



DEPARTMENT OF THE NAVY
OFFICE OF THE DIRECTOR OF ATHLETICS
UNITED STATES NAVAL ACADEMY
566 BROWNSON ROAD
ANNAPOLIS MARYLAND 21402-1300

DIRATHINST 1601.1E
20/AD
15 Dec 2024

DIRECTOR OF ATHLETICS INSTRUCTION 1601.1E

From: Director of Athletics, U.S. Naval Academy

Subj: PHYSICAL EDUCATION DUTY OFFICER (PEDO)

Ref: (a) USNAINST 1601.5C Naval Academy/Annapolis Area Duty Officers
(b) USNAINST 1601.1A Naval Academy Duty Officer (NADO)
(c) COMDTMIDNINST 1601.10S Bancroft Hall Watch Instruction

Encl: (1) PEDO Job Qualification Requirement
(2) PEDO Qualified Watchstander List
(3) PEDO Watchbill
(4) PEDO Duty Log
(5) Daily Sitrep Email
(6) PEDO Standard Operating Procedures and Checklists
(7) Physical Education Department Facility Hours
(8) Field Light Operations
(9) Contact Information
(10) Naval Support Activity (NSA) Morning Operations Meeting
(11) PEDO Watchstanding Change Addendum
(12) PEDO Chain of Command Flow Chart

1. Purpose. To promulgate policies establishing the organization, manning, duties, and responsibilities of the Physical Education Duty Officer (PEDO). A copy of this instruction will be maintained in the PEDO Watch Binder as well as in digital form in the PE Duty Share Drive.

2. Cancellation. DIRATHINST 1601.1D

3. Background

a. The PEDO is a direct representative of the USNA Director of Physical Mission. The PEDO is responsible for the safety and security of the Physical Mission facilities. The PEDO will assist the Naval Academy Duty Officer (NADO) in the execution of his duties per Reference (a). The PEDO will report to the NADO per Reference (b) to ensure continuity and that Yard applicable information is disseminated to all duty personnel.

b. Because of manpower limitations, the PEDO is not expected to rove the facilities throughout the day. However, it is imperative that the PEDO is available at any point in the day to make decisions regarding the Physical Mission and ensure the facilities are properly secured.

4. PEDO Qualification

a. All Navy and Marine Corps Officers, O-4 and below, attached to the Physical Education (PE) Department are required to stand PEDO. All prospective PEDOs are required to complete the required qualification before standing the watch. Requirements for PEDO qualification are listed below:

(1) Complete the PEDO Job Qualification Requirement (JQR) (Enclosure (1)).

(2) Receive a watch standing walk through with a qualified PEDO,

(3) Conduct interview with the Senior Watch Officer (SWO) to assess knowledge of duties and responsibilities.

b. Once all PEDO qualification requirements are met, the SWO will forward a recommendation for qualification to the PE Department Executive Officer (XO) for approval.

c. Once given final approval for qualification, the names of all Officers qualifying will be added to the Qualified Watchstanders List (QWSL) (Enclosure (2)) and the Officers will be added to the PEDO Watchbill (Enclosure (3)). These documents will be maintained digitally in the PE Duty Share Drive.

5. Policy

a. All watchbill changes will be requested through the SWO.

b. During weekday working hours, the PEDO is expected to be in the USNA Uniform of the Day or the PE Department Uniform of the Day. On weekends and non-working hours, the PEDO is required to wear an approved USNA PE Uniform. If the PEDO's attendance is required on the yard, outside the Physical Mission facilities, the PEDO shall be in the USNA Uniform of the Day.

c. PEDOs will write down key events for the day, phone calls and any other important matters pertaining to the PEDO watch in a duty log. The PEDO Duty Log (Enclosure (4)) is an official record of the watch and shall be saved in the PE Duty Share Drive.

d. A daily situational report (SITREP) email will be submitted by the off-going PEDO before 1000 to the SWO. Additionally, the following personnel will be carbon copied: PE Department Executive Officer (XO), Associate Athletic Director of Facilities, and applicable 1st Lieutenants in accordance with Enclosure (5). If a disaster, crisis situation, or any other significant event occurs while on watch, report directly to the NADO. When the situation permits, immediately inform the PE department XO via the SWO.

e. PEDO turnover will occur during the next working day between 0800-1200 at a time that does not interfere with teaching or other military duties.

f. All PEDOs are required to review the PEDO SITREP including all PEDO Duty Log entries since their last watch stood and discuss all matters pertaining to turnover with the current PEDO before relieving the watch.

(1) When turning over the watch, the off-going PEDO will make an entry in the log stating "Watch properly relieved by _____ (insert oncoming PEDO's rank and last name)" then the off-going PEDO will sign and print his/her name after the entry.

(2) The oncoming PEDO will make an entry on the next line, using the same time the off-going PEDO made his/her entry, stating "Relieved the watch. Conditions as before".

g. PEDOs are required to follow the Building Opening and Closing Checklists contained in Enclosure (6).

h. PEDOs are required to unlock and turn on the lights of MacDonough Hall, Wesley Brown Field House, Lejeune Hall, and Halsey Field House no later than the time listed on Enclosure (7) in accordance with Enclosure (6). PEDO's will also unlock Ricketts Hall Mon-Fri (excluding holidays) by 0600 in accordance with enclosure (6).

i. PEDO's are required to Lock Ricketts Hall by 2100, Mon-Fri (excluding holidays), in accordance with enclosure (6). A security rove will be made through Ricketts Hall football locker room and football lounge once during lock up.

j. PEDOs are required to lock, secure the lights, and ensure the cleanliness of MacDonough Hall, Wesley Brown Field House, Lejeune Hall, Halsey Field House, and Ricketts Hall no earlier than the times listed on Enclosure (7) in accordance with Enclosure (6). PEDOs will ensure Glenn Warner Soccer Facility, and Dyer Tennis Center are secured at night.

k. During periods of inclement weather, PEDOs shall use good judgment in the execution of their duties. A PEDO shall not endanger themselves in the execution of their duties under any circumstances. In event that any of the PEDO's responsibilities cannot be executed due to inclement weather, the PEDO shall inform the PE Department Executive Officer via the SWO and notify base security and the NADO.

l. PEDOs are required to check the USNA Plan of the Day (POD) or Brigade calendar each day, ensuring awareness of operations and activities about the yard. This includes but is not limited to competitions, summer sports camps or early or late practices.

