

YARD PATROL SQUADRON INSTRUCTION 1601A

From: Officer Representative, Yard Patrol Squadron

Subj: IN-PORT WATCH PROCEDURES

Ref: (a) COMDTMIDNINST 1710.14P

Encl: (1) YP Squadron Sample CDO Checklist

1. Purpose. To standardize the practices used by midshipman watchstanders while in-port during Yard Patrol Squadron (YPRON) movement orders (MOs).

2. Background. YPRON organizes a number of high-profile MOs to several off-Yard ports throughout the year. The midshipman leadership is charged with standing up and maintaining a duty section during liberty hours.

3. Routine Watch. The following watches are to be stood by midshipmen at all ports.

a. Midshipman Command Duty Officer (CDO). The midshipman CDO is the direct subordinate of the duty officer-in-charge (OIC). The CDO shall be a 1/C midshipman, 2/C midshipman, or YPRON staff member. He or she will be the highest-ranking midshipman watchstander at any given time, responsible for the duty section and completion of the checklist outlined in enclosure (1). The CDO is responsible for reporting TAPS accountability to the duty OIC at the end of the day. No less than fifteen minutes prior to colors, the CDO will muster with the colors detail of all pennants and explain colors procedure. He or she will administer the proper whistle signals from the pilothouse of the lead pennant. The CDO shall remain "on call" during their watch and within short walking distance of the boats. Additionally, he should have situational awareness of all recall information, liberty logs, and special circumstances that require that attention of an upperclassman.

b. Quarterdeck Watchstander. Quarterdeck may be stood by any midshipman on the MO. The quarterdeck watchstander is responsible for the physical security and outside appearance of the YP. Watchstanders will ensure midshipmen properly sign in and out of the liberty log and follow vessel boarding/disembarking protocols. Additionally, watchstanders will be responsible for checking the integrity of the lines made to the pier and any hazards that affect the safety of the brow.

c. Colors Detail. Colors will be conducted in accordance with fleet in-port regulations. The midshipman CDO will muster colors detail no less than fifteen minutes before the start of colors and review proper colors procedures with the detail. The colors detail will wear their dress uniforms when conducting colors.

4. Special Watches. The following watches are situationally stood up during certain MOs.

a. Duty Driver. Midshipman duty drivers may be stood up if duty vans are provided for liberty. All midshipmen may stand duty driver with valid driver's license. Priority will be given to those midshipmen seeking transportation to sponsored events, such as alumni association events or ship tours. Van drivers will be well-rested before assuming the watch, alerting the CDO if they are unable to drive due to extreme circumstance. They are authorized to purchase fuel using provided government charge cards. Oncoming duty drivers will not drink alcohol within ten hours of assuming duty. Duty drivers may wear the class-level MO liberty attire.

b. Tour Guide. When public tours are required, midshipmen will be responsible for escorting civilians on and off the assigned boat(s). This is a high visibility watch; tour guides should have the temperament and basic craft knowledge to interface directly with the public as a representative of the United States Naval Academy. They are expected Any midshipman may be a tour guide. Dress uniforms will be worn while serving as a guide. Generally, tours will not include any interior spaces with the exception of the pilothouse. Tour guides must ensure no more than one civilian boards the boat at a time with the exception of accompanied minors. They must pay special attention to the safety of the brow. The quarterdeck watchstander will keep a tally of the total number of civilians embarked at a time, and ensure the same number of civilians disembarks.

5. Watch Assignment. The in-port watchbill will be prepared by each pennant Executive Officer, reviewed by the pennant Commanding Officer (CO) and approved by the pennant OIC or Assistant OIC. The midshipman CO and CDO and will be notified of any unauthorized absences and deal with them accordingly.



C. D. CHENG

**YPRON CDO Sample Checklist**

This attached CDO checklist serves as a guide for midshipmen CDOs to follow while in-port.  
This checklist may be edited to suit MO-specific needs.

<b>DAY 1</b>		
<b>Time</b>	<b>Action Item</b>	<b>Initial</b>
Arrival	Stand up and assume CDO. Meet with Duty OIC, OTC, and MOTC. Ensure pennant recall rosters and overnight requests are in your possession.	
Arrival	Ensure all lines are secured, quarterdeck brows are set, and deck lights/flood lights are energized.	
Arrival	Ensure all quarterdeck watchstanders have been stood up with a proper liberty log.	
Arrival	With direction from the OTC, pass liberty call to all pennants	
2100	Ensure COs/XOs have posted TAPS for each boat. <i>Each boat's leadership is required to set out TAPS - the CDO collects TAPS and passes an accountability report to the Duty OIC. CDOs shall not run TAPS - they need to be freed up to resolve issues as they arise and only oversee the process.</i>	
2200	Muster with the oncoming CDO. Inspect liberty logs and TAPS sheet. Inform quarterdeck watchstanders of the new CDO.	
2330-2359	Check TAPS accountability and reach out to any UA midshipmen.	
2359	Deliver TAPS report to Duty OIC.	

<b>DAY 2</b>		
<b>Time</b>	<b>Action Item</b>	<b>Initial</b>
Sunrise	Turn off deck/flood lights.	
0700	Meet with Duty OIC	
0745	Muster Colors Detail <i>2 per boat, explain whistles, process for raising flags invite Duty OIC to be present</i>	
0755-0801	Conduct Colors	
0900	Oversee overnight phone muster. Pass muster report to Duty OIC. <i>Phone muster is conducted by pennant COs/XOs.</i>	

0930	Conduct inspection of pilothouse and quarterdeck in preparation for public tours	
0945	Muster public tours detail. Inform detail of scheme of maneuver.	
1000	Muster with the oncoming CDO and duty OIC. Inspect liberty logs. Inform quarterdeck watchstanders of the new CDO.	
1600	Secure public tours.	
1600	Meet with the oncoming CDO and duty OIC. Inspect liberty logs. Inform quarterdeck watchstanders of the new CDO.	
sunset (1854)	Turn on deck lights.	
2100	Ensure COs/XOs have posted TAPS for each boat. <i>Each boat's leadership is required to set out TAPS - the CDO collects TAPS and passes an accountability report to the Duty OIC. CDOs shall not run TAPS - they need to be freed up to resolve issues as they arise and only oversee the process.</i>	
2200	Muster with the oncoming CDO and duty OIC. Inspect liberty logs and TAPS sheet. Inform quarterdeck watchstanders of the new CDO.	
2330	Check TAPS accountability and reach out to any UA midshipmen.	
2359	Deliver TAPS report to Duty OIC.	

<b>DAY 3</b>		
<b>Time</b>	<b>Action Item</b>	<b>Initial</b>
0400	Muster with the oncoming CDO. Inform quarterdeck watchstanders of the new CDO	
sunrise (0700)	Turn off deck/flood lights.	
0700	Meet with Duty OIC	
0730	Muster Colors Detail on Pier <i>2 per boat, explain whistles, process for raising flags invite Duty OIC to be present</i>	
0755-0801	Conduct colors.	
0830	Receive EOL Muster report from CO's/XO's.	
1015	Secure gangways and quarterdeck watchstanders.	
Departure	Stand down CDO	