



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

COMDTMIDNINST 1601.10E

10 AUG 2006

COMDTMIDN INSTRUCTION 1601.10E

Subj: BANCROFT HALL WATCH ORGANIZATION

- Ref:
- (a) COMDTMIDNINST 1601.13 (SERIES) (MIDSHIPMEN DUTY)
 - (b) COMDTMIDNINST 5400.6 (SERIES) (MIDSHIPMEN REGULATIONS)
 - (c) COMDTMIDNINST 5350 (BRIGADE ALCOHOL SCREENING USING BREATHALYZERS)
 - (d) COMDTMIDNINST 1081.1 (SERIES) (TAPS ACCOUNTABILITY OF MIDSHIPMEN)
 - (e) COMDTMIDNINST 3000.1 (SERIES) (FIRE BILL EVACUATION PROCEDURES FOR BANCROFT HALL)
 - (f) COMDTMIDNINST 3040.1 (SERIES) (MIDSHIPMEN SITUATIONAL REPORTING (SITREP) PROCEDURES)
 - (g) COMDTMIDNINST 5530.2A (SERIES) BANCROFT HALL MIDSHIPMEN KEY CONTROL
 - (h) COMDTMIDNINST 11100.5 (SERIES) (ADMINISTRATION AND POLICIES OF CLIMBING WALL)
 - (i) COMDTMIDNINST 1531.19 (SERIES) (MIDSHIPMEN LIFEGUARD CERTIFICATION TRAINING PLAN)

1. Purpose. To publish instructions and procedures for the Bancroft Hall Watch Organization.

2. Objectives. The objectives of the Bancroft Hall Watch Organization are to:

- Provide a Chain of Command within the Hall 24 hours a day, responsible to the Commandant for handling emergencies and executing the Plan of the Day
- Provide security within the Hall
- Introduce Midshipmen to watchstanding and the personnel qualification system
- Empower Midshipmen to lead the Brigade
- Provide consistency on a daily basis
- Improve accountability
- Provide leadership opportunities for all classes
- Provide a watch structure that is adaptable to daily requirements
- Improve Bancroft Hall "professional environment"
- Enhance study hour enforcement

COMDTMIDNINST 1601.10E

The Bancroft Hall Watch Organization shall emphasize the following areas:

- security and safety
- good order and discipline
- uniform standards
- room standards
- accountability (formations, mandatory events, taps)
- Midshipmen conduct (formal and informal events)
- common area material condition and cleanliness
- proper watchstanding

General Watchstanding policies are contained in Chapter 1 and a general daily routine is provided in Chapter 2.

3. Cancellation. COMDTMIDNINST 1601.10D. This directive is a complete revision that should be reviewed in its entirety; no special markings appear due to extensive changes.

4. Background. There are three distinct groups of watch standers within Bancroft Hall: Officers of the Watch, Staff Duty Officers, and Midshipmen.

a. Officer Of The Watch. The Officer of the Watch (OOW) is a commissioned officer who will advise, supervise and direct the Midshipman Officer of the Watch (MOOW) in matters concerning the general operations of the watch and the performance of the Brigade. The OOW is ultimately responsible to the Senior Watch Officer and Deputy Commandant for maintaining good order and discipline. The OOW will execute the duties outlined in Chapter 3. Officers assigned to the Commandant's Staff will stand watch as OOW as assigned on the monthly watch bill by the Senior Watch Officer.

b. Staff Duty Officer. The Staff Duty Officer (SDO) is a Senior Enlisted Leader who will assist the OOW and the MOOW in executing the requirements of the Duty Day, as well as maintaining good order and discipline within Bancroft Hall. The SDO will execute the duties as outlined in Chapter 4. Senior Enlisted Leaders assigned to the Commandant's Staff will stand watch as SDO as assigned on the monthly watch bill by the Enlisted Watch bill Coordinator.

c. Midshipmen. The Midshipman watch organization provides the senior Midshipman on watch, the Midshipman Officer of the

Watch (MOOW), a pool of resources with which to accomplish the tasking of his/her duty day. To summarize, Midshipmen support five specific areas of responsibility:

- Bancroft Hall Main Office, Colors Details, MacDonough Gym Lock-up, and Mitscher-Levy Patrol - all manned by the duty company
- Shore Patrol, Gate Guards, and Shipmate Safe Ride - manned by the duty battalions
- Independent Watches (lifeguard, climbing wall, SAVI, chapel, chapel choir, and crypt) - manned by volunteer Midshipman established in duty sections and coordinated by a designated coordinator
- Bancroft Hall Chain of Command - manned by duty section personnel from each regiment and company
- Special Watches - such as ushers, escorts, and task forces manned by duty section personnel and coordinated by the Special Watch Coordinator

The Midshipmen watch organization is described in Chapter 5.

5. Responsibility. The following billets are responsible for providing support to the Bancroft Hall Watch Organization:

a. Senior Watch Officer. The Senior Watch Officer (SWO) is responsible to the Commandant of Midshipmen for the proper execution and administration of the Bancroft Hall Watch Organization. The SWO is directly responsible for the indoctrination and training of commissioned officer watch standers and will supervise the implementation of the Midshipmen watch organization. The SWO is responsible for maintaining this instruction and will approve and promulgate the OOW Watch Bill.

b. Assistant Senior Watch Officer. The Assistant Senior Watch Officer (A-SWO) is responsible for preparing the OOW Watch Bill and will assume the duties and responsibilities of the SWO in event of an extended absence (e.g. leave, TAD). The A-SWO will monitor the performance of Main Office, ensuring the office has sufficient equipment, supplies, current reference material and is maintained in a neat and orderly fashion.

c. SDO Coordinator. The Staff Duty Officer Coordinator is responsible for training Senior Enlisted Leaders to serve as the SDO and preparing the SDO Watch bill. He/she will serve as the Subject Matter Expert on the conduct of Colors in Tecumseh Court

and at Halsey Field House. The Command Master Chief will approve the SDO Watch bill and provide a copy to the SWO.

d. Brigade Adjutant. The Brigade Adjutant is responsible to the Senior Watch Officer and Brigade Commander for the proper execution and administration of the Midshipmen portion of the Bancroft Hall Watch Organization. The Brigade Adjutant is directly responsible for the indoctrination and training of MOOW watch standers. The Brigade Adjutant will approve and promulgate the MOOW/RMOOW Watch Bill, as well as approve any exchange of duty chits for those watch standers. He/she shall prescribe the administrative procedures and policies, subject to the approval of the Senior Watch Officer, concerning watchstanding within the Brigade.

e. First Regimental Adjutant. The First Regimental Adjutant is responsible for the administrative procedures and policies concerning watchstanding at the battalion and company level, including the promulgation of the Brigade duty section rotation, MOOW/RMOOW watch bill, and the Shore Patrol/Gate Guard/Shipmate Battalion rotation.

f. Second Regimental Adjutant. The Second Regimental Adjutant is responsible for the assignment and operation of the Duty Company, including the indoctrination and training of all assigned watch standers. The Second Regimental Adjutant will approve and promulgate the Main Office Watch Bill, and coordinate the assignment of Usher Watches, Hockey Game watches, Task Forces and all "Special Event" watches. Additionally, he/she will ensure all forms, notices and instructions utilized by the Main Office Watch Team are current and available in the Main Office.

g. Brigade Assistant Adjutant for Records. The Brigade Assistant Adjutant for Records will ensure that all forms, notices and instructions utilized by the Main Office Watch Team, as well as the Brigade, are current and available. The Adjutant for Records is tasked with archiving the Brigade 0800 Report in the Nimitz Library Archives. The Adjutant for Records will also ensure that all daily company and Battalion reports are returned to their respective adjutants.

h. Battalion Adjutant. The Battalion Adjutant is responsible to their respective Regimental Adjutant, Battalion Commander and Battalion Officer for the proper execution and

administration of their respective Battalion and Companies' portion of the Bancroft Hall Watch Organization. The Battalion Adjutant is directly responsible for the indoctrination and training of BOOW and MCBO watch standers. The Battalion Adjutant will approve and promulgate the BOOW/MCBO Watch Bills and will promulgate responsibilities by company for Shore Patrol/Gate Guard/Shipmate watches when those duties are assigned to their Battalion.

i. Company Adjutant. The Company Adjutant is responsible to the Battalion Adjutant, Company Commander, and Company Officer for the proper execution and administration of their company watch organization. The Company Adjutant is directly responsible for the indoctrination and training of CDO, ACDO and CMOD watch standers. The Company Adjutant will coordinate with the Company Academic Officer to ensure personnel are assigned CMOD watchstanding duties in a manner that permits them to attend class. Although the Adjutant or their assistant will prepare CDO/ACDO and CMOD watch bills, they will be approved by the Company Commander. They will also assign people from the duty section as required to fill Battalion level watches (Shore Patrol/Gate Guard/Shipmate), as well as any usher, escort or Task Force requirements for the company.

j. Independent Watch Coordinators. The lifeguard, climbing wall, crypt, chapel, SAVI coordinators and the Choir BSA presidents are responsible to the Brigade Adjutant and Faculty/Staff Liaison for the proper organization and execution of their Watch. This includes proper distribution of personnel into duty sections, training people for their respective watch, promulgating watch bills, ensuring compliance with watch bills, and approving duty swap chits.

k. 19th Company. Responsible for the upkeep and cleanliness of the Midshipmen Model Room and boards outside of Main Office.

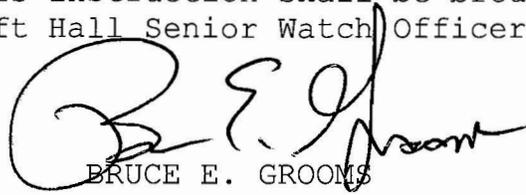
l. 24th Company. Responsible for the material condition and cleanliness of Main Office.

m. 24th Company. Responsible for the material condition and cleanliness of Memorial Hall.

6. Chapters 6 - 22 provide additional guidance for specific watchstanding areas and special situations, as qualification standards for each watch.

COMDTMIDNINST 1601.10E

7. Questions concerning this instruction shall be brought to the attention of the Bancroft Hall Senior Watch Officer.



BRUCE E. GROOMS

Table of Contents

- Chapter 1: General Watchstanding Policies
- Chapter 2: Standard Daily Routine
- Chapter 3: Officer of the Watch
- Chapter 4: Staff Duty Officer
- Chapter 5: Midshipmen Watchstanding
- Chapter 6: Shore Patrol
- Chapter 7: Gate Watch (Gates 1,3, 8)
- Chapter 8: Gate Zero Watch
- Chapter 9: Shipmate Safe-Ride Watch
- Chapter 10: Crypt Watch
- Chapter 11: Locker/Basement Watch
- Chapter 12: Main Office Watch stander Check-In Sheet
- Chapter 13: SAVI Guide Watch
- Chapter 14: Lifeguard Watch
- Chapter 15: Climbing Wall Watch
- Chapter 16: Chapel Duty Section
- Chapter 17: Management of Intoxicated Midshipmen
- Chapter 18: Bancroft Hall Physical Security
- Chapter 19: Bancroft Hall Reports and Logs
- Chapter 20: Procedures for Special Watchstanding Periods
- Chapter 21: Bancroft Hall Summer Watch Organization
- Chapter 22: Bancroft Hall Personnel Qualification Standards

Chapter 1: General Watchstanding Policies

0100 General Watchstanding Policies

0101 Qualification

0102 Watch Administration

0100. General Watchstanding Policies. The following general guidelines apply to the daily conduct of the Bancroft Hall Watch Organization:

a. References. This instruction and references (a) through (i) cover the general policies and emergency procedures followed in Bancroft Hall. All watch standers will be familiar with these instructions and know where to locate them.

b. Period of Duty During Week/Weekends. One Duty Section, divided by class, will be assigned duty each day of the semester, as promulgated by the 1st Regimental Adjutant at the beginning of the semester. All weekday duty days will be 24 hours in duration. A weekend duty period runs from 0600 Friday until 0600 Monday. In the event of a long weekend, the duty section assigned will extend to cover the Monday, turning over the duty at 0600 on Tuesday. Daily 0800 Reports will be prepared and submitted for each weekend day.

c. Liberty. All personnel assigned to the day's duty section, whether standing a posted watch or in a standby status, are not authorized liberty, unless excused by the Unit Commander as permitted by reference (a). Yard liberty may be granted by the CDO, and a person on Yard liberty must sign out in the Company Duty Log, stating where they are going and how they can best be reached. Yard liberty will be within the gated area. Activities which take place off the yard (e.g. golf, sailing, town runs) are not permitted. The duty section must be available to meet emerging needs as dictated by the day's routine or unique circumstances (e.g. ship visit, field day, casualty response, etc.).

d. Alcohol Consumption. Alcohol will not be consumed 12 hours prior to assuming duty or when in a duty status. Duty is assumed at 0600. Midshipmen found to be in violation of this policy will be held accountable under the conduct system. Midshipmen who have been given a duty excusal by their Unit Commander are not in a duty status.

e. Unauthorized absence. Midshipmen who fail to show up for duty (or leave during their duty day), as well as those who fail to show up for their assigned watches, will be held accountable under the conduct system. "I didn't know I had duty/watch" is not an acceptable excuse.

f. Uniforms. The OOW, SDO, MOOW, RMOOWs, CMOOW, BOOWs, MCBOs, Main Office Watch team, Gate Watch, Shore Patrol, and Chapel Watch 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 (USMC will wear on their left arm). The MOOW, RMOOW and CMOOW armbands will be red in color for ease of identification. The OOD, SDO, MOOW, CMOOW, BOOW and MCBO will remain covered at all times with the exception of meals, in Main Office, in class, in midshipmen rooms, and in the Chapel. The OOW, MOOW, RMOOWs, and CMOOW 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, watch stander inspections, etc.). The Main Office Watch team, Gate Watch, Shore Patrol, and Chapel Watch will stand watch in the uniform of the day (Summer White/Service Dress Blue) and wear a watch brassard identifying their watch on their right arm. The uniform for CMODs and Brigade Security Rovers is Summer Blue/Winter Blue with bayonet belt. Those on Company Duty may wear the working uniform while away from company area. Only those standing CDO or Battalion/Brigade level watches are required to wear the uniform of the day.

g. Inspection.

(1) All sections of posted watches (RMOOWs, BOOWs, MCBOs and all CDOs) will be mustered and inspected by the OOW, MOOW and CMOOW. This inspection will take place in the Rotunda at 0615 daily.

(2) The CMOOW will muster and inspect the first Main Office Watch Squad, and morning colors detail in the Rotunda at 0630 daily.

(3) BOOWs will oversee the muster of Company Duty Sections, which is a muster of all personnel on duty that day, including those standing independent watches, by Company. This is a formal muster and will take place at 0630 in the Battalion Area on the zero deck.

(4) Inspection and muster times are shown in Chapter 2 (Standard Daily Routine).

h. Class Attendance. The MOOW, RMOOW, CMOOW, and Crypt watch standers are authorized to miss classes for watch. In the case of the MOOW, RMOOW, and CMOOW, **every effort should be made to attend class unless it specifically conflicts with a watch standing duty. They will not miss exams due to watch.** Company Adjutants will establish an academic watch rotation to allow midshipmen standing watch as CMOD and on the Main Office Watch Squad to attend class. **All other watch standers and off watch personnel are required to attend class.**

i. Brigade Wide Events. During events which require the presence of an entire unit (e.g. Forrestal Lecture, Battalion Call, mandatory sporting events, parade, etc.), CMODS and CDOs will remain posted and patrol their assigned Company Area. All other duty section personnel will attend the scheduled event. The Main Office Watch Squad will perform their assigned duties as normal. The CMOOW, RMOOWs, BOOWs and MCBOs will be assigned as determined by the MOOW to assist in maintaining good order, discipline and accountability.

j. Required Duty Section Attendance. Each member of the assigned duty section is required to attend a minimum of one event on the Yard each weekend day (e.g. sporting event, concert, etc.). Permission of the CDO must be obtained and sign out in the accountability log must occur before a midshipman departs the company area. CDOs are responsible for ensuring all members of their duty section meet this requirement.

0101. Qualification Standards. Watch standers shall complete the required Personal Qualification Standards (PQS) prior to standing the watch. Specific PQS requirements for each watch are provided in the Bancroft Hall Watch stander PQS,

Chapter 22. Completed PQS qualification sheets shall be retained in the Midshipman's performance jacket. Company Adjutants will ensure Midshipmen are qualified to stand assigned watches prior to assigning them to a watch. Special care must be taken in the Spring semester to ensure a sufficient number of qualified watch standers are available for the Fall semester.

0102. Watch Administration

a. OOW Watch bill. This watch bill is prepared by the A-SWO and approved by the SWO.

b. SDO Watch bill. This watch bill is prepared by the SDO Coordinator and approved by the Command Master Chief, with a copy provided to the SWO.

c. Midshipmen Watch bills. Watch bills will be prepared at the Brigade, Battalion and Company levels by the respective Adjutant and approved by the respective Unit Commander.

(1) In order to give people a chance to plan ahead, the 1st Regimental Adjutant will promulgate Brigade duty section rotation, Duty Company Rotation and Battalion-level watch rotation (Gates, Shore Patrol and Shipmate) prior to the end of reform.

(2) Based on these watch bills and Battalion Adjutant assignments by Company for Battalion-level watches, Company Adjutants will then provide watch bill inputs to the Battalion Adjutant for Battalion-level watches and prepare Company watch bills to cover the entire calendar month, or longer as desired. These watch bills will be approved by the Company Commander, with a copy to the Company Officer, and promulgated by the 20th of the preceding month.

(3) In order to facilitate the development of the watch bills, it is imperative that Midshipmen traveling on movement orders or planning to take leave for a special event provide this information to the Company Adjutant by the 15th of each month for the following month.

d. Midshipmen Duty Exchange and Watch Changes. All exchanges of duty and changes to the approved watch bill must be approved by the original approving authority (e.g. Brigade, Regiment, Battalion, Company Commander, or independent watch coordinator). Special request chits to exchange duty must be signed by both parties and routed to the approving authority at least two working days in advance of the duty day in question. The form is provided below. The approving authority will annotate the official watch bill with the appropriate change. Watches will only be exchanged on a "swap" basis by a qualified watch stander. It is unauthorized to accept duty for another midshipman without that Midshipman making up the exchange. All watch exchanges must occur during the same academic semester.

(1) It is not appropriate for a Midshipman to swap weekend duty to have that duty on a weekend that he/she will be on an MO with the intent of

avoiding a duty weekend. Adjutants will carefully scrutinize chits from Varsity Athletes and BSA members to ensure this is not occurring.

(2) Midshipmen who stand crypt, lifeguard, chapel, climbing wall, choir, or SAVI watch must have their duty swap requests approved by their respective watch coordinator. The swap must be with another qualified member of their organization.

_____ 200X

MEMORANDUM

From: MIDN
To: MIDN ENS X, Y Company Adjutant
Subj: DUTY DAY CHANGE REQUEST

1. I, MIDN _____, respectfully request permission to be excused from Duty on _____ 200X. My replacement will be MIDN _____.

- I have a Movement Order on the Weekend I am switching into. (Please explain in comments section)
- I do not have a Movement Order on the Weekend I am switching into.

Comments:

Respectfully,

Respectfully,

MIDN, USN
(MIDN Requesting Excusal)

MIDN, USN
(MIDN Taking Duty)

Copy 2: To Midshipmen Requesting Excusal
--

_____ 200X

MEMORANDUM

From: MIDN
To: MIDN ENS X, Y Company Adjutant
Subj: DUTY DAY CHANGE REQUEST

1. I, MIDN _____, respectfully request permission to be excused from Duty on ___ _____ 200X. My replacement will be MIDN _____.

I have a Movement Order on the Weekend I am switching into. (Please explain in comments section)

I do not have a Movement Order on the Weekend I am switching into.

Comments:

Respectfully,

Respectfully,

MIDN, USN
(MIDN Requesting Excusal)

MIDN, USN
(MIDN Taking Duty)

Copy 3: To Midshipmen Taking Duty

e. Midshipmen Watch Exemptions

(1) Varsity Sports and BSAs - All members of the Brigade are assigned to a duty section, including Varsity Athletes and BSA members. As such, they are "on duty" on their duty day and available for general duty section tasking, such as field-daying the Wardroom, cleaning other company-owned areas, or supporting an on-yard event. They will be required to muster with their CDO on the day their duty section has duty, unless the muster conflicts with their event.

(a) With respect to watch assignment, a person participating in a Varsity Sport competition or BSA performance/competition/event on a weekday will receive watch credit for that day and will not stand any other watch that day. PRACTICE DOES NOT COUNT TOWARDS WATCH CREDIT. A person participating in a Varsity Sport competition or BSA performance/competition/event on a weekend will receive watch credit for that entire weekend (0600 Fri - 0600 Mon) and will not stand any other watches that weekend.

(2) Midshipmen lifeguards and climbing wall watch standers will stand their respective watches at the pool of climbing wall as assigned by the Midn Lifeguard and Midn Climbing Wall Coordinators. In the event they are not needed for watch by the Midn Lifeguard or Climbing Wall, they will be returned to the Company Duty Section and may be used to stand watch, as necessary. All Lifeguards and Climbing Wall watch standers will be assigned to a duty section, by class, by their Coordinator, and are "on duty" and available for general duty section tasking, as above. They will be required to muster with their CDO on the day their duty section has duty.

(3) Crypt watch standers may stand company watches on a not-to-interfere basis with Crypt watchstanding. Midshipmen standing a Crypt watch on a given day will not be assigned any other watch on that day. All Crypt watch standers will be assigned to a duty section, by class, by the Coordinator, and are "on duty" and available for general duty section tasking, as above. They will be required to muster with their CDO on the day their duty section has duty.

(4) SAVI Guides will stand their assigned duty from 0730 Monday - 0730 the following Monday as assigned by the Guide Coordinator. When not assigned SAVI duty, they may stand Main Office Watch, Shore Patrol or Gate Guard. Due to the nature of their duties as a SAVI Guide, they will not be assigned as CMOD, ACDO or CDO at any time. All SAVI watch standers will be assigned to a duty section, by class, by the Coordinator, and are "on duty" and available for general duty section tasking, as above. They will be required to muster with their CDO on the day their duty section has duty.

(5) Volunteer Graduate Education Program (VGEP) scholars will be assigned to a duty section, per the First Class rotation and are part of the Company Duty section. They are exempt from watch during the week because of their respective responsibilities. They are eligible to stand watches on the weekend.

Chapter 2: Standard Daily Routine

Chapters 3-5 outline the specific duties and requirements of Bancroft Hall Watch standers. The following general daily routine shall be followed:

	Weekday	Sat	Sun/ Holiday
Tours *MOOW or RMOOW Muster/Inspect	0530	0900 1000 1600 1930	N/A
Watch muster and turnover (OOW/SDO/MOOW/CMOOW) (Main Office)	0600	0600	0600
Watch muster and inspection *OOW/AOOW/SDO/MOOW/CMOOW inspect oncoming RMOOW/BOOWs/MCBOs/CDOs (Rotunda)	0615	0615	0615
Restriction muster (Rotunda) *MOOW or RMOOW	0630	0630	0630
Reveille	0630	0730	N/A
Watch muster and inspection by CMOOW *1 st section Main Office Squad and morning colors detail	0630	0630	0630
Duty Section muster/brief by BOOW ^{Note 1} *Each CDO muster/inspect company duty section (Battalion area)	0630	0630	0630
Indep Watch Muster (Rotunda)	0645	0645	0645
Early Meal *1 st Section Only	0645	0645	0645
Relieve the watch *Main Office, CDO, CMOD	0700	0700	0700
Morning formation	0700	N/A	N/A
Turnover with Deputy Commandant *OOWs, MOOWs	0730	0730	0730
Relieve the Watch *OOW, MOOW, RMOOW, BOOW, MCBO, CDO	0730	0730	0730
Turnover with Battalion Officer/Cdr *BOOWs	0730	N/A	N/A
Turnover with CO/SEL/CC *CDO	0730	N/A	N/A
Muster the Color Guard (MOOW/SDO/CMOOW)	0715	0715	0715
Offgoing OOW turnover with Commandant	0745	0745	0745
Observe Colors *OOW, SDO, MOOW	0800	0800	0800
Liberty formation	N/A	1015	N/A
Restriction muster ^{Note 2}	N/A	1015	1015
Weekend OOW/MOOW meeting with Deputy (Friday) - all weekend OOW/MOOW	1130		
Early Meal *3 rd Section	1145	1145	1145
Noon Meal Formation	1205	N/A	N/A
4/C Town Liberty	N/A	1200	N/A
Plebe Formation *CDO	N/A	N/A	1300
Restriction Muster	N/A	1530	1530

3/C Town Liberty	F-1600	1015	0800
Muster the Color Guard (MOOW/SDO)	Sunset-45	Sunset-45	Sunset-45
Observe Colors *OOW, SDO, MOOW	Sunset	Sunset	Sunset
1/C Town Liberty	T/TH-1800 F-1300	1015	0800
2/C Town Liberty	Tu-1800 F-1500	1015	0800
Evening formation	W-1830	N/A	2000
Pro Quiz (4/C)	N/A	N/A	1845
Restriction Muster	2000	2000	2000
Study Hour	2000	N/A	2000
Surprise Duty Section Muster	TBD	TBD	TBD
Blue and Gold (2 x week per Company max)	NLT 2245	N/A	NLT 2245
Restriction Muster	2230	2230	2230
End of Town Liberty			
4/C	N/A	2200	N/A
3/C	Fri-2200	0100	2000
2/C	Tu/Fr-2400	0100	2000
1/C	T/Th/F- 2400	0200	2400
Taps	2400	By Class	2400

Note 1: Muster will include all personnel in the day's duty section with their respective BOOWsCDOs. Personnel with prior athletic or academic commitments for that morning shall inform the CDO the evening prior.

Note 2: There is no 1015 restriction muster on Sunday.

Chapter 3: OFFICER OF THE WATCH

Article Contents:

- 0100 GENERAL
- 0101 CONDUCT OF THE WATCH
- 0102 REPORTS
- 0103 WATCH RELIEF
- 0104 SECURITY
- 0105 FOUL WEATHER
- 0106 WATCH SECTION TRAINING
- 0108 COMMANDANT'S WHEREABOUTS
- 0109 PUBLIC INQUIRIES

0100 GENERAL

1. The Officer of the Watch (OOW) is the direct representative of the Commandant of Midshipmen in all matters related to the operation of the Brigade of Midshipmen. This is a direct and personal relationship, which requires sound judgment and alert recognition of unusual or abnormal conditions. The Officer of the Watch shares many of the responsibilities of the Commandant of Midshipmen, but relieves him of none of them. Consequently, the OOW's actions must reflect not only their own best judgment and desires, but also an evaluation of what he/she believes or knows I would do if I were present. In deciding whether or not to make a report or what to report, ask what information you would want if you were in command. My confidence in the Officer of the Watch is based largely on how well I am able to carry out my obligations as a consequence of the actions they take and the information they provide. I expect decisive action, aggressive leadership and complete reports to myself and the Deputy Commandant from each Officer of the Watch.

0101 CONDUCT OF THE WATCH

1. The Officer of the Watch (OOW) shall normally stand their watch in Main Office, Bancroft Hall. While I understand there will be times that the OOW's official duties will require their absence, it is incumbent upon that officer to ensure that proper supervision of Main Office is maintained.

2. Your presence at various evolutions during your duty day will be dependent on several variables. I trust in your experience to determine which events require your personal supervision. At a minimum the OOW shall be present at the following evolutions:

- a. All colors ceremonies.
- b. All musters of restricted Midshipmen.
- c. Watch team inspections in the Rotunda.
- d. All meals in King Hall.
- e. Superintendent/Commandant calls on Midshipmen.
- f. Forrestal Lectures and other Brigade-wide events.

3. The Officer of the Watch is responsible for the security and safety of the Brigade of Midshipmen. He/she is responsible for the smart and timely execution of the daily routine prescribed by the Deputy Commandant in the Plan of the Day.

4. The Officer of the Watch will ensure the entire Midshipman watch section is alert and conducts their duties in a highly professional manner. The watch officer shall strive to teach the concept of duty and basic Naval watch standing practices to their watch section. The Naval Academy is one of the most highly visible commands in the U.S. Navy. For this reason, I expect the highest degree of professionalism in the performance of your watch section's duties.

5. The Officer of the Watch is responsible for maintaining high standards of smartness and cleanliness in Bancroft Hall and all associated high visibility areas. Deficiencies are to be corrected immediately whenever observed.

6. Material discrepancies affecting Midshipman quality of life, such as out-of-commission toilets, no hot water, loss of lighting, heat/air conditioning issues, will be immediately reported to the Public Works Duty Officer for accelerated resolution. The OOW will notify the Bancroft Hall 1st Lieutenant if this situation arises.

7. The Officer of the Watch will be qualified to use a breathalyzer. In the event of suspected misconduct, the OOW will administer the breathalyzer test to the midshipman in question, and take appropriate action based on the findings. Detailed guidance on the Management of Intoxicated Midshipmen is provided in Chapter 17.

0102 REPORTS

1. The following items will be reported without hesitation to the Deputy Commandant:

- a. Death of a Midshipman, a Midshipman's family member, or a person close to a Midshipman which may result in their desire to go on emergency leave.
- b. A Midshipman injury or illness requiring medical attention off the yard.
- c. Evidence of any drug use or drugs present.
- d. Any incidents of sexual assault or sexual harassment.
- e. Any incidents of racial, ethnic, or religious discrimination or harassment.
- f. A Midshipman intoxicated to the point of requiring medical attention, on or off the Yard, as well as the setting of a "drunk watch" per Chapter 17.
- g. In the event a Midshipman is arrested or detained by law enforcement authorities **on or off** the Yard.
- h. Any incident you believe would bring discredit upon or embarrassment to the Naval Academy.

COMDTMIDNINST 1601.10E

2. The Off-going and On-coming OOWs (and MOOWs) will present the Brigade 0800 report to the Deputy Commandant each morning at the 0730 turnover. On weekends this may be done by telephone.

3. The Off-going OOW will report their relief to me at 0745. This report will be made in person during the week and by telephone on the weekends/holidays.

4. When there is any doubt in your mind as to whether or not you should report something, report it.

0103 RELIEVING

1. Prior to relieving the watch, the Officer of the Watch will thoroughly prepare to assume the watch. In addition to reviewing the Plan of the Day for your duty day and the next, you will consider the following:

a. Significant maintenance issues in Bancroft Hall, specifically those situations that may cause safety hazards or significant habitability concerns.

b. Cleanliness of the Main Office area to include the Rotunda, OOW/AOOW berthing areas, and Midshipman model room.

c. Plan of action for resolving any Unauthorized Absences.

d. Reviewing the Main Office Log, Phone Log, Lost and Found Log, and Restricttee Sign-out Log.

e. Before relieving, ensure the MOOW has reviewed the Main Office Watch bill, as well as the Gate and Shore Patrol watch bill (when required). Verify that qualified and proficient personnel are assigned to man the watches and conduct planned evolutions.

0104 SECURITY

1. The security of Bancroft Hall is an important responsibility of the Officer of the Watch. The Midshipmen on watch are the first line of defense in detecting unusual activity in and around the Hall. The OOW shall:

a. Be watchful for suspicious loitering in and about USNA facilities, and instruct his/her watch team to do the same.

b. Be cognizant of the current force protection condition.

c. Ensure that the Company Mates of the Deck and Brigade Security Rovers (when stationed) are fully cognizant of their duty to prevent any unidentified persons proceeding unchallenged on deck.

2. The nature of the Naval Academy being a major tourist attraction, with over 2 million visitors a year, as well as a military installation further complicates physical security issues. I expect you to exercise your judgment and react promptly to situations as they emerge.

0105 WEATHER

1. Be alert to changes in weather. Do not rely solely on message traffic or other commands to provide weather information. Occasionally, weather alerts will notify the Officer of the Watch to take additional precautions to prevent personnel injury and material damage. When in doubt, contact the Naval Academy Duty Officer (NADO) for more information and guidance.
2. Winds in excess of 30 knots or a forecast of gusts exceeding that speed pose a threat to the large Ensigns and Brigade Flags flown at the Naval Academy. Exercise caution when selecting the Flags to be flown each day, consulting with the NADO, SWO or Deputy when there is a question in your mind. In the event conditions change suddenly after morning colors has occurred, and you believe it would be prudent to switch to the foul weather Flags, ensure you muster sufficient personnel to safely haul down and hoist the colors.
3. Ensure notifications are made and proper word passed regarding flag conditions, particularly as they change throughout the day/night.

0106 WATCH SECTION TRAINING

1. I expect you to take every opportunity to train your watch section. Never underestimate the training value of asking a watch stander "what would you do if. . . ?"
2. In lieu of specific direction from the Senior Watch Officer, I expect you to concentrate the training of your watch section on these standing orders, applicable instructions, Naval custom and tradition, quarterdeck protocol and ceremonial procedures.
3. Questions that arise during training that may be of training value to the brigade or wardroom shall be forwarded to the Senior Watch Officer and Brigade Adjutant.

0107 COMMANDANT'S WHEREABOUTS

1. The Officer of the Watch will always know the Commandant's and the Deputy Commandant's whereabouts and the fastest means of reaching them. Whether I am aboard or not, my responsibility remains undiminished, and I expect the Officer of the Watch to keep me fully informed via the Deputy Commandant of all significant events or problems. The Officer of the Watch's judgment is the best guide with respect to what items should be reported to the Deputy immediately and what can wait until the reporting of watch relief.

