



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY

121 BLAKE ROAD

ANNAPOLIS, MARYLAND 21402-5000

USNAINST 1601.1 W/CH-1  
4/DEPSUPE/COS

JUL 18 2005

USNA INSTRUCTION 1601.1 W/CHANGE TRANSMITTAL 1

Subj: NAVAL ACADEMY DUTY OFFICER (NADO)

Ref: (a) US Navy Regulations, 1990, Article 0928  
(b) USNAINST 1601.5B

1. Purpose. To promulgate policies establishing the organization, manning, duties and responsibilities of the Naval Academy Duty Officer (NADO). A copy of this instruction will be maintained in the NADO binder and will be available on the NADO website.

2. Discussion. To effectively stand watch as the NADO, an officer requires knowledge, discipline, initiative, common sense, and sound professional judgment. This instruction is meant to define the NADO watch, guide watch standers in the execution of their duties and improve connectivity within the chain-of-command. When in doubt, the NADO should seek help from the chain-of-command.

3. Information. Change 1 has been incorporated in this instruction.

4. Action.

a. Deputy Superintendent/Chief of Staff (DEPSUPE/COS). The DEPSUPE/COS will exercise supervision over all watches at the academy including the NADO. He will receive reports on the effectiveness of the NADO from the Senior Watch Officer (SWO) as needed but not less than quarterly. The DEPSUPE/COS will:

(1) Sign the NADO watch bill.

(2) Monitor the standard of performance of the NADO by reviewing the log book and receiving the turnover brief from the off-going NADO.

(3) Brief all NADOs on all academy-related operations scheduled for that day as well as any operational duties the NADO is expected to perform.

b. Senior Watch Officer (SWO). The Senior Watch Officer will report directly to the DEPSUPE/COS. The SWO will:

(1) Prepare, supervise, and promulgate the NADO watch bill.

(2) Be responsible for the implementation and development of the NADO training program.

(3) Recommend to the DEPSUPE/COS all officers who meet the standard for final qualification as a NADO.

(4) Ensure the currency of the NADO binder and website.

(5) Monitor the performance of the NADO watch.

(6) Review and forward recommended changes to this instruction.

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c. NADO. Per reference (a), the NADO is the direct representative of the Superintendent of the Naval Academy/Annapolis Area Coordinator, from whom the NADO's authority is derived and for whom the NADO has authority to act. The NADO is responsible for the proper execution of all activities within the Yard and must be ready to respond to situations that require his direct attention. In most instances, the NADO will act as the coordinator of many activities happening throughout the Yard and will receive status/situation reports from subordinate watch officers who will be monitoring individual events. As an example, the PE duty officer would report to the NADO that the referees for a sporting event are at Gate 3 and need the NADO's approval to enter the Yard. The NADO would then coordinate with the sentry on Gate 3 and maintain connectivity with PE duty officer to ensure the proper execution of the operations schedule.

d. NADO Qualification. All prospective NADO watch standers will complete the NADO training program prior to qualification. This program will be developed, specified and administered by the SWO. It will include, as a minimum, a review of the pertinent instructions and materials governing the watch, an "under instruction" watch with a qualified NADO, and a comprehensive briefing with SWO regarding duties and responsibilities of the NADO. Upon successful completion of the training program, the prospective NADO will be recommended by the SWO to the DEPSUPE/COS for final approval and an entry into the officer's service record.

5. Standard Operating Procedures. A copy of the Standard Operating Procedures (SOP) will be maintained in the NADO binder and on the NADO website. The SOP will include information on the following topics and events:

a. Base Support:

- (1) Area Operations, Naval District Washington, East
- (2) Divisional Security Watch Organization
- (3) Bancroft Hall Watch Organization
- (4) Flag Staff Roster
- (5) Chaplains
- (6) PAO relationship
- (7) Public Works
- (8) Media access
- (9) Academy Fire Department and ambulance

b. Security:

- (1) Academy Police
- (2) Gate Guards
- (3) Fort Meade Explosive Ordnance Department and Navy Criminal Investigative Service
- (4) Civil disturbance/protest
- (5) Civilian interface and jurisdiction
- (6) Security – Force Protection Condition (FPCON)
- (7) Bomb threats
- (8) Guns and other weapons
- (9) Theft
- (10) Building security
- (11) Use of deadly force
- (12) Gate control
- (13) Emergency Operations Center (EOC)
- (14) Hostage situations

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c. NADO Administration:

- (1) Tour of the Yard
- (2) NADO routine
- (3) NADO keys
- (4) NADO vehicle
- (5) NADO website
- (6) NADO binder/log book
- (7) Cell phone
- (8) Flag location
- (9) King Hall – NADO meals
- (10) Officer and Faculty Club – NADO room

d. Special Events:

- (1) Funerals
- (2) Commissioning Week
- (3) Army-Navy Week
- (4) Special events on the Yard
- (5) Flight Ops
- (6) Ship on the Yard/At anchor
- (7) Liberty launch
- (8) VIP guests

e. Personnel Emergency:

- (1) Injuries – midshipman and civilian
- (2) Death on the Yard/Off the Yard
- (3) Suicide
- (4) Domestic disputes
- (5) Rape – midshipman related
- (6) Officer/Faculty incidents
- (7) Drugs/Alcohol
- (8) Warrants for arrest
- (9) Fire/Flooding

f. Message Traffic:

- (1) Op Immediate traffic
- (2) SITREP
- (3) OPREP-3
- (4) AMCROSS
- (5) Leave/Emergency Leave

g. Base Administration:

- (1) Weather/Wx Codes
- (2) Heavy weather
- (3) Trash – dumpsters/trashcans
- (4) Shuttle bus
- (5) Base closure

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- (6) Phone trees
- (7) Deliveries
- (8) Traffic incidents
- (9) Santee Basin

The SOP will serve as a guide to the NADO for execution of daily activities and also as the basis for the NADO training program.

6. NADO Watch Organization

a. Naval Academy Duty Officer. The NADO will be assigned to all senior O-4s (at least two years time-in-grade) and O-5s stationed at USNA except officers in the following billets:

- (1) Flag Staff
- (2) Battalion Officers
- (3) Commandant Operations Officer

All waivers from NADO duty will be approved by the DEPSUPE/COS.

b. Coordination and Tasking of Subordinate Watch standers. In accordance with reference (b), each division, department and area activity is responsible for maintaining a watch organization, or in the case of the Naval Academy Athletic Association (NAAA), an activity POC. The watch organizations are primarily responsible for the security of their assigned spaces. The watch organizations and the activity POCs are responsible for the conduct of all scheduled events and activities under the cognizance of their respective subordinate organizations. The divisional and departmental watch standers as well as the NAAA POCs will maintain awareness of their respective events through their physical presence. Watch standers will report to the NADO upon completion of each scheduled event on the Yard under their cognizance. Additionally, when needed to support academy operations, the NADO may task the divisional and departmental watch standers to assist in the performance of the NADO duties. Each division, department and activity specified shall train watch standers and administer their watch organizations in a similar manner to that outlined herein for the NADO. The watch standing and tenant organizations are:

(1) Divisions

- (a) Engineering and Weapons
- (b) Mathematics and Science
- (c) Humanities and Social Sciences
- (d) Commandant's Staff

- (1) Professional Development
- (2) Bancroft Hall
- (3) Physical Education

(2) Departments

- (a) Public Works
- (b) Supply
- (c) Security
- (d) Chaplain
- (e) Dean of Admissions

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(f) Staff Judge Advocate (SJA)

(3) Annapolis Area Activities

- (a) Branch Dental Clinic
- (b) Naval Health Clinic, Annapolis
- (c) Naval Station, Annapolis

(4) Tenant Organization

Naval Academy Athletic Association (NAAA)

7. General Duties and Authority of the Naval Academy Duty Officer

a. In conjunction with subordinate watch standers, maintain awareness of operations and activities on the Yard.

b. In disaster or crisis situations, report directly to the EOC located in the Security Building and act in the place of the Superintendent or DEPSUPE/COS until relieved by appropriate authority.

c. Act as on-scene coordinator for security or medical emergencies until the arrival of cognizant authority.

d. Authorized to issue Military Protective Orders in the event of a domestic dispute (after normal working hours only). Such orders are to be given without presuming guilt on the part of any party to the dispute/disturbance, but in order to ensure the preservation of good order and discipline only. A written report of the actions of the Duty Officer shall be given to the DEPSUPE/COS as soon as practical, but no later than the next business day.

e. Authorized to release messages upon approval of DEPSUPE/COS.

f. NADOs are authorized to conduct a search only authorized by appropriate command authority. Contact with the SJA is imperative prior to the conduct of any search/seizure. If in doubt, the Duty Officer should secure the scene, and request proper authority to search.

