COMMANDANT OF MIDSHIPMEN INSTRUCTION 1601.10S

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

Subj: BANCROFT HALL WATCH INSTRUCTION

Ref: (a) COMDTMIDNINST 5400.6Z  
(b) COMDTMIDNINST 1081.1C  
(c) COMDTMIDNINST 5350.2F  
(d) COMDTMIDNINST 5090.1D  
(e) COMDTMIDNINST 1610.2M  
(f) COMDTMIDNINST 4730.1D  
(g) COMDTMIDNINST 1770.2C

1. Purpose. To prepare midshipmen to stand watch in the Fleet and to provide guidance for Bancroft Hall watches.

2. Cancellation. COMDTMIDNINST 1601.10R.

3. Scope and Applicability. This instruction applies to midshipmen at the U.S. Naval Academy (USNA) comprising the Brigade of Midshipmen and the following Commandant of Midshipmen staff personnel who 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 SWO (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 Staff Duty Officer (SDO) watchstanders. 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.

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 SWO 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 canceled 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.

J. P. MCDONOUGH III

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CHAPTER 1 – WATCHSTANDING POLICIES

100. General Watchstanding Policies

a. This instruction and references (a) through (f) 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 of the Naval Service. 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 the 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 Battalion and Brigade level 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 and weekend duty will commence at 0630 on the duty day and end at turnover at 0630 the following day.

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 with the exception of scheduled team practices and competitions. Duty personnel are required to sign out of the Company duty section accountability 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 (e).

f. Uniforms:

(1) OOW and SDO will wear the uniform of the day (Service Dress Uniform) with their respective duty badge and be covered while indoors with the exceptions of King Hall, Memorial Hall, the chapel, main office, and their respective offices. The OOW and SDO are authorized to wear Service Dress Uniform with the relaxed fit jacket while touring Bancroft Hall. Marines are authorized to wear Bravos with the tanker jacket while touring Bancroft Hall. Relaxed fit and tanker jackets shall not be worn at turnover, or significant events.

(2) The Midshipman OOW (MOOW), Assistant MOOW (AMOOW), and Battalion OOW (BOOW) will wear the uniform of the day (Service Dress Uniform) with their respective duty badge and be covered while in doors with the exception of King Hall, Memorial Hall, the chapel,
main office, and midshipman rooms. Service Dress with Relaxed Fit Jacket may be worn while transiting to and from and during academic classes as well as while touring Bancroft Hall.

(3) CDOs and Assistant CDOs (ACDO) will wear the working uniform of the day.

(4) The MCMO and Main Office Messenger (MOM) will stand watch in the uniform of the day (Service Dress Uniform). Service Dress with Relaxed Fit Jacket may be worn while transiting to and from and during academic classes only.

(5) Duty drivers will stand watch in NWU Type IIIs.

(6) Colors detail will wear either Service Dress Blues with white gloves or Summer Whites. The SDO or OOW will designate appropriate weather gear.

(7) Duty Section Rovers will wear the working uniform of the day.

(8) Regimental Security Rovers will wear the working uniform of the day.

(9) Shore patrol will stand watch in the uniform of the day (Service Dress Uniform).

(10) CMODs will wear the working uniform of the day Monday-Saturday. On Sundays, CMODs will wear the uniform of the day. If the working uniform of the day is Working Blues, then CMODs will wear watch belts.

(11) In the event of inclement weather such as flooding or heavy snow, the OOW may decide to shift any or all watchstanders to NWU Type IIIs.

g. Inspections:

(1) The MOOW will muster in Main Office at 0615 and inspect all AMOOW and BOOW watch standers.

(2) BOOWs will muster and inspect all CDO watch standers no later than 0645.

(3) The SDO will muster and inspect in the Rotunda the morning colors detail at 0715 and the evening colors detail 45 minutes prior to sunset.

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 under any circumstance.

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.

(3) 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.

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 with a copy provided to the SWO and ASWO.

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. Brigade, Battalion, and Company exchanges of duty must be approved via special request chit to the appropriate adjutant at least 48 hours in advance of the first duty day to be exchanged. Switching portions of a duty day will not be approved. While exchanges of watch do not require a special request chit, midshipmen may not swap portions of a watch.

e. Duty shall not be sold or purchased.

f. Midshipmen who are going to be on Movement Order (MO) during their section’s scheduled duty day shall swap duty with another midshipmen of the same class.

g. Midshipmen may not swap into a watch or duty period during which they will be on MO.

103. Watch Exemptions

a. 3/C SHAPE Peer Educators will be assigned to a duty section but will not be assigned academic CMOD watch due to the nature of their SHAPE session obligations. They are still to be available for musters and/or other general duty tasking, and will stand Brigade watches.

b. Shipmate Duty Drivers will be assigned and directed by the Brigade Shipmate Coordinator. These midshipmen will not stand duty or watch on any Friday and Saturday (and Sunday, in the case of a three-day weekend) that they are operating as a Shipmate Duty Driver. They are still to be assigned to a duty section and will otherwise stand Brigade watches. To the
maximum extent possible, they will coordinate shipmate duty driver watch to coincide with their weekend duty section day.

c. Midshipmen Anti-Terrorism/Force Protection (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.

d. Designated Lifeguards will be assigned and directed by the Brigade Lifeguard Coordinator. These midshipmen will be assigned to a duty section but 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, and will stand Brigade watches.

e. Designated climbing wall watchstanders will be assigned and directed by the midshipmen Climbing Wall Officer. Up to 20 midshipmen are authorized to participate in this type of watchstanding each semester. These midshipmen will be assigned to a duty section but 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, and will stand Brigade watches. To the maximum extent possible, they will coordinate Rockwall watch to coincide with their duty section day.

f. Physical Missions Officer (PMO):

<table>
<thead>
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<th>Academic Year</th>
<th>Summer (Note 1)</th>
<th>Modified Watch Period (Note 1)</th>
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<tr>
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<td>MacDonough</td>
<td>PEDO</td>
<td></td>
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<tr>
<td></td>
<td>Hall 1st LT</td>
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<tr>
<th>Watch Standers</th>
<th>Company PMOs</th>
<th>PE TAD Ensigns</th>
<th>Midshipmen residing on the yard</th>
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Cleaning/ Security schedule

- 1245-1315: The common areas of MacDonough Hall (Halsey Field House while MacDonough is being renovated) will be walked at least once to ensure cleanliness and security.
- 1315: PMOs will turnover at the duty desk in the 3rd floor weight room.
- 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.

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

g. The modified watch periods for the Thanksgiving, Spring Break, and intercessional leave periods will start as the Commandant of Midshipmen directs. 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.
h. 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 temporary assigned duty (TAD) personnel assigned to the Physical Education (PE) department.

i. Foreign exchange midshipman/cadets that are only at USNA for one semester will be exempt from standing duty.

j. Watch exemptions do not apply to those designated by billet to stand BOOW, AMOOW, or MOOW.
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:

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<th>Weekdays</th>
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<th>Sundays &amp; Holidays</th>
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<tr>
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<td>Note 1</td>
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<tr>
<td>Cleaning Crew for Memorial Hall, Rotunda, and Smoke Hall musters in PT Gear.</td>
<td>With morning restriction muster. Note 1</td>
<td></td>
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<tr>
<td>Watch muster, inspection, and turnover- SDO/MOOW/AMOOW inspect oncoming BOOWs/CDOs</td>
<td>Note 2</td>
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<tr>
<td>Reveille</td>
<td>0630</td>
<td>0730</td>
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<tr>
<td>Assigned personnel muster with SDO in Main Office to be breathalyzed</td>
<td>0645</td>
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<tr>
<td>Company duty section muster- CDO/ACDO and all duty standers</td>
<td>0645</td>
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<tr>
<td>Watch muster and inspection by MOOW/SDO- 1st section Main Office squad and morning colors detail</td>
<td>0715</td>
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<td>OOW/MOOW turnover with Deputy Commandant of Midshipmen</td>
<td>0745</td>
<td>Note 3</td>
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<td>Relieve the watch- MOOW/AMOOW/CDO</td>
<td>0745</td>
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<td>Turnover with Battalion Officer- BOOWs</td>
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<tr>
<td>Turnover with CO/SEL/CC- CDOs</td>
<td>As directed</td>
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<td>Observe morning colors- On-coming and Off-going SDOs</td>
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<tr>
<td>Muster/inspect evening colors detail- SDO/MOOW</td>
<td>Sunset -30</td>
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<tr>
<td>Observe evening colors- OOW/SDO/MOOW</td>
<td>Sunset</td>
<td></td>
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<tr>
<td>Observe study hour</td>
<td>2000 - 2245</td>
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<td>Taps</td>
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**Note 1:** Per reference (e) paragraph 5.4b(8).

**Note 2:** Per Section 100g.

**Note 3:** Weekend OOW/MOOW turnover with the Deputy Commandant of Midshipmen will be conducted via email communication.