0108 PUBLIC INQUIRIES

1. Refer all public inquiries (press, civilian authorities, etc.) to the Naval Academy Public Affairs Officer. Always be polite and professional in dealing with these inquiries, but do not make any statements if at all possible without receiving guidance from the Public Affairs Officer, the Deputy Commandant, or myself.
2. Due to Privacy Act concerns, information regarding individual midshipmen is generally not releasable to outside entities. Have their requests forwarded to the Public Affairs Office or to the Midshipmen chain of command.

**OFFICER OF THE WATCH/ASSISTANT OFFICER OF THE WATCH
CHECKLIST AND ROUTINE**

Date: _____

Oncoming:

Officer of the Watch: _____
 SDO: _____
 Midshipman Officer of the Watch: _____
 Main Office Duty Company: _____

Sunrise:
 Sunset:

Notes for Oncoming OOW:

Significant Events:

Inventory:

_____ Flags

GARRISON FLAGS

	Name	Number	
_____	Post (Daily) Ensign [10ft x 19ft]	1	_____
	Foul Weather Ensign [5ft x 9ft 6in]	1	_____
	Post (Daily) Brigade Flag [10ft x 19ft]	1	_____
_____	Foul Weather Brigade Flag [5ft x 9ft 6in]	1	_____
	MUC Pennant	1	_____

HEAT INDEX FLAGS

	Name	Number	
	Large Green	1	_____
	Small Green	2	_____
	Large Yellow	1	_____
	Small Yellow	2	_____
	Large Red	1	_____
	Small Red	2	_____
	Large Black	1	_____
	Small Black	1	_____

_____ Keys

#	Key Description	Serial #
1	Rotunda Key (Exterior Doors)	BHGM _____
2	7th Wing Locker Room Keys	Ilco _____
3	8th Wing Locker Room Keys	Ilco _____
4	Cooper Road Gate Key	A51 _____
5	King Hall 6th Wing Entrance	MKAG _____
6	CharDev Officer (room 4019) (x2)	1AA.1 EG _____
8	MOOW Closet Key OOW Main Office	11.1 _____
9	Key OOW Master Key	EG.1 _____
10	Lockbox Enterprise Bell	medeco _____
17	Key	3635 _____
14	Gate Zero Key	ilco _____
N/A	Gate 3 House Key	Green Beads _____

#	Key Description	Serial #
1	1st Wing Master	G.2 _____
2	2nd Wing Master	F.2 _____
3	3rd Wing Master	D.1 _____
4	4th Wing Master	E.1 _____
5	5th Wing Master	J.1 _____
6	6th Wing Master	H.1 _____
7	7th Wing Master	A.1 _____
8	8th Wing Master	B.2 _____
9	Deck 3-1 Master	DK.2 _____
10	5th Wing Basement Master	U.1 _____
11	6th Wing Basement Master	U.2 _____
12	King Hall Master	C.2 _____
13	Center Section Master	Y.1 _____
14	Deck 8-0 Master	BG.2 _____
15	Rifle/Pistol Range Dead Bolt	PR.2 _____

Cellular phones and chargers

Name	Phone #	Serial #
OOW	410-320-9721	919XDL2BF3
MOOW	410-320-9722	919XDL2BDY
Duty Driver	443-871-2318	919YDE3MK0
Gate 1	443-336-5359	919XCU14PL
Gate 3	410-320-7208	919XDL2DB6
Gate 0	443-871-2156	919TDFSE07
DTA SP 1	443-871-1704	919XDL2BGZ
DTA SP 2	410-320-0997	919XDL2DZP

Flashlights

Type	Numbers
Lg Maglites (black)	2
Sm Maglites (camicolored)	4
Everready	2

Gate Zero

Space Heater (in bunkroom closet)	
Tripod lights (in bunkroom closet)	
Jumper Cables (in bunkroom closet)	

- OOW (1) /SDO (1) /MOOW (2) /CMOOW (1)/RMOOW (2) arm brassards
- Duty Driver Key and Gas Card (86990 1769 61303)
- \$600.00 (located in safe)
- Swords/Sword Belts
- Officer - (1) Serial Number: 30-527
- Midshipman - (5) Serial Number: 30-410, 30-391, 28-278, 30-377
- Belts - (6)

_____ Bolt cutters (1- large & 1-Small)
 _____ Rubber Rifles (For Tours) - (5) Serial Number: 4272,
 4356, 4347, 2 with no Serial Number

OOW ROUTINE:

_____ 0600 OOW, and MOOW return to OOW Office. Oncoming MOOW and CMOOW meet with oncoming OOW and review upcoming events on the yard and areas of interest and potential problem areas. Develop a plan for the employment of the Watch Team that addresses accountability checks at mandatory events, room and uniform appearance, Bancroft Hall common area conditions, study hour environment and security. Discuss with MOOW plan for inspecting and checking in oncoming watches (Gate, Shore Patrol, Shipmate, Crypt).

_____ 0615 Oncoming MOOW inspect watch team (RMOOWs, BOOWs, CDOs). Return prior days 0800 reports to BOOWs and CDOs.

_____ 0630 Restriction Muster.

_____ Sunrise Hoist MUC pennant and WBGTI Flag (if required).
 Turn off T-Court lights.

_____ 0645 Commence turnover.
 - Review previous day's checklist
 - Brigade 0800 Report
 - Review Movement Order entries from previous day
 - Review POD and POW for major events
 - Verify inventory of OOW Locker (Notify A-SWO of discrepancies and action undertaken to recover/account for them.)
 - Check for open SITREPS
 - Check condition of duty vehicle (location, condition, etc.)

_____ 0700 Unlock Midshipmen Model Room, strat computers

_____ 0710 Sample morning meal, complete on-line survey (OOW or MOOW)

_____ 0715 Ensure Color Guard is mustered, inspected and trained

_____ 0730 Report watch relief to Deputy Commandant

_____ 0745 Off going OOW report watch relief to Commandant

_____ 0755 Transmit Brigade 0800 Report via e-mail

_____ by 0830 Check in with NADO - (443) 569-2180

_____ 0800 Observe Morning Colors

_____ 0830 Review all Main Office Logs for proper entries.
 Update status of all previous day 0800 Report entries (e.g.: hospitalizations, UAs, maintenance, etc.)

COMDTMIDNINST 1601.10E

- ___ by 0930 Conduct Comms Check with duty Chaplain via cell phone (OOW or MOOW)
- ___ 1015 (Saturday and holidays only) Restriction Muster Review Restriction Log and cards.
- ___ 1030 Inspect 30 midshipmen rooms.
- ___ 1030 Tour each wing at some point throughout the day 1 __, 2 __, 3 __, 4 __, 5 __, 6 __, 7 __, 8 __, Dahlgren ___
- ___ 1130 Weekend Turnover Meeting with Deputy (Friday only)
- ___ 1205 Observe Noon Meal Formation (as applicable)
- ___ 1210 Following Noon Meal Formation, provide a watch team presence (OOW, MOOW, CMOOW, or RMOOW) presence in Dahlgren Hall to ensure maximum Brigade attendance in King Hall for meal.
- ___ 1215 Sample Noon Meal, complete on-line survey. In the event of unsatisfactory conditions at any meal, contact the Food Service Officer. If unresolved, contact the Deputy.
- ___ 1530 (Weekends and holidays only). Restriction Muster. Review Restriction Log and cards.
- ___ 1600 Verify time of Evening Colors. Ensure detail is mustered, inspected and trained 45 minutes in advance.
- ___ 1700 Verify Commandant's spaces secure.
- ___ Sunset: Evening Colors; Turn on T-Court Lights; Haul MUC and heat stress flags down.
- ___ 1800 Lock Midshipmen Model Room
- ___ 1845 Sample Evening Meal, complete on-line survey (OOW or MOOW)
- ___ TBD Conduct room inspections
- ___ TBD Conduct surprise Duty Section musters
- ___ 1930 On Monday and Wednesday, meet with off-watch RMOOW designated to monitor the 1/C Club (2000-2400). Obtain his/her cell phone number in the event you need assistance with noise/other complaints at the Club.
- ___ 2000 Restriction Muster
- ___ 2000 Commence Main Office sweepers using Main Office watch standers/Extra Duty personnel
- ___ 2030 Tour Bancroft Hall to determine Study Hall compliance.
- ___ 2200 Tour ECA spaces/catacombs, ensure Rifle/Pistol range outer doors(2) are secured (Use Key #15).
- ___ 2230 Restriction Muster. Review Restriction Log and cards.
- ___ 2245 Monitor one Blue and Gold
- ___ 2245 OOW return to Main Office
- ___ 2300 Close Rotunda doors
- ___ 2315 Review all Main Office logs for proper entries
- ___ 0030 Promulgate Bed Check plan

- ___ 0045 Provide instructions/guidance and issue Gate 0 key to first MCBO pair (Friday/Saturday and Sunday of Holiday weekends)
- ___ 0100 Pipe down the watch
- ___ 0415 Receive Gate 0 key from second MCBO pair ((Friday/Saturday and Sunday of Holiday weekends)
- ___ 0530 Ensure Tours are being monitored
- ___ 0550 OOW, MOOW return to OOW Office
- ___ Sunrise: Hoist MUC pennant and WBGTI Flag (if required).
Turn off T-Court lights.
- ___ 0630 Reveille 1MC announcement
- ___ 0630 Restriction Muster (Offgoing OOW). Review Restriction log and cards.
- ___ 0645 Morning Quarters formation announcement
- ___ 0730 Report relief to Deputy Commandant
- ___ 0745 Report relief to Commandant
- ___ 0800 Turn in checklist, along with MOOW and RMOOW checklists, to SWO's office

CHAPTER 4: STAFF DUTY OFFICER

Article Contents:

- 0100 GENERAL
- 0101 CONDUCT OF THE WATCH
- 0102 WATCH RELIEF

0100 GENERAL

1. The duties and responsibilities of the Staff Duty Officer (SDO) are specific to the Naval Academy. Simply stated, SDO's duties and responsibilities are to assist the Officer of the Watch in the performance of their duties, train and supervise Midshipmen watch standers, and further instill the concepts of "duty" and being "on watch" in the Brigade of Midshipmen. As the person with the most years of service on the watchteam, the SDO is an invaluable resource in teaching the Midshipmen sound watch standing practices for them to carry out to the fleet.

0101 CONDUCT OF THE WATCH

1. The Staff Duty Officer (SDO) shall normally stand his/her watch in Bancroft Hall.
2. The SDO will normally have duty on the day that his/her assigned company has Main Office duty, from Brigade reform to graduation. Exceptions will be brought to the attention of the Senior Watch Officer prior to that duty day. If SDO is on leave or cannot fulfill the duties of the watch for any reason, it is the responsibility of the SDO to find a replacement and report this to the SDO coordinator.
3. The uniform for watch shall be the uniform of the day (Navy Summer White/Service Dress Blue or Marine Charlie/Alpha.) The SDO will not wear a sword, but will wear the SDO duty armband, right arm for Navy and left arm for Marines.
4. The SDO is responsible for the training and evaluation of Midshipmen watch standers. The OOW will approve specific evolutions to be monitored by the SDO during the duty day. At a minimum, the SDO will monitor the following evolutions:
 - a. Log taking procedures.
 - b. Telephone etiquette.
 - c. Watch stander uniform and grooming standards.
 - d. Observe T-Court Colors or Superintendent's Admin Building Colors.
 - e. Observe the Superintendent's Admin Building or Halsey field house colors details on Saturday/Sunday and Holidays.
 - f. Watch squad inspections in the Rotunda.

- g. Watch stander check-in and inspection in Main Office.
- h. Checklist usage.
- i. 1MC procedures.
- j. Spot check the crypt watch on their uniform, duties, and emergency procedures.
- k. Brief and spot check Gate, Shore Patrol, Crypt, Climbing Wall, and Lifeguard watch standers on their responsibilities.
- l. Spot check watch bills to ensure only Duty Section personnel are standing watch (except for Academic Watches (AcWatch)).

In addition, the SDO shall:

- m. Walk through each Wing of Bancroft Hall and Dahlgren Hall between 1900 and 2030, inspecting for Midshipman discipline and material condition.
- n. Maintain a periodic presence in Dahlgren Hall Dry Dock from 1220 to 1330 Monday through Friday to ensure Midshipman compliance with MIDREGS.
- o. Conduct a minimum of 10 room inspections. Report failures to the OOW.
- p. Supervise Main Office sweepers at 2000.
- q. Walk through the Main Office areas of responsibility (Kelly Court, T-Court, Midshipman Store parking lot) at least twice per duty day to ensure area cleanliness.

5. The SDO shall assist the OOW as necessary to ensure the entire Midshipman watch section is alert and conducts their duties in a highly professional manner.

6. The SDO shall assist the OOW as necessary to maintain the highest standards of smartness and cleanliness in Bancroft Hall and all associated high visibility areas. Deficiencies are to be corrected immediately, whenever observed, and proper work orders shall be provided to AFM when needed.

7. This duty is not intended to be an overnight watch and should be secured by the OOW. It will be secured no earlier than 2100, but no later than 2230 unless the situation dictates the SDO remain on station. When secured, the SDO will be available at the number listed on the staff recall list for immediate recall if necessary.

0102 RELIEVING

1. Prior to relieving the watch, the Staff Duty Officer will thoroughly prepare to assume the watch. Specific items should include the following:

- a. Cleanliness of the Main Office area to include the Rotunda. Issues with the model room and Main Office passageway will be referred to the MOOW to address with the assigned company commander.

COMDTMIDNINST 1601.10E

b. Review the Main Office Logs.

c. Before relieving, review the Midshipman Watch bills (Main Office, Gate Watch and Shore Patrol, Lifeguard, Climbing Wall, Crypt) with the MOOW; ensuring that proficient personnel are assigned to man the watches and conduct planned evolutions.

CHAPTER 5: MIDSHIPMEN ON WATCH

- 0100 Duty
- 0101 Midshipmen Watch Structure
- 0102 Midshipman Watchstanding Eligibility
- 0103 Midshipman Watchstanding Positions
- 0104 Duty Company
- 0105 Main Office Watch bill
- 0106 Conduct of the Watch
- 0107 Relieving the Watch
- 0108 Watch stander Routines and Checklists

0100. Duty. The concept of Duty at the Naval Academy is explained in reference (a). It is important to note that "watch" is just one small part of being "on duty." The Brigade of Midshipmen is divided into duty sections based on Class.

1/c	6 section
2/c	5 section
3/c	4 section
4/c	3 section

1. Duty section assignment. Duty Section assignments must be made carefully to ensure a sufficient number of Midshipmen is available each day to meet requirements. Prior to establishing a final duty section assignment by company, the Adjutant must first take into account special watch and BSA assignments, and then allocate the remaining Midshipmen to meet the "numbers" requirements. The following general guidelines apply:

a. Step 1: Independent Watches - Crypt, Climbing Wall, Lifeguard, SAVI, and Chapel Watch Coordinators and Catholic/Protestant Choir BSA Presidents - will assign their personnel to duty sections by class and provide a complete listing to the Brigade Adjutant, who will further distribute it to all levels of Adjutants. These independent watch bills should make every effort to evenly distribute people across the duty sections by company.

b. Step 2: Company Adjutants develop skeleton duty section assignments based on the independent watch assignments provided by the Brigade Adjutant.

c. Step 3: Company Adjutants find out what BSAs and Varsity sports each of their people participate in, and then distribute those people evenly across the duty sections. The idea is to ensure that everyone in a duty section will not be on a Movement Order simultaneously.

d. Step 4: Adjutants distribute the remainder of their personnel into duty sections, ensuring an approximately equal number of people by class in each duty section.

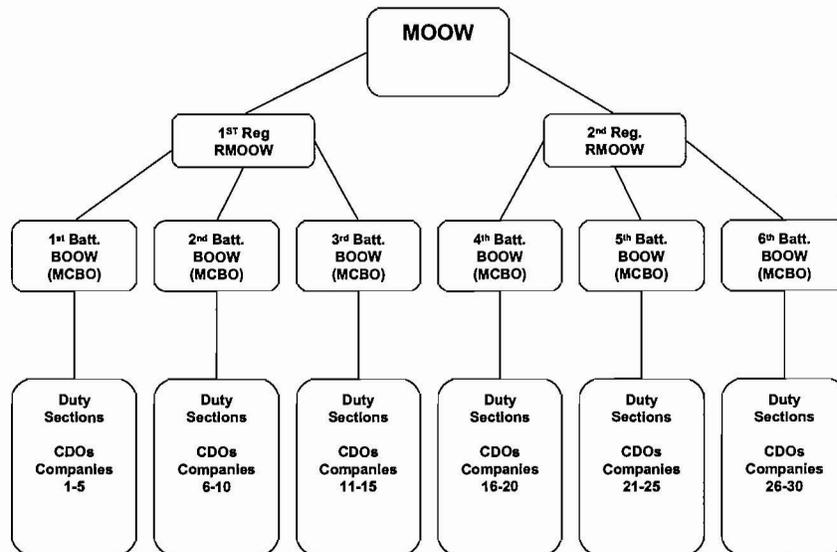
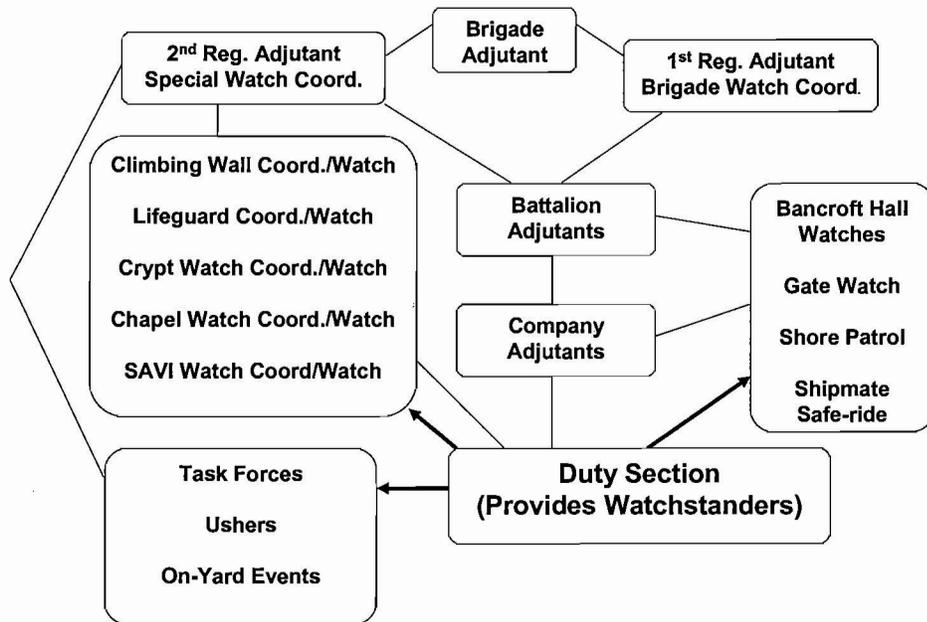
e. Ideally, this process shall be completed in May for the Fall semester and in December for the Spring semester.

COMDTMIDNINST 1601.10E

2. Watch Assignment. **ALL** watch standers for a given day, with the exception of MOOWs, RMOOWs, CMOOWs, BOOWs, and MCBOs, will be drawn from that day's duty section. Watch assignments, watch structure, duties, responsibilities, and rotations for all Midshipmen watch standers are explained in this Chapter.

0101. Midshipmen Watch Structure.

Midshipman Watch Structure



0102. WATCH STATION VS. BILLET STRUCTURE. All Midshipmen will be in a Duty Section. Midshipmen will stand watches in accordance with their billet or class within the Brigade:

<u>THE BILLET</u>	<u>THE WATCH</u>
• <u>Brigade Staff</u>	
6 Stripers	No Watch
5 Stripers	No Watch
4 Stripers	MOOW
3 Stripers	RMOOW
2 Stripers	Company CDO
2/C (Sgt. Major)	No Watch
Other 2/C	Company ACDO
• <u>Regimental Staff</u>	
5 Stripers	No Watch
4 Stripers	MOOW
3 Stripers	RMOOW
2 Stripers	Company CDO
2/C (Sgt. Major)	No Watch
Other 2/C	Company ACDO
• <u>Battalion Staff</u>	
4 Stripers	MOOW
3 Stripers	BOOW
2 Stripers	BOOW
SAVI Coordinator	BOOW
2/C (Sgt. Major)	MCBO
Admin Chief	MCBO
Drill Sergeant	MCBO
Other 2/C	Company ACDO
• <u>Company Staff</u>	
3 Stripers	CMOOW
XO	BOOW
OPS, & Training	CDO
Other 2 Stripers and Below	CDO
2/C:1 st SGT, Training SGT, Drill SGT	MCBO - note MCBOs stand Gate
0 as well	
Other 2/C	ACDO
3/C & 4/C	CMOD
• <u>Team Captains</u>	
3 Stripers	RMOOW

- Drum and Bugle Corps
 - 3 Striper CDO
 - 2 Striper CDO

- YP Squadron
 - 3 Striper CDO

- Shore Patrol:
 - 1/C and 2/C assigned by Duty Battalion

- Shipmate Safe Ride:
 - 1/C and 2/C assigned by Duty Battalion

- Gate Watch - Gates 1 and 3:
 - 1/C, 2/C, 3/C assigned by Duty Battalion
 - (Note: All sections must contain at least one 1/C or 2/C. Sections of two 3/C are not authorized)

- Gate Watch - Gate 0:
 - 2/C who stand MCBO

- Duty Company Watches
 - 1/C CMOOW
 - 1/C MCMO
 - 1/C PMO MacDonough Lock-Up
 - 1/C, 2/C or 3/C AMCMO
 - 1/C
 - 2/C (with Driver's License) Duty Driver
 - 2/C Basement/Locker Watch
 - 3/C or 4/C MOM

- Locker Watch:
 - 2/C assigned by Duty Company

0103. Midshipman Watchstanding Postions. The following summarizes the various Midshipman watchstanding positions. Specific responsibilities are contained in checklists which follow.

NOTE: All watches are accountable to Main Office. The following watches must check-in with Main Office: Shore Patrol, Gate Watch, Crypt Watch, Shipmate Safe-ride, Lifeguard, Climbing Wall, First Class Club and Mitscher Movies. The OOW/MOOW/RMOOW or CMOOW will execute four events for all of these watch standers:

COMDTMIDNINST 1601.10E

1. Muster (verify watch bill).
2. Inspect (squared-away uniform, identical uniform).
3. Train/Provide additional guidance.
4. Post them to their station.

a. Midshipman Officer Of The Watch. The Midshipman Officer of the Watch (MOOW) is responsible to the OOW for the execution of the watch. The MOOW will coordinate the actions of the two Regimental Midshipmen Officers of the Watch (RMOOW) and the Company Midshipman Officer of the Watch (CMOOW) to ensure events identified in the Plan of the Day and Plan of the Week are executed properly and that good order and discipline are maintained. **The MOOW is authorized to miss class.** The MOOW will wear a red armband and will carry a cell phone. The MOOW is responsible for writing the daily Brigade 0800 Report and for executing the duties outlined in the MOOW Checklist. Both oncoming and offgoing MOOWs will conduct a formal watch relief with the Deputy Commandant. Midshipmen identified by billet in section 0102 will stand watch as MOOW.

b. Company Midshipman Officer Of The Watch. The Company Midshipman Officer of the Watch (CMOOW) assists the MOOW in maintaining good order and discipline. The CMOOW will be from the Duty Company. **The CMOOW is authorized to miss class.** The CMOOW will wear a red armband. Midshipmen identified by billet in section 0102 will stand watch as CMOOW.

c. Regimental Midshipman Officer Of The Watch. The Regimental Officer of the Watch (RMOOW) is the senior Midshipman on duty in each regiment who is responsible to the Regimental Commander, OOW and MOOW for the performance of their regiment. The RMOOW checklist outlines the duties of the RMOOW. **The RMOOW is authorized to miss class.** The RMOOW will wear a red armband. The RMOOW will supervise the preparation of his/her Battalion 0800 Reports and conduct a formal watch relief daily with the oncoming RMOOW. During working days both oncoming and offgoing RMOOWs will report their relief to the MOOW. Midshipmen identified by billet in section 0102 will stand duty as RMOOW.

d. Battalion Officer Of The Watch. The Battalion Officer of the Watch (BOOW) is responsible to Battalion Officer, Battalion Commander and RMOOW for the execution of their watch. The BOOW will ensure that the duties assigned by the MOOW and the battalion specific areas of interest assigned by the RMOOW are executed properly and that good order and discipline are maintained throughout their respective battalion. **The BOOW is not authorized to miss class.** The BOOW is responsible for writing the daily Battalion 0800 Report and for executing the duties outlined in the BOOW Checklist. The BOOWs will conduct a formal watch relief and report their relief in person to the Battalion Commander and Battalion Officer. Midshipman identified by billet in section 0102 will stand watch as BOOW.

e. Midshipman in Charge of Battalion Office. The Midshipman in Charge of Battalion Office (MCBO) assists the BOOW in maintaining good order and discipline within the battalion and monitors the marching of tours. **The MCBO is not authorized to miss class.** The MCBO will be stood by Midshipmen Second

Class. The MCBO's duties and responsibilities are outlined in the MCBO checklist. Midshipman identified by billet in section 0102 will stand watch as MCBO.

f. Company Duty Officer. The Company Duty Officer (CDO) is the senior midshipman on duty in each company who is responsible to the Company Commander, Company Officer and BOOW for the performance of their company. The CDO Checklist outlines the duties of the CDO. **The CDO is not authorized to miss class. The CDO will remain in the Company area from the conclusion of the academic day or intramural period until the muster the following morning. The CDO must sign out when they leave the company area at any time during the day, must be formally relieved in person by another 1/C Midshipman in the duty section, and inform CMOD. In the event no other 1/C Midshipman is available, the CDO may turnover to the ACDO in person, informing the CMOD.** The CDO will maintain an Accountability Log at the CMOD Station to assist in providing accountability of assigned personnel. The CDO will ensure all personnel assigned company or Battalion watch are present for that watch. The CDO will prepare the Company 0800 Report, conduct TAPS in accordance with reference (d), properly manage intoxicated Midshipmen per Chapter 17, and conduct a formal watch relief daily with the oncoming CDO. During working days both oncoming and offgoing CDOs will report their relief to their respective Company Commander, Senior Enlisted Leader and Company Officer. Midshipmen assigned to the Company Commander's Staff will stand duty as CDO as detailed in section 0102.

g. Assistant Company Duty Officer. The Assistant Company Duty Officer (ACDO) assists the CDO in maintaining good order and discipline in the Company Area and proper watch standing by CMODs. **The ACDO is not authorized to miss class.** The ACDO will be stood by a Midshipman Second Class from the company's duty section. The ACDO's duties and responsibilities are outlined in the ACDO checklist. **The CDO or ACDO will remain in the Company area from the conclusion of the academic day or intramural period until muster the following morning. The ACDO must get permission from the CDO and sign out when they leave the company area at any time during the day, and inform the CMOD.**

h. Midshipman In Charge Of Main Office. The Midshipman in Charge of Main Office (MCMO) maintains the Main Office Log and supervises the functioning of the Main Office, Duty Driver, Mitscher-Levy Roving Patrol, Usher Details, and Colors Details as outlined in the MCMO checklist. The MCMO is also responsible for maintaining good order and discipline in the Main Office, Rotunda and surrounding public visiting areas. **The MCMO is not authorized to miss class.** This watch will be stood by a Midshipman First Class.

i. Assistant Midshipman In Charge Of Main Office. The Assistant Midshipman in Charge of Main Office (AMCMO) assists the MCMO as necessary and supervises the Main Office Messengers, maintains the Phone, Lost and Found, and Restrictree Signout Logs as outlined in Chapter 19. The AMCMO is responsible for all announcements made over the ILC. **The AMCMO is not authorized to miss class.** This watch will be stood by a Midshipman Second or Third Class.

j. Main Office Messenger. The Main Office Messenger (MOM) is responsible for assisting visitors, answering telephone calls, delivering

COMDTMIDNINST 1601.10E

messages and making log entries for the AMCMO. One assigned MOM will also be available to assist the OOW, MOOW, CMOOW or RMOOWs on their rounds. This watch will be stood by Midshipmen Third and Fourth Class. **The MOM is not authorized to miss class.**

k. Duty Driver. One Duty Driver will be assigned Monday - Thursday and Sunday. An additional driver will be assigned Friday and Saturday evenings for the shuttle. The Duty Driver is assigned by the oncoming Duty Company and must possess a valid driver's license. Restrictees will not be assigned to the Duty Driver position. The Duty Driver is responsible for transporting passengers to routine medical appointments and completing other official duties which require the use of a government vehicle. On Friday and Saturday the second Duty Driver will provide shuttle service from 2000-2300, on the hour running to/from the Stadium, on the half hour running to/from the NEX complex. All Duty Drivers will completely read and sign a copy of the Duty Driver Checklist in conjunction with turnover. **The Duty Driver will attend class when not performing official duties and will keep the AMCMO informed of his/her whereabouts.** The Duty Driver will carry a cell phone from Main Office. The keys for the duty vehicle will remain in Main Office when the duty vehicle is not in use.

l. Company Mate Of The Deck. The Company Mate of the Deck (CMOD) is responsible for safety and security of all personnel and material in their respective company area. CMODs will be posted as follows:

Sunday, Monday, Tuesday, Wednesday, and Thursday: 0630-Pipedown (after Taps)

Friday and Saturday (and Sunday of Holiday Weekends): 0630-0630

Note: Non-duty section Academic Watch CMOD will cover class periods from 0745-1200 and from 1320-1530, if necessary.

CMODs are not authorized to miss class. This watch will be stood by Midshipmen Third and Fourth Class.

m. Brigade Security Rover. The Brigade Security Rover (BSR) will be stood up when the Naval Academy is in Force Protection Condition Charlie or Delta. The BSR is responsible for maintaining security from taps until 0600. This watch will be organized on a Battalion rotation, with each Regiment providing watch standers for its wings of Bancroft Hall:

0000-0200: 1st and 6th Battalions
0200-0400: 2nd and 3rd Battalions
0400-0600: 3rd and 4th Battalions

This watch will be stood by any Midshipman Second or Third Class. Watch manning and rotation during other periods will be specified in the instruction governing that period.

n. Ushers and Special Event Support. Midshipmen will be assigned duties as ushers for athletic and other special events, with ALL requests for midshipman support being approved by the Operations Officer. Specific duties will be assigned by the unit requesting support, and that unit is also responsible for mustering the Midshipmen and notifying the Senior Watch

Officer of any Unauthorized Absences. Any Midshipmen in the duty section may be assigned usher or special event duty. **THESE WATCHES WILL NOT BE ASSIGNED TO MIDSHIPMEN THAT ARE NOT IN THAT DAY'S DUTY SECTION.** One First Class Midshipman on the detail will be assigned as head usher/event coordinator to ensure all duties and responsibilities are carried out correctly. In the case of ushers, ushers will remain covered, wear the uniform of the day, and white gloves. Ushers will be responsible for any duties requested by the unit requesting usher support as well as crowd control, security, and maintaining uniform and civilian clothes standards.

o. Independent Watches. Lifeguard, Climbing Wall, Chapel Watch, Chapel Choir Watch, SAVI Guide and Crypt Watch watch standers will be placed into duty sections by their respective coordinators, per the class duty section rotation. Specific information about these watches is found in Chapters 10, 13, 14, 15, and 16. Of these watch standers, only the Crypt Watch is authorized to miss class. A SAVI Guide may miss class in the event assisting in a situation requires them to do so.

p. Gate Watch. Gates 1 and 3 will be manned by two Midshipman as detailed in Chapters 7. They may be manned by Midn 1/C, 2/C or 3/C, but at no time will there be two 3/C Midshipmen assigned to watch on the same Gate. Gate 0 will be manned by two 2/C Midshipmen MCBOs. **THESE WATCHES WILL NOT BE ASSIGNED TO MIDSHIPMEN THAT ARE NOT IN THAT DAY'S DUTY SECTION.** These hours may be modified as needs of the Brigade and USNA dictate. For gates 1 and 3, the gate watch watch bill will be written on a Battalion rotation plan published by the 1st Regimental Adjutant. Gate 0 will be manned by the MCBOs from the Duty Company.

q. Shore Patrol. Midshipmen will stand Shore Patrol watch in Downtown Annapolis and at the Annapolis Mall as detailed in Chapter 6. **THESE WATCHES WILL NOT BE ASSIGNED TO MIDSHIPMEN THAT ARE NOT IN THAT DAY'S DUTY SECTION.** These hours may be modified as needs of the Brigade and USNA dictate. The shore patrol watch bill will be written on a Battalion rotation plan published by the 1st Regimental Adjutant.

r. Shipmate Safe-ride. Midshipmen will man the Shipmate Safe-ride phone and vehicle(s) as detailed in Chapter 9. **THESE WATCHES WILL NOT BE ASSIGNED TO MIDSHIPMEN THAT ARE NOT IN THAT DAY'S DUTY SECTION.** The Shipmate Safe-ride watch bill will be written on a Battalion rotation plan and published by the 1st Regimental Adjutant.

s. First Class Club. On nights the club is open, an on-duty but not-on-watch MOOW or RMOOW will be designated to monitor Midshipman behavior at the First Class club, from opening to closing. He/she person may wear civilian clothes, but may not drink alcohol. He/she must carry a cell phone and will provide the number to the OOW prior to going to the Club. He/she should report any major incidents to the OOW, be alert for overly intoxicated midshipman, and assist the OOW in responding to any noise/activity complaints.

t. Mitscher Movies. The Duty Section will provide two ushers to support Mitscher Movies on Friday and Saturday nights. The Second Regimental Adjutant will assign these watch standers. **THESE WATCHES WILL NOT BE**

ASSIGNED TO MIDSHIPMEN THAT ARE NOT IN THAT DAY'S DUTY SECTION. During the summer, NASP will assign these watch standers, as well as a Midshipman to show the movies.

u. MacDonough Gym. The Duty Company PMO will be responsible for the security and locking up of MacDonough Gym during extended hours of operation. The hours will vary with the posted gym hours, but the overall goal is to keep the gym open for Midshipmen use until 2300 Monday-Friday, and 2200 on Saturday and Sunday. During the summer, NASP will assign this watch stander, normally a TAD Ensign/2nd LT. The checklist for this watch is provided in this instruction with the MOOW checklist.

v. Mitscher-Levy Roving Patrol. The RMOOW (during the day) and Main Office (at night) are responsible for conducting a roving patrol of the Mitscher-Levy center to ensure security and good order and discipline. The checklist for this watch is provided in this instruction with the MOOW checklist.

w. Dahlgren Meal-Hour watches.

