



DEPARTMENT OF THE NAVY

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

COMDTMIDNINST 1601.10G

SWO

11 May 12

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1601.10G

Subj: BANCROFT HALL WATCH INSTRUCTION

Ref: (a) COMDTMIDNINST 5400.6P
(b) COMDTMIDNINST 1081.1B
(c) COMDTMIDNINST 5350.2B
(d) COMDTMIDNINST 5090.1B

1. Purpose. To provide standardized guidance and procedures for the Bancroft Hall Watch Organization.
2. Cancellation. COMDTMIDNINST 1601.10F. This instruction is a complete revision and shall be reviewed in its entirety.
3. Responsibility. The following Commandant's Staff personnel are responsible for the conduct of the watch organization:
 - a. Senior Watch Officer (SWO). The SWO is responsible for this instruction and overall operation of the watch organization.
 - b. Assistant Senior Watch Officer (ASWO). The ASWO assists the SWO in the performance of his/her duties. The ASWO is responsible for training all Officer of the Watch (OOW) watchstanders as well as coordinating with the Brigade Adjutant for all issues pertaining to the watch organization.
 - c. Staff Duty Officer Coordinator (SDOC). The SDOC is responsible for training all Senior Enlisted Leaders (SEL) and personnel assigned as SDOs.

A handwritten signature in black ink, appearing to be "C. A. Carroll", is written over a horizontal line.

C. A. CARROLL
By direction

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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 watchstanders will wear the respective watch brassard on the left arm. BSR will stand watch in Navy Working Uniform (NWU).

f. Inspections:

(1) The MOOW will muster and inspect all RMOOW, CMOOW, BOOW, and CDO watchstanders 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., Forrestal 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;

(2) Army-Navy Game: Each company will maintain a CDO on deck. CDOs will patrol their battalion spaces in an hourly rotation. Company duty personnel not explicitly mentioned herein will attend the scheduled event but

must return no later than 45 minutes after its conclusion. Main Office watchstanders will perform their duties as normal. The CMOOW, RMOOWs, BOOWs, and MCBOs will be assigned as determined by the MOOW and Brigade Adjutant to assist in maintaining good order and discipline at the event.

101. Qualification Requirements. All watchstanders are required to complete the Personnel Qualification Standard (PQS) Card applicable to their watch prior to standing that watch. PQS cards can be found in Appendices A through I. Company adjutants are responsible for ensuring PQS completion and inclusion in the Midshipmens' performance jackets.

102. Watchbill Approval

- a. The OOW watchbill is prepared by the ASWO and approved by the SWO.
- b. The SDO watchbill is prepared by the SDOC and approved by the Brigade SEL with a copy provided to the SWO.
- c. Midshipmen watchbills for brigade, battalion, or company-level will be prepared by the appropriate unit adjutant and approved by the respective unit commander.
- d. All exchanges of duty or changes to watchbills must be approved by the original approving authority through a special request chit at least two working days in advance. Midshipmen may not swap into a watch period during which they will be on movement order. Duty shall not be sold or purchased.

103. Watch Exemptions

- a. Varsity athletes and extra-curricular activities (ECA) members will be included in duty section assignments and are expected to be available for all musters, watches, or general duty tasking so long as it does not interfere with their practices or events. Possible schedule conflicts should be brought to the attention of the CDO at the first duty section muster. Special consideration shall be given to athletes or ECA members participating in a competition, event, or performance on a duty day to allow for adequate preparation and/or recovery time.
- b. Sexual Assault Victim Intervention (SAVI) Guides will be assigned by the SAVI Guide Coordinator. 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.
- c. Volunteer Graduate Education Program (VGEP) Scholars will be included in duty section assignments and will stand watch in accordance with chapter 1 of reference (a).
- 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 2 - DAILY WATCH ROUTINE

200. Daily Watch Routine. Chapters 3-8 outline the specific duties and requirements of the individual Bancroft Hall watchstanders to include applicable watchstanding checklists. At a minimum, the following daily watch routine should be followed:

	Weekdays	Saturdays	Sundays & Holidays
Restriction muster and tours- MOOW/CMOOW/SDO Muster/Inspect	0530 (Note 1)		
Watch muster, inspection, and turnover- OOW/AOOW/SDO/MOOW/CMOOW inspect oncoming RMOOWs/BOOWs/MCBOs/CDOs	0615		
Reveille	0630	0730	
Company duty section muster- CDO/ACDO and all duty standers	0645		
Watch muster and inspection by MOOW/SDO- 1 st section Main Office squad and morning colors detail	0715		
OOW/MOOW turnover with Deputy Commandant	0745	Note 2	
Relieve the watch- MOOW/RMOOW/BOOW/MCBO/CDO	0745		
Turnover with Battalion Officer- BOOWs	As Directed		
Turnover with CO/SEL/CC- CDOs	As Directed		
Observe morning colors- SDO/MOOW	0800		
Restriction muster	Note 1	1300	
Restriction muster	Note 1	1630	
Muster/inspect evening colors detail- SDO/MOOW	Sunset -45		
Observe evening colors- OOW/SDO/MOOW	Sunset		
Restriction muster	Note 1	2000	
Observe study hour	2000	-	2000
Blue and Gold- CDO	In accordance with reference (a)		
Restriction muster	Note 1	2230	
Taps	2400		

Note 1: Restriction muster will only take place at the designated times every Friday, Saturday, Sunday and Holiday. Tours will take place at 0530 every day or immediately following the 0530 restriction muster.

Note 2: Weekend OOW/MOOW turnover with Deputy to be conducted via phone.

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 watchbill 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:

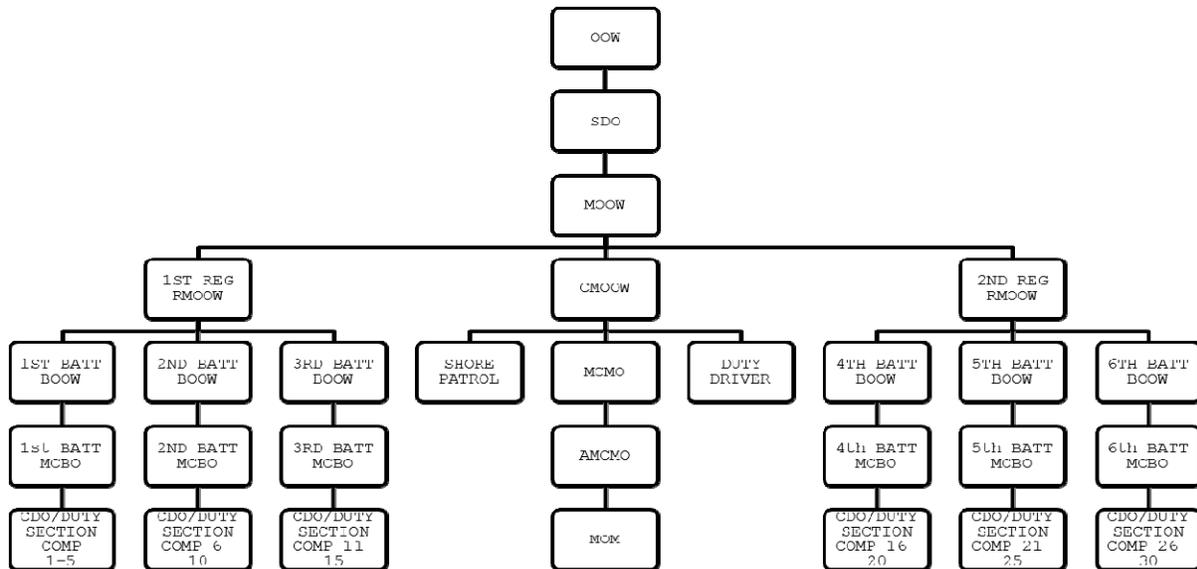
1 MCMO:	1/C
1 MOM:	3/C or 4/C

303. Watch Billet Assignments. Midshipmen will be assigned watchstanding 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. Watch Table

WATCHSTANDER	NUMBER ON WATCH AT ONE TIME	TOTAL NUMBER OF WATCHES DURING ONE DUTY DAY (WEEKDAY)	TOTAL NUMBER OF WATCHES DURING ONE DUTY DAY (WEEKEND)
OOW	1	1	1
SDO	1	1	1
MOOW	1	1	1
RMOOW	2	2	2
CMOOW	1	1	1
BOOW	6	6	6
MCBO	6	6	6
CDO	30	30	30
ACDO	30	30	30
CMOD	30	450	360
MCMO	1	14	8
AMCMO	1	8	4
MOM	2	28	8
DUTY DRIVER	1 OR 2	6	6
SHORE PATROL	2	N/A	4
BSR	12	36	N/A

306. 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 watchstanding 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.

CHAPTER 4 - DUTIES OF THE OFFICER OF THE WATCH

400. General Conduct of the Watch

a. The Officer of the Watch represents the Commandant of Midshipmen and is responsible for the safety and security of Bancroft Hall and the Brigade of Midshipmen.

(1) During business hours the OOW must be available. A temporary relief must be obtained from another qualified OOW if focus is diverted from ensuring the safety and security of Bancroft Hall. (i.e., teaching a class, admissions board, etc.)

b. At a minimum, the OOW will complete all items listed in the OOW Checklist included in Appendix J.

(1) OOW must also attend quarterly training to discuss lessons learned. This training will be conducted by the ASWO and supervised by the SWO.

c. The OOW will post his/her watch in Main Office and keep Main Office informed of his/her location during absence.

d. Unless detained by official duties, the OOW is to be present at the following evolutions:

(1) All colors ceremonies.

(2) Superintendent or Commandant Calls on the Brigade

(3) Forrestal Lectures or Brigade-wide events on the Yard.

e. The OOW shall be qualified to administer a breathalyzer test in accordance with reference (c). **A breathalyzer test must be given to any Midshipmen suspected of a major conduct violation involving alcohol. The BAC must be recorded in the incident summary for the conduct offense.**

f. Weather: The OOW must remain cognizant of current conditions and alert to changes in weather in accordance with reference (d). Specific considerations include:

(1) Exercising judgment when selecting flags as sustained winds or gusts in excess of 30 knots can damage the large National Ensigns and Brigade Colors.

(2) Unless specifically directed by the Commandant's Operations Officer, direct all scheduled noon meal formations to be held outdoors with sword worn if ambient temperature is 40°F or above. "Ike" Jackets will be prescribed if temperature is below 55°F. Formations will be held indoors in the event of snow, rain, or other inclement weather conditions.

(3) Tours will be held indoors if ambient outdoor temperature is below 40°F.

(4) The OOW must ensure notifications are made and proper word is passed regarding weather flag and thunderstorm conditions.

