

NAPSINST 1601.2D
20 Jul 20

Naval Academy Preparatory School Midshipman Candidate Watchstanding Procedures

NAPSINST 1601.2D

20 Jul 20

Department of the Navy

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NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 1601.2D

From: Commanding Officer, Naval Academy Preparatory School

Subj: NAVAL ACADEMY PREPARATORY SCHOOL WATCHSTANDING
PROCEDURES

Ref: (a) NAPSINST 5400.1(Series)
(b) NAPSINST 1601.1(Series)

Encl: (1) Sample Watchbill for Class days
(2) Sample Watchbill for Saturdays, Sundays, and Holidays
(3) IMC Procedures
(4) Cleanup Bill

1. Purpose. To provide a clear and concise instruction of expectations and execution for Midshipman Candidate (M/C) watchstanding.
2. Cancellation. NAPSINST 1601.2C
3. Background. Every Midshipman Candidate is expected learn and demonstrate proper watchstanding procedures. Watchstanding is an integral part of military life and NAPS helps to build the foundation of watchstanding protocol and procedures. All instances referring to Midshipman Candidates within this instruction apply also to Coast Guard Cadet Candidates.
4. Scope. This instruction applies to all Midshipman Candidates and NAPS Command Duty Officers (CDO).
5. General Orders of the Sentry
 - a. All Midshipman Candidates shall be capable of reciting the General Orders of the Sentry at all times and are responsible for executing them while on watch:
 - (1) To take charge of this post and all government property in view.
 - (2) To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
 - (3) To report all violations of orders I am instructed to enforce.
 - (4) To repeat all calls from posts more distant to the guardhouse than my own.
 - (5) To quit my post only when properly relieved.

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(6) To receive, obey, and pass on to the sentry who relieves me, all orders from the Commanding Officer, Command Duty Officer, and officers and non-commissioned officers of the guard only.

(7) To talk to no one except in the line of duty.

(8) To give the alarm in case of fire or disorder.

(9) To call the Command Duty Officer in any case not covered by instructions.

(10) To salute all officers and all colors and standards not cased.

(11) To be especially watchful at night, and during the time of challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority.

6. Purpose

a. Midshipman Candidates on watch are responsible for knowing and enforcing NAPS regulations, ensuring the safety of all personnel, and safeguarding personal and public property. Watchstanders will execute the Plan of the Day (POD) and conduct themselves in an impartial and professional manner.

b. NAPS watchstanders will adhere to the watchstanding policies and procedures similar to those practiced in throughout the Navy and Marine Corps. A thorough understanding of NAPS policies and procedures will prepare Midshipman Candidates for watches they will stand at the United States Naval Academy (USNA).

7. General Instructions for Watchstanders

a. Be thoroughly familiar with and enforce NAPS regulations.

b. Stand watch in accordance with the 11 General Orders of the Sentry.

c. Notify the next senior watchstander if instructed by someone outside the watchstanding chain of command to perform a task, which interferes with normal duties.

d. Faithfully discharge assigned duties as outlined in this manual and watch instructions. Watchstanders may study academic or professional reading material while on watch so long as doing so does not interfere with their watchstanding duties. Reading material such as novels, newspapers, and magazines while on watch is prohibited.

e. Watchstanders will not permit loitering by other Midshipman Candidates at their post.

f. The uniform for watchstanding is the uniform of the day (UOD), with the appropriate cover, unless directed otherwise.

g. The Officer of the Deck (OOD) and the Security Rover (SR) form a two-person watch team between TAPS and reveille. The OOD will man the quarterdeck. The SR will be roving at

all times unless needed by the OOD to assist with official business at the quarterdeck. If conditions permit, the OOD and SR should swap duties each hour.

h. Tobacco products and eating are prohibited while on watch. Drinks are authorized. If a Midshipman Candidate will miss a meal due to watchstanding duty, they should be temporarily relieved by a supernumerary to attend chow, then return to their post once finished.

