



DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
440 MEYERKORD AVENUE
NEWPORT, RI 02841-1518

NAPSINST 1601.1X
SWO
30 Oct 20

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 1601.1X

From: Commanding Officer, Naval Academy Preparatory School

Subj: NAVAL ACADEMY PREPARATORY SCHOOL COMMAND DUTY OFFICER
RESPONSIBILITIES AND DUTY ASSIGNMENTS

Ref: (a) NAPSINST 5400.1F
(b) NAPSINST 1610.2N
(c) NAPSINST 1610.1F
(d) NAPSINST 1601.2D
(e) NAPSINST 11320.IK
(f) OPNAVINST F3100.6J CH-3
(g) NAVSTANWPTINST 3440.1A CH-2
(h) NAPSINST F3330.1

Encl: (1) Command Duty Officer Notification Requirements
(2) Command Duty Officer Qualification Card
(3) Command Duty Officer Job Qualification Requirements

1. Purpose. To establish the duties and responsibilities of the Naval Academy Preparatory School (NAPS) Command Duty Officer (CDO).
2. Cancellation. NAPSINST 1601.1W.
3. General. This instruction provides guidance for the NAPS CDO. References (a) through (d) provide detailed information and regulations for the organization and duties of the Midshipman and Cadet Candidate (M/C) watch section.
4. Responsibilities
 - a. The CDO is the Commanding Officer's (CO) direct representative after normal working hours and on weekends and holidays, and must be thoroughly familiar with, and enforce the provisions of this instruction and its references. The CDO will maintain the CDO Log Book according to guidelines set forth by the Senior Watch Officer (SWO).

b. Enclosure (1), is the list of reporting requirements for which the CDO shall contact the CO; however, it does not cover every contingency. For any circumstance not addressed in enclosure (1), judgement will dictate whether notification up the Chain of Command is required. When in doubt, call the Executive Officer (XO) for guidance.

c. Sound judgment, proactive decision making, positive leadership, confident reinforcement of the standards, and attention to detail are required of the CDO.

5. NAPS Senior Watch Officer. The SWO is designated by the Commanding Officer. The SWO shall:

a. Monitor the performance of watchstanders and keep the XO apprised of the conduct of the watch.

b. Post a watchbill monthly. Ensure the watchbill is posted no later than five working days prior to the end of each month.

c. Ensure the references listed in this instruction are located in the CDO office or a designated folder on the share drive.

d. Ensure that the CDOs are accountable for keeping the CDO office in good order.

e. Conduct training and develop qualification standards for CDOs.

6. Eligibility. Personnel eligible for assignment as CDO will be determined by the CO on a case-by-case basis. This will normally include all officers assigned to the staff and all enlisted personnel with the rank of E-5 or above. A staff member can be permanently removed from the watchbill by the CO or XO, due to a loss of confidence. The SWO can temporarily remove someone from the watchbill in order to implement extra military instruction (EMI) for failures to execute their duties properly. EMI will typically be in the form of additional Under Instruction watches as well as formal counseling for failure to perform their duties.

7. Qualifications. CDO qualification is awarded upon completion of enclosures (2) and (3).

8. Relief and Posting

a. The on-coming and off-going CDOs will conduct turnover in the XO's office at 0800 on weekdays during the academic year. In the event that the XO is not available, turnover shall be conducted in the presence of the SWO.

b. On weekends and holidays, CDO turnover will occur in the Ripley Hall CDO office at 0800.

9. Watch Routine. The daily watch period for the NAPS CDO will be as follows:

- a. Weekdays – from 0800 on the day of assigned duty until 0800 the following day (except when the following day is a weekend or holiday). The Duty Platoon turns over at reveille.
- b. Weekends and Holidays – from 0800 on the day of duty until 0800 the following day (except when the following day is a workday). The Duty Platoon turns over at reveille and musters at 0815 with the on-coming CDO.
- c. CDOs will remain onboard Naval Station Newport during their watch. In the event that a CDO must depart base, they shall find a suitable replacement for the duration of their absence and log it appropriately in the log book. Specific guidance regarding holidays (Christmas Break, Spring Break, etc.) will be promulgated by the XO via the SWO. CDOs will maintain their normal schedule during the workday and notify the SWO if a conflict arises.
- d. The off-going CDO is responsible for bringing a copy of the Plan of the Day and the previous night's muster report to turnover each morning. They will also ensure that the CDO Shack and adjoining bathroom and shower are clean and ready for the oncoming CDOs use.
- e. The CDO shall not grant overnight liberty to M/C who have failed to properly sign up for it unless receiving explicit permission from that M/C Company Officer or Senior Enlisted Leader.
- f. Restriction musters will be held as directed in references (a) and (c). A uniform inspection shall be conducted in accordance with the direction put forth in references (a) and (c). On weekends, CDOs shall conduct at least one random restriction muster per day.
- g. CDOs are responsible for the overall physical security of NAPS property including Ripley Hall, Gym 302, Gym 1801 Training Room/Locker Room, Prichard Field, and Perry Hall (includes labs, Academic Center, and the first and third deck classrooms). Random security tours of these facilities are required over the course of a duty day. These spaces shall be locked after normal working hours, with the exception of the north and south entrances to Perry Hall. Additionally, the CDO shall ensure that the stadium lights on Nimitz Field are secured each evening.
- h. CDOs shall be present at all formations, in accordance with (IAW) the Plan of the Day. CDOs will additionally lead these formations and ensure accountability of all M/C.
- i. CDOs shall be present in the galley during all battalion meals to ensure order and compliance with Ney Hall rules and regulations.

j. CDOs will hold at least two Duty Platoon Musters each day, IAW POD. They will additionally supervise the Duty Platoon Cleanup and Company Cleanup. This is an all hands evolution that requires all M/Cs to participate in cleaning Ripley and Perry Hall spaces IAW reference (d).

k. CDOs will conduct random spot checks of the midshipman candidate watch stations to ensure watches are being stood properly. In the event that a midshipman candidate is found to be improperly standing their watch, they shall immediately be relieved, their Duty Platoon Commander notified to find a relief, and their Company Chain of Command notified via email for follow-up action. Additionally, the CDO is to ensure that entries in the deck log are appropriate and the log is being appropriately maintained.

l. At TAPS, CDOs will open the TAPS sheets for signature by signing the TAPS sheets brought down by the platoon XO's each night. By signing the TAPS sheet, you are verifying that no one has signed TAPS prior to the opening of the TAPS sheets.

m. CDOs shall lock the south entrance to Ripley Hall (leading to the Plaza) each night at TAPS and shall unlock it each morning five minutes before reveille.

n. CDOs shall conduct roves after TAPS to ensure compliance with the order. One rove shall occur immediately following the call of TAPS to ensure all personnel are in their room. The next rove shall occur at the CDOs discretion to ensure that midshipman candidates are not awake after hours. Any M/C found in violation of TAPS shall be told to go to sleep immediately and then reported to their Company Chain of Command via email.

10. Changes in Watch Assignments. Watches will be stood IAW the monthly watchbill. Changes to the watchbill will not be made until the SWO has granted approval. Requests for watchbill changes will be acknowledged by both watchstanders involved in the change.

11. Assignment to the Watchbill

a. The SWO will assign personnel to the watchbill in a manner that best suits the command, while also balancing the needs of the watchstander. The SWO will ensure that weekend and weekday duty is distributed in an equitable fashion.

b. Leave and special duties will be considered when the watchbill is written, provided the SWO has been notified of the special circumstance no later than the 15th of the preceding month. Any special circumstances appearing after the watchbill has been promulgated will require a duty swap on behalf of the affected CDO.

c. CDOs are permitted to swap duties in order to accommodate their watch with leave plans, but must coordinate the swap through the SWO.

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d. "Weekend duty" refers to Saturdays, Sundays, national holidays, and/or any other day of liberty granted to the military staff by the CO.

e. No distinction will be drawn between onboard duty and phone watch at home. Either type of duty requires the CDO to be available for a 24-hour period. Approval for phone watch lies with the XO.

f. Eligible incoming CDOs will be granted a 30-day grace period before being inserted into the normal watch rotation. The 30-day period will be used to complete the training requirements listed in enclosures (2) and (3).

g. Outgoing permanent personnel will be dropped from the normal watch rotation the month prior to their departure from NAPS, provided that the SWO is notified of the individual's departure.

h. Those standing watch will normally be given compensatory time off, but must have it approved by their respective superiors. If approved, those on weekend and holiday duty will be authorized to arrive at noon the next work day. If approved, those on work day duty will be authorized to leave work the following work day at 1200. Phone watch is not eligible for compensatory time.

12. Transportation. Duties with regard to vehicles will include:

a. Ascertain status and location of all assigned vehicles before assuming duty.

b. Report any discrepancies, mechanical failures, or accidents to the Transportation Officer and Command Services Director.

c. Retain keys for all vehicles, credit cards, and charge slips returned during the watch.

d. The following procedures concerning transportation services will be followed at NAPS:

(1) CO's Van. The CO's van will be used for official business only. The keys to the van will remain with the CO's Secretary. The XO will establish the priorities for usage of this vehicle. Only authorized personnel possessing a valid state or government driver's license will operate the CO's van. Any use of the vehicle must be logged in the Vehicle Log Book maintained in the CDO office.

(2) Vans. NAPS has two permanently assigned 15-passenger vans. The vans will normally be used as duty vehicles. The vans will be used for activities specifically approved by the XO and/or CDO (such as varsity sports, extra-curricular activities, etc.). The CDO may grant

use of the vans to carry out the Plan of the Day or in the event of non-life-threatening medical requirements. The CDO will ensure that the Vehicle Log Book is filled out when a van is used. Only fully qualified personnel will be authorized by the CDO to operate vans. All authorized drivers must possess a valid state or government driver's license. The Facilities Manager will maintain a scheduling sign-up sheet for routine use of the vans.

(3) Supply Truck. Use of the supply truck will be regulated by the XO and Supply Officer. The supply truck may also be utilized as a duty vehicle if the situation requires. The CDO will issue the keys as necessary in the event that both vans are unavailable. The CDO will ensure that the Vehicle Log Book is filled out when the truck is used.

e. Unless permission is granted by the XO, government vehicles shall not be used for liberty runs, student trips to the airport, or for any other reason not specifically addressed in this instruction.

13. Action. All qualified CDOs will thoroughly familiarize themselves with the contents of this instruction and other pertinent instructions prior to assuming the watch.

14. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 52 10.1 of September 2019.

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



J. D. BAHR

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via USNA's Intranet Web site, <https://www.usna.edu/AdminSupport/Inst/> and NAPS Intranet Web site, \\ward-rufs-01\NAPS-Working\Application Window Documents\WebPage\instructions.html

Command Duty Officer Notification Requirements

The CDO shall make every effort to call the CO in the event of any incident listed below. Once CO notification is complete, back fill the XO and the Command Senior Chief/SEL as a courtesy for situational awareness. When in doubt, call the XO.

1. Notification of death or life-threatening injury to any NAPS personnel.
2. Apprehension/detention of any NAPS personnel by civil or military authorities.
3. Any NAPS personnel that requires mental care or counseling for depression, self-mutilation, attempted suicide etc.
4. Any alcohol or drug related offense.
5. Any NAPS person who is a victim of involved in, accused, or suspected of a felonious offense (rape, murder, arson, etc.)
6. Admission of NAPS personnel to a hospital.
 - a. Going to an ER or clinic and returning to quarters does not qualify as being admitted nor require immediate notification. A call to update medical status as necessary during the duty day should be made.
 - b. The use of emergency services to transport a NAPS person to the ER does qualify.
 - c. Transferring of NAPS Personnel from the NMRTCNE or Newport Hospital to another medical facility does qualify.
7. Damage to any NAPS building.
8. Power outage to any building that would impact NAPS during the next training day.
9. Escalation of any condition of readiness onboard NAVSTA Newport.
10. Notification of base closures or reporting delays.
11. Any event that generates or would generate media attention.

*****WHEN IN DOUBT CALL*****

This is not intended to be an all-inclusive list. If the CO is away and cannot be reached in the office (x6607), at home or by cell, call the XO cell. If you can't get a hold of the XO continue to try both until you reach either the CO or the XO. Backfill the Command Senior Chief/SEL on the incident.

Finally the 11 General Orders of a Sentry (Navy) apply to the CDO. You are not allowed to quit your post, depart the base, or turnover the duty without being properly relieved unless previously coordinated with and approved by the XO. You will adhere to the 11 General Orders of a Sentry at all times. You are the Commanding Officer's direct representative. As such, you are responsible for discharging your duties as CDO. You will be held accountable should you fail to do so.

Command Duty Officer Qualification Card

Name: _____, has 30 days to complete the following requirements
as of: _____.

- Ref:** (a) NAPSINST 5400.1F (Midshipman Candidate Regulations)
(b) NAPSINST 1610.2N (Midshipman Candidate Honor Concept)
(c) NAPSINST 1610.1F (Midshipman Candidate Conduct Manual)
(d) NAPSINST 1601.2D (Midshipman Candidate Watchstanding Instruction)
(e) NAPSINST 11320.IK (Fire and Evacuation Bill)
(f) NAVSTANWPTINST 3440.1A CH-2 (NAVSTA Emergency Management Plan)
(g) NAPSINST F3330.1 (NAPS ATRP Plan)

1. Purpose. To promulgate and standardize the requirements necessary to qualify as a Command Duty Officer (CDO) at the Naval Academy Preparatory School (NAPS).

2. Action. The following signatures shall be obtained from a qualified CDO, as applicable, upon showing sufficient knowledge in the specified area.

- a. Read and review reference (a) through (g) _____
- b. Stand CDO under instruction (U/I) _____ (1) _____
at least twice. Once during working
hours (0745-1600) and once for a 24
hour period. _____ (2) _____
- c. Complete the CDO JQR _____
- d. Interview with the SWO / XO _____
- e. Interview / Drill with the CO _____

Recommended

SWO

Qualified

CO

Command Duty Officer Job Qualification Requirements

- Ref: (a) NAPSINST 5400.1F (Midshipman Candidate Regulations)
(b) NAPSINST 1610.2N (Midshipman Candidate Honor Concept)
(c) NAPSINST 1610.1F (Midshipman Candidate Conduct Manual)
(d) NAPSINST 1601.2D (Midshipman Candidate Watchstanding Instruction)
(e) NAPSINST 11320.1K (Fire and Evacuation Bill)
(f) OPNAVINST F3100.6J CH-3 (Special Incident Reporting)
(g) NAVSTANWPTINST 3440.1A CH-2 (NAVSTA Emergency Management Plan)
(h) NAPSINST F3330.1 (NAPS ATFP Plan)

Complete the following tasks:

1. Attend Duty Platoon muster and conduct inspection.

CDO signature

Date

2. Attend restriction muster.

CDO signature

Date

3. Attend turnover with the XO.

CDO signature

Date

4. Attend a morning, noon, and evening meal at Ney Hall.

CDO signature

Date

CDO signature

Date

CDO signature

Date

5. Monitor the Midshipman Candidates during Evening study period.

CDO signature

Date

6. Identify where the CO's Van Keys are kept.

CDO signature

Date

7. Review the CDO Log Book and note format and common entries.

CDO signature

Date

8. Maintain the CDO Log Book while standing CDO Under Instruction.

CDO signature

Date

9. Read reference (f) and be familiar with the types of incidents that would require generating an OPREP-3 message. Practice recording pertinent information for the drafting of a Navy Unit SITREP

CDO signature

Date

10. Perform a security walkthrough of the following:

(a) Gym 302

CDO signature

Date

(b) Perry Hall

CDO signature

Date

(c) Ripley Hall

CDO signature

Date

(d) 1801 Gym

CDO signature

Date

11. Identify the fire department non-emergency phone number and when to use it.

CDO signature

Date

12. Use the Ripley Hall 1MC.

CDO signature

Date

13. Reset the Camera System on the Quarterdeck.

CDO signature

Date

14. Read NAPSINST 11320.1K (Fire Bill).

CDO signature

Date

15. Review the CDO binder and be familiar with its contents.

CDO signature

Date

16. Review Ripley Hall video on the Internet camera recording system.

CDO signature

Date

17. Locate the linen closet and dirty linen bins in Ripley Hall.

CDO signature

Date

18. Locate the fire alarm panel in Ripley Hall.

CDO signature

Date

19. Locate the CDO folder on the computer network drive.

CDO signature

Date

20. Describe the CDOs role after working hours.

CDO signature

Date

21. Describe CDO actions in the event of a Fire.

CDO signature

Date

22. Describe CDO action in the event of an increase in Condition of Readiness onboard NAVSTA Newport.

CDO signature

Date

23. Fully review the Midshipman Candidate Regulations.

CDO signature

Date

24. Describe daily CDO events.

CDO signature

Date

25. Describe the CDOs responsibility after TAPS.

CDO signature

Date

26. List formations / musters that require CDO attendance.

CDO signature

Date

27. Obtain a demonstration on how to secure the Nimitz Field stadium lights.

CDO signature