



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

COMDTMIDNINST 1601.13A

01 AUG 2006

COMDTMIDN INSTRUCTION 1601.13A

Subj: MIDSHIPMEN DUTY

1. Purpose. To discuss the concept of DUTY at the United States Naval Academy and set forth policies regarding DUTY effective for the 2005 Academic Year.
2. Background. "DUTY" is a familiar concept in the military, and it is often said that we are all on duty "24/7" in service to our country. While fulfilling that obligation, we also "stand" duty. In the Fleet and Marine Corps, virtually every Officer, Sailor, Marine is assigned to a duty section and stands a duty rotation at their unit. Although standing watches is part of duty, being on duty is more than just that. Being on duty means that you are available - and ready - to support your command in any way required during the course of your duty day. Representing your command at events, keeping your command clean, safe, secure, and conducting training are common "duty section" responsibilities across the services. In order to better prepare Midshipmen for requirements after graduation, the Brigade of Midshipmen will adopt a philosophy of duty similar to that found in the Fleet.
3. Cancellation. COMDTMIDNINST 1601.13 is cancelled and replaced by this instruction.
4. Objectives. Standing rotational duty is designed to accomplish the following objectives:
 - a. Instill a greater sense of duty within the Brigade.
 - b. Enhance the security and cleanliness of Bancroft Hall.
 - c. Provide additional leadership opportunities.
 - d. Increase Midshipmen presence at events on the Yard, both as spectators and participants.
 - e. Emphasize the four-class system.

f. Better facilitate the execution of Saturday Morning Training and to increase the involvement of the upperclass in that evolution.

g. Familiarize Midshipmen to commonly followed procedures in the Fleet.

5. Discussion

a. Number of Duty Sections by Class. **All** Midshipmen in the Brigade, regardless of class or billet, will be assigned to a duty section and will stand duty in a rotation divided by class, as follows:

Class	Number of Duty Sections
1/c	6
2/c	5
3/c	4
4/c	3

(1) Senior Brigade staff (6 and 5 Stripers) will be in their own 6 section rotation, separate from the company duty rotation, but available on their duty day to assist the MOOW.

(2) During the summer, all Midshipmen participating in NASP/NASS will be in 4 section duty, regardless of class.

b. Duty Hours. During the week, a duty day is 24 hours and begins at 0600 and ends at 0600 the following day. On weekends, including long weekends, a single section will "take the weekend." Weekend duty begins at 0600 Friday and ends at 0600 Monday (or Tuesday for long weekends). The 1st Regimental Adjutant will be responsible for coordinating the weekend rotations.

(1) Midshipmen will not consume alcohol within 12 hours of assuming duty.

(2) Midshipmen in a duty status will not consume alcohol.

c. Duty Location. Personnel in the duty section, whether standing a watch or just "on duty", are not authorized liberty.

(1) Yard liberty may be granted by the CDO and is within the gated area of the Naval Academy. Duty section personnel leaving the Company area for any purpose other than class will sign out in the Duty Section accountability log, and sign back in upon return.

(2) Those personnel designated to attend off-yard events will do so and return to the Yard immediately following the event (within 60 minutes). These personnel will also sign in and out of the Company area.

(3) In the event a Company is having a company social function on the Yard, such as a picnic on Hospital Point, duty section personnel may sign out with the CDO to participate in the picnic but are still in a duty status.

d. Uniform: The OOW, AOOW, MOOW, CMOOW, RMOOWs, BOOWs, MCBOs, Main Office Watch Squad, Gate Guards and Shore Patrol will stand watch in the uniform of the day (Summer White/Service Dress Blue or USMC equivalent) and wear a watch brassard identifying their watch on their right arm, and remain covered at all times with the exception of meals and in the Chapel. The OOW, AOOW, MOOW, CMOOW, RMOOW, and BOOW will carry swords and wear sword belts to all ceremonial and public events and inspections (e.g. Brigade level events, colors, parades, outside formations, sporting events, restriction musters, watchstander inspections, etc.) The uniform for CMODs and BSRs is Working Blue with bayonet belt. Off-watch duty section personnel will wear the working uniform or PE gear as designated by class rates.

e. Duty Section Responsibilities. The responsibilities of the duty section include, but are not limited to:

(1) Security of Bancroft Hall.

(2) Cleanliness of Bancroft Hall, to include rooms and common company areas such as include heads, wardroom, passage ways, ladder wells, and assigned exterior and basement spaces.

(3) Maintenance of good order and discipline within Bancroft Hall.

(4) Enforcement of Study Hour.

(5) Enforcement of Midshipmen Regulations, Uniform Regulations and Class Rates.

(6) Professional execution of Colors.

(7) Providing watch standers to support Bancroft Hall, Usher, Gates, Shore Patrol, Shipmate Safe-Ride, the Crypt, Swimming Pool, Climbing Wall, Chapel and other watches deemed necessary.