i. Salute at the beginning and end of any conversation when reporting to/addressing an officer. **Salute all officers who are in or out of uniform.** Call attention on deck when a field grade or general officer (O-4 and above) approaches the watch station. When approached by the CDO, give the greeting of the day followed by the condition of your watch station.

j. Report for duty 15 minutes prior to the scheduled watch. The first watch will meet with the Command Duty Officer (CDO) prior to posting. Relieve the watch as follows:

(1) The oncoming watchstander reports to the Midshipman Candidate they are preparing to relieve, salutes, and states, "Sir/Ma'am, I am ready to relieve you." The off-going watchstander salutes and responds, "Sir/Ma'am, I am ready to be relieved." Then, the off-going watchstander thoroughly briefs their relief on any unexecuted orders, special instructions, or potential problems. The oncoming watchstander ensures they fully understand these orders and instructions and assumes the watch.

(2) When ready to assume the watch, the oncoming watchstander salutes, and states, "Sir/Ma'am, I relieve you." The off-going watch returns the salute and states, "Sir/Ma'am, I stand relieved." Now, the transfer of authority and responsibility is complete.

(3) Record the relief of the watch station in the Deck Log/Security Rover logbook.

(4) Should circumstances require, a watchstander may refuse to relieve the watch. They will immediately report the event to the CDO and follow their direction.

8. Battalion Duty Organization and Responsibilities

a. Battalion watch administrative chain of command:

(1) Senior Watch Officer (SWO). The SWO is the military staff member who supervises the Battalion watch and is responsible for all Midshipman Candidates watch training.

b. Battalion watch operational chain of command:

(1) Command Duty Officer (CDO). The CDO exercises operational control over the watch and shall conduct the watch in accordance with NAPSINST 1601.1(series) and other pertinent NAPS, NAVSTA Newport, and U.S. Navy instructions. If an issues arises outside normal working hours, the CDO should be contacted.

(2) Duty Platoon Commander. The Duty Platoon Commander supervises the duty platoon and is held accountable by the CDO for its performance. The Duty Platoon Commander is normally the assigned Platoon Commander. The Duty Platoon Commander:

- (a) Is a direct representative of the command.
- (b) Presents the watchbill to the CDO at inspection/formations.
- (c) Musters the duty platoon at the discretion of the CDO.
- (d) Reports to the CDO no later than 1845 each duty day for special instructions (0800 on weekends/holidays).
- (e) Is responsible for the completion of the daily clean-up bill.
- (f) On weekends and holidays, ensures Midshipman Candidates who are Sick-in-Quarters (SIQ) receive their meals for the duration of their SIQ period.

(3) Platoon Executive Officer. The Platoon Executive Officer is responsible for the planning, routing, and execution of the watchbill. The Platoon Executive Officer will work with the Company SEL and Company Officer to gain final approval for the watchbill and ensure all requirements are met.

c. Watches. Ripley Hall will be manned with two Midshipman Candidate watchstanders consisting of an Officer of the Deck and a Security Rover. The Officer of the Deck will man the Quarterdeck and the Security Rover will conduct continuous security rounds of Ripley Hall. Further details are addressed within this chapter.

(1) Officer of the Deck (OOD). The OOD stands watch at the Quarterdeck of Ripley Hall. Specifically they:

- (a) Greet/assist all those entering the Quarterdeck and supervise the security rover.
- (b) Answer the Quarterdeck phone and accept any other official messages on the Quarterdeck. Records the receipt of messages and promptly notify the recipient. Promptly notify the CDO if the message indicates any unusual incident/report involving a Midshipman Candidate. Answers the telephone as follows: "Ripley Hall Quarterdeck, Midshipman Candidate (last name) speaking. How may I help you Sir or Ma'am?"
- (c) Monitors the security video system for Ripley Hall. If the video system is malfunctioning they shall reset the system or inform the CDO of any further discrepancies.
- (d) Immediately inform the CDO of any unauthorized activities viewed.
- (e) Maintains the Quarterdeck logbook and make proper entries and records of events. This includes making an entry each time the Security Rover completes a round and reports the condition of spaces.
- (f) Monitor the whereabouts of the Security Rover using the security video system. Inform the CDO if the Security Rover fails to report within twenty minutes of their last report.