**Note 4:** Per reference (b).
CHAPTER 3 – MIDSHIPMEN WATCH ORGANIZATION AND DUTIES

300. Duty Section Assignment. Company duty will be organized into nine duty sections. Company adjutants will populate these sections in the following process:

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

b. Identify varsity athletes and extracurricular activities (ECA) members and spread them evenly across all nine 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.

c. The minimum composition of a duty section will be eight midshipmen total:

   (1) 3/C Midshipmen: Not less than four assigned.

   (2) 4/C Midshipmen: Not less than four assigned.

d. In the event that a Company is unable to assign the minimum number of midshipmen required, the number of duty sections will be reduced in that company.

e. The CDO for each day is ultimately responsible for ensuring that the duty section meets the manning requirements.

301. Duty Section Tasking. The Duty Section shall carry out the following duties:

a. Attend two in person duty section musters a day, supervised by the CDO or ACDO. Additional duty section musters may be called at the discretion of the CDO, BOOW, MOOW, or OOW.

b. Perform cleaning stations twice per day at 0630 and 1900, supervised by the CDO. All common trash and recycling shall be removed from Company spaces prior to duty section turnover.

c. Per reference (f), rove all areas of responsibility for cleanliness and material readiness at least twice per day.

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

e. Assist in any tasks or duties called upon by the BOOW, MOOW, or OOW.

f. Remain on deck, maintaining a CDO or ACDO, and CMOD at all times. If the CDO and both ACDOs are unavailable, another CDO or ACDO qualified MIDN will be designated to remain on deck. The CMOD will log turnover of the senior watch team member on deck in the
After signing out of the virtual duty section accountability log, duty section personnel may depart deck at the CDO’s discretion or for any of the following reasons:

1. Class, Extra Instruction, and Exams.
2. Forrestal Lectures and other Brigade-wide lectures.
3. SHAPE sessions.
4. Meals in King Hall.
5. Physical Training, not to include at the NSA, Brigade Sports Complex, or otherwise off the Yard. Duty section members with scheduled team practice or competition at the Brigade Sports Complex may attend.

302. **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 of Midshipmen, Deputy Commandant of Midshipmen, SWO, ASWO, or Brigade Adjutant.

a. **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 of Midshipmen 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 of Midshipmen or OOW.

b. **AMOOW.** The AMOOWs report to and assist the MOOW in the performance of their duties. They also assist in briefing the MCMO, duty drivers, and Shore Patrol on their respective duties. A minimum of three AMOOWs will be assigned daily.

c. **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. **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. Each CDO will, at a minimum, complete all tasks listed in the CDO Checklist included in Appendix P to include preparing/submitting the daily Company 0800 Report to the BOOW and conduct TAPS in accordance with reference (b).
(1) The CDO shall conduct 2 bed checks per class per company on both weekday and weekend for a total of eight bed checks every day.

(2) The CDO shall forward all urgent work order requests reported to them by the CMOD to the 1st LT and Commandant facilities.

e. ACDO. Each Company will have two 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. 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 and will follow all guidance in Appendix R. This duty will be assigned to a 1/C or 2/C Midshipmen.

g. MOM. Each MOM is responsible for assisting visitors, answering telephone calls, delivering messages, and carrying out other official duties as directed by the MCMO and in accordance with Appendix R.

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 unless authorized by the ASWO. 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 vehicle ride. Each Duty Driver must complete the Duty Driver Checklist in Appendix N upon turnover. The Duty Driver will only be tasked by the OOW/SDO. 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.

(1) The Duty Driver shall not depart the USNA without approval from the OOW or SDO. In the event of an emergency, if the OOW and SDO cannot be reached, the Duty Driver shall notify the MOOW that they are departing the USNA.

(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:

0645  All Duty Drivers muster with the SDO in Main Office.
0645-0715  Duty Driver 1 inspects vehicle and presents Appendix M to 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. 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-no earlier than 2300
Friday-Saturday*: 0630-2359
*(and Sundays, with a Monday holiday)

(1) CMODs will make a complete tour of Company spaces every 15 minutes and shall
record each tour in the deck log.

(2) CMODs shall read Appendix S prior to assuming the watch and shall conduct turnover
in accordance with Appendix S.

(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, use the head, or use a cell phone while on watch.

(7) CMODs shall not engage in reading and/or academic work while on watch. CMODs
are encouraged to review watch instructions, pre-planned responses, reef points, and professional
knowledge.

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

(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 of Midshipmen/SWO/ASWO/OOW.

j. Regimental Security Rover (RSR). A minimum of four RSRs, consisting of two 2/C per Regiment, 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 1 st and 2 nd 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 no less than one complete circuit round of the entire regiment spaces (i.e. basement to 4 th deck) per two-hour period.

(1) RSRs will continuously rove during their watch.

(2) If an RSR is found asleep, sitting in a wardroom, or sitting in a MIDN room, they will be put in the conduct system for 02.05 Dereliction of duty and will be awarded a minimum of 15 days of restriction.

k. 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.

l. Shore Patrol. See Chapter 7.

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

<table>
<thead>
<tr>
<th>Location</th>
<th># of Personnel and Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>T- Court</td>
<td>8: 1 1/C, 1 2/C, 2 3/C, 4 4/C</td>
</tr>
<tr>
<td>Admin Building</td>
<td>3: 1 2/C, 1 3/C, 1 4/C</td>
</tr>
<tr>
<td>Halsey Fieldhouse*</td>
<td>7: 1 1/C, 2 2/C, 2 3/C, 2 4/C</td>
</tr>
</tbody>
</table>

The 5x9 flags will be flown Monday-Saturday. The 10x19 flags will be flown on Sundays and holidays. The prisoner of war 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.
303. **Main Office Watch Team Requirements.** The Main Office watch team will be structured as follows unless specifically modified by the ASWO:

- **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

**Note:** During Holiday Periods, the ASWO may pipe-down the watch. The minimum Main Office Watch Team requirements will consist of the following:

- **1 MOM:** 1/C, 2/C, 3/C or 4/C

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

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

<table>
<thead>
<tr>
<th>STAFF</th>
<th>CLASS</th>
<th>RANK OR BILLET</th>
<th>WATCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brigade</td>
<td>1/C</td>
<td>M/CAPT</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M/CDR (Except XO, OPS, Honor)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>M/LCDR</td>
<td>MOOW</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M/LT</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>M/LTJG</td>
<td>AMOOW</td>
</tr>
<tr>
<td></td>
<td>2/C</td>
<td>M/SGT MAJ</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other 2/C</td>
<td>ACDO</td>
</tr>
<tr>
<td>Regimental</td>
<td>1/C</td>
<td>M/CDR</td>
<td>MOOW</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M/LCDR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>M/LT</td>
<td>AMOOW</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M/LTJG</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2/C</td>
<td>M/SGT</td>
<td>None</td>
</tr>
<tr>
<td>Battalion</td>
<td>1/C</td>
<td>M/LCDR</td>
<td>MOOW</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M/LT</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>M/LTJG</td>
<td>BOOW</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M/ENS</td>
<td>CDO</td>
</tr>
<tr>
<td></td>
<td>2/C</td>
<td>M/SGT MAJ</td>
<td>ACDO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Admin Chief</td>
<td></td>
</tr>
</tbody>
</table>
a. The Brigade Adjutant has the authority to redistribute midshipmen to other watches in order to evenly distribute watches across the Brigade.

b. All 2/C, regardless of billet, will be part of Company duty and stand ACDO. The exceptions to this are the Brigade Sergeant Major and the two Regimental Sergeants Major.

305. Watch Structure

![Watch Structure Diagram]

- OOW
- SDO
- MOOW
- BOOW (1/Battalion)
- AMOOW (3)
- CDO (5/Battalion)
- SHORE PATROL
- MCMO
- DUTY DRIVER
- MOM
306. **Watch Table**

<table>
<thead>
<tr>
<th>WATCHSTANDER</th>
<th>NUMBER ON WATCH AT ONE TIME</th>
<th>TOTAL NUMBER OF WATCHES DURING ONE DUTY DAY (WEEEKDAY)</th>
<th>TOTAL NUMBER OF WATCHES DURING ONE DUTY DAY (WEEKEND)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OOW</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>SDO</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>MOOW</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>AMOOW</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>BOOW</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>CDO</td>
<td>30</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>ACD0</td>
<td>60</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>CMOD</td>
<td>30</td>
<td>By Company</td>
<td>By Company</td>
</tr>
<tr>
<td>MCMO</td>
<td>1</td>
<td>14</td>
<td>8</td>
</tr>
<tr>
<td>MOM</td>
<td>2</td>
<td>28</td>
<td>8</td>
</tr>
<tr>
<td>DUTY DRIVER</td>
<td>1 OR 2</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>SHORE PATROL</td>
<td>10</td>
<td>N/A</td>
<td>10</td>
</tr>
<tr>
<td>RSR</td>
<td>4</td>
<td>24</td>
<td>N/A</td>
</tr>
</tbody>
</table>

307. **General Conduct of the Watch**

a. All watchstanders will wear inspection-ready uniforms.

b. Reading and/or academic work while on watch is not authorized for CMODs, RSRs, 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.

c. Watchstanders shall not leave their watch until they are properly relieved or piped down.

d. 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 of Midshipmen, Deputy Commandant of Midshipmen, Battalion Officers, OOW, and any officer senior to the Commandant of Midshipmen.

