



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS MARYLAND 21402-1300

USNAINST 1601.1A  
28/COS  
20 JAN 2015

USNA INSTRUCTION 1601.1A

From: Superintendent

Subj: NAVAL ACADEMY DUTY OFFICER (NADO)

Ref: (a) US Navy Regulations, 1990  
(b) USNA Instruction 1601.5B Naval Academy/Annapolis Area  
Duty Officers

Encl: (1) NADO End of Day Data Summary

1. Purpose. To promulgate policies regarding the organization, manning, duties and responsibilities of the Naval Academy Duty Officer (NADO).

2. Cancellation: USNAINST 1601.1

3. Discussion. To effectively stand watch as the NADO, an officer requires knowledge, discipline, initiative, common sense, and sound professional judgment. This instruction defines the NADO watch, guides watch standers in the execution of their duties and improves connectivity within the chain of command. When in doubt, the NADO should seek help from the chain of command.

4. Action

a. Chief of Staff (COS). The COS will supervise all USNA watches including the NADO; receiving reports on the effectiveness of the NADO from the Senior Watch Officer (SWO), as needed. The COS will verify with NADOs the Academy-related operations scheduled for the day, as well as any operational duties the NADO is expected to perform, and receive passdown from the off-going NADO.

b. Senior Watch Officer. The Senior Watch Officer (SWO) will report directly to the COS. The SWO will:

- (1) Prepare, supervise, and promulgate the NADO watch bill.
- (2) Be responsible for the implementation and development of the NADO training program.
- (3) Ensure the currency of the NADO working references and documentation.
- (4) Monitor the performance of the NADO watch.

(5) Review and forward recommended changes to this instruction.

c. NADO. Per reference (a), the NADO is the direct representative of the Superintendent of the Naval Academy, from whom the NADO's authority is derived and for whom the NADO has authority to act. The NADO is responsible for the proper execution of all activities within the Yard and must be ready to respond to situations that require direct attention. In most instances, the NADO will act as the coordinator of many activities happening throughout the Yard and will receive status reports from subordinate watch officers who will be monitoring individual events.

d. NADO Qualification. All prospective NADO watch standers will complete the NADO training program prior to qualification. This program will be developed, specified, and administered by the SWO. It will include, as a minimum, a review of the pertinent instructions and materials governing the watch, an "under instruction" watch with a qualified NADO, and a comprehensive briefing with SWO regarding NADO duties and responsibilities. Upon successful completion of the training program, the prospective NADO will be certified by the SWO.

5. Standard Operating Procedures (SOP). A copy of this instruction will be maintained in the NADO logbook or in the online folders.

a. The NADO reference files will include information regarding:

(1) Base Support

- (a) Phone Lists
- (b) Divisional Watchbills
- (c) PAO Notification

(2) Security

- (a) FPCON Checklist
- (b) USNA/NSAA Physical Security Program
- (c) BLUE DART Procedures
- (d) Bomb Threat
- (e) Entrance of Civil Police on the Yard
- (f) Use of Force
- (g) Notification Matrix

(3) NADO Administration

- (a) NADO Log Book
- (b) NADO Cell Phone

(4) Special Events

- (a) Funerals
- (b) Special Events on the Yard
- (c) Flight Operations
- (d) Ship on the Yard/At Anchor
- (e) Liberty Launch
- (f) VIP Guests

(5) Personnel Emergencies

- (a) Death of midshipmen or other USNA personnel
- (b) Domestic Disputes
- (c) Sexual Assault

(6) Message Handling

- (a) SITREP Serial Index
- (b) SITREP and OPREP-3 Templates
- (c) USNA Message Handling Procedures

(7) Base Administration

- (a) Heavy Weather Procedures
- (b) Base Closure/Delay Procedures

b. The SOP and reference documents will serve as a guide to the NADO for executing daily activities and the basis for the NADO training program.

6. NADO Watch Organization

a. Naval Academy Duty Officer. The NADO watch may be assigned to all senior O-4s (at least two years time in grade) and O-5s stationed at USNA; except O-5s in the following billets:

- (1) Executive Assistant to the Superintendent
- (2) Battalion Officers
- (3) Brigade Operations Officer
- (4) Military Department Chairs
- (5) USNA PAO
- (6) USNA Special Events Director

b. Tasking of Subordinate Watch Standers. In accordance with reference (b), each division, department and area activity is responsible for maintaining a watch organization. The watch organizations are responsible for the security of their assigned spaces and the conduct of all scheduled events and activities under the cognizance of their respective subordinate organizations. When directed by the NADO, subordinate watch standers will report to the NADO upon completion of each scheduled event in the Yard under their cognizance. Additionally, when needed to support academy operations, the NADO may task the divisional and departmental watch standers to assist. Subordinate watch organizations under the cognizance of the NADO (as the Superintendent/COS representative) include:

- (1) Academic Dean
  - (a) Division of Engineering and Weapons watch
  - (b) Division of Mathematics and Science watch
  - (c) Division of Humanities and Social Sciences watch
- (2) Commandant of Midshipmen
  - (a) Bancroft Hall Officer of the Watch (OOW) and midshipman watch organization
  - (b) Character Development and Training (CD&T), Commandant Staff, Commandant Operations, Professional Development (ProDev, including Waterfront Readiness), Leadership Education and Development (LEAD), Midshipmen Supply, Chaplains, and Musical Activities.
- (3) Physical Education Department and P.E. Duty Officer. Includes responsibility for all athletic buildings and fields on the yard. Represents NAAA for after-hours security and watchstanding purposes, including Ricketts Hall.

c. Coordination with Tenant Commands, Other Commands, and Watch Standers. The NADO will coordinate as needed regarding daily

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activities with other local commands (and their respective watches, where applicable) and Cost Centers including but not limited to:

(1) Naval Support Activity Annapolis (NSAA) and its Command Duty Officer (CDO).

(2) USNA Public Works Department (PWD)

(3) Naval Academy Business Services Division (NABSD) activities, including the Midshipman Store, Officer and Faculty Club, Drydock Restaurant, Brigade Sports Center (BSC), Club at Greenbury Point, Cobbler Shop, Barber Shop, Tailor Shop, Laundry, Uniform Store, and USNA Visitor Center.

(4) Naval Health Clinic Annapolis (NHCA)

(5) Brigade Dental Clinic

(6) Admissions

(7) International Programs Office (IPO)

(8) USNA Band

(9) USNA Comptroller

(10) Information Technology Services Division (ITSD)

(11) USNA Foundation

(12) USNA Museum

7. General Duties and Authorities of the Naval Academy Duty Officer

a. In conjunction with subordinate watchstanders, maintain awareness of the operations and activities in the Yard.

b. In crisis situations, report directly to the Emergency Operations Center (EOC) located in the Security Building (Building 257) and act in the place of the Superintendent or COS until relieved by appropriate authority.

c. Act as on-scene coordinator for security or medical emergencies until the arrival of the cognizant authority.

d. Authorized to issue Military Protective Orders in the event of a domestic dispute (after normal working hours only - ensure the JAG is notified).

e. Authorized to release messages as directed by COS.

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f. Authorized to conduct a search only when exercising general command authority in the absence of or incapacity of the Superintendent or his/her successor.

g. Coordinate with the Naval Support Activity/Annapolis CDO for all matters pertaining to the Security of the Base and the maintenance of facilities.

#### 8. NADO Watch Routine

a. Weekday Routine. On-coming and off-going NADOs will meet between 0715 and 0730 Monday thru Friday at a specified location to participate in a conference call operations brief. Following the brief, as needed, the on-coming NADO will ensure contact with all divisional and departmental watch standers to disseminate word, verify contact numbers, review the operational schedule of events in the Yard and assign tasking. Subordinate duty officers should check in with the NADO. It is imperative that the NADO remain available to coordinate all events in the Yard, respond to all emergent requirements, and make appointed rounds. Direct monitoring of events and activities may be delegated to the responsible divisional or departmental watchstander. Completion of scheduled events will be recorded in the NADO logbook and debriefed during turnover. Other assigned duties, such as teaching, may be carried out on a not-to-interfere basis with NADO duties. A tour of the Yard (on foot or by vehicle) should be conducted, at a minimum, every four hours.

b. Weekend/Holiday Watch Routine. There are no operations briefs on Saturday, Sunday, or on holidays. All weekend/holiday NADOs will attend the operations brief held on the Friday morning or the morning prior to their assigned weekend/holiday watch. Turnover may occur at an agreed-upon time and place for Saturday/Sunday/Holiday NADO watches but should normally be accomplished no later than 0900.

c. Securing the NADO Watch. Upon completion of the last event on the Yard or 2130 (whichever is later), the NADO may secure to quarters or to the NADO Bachelor Officers' Quarters room. The NADO may retire to his or her own residence if it is located within 20 minutes of USNA, depending on THREATCON and weather conditions.

#### d. NADO Reports

(1) During the day, the NADO will prepare an End of Day Data Summary. The primary purpose of this document is to convey information to be used by upcoming watchstanders. Enclosure 1 is an example. The NADO End of Day Data Summary will be prepared for the following three days. If Monday is a holiday, Friday afternoon's End of Day Data Summary should also include Tuesday. The NADO will e-mail this report at close of business (usually 1700) to USNA leadership (list maintained separately). The e-mail report should also include a summary of any significant events occurring during the day.

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(2) Just before or after the NADO morning turnover, the off-going NADO will send an e-mail summary containing any significant new events or updates from the prior evening. The NADO Morning Report e-mail will be sent to a list of addressees (maintained separately) from among USNA leadership. The primary purpose of this report is to summarize for USNA leadership any noteworthy events from the previous 24-hour NADO duty day.

e. Relieving the NADO Watch

(1) The oncoming NADO will participate in the morning conference call or attend the daily operations brief at 0730 at BLDG 58NS in the CO's office. The oncoming NADO will receive information on the expected issues that may arise during the watch, a brief on planned events in the Yard, and a pasdown from the off-going NADO for any carryover issues.

(2) The on-coming NADO will inventory the contents of the NADO bag.