(g) Maintains Company liberty logbooks and ensure personnel checking out are authorized to do so.

(2) Security Rover (SR). The SR maintains the fire and security integrity watch within Ripley Hall between lights-out/TAPS and reveille. The SR is responsible to the Duty Platoon Commander, OOD, and CDO. The SR shall:

(a) Be thoroughly familiar with the Fire and Evacuation Bill and be alert for fire or hazardous conditions.

(b) Investigate any unsafe condition and challenge any unauthorized personnel, but do not place themselves at undue risk. Immediately seek assistance and report breaches of safety and security to the OOD and CDO.

(c) Enforce all NAPS rules and regulations, make appropriate log entries of all violations with the OOD, and report violations to the CDO.

(d) Report any after TAPS movement to the CDO, and investigate to determine name of Midshipman Candidate, time of departure/return, and destination.

(e) Ensure cameras are functioning and have not been tampered with.

(f) Make a round of Ripley Hall every 20 minutes covering every deck, passageway, and ladderwell.

(g) Upon completion of each round, return to the OOD and report the status of the spaces. Reporting should be conducted by rendering a salute and announcing "All conditions normal" or "All conditions abnormal..." followed by an explanation of abnormal conditions (i.e. movement after TAPS, exterior door ajar, smoke and/or fire, etc.).

(h) Sound reveille.

(3) Duty Driver. A Midshipman Candidate, not currently acting as the day's Duty Platoon Commander, will be assigned on the watchbill as the duty driver. The Midshipman Candidate duty driver stands a 24-hour duty on weekends. Responsibilities include:

(a) Must be at least 18 years old.

(b) Must have valid driver's license.

(c) Must have at least 2 years of driving experience.

(d) Must complete computer-based 15 Passenger Van Driver's Improvement Course.

(e) Must successfully complete on-the-road training course.

(f) Shall not be an in-season athlete.

- (g) Shall not be on academic probation.
- (h) Ensure that the duty vehicles are clean, inspected, and fueled at the beginning of each day.
- (i) Ensure the CDO is aware of the duty driver location at all times by reporting to the CDO prior to each departure and upon return. Duty Drivers should provide the CDO with their personal cell phone number.
- (j) Use seat belts at all times and ensure passengers do the same. Always adhere to posted speed limits, adjusting speed in accordance with prevailing weather conditions.
- (k) Use of the duty vehicle is exclusively for official runs. Use for personal convenience (i.e., the Navy Exchange, fast food runs, etc.) is strictly prohibited.
- (l) Shall never leave the NAVSTA area (including Naval Health Clinic New England) without prior permission from the CDO. If required to leave the base, obey all local and state driving regulations and obtain bridge EZ-pass as necessary.

(4) Supernumerary. Supernumeraries fill unexpected vacancies in the duty platoon. They also serve as meal relief for watchstanders, providing relief no later than 0630 for morning meal (0730 on Sunday), 1130 for noon meal, and 1730 for evening meal.

(5) Duty Platoon. Each platoon will sequentially rotate through the duty. Duty platoon rotations are defined by the Battalion Operations Officer. Once a Midshipman Candidate has been assigned a watch by their respective Company Staff, they are required to fulfill the obligation unless the respective Company Staff approves a special request chit.

