



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

COMDTMIDNINST 1601.10N
SWO
16 Jun 2020

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1601.10N

From: Commandant of Midshipmen, U.S. Naval Academy

Subj: BANCROFT HALL WATCH INSTRUCTION

Ref: (a) COMDTMIDNINST 5400.6V
(b) COMDTMIDNINST 1081.1B
(c) COMDTMIDNINST 5350.2E
(d) COMDTMIDNINST 5090.1C

Encl: (1) Bancroft Hall Watch Organization

1. Purpose. To provide standardized guidance and procedures for the Bancroft Hall Watch Organization in accordance with enclosure (1).

2. Cancellation. COMDTMIDNINST 1601.10M.

3. Scope and Applicability. The following Commandant's Staff personnel are responsible for the conduct of the watch organization:

a. Senior Watch Officer (SWO). The SWO is responsible for this instruction and overall operation of the watch organization.

b. Assistant Senior Watch Officer (ASWO). The ASWO assists the SWO in the performance of their duties. The ASWO is responsible for training all Officer of the Watch (OOW) watchstanders as well as coordinating with the Brigade Adjutant for all issues pertaining to the watch organization.

c. Senior Enlisted Watchbill Coordinator (SEWBC). The SEWBC is responsible for training all Senior Enlisted Leaders (SEL) and personnel assigned as SDOs. The SEWBC is responsible to the SWO for the SDO watchbill.

4. Record 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 or the DON/AA DRMD program office.

5. Review and Effective Date. Per OPNAVINST 5215.17A, the Bancroft Hall Senior Watch Officer will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



T. R. BUCHANAN

Distribution:
Non-Mids (Electronically)
Brigade (Electronically)

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CHAPTER 1 - WATCHSTANDING POLICIES

100. General Watchstanding Policies

a. This instruction and references (a) through (d) cover the general policies and emergency procedures for Bancroft Hall.

b. Purpose: Due to the demanding array of operations unique to naval service, constant vigilance and attention must be maintained to operate safely, securely, and effectively. Consequently, a system of continuous watches has been employed and is a fundamental part and tradition of the naval services. At the USNA, Bancroft Hall watchstanders and duty section personnel are at the foundation of this duty. Each individual watchstander and collective duty section has responsibility and obligation to ensure the safety, security, and proper operations of the watch while on duty.

c. Duty Section Assignment and Rotation: One duty section will be assigned for each day of the semester. Those assigned to a 24 hour duty are not authorized to be assigned to a separate watch within that time period. For example, a Company Duty Officer (CDO) is not to be assigned Midshipman in Charge of Main Office (MCMO) while they are CDO. Weekday duty will commence at 0630 on the duty day and end at turnover at 0630 the following day. Weekend duty will commence on Friday at 0630 and turnover at 0630 the following Monday. During a three-day weekend, the duty section assigned will extend to cover the holiday.

d. Liberty: All duty section personnel are considered to be in a duty status and are not authorized town liberty. Yard liberty may be granted at the discretion of the CDO. Yard liberty for duty section personnel does not include any part of Naval Support Activity (NSA) or the Brigade Sports Complex. Duty personnel are required to sign out of the company duty log when leaving deck.

e. Alcohol: Duty personnel are prohibited from consuming alcohol within 12 hours of assuming a duty status or while in a duty status. Any duty personnel may be subject to a breathalyzer test at morning muster in accordance with reference (c).

f. Uniforms: All watch personnel, other than Company Mate of the Deck (CMOD) and Regimental Security Rovers (RSR) watchstanders, will stand their watch in the Uniform of the Day (UOD) and will remain covered at all times with the following exceptions: at meal, in Main Office, in class, in Midshipmen rooms, or in the Chapel. The Officer of the Watch (OOW) and Staff Duty Officer (SDO) will wear the respective duty badge. Midshipman Officer of the Watch (MOOW), Assistant Midshipman Officer of the Watch (AMOOW), and Battalion Officer of the Watch (BOOW) watchstanders will wear the respective watch brassard on the right arm with the loop attached at the outside seam on the shoulder. RSR will stand watch in Working Uniform. CMODs will wear working blues with watch belts.

g. Inspections:

(1) The MOOW will muster and inspect all AMOOW watchstanders in Main Office at 0615. All BOOW and CDO watchstanders will muster with the MOOW in the Rotunda at 0630.

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(2) The SDO will muster and inspect in the Rotunda the morning colors detail at 0715 and evening colors detail 45 minutes prior to sunset. Colors detail will wear either Service Dress Blues or Summer Whites with white gloves and appropriate weather gear.

h. Class Attendance: Midshipmen will attend class except as authorized by reference (a), chapter 2. Further, Midshipmen ARE NOT AUTHORIZED to miss exams due to watch. **There are no exceptions.**

i. Mandatory Events: During events which are mandatory in nature (e.g., Forrestal Lectures, battalion calls, mandatory sporting events, parades, etc.), each company will maintain a CDO and one CMOD on deck to patrol their company area. The following exceptions are provided:

(1) Home football games: Each company will maintain a CDO and two CMODs (to provide for rotation) on deck to patrol assigned company spaces;

(2) Army-Navy Game: Each company will maintain a CDO on deck. CDOs will patrol their battalion spaces in an hourly rotation. Company duty personnel not explicitly mentioned herein will attend the scheduled event but must return no later than 45 minutes after its conclusion. Main Office watchstanders will perform their duties as normal. The AMOOWs and BOOWs will be assigned as determined by the MOOW and Brigade Adjutant to assist in maintaining good order and discipline at the event.

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

102. Watchbill Approval

a. The OOW watchbill is prepared and approved by the ASWO with a copy provided to the SWO.

b. The SDO watchbill is prepared by the SEWBC and approved by the Brigade Master Chief (BMC) with a copy provided to the SWO.

c. Midshipmen watchbills for brigade, battalion, or company—level will be prepared by the appropriate unit adjutant and approved by the respective unit commander, with a copy provided to the staff.

d. Company exchanges of duty or changes to watchbills must be approved via special request chit to the company adjutant at least two working days in advance of their first duty day to be exchanged. Switching “portions” of a duty day or watch will not be approved.

e. All other exchanges of duty or changes to the watchbills must be approved by the original approving authority via a special request chit at least two working days in advance of their first duty day to be exchanged.

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f. Duty shall not be sold or purchased.

g. Midshipmen may not swap into a watch period during which they will be on movement order.

103. Watch Exemptions

a. Varsity athletes and extra-curricular activities (ECA) members will be included in duty section assignments and are expected to be available for all musters, watches, or general duty tasking so long as it does not interfere with their practices or events. Possible schedule conflicts should be brought to the attention of the CDO at the first duty section muster. Special consideration shall be given to athletes or ECA members participating in a competition, event, or performance on a duty day. These exceptions do not remove varsity athletes and ECA members from general watchstanding policies.

b. 3/C SHAPE Peer Educators will be exempt from weekday CMOD watch.

c. Volunteer Graduate Education Program (VGEP) Scholars will be included in duty section assignments and will stand watch on a not-to-interfere basis with their VGEP academic schedule, in accordance with Chapter 1 of reference (a).

d. Shipmate Duty Drivers will be assigned and directed by the Brigade Shipmate Coordinator. These designated Midshipmen will be exempt from weekend duty section assignments.

e. Midshipmen ATFP Officers will be directed by the Brigade AT/FP Officer to stand Anti-Terrorism Tactical Watch Officer (ATTWO) watches. These designated Midshipmen will be exempt from regular duty section assignments.

f. Designated Lifeguards will be assigned and directed by the Brigade Lifeguard Coordinator for the MacDonough Pool Lifeguard Watch. These Midshipmen will be assigned to a duty section; however, they will not be assigned CMOD, ACDO or CDO due to the nature of their watches. They are still to be available for musters and/or other general duty tasking.

g. The designated Midshipmen Climbing Wall Officer will establish a watch rotation during the Academic Year based upon the hours the climbing wall is available for Midshipmen and button holders. Up to 16 Midshipmen are authorized to participate as this type of watchstander each semester. These Midshipmen will be assigned to a duty section; however, they will not be assigned duty section rover, CMOD, ACDO, or CDO due to the nature of their watches. However, 1/C and 2/C are eligible to stand duty section rover on Saturday night/Sunday morning. They are still to be available for musters and/or other general duty tasking.

h. The Brigade PMO shall ensure the cleanliness of the 2nd deck cardio room, 3rd deck weight room and the general common areas in MacDonough Hall during the academic year. The PMO shall establish a monthly watch bill which will be comprised of company PMOs. During the modified watch period and during the summer, this responsibility will lie with the OOW or the MacDonough Hall 1st LT. At a minimum, the following will be the daily routine:

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	Academic Year	Summer (Note 1)	Modified Watch Period (Note 1)
Responsibility	Brigade PMO	MacDonough Hall 1 st LT	PEDO
Watch Standers	Company PMOs	PE TAD Ensigns	MIDN residing on the yard
Cleaning/ Security schedule	<p>1245-1315: The common areas of MacDonough will be walked at least once to ensure cleanliness and security.</p> <p>1315: PMOs will turnover at the duty desk in the 3rd floor weight room.</p> <p>2100-2200 (2100 on Sunday): The common areas will be walked and the 3rd floor gym stowed and secured at 2200 (2100) on Sunday by the duty PMO.</p>		

Note 1: The MacDonough Hall 1st LT will ensure the space is cleaned either before closing or immediately after opening.

(1) No later than 2230, the duty PMO shall report to the OOW and the PEDO (Physical Education Duty Officer), by telephone, that all equipment in the 2nd deck cardio room and the 3rd deck weight room of Macdonough Hall has been properly stowed.

i. The modified watch periods for the Thanksgiving, Spring Break, and intercessional leave periods will start as the Commandant directs. For all periods, the modified watch organization will be directed by the OOW. The watch will consist of restricted Midshipmen and those authorized to reside within Bancroft Hall. The Brigade Adjutant is responsible for obtaining an updated list of all restricted Midshipmen from the Conduct Officer as well as a list of all Midshipmen residing in the Hall from the individual companies no later than one week prior to the start of the Break.

j. During the time period commencing after graduation until the day of reform, the watch organization will be directed by the MacDonough Hall 1st LT. The watch will consist of TAD personnel assigned to the PE department.

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CHAPTER 2 - DAILY WATCH ROUTINE

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

	Weekdays	Saturdays	Sundays & Holidays
Restriction muster and tours- MOOW/AMOOW/SDO Muster/Inspect	1900/1915 (Note 1)	1900/1915 (Note 1)	1300/1315 (Note 1)
Watch muster, inspection, and turnover- SDO/MOOW/AMOOW inspect oncoming BOOWs/CDOs	0615/0630 (Note 2)		
Reveille	0630	0730	
Company duty section muster- CDO/ACDO and all duty standers	0645		
Watch muster and inspection by MOOW/SDO- 1 st section Main Office squad and morning colors detail	0715		
OOW/MOOW turnover with Deputy Commandant	0745	Note 3	
Relieve the watch- MOOW/AMOOW/CDO	0745		
Turnover with Battalion Officer- BOOWs	As directed		
Turnover with CO/SEL/CC- CDOs	As directed		
Observe morning colors- SDO/MOOW	0800		
Restriction muster	Note 1		
Muster/inspect evening colors detail- SDO/MOOW	Sunset -45		
Observe evening colors- OOW/SDO/MOOW	Sunset		
Observe study hour	2000	-	2245
Blue and Gold- CDO	In accordance with reference (a)		
Taps	2300 (Note 4)		

Note 1: Restriction Schedule (Monday-Thursday during the academic year)

0630- Restriction muster in Rotunda in SDBs or Whites

1300- Restriction muster in Rotunda in SDBs or Whites

1900- Muster in Rotunda in working uniform with issued rifle.

Tours will commence at 1915 and be complete by 2000.

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Restriction Schedule (Friday-Saturday all year, Monday-Thursday during non-class days and between Graduation and Fall Semester Reform)

0630- Restriction muster in Rotunda in SDBs or Whites.

1300- Restriction muster in Rotunda in SDBs or Whites.

1630- Restriction muster in Rotunda in SDBs or Whites.

1900- Muster in Rotunda in working uniform with issued rifle.

Tours will commence at 1915 and be complete by 2000.

2230- Restriction muster in Rotunda in SDBs or Whites.

Restriction Schedule (Sunday/Holiday)

0630- Restriction muster in Rotunda in SDBs or Whites. 1300-

Muster in Rotunda in working uniform with issued rifle.

Tours will commence at 1315 and be complete by 1400.

1630- Restriction muster in Rotunda in SDBs or Whites.

1900- Restriction muster in Rotunda in SDBs or Whites.

*SDO will observe every restriction muster and tours.

Note 2: The MOOW will muster and inspect all AMOOW watchstanders in Main Office at 0615. All BOOW and CDO watchstanders will muster with the MOOW in the Rotunda at 0630.

Note 3: Weekend OOW/MOOW turnover with Deputy will be conducted on Friday morning with the weekend OOWs and MOOWs.

Note 4: 2300 on weekdays, 2359 on Friday, Saturday and Sunday, if Monday is a holiday.