(1) The designated RMOOW will post in Dry Dock during lunch (1215-1315) to ensure Midshipmen are not eating there prior to 1330.

(2) For the duration on the time the Brigade is eating in Dahlgren Hall, the Duty Company will post two 3/C watch standers during lunch (1205-1240) to prevent visitors or other unauthorized people from entering the Midshipmen dining area or loitering to watch the Midshipmen meal. One person will be posted at the Seaward main doors, and one person posted on the Perot Deck (curtains leading to the mezzanine). These watch standers will be relieved half-way through the meal to ensure they have an opportunity to each. The watch standers will be prepared to explain that part of the Brigade is eating in Dahlgren due to the King Hall renovation project, and they should direct visitors to Drydock using the side entrance from Kelly Court or the main doors on the landward side of Dahlgren Hall. The uniform for this watch is Summer White or Service Dress Blue.

0104. Duty Company. The Duty Company is responsible for assigning Midshipmen from the duty section to the Main Office Watch Team, morning and evening Colors detail, Duty Driver(s), Mitscher-Levy Patrol (at night), Gate 0 watch and Locker watch. The Duty Company may assign an academic watch if necessary to prevent Midshipmen from missing class to stand the main office watch. Midshipmen will not miss class to stand a Main Office watch.

1. Main Office: Company Adjutants must use the main office watch bill template that follows to assign people appropriately for the required times. During the times that the MCMO is permitted to be a 2/c, either **the MOOW, RMOOW or CMOOW must be on watch in Main Office (1530-2400).**

2. Colors Detail: The duty company will be responsible for manning the T-Court colors detail (to include the Superintendent's and Commandant's houses and Enterprise Bell) and the Superintendent's Administrative Building 7 days a week. On Sundays and Holidays the Duty Company will also man the Halsey Colors Detail. All personnel on colors detail will muster with the MOOW in the Rotunda 45 minutes prior to colors for training. Members of the company

duty section will be used for this tasking, however, in the event there are not enough people on Sunday or a Holiday, restricted personnel may be used to supplement the watch bill. Company adjutants are responsible for meeting the following manning requirements:

T-COURT (includes Superintendent and Commandant's houses)

- 1 First Class, 2 Second Class, 2 Third Class, 5 Fourth Class

SUPE's Building (includes turning on the amplifier inside Gate 3 Guard Shack)

- 1 Second Class, 1 Third Class, 1 Fourth Class (week days)
- 2 Second Class, 2 Third Class, 9 Fourth Class (Sunday and Holidays)

HALSEY Field House: (Saturday Morning, Sunday/Holiday evening)

- 1 First Class, 2 Second Class, 2 Third Class, 9 Fourth Class

The 20X38 American Flag will be flown at Halsey Field House on Sunday and holidays. The 20X38 Brigade Flag will also be flown at Halsey.

The 20X38 American Flag will be flown on Sunday and Holidays at the Supe's Building.

The 10X19 American and Brigade Flags will be flown in T-Court every day and on the Supe's Building during the week.

Foul Weather Flags will be used when weather/winds dictate.

0105. MAIN OFFICE WATCH BILL. The following template will be used for the Duty Company's Main Office Watch bill:

Main Office Watch Bill
 Day-Month-Year
 Duty Company (#)

Time	1/c	2/c	3/c	4/c
0700	1 MIDN	1 MIDN	1 MIDN	1 MIDN
0745				
0800				
0900				
0930	1 MIDN	1 MIDN	Ac Watch	Ac Watch
1000				
1100				
1200				
1210				
1230				
1230	1 MIDN	1 MIDN	1210-1320 1 MIDN	1210-1320 1 MIDN
1300				
1320				
1320				
1400				
1500				
1530	Not needed if a 2/c is present as MCMO and MOOW/RMOOW/CMOOW is present	Not needed if a 1/c is present as MCMO	Ac Watch	Ac Watch
1530				
1600				
1700				
1800	Not needed if a 2/c is present as MCMO	Not needed if a 1/c is present as MCMO	1 MIDN	1 MIDN
1830				
1830				
1900				
2000	Not needed if a 2/c is present as MCMO	Not needed if a 1/c is present as MCMO	1 MIDN	1 MIDN
2100				
2130				
2130				
2200	Not needed if a 2/c is present as MCMO	Not needed if a 1/c is present as MCMO	1 MIDN	1 MIDN
2300				
2400				
2400				
0100	1 MIDN	Not Needed	1 MIDN	1 MIDN
0200				
0200	1 MIDN			
0300				
0400				
0430				
0430	1 MIDN			
0500				
0500				
0600				
0700			1 MIDN	1 MIDN

Main Office "AcWatch" Bill

(Substitute into the Main O Watch Bill sections entitled "Ac Watch")

Time	3/c	4/c
0745-0850	1 MIDN	1 MIDN
0850-0950	1 MIDN	1 MIDN
0950-1050	1 MIDN	1 MIDN
1050-1210	1 MIDN	1 MIDN
1320-1420	1 MIDN	1 MIDN
1420-1530	1 MIDN	1 MIDN

7th Wing Locker Watch Bill

Time	Monday-Friday	Saturday	Sunday	Monday (Holiday)	Sunday (Holiday)											
0800	Not Needed	1 2/c	Not Needed	Not Needed	1 2/c											
0900																
1000		1 2/c			Not Needed	Not Needed	1 2/c									
1000																
1100		Not Needed					1 2/c	Not Needed	Not Needed							
1200																
1200							Not Needed			1 2/c	Not Needed	Not Needed				
1300																
1400										Not Needed			1 2/c	Not Needed	Not Needed	
1400																
1500	1 2/c		1 2/c	Not Needed									Not Needed			
1600																
1600			1 2/c		1 2/c	Not Needed										Not Needed
1700																
1700		1 2/c			1 2/c			Not Needed	Not Needed							
1800																
1830					1 2/c		1 2/c				Not Needed	Not Needed				
1830																
1900							1 2/c			1 2/c				Not Needed	Not Needed	
2000																
2000	1 2/c			1 2/c						Not Needed			Not Needed			
2100																
2100			1 2/c	1 2/c		Not Needed										Not Needed
2200																
2200		1 2/c		1 2/c				Not Needed	Not Needed							
2300																

Weekday Colors Watch bill

T-Court 1/C Observer: _____
 Ensign
 2/C: _____
 3/C: _____
 4/C: _____

 Brigade Flag
 2/C: _____
 3/C: _____
 4/C: _____

Enterprise Bell
 4/C: _____

Dant Hse 4/C: _____

Supe Hse 4/C: _____

Supe Bldg 2/C: _____
 3/C: _____
 4/C: _____

Sunday/Holiday: T-Court as above PLUS:

Supe Bldg 2/C: _____
 2/C: _____
 3/C: _____
 3/C: _____
 4/C: _____ 4/C: _____
 4/C: _____ 4/C: _____
 4/C: _____ 4/C: _____
 4/C: _____ 4/C: _____
 4/C: _____

Halsey: 1/C In Charge: _____
 2/C: _____
 2/C: _____
 3/C: _____
 3/C: _____
 4/C: _____ 4/C: _____
 4/C: _____ 4/C: _____
 4/C: _____ 4/C: _____
 4/C: _____ 4/C: _____
 4/C: _____

Dahlgren Meal:

1205-1240	3/C:	3/C: (relief)
-----------	------	---------------

COMDTMIDNINST 1601.10E

0106. CONDUCT OF THE WATCH

1. Midshipmen on watch are expected to reflect the epitome of military bearing and professional conduct in the execution of their duties.

2. The following amplifications of proper conduct on watch are listed to ensure uniformity throughout the brigade:

a. Uniform - All watch standers will be in their "grease" or inspection uniform at all times on watch. Each Midshipman should take sufficient pride in their personal appearance to develop a seabag of uniforms that are all up to watch standards.

b. Grooming - All males will be clean-shaven prior to their watch. Haircuts will be within the required periodicity for that individual for passing a formal watch inspection.

c. Eating is not authorized on watch at any time with the exception of midrats while on Main Office Watch. Main Office watch standers are allowed to consume midrats in the middle office space of Main Office, but in no case will food or drink be visible in the main compartment of Main Office. The Main Office Messenger shall report to the back entrance of the King Hall kitchen at 1800 to pick up Main Office boxed lunches. The Midshipman in Charge of Main Office (MCMO) shall personally ensure that this area is clear of all food debris and utensils prior to his/her relief.

d. Reading on watch is limited to professional reading and current academic work. Examples of professional reading are Navy or Marine Corps journals (Surface Warfare Magazine, Proceedings, Marine Corps Gazette. etc.), books from the CNO's required reading list and "pro knowledge" materials. This reading shall not distract the watch stander from their assigned duties and all reading materials will be properly stowed when not actually in use.

e. Rendering of hand salutes and other marks of respect -

(1) Midshipmen on watch will salute as specified in Navy Regulations amplified as follows:

(a) On watch, salutes may be dispensed with after the first daily meeting, except for those rendered to the OOW, Battalion Officers, the Deputy Commandant of Midshipmen, the Commandant of Midshipmen, and any officer senior to the Commandant.

(2) All Midshipmen will salute the MOOW, RMOOWs, and CMOOW. These personnel will be identified by red brassards.

(3) The Company Mate of the Deck (CMOD) shall sound attention on deck upon the arrival of all Officers O-5 and above and the Officer of the Watch (OOW). After that officer orders "carry on," the CMOD will approach the officer, salute, and sound off as follows:

"GOOD MORNING/AFTERNOON/EVENING SIR/MA'AM, MIDSHIPMAN THIRD/FOURTH CLASS _____, _____ COMPANY MATE OF THE DECK. MAY I BE OF ANY ASSISTANCE SIR/MA'AM?"

COMDTMIDNINST 1601.10E

Any other commissioned officer who enters the company area shall be approached by the CMOD who will salute and sound off as above.

(4) The MCMO shall sound attention on deck in Main Office upon the arrival of a Battalion Officer, the Deputy Commandant of Midshipmen, the Commandant of Midshipmen, and any officer senior to the Commandant. Any other officer who enters Main Office will be greeted by the MCMO who shall ask the officer if he/she requires any assistance.

f. The CMOD shall stand while on watch.

g. Midshipmen on watch in Main Office will not place their feet up on furniture or walls.

4. Midshipmen on watch are responsible for the security and safety of the Brigade of Midshipmen. They are responsible for the smart and timely execution of the daily routine prescribed by the Deputy Commandant in the Plan of the Day found online.

5. Midshipmen on watch shall remain alert and conduct their duties in a highly professional manner. The Naval Academy is one of the most highly visible commands in the U.S. Navy. For this reason, the highest degree of professionalism is expected during watch.

6. Midshipmen on watch are responsible for maintaining high standards of smartness and cleanliness in Bancroft Hall and all associated high visibility areas. Deficiencies are to be either reported or corrected immediately whenever observed.

0107. RELIEVING

1. Prior to relieving the watch, Midshipmen will thoroughly prepare themselves for assuming the watch. After reviewing the Plan of the Day for their duty day and the next day, the following should be considered:

a. Significant maintenance issue in Bancroft Hall, specifically those situations that may cause safety hazards or significant habitability concerns.

b. Cleanliness of assigned watch areas.

c. Reviewing the applicable logs.

d. Conducting a tour of assigned spaces, and discussing deficiencies with relief.

0108. Watch stander Routine and Checklists. The following checklists represent, as a minimum, what each watch is required to complete each duty day. Watch standers will initial the checklist items to indicate accomplishment and turn in the checklist with their 0800 Report. Any problems experienced in completing checklists items should be noted on the checklists and briefed during turn-in.

MIDSHIPMAN OFFICER OF THE WATCH
CHECKLIST AND ROUTINE

Date: _____

Oncoming:

Officer of the Watch: _____

SDO: _____

Midshipman Officer of the Watch: _____

Main Office Duty Company: _____

Notes for Oncoming MOOW (Include significant items from previous duty days):

Upcoming Events (Include events that require the watch teams involvement/supervision):

MOOW ROUTINE:

Initial (when complete):

- _____ 0600 Oncoming MOOW and CMOOW meet with oncoming OOW and review upcoming events on the yard and areas of interest and potential problem areas. Develop a plan for the employment of the Watch Team that addresses accountability checks at mandatory events, room and uniform appearance, Bancroft Hall common area conditions, study hour environment, Main Office manning, and security. Discuss with plan for inspecting and checking in oncoming watches (Gate, Shore Patrol, Crypt).
- _____ 0615 MOOW and RMOOWs inspect oncoming BOOWs, MCBOs and CDOs in Rotunda or Smoke Hall. MOOW assign RMOOW to monitor Dahlgren Hall, 1215-1320. Assign RMOOWs to conduct surprise Company Duty Section Musters. Assign RMOOWs/CMOOW to spot check Blue and Golds, conduct Mitscher-Levy Patrol, and spot check "no visitor" signs. On Monday and Wednesday, designate off-watch RMOOW to monitor 1/C Club, 2000-2400. Assign BOOWs to spot check uniforms (morning and afternoon) as follows:

COMDTMIDNINST 1601.10E

1st and 2nd Batt BOOW - Steps to Chauvenet (near 1st Wing Barbershop)
3rd and 4th Batt BOOW - At the USNA Seal
5th and 6th Batt BOOW - Back of MacDonough (by Luce)

- _____ 0625 Following the inspection, RMOOWs meet with oncoming BOOWs to review the watch team plan, areas of special interest and promulgate inspection/post assignments. BOOWs submit watch bills for Gate and Shore Patrol watches to the RMOOW. RMOOW turn in watch bills to the MOOW for posting in Main Office.
- _____ 0630 Reveille
- _____ 0630 Restriction Muster (Offgoing team). Review Restriction Log and cards.
- _____ 0630 Oncoming watch team arrives. Commence turnover.
 - Review Passdown Section of MOOW Notebook
 - Brigade 0800 Report
 - Review Movement Order entries from previous day
 - Review POD and POW for major events
 - Review MCMO Log for accuracy and sign (Offgoing OOW)
 - Review Movement Orders and enter in log book (Verify watch team is prepared to conduct Movement Order inspection/check out and in correctly)
- _____ 0655 MOOW meet in Brigade Commanders room (3162) for state of Academy Brief
- _____ 0705 Advance copy of Brigade 0800 Report hand carried to Commandant's EA and Legal Assistant
- _____ 0710 Sample morning meal and provide feedback.
- _____ 0715 Muster the Color Guard; SDO/CMOOW conduct training
- _____ 0730 Watch relief report to Deputy Commandant (Oncoming and Offgoing)
- _____ 0745 Observe uniform standards of Midshipmen heading to class. Oncoming CMOOW and MOOW (following watch turnover). Post either in T-Court or observe one of your assigned BOOWs conducting spot checks. Ensure Midshipmen not meeting standards are sent back to the Hall to correct if the correction cannot be made on the spot.
- _____ 0750 Transmit Brigade 0800 Report via e-mail. Complete turnover.
- _____ 0755 Open main doors in Rotunda for Colors.
- _____ 0800 Observe Morning Colors
- _____ 0830 Review all Main Office Logs for proper entries. Update status of all previous day 0800 Report entries (e.g.: hospitalizations, UA's, maintenance, etc.)
- _____ 0930/1000/1600/1930 Monitor Tours
- _____ 1015 Restriction Muster (Saturday only) Review Restriction Log and cards.
- _____ 1030 Inspect 12 Midshipmen rooms, MOOW/CMOOW/RMOOWs 3 rooms each.
- _____ 1030 Tour each wing at some point throughout the day
MOOW 1__, 2__, 3__, 4__, 5__, 6__, 7__, 8__, Dahlgren __
- _____ 1130 (Friday only) Weekend MOOWs muster with Deputy to review weekend plan. Saturday and Sunday MOOWs are not authorized to miss class for this meeting.
- _____ 1210 Observe Noon Meal Formation (Weekdays only, if inside observe one company's formation)
- _____ 1215 Sample noon meal and provide feedback.
- _____ 1305 Observe uniform standards of Midshipmen heading to afternoon class. Ensure Midshipmen not meeting standards are sent back to the Hall to correct if the correction cannot be made on the spot.

- _____ 1330 Verify the Duty Driver has washed and vacuumed the duty vehicle (Saturday)
- _____ 1530 Restriction Muster (Weekends and holidays only). Review Restriction Log and cards.
- _____ 1600 Verify time of evening colors. Ensure color guard is mustered 45 minutes in advance.
- _____ 1730 MOOW/CMOOW Review all Main Office logs for proper entries
- _____ 1845 Evening Meal. OOW or MOOW sample and provide feedback.
- _____ 2000 Restriction Muster
- _____ 2030 Tour ECA spaces/catacombs. Inspect Catacombs to ensure padlocks are on the roof hatches and the two locked spaces with access are locked. (see diagram)
- _____ 2145/2245 Observe spot check of Blue and Gold.
- _____ 2230/2330 Receive MacDonough Gym Checklist from Duty Company PMO. Note in 0800 report.
- _____ 2230 Restriction Muster. Review Restriction Log and cards.
- _____ 0000 Post Brigade Security Rovers (FPCON C or D).
- _____ 0020 Receive 0800 reports. Prepare consolidated 0800 report
- _____ 0030 Promulgate Bed Check plan
- _____ 0100 Pipe down the watch when satisfied required action is complete.
- _____ 0500 Return to Main Office. Prepare Notes and Upcoming sections of oncoming MOOW/CMOOW Checklist.
- _____ 0530 Monitor Tours (Monday - Friday)
- _____ 0600 Secure the Brigade Security Rovers
- _____ 0730 Report relief to Brigade Commander and Deputy Commandant

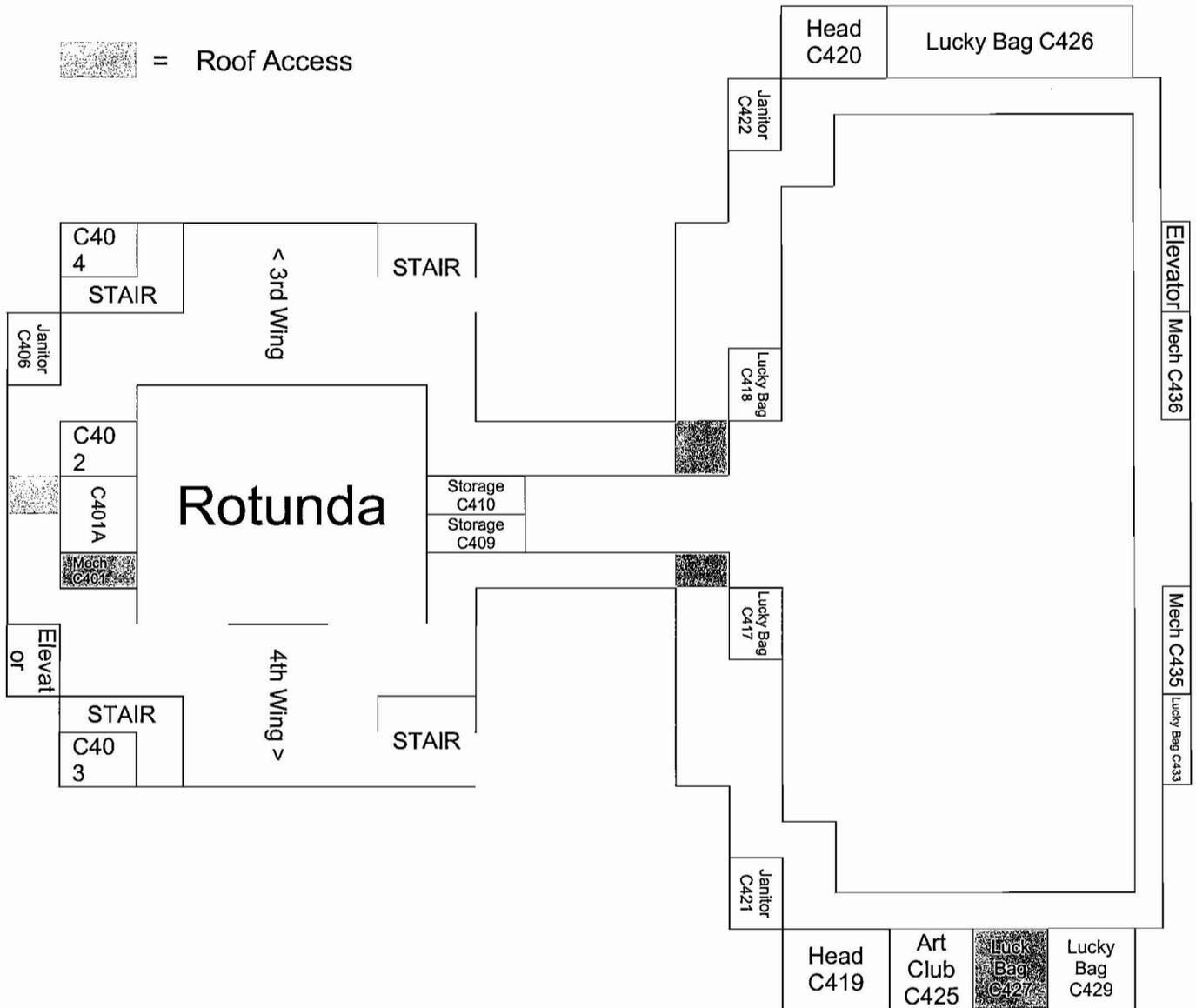
Respectfully submitted,

Off-going MOOW

Roof Accesses

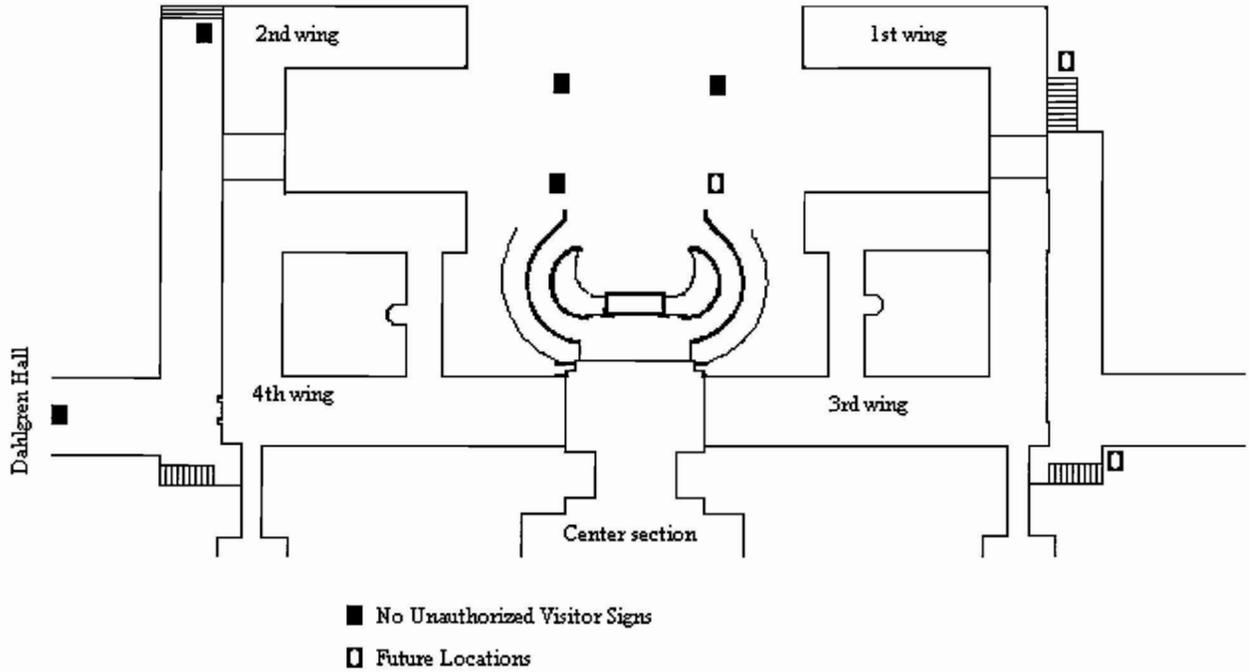
Center Section Deck 4

 = Roof Access



No Visitor Sign Locations

"No Unauthorized Visitor" Sign Locations



MacDonough Hall Checklist

List of MacDonough Hall watch standing checklist(2/c from Duty Company Stand watch/PMO from Duty Company will secure building)

Report to Main Office 15 minutes prior to the watch to pick up the Binder and Check Out with the MOOW/CMOOW/RMOOW on duty.

Watch Hours:

M-F: 2200-2300

Sat: 0600-0800

2000-2200

Sun+Holidays: 0900-1100

2100-2200

** P.E.D.O. will open building in mornings

** Duty PMO will begin to secure building 5 minutes prior to end of watch

While on Duty

-During extended hours Midshipman on watch are responsible for MacDonough Hall.

-After closing, all responsibility is shifted to who closed the building.

-Do not let any unauthorized people use the building

-authorized are MIDN, anyone with a government ID, Buttonholders

-Check all locker rooms, keeping sure that nothing unsafe is taking place.

-Pool doors are locked during off hours.(BOTH POOLS)

-Check that lights are on.

-In event of an emergency call emergency number 3-3333.

-When it is time to close, if someone will not leave call DoD police(THIS GOES FOR ANYONE USING THE BUILDING)

-any severe problems that require extra assistance call DoD police.

-call P.E.D.O. after DoD has been informed.

Numbers to call

DoD police 3-5760

P.E.D.O. cell 410-320-9271

Main Office 3-5001

List of Keys (Binder is checked in/out of main office; keys stay in MacDonough)

-T1 key

-J352431

-2 Allen keys(HEX SHAPED,2 sizes)

Closing Checklist. (P.E.D.O. will open building)

(P.E. Duty officer will unlock building in the mornings)

(If a special event goes past hours(volleyball, gymnastics, etc.) call the PE duty officer and leave, DO NOT LEAVE UPON LEAVING A VOICEMAIL, YOU MUST TALK TO A PERSON!)

___ 2 main inside doors, front of building

___ Stairwell No.2 door (front of building, bottom floor)

___ Turn off light switches in box behind basket ball courts (DO NOT SHUT OFF #19)

___ Turn off lights in switch box in rear of building(outside sprint football)

- all but #3,4,7 in first box (BOXES HAVE LABEL WITH WHICH SWITCHES ARE NOT TO BE TURNED OFF)
- all but #5,7,13 in second box
- ___ Lock inside rear doors with small allen key(CRASH BAR SHOULD BE OUT)
- ___ Lock 2 main rear doors with J352431 key(sprint football)
- ___ Clear sprint football area(2 inside doors, cipher locks, 5-2-4)
- ___ Clear out pools, lock all doors (water poll pool use T1 key)
- ___ Clear out lacrosse Deck (no doors to lock)
- ___ Dead bolt cage door (no key required)
- ___ Clear weight room
- ___ Shut down 2 sets of light switches, TV's stay on
- ___ Clear Boxing Area
- ___ Turn off ring lights if on, turn off lights in grey switch box
- ___ Turn off switches in box behind boxing area(DO NOT SHUT OFF #19,21)
- ___ Lock outside red beach doors with large allen key
- ___ Clear out all locker rooms (LOCKER ROOMS MUST BE VISUALLY CHECKED, ENTER ONLY ONCE THERE IS NO REPSONSE FROM INSIDE FOR OPPOSITE GENDER)
- ___ Turn out locker room lights
- ___ Shut down all switches in 2 boxes in women's locker room.
- ___ Replace keys in binder
- ___ Turn off lights at front desk (5 w/ red/orange lights)
- ___ Exit rear door and lock with chain. Ensure it's secure
- ___ Call DoD to let them know the building is secure. Leave your room number with them. If something happens overnight you will be the first one they call.

Once this checklist is complete, return binder to Main Office and report to OOW/MOOW/RMOOW/CMOOW that the Building is secure.

OOW/MOOW make entry in 0800 report that Building is secure.

Respectfully submitted,

Off-going PMO

Mitscher Levy Patrol Route

Date: _____

Chaplain Areas

- 1) Mitscher Auditorium
 - a. Back stage, heads back-stage, cage locked
- 2) Projection Room on Second Deck
 - a. All doors locked, Storage Room locked
- 3) Midshipmen Common Area (Laboon Center)
 - a. All Faiths Chapel- lights off
 - b. Sacristy locked
 - c. Coffee Bar
 - i. In good order, no damage to equipment, locks or refrigerator
- 4) Chaplain Center (Second Deck)
 - a. Conference Room locked,
 - b. All Chaplain offices locked
 - c. Printer Room locked
 - d. Levy Chapel
 - i. Glass Doors locked (lower level only, upper balcony doors are always open)
 - ii. Side door locked
 - e. Stein Fellowship Hall
 - i. Lights off
 - ii. Kitchen door locked
 - iii. Media Room- locked

OPS Areas

- 1) Social Director's Office, Room 221 , Door Locked
- 2) Room 223, Door Locked
- 3) Area 220, Area Secured

Honor Areas - 3rd Floor

- 1) Honor Offices, Room 305, Door Locked
- 2) Stein Honor Court, Room 300, Doors (2) Locked
- 3) Area outside Honor Court secured, orderly

Time	Watch stander	Signature	Issues? Yes, no, or list
18-20	RMOOW		
20-22	RMOOW		
22-00	RMOOW		
00-01	Main O		
01-02	Main O		
02-03	Main O		
03-04	Main O		
04-05	Main O		
05-06	Main O		

Turn this sheet in with the MOOW checklist each morning

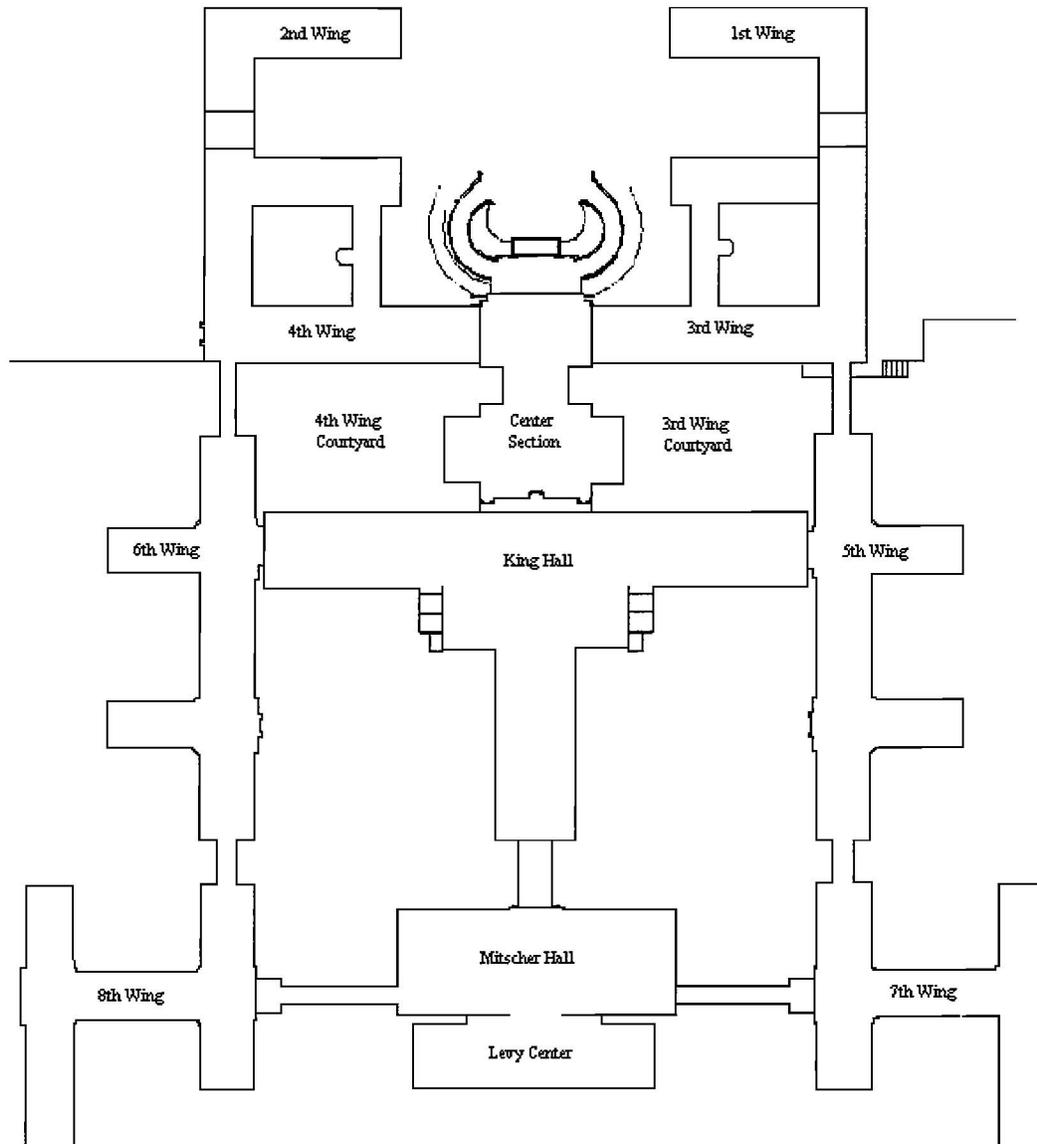
Inspection Check List for 3rd and 4th Wing Courtyards

3rd Wing

- | Yes | No | |
|-----|-----|---|
| ___ | ___ | Ensure dumpster area is clean/ free of debris. |
| ___ | ___ | Ensure there are empty pallets stacked neatly against the wall. |
| ___ | ___ | Ensure the entire courtyard is draining properly. |
| ___ | ___ | Ensure there are no POV's parked in courtyard. |

4th Wing

- | Yes | No | |
|-----|-----|---|
| ___ | ___ | Ensure dumpster area is clean/ free of debris. |
| ___ | ___ | Ensure there are empty pallets stacked neatly against the wall. |
| ___ | ___ | Ensure all broken furniture is located in the Bancroft Hall 1 st LT disposal area. |
| ___ | ___ | Ensure the entire courtyard is draining properly. |
| ___ | ___ | Ensure there are no POV's parked in courtyard. (Parking authorized for only King Hall trucks [2] and AFM Vans [4].) |



COMPANY MIDSHIPMAN OFFICER OF THE WATCH
CHECKLIST AND ROUTINE

Date: _____

Oncoming:

Officer of the Watch: _____

SDO: _____

Midshipman Officer of the Watch: _____

Main Office Duty Company: _____

Notes for Oncoming CMOOW (Include significant items from previous duty days):

Upcoming Events (Include events that require the watch teams involvement/supervision):

CMOOW ROUTINE:

Initial (when complete):

- _____ 0600 Oncoming MOOW and CMOOW meet with oncoming OOW and review upcoming events on the yard and areas of interest and potential problem areas. Develop a plan for the employment of the Watch Team that addresses accountability checks at mandatory events, room and uniform appearance, Bancroft Hall common area conditions, study hour environment and security.
- _____ 0615 Muster in Rotunda
- _____ 0630 CMOOW inspect oncoming Main Office Squad in Rotunda or Smoke Hall. Verify watch bill meets requirements and is posted.
- _____ 0630 Reveille
- _____ 0630 Oncoming watch team arrives. Commence turnover.
 - Review Passdown Section of MOOW Notebook
 - Review Movement Order entries from previous day
 - Review POD and POW for major events
 - Review MCMO Log for accuracy and sign (Offgoing OOW)
 - Check condition of duty vehicle (location, condition, etc.)
 - Review Movement Orders and enter in log book (Verify watch team is prepared to conduct Movement Order inspection/check out and in correctly)
- _____ 0715 Assist the MOOW in mustering, inspecting, and training the Color Guard.
- _____ 0755 Open main doors in Rotunda for Colors.
- _____ 0800 Observe Morning Colors

COMDTMIDNINST 1601.10E

- _____ 0830 Review all Main Office Logs for proper entries. Update status of all previous day 0800 Report entries (e.g.: hospitalizations, UA's, maintenance, etc.)
- _____ 1030 Inspect 12 midshipmen rooms, MOOW/CMOOW/RMOOWs 3 rooms each.
- _____ 1030 Tour each wing at some point throughout the day
CMOOW 1__, 2__, 3__, 4__, 5__, 6__, 7__, 8__, Dahlgren __
- _____ 1305 Observe uniform standards of midshipmen heading to afternoon class. Ensure midshipmen not meeting standards are sent back to the Hall to correct if the correction cannot be made on the spot.
- _____ 1600 Verify time of evening colors. Muster the color guard 45 minutes prior to colors and conduct training.
- _____ 1730 MOOW/CMOOW Review all Main Office logs for proper entries
- _____ 2100 Tour Bancroft Hall to determine Study Hall compliance. Complete Study Hour Inspection Sheets for 3 companies.
- _____ 2400 TAPS. Observe one company's conduct of TAPS. (0200 on Saturday). Compile TAPS numbers by Battalion for Brigade 0800 Report.