401. Required Reports

a. The Brigade 0800 Report will be provided to the Deputy Commandant at 0745 in hardcopy (during weekday turnovers) and 0800 electronically. A Brigade 0800 Report template is provided in Appendix R.

b. An internal SITREP (template provided in Appendix S) as well as appropriate chain of command notification must be made in any event of the following:

(1) Death of a Midshipman or member of Commandant's Staff, family member, or person of a close relationship which may result in an individual desiring to take leave.

(2) Injury or illness of a Midshipman or member of Commandant's Staff requiring medical attention off the Yard either at a hospital, emergency room, or equivalent care facility.

(3) Any evidence of the use or presence of drugs.

(4) Any incidents of racial, ethnic, or religious discrimination or harassment.

(5) Any Midshipmen intoxicated to the point of requiring medical attention either on or off the Yard.

(6) Any incident where a Midshipman is arrested or detained by civilian or military law enforcement authorities.

(7) Any case that is believed to bring discredit to the Navy or Naval Academy.

c. The OOW will review the Chief of Naval Operations guidance regarding Special Incident Reporting and make recommendations to the chain of command regarding reporting requirement when incidents occur.

402. Death of a Midshipman or Military Member of the Commandant's Staff.

The death of a Midshipman or military member of the Commandant's staff requires prompt notification of the appropriate authorities. The use of a standardized reporting process ensures that important, time-critical information is properly reported to the chain of command.

a. It is the responsibility of the OOW to immediately inform the chain of command and the Casualty Assistant Calls Officer (CACO) of the death of a Midshipman or military member of the Commandant's staff. The OOW shall notify the following individuals (in order) when he or she learns of the death of a Midshipman or member of the Commandant's staff:

(1) Deputy Commandant of Midshipmen

(2) Midshipmen Personnel Officer (for Midshipmen casualties)

- (3) USNA Casualty Assistance Calls/Funeral Honors Support (CAC/FHS)
Sub-Area Coordinator (for staff casualties)
- (4) Naval Academy Duty Officer
- (5) Battalion Officer
- (6) Company Officer
- (7) Company Senior Enlisted Leader
- (8) Duty Chaplain
- (9) CMC
- (10) JAG
- (11) Safety Officer

Note 1: The Commandant of Midshipmen shall be notified by the Deputy Commandant. If the OOW is unable to notify the Deputy Commandant, then the OOW will notify the Commandant of Midshipmen.

Note 2: The USNA CAC/FHS Sub-Area Coordinator is responsible for assigning a CACO for USNA military staff Next of Kin notifications. For casualties involving Midshipmen, the Midshipmen Personnel Officer is responsible for assigning a CACO.

b. The OOW shall assist the Commandant's CACO in drafting the initial Personnel Casualty Report (PCR) Naval message.

c. The OOW shall assist the NADO in drafting the OPREP/SITREP Naval message.

d. In the event the watch learns of a Midshipman or any staff member threatening suicide or displaying suicidal behavior/ideation, see paragraph 405.

e. If the death of a Midshipman is by suicide, conduct appropriate immediate actions as follows:

(1) If the suicide took place on the Naval Academy yard, secure the scene, evacuate the area, call 911, call medical, call NCIS, call USNA Base Security, secure the Midshipman's Bancroft Hall room, and secure personal effects.

(2) If the suicide took place off the Naval Academy yard, ensure response of emergency crew or local authorities, secure the Midshipman's Bancroft Hall room, and secure personal effects.

(3) Notify appropriate members of the Commandant's staff.

f. For further guidance detailing appropriate actions following a death by suicide, see the Commanding Officer's Suicide Prevention and Response Toolbox located in Main Office.

403. Safety and Security. The OOW will ensure all watchstanders, especially CMODs and BSRs, are fully cognizant of their duties to challenge all unidentified persons, are mindful of suspicious activity, and monitor for safety concerns within Bancroft Hall.

404. Public Inquiries and Privacy Act Concerns

a. The OOW shall refer all public inquiries (press, civilian authorities, etc.) to the Naval Academy Public Affairs Officer (PAO) and shall not make any statements without receiving guidance from the PAO, the Deputy Commandant, or the Commandant.

b. Due to Privacy Act concerns, information regarding individual Midshipmen **IS NOT** releasable to outside entities. Requests for such information should be forwarded to the appropriate Company Officer or SEL.

405. Safety Plan for Midshipmen Exhibiting High-Risk Mental Health Behavior

a. High-risk mental health behavior is defined as a suicide attempt, suicidal gestures, verbalized suicidal or homicidal ideation, or bizarre thoughts or behavior.

b. Take the following actions for a Midshipman (or staff member) exhibiting high-risk mental health behavior:

(1) Treat the Incident as a Medical Emergency. If the safety of the affected individual or any other person is in question, then call 911 (or transport the affected individual to BMU or the nearest emergency room, if feasible).

(2) If immediate safety is not a concern, then seek advice from BMU, the Duty Doctor, or a mental-health professional as soon as possible. While awaiting guidance from the medical or mental-health community, complete the remaining steps without delay.

(3) Assume "line-of-sight" control and supervision of the high-risk person using personnel from the duty section and AT/FP force, as needed.

(4) Remove anything that the high-risk person might use as a personal hazard or weapon. Use the following list as minimum items to check:

(a) Weapons (firearms, knives, razors, drill rifle, etc.)

(b) Belt

(c) Boot straps

(d) Draw strings and shirt stays

(e) Toothbrush

(f) Guide-on pole and screw on pointed tip

(5) Remove anything that the high-risk person might use as an environmental hazard in order to injure himself/herself. Use the following list as minimum items to check:

- (a) Bed sheets
- (b) Elastic bands
- (c) Mirrors
- (d) Pencils, pens, etc.
- (e) Window dressings (such as blinds - and the draw strings that move them)
- (f) Alcohol
- (g) All medications (of any kind)
- (h) Cleaning supplies
- (i) Eating utensils
- (j) Telephones
- (k) Tools
- (l) Rope (or anything resembling a rope)
- (m) Any breakable or sharp-edged object

406. Quarterly Training. Due to the unique nature of the OOW position, quarterly training will be required by all qualified OOWs. If an individual is not able to attend quarterly training, he or she is required to make-up the training with the Assistant Senior Watch Officer. At a minimum, quarterly training will include briefs from the following individuals:

- a. Commandant's JAG
 - (1) Privacy Act and release information
 - (2) Search and seizure procedures
- b. Medical
 - (1) After hours medical staffing
 - (2) Information flowpath for hospitalized Mids
- c. Chaplain
 - (1) Suicide Prevention
 - (2) Death Notification procedures

- d. Bancroft Hall 1st LT. After hours emergencies.
- e. Conduct Officer. Processing of conduct action generated on the watch.
- f. Logistics Officer. Movement order logging requirements.

CHAPTER 5 - DUTIES OF THE STAFF DUTY OFFICER

500. General Conduct of the Watch

a. The Staff Duty Officer serves as the principle assistant to the OOW in ensuring the proper conduct and training of the Midshipmen watch section and, at a minimum, will perform all items listed in the SDO Checklist included in Appendix K.

b. The SDO will post his/her watch in Bancroft Hall, making regular patrols to ensure watch stander adherence to this instruction, and will keep Main Office informed of the best means to contact him/her.

c. The SDO will reside in Bancroft Hall overnight.

d. The SDO is responsible for the proper conduct of the shore patrol (see Chapter 7).

501. Mentorship of the Midshipmen Watch Organization. As the person with the most years of service on the watch team, the SDO is an invaluable resource in teaching the Midshipmen sound watchstanding practices they can carry to the Fleet. In this capacity, the SDO will:

a. Ensure all watchstanders are qualified and possess a thorough understanding of the watch including the daily routine, standard LMC procedures, standard Naval log keeping entries, and watch turnover procedures.

b. Instill the concepts of "duty" and being "on watch" as Midshipmen in the Brigade and members of the Naval service.

CHAPTER 6 - DUTIES OF MIDSHIPMEN ADJUTANTS

600. Brigade Adjutant. Accountable to the Brigade Commander and ASWO for the proper execution and administration of the Midshipmen watch organization. He/she is responsible for the training of all Midshipman Officer of the Watch (MOOW) watchstanders. The Brigade Adjutant is the approving authority for all MOOW and Regiment Midshipmen Officer of the Watch (RMOOW) watchbills.

601. First Regiment Adjutant. Responsible for the conduct of the Midshipmen watch organization within First Regiment. He/she is also responsible for drafting the Brigade duty section rotation, MOOW/RMOOW watchbills, and battalion watch rotations for shore patrol.

602. Second Regiment Adjutant. Responsible for the conduct of the Midshipmen watch organization within Second Regiment. He/she is also responsible for promulgating the battalion rotation for Main Office watch, Colors Detail, Mitscher Movie Usher Watch, and all usher and special event watch bills. He/she will ensure all current watch instructions are posted in Main Office.

603. Battalion Adjutant. Responsible for the proper conduct of the watch organization within his/her battalion to include the training of all Battalion Officer of the Watch (BOOW) and Midshipman in Charge of the Battalion Office (MCBO) watchstanders and promulgating the BOOW/MCBO watch bills. Battalion adjutants are also tasked with overseeing the training of company watchstanders by their respective company adjutants.

604. Company Adjutant. Responsible for the proper conduct of the Midshipmen watch within his/her company to include training of all Company Duty Officer (CDO), Assistant Company Duty Officer (ACDO), and Company Mate of the Deck (CMOD) watchstanders and promulgating all watchbills thereof.

CHAPTER 7 - SHORE PATROL

700. Duties and Responsibilities. The purpose of shore patrol is to monitor the conduct of Midshipmen while on liberty in the historic downtown Annapolis area. Shore patrol is a "preventative" watch in that watchstanders should be mindful of potential trouble involving Midshipmen and intervene to prevent it from escalating. Specific responsibilities of this watch include:

- a. Ensure Midshipmen on liberty adhere to USNA liberty policies and uniform regulations.
- b. Maintain public order at downtown events or establishments where Midshipmen are present.
- c. Prevent potentially dangerous or publicly discrediting situation from developing among Midshipmen on liberty.
- d. Promote a positive impression of the Naval Academy by the local residents, local business owners, and tourists.
- e. Assist Midshipmen in need in the downtown area.

701. Conduct of the Watch

a. Shore patrol will be manned on a Battalion rotation assigned by the First Regiment Adjutant. Each shore patrol section will consist of one 1/C Midshipman and one 2/C Midshipman.

b. Shore patrol sections will report to the SDO 45 minutes prior to the start of their watch for a uniform inspection and receive instructions, armbands, and cell phones (if necessary).

c. Shore patrol watchstanders will contact the SDO via cell phone any time they encounter one of the following situations:

- (1) Any situation that threatens the safety of a Midshipman, including gross intoxication.
- (2) Any situation that could bring discredit upon the Naval Academy or the Naval Service.
- (3) Any situation where a Midshipman is found violating Midshipmen Regulations.

d. The shore patrol shall take action to resolve potential issues at their level; this does not absolve them of their reporting duties. In the event they cannot remedy the situation, the watchstanders will attempt to record the offending Midshipman's name and alpha code and report it to the SDO who will initiate conduct action and/or provide further guidance (i.e., transporting them back to USNA or to a medical treatment facility via duty driver or Shipmate Safe-Ride).