9. Watchbill

a. Duty Platoon Watchbill Preparation. IAW Enclosure (1) and Enclosure (2) the Platoon Executive Officer will assign only one watch per Midshipman Candidate per duty day. The Platoon Executive Officer will route the watchbill 72 hours prior to the Company Officer for approval and post on the Platoon passageway 24 hours prior to the duty day. Platoon Executive Officers are required to review and de-conflict with the NAPS sports schedules, rosters, and movement orders when drafting watchbills. Company Executive Officers will then review these watchbills and sign at the bottom. Midshipman Candidates will not be assigned to watches as punishment or extra duty.

b. Duty Swap. Only special circumstances rate consideration. The Company Staff will consider requests for exchanges and standbys only when submitted on a special request chit via the Midshipman Candidate's chain of command. These chits should include the signatures of each watchstander involved, the specific watch to be switched, and the date of the exchange. Exchanges of duty will be made between personnel of equal qualification (i.e. the Duty Platoon Commander may not exchange duty with a Midshipman Candidate not qualified to stand as Duty Platoon Commander). The Platoon Executive Officer will change the watchbill only upon receipt of an approved request chit. Midshipman Candidates must keep in mind that a duty "day" consists of a 24-hour period; any standbys will be required to be present for the entire duty

period. **The exchange of duty for any form of reward, special favor, or payment is prohibited.**

c. Changes to the Watchbill. Once the Company Officer approves the watchbill, only the Company Officer or the CDO can authorize changes.

d. Checking the Watchbill. Members of the oncoming duty platoon shall check the watchbill once posted by the Platoon Executive Officer. Each Midshipman Candidate assigned a watch will acknowledge their assignment by initialing beside their name. Since each Midshipman Candidate has a duty to read the watchbill, failure to do so does not excuse an individual from an unauthorized absence (U/A) from an assigned watch.

10. Duty Day

a. General Information. The duty day starts at 0600 and ends at 0600 the following day. Each day begins with a duty platoon muster. Duty platoon members will remain in the vicinity of Ripley Hall, Ney Hall, or Perry Hall. At the CDO's discretion, they may check out with the CDO to the Exchange, Naval Station Newport Fitness Center or the Chapel of Hope. The CDO retains the authority to assign additional watchstanders if a situation warrants additional vigilance.

b. Academic Probation. Students who are on academic probation should not be assigned watch during evening study hour.

c. Class Attendance. No Midshipman Candidate will miss class or be late for class or mandatory study because of watchstanding duty.

d. In-Season Athletes. In-season athletes will not stand watches that conflict with regularly scheduled practices or games.

e. Late Movement Orders. If a last minute movement order (i.e. one that is not approved 72 hours prior to the event) conflicts with a properly submitted watchbill, the Midshipman Candidate assigned watch must find a replacement in order to execute the movement order.

f. Personnel exempt from watch. Battalion staff members, Company Commanders, Company Executive Officers, Rowan Award winners, and Midshipman Candidates on SIQ are the only personnel exempt from standing watch. Company staff members will stand the Duty Platoon Commander watch only if designated.

g. Nights prior to a test. On nights prior to a test the watch section will reduce to a single Midshipman candidate standing OOD (no Security Rover). The OOD will be especially watchful of the security video cameras to detect breaches of safety or security in the absence of a Security Rover. If the video feed is not available, or were to go down, the OOD will immediately notify the CDO who will coordinate with the Duty Platoon Commander to provide a Security Rover.

h. Watch. The oncoming Duty Platoon Commander presents the oncoming duty platoon to the CDO at the Ripley Hall Quarterdeck for the first scheduled Duty Platoon Muster of the day.

The CDO will inspect the duty platoon and pass down information for the day. The Duty Platoon Commander will then assign cleaning duties for the duty day.

11. Logs

a. General. Logs are official legal documents of the U.S. Government and therefore are maintained with professionalism. Failure to do so will result in appropriate disciplinary action.

b. Standards of Log Entries

(1) Print all log entries, except where written signatures are required, in non-cursive, neat all capital letters using a black ink ballpoint pen.

(2) Slash all zeros with a diagonal line right to left.

(3) Correct errors will be by single-lining through the text with a straightedge. The correct entry is then entered beside the erroneous text. The watchstander will initial in front of the time as evidence that the deletion/correction is valid.