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CHAPTER 3 - MIDSHIPMEN WATCH ORGANIZATION AND DUTIES

300. Duty Section Assignment. The Midshipmen watch organization will be divided into a six section rotation; not to include the MOOW, AMOOW, BOOW, and CDO watches. Company adjutants will populate these sections in the following process:

a. Identify varsity athletes and ECA members and spread them across all six sections so as not to have all participants of one group in a single duty section. This will avoid having high numbers of duty section members away on a single movement order.

b. Distribute 2/C, 3/C and 4/C personnel evenly across the sections, ensuring an approximately equal representation by class.

c. Fall semester duty sections will be identified by the preceding May and spring semester duty sections will be identified by the preceding December.

d. The minimum composition of a duty section will be 17 Midshipmen total:

(1) 1/C Midshipmen: Not less than one assigned, not including CDO.

(2) 2/C Midshipmen: Not less than four assigned, including one ACDO.

(3) 3/C Midshipmen: Not less than six assigned.

(4) 4/C Midshipmen: Not less than six assigned.

(5) The CDO duty section will be detached from the company duty section. The number of CDO sections is contingent upon the amount of qualified 1/C CDOs in each company.

(6) Each duty section within the Brigade shall have at least 18 Midshipmen assigned including the CDO. In the unlikely event that a company is unable to assign the minimum number of Midshipmen required, an exception will be requested from the Senior Watch Officer.

(7) Any Midshipmen in a duty status shall not leave deck, unless checking out in the Duty Section log. The following reasons are valid to depart their deck while on duty:

i. Class, Extra Instruction, and Exams

ii. Forrestal Lectures and other Brigade wide lectures.

iii. SHAPE sessions

iv. Physical Training limited to the Naval Academy grounds.

v. Meals in King Hall

vi. At the discretion of the CDO, however no Midshipmen in a duty status may leave the Naval Academy grounds. The CDO or an ACDO, a CMOD, and no less than six members of the duty section shall be on deck at all times. Care must be taken to manage the duty section on deck.

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e. Midshipmen who are on Movement Orders (MO) for Varsity Sport/ECA/Club during their scheduled duty days will be responsible for finding a replacement (NOTE: Midshipmen without a replacement should not be allowed to depart on their MO).

f. The Duty Section shall carry out the following duties:

(1) The CDO shall call two surprise duty section musters a day, not to coincide with Morning Quarters Formation or Noon Meal Formation. Additional surprise duty section musters may be called at the discretion of the CDO, BOOW, MOOW, or OOW.

(2) The duty section shall perform cleaning stations twice per day at a minimum, supervised by the CDO. All common trash and recycling shall be removed from company spaces prior to duty section turnover.

(3) All areas of responsibility (AOR) shall be roved for cleanliness and material readiness at a minimum of twice per day.

(4) Ensure the constant security of spaces to include ensuring no doors are propped open and no unauthorized personnel are within their AOR.

(5) Assist in any tasks or duties called upon by the BOOW, MOOW, or OOW.

301. Watch Organization Billets and Responsibilities. The billets and their associated responsibilities listed herein represent only the minimum that must be maintained in the watch organization. Additional watches may be added at the order of the Commandant, Deputy Commandant of Midshipmen (Deputy Commandant), SWO, ASWO, or Brigade Adjutant.

a. Midshipman Officer of the Watch (MOOW). The MOOW answers to the OOW for the execution and conduct of the Bancroft Hall Midshipman watch team. They are responsible for ensuring events in the Plan of the Day are executed properly and that good order and discipline is maintained. At a minimum, the MOOW will execute the duties listed in the MOOW Checklist included in Appendix L. The MOOW is also charged with writing the daily Brigade 0800 Report and briefing the highlights of the report to the Deputy Commandant upon turnover. The MOOW shall maintain a daily turnover log that shall be reviewed at turnover with the oncoming OOW and MOOW daily with pertinent turnover items. This is to include, but not limited to: the status of the duty driver, Midshipmen off the yard, any major instances during the duty day, and items of note directed by the Deputy Commandant or OOW.

b. Assistant Midshipmen Officer of the Watch (AMOOW). The AMOOW is the senior Midshipman on duty within each regiment; two being assigned for each duty day. The AMOOWs report to and assist the MOOW in the performance of their duties. AMOOWs are responsible for directing completion of the Battalion 0800 Reports from their respective regiments and submitting them to the MOOW. They will also assist in briefing the Midshipmen in Charge of Main Office, duty drivers, and Shore Patrol on their respective duties. A minimum of two AMOOWs will be assigned daily.

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c. Battalion Officer of the Watch (BOOW). The BOOW is the senior Midshipman on duty within each battalion. Each BOOW reports to their Battalion Officer, MOOW, and as directed to one of the AMOOWs. BOOWs will ensure good order and discipline and the proper execution of watch duties are maintained in their battalions. BOOWs are responsible for writing the daily Battalion 0800 report and executing the duties listed in the BOOW Checklist included in Appendix O.

d. Company Duty Officer (CDO). The CDO is the 1/C Midshipman on duty in each company and is responsible to the Company Officer, company commander, and the respective BOOW for the conduct of the watch, safety, security, and accountability of their company. The CDO remains on deck unless at class or other events authorized by the Company Officer, Company Commander, or other appropriate authority. When leaving deck, the CDO must inform the Assistant Company Duty Officer (ACDO) as well as the CMOD and sign out in the company deck log. Each CDO will, at a minimum, complete all tasks listed in the CDO Checklist included in Appendix Q to include preparing/submitting the daily Company 0800 Report to the BOOW and conduct taps in accordance with reference (b).

e. Assistant Company Duty Officer (ACDO). Each company will have one 2/C Midshipman assigned as ACDO whose responsibility is to assist the CDO in the performance of their duties. Unless at class or other event authorized by the Company Officer, Company Commander, or other appropriate authority, the ACDO must remain on deck in the absence of the CDO.

f. Midshipman in Charge of Main Office (MCMO). The MCMO maintains the Main Office Deck Log and supervises the functioning of the Main Office watch team. As such, the MCMO shall remain in Main Office at all times unless the MOOW, or an AMOOW, is present and authorizes the MCMO absence for tasking. Each MCMO will, at a minimum, complete all tasks listed in the MCMO Checklist included in Appendix M. This duty will be assigned to a 1/C or 2/C Midshipmen.

g. Main Office Messenger (MOM). Each MOM is responsible for assisting visitors, answering telephone calls, delivering messages, and carrying out other official duties as directed by the MCMO.

h. Duty Driver. There will be six Duty Drivers assigned per day. Duty Drivers will be 1/C or 2/C Midshipmen with a valid driver's license. Restrictees cannot serve as Duty Driver. The Duty Driver may only transport Midshipmen for official duties or medical appointments. During working hours, every effort will be made to use the medical shuttle. Midshipmen must notify Main Office 24 hours in advance to schedule a duty van ride. Each Duty Driver must complete the Duty Driver Checklist in Appendix N upon turnover. The SDO must complete the Duty Driver ORM checklist in Appendix N with each Duty Driver prior to handing them the keys. The Duty Driver will only be tasked by the OOW/SDO. The Duty Driver will always carry the Duty Driver cell phone. The Duty Driver is not authorized to operate 15 passenger vehicles or larger. Every Duty Driver is required to have at least six hours of sleep in the last 24 hours. Duty Drivers three and four are authorized, but not required, to sleep from 1600-1800. Duty Drivers five and six are authorized, but not required, to sleep from 2200-2400.

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(1) The Duty Driver shall not depart the Naval Academy without approval from the OOW or SDO. In the event of an emergency, the Duty Driver shall notify the MOOW that they are departing the Academy.

(2) The names of all passengers departing the yard shall be given to the MOOW or AMOOW with, at a minimum, one reachable phone.

(3) The following watch rotation will be used:

0615	All Duty Drivers muster with the SDO in Main Office.
0630-1200	Duty Driver 1 inspects vehicle with SDO.
1200-1800	Duty Driver 2 relieves Duty Driver 1.
1800-2359	Duty Driver 3 relieves Duty Driver 2. Duty Driver 4 must remain awake and assist the driver.
2359-0630	Duty Driver 5 relieves Duty Driver 3. Duty Driver 6 must remain awake and assist the driver.

i. Company Mate of the Deck (CMOD). The CMOD is responsible for the safety and security of all personnel and material in the respective company area. The CMOD is the on-watch representative of the company and will be posted per the following schedule:

Sunday-Thursday:	0630-NET 2300
Friday-Saturday*:	0630-2359
*(and Sundays, with a Monday holiday)	

(1) CMODs will make a complete tour of company spaces every 15 minutes.

(2) CMODs shall record each tour in the deck log.

(3) CMODs will sound “attention on deck” upon the arrival of all officers O-5 and above, and the OOW. After the officer orders “carry on,” the CMOD will approach the officer, render a salute, and report as follows:

“Good morning/afternoon/evening sir/ma’am, MIDN Third/Fourth Class (name), (company) Company Mate of the Deck. May I help you sir/ma’am?”

(4) The CMOD shall be proactive in checking identification of individuals on-deck to ensure personnel have proper identification/ authorization to be in Bancroft Hall.

(5) CMODs shall stand while on watch.

(6) CMODs shall not eat, sleep, or use a cell phone while on watch.

(7) CMODs shall not engage in reading and/or academic work while on watch.

(8) CMODs shall also record the arrival and departure of non-officer/midshipman personnel, such as Melwood workers and other contracted workers.

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(9) Upon the arrival of all other officers, CMODs will follow the same procedures as above with the exception of calling “attention on deck.”

(10) CMODs will be piped down by the CDO when taps has been completed, but no earlier than 2300. Company adjutants will create an academic CMOD watchbill from 0745-1530 during the week based on 3/C and 4/C Midshipmen with free periods. Care should be taken to ensure the scheduled midshipman has enough time to transit to and from class to conduct a proper turnover.

(11) A second CMOD or watch sentry may be stood up for security reasons at the discretion of the Deputy Commandant/SWO/ASWO/OOW.

l. Regimental Security Rovers (RSR). A minimum of two RSRs, consisting of 2 x 2/C per watch team, will be assigned and responsible for maintaining or augmenting security within Bancroft Hall during evening hours; this includes respective sides of Mitscher/Levy Hall for 1st and 2nd Regiments. RSRs will be posted from Sunday (Mondays if a holiday) to Thursday between the hours of 2300 and 0630. RSRs will report to the MCMO at 2230 for detailed instructions and will make phone reports to the MCMO at the top of each hour and upon turnover. The MCMO will record all significant reports and turnovers from RSR patrols in the Main Office Log. The periodicity required for RSRs to make their rounds will be determined by the respective Regimental Commander or Regimental Adjutant to be no less than one complete circuit round of the regiment spaces (i.e. basement to 4th deck) per two-hour period.

m. Ushers and Special Event Support. Ushers and special event watch standers will be assigned as required. Specific details such as uniform and muster time/location will be promulgated when assigned. Duty section personnel are only to be assigned usher or special event watches in extremis.

n. Shore Patrol. See Chapter 7.

o. Colors Detail. The assigned duty Battalion will be responsible for providing the Colors Detail. Assignments shall be as follows:

<u>Location</u>	<u># of Personnel and Class</u>
Tecumseh Court	8: 1 1/C, 1 2/C, 2 3/C, 4 4/C
Admin Building	3: 1 2/C, 1 3/C, 1 4/C
Halsey Fieldhouse*	7: 1 1/C, 2 2/C, 2 3/C, 2 4/C

The 5x9 flags will be flown Monday-Saturday. The 10x19 flags will be flown on Sundays and holidays. The POW flag will be flown with the national ensign as required.