Respectfully submitted,

Off-going CMOOW

REGIMENTAL MIDSHIPMAN OFFICER OF THE WATCH
CHECKLIST AND ROUTINE

Date: _____

Oncoming:

Officer of the Watch: _____

SDO: _____

Regimental Midshipman Officer of the Watch: _____

Main Office Duty Company: _____

Notes for Oncoming RMOOW (Include significant items from previous duty days):

Upcoming Events (Include events that require the watch teams involvement/supervision):

RMOOW ROUTINE:

Initial (when complete):

- _____ 0615 MOOW and RMOOWs inspect oncoming watch team (BOOWs, MCBOs and CDOs) in Rotunda or Smoke Hall
- _____ 0625 Following the inspection, RMOOWs meet with oncoming BOOWs to review the watch team plan, areas of special interest and promulgate inspection/post assignments. Receive watch bills from BOOWs for Gate and Shore Patrol watches.
- _____ 0730 Observe uniform standards of midshipmen heading to class. Post either in T-Court or observe one of your assigned BOOWs. Ensure midshipmen not meeting standards are sent back to the Hall to correct if the correction cannot be made on the spot.
- _____ 0900/1000/1600/1930 Monitor Tours (Saturday)
- _____ 1030 Inspect 12 Midshipmen rooms, MOOW/CMOOW/RMOOWs 3 rooms each.
- _____ 1215 Post in Dahlgren to ensure no midshipmen are present before 1330.
- _____ 1305 Observe uniform standards of Midshipmen heading to afternoon class. Ensure Midshipmen not meeting standards are sent back to the Hall to correct if the correction cannot be made on the spot.
- _____ 1600 Tour athletic fields and physical education buildings.
- _____ 1800-2359 Conduct Mitscher-Levy Patrol as assigned
- _____ 1800 1st Regiment RMOOW conduct roving watch of Dahlgren Hall (1800-2000)
- _____ 2000 2nd Regiment RMOOW conduct roving watch of Dahlgren Hall (2000-2200)
- _____ 2000 Ensure off-watch RMOOW stands watch at the 1/c Club (Until 2400 on Monday and Wednesday). Coordinate shifts in advance with MOOW.
- _____ 2400 TAPS. Observe one company's conduct of TAPS. (0100 on Saturday). Compile TAPS numbers by Battalion for Brigade 0800 Report.

COMDTMIDNINST 1601.10E

_____ 0530 Monitor Tours

Respectfully submitted,

Off-going 1st Reg RMOOW

Offgoing 2nd Reg RMOOW

BATTALION OFFICER OF THE WATCH CHECKLIST AND ROUTINE

Date: _____

Oncoming:

Officer of the Watch: _____

SDO: _____

Midshipman Officer of the Watch: _____

Main Office Duty Company: _____

Notes for Oncoming BOOW (Include significant items from previous duty days):

Upcoming Events (Include events that require the watch teams involvement/supervision and special areas of interest as directed by the Batt Cdr):

BOOW ROUTINE:

Initial (when complete):

- _____ 0600 Oncoming BOOW and MCBO review upcoming events on the yard and areas of interest and potential problem areas. Develop a plan for the employment of the Watch Team that addresses accountability checks at mandatory events, room and uniform appearance, Battalion common area conditions, study hour environment and security. Verify watch bills in hand for Gate, Shore Patrol, or Shipmate Safe-Ride watches, as assigned.
- _____ 0615 Oncoming watch team inspection (RMOOWs, BOOWs, MCBO, CDOs and Main Office Squad) in Rotunda or Smoke Hall
- _____ 0625 Following the inspection, meet with oncoming RMOOW to review the watch team plan, areas of special interest and promulgate inspection/post assignments. Turn in watch bills for Gate, Shore Patrol, or Shipmate Safe-ride watches.
- _____ 0630 Company Duty Section muster/inspection/instruction outside BOOW shack
- _____ 0645 Oncoming watch team arrives. Commence turnover.
 - Review Passdown Log
 - Battalion 0800 Report
- _____ 0710 Morning meal

COMDTMIDNINST 1601.10E

- _____ 0730 Watch relief report to Batt Cdr and Batt Officer (Oncoming and Offgoing)
- _____ 0735 Observe uniform standards of Midshipmen heading to class. Ensure midshipmen not meeting standards are sent back to the Hall to correct if the correction cannot be made on the spot.
1st and 2nd Batt BOOW - Steps to Chauvenet (near 1st Wing Barbershop)
- _____ 3rd and 4th Batt BOOW - At the USNA Seal
- _____ 5th and 6th Batt BOOW - Back of MacDonough (by Luce)
- _____ 1150 Inspect four rooms in the battalion. Two by BOOW and two by MCBO. One of each class from a company other than your own. Attach inspection chits to Battalion 0800 Report.
- _____ 1210 Observe one platoon's Noon Meal Formation. Verify accuracy of muster.
- _____ 1215 Noon meal
- _____ 1305 Observe uniform standards of Midshipmen heading to afternoon class. Same locations as above.
- _____ 1730 Inspect on Company's Wardroom. Notify CDO if unsat.
- _____ 1830 Observe one platoon's Evening Meal Formation (Wed. only). Verify accuracy of muster.
- _____ 1900 Verify all Battalion attic accesses are locked (see attached sheet for locations).
- _____ 1930 Spot check company common areas for cleanliness.
- _____ 2030 Tour Battalion area and monitor Study Hour compliance.
- _____ 2130 Spot check members of Battalion on reduced privileges, restriction.
- _____ 2145 Tour academic buildings, library and areas.
1st and 2nd Batt BOOW - Alternate Nimitz/Rickover
3rd and 4th Batt BOOW - Alternate Sampson/Maury/Mahan
5th and 6th Batt BOOW - Alternate Luce/Michelson/ Chauvenet
- _____ 2230 TAPS. Spot check one company's conduct of TAPS. (2330 on Saturday).
- _____ 2400 Receive Company 0800 Reports with taps sheets and numbers.
- _____ 0010 Turn in completed Battalion 0800 Report to RMOOW.
- _____ 0030 Conduct Bed Check
- _____ 0600 Proceed to Battalion Conference Room. Prepare notes and upcoming sections of oncoming BOOW Checklist.
- _____ 0730 Report relief to Battalion Commander and Battalion Officer

Respectfully submitted,

Off-going BOOW

Attic areas of responsibility by company

Company	# Rooms w/ Attic Access	Attic Rooms
1	0	N/A
2	0	N/A
3	1	1418 (LAN, Attic access)
4	0	N/A
5	2	3411, 3453
6	0	N/A
7	0	N/A
8	0	N/A
9	0	N/A
10	2	White Doors across from 5425 and 5441
11	0	N/A
12	0	N/A
13	0	N/A
14	0	N/A
15	3	7400, 7A01, 7A02, Top of Stair 6
16	0	N/A
17	0	N/A
18	1	2418 (LAN, Attic access)
19	0	N/A
20	2	4409, 4446
21	0	N/A
22	0	N/A
23	0	N/A
24	0	Memorial Hall
25	2	6472, 6473
26	0	N/A
27	0	N/A
28	0	N/A
29	0	N/A
30	3	8400, 8A01, 8A02, Top of Stair 6

MIDSHIPMAN IN CHARGE OF BATTALION
OFFICE
CHECKLIST AND ROUTINE

Date: _____

Oncoming:

Officer of the Watch: _____

SDO: _____

Midshipman Officer of the Watch: _____

Main Office Duty Company: _____

Notes for Oncoming MCBO (Include significant items from previous duty days):

Upcoming Events (Include events that require the watch teams involvement/supervision and special areas of interest as directed by the Batt Cdr):

MCBO ROUTINE:

Initial (when complete):

- _____ 0600 Oncoming BOOW and MCBO review upcoming events on the yard and areas of interest and potential problem areas. Develop a plan for the employment of the Watch Team that addresses accountability checks at mandatory events, room and uniform appearance, Battalion common area conditions, study hour environment and security.
- _____ 0615 Muster in Rotunda
- _____ 0630 Reveille
- _____ 0630 Company Duty Section muster/inspection outside the Battalion Office
- _____ 0725 Watch relief report to Batt Cdr (Oncoming and Offgoing)
- _____ 1150 Inspect four rooms in the battalion. Two by BOOW and two by MCBO. One of each class from a company other than your own. Attach inspection chits to Battalion 0800 Report.
- _____ 1210 Observe one platoon's Noon Meal Formation. Verify accuracy of muster.
- _____ 1600 Check Battalion Office for supplies (especially copier paper). Obtain supplies and check mail for Battalion in 3-0 mail room.
- _____ 1830 Observe one platoon's Evening Meal Formation (Wed. only). Verify accuracy of muster.
- _____ 2030 Tour Battalion area and monitor Study Hour compliance.

COMDTMIDNINST 1601.10E

- _____ 2130 Spot check members of Battalion on restriction.
- _____ 2230 TAPS. Spot check one company's conduct of TAPS. (0200 on Saturday).
- _____ 2400 Receive Company 0800 Reports with taps sheets and numbers.
- _____ 0100 Pipe down the watch when directed by BOOW.
- _____ 30 Conduct Bed Check
- _____ 0515 Muster, inspect and supervise Marching Tours
- _____ 0600 Proceed to Battalion Conference Room. Prepare Notes and Upcoming sections of oncoming MCBO Checklist.

COMPANY DUTY OFFICER CHECKLIST AND ROUTINE

Date: _____

Oncoming:

Officer of the Watch: _____

SDO: _____

Midshipman Officer of the Watch: _____

Main Office Duty Company: _____

Battalion Officer of the Watch: _____

Notes for Oncoming CDO (Include significant items from previous duty days):

Upcoming Events (Include events that require the watch teams involvement/supervision and special areas of interest as directed by the Co Cdr):

CDO ROUTINE:

Initial (when complete):

- _____ 0615 Oncoming watch team inspection (CDO) in Rotunda or Smoke Hall
- _____ 0625 Muster Company Duty Section outside of Battalion Office. All members of the duty section must be present, including independent watches. Promulgate any necessary word to the Duty Section, to include reviewing assignments for Battalion level watches and special watches/tasking. Report UAs to the Company Adjutant and Company Commander.
- _____ 0630 Formal muster/instruction/inspection by BOOW
- _____ 0630 Reveille.
- _____ 0645 Following the inspection, meet with oncoming BOOW to review the watch team plan, areas of special interest and promulgate inspection/post assignments.
- _____ 0710 Morning meal
- _____ 0725 Watch relief report to Co Cdr, Senior Enlisted and Co Officer (Oncoming and Offgoing)
- _____ 0700 Execute SMT Plan (Saturday)
- _____ 1150 Inspect four rooms in the company. Two by CDO and two by ACDO. One of each class. Attach inspection chits to Company 0800 Report.
- _____ 1215 Noon meal

- _____ 1245 Review CMOD Log and binder
- _____ 1400 Spot check company members on restriction or tours (weekend or on a not-to-interfere basis with class).
- _____ 1830 Observe one platoon's Evening Meal Formation (Wed. only). Verify accuracy of muster.
- _____ 1845 Ensure ACDO administers Pro-Quiz (Sunday)
- _____ 1900 Verify attendance at mandatory events
- _____ 1900 Verify each member of the weekend duty section has attended one event on the Yard (Saturday)
- _____ 1915 Inspect Company-owned areas for cleanliness (i.e. Wardroom, Red Beach, Self-Serve Laundry - company dependent). Direct duty section action if required (prior to study hour).
- _____ 2030 Tour Company area and monitor Study Hour compliance.
- _____ 2100 Review Company Accountability Log
- _____ 2315 Review CMOD Log
- _____ 2400/0200 TAPS. Commence conducting TAPS. Visually ID each member of the company within 30 minutes of TAPS. **THIS CANNOT BE DELEGATED.**
- _____ 2400 Turn in Company 0800 report to BOOW including results of TAPS (0200 on Saturday).
- _____ 0030 Conduct Bed Check
- _____ 0100 Pipe down the watch when satisfied required action is complete.
- _____ 0600 Proceed to Company Wardroom. Prepare Notes and Upcoming sections of oncoming CDO Checklist.
- _____ 0620 Conduct turnover with oncoming CDO
- _____ 0630 Supervise Company/Battalion clean-up program.
- _____ 0735 Report relief to Company Commander, Senior Enlisted, and Company Officer

Respectfully submitted,

Off-going CDO

ASSISTANT COMPANY DUTY OFFICER CHECKLIST AND ROUTINE

Date: _____

Oncoming:

Officer of the Watch: _____

SDO: _____

Midshipman Officer of the Watch: _____

Main Office Duty Company: _____

Battalion Officer of the Watch _____

Notes for Oncoming ACDO (Include significant items from previous duty days):

Upcoming Events (Include events that require the watch teams involvement/supervision and special areas of interest as directed by the Co Cdr):

ACDO ROUTINE:

Initial (when complete):

- _____ 0625 Muster oncoming Company Duty Section at Battalion Office. Oncoming watch team inspection (CDO, ACDO, CMOD, off duty standers) in Battalion area.
- _____ 0630 Formal muster/instruction/inspection by BOOW.
- _____ 0630 Reveille.
- _____ 1150 Inspect four rooms in the company. Two by CDO and two by ACDO. One of each class. Attach inspection chits to Company 0800 Report.
- _____ 1215 Noon meal
- _____ 1845 Administer Pro-Quiz (Sunday)
- _____ 2000 Spot check company members on restriction
- _____ 2130 Tour Company area and monitor Study Hour compliance.
- _____ 2100 Review Company Accountability Log
- _____ 2315 Review CMOD Log
- _____ 0620 Conduct turnover with oncoming ACDO
- _____ 0630 Supervise Company/Battalion clean-up program.
- _____ 0735 Report relief to Company Commander, Senior Enlisted, and Company Officer

MIDSHIPMAN IN CHARGE OF MAIN OFFICE

CHECKLIST

Date: _____

- _____ Know location of all keys (PA, Enterprise Bell, duty vehicle, gas card, and pager cellular number for Duty Driver)
- _____ Review Plan of the Day
- _____ Review Main Office Notebook
- _____ Review Main Office Log, ensure previous day is complete and signed and current day is up to date
- _____ Maintain Watch Stander Check-in Log throughout the day.
- _____ Review AMCMO Package Log, Lost and Found Log and Phone Log
- _____ 0615 Muster Main Office watch team for inspection
- _____ Optest equipment, conduct inventory and sign inventory log book
- _____ Inventory and organize Lost and Found
- _____ Inspect Main Office for cleanliness (including package room, pantry and conference room)
- _____ 0700 Relieve the watch, supervise proper turnover
- _____ 0700 Forward Duty Driver Turnover Checklist and MitscherLevy Checklist to MOOW
- _____ 0705 Conduct detailed training for AMCMOs/MOMs
- _____ All day Muster and inspect Crypt Watch, Shore Patrol, Gate Guards, Shipmate Saferide, and Usher Details 15 minutes prior to scheduled posting (Log UA's and e-mail results to 2nd Reg Adj.) Ensure they understand their responsibilities and issue them their cell phone, as applicable.
- _____ All day Review AMCMO Checklist
- _____ 0715 Check Rotunda light panel and adjust as necessary
- _____ 0715 Muster and brief Colors Detail (view video)
- _____ 0745 Log oncoming OOW in Main Office Log
- _____ 0755 Command Colors Detail and execute Colors
- _____ TBD Verify any temperature flags as raised and lowered as required
- _____ 0935 Conduct detailed training for AMCMO/MOMs
- _____ 1000 Inspect Main Office for cleanliness
- _____ 1030 Review MCMO Main Office Log, Lost and Found Log and Phone Log
- _____ 1205 Conduct detailed training for AMCMO/MOMs
- _____ 1600 Send MOM to 3-1 Mail Room to pick up correspondence
- _____ 1600 Verify time for Evening Colors
- _____ 1700 Review MCMO Main Office Log and AMCMO Package Log, Lost and Found Log, and Phone Log
- _____ TBD Command Evening Colors Detail and execute Colors
- _____ TBD Check Rotunda light panel and adjust as necessary
- _____ 0001 Ensure Mitscher-Levy Patrol are assigned and executed
- _____ Sunrise Check Rotunda light panel and adjust as necessary
- _____ 0600 Review MCMO Main Office Log, Lost and Found Log and Phone Log
- _____ 0700 Check OOWs Office and Main Office for supplies (especially paper) and pass discrepancies to 2nd Reg Adj
- _____ 0715 Conduct watch turnover
- _____ Submit previous day's MCMO and AMCMO Checklists to 2nd Reg Adj box in 3-0 Mail Room.

Respectfully submitted, (all MCMOs sign/print name)

ASSISTANT MIDSHIPMAN IN CHARGE OF MAIN OFFICE (AMCMO) CHECKLIST

Date: _____

- _____ Review Plan of the Day
- _____ Unlock 4-1 Conference Room
- _____ Review AMCMO Package Log, Lost and Found Log and Phone Log
- ___0615 Muster with Main Office watch team for inspection
- _____ Review Main Office Notebook
- _____ Review Watch Standard Check-in Log
- ___0700 Relieve the watch, supervise proper turnover
- ___0715 Conduct detailed training with MOMs
- ___0735 Announce uniform for morning classes
- ___0750 Energize PA system for Morning Colors
- ___0800 Strike 8 bells over PA system. Continue bells in pairs of two as below on each hour until 1600, using the time hack from the computer system. 0900 (2), 1000 (4), 1100 (6), 1200 (8), 1300 (2), 1400 (4), 1500 (6), 1600 (8)
- ___0805 Secure PA system
- ___0830 Update all boards in Main Office
- _____ Submit Restriction Sign Out Log to OOW for review
- ___0945 Conduct detailed training for MOMs
- ___1115 Announce uniform and location for Noon Meal Formation
- ___1155 Announce uniform and location for Noon Meal Formation (If outside, post MOM at white line for crowd control)
- ___1200 Update Main Office bulletin boards
- ___1215 Conduct detailed training for MOMs
- ___1300 Announce uniform for afternoon classes
- ___Sunset Energize PA system for Evening Colors, secure upon completion
- ___1830 Update all boards in Main Office
- ___2330 Inventory AMCMO Package Log with MCMO
- ___2400 Update all boards in Main Office
- ___0630 Announce reveille and morning quarters (Mon-Fri)
- ___0700 Conduct turnover with oncoming AMCMO
- _____ Ensure all MCMO and AMCMO Checklists are turned in to 2nd Reg Adj mail box in 3-0 Mail Room

All AMCMOs sign/print name:

DUTY DRIVER CHECKLIST

Date: _____

1. The oncoming and off going Duty Drivers must complete this checklist and Immediately submit it to the MCMO.
2. Obtain the vehicle keys (including gas key) from the MOOW and sign in and out of the Duty Driver Log. Turnover the Duty Driver Notebook. Provide schedule, to include location/room number of Duty Driver and all classes.
3. Turnover the cellular phone. Phone is to remain "on" at all times when away from Bancroft Hall. Duty Driver is not authorized to make or receive personal phone calls. Unauthorized use will result in dereliction of duty charges.
4. Turnover consists of both Duty Drivers inspecting the vehicle. Report any discrepancies below.
5. Fill the vehicle with gas at Perry Center (Gas key required).
6. Each Saturday, thoroughly clean the interior and exterior of the vehicle.

Initials

- ____ I have read and understand the above information.
- ____ Both the oncoming and off going Duty Drivers have checked the following:
- ____ Gas ____ Oil ____ Tires
- ____ Mirrors ____ Lights ____ Start vehicle
- ____ Interior/exterior cleanliness
- ____ Interior/exterior damage
- ____ Wash and clean vehicle (Saturday only).

Vehicle Discrepancies: None _____ See Reverse

Off going Duty Driver
Respectfully submitted,

(Signed)

(Printed name/Alpha)

Oncoming Duty Driver
Respectfully submitted,

(Signed)

(Printed name/Alpha)

Chapter 6: SHORE PATROL

Article Contents:

- 0100 GENERAL
- 0101 WATCH SPECIFICS
- 0102 CONDUCT OF THE WATCH

0100 GENERAL

1. The purpose of this standing order is to provide the Brigade of Midshipmen with clear and specific guidance regarding the standing of Shore Patrol. This watch is not unique to the Naval Academy. Shore Patrol is used at almost every command in the Naval Service. It is used to monitor Sailors and Marines while on liberty. Here at the Naval Academy, it serves the crucial role of enforcing liberty policies, keeping public order in the Historic Downtown Annapolis and Mall area, and preventing potentially dangerous or publicly discrediting situations from developing among midshipmen. Just as the junior officer is present to enforce the liberty policies of the Commanding Officer, so shall the Shore Patrol detail ensure that all midshipmen who visit the downtown Annapolis area and the Annapolis Mall meet the guidance of the Commandant's standards.

0101 WATCH SPECIFICS

Hours of Operation:

DOWNTOWN ANNAPOLIS:

Monday	No Watch
Wednesday	No Watch
Tuesday & Thursday	2000-2400
Friday & Sunday	2000-2400
Saturday	2100-0200
Monday (Holiday)	2000-2400
Sunday (Holiday)	2100-0100

ANNAPOLIS MALL:

Monday, Tues, Wed, Thur	No Watch
Friday	1800-2200
Saturday	1400-1800; 1800-2200
Sunday	1600-1900
Monday (Holiday)	2000-2200
Sunday (Holiday)	1600-1900

0102 CONDUCT OF THE WATCH

1. Each section of the Shore Patrol detail will consist of:

DOWNTOWN ANNAPOLIS (DTA):*

- 2 groups of two 1/C and two 2/C each (two groups of four)

ANNAPOLIS MALL:*†

COMDTMIDNINST 1601.10E

- 2 groups of one 1/C and one 2/C each (two groups of two)

This watch is stood on a Battalion rotation. DTA Shore Patrol will rove the downtown Annapolis area to include popular establishments on the City Dock, Main Street, and West Street (up to, but not past, Calvert Street). Shore Patrol will be particularly vigilant late at night in the vicinity of the Halsey Field House fence for Midshipmen coming back to the Yard over the fence/wall. Mall Shore Patrol will rove the mall.

2. The primary duties of the Shore Patrol are to police the conduct of Midshipmen on liberty and promote a strong, positive relationship between the Naval Academy, the local residents, and tourists. In addition, the Shore Patrol has the responsibility to monitor and enforce the Midshipman Dress Code. Shore Patrol will also serve to assist midshipmen in need. The goal of this watch is to be a preventive watch - shore patrol members should be on the look-out for potential trouble and intervene to prevent it.

3. Shore Patrol detail will report to Main Office at least 30 minutes prior to their watch for inspection. They will receive instructions, communication equipment, and Shore Patrol armbands from the OOW and/or MOOW. The Mall Shore Patrol will then proceed to check in with Mall Security (located to the right of Borders from the outside) and receive a Mall radio.

Note: On Saturday, there are two sections of Shore Patrol. The second section of Mall Shore Patrol detail will check in at the Main Office, then proceed to the Mall. The off-going section will turnover the communication equipment and Shore Patrol armbands to the on-coming section.

4. The Shore Patrol detail will check-in with Bancroft Hall Main Office via cell phone any time they encounter one of the following situations:

- a. Any situation that threatens the safety of a Midshipman, including gross intoxication.
- b. Any situation that could bring discredit upon the Naval Academy.
- c. Any situation where a Midshipman is violating Midshipman Regulations.

5. The Shore Patrol will take action to resolve issues at their level. In the event they cannot, the name and alpha code of any Midshipman violating Midshipman Regulations and report it to the MOOW who will initiate conduct action. In addition, Shore Patrol will direct the Midshipman to return to the Naval Academy and report to the MOOW.

6. In the event Shore Patrol encounters an overly intoxicated Midshipman (stumbling, slurred speech, unable to stand/walk under their own power), Shore Patrol will contact Main Office. In the event of a Midshipman who is unable to walk, Main Office will send the Duty Driver or Shipmate Safe-Ride

COMDTMIDNINST 1601.10E

to pick up the Midshipman and transport them to Medical. If the Midshipman can walk, but needs medical attention, Shore Patrol will send the Midshipman back to Main Office with a Shore Patrol escort.

7. The Shore Patrol will ensure strict adherence to the above guidance. All violations of Midshipman Regulations, Midshipman Dress Code, and the Commandant's guidance regarding civilian clothes will be reported to the MOOW without exception.

8. Shore patrol watch standers shall be allowed to eat in a public restaurant while on duty. Watch standers should eat expeditiously and not loiter after eating. Midshipmen are reminded that they are on a duty status and are not permitted to consume alcohol.

9. All Shore Patrol duties will be performed in "grease" dress uniform where both individuals are dressed identically (i.e. Ike jackets, rain coats, reefers, etc.). Arm brassards will be clearly visible over the outer garments at all times. A Midshipman who received PRK surgery in the last two weeks is permitted to wear **regulation**-style sunglasses (black, non-mirrored) during this watch.

10. NASP will maintain Shore Patrol for Downtown Annapolis during the summer sessions. The Mall Shore Patrol will be stood down during the summer.

CHAPTER 7: Gate Watch: Gates 1 and 3

Article Contents:

0100 GENERAL
0101 WATCH SPECIFICS
0102 CONDUCT OF THE WATCH

0100 GENERAL

1. The purpose of this standing order is to provide the Brigade of Midshipmen with clear and specific guidance regarding the standing of Gate Guard. This watch is similar to a watch stood on the quarterdeck of a ship to ensure all ship's personnel comply with established uniform and civilian clothes standards.

0101 WATCH SPECIFICS

Hours of Operation:

GATE 1:

Monday	No Watch	
Tuesday & Thursday	1800-2000	
	2000-2200	
	2200-2400	
Friday	1730-2000	
	2000-2230	
	2230-0100	
Saturday	1000-1200	1800-2000
	1200-1400	2000-2200
	1400-1600	2200-2400
	1600-1800	2400-0100
Sunday	0800-1000	1800-2000
	1000-1200	2000-2200
	1200-1400	2200-2400
	1400-1800	
Monday (Holiday)	Follow Sunday Schedule	
Sunday (Holiday)	Follow Saturday Schedule	

GATE 3:

Monday	No Watch
Tuesday & Thursday	1800-2000
	2000-2200

Friday	1730-2000 2000-2200	
Saturday	1000-1200	1800-2000
	1200-1400	2000-2200
	1400-1600	
	1600-1800	
Sunday	0800-1000	1800-2000
	1000-1200	2000-2200
	1200-1400	
	1400-1800	
Monday (Holiday)	Follow Sunday Schedule	
Sunday (Holiday)	Follow Saturday Schedule	

0102 CONDUCT OF THE WATCH

1. Each section Gate Watch detail will consist of two 2/c Midshipmen. This watch is stood on a Battalion rotation.
2. The primary duties of the Gate Watch are to:
 - monitor clothing/uniform standards and enforce where required
 - be on the lookout for Midshipmen abusing class privileges
 - assist intoxicated Midshipmen in getting back to the Hall by calling the Main Office OOW/MOOW and company CDO
3. Gate Watch detail (both members) will report to Main Office at least 15 minutes prior to their watch for inspection. They will receive instructions, communication equipment, and Gate Watch armbands from the OOW and/or MOOW. During periods of inclement weather, the OOW/MOOW will issue the first Gate 3 watch of the day the key to the Trident Office to use for shelter.
4. The Gate Watch will be vigilant in enforcing Midshipmen Regulations and Uniform Regulations. Midshipmen in the wrong uniform or inappropriate civilian attire will either fix the problem or be sent back to Bancroft Hall to fix the problem. For gross violations and violation of liberty rules or class rates, take the name and alpha code and report it to the MOOW who will initiate conduct action.
5. In the event Gate Watch encounters an overly intoxicated midshipman (stumbling, slurred speech, difficulty showing ID card, unable to stand/walk under their own power), the watch will contact Main Office. Main Office will send someone to escort the Midshipman back to Main Office or medical.
6. All Gate Watch duties will be performed in "grease" dress uniform where both individuals are dressed identically (i.e. Ike jackets, rain coats, reefers, etc.). Arm brassards will be clearly visible over the outer garments at all times. A Midshipman who received PRK surgery in the last two weeks is permitted to wear **regulation**-style sunglasses (black, non-mirrored) during this watch.
7. NASP will maintain Gate Guard duties during the summer sessions.

CHAPTER 8: GATE ZERO WATCH

General

1. For the Brigade's convenience, Gate 0 will open after Gate 1 closes on Friday and Saturday nights. Gate 0 is one way (IN) and for Midshipmen only - it is only to be used by Midshipmen returning to the Yard. The Gate 0 watch standers will not allow anyone to leave through Gate 0, nor allow anyone other than Midshipmen to enter.

Hours of Operation:

Friday and Saturday	0100-0230
(Sundays on holiday weekends)	0230-0400

Watch Plan

1. 2/C MCBOs stand watch at Gate 0 **in pairs**, for **one and a half hour shifts**. Watch commences when the Security Guards close Gate 1 on Friday and Saturday nights at 0100. 1st and 2nd, 3rd and 4th, and 5th and 6th Battalion MCBOs, respectively, stand together.