m. PEDOs are required to ensure all lights are secured on Rip Miller Field, Ingram Field, Farragut Field and Dewey/Glenn Warner Fields by 2200. If lights are left on, make a log entry and secure the lights according to Enclosure (8). Lights are usually scheduled with the Fields 1st Lieutenant. Lights will not be turned on before 0530 or after 2200 without prior approval. If lights are turned on, make a log entry in the duty log.

n. PEDOs are required to field all phone calls and questions pertaining to the Physical Mission and handle all situations that arise while on duty. Upon assuming the watch, PEDOs shall review the duty phone's voicemail list and ensure the inbox is cleared to receive additional voicemails. Any matters involving Midshipmen should be directed to the Officer of the Watch (OOW), while any issues with the facilities should be taken up with the building 1st Lieutenants, Public Works, or Associate Athletic Director for Facilities. Any unanswered questions should be forwarded to the SWO for further guidance. PEDOs shall answer the phone, "PE Duty Officer (Rank and Last Name)". Enclosure (9) is a list of contact numbers needed to carry out the duties

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of the PEDO.

o. PEDOs are required to call into the Naval Support Activity (NSA) morning operations meeting via conference call Monday-Friday no later than 0730. PEDOs will report any significant events having to do with the Physical Mission, such as road closures, renovation completion dates, building closures, Brigade PRTs and any other significant events during this meeting to the chairman of the meeting. Directions for calling into the meeting are listed in Enclosure (10).

p. Midshipmen Physical Mission Officers (PMOs) are in charge of Halsey Field House weight room during the Academic year. The PMO watch is responsible for weight room cleanliness per Reference (c). Contact the OOW for any problems associated with the PMO watch. Contact the 1st LT for any problems during the summer.

6. Discussion. Enclosure (1) is the JQR required to qualify PEDO. Enclosure (2) is the template for the list of all Officers qualified PEDO which will be approved and included in the PEDO Watch Binder. Enclosure (3) is the template for the PEDO Watchbill which will be approved and included in the PEDO Watch Binder. Enclosure (4) is the template for the PEDO Duty Log which will be maintained in the PEDO Watch Binder. Enclosure (5) is the template for the daily sitrep email. Enclosure (6) discusses in detail how to properly open and secure the physical mission facilities and a checklist to be completed while opening and securing. Enclosure (7) is the physical mission facility hours of operation list. Enclosure (8) is the correct way to turn on and secure field lights. Enclosure (9) is a list of important contact information for all the facilities and duty related contacts. Enclosure (10) is instructions for how to phone into the 0730 NSA Morning Operations Meeting. Enclosure (11) is the template for the PEDO Watchstanding Change Addendum which will be updated and kept in the PEDO Watch Binder. The PEDO Watchstanding Change Addendum includes temporary changes to this notice. Enclosure (12) is the PEDO Chain of Command Flow Chart.

7. Action

a. Athletic Director will approve updates and revisions to this instruction.

b. Deputy Director/Executive Officer PE Department will:

(1) Have final authority over all matters concerning the PEDO.

(2) Approve the PEDO Watchstanding Change Addendum.

(3) Review and submit updates and revisions to this instruction to the Athletic Director for approval.

(4) Exercise supervision over the PEDO and the SWO.

(5) Receive reports on all matters concerning the PEDO from the SWO.

(6) Receive the monthly PEDO Watchbill.

(7) Approve the PEDO QWSL.

c. Senior Watch Officer, PE Department will:

- (1) Prepare, submit, and promulgate the PEDO Watchbill NLT the 20th of the month per Reference (a).
- (2) Be responsible for the development, implementation, and review of the PEDO training program.
- (3) Recommend to the PE Department XO all Officers that meet the standard for final PEDO qualification.
- (4) Recommend revisions to this instruction to the PE Department XO as necessary.
- (5) Maintain and update the PEDO Watch Binder.
- (6) Monitor and make reports on all matters concerning the PEDO to the PE Department Executive Officer.

d. Building 1st Lieutenants (1st LT), PE Department will:

- (1) Report any pertinent information regarding matters pertaining to the building under their charge that may affect the PEDO watchstation to the SWO for inclusion in the PEDO Watchstanding Change Addendum (Enclosure (11)). For example, "Lejeune Hall is under construction and only 2 doors need to be locked/unlocked until construction is complete."
- (2) Update the SWO as matters affecting their building change. For example, "construction is complete in Lejeune Hall all doors should be locked/unlocked in accordance with the PEDO instruction."
- (3) Liaise with the PEDO and outside activities to correct material deficiencies pertaining to their building.

8. Records Management

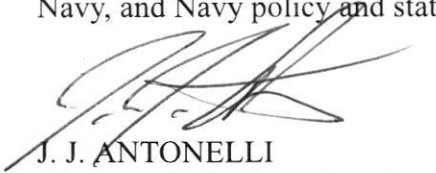
a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnv.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local record custodian or the USNA Records Manager.

12. Review and Effective Date. Per OPNAVINST 5215.71A, the Director of Physical Education will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the

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Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.



J. J. ANTONELLI
Director of Physical Education



C. S. GLADCHUK
Athletic Director

Releasability and distribution:

This instruction is cleared for public release and is available electronically via the Director of Athletics Instructions internet website: <https://www.usna.edu/AthleticDirector/>

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**JOB QUALIFICATION REQUIREMENTS FOR PHYSICAL EDUCATION DUTY
OFFICER (PEDO)**

NAME/ SIGNATURE: _____

RATE/RANK: _____

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for the Physical Education Duty Officer (PEDO). This appointment letter certifies you have been trained and are qualified to stand PEDO.

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a Physical Education Duty Officer.

RECOMMENDED _____ Date: _____
(Senior Watch Officer)

APPROVED _____ Date: _____
(Executive Officer)

DATE

PHYSICAL EDUCATION DUTY OFFICER QUALIFIED WATCHSTANDER LIST (QWSL)

The following Officers have demonstrated the following requisite knowledge and completed the necessary training per DIRATHINST 1601.1E and are hereby designated as Physical Education Duty Officer.

RANK NAME
RANK NAME
RANK NAME
RANK NAME

I. M. PEXO
CDR USN

From: Senior Watch Officer, Physical Education Department
To: Executive Officer, Physical Education Department

1. Purpose: To issue assignments to the Physical Education Duty Officers' Watch Bill.
2. Do **NOT** make any changes to this schedule without clearing it through the SWO.
3. Contact number: **The duty officer's cell phone number is 410-320-9271.**

[illegible]

Enclosure (3)

[illegible]

MAKE SURE YOU SIGN OUT OF THIS AFTER TURNOVER !!!!