***Note:** Flags will be flown at Halsey Fieldhouse on Sundays and holidays and only the 10x19 flags are to be used.

302. Main Office Watch Team Requirements. The Main Office watch team will be structured as follows unless specifically modified by the SWO*:

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1 MCMO: 1/C or 2/C
 6 Duty Drivers: 2/C or 1/C (must have valid driver's license)
 2 MOM: 3/C or 4/C

***Note:** The MOOW may pipe-down the watch at 0100 at their discretion. From 0100 to 0600, the minimum Main Office Watch Team requirements will consist of the following:

1 MCMO: 1/C or 2/C
 1 MOM: 3/C or 4/C

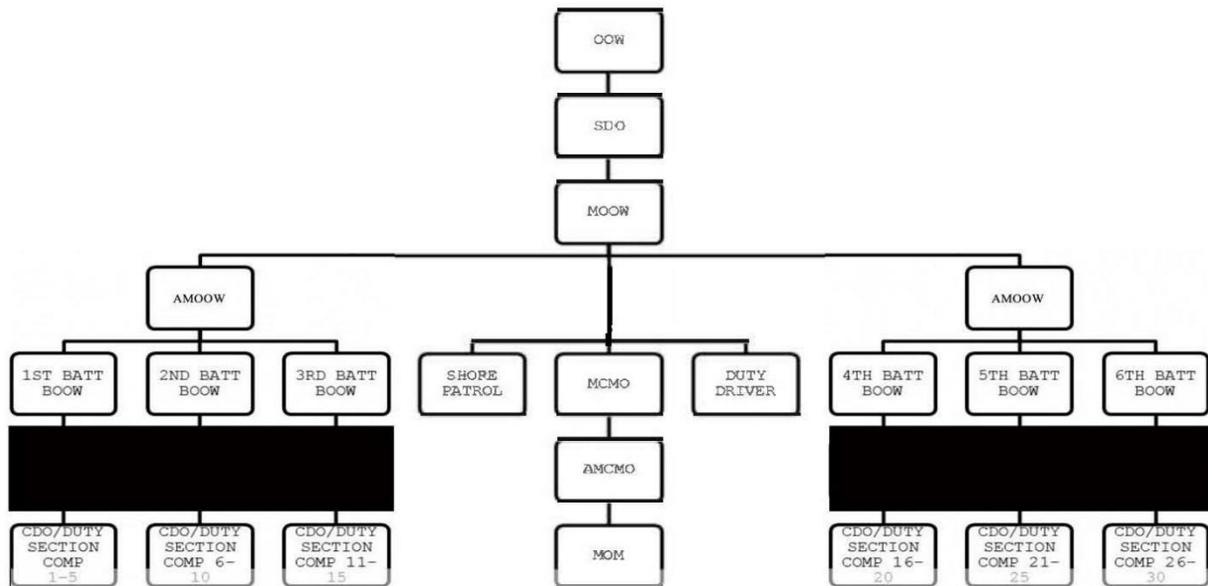
No MOOW/AMOOW is required to be in Main Office at any time unless specifically directed by the SWO, ASWO, or Brigade Adjutant.

303. Watch Billet Assignments. Midshipmen will be assigned watchstanding duties appropriate to their billet or class per the following table:

STAFF	CLASS	RANK OR BILLET	WATCH
Brigade	1/C	M/CAPT	None
		M/CDR (Except XO, OPS, Honor)	MOOW
		M/LCDR M/LT	
		M/LT M/LTJG	AMOOW
	2/C	M/SGT MAJ	None
		Other 2/C	ACDO
Regimental	1/C	M/CDR	MOOW
		M/LCDR	
		M/LT	AMOOW
		M/LTJG (Except Adj.)	CDO
Battalion	1/C	M/LCDR	MOOW
		M/LT	BOOW
		M/LTJG	
	2/C	M/SGT MAJ	NONE
		Admin Chief	
		Drill Sergeant	
Company	1/C	Company Commander	AMOOW
		Company XO	BOOW
		Other M/LTJG	CDO
		Other 1/C	CDO, Shore Patrol, Main Office Duty Driver
	2/C	M/1 ST SGT	MCMO
		Training SGT	
		Drill SGT	

		Other 2/C	ACDO, Shore Patrol, RSR, Main Office Duty Driver
	3/C	N/A	CMOD
	4/C	N/A	
Team Captains	1/C	M/LT	AMOOW
Drum & Bugle Corps	1/C	M/LT	AMOOW
		M/LTJG	CDO
YP Squadron	1/C	M/LT	AMOOW

304. Watch Structure



305. Watch Table

WATCHSTANDER	NUMBER ON WATCH AT ONE TIME	TOTAL NUMBER OF WATCHES DURING ONE DUTY DAY (WEEKDAY)	TOTAL NUMBER OF WATCHES DURING ONE DUTY DAY (WEEKEND)
OOW	1	1	1
SDO	1	1	1
MOOW	1	1	1
AMOOW	3	3	3
BOOW	6	6	6
CDO	30	30	30
ACDO	30	30	30
CMOD	30	By Company	By Company
MCMO	1	14	8
MOM	2	28	8

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DUTY DRIVER	1 OR 2	6	6
SHORE PATROL	10	N/A	10
RSR	4	24	N/A

306. General Conduct of the Watch

- a. All watchstanders will wear inspection-ready uniforms.
- b. No watchstation will stand down until properly relieved.
- c. Eating or sleeping is not authorized while on watch.
- d. Reading and/or academic work while on watch is not authorized for CMODs, RSRs, Gate 1 watchstanders and duty section rovers. For other watchstanders, reading while on watch is limited to professional reading and academic work. This reading, however, shall not distract the watchstander from their watchstanding duties.
- e. Watchstanders shall not leave their watch until they are properly relieved or piped down.
- f. Watchstanders will render proper honors per Navy regulations and the following amplifying instructions:
 - (1) Salutes may be dispensed with after the first day's meeting, except for those rendered to the Commandant, Deputy Commandant, Battalion Officers, OOW, and any officer senior to the Commandant.
 - (2) The MCMO will sound "attention on deck" in Main Office upon the arrival of the Commandant, Deputy Commandant, Battalion Officers, and any officer senior to the Commandant. The MCMO will appropriately greet all officers entering Main Office and ask if the officer requires any assistance.
 - (3) No watchstander is to place their feet up on furniture or walls.

307. Brigade of Midshipmen Emergency Muster/Recall

- a. Purpose. To promulgate procedures for the immediate accountability of all Midshipmen assigned to the U.S. Naval Academy.
- b. Background. Situations may arise that require Bancroft Hall leadership to conduct an immediate muster of all Midshipmen assigned to the U.S. Naval Academy. These situations may stem from training evolutions or be the result of real-world events such as natural disasters or security threats. In the event that a Bancroft Hall muster is required, it is imperative that it be completed accurately and in a timely manner.

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c. Policy. Company Commanders shall ensure their respective Company Adjutants maintain a formal Recall Roster to include accurate mobile phone numbers. This roster shall be updated each semester and maintained by the Company Officer and Senior Enlisted Leader, with copies available in the Command Duty Officer's binder and Company Mate of the Deck binder, at a minimum. BOOWs shall also maintain a copy of their respective companies' Recall Rosters in the BOOW Shack.

d. Procedure. The following watchstander actions shall occur in the event that a Brigade-wide recall or emergency muster is ordered. It is imperative that the accuracy of muster be held to the highest standard.

(1) Company Mate of the Deck (CMOD). Upon notification that a muster/recall has been initiated, the CMOD shall:

(a) Log the time and reason for the muster in the deck log.

(b) Locate the Company Duty Officer and relay the notification that a muster is to occur.

1. In the event that the CDO is not present in company area, the CMOD shall pass down the notification to the Assistant CDO.

2. Conversely, if the ACDO is not present, the CMOD shall inform the company first-class Midshipman in the duty section.

(c) Assist the CDO, or designated Midshipman, in accounting for all company personnel.

(d) At all times the CMOD shall remain professional and vigilant in the performance of their duties.

(2) Company Duty Officer (CDO). The CDO, ACDO, or designated Midshipman shall:

(a) Accurately account for all company Midshipmen utilizing a standard TAPS sheet.

(b) Annotate in the comment section of the TAPS sheet how contact is made (visual, electronic, UA).

(c) Utilize updated recall information to make electronic contact with those not in company area.

(d) Pass accountability information to the Battalion Officer of the Watch, or designated Midshipmen, via email and/or voice report. After 30 minutes, the CDO will report to the BOOW every fifteen minutes the names of those midshipmen who are still UA.

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(e) Maintain custody of the accountability sheet at all times; do not delegate this responsibility.

(f) Continue to locate and account for Midshipmen who are in UA status until contact is made.

(g) Keep chain-of-command informed of current status.

(h) Wear the uniform of the day until the completion of TAPS and/or bed checks.

(3) Battalion Officer of the Watch (BOOW). The BOOW shall:

(a) Man respective Battalion Officer of the Watch stations to receive and adjust company reports as needed.

(b) In the event the BOOW is not present, the Battalion Staff shall assume the duties and responsibilities of the watch.

(c) Forward battalion accountability reports to Main Office.

(d) Continue to monitor for changes and pass word as required.

(4) Midshipman Officer of the Watch (MOOW). The MOOW shall:

(a) Receive and consolidate accountability reports from battalions and Brigade Staff.

(b) Utilize all methods of communication to pass word regarding status updates.

(c) After 30 minutes, report those UA to the Senior Watch Officer every fifteen minutes.

(d) Report status to the OOW as necessary.

308. Watch Duty Point System

a. Purpose. In order to assure fairness in assigning duty across the Brigade, a point system will be utilized to keep track for each Midshipman. The point system use will be for two reasons:

(1) To keep a reference for quick utilization to determine who has stood the "most" duty.

(2) To be used to assign duty for the "least preferable" duty day (Weekend, Holiday, etc.) should a conflict arise that cannot be resolved between the individual watchstanders.

b. Point System. Points will be awarded as follows:

1 point for duty on a weekday (Monday – Thursday)

1.5 points for duty on a weekend (Friday – Sunday)

2.5 points for duty on a Federal Holiday

c. Point Calculation Examples

(1) Two duty days in a month: both on a weekday – 2 points total

(2) Two duty days in a month: one weekday & one Saturday – 2.5 points total (1 point for weekday & 1.5 points for Saturday).

(3) Two duty days in a month: one weekday & one Federal Holiday – 3.5 points total (1 point for weekday & 2.5 points for Federal Holiday).

d. Policy. The Brigade Adjutant will be responsible for maintaining the point system for Brigade Level Watchstanders. The Regimental Adjutants will be responsible for maintaining the point system for their respective Regiment Level Watchstanders. Battalion Adjutants will be responsible for maintaining the point system for their respective Battalion Level Watchstanders. Company adjutants will be responsible for maintaining the point system for their respective Company Level Watchstanders.

CHAPTER 4 - DUTIES OF THE OFFICER OF THE WATCH

400. General Conduct of the Watch

a. The Officer of the Watch represents the Commandant of Midshipmen and is responsible for the safety and security of Bancroft Hall and the Brigade of Midshipmen. This is a 24-hour watch, during which the OOW must be available. A temporary relief must be obtained from another qualified OOW if focus is diverted from ensuring the safety and security of Bancroft Hall (e.g., teaching a class, attending admissions board, etc.). The Deputy Commandant is the normal conduit for informing the Commandant.

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

c. The OOW will post their watch in Main Office or in their own office and keep Main Office informed of their location.

d. All watches will reside in Bancroft Hall overnight.

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

(1) All colors ceremonies.

(2) Superintendent or Commandant Calls on the Brigade

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

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

g. The OOW shall ensure the MOOW fulfills their duties and responsibilities of their watchstation.

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

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

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

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

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(4) Close the center doors to the Rotunda if ambient outdoor temperature is below 40°F.

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

401. Required Reports

a. The Brigade 0800 Report will be provided to the Deputy Commandant, in draft format, at 0745 in hardcopy (during weekday turnovers) and 0800 electronically. Once approved for release, the 0800 Report will be shared electronically with the distribution list. A Brigade 0800 Report template is provided in Appendix R.

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

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

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

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

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

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

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

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

(8) Any 6K Level Conduct offense committed during the course of the duty day.

c. The OOW shall first voice call or text message the Deputy Commandant prior to sending out an internal SITREP in the above instances. In the event the Deputy Commandant is on leave or unreachable, the OOW shall notify the SWO/ASWO.

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

402. Death of a Midshipman or Military Member of the Commandant's Staff. Refer to OOW/SDO Pre-Planned Response Binder and COMDTMIDNINST 1770.2C.

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403. Safety and Security. The OOW will ensure all watchstanders, especially CMODs and RSRs, are fully cognizant of their duties to challenge all unidentified persons, are mindful of suspicious activity, and monitor for safety concerns within Bancroft Hall. Refer to OOW/SDO Pre-Planned Response Binder.

404. Public Inquiries and Privacy Act Concerns. Refer to OOW/SDO Pre-Planned Response Binder.

405. Safety Plan for Midshipmen Exhibiting High-Risk Mental Health Behavior. Refer to OOW/SDO Pre-Planned Response Binder.

406. Quarterly Training. Due to the unique nature of the OOW position, quarterly training will be required by all qualified OOWs. If an individual is not able to attend quarterly training, they will be required to make-up the training with the ASWO. Each quarter, the ASWO will create training on lessons learned, updated practices, and new procedures to be shared with all OOW watch standers by email at a minimum. Once every year, during reform, OOW training shall include briefs from the following individuals:

a. Commandant's Legal Advisor

(1) Privacy Act and release information

(2) Search and seizure procedures

b. Medical

(1) After hours medical staffing

(2) Information flowpath for hospitalized MIDN

c. Chaplain

(1) Suicide Prevention

(2) Death Notification procedures

d. Bancroft Hall 1st LT. After hours emergencies.

e. Conduct Officer. Processing of conduct action generated during the watch.

f. Logistics Officer. Movement order logging requirements.

CHAPTER 5 - DUTIES OF THE STAFF DUTY OFFICER

500. General Conduct of the Watch

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

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

c. The SDO will reside in Bancroft Hall overnight.

d. All new Senior Enlisted Leader check-ins will complete the SDO Qualification Card (Appendix A) within 30 days of reporting.

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

a. Ensure all watchstanders are qualified and possess a thorough understanding of the watch including the daily routine, standard 1MC procedures, standard Naval log keeping entries, and watch turnover procedures.

