**Watch Duties**

From: Midshipman Battalion Executive Officer Howell

To: Battalion Duty Officer and Officer of the Deck

Subj: Requirements from the Duty Section

Ref: (a) NROTC Alarm System Instructions

(b) Duty Section Responsibilities

(c) The 11 General Orders of the Sentry

Encl: (1) BDO and OOD Instructions for Battalion Members

1. Purpose: To inform all members of the duty section of their responsibilities.
2. Applicability: These instructions apply to all Midshipmen who will stand watch as BDO and OOD.
3. Action: All Midshipmen will familiarize themselves with these instructions so that the Battalion is properly secured.
4. Maintenance: This document will be updated as needed to reflect the responsibilities of the watch team and match changing security measures of the Battalion.
5. G. Howell

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**Chapter 1: General Duties of BDO**

1-1 Purpose:

The purpose of the Battalion Duty Officer at the NROTC level is to simulate standing watch as an officer in the fleet. While at the NROTC level BDO duties are closer related to enlisted watch standing, they still serve an important function. Security of the NROTC Unit is of the utmost importance. As a public representation of the Military on campus we could be the target of ideologically motivated attacks. Specific duties of standing watch are highlighted in the 11 General Orders of the Sentry (See Appendix B).

1-2 Logbook:

The BDO will maintain and have always in his possession the BDO Logbook (green notebook). It is to be treated under the conditions of a “For Official Use Only” document. This logbook serves as the official legal account of the happenings at the Unit while the BDO is on duty. The BDO is responsible for logging anything new or unusual that occurs during his duty.

An example of proper Logbook entries can be found in the BDO Binder. The following minimum essential events must be logged as well as any event the BDO determines necessary:

* 1. Assumption of command and familiarization with pertinent orders.
  2. Results of security rovers.
  3. Content of all official calls received on the duty phone. (Any phone in an NROTC space, or the BDO’s cell phone when official business.)
  4. All information regarding the activation of the Weapons Vault or fire alarm.
  5. All information pertaining to any casualty call.
  6. Number of Midshipmen in the computer lab between 1700-2000.
  7. Execution of morning and evening colors.
  8. Opening and closure of the armory.
  9. Relieving entry.

1-3 Duty Section:

The duty section consists of an Officer of the Deck (OOD), Battalion Duty Officer (BDO), and a two-person color detail. Duty will turnover daily and run Monday through Friday. All students in the Battalion (BN) will stand BDO except for OCs, MECEPs and Battalion Staff. Company Commanders/Department Heads, Company XOs/Assistant Department Heads, Company 1st Sgts/Department Chiefs, and Platoon Commanders/Division Officers will not stand BDO but will be the sole personnel in the OOD rotation. Assistant Operations Officer is responsible for assigning the BDOs, OOD, and colors personnel for the week.

1-4 Standing Watch:

The BDO will be posted in the NROTC computer lab of the armory building from 1700-2000. The duties of the BDO are to be carried out with all 11 general orders of a sentry listed in Appendix B. From 1700-2000, the BDO must conduct security roves every hour to ensure safety, to note material discrepancies, personnel present, and to secure lights, hatches, windows, cabinets, and other components of the spaces as necessary. Another security rove must be conducted as the unit is unlocked. Ensure Officer spaces are secured (125, 127, 128, 130, 132-139, and 201-206).

The BDO will also ensure the Computer lounge, Midshipman Lounge, and gym are clean and in order. The water jugs in the gym and Computer lounge should be replaced as necessary from the extra water jugs in the gym. After completion of this, the BDO will sign off on the posted log. Failure to do so may result in a written counseling.

1-5 Locking and Unlocking the Unit:

The BDO is responsible for physically locking and unlocking the various hatches of both buildings as well as the gate facing S. Pickens. They will be locked at 2000 and unlocked by 0500. (Unlocking times are subject to change for specific Unit Events)

The keys used for this will also remain in your possession at all times. All exterior hatches not secured by a Carolina Card scanner should be secured at all times. After ensuring these hatches are locked at 2000, the Pickens street gate should be secured. The two hatches that currently have Carolina Card scanners are self-locking and not to be locked, however if they must be shut if they are found propped open. Leaving these hatches open will trigger the alarm whether it is set or not (See 1-4 for more alarm information).

The hatches on the Army/Air Force sides of the Building are their responsibility to lock, not the BDO’s.

Unit areas to be policed

-Computer Lab

-Gym (ensure all weights are properly placed on racks)

-Locker Room

-MIDN Lounge

1-6 The Alarm:

The Unit has two alarm panels that concern the BDO. One is located in the Upper Drill Hall on the Navy side by the Carolina Card scanner hatch. The second is located on the Army/Air Force side of the Lower Drill Hall by the hatch at the top of the stairs.

