



DEPARTMENT OF THE NAVY

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

COMDTMIDNINST 1601.10F CH-1
SWO
31 Aug 11

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1601.10F CHANGE TRANSMITTAL 1

Subj: BANCROFT HALL WATCH INSTRUCTION

Encl: (1) Revised pages i, 1-1, 1-3, and 3-1 through 3-6.

1. Purpose. To publish change 1 to the basic instruction.
2. Action. Remove pages i, 1-1, 1-3, and 3-1 through 3-6 of the basic instruction and replace with the revised pages provided in enclosure (1).

A handwritten signature in black ink, appearing to read "C. A. Carroll", is positioned above the typed name.

C. A. CARROLL
By direction

Distribution:
Non-Mids (Electronically)

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CHAPTER 1 - WATCHSTANDING POLICIES

100. General Watchstanding Policies

a. This instruction and references (a) through (d) cover the general policies and emergency procedures for Bancroft Hall.

b. Duty Section Assignment and Rotation: One duty section will be assigned for each day of the semester. Weekday duty will commence at 0615 on the duty day and turnover at 0615 the following day. Weekend duty will commence on Friday at 0615 and turnover at 0615 the following Monday. During a three-day weekend, the duty section assigned will extend to cover the holiday.

c. Liberty: Duty section personnel are not authorized town liberty when on duty. Yard liberty, with the exception of Naval Support Activity (NSA), may be granted at the discretion of the CDO. Duty personnel are required to sign out of the company duty log when leaving deck.

d. Alcohol: Duty personnel are prohibited from consuming alcohol within 12 hours of assuming duty or while in a duty status.

e. Uniforms: All watch personnel, other than CMOD and Battalion Security Rover (BSR) watchstanders, will stand their watch in the uniform of the day and remain covered at all times with the following exceptions: at meal, in Main Office, in class, in Midshipmen rooms, or in the Chapel. The OOW and SDO will wear the respective duty badge. MOOW, RMOOW, CMOOW, BOOW, and MCBO watch standers will wear the respective watch brassard on the left arm. BSR will stand watch in Navy Working Uniform (NWU) or camouflage utilities if NWU has not been issued. CDOs are not required to remain covered.

f. Inspections:

(1) The MOOW will muster and inspect all RMOOW, CMOOW, BOOW, and CDO watch standers in the Rotunda at 0615.

(2) The SDO will muster and inspect in the Rotunda the morning colors detail at 0715 and evening colors detail 45 minutes prior to sunset. Colors detail will wear the uniform the day with white gloves and appropriate weather gear.

g. Class Attendance: Midshipmen will attend class except as authorized by reference (a), chapter 2. Further, Midshipmen ARE NOT AUTHORIZED to miss exams due to watch. **There are no exceptions.**

h. Mandatory Events: During events which are mandatory in nature (e.g., Forrester Lectures, battalion calls, mandatory sporting events, parades, etc.), each company will maintain a CDO and one CMOD on deck to patrol his/her company area. The following exceptions are provided:

(1) Home football games: Each company will maintain a CDO and two CMODs (to provide for rotation) on deck to patrol assigned company spaces;

d. Shipmate Duty Drivers will be assigned and directed by the Brigade Alcohol and Drug Education Officer (ADEO). These designated Midshipmen will be exempt from regular duty section assignments.

e. Midshipmen ATFP Officers will be directed by the Brigade AT/FP Officer to stand Anti-Terrorism Tactical Watch Officer (ATTWO) watches. These designated Midshipmen will be exempt from regular duty section assignments.

f. Designated Lifeguards will be assigned and directed by the Brigade Lifeguard Coordinator for the Macdonough Pool Lifeguard Watch. These Midshipmen will be assigned to a duty section; however, they will not be assigned CMOD, ACDO or CDO due to the nature of their watches. They are still to be available for musters and/or other general duty tasking.

CHAPTER 3 - MIDSHIPMEN WATCH ORGANIZATION AND DUTIES

300. Duty Section Assignment. The Midshipmen watch organization will be divided into an eight section rotation; not to include the MOOW, RMOOW, CMOOW, BOOW, and MCBO watches. Company adjutants will populate these sections in the following process:

a. Identify varsity athletes and ECA members and spread them across all eight sections so as not to have all participants of one group in a single duty section. This will avoid having high numbers of duty section members away on a single movement order.

b. Distribute remaining company personnel evenly across the sections, ensuring an approximately equal representation by class.

c. Fall semester duty sections will be identified by the preceding May and spring semester duty sections will be identified by the preceding December.

d. The minimum composition of a duty section will be:

(1) 1/C Midshipmen: Not less than three assigned.

