



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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USNAINST 1601.1D
28/COS
7 Apr 2026

USNA INSTRUCTION 1601.1D

From: Superintendent, U.S. Naval Academy

Subj: NAVAL ACADEMY DUTY OFFICER

Ref: (a) U.S. Navy Regulations, 1990
(b) USNA/NSAAINST 5800.2B
(c) USNAINST 5530.1A

Encl: (1) Passdown Report Template
(2) Commander's Critical Information Requirements (CCIR)

1. Purpose

- a. To publish policies regarding the organization, manning, duties and responsibilities of the Naval Academy Duty Officer (NADO).
- b. To codify NADO actions taken during emergencies requiring the Crisis Action Team.
- c. Provide guidance for off going and oncoming NADO participation in daily operations briefs and Random Anti-Terrorism Measures (RAM) when those events overlap with classroom instruction.

2. Cancellation. USNAINST 1601.1C.

3. Discussion. This instruction defines the NADO watch and guides watch standers in the execution of their duties. NADOs are entrusted with extraordinary authority and are relied upon to ensure that the daily routine is properly executed. The NADO is a direct representative of the U.S. Naval Academy (USNA) and the leader of the USNA 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. When in doubt, the NADO should seek help from the NADO Senior Watch Officer (SWO) and chain of command (CoC). Standing an effective watch is one of the most important roles an officer can perform.

4. Action

- a. Chief of Staff (COS). COS will supervise all USNA watches including the NADO; receiving reports on the effectiveness of the NADO from the SWO, as needed. The COS will

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verify Academy-related operations scheduled for the day and operational duties with the NADO and will receive morning and evening passdowns from the NADO.

b. SWO. The SWO will report directly to the COS. The SWO will:

- (1) Prepare, supervise, and promulgate the NADO watchbill.
- (2) Develop and implement the NADO training program.
- (3) Ensure the currency of the NADO working references and documentation.
- (4) Coordinate with the USNA Anti-Terrorism Officer (ATO) the scheduling, execution, and reporting of Random Anti-Terrorism Measures (RAM) during the NADO's watch.
- (5) Monitor the performance of the NADO watch.
- (6) Review and forward recommended changes to this instruction.

c. NADO

(1) Per reference (a), the NADO is the direct representative of the Superintendent, from whom the NADO's authority is derived and for whom the NADO has the responsibility 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.

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

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

a. The NADO reference files will include information regarding:

(1) Base Support

- (a) Phone Lists
- (b) Watchbills for each Subordinate Watchstanding Team
- (c) Public Affairs Officer (PAO) Notification
- (d) Judge Advocate General (JAG) Notification

(2) Security

- (a) Force Protection Condition (FPCON) Checklist
- (b) USNA/Naval Support Activity Annapolis (NSAA) Physical Security Program
- (c) Bomb Threat
- (d) RAM Schedule (electronic) and Anti-Terrorism Plan RAM Locations and Measures List (hard copy only)

(3) NADO Administration

- (a) NADO Log Book
- (b) NADO Cell Phone
- (c) NADO Laptop
- (d) NADO Master Keys

(4) Special Events

- (a) Funerals
- (b) Special Events on the Yard
- (c) Flight Operations
- (d) Ship on the Yard/At Anchor
- (f) Very Important Person Guests

(5) Personnel Emergencies

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

(6) Message Handling

- (a) Situational Report (SITREP) Serial Index

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(b) SITREP and Operational Report (OPREP) Templates

(c) USNA Message Handling Procedures (with direct coordination and updates from the USNA Information Technology Services Division (ITSD))

(7) Base Administration

(a) Heavy Weather Procedures

(b) Base Closure/Delay Procedures

b. The SOP and reference documents (maintained online) 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. NADO. 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 officers in the following billets:

(1) Executive Assistant and/or Flag Secretary to the Superintendent

(2) Battalion Officers

(3) Brigade Operations Officer

(4) Military Department Chairs and Military Deputy Deans/Division Deputies

(5) USNA PAO

(6) USNA Special Events Director

(7) Marine Detachment (MarDet) COS

(8) USNA Communications Officer

(9) Staff Judge Advocates

(10) Brigade Honor Officer

(11) Director, USNA Band

(12) Waterfront Readiness Deputy

(13) Midshipmen Development Center Clinical Psychologist

(14) Naval Branch Health Clinic – Bancroft Hall Medical Providers

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(15) Director of Officer Personnel

(16) Director of the Sailing Center

b. Tasking of Subordinate Watch Standers. Each school, department, and area activity are 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. Subordinate watch standers will coordinate, prior to execution, any assigned RAMs and will report the completion of each RAM to the NADO. When directed by the NADO, subordinate watch standers will also report to the NADO upon completion of each scheduled event on the Yard under their cognizance. Additionally, when needed to support USNA operations, the NADO may task the school and departmental watch standers to assist. Subordinate watch organizations under the cognizance of the NADO (as the Superintendent/COS representative) include:

(1) Provost

(a) School of Engineering and Weapons Watch

(b) School of Mathematics and Science Watch

(c) School of Humanities and Social Sciences Watch

(2) Bancroft Hall Watch and midshipman watch organization

(3) Physical Education Department Duty Officer

(4) Funeral Honors Coordination Watch

c. Coordination with Tenant Commands, Other Commands, and Watch Standers. The NADO will coordinate as needed regarding daily activities with other local commands (and their respective watches, where applicable) and Cost Centers including, but not limited to:

(1) NSAA) operations and security and its Command Duty Officer (CDO)

(2) USNA Public Works Department

(3) Naval Academy Business Services Division activities

(4) Naval Health Clinic Annapolis

(5) Naval Branch Health Clinic – Bancroft Hall

(6) Brigade Dental Clinic

- (7) Admissions
- (8) International Programs Office
- (9) USNA Band
- (10) USNA Comptroller
- (11) ITSD
- (12) USNA Foundation
- (13) USNA Museum

7. General Duties and Authorities of the NADO

a. In conjunction with subordinate watch standers, maintain awareness of the operations and activities on the Yard.

b. In crisis situations, act as on-scene coordinator for security or medical emergencies until the arrival of the cognizant authority. Once relieved by an appropriate authority, report directly to the Crisis Action Team (CAT) at Larson Hall or designated alternate location in accordance with the Continuity of Operations Plan (USNAINST 5530.1A Chapter 13). Be prepared to report to the Emergency Operations Center (EOC) if directed by COS or CAT Leadership located in the Security Building (BLDG 257), or a designated alternate site, and act in the place of the USNA EOC liaison officer (typically the ATO) until relieved.

c. Draft and release messages as directed by the COS.

d. Coordinate issuance of Military Protective Orders (MPO) from the Superintendent, COS, or the Commandant, depending on the alleged offender's cost center. The NADO will ensure coordination with Legal prior to approval of an MPO using a DD Form 2873, Military Protection Order. In emergency circumstances, an MPO may be issued verbally by the appropriate authority but will be immediately reduced to writing using DD Form 2873 as soon as possible thereafter. Alternately, the NADO is authorized to issue a No Contact Order, either verbally or in writing, but will endeavor to do so in coordination with Legal and the CoC.

e. Coordinate Command Authorized Search and Seizure. Per reference (b), the Superintendent and the Commanding Officer, NSAA are both authorized to issue probable cause searches of property, places, and persons aboard USNA. Search of places or property not under military control requires coordination with local law enforcement officials. Even if the location is not under military control, authority to authorize a probable cause search of a person is vested in the commander having control over the person to be searched. If the Superintendent is not available to exercise his or her authority, the authority passes to the Acting Superintendent.

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f. Coordinate with the NSAA CDO for all matters pertaining to the Security of the Base and the maintenance of facilities. Oversee the execution of scheduled RAMs as directed by the USNA ATO and take immediate action for unsatisfactory conditions / security violations identified.

8. NADO Watch Routine

a. Weekday Routine. Parking reservation checks will be conducted by the off going NADO in conjunction with the NSAA CDO every weekday between 0600-0700 prior to turning over the watch. On-coming and off-going NADOs will meet between 0715 and 0730 Monday through Friday at a specified location to participate in a conference call operation brief or physically attend the daily operations brief at building 58NS in the NSAA Commanding Officer's office. If the daily operations brief conflicts with classroom instruction or NADO RAM execution then:

(1) If either the off-going or oncoming NADO are scheduled to teach during the operations call, turnover will take place before their classroom instruction. The duty officer not teaching will attend the operations brief and passdown pertinent information to the other duty officer.

(2) If both oncoming and off-going NADO are scheduled to teach during the operations call, turnover will take place before their classroom instruction and the oncoming NADO will contact the NSAA CDO prior to their classroom instruction to send and receive pertinent information. After teaching the NADO will again contact the CDO to receive any updates from the operations brief.