(4) Avoid late entries by timely logging events. Occasionally, information may be received after an event that will require annotation as a late entry. Make a late entry as follows: in the left-hand margin corresponding to where the entry should have been recorded, place an asterisk (“*”). Enter the “late entry” on the next available line and place another asterisk in the left-hand margin, i.e.:

*0800

0820

*0815 Description of the event.

(5) Write log entries in the third person.

(6) Do not skip lines between entries.

c. Types of Logs. Watchstanders maintain the following logs.

(1) Quarterdeck Log. The quarterdeck log is a chronological documentation of important events which occur during a watch. Entries include, but are not limited to:

(a) Assumption of the watch by the OOD. The first entry in the watch will always be "(time) OOD PROPERLY ASSUMED BY M/C (name)." Then log the status of cameras (e.g. "All cameras in focus and working properly").

(b) If there is any discrepancy in the video surveillance system, the QDW shall log it and report it to the CDO immediately.

(c) Personnel reporting aboard/detaching from NAPS for duty or emergency leave.

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(d) Details of any unusual occurrence, fire, or injury to NAPS personnel to include action taken by the watch/assistance personnel.

(e) Details of the Security Rover's report. The entry should be recorded with the applicable time and "SR reports all conditions normal" or "SR reports all conditions not normal..." followed by an explanation of abnormal conditions.

(f) Details of serious violations of NAPS regulations discovered or viewed by the watch, to include action taken.

(g) Arrival, departure, and identification of any visitors to the quarterdeck or of any unaccompanied, non-NAPS personnel located in Ripley Hall.

(h) Relief of the OOD. The last entry of the watch will be "(time) PROPERLY RELIEVED AS OOD BY M/C (name)." The signature of the off going OOD and their printed name (underneath the signature). This signature acknowledges full responsibility for the correctness and validity of these entries. When the watch is secured, close out the page.

(2) Company Liberty Log. This log is a record of all Midshipman Candidates signing in and out for liberty. It is maintained on the Quarterdeck at all times.

11. Duty Platoon Cleanup

a. The Duty Platoon Commander will ensure the duty platoon accomplishes the "Duty Platoon Daily Clean-Up Bill".

b. The duty platoon may be required to perform other maintenance and cleaning responsibilities as determined by the CDO.

c. The off going Duty Platoon Commander will review the completed cleanup bill with the off going CDO at the daily turnover meeting.

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

J. D. BAHR

Sample Watchbill for Mon-Thurs

07 Sep 20

MEMORANDUM

From: 1-1 Platoon Executive Officer
To: Company Officer

Subj: WATCHBILL FOR MONDAY 07 SEP 20

Ref: (a) NAPSINST 1601.1D
(b) NAPSINST 5400.1E

Duty Platoon: 1-1

1. The following M/Cs comprise the Duty platoon and will be responsible for their assigned watches:

DPC: M/C (Last name) (First) **Rm#:** **Cell#:** (000) 000-0000
Duty Driver: M/C (Last name) (First) **Rm#:** **Cell#:** (000) 000-0000
Super: M/C (Last name) (First) **Rm#:** **Cell#:** (000) 000-0000

Time	OOD	RM#	SR	RM#
1800-2000				
2000-2200				
2200-0000				
0000-0200				
0200-0400				
0400-0600				

2. Watch will be performed in the uniform of the day. The Platoon Commander will muster the duty platoon at Ripley Hall Quarterdeck at the first scheduled muster of the day. The Duty platoon will not leave the areas of Ripley Hall, Ney Hall and Perry Hall. However, they may sign out to the Navy Exchange, Gym 109, or the Chapel of Hope, with CDO permission.

3. The entire duty platoon will be present for all scheduled musters.

4. There shall be no changes to the watchbill after it has been signed. All changes must be approved by the Company Officer.

