



DEPARTMENT OF THE NAVY
OFFICE OF THE COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS MARYLAND 21402-5100

COMDTMIDNINST 1081.1C
SWO
APR 29 2021

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1081.1C

Subj: TAPS ACCOUNTABILITY OF MIDSHIPMEN

Ref: (a) Navy Regulations (1990)
(b) COMDTMIDNINST 5400.6W

Encl: (1) Taps Accountability Muster Sheet

1. Purpose. To promulgate the Midshipman accountability procedure for taps.
2. Cancellation. COMDTMIDNINST 1081.1B.
3. Scope and Applicability. This instruction applies to midshipmen at the U.S. Naval Academy (USNA) comprising the Brigade of Midshipmen.
4. Background. Reference (a), sections 0808, paragraph 4, requires “The presence of all persons attached to the command shall be accounted for daily. Persons who have not been sighted by a responsible senior shall be reported absent.”
5. Policy. Company Commanders shall ensure their respective Company Adjutants maintain formal Taps Muster Sheets, using enclosure (1). Company members shall be listed in alphabetical order of last name and by class, and personally sign the muster sheet at taps. Company Commanders shall ensure Company Adjutants provide accurate taps muster sheets to each Company Duty Officer no later than 1200 each day.
6. Procedure. In each Company area, the Company Duty Officer (CDO) is accountable for the timely and accurate muster of every midshipman in that Company.
 - a. Each CDO shall personally maintain custody of the muster sheet, shall not delegate taps responsibility to anyone other than the Assistant CDO, however, the CDO shall not delegate the Visual Identification (VID) responsibility. The CDO shall initial the VID block next to each returning midshipman’s signature once the CDO has sighted and assessed that midshipman. VID shall commence not earlier than 59 minutes prior to taps, regardless of when a midshipman signed the Taps Muster Sheet. The CDO will personally sight each midshipman that is required to be in the Company area at TAPS within the 59-minute window prior to taps.
 - b. If a midshipman is absent, the CDO shall write the reason in the midshipman’s signature block.

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(1) It is the responsibility of every midshipman to seek authorization from the CDO to be absent between taps and 0530, in advance. The CDO shall only authorize an absence for midshipmen who make arrangements prior to departure for legitimate reasons. The CDO shall not authorize an absence for a midshipman who calls in or has another midshipman tell the CDO that they are going to be late. A midshipman who is not authorized by the CDO in advance to be absent between taps and 0530, and is absent, is UA.

(2) To determine if a midshipman is absent for an authorized reason, the CDO shall consider taps muster to be a mandatory formation in the Table of Priorities of reference (b). If a midshipman is absent attending to a duty that takes precedence over a mandatory formation, the CDO shall consider the absence authorized and write, in the midshipman's signature block, the midshipman's specific duty and the anticipated time of the midshipman's return.

(3) If a midshipman is on leave, approved per reference (b), the CDO shall consider the absence authorized and write in the midshipman's signature block, "Absent: Leave" followed by the start time and date and the end time and date of the leave period.

(4) If a midshipman is absent and on an approved Movement Order (MO), the CDO shall write, in the midshipman's signature block, "Absent: MO" and the number of the MO as listed in MIDS.

(5) Liberty normally expires at Taps. If a midshipman is absent and on approved weekend liberty, the CDO shall write in the midshipman's signature block, "Absent: Weekend."

(6) If a midshipman is absent without authority as described above, the CDO shall:

(a) Write in the midshipman's signature block, "Absent: Unauthorized" and the time the absence was discovered.

(b) Take appropriate action within the Administrative Conduct System.

c. CDOs shall only write the date and those entries prescribed above on muster sheets. Any other writing on a muster sheet may be cause to consider the muster inaccurate.

d. Turn-in of Taps Muster sheets will not be delayed in order to ascertain a complete explanation for individual absences. If the midshipman is not physically present in the Company area or not on official MO, chit or weekend, the CDO will write "Absent: Unauthorized" and turn the sheet in. Following the turn-in, the CDO will continue to locate the midshipman and continue to keep the watch team informed of the midshipman's whereabouts and return time.

e. The CDOs will hand-carry their muster sheets (in person) to the Battalion Officer of the Watch (BOOW), arriving no later than five minutes after taps. E-mail, phone call or other communication with the BOOW or any other person are not authorized. BOOWs will take the Battalion reports to the Midshipman Officer of the Watch in Main Office no later than 20

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minutes after taps. The BOOW is personally responsible for the accuracy of the Battalion 0800. They will compare the previous day's report to ensure daily numbers are aligned.

f. Except as allowed above, midshipmen will be in their own Company areas after signing the Taps muster sheet. A midshipman may receive authorization from the CDO to depart Company area after signing the Taps Muster Sheet and the accountability log, but only to conduct official duties.

g. The BOOW will conduct random spot checks of Taps each night, and note the results in the Battalion 0800 report. Any discrepancies in the conduct of Taps will be reported to the Battalion Officer at morning turnover.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager.

8. Review and Effective Date. The Senior Watch Officer will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 52 15/40 Review of Instruction.



T. R. BUCHANAN

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