



**LIBERTY (AGTR-5) DIVISION**  
**United States Naval Sea Cadet Corps**  
**1 Universe Way**  
**MT. Sinai, NY 11766**  
Mailing Address only:



From: Commanding Officer  
To: Distribution

**Subj: COMMAND POLICY LETTER 0001-2004: DUTIES AND RESPONSIBILITIES  
OF WATCH STANDERS FOR THE LIBERTY (AGTR-5) DIVISION OF USNSCC**

1. This directive is applicable to all hands assigned to the Liberty (AGTR-5) Division.
2. Section (4) Duties and Responsibilities of Watch Standers
  - A. **General.** – Watch standing is an integral part of the military and it is taken very seriously. Watch standers not only keep areas secure from intruders, they are also the first line of defense in disasters. Without properly trained watch personnel, good discipline and order cannot be maintained. It is everyone’s responsibility to understand the duties and responsibilities of all watch personnel.
  - B. Watch Stander Duties and Responsibilities.
    1. **General Information** – This information applies to all watch standers.
      - a. Always be in the proper uniform for standing watch on the Quarterdeck. The proper uniform is always published in the Plan of the Day.
      - b. When relieving the watch, arrive no later than 15 minutes before the scheduled start of the watch. After receiving any information from the previous watch, exchange salutes with your relief and say:
        - i. “I am ready to relieve you.” The off going watch stander will say:
        - ii. “I am ready to be relieved.” The on coming watch then will say:
        - iii. “I relieve you.” The off going watch stander will reply and say:
        - iv. “I stand relieved.” A record of who assumes the watch is made in the log book. The log book is then signed by the off going watch to show who just completed the watch.
      - c. When a Sea Cadet crosses the Quarterdeck when arriving, the cadet must salute the flag, then salute the senior watch stander and “Request permission to come aboard.” If the cadet is late for morning muster, their name is recorded in the log book and a note is made to the Administrative officer to inform them of the tardy cadet.
      - d. When a Sea Cadet crosses the Quarterdeck to depart, they must salute the senior watch stander first, and “Request permission to go ashore.” If they are leaving before the end of normal drill hours, they must have permission from the Commanding Officer before departing. They are also logged into the log book when they depart.

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- e. When a unit crosses the Quarterdeck, the leader of the unit will request permission for their unit to cross. They must provide you with the number of personnel in their unit. Members of a unit salute the flag only as they cross the Quarterdeck. Ensure an accurate count is made as they cross.
- f. When a uniformed officer/instructor/midshipman is crossing the Quarterdeck they will follow the same procedures as the cadets. However, they “have permission to (come aboard/go ashore).” Watch standers do not need to give adult leaders permission to cross the quarterdeck. When not in uniform, they will come to attention at the flag when appropriate depending on whether they are arriving or departing.
- g. Render honors to all Commanding Officers and above as they cross the Quarterdeck. All Commanding Officers and above receive 4 bells and are announced by the name of their unit and the word “Arriving” or “Departing.” For example, if the CO of the Arizona Division arrived, he would have 4 bells rung (in sets of 2) and then be announced as “Arizona Division, Arriving...”
- h. Additional general information about quarterdeck watch standing is available in the “Quarterdeck Gouge” binder located on the Quarterdeck.

**2. Petty Officer of the Watch (POOW).** The POOW is the senior watch stander on the quarterdeck when the Officer of the Deck is not present. Their responsibilities include the following:

- a. All responsibilities of the Messenger of the Watch (MOTW). You are responsible for the training of the MOTW to ensure that they learn how to operate the quarterdeck watch correctly.
- b. Making all entries into the logbook. Examples of appropriate entries are shown in the “Quarterdeck Gouge” binder.
  - i. If an error is made in the log, draw a single line through the error, and continue on the same line if enough room or rewrite the entire entry underneath.
  - ii. If an entry is to be entered after the time it occurred or it is out of sequence, then enter the time it is being entered first, then
  - iii. Write in all capital letters “LATE ENTRY.” Next put the time of the event and then list the event that was entered late.
  - iv. Allowing permission for cadets to come aboard and go “ashore”. Please note that “ashore” means to go to the outside part of the drill area. It does not mean to “depart.” Departing means you are leaving the drill area. Sea Cadets may not “depart” the drill area without the permission of the Commanding Officer. If parents are picking up cadets prior to the end of drill, you must inform the parents that they must see the Commanding Officer before leaving. All cadets who depart before the end of the drill day will be logged out in the log book. If you have not heard from the Commanding Officer of Officer of the Deck, send the messenger to find the Officer of the Deck immediately.

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- v. Developing an understanding and usage of a Boatswains Pipe and learning the calls that one would make with the pipe.
4. Messenger of the Watch. (MOTW). The MOTW is responsible for the following:
- a. Maintaining the Officer Status Board. This can be as simple as a piece of paper with all the adult leaders' names on it and their status as "Aboard" or "Ashore" depending on if they are in the building.
  - b. Conducting a Sounding and Security patrol. The purpose of this patrol is to ensure the area is secure and that there are not any personnel who are not where they belong. This patrol is done about once per hour and logged into the log book.
  - c. Sounding the ships bell every half hour according to Navy customs. Permission must be given by the Commanding Officer to sound 8 bells at noon or at any other time when 8 bells would regularly be sounded.
  - d. Deliver the 12 O'clock reports to the Commanding Officer. Information of the correct procedure to deliver these reports is in the "Quarterdeck Gouge."
  - e. Calling all hands messages, such as sweepers and drills as necessary using the 1MC if available.
3. Point of Contact (POC) for this directive is the Executive Officer.

LT. Americo Aimetti  
Commanding Officer

Distribution:  
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