Watch Stander Conduct

1. The OOW is responsible for the Gate 0 key. The OOW will personally deliver the key to the first MCBO watch pair at 0045, and recover the key from the last MCBO watch pair at 0415. MOOW Watch Standers will:

- Designate the order MCBO pairs stand Gate 0 Watch at Morning Watch Muster.
- Assist the OOW with Gate 0 key accountability. The key will remain with the OOW or the MCBO Watch Standers at all times.
- Review Gate 0 Watch Log entries for proper entries on Saturday and Sunday mornings.

2. The first designated MCBO pair will muster with the OOW in Main Office at 0045. The OOW will deliver the key to the MCBO pair. The last MCBO pair will **return the key** to the OOW **no later than 0415** every Friday and Saturday night. MCBOs stand Gate 0 Watch in Summer White or SDB and wear the MCBO brassard.

3. While on watch, MCBOs will ensure:

- Gate 0 **stays closed and locked at all times**, unless an authorized person is entering or exiting the Gate.
- **Midshipmen** are the **only** people authorized to transit through Gate 0 during special hours.
- Any Midshipman wishing to transit through Gate 0 must present their Military ID to the Watch Standers, **before the Watch Standers unlock and open the Gate**.
- Both Watch Standers will possess a cell phone while at Gate 0 to contact Main Office if necessary.
- The Gate 0 Watch Log is properly maintained.
- The life-ring next to Gate 0 is in good condition. Note inspection and any discrepancies in the Gate 0 Log and report them to the OOW.

COMDTMIDNINST 1601.10E

4. Gate 0 watch standers will be particularly alert for dangerously intoxicated midshipmen. In the event the watch encounters an overly intoxicated midshipman (stumbling, slurred speech, difficulty showing ID card, unable to stand/walk under their own power), the watch will contact Main Office. Main Office will send someone to escort the midshipman back to Main Office or medical.

CHAPTER 9: Shipmate Safe-Ride

Article Contents:

- 0100 GENERAL
- 0101 CONDUCT OF THE WATCH
- 0102 WATCH RELIEF

0100 GENERAL

1. The purpose of this watch order is to establish watch policy and procedures for the SHIPMATE Safe-Ride organization. The Safe-Ride program provides Midshipmen a free ride back to Bancroft Hall, instead of having them risk getting behind the wheel of their car after consuming alcohol.

2. Hours of Operation:

Friday	2100-0000	Phone: Driver: Assistant: Assistant:
	0000-0300	Phone: Driver: Assistant: Assistant:
Saturday	2100-0000	Phone: Driver: Assistant: Assistant:
	0000-0300	Phone: Driver: Assistant: Assistant:

0101 CONDUCT OF THE WATCH

1. Each section of Shipmate Safe-Ride detail will be made up of four 1/c and 2/c Midshipmen, one to answer the phone and three in the van. There will be a minimum of one 1/c Midshipman in the Van at all times. This watch is stood on a Battalion rotation.

2. The primary duty of the Shipmate Safe-Ride Watch is to provide Midshipmen with emergency and non-emergency support by offering intoxicated midshipmen a safe ride back to Bancroft Hall. Specific rules concerning this watch:

a. All Midshipmen using the SHIPMATE will be returned to Bancroft Hall only.

b. The duty section will not hesitate to take an inebriated Midshipman to any emergency room if they feel that a midshipman's life is endangered due to alcohol poisoning.

COMDTMIDNINST 1601.10E

c. There will always be a minimum of 8 Midshipmen on SHIPMATE duty per day when operating the SHIPMATE vehicle. Three SHIPMATE duty members will operate the SHIPMATE van from 2100-0000. The second shift of SHIPMATE duty members will operate the SHIPMATE van from 0001-0300. There will always be three SHIPMATE duty members in the SHIPMATE van whenever it leaves the Naval Academy grounds. The last member of the duty section will remain in Bancroft Hall to monitor the SHIPMATE office and provide directions to the pick up locations.

d. The duty section will not ask any Midshipmen their age or other distinguishing information, unless the duty section feels that the Midshipman in question is in need of emergency care.

e. The duty section will keep an official log book of where they have taken the van and the number of people transported with each pick-up.

f. In the event a Midshipman becomes ill during the transit, members of that Midshipman's company duty section are responsible for cleaning the van.

3. The first Shipmate duty section will check in with Main Office upon assuming duty and report their relief to Main Office. The second Shipmate Duty Section will check in with Main Office and notify Main Office when they have secured.

4. The Duty Battalion AEDO is responsible for creating and posting the SHIPMATE watch bill for each weekend and providing it to the MOOW at the 0630 muster.

5. The Brigade AEDO will muster the weekend's Shipmate duty section on Friday to brief them on their responsibilities and provide the Shipmate Van keys and location. All members of the Shipmate Duty Section for that weekend must attend this meeting.

CHAPTER 10: CRYPT WATCH

Article Contents:

- 0100 GENERAL
- 0101 CONDUCT OF THE WATCH
- 0102 WATCH RELIEF
- 0103 CRYPT WATCH STANDER SELECTION
- 0104 STANDING DOWN OF THE MIDSHIPMEN CRYPT WATCH

0100. General

1. John Paul Jones Crypt Watch is an Independent Watch. The Crypt Watch Coordinator is responsible to the Brigade Adjutant for creating watch bills for Crypt watch standers, training crypt watch standers, and ensuring the Crypt is clean. The Coordinator will provide a copy of the watch bill to the Main Office. The Crypt Watch Coordinator will include history of John Paul Jones and the Chapel, as well as safety/emergency procedures, in his or her Crypt watch stander training. Crypt Watch Coordinator is a year long billet.

2. President Theodore Roosevelt gives the guiding sense of respect and pride in John Paul Jones that should fill the Guard of the Crypt: "The future Naval officers, who live within these walls, will find in the career of the man whose life we this day celebrate, not merely a subject for admiration and respect, but an object lesson to be taken into their innermost hearts... Every officer... should feel in each fiber of his being an eager desire to emulate the energy, the professional capacity, the indomitable determination and daunting scorn of death which marked John Paul Jones above all his fellows." (President Theodore Roosevelt's Address to The U.S. Naval Academy, Annapolis, April 24, 1906). The Guard of the Crypt shall ensure the sanctity and the security of John Paul Jones' final resting place.

0101. Conduct of the Watch

1. The Crypt will be manned from 0900-1600, Monday through Saturday, and 1300-1600 on Sunday.

2. The 7 hours of operation will be split up into 3 two hour blocks and 1 one hour block according to the following schedule:

	0900-1100
Monday-Saturday	1100-1200
	1200-1400
	1400-1600
Sunday	1300-1600

3. The first pair of watch standers for the day will proceed to Main Office to check-in and pick up the emergency cell phone. Remaining watch standers will report directly to the Crypt and notify Main Office when on station. The last pair of watch standers for the day will return the cell phone to Main Office. Swords will be stored in the Chapel in a locked case.

4. One watch stander will stand at Parade Rest facing the main entrance to the Crypt. He or she will maintain military bearing and will not interact with visitors unless in response to threat or emergency.

COMDTMIDNINST 1601.10E

5. The other watch stander will patrol the area around the Crypt, greeting visitors, and answering questions. The watch standers will not give personal information or opinions regarding Navy policy or actions. The two watch standers will rotate duties every 30 minutes.

6. Uniform of the Day with swords is the required uniform during the week to accommodate the Academic schedule of the Brigade. On weekends the uniform is Full Dress Blue (summer season white trousers, winter season black trousers) with swords and white gloves.

7. Due to manning requirements and the standards set in place for each of the crypt watch standers, these Midshipmen will be excused from class, if required, to stand watch. These individuals have proven themselves, academically, in the past and will only be scheduled a maximum of once a month to miss a class.

8. The crypt watch standers may stand company watches on a not-to-interfere basis with Crypt watchstanding. Midshipmen standing a Crypt watch on a given day will not be assigned any other watch on that day.

9. In case of emergency, watch standers will immediately contact the OOW or MOOW in Main Office.

10. At 1600, watch standers will lock the doors to the Crypt. The Chapel Custodian has authority over the Crypt and Chapel and watch standers will obey his requests and needs for keeping the Crypt clean.

0102. Relieving the Watch

1. Approximately 5 minutes before turnover, the two off-going watch standers post on either side of the main entrance. When the two on-coming watch standers enter the crypt, they will each post in front of one of the off-going watch standers.

2. The watch standers will say the following during turnover:

On-coming: Reporting as ordered. (SALUTE)

Off-going: (return SALUTE)

On-coming: I relieve you of your post.

Off-going: I stand relieved. (SALUTE)

On-coming: (returns SALUTE)

Off-going: (depart crypt)

0103. Crypt Watch Stander Selection

1. At the beginning of each semester, Company Adjutants will provide a list of 8 Midshipmen (4 2/C MIDN and 4 3/C MIDN) and their class schedules to the Crypt Watch Coordinator.

2. Crypt Watch Standers must meet the following criteria: an academic and military CQPR of 3.0 or better, and a Conduct grade of A or B from the previous semester. Crypt watch standers will not have outstanding PE deficiencies.

0104. Standing Down of the Midshipmen Crypt Watch

1. The Watch will be stood down during official leave periods - Thanksgiving, Winter Holiday, Spring Break, and the May Intercessional leave period, as well as during Fall and Spring semester Final exams. The crypt will not be open during these periods.
2. During the summer, Naval Academy Summer Programs (NASP) will be responsible for providing Crypt watch standers.

CHAPTER 11: LOCKER/BASEMENT WATCH

Article Contents:

- 0100 GENERAL
- 0101 WATCH SPECIFICS
- 0102 CONDUCT OF THE WATCH

0100 GENERAL

1. The purpose of this standing order is to provide the Brigade of Midshipmen with clear and specific guidance regarding the standing of 7th and 8th Wing Locker/Basement Watch.
2. Watch standers for this watch will come from the duty company. Company adjutants are responsible for meeting the following manning requirements during their duty days. Members of the duty section will be used for this watch.

0101 WATCH SPECIFICS

1. The basement/locker watch shall be manned by two 3/C Midshipmen in each wing during the hours listed below. Company Adjutants are responsible for promulgating a watch bill for this watch.

Hours of Operation:

Monday-Friday	1600-2300
Saturday	0800-1200 1700-2300
Sunday	1200-1600 2000-2300
Monday (Holiday)	Follow Sunday Schedule
Sunday (Holiday)	Follow Saturday Schedule

0102 CONDUCT OF THE WATCH

1. Watch stander duties include, but are not limited to:
 - Roving the basement area to ensure security and overall cleanliness.
 - Maintaining a separate log of all basement activity during watch (not to include use of lockers). Return log to Main Office after watch is secured.
 - Reporting suspicious packages and activities to Main Office upon discovery, while keeping the area clear of personnel until appropriate actions are taken by the Academy watch team.
 - Checking out the respective locker key from Main Office and maintain an accurate log of those who enter and leave the locker area. Return the key and log after the watch is secured.
 - Ensuring the locker area is kept clean and clear of random objects left by Midshipmen.
2. Watch standers shall wear the working uniform of the day with a watch belt and cover, unless specified otherwise by the MOOW.

COMDTMIDNINST 1601.10E

3. Midshipmen shall be permitted to read professional material while standing this watch. If a chair is provided, watch standers may be seated. Further, if this watch is secured and a Midshipman needs to retrieve a personal item from the locker room, the MOOW/RMOOW/CMOOW will escort that individual to the appropriate wing and permit him/her to use their locker.

CHAPTER 12: Watch Stander Check-In Sheet (Main Office)

Gates, Shore Patrol, Crypt Watch standers, Shipmate Safe-Ride, Mitscher Movies, Lifeguard and Climbing Wall

1. At morning turnover, MOOWs will ensure the Duty Battalion BOOWs have complete watch bills with all watch standers assigned for Gate, Shore Patrol, Shipmate Safe-ride, Mitscher Movie, Crypt, Lifeguard and Climbing Wall Watches. A designated coordinator runs the Crypt, Lifeguard and Climbing Wall watch bill and will provide a copy of the watch bill to Main Office.

2. All watches are accountable to Main Office. The following watches must check-in with Main Office: Shore Patrol, Gate Watch, Crypt Watch, Shipmate Safe-ride, Lifeguard, Climbing Wall, First Class Club and Mitscher Movies. The OOW/MOOW/RMOOW or CMOOW will execute four events for all of these watch standers:
 - a. Muster (verify watch bill).
 - b. Inspect (squared-away uniform, identical uniform).
 - c. Train/Provide additional guidance.
 - d. Post them to their station.

3. The MCMO will check in all watch standers and inspect them. Watch standers will check in with Main Office 15 minutes prior to going on watch. If they don't show up, the MCMO will contact the Duty Battalion BOOW or Watch Coordinator immediately, and notify the MOOW. When the Gate and Shore Patrol Watches check in, inspect them (identical uniforms), ensure they have the instructions for their watch, providing if necessary, and post them. For those watches requiring a key or cell phone, the MCMO will ensure the phone/key are issued to the first watch standers and returned by the last.

4. For home football games, Gate Watch and Shore Patrol will stand down 60 minutes prior to march-on formation. They will resume 45 minutes after Blue and Gold. BOOWs will discuss this with the responsible watch standers prior to the game so they can quickly proceed to their station.

Gate Guards:

GATE 0: Provided by Duty Company. **They take one cell phone, the Gate Zero Key, and Gate Zero Logbook.**

Friday and Saturday	0100-0230	2/c
(Sundays of holiday weekends)		2/c
	0230-0400	2/c
		2/c

GATE 1: Provided by Duty Battalion. **They take one cell phone.**

Tuesday & Thursday	1800-2000	2/c
		2/c
	2000-2200	2/c
		2/c
	2200-2400	2/c
		2/c
Friday	1730-2000	2/c
		2/c
	2000-2230	2/c
		2/c
	2230-0100	2/c
		2/c
Saturday	1000-1200	2/c
		2/c
	1200-1400	2/c
		2/c
	1400-1600	2/c
		2/c
	1600-1800	2/c
		2/c
	1800-2000	2/c
		2/c
	2000-2200	2/c
		2/c
	2200-2400	2/c
		2/c
	2400-0200	2/c
		2/c
Sunday	0800-1000	2/c
		2/c
	1000-1200	2/c
		2/c
	1200-1400	2/c
		2/c
	1400-1600	2/c
		2/c
	1600-1800	2/c
		2/c
	1800-2200	2/c
		2/c
	2200-2400	2/c
		2/c

Monday (Holiday) Follow Sunday Schedule

Sunday (Holiday) Follow Saturday Schedule

COMDTMIDNINST 1601.10E

GATE 3: Provided by Duty Battalion. They take one cell phone and the key to then Gate 3 Shelter (Trident Office).

Monday	No Watch	
Tuesday & Thursday	1800-2000	2/c
		2/c
Friday	2000-2200	2/c
		2/c
	1730-2000	2/c
		2/c
Saturday	2000-2200	2/c
		2/c
	1000-1200	2/c
		2/c
	1200-1400	2/c
		2/c
	1400-1600	2/c
		2/c
	1600-1800	2/c
		2/c
		87
	1800-2000	2/c
		2/c
	2000-2200	2/c
Sunday		2/c
	0800-1000	2/c
		2/c
	1000-1200	2/c
		2/c
	1200-1400	2/c
		2/c
	1400-1600	2/c
	2/c	
	1600-1800	2/c
		2/c
	1800-2000	2/c
		2/c
	2000-2200	2/c
		2/c
Monday (Holiday)	Follow Sunday Schedule	
Sunday (Holiday)	Follow Saturday Schedule	

Shore Patrol: Battalion Watch

DOWNTOWN ANNAPOLIS: Each Team takes one cell phone

		Team A: 1/c 1/c 2/c 2/c
Tuesday & Thursday	2000-2400	Team B: 1/c 1/c 2/c 2/c
		Team A: 1/c 1/c 2/c 2/c
Friday & Sunday	2000-2400	Team B: 1/c 1/c 2/c 2/c
		Team A: 1/c 1/c 2/c 2/c
Saturday	2100-0200	Team B: 1/c 1/c 2/c 2/c
		Team A: 1/c 1/c 2/c 2/c
Monday (Holiday)	2000-2400	Team B: 1/c 1/c 2/c 2/c
		Team A: 1/c 1/c 2/c 2/c
Sunday (Holiday)	2100-0100	Team B: 1/c 1/c 2/c 2/c

COMDTMIDNINST 1601.10E

ANNAPOLIS MALL: NO CELL PHONE

Friday	1800-2200	Team A: 1/c 2/c Team B: 1/c 2/c Team A: 1/c 2/c
Saturday	1400-1800	Team B: 1/c 2/c Team A: 1/c 2/c
	1800-2200	Team B: 1/c 2/c Team A: 1/c 2/c
Sunday	1600-1900	Team B: 1/c 2/c Team A: 1/c 2/c
Monday (Holiday)	2000-2200	Team B: 1/c 2/c Team A: 1/c 2/c
Sunday (Holiday)	1600-1900	Team B: 1/c 2/c

Shipmate Saferide Watch: Battalion Watch

Friday	2100-0000	Phone: Driver: Assistant: Assistant:
	0000-0300	Phone: Driver: Assistant: Assistant:
Saturday	2100-0000	Phone: Driver: Assistant: Assistant:
	0000-0300	Phone: Driver: Assistant: Assistant:

Crypt Watch: Coordinated by Crypt Watch Coordinator, they may check-in by phone. Contact Coordinator contact him/her if there are issues (two midn per watch)

One watch stander takes a cell phone.

Monday-Saturday	0900-1100	A:
	1100-1200	B:
	1200-1400	A:
	1400-1600	B:
Sunday	1300-1600	A: B:

Mitscher Movies:

Friday and Saturday	1845	A: B:
---------------------	------	----------

Lifeguard:

Monday - Friday	0530 - 0700	A: B:
	1630-2245	A: B: C: D:
Saturday, Sunday, Holidays	1100-2000	A: B: C: D:

COMDTMIDNINST 1601.10E

Climbing Wall: Note: The Climbing Wall will open at 1730 vice 1600 on days the Brigade has Drill, and at 1800 vice 1600 during the Indoor Track season.

Monday-Friday	1600-2130	A: B:
Saturday	0630 (for SMT) 0900-1600	A: B:

CHAPTER 13: SAVI GUIDE WATCH

Article Contents:

- 0100 GENERAL
- 0101 CONDUCT OF THE WATCH
- 0102 WATCH RELIEF

0100 GENERAL

1. The purpose of this watch order is to establish watch policy and procedures for the SAVI GUIDE organization.
2. In order to implement a separate SAVI watch bill, the following have been established:
 - a. 3/C and in-company (non-MCBO) 2/C and 1/C GUIDEs will be in a duty section according to the brigade duty rotation by class.
 - b. All SAVI GUIDEs, when not standing official SAVI pager duty, are accountable to the responsibilities of their respective duty section charged by their company adjutant to include main office watch, shore patrol, gate watches, and general duty section tasking. They will not be assigned CMOD, ACDO, or CDO. They will attend company duty section muster on their duty days.
 - c. Out-of-company 1/C will remain in their respective out-of-company duty sections and will continue to stand watches and perform the striper duties of their sections. The SAVI Executive Officer will remain in a company duty section but will stand no in-company watches.

0101 CONDUCT OF THE WATCH

1. SAVI GUIDES stand a 24/7 watch, so as to provide Midshipmen with the emergency and non-emergency guidance and support in the case of rape or sexual assault.
2. Individual GUIDEs will stand watch beginning at 0730, Monday of their duty week and turnover at 0700, Monday, the following week. Watch and duty restrictions include the requirements to abstain from alcohol 12 hours prior and through the duration of watch and to be within 22 miles the academy with the duty pager. Turnover between duty GUIDEs will be conducted at 0700 with the officer SAVI Liaison on Monday.
3. The GUIDE adjutant is responsible for creating and posting the GUIDE watch bill. At a minimum, the watch bill will be distributed to all GUIDEs, the SAVI Liaison, MDC, Main Office, and all Battalion Watch Offices.
4. In the event of a sexual assault incident, the GUIDE on watch will notify the officer SAVI Liaison immediately. While caring for the victim, the pager duties should be handed off to another SAVI GUIDE.
5. SAVI duties take precedence over all other duties.

CHAPTER 14: Lifeguard Watch

Article Contents:

- 0100 GENERAL
- 0101 MLP ORGANIZATION
- 0102 LIFEGUARD SELECTION

0100 GENERAL

1. Lifeguard Watch is an Independent Watch and the Lifeguard Coordinator will assign the individual Lifeguards to a duty section. Lifeguards will serve in the same duty section rotation as other members of their class. Details on this program are contained in reference (i).
2. The Lifeguard Coordinator is responsible to the Brigade Adjutant for promulgating watch bills for lifeguards, ensuring proper training for lifeguards, and maintaining the material condition of USNA pools. The Midshipman Lifeguard Program Adjutant will prepare watch bills one month in advance for the Coordinator's signature. A copy will be provided to the Brigade Adjutant, PE Dept XO, and Main Office.
3. All Lifeguards are in a duty section based on their class. They will muster in the morning with the rest of the section and assist the CDO with general duty section tasking, however, they will not stand company watch, and will, instead, stand watch at the pool. If they are not standing a Lifeguard watch that duty day, the Company Adjutant may assign them a Company or Battalion-level watch.
4. Lifeguards are in a duty section, and as such, are responsible for performing general duty section requirements, i.e. cleaning the Wardroom or Red Beach.
5. All exchanges duty, or changes to the watch bill, must be approved by the Lifeguard Coordinator. A Lifeguard may only swap duty with another Lifeguard.

0101 CONDUCT OF THE WATCH

1. The Lifeguard Coordinator commands the MLP. He or she exercises this command through the MLP staff billet holders as well as Lifeguard Duty Officers (LGDO).
2. All Midshipmen assigned to this program will be certified lifeguards. Two lifeguards are required for every 50 swimmers.
3. Midshipmen Lifeguards will stand watch during the hours designated by the PE Department. Nominally these hours are:

Monday - Friday: 0530-0700, 1630-2245
Saturday, Sunday, and Holidays: 1100-2000

Midshipmen will not stand watch during recognized leave periods: Thanksgiving, Holiday, Spring Break, Intercessional Leave, and the Summer

4. The Lifeguard Duty Officer (LGDO), designated daily, will:
 - a. muster Duty Section Lifeguards each morning at 0645 in the Rotunda
 - b. ensure Duty section lifeguards are aware of all watch standing commitments; coordinate any last minute changes with Lifeguard Adjutant, Coordinator and Main Office
 - c. ensure Duty Section lifeguards report on time to their watch
 - d. spot check every day upkeep of the recreational pool and enforcement of the rules
 - e. review pass down log daily
5. Each Lifeguard will:
 - a. Properly stand their assigned watch
 - b. Report any equipment or supply deficiencies to the LGDO and log them in the pass down log.
 - c. Ensure the pool is properly secured at the end of each day. After the last watch of the day, ensure the pool gets cleaned up, kickboards and pull buoys and fins are put away, and extra towels and shirts/suits and goggles are disposed of in the trash after the pool closes.
6. Lifeguards will muster at 0630 every morning with their companies and remain in a duty status for a 24 hour period, during which they may not leave the Academy.

0102 LIFEGUARD WATCH ORGANIZATION

1. The lifeguard watch will be organized into the same number of Duty Sections by class as the Brigade Adjutant designates at the beginning of each semester.
2. Each Duty Section will have a Lifeguard Duty Officer (LGDO), to be designated by the Lifeguard Coordinator. The watch duty Officer is responsible for taking muster at the 0645 Independent Watch Muster in the Rotunda.
3. The Lifeguard Coordinator will have ultimate control over this watch, under the Physical Education Department.

0103 TRAINING

1. The Lifeguard Coordinator will conduct training for this watch. He will designate LGDOs as he sees fit. These LGDOs report directly to the Coordinator if they notice any unsafe methods being practiced at the pool. All watch standers will be approved by the PE Department, and must be certified lifeguards.
2. The next year's Lifeguard Program Officers and Lifeguards will be chosen by the incoming Lifeguard Coordinator with input from the previous year's Lifeguard Coordinator.

COMDTMIDNINST 1601.10E

0104 WATCHBILL

1. The watchbill and schedule will be created and managed by the Lifeguard Coordinator and approved by the Brigade Adjutant.
2. All watchbills will be approved one month in advance.
3. A copy will be provided to Main Office and the PE Department.

CHAPTER 15: Climbing Wall Watch

Article Contents:

- 0100 GENERAL
- 0101 CONDUCT OF THE WATCH
- 0102 CLIMBING WALL WATCH ORGANIZATION
- 0103 TRAINING
- 0104 SAFETY
- 0105 WATCH BILL

0100 GENERAL

1. Climbing Wall Watch is an Independent Watch and the Climbing Wall Coordinator will assign the individual Midshipmen - Climbing Wall Supervisors (CWS) - to a duty section. Climbing Wall watch standers will serve in the same duty section rotation as other members of their class. Details on this program are contained in reference (h).
2. The Climbing Wall Coordinator is responsible to the Brigade Adjutant for creating watch bills for Climbing Wall watch standers, ensuring proper training for climbing wall watch standers, and maintaining the material condition of the climbing wall.
3. All CWS are in a duty section based on their class. They will muster in the morning with the rest of the section and assist the CDO with general duty section tasking, however, they will not stand company watch, and will, instead, stand watch at the Wall. If they are not standing a Climbing Wall watch that duty day, the Company Adjutant may assign them a Company or Battalion-level watch.
4. CWS are in a duty section, and as such, are responsible for performing general duty section requirements, i.e. cleaning the Wardroom or Red Beach.
5. All exchanges duty, or changes to the watch bill, must be approved by the Climbing Wall Coordinator. A CWS may only swap duty with another CWS.
6. The climbing wall exists to fulfill the physical mission of the Naval Academy. Climbing wall watch provides expert knowledge to novice climbers and acts as a safety check for climbers. The climbing wall watch also provides excellent leadership opportunities and builds trust and teamwork within the watch itself and other climbers. Climbing is an inherently dangerous sport in which proper procedure and attention to detail is critical. As with any activity of this nature, extra care must be taken to ensure the safety of the participants and those in the area. Due to the risk of injury involved in this watch, the sense of duty is heightened in that climbing wall supervisors are responsible for the safety and well-being of fellow climbers.
7. Midshipmen will not stand watch during recognized leave periods: Thanksgiving, Holiday, Spring Break, Intercessional Leave, and the Summer.

0101 CONDUCT OF THE WATCH

1. The climbing wall watch will stand at or near the climbing wall in Halsey Field house in teams of two at all times.
2. Supervisors are expected to be courteous and professional at all times. They must maintain a good attitude towards climbing and always be readily available to assist climbers in any situation.
3. The cage is to be locked at all times. The supervisors are to lock the cage after retrieving gear to ensure security.
4. Only supervisors are allowed behind the climbing wall.
5. If holds on the wall come loose, watch standers should tighten, remove, or replace the holds at the appropriate time.
6. Watch standers are encouraged to add or modify climbing routes as they see necessary, after consulting with the Midshipmen Climbing Wall Officer.
7. The wall will be open for **general midshipmen climb** from 1600 - 2130 every weekday and 0900 - 1600 every Saturday.
8. The wall will be open for **Saturday Morning Training** at 0630 every Saturday.
9. The wall will open at 1730 vice 1600 on days which the Brigade has drill. Climbing wall supervisors are **NOT** authorized to miss drill.
10. When indoor track is in season, the wall will open at 1800 vice 1600 on weekdays to accommodate the track team.
11. The Climbing Wall Coordinator may secure the watch in the event of an emergency or sporting event which uses Halsey Field house.
12. Climbing Wall supervisors will muster at 0630 every morning with their companies and remain on a duty status for a 24 hour period, during which they may not leave the Academy.

0102 CLIMBING WALL WATCH ORGANIZATION

1. The climbing wall watch will be organized into the same number of Duty Sections by class as the Brigade Adjutant designates at the beginning of each semester.
2. Each Duty Section will have one watch section leader, to be designated by the Climbing Wall Coordinator. The watch section leader is responsible for taking muster at the 0645 Independent Watch Muster in the Rotunda.
3. The Climbing Wall Officer will have ultimate control over this watch, under the Physical Education Department.

0103 TRAINING

1. The Climbing Wall Coordinator will conduct training for this watch. He will designate watch section leaders as he sees fit. These section leaders report directly to the Climbing Wall Coordinator if they notice any unsafe methods being practiced at the wall. All watch standers will be qualified by the PE Department.
2. Supervisors are expected to teach novice climbers if necessary.
3. The next year's Climbing Wall Coordinators will be chosen by the Climbing Wall Officer with input from the previous year's Climbing Wall Coordinators.

0104 SAFETY

1. Safety on the wall is paramount at all times.
2. Every supervisor must use and teach the correct methods as prescribed by the Physical Education Department.
3. The Climbing Wall Coordinator can relieve any supervisor of their watch as necessary to ensure the proper amount of safety.
4. Ropes must be checked for wear every week and replaced if condition exceeds the normal bounds.
5. All harnesses, ATCs, and carabiners are checked as they are issued for defects and/or misuse. If any are found, they are replaced immediately.

0105 WATCH BILL

1. The watch bill and schedule will be created and managed by the Climbing Wall Coordinator and approved by the Climbing Wall Officer and Brigade Adjutant.
2. All watch bills will be prepared one month in advance.
3. A copy will be provided to the Main Office and PE Department.

CHAPTER 16: Chapel Duty Section

General

1. Chapel Duty Section is an all-volunteer Independent Watch made up of the Chapel Watch and the Chapel Choirs. The Chapel Duty Section is further divided into Roman Catholic, Protestant, and Jewish sections.

a. The Chapel Watch Coordinator is responsible to the Brigade Adjutant for dividing his or her watch standers into Duty Sections, and ensuring that Chapel Watch standers are providing appropriate assistance to the Chaplains. The Chapel Watch Coordinator is responsible for maintaining contact with the USNA Chaplains, finding out what projects the Chaplains need completed for the day/weekend, and assigning the projects to the appropriate Chapel Watch standers on duty for the day/weekend. The Chapel Watch Coordinator will ensure the following minimum number of personnel per duty section are available to serve as ushers, greeters, and provide service support are met:

Denomination	# of Midshipmen
Roman Catholic	20
Protestant	25
Jewish	2

b. The Chapel Choir BSA Commanders (Protestant and Roman Catholic) are responsible to the Brigade Adjutant for dividing his or her watch standers into Duty Sections and ensuring that Chapel Choir Watch standers are providing appropriate assistance to the Chaplains. In coordination with Choir Director and Music Coordinator, the Chapel Choir Coordinator will liaison with the Chapel Watch Coordinator to determine what projects need to be completed for the day/weekend, and assign the projects to the Chapel Watch standers on duty for the day/weekend.

2. Midshipmen participating in Chapel Duty Section will stand duty in the same frequency of duty rotation as other Midshipmen in their respective class. These duty sections must be determined prior to the Company assigning a person to a duty section. The Chapel Duty Section assignment takes precedence over the Company assignment, and the Company adjutant must adjust accordingly. Once a person volunteers to stand Chapel Duty, they are required to do fulfill their commitment for that semester.

3. Each weekend, one 1/c or 2/c Midshipman will be designated as "OIC" for their respective faith group. The OIC will muster the weekend's Chapel Watch section in Mitscher Hall on Tuesday at 1250 to make assignments for the weekend. The OIC will liaison with the Senior Chaplain of their respective faith group to determine the requirements for the weekend (date/time/location/number of people required). The OIC will ensure all members assigned Chapel Duty Section for that weekend are aware of all requirements and ensure that all watch standers are present for their assigned watches.

Watch Requirements

1. All Chapel Watch standers are volunteers. They assist their respective faith group Chaplain every duty day with upkeep of religious areas, assisting in services, and all other activities needed by the USNA Chaplains during the duty weekend. Once a Midshipman has signed up to be on Chapel Watch, that becomes their duty. If a Midshipman decides he/she no longer wishes to be on Chapel Watch, they shall submit a request chit to the Deputy Commandant, through their chain of command, Chapel Watch Coordinator, and Senior Watch Officer.
2. Chapel Watch standers are not to be used to promulgate any religious doctrine or ideology throughout the Brigade. Chapel Watch standers are only for providing the Chaplains with logistical and operational assistance.
3. Every Tuesday at 1250, all Chapel Duty Section personnel for the following weekend will muster with the Chapel Watch coordinator and their OIC in Mitscher Hall to discuss the upcoming requirements.
4. Chapel Watch Standers are not authorized to miss academic classes for watch or muster.
5. All Midshipmen serving in the Chapel Duty Section(s) (Chapel Watch and Chapel Choir) during a given weekend will be excused from all Company and Battalion watches during that same weekend.
6. Exchange of Duty: In order to exchange duty, members of the Chapel Duty Section - both Chapel Watch and Choir - can only exchange duty with someone who can fulfill their watch tasking. For example, if a member of the Chapel Watch (Roman Catholic) wants to attend an away game and miss Sunday, that person must find a qualified relief - another Roman Catholic Chapel watch stander - to take their duty. All exchanges of duty must be approved by the Chapel Watch coordinator, or for Choir, their BSA President.

CHAPTER 17: Management of Intoxicated Midshipmen

Encl: (1) Supervisory Watch Brief Sheet

1. Purpose. To establish definitive guidelines and procedures for the proper management and treatment of Midshipmen identified as being alcohol/drug intoxicated.

