

NROTCUAINST 1601.12

5 June 2017

NROTC UNIT UNIVERSITY OF ARIZONA INSTRUCTION 1601.12

Subj: JUNIOR OFFICER OF THE DECK (JOOD) WATCH

Ref: (a) NSTC M-1533.2

Encl: (1) General Orders
(2) Active Shooter Instruction
(3) Bomb Threat Aid
(4) Fire Procedures
(5) Emergency numbers and resources
(6) JOOD Checklist
(7) SF 702

1. Purpose. This instruction establishes the policies for the Junior Officer of the Deck (JOOD) watch for Naval Reserve Officer Training Corps, University of Arizona. This order outlines the duties and responsibilities of the JOOD watch.

2. Discussion. The JOOD watch is established for five purposes: (1) to provide a basis for watch standing experience for future Navy and Marine Corps Officers, (2) to ensure safety and security of the Navy spaces at The University of Arizona campus, (3) to maintain the study hours logbook, (4) to ensure a proper atmosphere for studying, and (5) to ensure that the duty platoon accomplishes all responsibilities for the day.

3. Policy.

a. For each academic year, standing the JOOD watch is mandatory for all members within Alpha and Bravo Company with the following guidance:

(1) Every member of Alpha and Bravo Companies are eligible for JOOD watch, including Midshipmen, Officer Candidates, and Marine Enlisted Commissioning Education Program (MECEP) personnel.

(2) No personnel will stand more than four JOOD watches over the course of a semester. This will ensure that all personnel maintain proficiency in standing JOOD and that watch responsibilities are spread evenly throughout the battalion.

(3) Company Commanders shall route a monthly JOOD watch

5 June 2017

bill, no later than the 15th of the preceding month, to the BN XO for approval. Once approved, it will be routed to the S-3 to be included with the monthly schedule and will be posted in the wardroom. Any changes that need to be made to the JOOD roster after submission must be requested through a chit and approved by the BN XO no later than (NLT) one week prior to the requested date.

(a) The chit must be signed by both the individual who is requesting their shift to be covered and the individual who is taking the shift with the date(s) of the shift in the description. Once both parties have signed the chit, it is to be submitted to the BN XO directly.

(4) Company Executive Officers are responsible for tracking the JOOD watch bill for their respective companies. Company Executive Officers will compile a list of personnel who missed their assigned duty and route it to the BN XO for action.

(5) Personnel exempt from standing JOOD watch are: The Battalion Commanding Officer (BNCO), BN XO, S-1, S-2, S-3, S-4, S-5, S-6, and Company Commanders.

(a) These personnel are exempt from standing JOOD watch because the responsibilities and duties of their position within the battalion demand comparable hours to those required of personnel standing JOOD watch.

(b) These personnel are in a supervisory role, and as such, should be making "spot checks" to ensure the watch is being properly maintained and that all duties are being carried out correctly.

4. Procedures

a. Tour of Duty. The JOOD watch will be posted throughout the academic semester, Monday through Thursday, from 1600-2000. The JOOD watch will not be posted during finals week, battalion recognized holidays, or as directed by the unit Commanding Officer (PNS).

b. Location of the Watch. The JOOD will maintain his/her post in South Hall except when conducting security tours. When conducting security tours of the Navy spaces and perimeter of

5 June 2017

South Hall, the JOOD will post a sign on the quarterdeck indicating that he/she is touring the area. The perimeter of South Hall will be inspected to ensure that external hatches are secured. The JOOD's post will be located just outside of the classroom on the bottom level of South Hall, just inside south entrance (quarterdeck). The JOOD will maintain observation of all ladder wells and both primary entrances at South Hall.

c. Watch Uniform. The watch uniform is khakis for Midshipmen and Officer Candidates. Active Duty Marines will wear service Bravos or Charlies depending on the season. In addition, the JOOD will wear their cover and duty belt.

d. Assuming the Watch

(1) The JOOD will arrive NLT 1545. Prior to assuming watch, the JOOD will:

(a) Review log entries from previous JOOD watch.

(b) Ensure the sign in logbook and study hours logbook are posted and updated.

(c) Tour the interior spaces and complete first logbook entry.

(d) Once completed, the JOOD will standby for the Command Duty Officer (CDO) in order to (IOT) be posted.