8. NADO Watch Routine

a. Weekday Routine. On-coming and off-going NADOs will meet at 0700 Monday thru Friday in the Admin Building, DEPSUPE/COS office to attend the operations brief. Following the brief, the on-coming NADO will ensure contact with all divisional and departmental watch standers to disseminate word, verify contact numbers, review the operational schedule of events on the Yard and assign tasking. Subordinate duty officers should check in with the NADO. It is imperative that the NADO remain available to coordinate all events on the Yard, respond to all emergent requirements and make appointed rounds; therefore, direct monitoring of events and activities may be delegated to the responsible divisional or departmental watch stander. Ensure the responsible divisional or departmental watch standers report completion of their events to the NADO. Completion of scheduled events will be recorded in the NADO log book and debriefed to the DEPSUPE/COS during turnover. Other assigned duties, such as teaching, may be carried out on a not-to-interfere basis with the NADO duties. A tour of the yard (on foot or by vehicle) should be conducted, at a minimum, every four hours.

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b. Weekend Watch Routine. There will be no operations brief by the DEPSUPE/COS on Saturday or Sunday morning. All weekend NADOs will attend the operations brief held on the Friday morning prior to their assigned weekend watch. Turnover may occur at an agreed-upon time and place for Saturday and Sunday NADO watches but should be accomplished not later than 0900.

c. Securing the NADO Watch. Upon completion of the last event on the Yard or 2130 (whichever is later), the NADO may secure to quarters or to the NADO Bachelor Officers' Quarters room. The NADO may retire to his or her own home if it is located within 20 minutes of the academy (depending on FPCON). When securing the watch for the evening and prior to reassuming the watch in the morning, the NADO will contact the Dispatch Operator.

d. Assuming the NADO Watch

(1) The on-coming NADO will attend the daily operations brief at 0700 in the DEPSUPE/COS office. He will receive a rundown from the DEPSUPE/COS on the expected issues that may arise during his watch, a brief on planned events on the Yard, and a pass down from the off-going NADO on any carryover issues.

(2) The off-going NADO will ensure the duty vehicle gas level is at least a half tank if the vehicle was used during his watch.

(3) The on-coming NADO will inventory the contents of the NADO bag.

(4) The on-coming NADO will conduct a check-in call from the NADO cell phone with the Dispatch Operator.

(5) Verify all divisional watch bills are current and contained in the NADO binder.

(6) Ensure contact by all divisional/departmental duty officers to verify contact numbers, pass information or assign tasking.

(7) Maintain a log of events that occur during the watch. Print all entries neatly in the NADO log book provided in the NADO bag. Be explicit with all facts – the log book may be used as a legal record.

(8) The Uniform of the Day with the NADO nametag is prescribed for NADOs. Divisional/departmental watch personnel may wear the appropriate working uniform while acting in the capacity of his/her duties.

(9) Rounds are required at least every four hours. This may be accomplished either by driving or walking around the Yard. Rounds should be made prior to securing for the evening and prior to turnover and evening rounds should include at least one tour of the Naval Station. Be alert for any suspicious activity and obvious Yard discrepancies (sprinklers on, field lights on, etc.).

(10) Make an appearance at all major evolutions on the Yard to ensure proper standards of conduct are being observed and security is being maintained. This includes evening lectures, movies, athletic events, and other gatherings where sizable numbers of people are assembled.

(11) Inspect the Naval Academy outdoor swimming pool outside Gate 8, when open, at least once during the watch. Normal pool season is from Memorial Day weekend to Labor Day weekend.

(12) Interface with the security detail at each gate at least once during the watch.

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e. Watch Exchanges. The SWO must approve exchanges of NADO watch assignments. Exchanges may be submitted for approval via email to the SWO.

#### 9. General Reporting Guidance

a. The NADO will advise the DEPSUPE/COS as soon as possible of any information or event that requires the immediate attention of the chain-of-command.

b. Normal policy is to work issues out at the lowest working level and allow the internal chain-of-command to push things up with recommendations.

c. Do not hesitate to seek guidance or clarification from any appropriate level of the chain-of-command.

10. Reportable Events. This paragraph defines the minimum reporting requirements.

#### a. Threats to Safety and Security

- (1) Significant personnel or family casualty.
- (2) Imminent danger to the life of midshipmen, military, visitors or military family members.
- (3) Imminent danger to academy property.
- (4) Potential compromise of classified information.
- (5) Anticipation of possible terrorist or criminal action against the academy.

#### b. Command and Control Matters

- (1) Any change in assigned command and control authority or relationships.
- (2) Any change in DEFCON, FPCON, or Alert State.
- (3) Receipt of Warning, Alert or Execute Order.