(8) Support the special watch requirements for a given day (ushers, escorts, movie clean-up, etc.).

(9) Attending events on the Yard (sporting events, musical events, etc.). Each member of the Duty Section will attend one event on the yard on each weekend duty day: Friday, Saturday, and Sunday. The CDO will be responsible for tracking the attendance of their duty section.

(10) Execution of and attendance at Saturday Morning Training.

(11) Proctoring the weekly Professional Knowledge Quiz for the 4/c on Sunday.

f. Duty Section Tasking. Personnel in the duty section are available for tasking to meet watch, special watch, event participation, cleaning, and security requirements. With the exception of the Academic Watch, **ONLY** personnel in the duty section will be assigned watches and be tasked to support the Brigade. Personnel not in the duty section who chose to remain in the company area will **NOT** be tasked to meet ANY duty section requirements.

g. Varsity Athletes and BSA Participants. All Midshipmen are in a duty section, including varsity athletes and BSA participants. Participating in a varsity sports event or a BSA activity will constitute a person's watch for that duty day/duty weekend, however, they remain in the duty section and are available for general duty section tasking such as cleaning common areas or the Wardroom.

(1) For an event that takes place Monday through Thursday, the Midshipman is exempt from watch for that day.

(2) For an event that takes place on Friday, Saturday, or Sunday, the Midshipman is exempt from watch for the entire weekend: Friday, Saturday and Sunday. This includes members of Chapel Watch and Chapel Choir.

(3) Varsity Athletes and BSA members should return to the Yard expeditiously following these events. A person will be considered to be "on duty" 60 minutes following the completion of the event or return of the team/group to the yard for "off-Yard" events. For example, a football player is in duty section 1 for the weekend. He departs for an away football game on Friday and returns at 1900 on Saturday. That Midshipman will be considered to be "on duty" effective 2000 Saturday until duty section turnover at 0600 on Monday. The same would be true for someone participating in a BSA requirement off the Yard.

h. Home Football Games. Midshipmen in the Duty section who attend home football games are required to return to the Yard expeditiously and will be considered "on duty" 60 minutes after the game.

6. Action

a. Specific Responsibilities

(1) MIDN 1/C will:

(a) Ensure wardroom cleanliness is maintained and regulations enforced regarding Midshipmen use of the wardroom (i.e. who rates the wardroom and when).

(b) Ensure heads are cleaned, include wipe down of mirrors and pick up of paper towels off the deck.

(c) Ensure common areas, including exterior and basement areas, are clean and free of debris

(d) Enforce study hour in company area.

(e) Serve as CMOD Watchbill coordinator.

(f) Conduct Saturday Morning Training, to include advanced planning of the lesson, executing of the training, conducting a muster, collecting critiques and monitoring safety.

(2) MIDN 2/C will:

(a) Administer the weekly professional knowledge quiz to the 4/C on Sunday.

(b) Attend and assist with the execution of Saturday Morning Training.

(3) MIDN 3/C will attend and assist with the execution of Saturday Morning Training.

b. Exchanges of Duty. All requests for exchange of duty must be approved by the cognizant authority - the person who signs the watchbill - a minimum of 48 hours in advance. The "relief" Midshipman must be qualified to stand the same watches as the person with whom they are exchanging duty.

(1) Personnel who stand independent watches - Lifeguard, Climbing Wall, SAVI, Chapel Watch and Chapel Choir - must swap duty with another member of their independent watch organization and the swap must be approved by the watchbill coordinator for the organization. The Company Commander cannot approve duty swaps for these personnel.

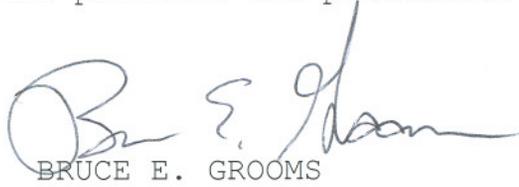
c. Excusal from Duty. Company Commanders may grant a Midshipman an excusal in advance for a specific duty day or weekend as a reward for exceptional performance. This reward will not be given to an individual more than twice a semester. Company Commanders will carefully consider duty section responsibilities and manning for a given day/weekend when deciding to award an excusal from duty, and will submit the names of those excused to the Company Officer in advance. This reward is available for all classes of Midshipmen.

7. Responsibility

a. The Senior Watch Officer and the Brigade Adjutant are responsible for training the Brigade on this memorandum and for the execution of the duty rotation.

b. The Brigade Adjutant will promulgate the Duty Section rotation for all classes for Fall Semester prior to Reform in August and for the Spring Semester prior to reform in January.

c. Company Officers, Senior Enlisted Leaders, and Company Commanders are responsible for the proper utilization of the duty section and adherence to the policies and procedures contained in this instruction.



BRUCE E. GROOMS