Enclosure (4)

Daily SITREP Emails

Send the daily Situational Report (Sitrep) email to the Physical Education (PE) Senior Watch Officer (SWO) carbon copying the PE Department Executive Officer (XO)/Deputy Director of PE, Associate Athletic Director of Facilities and building 1st Lieutenants as necessary. The email addresses for distribution are listed in the PE Duty Share Drive. The email should be sent no later than 1000 daily. The email should be in the following format:

Date of duty:

Off-going PEDO:

On-coming PEDO:

0730 Meeting Comments:

Phone number: 410-874-6751

Code: 567 448 033#

Issues/ Phone calls:

Dyer Tennis Center:

- Secured: XXXX
- Opened: XXXX
- Comments:

Scott Natatorium:

- Secured: XXXX
- Opened: XXXX
- Comments:

Glen Warner:

- Secured: XXXX
- Opened: Not opened by PEDO per DIRATHINST 1601.1E
- Comments:

Wesley Brown:

- Secured: XXXX
- Opened: XXXX
- Comments:

Ricketts:

- Secured: XXXX
- Opened: XXXX
- Comments:

Lejuene:

- Secured: XXXX
- Opened: XXXX
- Comments:

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Halsey

- Secured 2220
- Opened 0515
- Comments:

An example Sitrep email is listed below:

Date of duty: 5 May 2023

Off going PEDO: LT Doe

0730 Meeting: Attended, nothing to report

Oncoming PEDO: ENS Besche

Issues/ Phone calls: Received phone call at 1030 from Keith (security) notifying me that he had duty today in Halsey and Lejeune until 2100 and would lock those buildings. The Navy junior swim team is in Lejeune and MacDonough for a meet today. Had issues locking the far right door (from outside facing the building) of Wesley Brown. Left door unlocked for the night, dispatch notified and LT Smith notified on this email for trouble call to be entered.

Dyer Tennis Center

- Secured: N/A
- Comments: Undergoing construction.

Glenn Warner

- Secured: 2107
- Comments: None

Scott Natatorium

- Secured: 2114
- Opened: NA
- Comments: None

Wesley Brown

- Secured: 2120
- Opened: 0603
- Comments:

Ricketts

- Secured: 2135
- Opened: NA
- Comments: None

Lejeune

- Secured: 2152
- Opened: 0617
- Comments: Was not able to lock door M105 due to key being stuck in the lock.

Halsey

- Secured: 2206
- Opened: 0622
- Comments: None.

Other Notes:

- None

PHYSICAL EDUCATION DUTY OFFICER STANDARD OPERATING PROCEDURES
(SOP)

1. Macdonough Hall

a. Opening

(1) Unlock the following doors using the Medeco key marked "LG.1".

(a) The inner wooden doors on the Midshipmen store side of MacDonough. Open both sets of doors in the left and right side entrance vestibules (4 doors total). **The outer wooden doors should never be locked.**

(b) The stairwell doors inside the vestibules on the Midshipmen store side of the building. Unlock one stairwell door in each left and right side vestibule (2 doors total).

(c) The outer wooden doors on the Wesley Brown Field House side of the building. The doors are located at the entrance/ exits to the Sprint Football locker room right underneath the Lacrosse locker room and the 3rd floor gym (2 doors total).

(2) Unlock the following doors using the Medeco Key Marked "LG.1" and the Allen wrench.

(a) The outer aluminum doors on the ground floor on the Wesley Brown side of the building. The right hand door of the double set should be unlocked utilizing the key from the outside. The door is also unlocked by using the Allen wrench.

(b) The outer aluminum doors on the 2nd deck at the Red Beach entrance to MacDonough. Both doors need to be unlocked only with the Allen wrench.

(3) Turn on all switches in the following breaker panels:

(a) Panels EE & EIL located in the vestibule outside the Sprint Football locker room entrance (the left side wooden door if you are facing the building while in-between Macdonough and Wesley Brown.)

(b) Panel MIL located in the closet next to the racquetball courts on the ground floor in the gym)

(c) Panels S2L & ES located by the entrance to the women's locker room on the 2nd floor next to the water polo coaches office.

(d) Panel W4L located in the closet on the 4th floor in the stairwell in the corner of the boxing area.

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(4) Turn on the A/V equipment in the 3rd deck gym area. In the closet by the windows, turn on the orange switch on the top right side of the black cabinet on the back wall. Use the key marked "VA" to open the closet door. Make sure it remains locked when you leave.

b. Closing

(1) Ensure everyone is out of the building before you leave.

(2) Lock the following doors using the Medeco key marked "LG.1".

(a) The inner wooden doors on the Midshipmen Store side of MacDonough. Lock both sets of doors in the left and right side entrance vestibules (4 doors total). **The outer wooden doors should never be locked.**

(b) The stairwell doors inside the vestibules on the Midshipmen Store of the building. Lock one stairwell door in each left and right side vestibule (2 doors total)

(c) The outer wooden doors on the Wesley Brown Field House side of the building. The doors are located at the entrance/ exits to the Sprint Football locker room right underneath the Lacrosse locker room and the 3rd floor gym.

(3) Lock the following doors using the Medeco key marked "LG.1" and the Allen wrench.

(a) The outer aluminum doors on the ground floor on the Wesley Brown side of the building. The right hand door of the double set should be locked utilizing the key from the outside. The door is also locked by using the Allen wrench. The door on the left is locked only with the Allen wrench.

(b) The outer aluminum doors on the 2nd deck at the Red Beach entrance to MacDonough. The right hand door of the double set should be locked utilizing the key from the outside. The door is also locked by using the Allen wrench. The door on the left is locked only with the Allen wrench.

(4) Make sure the following doors are locked:

(c) The doors that lead to outside from the bottom of the stairwell that leads to the water polo pool from the women's locker room. **This door is to remain locked at all times!**

(d) The doors that lead to outside from the middle of the men's locker room. **This door is to remain locked at all times!**

(5) Turn off all switches in the following breaker panels (except ones marked in red, never secure a breaker that is painted red!!!):

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(a) Panels EE & EIL located in the vestibule outside the Sprint Football locker room entrance (the left side wooden door if you are facing the building while in-between Macdonough and Wesley Brown.)

(b) Panel MIL located in the closet next to the racquetball courts on the ground floor in the gym.

(c) Panels S2L & ES located by the entrance to the women's locker room on the 2nd floor next to the water polo coaches' office.

(d) Panel W4L located in the closet on the 4th floor in the stairwell in the corner of the boxing area.

2. Glenn Warner Soccer Facility

a. Opening. PEDOs do not open Glenn Warner Soccer Facility.

b. Closing. Make sure the building is empty each night and all exterior doors are locked. Use the Medeco key marked S.2 to lock exterior doors and the Allen wrench key to make sure all push bars are out.