702. Watch Specifics

a. Hours: Shore patrol will be stood up from 2100-0200 on Fridays, Saturdays, and Sundays of holiday weekends. Sections will turnover at Gate 1 at 2315.

b. Route: Sections will depart via Gate 1 and patrol the areas around City Dock, Main Street, and along West Street (not to pass Calvert Street). The second section will be particular watchful of the streets in the vicinity of the Halsey Field House perimeter wall.

c. The SDO is authorized, with OOW approval, to accompany shore patrol on their patrol.

CHAPTER 8 - BANCROFT HALL REPORTS AND LOGS

800. General. All watchstander reports will be made in a formal and professional manner. Logs will be maintained in the same fashion and present an accurate record of all required watch events or events occurring in the duty day that are of particular interest.

801. Daily 0800 Reports. The Daily Brigade, Battalion, and Company Daily 0800 Reports will be prepared using the Brigade 0800 Report template provided in Appendix R. This template provides the minimum data required; battalions and companies may include additional information if desired by the respective battalion or company officers. Modifications to the Brigade 0800 Report may be made only with the approval of the SWO.

a. CDOs will submit their completed 0800 Reports to their respective BOOWs immediately following taps. After compiling these reports, BOOWs will submit their completed 0800 Reports to the MOOW. Company and Battalion 0800 Reports will be presented in hardcopy along with all watchstander checklists to the respective unit commanders upon the morning watch relief.

b. Following morning turnover with the Deputy Commandant, the MOOW will submit the Daily Brigade 0800 Report electronically to the 0800 email distribution list.

802. Report of Watch Turnover

a. The off-going and on-coming MOOWs and OOWs will report to the Deputy Commandant at 0745 for turnover. On weekends and holidays, this will take place via telephone or as otherwise directed.

b. Off-going and on-coming BOOWs and CDOs will report for turnover as directed by their respective Battalion Officers, Company Officers, or Unit Commanders.

803. Log Responsibility

a. Logs will be maintained in standard Navy-issue record books. Entries will be made in BLOCK PRINT using indelible black ink (ball point pen only). Corrections will be made by lining out the incorrect information with a single line and initialing to the right of the entry. Sample entries are provided in Appendices T and U.

b. Responsibility to maintain designated logs are assigned as follows:

- (1) MOOW: Restrictree Sign-Out Log
- (2) MCMO: Main Office Log
- (3) AMCMO: Lost and Found Log
- (4) CDO: Duty Section Accountability Log, Liberty Log
- (5) CMOD: Company Deck Log

c. Late entries will be made on the next available line with the correct time of entry. Next to the time of the late entry and the time that entry should be, an (*) will be added so that the entry will be easily noted.

1625: (LATE ENTRY 1730) *DUTY DRIVER DEPARTED FOR AAMC.

d. Supervisory watches will review the logs of their subordinate watches during their tours. Reviews will be indicated in the log using the following format:

[TIME]: LOG REVIEWED BY (MOOW, BOOW, CDO, ETC.), [Initial].

e. When logs are no longer serviceable, they will be replaced and delivered to the respective supervisory adjutant.

804. Main Office Logs

a. Main Office Log. This log shall provide a complete and detailed chronological record of all events pertaining to the security and affairs occurring within the Brigade of Midshipmen. A new page will be started at 0000 for each day using the following template and procedures.

2400: NO FURTHER ENTRIES THIS DATE. [Initial]

Neatly line out the rest of the page with one diagonal line and begin the next page with the following entry template:

0000: WATCH AND LOGS CONTINUED FROM (previous date).
COMMANDANT OF MIDSHIPMEN: (RANK, NAME, SERVICE)
DEPUTY COMMANDANT OF MIDSHIPMEN: (RANK, NAME, SERVICE)
OOW: (RANK, NAME, SERVICE) AOOW: (if applicable)
SDO: (RANK, NAME, SERVICE) MOOW: (RANK, NAME, USN)
FORCE PROTECTION CONDITION: (ALPHA/BRAVO/CHARLIE/DELTA)

At a minimum, the following items or events will be logged:

- (1) OOW, AOOW, SDO, MOOW cell phone contact numbers.
- (2) Sunrise and sunset.
- (3) Any special evolutions in Bancroft Hall or on the Yard to include the arrival/departure of Naval or Marine Corps vessels or aircraft visiting the Naval Academy.
- (4) Any injuries, illnesses, deaths, or significant events reported to Main Office.
- (5) Departure and arrival of the Main Office duty driver.
- (6) Significant changes to weather to include changes in weather conduction in accordance with the foul weather bill and changes in flag condition based on WBGT readings.
- (7) Check-in reports from BSRs and shore patrol.

(8) Relief of OOW, MOOW, SDO, and MCMO.

(9) Any particular evolution or exercise was commenced or completed such as fire drills or ATFP exercises.

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

b. Lost and Found Log. This log is used to account for all lost items turned in to Main Office. The following columns must be included the log:

(1) Date/Time: Date and time item was delivered.

(2) Delivered By: Name of person delivering the item.

(3) Description: Brief description of item (i.e., cell phone, keys, camera, ID card, etc.)

(4) Disposition: "Returned to owner on date," or "Discarded/Removed by order of OOW."

c. Restrictree Sign-Out Log. This log is used to account for all restricted Midshipmen and must include name and alpha code of restrictree, time out, location, and time in.

805. Company Logs

a. Company Deck Log. The Company Deck Log (aka "Mate's Log") shall provide a complete and detailed chronological record of all events pertaining to the security and operations of the applicable company. A new page will be started at 0630 for each day using the following template and procedures:

[TIME]: CMOD PIPED DOWN BY CDO. NO FURTHER ENTRIES THIS
DATE. [Initialed by CMOD and CDO]

Neatly line out the rest of the page with one diagonal line and begin the next page with the following entry template:

0630: CMOD ASSUMED BY (RANK, NAME, SERVICE). [Initial]
WATCH AND LOGS CONTINUED FROM (PREVIOUS DATE).
COMPANY OFFICER: (RANK, NAME, SERVICE)
SENIOR ENLISTED LEADER: (RANK, NAME, SERVICE)
BATTALION OFFICER OF THE WATCH: (RANK, NAME, USN)
COMPANY DUTY OFFICER: (RANK, NAME, USN)
FORCE PROTECTION CONDITION: (ALPHA/BRAVO/CHARLIE/DELTA)

At a minimum, the following items or events will be recorded in the Company Deck Log:

(1) The arrival and departure of the Company Officer and Company Senior Enlisted Leader.

(2) The arrival on and departure from deck of the OOW, the SDO, any battalion officer, the Deputy Commandant of Midshipmen, and the Commandant of Midshipmen or any officer senior to him/her.

- (3) Any reported injuries of company Midshipmen.
- (4) Time and results of CMOD rounds.
- (5) Company formations held on deck.
- (6) Any particular evolution or exercise was commenced or completed such as fire drills or ATFP exercises.

b. Duty Section Accountability Log. This log is used to account for all duty section personnel who are leaving deck as well as for ALL Midshipmen who are departing company area after taps. A logbook entry does not absolve Midshipmen from first gaining authorization from their CDO prior to departing company area.

c. Liberty Log. Each company will maintain a Liberty Log for the purpose of documenting the whereabouts and contact information of all company Midshipmen departing on liberty. The Liberty Log will include columns for name, alpha code, destination, date, time out, time in, and recall number. Starting a new page for each day is not required, therefore entries may be made sequentially.

CHAPTER 9 - MODIFICATIONS FOR SPECIAL WATCHSTANDING PERIODS

900. General. This chapter lists specific periods or events that require modifications to the normal Bancroft Hall academic year watch organization as well as the procedures for how they are to be modified. Changes to these procedures, or additional events that require watch organization modifications, may be directed by the Senior Watch Officer, Deputy Commandant, or Commandant.

901. Forrestal Lectures and Mandatory Brigade Events. See paragraph 100h.

902. Second Class Parents' Weekend. All watch billets will be manned as normal; however, adjutants will adjust their subordinate watchbills.

a. 1/C and 3/C Midshipmen will assume 2/C duties as follows:

1/C: MCBO, BSR, Shore Patrol
3/C: ACDO, AMCMO

b. Battalion and company adjutants will ensure that 1/C and 3/C Midshipmen assuming 2/C duties are knowledgeable of the responsibilities of those billets.

903. Service Assignment Night. Unless otherwise directed, all 1/C Midshipmen will be excused from watch from 1600 on the day of Service Assignment to watch turnover the following morning.

a. During this period, the watch organization will be manned as follows:

MOOW: Brigade Sergeant Major
RMOOWs: Respective Regimental Sergeants Major
CMOOW: Stood down
MCMO: Duty Battalion's Training Sergeant
BOOWs: Respective Battalion Sergeants Major
CDOs: Respective Company First Sergeants

All other watches will be manned as normal.

b. Adjutants will ensure substitute watchstanders complete an "under instruction" watch with a qualified watchstander of that billet no later than the day prior to Service Assignment; **completion of the respective watch PQS is required.**

904. Army-Navy Football Game. See paragraph 100h(2).

905. Thanksgiving and Spring Break Periods. The modified watch for the Thanksgiving and Spring Break leave periods will start as the Commandant directs. For both periods, the following modifications apply:

a. The modified watch organization will consist of restricted Midshipmen and those authorized to reside within Bancroft Hall. The Brigade Adjutant is responsible for obtaining an updated list of all restricted midshipmen from the Conduct Officer as well as a list of all Midshipmen residing in the Hall from the individual companies no later than one week prior to the start of the Break.

b. Each watch section of the modified organization will consist of the MOOW, one MOM, two Bancroft Hall Regiment Security Rovers (RSR), and two duty drivers who are assigned for the entire duty day. Daily watchbills will also include morning and evening colors details.

c. The Brigade Adjutant will designate the two senior Midshipmen as the MOOW watchstanders and ensure that they understand the watch's duties and responsibilities. Each will alternate duty days as MOOW.

d. From 0800-2000, RSRs will patrol Bancroft Hall; one rover per regiment side. From 2000-0800, they will patrol as a pair. RSRs will be especially watchful for unauthorized persons, material discrepancies, and security threats. After completing a patrol of one wing, each RSR will report its condition to the MOOW via phone. RSRs will report in person to Main Office at the top of every hour.

e. Each duty day will be divided into six periods: 0800-1200, 1200-1600, 1600-2000, 2000-2400, 0000-0400, and 0400-0800. All watches will conduct turnover in Main Office. The morning restriction muster will also serve as the day's duty section muster.

f. The normal academic year duty section assigned for the final day of the leave period must report no later than one hour prior to the end of liberty; duty section muster for the on-coming MOOW, RMOOWs, CMOOW, BOOWs, CDOs, and duty driver will be held in the Rotunda 30 minutes prior to the end of liberty in the uniform of the day. The normal watch will resume upon the end of liberty.