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

502. Colors Procedures. Refer to OOW/SDO Pre-Planned Response Binder.

CHAPTER 6 - DUTIES OF MIDSHIPMEN ADJUTANTS

600. Brigade Adjutant. Accountable to the Brigade Commander and ASWO for the proper execution and administration of the Midshipmen watch organization. They are responsible for the training of all Midshipman Officer of the Watch (MOOW) watchstanders. The Brigade Adjutant is the approving authority for all MOOWs and AMOOW/RSRs.

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

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

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

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

CHAPTER 7 - USNA SHORE PATROL

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

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

701. Conduct of the Watch

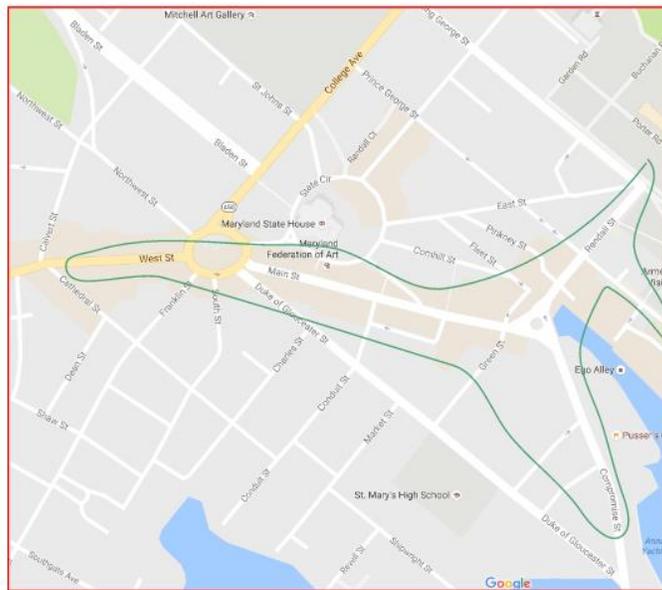
- a. The Midshipmen of shore patrol will be manned on a Battalion rotation assigned by the Regimental Adjutants. Shore Patrol will be manned by 11 total personnel, made up of 10 Midshipmen (NOTE: TAD ENS and 2ndLt will help fill this watch while attached to USNA). The Midshipmen will divide into five teams of two.
- b. Shore patrol sections will report to the OOW at 2215, 15 minutes prior to the start of their watch for a uniform inspection and receive instructions, armbands, and cell phones.
- c. Shore patrol watchstanders will contact the MOOW, SDO or OOW via cell phone any time they encounter one of the following situations:
 - (1) Any situation that threatens the safety of a Midshipman, including gross intoxication.
 - (2) Any situation that could bring discredit upon the Naval Academy or the Naval Service.
 - (3) Any situation where a Midshipman is found violating Midshipmen Regulations.
- d. The shore patrol shall take action to resolve potential issues at their level; this does not absolve them of their reporting duties. The watchstanders will record the offending Midshipman’s name and Alpha Number and report it to the SDO or OOW who will initiate conduct action and/or provide further guidance (i.e., transporting them back to USNA or to a medical treatment facility via duty driver or Guardian Angel).

Note: In the event that a Midshipman is found grossly intoxicated or unruly, the midshipman will be escorted from the establishment by the watch. The midshipmen will be escorted back to Bancroft Hall Main Office by Shore Patrol and will be administered a breathalyzer (BAC) by the SDO.

702. Watch Specifics

a. Hours: Shore patrol will be stood up from 2230-0230 on Fridays, Saturdays, and Thursdays and Sundays of holiday weekends, as appropriate.

b. Route: Sections will depart via Gate 1 and patrol the areas around City Dock, Main Street, and along West Street (not to pass Calvert Street) as depicted below. Four of the two-Midshipmen teams will be stationed at the following bars: Buddy's, Acme, Federal House, and Fleet Reserve (when Fleet Reserve closes, the team will move to Armadillos/Dock Street). Doing so provides continual coverage of the locations that traditionally see the most midshipmen. The 5th team roves and checks in with the stationary teams.



CHAPTER 8 - BANCROFT HALL REPORTS AND LOGS

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

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

a. The order of listed names per section shall follow the following order:

(1) All names in every section will be listed by company order (i.e. 1 to 30) then by alphabetical order. The **EXCEPTION** is for those listed on restriction or tours, names will be ordered from end date first, then by company, and then alphabetically.

(2) For Authorized Absences, Movement Orders (MO), or Sick in Quarters/medical isolations, the order will be begin with the return date or end date from the soonest to the latest date.

b. CDOs will submit their completed 0800 Reports to their respective BOOWs immediately following taps. After compiling these reports, BOOWs will submit their completed 0800 Reports to the MOOW. On the weekend BOOWs will report company bed checks by 0400 to be included in the 0800 Report for the assigned day. Company and Battalion 0800 Reports will be presented in hardcopy along with all watchstander checklists to the respective unit commanders upon the morning watch relief.

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

802. Report of Watch Turnover

a. The off-going and on-coming MOOWs and OOWs will report to the Deputy Commandant at 0745 for turnover. MOOWs and OOWs on weekend duty will attend turnover Friday morning with the Deputy Commandant at 0745.

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

803. Log Responsibility

a. Logs will be maintained in a green log book, and on "Ship's Deck Log Sheets" found in Appendix V when a green log book is not available. Entries will be made in BLOCK PRINT using indelible black ink (ball point pen only). Corrections will be made by lining out the

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incorrect information with a single line and initialing to the right of the entry. Sample entries are provided in Appendices T and U.

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

(1) MOOW: Restrictree Sign-Out Log

(2) MCMO: Main Office Log, Lost and Found Log

(3) CDO: Duty Section Accountability Log, Liberty Log

(4) CMOD: Company Deck Log

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

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

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

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

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

804. Main Office Logs

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

2359: NO FURTHER ENTRIES THIS DATE. [Initial]

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

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

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

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- (1) OOW, SDO, MOOW cell phone contact numbers.
 - (2) Sunrise and sunset.
 - (3) Any special evolutions in Bancroft Hall or on the Yard to include the arrival/departure of Naval or Marine Corps vessels or aircraft visiting the Naval Academy.
 - (4) Any injuries, illnesses, deaths, or significant events reported to Main Office.
 - (5) Departure and arrival of the Main Office duty driver.
 - (6) Significant changes to weather to include changes in weather conduction in accordance with the foul weather bill and changes in flag condition based on WBGT readings.
 - (7) Check-in reports from RSRs and shore patrol.
 - (8) Relief of OOW, SDO, MOOW, and MCMO.
 - (9) Any particular evolution or exercise that was commenced or completed such as fire drills or ATPF exercises.
 - (10) Other events that in the opinion of supervisory watches warrant the interest of the Commandant of Midshipmen.
- b. Lost and Found Log. This log is used to account for all lost items turned in to Main Office. The following columns must be included the log:
- (1) Date/Time: Date and time item was delivered.
 - (2) Delivered By: Name of person delivering the item.
 - (3) Description: Brief description of item (i.e., cell phone, keys, camera, ID card, etc.)
 - (4) Disposition: "Returned to owner on date," or "Discarded/ Removed by order of OOW."
- c. Restrictree Sign-Out Log. This log is used to account for all restricted Midshipmen and must include name and alpha code of restrictree, time out, location, and time in.

805. Battalion Logs

a. Battalion Log. Each BOOW will be responsible for keeping a log containing a complete and detailed chronological record of all events pertaining to the security and affairs occurring within their Battalion. A new page will be started at 0000 for each day using the following template and procedures.

[TIME]: NO FURTHER ENTRIES THIS DATE.

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

0630: BOOW ASSUMED BY (RANK, NAME, SERVICE). [Initial]
 WATCH AND LOGS CONTINUED FROM (PREVIOUS DATE).
 BATTALION OFFICER: (RANK, NAME, SERVICE)
 OOW: (RANK,NAME,SERVICE) MOOW: (if applicable)
 SDO: (RANK,NAME,SERVICE) AMOOW: (RANK,NAME,SERVICE)
 FORCE PROTECTION CONDITION: (ALPHA/BRAVO/CHARLIE/DELTA)

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

- (1) MOOW and AMOOW cell phone contact numbers.
- (2) Any injuries, illnesses, deaths, or significant events occurring in the battalion.
- (3) Any particular evolution or exercise that was commenced or completed such as fire drills or ATRP exercises.
- (4) Other events that in the opinion of supervisory watches warrant the interest of the Battalion Officer.

b. The Battalion Officer is responsible for reviewing and spot checking the Battalion Log.

806. Company Logs

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

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

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

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

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

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

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

(3) Any reported injuries of company Midshipmen.

(4) Time and results of CMOD rounds.

(5) Company formations held on deck.

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

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

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

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CHAPTER 9 - MODIFICATIONS FOR SPECIAL WATCHSTANDING PERIODS

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

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

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

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

1/C: RSR, Shore Patrol

3/C: ACDO

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

c. Adjutants will ensure substitute watchstanders complete an "under instruction" watch with a qualified watchstander of that billet no later than the day prior to Second Class Parents' Weekend; **completion of the respective watch PQS is required.**

903. Service Assignment Night. Unless otherwise directed, all 1/C Midshipmen will be excused from watch from 1600 on the day of Service Assignment until watch turnover at 1215 the following day.

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

MOOW: Brigade Sergeant Major

AMOOWs: Regimental Sergeants Major and Training Sergeant

MCMO: Duty Battalion's Training Sergeant

BOOWs: Respective Battalion Sergeants Major

CDOs: Respective Company First Sergeants

All other watches will be manned as normal.

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

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

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905. Air Force/Army Week. Any additional watch requirements will be disseminated by Air Force and Army Week Notices.

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

a. The modified watch organization will consist of restricted Midshipmen and those authorized to reside within Bancroft Hall. The Brigade Adjutant is responsible for obtaining an updated list of all restricted Midshipmen from the Conduct Officer as well as a list of all Midshipmen residing in the Hall from the individual companies no later than one week prior to the start of the Break. **Midshipmen forwarded for separation will not stand duty as MOOW, AMOOW, or Duty driver during this period. Midshipmen will be designated to stand watches during the leave period if there are not enough applicable restrictees or volunteers residing in the Hall.**

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

c. The Brigade Adjutant will designate the 1/C residing in Bancroft Hall as the MOOW watchstanders and ensure that they understand the watch's duties and responsibilities. Individual midshipmen will not stand MOOW two days in a row. All watches will be organized in no less than a three section watch rotation.

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

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

f. The normal academic year duty section assigned for the final day of the leave period must report no later than one hour prior to the end of liberty; duty section muster for the on-coming MOOW, AMOOWs, BOOWs, CDOs, and duty driver will be held in the Rotunda 45 minutes prior to the end of liberty in the uniform of the day. Company CMODs will resume thirty minutes prior to the end of liberty. All other normal watches will resume upon the end of liberty.

907. End of Semester Leave Period. Two modified watch periods will be defined for the end of the fall and spring semesters (intercessionals). The Deputy Commandant will direct the start of these periods. All normal watches will be manned; however, **MIDSHIPMEN ARE NOT TO MISS EXAMS DUE TO WATCH**. When the normal watch organization can no longer be supported by the number of available Midshipmen, the watch will again be modified and will follow the same procedures as those outlined in paragraphs a. through f. of the preceding section

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or as approved by the Deputy Commandant. CDOs and BOOWs of the previous day will report to the 0630 duty section muster to ensure proper turnover.

908. Academic Year Turnover. 2/C Midshipmen will assume all 1/C watch standing duties commensurate with their fall semester 1/C billets starting at EOL formation following Spring Intercessional Leave.

a. An exception will be made for 2/C Ring Dance Weekend. 1/C Midshipmen will assume 2/C watches at 0630 the Friday before Ring Dance until EOL formation on Sunday, at which point 2/C will resume watchstanding. Company adjutants are required to ensure that all duty section requirements normally fulfilled by 2/C are fulfilled by 1/C, as there will be no 2/C on duty from 0630 Friday until EOL Sunday. This includes allocation of duty section personnel.

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

910. Weekend Watchstanding Requirements

a. Purpose. Deter inappropriate behavior by amplifying the presence of Midshipmen watchstanders with the aid of Company Officer and Senior Enlisted Leaders during weekend liberty hours.

b. Background. Most serious misconduct typically occurs on weekend liberty evenings; Friday and Saturday nights. This is the time when we want to increase vigilance in Bancroft Hall.

c. Policy. Midshipmen Adjutants shall ensure policy improvements are understood and adhered to across the chain of command. Battalion Adjutants shall be responsible for the Gate 1 watchstanders. Company Adjutants shall be responsible for identifying Company Rovers and Escorts. Battalion Executive Officers and Leading Chief Petty Officers shall ensure Company Officers and Senior Enlisted Leaders are identified for watchstanding positions in accordance with the matrix approved by the Senior Watch Officer.

d. Procedure. The following positions and protocols have been established:

(1) Midshipmen Rovers

(a) Midshipmen will be assigned to conduct patrols on Friday, Saturday, and Thursday/Sunday (during 3-day weekends only) evenings from 2300-0300.

(b) Midshipmen Rovers will check in with the MOOW no later than 2245 prior to assuming the watch.

