DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 1601.5B
4/D/COS

JAN 24 2005

USNA INSTRUCTION 1601.5B

Subj: NAVAL ACADEMY/ANNAPOLIS AREA DUTY OFFICERS

Ref: (a) US Navy Regulations, 1990, Article 0928
(b) USNAINST 1601.1

1. Purpose. To establish requirements for duty officers throughout the Naval Academy/Annapolis area.

2. Cancellation. USNA/AACINST 1601.5A.

3. Requirements. The Naval Academy Duty Officer (NADO) watch will be assigned to senior O-4 (at least two years time-in-grade) and O-5 officers (US only) attached to the Naval Academy. Heads of the following activities will also establish a subordinate watch organization as necessary to cover their specific areas of responsibility:

a. Commandant of Midshipmen

b. Divisions

(1) Engineering and Weapons
(2) Mathematics and Science
(3) Professional Development
(4) Humanities and Social Sciences

c. Departments

(1) Physical Education
(2) Public Works
(3) Supply
(4) Chaplain
(5) Dean of Admissions

d. Annapolis Area Activities

(1) Branch Dental Clinic
(2) Naval Medical Clinic, Annapolis
(3) Naval Station, Annapolis

4. Relationships. 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 per reference (a). In most cases, the NADO will act as coordinator of the activities of subordinate watch officers and not as the principle decision-maker. For example, the senior medic in a life-threatening situation will be the on-scene individual responsible. When deemed appropriate by the USNA Deputy/Chief of Staff (D/COS), divisional and departmental watch standers will assist the NADO in the execution of duties. In accordance with reference (b), all divisional/departmental watch standers will report to the NADO to ensure connectivity and that Yard applicable information is disseminated to all duty personnel.

5. Responsibilities

a. Division Directors, Department Heads, and Heads of Activities

(1) Maintain a watch organization applicable to their areas of responsibility. The organization should be led by a duty officer of appropriate rank whose training and qualifications mirror those outlined for the NADO in reference (b). The duty officer shall be the primary point-of-contact for the NADO during his watch and is expected to keep the NADO informed of significant issues and events under his cognizance.

(2) By the 20th of each month, provide the D/COS, Security Officer and NADO Senior Watch Officer (SWO) with either the phone number of a constantly-manned duty office or a duty officer watch list with point-of-contact phone/beeper numbers. This list must be updated as required.

(3) Duty officers will be responsible for the physical security of the spaces assigned to their activity, will perform other such duties as directed by the officer assigning the watch, and will assist the NADO as required. After working hours, duty officers will keep the Dispatch Operator informed of their whereabouts, remaining readily available for return to the Naval Academy/Annapolis Area as their services are required.

b. Deputy/Chief of Staff. Exercise general supervision and policy guidance over all watches. Naval Academy/Annapolis Area policy guidance for the NADO is contained in reference (b).

c. Senior Watch Officer (USNA only)

(1) Prepare and supervise the NADO watch list.
(2) Instruct watch standers in the duties of the NADO as necessary.
(3) Maintain and update, as necessary, the NADO binder.
(4) Other duties as required per reference (b).

d. NADO. Duties and responsibilities of the NADO are set forth in reference (b).

T. D. RAINS
Deputy/Chief of Staff

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