906. End of Semester Leave Period. Two modified watch periods will be defined for the end of the fall and spring semesters (intercessionals). The Deputy Commandant will direct the start of these periods. All normal watches will be manned; however, **MIDSHIPMEN ARE NOT TO MISS EXAMS DUE TO WATCH.** When the normal watch organization can no longer be supported by the number of available midshipmen, the watch will again be modified and will follow the same procedures as those outlined in paragraphs b-f of the preceding section. CDOs and BOOWs of the previous day will report to the 0615 duty section muster to ensure proper turnover. The modified watch will be manned by restricted personnel and those authorized to reside in Bancroft Hall.

907. Commissioning Week. Although 1/C Midshipmen may be authorized to reside off the Yard during Commissioning Week, they will man all 1/C duties as assigned in their respective watch bills. 1/C Midshipmen are required to reside in Bancroft Hall for the duration of their duty day. All 2/C Midshipmen assuming striper billets during the summer or in the fall semester will stand under instruction watches with the applicable duty watchstander prior to this period.

908. Sea Trials/Herndon Monument Climb. 4/C Midshipmen will be secured from watch no later than 12 hours prior to the start of Sea Trials until no earlier than 12 hours after its completion. They will also be secured no later than 4 hours prior to the Herndon Monument Climb until 0630 the following morning. 2/C and 3/C Midshipmen will assume all 4/C watch duties during these events.

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909. Academic Year Turnover. 2/C Midshipmen will assume all 1/C watch standing duties commensurate with their fall semester billets starting at 0615 on the day prior to graduation. All other watches will be manned as normal.

OFFICER OF THE WATCH AND STAFF DUTY OFFICER
QUALIFICATION CARD

NAME: _____ DATE ASSIGNED: _____

BILLET: _____ ALPHA: _____

1. Stand three watches UI (OOW/SDO name, signature, date):

2. Perform the following items with a qualified OOW OOW/SDO Initials/Date
(for OOW UI) or SDO (for SDO UI):

- a. Observe morning restriction muster and tours: _____
- b. Observe morning duty section muster: _____
- c. Observe colors detail muster and morning colors: _____
- d. Observe colors detail muster and evening colors: _____
- e. Locate/operate T-Court lights: _____
- f. Locate T-Court PA system switch: _____
- g. Observe evening restriction muster (1630/2000): _____
- h. Observe 2230 restriction muster: _____
- i. Review all Main Office logs: _____
- j. Tour Bancroft Hall deck and attic spaces: _____
- k. Tour Bancroft Hall basement areas: _____
- l. Tour Macdonough and Dahlgren Halls: _____
- m. Print and review POD: _____
- n. Review movement orders in MIDS: _____
- o. Review procedures/perform Breathalyzer Test: _____
- p. Conduct Main Office and Bancroft Hall Key Inventory: _____
- q. Draft and release internal SITREP (OOW only): _____
- r. Perform OOW Daily Routine Checklist (OOW only): _____

- s. Perform SDO Daily Routine Checklist (SDO only): _____
3. Review the following items with a qualified OOW (for OOW UI) or SDO (for SDO UI): OOW/SDO Initials/Date
- a. Emergency leave procedures: _____
 - b. Non-routine hospitalization procedures: _____
 - c. Bomb threat procedures: _____
 - d. Death notification procedures: _____
 - e. Parade procedures: _____
 - f. Duty driver regulations: _____
 - g. Pep rally events: _____
 - h. ATFP emergency procedures: _____
 - i. Fire and personnel injury procedures: _____
 - j. Midshipmen incidents/notification procedures: _____
 - k. Destructive weather bill: _____
 - l. Midshipmen watch organization: _____
 - m. Coordination with NADO and building duty officers (OOW only): _____
 - n. Weekday/weekend turnover with the Deputy Commandant and Commandant (OOW only): _____
 - o. Interaction with OOW (SDO only): _____
4. Discuss the following items with the 1st LT: 1st LT Initials/Date
- a. Basic heating and hot water systems: _____
 - b. Fire alarms, smoke alarms, sprinkler systems: _____
 - c. Trouble alarms: _____
 - d. Trouble calls: _____
 - e. Building security/interaction with DOD Police: _____
5. Discuss the following items with a Chaplain: Chaplain Initials/Date
- a. Death notification procedures: _____
 - b. Suicide case response: _____

- c. Duty Chaplain responsibilities: _____
- 6. Discuss the following with the Commandant's JAG: JAG Initials/Date
 - a. Privacy Act and release of information: _____
 - b. Search and seizure procedures: _____
- 7. Discuss the following with the Conduct Officer: Conduct Initials/Date
 - a. Restriction rules, procedures, and requirements: _____
 - b. Processing of conduct action generated on watch: _____
- 8. Discuss the following with the Medical Officer: BMO Initials/Date
 - a. After-hours medical staffing (OOW only): _____
 - b. Information flow-path for hospitalized MIDN (OOW only): _____
- 9. Discuss the following with the Logistics Officer: LO Initials/Date
 - a. Accessing movement orders (OOW only): _____
 - b. Movement order logging requirements (OOW only): _____
- 10. Review COMDTMIDNINST 1601.10G (Bancroft Hall Watch Instruction) and references (b), (c), and (d):
- 11. Complete oral review of OOW duties with SWO/ASWO or oral review SDO duties with SWO/SDOC.

OOW: This officer has completed all PQS requirements for this watch station. Recommend designation as a qualified Officer of the Watch.

Recommended: _____ Date: _____
Assistant Senior Watch Officer

SDO: This Senior Enlisted Leader has completed all PQS requirements for this watch station. Recommend designation as a qualified Staff Duty Officer.

Recommended: _____ Date: _____
Staff Duty Officer Coordinator

Qualified: _____ Date: _____
Senior Watch Officer

MIDSHIPMEN WATCH QUALIFICATION CARD
MIDSHIPMAN OFFICER OF THE WATCH
(MOOW, RMOOW, CMOOW WATCHSTANDERS)

NAME: _____ DATE ASSIGNED: _____

BILLET: _____ ALPHA: _____

1. Stand two watches under instruction (MOOW name, signature, date):

2. Perform the following with a qualified MOOW: MOOW Initials/Date

a. Observe morning restriction muster and tours: _____

b. Observe morning duty section muster: _____

c. Observe morning colors: _____

d. Observe evening colors: _____

e. Locate/operate T-Court lights: _____

f. Locate T-Court PA system switch: _____

g. Observe evening restriction muster (1630/2000): _____

h. Observe 2230 restriction muster: _____

i. Review all Main Office logs: _____

j. Conduct Main Office Inventory: _____

k. Conduct MOOW Daily Routine Checklist: _____

l. Tour Bancroft Hall basement areas: _____

m. Tour Macdonough and Dahlgren Halls: _____

n. Tour Bancroft Hall deck and attic spaces: _____

o. Draft and release Daily Brigade 0800 Report: _____

p. Observe duty driver inspection of duty vehicle: _____

3. Discuss the following with a qualified MOOW: MOOW Initials/Date

a. Coordination with OOW and SDO: _____

- b. Emergency leave procedures: _____
 - c. Non-routine hospitalization procedures: _____
 - d. Bomb threat procedures: _____
 - e. Parade procedures: _____
 - f. Duty driver regulations: _____
 - h. Pep rally events: _____
 - g. ATFP emergency procedures: _____
 - h. Fire and personnel injury procedures: _____
 - i. Midshipmen incidents/notification procedures: _____
 - j. Destructive weather bill: _____
 - k. Weekday/weekend turnover with the Deputy: _____
 - l. Midshipmen watch organization: _____
4. Discuss the following with the Medical Officer: BMO Initials/Date
- a. After hours medical staffing: _____
 - b. Information flowpath for hospitalized Midshipmen: _____
5. Review COMDTMIDNINST 1601.10G (Bancroft Hall Watch Instruction) and references (b), (c), and (d):
6. Complete oral review of duties with Brigade Adjutant.

This Midshipman has completed all PQS requirements for this watch station. Recommend designation as a qualified Midshipman Officer of the Watch.

Recommended: _____ Date: _____
Brigade Adjutant

Qualified: _____ Date: _____
Assistant Senior Watch Officer

MIDSHIPMEN WATCH QUALIFICATION CARD
BATTALION OFFICER OF THE WATCH

NAME: _____

DATE ASSIGNED: _____

ALPHA: _____

1. Stand two watches under instruction (BOOW name, signature, date):

2. Perform the following with a qualified BOOW: BOOW Initials/Date

a. Company taps verification spot check: _____

b. Tour battalion deck and attic spaces: _____

c. Tour battalion basement areas: _____

d. Draft and release Daily Battalion 0800 Report: _____

e. Conduct a room inspection: _____

f. Inspect a company wardroom: _____

g. Conduct BOOW Daily Routine Checklist: _____

h. Supervise company bed check: _____

i. Spot-check study hour compliance: _____

3. Discuss the following with a qualified BOOW: BOOW Initials/Date

a. Coordination with MOOW: _____

b. Emergency Leave procedures: _____

c. Non-routine hospitalization procedures: _____

d. Bomb threat procedures: _____

e. ATFP emergency procedures: _____

f. Fire and personnel injury procedures: _____

g. Midshipmen incidents/notification procedures: _____

h. Midshipmen watch organization: _____

4. Review COMDTMIDNINST 1601.10G (Bancroft Hall Watch Instruction) and references (b), (c), and (d):

5. Complete oral review of BOOW duties with Battalion Adjutant.

This Midshipman has completed all PQS requirements for this watch station.
Recommend designation as a qualified Battalion Officer of the Watch.