   (2) The MCMO will sound “attention on deck” in Main Office upon the arrival of the Commandant of Midshipmen, Deputy Commandant of Midshipmen, Battalion Officers, and any officer senior to the Commandant of Midshipmen. 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.
308. Brigade of Midshipmen Emergency Muster/Recall

a. **Purpose.** To promulgate procedures for the immediate accountability of all midshipmen assigned to the USNA.

b. **Background.** Situations may arise that require Bancroft Hall leadership to conduct an immediate muster of all midshipmen assigned to the USNA. 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.

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 SEL, with copies available in the Command Duty Officer’s binder and CMOD 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. **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 CDO 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 ACDO.

      2. Conversely, if the ACDO is not present, the CMOD shall inform the Company 1/C 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. **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, unauthorized absence (UA)).
c. Utilize updated recall information to make electronic contact with those not in Company area.

d. Pass accountability information to the BOOW, or designated midshipmen, via email and/or voice report. After 30 minutes, the CDO will report to the BOOW every 15 minutes the names of those midshipmen who are still UA.

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 working uniform of day (UOD) until the completion of TAPS and/or bed checks.

3) BOOW. The BOOW shall:

a. Man respective BOOW 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) 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 15 minutes, report those UA to the OOW every fifteen minutes.

d. Report status to the OOW as necessary.

309. 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 long weekend

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 and one Saturday – 2.5 points total (1 point for weekday & 1.5 points for Saturday).

(3) Two duty days in a month: one weekday and one day of a long weekend– 3.5 points total (1 point for weekday & 2.5 points for a duty day during a long weekend).

d. **Policy.** The Brigade Adjutant and 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. OOWs will consist of all assigned Company Officers, Junior Officers in the Operations Department, and the Leadership Education and Development (LEAD) Masters cohort upon completion of the Academy and Brigade class. The OOW is the direct representative of the Commandant of Midshipmen. The OOW 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. Per reference (c), the OOW and SDO shall be qualified to administer a breath alcohol test. A breath alcohol test must be given to any midshipmen suspected of a major conduct violation involving alcohol. When misconduct involving alcohol is suspected, the offending midshipman will be immediately escorted to Main Office and breathalyzed by the SDO. The Blood Alcohol Content 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. All new Company Officer or Operations Department check-ins will complete the OOW Qualification Card (Appendix A) within 30 days of reporting. All LEAD Masters Cohort members will complete the OOW Qualification Card by the end of their Academy and Brigade class.

i. Weather: Per reference (d), the OOW must remain cognizant of current conditions and alert to changes in weather. 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.

(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.

j. Keys: The OOW will ensure that MIDN do not have unauthorized access to Bancroft Hall master keys or the bolt cutter by maintaining the key closet locked and ensuring that the key is maintained by either, the SDO, MOOW, or the OOW.

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 only be shared electronically with the CMDT-0800-List email distribution, and the oncoming MOOW. A Brigade 0800 Report template is provided in Appendix Q.

b. An internal Situation Report (SITREP) (template provided in Appendix R) 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, 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 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 USNA.

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

(9) Any unscheduled loss of heating, air conditioning, or hot water or an unexpected elevator or power outage.

(10) Any confirmed report of bed bugs or head lice in Bancroft Hall.

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 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 reference (g).

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 midshipman

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. MO logging requirements.
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 SEL 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 1 Main Circuit 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 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, and MOOW/AMOOW watchbills.

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, all usher and special event watch bills, and Battalion watch rotations for shore patrol. 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 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, ACDO, and CMOD watchstanders and promulgating all watchbills thereof.
CHAPTER 7 – USNA SHORE PATROL

700. Duties and Responsibilities. The purpose of liberty shore patrol is to monitor the conduct of midshipmen while on liberty in the historic downtown Annapolis area. Liberty 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 USNA 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 liberty shore patrol will be manned on a Battalion rotation assigned by the Regimental Adjutants. Liberty shore patrol will be manned by 10 total personnel.

b. Liberty 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 and armbands.

c. Liberty shore patrol watchstanders will contact the MOOW and either the 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 USNA or the Naval service.

(3) Any situation where a midshipman is found violating reference (a).

d. The liberty shore patrol shall act 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 (e.g. transporting them back to the USNA or to a medical treatment facility via duty driver or SHIPMATE).

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 by the SDO or OOW.

702. Watch Specifics

a. Hours: Liberty 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) in teams of two as depicted below. One team will remain at Gate 1. A second team will rove the entire area checking in with the stationary teams. Three teams will be stationed at the three highest risk bars as determined by the watch team.

c. The OOW has the authority to shorten or stand down shore patrol in the event of inclement weather or specified events.
703. Watch Specifics for Shore Patrol Midshipmen Regulations (SP-MIDREGS)

a. Hours: SP-MIDREGS will be assigned duties for approximately two hours each day.

b. Uniform will be working UOD unless directed otherwise by the Conduct Officer.

c. Until secured for the day when daily assignments are complete, midshipmen are in a duty status and may not have liberty or consume alcohol. Once secured, midshipmen are granted liberty and privileges in accordance with reference (a).

d. No later than 0800 each day, the SP-MIDREGS watchstanders will email the Conduct Officer to obtain their assignment for the day. Assignments will include but are not limited to parking enforcement, a variety of room inspections, proper uniform attire per class rates, muster excusal verifications, and any other midshipman regulation or accountability check as determined by the Conduct Officer.
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 Q. 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. Modifications for the period between graduation and Reform will be promulgated in the USNA Summer Programs Instruction.

   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 alpha number. The exception is for those listed on restriction or tours, names will be ordered from end date first, then by Company, and then by alpha number.

   (2) For Authorized Absences, MO, or Sick in Quarters, the order will be beginning with the return date or end date from the soonest to the latest date. No health information shall be published in the 0800 report. The only terms shall be medical, hospitalization, and see SITREP XX-XX.

   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 of Midshipmen, the MOOW will submit the Daily Brigade 0800 Report electronically to the CMDT-0800-List email distribution, and the oncoming MOOW only.

802. **Report of Watch Turnover**

   a. The off-going and on-coming MOOWs and OOWs will report to the Deputy Commandant of Midshipmen at 0745 for turnover.

   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. Entries will be made in BLOCK PRINT using indelible black ink (ball point pen only). Corrections will be made by lining out the incorrect information with a single line and initialing to the right of the entry. Sample entries are provided in Appendices S and T.

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

   (1) MOOW/AMOOW:  Restrictee Sign-Out Log

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

1. Sunrise and sunset.

2. 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 USNA.

3. Any injuries, illnesses, deaths, or significant events reported to Main Office.

4. Departure and arrival of the Main Office duty driver.

5. Significant changes to weather to include changes in weather condition in accordance with the foul weather bill and changes in flag condition based on WetBulb Globe Temperature readings.

6. Check-in reports from RSRs and shore patrol.

7. Relief of OOW, SDO, MOOW, and MCMO. The OOW, SDO, and MOOW cell phone contact numbers must be included in this entry using the following entry template:

   0700: (RANK, NAME, SERVICE) HAS REVIEWED THE MCMO LOGS AND HAS RELIEVED (RANK, NAME, SERVICE) AS (OOW/SDO/MOOW/MCMO) CONTACT NUMBER FOR (RANK, NAME) IS (XXX-XXX-XXXX)

8. Any particular evolution or exercise that was commenced or completed such as fire drills or ATFP exercises.

9. 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. Restrictee Sign-Out Log. This log is used to account for all restricted midshipmen and must include name and alpha code of restrictee, time out, location, and time in.
805. **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:

1. The arrival and departure of the Company Officer and Company SEL.

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. Material discrepancies in company spaces and the action taken to correct the deficiency. (i.e. “WATER FOUNTAIN IS BROKEN. WORK ORDER #2302016”)

6. Any particular evolution or exercise when 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. If any midshipman should leave deck past TAPS, that midshipman shall personally inform the CDO when departing and upon arrival. An electronic logbook entry should only be made after first gaining authorization from the 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, recall number, and overnight status. Starting a new page for each day is not required, therefore entries may be made sequentially. Liberty logs shall be made electronically and shared with the Company Officer.
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 SWO, Deputy Commandant of Midshipmen, or Commandant of Midshipmen.

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

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) 1/C: RSR, Shore Patrol
      (2) 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 a three hour “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
      Note: All other watches will be manned as normal.
   b. Adjutants will ensure substitute watchstanders complete a three hour “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 100h(2).
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 of Midshipmen 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 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.

   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 (EOL); 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 UOD. Company CMODs will resume 30 minutes prior to the end of liberty. All other normal watches will resume upon the EOL.

   g. MIDN residing in Bancroft voluntarily or designated to stand watch during a leave period while residing outside of Bancroft need only report for their designated watches and are otherwise afforded town liberty.

