NROTC UNIT UNIVERSITY OF ARIZONA INSTRUCTION 1601.1

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

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

2. **Discussion.** The JOOD watch is established for five purposes: (1) to provide 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 log book, and (4) to ensure a proper atmosphere for studying (5) to ensure that the duty platoon accomplishes all responsibilities for the day.

3. **Policy**

   a. For the 2016/2017 academic year, standing the JOOD watch is mandatory for all battalion 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 Educational 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 bill, no later than by the 15th of the preceding month, to the BNXO for approval. Once approved, it will be routed to the S1 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 approved by the BNXO.

(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 BNXO for action.

(5) Personnel exempt from standing JOOD watch are: The Battalion Commanding Officer (BNCO), BNXO, S1, S2, S3, S4, S5, S6, Semper Fi Platoon Commander, 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 1600-2200. The JOOD watch will not be posted during finals week, battalion recognized holidays, or as directed by the Commanding Officer.

   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 South Hall, the JOOD will post a sign on the quarter deck 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 class room on the bottom level of South Hall, just inside main entrance (quarter deck). 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. Marines will wear service Bravos or Charlies depending on the season. In addition, the JOOD will wear their cover and the green 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 log book and study hours log book are posted and updated.
(c) Tour the interior spaces.

(d) Once completed, the JOOD will standby for the Command Duty Officer (CDO) in order to 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 log book.
3. Platoon study hours log book.
4. JOOD duty belt.
5. CDO/JOOD duty binder.
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 log book indicating that the duty platoon’s area of responsibility have been checked and that they appear to be in a good state of cleanliness.

e. Maintaining the JOOD Log Book. The log book 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 log book. All entries will be printed in capital letters. Cursive writing is only authorized when signing one’s name upon closing the log book on the duty day. All errors will be lined out once, initialed above the line out, and the correction printed after the error. A ruler must be used to draw any line in the log book. 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 log book entry.

(b) Observation of evening colors conducted appropriately and on time.
(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 log book 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 1601.1. 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 log book, (1) CDO/JOOD duty binder, (1) Sign in log book, (1) SEP log book, (1) JOOD duty belt, (1) Flashlight, and (1) Building Key.

2. Final Entry will be written as follows: “I, (Rank Last Name), relinquish all duties and responsibilities as NROTC JOOD watch. The Navy Spaces are secured and the CDO has been notified.”

(i) 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 in order to 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.

f. Sign in Log Book. The sign in log book is a record of the battalion members, including battalion staff, who enter the building during JOOD watch. The sign in log book 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 log book, all lines shall be drawn with a ruler. Unit staff will not sign in, as their entrance/exit shall be noted in the JOOD log book.

g. Study Enhancement Program (SEP) Log Book. The SEP log book 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. Changes to the Watch Bill. Any changes to the watch bill will be approved by the BNXO.

i. 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.

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

(1) All Unit Staff

(2) BNCO

(3) BNXO

(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.

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 BNXO 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 log book 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 with 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. If the need arises, the individual standing watch will use the computers in the study room.

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