



DEPARTMENT OF THE NAVY
COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 1081.1A
4TH Battalion

06 JAN 2000

COMDTMIDNINST 1081.1A

Subj: TAPS ACCOUNTABILITY OF MIDSHIPMEN

Ref: (a) Navy Regulations (1990)
(b) COMDTMIDNINST 5400.6H (Midshipmen Regulations)
(c) COMDTMIDNINST 4653.1G (Movement Orders and Excusal List)

Encl: (1) Taps Accountability Muster Sheet

1. Purpose. To promulgate the Midshipman accountability procedure for taps.

2. Cancellation. COMDTMIDNINST 1081.1.

3. Background. The Commanding Officer is ultimately accountable for the presence of all persons attached to the command. Navy Regulations, section 0808, paragraph 4, "The presence of all persons attached to the command shall be accounted for daily. Persons who have not been sighted by a responsible senior shall be reported absent."

4. Policy. Company Commanders shall ensure their respective Company Adjutants maintain formal muster sheets, using enclosure (1). Company members shall be listed in ascending order of room number, including last names, and personally sign the muster sheet at taps. Company Commanders shall ensure Company Adjutants provide accurate taps muster sheets to each Company Duty Officer no later than 1200 each day.

5. Procedure. In each company area, the Company Duty Officer is accountable for the timely and accurate muster of every Midshipman in that company.

a. Each CDO shall personally maintain custody of the muster sheet, shall not delegate taps responsibility, and shall initial the Visual Identification (VID) block next to each returning Midshipman's signature once the CDO has sighted that Midshipman. VID shall commence not earlier than 30 minutes prior to taps, regardless of when a Midshipman signed the taps sheet. The CDO will personally VID each Midshipman that is required to be in the company area at TAPS within the 30 minute window prior to TAPS.

b. If a Midshipman is absent, the CDO shall write the reason in the Midshipman's signature block.

(1) It is the responsibility of every Midshipman to seek authorization from the CDO to be absent between taps and 0530 IN ADVANCE. The CDO shall only authorize an absence for Midshipmen who make arrangements prior to departure arrangements for legitimate reasons. The CDO shall not authorize an absence for a Midshipman who calls in or has another Midshipman tell the CDO that he/she is going to be late. In other words, a Midshipman who is not authorized by the CDO in advance to be absent between taps and 0530 - and is absent - is UA.

(2) To determine if a Midshipman is absent for an authorized reason, the CDO shall consider taps muster to be a formation in the Table of Priorities of Midshipman Regulations. If a Midshipman is absent attending to a duty that takes precedence over formation, the CDO shall consider the absence authorized and write, in the Midshipman's signature block, that Midshipman's duty and the anticipated time of that Midshipman's return.

(3) If a Midshipman is on leave, approved per Midshipman Regulations, the CDO shall consider the absence authorized and write the Midshipman's signature block, "Absent: Leave" followed by the start time and date and end time and date of the leave period.

(4) If a Midshipman is absent and on an approved movement order, and the Midshipman meets academic requirements and all other requirements to go on the movement, the CDO shall write, in the Midshipman's signature block, "Absent: MO" and the number of the Movement Order as listed in MIDS.

(5) Liberty normally expires at taps. If a midshipman is absent and on approved weekend liberty, the CDO shall write, in the Midshipman's signature block, "Absent: Weekend."

(6) If a Midshipman is absent without authority as described above, the CDO shall:

(a) Write, in the Midshipman's signature block, "Absent: Unauthorized" and the time the absence was discovered.

(b) Take appropriate action within the Administrative Conduct System.

c. CDOs shall only write the date and those entries prescribed above on muster sheets. Any other writing on a muster sheet may be cause to consider the muster inaccurate.

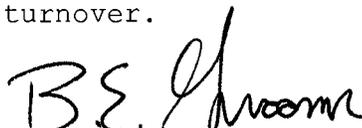
d. Turn-in of taps sheets will not be delayed in order to ascertain a complete explanation for people absent. If the Midshipman

is not physically present in the company area or not on an official movement order, chit or weekend, the CDO will write "Absent: Unauthorized" and turn the sheet in. Following the turn-in, the CDO will continue to track the Midshipman down.

e. The CDOs shall hand carry their muster sheets to the Battalion Officer of the Watch (BOOW), to arrive no later than five minutes after taps and as the only means for making taps reports. E-mail, phone call or other communication with the BOOW or any other person will not suffice. BOOWs will then take the battalion reports to the Midshipman Officer of the watch in Main Office no later than 20 minutes after taps. The BOOW is personally responsible for the accuracy of the Battalion 0800. He/she will compare the report to the previous day's report to ensure all numbers "match up".

f. Except as allowed above, Midshipmen shall be in their company areas after signing the taps muster sheet. If, and only if, a Midshipman receives authorization from the CDO to depart company area after signing the taps muster sheet and signs the accountability log, that Midshipman may depart company area after signing the taps muster sheet.

6. If any Company Duty Officer is suspected of submitting an inaccurate muster, that person having knowledge of the facts shall, at a minimum, charge that Company Duty Officer under the administrative conduct system with falsifying an official document (a violation of the Uniform Code of Military Justice), disobeying a lawful written order and aiding and abetting those Midshipmen whose muster may have been inaccurate. The BOOW will randomly spot check a company's conduct of taps each night, and note the results in the Battalion 0800 report. Any discrepancies in the conduct of taps will be reported to the Battalion Officer at morning turnover.


BRUCE E. GROOMS

Distribution:
C-1 (Electronically)

1/C

Assigned
Present
Excused
UA

3/C

Assigned
Present
Excused
UA

CDO'S NAME (PRINT):
SIGNATURE:

2/C

Assigned
Present
Excused
UA

4/C

Assigned
Present
Excused
UA

Approved
MIDN LCDR Whaley
Brigade Adjutant

Approved
CDR Smith
Senior Watch Officer