Recommended: _____ Date: _____
Battalion Adjutant

Recommended: _____ Date: _____
Battalion Commander

Qualified: _____ Date: _____
Battalion Officer

MIDSHIPMEN WATCH QUALIFICATION CARD
MIDSHIPMAN IN CHARGE OF BATTALION OFFICE

NAME: _____ DATE ASSIGNED: _____

ALPHA: _____

1. Stand two watches under instruction (MCBO name, signature, date):

2. Perform the following with a qualified MCBO: MCBO Initials/Date

a. Company taps verification spot check: _____

b. Tour battalion deck and attic spaces: _____

c. Tour battalion basement areas: _____

d. Conduct a room and company wardroom inspection: _____

e. Spot-check study hour compliance: _____

f. Conduct MCBO Daily Routine Checklist: _____

3. Discuss the following with a qualified MCBO: MCBO Initials/Date

a. Non-routine hospitalization procedures: _____

b. Bomb threat procedures: _____

c. ATFP emergency procedures: _____

d. Fire and personnel injury procedures: _____

e. Midshipmen incidents/notification procedures: _____

f. Midshipmen watch organization: _____

4. Review COMDTMIDNINST 1601.10G (Bancroft Hall Watch Instruction) and references (b), (c), and (d).

5. Complete oral review of MCBO duties with Battalion Adjutant.

This Midshipman has completed all PQS requirements for this watch station. Recommend designation as a qualified Midshipman in Charge of Battalion Office:

Recommended: _____ Date: _____
Battalion Adjutant

Qualified: _____ Date: _____
Battalion Commander

MIDSHIPMEN WATCH QUALIFICATION CARD
COMPANY DUTY OFFICER

NAME: _____

DATE ASSIGNED: _____

ALPHA: _____

1. Stand two watches under instruction (CDO name, signature, date):

2. Perform the following with a qualified CDO:

CDO Initials/Date

a. Conduct Taps:

b. Conduct room inspection:

c. Conduct duty section muster:

e. Patrol deck and assigned Bancroft hall spaces:

f. Inspect company wardroom:

g. Conduct duty section muster and inspection:

h. Spot-check study hour compliance:

i. Conduct bed check:

j. Draft and release Daily Company 0800 Report:

k. Supervise SMT:

l. Conduct CDO Daily Routine Checklist:

3. Discuss the following with a qualified CDO:

CDO Initials/Date

a. Non-routine hospitalization procedures:

b. Bomb threat procedures:

c. ATRFP emergency procedures:

d. Fire and personnel injury procedures:

e. Midshipmen incidents/notification procedures:

f. Midshipmen watch organization:

g. Procedures for sick-in-quarters midshipmen:

- 4. Review CDMTIDNINST 1601.10G (Bancroft Hall Watch Instruction) and references (b), (c), and (d).
- 5. Complete oral review of CDO duties with Company Adjutant.

This Midshipman has completed all PQS requirements for this watch station. Recommend designation as a qualified Company Duty Officer:

Recommended: _____ Date: _____
Company Adjutant

Qualified: _____ Date: _____
Company Commander

MIDSHIPMEN WATCH QUALIFICATION CARD
COMPANY MATE OF THE DECK

NAME: _____ DATE ASSIGNED: _____

ALPHA: _____

1. Perform the following with a qualified CDO: CDO Initials/Date
 - a. Discuss importance of patrolling deck spaces: _____
 - b. Provide correct oral example of announcement: _____
 - c. Provide correct example of log book entry: _____
 - d. Provide correct example of phone procedures: _____
 - e. Demonstrate proper CMOD turnover: _____

2. Discuss the following with a qualified CDO:
 - a. ATFP emergency procedures: _____
 - b. Fire and personnel injury procedures: _____
 - c. Midshipmen watch organization: _____
 - d. Procedures for sick-in-quarters Midshipmen: _____
 - e. Protocol when senior officers on deck (O-5 and above) _____
 - f. Challenging unauthorized persons: _____
 - g. Proper ID card format (military and civilian): _____
 - h. Bomb threat procedures: _____

3. Review COMDTMIDNINST 1601.10G (Bancroft Hall Watch Instruction) and references (b), (c), and (d).

4. Complete oral review of CMOD duties with Company Adjutant.

This Midshipman has completed all PQS requirements for this watch station.
Recommend designation as a qualified Company Mate of the Deck:

Recommended: _____ Date: _____
Company Adjutant

Qualified: _____ Date: _____
Company Commander

MIDSHIPMEN WATCH QUALIFICATION CARD
MIDSHIPMAN IN CHARGE OF MAIN OFFICE

NAME: _____ DATE ASSIGNED: _____

ALPHA: _____

1. Stand two watches under instruction (MCMO name, signature, date):

2. Perform the following with a qualified MCMO: MCMO Initials/Date

a. Review all Main Office logs: _____

b. Locate/operate T-Court lights: _____

c. Observe morning colors: _____

e. Observe evening colors: _____

f. Conduct Main Office Inventory: _____

g. Locate/Operate LMC speaker system: _____

h. Inspect Rotunda/Main Office/MIDN Model Room: _____

i. Conduct MCMO Daily Routine Checklist: _____

3. Discuss the following with a qualified MCMO:

a. Bomb threat procedures: _____

b. Proper phone procedures: _____

c. ATFP emergency procedures: _____

d. Fire and personnel injury procedures: _____

e. Midshipmen incidents/notification procedures: _____

f. Midshipmen watch organization: _____

4. Review COMDTMIDNINST 1601.10G (Bancroft Hall Watch Instruction) and references (b), (c), and (d).

5. Complete oral review of MCMO duties with Company Adjutant.

This Midshipman has completed all PQS requirements for this watch station.
Recommend designation as a qualified Midshipman in Charge of Main Office:

Recommended: _____ Date: _____
Company Adjutant

Qualified: _____ Date: _____
Battalion Adjutant

MIDSHIPMAN WATCH QUALIFICATION CARD
BATTALION SECURITY ROVER

NAME: _____ DATE ASSIGNED: _____

ALPHA: _____

1. Stand one watch under instruction (BSR name, signature, date):

2. Perform the following with a qualified BSR: BSR Initials/Date _

a. Locate and tour respective Battalion area: _____

b. Demonstrate proper BSR turnover: _____

c. Conduct phone check-in with MCMO: _____

3. Discuss the following with a qualified BSR:

a. BSR watchstanding procedures: _____

b. ATFP emergency procedures: _____

c. Fire and personnel injury procedures: _____

d. Battalion evacuation procedures: _____

e. Importance of patrolling deck spaces: _____

f. Challenging unauthorized persons: _____

4. Review COMDTMIDNINST 1601.10G (Bancroft Hall Watch Instruction) and references (b), (c), and (d).

5. Complete oral review of BSR duties with Company Adjutant.

This Midshipman has completed all PQS requirements for this watch station.
Recommend designation as a qualified Battalion Safety Rover:

Recommended: _____ Date: _____
Company Adjutant

Qualified: _____ Date: _____
Battalion Adjutant

MIDSHIPMAN WATCH QUALIFICATION CARD
SHORE PATROL

NAME: _____ DATE ASSIGNED: _____

ALPHA: _____

1. Stand one watch under instruction (SP name, signature, date):

2. Perform the following with a qualified SP: SP Initials/Date_____

a. Review map of DTA, locating SP boundaries: _____

b. Tour respective patrol area: _____

c. Demonstrate proper Shore Patrol turnover: _____

3. Discuss the following with a qualified SP:

a. Shore Patrol watchstanding procedures: _____

b. Primary duties of the Shore Patrol: _____

c. Proper Main Office check-in procedures: _____

d. Importance of patrolling shore areas: _____

e. Midshipmen watch organization: _____

4. Review COMDTMIDNINST 1601.10G (Bancroft Hall Watch Instruction)

5. Complete oral review of Shore Patrol duties with Midshipman Officer of the Watch.

This Midshipman has completed all PQS requirements for this watch station.
Recommend designation as a qualified Shore Patrol:

Recommended: _____ Date: _____
Midshipman Officer of the Watch

Qualified: _____ Date: _____
Staff Duty Officer

OFFICER OF THE WATCH DAILY ROUTINE CHECKLIST

DATE: _____

Oncoming Watch:

Officer of the Watch: _____ Sunrise: _____

Staff Duty Officer: _____ Sunset: _____

MOOW: _____

Open SITREPS:

NOTES FOR ONCOMING OOW:

1. _____
2. _____
3. _____

MAIN OFFICE INVENTORY

KEY INVENTORY

<u>KEY #</u>	<u>KEY ASSIGNMENT</u>	<u>SERIAL #</u>	<u>INITIAL</u>
1	Rotunda Key (Exterior Doors)	BHGM	_____
24	7 TH /8 TH Wing Locker Room Keys	ilco	_____
4	Cooper Road Gate Keys (2 Keys)	A51	_____
8	MOOW Closet Key	EG 11.1	_____
9	OOW Main Office Key	EG.1	_____
10	OOW Master Key Lockbox	Medeco	_____
17	Enterprise Bell Key	3286	_____
31	Gate 3 Shack Key	KW1	_____
	Main Office 4101C Keys (2 Keys)	Eg26.1	<u>N/A</u>
5/32 Wrench	Allen wrench for exterior doors		_____
MAC	Midshipmen Activities Center (yellow tag)	2FA1	<u>Missing</u>

BANCROFT HALL

<u>KEY #</u>	<u>KEY ASSIGNMENT</u>	<u>SERIAL #</u>	<u>INITIAL</u>
1	1 ST Wing Master	G.2	_____
2	2 ND Wing Master	F.2	_____
3	3 RD Wing Master/Commandant's Spaces	D.1	_____
4	4 TH Wing Master	E.1	_____
5	5 TH Wing Master	J.1	_____
6	6 TH Wing Master	H.1	_____
7	7 TH Wing Master	A.2	_____

8	8 th Wing Master	B.2	_____
9	5 th & 6 th Wing Basement Master	U.2	_____
10	King Hall Master	C.2/L.1	_____
11	Center Section Master	Y.1	_____
12	Rifle/Pistol Range Dead Bolt	PR.2	_____
13	Mitscher-Levy Master	Q.1	_____
14	Mechanical Room	K.1	_____

CELL PHONES

<u>WATCH</u>	<u>PHONE #</u>	<u>SERIAL #</u>	<u>INITIAL</u>
OOW	410 320 9721	A000001481BB4A	_____
MOOW	410 320 9722	A000001481AE06	_____
Duty Driver	443 871 2156	A000001470FFE1	_____
SDO	443 871 2325	A000001481BB52	_____
		Phone Charger	_____
		Cell Phone Log	_____

MISCELLANEOUS

<u>ITEM</u>	<u>NUMBER</u>	<u>INITIAL</u>
Rayovac	2	_____
Breathalyzer	1	_____
Bolt cutter	1	_____
Motorola Saber Radio (426AVS1396)	1	_____
MA-COM Security Radio (9146293)	1	_____

DUTY DRIVER

<u>ITEM</u>	<u>NUMBER</u>	<u>INITIAL</u>
Sedan Key	Lic#:	_____
Sedan Key Back-up	Lic#:	_____
Gas Card (1)		_____

OFFICER OF THE WATCH DUTY DAY ROUTINE

Commence Daily Routine Checklist.

