

TERMS OF REFERENCE FOR HMNB (P) OFFICER OF THE WATCH (OOW)

(Sponsor - BWO)

Review Due: 5 Nov 22

References

- A. Naval Base Commanders Standing Orders
- B. BRd 2 Queens Regulations for the Royal Navy
- C. BRd 3 Naval Personnel Management

Position details

Position Title - NBCP BASE EXEC OFFICER|OOW

Grade/Rank - OR7/CPO

Location - HMS Nelson, Queen Street Gate

Primary Purpose

1. To provide a 24-hour military presence at the Queen Street Gate (QSG) and be responsible to the BWO/1L during the working day and the NBDO during OOH periods.
2. The OOW responsibilities are Wide-Ranging but centre primarily on N1 and emergency incidents affecting the Portsmouth Naval Base. In Order to achieve this Primary Purpose, the principle tasks are to be adhered to.

Superiors

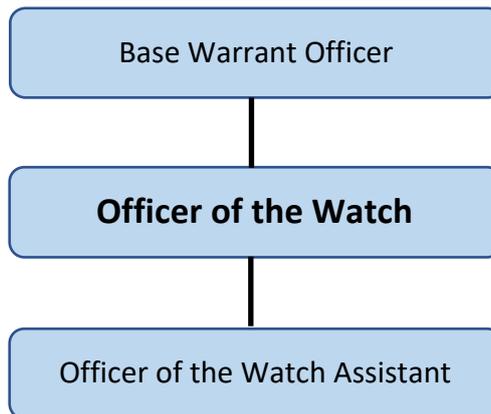
3. The HMNB (P) Officer of the Watch is accountable to:
 - a. HMNB (P) 1st Lieutenant / Base Warrant Officer during normal working hours.
 - b. HMNB (P) Naval Base Duty Officer out of normal working hours.

Authority

4. In order for the Officer of the Watch to conduct their duties swiftly and efficiently they are authorised to liaise directly with:
 - a. JCCC
 - b. RNRM Welfare
 - c. All military departments
 - d. JPAC & SPOC
 - e. CivPol
 - f. MDP/MGS
 - g. MOD Operator
 - h. All NB Duty personnel inc Fleet Duty Press Officer
 - i. All ships Afloat
 - j. Sodexo/BAE

Organisation

5. Organisational Diagram ([1 Up – 1 Down](#)):



Principle Tasks

6. The principle tasks of the Officer of the Watch are to:

- a. Carry out initial response to alarms e.g. Fire and Armoury as laid down in SoPs.
- b. Record and take appropriate action for incoming messages or incidents. This includes signposting to key supporting personnel around the Naval Base.
- c. The OOW is to initiate the call out of the duty personnel as necessary to deal with a specific incident and should not hesitate to seek assistance if required.
- d. The provision of to cover for RNRM Welfare out-of-hours in accordance with RNRM Direction.
- e. Supervision of U18 personnel to ensure they adhere to leave regulations and other mandatory obligations set for them.
- f. Supervision of personnel proceeding to and returning from ashore to ensure appropriate behaviour, dress and overall bearing. Special attention is to be given to personnel who may warrant support under the Out of Hours (OOH) Supervision. In this situation the NBDO is to be contacted to authorise the OOH Supervision team support.
- g. Comprehensive, accurate and timely completion of the written and online Daily Occurrence Book ensuring the NBDO (BWO/1L during working hours) is informed of any significant incident or where additional support or advice is required.
- h. Manage safe custody and issue of important keys. Signatories are to be validated against 'authorised to sign out' lists on production of valid ID Card.
- i. Engage with MGS to open the QSG to facilitate transit of emergency services and key personnel from emergency situations. Authority to open the gate resides with the BWO/1L during working hours and the OOW out of hours.
- j. To conduct online security checks via JPA, report lost and stolen ID cards and complete all relevant checks as required by the security team.
- k. Report faults and issues which reduce the appearance and operation of the QSG area to the Sodexho Helpdesk.

- l. Hold and activate the Op Bridge plan and telephone cascade the callout list.
- m. Manage collection and return of hire vehicles.
- n. To act as the DO to the OOW (A) of the same watch.
- o. To maintain 24hr security of the gym in HMS Nelson and Sail loft with the use of CCTV cameras.
- p. To support all ships and Submarines alongside and at sea with any support or guidance required.
- q. To have authority over all personnel within PNB jurisdiction in the execution of their duties until relieved by the NBDO or DCO out of hours.
- r. Whilst conducting their duty, the OOW is to ensure strict enforcement of Military standard and bearings of all military personnel who transit through HMS Nelson ensuring that the Naval Ethos and C2DRIL is adhered to.

Secondary Tasks

7. The secondary tasks of the Officer of the Watch are to:
- a. Support ceremonial requirements as directed by the Command. Use of the OOW will only be in exceptional circumstances as their primary position must be the OOW office to be ready to react to incidents and issues at immediate notice.
 - b. Support the divisional system in dealing with personnel under punishment through prior arrangement and agreement only. Risk assessments are the responsibility of the initiating Organisation. Due to OOW watch rotation all potential MAA action is to be sent via the Service Person (SP) chain of command for action.
 - c. Support the RN Police (MDP out of RNP Hours of work) in recording or taking the custody of lost property in their absence.

Great importance is attached to the completion of the OOW duties, particularly out of working hours. The OOW provides the first point of contact with outside agencies and is the initial response to emergencies. The safety and security of the establishment and image portrayed by personnel in HMS Nelson often lays in their hands. Leadership, initiative and a good knowledge of all laid down procedures are all essential to success.

Review of Terms of reference

TOR's are to be reviewed and agreed annually. Line Manager is to ensure that any changes to a position is recorded correctly and all personnel involved are informed.

Post Holder	Name:
<i>As the post holder I am competent to carry out this role and I have received sufficient training and experience to be able to fulfil my responsibilities</i>	Rank/Grade:
	Signature:
	Date:
<i>Post Holder Medical Restriction Codes</i>	

Line Manager	Name:
<i>As the line manager I accept that this post holder is competent to carry out this role and JPA Roles and Responsibilities have been updated.</i>	Rank/Grade:
	Signature:
	Date: