



DIRATHINST 1601.1D

DIRECTOR OF ATHLETICS INSTRUCTION 1601.1D

Subj: PHYSICAL EDUCATION DUTY OFFICER (PEDO)

Ref: (a) USNAINST 1601.5B Naval Academy/Annapolis Area Duty Officers  
(b) USNAINST 1601.1 Naval Academy Duty Officer (NADO)  
(c) COMDTMIDNINST 1601.10L, Bancroft Hall Watch Instruction

Encl: (1) PEDO Job Qualification Requirement  
(2) PEDO Qualified Watchstander List  
(3) PEDO Watchbill  
(4) PEDO Standard Operating Procedures and Checklists  
(5) Daily Sitrep Email  
(6) Contact Information  
(7) PEDO Duty Log  
(8) Physical Education Department Facility Hours  
(9) Field Light Operations  
(10) PEDO Watchstanding Change Addendum  
(11) Naval Support Activity (NSA) Morning Operations Meeting  
(12) PEDO Chain of Command Flow Chart

1. Purpose. To promulgate policies establishing the organization, manning, duties, and responsibilities of the Physical Education Duty Officer (PEDO). A copy of this instruction will be maintained in the PEDO Watch Binder.

2. Cancellation. DIRATHINST 1601.1C.

3. Background.

a. The PEDO is a direct representative of the Physical Mission. The PEDO is responsible for the safety and security of the Physical Mission facilities. The PEDO will assist the Naval Academy Duty Officer (NADO) in the execution of his duties per Reference (a). The PEDO will report to the NADO per Reference (b) to ensure connectivity and that Yard applicable information is disseminated to all duty personnel.

b. Because of manpower limitations, the PEDO is not expected to rove the facilities throughout the day. However, it is imperative that the PEDO is available at any point in the day to make decisions regarding the Physical Mission and ensure the facilities are properly secured.

#### 4. PEDO Qualification.

a. All Navy and Marine Corps Officers, O-4 and below, attached to the Physical Education (PE) Department are required to stand PEDO. All prospective PEDOs are required to complete the required qualification before standing the watch. Requirements for PEDO qualification are listed below:

(1) Complete the PEDO Job Qualification Requirement (JQR) (Enclosure (1)).

(2) Stand at least 2 Under Instruction (UI) watches with a qualified PEDO.

(3) Conduct interview with the Senior Watch Officer (SWO) to assess knowledge of duties and responsibilities.

b. Once all PEDO qualification requirements are met, the SWO will forward a recommendation for qualification to the PE Department Executive Officer (XO) for approval.

c. Once given final approval for qualification, the names of all Officers qualifying will be added to the Qualified Watchstanders List (QWSL) (Enclosure (2)) and the Officers will be added to the PEDO Watchbill (Enclosure (3)).

#### 5. Policy

a. All watchbill changes will be requested through the SWO.

b. During weekday working hours, the PEDO is expected to be in the USNA Uniform of the Day or the PE Department Uniform of the Day. On weekends and non-working hours, the PEDO is required to wear an approved USNA PE Uniform. If the PEDO's attendance is required on the yard, outside the Physical Mission facilities, the PEDO shall be in the USNA Uniform of the Day.

c. PEDOs will write down key events for the day, phone calls and any other important matters pertaining to the PEDO watch in a duty log kept in the PEDO Binder. The PEDO Duty Log (Enclosure (7)) is an official record of the watch and shall be written legibly in indelible blue or black ink.

d. A daily situational report (Sitrep) email will be submitted by the off-going PEDO before 1000 to the SWO. Additionally, the following personnel will be carbon copied: PE Department Executive Officer (XO), Associate Athletic Director of Facilities, and applicable 1st Lieutenants in accordance with Enclosure (5). If a disaster, crisis situation, or any other significant event occurs while on watch, report directly to the NADO. When the situation permits, immediately inform the PE department XO via the SWO.

e. PEDO turnover will occur at 0830 Monday-Saturday and 0930 on Sunday.

f. All PEDOs are required to review the PEDO binder including all PEDO Duty Log entries since their last watch stood and discuss all matters pertaining to turnover with the current PEDO before relieving the watch.

1. When turning over the watch, the off-going PEDO will make an entry in the log stating "Watch properly relieved by \_\_\_\_\_ (insert oncoming PEDO's rank and last name" then the off-going PEDO will sign and print his/her name after the entry.

2. The oncoming PEDO will make an entry on the next line, using the same time the off-going PEDO made his/her entry, stating "Relieved the watch. Conditions as before".

g. PEDOs are required to check off each item on the Building Opening and Closing Checklists contained in Enclosure (4) as they are completed.

h. PEDOs are required to unlock and turn on the lights of MacDonough Hall, Wesley Brown Field House, Lejeune Hall, and Halsey Field House no later than the time listed on Enclosure (8) in accordance with Enclosure (4). PEDO's will also unlock Ricketts Hall Mon-Fri (excluding holidays) by 0600 in accordance with enclosure (4).

i. PEDO's are required to Lock Ricketts Hall by 2030, Mon-Fri (excluding holidays), in accordance with enclosure (4). A security rove will be made through Ricketts Hall football locker room and football lounge once during lock up.

j. PEDOs are required to lock, secure the lights, and ensure the cleanliness of MacDonough Hall, Wesley Brown Field House, Lejeune Hall, Halsey Field House, and Ricketts Hall no earlier than the times listed on Enclosure (8) in accordance with Enclosure (4). PEDOs will ensure Glenn Warner Soccer Facility, Bishop Stadium, and Dyer Tennis Center are secured at

night.

k. During periods of inclement weather, PEDOs shall use good judgement in the execution of their duties. A PEDO shall not endanger themselves in the execution of their duties under any circumstances. In event that any of the PEDO's responsibilities cannot be executed due to inclement weather, the PEDO shall inform the PE Department Executive Officer via the SWO and notify base security and the NADO.

l. PEDOs are required to check the USNA Plan of the Day (POD) each day, found on the USNA intranet under POD, ensuring awareness of operations and activities about the yard. This includes but is not limited to competitions, summer sports camps or early or late practices.

m. PEDOs are required to ensure all lights are secured on Rip Miller Field, Ingram Field, Farragut Field and Dewey/Glenn Warner Fields by 2200. If lights are left on, make a log entry and secure the lights according to Enclosure (9). Lights are usually scheduled with the Fields 1<sup>st</sup> Lieutenant; if immediate need for lights arises, turn on the field's lights in accordance with Enclosure (9). Lights will not be turned on before 0530 or after 2200 without prior approval. If lights are turned on, make a log entry in the duty log.

n. PEDOs are required to field all phone calls and questions pertaining to the Physical Mission and handle all situations that arise while on duty. Any matters involving Midshipmen should be directed to the Officer of the Watch (OOW), while any issues with the facilities should be taken up with the building 1<sup>st</sup> Lieutenants, Public Works, or Associate Athletic Director for Facilities. Any unanswered questions should be forwarded to the SWO for further guidance. PEDOs shall answer the phone, "PE Duty Officer (Rank and Last Name)". Enclosure (6) is a list of contact numbers needed to carry out the duties of the PEDO.

o. PEDOs are required to call into the Naval Support Activity (NSA) morning operations meeting via conference call Monday-Friday no later than 0730. PEDOs will report any significant events having to do with the Physical Mission, such as road closures, renovation completion dates, building closures, Brigade PRTs and any other significant events during this meeting to the chairman of the meeting. Directions for calling into the meeting are listed in Enclosure (11).

p. Midshipmen Physical Mission Officers (PMOs) are in charge of MacDonough Hall weight room during the Academic year.

The PMO watch is responsible for weight room cleanliness per Reference (c). Contact the OOW for any problems associated with the PMO watch. Contact the 1<sup>st</sup> LT for any problems during the summer.

6. Discussion. Enclosure (1) is the JQR required to qualify PEDO. Enclosure (2) is the template for the list of all Officers qualified PEDO which will be approved and included in the PEDO Watch Binder. Enclosure (3) is the template for the PEDO Watchbill which will be approved and included in the PEDO Watch Binder. Enclosure (4) discusses in detail how to properly open and secure the physical mission facilities and a checklist to be completed while opening and securing. Enclosure (5) is the template for the daily sitrep email. Enclosure (6) is a list of important contact information for all the facilities and duty related contacts. Enclosure (7) is the template for the PEDO Duty Log which will be maintained in the PEDO Watch Binder. Enclosure (8) is the physical mission facility hours of operation list. Enclosure (9) is the correct way to turn on and secure field lights. Enclosure (10) is the template for the PEDO Watchstanding Change Addendum which will be updated and kept in the PEDO Watch Binder. The PEDO Watchstanding Change Addendum includes temporary changes to this notice. Enclosure (11) is instructions for how to phone into the 0730 NSA Morning Operations Meeting.

7. Action

a. Athletic Director will approve updates and revisions to this instruction.

b. Deputy Director/Executive Officer PE Department will:

(1) Have final authority over all matters concerning the PEDO.

(2) Approve the PEDO Watchstanding Change Addendum.

(3) Review and submit updates and revisions to this instruction to the Athletic Director for approval.

(4) Exercise supervision over the PEDO and the SWO.

(5) Receive reports on all matters concerning the PEDO from the SWO.

(6) Receive the monthly PEDO Watchbill.

(7) Approve the PEDO QWSL.

c. Senior Watch Officer, PE Department will:

(1) Prepare, submit, and promulgate the PEDO Watchbill NLT the 20<sup>th</sup> of the month per Reference (a).

(2) Be responsible for the development, implementation, and review of the PEDO training program.

(3) Recommend to the PE Department XO all Officers that meet the standard for final PEDO qualification.

(4) Recommend revisions to this instruction to the PE Department XO as necessary.

(5) Maintain and update the PEDO Watch Binder.

(6) Monitor and make reports on all matters concerning the PEDO to the PE Department Executive Officer.

d. Building 1<sup>st</sup> Lieutenants (1<sup>st</sup> LT), PE Department will:

(1) Report any pertinent information regarding matters pertaining to the building under their charge that may affect the PEDO watchstation to the SWO for inclusion in the PEDO Watchstanding Change Addendum (Enclosure (11)). For example, "Lejeune Hall is under construction and only 2 doors need to be locked/unlocked until construction is complete."

(2) Update the SWO as matters affecting their building change. For example, "construction is complete in Lejeune Hall all doors should be locked/unlocked in accordance with the PEDO instruction."

(3) Liaise with the PEDO and outside activities to correct material deficiencies pertaining to their building.



C. S. GLADCHUK

Distribution:  
Non-Mids Electronically

**JOB QUALIFICATION REQUIREMENTS FOR PHYSICAL EDUCATION DUTY  
OFFICER (PEDO)**

NAME: \_\_\_\_\_

RATE/RANK: \_\_\_\_\_

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for the Physical Education Duty Officer (PEDO).

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

**QUALIFICATION RECORD**

Trainee has been indoctrinated in this JQR and given a target completion date of \_\_\_\_\_.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Issued \_\_\_\_\_ Date: \_\_\_\_\_

(Senior Watch Officer)

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a Physical Education Duty Officer.

RECOMMENDED \_\_\_\_\_ Date: \_\_\_\_\_

(Senior Watch Officer)

APPROVED \_\_\_\_\_ Date: \_\_\_\_\_

(Executive Officer)

**JOB QUALIFICATION REQUIREMENTS FOR PHYSICAL EDUCATION DUTY OFFICER (PEDO) (CON'T)**

Estimated completion time: 2 weeks  
Total points this workstation: 260

PREREQUISITES

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks but must be completed prior to final qualification.

1. Read DIRATHINST 1601.1D Physical Education Duty Officer  
Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Trainee/Date)

Discuss the following with a qualified PEDO:

2. Duties of the PEDO  
Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)

3. Important Contacts and Chain of Command for the PEDO  
Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)

4. PEDO Standard Operating Procedures (SOP)  
Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)

5. Daily Situational Report (Sitrep) Email  
Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)

6. PEDO Keys  
Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)

7. PEDO Field Light Operations  
Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)

8. PEDO Duty Log  
Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)

**JOB QUALIFICATION REQUIREMENTS FOR PHYSICAL EDUCATION DUTY  
OFFICER (PEDO) (CON'T)**

9. PEDO Watch Binder

Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)

10. Physical Education (PE) Department Facility Hours

Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)

11. Plan of the Day Review for PE/NAAA Events

Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)

12. What to do in a disaster/crisis situation

Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)

TASKS

Complete the tasks listed below.

1. Stand 2 Under Instruction (U/I) Watches with 2 different  
PEDO qualified watchstanders

Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)

Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)

2. Open Wesley Brown Field House

Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)

3. Open MacDonough Hall

Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)

4. Open Halsey Field House

Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)

**JOB QUALIFICATION REQUIREMENTS FOR PHYSICAL EDUCATION DUTY  
OFFICER (PEDO) (CON'T)**

5. Open Lejeune Hall  
Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)
6. Secure Wesley Brown Field House  
Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)
7. Secure MacDonough Hall  
Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)
8. Secure Halsey Field House  
Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)
9. Secure Lejeune Hall  
Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)
10. Ensure Bishop Stadium, Dyer Tennis Center, and Glenn Warner  
Soccer Facility are secured, secure if necessary  
Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)
11. Check Ricketts Hall Football Lounge and Football Locker  
Room are clear of Midshipmen after 2000.  
Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)
12. Secure Ricketts Hall.  
Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)
13. Open Ricketts Hall.  
Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)
14. Demonstrate Proper Operation of field lights  
Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(Qualifier/Date)

EXAMINATION

1. Oral Exam discussing duties and responsibilities of the PEDO  
Completed \_\_\_\_\_ 10 points / 3.85% of Workstation  
(SWO/Date)

DATE

PHYSICAL EDUCATION DUTY OFFICER (PEDO) QUALIFIED WATCHSTANDER  
LIST (QWSL)

The following Officers have demonstrated the following requisite  
knowledge and completed the necessary training per DIRATHINST  
1601.1D and are hereby designated as Physical Education Duty  
Officer.

RANK NAME  
RANK NAME  
RANK NAME  
RANK NAME

J. A. Doe  
CAPT USN



PHYSICAL EDUCATION DUTY OFFICER STANDARD OPERATING PROCEDURES  
(SOP)

1. Macdonough Hall

a. Opening

(1) Unlock the following doors using the Medeco key marked "LG.1".

i.) The inner wooden doors on the Midshipmen store side of MacDonough. Open both sets of doors in the left and right side entrance vestibules (4 doors total). **The outer wooden doors should never be locked.**

ii.) The stairwell doors inside the vestibules on the Midshipmen store side of the building. Unlock one stairwell door in each left and right side vestibule (2 doors total).

iii.) The outer wooden doors on the Wesley Brown Field House side of the building. The doors are located at the entrance/ exits to the Sprint Football locker room right underneath the Lacrosse locker room and the 3<sup>rd</sup> floor gym (2 doors total).

(2) Unlock the following doors using the Medeco Key Marked "LG.1" and the Allen wrench.

i.) The outer aluminum doors on the ground floor on the Wesley Brown side of the building. The right hand door of the double set should be unlocked utilizing the key from the outside. The door is also unlocked by using the Allen wrench.

ii.) The outer aluminum doors on the 2<sup>nd</sup> deck at the Red Beach entrance to MacDonough. Both doors need to be unlocked only with the Allen wrench.

(3) Turn on all switches in the following breaker panels:

i.) Panels EE & EIL located in the vestibule outside the Sprint Football locker room entrance (the left side wooden door if you are facing the

building while in-between Macdonough and Wesley Brown.)

ii.) Panel MIL located in the closet next to the racquetball courts on the ground floor in the gym)

iii.) Panels S2L & ES located by the entrance to the women's locker room on the 2nd floor next to the water polo coaches office.

iv.) Panel W4L located in the closet on the 4th floor in the stairwell in the corner of the boxing area.

(4) Turn on the A/V equipment in the 3<sup>rd</sup> deck gym area. In the closet by the windows, turn on the orange switch on the top right side of the black cabinet on the back wall. Use the key marked "VA" to open the closet door. Make sure it remains locked when you leave.

b. Closing

(1) Ensure everyone is out of the building before you leave.

(2) Lock the following doors using the Medeco key marked "LG.1".

i.) The inner wooden doors on the Midshipmen Store side of MacDonough. Lock both sets of doors in the left and right side entrance vestibules (4 doors total). **The outer wooden doors should never be locked.**

ii.) The stairwell doors inside the vestibules on the Midshipmen Store of the building. Lock one stairwell door in each left and right side vestibule (2 doors total)

iii.) The outer wooden doors on the Wesley Brown Field House side of the building. The doors are located at the entrance/ exits to the Sprint Football locker room right underneath the Lacrosse locker room and the 3rd floor gym.

(3) Lock the following doors using the Medeco key marked "LG.1" and the Allen wrench.

i.) The outer aluminum doors on the ground floor on the Wesley Brown side of the building. The right hand door of the double set should be locked utilizing the key from the outside. The door is also locked by using the Allen wrench. The door on the left is locked only with the Allen wrench.

ii.) The outer aluminum doors on the 2<sup>nd</sup> deck at the Red Beach entrance to MacDonough. The right hand door of the double set should be locked utilizing the key from the outside. The door is also locked by using the Allen wrench. The door on the left is locked only with the Allen wrench.

(4) Make sure the following doors are locked:

i.) The doors that lead to outside from the bottom of the stairwell that leads to the water polo pool from the women's locker room. **This door is to remain locked at all times!**

ii.) The doors that lead to outside from the middle of the men's locker room. **This door is to remain locked at all times!**

(5) Turn off all switches in the following break panels (except ones marked in red, never secure a break that is painted red!!!):

i.) Panels EE & EIL located in the vestibule outside the Sprint Football locker room entrance (the left side wooden door if you are facing the building while in-between Macdonough and Wesley Brown.)

ii.) Panel MIL located in the closet next to the racquetball courts on the ground floor in the gym.

iii.) Panels S2L & ES located by the entrance to the women's locker room on the 2nd floor next to the water polo coaches' office.

iv.) Panel W4L located in the closet on the 4th floor in the stairwell in the corner of the boxing area.

2. Glenn Warner Soccer Facility

a. Opening

(1) PEDOs do not open Glenn Warner Soccer Facility.

b. Closing

(1) Make sure the building is empty each night and all exterior doors are locked. Use the Medeco key marked S.2 to lock exterior doors and the Allen wrench key to make sure all push bars are out.

3. Wesley Brown Field House

a. Opening

(1) Main Entrance (across from Macdonough) only the far right door key cylinder is operational. Unlock door using key "W.1." Once entry is made, lock the key cylinder and then unlock the door from the inside by "dogging down" the panic bar with the Allen wrench. Every door should be unlocked by "dogging down" the panic hardware with the Allen wrench.

(2) Unlock the three side entrance doors next to Bancroft 7th Wing, The doors must be unlocked from the outside.

(3) Do not unlock any doors along the Santee Basin (window) wall side of the Field House or any doors to the weight room.

(4) Turn on the following lights. (Note: Numbers refer to switch locations in the floor diagrams on subsequent pages):

i.) Trophy/lobby area lighting turned on at regular wall mounted light switches next to the elevator on Main Entrance level (1)

ii.) Under balcony lighting turned on at regular wall mounted light switches near the stairs in the trophy room (2)

iii.) Trophy area balcony lighting turned on at regular wall mounted switch located on 2nd deck balcony area over the main entrance lobby just outside of back entrance to conference rooms accessed by following balcony around along windows (3)

iv.) Field area lighting control panel is on the 2nd floor balcony along the locker room side in the Broadcast Booth (finished cabinets and work station are in the center area of the balcony facing the windows). The far left cabinet has the lighting control panel inside. Use the small gold key marked "Y11" to unlock the cabinet, make sure this is locked at all times. Only turn on the switch marked "Football" to 50% at all times, unless a varsity competition is going on in the arena.

#### b. Closing

(1) When securing the building, un-dog all panic bars to the main entrance and verify that right end door (as viewed from outside) is locked from the outside.

(2) From the outside, lock all three stairwell entrance doors on the side facing 7th wing of Bancroft. Check all Santee Basin (window) side doors and the weight room doors to ensure that they are secured.

(3) Ensure the loading dock overhead doors are closed and the loading dock main door is closed.

(4) Go through all 7 locker rooms (labeled in diagram) using master key (W.1) and combos to ensure that all personnel have left the building. Be sure to announce yourself loud and clear prior to entry when entering a locker room of the opposite gender.

(5) Check the rooftop access and mechanical room access doors on the 3rd deck from stairwells 1 and 5

and from the elevator nearest the main entrance to ensure that all doors are locked and closed. There have been reports of Midshipmen drinking alcohol in these spaces. If anyone is found, call the Academy OOW and hold Midshipmen until they arrive.

(6) The following lights need to be turned off (Note: Numbers refer to switch locations in the floor diagrams on subsequent pages):

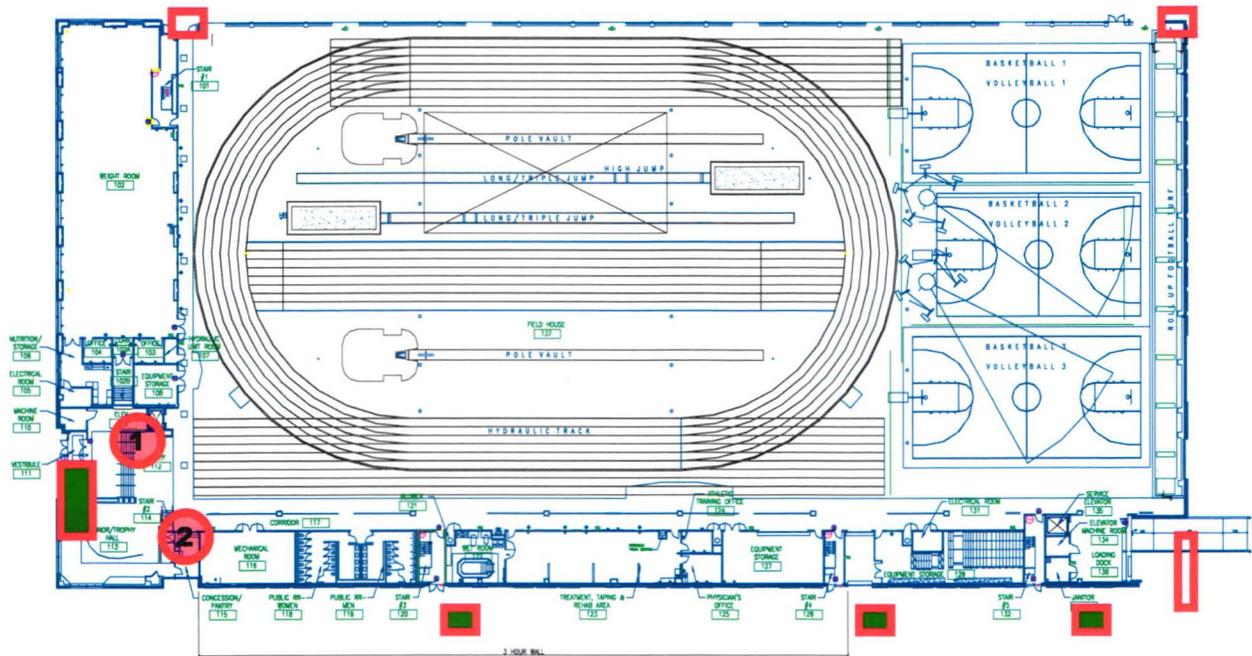
i.) Trophy/lobby area lighting turned off at regular wall mounted light switches next to the elevator on the Main Entrance level (1).

ii.) Under balcony lighting turned off at regular wall mounted light switches near the stairs in the trophy room (2).

iii.) Trophy area balcony lighting turned off at regular wall mounted switch located on 2nd deck balcony area over the Main Entrance lobby just outside of back entrance to conference rooms accessed by following balcony around along windows (3).

iv.) Field area lighting control panel is on the 2nd floor balcony along the locker room side in the Broadcast Booth (finished cabinets and work station are in the center area of the balcony facing the windows). The far left cabinet has the lighting control panel inside. Use the small gold key marked "Y11" to unlock the cabinet, make sure this is locked at all times. Ensure all switches are set to the OFF position. A few lights will remain on, this is normal after hours emergency lighting (4).

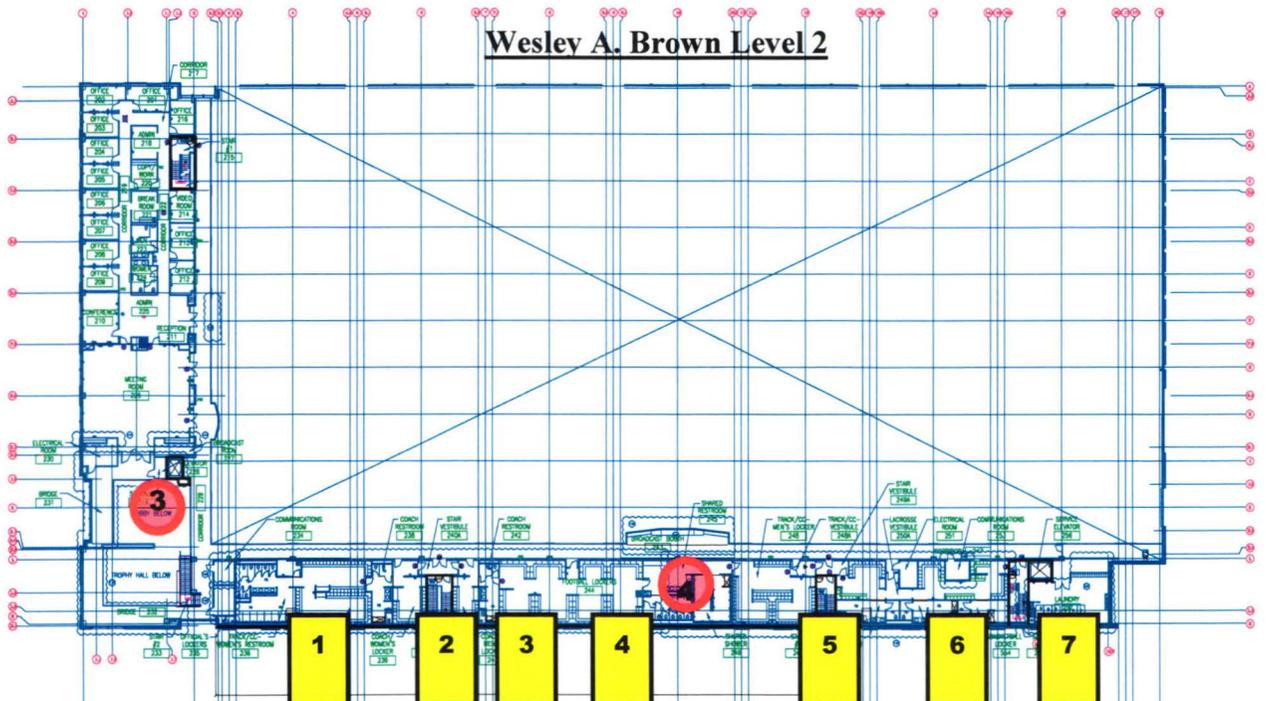
### Wesley A. Brown Level 1



### Level 1 Legend

- 1 Light switches that need to be turned off when closing
- Doors that need to be opened during opening
- Doors that need to be secured when closing

### Wesley A. Brown Level 2



**Level 2 Legend**

① Light switches that need to be turned off when closing

1 Lockers that should be cleared out during closing

4. Lejeune Hall

## a. Opening

(1) Unlock all outside doors with the key stamped "LH.1" See Lejeune Hall Diagram for locations.

i.) Unlock three sets of doors facing Halsey M110,111,112. Use the Allen wrench to unlock the panic bar on M110 in the wrestling room. Ensure the exterior closing knobs on M111 and M112 are locked after initial entry.

ii.) Unlock the 2<sup>nd</sup> deck ramp doors M201,202,203. Ensure the exterior closing knobs on three doors are locked after initial entry.

iii.) Unlock the doors under the 2<sup>nd</sup> deck ramp M101,102,103, and 104. Ensure the exterior closing knobs on doors M101, 102 and 103 are locked after initial entry.

iv.)Unlock the door facing 8<sup>th</sup> wing parking lot M105 and the set of doors facing Ricketts in the Wrestling Lobby M108 and 109.

(2) Turn on building lights in rooms 161, 203 AND 225. Breakers that need to be turned on are listed inside the panel. Key to enter rooms is Yale key "LL0". See Lejeune Hall Diagram for locations.

(3) Turn on lights in the wrestling room located on the wall to the right just inside the set of doors leading into the wrestling room from the lobby area.

(4) Make sure the door to the catwalks in the M111 stairwell closest to Halsey on the 3<sup>rd</sup> deck is locked at all times.

(5) Pool lights are located in the 3 blue junction boxes between the coaches' offices on the pool deck. Turn these on. Prop open the men's and women's locker room doors located on the pool deck (doors remain locked but propped open during working hours).

b. Closing

(1) Ensure everyone is out of the building before you leave.

(2) Ensure all lights are off according to breaker panel instructions in rooms 161, 203 AND 225.

(3) Pool lights are located in the 3 blue junction boxes between the coaches' offices on the pool deck. Turn these off, some emergency lighting will remain on. Close the men's and women's locker room doors.

(4) Turn off lights in the wrestling room located on the all to the right just inside the set of doors leading into the wrestling room from the lobby area.

(5) Ensure all exterior doors are locked with key LH1. by locking the interior panic bar and the exterior closing knob as applicable.

iv.) Lock three sets of doors facing Halsey M110,111,112. Use the Allen wrench to lock the panic bar on M110 in the wrestling room. Ensure the exterior closing knobs on M111 and M112 are locked.

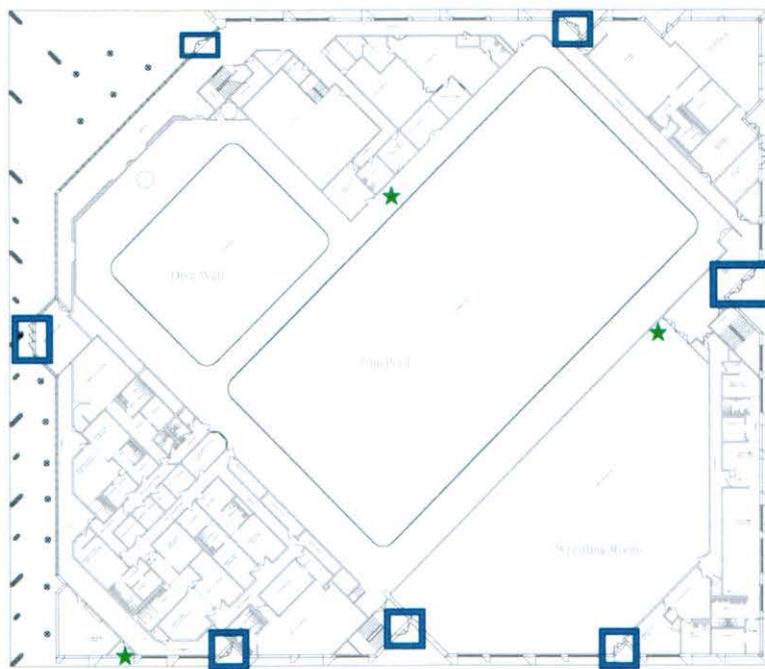
ii.) Lock the 2<sup>nd</sup> deck ramp doors M201,202,203. Ensure the exterior closing knobs on three doors are locked.

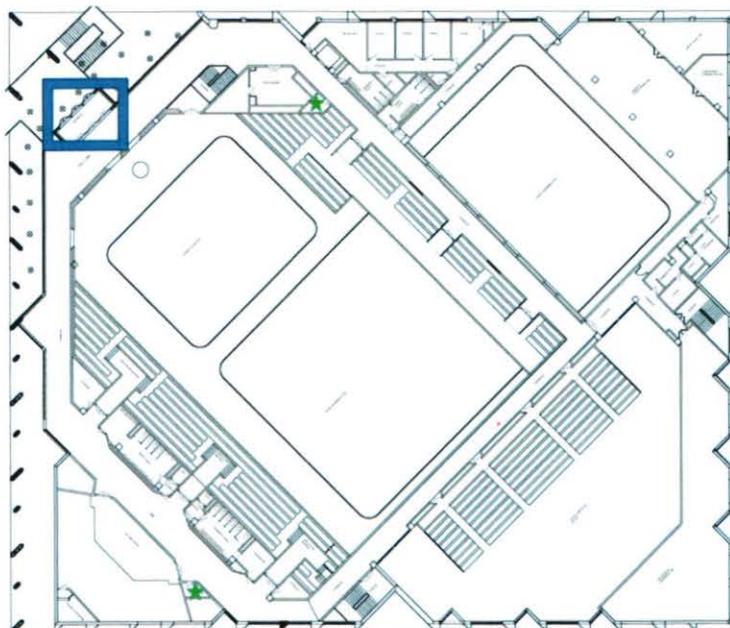
iii.) Lock the doors under the 2<sup>nd</sup> deck ramp M101,102,103, and 104. Ensure the exterior closing knobs on doors M101, 102 and 103 are locked.

iv.) Lock the door facing 8<sup>th</sup> wing parking lot M105 and the set of doors facing Ricketts in the Wrestling Lobby M108 and 109.

(6) Make sure the door to the catwalks in the M11 stairwell closest to the Halsey on the 3<sup>rd</sup> deck is locked at all times.

**Lejeune Hall Level 1**



Lejeune Hall Level 2Legend

Doors that need to be unlocked/locked for opening/closing



Lights and/or electrical panels that need to be operated for opening and for closing.

5. Halsey Field House

## a. Opening

(1) Unlock the doors using the Medeco key marked IA.1 or the Allen wrench.

(2) Doors are to be unlocked by dogging the inner push bar to the in position. Ensure outer handles remain locked.

(3) Unlock outside double doors 141A, 141E, 139A/B/C. The doors are at the northeast corner of Halsey by the public restrooms. See Halsey 1st deck floor plan areas marked in blue.

(4) Unlock the inner double doors 150a. These doors are the inner set of doors that lead to the Squash Courts hallway. See Halsey 1<sup>st</sup> Deck Floor plan areas marked in blue.

(5) All other hallway and stairwell lights are to be turned on at local switches in accordance with building energy management procedures.

(6) Ensure all remaining outer doors are locked to comply with single point of entry plan. See Halsey 1<sup>st</sup> deck floor plan areas marked in red.

(7) Turn on breakers of panel LP-15 and panel LP-6 by following instructions inside the panel. Breaker panels LP-15 and LP-6 are located in hallway 150. See Halsey 1<sup>st</sup> Deck Floor plan areas marked in green.

(8) Turn on switch inside door 195-A in MPG Gold gym. See Halsey 1<sup>st</sup> Deck Floor plan areas marked in green.

(9) Unlock the outer glass doors leading the back parking lot at the end of the hall way using key IA.1. See Halsey 1<sup>st</sup> Deck Floor plan area marked as "construction doors."

(10) Turn on lights for the main arena. The switches are located on the wall next to room 116. See Halsey 1<sup>st</sup> Deck Floor plan areas marked in green.

#### b. Closing

(1) Check building empty of all people.

(2) Lock all exterior doors using the Medeco key marked IA.1 or the Allen wrench.

(3) Doors are to be locked by undogging the inner push bar and ensuring it remains in the out position. Ensure outer handles remain locked.

(4) Lock outside double doors 141A, 141E, 139A/B/C. The doors are in the Northeast corner by the public restrooms. See Halsey 1<sup>st</sup> Deck Floor plan areas marked in blue.

(5) Lock the inner double doors 150A. These doors are the inner set of doors leading to the Squash Courts hallway. See Halsey 1<sup>st</sup> Deck Floor plan areas marked in blue.

(6) Unlock the outer glass doors leading to the back parking lot at the end of the hall. See Halsey 1<sup>st</sup> Deck Floor Plan area marked as "construction doors,"

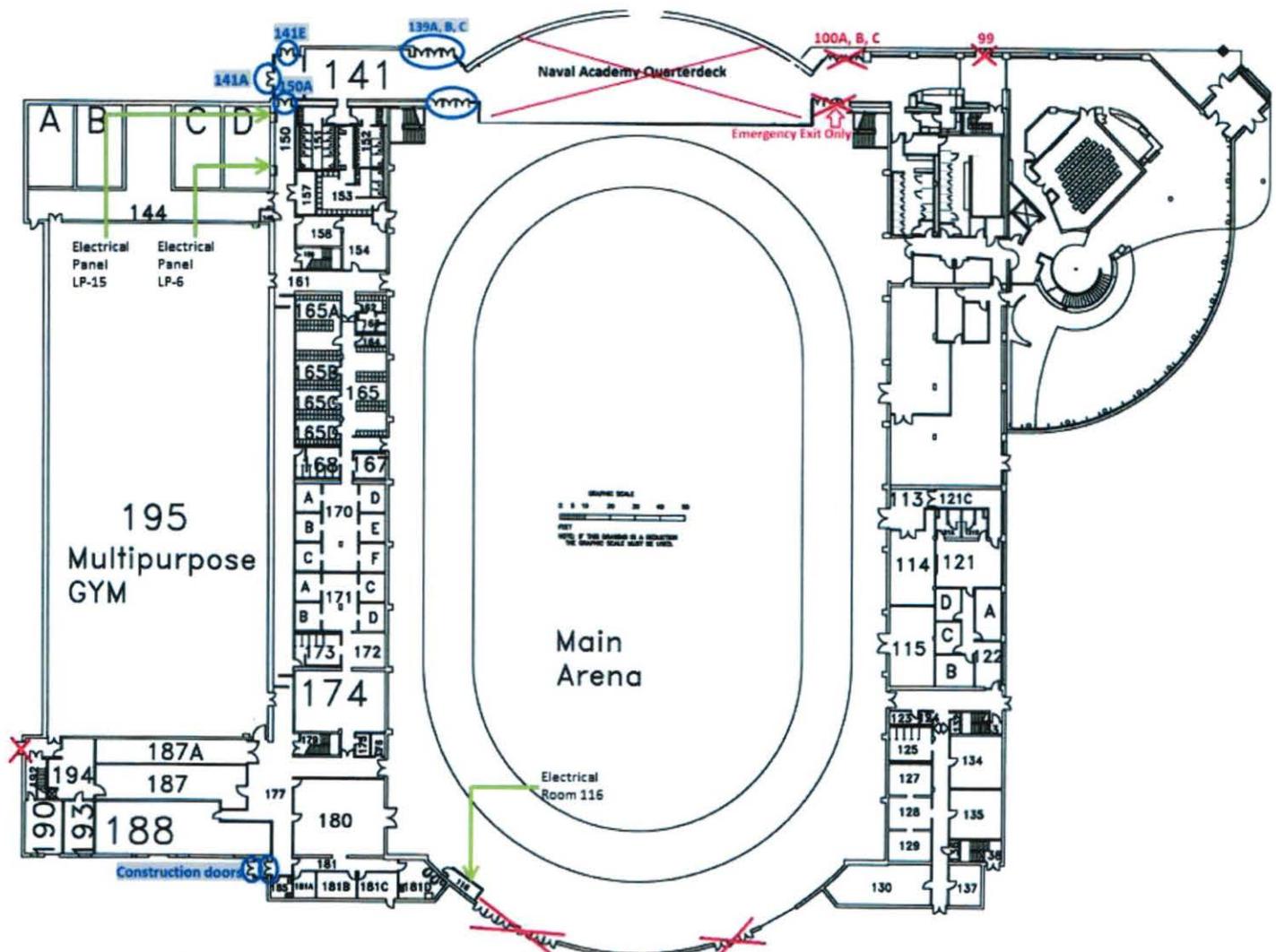
(7) Secure lights in the main arena. Push off switch located to right side of room 116.

(8) Verify doors 93 A-F and 94 A-A are secured located on both sides of the rock wall.

(9) Ensure all lights are off and the following breakers shut off.

i.) Secure breakers in panel LP-15 and LP-6 by following the instructions inside the panel. Breaker panels LP-15 and LP-6 are located in hallway 150. See Halsey 1<sup>st</sup> Deck Floor plan areas marked in green. Turn off light switches in Multipurpose Gym.

### Halsey Field House



6. Bishop Stadium

a. Opening

(1) PEDO does not open Bishop Stadium.

b. Closing

(1) Ensure all outer doors of Bishop Stadium are locked, Front entrance and two side doors. If found open, lock doors and verify building is cleared.

(2) Ensure main foyer and training room light switches are off.

7. Glenn Warner Soccer Facility

a. Opening

(1) PEDO does not open Glenn Warner Soccer Facility.

b. Closing

(1) Ensure all outer doors of Glenn Warner Soccer Facility are locked. If found open, lock doors and verify building is cleared.

8. Dyer Tennis Center

a. Opening

(1) PEDO does not open Dyer Tennis Center.

b. Closing

(1) Ensure all outer doors of Dyer Tennis center are locked. If found open, lock doors and verify building is cleared.

(2) Ensure the storage closet on the Dahlgren side of the building is locked. If unlocked, refer to Combination Code tab of the PEDO binder to unlock the key box and use the key to lock closet.

9. Ricketts Hall

a. Opening

(1) Weekdays: By 0600, open doors M105 (allen key only), M106 (allen key only), and MS1 (Medeco key 2C.1 only), located on the Lejeune side of the bldg. Open M101 and M102 in the trophy hallway using the allen key.

(2) Weekends and Holidays: Do not open.

b. Closing

(1) Weekdays: By 2030, lock doors M105 (allen key only), M106 (allen key only), and MS1 (Medeco key 2C.1 only), located on the Lejeune side of the bldg. Lock M101 and M102 in the trophy hallway using the Allen key.

(2) Weekends and Holidays: Ensure doors are locked. Lock if needed.

(3) Walk through the football locker room and the football lounge on the 3<sup>rd</sup> deck.

**PEDO Building Opening Procedures Checklist**

(Reference Extended Instruction Enclosure 4 as needed)

**Macdonough Hall: (Open building completely before facility hours opening time)**

- It is before Macdonough's posted opening time
- Unlock the inner wooden doors on the Midshipmen Store side of Macdonough
- Unlock the stairwell doors inside the vestibules on the Midshipmen Store side of the building
- Unlock the outer wooden doors on the Wesley Brown Field House Side of the Building
- Unlock the outer aluminum doors on the ground floor on the Wesley Brown Side of the Building
- Unlock the outer aluminum doors on the 2<sup>nd</sup> deck on the red beach entrance to Macdonough
- Turn on A/V equipment in the 3<sup>rd</sup> deck gym area
- Turn on all the switches in the following breaker panels:
  - EE+EIL
  - MIL
  - S2L+ES
  - W4L

**Wesley Brown Field House: (Open building completely before facility hours opening time)**

- It is before Wesley Brown's posted opening time
- Unlock all front entrance doors to Wesley Brown
- Unlock the 3 side entrance doors along the sidewalk next to Bancroft
- Turn on the following lights:
  - Trophy/lobby area lighting
  - Under balcony lighting 1<sup>st</sup> deck
  - Under balcony lighting 2<sup>nd</sup> deck
  - Field lights to 50%

**Lejeune Hall: (Open building completely before facility hours opening time)**

- It is before Lejeune's posted opening time
- Unlock all outside doors and ensure exterior opening knob remains locked after initial opening.
  - 3 sets of doors facing Halsey M110,111,112
  - 2<sup>nd</sup> deck ramp doors M201,202,203
  - Doors under the ramp M101,102,103,104
  - Door facing 8<sup>th</sup> wing parking lot M105

- Set of doors facing Ricketts in the Wrestling Lobby  
M108,109
- Turn on the following lights:
  - Breakers in room 161
  - Breakers in room 203
  - Breakers in room 225
  - Pool lights
  - Wrestling Room Lights

Halsey Field House: (**Open building completely before facility hours opening time**)

- It is before Halsey's posted opening time
- Unlock outside doors 141A, 141E, 139A/B/C
- Unlock inner door 150A
- Unlock outer glass door at the end of the hallway near parking lot behind the building
- Turn on the following lights:
  - Breakers on LP-15
  - Breakers on LP-6
  - Breakers on LP-4
  - Breakers on LP-3
  - Lights for the Main Arena
  - Turn on hallway and stairwell lights

Ricketts: Open building by 0600 on Weekdays

- Unlock 3 main doors on Lejeune side of bldg
- Unlock 4 doors in Trophy case hallway

**PEDO Building Closing Procedures Checklist**

(Reference Extended Instruction Enclosure 4 as needed)

**Macdonough Hall: (Do not lock building before facility hours closing time)**

- It is Macdonough's posted closing time
- Ensure everyone is out of the building
- Lock the inner wooden doors on the Midshipmen Store side of Macdonough
- Lock the stairwell doors inside the vestibules on the Midshipmen Store side of the building
- Lock the outer wooden doors on the Wesley Brown Field House Side of the Building
- Lock the outer aluminum doors on the ground floor on the Wesley Brown Side of the Building
- Lock the outer aluminum doors on the 2<sup>nd</sup> deck on the red beach entrance to Macdonough
- Ensure the doors outside the water polo pool are locked
- Ensure the doors outside the men's locker room are locked
- Turn off A/V equipment in the 3<sup>rd</sup> deck gym area
- Turn off switches in the following breaker panels:
  - EE+EIL
  - MIL
  - S2L+ES
  - W4L

**Wesley Brown Field House: (Do not lock building before facility hours closing time)**

- It is Wesley Brown's posted closing time
- Ensure everyone is out of the building
- Lock all front entrance doors to Wesley Brown
- Lock the 3 side entrance doors along the sidewalk next to Bancroft
- Ensure the loading dock doors are closed
- Ensure rooftop access doors are locked
- Ensure the three doors facing the sailing basin are locked
- Turn off the following lights:
  - Trophy/lobby area lighting
  - Under balcony lighting 1<sup>st</sup> deck
  - Under balcony lighting 2<sup>nd</sup> deck
  - Field lights to 0% (off)

**Glenn Warner Soccer Facility: (Do not lock building before facility hours closing time)**

- \_\_\_ It is Glenn Warner's posted closing time
- \_\_\_ Ensure everyone is out of the building
- \_\_\_ Ensure all exterior doors are locked

**Lejeune Hall: (Do not lock building before facility hours closing time)**

- \_\_\_ It is Lejeune Hall's posted closing time
- \_\_\_ Ensure everyone is out of the building
- \_\_\_ Lock all outside doors by locking the panic bar (\*and the exterior closing knob as applicable.)
  - \_\_\_ 3 sets of doors facing Halsey M110,111\*,112\*
  - \_\_\_ 2<sup>nd</sup> deck ramp doors M201\*,202\*,203\*
  - \_\_\_ Doors under the ramp M101\*,102\*,103\*,104
  - \_\_\_ Door facing 8<sup>th</sup> wing parking lot M105
  - \_\_\_ Set of doors facing Ricketts in the Wrestling Lobby M108,109
- \_\_\_ Ensure doors to catwalk are locked
- \_\_\_ Turn off the following lights:
  - \_\_\_ Breakers in room 161
  - \_\_\_ Breakers in room 203
  - \_\_\_ Breakers in room 225
  - \_\_\_ Pool lights
  - \_\_\_ Wrestling Room Lights

**Halsey Field House: (Do not lock building before facility hours closing time)**

- \_\_\_ It is Halsey's posted closing time
- \_\_\_ Ensure everyone is out of the building
- \_\_\_ Lock outside doors 141A, 141E, 139A/B/C
- \_\_\_ Lock inner door 150A
- \_\_\_ Lock outer glass door at the end of the hallway leading to the parking lot behind the building.
- \_\_\_ Ensure all other outside doors are locked to include doors 93 A-F and 94 A-C on either side of the Rock Wall.
- \_\_\_ Turn off the following lights:
  - \_\_\_ Breakers on LP-15
  - \_\_\_ Breakers on LP-6
  - \_\_\_ Breakers on LP-4
  - \_\_\_ Breakers on LP-3
  - \_\_\_ Lights for the Main Arena
  - \_\_\_ Rock Wall Lights in the Main Arena
  - \_\_\_ Turn on hallway and stairwell lights

Bishop Stadium: (**Do not lock building before facility hours closing time**)

- \_\_\_It is Bishop's posted closing time
- \_\_\_Check all outer doors are locked (if unlocked, ensure everyone is out of building and lock the doors)

Dyer Tennis Center: (**Do not lock building before facility hours closing time**)

- \_\_\_It is Dyer Tennis Center's posted closing time
- \_\_\_ Check all outer doors are locked (if unlocked, ensure everyone is out of building and lock the doors)

Ricketts Hall:

- \_\_\_Lock three doors on Lejeune side of bldg. and four doors in Trophy case hallway
- \_\_\_Ensure no Midshipmen are in the football locker room or football lounge on 3<sup>rd</sup> deck past 2000.

Daily SITREP Emails

a) Send the daily Situational Report (Sitrep) email to the Physical Education (PE) Senior Watch Officer (SWO) carbon copying the PE Department Executive Officer (XO)/Deputy Director of PE, Associate Athletic Director of Facilities and building 1<sup>st</sup> Lieutenants as necessary. The email should be sent no later than 1000 daily. The email should be in the following format:

- (1) Date of duty:  
Off-going PEDO:  
On-coming PEDO:  
0730 Meeting:  
Issues/ Phone calls:

b) An example Sitrep email is listed below:

- (1) Date of duty: 5 May 2012  
Off going PEDO: LT Doe  
0730 Meeting: Attended, nothing to report  
Oncoming PEDO: ENS Besche  
Issues/ Phone calls: Received phone call at 1030 from Keith (security) notifying me that he had duty today in Halsey and Lejeune until 2100 and would lock those buildings. The Navy junior swim team is in Lejeune and MacDonough for a meet today. Had issues locking the far right door (from outside facing the building) of Wesley Brown. Left door unlocked for the night, dispatch notified and LT Smith notified on this email for trouble call to be entered.

**Important Contact Numbers**

**PEDO VOICEMAIL PASSWORD: 19271**  
**PEDO Phone 410-320-9271**

If there are ever any issues in any of the buildings after hours or on holidays/weekends that need immediate attention (ex: toilet not flushing, flooding, no electricity/ lights etc.) please contact NSA CDO. Also make sure you contact the building 1<sup>st</sup> LT so they are aware of the situation and what has been done about it.

Public Works Help Desk:	410-293-4594 (w)
(Mon-Fri: 0730-1530)	410-293-3598 (after hours)
NSA CDO:	443-336-2635 (c)
(Mon- Fri after 1530 or Sat/Sun)	
NADO	443-569-2180
OOW	410-293-2701

**Base Police**

EMERGENCY:	410-293-3333
Non-Emergency (Dispatch):	410-293-5760

**Vehicle Dispatch**

Irene Rivera	410-293-5724
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**Building First Lieutenants**

Because this list changes frequently, the SWO will provide this list in the PEDO binder.

**Public Works**

Dave Holtzman (PW Liaison)	410-293-1297 (c) 443-871-2769
John Finkle (Event Support)	410-293-3171
Donna Miller (Janitorial)	410-293-1052
Mike Smith (Groundskeeping)	410-293-3167

**Daktronics**

Live Event Support

866-343-6018

**Events/Scheduling**

John Finkle

hours. Contact the CDO after hours)

410-293-3171 (during working

**Summer Camps**

Matt Munnelley

Joe Cook

443-336-9021

443-994-3043



# PHYSICAL EDUCATION DEPT. FACILITY HOURS

## Academic Year XXXX-XXXX

Effective XX Month XXXX

<p align="center"><b>MacDonough Hall</b></p>		<p align="center"><b>Halsey Field House</b></p>	
Monday- Friday	XXXX-XXXX	Monday- Friday	XXXX-XXXX
Saturday	XXXX-XXXX	Saturday	XXXX-XXXX
Sunday	XXXX-XXXX	Sunday	XXXX-XXXX
<p align="center"><b>Wesley Brown</b></p>		<p align="center"><b>Lejeune Hall</b></p>	
Monday- Friday	XXXX-XXXX	Monday- Friday	XXXX-XXXX
Saturday	XXXX-XXXX	Saturday	XXXX-XXXX
Sunday	XXXX-XXXX	Sunday	XXXX-XXXX

## AQUATICS FACILITIES

NOTE: when the Brigade is away, the only swimming is Mon-Fri in Lejeune Hall

<p align="center"><b>Lejeune Hall Pool</b></p>		<p align="center"><b>MacDonough Instructional Pool</b></p>	
Monday- Friday	XXXX-XXXX	Monday- Friday	XXXX-XXXX
Saturday	XXXX-XXXX	Saturday	XXXX-XXXX
Sunday	XXXX-XXXX	Sunday	XXXX-XXXX

**Issues with a PE Facility?**  
**Call the PE Duty Officer at 410-320-9271**

### REMINDERS

- Midshipmen have priority in athletic facilities and on equipment at all times.
- Button Holders are required to have buttons on their person and wear appropriate attire at all times.

**Rip Miller and Ingram Field Lights**

The lights for Rip Miller and Ingram Fields are controlled remotely and electronically. Contact the Fields 1<sup>st</sup> LT to schedule lights for future use. If immediate use is required or the schedule needs to be changed, please call 1-877-347-3319 and use the user name of PEDO and the password of Midshipmen to allow them to change control of the lights.

**Farragut Field Lights**

Button located on light pole next to utilities shed on Farragut Field.

**At 2200 make sure all lights are off.**

At 0530, if lights are on, ensure field is in use. If not, turn off lights. **Make sure lights are turned off at (or NLT 30 minutes after) sunrise.**

If lock is being used, key is AM3.

**Dewey and Glenn Warner Field Lights**

The light switches for Dewey and Glenn Warner are located at the same place. The transformer runs along the west side of the perimeter fence on Dewey Field. It is located on the second Dewey Field and has a fence surrounding it. The light switches are on the fence surrounding the transformer.

**At 2200 make sure all lights are off.**

At 0530, if lights are on, ensure field is in use. If not, turn off lights. **Make sure lights are turned off at (or NLT 30 minutes after) sunrise.**

**FIELD USE DURING INCLEMENT WEATHER**

When the weather has been especially rainy, please keep watch of the fields (mainly Farragut) and ensure no one uses the field while it is excessively muddy to help preserve our fields from damage. Take names and alpha numbers of Midshipmen found using the field at inappropriate times and report to the Senior Watch Officer and the Fields 1<sup>st</sup> LT.

From: Deputy Director, Physical Education Department

Subj: PHYSICAL EDUCATION DUTY OFFICER (PEDO) WATCHSTANDING  
CHANGE ADDENDUM

Ref: (1) DIRATHINST 1601.1D Physical Education Duty Officer

1. The following temporary changes to ref (1) are in affect as  
of \_\_\_\_\_. These changes will be adhered to as policy  
until superseded or cancelled.

a.

b.

J. A. Doe  
CAPT USN

**Naval Support Activity  
Morning Operations Meeting  
Monday-Friday Only**

At 0730 phone into the daily operations meeting and pass on any important information pertaining to the Physical Mission to the member of the conference call (ex. Renovation completion dates, Brigade PRT, or building closures).

To dial in:

Call 1-877-785-1974 from the PEDO phone and then dial the access number 47214176. The meeting starts at 0730 and lasts only 5-10 minutes.

