



DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN
U.S. NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 1081.1B
SWO

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1081.1B

Subj: TAPS ACCOUNTABILITY OF MIDSHIPMEN

Ref: (a) Navy Regulations (1990)

Encl: (1) Taps Accountability Muster Sheet

1. Purpose. To promulgate the Midshipman accountability procedure for taps.
2. Cancellation. COMDTMIDNINST 1081.1A
3. Background. Reference (a), section 0808, paragraph 4, requires "The presence of all persons attached to the command shall be accounted for daily. Persons who have not been sighted by a responsible senior shall be reported absent."
4. Policy. Company Commanders shall ensure their respective Company Adjutants maintain formal Taps Muster Sheets, using enclosure (1). Company members shall be listed in ascending order of room number, including last names, and personally sign the muster sheet at taps. Company Commanders shall ensure Company Adjutants provide accurate taps muster sheets to each Company Duty Officer no later than 1200 each day.
5. Procedure. In each company area, the Company Duty Officer is accountable for the timely and accurate muster of every Midshipman in that company.
 - a. Each CDO shall personally maintain custody of the muster sheet, shall not delegate taps responsibility, and shall initial the Visual Identification (VID) block next to each returning Midshipman's signature once the CDO has sighted that Midshipman. VID shall commence not earlier than 30 minutes prior to taps, regardless of when a Midshipman signed the Taps Muster Sheet. The CDO will personally sight each Midshipman that is required to be in the company area at TAPS within the 30 minute window prior to taps.
 - b. If a Midshipman is absent, the CDO shall write the reason in the Midshipman's signature block.

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

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

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

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

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

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

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

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

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

d. Turn-in of Taps Muster Sheets will not be delayed in order to ascertain a complete explanation for individuals absent. If the Midshipman is not physically present in the company area or not on official movement order, chit or weekend, the CDO will write "Absent: Unauthorized" and turn the sheet in. Following the turn-in, the CDO will continue to locate the Midshipman.

e. The CDOs will hand-carry their muster sheets (in person) to the Battalion Officer of the Watch (BOOW), arriving no later than five minutes after taps. E-mail, phone call or other communication with the BOOW or any other person are not authorized. BOOWs will take the battalion reports to the Midshipman Officer of the Watch in Main Office no later than 20 minutes after taps. The BOOW is personally responsible for the accuracy of the Battalion 0800. He/she will compare the previous day's report to ensure daily numbers are aligned.

f. Except as allowed above, Midshipmen will be in their own company areas after signing the Taps muster sheet. A Midshipman may receive authorization from the CDO to depart company area after signing the Taps Muster Sheet and the accountability log.

g. The BOOW will conduct random spot checks of Taps each night, and note the results in the Battalion 0800 report. Any discrepancies in the conduct of Taps will be reported to Battalion Officer at morning turnover.

6. Review Responsibility. The Senior Watch Officer is responsible for annual review of this instruction.


B. P. O'DONNELL
By direction

Distribution:
Non-Mids (Electronically)

1/C

Assigned
Present
Excused
UA

3/C

Assigned
Present
Excused
UA

2/C

Assigned
Present
Excused
UA

4/C

Assigned
Present
Excused
UA

CDO's Name (Print): _____

Signature: _____

Approved
Brigade Adjutant