(3) The oncoming NADO will verify all divisional watch bills are current and contained in the NADO online folders (contact the appropriate division if there are discrepancies).

(4) As needed, the oncoming NADO will verify contact information with divisional/departmental duty officers or assign tasking.

(5) The NADO will maintain a log of significant events that occur during the watch. As the logbook may be used as a legal record, all entries should be legible and explicit with all facts.

(6) During high visibility events while acting in an official capacity, the Uniform of the Day with the NADO nametag is prescribed for NADOs. Otherwise, the NADO may wear the appropriate working uniform while on duty.

(7) Rounds are required at least every four hours. This may be accomplished either by driving or walking around the Yard. Rounds should be made prior to securing for the evening and prior to turnover. Evening rounds should include at least one tour of Naval Support Activity Annapolis. Be alert for any suspicious activity and obvious Yard discrepancies.

f. Watch Exchanges. The SWO must approve exchanges of the NADO watch assignments. Exchanges may be submitted for approval via email.

9. General Reporting Guidance

a. The NADO will advise COS as soon as possible of any information or event that requires the immediate attention of the chain of command.

b. Normal policy is to resolve issues at the lowest working level and allow the internal chain of command to forward recommendations.

c. NADO watchstanders should not hesitate to seek guidance or clarification from any appropriate level of the chain of command.

10. Reportable Events. This paragraph gives examples of events that must be reported.

a. Threats to Safety and Security

- (1) Significant personnel or family casualty
- (2) Imminent danger to the life of midshipmen, military, visitors or military family members.
- (3) Imminent danger to USNA property.
- (4) Potential compromise of classified information.
- (5) Anticipation of possible terrorist or criminal action against the academy.

b. Command and Control Matters

- (1) Any change in assigned command and control authority or relationships.
- (2) Any change in DEFCON, THREATCON, or Alert State
- (3) Receipt of Warning, Alert or Execute Order.

c. Personnel Issues

- (1) Misconduct involving drug or alcohol abuse.
- (2) Misconduct of a sexual nature.
- (3) Violent misconduct.
- (4) Any misconduct that may attract attention of community authorities, news media, or higher military authority.
- (5) Breaches of policy regarding sexual harassment, fraternization or hazing.
- (6) Violations of UCMJ by military members or by others affecting military members.
- (7) Military member or military family member quality-of-life conditions requiring immediate attention or outside support.

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d. Special Sensitive Matters

(1) Any incident with potential interest by higher authority, news media, the local community, or nations of foreign officers.

(2) Any potential violations by any unit of law of the sea or international conventions.

(3) Unscheduled arrivals of VIPs, significant change in VIP itinerary, or any inability to provide VIP support.

(4) Unplanned arrival of news media representatives.

(5) Unscheduled arrivals of visiting ships or aircraft.

11. Authority to Act

a. In the absence of the Superintendent or COS, the NADO has the authority to act on urgent matters.

b. Orders issued by the NADO shall be considered as coming from the Superintendent.

c. NADOs are expected to exercise initiative and sound professional judgment. When the situation permits, the COS shall be advised of NADO intentions prior to execution. When the situation obviously demands a quick decision, the NADO should decide, execute the necessary actions, and then provide notification as soon as possible. If the NADO is unable to contact the COS, then the EA will be contacted. If neither COS nor the EA can be contacted, then the NADO will ensure the Superintendent is briefed on sufficiently important, urgent matters.

12. Summary. Standing an effective watch is one of the most important roles an officer can perform. NADOs are entrusted with extraordinary authority and are relied upon to ensure that the daily routine is properly executed. The NADO is a direct and obvious representative of the Naval Academy and the leader of the Naval Academy watch organization. The NADO should monitor, coordinate and communicate, direct when necessary, and assist when able. There is no substitute for solid preparation and sound judgment.



S. S. VAHSEN  
Chief of Staff

Distribution:  
All non-Mids (electronic)

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NADO End of Day Data SummaryNADO:

<u>Date</u>	<u>Name; e-mail; work number, cell number</u>

Daily Operations Conference Call: Date, time, phone number, access code

Daily OOW Call: The OOW will call the NADO following morning turnover (~0815).

NSA CDO: Dates; name; work number; duty phone number; personal cell number

Next Initial Serial (Last Sitrep): XXX-YR (Last SITREP: XXX-YR, DTG XXXXXXXZ MON YR)

Superintendent: Flag up/down      National Ensign: Flag up/down

Visiting Flags/VIPs/Special: None

FPCON: Condition - Amplifying Information

Current & Upcoming Events:

<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Location</u>

Funerals:

<u>Date</u>	<u>Time</u>	<u>Funeral/Committal Info</u>

Weather:

<u>Date</u>	<u>Sunrise</u>	<u>Sunset</u>	<u>Forecast</u>

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Major System Status:

(Power, Water, Heat, HVAC, Steam, Sewer, Fire Protection, Elevators)


Scheduled Utility Outages:

Date	Description

Evening Email Distribution (update daily):

Name	Title	Email

Morning Email Distribution (update daily):

Name	Title	Email