

SO2 N3 DFC – TERMS OF REFERENCE

1. **Preamble.** Fleet Ops Surface Sub-Division is responsible for the Command and Direction of RN and RFA surface and aviation assets and 43 Cdo. They also conduct the operational management of the Fleet Operations Schedule (FOS) and provide Subject Matter Expert (SME) advice including Mine Warfare, Diving, EOD, aviation, fishery protection, RFA and deployment issues. In addition, personnel form an OT and Fixed Battle Staff for CTF 320 (for MSO, ASW, MACP and Maritime Counter Terrorism), Fleet Incident Response Cell and emergent contingency tasking.

2. Organisation.

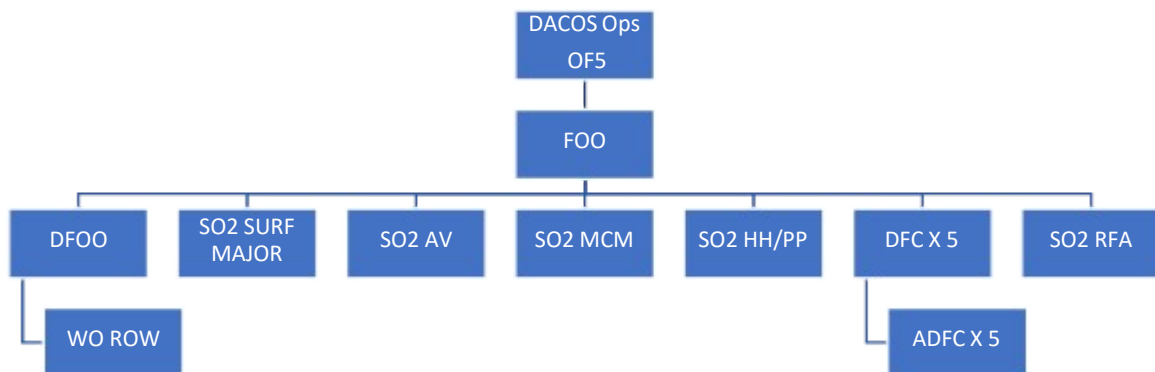


Fig. 1

3. **Accountability.** SO2 N3 DFC is accountable to DACOS(OPS) through FOO.

4. **Authority.** SO2 N3 DFC is authorised to:

a. Release signals on routine matters within his purpose.

b. Liaise with PJHQ watchkeeper, CDSO, staff of Flag Officers, Fleet Divisions, the Ministry of Defence and other Government Departments, Defence and Naval Attachés/Advisors, other national and NATO Service Headquarters and Fleet units to achieve his purpose.

5. **Primary Responsibilities and Tasks.** SO2 N3 DFC has authority over the Assistant DFC, as well as functional authority over the CTF 320 Controller, IWO and DSmC in the conduct of their duties outside core working hours. SO2 N3 DFC responsibilities are detailed in the table below.

Role	SO2 N3 DFC
Responsibility 1	On behalf of FLEET COMMANDER exercise control of surface and air units under FLEET OPCODE worldwide and support units under delegated OPCODE/OPCODE. Transformation expansion – This responsibility is effectively overseeing all ships and aircraft that FLEET COMMANDER operates worldwide: making sure they adhere to their programmes or coordinating changes; advising them of anything they need to be made aware of; and responding to any issues they raise.

Responsibility 2	As the initial point of contact for the Royal Navy 24/7 manage info and prioritise its dissemination to ensure appropriate and timely response. Transformation expansion – <i>This responsibility entails making military judgement calls on who needs to know what and when based on the urgency and scope of the info.</i>
Responsibility 3	As the focus for the FLEET Incident Response Cell initiate action, support ACRO and liaise with MOD in reacting to emergencies. Transformation expansion – <i>This responsibility pertains to being the initial Maritime Operations Centre focus for emergency response to incidents involving Fleet units.</i>
Responsibility 4	Manage the Fleet Ops Room monitoring the maritime picture to produce coherent briefs to inform FLEET and wider Defence audience of FLEET activity. Transformation expansion – <i>This responsibility entails ensuring an accurate picture is produced by all for use within and outwith the MOC.</i>
Responsibility 5	Control discrete operations as ordered, supporting CTF 320 maritime security operations, MT 2 and the protection of UK territorial waters. Transformation expansion – <i>This responsibility requires the DFC to oversee maritime security operations, particularly outside of working hours, liaising with appropriate personnel and organisations to protect the UK's maritime environment.</i>
Responsibility 6	Monitor communications and media services, liaising with FLEET staff and MOD departments to accurately inform media, government and public needs. Transformation expansion – <i>This responsibility required the DFC to advise MOD Media of information which may be of interest to them, and where possible to provide accurate responses to media enquiries where subject matter experts are unavailable.</i>
Responsibility 7	Liaise with the JCCC, NCC and welfare organisations to provide effective reporting of casualties and support to compassionate welfare case management. Transformation expansion – <i>This responsibility entails advising the relevant people and organisations of casualties and compassionate cases that exceed set thresholds.</i>
Responsibility 8	Liaise with civilian authorities and OGD in the provision of MACA in emergency situations such as casualty evacuation, SAR and flood relief. Transformation expansion – <i>This responsibility requires the DFC to be a focal point for co-ordinating responses in contingency situations.</i>