(3) If there is a NADO RAM scheduled during the operations brief the NADO will turnover prior to the brief and both oncoming and off-going NADO will attend the operations brief. The oncoming NADO will perform the RAM immediately following the operations brief. This RAM timing adjustment, expected to be less than 30 minutes, will be noted in the logbook. Following the brief, as needed, the on-coming NADO will ensure contact with all subordinate watch standers to disseminate guidance, verify contact numbers, review the operational schedule of events on the Yard, and assign tasking. Subordinate duty officers will check in with the NADO. It is imperative that the NADO remain available to coordinate all events on the Yard, respond to all emergent requirements, and make appointed rounds. Tours of the Yard (on foot or by vehicle) will be conducted, at a minimum, every four hours. Evening rounds will include at least one tour of NSAA. Be alert for any suspicious activity and obvious Yard discrepancies. Direct monitoring of events and activities may be delegated to the responsible school/divisional or departmental watch stander. Completion of scheduled events will be recorded in the NADO logbook and debriefed during turnover. RAM execution details (time, location, duration, issues) will be recorded in the RAM logbook. Other assigned duties, such as teaching, may be carried out on a not-to-interfere basis with NADO duties; however, at no time will any other duties take priority over official NADO duties.

b. Weekend/Holiday Watch Routine. There are no regularly scheduled 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 holiday watch and receive a

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detailed passdown from the off going NADO. 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 Yard wide event on the Yard or 2000 (whichever is later), the NADO may secure to their home if travel time from their home to the Yard is 20 minutes or less. If travel time from their home to the Yard is greater than 20 minutes the NADO will secure at the Navy Gateway Inn and Suites or an alternate location that is within 20 minutes of the Yard. The decision of where to secure for the evening will also include other factors (such as THREATCON, HPCON, etc.) and direction of COS and senior leadership.

d. NADO Reports

(1) During the day, the NADO will prepare an evening (PM) Passdown Report; see template in enclosure (1). The primary purpose of this document is to convey information to be used by upcoming watch standers. The PM Passdown Report will be prepared for the following three days. If Monday is a holiday, Friday afternoon's PM Passdown Report should also include Tuesday. The NADO will e-mail this report at the close of business (usually - 1700) to USNA COS and leadership (list maintained separately). The e-mail report should also include a summary of any significant events that transpired including any RAMs performed and scheduled since relieving the watch.

(2) Just before or after the NADO morning turnover, the off-going NADO will send an AM Passdown e-mail summary containing any significant new events or updates from the prior evening including any RAMs performed since the PM Passdown. The AM Passdown e-mail will be sent to the same list used for the PM Passdown. The primary purpose of this report is to summarize any updates or noteworthy events since the PM was sent.

(3) The NADO at the close of a calendar month will document the total number of hours RAMs scheduled and executed for the month in the RAM Logbook and email these numbers to the NADO SWO.

e. Relieving the NADO Watch

(1) The oncoming NADO will receive information on schedule/coordinated RAMs, any expected issues that may arise during the watch, a brief on planned events on the Yard, and a passdown on any other pertinent information from the off-going NADO.

(2) The oncoming NADO will inventory the contents of the NADO bag (inventory list is maintained in the NADO bag and on the NADO shared drive).

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

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(4) As needed, the oncoming NADO will verify contact information with subordinate watchstanders or assign tasking.

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

(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.

f. Changes to the NADO Watchbill. The SWO must approve all changes to the NADO Watchbills. Exchanges may be submitted for approval via e-mail.

9. General Reporting Guidance. The NADO will immediately notify the COS of any information or event that requires Superintendent action, especially if media attention is anticipated. Normal policy is to resolve issues at the lowest working level and allow the internal CoC to forward recommendations. NADO watchstanders should not hesitate to seek guidance or clarification from any appropriate level of the CoC.

10. Reportable Events. The Commander's Critical Information Requirements (CCIRs) are provided in enclosure (2). In addition to this specific guidance, sound judgement must be used to expeditiously report any event on or off the Yard that may involve personnel outside the normal CoC or require immediate attention.

11. Authority to Act

a. In the absence of the Superintendent or COS, the NADO has the authority to act on urgent matters. Orders issued by the NADO will be considered as coming from the Superintendent.

b. NADOs are expected to exercise initiative and sound professional judgment. When the situation permits, the COS will 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 Flag Aide will be contacted. If neither COS nor the Flag Aide can be contacted, then the NADO will ensure the Superintendent is briefed on sufficiently important, urgent matters.

12. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy (DON) Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-andInformation-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

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b. For questions concerning the management of records related to this or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

13. Review and Effective Date. Per OPNAVINST 5215.17A, COS will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and all other Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.

14. Forms and Information Management Control

a. DDFORM 2873 Military Protection Order can be found on the DoW issuance website at https://www.esd.whs.mil/Directives/forms/dd2500_2999/DD2873/ and should be issued per subparagraph 7.d.

b. The reporting requirements contained in this instruction are exempt from reports control by SECNAV-M 5214.1 of December 2005, part IV, subparagraph 7.g. and 7.h.