(e) The JOOD will tour the spaces with the CDO at or about 1600. The JOOD will be posted by the CDO. The CDO will review the security checklist with the JOOD. When assuming the post, the JOOD will have in this/her possession the following items:

1. JOOD logbook.
2. Sign-in logbook.
3. Platoon study hours logbook.
4. JOOD duty belt.
5. CDO/JOOD duty binder.

5 June 2017

6. Flashlight.

(f) The verbal statement to the CDO for assuming the watch is: "I assume all duties and responsibilities as JOOD."

(g) Throughout the JOOD watch, the spaces will remain in a state of cleanliness and organization.

(h) The JOOD will ensure that the duty platoon has accomplished all responsibilities for the day. Once the areas have been inspected, the JOOD will make an entry in the logbook indicating that the duty platoon's area of responsibility have been checked and that they appear to be in a good state of cleanliness.

(i) The JOOD will conduct security tours of both the inside and outside perimeter of South Hall every hour on the hour until the shift has been completed. When conducting the security tours, the JOOD will ensure that all NROTC staff rooms, offices, classroom and wardroom are either locked or manned.

e. Maintaining the JOOD Logbook. The logbook is an official record of all significant events that occur on JOOD watch. At no time will it be used to draw on, take notes, or leave messages. Pages will not be torn out for any reason. Only black ink is authorized for writing in the JOOD logbook. All entries will be printed in capital letters. Cursive writing is only authorized when signing one's name upon closing the logbook on the duty day. All errors will be lined through with a single line, initialed above the line out, and the correction printed after the error. A ruler must be used to draw any line in the logbook. Late entries will be made with the time of the event in the timeslot and the entry will be noted as "Late Entry" in parenthesis. The time will be written in military (24 hour) time.

(1) Typical Entries

(a) Initial logbook entry.

(b) Observation of evening colors conducted appropriately and on time.

5 June 2017

(c) Rank and name of person arriving or departing (unit staff only).

(d) Arrival and departure of the tutor(s) to include their name.

(e) Any emergencies or abnormal issues.

(f) Tours of the spaces every hour and security checks of the perimeter of South Hall and government vehicles at the discretion of the CDO.

(g) Inspection of the duty platoon's area of responsibility and state of cleanliness.

(h) Final Log Book Entry. All initial and final logbook entries will be the same.

1. Initial Entry will be written as follows: "I, (Rank Last Name), assume all duties and responsibilities as NROTC JOOD watch. I have read and understand the NROTC University of Arizona Instruction 1601.12. I have toured the interior spaces, external premises of South Hall, and ensured all government property is secure. I have in my possession (1) JOOD logbook, (1) CDO/JOOD duty binder, (1) Sign in logbook, (1) SEP logbook, (1) JOOD duty belt, and (1) Flashlight.

2. Final Entry will be written as follows: "I, (rank last name), relinquish all duties and responsibilities as the NROTC JOOD watch. The checklist has been completed and the building is all secure. The CDO has been notified."

(j) Upon completion of the final entry, the JOOD will complete the closure of that day by printing his/her name two lines below the final entry with rank and service underneath their name. The JOOD will then sign on the line just above his/her printed name. A ruler will be used to draw a diagonal line through the unused portion of that page IOT prevent further entries. Once the line is drawn, the JOOD will then sign the diagonal line, date it and write "NFETP", closing that page out. If every single line has been used on a page and the JOOD is unable to close out the page, the next page will then be lined out IOT avoid confusion with next the next logbook entry.

5 June 2017

f. Sign in Logbook. The sign in logbook is a record of the battalion members, including battalion staff, who enter the building during JOOD watch. The sign in logbook contains the date, the name of the battalion member, the time they entered, the time they left, and the JOOD's initials. As with the JOOD logbook, all lines shall be drawn with a ruler. Unit staff will not sign in, as their entrance/exit shall be noted in the JOOD logbook.

g. Study Enhancement Program (SEP) Logbook. The SEP logbook is a record of a battalion member's academic study hours. Each log shall be maintained by the individual battalion member. They will record their login/logout, and total time with the appropriate location. The JOOD shall verify and sign in the battalion member's study hour times and location. If the location is not within the Navy spaces, the JOOD will ensure the appropriate signature is present on the member's study hour log.

h. Answering the Phone. The JOOD is responsible for answering the battalion office phone. The JOOD watch will answer all calls in the following manner: "University of Arizona Naval ROTC, (Rank Last Name) speaking, how may I help you sir or Ma'am?"