3. Wesley A. Brown Field House

a. Opening

(1) Main Entrance (across from Macdonough) only the far right door key cylinder is operational. Unlock door using key "W.2." Once entry is made, lock the key cylinder and then unlock the door from the inside by "dogging down" the panic bar with the Allen wrench. Every door should be unlocked by "dogging down" the panic hardware with the Allen wrench.

(2) Unlock the three side entrance doors next to Bancroft 7th Wing, The doors must be unlocked from the outside.

(3) Do not unlock any doors along the Santee Basin (window) wall side of the Field House or any doors to the weight room.

(4) Turn on the following lights. (Note: Numbers refer to switch locations in the floor diagrams on subsequent pages):

(a) Trophy/lobby area lighting turned on at regular wall mounted light switches next to the elevator on Main Entrance level (1)

(b) Under balcony lighting turned on at regular wall mounted light switches near the stairs in the trophy room (2)

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(c) Trophy area balcony lighting turned on at regular wall mounted switch located on 2nd deck balcony area over the main entrance lobby just outside of back entrance to conference rooms accessed by following balcony around along windows (3)

(d) Field area lighting control panel is on the 2nd floor balcony along the locker room side in the Broadcast Booth (finished cabinets and work station are in the center area of the balcony facing the windows). The far left cabinet has the lighting control panel inside. Only turn on the switch marked "Football" to 50% at all times, unless a varsity competition is going on in the arena.

b. Closing

(1) When securing the building, un-dog all panic bars to the main entrance and verify that right end door (as viewed from outside) is locked from the outside.

(2) From the outside, lock all three stairwell entrance doors on the side facing 7th wing of Bancroft. Check all Santee Basin (window) side doors and the weight room doors to ensure that they are secured.

(3) Ensure the loading dock overhead doors are closed and the loading dock main door is closed.

(4) Go through all 7 locker rooms (labeled in diagram) using master key (W.1) and combos to ensure that all personnel have left the building. Be sure to announce yourself loud and clear prior to entry when entering a locker room of the opposite gender.

(5) Check the rooftop access and mechanical room access doors on the 3rd deck from stairwells 1 and 5 and from the elevator nearest the main entrance to ensure that all doors are locked and closed. There have been reports of Midshipmen drinking alcohol in these spaces. If anyone is found, call the Academy OOW and hold Midshipmen until they arrive.

(6) The following lights need to be turned off (Note: Numbers refer to switch locations in the floor diagrams on subsequent pages):

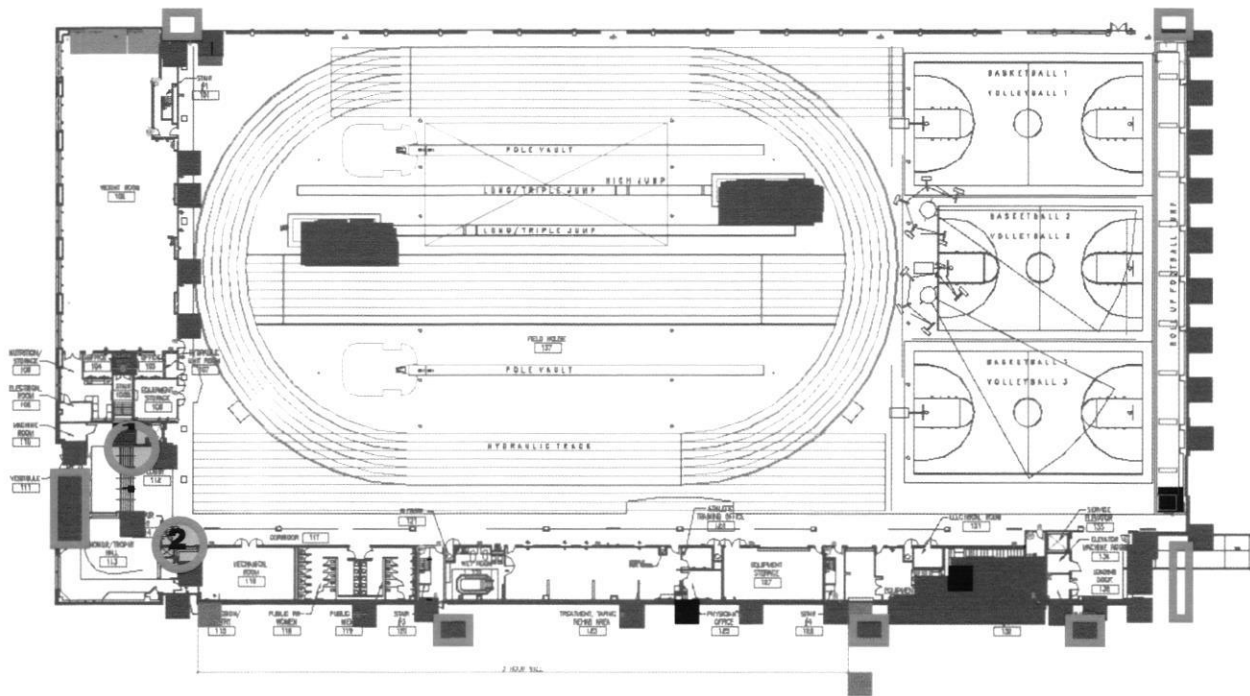
(a) Trophy/lobby area lighting turned off at regular wall mounted light switches next to the elevator on the Main Entrance level (1).

(b) Under balcony lighting turned off at regular wall mounted light switches near the stairs in the trophy room (2).

(c) Trophy area balcony lighting turned off at regular wall mounted switch located on 2nd deck balcony area over the Main Entrance lobby just outside of back entrance to conference rooms accessed by following balcony around along windows (3).