2. Discussion. Altered consciousness can be induced by the abuse of alcohol and drugs, either individually or in combination. The danger of death to a person intoxicated by alcohol and/or drugs is real. Additionally, trauma or injuries caused by a lack of coordination/control can compound the threat to an intoxicated person. Once consciousness becomes so altered that protective reflexes are impaired, observation becomes mandatory and immediate chain of command notification and attention are paramount.

The Bancroft Hall Watch organization - from the OOW down to the individual CDOs, CMODs, Gate Guards, Shore Patrol, and Shipmate Safe Ride members, have a role to play in recognizing the signs of dangerous intoxication and taking the proper steps to ensure midshipman safety.

All Company Duty Officers have Portable Breathalyzer Units in their possession to utilize in the assessment, management and care of intoxicated midshipmen.

3. Procedures

a. All Midshipmen have the right and the responsibility to ensure that an overly intoxicated midshipman is given proper assessment and care. Those on watch have a special responsibility to be "on the look-out" for this situation and report the situation to the appropriate senior watch standers. If you are in doubt as to "how drunk" a Midshipman is, and they are exhibiting one of the signs listed below, the safest thing to do is let someone above you know so the Midshipman can be properly evaluated.

b. If you are concerned that a Midshipman has had too much to drink, notify the person's CDO and the OOW.

c. An intoxicated Midshipman found in the Company area, at the Gate, in town (by shore patrol), or being picked-up by a duty driver will be identified by the watch section and turned over to the person's Company Duty Officer (CDO). It is imperative that the CDO, CMODs and other Duty Section personnel remain vigilant at all times in identifying any Midshipman who appear intoxicated.

d. If the intoxicated Midshipman demonstrates any of the following symptoms their life may be in danger! The CDO (Gate Watch/Shore Patrol/Duty Driver) must immediately notify the OOW and get the Midshipman to Brigade Medical for evaluation via the Brigade Medical Duty Corpsman:

(1) Recurrent vomiting.

(2) Unconsciousness.

(3) Lack of coordination to the point of staggering and/or requiring assistance.

(4) Violent or aberrant behavior.

(5) If, in the opinion of the CDO (Gate Watch, Shore Patrol, Duty Driver), there is deemed to be a medical risk to the individual

e. The Brigade Medical Duty Corpsman will consult with the Duty Healthcare Provider for each Midshipman contact. The Duty Healthcare Provider will provide the ultimate decision on the appropriate actions required for each Midshipman. In each case, the Duty Corpsman will notify the OOW and CDO of the initial evaluation and follow-on treatment/requirements. The OOW will inform the Company Officer and the MOOW will notify the Company Commander as well.

(1) If the Midshipman's condition is severe, as determined by the Duty Healthcare Provider, the midshipman will be immediately referred to the nearest appropriate medical facility.

(2) If the Duty Healthcare Provider determines that the Midshipman's condition does not warrant referral and the decision is made to return the Midshipman to his/her room, they shall be placed under constant observation by a competent member of the duty section. This observer will be a peer of the intoxicated Midshipman. The Duty Corpsman, the OOW, and the CDO will instruct the assigned observer(s) in their duties using enclosure (1). The OOW and CDO will retain a signed copy of enclosure (1) for official records. The CDO will provide a copy of enclosure (1) to the assigned watch-stander(s). **Once stood up, this watch will not be stood down without permission of the OOW.**

f. If a Midshipman becomes violent, notify the OOW immediately. The OOW will contact Base Security and/or Brigade Medical for assistance with the situation and will be responsible for the violent Midshipman until outside assistance arrives.

g. All Company, Gate, Shore Patrol and Safe Ride watch-standers shall be familiar with procedures outlined in this instruction.

4. Use of the Breathalyzer.

a. The OOW and CDO have the right to administer a Breathalyzer test to any Midshipman he/she believes to be intoxicated and for whom they have concerns about health and safety. The OOW and CDO retain the right to refer any midshipman to medical no matter what their BAC. This includes if the Breathalyzer Unit displays a Midshipman's BAC as .000 A low BAC (including .000 BAC) combined with odd behavior may suggest that the Midshipman is impaired as a result of a substance other than alcohol or the onset of a serious medical condition. **The Midshipman must be sent to Medical Immediately!**

b. The above discussion is more concerned with the health and safety of an intoxicated Midshipman than conduct issues. The OOW may also use the breathalyzer when a person is suspected of committing a conduct offense. Midshipmen suspected of violating the Naval Academy's alcohol policy, MIDREGs, the UCMJ, and other federal, state or local laws will be investigated for a conduct violation. In this case, the suspected Midshipman will be taken to the OOW (not the CDO) who will administer a breathalyzer

COMDTMIDNINST 1601.10E

test. A conduct offense will be recorded if the suspected Midshipman is found in violation of the Naval Academy's alcohol policy, MIDREGs, the UCMJ, and other federal, state or local laws. If at any point the intoxicated midshipman demonstrates any of the characteristics in paragraph (d) above they will be sent for a medical evaluation via the Brigade Medical Duty Corpsman.

c. Midshipmen refusing a Breathalyzer test will be charged with Conduct Offense 0501 Orders to an individual (3000-5000). A midshipman that becomes belligerent to the Watch Section may also be charged with Conduct Offense 1008 Service-discrediting drunkenness (6000) as appropriate.

SUPERVISORY WATCH BRIEF SHEET

Date: _____

From: Officer of the Watch and _____ Company Duty Officer

To:

Subj: PROCEDURES/PRECAUTIONS FOR THE MANAGEMENT OF THE FOLLOWING
ALCOHOL/DRUG INTOXICATED SERVICE MEMBER:

(Midshipman: _____)

1. You have been assigned to provide watch over the above named intoxicated Midshipman. You must fully understand and be able to carry out the following specific safety measures:

a. Never attempt to escort an intoxicated member outside of his/her room without the assistance of another person.

b. Ensure you select the safest and most direct route when escorting an intoxicated member.

c. Ensure the intoxicated member's mattress is placed on the floor. Ensure the member is placed on the mattress stomach down, head to the side facing outward towards you at all times.

d. Loosen or remove clothing and ensure the desk light is on.

e. Ensure the intoxicated member receives nothing by mouth.

f. Examine the intoxicated member at least every 15 minutes, ensuring that the member is breathing.

g. Notify the Brigade Medical Unit immediately if member shows any sign of impaired breathing or unresponsiveness to appropriate stimuli.

h. Notify the OOW and CDO immediately if the member becomes violent, or belligerent.

i. Recommend discontinuing your watch to the CDO when the member is awake and no longer exhibits any of the following characteristics: slurred/incoherent speech, vomiting, state of impairment, comprehension difficulty, lack of coordination, staggering, or need of assistance.

j. The CDO will notify the OOW of your recommendation, who will, in concurrence with the Company Officer and Company Commander - and Medical if warranted - determine when to secure the watch.

2. You and the fellow members of your Duty Section may set up a mutually agreed upon watch schedule to monitor the member. However, at least one of you shall monitor the member at all times.

(OOW)

(CDO)

COMDTMIDNINST 1601.10E

ACKNOWLEDGEMENT OF WATCH STANDER

I Midshipman _____, acknowledge that I have been fully briefed and understand the responsibilities and safety precautions to be utilized for the protection of the intoxicated member released into my custody. In my custody, I have a copy of this supervisory watch brief sheet.

(Signature of Watch stander)

(Date)

Copy:
CDO (signed copy)
Watch stander(s)
Officer of the Watch

CHAPTER 18: Bancroft Hall Physical Security

Article Contents:

- 0100 GENERAL
- 0101 SECURING OF DOORS
- 0102 SECURING OF ATTIC ACCESSES
- 0102 COMPANY MASTER KEY
- 0103 CHALLENGING
- 0104 DECK SECURITY
- 0105 MAIN OFFICE SECURITY
- 0200 SECURITY CHECKLISTS

0100 GENERAL

1. The purpose of this standing order is to standardize security procedures throughout Bancroft Hall. This standing order is directive in nature, and provides only the minimum requirements. This order is not intended in any way to restrict Battalion Officers or Company Officers from enacting supplemental standing orders as long as the minimum security measures are met. This order supersedes all previous standing orders pertaining to Bancroft Hall security.

0101 SECURING OF DOORS

1. From reveille until taps, unoccupied Midshipman rooms in Bancroft Hall shall remain open at a 90 degree angle and unlocked at all times. Company Mates of the Deck (CMODs) are expected to tour their company areas as necessary to ensure the deck is secure at all times and are tasked with enforcing this policy. If a CMOD finds an unoccupied room not open, the mate shall open the door and report the room number to the CDO.

2. From taps until reveille, Midshipmen may lock their doors when occupying their rooms.

3. During leave periods (Thanksgiving, Holiday, Spring Break, and Intercessional leave) all room doors will be locked, except for those of Midshipmen authorized to reside in Bancroft Hall.

4. During most leave periods (Thanksgiving, Holiday, and Spring Break) all doors providing outside access to Bancroft Hall will be locked, with the exception of the two Rotunda doors. The 1st LT shall provide the OOW with a schedule of door openings for the period to permit contracted work to continue during the holiday.

0102 SECURING OF ATTIC ACCESSES

1. All attic accesses will remain locked at all times. In the event a contract worker requires access to the space, the 1st LT will coordinate the locking and unlocking of the space each day.

2. The MOOW is responsible for verifying attic accesses in the Rotunda are locked each evening. A diagram is provided in the MOOW section.

COMDTMIDNINST 1601.10E

3. BOOWs are responsible for verifying attic accesses in their Company areas are locked each evening. A chart is provided in the BOOW section.

0103 COMPANY MASTER KEY

1. The Company Officer/Senior Enlisted Leader is responsible for the Company Master Key. They will issue the company master key to the Company Command Duty Officer (CDO) each day during turnover. The CDO will receive the key when he or she assumes their post. The CDO may use this key to allow a Midshipman access to their room and their room only. At no time will the CDO issue or otherwise relinquish control of the master key to another Midshipman except as directed by these standing orders. Company Officers will make arrangements to ensure the key is available for use at the end of Thanksgiving/Holiday/Spring Break/Intercessional Leave periods.

2. The CDO will turn over the key to the oncoming CDO during morning turnover.

3. The company master key will be returned to the Company Officer or Senior Enlisted Leader (SEL) during extended periods of leave and special liberty events. This will be documented in the Mate's Log.

0104 CHALLENGING

1. Company Mates of the Deck will challenge everyone on their deck who is not in uniform, unless that person is recognizable as a member of the Brigade of Midshipmen.

2. Civilian personnel who work in Bancroft Hall must display their identification. Their name and employee number will be logged in the Mate's Log. Random checks of civilian identities may be conducted by CMODs by calling in worker identification numbers to the Bancroft Hall First Lieutenant for verification.

3. All visitors will be challenged. Visitors will be logged in and then out of the Mate's Log as such:

1635	MIDN	_____	ESCORTED	___	VISITORS ON DECK.
1636	MIDN	_____	ESCORTED	___	VISITORS OFF DECK.

4. If the CMOD, or any other midshipman, observes suspicious activity, or suspects that an unauthorized person is on deck, they shall immediately contact Main Office, then their CDO. The CMOD should note any details about the person (clothing, height, weight, race, unique features) and attempt to remain aware of the location, so they can provide this information to the USNA Security Department personnel when they arrive.

0105 DECK SECURITY

1. On weekdays, each company will post a CMOD from 0630 until pipedown after taps.

2. On weekends and holidays, each company will post a CMOD from 0630 Friday until pipedown after taps on Sunday. The CMOD will patrol their individual deck(s) and ensure that the company area is secure and maintain a proper log of all significant events.

3. During times the Brigade is away from the Hall - the Army-Navy Game and Thanksgiving/Holiday/Spring Break and Intercessional leave periods - CMOD will be stood down in accordance with instructions for that period. They will be replaced by Security Rovers, who will perform the same general security functions on their patrols.
4. Specific guidance for bomb threats and suspicious packages are contained in the checklist following this standing order.
5. CMODs will seek the assistance of their CDO or Main Office in any situation they judge to require additional authority.

0106 MAIN OFFICE SECURITY

1. Main Office is manned 24 hours a day, 7 days a week. Situations where Main Office needs to be relocated or evacuated will be dealt with on a case by case basis and coordinated by the Senior Watch Officer or Officer of the Watch as appropriate.
2. Main office watch standers are also responsible for the security of the following areas:
 - a. Main Office passageway to include the model room
 - b. Duty Office bunkroom adjacent to Main Office
 - c. Rotunda area
 - d. Memorial Hall
 - e. Smoke Hall
 - f. Commandant's Office area to include all office spaces from the entry hatch from the Rotunda to the hatch that exits to the 3-1 passageway

Note - Security of these areas will be maintained by watch stander tours conducted at least hourly from 1800 until 0600 and shall be logged in the Main Office log. The MCMO shall designate an appropriate Midshipman (2/C or senior) to perform these duties.

- g. Mitscher Levy Center (from 1800-0600)
3. In maintaining security of the Commandant's Office areas, the OOW shall ensure that a tour is complete and logged daily after 1800 or after the departure of the Commandant and his staff, whichever is later. The purpose of this tour is to ensure that all hatches that access the Commandant's office spaces are secure. This tour is to include hatches to the Commandant's Executive Assistant/ Secretary's Office, the Commandant's Mail Room, the Commandant's Conference Room, and the 3-1 passageway hatch.

Note - If the Commandant's Conference Room is in use by the Brigade Staff, then the hatch on the First Regiment side of the conference room will be verified as being secure.

COMDTMIDNINST 1601.10E

0200. Security Checklists.

1. Although not every situation can be anticipated and covered by a checklist, the following checklists are provided as a guide in addressing issues concerning Bancroft Hall security.

PROCEDURES FOR SUSPICIOUS PHONE CALLS

When a suspicious call is received proceed with the following steps:

1. Converse with the caller to get as much information as possible. Try to determine the person's sex, age, race, accent, educational level and attitude (i.e. are they nervous, mad, calm). Listen for identifying background noise. Example: other background voices, music, traffic.

2. If it is a bomb threat, ask the caller:

- When is the bomb going to go off?
- Where is the bomb going to go off?
- What kind of bomb is it?
- What does the bomb look like?
- Where are you calling from?

3. Analog Phones (No Display)

a. **Write down** the exact time the call commenced and terminated.

b. **Hang up** and immediately, on the same line, lift receiver and press *57. If the call was made within the Naval Complex, the calling number will record at the telephone office.

c. Call the OOW to tell the NADO that a call trace has been initiated from your extension.

4. Digital Phone (Display)

a. **Note** the information displayed on the phone display. If the readout shows a phone number immediately write down the number in its entirety including any name displayed.

b. **Do not delete** the call record. The time is recorded with the number on the call log. However, a written record should be maintained as the call log holds only 10 records at a time.

c. **Call the OOW** to tell the NADO that a call was received from your extension and inform them of the number displayed on the phone display.

Fill out form OPNAV 5527/8 "Telephonic Threat Complaint" to capture as many details as possible.

CMOD PROCEDURES FOR DEALING WITH A SUSPICIOUS PACKAGE

The CMOD will take the following actions upon notification of a suspicious package in the Company area.

1. _____ **Do not** touch/move the package.
2. _____ **Verify** that the individual reporting the suspected agent has contacted the MOOW, BOOW, and CDO. If they haven't, notify Bancroft Hall Main Office, Battalion Office and the CDO of a suspicious package on deck _____.
3. _____ **Immediately** commence evacuation of the company area. **Announce:**
4. "_____ Company, Attention to announcements. Immediately evacuate the Company area by the closest exits. Stay away from (area) _____ and muster at the Company Fire Assembly Area."
5. _____ **Direct** midshipmen away from the suspect package as they depart company area.
6. _____ **Dispatch** a runner to the companies above and/or below the deck where the suspect package is. Have them initiate evacuation of their decks.
7. _____ **Post** security watches in the ladder wells of every entrance to the deck is secured to restrict access to the company area.
8. _____ **Announce** "All Clear on Deck" when everyone is off deck.
9. _____ **Take** up a position with the security watch until the security department arrives.

MAIN OFFICE RESPONSE TO A SUSPICIOUS PACKAGE

The OOW OR MOOW/CMOOW/RMOOW will take the following actions upon notification of a suspicious package in Bancroft Hall.

- A. _____ Upon notification of suspected threat **ask** the caller the following:
 - i. Location is (Building_____, Deck_____ and Room_____).
 - ii. Description of the suspect package.
- B. _____ **Contact** security at ext. 3-3333 and request assistance. Emphasize that you have a report of a suspect package. Location is Deck _____ Room_____. Description of the package: _____.
- C. _____ **Commence evacuation** of wing with suspected threat via 1M/C.
 - i. "ATTENTION TO ANNOUNCEMENTS...THERE IS A SUSPECT PACKAGE IN _____ **WING/ROTUNDA**. THE THREAT IS ON DECK _____. ALL HANDS IN _____ **WING/ROTUNDA** EVACUATE IN AN ORDERLY MANNER AWAY FROM THE THREAT AND OUT OF _____ **WING/ROTUNDA**. FORM UP IN FIRE MUSTER AREA..." **REPEAT AT LEAST 6 TIMES**.
- D. _____ **Notify** the Deputy Commandant at ext. 3-7002 during working hours. After hours at residence or cell phone.
- E. _____ **Notify** NADO at (410)320-9291 from 0730-1600. After hours through base security at ext. 3-3333.
- F. _____ RMOOWs/BOOWs to the fire muster area.
- G. _____ OOW proceed to the location of the CMOD and await the arrival of base security.

0204. CMOD RESPONSE TO A CHEMICAL/BIOLOGICAL THREAT IN COMPANY AREA

The CMOD will take the following actions upon notification of a biological or chemical threat in the Company area.

1. _____ **Do not** attempt to enter the room where the suspected agent is contained.
2. _____ **Verify** that the individual reporting the suspected agent has contacted the MOOW, BOOW, and CDO. If they haven't, notify Bancroft Hall Main Office, Battalion Office and the CDO that room number _____, on deck _____ may be contaminated with a suspected chemical or biological agent.
3. _____ **Immediately** commence evacuation of the company area. **Announce:** "_____ Company, Attention to announcements. Immediately evacuate the Company area by the closest exits. Stay away from Room _____ and muster at the Company Fire Assembly Area.
4. _____ **Direct** Midshipmen away from the suspected contaminated area as they depart company area.
5. _____ **Dispatch** a runner to the companies above and/or below the deck where the suspected contamination occurred. Have them initiate evacuation of their decks, evacuating in the farthest direction from the contamination as possible.
6. _____ **Ensure** all doors and windows on deck, including passageways are closed and all fans are off.
7. _____ **Post** security watches in the ladder wells of every entrance to the deck that is contaminated to restrict access to the company area.
8. _____ **Announce** "All Clear on Deck" when everyone is off deck.
9. _____ **Ensure** that the individual(s) from the contaminated room exit(s), securing the door behind them, and stands by at the opposite end of the corridor until emergency services arrives.
10. _____ **Depart** the area via the most expeditious route without passing by the contaminated room.
11. _____ **Take** up a position with the security watch until the fire department arrives.
12. _____ **Prepare** a list of all persons who have touched or been in the area near the suspected agent, including contact information. Be prepared to provide this list to those responding to the incident.

MAIN OFFICE RESPONSE TO A CHEMICAL/BIOLOGICAL THREAT IN BANCROFT HALL

The OOW OR MOOW/CMOOW/RMOOW will take the following actions upon notification of a chemical or biological threat in Bancroft Hall.

IF THE THREAT IS IN THE FORM OF A SUSPECT PACKAGE

1. _____ Upon notification of suspected threat **ask** the caller the following:
 - i. Location is (Building_____, Deck_____ and Room_____).
 - ii. Suspected package **has/has not** been handled or opened.
2. _____ **Contact** security at ext. 3-3333 and request assistance. Emphasize that you have a report of a suspected chemical or biological threat. Location is Deck _____ Room_____. Suspected package **has/has not** been handled or opened_____.
3. _____ **Call** ext. 3-3783 or ext. 3-3598. Request immediate ventilation shut down of Bancroft Hall.
4. _____ **Commence evacuation** of wing with suspected threat via 1M/C.
 - i. "ATTENTION TO ANNOUNCEMENTS...THERE IS A SUSPECTED CHEMICAL/BIOLOGICAL THREAT IN _____ **WING/ROTUNDA**. THE THREAT IS ON DECK _____. ALL HANDS IN _____ **WING/ROTUNDA** EVACUATE IN AN ORDERLY MANNER AWAY FROM THE THREAT AND OUT OF _____ **WING/ROTUNDA**. FORM UP IN FIRE MUSTER AREA..." **REPEAT AT LEAST 6 TIMES**.
5. _____ **Notify** the Deputy Commandant at ext. 3-7002 during working hours. After hours at residence or cell phone.
6. _____ **Notify** NADO at (410)320-9291 from 0730-1600. After hours through base security at ext. 3-3333.
7. _____ **Determine** wind direction (<http://aws.com/wx.asp?id=annps>) and move MIDN to one of two holding areas (Halsey Field house or Alumni Hall) depending on which one is upwind from the threat.
8. _____ **Notify** the USNA (and/or other appropriate) postal or delivery authorities that you have received a package suspected to be contaminated with an unknown chemical or biological agent through their system.

IF THE THREAT IS PHONED IN (I.E. SOMEONE REPORTS RELEASES ANTHRAX INTO THE VENTILATION)

1. _____ The person receiving the call shall **complete** a copy of the telephone threat complaint form.
2. _____ Another member of the watch shall **inform** the OOW or MOOW.
3. _____ **Initiate** the checklist for a threat in the form of a suspect package (above).
4. _____ After completing the telephone threat complaint form, the person who received the call should **initiate** the procedures for verification of harassing phone calls.

CHAPTER 19: Bancroft Hall Reports and Logs

Article Contents

- 0100 GENERAL
- 0101 REPORTS
- 0102 REPORT OF WATCH TURNOVER
- 0201 RESPONSIBILITY
- 0202 MAIN OFFICE LOG
- 0203 CMOD LOG
- 0204 ACCOUNTABILITY LOG AND COMPANY BINDER
- 0205 OTHER LOGS
- 0206 DISPOSITION

0100 GENERAL

1. Reports will be made and logs will be maintained in a formal and professional manner. An accurate recording of events is often essential when one must go back to investigate an event, accident, or injury.
2. All watch standers will be familiar with this section and ensure reports are properly made and logs properly maintained.

0101 Reports

1. 0800 Reports. Brigade/Battalion/Company 0800 Reports will be prepared each morning using the following formats as guidelines. These samples show the minimum data required; Companies and Battalions may alter their reports to include any additional data they desire. Reports will be drafted at the Company, Battalion and Brigade level and turned in to the BOOW/RMOOW/MOOW immediately following TAPS. They will be presented - with watch stander checklists included - to the respective unit commander at the morning report of watch relief.

a. The format of the 0800 report will be modified as desired by the Deputy Commandant to support summer operations.

b. The MOOW will send out the Brigade 0800 report each morning, after it is approved during watch turnover by the Deputy Commandant. It will be sent via email to the 0800list email group, using the MOOW email account.

1601.10E
SWO
Date

BRIGADE 0800 REPORT

MEMORANDUM

From: Midshipman Officer of the Watch,
To: Deputy Commandant
Senior Watch Officer
Brigade Commander

Subj: BRIGADE 0800 REPORT FROM 0800 TO 0800

1. Oncoming OOW:
Oncoming MOOW:

2. Significant Events

a. Injuries/Hospitalizations/Death Notifications:

Name/Alpha	Company	Description	Admin Note
------------	---------	-------------	------------

b. Major Conduct Offenses this Date:

Name/Alpha	Company	Description/Action	Admin Note
------------	---------	--------------------	------------

3. Accountability at TAPS

a.

<u>Program</u>	<u>Present</u>	<u>AA</u>	<u>WKND</u>	<u>MO</u>	<u>Leave</u>	<u>UA</u>	<u>Assigned</u>
----------------	----------------	-----------	-------------	-----------	--------------	-----------	-----------------

1st Battalion

2nd Battalion

3rd Battalion

4th Battalion

5th Battalion

6th Battalion

Brigade Staff

--	--	--	--	--	--	--	--

TOTAL

b. Unauthorized Absences:

Name/Alpha	Company	Return	Admin Note
------------	---------	--------	------------

c. Authorized Absences:

Name/Alpha	Company	Batt	Return Date	Admin Note
------------	---------	------	-------------	------------

d. Movement Orders (Admin Note required for late returning MOs):

MO Code	Organization	#Mids	Depart	Return	Admin Note
---------	--------------	-------	--------	--------	------------

e. Separations:

Name/Alpha	Company	Admin Note
------------	---------	------------

f. Restricted Personnel Total #:

Name/Alpha	Days Remaining	Admin Note
------------	----------------	------------

- Smoke Hall/Cleanliness
- 7th Wing/8th Wing Lockers
- Friday: Smoke Hall/Cleanliness
- Kelly Court/Mulching-trimming-weeding
- T-Court/Swept clear of debris
- Rotunda-Memorial Hall/Cleanliness
- 7th Wing/8th Wing Locker
- Saturday: Smoking Areas/ Cleanliness
- Smoke Hall/Cleanliness
- T-Court/Swept clear of debris
- 7th Wing/8th Wing Lockers
- Sunday: Smoking Areas/Cleanliness
- Smoke Hall/Cleanliness
- T-Court/Swept clear of debris
- Rotunda-Memorial Hall/Cleanliness
- 7th Wing/8th Wing Lockers
- Memorial Hall Bench Inventory (8 Benches Required):

<u>Elevators:</u>	<u>Condition:</u>	<u>Admin Note:</u>
1st Wing:		
2nd Wing:		
3rd Wing:		
4th Wing:		
5 th Wing:		
6 th Wing:		
7 th Wing:		
8 th Wing:		
Forward Center Section:		
Aft Center Section:		
Levy Center:		
MacDonough Hall:		

Other Issues: Admin Note:

8. Next Duty Day Significant Events:

9. Gate Zero Use:

Time	Total	Admin Note:
N/A		

10. Material Readiness Pending Active Overdue Closed Heat Percentage

Bancroft

Cmdt. Spaces

11. Company Duty Accountability:

CO	BATT	TIME	#Excused	#MO	#1/C	#2/C	#3/C	#4/C	Result	Observer	Admin

12. Company Blue & Gold Observation:

Company	Condition	Observer	Admin Note
---------	-----------	----------	------------

13. Study Hour Observation Violations:

14. Mitscher/Levy Roving Watching Discrepancies:

Time	Condition	Observer	Admin Note
1800-2000			
2000-2200			
2200-0001			
0001-0100			
0100-0200			
0200-0300			
0300-0400			
0400-0500			
0500-0600			

15. Status for MacDonough Hall Lock-up:

16. Status of 3rd and 4th Wing courtyard inspections:

17. Administrative Notes:

MIDN, USN
Off-going MOOW

Off-going OOW

MIDN, USN
On-coming MOOW

On-coming OOW

Battalion 0800 Report

MEMORANDUM

From: _____
 Off-going Battalion Duty Officer

To: _____
 Battalion Commander

 Battalion Officer

Subj: BATTALION 0800 REPORT FROM 0800 _____ TO 0800 _____

1. On-coming BDO and BOOW:
2. Number Assigned #Present Authorized absences Unauthorized absences
 By Company
3. Authorized absences
 - a. Midshipmen on Movement Orders
 Name Alpha M.O.
 - b. Midshipmen on Weekend
 Name Alpha
4. Significant events from the reporting period:
 - a. Injuries and Hospitalizations:
 Name Company Description POC information
 - b. Emergency Leave Notifications:
 Name Company Relation and additional information
 - c. Major Conduct Offenses:
 Name Company Description and action taken
5. Accountability and Inspection Results:
 - a. Watch Squad Inspection:
 List any discrepancies, difficulties or absentees
 - b. Room Inspection Results (Attach copies of inspection sheets):
 Room # Name/Class of ICOR Company Score
 - c. Study Hour Checks:
 Company Time Checked Results and Action Taken
 - d. Conduct Tours Completed:
 Name
 - e. Restricttee Checks (To be spot checked at least once during non class hours each day):
 Name Company Room Number Spot Check Sat (Yes/No)

COMDTMIDNINST 1601.10E

6. Material Condition and Cleanliness:

a. Material Condition Problems:

Location	Description of Problem
----------	------------------------

7. Administrative Notes:

Submitted by: _____	Reviewed by: _____
Off-going BOOW	On-Coming BOOW

Hard Copy to:
Midshipman Officer of the Watch
Battalion Officer

COMDTMIDNINST 1601.10E

b. Cleanliness Issues:

Location Description of Problem

7. Midshipmen With Reduced Privileges (To be checked by BOOW during tours):

a. Restricttees:

Name Room Number

b. Loss of Leave/Privileges:

Name Room Number

c. Academic Unsat:

Name Room Number

d. PE/PRT Unsat:

Name Room Number

e. Conduct Unsat:

Name Room Number

f. Performance Unsat:

Name Room Number

8. Conduct Tours Completed:

Name Type of Tour

9. Administrative Notes:

Submitted by: _____

Reviewed by:

Off-going CDO

On-Coming CDO

Hard Copy to:
Battalion Officer of the Watch
Company Commander
Senior Enlisted
Company Officer

0102. Report of Watch Turnover

1. Watch turnover reports will occur with the Deputy Commandant daily at 0730. On weekends and holidays this turnover will take place via telephone or as directed. Both offgoing and oncoming watches will be present at turnover. The OOW and MOOW will report their relief to the Deputy Commandant.
2. The offgoing OOW will report their relief to the Commandant at 0745 daily. During the week these reports will be made in person. On the weekends they will be made by telephone.
3. BOOWs will report their relief to their respective Battalion Officer and Battalion Commander.
4. CDOs will report their relief to their respective Company Officer, Senior Enlisted Leader and Company Commander.

0200. Logs. All logs will be maintained in standard Navy record books using standard block print. Indelible ballpoint black ink will be used (no felt tip pens). All corrections will be made by lining out the incorrect information with a single line and initialing. The Brigade Adjutant shall insure that respective adjutants maintain proper log materials for their watches.

0201. Responsibility.

1. Midshipman watch standers shall maintain logs in a proper manner at their assigned watchstations. The following watchstations have log requirements:
 - a. Midshipman in Charge of Main Office (MCMO) - Main Office Log.
 - b. Assistant Midshipman in Charge of Main Office (AMCMO) - Phone Log, Lost and Found Log, and the Restricttee Sign-out Log.
 - c. Company Duty Officer (CDO) - Duty Section Accountability Log and Liberty Log
 - d. Company Mate of the Deck (CMOD) - Mate's Log
2. Supervisory watches will review logs during their tours. They shall indicate their review by initialing the logs at the time of their tour. They shall ensure that the watch stander logs their comments as appropriate.

0202. MAIN OFFICE LOG

1. Purpose. The Main Office Log shall provide a complete and detailed chronological record of all events pertaining to the external security and affairs falling under the command of the Commandant of Midshipmen.
2. Format. The Brigade Adjutant shall ensure that this article is posted in the inside front cover of the Main Office Log.
3. Instructions for Maintenance
 - a. The AMCMO shall maintain this log.

COMDTMIDNINST 1601.10E

b. A new page shall be started 0000 each day.

c. The following shall be logged:

(1) The arrival and departure of the Commandant of Midshipmen and the Deputy Commandant of Midshipmen.

(2) Sunrise and Sunset.

(3) Morning and evening colors.

(4) Any special evolutions in Bancroft Hall or on the Yard. This is to include the arrival and departure of Naval vessels visiting the Naval Academy.

(5) The arrival and departure of any officer senior to the Commandant of Midshipmen.

(6) Assuming and relieving of the watch. Signature of the off-going watch stander is required.

(7) Any injuries, illnesses, or significant events reported to Main Office.

(8) The Officer of the Watch, Assistant Officer of the Watch and the Staff Duty Officer whenever relieved.

(9) Log the time that the following make their round of inspection in and about Bancroft Hall: The Officer of the Watch, Assistant Officer of the Watch, Midshipman Officer of the Watch, and the Staff Duty Officer.

(10) Significant changes in the weather to include changes in weather condition in accordance with the foul weather bill and changes in flag condition based on WBGT reading.

(11) Piping down the watch.

(12) Other events that, in the opinion of supervisory watches, warrant the interest of the Commandant of Midshipmen.

4. Responsibility for Maintenance.

a. The AMCMO is responsible for maintaining this log.

b. The MOOW will review the log daily prior to watch relief, initial the log, and bring any discrepancies to the attention of the Officer of the Watch after reviewing the proper procedures with the watch stander concerned.

5. Disposition. When the log is filled or no longer serviceable, it will be replaced and the old log delivered to the Senior Watch Officer. Logs will not be disposed of by the watch team.

6. Sample entries for the Main Office Log.

a. Every injury, accident, or casualty among officers, Midshipmen, civilian workers or visitors onboard, including full particulars:

0920: WHILE PARTICIPATING IN COMPANY INTERMURAL SPORTS, MIDN 2/C J. GISH, USN, 777-27-9186, RECEIVED A WRIST FRACTURE WHEN HE SLID INTO HOME PLATE. NOT DUE TO MISCONDUCT. TREATMENT ADMINISTERED BY DUTY CORSEPMAN. TRANSPORTED TO HOSPITAL POINT FOR ADDITIONAL MEDICAL CARE.

All peculiar or extraordinary weather conditions:

1130: WINDS INCREASED TO 50 KNOTS DUE TO INCOMING HURRICANE ISABEL. HOISTED FOUL WEATHER FLAGS.