(1) Messages. The JOOD will take messages if possible and put the message in the appropriate staff member's mailbox. At no time will the JOOD watch give out personal information such as phone numbers, addresses, or social security numbers of any NROTC member. The JOOD may ask for the caller's information and contact the battalion member if he/she deems it appropriate.

(2) Active Shooter. In the case of an active shooter situation, the JOOD will follow the procedures outlined in enclosure (2) of this instruction.

(3) Bomb threat. In the case of a bomb threat, the JOOD will follow the procedures outlined in enclosure (3) of this instruction.

(4) Fire Procedures. In the case of a fire, the JOOD will follow the procedures outlined in enclosure (4) of this instruction.

i. Reporting The Post. The JOOD watch will be required to report his/her post to the following personnel:

5 June 2017

(1) All Unit Staff

(2) BNCO

(3) BN XO

(a) Personnel will be saluted and reported to once as an initial report and then once more as those personnel are leaving the spaces. The report will be conducted in the following manner:

1. Come to the position of attention.

2. Execute a proper hand salute.

3. Offer the appropriate greeting

4. Report the post. The procedure for reporting is as follows: *"Good evening Sir or Ma'am, I (Rank last name), report South Hall all secure. There are # unit staff, # battalion staff, # battalion members, and # guests on deck. There is nothing unusual to report at this time."*

5. Await "Carry on" or another form of dismissal.

6. Cut the salute.

k. Appropriate Greetings. The JOOD is required to give a hand salute and proper greetings to any commissioned officer who enters the Navy spaces or passes his/her post. The JOOD will only report to those listed above in this instruction. The JOOD will greet all visitors in a polite and courteous manner. All visitors must be escorted by a battalion member or have an appointment with one. The JOOD is not to give a tour of the spaces. When the tutor(s) comes on deck, the JOOD will ensure they have an appropriate study area.

l. Answering Questions. The JOOD will answer all questions about the NROTC program as accurately as possible. If uncertain, the JOOD will direct the person to the proper authority.

5 June 2017

m. Authority of the JOOD. The JOOD is the direct representative of the Commanding Officer, and therefore, holds the same authority. Only the Commanding Officer, Executive Officer, BNCO, or BN XO may relieve the JOOD from his/her post.

n. Securing the Building. Upon completion of the watch, the JOOD will verify that the JOOD checklist is complete and will conduct a final check of South Hall for cleanliness, fire hazards, and ensure that all windows are secured, blinds are pulled down and slats closed, all room or access doors locked, and computer monitors are shut off. Prior to departing South Hall, the CDO will be contacted.

(1) When the JOOD checklist is complete, the following final logbook entry will be made: "I, (rank last name), relinquish all duties and responsibilities as the NROTC JOOD watch. The checklist has been completed and the building is all secure. The CDO has been notified."

o. Additional Guidance

(1) Conduct oneself in a smart and military manner and adhere to the eleven general orders, listed in enclosure (1), at all times.

(2) Be fully attentive to the duties and responsibilities of the JOOD watch. Studying is authorized so long as it does not distract you from your duties.

(3) Properly inform the CDO in situations that require immediate action.

(4) Be able to recite the general orders of the sentry if asked by unit or battalion staff.

(5) Have the ability to utilize the CDO/JOOD binder given situational circumstances whether real life or for training purposes. Emergency numbers and resources are listed in enclosure (5) of this instruction.

(6) The JOOD will not use any personal electronics while on watch. The only exception is personal laptops for educational purposes only.

NROTCUAINST 1601.12

5 June 2017

(7) The CO and the XO offices will be treated like a vault. At any point the JOOD enters the outside door leading to both offices IOT conduct security tours, he or she must properly complete and initial the SF 702 form, enclosure (7), that will be posted on the door.

(a) The JOOD will date the SF 702 form in date column for every entry and check of the CO and XO offices.

(b) The JOOD will initial and write the time under the "CHECKED BY" column when conducting security checks. A new line will be used for each security tour conducted.

(c) Upon completion of the watch, the JOOD will close and lock the outside door leading to both offices. Once the door has been closed and locked, the JOOD will initial and write the time under the "CLOSED BY" column.

P. L. WALL