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(c) Company bed checks will be administered by their respective CDO on Friday, Saturday and Thursday/Sunday (during three-day weekends only) from 0100 to 0400. Five random bed checks (one room equals one bed check) per class (total of 20 bed checks) will be conducted and reported via the BOOW by 0415 to be included in the 0800 Report sent to the MOOW. During the regular work week, the CDO will only conduct five random bed checks total.

Note: When verifying rooms of the opposite gender an additional watchstander from the duty section will be used of the opposite gender.

(d) The Rover team will assist in conducting one company's bed checks per regiment with the CDO. The company will be randomly selected ahead of time by the SEWBC. The Rover has the authority to conduct a company-wide muster if the company fails verification or at the discretion of the Rover team.

(e) An alcohol breath test may be performed on Midshipmen exhibiting behavior that is inconsistent with the alcohol policy at USNA.

(f) The results of the company bed check verification and any incident of misconduct shall be reported to the OOW and be included in the Brigade 0800 report.

(g) The rover team shall provide oversight, mentorship and training of respective Duty Section Rovers in the performance of their duties.

(h) In addition to roving Regimental Spaces, 1st Regiment shall patrol the Center Section of Bancroft Hall, the Administrative Spaces, the basement, and the Catacombs. 2nd Regiment shall patrol Mitscher, Levy Center, Laboon, and 7th and 8th wing lockers.

(2) Gate 1 Watchstanders

(a) The watch shall be stood from 2200-0200 on Friday, Saturday, and Thursday/Sunday (during three-day weekends only) evenings, consisting of **two 1/C members** of the Main-Office watch team, not currently on watch. The Gate 1 watchstanders will muster with the OOW to receive instructions at 2145 in main office prior to taking the watch.

(b) Watchstanders shall post outside the visitors access center (VAC) (on the DTA Side of the VAC) to monitor the conduct and facilitate the safe return of Midshipmen from liberty. In the event of inclement weather (rain or snow), the watchstanders may post directly inside the VAC.

(c) Watchstanders shall stand the entire watch.

(d) These positions shall be identified on the Main Office watchbill.

(e) Gate 1 watchstanders shall be in Service Dress Blues/Summer Whites with shore patrol armbands.

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(f) The Gate 1 watchstanders shall be proactive and identify Midshipmen who appear overly intoxicated when returning from liberty. These watchstanders shall notify via phone, each respective Midshipman's company to send two escorts (combination of 1/C and 2/C only) to safely return the individual(s) to their company area. Any deviation to the combination of 1/C and 2/C escorts must be approved through the OOW ahead of time.

(g) The Gate 1 watchstanders shall not check IDs but should ensure Midshipmen have their IDs out and ready to display for the gate guards. The watchstanders shall ensure that large groups of Midshipmen do not congregate in the VAC. During busy times, watchstanders will have Midshipmen form up in a line outside of the VAC to expedite and streamline the flow of personnel coming through the VAC.

(h) The Gate 1 watchstanders shall record the names of any Midshipmen needing an escort back to Bancroft Hall and pass the information on to the MOOW. Each case will be briefed at watch turnover (i.e. 0800) to the midshipman's chain of command and the Deputy Commandant.

(3) Duty Section Rover

(a) Each Company Duty Section shall provide a rover to continuously patrol the Company area on Friday, Saturday, and Thursday/Sunday (during three-day weekends only) evenings from 2400-0600. The Duty Section Rover position shall be manned by a 1/C or 2/C Midshipman within the duty section.

(b) The Duty Section Rover position shall be included on the Company Adjutant's watchbill.

(c) The Duty Section Rover can be stood concurrently with a Company watch.

(d) The Duty Section Rover shall be in the working uniform of the day and remain covered at all times.

(e) The Duty Section Rover shall continuously patrol company spaces, remaining vigilant to mitigate the risk of misconduct.

(f) The Duty Section Rover shall report completion of rounds at intervals no greater than 30 minutes and ensure that a recording is made in the deck log.

(g) All incidents shall be reported to the Company CDO and recorded in the deck log.

**OFFICER OF THE WATCH AND STAFF DUTY OFFICER
QUALIFICATION CARD**

NAME: _____

DATE ASSIGNED: _____

BILLET: _____

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

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

OOW/SDO Initials/Date

- a. Observe morning restriction muster and tours: _____
- b. Observe morning duty section muster: _____
- c. Observe colors detail muster and morning colors: _____
- d. Observe colors detail muster and evening colors: _____
- e. Locate/operate T-Court lights: _____
- f. Locate T-Court PA system switch: _____
- g. Observe evening restriction muster (1900): _____
- h. Observe 2230 restriction muster: _____
- i. Review all Main Office logs: _____
- j. Tour Bancroft Hall deck and attic spaces: _____
- k. Tour Bancroft Hall basement areas: _____
- l. Tour Macdonough and Dahlgren Halls: _____
- m. Print and review POD: _____
- n. Review movement orders in MIDS: _____
- o. Review procedures/perform Breath alcohol test: _____

- p. Conduct Main Office and Bancroft Hall Key Inventory: _____
- q. Draft and release internal SITREP (OOW only): _____
- r. Perform OOW Daily Routine Checklist (OOW only): _____
- s. Perform SDO Daily Routine Checklist (SDO only): _____

3. Review the following items with a qualified OOW
(for OOW UI) or SDO (for SDO UI):

OOW/SDO Initials/Date

a. Emergency leave procedures: _____

b. Non-routine hospitalization procedures: _____

c. Bomb threat procedures: _____

d. Death notification procedures: _____

e. Parade procedures: _____

f. Duty driver regulations: _____

g. Pep rally events: _____

h. ATFP emergency procedures: _____

i. Fire and personnel injury procedures: _____

j. Midshipmen incidents/notification procedures: _____

k. Destructive weather bill: _____

l. Midshipmen watch organization: _____

m. Coordination with NADO and building duty officers
(OOW only): _____

n. Weekday/weekend turnover with the Deputy Commandant
and Commandant (OOW only): _____

o. Interaction with OOW (SDO only): _____

p. Enhanced watch and shore patrol procedures: _____

q. Response to sexual assault reporting procedures: _____

4. Discuss the following items with the 1st LT:

1st LT Initials/Date

a. Basic heating and hot water systems: _____

b. Fire alarms, smoke alarms, sprinkler systems: _____

c. Trouble alarms: _____

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

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

Recommended: _____ Date: _____
Assistant Senior Watch Officer

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

Recommended: _____ Date: _____
Staff Duty Officer Coordinator

Qualified: _____ Date: _____
Senior Watch Officer

MIDSHIPMEN WATCH QUALIFICATION CARD
MIDSHIPMAN OFFICER OF THE WATCH
(MOOW and AMOOW WATCHSTANDERS)

NAME: _____

DATE ASSIGNED: _____

BILLET: _____

ALPHA: _____

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

2. Perform the following with a qualified MOOW:

MOOW Initials/Date

a. Observe morning restriction muster: _____

b. Observe morning duty section muster: _____

c. Observe morning colors: _____

d. Observe evening colors: _____

e. Locate/operate T-Court lights: _____

f. Locate T-Court PA system switch: _____

g. Observe evening restriction muster (1900): _____

h. Review all Main Office logs: _____

i. Conduct Main Office Inventory: _____

j. Conduct MOOW Daily Routine Checklist: _____

k. Tour Bancroft Hall basement areas: _____

l. Tour Macdonough and Dahlgren Halls: _____

m. Tour Bancroft Hall deck and attic spaces: _____

n. Draft and release Daily Brigade 0800 Report: _____

o. Observe duty driver inspection of duty vehicle: _____

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

a. Coordination with OOW and SDO: _____

b. Emergency leave procedures: _____

c. Non-routine hospitalization procedures: _____

d. Bomb threat procedures: _____

e. Parade procedures: _____

f. Duty driver regulations: _____

g. Pep rally events: _____

h. ATFP emergency procedures: _____

i. Fire and personnel injury procedures: _____

j. Midshipmen incidents/notification procedures: _____

k. Destructive weather bill: _____

l. Weekday/weekend turnover with the Deputy: _____

m. Midshipmen watch organization: _____

4. Discuss the following with the Medical Officer: BMO Initials/Date

a. After hours medical staffing: _____

b. Information flow path for hospitalized Midshipmen: _____

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

6. Complete oral review of duties with Brigade Adjutant. This Midshipman has completed all PQS requirements for this watch station. Recommend designation as a qualified Midshipman Officer of the Watch.

Recommended: _____ Date: _____
Brigade Adjutant

Qualified: _____ Date: _____
Assistant Senior Watch Officer

**MIDSHIPMEN WATCH QUALIFICATION CARD
BATTALION OFFICER OF THE WATCH (BOOW)**

NAME: _____

DATE ASSIGNED: _____

ALPHA: _____

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

2. Perform the following with a qualified BOOW:

BOOW Initials/Date

a. Company taps verification spot check:

b. Tour battalion deck and attic spaces:

c. Tour battalion basement areas:

d. Draft and release Daily Battalion 0800 Report:

e. Conduct a room inspection:

f. Inspect a company wardroom:

g. Conduct BOOW Daily Routine Checklist:

h. Supervise company bed check:

i. Spot-check study hour compliance:

3. Discuss the following with a qualified BOOW:

BOOW Initials/Date

a. Coordination with MOOW:

b. Emergency Leave procedures:

c. Non-routine hospitalization procedures:

d. Bomb threat procedures:

e. ATFP emergency procedures:

f. Fire and personnel injury procedures:

g. Midshipmen incidents/notification procedures: _____

h. Midshipmen watch organization: _____

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

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

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

Recommended: _____ Date: _____
Battalion Adjutant

Recommended: _____ Date: _____
Battalion Commander

Qualified: _____ Date: _____
Battalion Officer

**MIDSHIPMEN WATCH QUALIFICATION CARD
COMPANY DUTY OFFICER (CDO)**

NAME: _____

DATE ASSIGNED: _____

ALPHA: _____

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

2. Perform the following with a qualified CDO:

CDO Initials/Date

a. Conduct Taps: _____

b. Conduct room inspection: _____

c. Conduct duty section muster: _____

d. Patrol deck and assigned Bancroft hall spaces: _____

e. Inspect company wardroom: _____

f. Conduct duty section muster and inspection: _____

g. Spot-check study hour compliance: _____

h. Conduct company-wide bed checks: _____

i. Draft and release Daily Company 0800 Report: _____

j. Supervise SMT (as applicable): _____

k. Conduct CDO Daily Routine Checklist: _____

3. Discuss the following with a qualified CDO:

CDO Initials/Date

a. Non-routine hospitalization procedures: _____

b. Bomb threat procedures: _____

c. ATFP emergency procedures: _____

d. Fire and personnel injury procedures: _____

- e. Midshipmen incidents/notification procedures: _____
- f. Midshipmen watch organization: _____
- g. Procedures for sick-in-quarters Midshipmen: _____
- h. Enhanced watch procedures: _____

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

5. Complete oral review of CDO duties with Company Adjutant. This Midshipman has completed all PQS requirements for this watch station. Recommend designation as a qualified Company Duty Officer:

Recommended: _____ Date: _____
Company Adjutant

Recommended: _____ Date: _____
Company Commander

Qualified: _____ Date: _____
Company Officer

**MIDSHIPMEN WATCH QUALIFICATION CARD
COMPANY MATE OF THE DECK (CMOD)**

NAME: _____

DATE ASSIGNED: _____

ALPHA: _____

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

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

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

4. Complete oral review of CMOD duties with Company Adjutant. This Midshipman has completed all PQS requirements for this watch station. Recommend designation as a qualified Company Mate of the Deck:

Recommended: _____ Date: _____
Company Adjutant

Qualified: _____ Date: _____
Company Commander

**MIDSHIPMEN WATCH QUALIFICATION CARD
MIDSHIPMAN IN CHARGE OF MAIN OFFICE (MCMO)**

NAME: _____

DATE ASSIGNED: _____

ALPHA: _____

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

2. Perform the following with a qualified MCMO:

MCMO Initials/Date

a. Review all Main Office logs:

b. Locate/operate T-Court lights:

c. Observe morning colors:

d. Observe evening colors:

e. Conduct Main Office Inventory:

f. Locate/Operate 1MC speaker system:

g. Inspect Rotunda/Main Office/MIDN Model Room:

h. Conduct MCMO Daily Routine Checklist:

3. Discuss the following with a qualified MCMO:

MCMO Initials/Date

a. Proper phone procedures:

b. Bomb threat procedures:

c. ATFP emergency procedures:

d. Fire and personnel injury procedures:

e. Midshipmen incidents/notification procedures:

f. Midshipmen watch organization:

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

5. Complete oral review of MCMO duties with Company Adjutant. This Midshipman has completed all PQS requirements for this watch station. Recommend designation as a qualified Midshipman in Charge of Main Office:

Recommended: _____ Date: _____
Company Adjutant

Qualified: _____ Date: _____
Battalion Adjutant

**MIDSHIPMAN WATCH REGIMENTAL SECURITY ROVER (RSR)
QUALIFICATION CARD**

NAME: _____

DATE ASSIGNED: _____

ALPHA: _____

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

2. Perform the following with a qualified RSR:

RSR Initials/Date

a. Locate and tour respective Regimental area:

b. Demonstrate proper RSR turnover:

c. Conduct phone check-in with MCMO:

3. Discuss the following with a qualified RSR:

RSR Initials/Date

a. RSR watchstanding procedures:

b. ATFP emergency procedures:

c. Fire and personnel injury procedures:

d. Battalion evacuation procedures:

e. Importance of patrolling deck spaces:

f. Challenging unauthorized persons:

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

5. Complete oral review of RSR duties with Battalion Adjutant. This Midshipman has completed all PQS requirements for this watch station. Recommend designation as a qualified Battalion Safety Rover:

Recommended: _____ Date: _____
Battalion Adjutant

Qualified: _____ Date: _____
Regimental Adjutant

SHORE PATROL QUALIFICATION CARD

NAME: _____

DATE ASSIGNED: _____

ALPHA: _____

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

2. Perform the following with a qualified SP:

SP Initials/Date

a. Review map of DTA, locating SP boundaries:

b. Tour respective patrol area:

c. Demonstrate proper Shore Patrol turnover:

3. Discuss the following with a qualified SP:

SP Initials/Date

a. Shore Patrol watchstanding procedures:

b. Primary duties of the Shore Patrol:

c. Proper Main Office check-in procedures:

d. Importance of patrolling shore areas:

e. Midshipmen watch organization:

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

5. Complete oral review of Shore Patrol duties with Midshipman Officer of the Watch. This Midshipman has completed all PQS requirements for this watch station. Recommend designation as a qualified Shore Patrol:

Recommended: _____ Date: _____
Midshipman Officer of the Watch

Qualified: _____ Date: _____
Staff Duty Officer

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OFFICER OF THE WATCH (OOW) DAILY ROUTINE CHECKLIST

DATE: _____

Oncoming Watch:

Officer of the Watch: _____

Staff Duty Officer: _____

MOOW: _____

Sunrise: _____

Sunset: _____

Open SITREPS:

Next SITREP:

NOTES FOR ONCOMING OOW:

1. _____
2. _____
3. _____

MAIN OFFICE INVENTORY

KEY INVENTORY

<u>KEY #</u>	<u>KEY ASSIGNMENT</u>	<u>SERIAL #</u>	<u>INITIAL</u>
1	Rotunda Key (Exterior Doors)	BHGM	_____
24	7th/8th Wing Locker Room Keys (ilco)	A1011-L41	_____
54	MOOW Closet Key	EG 11.1	_____
Drive Smrt	Enterprise Bell Key (SDO Key Ring)	1BN.1	_____
	Isolation/Quarantine Room Keys	KΔ4	_____

BANCROFT HALL

<u>KEY #</u>	<u>KEY ASSIGNMENT</u>	<u>SERIAL #</u>	<u>INITIAL</u>
1	1st Wing Master	G.2	_____
1	3rd Wing Master/CMDT's Spaces	D.1	_____
2	2nd Wing Master	F.2	_____
2	4th Wing Master	E.1	_____
3	5th Wing Master	J.1	_____
3	7th Wing Master	A.2	_____
4	6th Wing Master	H.1	_____
4	8th Wing Master	B.2	_____

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<u>KEY #</u>	<u>KEY ASSIGNMENT</u>	<u>SERIAL #</u>	<u>INITIAL</u>
4	5th & 6th Wing Basement Master	U.2	_____
5	Center Section Master	Y.1	_____
5	Mechanical Room	K.1	_____
6	King Hall Master	L.1	_____
6	Rifle/Pistol Range Dead Bolt	2Y.1	_____
6	Mitscher-Levy Master	Q.1	_____

CELL PHONES

<u>WATCH</u>	<u>PHONE #</u>	<u>SERIAL #</u>	<u>INITIAL</u>
OOW	410 320 9721	114450018284 w/charger	_____
MOOW	410 320 9722	142850112464	_____
SDO	443 871 2325	A000001481BB52	_____
Shore Patrol#2	443 926 3787	132650075181	_____
Shore Patrol#1	443 926 3788	132650075182	_____
Unmarked Cell Phone	443 926 4538	A0000029A14AE1	_____
Cell Phone Log			_____

MISCELLANEOUS

<u>ITEM</u>	<u>NUMBER</u>	<u>INITIAL</u>
Rayovac Flashlights	2	_____
Breathalyzer	1	_____
Bolt cutter	2	_____
Motorola Saber Radio (426AVS1396)	1	_____
MA-COM Security Radio (9146236)	1	_____
AtHOC CARD (351923)	1	_____

DUTY DRIVER

<u>ITEM</u>	<u>LIC #</u>	<u>INITIAL</u>
Sedan Key	G120044	_____
Gas Card	G120044	_____
AtHoc Laptop	MXL5281K2D	_____
AtHoc Laptop Cable	WCNXC0BAR8IA24	_____

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OFFICER OF THE WATCH DUTY DAY ROUTINE CHECKLIST – CONT'D

<u>INITIAL</u>	<u>TIME</u>	<u>EVENT/ACTION</u>
_____	Before 0630	<i>Commence watch turnover.</i> - Review previous day's 0800 Report - Review movement order entries from previous day - Review POD and POW for major events - Conduct Bancroft Hall Key Inventory - Review NADO report - Check open SITREPs
_____	0630	Attend CDO Muster in the Rotunda.
_____	0645	Ensure MCMO vacuumed rugs in the Rotunda and inspected the Model Midshipmen room for cleanliness and material condition.
_____	0700	Sample morning meal or get a report from the MOOW or SDO. Contact Food Service Officer.
_____	0700	Conduct Restriction Brief in Main Office with Head Restrictree and SDO.
_____	0730	Conference call with security (weekdays). 9-1-877-785-1974 followed by the password and the pound sign. The PW is 47214176.
_____	0745	Report to Deputy's office for Turnover.
_____	0800	Turnover OOW Keys, Green Logbook, and Badge to your relief. Assume the Watch.
_____	0800	Observe morning colors.
_____	0815	Verify Daily Brigade 0800 Report transmitted.
_____	By 0930	Check-in with: - NADO via cell (443-569-2180) - Duty Chaplain via cell (443-871-2339) - Main Office voice mail. Code for both lines is 123123
_____	TBD	Tour each wing at some point during the day. __1st, __2nd, __3rd, __4th, __5th, __6th, __7th, __8th, __Dahlgren
_____	1205	Observe outside noon meal formation (as applicable).
_____	1220	Sample noon meal <i>or get a report from the MOOW or SDO</i> . Contact Food Service Officer for any discrepancies.
_____	1300	OOW or SDO addresses restriction muster as required (Fridays-Sunday during the Academic Year)
_____	1630	OOW or SDO addresses restriction muster as required (Fridays-Sunday during the Academic Year)
_____	TBD	Verify the SDO musters, inspects, and briefs the Colors Detail.

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_____	TBD	Observe evening colors. Verify the T-Court lights are turned on and the MUC is lowered.
_____	1800	Sample evening meal <i>or get a report from the MOOW or SDO</i> . Contact CWO Cummings for any discrepancies.
_____	1900	OOW or SDO addresses restriction muster as required (Every day, Monday-Sunday, during the Academic Year)
_____	1900	Verify Commandant's spaces are secured.
_____	2000- 2300	OOW AND SDO to conduct tours of Red Beach adjacent to 2 nd Reg and Kelly Court (1 tour each). Email deficiencies to ASWO and Senior Enlisted Watch Bill Coordinator (SEWBC).
_____	2030- 2300	Tour Bancroft Hall to ensure study hour compliance (weekdays only). COMDTMIDNINST 5400.6V 1-1
_____	2145	Address oncoming Gate 1 watchstanders (x2 – 1/c MIDN). Verify MIDN are in SDB/Summer Whites and are wearing SP armbands. Brief expectations for watchstanding. Watchstanders shall stand outside VAC (unless inclement weather)(weekend only)
_____	2200	Verify rotunda doors are secured.
_____	2215	Address oncoming shore patrol teams (weekend/holiday only)
_____	2230	Verify MacDonough Hall gym has been cleaned and organized. Contact the PEDO if any discrepancies have been found at 410-320-9271.
_____	2230	OOW or SDO addresses restriction muster as required (Friday & Saturday during the Academic Year)
_____	2245	Address oncoming CO/SEL RMOOW rover team (weekend/holiday only)
_____	2300- 0200	Spot check Gate 1 watchstanders to ensure proper watchstanding (weekend/holiday only)
_____	2315	Discuss bed check plan with MOOW/CDOs.
_____	2400	Receive Battalion taps reports.
_____	0630	OOW or SDO addresses restriction muster as required (Saturday & Sunday only during the Academic Year)
_____	0630	Verify all three Rotunda doors are opened

- _____ 0630-0755 Conduct Turnover. Submit Daily Routine Checklist to A-SWO when Complete.
- _____ TBD Observe sunrise: Verify T-Court lights are turned off and raise the MUC on port halyard (2nd Regt side) of flagpole next to Enterprise Bell.

Off-Going OOW

Date

On-Coming OOW

Date

STAFF DUTY OFFICER (SDO) DAILY ROUTINE CHECKLIST

DATE: _____

Oncoming Watch:

Officer of the Watch: _____

Sunrise: _____

Midshipman OOW: _____

Sunset: _____

Staff Duty Officer: _____

Received SDO Cell Phone (Initial): _____

Significant Events/Notes for on-coming SDO:

STAFF DUTY OFFICER DAILY ROUTINE

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

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

Off-Going SDO

Date

On-Coming SDO

Date

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<u>INITIAL</u>	<u>TIME</u>	<u>EVENT/ACTION</u>
_____	0630	Restriction muster in Rotunda (Friday-Sunday all year, Monday-Thursday during non-class days and between Graduation and Fall Semester Reform)
_____	0615/30	Verify on-coming MOOW inspects watch (AMOOWs, BOOWs, CDOs, Duty Driver) in Rotunda. Address oncoming watch as required.
_____	XXXX	Observe sunrise: Turn off T-Court lights. Raise the MUC on the port halyard (Main Office side) of flagpole next to Enterprise Bell. Verify Rotunda doors are open.
_____	0630	
_____	0645	Complete inspection checklist with the Duty Driver #1.
_____	0700	Verify Flag Inventory Complete. Notify SEWBC if discrepancies exist.
_____	0715	Muster, inspect, train, and brief Colors Detail.
_____	0800	Observe morning colors.
_____	TBD	Tour each wing during the day. __1st, __2nd, __3rd, __4th, __5th, __6th, __7th, __8th, __Dahlgren, __Macdonough
_____	1300	Restriction muster in Rotunda (Friday-Sunday all year, Monday-Thursday during non-class days and between Graduation and Fall Semester Reform)
_____	1315	Commence restriction tours to be complete by 1400 (Sunday)
_____	1630	Restriction muster in Rotunda (Friday-Sunday all year, Monday-Thursday during non-class days and between Graduation and Fall Semester Reform)
_____	* ____	Muster, inspect, and brief Colors Detail (45 minutes prior to colors). MCMO will relay times.
_____	* ____	Sunset: Observe evening colors. Verify T-Court lights on and MUC is lowered on Main Office (port) side of Enterprise Bell yardarm.
_____	1900	Conduct restriction muster (Monday-Sunday all year)

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- _____ 1915 Commence restriction tours to be complete by 2000 (Monday-Thursday during academic year)
- _____ 2030-2300 Tour Bancroft Hall to ensure Study Period compliance.
- _____ 2100 Verify Main Office logs have been reviewed for proper entries.
- _____ 2230 Restriction muster in Rotunda (Friday-Sunday all year, Monday-Thursday during non-class days and between Graduation and Fall Semester Reform)

MIDSHIPMAN OFFICER OF THE WATCH (MOOW) DAILY ROUTINE CHECKLIST

DATE: _____

Oncoming Watch:

Officer of the Watch: _____ Sunrise: _____

Midshipman OOW: _____ Sunset: _____

Staff Duty Officer: _____

Main-O Duty Battalion: _____

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

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

MOOW DAILY ROUTINE

INITIAL TIME EVENT/ACTION

Commence Daily Routine Checklist.

_____ 0630 Restriction muster in Rotunda (Friday-Sunday all year, Monday-Thursday during non-class days and between Graduation and Fall Semester Reform)

_____ 0615 Inspect watch (AMOOWs) in Main Office.

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- _____ 0630 Commence watch turnover.
- Review previous day's 0800 Report
 - Review movement order entries from previous day
 - Review POD and POW for major events
 - Verify Rotunda doors are open
 - Conduct Muster of BOOWs and CDOs in Rotunda
- _____ 0715 Muster and inspect 1st section Main Office squad and morning colors detail. Verify on-coming MCMO utilizing MCMO Daily Routine Checklist.
- _____ 0730 Verify Main Office Inventory/Log review complete by MCMO and condition/cleanliness of model Midshipman room, Rotunda, and Main Office Spaces.
- _____ 0745 On-coming and off-going watch report to Deputy Commandant's Office for turnover.
- _____ 0800 Observe morning colors.
- _____ 0815 Review all Main Office logs for proper entries.
- _____ 1000 Review restriction muster logs and cards.
- _____ TBD Inspect 15 unoccupied rooms throughout the day. Sample all wings and all classes.
- _____ 1200 MOOW, AMOOWs conduct tours of 7th and 8th Wing Smoke areas, spaces adjacent to King Hall on Red Beach. Inform OOW/SDO of any deficiencies.
- _____ 1205 Observe outside noon meal formation (as applicable).
- _____ 1300 Restriction muster in Rotunda (Friday-Sunday all year, Monday-Thursdays during non-class days and between Graduation and Fall Semester Reform)
- _____ 1315 Commence restriction tours to be complete by 1400 (Sunday)
- _____ 1500 Verify MCMO Daily Routine Checklist progress.
- _____ 1600 Verify condition/cleanliness of model midshipman room, Rotunda, and Main Office Spaces. Direct MCMO if discrepancies found.