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Releasability and distribution: This instruction is cleared for public release and is available electronically only via USNA's issuance Web site, <https://www.usna.edu/AdminSupport/Inst/>

PASSDOWN REPORT TEMPLATE

Future NADOs:

<u>Name</u>	<u>Duty Date</u>	<u>Email</u>	<u>Office Phone</u>

Next Daily Operations Conference Call: Date & Time / Phone Number, access code

NSAA CDO: Name (Dates), Duty Cell Phone Number, Office Phone Number

Next Initial Serial: ###-yy (Last Initial SITREP: ###-yy / DTG)

Superintendent: On/Off Yard (Current status; not forecasted)

Flags/VIPs/Special:

National Ensign: Full/Half Mast

FPCON: **HPCON:**

Next 3 Days' Events:

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

Funerals in the Next 14 Days:

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

Funeral Honors Support Officer:

<u>Name</u>	<u>Email</u>	<u>Office (secondary)</u>	<u>Cell (primary)</u>

CACO Watch-stander & Coordinators:

<u>Dates</u>	<u>Name</u>	<u>Email</u>	<u>Office</u>	<u>Cell</u>
Faculty / Staff CACO Coordinator				
MIDN CACO Coordinator				
Duty CACO				
Duty CACO				

Forecasted Weather for the Next Three Days:

<https://www.timeanddate.com/sun/usa/annapolis>

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

Major System Status (all sections below are updated from PWD Report dated DAY-MONTH-YEAR):

Scheduled Utility Outages

Utility Outages Pending Approval over the Next 21 Days

Scheduled Road/Parking Closures

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Road Closures Pending Approval:

-

Upcoming Security Exercises (List regardless of how far they are in the future):

-

SAMPLE

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COMMANDER'S CRITICAL INFORMATION REQUIREMENTS (CCIR)

1. Leaders must be well informed to make effective and timely decisions.
2. In accordance with USNAINST 1601.1C - Naval Academy Duty Officer (NADO); the NADO, in concert with the Naval Support Activity Annapolis (NSAA) Command Duty Officer (CDO) is the primary conduit through which critical information is passed to Naval Academy leadership.
3. Per paragraph 9 of USNAINST 1601.1C – “The NADO will advise the COS as soon as possible of any information or event that requires immediate attention of the chain of command.” The instruction further states that “normal policy is to resolve issues at the lowest working level and allow the internal chain of command to forward recommendations.” Finally, it states that “NADO watch standers should not hesitate to seek guidance or clarification from any appropriate level of the chain of command.”
4. This highlights the requirement for Cost Center leadership to understand the incidents or events that trip notification requirements associated with the Superintendent’s CCIRs. In addition, while most incidents or events will make it to the NADO due to his/her duties and responsibilities, some will not and need to be properly reported in a timely manner.
5. Each cost center should develop a reporting mechanism to inform appropriate senior leadership within the cost center who will in turn inform the Chief of Staff (COS) via the method outlined for each Category. Only the NADO or Cost Center senior leadership should contact the COS.
6. The expectation is that notification will include the 5 Ws (who, what, when, where, why) as well as anticipated follow on actions if appropriate. Any administrative actions (SITREP, MPO, etc...) required as a result of the incident/event should also be addressed to include the SJA consulted.
7. Timely reporting is more important than waiting on all the specific details if those details are going to cause a delay in reporting. When in doubt notify early and have a follow-up plan.
8. See the next page for a list of CCIRs...when in doubt engage with the chain of command to clarify or seek guidance.

CAT 1 (voice report required)

1. Installation Attack / Active Shooter / Suspicious Package / Bomb Threat
2. Yard Patrol / Sail Craft mishap
3. Critical injuries or loss of life of a midshipman.
4. Critical injury of faculty/staff member; loss of life of a current faculty/staff member.
5. Environmental issue: significant oil or hazardous material spill.
6. Building evacuation (fire, fumes, flooding, etc.).
7. Any unauthorized access to the Yard.
8. Significant incident at an offsite athletic event.

CAT 2 (voice, text, or email report required)

1. Overnight hospitalization of a midshipman.
2. Reports of suicidal ideations.
3. Reports of sexual assault.
4. Force Protection Condition (FPCON), Health Protection Condition (HPCON), or Hurricane Condition changes.
5. Any incident causing significant damage (\$100,000 or more) or significant personal injury on the Yard.
6. Unscheduled service interruption that is anticipated for longer than one (1) hour for power, water, or IT services.
7. Helicopter operations on the Yard
8. Hosting a Yard visitor of national prominence, foreign dignitary, or four-star / four-star equivalent.
9. Compromise of academic integrity across a section, division, or course wide exam.
10. Incidents involving USNA personnel that are anticipated to generate negative media coverage, embarrassment to the Navy, or will generate higher level leadership interest.