To set and disable the alarm see reference (a) NROTC Alarm System Instructions. It is located immediately following these instructions.

1-7 The Armory:

The Armory is located on the bottom floor of the Lower Drill Hall. The BDO must ensure that it remains locked and not tampered with. The Armory must be checked when the BDO unlocks in the morning and when you lock up at night. Initials are required on the Armory Log for both of these checks.

Example for the log is as follows:

10 Oct 19 Evening: 2005 Initials: NGH

11 Oct 19 Morning: 0440 Initials: NGH

After initialing, the BDO should always check to see if anyone has initialed for opening the Armory outside of the duty section. For example, Alpha Company or the Shooting Team may utilize the Armory Before the BDO’s duty begins. If this occurs, make sure to note in the BDO Logbook that this occurred and write the times it was opened and closed.

If it is logged as opened but not closed or if it is discovered that the Armory is still open or was tampered with, notify the OOD and the MOI or AMOI immediately. Their contact information can be found in 4-2 Emergency Contacts.

1-8 Gym Equipment:

Due to mishandling and theft of gym equipment in the past, the Battalion must be extra vigilant of high theft items. If anything is missing or reported missing, it must be reported immediately to the MOI or AMOI (see 4-2).

**Chapter 2: Special Duties**

2-1 Colors:

All three branches of ROTC rotate the duty of raising and lowering colors on a monthly basis. Always check the Scoop to see if Colors is listed, what time sunrise/sunset are, and who will be assisting the BDO with Colors. The BDO should also check the weather and determine if the inclement weather flag should be flown. The process of raising and lowering the flag properly is demonstrated in a video on the NROTC website.

When Army/Airforce is not conducting colors, the BDO is responsible for commanding the Colors Detail. The Uniform for Colors will be Khakis. However, wearing MARPATS or Type IIIs can be authorized for wear on a drill day.

Morning colors will commence immediately following duty turnover with first call sounding at 0730, and evening colors will commence at sunset. Duty personnel will be dismissed from morning PT by 0645 by the OOD for hygiene purposes only after requesting permission from the Battalion Sergeant Major or Command Master Chief.

The inclement weather flag shall be flow when there is a 60% chance of rain for a considerable amount of the day or severe weather is predicted. The BDO should use his/her best judgement in determining when the flag should be flown. If the BDO still has any doubts, he/she should confer with the OOD or AMOI. If the flag is still wet by evening colors, the flag shall be laid out until dry.

2-2 Special Unlocking Days and Hours:

Periodically there will be days that the BDO will be required to unlock the unit at a different time than normal. These events are on a case by case basis, but will almost always require an earlier unlock time. For example, if Alpha Company has a hike scheduled it will be the BDO’s duty to unlock the unit for them to draw weapons etc. Your OOD, or the OIC for said event, should let you know if this is required, but always be vigilant and check the Scoop for your day of duty to know what is going on.

If there is a known event going on over the weekend, and you are the BDO on Friday, you will be expected to unlock over the weekend.

This applies to all home football game days since Tally Ho and Color Guard will need to access the Unit for equipment. Coordinate with the leaders of each to know when to come unlock the building for them.

A BDO standing watch on Friday night is expected to unlock Monday morning. During Holidays the Unit will be locked and the BDO will be expected to keep the BDO equipment and unlock days, or weeks, later.

2-3 Study Hours:

The BDO can sign for other Midshipman’s study hours. Do not allow other Midshipmen to cheat their hours by having the wrong number of hours signed off. Note that you signed off for a person’s study hours in the Logbook.

2-4 Turn Over:

Duty turnover requires the off going BDO, oncoming BDO, and two-person color detail to be present with the OOD. Turnover will be conducted at 0720 or at a similar time given the OOD’s discretion.

Turnover is to be conducted at 0720 before colors or at the OOD’s discretion. The following personnel should be present: OOD, the on-coming BDO, the off-going BDO, and the colors detail. Missing this turn over or being late is a counselable offence the offender is UA. It is the OOD’s responsibility to inform the offender’s chain of command. The duty section should form up in front of the OOD from left to right in the following order: Off-going BDO, Oncoming BDO, Colors 1, Colors 2.