I. M. MIDSHIPMANCANDIDATE

M/C Company XO Initial: _____

Company Officer Approval: _____

Distribution:

Company Officer

Quarterdeck: (Morning muster to CDO)

Duty Platoon Commander

Sample Watchbill for Friday

11 Sep 20

MEMORANDUM

From: 1-1 Platoon Executive Officer
To: Company Officer

Subj: WATCHBILL FOR FRIDAY 11 SEP 20

Ref: (a) NAPSINST 1601.1D
(b) NAPSINST 5400.1E

Duty Platoon: 1-1

1. The following M/Cs comprise the Duty platoon and will be responsible for their assigned watches:

DPC:	M/C (Last name) (First)	Rm#:	Cell#: (000) 000-0000
Duty Driver:	M/C (Last name) (First)	Rm#:	Cell#: (000) 000-0000
Super:	M/C (Last name) (First)	Rm#:	Cell#: (000) 000-0000

Time	OOD	RM#	Time	SR	RM#
1800-2000					
2000-2200					
2200-0000			2300-0100		
0000-0200			0100-0300		
0200-0400			0300-0500		
0400-0600			0500-0700		

2. Watch will be performed in the uniform of the day. The Platoon Commander will muster the duty platoon at Ripley Hall Quarterdeck at the first scheduled muster of the day. The Duty platoon will not leave the areas of Ripley Hall, Ney Hall and Perry Hall. However, they may sign out to the Navy Exchange, Gym 109, or the Chapel of Hope, with CDO permission.

3. The entire duty platoon will be present for all scheduled musters.

4. There shall be no changes to the watchbill after it has been signed. All changes must be approved by the Company Officer.

I. M. MIDSHIPMANCANDIDATE

M/C Company XO Initial: _____

Company Officer Approval: _____

Distribution:

Company Officer

Quarterdeck: (Morning muster to CDO)

Duty Platoon Commander

Sample Watchbill for Saturday

12 SEP 20

MEMORANDUM

From: 1-1 Platoon Executive Officer
To: Company Officer

Subj: WATCHBILL FOR SATURDAY 12 SEP 20

Ref: (a) NAPSINST 1601.1D
(b) NAPSINST 5400.1E

Duty Platoon: 1-1

1. The following M/Cs comprise the watch platoon and are responsible for their assigned watches:

DPC: M/C (Last name) (First) **Rm#:** **Cell#:** (000) 000-0000
Duty Driver: M/C (Last name) (First) **Rm#:** **Cell#:** (000) 000-0000
Super: M/C (Last name) (First) **Rm#:** **Cell#:** (000) 000-0000

Time	OOD	Rm#	SR	RM#
0600-0800				
0800-1000				
1000-1200				
1200-1400				
1400-1600				
1600-1800				
1800-2000				
2000-2200				
2200-0000				
0000-0200				
0200-0400				
0400-0600				

2. Watch will be performed in the uniform of the day. The Platoon Commander will muster the duty platoon on the Quarterdeck for the first scheduled muster of the day. The Duty platoon will not leave the areas of Ripley Hall, Ney Hall and Perry Hall. However, they may sign out to the Exchange, Gym 109, or the Chapel of Hope, with CDO permission.

3. The entire duty platoon will be present for all scheduled musters unless granted permission by the CDO or with approved special request chit.

4. There shall be no changes to the watchbill after it has been signed. All changes must be approved by the Company Officer.

I. M. MIDSHIPMANCANDIDATE

M/C Company XO Initial: _____

Company Officer Approval: _____

Distribution:

Company Officer

Quarterdeck (Morning Muster to CDO)

Duty Platoon Commander

Sample Watchbill for Sundays and Holidays

13 SEP 20

MEMORANDUM

From: 1-1 Platoon Executive Officer
To: Company Officer

Subj: WATCHBILL FOR SUNDAY 13 SEP 20

Ref: (a) NAPSINST 1601.2D
(b) NAPSINST 5400.1E

Duty Platoon: 1-1

1. The following M/Cs comprise the watch platoon and are responsible for their assigned watches:

DPC: M/C (Last name) (First) **Rm#:** **Cell#:** (000) 000-0000
Duty Driver: M/C (Last name) (First) **Rm#:** **Cell#:** (000) 000-0000
Super: M/C (Last name) (First) **Rm#:** **Cell#:** (000) 000-0000