#### c. Personnel Issues

- (1) Misconduct involving drug or alcohol abuse.
- (2) Misconduct of a sexual nature.
- (3) Violent misconduct.
- (4) Any misconduct that may attract attention by community authorities, news media, or higher military authority.
- (5) Breaches of policy regarding sexual harassment, fraternization or hazing.
- (6) Violations of UCMJ by military members or by others affecting military members.
- (7) Military member or military family member quality-of-life conditions requiring immediate attention or outside support.
- (8) Leave extensions or approvals.

#### d. Special Sensitive Matters

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(1) Any incident with potential interest by higher authority, news media, local communities or nations of foreign officers.

(2) Any potential violations by any unit of law of the sea or international conventions.

(3) Unscheduled arrivals of VIPs, change in VIP itinerary or any inability to provide VIP support.

(4) Unplanned arrival of news media representatives.

(5) Unscheduled arrivals of visiting aircraft.

11. Authority to Act

a. In the absence of the Superintendent or DEPSUPE/COS, a senior O-6 residing on the Yard will be designated as Senior Officer onboard. The NADO will maintain contact with the Senior Officer onboard and act accordingly.

b. Orders issued by the Naval Academy Duty Officer shall be considered as coming from the Superintendent.

c. NADOs are expected to exercise initiative and sound professional judgment. When the situation permits, the DEPSUPE/COS shall be advised of NADO intentions prior to execution. When the situation obviously demands a quick decision, make it, execute the necessary actions and then provide notification as soon as possible. If the NADO is unable to contact the DEPSUPE/COS, the NADO will ensure the Superintendent is briefed on sufficiently important, urgent matters.

12. Summary. Standing an effective watch is one of the most important roles an officer can perform. NADOs are entrusted with extraordinary authority and are relied upon to ensure that the daily routine is properly executed. The NADO is a direct and obvious representative of the Naval Academy and the leader of the Naval Academy watch organization. Monitor, coordinate and communicate. Direct when necessary and assist when able. Be prepared to respond quickly when required and pause to think when possible. There are no substitutes for solid preparation and sound judgment.



HELEN F. DUNN  
Deputy Superintendent/Chief of Staff

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USNAINST 1601.1 CH-1  
4/DEPSUPE/COS

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USNA INSTRUCTION 1601.1 CHANGE TRANSMITTAL 1

From: Superintendent

Subj: NAVAL ACADEMY DUTY OFFICER (NADO)

Ref: (a) US Navy Regulations, 1990, Article 0928  
(b) USNAINST 1601.5B

1. Purpose. To publish change 1 to subject instruction.

2. Action. Make the following changes:

a. Para 4a, change Deputy/Chief of Staff to read Deputy Superintendent/Chief of Staff (DEPSUPE/COS) and D/COS to read DEPSUPE/COS.

b. Para 4b, change D/COS to read DEPSUPE/COS.

c. Para 4b(3), change D/COS to read DEPSUPE/COS.

d. Para 4d, D/COS to read DEPSUPE/COS.

e. Para 6a, change D/COS to read DEPSUPE/COS.

f. Para 6b(2), add, "(f) Staff Judge Advocate (SJA)."

g. Para 7b, change D/COS to read DEPSUPE/COS.

h. Add to para 7d, "Such orders are to be given without presuming guilt on the part of any party to the dispute/disturbance, but in order to ensure the preservation of good order and discipline only. A written report of the actions of the Duty Officer shall be given to the DEPSUPE/COS as soon as practical, but no later than the next business day."

i. Para 7e, change D/COS to read DEPSUPE/COS.

j. Para 7f, change to read, "NADOs are authorized to conduct a search only authorized by appropriate command authority. Contact with the SJA is imperative prior to the conduct of any search/seizure. If in doubt, the Duty Officer should secure the scene, and request proper authority to search."

k. Para 8a, change D/COS to DEPSUPE/COS.

l. Para 8b, change D/COS to DEPSUPE/COS.

m. Para 8d(1), change Deputy/Chief of Staff to Deputy Superintendent/Chief of Staff and D/COS to DEPSUPE/COS.

n. Para 9a, change D/COS to read DEPSUPE/COS.

o. Para 11a, change D/COS to read DEPSUPE/COS.

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p. Para 11c, change D/COS to read DEPSUPE/COS.

3. Cancellation. When the required action has been taken.



HELEN F. DUNN  
Deputy Superintendent/Chief of Staff

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