6. Secondary Responsibilities and Tasks.

- a. To ensure appropriate dissemination of information to FOO and other Senior Officers as directed by FOO.
- b. As senior watchkeeper within the MOC ensure the correct day to day running of the Operations Room, ensure the security of information displayed or held within the space and limit the access to appropriately cleared personnel.

- c. Draft back to work briefs as directed.
- d. Vet the content and distribution of normal and special handling signals addressed to FLEET COMMANDER and ensure correct distribution, including where necessary informing action officers of high priority messages.
- e. Oversee the publication of briefs and operational data to the Fleet Operations website on CSS.
- f. Act as the initial point of contact for all Fleet Divisions out of working hours, ensuring that the appropriate staff officers are informed as necessary.
- g. Produce/amend the daily Surface Fleet Update by 0600.
- h. Amend and publish the Bridge Card by midday local every Friday.
- i. Produce the weekly Rolling Brief and disseminate it before start of the working day every Monday.
- j. Produce/amend the Current STTT slide for the daily morning brief.
- k. Oversee ADFC input to the weekly CDS brief.
- l. Monitor news services for items of interest or concern to FLEET COMMANDER staff.
- m. Provide input to WO OPS for the ADFCs' MPARs and SJARs.

7. **Work Practices.** At full strength the DFC and ADFC watchbill has 5 qualified personnel of which 2 are on watch each week and a third on call; the remaining 2 are on leave. This can be altered by individual arrangements or as required by circumstances such as with new joiners. The watchbill is managed respectively by the DFCs and ADFCs.

a. **Routines.** See below for the DFCs' battle rhythm. Meal times and breaks during the 12hr shift are managed by the on-watch team. The DFC working routine is determined by the number of staff in each role as follows:

- 1). **1 in 5.** One week of nights (1800 – 0600 local daily), 1 swing day, one week of days (0600 – 1800 local daily), 1 week of standby, 13 days off.
- 2). **1 in 4.** One week of nights (1800 – 0600 local daily), 1 swing day, one week of days (0600 – 1800 local daily), 13 days off.

b. **Off Watch/Standby.** The "off watch" Controller during the week of days and nights is at 1 hour's recall to the MOC. It may be necessary to recall the standby week person to cover a short-notice absence due to illness or compassionate reasons, or as directed by FOO for contingency reasons. Standby personnel must remain contactable during their standby period and able to report for duty within 12 hours of activation, fit to undertake their duties. Personnel on standby should only travel abroad with the express permission of FOO.

8. **Development of Staff.** The post holder is to ensure that the principles of lIP are embodied in the working practices of the Fleet Ops Surface Sub-Division, paying particular attention to the provision of suitable training. This is to include induction training, agreeing and setting individual targets, conducting staff appraisals and obtaining feedback on the value of all training undertaken by staff.

9. **Competencies.** SO2 N3 DFC is a National Staff Officer on the staff of COMOPS based at Northwood Headquarters. The appointment is complemented for a Lt Cdr(X) (PWO)(Any) with a

DV clearance. In general, the post holder is to have the following professional qualifications/ experience:

Essential: OF3 (X), DV, pce, Warfare qualified.

Desirable: Small ship command or FF/DD XO experience.

In addition, the post holder requires the following specific competences:

Competence	Course Ref	Skill Level
DII(F)	-	Adv
MODNET	-	Adv
CSS (incl Netscape Communicator, C2PC)	-	Int
MS Windows	-	Basic
MS Office Applications:		
MS Outlook	-	Int
MS Word	-	Int
MS Excel	-	Int
Internet Explorer	-	Int
MS Netmeeting	-	Basic
MS V Chat	-	Basic
MS Frontpage	-	Basic
Force Programming	-	Basic
Omega+	-	Int

10. **Management of civilian staff.** Management of civilian staff is not required.

11. **Committees.** The post holder attends the following Committees and Groups:

a. FIRC.

b. As required for emergent operations.

Signature of Job Holder

Signature of Line Manager/
Authorising Officer

Date:

Date:

Part 2 - Key Change Objectives for [insert post]- from [insert date]

To be completed in discussion with Line Manager and should reflect those key change objectives that the incumbent is required to deliver over the next 6/12 months.