(d) Field area lighting control panel is on the 2nd floor balcony along the locker room side in the Broadcast Booth (finished cabinets and work station are in the center area of the

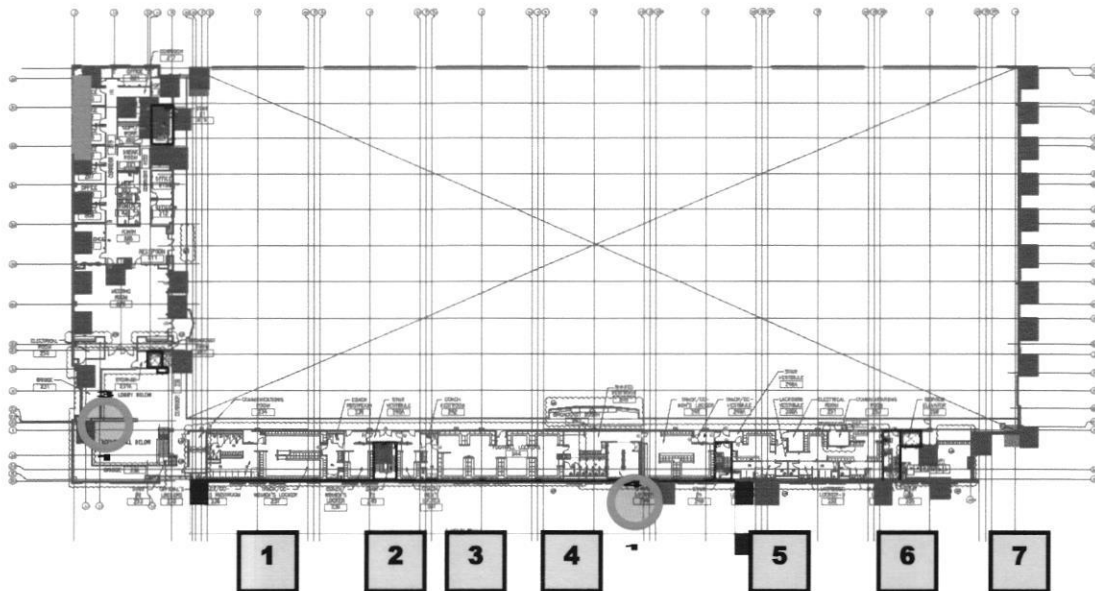
balcony facing the windows). The far left cabinet has the lighting control panel inside. Use the small gold key marked “Y11” to unlock the cabinet, make sure this is locked at all times. Ensure all switches are set to the OFF position. A few lights will remain on, this is normal after hours emergency lighting (4).

Wesley A. Brown Field House Level 1

Level 1 Legend

- 1 Light switches that need to be turned off when closing
- Doors that need to be opened during opening
- Doors that need to be secured when closing

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Wesley A. Brown Field House Level 2**Level 2 Legend**

- 1** Light switches that need to be turned off when closing
- 1** Lockers that should be cleared out during closing

4. Lejeune Hall**a. Opening**

(1) Unlock all outside doors with the key stamped "LH.1" See Lejeune Hall Diagram for locations.

(a) Unlock three sets of doors facing Halsey M110,111,112. Use the Allen wrench to unlock the panic bar on M110 in the wrestling room. Ensure the exterior closing knobs on M111 and M112 are locked after initial entry.

(b) Unlock the 2nd deck ramp doors M201,202,203. Only unlock the keyed doors, leave the allen wrench doors undogged and locked. Ensure the exterior closing knobs on three doors are locked after initial entry.

(c) Unlock the doors under the 2nd deck ramp M101,102,103, and 104. Ensure the exterior closing knobs on doors M101, 102 and 103 are locked after initial entry.

(d) Unlock the door facing 8th wing parking lot M105 and the set of doors facing Ricketts in the Wrestling Lobby M108 and 109.

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(3) Turn on lights in the wrestling room located on the wall to the right just inside the set of doors leading into the wrestling room from the lobby area.

(4) Make sure the door to the catwalks in the M111 stairwell closest to Halsey on the 3rd deck is locked at all times.

(5) Pool lights are located in the 3 blue junction boxes between the coaches' offices on the pool deck. Turn these on. Unlock door 101 and enter the pool deck. Prop open the men's and women's locker room doors located on the pool deck (doors remain locked but propped open during working hours). Do not unlock any other pool entry doors on the first or second deck.

b. Closing

(1) Ensure everyone is out of the building before you leave.

(2) Pool lights are located in the 3 blue junction boxes between the coaches' offices on the pool deck. Turn these off, some emergency lighting will remain on. Close the men's and women's locker room doors. Check to ensure all pool entry doors on the first and second deck are still locked.

(3) Turn off lights in the wrestling room located on the wall to the right just inside the set of doors leading into the wrestling room from the lobby area.

(4) Ensure all exterior doors are locked with key LH1 by locking the interior panic bar and the exterior closing knob as applicable.

(a) Lock three sets of doors facing Halsey M110,111,112. Use the Allen wrench to lock the panic bar on M110 in the wrestling room. Ensure the exterior closing knobs on M111 and M112 are.

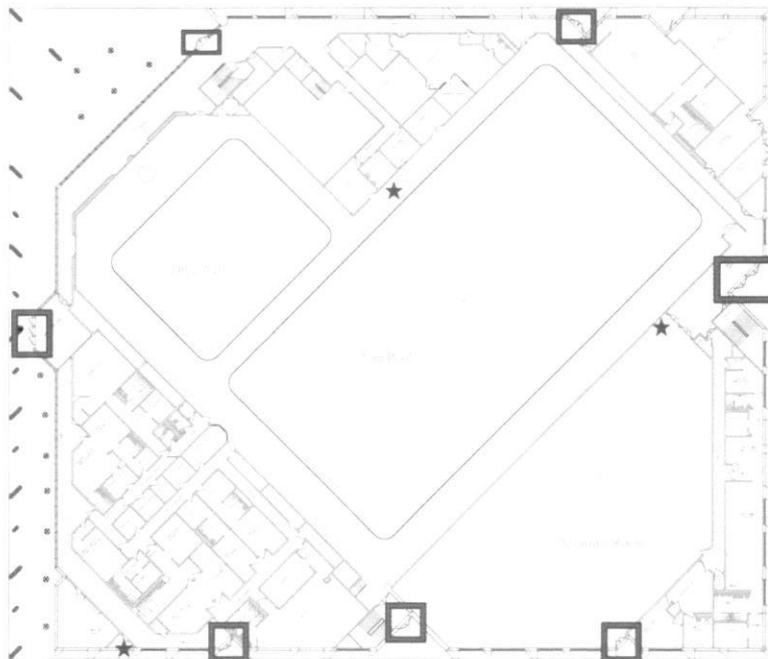
(b) Lock the 2nd deck ramp doors M201,202,203. Ensure the exterior closing knobs on three doors are locked. The allen wrench doors should remain undogged and locked.

(c) Lock the doors under the 2nd deck ramp M101,102,103, and 104. Ensure the exterior closing knobs on doors M101, 102 and 103 are locked.