The OOD will call the duty to attention and conduct turnover as follows:

1. OOD. “Duty section attention.” “Report.”
2. Off going BDO renders a salute. “NROTC all secure.” (If something had occurred during the watch day report it and present the log.) “I Midshipmen *name*  have been properly relieved as Battalion Duty Officer by Midshipmen  *Oncoming Name*.”
3. OOD evaluates any items of concern and when satisfied that the BN is in a secure state returns salute. “Very Well.”
4. Oncoming BDO renders a salute. “I Midshipmen *name*  assume all duties and responsibilities as Battalion Duty Officer.”
5. OOD returns salute. “Very well.”
6. Color 1 salutes. “Midshipmen *name*  reporting for color detail.”
7. OOD returns salute. “Very well.”
8. Color 2 salutes. “Midshipmen *name*  reporting for color detail.”
9. OOD returns salute. “Very well.”

**Chapter 3: Special Cases**

3-1 Other ROTC Services:

The building is shared with two other services, and it is partially their duty to secure it. It is not the BDO’s duty to check that they have secured their hatches. They have their own protocol for things.

Everyone must be out of the building before you set the alarm or the motion detectors inside will trigger the alarm. If a Cadet from one of the other services wants to stay at the unit after 2000, the BDO can transfer locking up procedures to them in the following format. Note the following in the logbook and notify the OOD.

“I Midshipmen *name*  have been properly relieved from securing all hatches and activating the alarm by Cadet  *Oncoming Name*.”

Tell them to sign below this entry. If they refuse to sign. note that “Cadet ­­­­\_\_\_\_\_\_” refused to sign.

3-2 Alarm Triggered:

If the Alarm is triggered the BDO may not know since it is a silent alarm. The control panel will flash and tell you that it is alarming and it will alert USC Police Department. The Police will send an Officer to respond so it is imperative that the BDO remains near the alarm panel. It would be best to be outside so the Police can see the BDO as soon as they arrive.

Once they arrive be very calm and respectfully tell them what happened. If it was a mistake they will understand. The police will disable the alarm and enter into their protocol for responding. Help them with whatever they need and be sure to notify the OOD and the AMOI (see 4-2) immediately.

If the alarm is triggered make sure it is noted in the Logbook once it has been resolved. Be sure to note the cause of the Alarm. If the alarm is triggered at any point during the 24 hours of a BDO’s duty, then it must be noted in the logbook.

For Error Code 3: There is something triggering a motion sensor in the building. If no one is left in the building remain by the alarm system and wait until there is a green light or until an attempt to enter the code is successful. If someone is still in the building usher them out, unless they have special permission to remain after hours.

3-3 Emergency Situation:

In the event of a medical emergency call 911 and seek help from anyone nearby. Stay with the injured until authorities come. Once it has been resolved contact the OOD, AMOI, and MOI (see 4-2).

In the event of a dangerous emergency either from nature like flooding or fire, or human violence, warn everyone you can safely and get them and yourself to safety. Once safe call the police (911) and then inform the OOD, AMOI, MOI (see 4-2).

Note the event into the Logbook when safe.

**Chapter 4: General Duties of OOD**

4-1 Duty Section Responsibilities:

The OOD will be the top of the student chain of command for a duty section and will report to the AMOI and CMC/SgtMaj on all matters concerning duty. The OOD is responsible to ensure any incident outside of normal daily routine, to include when the CCIR is triggered, is reported to the Battalion CMC/Sgt Major for chain of command notification purposes. Any information the OOD receives should be treated with the utmost sensitivity and with a need to know basis. The duties of the OOD are as follows:

1. Conduct duty turn over at 0720 and remain on call to assist the BDO until 0720 the following day. Only the oncoming OOD will be present at turnover.
2. At 2000, the off going OOD will call the next-day’s OOD and report “all Secure” or relay any information of concern.
3. The OOD may, at any time, conduct a BDO post report. This includes a personnel inspection of the BDO, and an inquiry of duty information such as “What are the sources of written Guidance for the BDO?”
4. Conduct, at least 10 minutes before turnover but no earlier than 0530 that day, an inspection of the Computer lounge and Lower lounge area to ensure they were cleaned. The OOD must sign off on the log that the rooms are in fact clean. If there is a discrepancy, use the following guide:
   1. If the BDO did not sign the log but the rooms are clean, he/she should be reminded to sign the log before they leave.
   2. If the rooms are not clean, they should be counseled and the CMC/SgtMaj should be informed. The OOD should note in the “Notes” section what is wrong with the room.
   3. If the rooms are not clean and the OOD signs off without comment, then both the BDO and OOD will be held accountable.
   4. Gym Cleanup:

The OOD must conduct gym clean up at 0600 every Friday. If there is a unit event at 0600 the time may be changed to an earlier time. The OOD must inform the CMC/SgtMaj of this change. The CMC/SgtMaj will provide a list of Midshipmen who need to be contacted by the OOD that they have gym clean up. If the CMC/SgtMaj does not text the OOD by COB Thursday then the OOD should contact them asking for the list.