Prior to turnover, the on-coming and off-going OOW and MOOW will conduct a walk-through of at a minimum:

- T-Court
- Memorial Hall (including heads)
- Smoke Hall
- Sample Room and visitor heads
- Rotunda

<u>INITIAL</u>	<u>TIME</u>	<u>EVENT/ACTION</u>
=====	0548	Observe sunrise: Turn off T-Court lights. Raise the MUC on port halyard (Main Office side) of flagpole next to Enterprise Bell.
=====	0615	Address on-coming watch (RMOOWs, BOOWs, MCBOSs, CDOs) in Rotunda as required.
=====	0630	Commence watch turnover. <ul style="list-style-type: none">- Review previous day's 0800 Report- Review movement order entries from previous day- Review POD and POW for major events- Conduct Bancroft Hall Key Inventory- Review NADO report- Check open SITREPs
=====	0700	Vacuum rugs in Rotunda and monitor throughout the day.
=====	0700	Inspect model Midshipman room for cleanliness and material condition.
=====	0745	On-coming and off-going watch report to Deputy Commandant's office for turnover.
=====	0800	Observe morning colors.
=====	0815	Verify Daily Brigade 0800 Report transmitted.
=====	By 0930	Check-in with: <ul style="list-style-type: none">- NADO via cell (443-569-2180)- Duty Chaplain via cell (443-871-2339)- Main Office voice mail. Code for both lines is 123123
=====	TBD	Tour each wing at some point during the day. __1 st , __2 nd , __3 rd , __4 th , __5 th , __6 th , __7 th , __8 th , __Dahlgren
=====	1205	Observe outside noon meal formation (as applicable).

STAFF DUTY OFFICER DAILY ROUTINE CHECKLIST

DATE: _____

Oncoming Watch:

Officer of the Watch: _____ Sunrise: _____

Midshipman OOW: _____ Sunset: _____

Staff Duty Officer: _____

Received SDO Cell Phone (Initial): _____

Significant Events/Notes for on-coming SDO:

STAFF DUTY OFFICER DAILY ROUTINE

THROUGHOUT THE DAY, TRUST BUT VERIFY THAT THE MAIN OFFICE WATCH TEAM IS PERFORMING THE FOLLOWING:

1. Maintaining cleanliness and material readiness throughout the Rotunda/Main Office/MIDN Model Room.
2. Upholding the highest professional uniform standards.
3. Following proper log book entry procedures.
4. Utilizing and completing the respective Daily Routine Checklists in a professional manner.
5. Facilitating training and the execution of all relevant duties.

INITIAL	TIME	EVENT/ACTION
_____	0615	Commence SDO watch turnover.
_____	0615	Verify on-coming MOOW inspects watch (RMOOWs, BOOWs, MCBOs, CDOs, Duty Driver) in Rotunda. Address oncoming watch as required.
_____	0645	Complete inspection checklist with the Duty Driver #1.
_____	0715	Muster, inspect, train, and brief Colors Detail.
_____	0730-0800	Verify MOOW stages RMOOW at Tecumseh
_____	0800	Observe morning colors.
_____	TBD	Tour each wing during the day. __1 st , __2 nd , __3 rd , __4 th , __5 th , __6 th , __7 th , __8 th , __Dahlgren, __Macdonough

MIDSHIPMAN OFFICER OF THE WATCH DAILY ROUTINE CHECKLIST

DATE: _____

Oncoming Watch:

Officer of the Watch: _____ Sunrise: _____
Midshipman OOW: _____ Sunset: _____
Staff Duty Officer: _____
Main-O Duty Battalion: _____

Notes for on-coming MOOW (Include significant items from previous duty day:

Upcoming events (Include events that require watch team involvement or supervision):

MOOW DAILY ROUTINE

INITIAL TIME EVENT/ACTION

Commence Daily Routine Checklist.

_____	0600	On-coming OOW and MOOW meet to develop watch team plan that addresses major events on the Yard, accountability checks at mandatory events, and room/uniform inspections.
_____	0615	Inspect watch (RMOOWs, BOOWs, MCBOs, CDOs) in Rotunda.
_____	0630	Commence watch turnover. - Review previous day's 0800 Report - Review movement order entries from previous day - Review POD and POW for major events
_____	0715	Muster and inspect 1 st section Main Office squad and morning colors detail. Verify on-coming MCMO utilizing MCMO Daily Routine Checklist.

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_____	0730	Verify Main Office Inventory/Log review complete by MCMO and condition/cleanliness of model Midshipman room, Rotunda, and Main Office Spaces.
_____	0745	On-coming and off-going watch report to Deputy Commandant's Office for turnover.
_____	0800	Observe morning colors.
_____	0800	MOOW, CMOOW, or RMOOW conduct tours of 7 th and 8 th Wing Smoke areas, spaces adjacent to King Hall on Red Beach, and King Hall construction site. Inform OOW/SDO of any deficiencies.
_____	0815	Review all Main Office logs for proper entries.
_____	1000	Review restriction muster logs and cards.
_____	1000	MOOW, CMOOW, or RMOOW conduct tours of 7 th and 8 th Wing Smoke areas, spaces adjacent to King Hall on Red Beach, and King Hall construction site. Inform OOW/SDO of any deficiencies.
_____	TBD	Inspect 15 unoccupied rooms throughout the day. Sample all wings and all classes.
_____	1200	MOOW, CMOOW, or RMOOW conduct tours of 7 th and 8 th Wing Smoke areas, spaces adjacent to King Hall on Red Beach, and King Hall construction site. Inform OOW/SDO of any deficiencies.
_____	1205	Observe outside noon meal formation (as applicable).
_____	1300	Conduct restriction muster (Fridays, weekends and holidays only).
_____	1400	MOOW, CMOOW, or RMOOW conduct tours of 7 th and 8 th Wing Smoke areas, spaces adjacent to King Hall on Red Beach, and King Hall construction site. Inform OOW/SDO of any deficiencies.
_____	1500	Verify MCMO Daily Routine Checklist progress.
_____	1600	MOOW, CMOOW, or RMOOW conduct tours of 7 th and 8 th Wing Smoke areas, spaces adjacent to King Hall on Red Beach, and King Hall construction site. Inform OOW/SDO of any deficiencies.
_____	1600	Verify condition/cleanliness of model Midshipman room, Rotunda, and Main Office Spaces. Direct MCMO if discrepancies found.

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_____	1630	Conduct restriction muster (Fridays, weekends and holidays only).
_____	1800	MOOW, CMOOW, or RMOOW conduct tours of 7 th and 8 th Wing Smoke areas, spaces adjacent to King Hall on Red Beach, and King Hall construction site. Inform OOW/SDO of any deficiencies.
_____	XXXX	Sunset: Observe evening colors. <u>Verify</u> T-Court lights on and MUC is lowered on Main Office (port) side of Enterprise Bell yardarm.
_____	2000	Conduct restriction muster (Fridays, weekends and holidays only).
_____	2000	MOOW, CMOOW, or RMOOW conduct tours of 7 th and 8 th Wing Smoke areas, spaces adjacent to King Hall on Red Beach, and King Hall construction site. Inform OOW/SDO of any deficiencies.
_____	2030-2200	Tour Bancroft Hall to ensure Study Period compliance.
_____	2200	MOOW, CMOOW, or RMOOW conduct tours of 7 th and 8 th Wing Smoke areas, spaces adjacent to King Hall on Red Beach, and King Hall construction site. Inform OOW/SDO of any deficiencies.
_____	2230	Conduct restriction muster (Fridays, weekends and holidays only).
_____	2300	Verify Rotunda doors closed.
_____	2315	Discuss bed check plan with OOW.
_____	2330	Verify MCMO coordination with BSRs.
_____	2400	Receive Battalion taps reports.
_____	2400	MOOW, CMOOW, or RMOOW conduct tours of 7 th and 8 th Wing Smoke areas, spaces adjacent to King Hall on Red Beach, and King Hall construction site. Inform OOW/SDO of any deficiencies.
_____	0100	Pipe-down Main Office Watch Team. At least one MOM and the MCMO must remain on duty from 0100 to 0600.
_____	0200	MOOW, CMOOW, or RMOOW conduct tours of 7 th and 8 th Wing Smoke areas, spaces adjacent to King Hall on Red Beach, and King Hall construction site. Inform OOW/SDO of any deficiencies.

- _____ 0300 Verify Shipmate Duty Driver reports pipe down to Main Office and MCMO enters in Main Office log (every Friday and Saturday, including Sunday of holiday weekends only).
- _____ 0530 Conduct restriction muster (Fridays, weekends and holidays only) and tours (every day).
- _____ 0600 MOOW, CMOOW, or RMOOW conduct tours of 7th and 8th Wing Smoke areas, spaces adjacent to King Hall on Red Beach, and King Hall construction site. Inform OOW/SDO of any deficiencies.
- _____ 0630 Verify announcement of reveille and morning formation on 1MC (0730 on Saturday, Sunday and holidays).
- _____ 0XXX Sunrise: Verify T-Court lights off and MUC is raised on Main Office (port) side of Enterprise Bell yardarm.
- _____ 0745 On-coming and off-going watch report to Deputy Commandant's Office for turnover.
- _____ 0800 Transmit Daily Brigade 0800 Report.

Off-Going MOOW

Date

On-Coming MOOW

Date

MIDSHIPMAN IN CHARGE OF MAIN OFFICE DAILY ROUTINE CHECKLIST

DATE: _____

MCMO Turnover Instructions:

1. Review POD for significant events occurred or upcoming on duty day.
2. Conduct uniform inspection of AMCMO and MOM watch standers.
3. Conduct Main Office Inventory.
4. Report turnover to MOOW (or RMOOW, CMOOW) and log in Main Office log.

MAIN OFFICE INVENTORY

FLAG INVENTORY

<u>FLAG</u>	<u>SIZE</u>	<u>NUMBER</u>	<u>INITIAL</u>
National Ensign	10 x 19	3	_____
National Ensign	5 x 9	2	_____
Brigade Flag	10 x 19	3	_____
Brigade Flag	5 x 9	2	_____
Retaining straps Small		8	_____
Retaining straps Large		12	_____
MUC Pennant		1	_____
Green Heat Index Flag		7	_____
Yellow Heat Index Flag		8	_____
Red Heat Index Flag		7	_____
Black Heat Index Flag		4	_____

KEY INVENTORY

<u>KEY #</u>	<u>KEY ASSIGNMENT</u>	<u>SERIAL #</u>	<u>INITIAL</u>
1	Rotunda Key (Exterior Doors)	BHGM	_____
24	7 th /8 th Wing Locker Room Keys	ILCO	_____
4	Cooper Road Gate Keys (2 Keys)	A51	_____
8	MOOW Closet Key	EG 11.1	_____
17	Enterprise Bell Key	3286	_____
31	Gate 3 Shack Key	KW1	_____
5/32 Wrench	Allen wrench for exterior doors		_____

CELL PHONES

<u>WATCH</u>	<u>PHONE #</u>	<u>SERIAL</u>	<u>INITIAL</u>
OOW	410 320 9721	710CYXM046636	_____
MOOW	410 320 9722	710CYVU046639	_____

<u>WATCH</u>	<u>PHONE #</u>	<u>SERIAL</u>	<u>INITIAL</u>
Duty Driver	443 871 2156	710CYDG046638	_____
SDO	443 871 2325	710CYJZ0466468	_____
Phone Charger			_____
Cell Phone Log			_____

MISCELLANEOUS

<u>ITEM</u>	<u>NUMBER</u>	<u>INITIAL</u>
Small maglites (camouflage)	2	_____
Rayovac	2	_____
Breathalyzer	1	_____
Bolt cutter	1	_____
Mega Phone	1	_____
Motorola Saber Radio (426AVS1396)	1	_____
MA-COM Security Radio (9146293)	1	_____

DUTY DRIVER

<u>ITEM</u>	<u>NUMBER</u>	<u>INITIAL</u>
Van Key	Lic#: G43-0607	_____
Gas Card (1)	049800112204385795	_____

MCMO INITIAL TIME EVENT/ACTION

Commence Daily Routine Checklist.