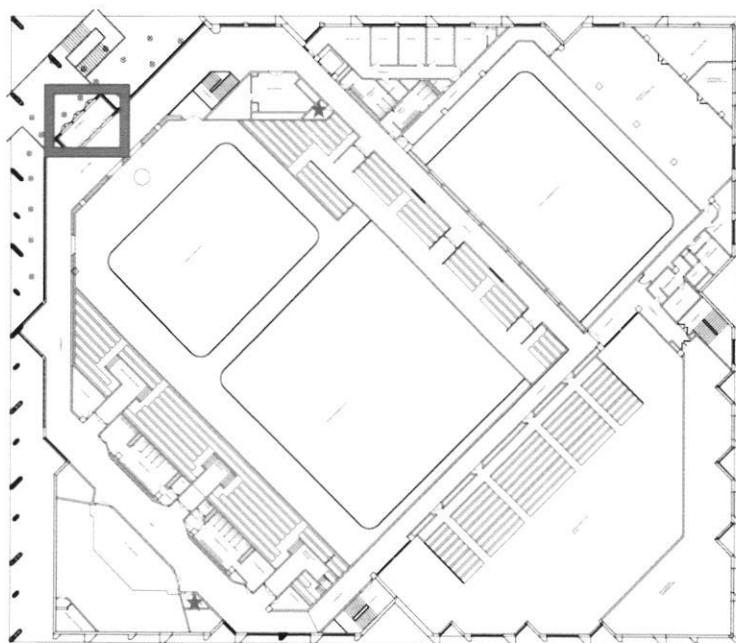
(d) Lock the door facing 8th wing parking lot M105 and the set of doors facing Ricketts in the Wrestling Lobby M108 and 109.

(e) Make sure the door to the catwalks in the M11 stairwell closest to the Halsey on the 3rd deck is locked at all times.

Lejeune Hall Level 1



Lejeune Hall Level 2



Legend



Doors that need to be unlocked/locked for opening/closing



Lights and/or electrical panels that need to be operated for opening and for closing.

5. Halsey Field House

a. Opening

- (1) Unlock the doors using the Medeco key marked IA.1 or the Allen wrench.
- (2) Doors are to be unlocked by dogging the inner push bar to the in position. Ensure outer handles remain locked.
- (3) Unlock outside double doors 141A, 141E, 139A/B/C as well as, 100A/B/C and 99 near the visitor center. The doors are at the northeast corner of Halsey by the public restrooms. See Halsey 1st deck floor plan areas marked in blue and red.
- (4) Unlock the inner double doors 150A. These doors are the inner set of doors that lead to the Squash Courts hallway. See Halsey 1st Deck Floor plan areas marked in blue.
- (5) All other hallway and stairwell lights are to be turned on at local switches in accordance with building energy management procedures.
- (6) Ensure all remaining outer doors are locked to comply with single point of entry plan. See Halsey 1st deck floor plan areas marked in red.
- (7) Turn on light switches inside Gold gym and Blue gym. Both light switches are inside and to the left of the Gold Gym door and Blue Gym door.
- (8) Unlock the outer glass doors leading to the back parking lot at the end of the hallway using key IA.1. See Halsey 1st Deck Floor plan area marked as “construction doors.”
- (9) Turn on lights for the main arena. Push on 100 PERCENT ALL LIGHT switch located on the wall next to electrical room 116 near the rockwall. See Halsey 1st Deck Floor plan areas marked in green.

b. Closing

- (1) Check building empty of all people.
- (2) Lock all exterior doors using the Medeco key marked IA.1 or the Allen wrench.
- (3) Doors are to be locked by undogging the inner push bar and ensuring it remains in the out position. Ensure outer handles remain locked.
- (4) Lock outside double doors 141A, 141E, 139A/B/C. The doors are in the Northeast corner by the public restrooms. See Halsey 1st Deck Floor plan areas marked in blue. Lock doors 100A,B,C and 99 marked in red on the diagram below.

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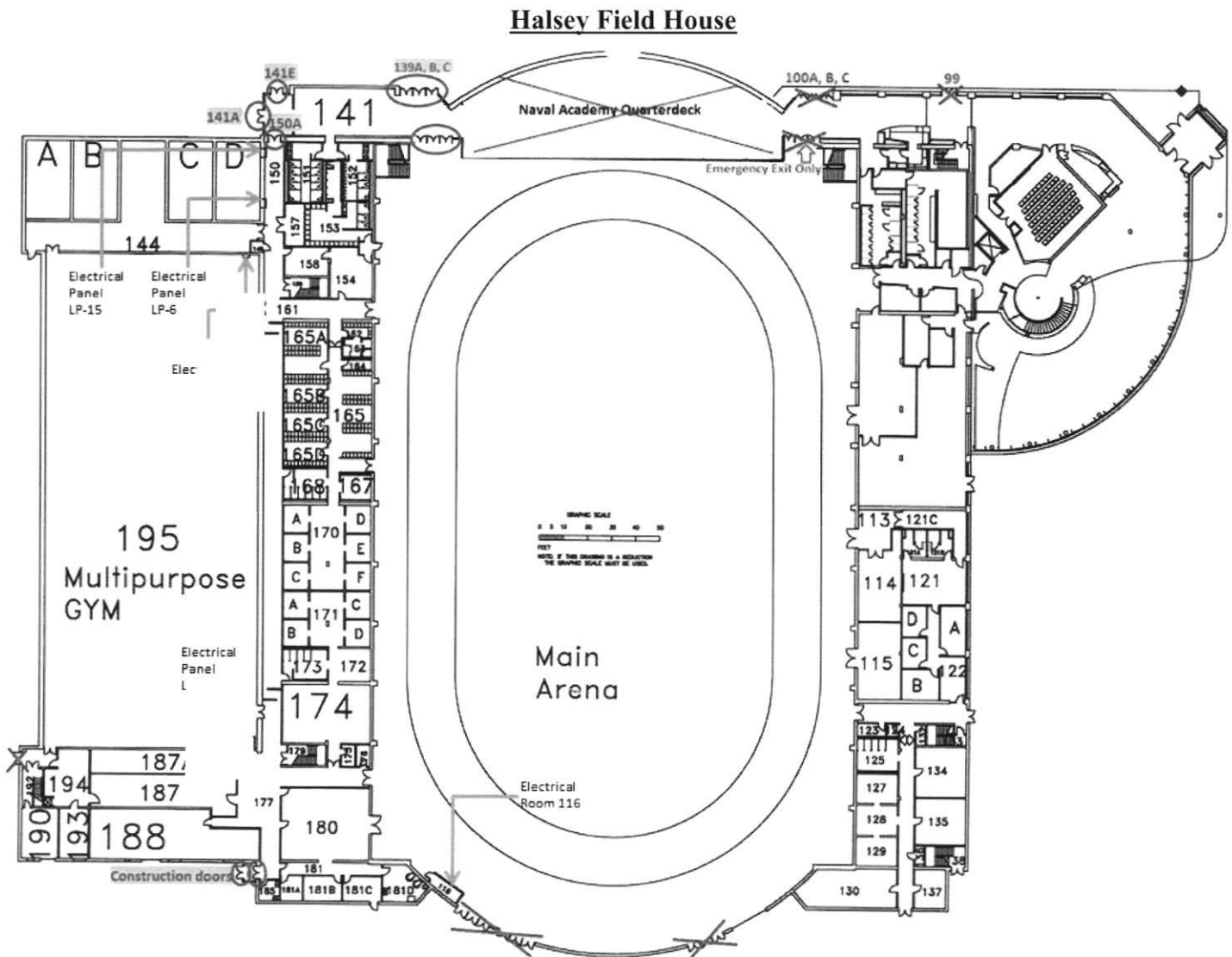
(5) Lock the inner double doors 150A. These doors are the inner set of doors leading to the Squash Courts hallway. See Halsey 1st Deck Floor plan areas marked in blue.