**Chapter 5: Emergency Contacts**

5-1 Commander’s Critical Information Requirements:

(**See Appendix C**)

The purpose of CCIRs is to give the watch stander a list of actions to take upon emergency or otherwise important situations. There will be times that something occurs that the Commanding Officer of our Battalion needs to be informed immediately, and less serious instances when the AMOI or MOI should be reached. This CCIR chart is to be used in such situations, and best judgement should be used in any not listed. In dire situations it may be more vital to call the police first and then, when safe, to inform your Chain of Command.

Police and Ambulance: 911

USC Police Department: (803) 777-4215

5-2 NROTC Unit Staff:

AMOI SSGT Chavez (904) 263-7580

MOI: Captain Grossi (330) 933-7209

CO: Captain Osterhoudt (757) 572-3556

**Appendix A**

A-1 NROTC Alarm System Instructions:

Ref: (a)

Subj: INSTRUCTIONS REGARDING THE NEW ALARM SYSTEM

1. The BDO is responsible for the alarming and disarming of the unit’s alarm system.

2. The OOD is to inform the BDO of the current four-digit code for the system during change over and ensure the BDO has read all instructions regarding arming and disarming the system.

When Locking up:

1. At 2000 each night the BDO will ensure there are no personnel within the upper drill hall before alarming the system.

2. After conducting rounds the BDO will go to the number pad located on the wall near the exterior hatch in the tri-service lounge.

3. To arm the system, press the ready button to ready this system (the \* button on the pad) then enter the four-digit code into the system and press the arm button. (the number two (2) on the pad is also the arm button).

4. The system will start to beep and the BDO will then have thirty (30) second to leave the upper drill hall.

5. Repeat these instructions for the lower drill hall. The number pad will be located near the exterior hatches on the Army/ Airforce side.

When Unlocking:

1. The BDO will use their Carolina card or the BDO keys to gain access to the upper and lower drill halls.

2. The system will beep and the BDO with have thirty (30) second to enter the four-digit code and press the disarm button. (the number one (1) on the pad is also the disarm button).

3. The system will read “Disarmed”

**Appendix B**

B-1 The 11 General Orders:

Ref: (b)

Subj: The 11 General Orders of the Sentry

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 from the guardhouse than my own.

5. To quit my post only when properly relieved.

6. To receive, obey, and pass on the sentry who relieves me, all orders from the commanding officer, officer of the day, and officers and noncommissioned 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 corporal of the guard 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 for challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority.

**Appendix C**

C-1 Commander’s Critical Information Requirements:

Ref: (C)

Subj: Gamecock Battalion CCIRs

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Gamecock Battalion CCIRs** | | | | | |
| **Commander's Critical Information Requirements** | | | | | |
| Categories | CCIR# | Description | Priority | Report Required To: | Method: |
| Casualty/Mishap | 1 | Marine or Sailor is Injured requiring an ambulance | Immediate | MOI,CO | Phone & Email |
| 2 | Marine or Sailor is Injured not requiring an ambulance | Working Hours | AMOI | Email |
| 3 | Significant Damage to Unit Property  (≥ $1000) | Immediate | MOI | Phone & Email |
| 4 | Minor Damage to Unit Property (< $1000) | Working Hours | AMOI | Email |
| SAPR | 5 | Witnessing Sexual Harassment, Sexual Assault, Hazing Incident, or report of | Immediate | MOI, CO | Phone & Email |
| Security | 6 | Problems with arming the security system or locking of doors | Working Hours | OOD | Phone |
| 7 | Any on campus active shooter alerts | Immediate | AMOI, MOI | Email |
| 8 | Suspicious activity by civilians near Unit | Working Hours | AMOI, MOI | Email |
| 9 | Loss or Theft of Unit property (gym equipment) | Working Hours | AMOI, MOI | Email |
| 10 | Any contact from police about potential attack or danger to the Unit | Immediate | MOI, CO | Phone & Email |
| Operations | 11 | Natural Disaster Affecting the Unit | Working Hours | AMOI, MOI | Email |
| 12 | Refusal of Cadets to leave building at lock up | Binder Note | OOD | Phone |
|  |  |  |  |  |  |
| Current Battalion Staff | | | | |  |
| AMOI | SSGT Chavez | | (904) 263-7580 | |  |
| MOI | Capt. Grossi | | (330) 933-7209 | |  |
| CO | CAPT. Osterhoudt | | (757) 572-3556 | |  |