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- _____ 1630 Restriction muster in Rotunda (Friday-Sunday all year, Monday-Thursdays during non-class days and between Graduation and Fall Semester Reform)
- _____ 1900 Conduct restriction muster (Monday-Sunday all year)
- _____ 1915 Commence restriction tours to be complete by 2000 (Monday-Thursdays during academic year)
- _____ XXX Sunset: Observe evening colors. Verify T-Court lights on and MUC is lowered on Main Office (port) side of Enterprise Bell yardarm.
X
- _____ 2000 MOOW, AMOOWs conduct tours of 7th and 8th Wing Smoke areas, spaces adjacent to King Hall on Red Beach. Inform OOW/SDO of any deficiencies.
- _____ 2030- Tour Bancroft Hall to ensure Study Period compliance.
2200
- _____ 2230 Restriction muster in Rotunda (Friday-Sunday all year, Monday-Thursdays during non-class days and between Graduation and Fall Semester Reform)
- _____ 2300 Verify Rotunda doors closed.
- _____ 2315 Discuss bed check plan with OOW.
- _____ 2330 Verify MCMO coordination with RSRs.
- _____ 2400 Receive Battalion taps reports.
- _____ 0100 Pipe-down Main Office Watch Team. At least one MOM and the MCMO must remain on duty from 0100 to 0600.
- _____ 0300 Verify Shipmate Duty Driver reports pipe down to Main Office and MCMO enters in Main Office log (every Friday and Saturday, including Sunday of holiday weekends only).
- _____ 0630 Restriction muster in Rotunda (Friday-Sunday all year, Monday-Thursdays during non-class days and between Graduation and Fall Semester Reform)
- _____ 0630 Verify announcement of reveille and morning formation on 1MC (0730 on Saturday, Sunday and holidays).

- _____ 0XXX Sunrise: Verify T-Court lights off and MUC is raised on Main Office (port) side of Enterprise Bell yardarm.
- _____ 0745 On-coming and off-going watch report to Deputy Commandant's Office for turnover.
- _____ 0800 Transmit Daily Brigade 0800 Report.

Off-Going MOOW _____ Date

On-Coming MOOW _____ Date

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**MIDSHIPMAN IN CHARGE OF MAIN OFFICE (MCMO) DAILY ROUTINE
CHECKLIST**

DATE: _____

MCMO Turnover Instructions:

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

MAIN OFFICE INVENTORY

FLAG INVENTORY

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

KEY INVENTORY

KEY INVENTORY

<u>KEY #</u>	<u>KEY ASSIGNMENT</u>	<u>SERIAL #</u>	<u>INITIAL</u>
1	Rotunda Key (Exterior Doors)	BHGM	_____
24	7th/8th Wing Locker Room Keys (ilco)	A1011-L41	_____
54	MOOW Closet Key	EG 11.1	_____
Drive Smrt	Enterprise Bell Key (SDO Key Ring)	1BN.1	_____
	Isolation/Quarantine Room Keys	KΔ4	_____

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CELL PHONES

<u>WATCH</u>	<u>PHONE #</u>	<u>SERIAL #</u>	<u>INITIAL</u>
OOW	410 320 9721	114450018284 w/charger	_____
MOOW	410 320 9722	142850112464	_____
SDO	443 871 2325	A000001481BB52	_____
Shore Patrol#2	443 926 3787	132650075181	_____
Shore Patrol#1	443 926 3788	132650075182	_____
Unmarked Cell Phone	443 926 4538	A0000029A14AE1	_____
Cell Phone Log			_____

MISCELLANEOUS

<u>ITEM</u>	<u>NUMBER</u>	<u>INITIAL</u>
Rayovac Flashlights	2	_____
Breathalyzer	1	_____
Bolt cutter	2	_____
Motorola Saber Radio (426AVS1396)	1	_____
MA-COM Security Radio (9146236)	1	_____
AtHOC CARD (351923)	1	_____

DUTY DRIVER

<u>ITEM</u>	<u>NUMBER</u>	<u>INITIAL</u>
Sedan Key	Lic#: G120044	_____
Gas Card	G120044	_____
AtHoc Laptop	MXL5281K2D	_____
AtHoc Laptop Cable	WCNXC0BAR8IA24	_____

MCMO TIME EVENT/ACTION
INITIAL

Commence Daily Routine Checklist.

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_____	0715	Muster for inspection and turnover in Main Office. Review Main Office Logs. - Conduct Main Office Inventory.
_____	0745	Update OOW/SDO/MOOW status board with current information (name, office number, duty cell number, etc.)
_____	0800	Log on-coming OOW, SDO, and MOOW in Main Office log.
_____	0830	Verify time of sunset and next day's sunrise. Inform duty battalion to provide evening colors detail 45 minutes prior to sunset. Advise SDO of times and record in checklist*.
_____	0920	Direct MOM to inspect public heads in the Rotunda and Memorial Hall. Contact Melwood as required at 3-4205. Verify that discrepancies are properly addressed.
_____	0930	Direct MOM to check Main Office work stations for office supplies (paper and pens). Send MOM to obtain supplies from 3-0 mail room if necessary.
_____	1000	Conduct training for MOM watchstanders to include proper phone procedures and ATFP emergency procedures. Per ATFP Quickstep binder. Training verified by OOW and SDO to ensure proper training has been conducted.
_____	1100	Monday-Friday: Determine from MOOW the location of noon meal formation.
_____	1130	Monday-Friday: Announce noon meal formation and location over 1MC.
_____	1200	Review Main Office Log for neatness, accuracy, and proper entry format.
_____	1300	Inspect Main Office spaces for cleanliness (front office, middle office, OOW/MOOW office, model midshipman room, and Rotunda rugs). Direct MOM to clean and vacuum as required.
_____	1600	Conduct training for MOM watchstanders to include proper phone procedures and ATFP emergency procedures.
_____	1830	Inform next day duty battalion of colors detail muster time (0715 for morning colors).
_____	*	Sunset: Direct MOM to turn T-Court lights on and lower MUC on Main Office (port) side of Enterprise Bell yardarm immediately following colors. Verify completion.
_____	2000	Conduct Main Office sweepers using Main Office watch standers. Inspect Rotunda, Memorial Hall, and Smoke Hall for cleanliness. Direct MOM to clean and vacuum as required.

_____	2100	Review Main Office Log for neatness, accuracy, and proper entry format.
_____	2130	Conduct training for MOM watchstanders to include proper phone procedures and ATFP emergency procedures.
_____	2300	Direct MOM to secure Rotunda doors.
_____	2330	Meet with RSRs and give instruction (Monday-Thursday)
_____	2400	Close-out duty day entries in Main Office Log. Begin new page.
_____	0300	Enter in Main Office Log Shipmate Duty Driver pipedown report (Every Friday and Saturday, including Sunday of holiday weekends only).
_____	0430	Inspect Rotunda. Direct MOM to clean and vacuum rugs as necessary.
_____	0500	Inspect MIDN Model Room for cleanliness and material condition. Ensure: <ul style="list-style-type: none"> - Desk clocks are set to correct time - Computers have screen savers running - Ensure horizontal surfaces are dust free - Room is swept - Racks are properly made - Direct MOM in fixing any discrepancies.
_____	0530	Print new MCMO Daily Routine Checklist and POD for the next duty day for on-coming MCMO watchstanders. Review Main Office Log for neatness, accuracy, and proper entry format.
_____	0600	Conduct Main Office sweepers. Direct MOM to vacuum, dust, and empty trash as required.
_____	0630	Announce reveille and morning formation on 1MC (0730 on Saturday, Sunday and holidays).
_____	* _____	Sunrise: Turn T-Court lights off and raise MUC on Main Office side (port) of Enterprise Bell yardarm.
_____	0645	Submit completed checklist to AMOOW.

Off-Going MCMO

Date

On-Coming MCMO

Date

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DUTY DRIVER TURNOVER INSTRUCTIONS/CHECKLIST

DATE: _____

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

#	TASK	DRIVER INITIALS			
		0645	1200	1800	2400
1	I have read and understand the instructions above				
2	Fuel level SAT: (0645:) (1200:) (1800:) (2400:)				
3	Oil level SAT.				
4	Tire pressure SAT.				
5	Mirrors and lights are clean and functioning.				
6	Vehicle interior is clean and free of damage.				
7	Vehicle exterior is clean and free of damage.				
8	Vehicle starts.				
9	No warning lights illuminated on dashboard.				
10	Horn tested and working.				
11	I have received at least 6 hours of sleep in the last 24 hours. I am ready and alert to drive.				
12	I am a 1/C or 2/C with a valid driver's license.				
13	I only take orders from the OOW/SDO. If I have questions about tasking, I will call the SDO.				
14	I have not been in a car accident in a government vehicle (if yes...I have explained to SDO).				

WATCH	NAME	ALPHA	SIGNATURE
0630-1200			
1200-1800			
1800-2400			
1800-2400			
2400-0600			
2400-0630			

(Return to SDO upon completion)

BATTALION OFFICER OF THE WATCH (BOOW) DAILY ROUTINE CHECKLIST

DATE: _____

Oncoming Watch:

Officer of the Watch: _____

Midshipman OOW: _____

Staff Duty Officer: _____

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

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

INITIAL TIME EVENT

Commence Daily Routine Checklist.

_____	0610	Muster with battalion CDOs at BOOW Shack.
_____	0630	Muster in Rotunda for inspection. Conduct uniform inspection. Meet with on-coming AMOOW to review watch team plan, items of interest, and promulgate additional inspection/watch assignments.
_____	0700	Observe a company morning formation (if applicable).
_____	0710	Meet off-going BOOW to discuss watch plan and turnover.

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_____	TBD	Report turnover to Battalion Officer or Battalion Commander as directed.
_____	1205	Observe a company noon meal formation (if applicable).
_____	1300	Inspect assigned battalion spaces. Report issues to appropriate Company Commanders.
_____	By 1545	Inspect company wardrooms for cleanliness. Report issues to appropriate company commanders.
_____	1930	Ensure battalion attic accesses are locked. Report discrepancies to AMOOW.
_____	0800-2000	Inspect 7 non-occupied rooms in battalion, one per class. Attach inspection chits to Battalion 0800 Report.
_____	2000	Verify cleanliness of battalion office, conference room, and other assigned spaces.
_____	2030-2200	Spot-check company areas for study hour compliance.
_____	2300	Rove each deck in respective battalion spaces, noting any discrepancies and ensuring proper watches being stood and conduct on deck is orderly. (Weekend only)
_____	By 2400	Receive company taps and 0800 Reports. Forward completed Battalion 0800 Report to MOOW.
_____	By 0415	Receive company bed checks (20 total per company). Forward to the MOOW. (Weekend only)
_____	0710	Meet on-coming BOOW to discuss watch plan and turnover. Submit completed checklist to Battalion Adjutant.

Off-Going BOOW _____ Date

On-Coming BOOW _____ Date

COMPANY DUTY OFFICER (CDO) DAILY ROUTINE CHECKLIST

DATE: _____

Oncoming Watch:

Officer of the Watch: _____

Midshipman OOW: _____

Staff Duty Officer: _____

BOOW: _____

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

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

INITIAL TIME EVENT

Commence Daily Routine Checklist.

_____ 0610 Muster in BOOW Shack with BOOW.

_____ 0630 Muster in Rotunda for inspection.

_____ 0645 Company duty section muster/inspection with ACDO. ACDO shall inspect company spaces and wardroom for cleanliness and assign duty section to correct deficiencies.

_____	0700-0730	Observe morning formation (if applicable). Review CMOD Log for neatness and proper entry format.
_____	By 0745	Conduct turnover with off-going CDO, Company Officer, Company SEL, and Company Commander as requested.
_____	1205	Observe noon formation (if applicable).
_____	1300	Review CMOD Log for neatness and proper entry format.
_____	By 1600	Inspect company-owned areas for cleanliness IAW COMDTMIDNINST 4730.1D, enclosure (5). Inspect four rooms in company - one per class. Record results in 0800 Report.
_____	1700	Review company accountability log.
_____	TBA	Observe End of Liberty formation (if applicable).
_____	2030-2200	ACDO spot check company area for study hour compliance.
_____	2100	Print next day POD and CDO Daily Routine Checklist for on-coming CDO.
_____	TBD	Blue and Gold (IAW MIDREGS).
_____	2300	Review CMOD Log for neatness and proper entry format.
_____	2000-2300	Conduct taps. VISUAL verification of each person is required. (TAPS is 2100-2400 on weekends).
_____	2330-0300	Conduct weekday bed checks. Record in CDO binder for next day's CDO.
_____	By 2400	Submit completed 0800 Report to BOOW.
_____	0100-0400	Conduct weekend bed checks. Five rooms per class per company (20 total) on Friday, Saturday and Sunday* (*3-day weekend). Five random rooms total during the work week.
_____	By 0745	Conduct turnover with on-coming CDO, Company Officer, Company SEL, and Company Commander.