(2) 2/C Midshipmen: Not less than three assigned.

(3) 3/C Midshipmen: Not less than four assigned.

(4) 4/C Midshipmen: Not less than four assigned.

(5) Each duty section within the Brigade shall, therefore, have at least 14 Midshipmen assigned. In the unlikely event that a company is unable to assign the minimum number of Midshipmen required, an exception will be requested from the Senior Watch Officer.

e. Midshipmen who wish to sign up for ECA/Club Movement Orders (MO) during their scheduled duty days will be responsible for finding a replacement. They shall submit a duty swap chit to their respective unit adjutants for approval before the MO is approved.

301. Watch Organization Billets and Responsibilities. The billets and their associated responsibilities listed herein represent only the minimum that must be maintained in the watch organization. Additional watches may be added at the order of the Commandant, Deputy Commandant, SWO, ASWO, or Brigade Adjutant.

a. Midshipman Officer of the Watch (MOOW). The MOOW answers to the OOW for the execution and conduct of the Bancroft Hall Midshipman watch team. He/she is responsible for ensuring events in the Plan of the Day are executed properly and that good order and discipline is maintained. At a minimum, the MOOW will execute the duties listed in the MOOW Checklist included in Appendix L. The MOOW is also charged with writing the daily Brigade 0800 Report and briefing the highlights of the report to the Deputy Commandant upon turnover.

b. Regimental Officer of the Watch (RMOOW). The RMOOW is the senior Midshipman on duty within each regiment; two being assigned for each duty day. The RMOOWs report to and assist the MOOW in the performance of his/her duties. RMOOWs are responsible for directing completion of the Battalion 0800 Reports from their respective battalions and submitting them to the MOOW.

c. Company Midshipman Officer of the Watch (CMOOW). The CMOOW is assigned to assist the MOOW in the performance of his/her duties; to include, specifically, monitoring tours. One company commander or sports team captain will be assigned CMOOW for each duty day.

d. Battalion Officer of the Watch (BOOW). The BOOW is the senior Midshipman on duty within each battalion. Each BOOW reports to his/her Battalion Officer, MOOW, and his/her respective RMOOW. BOOWs will ensure good order and discipline and the proper execution of watch duties are maintained in their battalions. BOOWs are responsible for writing the daily Battalion 0800 report and executing the duties listed in the BOOW Checklist included in Appendix O.

e. Midshipman in Charge of the Battalion Office (MCBO). Each battalion will have one 2/C Midshipman assigned as MCBO. The MCBO assists the BOOW in the performance of his/her duties as well completing all duties listed in the MCBO Checklist included in Appendix P.

f. Company Duty Officer (CDO). The CDO is the senior Midshipman on duty in each company and is responsible to the Company Officer, company commander, and the respective BOOW for the conduct of the watch and accountability of his/her company. The CDO remains on deck unless at class or other events authorized by the Company Officer, company commander, or other such authority. When leaving deck, the CDO must inform the Assistant Company Duty Officer (ACDO) as well as the CMOD and sign out in the company deck log. Each CDO will, at a minimum, complete all tasks listed in the CDO Checklist included in Appendix Q to include preparing/submitting the daily Company 0800 Report to the BOOW and conduct taps in accordance with reference (b).

g. Assistant Company Duty Officer (ACDO). Each company will have one 2/C Midshipman assigned as ACDO whose responsibility is to assist the CDO in the performance of his/her duties. Unless at class or other event authorized by the Company Officer, company commander, or other such authority the ACDO must remain on deck in the absence of the CDO.

h. Midshipman in Charge of Main Office (MCMO). The MCMO maintains the Main Office Deck Log and supervises the functioning of the Main Office watch team. Each MCMO will, at a minimum, complete all tasks listed in the MCMO Checklist included in Appendix M.

i. Assistant Midshipman in Charge of Main Office (AMCMO). The AMCMO assists the MCMO in the performance of his/her duties as well as maintains the lost and found locker.

j. Main Office Messenger (MOM). Each MOM is responsible for assisting visitors, answering telephone calls, delivering messages, and carrying out other official duties as directed by the MCMO or AMCMO.