1300: SET FLAG CONDITION BLACK

b. Late entries shall be as follows. Log the time of log entry followed by actual time of event in parenthesis.

0900 (LATE ENTRY -0825) OOW CONDUCTED TOUR OF FIRST BATTALION SPACES.

c. The time when any particular evolution or exercise was commenced or completed, such as drills, arrival and departure of the brigade, commencement of leave period, etc.

1250: HELD FIRE DRILL IN SIXTH WING.

1315: SECURED FROM FIRE DRILL

0600: BRIGADE DEPARTED FOR ARMY/NAVY GAME. MODIFIED WATCHES STATIONED IN BANCROFT HALL.

d. All occurrences of importance or interest, including relief of senior officers, official visits, flags displayed, etc.

1100: CAPT B.E. GROOMS, USN, COMMANDANT OF MIDSHIPMENE, CAME ONBOARD.

1300: COL D.C. FUQUEA, USMC, RELIEVED AS DEPUTY COMMANDANT OF MIDSHIPMEN.

e. All formal inspections, concerning personnel, material, administration, operational readiness, etc., conducted by the Deputy Commandant of Midshipmen or an officer senior to him.

1820: DEPUTY COMMANDANT CONDUCTED AN INSPECTION OF MAIN OFFICE AND THE ROTUNDA.

f. All deaths of personnel under the command of the Commandant of Midshipmen, with statement as to exact time and cause of death as confirmed by a Medical Officer or attending physician.

2230: MIDN 1/C W.T. DOOR, USN 900-19-3409, DIED WHILE HOME ON LEAVE, A RESULT OF AN AUTOMOBILE ACCIDENT AT 2157 THIS DATE.

g. Periodic inspections and tours, such as watch squad inspection, and supervisory tours.

COMDTMIDNINST 1601.10E

2100: OOW CONDUCTED TOUR OF 27TH, 28TH, AND 29TH COMPANY AREAS. CONDITIONS SATISFACTORY.

2300: 2nd REG RMOOW COMPLETED HER TOUR OF ACADEMIC BUILDINGS. DISCOVERED ONE MIDSHIPMAN GIVING ANOTHER A BACKRUB IN AN EMPTY CLASSROOM, INITIATING CONDUCT ACTION.

h. The conditions under which the watch was relieved:

0700: WATCH PROPERLY RELIEVED BY MIDN 2/C D. JONES, USN. CONDITIONS SATISFACTORY.

(If not satisfactory, list all discrepancies and notify MOOW, Staff Duty Officer, and OOW).

0700: RELIEVED THE WATCH. CONDITIONS AS BEFORE. D. JONES (signature)

i. Arrival and departure of ships visiting the Naval Academy:

1020: USS HARTFORD (SSN 768), ARRIVED AT NAVAL ANCHORAGE.

1300: ARGENTINIAN NAVAL TRAINING VESSEL LIBERTAD DEPARTED FROM NAVAL ANCHORAGE WITH 5 USNA MIDSHIPMEN EMBARKED.

j. The arrival and departure of the Commandant of Midshipmen and the Deputy Commandant of Midshipmen.

0730: COMMANDANT OF MIDSHIPMEN ARRIVED.

k. Sample mid-watch entry.

2400: WATCH AND LOGS CONTINUED ON THOSE DATED 30MAY06. NO FURTHER ENTRIES THIS DATE.

Neatly line out rest of page with one diagonal line, then make following entry on next page:

0000: WATCH AND LOGS CONTINUED FROM THOSE DATES 30MAY05. COMMANDANT OF MIDSHIPMEN CAPT BRUCE E. GROOMS, USN

DEPUTY COMANDANT OF MIDSHIPMEN COL D. FUQUEA, USMC

OOW: LT R. O'REILLY, USN

AOW: 2nd LT J. WOMBLE, USMC

SDO: YNCS (SS) K. SPOONER, USN

MOOW: M/LCDR P.P. MCGIFFIN, USN

ALL CONDITIONS NORMAL ON THE WATCH. SHIPS PRESENT INCLUDE USS ROSS (DDG 71) AND USS SCRANTON (SSN 728).

0203 CMOD LOG

1. Purpose. The Mate's log shall provide a complete and detailed chronological record of all events pertaining to the security and operations of the applicable company area.

2. Format. The Company Adjutant shall insure that this article is posted in the inside front cover of the Mate's log.

3. Instructions for Maintenance

a. The CMOD shall maintain this log. All entries will be made in ink using black ballpoint pen. There shall be no erasures - all corrections shall be made by lining out the incorrect information with a single line and initialing.

b. A new page shall be started at 0630 each day.

c. The following shall be logged:

(1) The arrival and final departure that day of the Company Officer and Company Senior Enlisted Leader (SEL).

(2) The arrival and departure of any Battalion Officer, the Deputy Commandant of Midshipmen, the Commandant of Midshipmen, or any officer senior to the Commandant of Midshipmen.

(3) Assuming and relieving of the watch. Signature of the off going watch stander is required.

(4) Any injuries occurring on deck.

(5) The Company Duty Officer whenever relieved.

(6) Log the time that the following make their round of inspection in and about the deck: The Officer of the Watch, Assistant Officer of the Watch, Midshipman Officer of the Watch, Staff Duty Officer, Company Duty Officer or Assistant Company Duty Officer.

(7) Results of CMOD tours of the deck.

(8) Messages sent from Main Office or general announcements of concern to the company.

4. Responsibility for Maintenance.

a. The CMOD is responsible for maintaining this log.

b. The CDO will review the log daily prior to watch relief, initial the log, and bring any discrepancies to the attention of the Company Adjutant and review the proper procedures with the watch stander concerned.

c. The Company Adjutant is responsible for the overall conduct of the watches and resulting logs.

5. Disposition. When the log is filled or no longer serviceable, it will be replaced and the old log retained by the Company Adjutant.

6. Sample entries for the Mate's Log

a. Every injury, accident, or casualty among officers, Midshipmen, civilian workers or visitors on deck, including full particulars:

1000: MIDN 3/C H.L. JACKSON, USN, 123-45-6789, SUFFERED A BROKEN ANKLE WHEN HE FELL IN THE LADDERWAY. NOT DUE TO MISCONDUCT. ESCORTED FROM COMPANY AREA BY DUTY CORPSMAN. MAIN OFFICE INFORMED.

b. The time when any particular evolution or exercise was commenced or completed, such as drills, commencement of a leave period, etc.

1250: HELD FIRE DRILL IN SIXTH WING.

1315: SECURED FROM FIRE DRILL

COMDTMIDNINST 1601.10E

c. All tours of company areas conducted by the battalion officer or an officer senior to him.

1820: COMMANDANT OF MIDSHIPMEN CONDUCTED A TOUR OF COMPANY AREA. DIRECTED "BRAVO-ZULU" BE PASSED TO COMPANY OFFICER AND SEL.

d. Periodic supervisory tours.

2010: OOW CONDUCTED TOUR OF COMPANY AREA. CONDITIONS SATISFACTORY.
0130: ACDO TOURED COMPANY AREA. MIDN 4/C W.T. DOOR FOUND IN ELEVATOR IN CIVILIAN CLOTHES. INITIATING CONDUCT ACTION.

e. The conditions under which the watch was relieved:

0700: WATCH PROPERLY RELIEVED BY MIDN 2/C D. JONES, USN. CONDITIONS SATISFACTORY.
(If not satisfactory, list all discrepancies and notify BOOW, CDO, and company adjutant as appropriate.)
0700: RELIEVED THE WATCH. CONDITIONS AS BEFORE. D. JONES (signature)

f. The arrival and departure of the company Officer and SEL.

0530: COMPANY OFFICER ARRIVED.

1830: COMPANY OFFICER DEPARTED FOR THE DAY.

g. Late entries shall be as follows. Log the time of log entry followed by actual time of event in parenthesis.

0900 (LATE ENTRY - 0825) MOOW CONDUCTED TOUR OF COMPANY SPACES. CONDITIONS SATISFACTORY.

0204. Accountability Log and Company Binder.

1. Each company will maintain a Duty Section Accountability Log and Company Binder at their CMOD Station. The Company Binder will contain each Midshipmen's class schedule and practice schedule for Varsity Athletes/BSA participants. All personnel in a duty status are required to log in and out when departing the company area and indicate their location, except when going to class or practice (already captured in the Binder). This log will include name, class, destination, time out, time in, and best way to contact (including cell phone number if available). Additionally, any midshipman - in the duty section or not - who departs the company area after the TAPS **must obtain permission from the CDO and sign out and in**, in the Accountability Log.

0205. OTHER LOGS

1. Purpose. Other logs maintained by Midshipman watch standers shall provide a complete and detailed record of accountability of the applicable log.

2. Format. The Brigade Adjutant and Company Adjutant shall ensure that this article is posted in the inside front cover of the applicable logs.

3. Instructions for Maintenance

a. These logs shall be maintained as noted in article 0100 of this order.

b. The following shall be logged:

(1) Lost and Found Log: Date and time item is received in Main Office, as well as brief description. The MCMO will sign for receipt. The MCMO will also note in the comments section the disposition of the item (returned to owner, discarded by order of OOW, etc.)

(2) Restrictree Sign-out Log: Located in Main Office. Will include name and alpha code of restrictree, time out, location and time in.

(3) Company Liberty Log: Maintained by the CDO to include the Midshipman's name, alpha code, location, recall number, time out and in.

0206. Disposition. When the log is filled or no longer serviceable, it will be replaced and the old log retained by the Brigade Adjutant.

CHAPTER 20: Procedures for Special Watchstanding Periods

In order to provide consistency in watchstanding practices over time, the following procedures are provided to address unique watchstanding periods. These procedures are general guidelines and may be modified by the Commandant at any time.

Forrestal Lectures/Mandatory Brigade Events:

- Main Office will remain manned
- CMOOW will remain in Main Office
- CMODs will remain on Deck
- CDOs will remain in the Company area
- The Crypt, Shore Patrol and Gate Guard watch standers will pipe down 60 minutes prior to the event
- All watches will be back on station immediately following the event. For home football games, they will be on station 45 minutes after the event.
- Forrestal Lectures require 16 midshipmen to serve as Ushers

Summer to Fall transition: The Senior Watch Officer will coordinate with Plebe Summer/NASP OICs and the Brigade Adjutant to prepare a detailed watch transition plan. The following provides general guidelines:

Monday of Reform Week

- Delayed grads/restrictees stand Crypt Watch from 0900-1600.
- Main Office will be manned by Plebe Summer Regiment from 0700- 1600 and NASP from 1600-0700.
- There will be no gate guards posted due to minimal liberty.

Tuesday of Reform Week

- MOOW will be stood by Plebe Summer Cadre.
- BOOW will be stood up by non Plebe summer 1/c (starts at 1800).
- CDO will be stood by Plebe Summer Cadre. Each company CDO will report plebe summer accountability (Plebes and 1/c assigned to Plebe Summer Reg) to the Plebe Summer RDO and will also report full company accountability to the BOOW.
- CMOD will be stood by 4/C regiment.
- Plebe Summer 1/c (Cadre) will stand Crypt Watch from 0900-1600.
- Main Office will be manned by Plebe Summer Regiment from 0700- 1600 and NASP from 1600-0700.
- Plebe Summer will have the gate guard (liberty 2000-2359)

Gate 0	2000-0001	(2) 1/C
Gate 3	2000-0001	(2) 1/C

Wednesday of Reform Week

- MOOW, RMOOW, CMOOW, BOOW will be stood by non Plebe summer 1/c.
- CDO will be stood by Plebe Summer Cadre. Each company CDO will report plebe summer accountability (Plebes and 1/c assigned to Plebe Summer Reg) to the Plebe Summer RDO and will also report full company accountability to the BOOW.
- Plebe Summer 1/c (Cadre) will stand Crypt Watch from 0900-1600.

- Main Office/associated watches will be manned by Plebe Summer Regiment from 0700-2000 and Academic Year Company (3/C and above) 2000-0700 (including evening colors).
- CMOD will be stood by the 4/C regiment until 2000, after which it will be stood by Ac Year company 3/C.
- There will be no gate guards the night of the 16th. (No liberty)

Thursday of Reform Week

- MOOW, RMOOW, CMOOW, BOOW, CDO will be stood by non Plebe summer 1/c.
- Ac Year watchstanders will stand Crypt Watch from 0900-1600.
- Ac Year Company (3/C and above) will man Main Office/associated watches except morning colors.
- Plebe Summer Duty Company will conduct morning colors.
- ACDO will be stood by Ac Year Company 2/C.
- CMOD will be stood by Ac Year Company 3/C until 1930.
- Plebes may be assigned Main Office watches and CMOD after 1930. They may NOT be assigned watches before then.

Friday of Reform Week

- All Ac Year watches are in effect EXCEPT: Climbing Wall and Lifeguard which will begin on Monday of the following week.

1/C Parent's Weekend: During 1/C Parents' Weekend, Company level watches will be adjusted so the maximum number of 1/C can spend time with their families.

- The Brigade Adjutant will request that all 1/C Midshipmen who do not have parents/family coming in for the weekend exchange duty with those who do.
- There will be no modifications to the Brigade or Battalion level watch standing, with the exception that other 1/C may be drawn into these positions in the event that the regular watch standers have parents coming in to visit Annapolis.
- On the Company level, 1/C will stand CDO unless all 1/C in the duty section have parents coming for the weekend. In that event, 2/C who normally stand ACDO will be temporarily authorized to stand CDO for that weekend's duty (0600 Friday - 0600 Monday). The designated 2/C ACDO will stand a "CDO under instruction" duty day prior to posting the watch.
- The CDO's responsibilities and routine will not be modified.
- The 2/C CDOs will meet with the Company Training Staff on the previous Wednesday to review the plans for Saturday Morning Training and establish a plan for overall execution and safety observers.
- 2/C retain normal watch standing duties in addition to those of the 1/C.

Service Selection and Ship Selection Night: In order to enable the 1/C Midshipmen to celebrate this special occasion, Company level watches will be adjusted.

- There will be no modifications to the Brigade or Battalion level watch standing, with the exception that other qualified 1/c may volunteer for these positions as desired.

- On the Company level, a 2/C who normally stands ACDO will be temporarily authorized to stand CDO for that day of duty from 1700 until 0600 the next morning.
- The designated 1/C CDO will be allowed town liberty, however, they are not authorized to consume alcohol.
- The designated 2/C ACDO will stand a "CDO under instruction" duty day prior to posting the watch.
- The CDO's responsibilities and routine will not be modified.
- 2/C retain normal watch standing duties in addition to those of the 1/C.

Army-Navy Game: In order to send as many Midshipmen as possible to the game, the watch bill will be significantly reduced.

- MOOW and CMOOW will not attend the game.
- Main Office will remain manned. The Duty Company will ensure that 1 MCMO and 1 MOM is in Main Office from the time the MOOW announces CMOD pipe down until the Brigade returns. The Duty Company will keep 6 Midshipmen behind for Main Office watch, 3 sections of two watch standers.
- RMOOWs, BOOWs, and CMOD watch standers will pipe down, and attend the Army-Navy game. The MOOW will pipe down these watches once the buses to the game begin loading. They will return to USNA on the first buses and resume their watch upon arrival.
- CDOs will not attend the game. Any 1/C or 2/C in Company who is a qualified CDO or ACDO, even if they are not in the day's Duty Section, is eligible to stand CDO for the day.
- All Midshipmen on Duty, but not scheduled to stand watch will attend the game. All Midshipmen on a Duty status for that day will return to Bancroft Hall immediately following the game.
- One of the five CDOs in each Battalion will act as a Battalion Rover. The CDOs will rotate acting as Battalion Rover. Every hour on the hour, the CDO acting as Battalion Rover will contact the MOOW's desk (x3-2701) and report the Battalion area's condition and receive instructions. CDOs will not be allowed to leave their Company Area unless they are acting as Battalion Rover, doing colors, or going directly to and from King Hall or Dahlgren Hall for food.
- CDOs will stand Battalion Rover watch for 3 hour shifts from the time the MOOW announces CMOD pipe down till the return of the Battalion's BOOW. The CDO from the first Company in each Battalion will be the first Battalion Rover. After the first three hours, the second Company in each respective Battalion will be responsible for the Battalion area. The same watch rotation pattern will follow for the rest of the day.
- 1st Company CDO will be responsible for the execution of morning colors. He/She will utilize first regiment CDOs for the task. The group will muster 30 minutes prior to colors to review the video and prepare.
- 16th Company CDO will be responsible for the execution of evening colors. He/She will utilize second regiment CDOs for the task. The group will muster 30 minutes prior to colors to review the video and prepare.

Thanksgiving and Spring Break: From 1300 on the Wednesday before Thanksgiving until 2000 on the Sunday after Thanksgiving, the watch organization will be modified for Thanksgiving Leave. The same policy will be in place during Spring Break, starting at 1300 Friday and ending at 2000 on the Sunday the break ends. Restricttees will stand all watches.

- The Conduct Officer will provide the Brigade Adjutant a list of all restricttees. The Brigade Adjutant will prepare the watch bill for the Thanksgiving/Spring Break periods. This watch bill will include a colors detail for morning and evening colors (T-court, Supe's Building, Supe and Dant houses, and Halsey (weekend only). The Adjutant will also designate the Head Restricttee and ensure that person understands their responsibilities and knows how to send out the 0800 report.
- From 0800 to 2330, three Midshipmen will stand watch: two Midshipmen in Main Office (one 1/C or 2/C MCMO and one AMCMO), and one Midshipman acting as Bancroft Hall Security Rover. The Security Rover will continuously patrol every deck of every wing in Bancroft Hall looking for material discrepancies and security threats. After a complete wing walk through, the Security Rover will call Main Office and report the wing's condition to the OOW or MCMO.
- From 2330 till 0800 the next morning, four Midshipmen will stand watch: two in Main Office, and two Security Rovers. The Security Rovers will travel in pairs and follow the daytime watch procedures outlined above.
- The Security Rover must turn over with relief in Main Office.
- The 0730 Restriction Muster will also be Duty Muster for Restricttees standing watch that day.
- The Head Restricttee is responsible for completing the 0800 Report every night, and delivering the Report to the Deputy Commandant every morning immediately following the 0730 Restriction/Watch Muster.
- The Crypt, Gate, and Shore Patrol watches will not be manned during this period. Colors will be conducted at T-Court, Supe's Building, Dant/Supe Homes and Halsey Field House (Weekend only).
- For the Thanksgiving period, all restricttees will be allowed a brief opportunity to have dinner outside of Bancroft Hall on Thanksgiving Day with their sponsor or family. This will take place between the 1015 and the 1600 muster. The Head restricttee will coordinate to ensure watches will be manned throughout the period.

Holiday Leave and Spring Intercessional Leave: The Holiday leave/Spring Intercessional Leave watch plan will be phased in during finals week.

- On the day 50% of the Brigade has completed their exams, the duty section rotation will cease, and company watches will be manned by midshipmen available to do so. Duty Company continues to be responsible for Main Office. Company Adjutants will submit watch bills to their Company Commander for approval no later than the week before finals. The MOOW/RMOOW/CMOOW watch bill will be promulgated by the Brigade Adjutant; the BOOW watch bill will be promulgated by the Battalion Adjutants.

- On the Friday of exam week during Holiday Leave, and on the second Monday during Spring Intercessional Leave, until the return of the Brigade, watches will be reduced to Main Office and Security Rovers. Restricttees will stand all watches and will conduct colors at the Supe's Building only.
- The Conduct Officer will forward a list of Restricttees to the Brigade Adjutant. The Brigade Adjutant will prepare the watch bill for the leave period. The Brigade Adjutant will also train the head restricttee for each period on their duties and ensure they know how to send out the 0800 report.
- From 0800 to 2330, three Midshipmen will stand watch: two in Main Office (one 1/C or 2/C MCMO and one AMCMO), and one Midshipman acting as a Bancroft Hall Security Rover. The Security Rover will continuously patrol every deck of every wing in Bancroft Hall looking for material discrepancies and security threats. After a complete wing walk through, the Security Rover will call Main Office and report the wing's condition to the OOW or MCMO. The Security Rover will carry a cell phone. The Security Rovers must turn over with relief in Main Office.
- From 2330 till 0800 the next morning, four Midshipmen will stand watch: two in Main Office, and two Security Rovers. The Security Rovers will travel as a pair and follow the daytime watch procedures outlined above.
- The 0730 Restriction Muster is also the day's Duty Muster.
- The Head Restricttee will be designated for each restricted leave period. This person is responsible for completing the 0800 Report every night, and reporting to the Deputy Commandant every morning immediately following the 0730 Restriction/Duty Muster.
- Restricttees will stand Restriction for half of the Holiday Leave Period. Restricttees will only stand watch during the time they are on the Yard standing Restriction. Restricttees will stand restriction throughout the Spring Intercessional leave period.
- Gate Guard, Shore Patrol, Lifeguard, Climbing Wall, Chapel Watch, and Crypt Watch will be secured on the Sunday before exam week and resume on the first Monday after the return of the Brigade.
- Uniform for all Restricttee Watch Standers is SDB/SW with appropriate Watch Armband.
- During the Holiday Leave period, for the 1st Leave period, all restricttees will be allowed a brief opportunity to have dinner outside of Bancroft Hall on 25 December with their sponsor or family. For Midshipmen of non-Christian faith groups, this dinner may occur on a different day as coordinated with the Head Restricttee. This will take place between the 1015 and the 1600 muster. The Head restricttee will coordinate to ensure watches will be manned throughout the period.

End of the Semester Turnover Plan:

- The incumbent class/set of strippers will retain all watches until officially relieved by the subsequent class/set of strippers. This will normally occur on the Monday before graduation.

- As soon as the Striper list is promulgated, Midshipmen will be assigned to U/I Brigade and Battalion level watches. Company watches may be stood U/I prior to the striper list being distributed.

Ring Dance:

- 1/C Midshipmen will assume all 2/c watch positions for the duration of the weekend

Sea Trials/Parent Dinner/Herndon/Recognition Ceremony:

- 3/C Midshipmen will assume all 4/c watch positions during these events

Securing the Watch for Academic Year:

- Following graduation until NASP takes over, the following policies are in effect:
 - There are no formal duty sections
 - Duty Companies will continue to man Main Office and conduct Colors. In the event the Duty Company does not have enough people to man Main Office or conduct Colors, Restricttees will be used to fill in the watch bill. The Main Office and Colors watch bills will be completed one week prior to graduation.
 - Each Battalion will designate one person to serve as the BOOW each day between graduation and NASP take-over. These people will be designated by one week prior to graduation.
 - Each Company will designate the senior person remaining on deck to serve as the CDO each day between graduation and NASP take-over. These people will be designated by one week prior to graduation.
 - Each Company will have CMODs designated from 1600-2400 on graduation day, 0600 - 2400 the following day(s), and 0600-1200 on the day of NASP take-over. These people will be designated by one week prior to graduation.
 - Each person remaining in the Hall the weekend following graduation must notify their Company Officer/SEL of their intention to do so no later than 10 days prior to graduation. Company Officers/SELs will promulgate an accountability sheet for those people. Taps will be conducted as normal those nights at night by the assigned CDO.
 - NASP will normally assume all watch responsibilities on the Sunday following graduation.

Football Task Force:

- Each home and away football game will have a designated Task Force Commander and XO. The Task Force will be made up of CO/SEL for away games and CO/SEL/1/C Midshipmen for home games.
- The Task Force Commander will prepare an LOI for the Deputy Commandant's approval, and then promulgate it to the Brigade and Commandant's Staff.
- For away games, the Task Force Commander will prepare a quick reference card for all task force members, listing the cell phone numbers of all Task Force members, as well as any other pertinent phone numbers.

- The general ratio of Task Force members to midshipmen is 1:100.

Lacrosse Task Force:

- All home lacrosse games will have a designated Task Force.
- The Task Force will be commanded by a 1/C Midshipman and will consist of 30 1/C and 2/C Midshipmen. There will be a minimum of 15 1/C Midshipmen on the Task Force.
- The Task Force will be drawn from the Duty Section.
- An "AOOW-LAX" will be designated by the Assistant Senior Watch Officer

Triple Option Weekend:

- A Task Force will be designated for each game:
 - 7 1/C and 8 2/C for the Blue and Gold Football game
 - 30 Midshipmen for the Lax game, as above
 - 5 1/C and 5 2/C for the Baseball game

Croquet Match:

- A Task Force consisting of 15 1/c and 15 2/c will be designated for the
Match
- 6th Battalion will coordinate the Task Force

Home Hockey Games:

- Midshipmen Guards will muster 30 minutes prior to game-time.
- The watch secures about 30 minutes after the game when the crowd thins out.
- Uniform is Uniform of the Day.

CHAPTER 21: Bancroft Hall Summer Watch Organization

Article	Contents
0100	GENERAL
0101	ORGANIZATION
0102	BANCROFT HALL DUTY
0103	NASP/NASS
0104	PLEBE SUMMER
0105	WATCH PERIODS

0100. GENERAL

1. At the end of the Academic year, the Bancroft Hall watch organization will be modified to support the needs of the Naval Academy, while allowing for the limited number of Midshipmen available to stand watch.
2. Watch turnover will occur at 1200 on the Sunday after graduation. After turnover, NASP (Naval Academy Summer Programs), Plebe Summer, and the Bancroft Hall Senior Watch Officer are responsible for the Bancroft Hall Watch Organization until Brigade Reform. For the intent of this instruction, NASS (Naval Academy Summer Seminar) cadre will be included as part of the NASP duty personnel.
3. Academic Year watch standers will pipe down at 1200 on the Sunday after graduation and re-assume watch responsibilities during Reform per the Brigade Adjutant's transition plan.

0101. ORGANIZATION

1. During the summer, four departments will comprise the Bancroft Hall Watch Organization: Bancroft Hall Duty (officers/senior enlisted leaders), NASP, NASS cadre, and Plebe Summer. NASP, NASS and Plebe Summer are responsible for providing Midshipmen watch standers for Bancroft Hall Duty watches.

0102. BANCROFT HALL DUTY

1. Responsibilities: Bancroft Hall Duty personnel are responsible for Midshipman accountability, Main Office responsibilities, overall security and material condition of Bancroft Hall, and keeping the Commandant and Deputy Commandant informed on the Brigade's significant events.
2. Required Watches:
 - a. Officer of the Watch (OOW):

As during the Academic Year, the OOW is the Commandant's representative to the day's watch team. The OOW is responsible to the Commandant and Deputy Commandant for coordinating and monitoring all activities on the Yard that require staff attention. Staffs within NASP, NASS and Plebe Summer are responsible for providing their own security watches and accountability, but all report to the Bancroft Hall OOW. The OOW will maintain the responsibility of delivering the Brigade 0800 Report to the Deputy Commandant with the day's MOOW every morning. The OOW Watch Bill will be promulgated separately by the Bancroft Hall Senior Watch Officer.

COMDTMIDNINST 1601.10E

b. Staff Duty Officer (SDO):

As during the academic year, the SDO assists the OOW in the performance of their duties and serves as the subject matter expert for the administration of colors. This watch will be stood down on at 1200 on the Sunday after graduation and resume on I-Day. The SDO Watch Bill will be promulgated by the Senior Enlisted Watch bill Coordinator.

c. Assistant Officer of the Watch (AOOW):

From the Monday following graduation until the commencement of Plebe Summer, a TAD ENS/2nd LT (assigned to Academic Departments) will stand AOOW. The AOOW will be stood down upon the commencement of the MOOW watch at the beginning of Plebe Summer. The AOOW will assist the OOW in the execution of their duties, following the MOOW checklist. The AOOW is also responsible for overseeing the execution of Colors.

(1) The AOOW will post watch at 0630 the day of his or her duty, and is in a duty status until 0730 the following day. The AOOW will muster with the on-coming OOW in Main Office at 0630 for turnover the day of his or her duty. The AOOW will remain overnight in Bancroft Hall in a room provided by NASP.

(2) The AOOW Watch Bill will be promulgated separately by the Bancroft Hall Assistant Senior Watch Officer.

d. Assistant Officer of the Watch-Bancroft Hall Duty (AOOW-BH):

From the Monday following graduation until Reform, a TAD ENS/2nd LT (assigned to Academic Departments) will stand AOOW-BH. The AOOW-BH will assist the OOW in the execution of their duties in relation to Bancroft Hall. The AOOW-BH will be responsible for providing watch team presence at all evolutions taking place within Bancroft Hall. The AOOW-BH will supervise tours as required. The AOOW-BH will be responsible for the proper execution of the John Paul Jones Crypt Watch, Gate and Shore Patrol Watches, MacDonough Gym, and the Mitscher-Levy Center Patrol.

(1) The AOOW-BH will post watch at 0630 the day of his or her duty, and is in a duty status until 0730 the following day. The AOOW-BH will muster with the on-coming OOW in Main Office at 0630 the day of his or her duty. The AOOW-BH will stay overnight in Bancroft Hall in a room provided by NASP.

(2) The AOOW-BH Watch Bill will be promulgated separately by the Bancroft Hall Assistant Senior Watch Officer.

e. Midshipman Officer of the Watch (MOOW):

From the Saturday following graduation until the commencement of Plebe Summer, the MOOW watch will be stood down, and the AOOW will assume the duties of MOOW. From the commencement of Plebe Summer until Reform, Plebe Summer will provide a 3 or 4 striper (excluding Company Commanders) to stand MOOW. MOOW is a 24 hour watch, from 0630 the day of duty, until 0730 the following day.

As during the academic year, the MOOW is responsible for assisting the OOW in maintaining overall Midshipman accountability, ensuring Main Office watches are posted, observing security standards and material condition of Bancroft Hall, and keeping the Commandant and Deputy Commandant informed on the Yard's significant events. If a Main Office watch or colors detail does not show up, the MOOW will contact the NASP/NASS CDO or Plebe Summer RDO so they can find sufficient watch standers within their departments. The MOOW will complete the Brigade 0800 Report each day. During morning watch turnover, the MOOW will deliver the Brigade 0800 Report to the Deputy Commandant with the OOW. The MOOW will conduct the 0630 Rotunda watch muster every morning.

The Plebe Summer OIC will promulgate MOOW Watch Bills separately for days they are responsible for the watch.

f. Midshipman in Charge of Main Office (MCMO):

From the Sunday following graduation at noon through the start of Plebe Summer, NASP will provide a MCMO. NASS will provide one 1/C MIDN to augment the MCMO watch bill on an as-available basis. From the beginning of Plebe Summer through Reform, Plebe Summer will provide a MCMO from 0700-1600, and NASP will continue to provide the MCMO from 1600-0700 the following day.

The MCMO is responsible for knowing the whereabouts of all Main Office watch standers during his or her shift; including colors details and duty drivers, as well as keeping a thorough log of main office proceedings. The MCMO will ensure the Mitscher-Levy center patrol is conducted, dispatching Main Office watch standers to perform these duties. The MCMO will also perform any duties the OOW, AOOW, or MOOW requests.

The MCMO watch rotation is as follows:

0700-1000	1000-1300	1300-1600	1600-1900
1900-2200	2200-0100	0100-0400	0400-0700

MCMO Watch Bills will be promulgated by the NASP or Plebe Summer OIC as appropriate.

g. Main Office Mate (MOM):

From graduation until I-Day plus 7 (or as promulgated by the Plebe Summer OIC), NASP will provide a MOM. NASS will provide one 3/C MIDN to augment the MOM watch bill on an as-available basis. From I-Day plus 7 until Reform, Plebe Summer will provide two MOMs from 0700-1600, NASP will continue to provide a MOM from 1600-0700 the following day.

The MOM will answer phones in Main Office and perform any additional duties required by the OOW, AOOW, MOOW or MCMO. The MOM watch rotation is the same as the MCMO watch rotation, and the Watch Bills will be promulgated by the responsible departments.

h. Bancroft Hall Duty Driver:

From graduation to Reform, NASP will provide a Duty Driver. The Duty Driver is in a duty status for 24 hours starting at 0630 the morning of his or her duty. The Duty Driver will muster with the OOW and AOOW in Main Office at 0630 the morning of his or her duty.

i. Colors Details:

From the Sunday after graduation until I-Day plus 7, NASP will provide morning and evening colors details, and on Sunday and holidays a morning and evening Halsey colors detail. On an as-available basis, NASS will provide one 1/C and fourteen 3/C Midshipmen for the Tecumseh Court, the Superintendent's and Commandant's Houses, and the Superintendent's Building for morning and evening colors detail. From I-Day plus 7 to Reform, Plebe Summer will provide one 1/C and 14 Midshipmen for morning colors detail, but NASP will continue to man the evening and Halsey colors details. Tecumseh Court, the Superintendent's and Commandant's Houses, and Superintendent's Building require 14 Midshipmen with one supervisor for in Tecumseh Court. Halsey colors requires 11 additional Midshipmen (morning and evening).

