or Commander.

c. Classified Messages. Classified naval messages will be afforded the security required in accordance with section 2(c) of this standing order. Access will be granted only to staff members meeting the following criteria: 1) Need to know, 2) Listed on the classified message authorization list maintained in the POMI office. Review of classified messages will take place in the POMI office; such messages will not be removed from the POMI without following proper procedures for the handling of classified materials.

7 Jan 08

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NAVMEDEASTINST 1601.1  
09  
20 Sep 07

COMMAND DUTY OFFICER  
STANDING ORDER NUMBER FOUR

Subj: COMMAND LOG

Ref: (a) OPNAVINST 3120.32C

1. Purpose. To establish the Command Log as the official, legal record of events of significant nature occurring within Navy Medicine East.
2. Discussion. The Command Log is the official daily record of Navy Medicine East. It will describe every circumstance and occurrence of importance, including events, which may be of historical value. The log is a chronological record of events occurring during watch and it provides a document of historical and legal value. Accuracy in describing events recorded in the log is essential. Entries often constitute important evidence in judicial and administrative fact-finding proceedings arising from incidents involving Navy Medicine East. A ROUGH LOG WILL NOT BE KEPT. The Command Log will be written as events occur.
3. Required Log Entries. Reference (a) describes some of the events, which will be entered into the Log. At a minimum, the following events will be entered:
  - a. Relief of CDO and name of oncoming watch stander.
  - b. Arrival and departure times of official visitors to Navy Medicine East.
  - c. Admission of NAVMED East staff or VIPs to an inpatient status within the AOR.
  - d. Activation or warning order of any deployable medical platforms or assets within Navy Medicine East.

7 Jan 08

e. Seriously ill, very seriously ill, and death reports for Active Duty staff members and dependents assigned to all commands within Navy Medicine East.

f. Major flooding, fire, damage to equipment and any emergency interrupting normal operations at a MTF within Navy Medicine East.

g. Arrests, suspensions and restorations to duty of any staff member of Navy Medicine East.

h. Any other occurrence with operational, high visibility, or historical significance.

i. Signature of the CDO verifying the accuracy of the Command Log entries.

4. Log recording procedures. The Command Log will be recorded electronically, with entries made via password-protected access. Log entries will be made directly by the CDO, who will retain responsibility for ensuring a complete and accurate log. Once entries are made they become a permanent part of the log, although they may be counteracted or corrected by subsequent entries. Late entries will be entered on the next sequential line in the log by recording the time of the late entry, the actual time of the occurrence, and the entry as if it had just occurred. As an example:

0950 NH Rota reports official visit by Commandant of the Marine Corps

0955 Late Entry: 0915 Commence Commander's NJP

0955 Secure from Commander's NJP

The CDO will verify the accuracy of all electronic entries in the Command Log, and ensure the completed log is printed out each morning at approximately 0715, just prior to briefing the COS. The printed log will be reviewed and signed by the CDO,

NAVMEDEASTINST 1601.1A

7 Jan 08

and the COS, and the signed log sheets will be maintained permanently in the Command Log archive file.

**COMMAND DUTY OFFICER**  
**STANDING ORDER NUMBER FIVE**

Subj: VIPS/SENIOR OFFICIALS

1. Purpose. To establish procedures of notification for VIP and senior officials who are patients at commands within Navy Medicine East.

2. Notification

a. The CDO will notify the COS and myself as soon as practical whenever one of the following senior officials are admitted as an inpatient at a MTF within Navy Medicine East:

- (1) The President or any member of his/her family.
- (2) The Vice President or any member of his/her family.
- (3) Member of Congress.
- (4) Presidential Cabinet member.
- (5) Justice of the Supreme Court.
- (6) Foreign Ambassador or Foreign Military Attaché.
- (7) Flag Officer of U.S. or Foreign Uniformed Service.

3. Release of Information concerning VIPs. The diagnosis or reason for admission of a VIP or senior official will not be released to anyone, including OPNAV, BUMED or the State Department Operations Center, without authorization from myself or the COS.

NAVMEDEASTINST 1601.1  
09  
20 Sep 07

**COMMAND DUTY OFFICER**  
**STANDING ORDER NUMBER SIX**

Subj: DEATH PROCEDURES

Ref: (a) MILPERSMAN 1770 through 1770-240  
(b) CDO CACO procedures checklist

1. Purpose. To set forth procedures for reporting the death of a staff member or dependent assigned to Navy Medicine East or any command within the AOR.

2. Procedures

a. When notified of a death of a staff member or dependent the CDO will ensure the following:

(1) The Commander and COS are notified.

(2) The CDO will enter the name, command, and time of notification into the duty log.

(3) Per Ref (a) and (b), the CDO will ensure that proper CACO procedures are followed.