k. Duty Driver. There will be six Duty Drivers assigned per day. Duty Drivers will be 1/C or 2/C midshipmen with a valid driver's license. Restricttees cannot serve as Duty Driver except if authorized by the OOW/SDO. The Duty Driver may only transport midshipmen for official duties or medical appointments. During working hours, every effort will be made to use the medical shuttle. Midshipmen must notify Main Office 24 hours in advance to schedule a duty van ride. Each Duty Driver must complete the Duty Driver Checklist in Appendix N upon turnover. The SDO must complete the Duty Driver ORM checklist in Appendix N with each Duty Driver prior to handing over the keys. The Duty Driver will only be tasked by the OOW/SDO. The Duty Driver will always carry the Duty Driver cell phone. The Duty Driver is not authorized to operate 15 passenger vehicles or larger. Every Duty Driver is required to have at least six hours of sleep in the last 24 hours. Duty Drivers three and four are authorized, but not required, to sleep from 1600-1800. Duty Drivers five and six are authorized, but not required, to sleep from 2200-2400. The following watch rotation will be used:

0600-1200	Duty Driver 1 inspects vehicle with SDO.
1200-1800	Duty Driver 2 relieves Duty Driver 1.
1800-2400	Duty Driver 3 relieves Duty Driver 2. Duty Driver 4 must remain awake and assist the driver.
2400-0600	Duty Driver 5 relieves Duty Driver 3. Duty Driver 6 must remain awake and assist the driver.

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

Sunday-Thursday:	0630-Pipedown
Friday-Saturday*:	0630-0630

*(and Sundays of holiday weekends)

CMODs will be piped down by the CDO when taps has been completed, but no earlier than 2400. Company adjutants will create academic CMOD watch bill from 0745-1200 and 1320-1530 during the week based on 3/C and 4/C Midshipmen with free periods.

m. Battalion Security Rover (BSR). A minimum of two BSRs per watch team will be assigned and responsible for maintaining or augmenting security within Bancroft Hall during evening hours; this includes respective sides of Mitscher/Levy Hall for 3rd and 6th Battalions. BSRs will be posted from Sunday (Mondays of holiday weekends) to Thursday between the hours of 2400 and 0630. BSRs will report to the MCMO at 2330 for detailed instruction and will make phone reports to the MCMO at the top of each hour and upon turnover. The MCMO will record all significant reports and turnovers from BSR patrols in the Main Office Log. The periodicity required for BSRs to make their rounds will be determined by the respective battalion officer, battalion commander, or battalion adjutant.

n. Ushers and Special Event Support. Ushers and special event watch standers will be assigned as required. Specific details such as uniform and muster time/location will be promulgated when assigned. Duty section personnel ARE NOT to be assigned usher or special event watches.

o. Shore Patrol. See Chapter 7.

p. Mitscher Movie Usher Watch. The assigned duty battalion is responsible for providing two ushers to monitor and enforce discipline and proper conduct during movies played in Mitscher Auditorium on Fridays and Saturdays. These ushers will wear uniform of the day.

q. Colors Detail. The assigned duty battalion will be responsible for providing the Colors Detail. Assignments shall be as follows:

<u>Location</u>	<u># of Personnel and Class</u>
Tecumseh Court	8: 1 1/C, 1 2/C, 2 3/C, 4 4/C
Admin Building	3: 1 2/C, 1 3/C, 1 4/C
Halsey Fieldhouse*	7: 1 1/C, 2 2/C, 2 3/C, 2 4/C

The 5x9 flags will be flown Monday-Saturday. The 10x19 flags will be flown on Sundays and holidays.

*Note: Flags will be flown at Halsey Fieldhouse on Sundays and holidays and only the 10x19 flags are to be used.

302. Main Office Watch Team Requirements. The Main Office watch team will be structured as follows unless specifically modified by the SWO*:

1 MCMO:	1/C
1 AMCMO:	2/C
6 Duty Drivers:	2/C or 1/C (must have valid driver's license)
2 MOM:	3/C or 4/C

*Note: The MOOW may pipe-down the watch at 0100 at his/her discretion. From 0100 to 0600, the minimum Main Office Watch Team requirements will consist of the following:

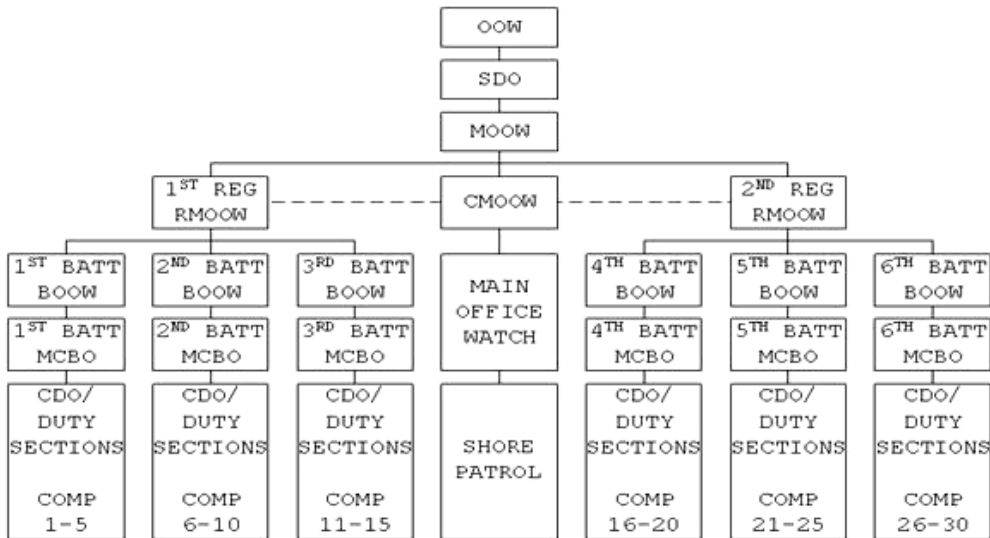
1 MCMO:	1/C
1 MOM:	3/C or 4/C

303. Watch Billet Assignments. Midshipmen will be assigned watch standing duties appropriate to their billet or class per the following table:

STAFF	CLASS	RANK OR BILLET	WATCH
Brigade	1/C	M/CAPT	None
		M/CDR (Except XO, COS, OPS, Honor)	MOOW
		M/LCDR	
		M/LT	RMOOW
		M/LTJG	CDO
	2/C	M/SGT MAJ	None
		Other 2/C	ACDO
Regimental	1/C	M/CDR	MOOW
		M/LCDR	
		M/LT	RMOOW
		M/LTJG	CDO
	2/C	M/SGT MAJ	MCBO
		Other 2/C	ACDO

STAFF	CLASS	RANK OR BILLET	WATCH
Battalion	1/C	M/LCDR	MOOW
		M/LT	BOOW
		M/LTJG	
		SAVI Coordinator	
	2/C	M/SGT MAJ	MCBO
		Admin Chief	
		Drill Sergeant	
Other 2/C			
Company	1/C	Company Commander	CMOOW
		Company XO	BOOW
		Other M/LTJG	CDO
		Other 1/C	CDO, MCMO, Shore Patrol, Main Office Duty Driver
	2/C	M/1 ST SGT	MCBO
		Training SGT	
		Drill SGT	
		Other 2/C	ACDO, AMCMO, Shore Patrol, BSR, Main Office Duty Driver
	3/C	N/A	CMOD
	4/C	N/A	
Team Captains	1/C	M/LT	CMOOW
Drum & Bugle Corps	1/C	M/LT	RMOOW
		M/LTJG	CDO
YP Squadron	1/C	M/LT	RMOOW

304. Watch Structure



305. General Conduct of the Watch

- a. All watchstanders will wear inspection-ready uniforms.
- b. Eating is not authorized while on watch.
- c. Reading while on watch is limited to professional reading and current academic work. This reading, however, shall not distract the watchstander from his/her watch standing duties.
- d. Watchstanders will render proper honors per Navy regulations and the following amplifying instructions:

(1) Salutes may be dispensed with after the first day's meeting, except for those rendered to the Commandant, Deputy Commandant, Battalion Officers, OOW, and any officer senior to the Commandant.

(2) CMODs will sound "attention on deck" upon the arrival of all officers O-5 and above and the OOW. After the officer orders "carry on," the CMOD will approach the officer, render a salute, and report as follows:

"Good morning/afternoon/evening sir/ma'am, MIDN Third/Fourth Class (name), (company) Company Mate of the Deck. May I help you sir/ma'am?"

Upon the arrival of all other officers, CMODs will follow the same procedures as above with the exception of calling "attention on deck."

(3) The MCMO will sound "attention on deck" in Main Office upon the arrival of the Commandant, Deputy Commandant, Battalion Officers, and any senior to the Commandant. The MCMO will appropriately greet all officers entering Main Office and ask if the officer requires any assistance.

(4) CMODs will stand while on watch.

(5) No watchstander is to place his/her feet up on furniture or walls.