Time	OOD	Rm#	SR	RM#
0600-0800				
0800-1000				
1000-1200				
1200-1400				
1400-1600				
1600-1800				
1800-2000				
2000-2200				
2200-0000				
0000-0200				
0200-0400				
0400-0600				

2. Watch will be performed in the uniform of the day. The Platoon Commander will muster the duty platoon on the Quarterdeck for the first scheduled muster of the day. The Duty platoon will not leave the areas of Ripley Hall, Ney Hall and Perry Hall. However, they may sign out to the Exchange, Gym 109, or the Chapel of Hope, with CDO permission.

3. The entire duty platoon will be present for all scheduled musters unless granted permission by the CDO or with approved special request chit.

4. There shall be no changes to the watchbill after it has been signed. All changes must be approved by the Company Officer.

Enclosure (2)

I. M. MIDSHIPMANCANDIDATE

M/C Company XO Initial: _____

Company Officer Approval: _____

Distribution:

Company Officer

Quarterdeck (Morning Muster to CDO)

Duty Platoon Commander

1MC PROCEDURES

1. The (1 Main Circuit) 1MC is the term for the shipboard public address circuits on naval vessels. Midshipman Candidates will use standard Navy phraseology to communicate within Ripley Hall via the 1MC.
2. The Quarterdeck is a ceremonial area, and shall be kept clean and organized at all times. This is your watch station, and you shall take pride and conduct yourself in a professional manner at all times.
3. All announcements via the 1MC will be in accordance with (IAW) the normal Battle Rhythm. Changes to daily routine will be promulgated by the Plan of the Day (POD). The only Midshipman Candidates allowed to use the 1MC are the Battalion Staff, Duty Platoon Midshipman Candidate Duty Officer, and the Quarterdeck Watchstander.
4. Proper military etiquette shall be used at all times to communicate in Ripley Hall and via the 1MC. When asking for an E-7 and above to come to a specific area, you shall announce as such: Rank and last name **“Your presence is respectfully requested on the Quarterdeck.”** When asking another Midshipman Candidate to come to a specific area, you shall announce as such: **“Midshipman Candidate ____ report to the Quarterdeck.”** When an assembly is required; Midshipman Candidates shall announce: **“All hands assemble on/in_____ (ex. Gym 1801, football field, behind Ripley Hall etc.), for ____ (ex. Captains Call, Awards ceremony etc.)”**
5. The 1MC shall only be used for:
 - a. Official business only.
 - b. When directed by a superior.
 - c. Normal watch routines. (Reveille, taps, duty platoon muster).
 - d. Assembly of the Battalion.
 - e. Emergency situations. (i.e. fire, flooding, injury, etc.).
 - f. Quick dissemination of planned or unplanned events when authorized by the Command Duty Officer.
6. The following will be the standard announcements:
 - a. Reveille. (0600) Midshipman Candidates shall announce: **“Reveille! Reveille! Reveille! All hands heave out and trice up. Now reveille. The Uniform of the day is ____ with ____ cover. The oncoming Command Duty Officer is ____.”**

- b. Restriction. (0600, 1545, 1845, 2145) for weekdays Midshipman Candidates shall announce: **“Now muster all restricted personnel on the quarter deck with the Command Duty Officer.”** NOTE: WEEKEND MUSTER TIMES (0715, 1215, 1530, 1845, 2145)
- c. Duty Platoon. (0700) and (1840) Midshipman Candidates shall announce: **“Now muster duty platoon_____ on the Quarterdeck with the Midshipman Candidate Duty Officer.”**
NOTE: SATURDAY MUSTER TIMES (0815, 1830)
- d. Sweepers. (0700-0715) Midshipman Candidates shall announce: **"Sweepers! Sweepers! Man your brooms! Give the barracks a clean sweep down fore and aft. Sweep down all ladderwells and passageways. Now Sweepers!"** NOTE: SATURDAY SWEEPER TIMES (0815-0900) AND SUNDAY SWEEPER TIMES (1830-1900).
- e. Liberty. (IAW the POD and Command Duty Officer discretion) The Command Duty Officer shall announce: **“Liberty Call! Liberty Call! Liberty commences at _____ to expire at _____, Now Liberty Call!"**
- f. Taps. (2200 or IAW the POD) Midshipman Candidates shall announce: **"Taps! Taps! Lights out! All hands return to their racks and maintain silence about the decks. Now Taps."**