907. **End of Semester Leave Period.** Two modified watch periods will be defined for the end of the Fall and Spring semesters (intersessionals). The Deputy Commandant of Midshipmen 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 906a through 906f or as approved by the Deputy Commandant of Midshipmen. 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 take over all CDO watches following the Spring Twelve Weeks Academic Reserve Period. During this period, 1/C Midshipmen will stand ACDO to provide backup to the 2/C. 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 or upon relieving the 1/C billet holder, whichever comes first.

a. Once the following Academic Year striper list has been published, 2/C Midshipmen will be able to qualify and stand all 1/C watch standing duties commensurate with their fall semester 1/C billets.

b. 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 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. Company Adjutants shall be responsible for identifying Company Rovers and Escorts.

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.

(c) 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 Brigade Adjutant. The Rover has the authority to conduct a Company-wide muster if the Company fails verification or at the discretion of the Rover team.

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

(e) 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.

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

(g) 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) 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 UOD 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.

911. Bancroft Hall Trash Watch Requirements

a. Purpose. Prevent dumpsters from overflowing during high use periods.
b. Background. During reform, spring break cleanout, locker cleanout in April, and move out, large quantities of material are discarded into the dumpsters, many filled to the point of overflowing.

c. Policy. The ASWO will direct the Brigade Adjutant to assign additional trash watches during these periods of high dumpster usage.

d. Procedure. Trash watches will station in NWUs in the vicinity of the dumpsters assigned for the duration of their watch. They will stop MIDN from overfilling dumpsters and direct them to dumpsters that still have excess capacity.
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):

   a. Observe 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. Review all Main Office logs:

   i. Tour Bancroft Hall deck and attic spaces:

   j. Tour Bancroft Hall basement areas:

   k. Tour Dahlgren Hall:

   l. Print and review POD:

   m. Review movement orders in MIDS:

   n. Review procedures/perform Breath alcohol test:

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

   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. ATFP emergency procedures:

   h. Fire and personnel injury procedures:

   i. Midshipmen incidents/notification procedures:

   j. Destructive weather bill:

   k. Midshipmen watch organization:

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

   m. Weekday/weekend turnover with the Deputy Commandant
      of Midshipmen (OOW only):

   n. Interaction with OOW (SDO only):

   o. Shore patrol procedures:

   p. Response to sexual assault reporting procedures:

   q. Temporary Standing Orders.
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: 
   c. Special Incident Reporting 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. Discuss the following with the suicide prevention coordinator:
   
a. USNA Suicide Crisis Response Plan: ____________________

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

12. Complete oral review of OOW duties with SWO/ASWO or oral review SDO duties with SWO/SEWBC.

OOO: 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

Qualified: _______________________________ Date: _____________
Senior Watch Officer

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

Recommended: _______________________________ Date: _____________
Senior Enlisted Watchbill Coordinator

Qualified: _______________________________ Date: _____________
Assistant 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 three hour under instruction to include one observation of TAPS and 0800 generation (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: OOW/SDO Initials/Date
   a. Coordination with OOW and SDO: __________________
   b. Emergency leave procedures: __________________
   c. Non-routine hospitalization procedures: __________________
   d. Bomb threat procedures: __________________
   e. Duty driver regulations: __________________
   f. ATFP emergency procedures: __________________
   g. Fire and personnel injury procedures: __________________
   h. Midshipmen incidents/notification procedures: __________________
   i. Temporary Standing Orders procedure: __________________
   j. Bolt Cutter Authorization: __________________
      (OOW/SDO Permission required)

4. Discuss the following with a qualified MOOW: MOOW Initials/Date
   a. Midshipmen watch organization: __________________
   b. Supervision of MCMO and RSR watches: __________________
   c. Weekday/weekend turnover with the Deputy Commandant of Midshipmen: __________________
   d. Pep rally events: __________________
   e. Parade procedures: __________________

5. Discuss the following with the Brigade Health Officer: BHO Initials/Date
   a. After hours medical staffing: __________________
   b. Information flow path for hospitalized midshipmen: __________________

6. Review COMDTMIDNINST 1601.10 (series) (Bancroft Hall Watch Instruction) and references (b), (c), and (d).
7. Complete oral review of duties with Brigade Adjutant. This midshipman has completed all PQS requirements for this watch station. Recommend designation as a qualified MOOW.

Recommended: _______________________________ Date: _____________

Brigade Adjutant

Qualified: _______________________________ Date: _____________

Assistant Senior Watch Officer
MIDSHIPMEN WATCH QUALIFICATION CARD
BATTALION OFFICER OF THE WATCH

NAME: ______________________________   DATE ASSIGNED: __________

ALPHA: ______________________________

1. Stand two three hour under instruction watches to include one observation of TAPS and 0800 generation (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 1601.10 (series) (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 BOOW.

Recommended: _____________________________________ Date: _____________
Battalion Adjutant

Recommended: _____________________________________ Date: _____________
Battalion Commander

Qualified: _____________________________________ Date: _____________
Battalion Officer
MIDSHIPMEN WATCH QUALIFICATION CARD
COMPANY DUTY OFFICER

NAME: ______________________________   DATE ASSIGNED: __________

ALPHA: ______________________________

1. Stand two watches three hour under instruction watches to include one observation of TAPS and 0800 generation (CDO name, signature, date):

______________________________________________________________________________
______________________________________________________________________________

2. Perform the following with a qualified CDO:

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 the Company Officer or SEL: __________________

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: __________________

4. Review COMDTMIDNINST 1601.10 (series) (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 CDO:

Recommended: ___________________________ Date: _____________
Company Adjutant

Recommended: ___________________________ Date: _____________
Company Commander

Qualified: ________________________________ Date: _____________
Company Officer
MIDSHIPMEN WATCH QUALIFICATION CARD
COMPANY MATE OF THE DECK

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. Review Appendix S __________________
   h. Bomb threat procedures: __________________

3. Review COMDTMIDNINST 1601.10 (series) (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

NAME: ________________________     DATE ASSIGNED: ____________

ALPHA: ________________________

1. Stand two watches under instruction of at least 1 hour (MCMO name, signature, date):
______________________________________________________________________________
______________________________________________________________________________

2. Perform the following with a MOOW/AMOOW/Adj: MOOW/AMOOW Adj Initials/Date
   
   a. Review all Main Office logs: ___________________
      (Main-O Log Book, Restriction Log, Key Sign Out)

   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 MOOW/AMOOW/Adj MOOW/AMOOW Adj 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: ___________________

   g. Restriction log procedures: ___________________
h. Key sign out procedures: (Must contact MOOW/SDO/OOW)

i. Bolt Cutter sign out procedures: (Must be authorized by SDO/OOW)

j. Proper passdown procedures: (Log any orders/direction given in the Main-O Log)

4. Review COMDTMIDNINST 1601.10 (series) (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 MCMO:

Recommended: ___________________________ Date: _____________
Company Adjutant

Qualified: _______________________________ Date: _____________
Battalion Adjutant
MIDSHIPMAN WATCH QUALIFICATION CARD
REGIMENTAL SECURITY ROVER QUALIFICATION CARD

NAME: ______________________________ DATE ASSIGNED: __________

ALPHA: ______________________________

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

   ______________________________________

2. Perform the following with the company Adjutant: Company Adj Initials/Date
   
   a. Tour respective Regimental area:               
      (To include all basement areas and every deck)
      ______________________________________
   
   b. Demonstrate proper RSR turnover:              
      ______________________________________
   
   c. Conduct in person check-in with MCMO:       
      ______________________________________

3. Discuss the following with the company Adjutant: Company Adj 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 1601.10 (series) 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 
   Regimental Security Rover:

   Recommended: ______________________________ Date: _____________
   Battalion Adjutant

   Qualified: ______________________________ Date: _____________
   Regimental Adjutant
MIDSHIPMEN WATCH QUALIFICATION CARD
DUTY DRIVER

NAME: ___________________________ DATE ASSIGNED: __________________

ALPHA: __________________________

1. Perform the following with a qualified MOOW/AMOOW: MOOW/AMOOW Initials/Date
   a. Present valid driver’s license with at least 6 months driving experience: ______________
   b. Inspect the duty vehicle: ________________
   c. Review Duty Driver log book: ________________
   d. Review collision checklist: ________________
   e. Conduct Duty Driver Turnover Instructions/Checklist in COMDTMIDNINST 1601.10 (series) ________________

2. Discuss the following with a qualified SDO: SDO Initials/Date
   a. The appropriate uses for a Duty Driver: ________________
   b. Duty Driver daily routine and schedule: ________________
   c. Sleep requirements prior to assuming the watch: ________________
   d. Alcohol consumption rules prior to assuming the watch: ________________
   e. Notification procedures to depart USNA in duty vehicle: ________________
   f. Gasoline and refueling procedures: ________________
   g. Car accident procedures: ________________