(6) Unlock the outer glass doors leading to the back parking lot at the end of the hall. See Halsey 1st Deck Floor Plan area marked as "construction doors,"

(7) Secure lights in the main arena. Push off 100 PERCENT ALL LIGHT switch located to the right of electrical room 116 near the rock wall.

(8) Verify doors 93 A-F and 94 A-A are secured located on both sides of the rock wall.

(9) Ensure all lights are off in the hallway along the multi-purpose gym. Turn off light switches in the Gold Gym and Blue Gym. Both light switches are inside and to the left of the Gold Gym door and Blue Gym door.



(2) Ensure main foyer and training room light switches are off.

6. Glenn Warner Soccer Facility

a. Opening. PEDO does not open Glenn Warner Soccer Facility.

b. Closing. Ensure all outer doors of Glenn Warner Soccer Facility are locked. If found open, lock doors and verify building is cleared.

7. Dyer Tennis Center

a. Opening. PEDO opens Dyer Tennis Center by 0630. Unlock 1st deck front door only.

b. Closing. Ensure all outer doors of Dyer Tennis center are locked including the 2nd deck rear stairwell, 2nd deck exterior deck door, 1st deck side alley door and 1st deck front doors. If found open, lock doors and verify the building is secured.

8. Ricketts Hall

a. Opening

(1) Weekdays: By 0600, open doors M105 (allen key only), M106 (allen key only), and MS1 (Medeco key 2C.1 only), located on the Lejeune side of the bldg. Open M101 and M102 in the trophy hallway using the allen key.

(2) Weekends and Holidays: Do not open.

b. Closing

(1) Weekdays: By 2100, lock doors M105 (allen key only), M106 (allen key only), and MS1 (Medeco key 2C.1 only), located on the Lejeune side of the bldg. Lock M101 and M102 in the trophy hallway using the Allen key.

(2) Weekends and Holidays: Ensure doors are locked. Lock if needed.

(3) Walk through the football locker room and the football lounge on the 3rd deck.

PEDO Building Opening Procedures Checklist

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Macdonough Hall: (Open building completely before facility hours opening time)

- ☐ It is before Macdonough's posted opening time
- ☐ Unlock the inner wooden doors on the Midshipmen Store side of Macdonough
- ☐ Unlock the stairwell doors inside the vestibules on the Midshipmen Store side of the building
- ☐ Unlock the outer wooden doors on the Wesley Brown Field House Side of the Building
- ☐ Unlock the outer aluminum doors on the ground floor on the Wesley Brown Side of the Building
- ☐ Unlock the outer aluminum doors on the 2nd deck on the red beach entrance to Macdonough
- ☐ Turn on A/V equipment in the 3rd deck gym area

Wesley Brown Field House: (Open building completely before facility hours opening time)

- ☐ It is before Wesley Brown's posted opening time
- ☐ Unlock all front entrance doors to Wesley Brown
- ☐ Unlock the 3 side entrance doors along the sidewalk next to Bancroft
- ☐ Turn on the following lights:
 - ☐ Trophy/lobby area lighting
 - ☐ Under balcony lighting 1st deck
 - ☐ Under balcony lighting 2nd deck
 - ☐ Field lights to 50%

Lejeune Hall: (Open building completely before facility hours opening time)

- ☐ It is before Lejeune's posted opening time
- ☐ Unlock all outside doors and ensure exterior opening knob remains locked after initial opening.
 - ☐ 3 sets of doors facing Halsey M110,111,112
 - ☐ 2nd deck ramp doors M201,202,203
 - ☐ Doors under the ramp M101,102,103,104
 - ☐ Door facing 8th wing parking lot M105
 - ☐ Set of doors facing Ricketts in the Wrestling Lobby M108,109
- ☐ Unlock internal pool door 101 near the stairs and prop open locker room doors from inside the pool deck.
- ☐ Turn on the following lights:
 - ☐ Pool lights
 - ☐ Wrestling Room Lights

Halsey Field House: (Open building completely before facility hours opening time)

- ☐ It is before Halsey's posted opening time
- ☐ Unlock outside doors 141A, 141E, 139A/B/C, 99, 100A/B/C
- ☐ Unlock inner door 150A
- ☐ Unlock outer glass door at the end of the hallway near parking lot behind the building

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- ☐ Turn on the following lights:
 - ☐ Lights for the Main Arena
 - ☐ Turn on hallway and stairwell lights

Dyer Tennis Center:

- ☐ PEDO opens Dyer Tennis Center by 0630. Unlock 1st deck front door only.