_____	0715	Muster for inspection and turnover in Main Office. Review Main Office Logs. - Conduct Main Office Inventory.
_____	0745	Update OOW/SDO/MOOW status board with current information (name, office number, duty cell number, etc.)
_____	0800	Log on-coming OOW, SDO, and MOOW in Main Office log.
_____	0830	Verify time of sunset and next day's sunrise. Inform duty battalion to provide evening colors detail 45 minutes prior to sunset. Advise SDO of times and record in checklist*.
_____	0920	Direct AMCMO to inspect public heads in the Rotunda and Memorial Hall. Contact Melwood as required at 3-4205. Verify that discrepancies are properly addressed.

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_____ 0930 Direct AMCMO to check Main Office work stations for office supplies (paper and pens). Send MOM to obtain supplies from 3-0 mail room if necessary.

_____ 1000 Conduct training for AMCMO and MOM watchstanders to include proper phone procedures and ATFP emergency procedures. Per ATFP Quickstep binder.

_____ 1100 Monday-Friday: Determine from MOOW the location of noon meal formation.

_____ 1130 Monday-Friday: Announce noon meal formation and location over 1MC.

_____ 1200 Review Main Office Log for neatness, accuracy, and proper entry format.

_____ 1300 Inspect Main Office spaces for cleanliness (front office, middle office, OOW/MOOW office, model Midshipman room, and Rotunda rugs). Direct MOM to clean and vacuum as required.

_____ 1600 Conduct training for AMCMO and MOM watchstanders to include proper phone procedures and ATFP emergency procedures.

_____ 1730 Monday-Friday, Sunday: Announce evening formation on 1MC.

_____ 1830 Inform next day duty battalion of colors detail muster time (0715 for morning colors).

_____ *_____ Sunset: Direct AMCMO to turn T-Court lights on and lower MUC on Main Office (port) side of Enterprise Bell yardarm immediately following colors. Verify completion.

_____ 2000 Conduct Main Office sweepers using Main Office watchstanders. Inspect Rotunda, Memorial Hall, and Smoke Hall for cleanliness. Direct MOM to clean and vacuum as required.

_____ 2100 Review Main Office Log for neatness, accuracy, and proper entry format.

_____ 2130 Conduct training for AMCMO and MOM watchstanders to include proper phone procedures and ATFP emergency procedures.

_____ 2300 Direct AMCMO to secure Rotunda doors.

_____ 2330 Meet with BSRs and give instruction (Monday-Thursday)

- _____ 2400 Close-out duty day entries in Main Office Log. Begin new page.
- _____ 0300 Enter in Main Office Log Shipmate Duty Driver pipedown report (Every Friday and Saturday, including Sunday of holiday weekends only).
- _____ 0430 Inspect Rotunda with AMCMO. Direct MOM to clean and vacuum rugs as necessary.
- _____ 0500 Inspect MIDN Model Room for cleanliness and material condition. Ensure:
- Desk clocks are set to correct time
 - Computers have screen savers running
 - Ensure horizontal surfaces are dust free
 - Room is swept
 - Racks are properly made
 - Direct MOM in fixing any discrepancies.
- _____ 0530 Print new MCMO Daily Routine Checklist and POD for the next duty day for on-coming MCMO watchstanders. Review Main Office Log for neatness, accuracy, and proper entry format.
- _____ 0600 Conduct Main Office sweepers. Direct MOM to vacuum, dust, and empty trash as required.
- _____ 0630 Announce reveille and morning formation on 1MC (0730 on Saturday, Sunday and holidays).
- _____ * Sunrise: Turn T-Court lights off and raise MUC on Main Office side (port) of Enterprise Bell yardarm.
- _____ 0645 Submit completed checklist to MOOW.

_____ Off-Going MCMO _____ Date

_____ On-Coming MCMO _____ Date

DUTY DRIVER TURNOVER INSTRUCTIONS/CHECKLIST

DATE: _____

1. On-coming duty driver obtain keys and gas card from OOW/SDO
2. Conduct vehicle inspection using checklist below
3. Immediately report all discrepancies to the SDO
4. Sign out duty driver cell phone and return at watch turnover
5. On-coming and off-going duty drivers will sign in/out of the main office log

#	TASK	DRIVER INITIALS			
		0600	1200	1800	2400
1	I have read and understand the instructions above				
2	Fuel level SAT (0600:) (1200:) (1800:) (2400:)				
3	Oil level SAT				
4	Tire pressure SAT				
5	Mirrors and lights are clean and functioning				
6	Vehicle interior is clean and free of damage				
7	Vehicle exterior is clean and free of damage				
8	Vehicle starts				
9	No warning lights illuminated on dashboard				
10	Horn tested and working				
11	I have received at least 6 hours of sleep in the last 24 hours. I am ready and alert to drive.				
12	I am a 1/C or 2/C with a valid driver's license				
13	I only take orders from the OOW/SDO. If I have questions about tasking, I will call the SDO.				
14	I have not been in a car accident in a government vehicle (if yes...I have explained to SDO)				

WATCH	NAME	ALPHA	SIGNATURE
0600-1200			
1200-1800			
1800-2400			
1800-2400			
2400-0600			
2400-0600			

(Return to SDO upon completion)

BATTALION OFFICER OF THE WATCH DAILY ROUTINE CHECKLIST

DATE: _____

Oncoming Watch:

Officer of the Watch: _____

Midshipman OOW: _____

Staff Duty Officer: _____

Notes for on-coming BOOW (Include significant items from previous day):

Up-coming events (Include events that require watch team involvement/
supervision or specific items of interest as directed by Battalion Officer or
Battalion Commander):

INITIAL TIME EVENT

Commence Daily Routine Checklist.

_____	0600	Meet off-going MCBO and BOOW to discuss watch plan and turnover.
_____	0615	Muster in Rotunda for inspection. Conduct uniform inspection. Meet with on-coming RMOOW to review watch team plan, items of interest, and promulgate additional inspection/watch assignments.
_____	0700	Observe a company morning formation (if applicable).
_____	TBD	Report turnover to Battalion Officer or Battalion Commander as directed.
_____	1205	Observe a company noon meal formation (if applicable).
_____	1300	Inspect assigned battalion spaces. Report issues to appropriate Company Commanders.

- _____ By 1500 Inspect company wardrooms for cleanliness. Report issues to appropriate company commanders.
- _____ 1830 Observe a company evening meal formation (if applicable).
- _____ 1930 Ensure battalion attic accesses are locked. Report discrepancies to MOOW.
- _____ 0800-2000 Inspect 7 non-occupied rooms in battalion, one per class. Attach inspection chits to Battalion 0800 Report.
- _____ 2000 Verify cleanliness of battalion office, conference room, and other assigned spaces.
- _____ 2030-2200 Spot-check company areas for study hour compliance.
- _____ By 2400 Receive company taps and 0800 Reports. Forward completed Battalion 0800 Report to MOOW.
- _____ 0600 Meet on-coming MCBO and BOOW to discuss watch plan and turnover. Submit completed checklist to Battalion Adjutant.

_____ Date
Off-Going BOOW

_____ Date
On-Coming BOOW

COMPANY DUTY OFFICER DAILY ROUTINE CHECKLIST

DATE: _____

Oncoming Watch:

Officer of the Watch: _____

Midshipman OOW: _____

Staff Duty Officer: _____

BOOW: _____

Notes for on-coming CDO (Include significant items from previous day:

Up-coming events (Include events that require watch team involvement/
supervision or specific items of interest as directed by Battalion Officer or
Battalion Commander):

INITIAL TIME EVENT

Commence Daily Routine Checklist.

_____	0615	Muster in Rotunda for inspection.
_____	0630	Review CMOD Log for neatness and proper entry format.
_____	0645	Company duty section muster/inspection.
_____	0700	Observe morning formation (if applicable).
_____	0730	Inspect company wardroom for cleanliness. Assign duty section to clean if necessary.
_____	By 0745	Conduct turnover with off-going CDO, Company Officer, Company SEL, and Company Commander.
_____	1205	Observe noon formation (if applicable).

_____ 1300 Review CMOD Log for neatness and proper entry format.
_____ By 1600 Inspect company-owned areas for cleanliness IAW
COMDTMIDNINST 4730.1A, enclosure (5). Inspect four
rooms in company - one per class. Attach inspection
chits to Company 0800 Report.
_____ 1700 Review company accountability log.
_____ 1830 Observe evening formation (if applicable).
_____ 2030-2200 Spot check company area for study hour compliance.
_____ 2100 Print next day POD and CDO Daily Routine Checklist
for on-coming CDO.
_____ TBD Blue and Gold (IAW MIDREGS).
_____ 2300 Review CMOD Log for neatness and proper entry format.
_____ 2330-2400 Conduct taps. VISUAL verification of each person is
required. **CANNOT BE DELEGATED.**
_____ By 2400 Submit completed 0800 Report to BOOW.
_____ 0030-0300 Conduct bed check. Record in CDO binder for next
day's CDO.
_____ By 0745 Conduct turnover with on-coming CDO, Company Officer,
Company SEL, and Company Commander.