3. Complete oral review of Duty Driver duties with Midshipman Officer of the Watch. This midshipman has completed all PQS requirements for this watch station. Recommend designation as a qualified Duty Driver:

   Recommended: ___________________________ Date: _____________
   Midshipman Officer of the Watch

   Qualified: ___________________________ Date: _____________
   Staff Duty Officer
OFFICER OF THE WATCH DAILY ROUTINE CHECKLIST

DATE: ___________

Oncoming Watch:
Officer of the Watch: ____________________________ Sunrise: _____
Staff Duty Officer: ____________________________ Sunset: _____
MOOW: _______________________________________

Open SITREPS:
Next SITREP:

NOTES FOR ONCOMING OOW:
1. _________________________________________________________________________
2. _________________________________________________________________________
3. _________________________________________________________________________

MAIN OFFICE INVENTORY

KEY INVENTORY

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

BANCROFT HALL

<table>
<thead>
<tr>
<th>KEY #</th>
<th>KEY ASSIGNMENT</th>
<th>SERIAL #</th>
<th>INITIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1st Wing Master</td>
<td>G.2</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>3rd Wing Master/CMĐT’s Spaces</td>
<td>D.1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2nd Wing Master</td>
<td>F.2</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4th Wing Master</td>
<td>E.1</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>5th Wing Master</td>
<td>J.1</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>7th Wing Master</td>
<td>A.2</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>6th Wing Master</td>
<td>H.1</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>8th Wing Master</td>
<td>B.2</td>
<td></td>
</tr>
</tbody>
</table>
### KEY #  KEY ASSIGNMENT    SERIAL #   INITIAL
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

<table>
<thead>
<tr>
<th>WATCH</th>
<th>PHONE #</th>
<th>SERIAL #</th>
<th>INITIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>OOW (NOTE 1)</td>
<td>410-320-9721</td>
<td>114450018284 w/charger</td>
<td></td>
</tr>
<tr>
<td>MOOW</td>
<td>410-320-9722</td>
<td>142850112464</td>
<td></td>
</tr>
</tbody>
</table>

### MISCELLANEOUS

<table>
<thead>
<tr>
<th>ITEM</th>
<th>NUMBER</th>
<th>INITIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breathalyzer</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bolt cutter</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

### DUTY DRIVER

<table>
<thead>
<tr>
<th>ITEM</th>
<th>LIC #</th>
<th>INITIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sedan Key</td>
<td>G103330</td>
<td></td>
</tr>
<tr>
<td>Gas Card</td>
<td>G103330</td>
<td></td>
</tr>
</tbody>
</table>

**Note 1:** To transfer OOW calls to your phone dial *72 and your number. To reverse use *73
<table>
<thead>
<tr>
<th>INITIAL</th>
<th>TIME</th>
<th>EVENT/ACTION</th>
</tr>
</thead>
</table>
| _______ | Before 0630 | Commence watch turnover.  
|         |          | - Review previous day’s 0800 Report  
|         |          | - Review movement order entries from previous day  
|         |          | - Review POD and POW for major events  
|         |          | - Review TSO Binder  
|         |          | - Conduct Bancroft Hall Key Inventory  
|         |          | - Review NADO report  
|         |          | - Check open SITREP |  
| _______ | 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.  
| _______ | 0745     | Report to the Deputy Commandant of Midshipmen’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 to the CMTD-0800-List email distribution, and the oncoming MOOW only.  
| _______ | By 0930  | Check-in with:  
|         |          | - NADO via cell (443-569-2180)  
|         |          | - Duty Chaplain via cell  
|         |          | - 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, _Memorial Hall  
| _______ | TBD      | Verify Bollards leading into smoke park are in place and locked.  
| _______ | 1205     | Observe outside noon meal formation (as applicable).  
| _______ | 1220     | Attend noon meal. Contact Food Service Officer for any discrepancies.  
| _______ | XXXX     | OOW or SDO addresses restriction muster per COMDTMIDNINST 1610.2  
| _______ | XXXX     | OOW or SDO addresses restriction muster per COMDTMIDNINST 1610.2, as required.  
| _______ | TBD      | Verify the SDO musters, inspects, and briefs the Colors Detail.  
| _______ | TBD      | Observe evening colors. Verify the T-Court lights are turned on.  

I-3
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1800</td>
<td>Attend evening meal Contact the Food Service Officer for any discrepancies.</td>
</tr>
<tr>
<td>1900</td>
<td>OOW or SDO addresses restriction muster, as required.</td>
</tr>
<tr>
<td>1900</td>
<td>Verify Commandant’s spaces are secured.</td>
</tr>
<tr>
<td>2000-2300</td>
<td>OOW AND SDO to conduct tours of Red Beach adjacent to 2nd Reg and Kelly Court (1 tour each).</td>
</tr>
<tr>
<td></td>
<td>Email deficiencies to ASWO and Senior Enlisted Watch Bill Coordinator (SEWBC).</td>
</tr>
<tr>
<td>2030-2300</td>
<td>Tour Bancroft Hall to ensure study hour compliance (weekdays only).</td>
</tr>
<tr>
<td></td>
<td>COMDTMIDNINST 5400.6 (series)</td>
</tr>
<tr>
<td>2145</td>
<td>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)</td>
</tr>
<tr>
<td>2200</td>
<td>Verify rotunda doors are secured.</td>
</tr>
<tr>
<td>2215</td>
<td>Address oncoming shore patrol teams (weekend/holiday only)</td>
</tr>
<tr>
<td>XXXX</td>
<td>OOW or SDO addresses restriction muster per COMDTMIDNINST 1610.2, as required.</td>
</tr>
<tr>
<td>2300-0200</td>
<td>Spot check Gate 1 watchstanders to ensure proper watchstanding</td>
</tr>
<tr>
<td></td>
<td>(weekend/holiday only).</td>
</tr>
<tr>
<td>2315</td>
<td>Discuss bed check plan with MOOW/CDOs.</td>
</tr>
<tr>
<td>2400</td>
<td>Receive Battalion taps reports.</td>
</tr>
<tr>
<td>XXXX</td>
<td>OOW or SDO addresses restriction muster per COMDTMIDNINST 1610.2, as required.</td>
</tr>
<tr>
<td>0630</td>
<td>Verify all three Rotunda doors are opened.</td>
</tr>
</tbody>
</table>
Observe sunrise: Verify T-Court lights are turned off.

Conference call with security (weekdays). 9-1-877-925-8494 followed by the password and the pound sign. The PW is 74274942.
STAFF DUTY OFFICER DAILY ROUTINE CHECKLIST

DATE: __________

Oncoming Watch:
Officer of the Watch: __________________________ Sunrise: _______
Midshipman OOW: __________________________ Sunset: _______
Staff Duty Officer: __________________________

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.


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
<table>
<thead>
<tr>
<th>INITIAL</th>
<th>TIME</th>
<th>EVENT/ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______</td>
<td>XXXX</td>
<td>Restriction muster IAW COMDTMIDNINST 1610.2. Brief Memorial Hall, Rotunda, and Smoke Hall cleaning crew on their duties. Cleaning crew consists of 6 restrictees in PT gear. Ensure they sweep up any obvious debris, empty trash cans, and spot clean any spills. Cleaning supplies are in Smoke Hall closet.</td>
</tr>
<tr>
<td>_______</td>
<td>0615/30</td>
<td>Verify on-coming MOOW inspects watch (AMOOWs, BOOWs, Duty Driver) in Rotunda. Address oncoming watch as required.</td>
</tr>
<tr>
<td>_______</td>
<td>TBD</td>
<td>Observe sunrise: Turn off T-Court lights.</td>
</tr>
<tr>
<td>_______</td>
<td>0630</td>
<td>Verify Rotunda doors are open. Maintain center Rotunda doors shut if it is less than 40 degrees.</td>
</tr>
<tr>
<td>_______</td>
<td>0645</td>
<td>Complete inspection checklist with the Duty Driver #1.</td>
</tr>
<tr>
<td>_______</td>
<td>0700</td>
<td>Verify Flag Inventory Complete. Notify SEWBC if discrepancies exist.</td>
</tr>
<tr>
<td>_______</td>
<td>0715</td>
<td>Muster, inspect, train, and brief Colors Detail.</td>
</tr>
<tr>
<td>_______</td>
<td>0800</td>
<td>Observe morning colors.</td>
</tr>
<tr>
<td>_______</td>
<td>TBD</td>
<td>Tour each wing during the day. 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, Dahlgren, Memorial Hall</td>
</tr>
<tr>
<td>_______</td>
<td>XXXX</td>
<td>Restriction muster (Friday-Sunday all year, Monday-Thursday during non-class days and between Graduation and Fall Semester Reform).</td>
</tr>
<tr>
<td>_______</td>
<td>* ___</td>
<td>Muster, inspect, and brief Colors Detail (45 minutes prior to colors). MCMO will relay times.</td>
</tr>
<tr>
<td>_______</td>
<td>* ___</td>
<td>Sunset: Observe evening colors. Verify T-Court lights on and Meritorious Unit Commendation (MUC) flag is lowered on Main Office (port) side of Enterprise Bell yardarm.</td>
</tr>
<tr>
<td>_______</td>
<td>XXXX</td>
<td>Conduct restriction muster (Monday-Sunday all year).</td>
</tr>
</tbody>
</table>
Tour Bancroft Hall to ensure Study Period compliance.