Ricketts: **(Open building by 0600 on Weekdays)**

- ☐ Unlock 3 main doors on Lejeune side of bldg
- ☐ Unlock 4 doors in Trophy case hallway

PEDO Building Closing Procedures Checklist

Macdonough Hall: **(Do not lock building before facility hours closing time)**

- ☐ It is Macdonough's posted closing time
- ☐ Ensure everyone is out of the building
- ☐ Lock the inner wooden doors on the Midshipmen Store side of Macdonough
- ☐ Lock the stairwell doors inside the vestibules on the Midshipmen Store side of the building
- ☐ Lock the outer wooden doors on the Wesley Brown Field House Side of the Building
- ☐ Lock the outer aluminum doors on the ground floor on the Wesley Brown Side of the Building
- ☐ Lock the outer aluminum doors on the 2nd deck on the red beach entrance to Macdonough
- ☐ Ensure the doors outside the water polo pool are locked
- ☐ Ensure the doors outside the men's locker room are locked
- ☐ Turn off A/V equipment in the 3rd deck gym area

Wesley Brown Field House: **(Do not lock building before facility hours closing time)**

- ☐ It is Wesley Brown's posted closing time
- ☐ Ensure everyone is out of the building
- ☐ Lock all front entrance doors to Wesley Brown
- ☐ Lock the 3 side entrance doors along the sidewalk next to Bancroft
- ☐ Ensure the loading dock doors are closed
- ☐ Ensure rooftop access doors are locked
- ☐ Ensure the three doors facing the sailing basin are locked
- ☐ Turn off the following lights:
 - ☐ Trophy/lobby area lighting
 - ☐ Under balcony lighting 1st deck
 - ☐ Under balcony lighting 2nd deck
 - ☐ Field lights to 0% (off)

Glenn Warner Soccer Facility: **(Do not lock building before facility hours closing time)**

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- ☐ It is Glenn Warner's posted closing time
- ☐ Ensure everyone is out of the building
- ☐ Ensure all exterior doors are locked

Lejeune Hall: (Do not lock building before facility hours closing time)

- ☐ It is Lejeune Hall's posted closing time
- ☐ Ensure everyone is out of the building
- ☐ Lock all outside doors by locking the panic bar (*and the exterior closing knob as applicable.)
 - ☐ 3 sets of doors facing Halsey M110,111*,112*
 - ☐ 2nd deck ramp doors M201*,202*,203*
 - ☐ Doors under the ramp M101*,102*,103*,104
 - ☐ Door facing 8th wing parking lot M105
 - ☐ Set of doors facing Ricketts in the Wrestling Lobby M108,109
- ☐ Lock all inside poor doors on both floors, pull locker room doors closed from inside the pool deck
 - ☐ Ensure doors to catwalk are locked
 - ☐ Turn off the following lights:
 - ☐ Pool lights
 - ☐ Wrestling Room Lights

Halsey Field House: (Do not lock building before facility hours closing time)

- ☐ It is Halsey's posted closing time
- ☐ Ensure everyone is out of the building
- ☐ Lock outside doors 141A, 141E, 139A/B/C, 99, 100A/B/C
- ☐ Lock inner door 150A
- ☐ Lock outer glass door at the end of the hallway leading to the parking lot behind the building.
- ☐ Ensure all other outside doors are locked to include doors 93 A-F and 94 A-C on either side of the Rock Wall.
- ☐ Turn off the following lights:
 - ☐ Lights for the Main Arena
 - ☐ Hallway lights

Dyer Tennis Center: (Do not lock building before facility hours closing time)

- ☐ Check all outer doors are locked (if unlocked, ensure everyone is out of building and lock the doors)

Ricketts Hall: (Close building by 2100 on Weekdays)

- ☐ Lock three doors on Lejeune side of bldg. and four doors in Trophy case hallway
- ☐ Ensure no Midshipmen are in the football locker room or football lounge.

PHYSICAL EDUCATION DEPT. FACILITY HOURS

Effective XX Month XXXX

MacDonough Hall		Halsey Field House	
Monday- Friday	XXXX-XXXX	Monday- Friday	XXXX-XXXX
Saturday	XXXX-XXXX	Saturday	XXXX-XXXX
Sunday	XXXX-XXXX	Sunday	XXXX-XXXX
Wesley Brown		Lejeune Hall	
Monday- Friday	XXXX-XXXX	Monday- Friday	XXXX-XXXX
Saturday	XXXX-XXXX	Saturday	XXXX-XXXX
Sunday	XXXX-XXXX	Sunday	XXXX-XXXX

AQUATICS FACILITIES

NOTE: when the Brigade is away, the only swimming is Mon-Fri in Lejeune Hall

Lejeune Hall Pool		Scott Natatorium Pool	
Monday- Friday	XXXX-XXXX	Monday- Friday	XXXX-XXXX
Saturday	XXXX-XXXX	Saturday	XXXX-XXXX
Sunday	XXXX-XXXX	Sunday	XXXX-XXXX

Issues with a PE Facility?

Call the PE Duty Officer at 410-320-9271

REMINDERS

- Midshipmen have priority in athletic facilities and on equipment at all times.

USNA FIELD LIGHT OPERATIONS

Rip Miller, Farragut, Dewey, Glenn Warner and Ingram Field Lights

The lights for all the fields are controlled remotely and electronically. Lights are activated via mobile app. Reach out to the field 1st LT to have them turned on/off.

At 2200 make sure all lights are off. If lights are still on and field is not in use, contact the respective 1st LT to have them switched off.

At 0530, if lights are on, ensure the field is in use. If not, contact the respective 1st LT. Make sure lights are turned off at (or NLT 30 minutes after) sunrise.

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Important Contact Numbers

PEDO Phone 410-320-9271

If there are ever any issues in any of the buildings after hours or on holidays/weekends that need immediate attention (ex: toilet not flushing, flooding, no electricity/ lights etc.) please contact NSA CDO. Also make sure you contact the building 1st LT so they are aware of the situation and what has been done about it.

Public Works Help Desk:

410-293-4594 (w) (Mon-Fri: 0730-1530)

410-293-3598 (after hours)

NSA CDO:

443-336-2635(c) (Mon- Fri after 1530 or Sat/Sun)

NADO:

443-569-2180

OOW:

410-293-2701

Base Police

EMERGENCY:

410-293-3333

Non-Emergency (Dispatch):

410-293-5760

Building First Lieutenants

Because this list changes frequently, the SWO will provide this list in the PEDO binder.

**Naval Support Activity
Morning Operations Meeting**

Monday-Friday Only

At 0730 phone into the daily operations meeting and pass on any important information pertaining to the Physical Mission to the member of the conference call (ex. Renovation completion dates, Brigade PRT, or building closures).

To dial in:

Call 410-874-6751 from the PEDO phone and then dial the access number 567 448 033#. The meeting starts at 0730 and lasts only 5-10 minutes. CALL PRIOR TO 0730.

15 Dec 2024

PEDO WATCHSTANDING CHANGE ADDENDUM

From: Deputy Director, Physical Education Department

Subj: PHYSICAL EDUCATION DUTY OFFICER (PEDO) WATCHSTANDING CHANGE
ADDENDUM

Ref: (1) DIRATHINST 1601.1E Physical Education Duty Officer

1. The following temporary changes to ref (1) are in affect as of _____. These changes
will be adhered to as policy until superseded or cancelled.

a.

b.

I. M. PEXO
RANK USN

PEDO CHAIN OF COMMAND FLOW CHART