**CLEAN UP BILL
DUTY PLATOON AND RESTRICTEES**

DAILY (Last Watch of the Duty Day)

- _____ Vacuum the Ripley Hall Quarterdeck area.
- _____ Remove the trash from behind the Ripley Hall Quarterdeck watch desk.
- _____ Ensure the watch desktop and bulkheads are clear of any unnecessary paperwork or debris.
- _____ Clean Quarterdeck head and empty trash.

MONDAY

- _____ Vacuum Perry Hall Office Area.
- _____ Clean shared copier and VIP rooms in Perry Hall Office Area.
- _____ Clean CO's Conference Room and front office waiting area – vacuum, arrange chairs, dust and clean the table top.
- _____ Clean Perry Hall Ceremonial Quarter Deck area. (Sweep and swab the floors)
- _____ Clean door glass for front entrance doors to Perry Hall and doors leading to the plaza.

TUESDAY

- _____ Sweep and mop Perry Hall 3rd deck passageway and 3rd deck ladder well.
- _____ Clean Academic Center - vacuum, empty trash, dust, clean dry erase boards (wash with water and sponge) and Midshipman Candidate lounge.
- _____ Vacuum and Organize Rm 100 Neatly
- _____ Clean Supplemental Office.
- _____ Wipe down computer keyboards in Perry Hall 335 with anti-static wipes provided.

WEDNESDAY

- _____ Clean Perry Hall classrooms vacuum, empty trash, dust, clean dry erase boards (wash with water and sponge).

THURSDAY

- _____ Vacuum Perry Hall Office Area.
- _____ Clean shared copier and VIP rooms in Perry Hall Office Area.
- _____ Clean CO's Conference Room – vacuum, arrange chairs, dust and clean the table's glass top.
- _____ Clean NAPS Team Room on 1st Deck.

FRIDAY

- _____ Clean Perry Hall classrooms – vacuum, empty trash, dust, clean dry erase boards (wash with water and sponge).
- _____ Field day family/handicap, men, and women heads on 3rd deck of Perry Hall
- _____ Sweep and mop Perry Hall 3rd deck passageway and 3rd deck ladder well.

SATURDAY

- _____ Clean Academic Center vacuum, empty trash, dust, clean dry erase boards (wash with water and sponge) and Midshipman Candidate lounge.
- _____ Clean English Lab sweep, swab deck, empty trash, clean computer desks.
- _____ Police call Nimitz Field, around Ripley and Perry Halls, and Midshipman Candidate parking lot.
- _____ Police call around NAPS dumpsters to ensure trash is placed in proper dumpsters.
- _____ Police call around Bldg 1801, Perry Hall Office Area, 1801 parking lot and Prichard Field.

_____ Police call around Gym 302.

SUNDAY AND HOLIDAYS – Off-going Watch

- _____ Prior to turnover, clean and remove trash in all Ripley Hall common areas, including:
- _____ Clean Midshipman Candidate lounges
- _____ Clean TV room and Game room Perry Hall.
- _____ Clean and Organize Janitor Closets (Perry / Ripley Hall).
- _____ Clean snack areas, head. (Ripley Hall).
- _____ Clean Ripley Hall ladder wells and Quarterdeck.
- _____ Clean glass and polish bright work and dust trophy case in Quarterdeck area.

Additional comments for duty platoon:

Verified complete:

_____ Duty Platoon Commander

_____ Battalion Drill Instructor/CDO