Verify Main Office logs have been reviewed for proper entries.

Restriction muster (Friday-Sunday all year, Monday-Thursday during non-class days and between Graduation and Fall Semester Reform).
MIDSHIPMAN OFFICER OF THE WATCH 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

<table>
<thead>
<tr>
<th>INITIAL</th>
<th>TIME</th>
<th>EVENT/ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______</td>
<td>0600</td>
<td>Commence Daily Routine Checklist.</td>
</tr>
<tr>
<td>_______</td>
<td>0615</td>
<td>Inspect watch of AMOOWs in Main Office.</td>
</tr>
</tbody>
</table>
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 the Rotunda

Muster and inspect 1st section Main Office squad and morning colors detail. Verify on-coming MCMO utilizing MCMO Daily Routine Checklist.

Verify Main Office Inventory/Log review complete by MCMO and condition/cleanliness of model midshipman room, Rotunda, and Main Office Spaces.

On-coming and off-going watch report to Deputy Commandant of Midshipmen’s Office for turnover.

Observe morning colors.

Review all Main Office logs for proper entries.

Review restriction muster logs and cards.

Inspect 15 unoccupied rooms throughout the day. Sample all wings and all classes.

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.

Observe outside noon meal formation (as applicable).

Restriction muster.

Commence restriction tours to be complete at 1400 (Sunday)

Verify MCMO Daily Routine Checklist progress.

Verify condition/cleanliness of model midshipman room, Rotunda, and Main Office Spaces. Direct MCMO if discrepancies found.
15 Aug 2023

1630 Restriction muster (Friday-Sunday all year, Monday-Thursday during non-class days and between Graduation and Fall Semester Reform).

1900 Conduct restriction muster.

1915 Commence restriction tours to be complete at 2000 (Monday-Thursday during Academic Year)

TBD Sunset: Observe evening colors. Verify T-Court lights.

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.

2030-2200 Tour Bancroft Hall to ensure Study Period compliance.

2230 Restriction muster (Friday-Sunday all year, Monday-Thursday 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).

0600/0630 Restriction muster.

0630 Verify announcement of reveille and morning formation on 1MC (0730 on Saturday, Sunday and holidays).
TBD
Sunrise: Verify T-Court lights off.

0745
On-coming and off-going watch report to Deputy Commandant of Midshipmen’s Office for turnover.

0800
Transmit Daily Brigade 0800 Report the CMDT-0800-List email distribution, and the oncoming MOOW only.

_____________________________  __________
Off-Going MOOW    Date

_____________________________  __________
On-Coming MOOW    Date
MIDSHIPMAN IN CHARGE OF MAIN OFFICE DAILY ROUTINE CHECKLIST

DATE: _____________

MCMO Turnover Instructions:

1. Review POD for significant events occurred or upcoming on duty day.
2. Conduct uniform inspection of 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

<table>
<thead>
<tr>
<th>FLAG</th>
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<tr>
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<td>10 x 19</td>
<td>3</td>
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<tr>
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<td>Small</td>
<td>8</td>
<td>________</td>
</tr>
<tr>
<td>Retaining straps</td>
<td>Large</td>
<td>12</td>
<td>________</td>
</tr>
<tr>
<td>MUC Pennant</td>
<td></td>
<td>1</td>
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<tr>
<td>Green Heat Index Flag</td>
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<tr>
<td>Yellow Heat Index Flag</td>
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KEY INVENTORY

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

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<tr>
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<tr>
<td>Breathalyzer</td>
<td>1</td>
<td>_______</td>
</tr>
<tr>
<td>Bolt cutter</td>
<td>1</td>
<td>_______</td>
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**DUTY DRIVER**

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<th>NUMBER</th>
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<tr>
<td>Sedan Key</td>
<td>Lic#: G120044</td>
<td>_______</td>
</tr>
<tr>
<td>Gas Card</td>
<td>G120044</td>
<td>_______</td>
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**MCMO INITIAL  TIME  EVENT/ACTION**
Commence Daily Routine Checklist:

<table>
<thead>
<tr>
<th>Time</th>
<th>Task Description</th>
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</table>
| 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. |
Review Main Office Log for neatness, accuracy, and proper entry format.

Conduct training for MOM watchstanders to include proper phone procedures and ATFP emergency procedures.

Direct MOM to secure Rotunda doors.

Meet with RSRs and give instruction (Monday-Thursday).

Close-out duty day entries in Main Office Log. Begin new page.

Inspect Rotunda. Direct MOM to clean and vacuum rugs as necessary.

Inspect MIDN Model Room for cleanliness and material condition. Ensure:
- 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.

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.

Conduct Main Office sweepers. Direct MOM to vacuum, dust, and empty trash as required.

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.

Submit completed checklist to AMOOW.

____________________________________________________________________  __________
Off-Going MCMO            Date
____________________________________________________________________  __________
On-Coming MCMO           Date
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.

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<thead>
<tr>
<th>#</th>
<th>TASK</th>
<th>DRIVER INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I have read and understand the instructions above.</td>
<td>0645 1200 1800 2400</td>
</tr>
<tr>
<td>3</td>
<td>Oil level SAT.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Tire pressure SAT.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Mirrors and lights are clean and functioning.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Vehicle interior is clean and free of damage.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Vehicle exterior is clean and free of damage.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Vehicle starts.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>No warning lights illuminated on dashboard.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Horn tested and working.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>I have received at least 6 hours of sleep in the last 24 hours.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>I am ready and alert to drive.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>I am a 1/C or 2/C with a valid driver’s license that is older than 6 months.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>I only take orders from the OOW/SDO. If I have questions about tasking, I will call the SDO.</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>I have not been in a car accident in a government vehicle (if yes...I have explained to SDO).</td>
<td></td>
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<tr>
<th>WATCH</th>
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<tr>
<td>1200-1800</td>
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<td>1800-2400</td>
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<td>1800-2400</td>
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<td>2400-0600</td>
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<td>2400-0630</td>
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</table>

(Return to SDO upon completion)
**BATTALION OFFICER OF THE WATCH 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):**

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

<table>
<thead>
<tr>
<th>INITIAL</th>
<th>TIME</th>
<th>EVENT</th>
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<tbody>
<tr>
<td>_______</td>
<td>0630</td>
<td>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.</td>
</tr>
<tr>
<td>_______</td>
<td>0700</td>
<td>Observe a Company morning formation (if applicable).</td>
</tr>
<tr>
<td>_______</td>
<td>0710</td>
<td>Meet off-going BOOW to discuss watch plan and turnover.</td>
</tr>
<tr>
<td>_______</td>
<td>NLT 0730</td>
<td>Muster and inspect Battalion CDOs at BOOW Shack.</td>
</tr>
</tbody>
</table>
Report turnover to Battalion Officer or Battalion Commander as directed.

Observe a Company noon meal formation (if applicable).

Inspect assigned Battalion spaces. Report issues to appropriate Company Commanders.

Inspect Company wardrooms for cleanliness. Report issues to appropriate Company commanders.

Ensure Battalion attic accesses are locked. Report discrepancies to AMOOW.

Inspect 7 non-occupied rooms in Battalion, one per class. Attach inspection chits to Battalion 0800 Report.

Verify cleanliness of Battalion office, conference room, and other assigned spaces.

Spot-check Company areas for study hour compliance.

Rove each deck in respective Battalion spaces, noting any discrepancies and ensuring proper watches being stood and conduct on deck is orderly. (Weekend only)

Receive Company Taps and 0800 Reports. Forward completed Battalion 0800 Report to MOOW.

Receive Company bed checks (20 total per Company). Forward to the MOOW. (Weekend only)

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 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 Company Officer or Company Commander):
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

INITIAL     TIME      EVENT

Commence Daily Routine Checklist.

_______ 0645 Company duty section muster/inspection with ACDO. ACDO shall inspect Company spaces and wardroom for cleanliness and assign duty section to correct deficiencies. Duty section conducts cleaning stations in Company AORs. Document recall data for all duty section personnel.

_______ 0700-0730 Observe morning formation (if applicable).
Review CMOD Log for neatness and proper entry format.
NLT 0730 Muster for inspection with BOOW at BOOW Shack.

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 per COMDTMIDNINST 4730.1 (series). Inspect four rooms in Company - one per class. Record results in 0800 Report.

1700 Review Company accountability log.

TBD Observe EOL formation (if applicable).

1900 Duty section conducts cleaning stations in Company AORs.

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 (per reference (a)).