_____ Off-Going CDO _____ Date

_____ On-Coming CDO _____ Date

FOR TEMPLATE USE ONLY

Date

BRIGADE OF MIDSHIPMEN DAILY 0800 REPORT

From: Rank/Name, USN, Midshipman Officer of the Watch
To: Rank/Name, USN/USMC, Deputy Commandant of Midshipmen
Subj: BRIGADE 0800 REPORT FROM 0800 DDMMYY TO 0800 DDMMYY

1. ON-COMING WATCH:

- A. OOW: Rank/Name, USN/USMC, Billet
- B. SDO: Rank/Name, USN/USMC, Billet
- C. MOOW: Rank/Name, USN, Billet

2. CURRENT FORCE PROTECTION CONDITION: (ALPHA/BRAVE/CHARLIE/DELTA)

3. SIGNIFICANT EVENTS:

A. Family Crisis/Hospitalizations/Death Notifications/Other: _____

<u>Name</u>	<u>Alpha</u>	<u>Company</u>	<u>Description/Action</u>	<u>Admin Note</u>

B. Major Conduct Offenses that Occurred this date: _____

<u>Name</u>	<u>Alpha</u>	<u>Company</u>	<u>Description/Action</u>	<u>Admin Note</u>

C. Bancroft Hall Thefts: _____

<u>Company</u>	<u>Description/Action</u>	<u>Admin Note</u>

4. BRIGADE ACCOUNTABILITY REPORT:

A. Taps Report:

<u>Battalion</u>	<u>Present</u>	<u>AA</u>	<u>WKND</u>	<u>MO</u>	<u>UA</u>	<u>Total</u>	<u>Admin Note</u>
1 st							
2 nd							
3 rd							
4 th							
5 th							

<u>Battalion</u>	<u>Present</u>	<u>AA</u>	<u>WKND</u>	<u>MO</u>	<u>UA</u>	<u>Total</u>	<u>Admin Note</u>
6 th							
Brigade Staff							
TOTAL							

B. Unauthorized Absences: _____

<u>Name</u>	<u>Alpha</u>	<u>Company</u>	<u>Description/Action</u>	<u>Admin Note</u>

C. Authorized Absences: _____

<u>Name</u>	<u>Alpha</u>	<u>Company</u>	<u>Description/Action</u>	<u>Admin Note</u>

D. Movement Orders: _____

<u>Organization</u>	<u>MO Code</u>	# MIDN Assigned	<u>Logistics</u>		<u>Admin Note</u>
			<u>Departure Date</u>	<u>Return Date</u>	

E. Pending Separation: _____

<u>Name</u>	<u>Alpha</u>	<u>Company</u>	<u>Admin Note</u>

F. Separated: _____

<u>Name</u>	<u>Alpha</u>	<u>Company</u>	<u>Description/Action</u>	<u>Admin Note</u>
	123123			

G. Tours: _____

<u>Name</u>	<u>Alpha</u>	<u>Company</u>	<u>Assigned</u>	<u>Remaining</u>	<u>Comments</u>
	123456				

Note: All Midshipmen assigned restriction are also assigned tours.

H. Restricted Personnel: _____

<u>Name</u>	<u>Alpha</u>	<u>Company</u>	<u>Days Assigned</u>	<u>Comments</u>

5. INSPECTIONS:

A. Room Inspections: _____

<u>Battalion</u>	<u>Inspected</u>	<u>SAT</u>	<u>UNSAT</u>	<u>Admin Note</u>
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th				
TOTAL				

B. Watch Inspections/Duty Section Muster: _____

<u>Company</u>	<u>Inspector</u>	<u>SAT/UNSAT</u>	<u>Comments</u>

C. Wardroom Inspections: _____

<u>Company</u>	<u>Inspector</u>	<u>SAT/UNSAT</u>	<u>Comments</u>

D. Bed Checks: _____

<u>Battalion</u>	<u>SAT</u>	<u>UNSAT</u>	<u>Admin Note</u>
1 st			
2 nd			
3 rd			
4 th			
5 th			
6 th			
TOTAL			

E. BAC Tests: _____

<u>Company</u>	<u>Inspector</u>	<u># Tests</u>	<u>SAT/UNSAT</u>	<u>Admin Note</u>

F. King Hall Meal Evaluations:

<u>Meal</u>	<u>Inspector</u>	<u>SAT/UNSAT</u>	<u>Comments</u>
Breakfast			
Lunch			
Dinner			

G. Academy Facilities Management Verification and 1st Lt Issues:

<u>Day</u>	<u>Area</u>	<u>Focus</u>	<u>SAT/UNSAT</u>	<u>Admin Note</u>
Monday	Smoking Areas	Cleanliness		
	Rotunda	Cleanliness		
	7/8 Wing Lockers	Cleanliness		
Tuesday	Smoking Areas	Cleanliness		
	Smoke Hall	Cleanliness		
Wednesday	Smoking Areas	Cleanliness		
	Rotunda	Cleanliness		
	7/8 Wing Lockers	Cleanliness		
Thursday	Smoking Areas	Grass mowed		
	Smoke Hall	Cleanliness		
Friday	Smoking Areas	Cleanliness		
	Rotunda	Cleanliness		
	7/8 Wing Lockers	Cleanliness		
Saturday	Smoking Areas	Cleanliness		
	Smoke Hall	Cleanliness		
	7/8 Wing Parking Lots	Policed		
Sunday	Smoking Areas	Cleanliness		
	Rotunda	Cleanliness		
	T-Court	Clear of debris		
	7/8 Wing Lockers	Cleanliness		
Everyday	Memorial Hall	Count 8 Benches		

H. Elevators:

<u>Location</u>	<u>Condition (SAT/UNSAT)</u>	<u>Admin Note</u>
1 st Wing		
2 nd Wing		
<u>Location</u>	<u>Condition (SAT/UNSAT)</u>	<u>Admin Note</u>
3 rd Wing		
4 th Wing		
5 th Wing		
6 th Wing		

7 th Wing		
8 th Wing		
Forward Center Section		
Aft Center Section		

6. MATERIAL READINESS:

A. Work Orders: _____

<u>Active</u>	<u>Closed</u>	<u>Overdue</u>	<u>Admin Note</u>

B. Other Material Discrepancies: _____

<u>Location</u>	<u>Issue</u>	<u>Admin Note</u>

7. COMPANY BLUE & GOLD OBSERVATIONS (SUNDAY EVENINGS: _____)

<u>Company</u>	<u>Observer</u>	<u>Comments</u>

8. NEXT DAY SIGNIFICANT EVENTS: _____

<u>Event</u>	<u>Location</u>	<u>Time</u>	<u>POC</u>	<u>Admin Note</u>

9. ADMINISTRATIVE NOTES:

1.

SUBMITTED BY:

Off-going MOOW
M/LCDR Door, USN

Off-Going OOW
LT Door, USN

REVIEWED BY:

On-coming MOOW
M/LCDR Gish, USN

On-coming OOW
LT Officer, USN

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SITREP 01-12

1 March 2012

From: LT Officer, USN, Officer of the Watch
To: Deputy Commandant of Midshipmen
Subj: SITREP 01-10 MIDN 1/C Injured, 101234/4

Who:	MIDN 1/C Injured, 101234
Company:	4
What:	Head Injury
When:	0900
Where:	Hospital Point
Alcohol Involved:	No
Family Notified:	Yes
Flag Condition:	N/A

Narrative:

MIDN 1/C Injured suffered a head injury while playing field ball during intramurals. He was transported by ambulance to Anne Arundel Medical Center.

SITREP CLOSED: Yes No

Very respectfully,

A. B. OFFICER
LT, USN

SAMPLE MAIN OFFICE LOG BOOK ENTRIES

THIS SAMPLE LIST CANNOT INCLUDE ALL THE EVENTS THAT MAY NEED TO BE LOGGED.
WHEN IN DOUBT, DOCUMENT ALL KNOWN INFORMATION PROFESSIONALLY.

Arrival/Departure of Navy/Marine Corps Vessel or Aircraft:

1500: USS FREEDOM (LCS 1) MOORED ALONG SAILING CENTER SEAWALL.
1725: TWO MV-22S FROM VMM-263 LANDED AT HOSPITAL POINT.

BSR Hourly Report:

2400: 1ST BATTALION ROVER REPORTS ALL SECURE.

Change of Flag and Weather Conditions:

1410: SET FLAG CONDITION BLACK.
1800: WINDS INCREASED TO 45 KNOTS DUE TO INCOMING HURRICANE.
0900: WINTER WEATHER WARNING RELEASED FOR ANNAPOLIS AREA.

Formations:

0615: HELD ON-COMING DUTY SECTION MUSTER.

Report of Deceased or Injured Midshipman (Do not include details):

1100: 3/C TURNER WAS TAKEN VIA AMBULANCE TO ANNE ARUNDEL MEDICAL
CENTER. SEE SITREP 028-10.
0330: LT WALKER, LOS ANGELES POLICE DEPARTMENT REPORTED THE DEATH OF
1/C BOWMAN. SEE SITREP 148-09.

Report of Watch Relief (Recorded as two entries):

0800: (Off-going) PROPERLY RELIEVED AS (Watch) BY
 (On-coming) . [Initialed by Off-going]
0800: (Watch) PROPERLY ASSUMED BY (On-coming) .
[Initialed by On-coming]

Shore Patrol:

2100: SHORE PATROL SECTION 1 DEPARTED GATE 1.
0215: SHORE PATROL SECTION 2 RETURNED TO MAIN OFFICE.

Special Evolutions or Exercises (Include ending time if applicable):

1300: FIRE DRILL CONDUCTED IN 7TH WING.
1325: SECURED FROM FIRE DRILL.
0945: CONDUCTED ATFP TRAINING EXERCISE IN 2ND WING.
1045: SECURED FROM ATFP TRAINING EXERCISE.

Sunrise/Sunset:

0637: OBSERVED SUNRISE.
2001: OBSERVED SUNSET.

SAMPLE CMOD LOG BOOK ENTRIES

THIS SAMPLE LIST CANNOT INCLUDE ALL THE EVENTS THAT MAY NEED TO BE LOGGED.
WHEN IN DOUBT, DOCUMENT ALL KNOWN INFORMATION PROFESSIONALLY.

Arrival/Departure of Company Officer or Company Senior Enlisted Leader:

0630: COMPANY OFFICER ARRIVED ON DECK.
1725: SEL DEPARTED FOR THE DAY.

Arrival/Departure of Senior Officers:

1230: SDO/OOW/BATTALION OFFICER/DEPUTY COMMANDANT/COMMANDANT ARRIVED
ON DECK.
1245: SDO/OOW/BATTALION OFFICER/DEPUTY COMMANDANT/COMMANDANT DEPARTED.

Change of Flag and Weather Conditions:

1410: SET FLAG CONDITION BLACK.

Company Formation:

0700: HELD MORNING QUARTERS FORMATION.

Report of Injured Midshipman:

1550: 4/C WOODMAN SUFFERED A BROKEN ANKLE AFTER SLIPPING ON THE SPIRAL
LADDERWELL. ESCORTED BY ACDO TO BMU.

Report of Watch Relief (Recorded as two entries):

0800: _____ (Off-going) _____ PROPERLY RELIEVED AS _____ (Watch) _____ BY
_____ (On-coming) _____. [Initialed by Off-going]
0800: _____ (Watch) _____ PROPERLY ASSUMED BY _____ (On-coming) _____.
[Initialed by On-coming]

Rounds and Deck Condition Report:

0720: ROUNDS MADE. DECK SECURE.

Special Evolutions or Exercises (Include ending time if applicable):

1300: FIRE DRILL CONDUCTED IN 7TH WING.
1325: SECURED FROM FIRE DRILL.

0945: CONDUCTED ATFP TRAINING EXERCISE IN 2ND WING.
1045: SECURED FROM ATFP TRAINING EXERCISE.