Colors details will muster in Main Office 30 minutes prior to colors to be inspected, view the video, obtain flags and move to their stations on time. The AOOW/SDO is responsible for ensuring colors is effectively executed.

j. John Paul Jones Crypt Watch:

NASP will provide watch standers for the John Paul Jones Crypt Watch daily throughout the summer. Main Office will ensure watch standers are inspected and report to the Chapel on time. The Watch stands during the following times: 0900-1100, 1100-1230, 1230-1400, and 1400-1600 Monday through Saturday and 1300-1600 on Sunday. The watch shall consist of two Midshipmen 3/C or above. The watch standers will report to the AOOW/MOOW 15 minutes prior to relieving the watch for inspection in order to ensure a proper military appearance in this very public and high profile watch. The uniform is Summer White with swords. Swords are kept in the Chapel. The AOOW-BH shall ensure that the watch standers are standing a proper watch through inspection and periodic checks throughout their duty day.

k. Gate guard:

During the summer, NASP will be responsible for manning Gate 0, Gate 1, Gate 3, and Gate 8. The uniform is Summer White with armbands. The following details NASP responsibilities for manning the gates:

Gate	Days/Times	Midshipmen Assigned
0	Fri/Sat* 0100-0400	(1) 2/C and (1) 3/C
1	Daily 1700-0001	(1) 2/C and (1) 3/C
3	Daily 1700-2200 (or closure)	(1) 2/C and (1) 3/C

* and Sunday of holiday weekends

l. Shore Patrol. Throughout the summer, the number of Midshipmen in the Annapolis area will rise and fall based on the amount of summer training programs that are conducting training. As such, the need for a shore patrol will vary depending upon the amount of Midshipmen available to be granted liberty. As a general rule, each summer program will provide a shore patrol presence in the downtown Annapolis area whenever their programs are liberty eligible. Shore patrol will never conflict with training requirements. The uniform is Summer White with armbands. The following is a breakdown of shore patrol responsibilities for each program:

<u>Program</u>	<u>Day/Times</u>	<u>Midshipmen Assigned</u>
PROTRAMID/ACTRAMID	daily, 1700-exp of lib	(1) 1/C and (1) 2/C
Weapons Cadre	daily, 1700-exp of lib	(1) 1/C and (1) 2/C
Sailing (CSNTS/VOST)	daily, 1700-exp of lib	(1) 1/C and (1) 2/C
Sailing/DC Cadre	daily, 1700-exp of lib	(1) 1/C and (1) 2/C

m. Mitscher Movies. NASP will provide watch personnel to supervise and facilitate weekend movie viewing in Mitscher Auditorium. This watch will be manned by (1) 1/C and (2) 3/C.

n. MacDonough Hall. NASP will provide personnel to facilitate the lock-up of MacDonough Hall on a nightly basis. This watch will be manned by one TAD Ensign or other trained NASP 1/C Midshipman. This person will complete the lock-up checklist and return it to Main Office, notifying the OOW/AOOW that lock-up is complete.

0103 NASP/NASS

1. Responsibilities: NASP and NASS are two separate organizations, but they work together in the Summer Watch Organization to provide sufficient watch standers for Bancroft Hall Duty watches. NASS is responsible for security and accountability within the Summer Seminar program. All references to NASS are only applicable from their commencement through the conclusion of the program for the summer. NASP is responsible for security and accountability for Transient Company, Summer School, and any other temporary residents in Bancroft Hall. NASP is responsible for manning the John Paul Jones Crypt Watch, Gate Guard, Shore Patrol, Mitscher Movies, and MacDonough Gym watch. NASP will promulgate duty sections and all Watch Bills for the NASP and NASS participants.

2. NASP/NASS staff must understand Bancroft Hall Duty requirements listed in part one under ORGANIZATION.

3. Required Watches:

a. Assistant Officer of the Watch-NASP (AOOW-NASP)

(1) From the Monday following graduation until Reform, a TAD ENS/2nd LT (assigned to NASP, Naval Academy Task Force or the 1st LT's office) will stand AOOW-NASP. The AOOW-NASP will assist the OOW in the execution of his duties related to NASP.

(2) The AOOW-NASP will post watch at 0630 the day of his or her duty, and is in a duty status until 0730 the following day. The AOOW-NASP will muster with the on-coming OOW in Main Office at 0630 the day of his or her duty. The AOOW-NASP will remain in Bancroft Hall and will reside overnight in a room provided by NASP.

(3) The AOOW-NASP Watch Bill will be promulgated separately by the NASP Watch bill Coordinator.

b. Assistant Officer of the Watch-NASS (AOOW-NASS)

(1) From the Monday following graduation until the conclusion of the program, a TAD ENS/2nd LT assigned to Admissions will stand AOOW-NASS. The AOOW-NASS will assist the OOW in the execution of his duties related to NASS.

COMDTMIDNINST 1601.10E

(2) The AOOW-NASS will post watch at 0630 the day of his or her duty, and is in a duty status until 0730 the following day. The AOOW-NASS will muster with the on-coming OOW in Main Office at 0630 the day of his or her duty. The AOOW-NASS will remain in Bancroft Hall and will reside overnight in a room provided by NASP.

(3) The AOOW-NASS Watch Bill will be promulgated separately by the Admissions Department.

c. NASP Command Duty Officer (NASP CDO)

(1) From graduation through Reform, NASP will provide a 1/C Midshipman to be NASP CDO. NASP CDO is a 24 hour watch, starting at 0630 the day of duty. The NASP CDO will muster in the Rotunda every morning at 0630 with his or her individual program CDOs.

(2) The NASP CDO will complete a 0800 Report every night that accounts for all transients, summer school participants, YP transients, and any other miscellaneous program participants. The NASP CDO will submit this 0800 Report to the MOOW in Main Office. The NASP CDO will also know the whereabouts of all individual program CDOs under his or her jurisdiction at all times, and perform any additional duties necessary related to NASP.

(3) NASP will promulgate NASP CDO Watch Bills.

d. NASS Command Duty Officer (NASS CDO)

(1) From the start through the conclusion of the program, NASS will provide a 1/C Midshipman to be NASS CDO. NASS CDO is a 24 hour watch, starting at 0630 the day of duty. The NASS CDO will muster in the Rotunda every morning at 0630.

(2) The NASS CDO will complete a 0800 Report every night that accounts for all NASS Midshipmen and civilians. The NASS CDO will submit this 0800 Report to the AOOW in Main Office. The NASS CDO will perform any additional duties necessary related to NASS.

(3) NASS will promulgate NASS CDO Watch Bills.

e. Individual Program Command Duty Officers (Program CDOs)

(1) Summer School Companies, Transient Companies, YP Squadrons, Sailing Cadre, Weapons Detail, or any other program will have its own CDO while the program participants are residing in Bancroft Hall. These CDOs will complete a 0800 Report and conduct TAPS for their specific program each night and submit it to the NASP CDO.

(2) Program CDO is a 24 hour watch, beginning at 0630 the day of duty. Program CDOs will muster in the Rotunda at 0630 with the NASP CDO and MOOW.

f. Company Mate of the Deck (CMOD)

(1) Summer School must have a CMOD for each Summer School Company from 1600 until pipe down by the NASP CDO during the school week, and from

0630 until pipe down on weekends or holidays. All other programs must have a CMOD when the bulk of participants assigned to that program are present (after daily training) until pipe down by the NASP CDO. NASS will also provide a CMOD for the decks upon which their participants reside. The NASS CMOD will report directly to the NASS CDO.

(2) CMODs will ensure that their areas of responsibility are secure, and perform any addition duties required by the NASP/NASS CDO as appropriate.

g. Brigade Security Rover - Naval Academy Summer Programs (BSR-NASP). After CMOD pipe down, two BSR watch standers will patrol all NASP areas until 0630 the following day. BSRs stand in three hour shifts.

h. Brigade Security Rover - Naval Academy Summer Seminar (BSR-NASS). After CMOD pipe down, two BSR watch standers will patrol all NASS areas until 0630 the following day. BSRs stand in three hour shifts.

4. Additional Notice for NASP:

a. Midshipmen assigned to Mandatory Summer School because of an academic year "academic unsat" status, will not be used for watch unless necessary. If Summer School students are needed to fill watch positions, Mandatory Summer School ac unsat students may not be used from 2200 to 0700 the following duty day or during any class/study periods. Voluntary Summer School students are authorized to stand watch during between 2200 and 0700, but with discretion.

b. Duty Sections will be determined by the NASP OIC.

0104 Plebe Summer

1. Responsibilities: Plebe Summer is responsible for the security and accountability of all Plebe Summer participants, and watch training for the 4/C Regiment. All Watch related issues under Plebe Summer jurisdiction are the 4/C Regimental Adjutant's responsibility.

2. Plebe Summer staff must understand Bancroft Hall Duty requirements listed in section 0102 above.

3. Required Watches:

a. Assistant Officer of the Watch-Plebe Summer (AOW-PS)

(1) From the start of Plebe Summer through Reform, a TAD ENS/2nd LT (assigned to Plebe Summer, Weapons, or Sailing) will stand AOW-PS. The AOW-PS will assist the OOW in the execution of his duties related to Plebe Summer.

(2) The AOW-PS will post watch at 0630 the day of his or her duty, and is in a duty status until 0730 the following day. The AOW-PS will muster with the on-coming OOW in Main Office at 0630 the day of his or her duty. The AOW-PS is a member of the Plebe Summer Night Watch Section. The AOW-PS will reside in Bancroft Hall overnight in a room provided by Plebe Summer.

COMDTMIDNINST 1601.10E

(3) The AOOW-PS Watch Bill will be promulgated separately by the Bancroft Hall Assistant Senior Watch Officer.

b. Plebe Summer Duty Driver

(1) From the start of Plebe Summer through Reform, a TAD ENS/2nd LT (assigned to P.E. Department) will be the Duty Driver exclusively for 4/C Regiment needs. The Plebe Summer Duty Driver will maintain contact with the Plebe Summer RMOOW via beeper and/or cell phone during his duty day and will remain within close proximity to Bancroft Hall. The Duty Driver will reside in Bancroft Hall overnight, and will be in a Duty Status from 0630 the day of duty until 0630 the following morning. The Plebe Summer Duty Driver will muster with the on-coming OOW in Main Office at 0630 with the AOOW-PS each morning

(2) The Plebe Summer Duty Driver Watch Bill will be promulgated separately by the Bancroft Hall Assistant Senior Watch Officer.

c. Plebe Summer Night Watch Section

(1) From I-Day minus one to Reform, one Company Officer and one Senior Enlisted Leader per Battalion, the AOOW-PS, and the Plebe Summer Duty Driver will patrol the area occupied by the 4/C Regiment. The watch will normally post from 1900 to 2400 each night, or as directed by the 4/C Regimental Officer in Charge of Plebe Summer.

(2) The Plebe Summer Night Watch Section Watch Bill will be promulgated separately by the Plebe Summer Battalion Officers.

d. Regimental Midshipman of the Watch (RDO)

(1) Plebe Summer will provide a RDO starting upon the return of the Cadre on 23 June. The RDO will post watch at 0630 the day of his or her duty, and remain on duty until 0730 the following morning.

(2) The RDO is responsible to the 4/C Regimental Commander, the OOW, AOOW-PS, and the MOOW for the security and accountability of the 4/C Regiment, to include all cadre and 4/C. The RDO will ensure that the 4/C Regiment is fulfilling its Bancroft Hall Duty requirements during designated times, e.g., Main Office watch standers, colors details, etc. The RDO will collect Plebe Summer Companies' TAPS sheets and 0800 Reports and make a Plebe Summer 0800 Report for the MOOW. RDO will be stood by all Company Commanders in the 4/C Regiment.

(3) The RDO Watch Bill will be promulgated separately by the 4/C Regimental Adjutant.

e. Battalion Officer of the Watch (BOOW)

(1) The Port and Starboard Battalion BOOWs will be established/secured at the discretion of the Officer in Charge of Plebe Summer commencing upon the return of the cadre on 23 June. 2 strippers will stand BOOW within their respective Battalions. The BOOW is responsible to the RDO for security and accountability in their Battalion, and will compile

0800 Reports from their Battalion and submit them to the RDO. BOOWs muster in the Rotunda each morning at 0630 with the day's RDO and MOOW.

(2) The BOOW Watch Bill will be promulgated separately by the 4/C Battalion Adjutant.

f. Company Duty Officer (CDO)

(1) Each Company in the 4/C Regiment, including Tango Company, will provide a CDO commencing with the return of the cadre on 23 June. CDO will be stood by Squad Leaders in each Company. The CDO will submit a 0800 report to the RDO via the BOOW daily. Normally, the off-going CDO will attend morning physical training whereas the on-coming CDO will attend morning watch muster in the Rotunda at 0630. The CDO is responsible for security and accountability of all plebes and cadre within their Company. The CDO will conduct TAPS for their Company.

(2) The CDO Watch Bill will be promulgated separately by the 4/C Company Adjutants.

g. Company Mate of the Deck (CMOD)

(1) Each Company in the 4/C Regiment, with the exception of Tango Company, will provide a CMOD to patrol Company area from 0545 until 2200 each day. CMOD will be stood by 4/C Midshipmen. During events that are mandatory for all candidates (Oath of Office Ceremony, placement exams, Superintendent/Commandant's Calls, etc.), CMOD will be stood by cadre. CMODs are responsible for Midshipmen security within their Company area. Cadre should ensure that prior enlisted and NAPS 4/C qualify upon arrival in company area.

(2) The CMOD Watch Bill will be promulgated separately by the 4/C Company Adjutants.

h. Brigade Security Rover - Plebe Summer (BSR-PS)

(1) Each Company in the 4/C Regiment will provide BSR-PS watch standers from 2200 until 0545 the following morning each day. 4/C Midshipmen will stand BSR-PS in pairs from I-Day plus 7 until Brigade Reform. Cadre is responsible for BSR-PS from I-Day minus one through I-Day plus seven. BSR-PSs are responsible to the CDO for Midshipmen security within their Company area.

(2) The BSR-PS Watch Bill will be promulgated separately by the 4/C Company Adjutants.

4. Additional Notices for Plebe Summer:

a. The 4/C Regimental Adjutant is responsible for promulgating details concerning watch rotation times and specific watch stander responsibilities.

b. When the 4/C Regiment is responsible for providing Main Office watch standers, the Regimental Adjutant will assign Duty Companies to fill the Plebe Summer watch obligations. See the section under Bancroft Hall Duty for information concerning when Plebe Summer is responsible for Main Office watches.

COMDTMIDNINST 1601.10E

0105 WATCH PERIODS

1. OOW, all the AOOW watches, MOOW, NASS CDO, NASP CDO, Plebe Summer RDO, and all CDO watches begin at 0630 on the day of duty and last until 0730 the following day when the off-going and on-coming OOWs and MOOWs deliver the 0800 Report to the Deputy Commandant. Individual program OICs may require their head watch standers to deliver 0800 Reports to them at 0730 at their discretion, e.g., the off-going and on-coming RDOs deliver the Plebe Summer 0800 Report to the Officer in Charge of Plebe Summer.

2. Duty Driver watches last from 0630 the on the day of duty until 0630 the following morning when the off-going and on-coming Duty Driver watch standers turn over in front of the OOW.

***Bancroft Hall
Watchstanding***

***Personnel
Qualification
Standards***

**OFFICER OF THE WATCH(OOW)
QUALIFICATION CARD**

1. Stand three watches under instruction (OOW name, signature, initials, and date):

2. Perform the following with a qualified OOW:

OOW Initials/Date

- | | |
|---|-------|
| a. Observe Taps | _____ |
| b. Observe Restriction Muster | _____ |
| c. Observe Morning Colors | _____ |
| d. Observe Evening Colors | _____ |
| e. Inventory Keys | _____ |
| f. Observe building lockup | _____ |
| g. Locate/operate T-Court lights | _____ |
| h. Locate/operate Memorial Hall and Smoke Hall lights | _____ |
| i. Locate T-Court PA system switch | _____ |
| j. Observe reveille | _____ |
| k. Tour basement | _____ |
| l. Tour Dahlgren Hall | _____ |
| m. Review all Main Office logs | _____ |
| n. Inventory MOOW gear locker | _____ |
| o. Review OOW and MOOW Passdown Logs | _____ |
| p. Sample the Midshipmen Mess | _____ |

q. Review the Future Action Board _____

3. Discuss with qualified OOW: OOW/ Initials/Date

a. OPREP procedure _____

b. Interaction with NADO, PE Watch Officer and Luce Hall Watch Officer _____

c. Emergency leave procedures _____

d. Emergency travel fund procedures _____

e. Bomb threat procedures _____

f. Emergency procedures _____

g. Destructive weather bill _____

h. Duty vehicle/driver rules _____

i. Death notification procedures _____

j. Midshipmen incidents, notification procedures _____

k. Midshipmen watch organization _____

l. Parade procedures _____

m. IMC and T-Court speaker system operation _____

n. NATS access _____

o. Pep rallies _____

p. Weekend turnover with the Deputy _____

4. Discuss with 1st Lieutenant: OOW Initial/Date

a. Basic heating and hot water system _____

b. Fire alarms, smoke alarms, sprinkler system _____

c. Trouble alarms _____

- d. Trouble calls _____
- e. Building security and interaction with DOD police/NCIS _____
- 5. Discuss with Chaplain: Initial/Date

 - a. Death notification procedures _____
 - b. Duty Chaplain responsibilities _____

- 6. Discuss with Medical Liaison: Initial/Date

 - a. After hours medical staffing _____
 - b. Information flowpath for hospitalized midshipmen _____

- 7. Discuss with Staff Judge Advocate: Initial/Date

 - a. Privacy Act and release of information _____
 - b. Search and seizure procedures _____

- 8. Discuss with Conduct Officer: Initial/Date

 - a. Restriction rules, procedures and requirements _____
 - b. Processing of conduct action generated on watch _____

- 9. Discuss with Logistics Officer: Initial/Date

 - a. Accessing Movement Orders _____
 - b. Movement Order logging requirements _____

- 10. Complete on your own Initial/Date

 - a. Read and understand COMDTMIDNINST 1601.10E
(BANCROFT HALL WATCH ORGANIZATION) _____

- 11. Oral review of OOW/AOOW responsibilities with Senior Watch Officer.

As of _____, _____ is qualified to stand watch as Bancroft Hall
Officer of the Watch/Assistant Officer of the Watch.

Senior Watch Officer/Date
Qual card retained by SWO

**MIDSHIPMAN OFFICER OF THE WATCH (MOOW)
QUALIFICATION CARD**

Name: _____ Alpha: _____ Company: _____

1. Stand one watch under instruction (MOOW name, signature, initials, and date):

2. Perform the following with a qualified MOOW:

MOOW
Initials/Date

- a. Observe Taps _____
- b. Observe Restriction Muster _____
- c. Observe Morning Colors _____
- d. Observe Evening Colors _____
- e. Inventory Keys _____
- f. Locate/operate T-Court lights _____
- g. Locate/operate Memorial Hall and Smoke Hall lights _____
- h. Locate T-Court PA system switch _____
- i. Review all Main Office logs _____
- j. Inventory MOOW gear locker _____
- k. Review OOW and MOOW Passdown Logs _____
- l. Prepare a Brigade 0800 Report _____
- m. Conduct surprise Duty Section Muster _____
- n. Verify Attic Accesses are locked _____

3. Discuss with qualified MOOW:

MOOW
Initials/Date

- a. Emergency leave procedures _____

- b. Bomb threat procedures _____
- c. Emergency procedures _____
- d. Destructive weather bill _____
- e. Duty vehicle/driver rules _____
- f. 1MC and T-Court speaker system operation _____
- g. Watch relief report with Deputy Commandant _____
- h. Fire warning light system/procedures _____
- i. Unauthorized personnel procedures _____
- j. Bancroft Hall bell system _____
- k. Dahlgren Hall lockup _____
- l. Brigade 0800 Report _____
- m. Handling Intoxicated Midshipmen _____
- n. Midshipmen Watch standing Requirements _____

4. Complete on your own Initial/Date

- a. Review Main Office Notebook _____
- b. Read and understand COMDTMIDNINST 1601.10E
(BANCROFT HALL WATCH ORGANIZATION) _____

5. As of _____, Midn. _____,
(Date) (Name) (Alpha) (Co.)

is qualified to stand watch as Midshipman Officer of the Watch/Assistant Midshipman Officer of the Watch.

(Brigade Adjutant)

Copy to: 1st Regimental Adjutant
Performance Jacket

**COMPANY MIDSHIPMAN OFFICER OF THE WATCH (CMOOW)
QUALIFICATION CARD**

Name: _____ Alpha: _____ Company: _____

1. Stand one watch under instruction (MOOW name, signature, initials, and date):

2. Perform the following with a qualified MOOW/CMOOW:

MOOW/CMOOW
Initials/Date

- a. Observe Taps _____
- b. Observe Restriction Muster _____
- c. Observe Morning Colors _____
- d. Observe Evening Colors _____
- e. Inventory Keys _____
- f. Locate/operate T-Court lights _____
- g. Locate/operate Memorial Hall and Smoke Hall lights _____
- h. Locate T-Court PA system switch _____
- i. Review all Main Office logs _____

3. Discuss with qualified MOOW/CMOOW:

MOOW/CMOOW
Initials/Date

- a. Emergency leave procedures _____
- b. Bomb threat procedures _____
- c. Emergency procedures _____
- d. Destructive weather bill _____
- e. Duty vehicle/driver rules _____
- f. 1MC and T-Court speaker system operation _____

COMDTMIDNINST 1601.10E

- g. Fire warning light system/procedures _____
- h. Unauthorized personnel procedures _____
- i. Bancroft Hall bell system _____
- j. Dahlgren Hall lockup _____

4. Complete on your own Initial/Date

- a. Review Main Office Notebook _____
- b. Read and understand COMDTMIDNINST 1601.10E
(BANCROFT HALL WATCH ORGANIZATION) _____

5. As of _____, Midn. _____, _____,
(Date) (Name) (Alpha) (Co.)

is qualified to stand watch as Midshipman Officer of the Watch/Assistant Midshipman Officer of the Watch.

(Brigade or 1st Regimental Adjutant)

Copy to: 1st Regimental Adjutant
Performance Jacket

**REGIMENTAL MIDSHIPMAN OFFICER OF THE WATCH (RMOOW)
QUALIFICATION CARD**

Name: _____ Alpha: _____ Company: _____

1. Stand one watch under instruction (MOOW name, signature, initials, and date):

2. Perform the following with a qualified RMOOW:

RMOOW
Initials/Date

- a. Observe Taps _____
- b. Observe Morning Colors _____
- c. Observe Evening Colors _____
- d. Perform Dahlgren Hall Watch _____
- e. Perform Mitscher-Levy Patrol _____
- f. Supervise Tours _____
- g. Spot Check Crypt Watch _____
- h. Spot Check Gate 0 Watch _____
- i. Inspect "no visitor" signs _____
- j. Collect and check Duty Battalion Watch bills _____

4. Complete on your own

Initial/Date

- a. Read and understand COMDTMIDNINST 1601.10E
(BANCROFT HALL WATCH ORGANIZATION)

5. As of _____, Midn. _____, _____,
(Date) (Name) (Alpha) (Co.)

is qualified to stand watch as Midshipman Officer of the Watch/Assistant Midshipman Officer of the Watch.

(Brigade or 1st Regimental Adjutant)

Copy to: Regimental Adjutant
Performance Jacket

**BATTALION OFFICER OF THE WATCH (BOOW)
QUALIFICATION CARD**

Name: _____ Alpha: _____ Company: _____

1. Stand one watch under instruction (BOOW name, signature, initials, and date):

2. Perform the following with a qualified BOOW:

BOOW
Initials/Date

- a. Conduct a Taps verification spot check _____
- b. Conduct a room inspection _____
- c. Post and enforce class uniform standards _____
- d. Tour athletic facilities enforcing PE gear standards _____
- e. Spot check Study Hour compliance _____
- f. Observe formation and validate accountability report _____
- g. Prepare a Battalion 0800 Report _____
- h. Conduct a Wardroom inspection _____
- i. Prepare a Duty Battalion Watch bill (Shore Patrol/Gate/
Shipmate) _____
- j. Conduct a tour of Battalion Common Areas _____
- k. Verify Attic Accesses are locked in Battalion Area _____

3. Discuss with qualified BOOW:

BOOW
Initials/Date

- a. Unauthorized personnel procedures _____
- b. Relief/turnover procedures _____
- c. Destructive weather bill _____
- d. Fire warning light system/procedures _____

e. Duties and responsibilities of the BOOW _____

f. Battalion 0800 Reports _____

4. Complete on your own

Initial/Date

a. Read and understand COMDTMIDNINST 1601.10E
(BANCROFT HALL WATCH ORGANIZATION) _____

5. As of _____, Midn. _____, _____,
(Date) (Name) (Alpha) (Co.)

is qualified to stand watch as Battalion Officer of the Watch/Assistant Battalion Officer of the
Watch.

(Battalion Adjutant)

Copy to: Battalion Adjutant
Performance Jacket

**MIDSHIPMAN IN CHARGE OF BATTALION OFFICE (MCBO)
QUALIFICATION CARD**

Name: _____ Alpha: _____ Company: _____

1. Stand one watch under instruction (MCBO name, signature, initials, and date):

2. Perform the following with a qualified BOOW/MCBO:

BOOW/MCBO
Initials/Date

- a. Conduct a Taps verification spot check _____
- b. Conduct a room inspection _____
- c. Post and enforce class uniform standards _____
- d. Tour athletic facilities enforcing PE gear standards _____
- e. Spot check Study Hour compliance _____
- f. Inspect morning marching tours _____
- g. Observe formation and validate accountability report _____
- h. Stand Gate 0 Watch _____

3. Discuss with qualified BOOW/MCBO:

BOOW/MCBO
Initials/Date

- a. Unauthorized personnel procedures _____
- b. Relief/turnover procedures _____
- c. Destructive weather bill _____
- d. Fire warning light system/procedures _____
- e. Duties and responsibilities of the MCBO _____

4. Complete on your own

Initial/Date

- a. Read and understand COMDTMIDNINST 1601.10C
(BANCROFT HALL WATCH ORGANIZATION)

5. As of _____, Midn. _____, _____,
(Date) (Name) (Alpha) (Co.)
is qualified to stand watch as Battalion Officer of the Watch/Assistant Battalion Officer of the
Watch.

(Battalion Adjutant)
Copy to: Battalion Adjutant
Performance Jacket

**COMPANY DUTY OFFICER (CDO)
QUALIFICATION CARD**

Name: _____ Alpha: _____ Company: _____

1. Stand one watch under instruction (CDO/ACDO) name, signature, initials, and date):

2. Perform the following with a qualified CDO:

CDO Initials/Date

- a. Conduct Taps _____
- b. Conduct a room inspection _____
- c. Patrol decks _____
- d. Spot check CMOD uniform _____
- e. Spot check Study Hour compliance _____
- f. Check CMOD's emergency procedure knowledge _____
- g. Conduct bed check _____
- h. Prepare a Company 0800 Report _____
- i. Conduct a Wardoom inspection _____
- j. Conduct SMT _____
- k. Utilize a breathalyzer _____

3. Discuss with qualified CDO:

CDO Initials/Date

- a. Unauthorized personnel procedures _____
- b. Relief/turnover procedures _____
- c. Room/area tour procedures _____
- d. Sick-In-Room midshipmen _____
- e. Intoxicated Midshipmen _____

- f. Duties and responsibilities of the CDO _____
- g. CMOD logkeeping procedures _____
- h. Company 0800 Reports _____
- i. Duty Excusal policy _____

4. Complete on your own Initial/Date

- a. Read and understand COMDTMIDNINST 1601.10E
(BANCROFT HALL WATCH ORGANIZATION) _____

5. As of _____, Midn. _____, _____, _____
 (Date) (Name) (Alpha) (Co.)
 is qualified to stand watch as Company Duty Officer/Assistant Company Duty Officer.

 (Company Adjutant)
 Copy to: Company Adjutant
 Performance Jacket

**ASSISTANT COMPANY DUTY OFFICER (ACDO)
QUALIFICATION CARD**

Name: _____ Alpha: _____ Company: _____

1. Stand one watch under instruction (ACDO name, signature, initials, and date):

2. Perform the following with a qualified CDO/ACDO:

CDO/ACDO
Initials/Date

a. Conduct Taps

b. Conduct a room inspection

c. Patrol decks

d. Spot check CMOD uniform

e. Spot check Study Hour compliance

f. Check CMOD's emergency procedure knowledge

g. Conduct bed check

h. Prepare a Company 0800 Report

3. Discuss with qualified CDO/ACDO:

CDO/ACDO
Initials/Date

a. Unauthorized personnel procedures

b. Relief/turnover procedures

c. Room/area tour procedures

d. Sick-In-Room midshipmen

e. Intoxicated midshipmen procedures

e. Duties and responsibilities of the CDO

f. CMOD logkeeping procedures

4. Complete on your own

Initial/Date

a. Read and understand COMDTMIDNINST 1601.10E
(BANCROFT HALL WATCH ORGANIZATION)

5. As of _____, Midn. _____, _____, _____
(Date) (Name) (Alpha) (Co.)

is qualified to stand watch as Company Duty Officer/Assistant Company Duty Officer.

(Company Adjutant)
Copy to: Company Adjutant
Performance Jacket

**COMPANY MATE OF THE DECK(CMOD)
QUALIFICATION CARD**

Name: _____ Alpha: _____ Company: _____

1. Stand one watch under instruction (CMOD name, signature, initials, and date):

2. Perform the following with a qualified CMOD:

CMOD
Initials/Date

a. Make patrols of the decks

b. Make company announcements

c. Demonstrate ability to challenge unauthorized persons

3. Discuss with qualified CMOD:

CMOD
Initials/Date

a. Relief/turnover procedures

b. Phone etiquette

c. Sick-In-Room midshipmen

d. Protocol when senior officers are on deck
(O-5 and above)

e. Delivery and format of messages

f. Proper log entries

g. Checking ID cards:

(1) Military

(2) Civilian

h. Unauthorized personnel procedures

i. Watch notification distribution

j. Updating boards

k. Maintaining orderly appearance of CMOD post _____

l. Study Hall requirements _____

m. Academic watch relief procedures _____

n. Intoxicated midshipmen procedures _____

o. Bomb Threat/suspicious package procedures _____

4. Complete on your own Initial/Date

a. Read and understand COMDTMIDNINST 1601.10E series
(BANCROFT HALL WATCH ORGANIZATION) _____

5. As of _____, Midn. _____, _____, _____
(Date) (Name) (Alpha) (Co.)
is qualified to stand watch as Company Mate of the Deck.

(Company Adjutant)

Copy to: Company Adjutant
Performance Jacket

**MIDSHIPMAN IN CHARGE OF MAIN OFFICE (MCMO)
QUALIFICATION CARD**

Name: _____ Alpha: _____ Company: _____

1. Stand one watch under instruction (MCMO name, signature, initials, and date):

2. Perform the following with a qualified MCMO:

MCMO
Initials/Date

a. Review Main Office, Package, Phone and Lost and Found
Logs

b. Locate/operate T-Court lights

c. Locate/operate Memorial Hall and Smoke Hall lights

d. Review Main Office Notebook

e. Manage Watch stander check-in and inspection sheet/process
(Shore Patrol, Gate Guard, Crypt Watch)

3. Discuss with qualified MOOW:

MOOW
Initials/Date

a. Usher details

b. Fire warning light system/procedures

c. Briefing Main Office watch standers

d. Main Office, Package, Phone and Lost and Found Log
entries and procedures

e. Unauthorized personnel procedures

f. Bancroft Hall bell system

g. 1MC and T-Court speaker system operation

h. MCMO Checklist

i. Main Office chain of command

j. How to obtain weather reports _____

k. Duty vehicle/driver rules _____

4. Complete on your own Initial/Date

a. Read and understand COMDTMIDNINST 1601.10E
(BANCROFT HALL WATCH ORGANIZATION) _____

5. As of _____, Midn. _____, _____,
(Date) (Name) (Alpha) (Co.)
is qualified to stand watch as Midshipman In Charge Of Main Office.

(Qualified MOOW)

Copy to: Company Adjutant
Performance Jacket

**ASSISTANT MIDSHIPMAN IN CHARGE OF MAIN OFFICE (AMCMO)
QUALIFICATION CARD**

Name: _____ Alpha: _____ Company: _____

1. Stand one watch under instruction (AMCMO name, signature, initials, and date):

2. Perform the following with a qualified AMCMO:

AMCMO
Initials/Date

a. Review Phone Log

b. Review Lost and Found Log

3. Discuss with qualified MCMO:

MCMO
Initials/Date

a. Receiving visitors

b. Proper phone etiquette

c. Phone Log procedures

d. Lost and Found procedures
(1) Logkeeping requirements

(2) Storage

e. E-mail message procedures

f. Watch chain of command

g. Cleanliness requirements

4. Complete on your own

Initial/Date

a. Read and understand COMDTMIDNINST 1601.10E
(BANCROFT HALL WATCH ORGANIZATION)

5. As of _____, Midn. _____, _____,

(Date) (Name) (Alpha) (Co.)

is qualified to stand watch as Assistant Midshipman In Charge Of Main Office.

(Qualified MCMO)

Copy to: Company Adjutant

Performance Jacket

**MAIN OFFICER MESSENGER (MOM)
QUALIFICATION CARD**

Name: _____ Alpha: _____ Company: _____

1. Perform the following with a qualified MOM:

MOM
Initials/Date

- a. Answer telephone properly _____
- b. Receive and greet visitors _____

2. Discuss with qualified MOM:

MOM
Initials/Date

- a. Phone etiquette (including use of "hold:") _____
- b. Receiving visitors _____
- c. Bomb threat procedures _____
- d. E-mail messages _____
- e. Emergency phone call procedures _____
- f. Procedure for receiving death notifications _____
- g. Watch chain of command _____

3. Complete on your own

Initial/Date

- a. Read and understand COMDTMIDNINST 1601.10E
(BANCROFT HALL WATCH ORGANIZATION) _____

4. As of _____, Midn. _____, _____
(Date) (Name) (Alpha) (Co.)
is qualified to stand watch as Main Office Messenger.

(Qualified MCMO/AMCMO)

Copy to: Company Adjutant
Performance Jacket