2300 Review CMOD Log for neatness and proper entry format.

2000-2300 Conduct taps per reference (b). 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, and deliver completed CDO checklist to Company Adjutant.
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 DDMMMYY 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
   d. MAIN-O: MAIN OFFICE PHONE NUMBER: (410) 293-5001

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)
      | CASE NUMBER | OFFENSE CODE AND DESCRIPTION | ADMIN NOTE |
      |-------------|-------------------------------|------------|
      |             |                               |            |
      |             |                               |            |
d. BANCROFT HALL THEFTS: \( \text{(NUMBER)} \)

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4. ACCOUNTABILITY AT TAPS: \( \text{(NUMBER)} \)

a. TAPS REPORT:

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<th>PRESENT</th>
<th>AA</th>
<th>WEEK-END</th>
<th>MO</th>
<th>UA</th>
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<tr>
<td>BRIGADE STAFF</td>
<td></td>
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b. UNAUTHORIZED ABSENCES: \( \text{(NUMBER)} \)

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c. AUTHORIZED ABSENCES: \( \text{(NUMBER)} \)

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<th>DESCRIPTION/RETURN DATE</th>
<th>REASON</th>
<th>ADMIN NOTE</th>
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d. MOVEMENT ORDERS: \( \text{(NUMBER)} \)

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<tr>
<th>ORGANIZATION</th>
<th>MO CODE</th>
<th># OF MIDN ASSIGNED</th>
<th>DEPARTED</th>
<th>RETURNED</th>
<th>ADMIN NOTE</th>
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P-3
**e. MIDSHIPMAN HOLDING UNIT:**

<table>
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<th>ALPHA</th>
<th>COMPANY</th>
<th>REASON</th>
<th>ADMIN NOTE</th>
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**f. PENDING SEPARATION:**

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<th>REASON</th>
<th>ADMIN NOTE</th>
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**g. SEPARATED THIS DATE:**

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<th>COMPANY</th>
<th>REASON</th>
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**h. TRANSFERS:**

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**i. TOTAL RESTRICTED PERSONNEL:**

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<th>ALPHA</th>
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<th>DATE STARTED</th>
<th>TOTAL DAYS AWARDED</th>
<th># 07.07 DAYS LEFT</th>
<th>END DATE</th>
<th>ADMIN NOTE</th>
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**DEFERRED RESTRICTED PERSONNEL:**

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<th>CO</th>
<th>DATE STARTED</th>
<th>TOTAL DAYS AWARDED</th>
<th># 07.07 DAYS LEFT</th>
<th>END DATE</th>
<th>ADMIN NOTE</th>
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*MIDN ON RESTRICTION ARE ALSO ASSIGNED TOURS*

**j. TOURS:**

<table>
<thead>
<tr>
<th>NAME</th>
<th>ALPHA</th>
<th>CO</th>
<th>DATE STARTED</th>
<th>DAYS ASSIGNED</th>
<th># 07.07 DAYS LEFT</th>
<th>END DATE</th>
<th>ADMIN NOTE</th>
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P-4
k. SIQ AND MEDICAL ISOLATIONS:

<table>
<thead>
<tr>
<th>NAME</th>
<th>ALPHA</th>
<th>COMPANY</th>
<th>DESCRIPTION</th>
<th>CHIT ENDS</th>
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1. DRAG ACCOUNTABILITY:

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<tr>
<th>NAME</th>
<th>HOST NAME</th>
<th>SOURCE</th>
<th>RM. #</th>
<th>CO</th>
<th>ADMIN NOTE</th>
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</table>

5. INSPECTIONS:

a. WATCH/LIBERTY LOG INSPECTIONS:

<table>
<thead>
<tr>
<th>BATTALION</th>
<th>#INSPECTED</th>
<th>#SAT</th>
<th>#UNSAT</th>
<th>ADMIN NOTE</th>
</tr>
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<tbody>
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<td>1st</td>
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b. SURPRISE DUTY SECTION MUSTERS:

<table>
<thead>
<tr>
<th>BATTALION</th>
<th>#CONDUCTED</th>
<th>#SAT</th>
<th>#UNSAT</th>
<th>ADMIN NOTE</th>
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<tbody>
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c. ROOM INSPECTIONS:

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<th>ROOM INSPECTIONS</th>
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<th>#UNSAT</th>
<th>ADMIN NOTE</th>
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d. WARDROOM INSPECTIONS:

<table>
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<th>BATTALION</th>
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<th>#SAT</th>
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e. BED CHECKS:  

<table>
<thead>
<tr>
<th>BATTALION</th>
<th>1/C</th>
<th>2/C</th>
<th>3/C</th>
<th>4/C</th>
<th>UNSAT/DESCRIPTION/ACTION</th>
<th>ADMIN NOTE</th>
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<tbody>
<tr>
<td>1st</td>
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</table>

f. KING HALL MEAL EVALUATIONS:  

<table>
<thead>
<tr>
<th>MEAL</th>
<th>INSPECTOR</th>
<th>SAT/UNSAT</th>
<th>ADMIN NOTE</th>
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<tbody>
<tr>
<td>BREAKFAST</td>
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<tr>
<td>LUNCH</td>
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<tr>
<td>DINNER</td>
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g. ACADEMY FACILITIES MANAGEMENT VERIFICATION:  

<table>
<thead>
<tr>
<th>DAY</th>
<th>AREA</th>
<th>FOCUS</th>
<th>SAT/UNSAT</th>
<th>ADMIN NOTE</th>
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<tbody>
<tr>
<td>DAILY (0700)</td>
<td>T-COURT</td>
<td>CLEAR OF DEBRIS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAILY (0700)</td>
<td>ROTUNDA</td>
<td>VACUUM CARPETS/CLEANLINESS/PAMPHLETS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAILY</td>
<td>SMOKE HALL</td>
<td>CLEANLINESS</td>
<td></td>
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<tr>
<td>DAILY</td>
<td>MODEL ROOM</td>
<td>CLEANLINESS</td>
<td></td>
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</tr>
<tr>
<td>MONDAY</td>
<td>SMOKING AREAS - 7/8TH WINGS, SMOKE PARK</td>
<td>CLEANLINESS</td>
<td></td>
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<tr>
<td></td>
<td>MID STORE LOT</td>
<td>CLEAR OF DEBRIS</td>
<td></td>
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<tr>
<td>TUESDAY</td>
<td>RED BEACH 1ST REG</td>
<td>CLEAR OF DEBRIS</td>
<td></td>
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<tr>
<td></td>
<td>7/8TH WING LOCKERS</td>
<td>CLEANLINESS/NO GEAR ADRIFT</td>
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<tr>
<td>WEDNESDAY</td>
<td>7TH WING GYM</td>
<td>CLEANLINESS</td>
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<td>THURSDAY</td>
<td>RED BEACH 2ND REG</td>
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<td>KELLY COURT</td>
<td>CLEAR OF DEBRIS</td>
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<tr>
<td>DAY</td>
<td>LOCATION</td>
<td>CLEANLINESS/NO GEAR ADRIFT</td>
<td></td>
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<tr>
<td>FRIDAY</td>
<td>SMOKING AREAS – 7/8TH WINGS, SMOKE PARK</td>
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<td></td>
<td>7/8 WING LOCKERS</td>
<td>CLEANLINESS/NO GEAR ADRIFT</td>
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<tr>
<td>SATURDAY</td>
<td>7/8TH WING SPORTS COURTS</td>
<td>CLEAR OF DEBRIS/EQUIP NEAT</td>
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<td></td>
<td>7/8 WING PARKING LOTS</td>
<td>POLICED</td>
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<tr>
<td>SUNDAY</td>
<td>7/8TH WING LOCKERS</td>
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<td>BRIGADE FLAG POLE</td>
<td>HALYARDS</td>
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<td></td>
<td>ENSIGNS</td>
<td>CLEANLINESS</td>
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6. MATERIAL READINESS:

a. ELEVATORS: (/#11)

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<thead>
<tr>
<th>LOCATION</th>
<th>SAT/UNSAT</th>
<th>ADMIN NOTE</th>
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<td>1ST WING</td>
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<td>7TH WING</td>
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<td>8TH WING</td>
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<tr>
<td>FORWARD CENTER (ROTUNDA)</td>
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<tr>
<td>AFT CENTER (MEMORIAL HALL/SMOKE HALL)</td>
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<tr>
<td>LEVY CENTER</td>
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b. WORK ORDERS: (NUMBER)

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<th>ACTIVE</th>
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<th>OVERDUE</th>
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C. OTHER MATERIAL DISCREPANCIES: (NUMBER)

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<tr>
<th>LOCATION</th>
<th>ISSUE</th>
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7. NEXT DAY SIGNIFICANT EVENTS: (NUMBER)

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8. ADMINISTRATIVE NOTES:

a. SUBMITTED BY:

Off-going MOOW
M/LCDR NEVERSAIL, USN

Off-Going OOW
LT CRISTMAS, USN
b. REVIEWED BY:

<table>
<thead>
<tr>
<th>On-coming MOOW</th>
<th>On-coming OOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/LCDR DOE, USN</td>
<td>LT OFFICER, USN</td>
</tr>
</tbody>
</table>
From:  RANK NAME, USN/USMC, Officer of the Watch  
To:  RANK NAME, USN/USMC, Deputy Commandant of Midshipmen  
Copy To:  CMDT-SITREP-MED@lists.usna.edu or CMDT-SITREP-INCIDENT@lists.usna.edu  
Battalion Officer:  RANK NAME, USN/USMC, XXX Battalion Officer  
Company Officer:  RANK NAME, USN/USMC, XXX Company Officer  
Company SEL:  RANK NAME, XXX Company SEL  

The information contained in this transmission may contain privileged confidential information, including patient information protected by federal and state privacy laws. It is intended only for the use of the person(s) named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution, or duplication of this communication is strictly prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

Subj:  CUI - INITIAL MEDICAL/INCIDENT SITREP ###-YY/MIDN #/C LAST, FIRST, ALPHA/XX  

Who:  
Company:  
What:  
When:  
Where:  
Alcohol Involved:  
Family Notified:  
Flag Condition:  

Narrative:  Narrative Goes Here  

SITREP CLOSED:        [ X ]  Yes               [ X ]  No  

Very Respectfully,  

X. X. XXXX  
RANK   USN  

Controlled by:  Department of the Navy  
Controlled by:  US Naval Academy  
CUI Category:  PRVCY / HLTH  
Distribution/Dissemination Control:  FEDCON  
POC:  RANK NAME, xxxx@usna.edu, 410-293-7xxx
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 ATFP TRAINING EXERCISE IN 2ND WING
1045: SECURED FROM ATFP TRAINING EXERCISE

Sunrise/Sunset:
0637: OBSERVED SUNRISE
2001: OBSERVED SUNSET
MOM DUTIES

1. Answer all phone calls: “Good morning sir or ma’am, this is Bancroft Hall Main Office, MIDN 3/4/C Nimitz speaking. How may I help you sir or ma’am?”

2. Guidelines:
   a. Do not give out personal information or non-work phone numbers.
   b. If a reporter is making an inquiry, provide them with the PAO’s phone number: 410-293-1520.
   c. If a parent is calling, record pertinent information in the logs, and notify the OOW. Do not give out the OOW’s personal cell phone.
   d. Be professional and polite.
   e. If they request a call back ensure the MOOW, SDO, or OOW are informed.

2. Record the following phone call information in the logs:
   a. Name and rank (as applicable)
   b. Call back number if they request
   c. Caller’s message.

MCMO Duties

1. MCMO will maintain Main Office inviolate.

2. MCMO will supervise the MOM in the performance of their duties.

3. MCMO will ensure the MCMO daily routine checklist is completed.

4. MCMO will ensure that the restriction log is properly filled out.
   a. Maintain the restriction log in Main Office except during restriction musters.
   b. Ensure that restrictees write down the current time when they sign in and out.

5. MCMO will ensure that no one takes the Bolt Cutters out of Main Office without the permission of the OOW/SDO. No midshipman will take the bolt cutters without an AMOOW or above escorting them.

6. MCMO will ensure that keys are not taken out of Main Office without the permission of the OOW/SDO.
   a. No midshipman will take the keys without an AMOOW or above escorting them.
   b. MCMO will ensure that the keys are properly signed out of the key log by all personnel to include active duty staff.

7. MCMO will ensure that duty driver requests are 24 hours in advance and will promptly communicate all requests to the MOOW.

8. MCMO will ensure Main Office remains clean and orderly.

9. MCMO will inspect the Main Office Logs hourly for accuracy and neatness.

10. MCMO will assist all individuals who need to look through the lost and found.
    a. Civilians are not authorized in Main Office unescorted.
    b. MIDN are not authorized in the back room unescorted unless they are a watchstander or there on official business.
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 DEPARTED

Change of Flag and Weather Conditions:

1410: SET FLAG CONDITION BLACK

Company Formation:

0700: HELD MORNING QUARTERS FORMATION

Report of Injured Midshipman:

1550: MIDN 4/C X 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 ATFP TRAINING EXERCISE IN 2ND WING.
1045: SECURED FROM ATFP TRAINING EXERCISE.
<table>
<thead>
<tr>
<th>TIME</th>
<th>RECORD OF EVENTS</th>
<th>INITIAL</th>
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<tbody>
<tr>
<td>0630</td>
<td>MIDN 4/C X PROPERLY ASSUMES THE WATCH.</td>
<td>ABX</td>
</tr>
<tr>
<td></td>
<td>COW: LT SMITH, USN</td>
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<td></td>
<td>SDO: CHIEF SMITH, USN</td>
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<td></td>
<td>MOOW: MIDN 1/C SMITH, USN</td>
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<td>COMPANY OFFICER: LT MUKA, USN</td>
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<tr>
<td></td>
<td>SENIOR ENLISTED LEADER: CHIEF SMITH, USN</td>
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<tr>
<td>0645</td>
<td>4/C X TOURS COMPANY AREA: ALL SECURE.</td>
<td>ABX</td>
</tr>
<tr>
<td>0655</td>
<td>LT SMITH ARRIVES ON DECK</td>
<td>ABX</td>
</tr>
<tr>
<td>0700</td>
<td>4/C X TOURS COMPANY AREA: ALL SECURE.</td>
<td>ABX</td>
</tr>
<tr>
<td>0709</td>
<td>CHIEF SMITH ARRIVES ON DECK</td>
<td>ABX</td>
</tr>
<tr>
<td>0730</td>
<td>MIDN 4/C X PROPERLY RELIEVED BY MIDN 4/C Z.</td>
<td>ABX</td>
</tr>
<tr>
<td></td>
<td>------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>2100</td>
<td>MIDN 4/C Y PROPERLY ASSUMES THE WATCH.</td>
<td>ABY</td>
</tr>
<tr>
<td>2115</td>
<td>4/C Y TOURS COMPANY AREA: ALL SECURE.</td>
<td>ABY</td>
</tr>
<tr>
<td>2130</td>
<td>4/C Y TOURS COMPANY AREA: ALL SECURE.</td>
<td>ABY</td>
</tr>
<tr>
<td>2145</td>
<td>4/C Y TOURS COMPANY AREA: ALL SECURE.</td>
<td>ABY</td>
</tr>
<tr>
<td>2200</td>
<td>4/C Y PIPES DOWN THE WATCH.</td>
<td>ABY</td>
</tr>
<tr>
<td></td>
<td>------------------------------------------------------</td>
<td>---------</td>
</tr>
</tbody>
</table>

N. F. E. T. D.
CMOD TURNOVER SCRIPT

ONCOMING CMOD: SALUTE AND SAY, “I AM READY TO RELIEVE YOU.”
CMOD: RETURN SALUTE AND SAY, “I AM READY TO BE RELIEVED.”
   BOTH CUT SALUTE.

CMOD INFORMS ONCOMING CMOD OF THE FOLLOWING:
· ANY OFFICERS OR SELS ON DECK
· WHO THE CURRENT CDO IS
· ANY ORDERS OR INFORMATION TO PASS

EXAMPLE: “LT PARKER AND GYSGT SELGREN ARE CURRENTLY ON DECK. 2/C SMITH IS CDO. I HAVE NO ADDITIONAL ORDERS OR INFORMATION TO PASS.”

ONCOMING CMOD: SALUTE AND SAY, “I RELIEVE YOU.”
OFFGOING CMOD: RETURN SALUTE AND SAY, “I STAND RELIEVED.”
CMOD DUTIES

1. CMODs will make a complete tour of Company spaces every 15 minutes.
   a. Always maintain the safety and security of Bancroft Hall IAW the 11 General Orders of a Sentry.
   b. Verify all doors that allow access to Bancroft are shut and locked appropriately.
   c. Verify no trash/debris is left in the P-ways.
   d. Remain vigilant for leaks or any signs of fire.
   e. Identify and report to the 1st LT any material discrepancies in Company area.

2. Make proper log book entries IAW COMDTMIDNINST 1601.10 (series) and section 805.
   a. CMODs shall record each tour in the deck log.
   b. Record when the Company Officer and Company SEL arrive on and depart deck.
   c. Record the arrival and departure of all officers O-5 and above, and the OOW.
   d. Record any material discrepancies and report them to the 1st LT (leaks, missing ceiling tiles, broken drinking fountains, broken doors, etc.).
   e. Immediately report any safety or security material discrepancies to the CDO (leaks, chirping smoke detectors, broken doors, exterior doors that do not lock).

3. Greet all Officers, Senior Enlisted, or civilians with the proper greeting for that time of day (make sure to salute any officer that comes on deck).

4. 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?”

5. CMODs will enforce proper uniform standards.

6. CMODs shall stand while on watch.

7. CMODs shall not eat, sleep, use the head, or use a cell phone while on watch.
8. CMODs shall not engage in reading and/or academic work while on watch. CMODs are encouraged to review watch instructions, pre-planned responses, reef points, and professional knowledge.

9. CMODs will execute a proper turnover with their relief (stand at attention, salute, execute relief script, etc.).