Off-Going CDO

Date

On-Coming CDO

Date

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FOR TEMPLATE USE ONLY

DD Mmm YY

BRIGADE DAILY 0800 REPORT TEMPLATE

From: Rank/Name, USN, Midshipman Officer of the Watch

To: Rank/Name, USN/USMC, Deputy Commandant of Midshipmen

Subj: BRIGADE 0800 REPORT FROM 0800 DDMMYY TO 0800 DDMMYY

1. ON-COMING WATCH:

a. OOW: Rank/Name, USN/USMC, Billet

b. SDO: Rank/Name, USN/USMC, Billet

c. MOOW: Rank/Name, USN, Billet

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

3. SIGNIFICANT EVENTS:

A. LIST OF EVENTS: _____
(NUMBER)

EVENT	LOCATION	TIME	POC	ADMIN NOTE

B. FAMILY CRISIS/HOSPITALIZATIONS/DEATH NOTIFICATIONS/OTHER: _____
(NUMBER)

NAME	ALPHA	CO	DESCRIPTION	ADMIN NOTE

C. MAJOR CONDUCT OFFENSES COMMITTED ON THIS DATE: _____
(NUMBER)

NAME	ALPHA	CO	DESCRIPTION	ADMIN NOTE

D. BANCROFT HALL THEFTS: _____
(NUMBER)

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COMPANY	DESCRIPTION/ACTION	ADMIN NOTE

4. ACCOUNTABILITY AT TAPS: _____
(NUMBER)

A. TAPS REPORT:

BATTALION	PRESENT	AA	WEEK-END	MO	UA	ASSIGNED	ADMIN NOTE
1 st							
2 nd							
3 rd							
4 th							
5 th							
6 th							
BRIGADE STAFF							
TOTAL							

B. UNAUTHORIZED ABSENCES: _____
(NUMBER)

NAME	ALPHA	CO	DESCRIPTION/ACTION	ADMIN NOTE

C. AUTHORIZED ABSENCES: _____
(NUMBER)

NAME	ALPHA	CO	DESCRIPTION/RETURN DATE	REASON	ADMIN NOTE

D. MOVEMENT ORDERS: _____
(NUMBER)

ORGANIZATION	MO CODE	MIDN ASSIGNED	DEPARTED	RETURNED	ADMIN NOTE

E. PENDING SEPARATION: _____
(NUMBER)

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NAME	ALPHA	COMPANY	REASON	ADMIN NOTE

F. SEPARATED THIS DATE: _____
(NUMBER)

NAME	ALPHA	COMPANY	REASON	ADMIN NOTE

G. TRANSFERS: _____
(NUMBER)

NAME	ALPHA	COMPANY	DEPART DATE	REASON	COMMENTS

H. RESTRICTED PERSONNEL: _____
(NUMBER)

NAME	ALPHA	CO	DATE STARTED	DAYS AWARDED	# 07.07	DAYS LEFT	END DATE

*MIDN ON RESTRICTION ARE ALSO ASSIGNED TOURS

I. TOURS: _____
(NUMBER)

NAME	ALPHA	CO	DATE STARTED	DAYS ASSIGNED	# 07.07	DAYS LEFT	END DATE	ADMIN NOTE

J. SIQ AND MEDICAL ISOLATIONS: _____
(NUMBER)

NAME	ALPHA	COMPANY	DESCRIPTION	CHIT ENDS	ADMIN NOTE

K. DRAG ACCOUNTABILITY: _____
(NUMBER)

NAME	HOST NAME	SOURCE	RM. #	CO	ADMIN NOTE

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5. INSPECTIONS:

A. WATCH/LIBERTY LOG INSPECTIONS: _____
(NUMBER)

BATTALION	#INSPECTED	#SAT	#UNSAT	ADMIN NOTE
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th				
TOTAL				

B. ROOM INSPECTIONS: _____
(NUMBER)

BATTALION	ROOMS INSPECTED	#SAT	#UNSAT	ADMIN NOTE

C. WARDROOM INSPECTIONS: _____
(NUMBER)

BATTALION	WARDROOMS INSPECTED	#SAT	#UNSAT	ADMIN NOTE

D. WEEKDAY BED CHECKS: _____
(NUMBER)

BATTALION	CHECKS CONDUCTED	#SAT (ALL ACCOUNTED FOR)	#UNSAT	ADMIN NOTE
1 ST				
2 ND				
3 RD				
4 TH				
5 TH				
6 TH				
TOTAL				

E. WEEKEND BED CHECKS: _____
(NUMBER)

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BATTALION	1/C	2/C	3/C	4/C	UNSAT/DESCRIPTION/ACTION	ADMIN NOTE
1 st						
2 nd						
3 rd						
4 th						
5 th						
6 th						
TOTAL						

*EACH COMPANY WILL CONDUCT 5 RANDOM BED CHECKS PER CLASS PER COMPANY ON FRIDAY, SATURDAY AND SUNDAY (3-DAY WEEKEND)

F. KING HALL MEAL EVALUATION: _____
(NUMBER)

MEAL	INSPECTOR	SAT/UNSAT	ADMIN NOTE
BREAKFAST			
LUNCH			
DINNER			

G. ACADEMY FACILITIES MANAGEMENT VERIFICATION: _____
(NUMBER)

DAY	AREA	FOCUS	SAT/UNSAT	ADMIN NOTE
DAILY (0700)	T-COURT	CLEAR OF DEBRIS		
DAILY (0700)	ROTUNDA	VACUUM CARPETS/CLEANLINESS/ PAMPHLETS		
DAILY	SMOKE HALL	CLEANLINESS		
DAILY	MODEL ROOM	CLEANLINESS		
MONDAY	SMOKING AREAS - 7/8 TH WINGS, SMOKE PARK	CLEANLINESS		
	MID STORE LOT	CLEAR OF DEBRIS		
TUESDAY	RED BEACH 1 ST REG	CLEAR OF DEBRIS		
	7/8 TH WING LOCKERS	CLEANLINESS/NO GEAR ADRIFT		

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WEDNESDAY	7 TH WING GYM	CLEANLINESS		
	SMOKING AREAS - 7/8 TH WINGS, SMOKE PARK	CLEANLINESS		
THURSDAY	RED BEACH 2 ND REG	CLEAR OF DEBRIS		
	KELLY COURT	CLEAR OF DEBRIS		
FRIDAY	SMOKING AREAS – 7/8 TH WINGS, SMOKE PARK	CLEANLINESS		
	7/8 WING LOCKERS	CLEANLINESS/NO GEAR ADRIFT		
SATURDAY	7/8 TH WING SPORTS COURTS	CLEAR OF DEBRIS/EQUIP NEAT		
	7/8 WING PARKING LOTS	POLICED		
SUNDAY	7/8 TH WING LOCKERS	CLEANLINESS/NO GEAR ADRIFT		
	BRIGADE FLAG POLE	HALYARDS		
	ENSIGNS	CLEANLINESS		

6. MATERIAL READINESS:

A. ELEVATORS: _____
(#/11)

LOCATION	SAT/UNSAT	ADMIN NOTE
1 ST WING		
2 ND WING		
3 RD WING		
4 TH WING		
5 TH WING		
6 TH WING		
7 TH WING		
8 TH WING		
FORWARD CENTER (ROTUNDA)		

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AFT CENTER (MEMORIAL HALL/SMOKE HALL)		
LEVY CENTER		

B. WORK ORDERS: _____
(NUMBER)

ACTIVE	CLOSED	OVERDUE	ADMIN NOTE

C. OTHER MATERIAL DISCREPANCIES: _____
(NUMBER)

LOCATION	ISSUE	ADMIN NOTE

7. NEXT DAY SIGNIFICANT EVENTS: _____
(NUMBER)

EVENT	LOCATION	TIME	POC	ADMIN NOTE

8. ENHANCED WEEKEND WATCH:

A. CO OR SEL/AMOOW ROVER BED CHECK VERIFICATION REPORT: _____
(NUMBER)

CO	#SAT (ALL ACCOUNTED)	#UNSAT	DESCRIPTION/ACTION	ADMIN NOTE
				-
				-

B. NUMBER OF ESCORTS REQUIRED: _____
(NUMBER)

9. ADMINISTRATIVE NOTES:

A. SUBMITTED BY:

Off-going MOOW
M/LCDR NEVERSAIL, USN

Off-Going OOW
LT CRISTMAS, USN

REVIEWED BY:

On-coming MOOW
M/LCDR DOE, USN

On-coming OOW
LT OFFICER, USN

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FOR TEMPLATE USE ONLY

INCIDENT/ MEDICAL SITREP ###-YR

DD Mmm YY

"For official use only - Privacy sensitive. Any misuse or unauthorized disclosure can result in both civil and criminal penalties"

From: LT/Capt/Maj XXXX, USN/USMC, Officer of the Watch
To: CAPT Mathewson, USN, Deputy Commandant of Midshipmen
Copy To: CMDT-SITREP-MEDICAL@lists.usna.edu or
CMDT-SITREP-INCIDENT@lists.usna.edu

Battalion Officer: CDR/LtCol/CAPT XXXX, USN/USMC, XXX Battalion Officer
Company Officer: LT/Capt/Maj XXXX, USN/USMC, XXX Company Officer
Company SEL: CPO/SCPO/SSgt/GySgt XXXX, USN/USMC, XXXX Company SEL

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Subj: INCIDENT/ MEDICAL SITREP ###-YR MIDN I/C Door, W. T., Alpha/Company

Who:	MIDN I/C Door, W. T. Alpha #
Company:	XX
What:	Struck in head by baseball
When:	DD MON YEAR
Where:	Max Bishop Stadium
Alcohol Involved:	Yes/No
Family Notified:	Yes/No
Flag Condition:	N/A

Narrative – At approximately 1400, I/C Door was struck in the head by a line drive at baseball practice. He was fully conscious the entire time, demonstrated full movement of extremities, and showed few immediate effects. He was taken via ambulance to Anne Arundel Medical Center Emergency Room for evaluation. Doctors ordered him kept overnight for monitoring. Chain of command has been notified. Roommate can be contacted at (XXX) XXX-XXXX.

Note: Limit medical details for HIPPA

Update A, DD MMM, TIME: - I/C Door was cleared by doctors at AAMC, has returned to Bancroft Hall, and will follow up with BMU tomorrow morning.

SITREP CLOSED: Yes No

Very Respectfully,

X. X. XXXX
LT USN

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SAMPLE MAIN OFFICE LOG BOOK ENTRIES

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

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

1500: USS FREEDOM (LCS 1) MOORED ALONG SAILING CENTER SEAWALL.

1725: TWO MV-22S FROM VMM-263 LANDED AT HOSPITAL POINT.

RSR Hourly Report:

2400: 1ST BATTALION ROVER REPORTS ALL SECURE.

Change of Flag and Weather Conditions:

1410: SET FLAG CONDITION BLACK.

1800: WINDS INCREASED TO 45 KNOTS DUE TO INCOMING HURRICANE.

0900: WINTER WEATHER WARNING RELEASED FOR ANNAPOLIS AREA.

Formations:

0615: HELD ON-COMING DUTY SECTION MUSTER.

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

1100: 3/C TURNER WAS TAKEN VIA AMBULANCE TO ANNE ARUNDEL MEDICAL CENTER. SEE SITREP 028-10.

0330: LT WALKER, LOS ANGELES POLICE DEPARTMENT REPORTED THE DEATH OF 1/C BOWMAN. SEE SITREP 148-09.

Report of Watch Relief (Recorded as two entries):

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

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

Shore Patrol:

2100: SHORE PATROL SECTION 1 DEPARTED GATE 1.

0215: SHORE PATROL SECTION 2 RETURNED TO MAIN OFFICE.

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

1300: FIRE DRILL CONDUCTED IN 7TH WING.

1325: SECURED FROM FIRE DRILL.
0945: CONDUCTED AFTP TRAINING EXERCISE IN 2ND WING.
1045: SECURED FROM AFTP TRAINING EXERCISE.

Sunrise/Sunset:

0637: OBSERVED SUNRISE.
2001: OBSERVED SUNSET.

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SAMPLE CMOD LOG BOOK ENTRIES

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

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

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

Arrival/Departure of Senior Officers:

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

Change of Flag and Weather Conditions:

1410: SET FLAG CONDITION BLACK.

Company Formation:

0700: HELD MORNING QUARTERS FORMATION.

Report of Injured Midshipman:

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

Report of Watch Relief (Recorded as two entries):

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

Rounds and Deck Condition Report:

0720: ROUNDS MADE. DECK SECURE.

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

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