

## COMPANY OFFICER OF THE DAY (OOD)

*\*Place TIME you COMPLETED the task on each line (not a check mark or your initial)*

Effective: MM/DD/YYYY  
Updated: 07/21/2022

# OOD Academic Year Checklist

**Date of Watch:** \_\_\_\_\_

**Oncoming OOD:** \_\_\_\_\_

**Prior to Watch:**

- \_\_\_\_\_ Review the previous day's smooth log.
- \_\_\_\_\_ (NLT 0600) Retrieve all pertinent information by a face-to-face pass down from the previous day's OOD. The previous day's OOD must be up and about by 0600 to ensure same day pass down.
- \_\_\_\_\_ Conduct a round of the company wing area and common areas. After your round, log any discrepancies of machinery, standards, or potential hazards to trainees (i.e. broken light switches, dirty rooms, and wet floors).
- \_\_\_\_\_ Review Cadet Restriction of Movement Guidelines, Standing Orders, fire and bomb threat procedures, and regulations regarding standing OOD (F-3-04)
- \_\_\_\_\_ Ensure the day's sign-out sheets are posted.
- \_\_\_\_\_ Update company white board and ensure all information is up to date.

**Morning Watch:**

- \_\_\_\_\_ (0600-0745 M-Sa) Log missing/unaccounted cadets.
- \_\_\_\_\_ (0700) Review list of excusals to determine when cadets will be absent from Chase and the Academy.
- \_\_\_\_\_ (0700-1200) Ensure morning orderly is completed (time for orderly is at company discretion).
- (0700-1200) Morning inspections of wing area and common spaces. Conduct 1 round every 1-2 hours. Log results below. Make sure to check the dehumidifiers in your wing area and empty them as necessary.
- \_\_\_\_\_ (0700-0730) Check in with the watch office and receive any pertinent information from the RCDO.
- \_\_\_\_\_ (0700-0800) Check in with CC and XO (if present) to pass any information from the day before and/or from the RCDO. Receive any updates regarding restricted cadets and cadets on special status (medical, special leave/liberty, etc.).
- \_\_\_\_\_ (0700-0800) Update the company's OPSUM worksheet (saved to the .MIL P-Drive)
- \_\_\_\_\_ (0745-0800 M-Sa) Ensure all doors are open by 0800.
- \_\_\_\_\_ (0730 Su/Holidays) Ensure that restricted cadets are awake.
- \_\_\_\_\_ (NLT 0915) Check gearheads for any shortage of cleaning supplies; check the dayroom and other common areas for cleanliness.
- \_\_\_\_\_ (1030 Sa/Su/Holidays/Finals) Attend Restricted Cadet Formation.

**Afternoon Watch:**

- \_\_\_\_\_ (1200-1215 M-F) Lunch meal security assumes the watch.
- \_\_\_\_\_ (1300 Sa/Su/Holidays / 1400 Finals) Attend Restricted Cadet Formation.
- \_\_\_\_\_ (1300-1800) Afternoon inspections of wing area and common spaces. Conduct 1 round every 1-2 hours. Log results below. Make sure to check the dehumidifiers in your wing area and empty them as necessary.
- \_\_\_\_\_ (1500) Send an email/communicate to the next day's OOD reminding them of their watch.

**Evening Watch:**

- \_\_\_\_\_ (1800 F/Sa) Check in with night watch.
- (1800-2200) Evening inspections of wing area and common spaces. Conduct 1 round every 1-2 hours. Log results below. Make sure to check the dehumidifiers in your wing area and empty them as necessary.
- \_\_\_\_\_ (1800-2200) Maintain a quiet environment in the wing area during training period and evening study hours.
- \_\_\_\_\_ (1930) Attend Restricted Cadet Formation.
- \_\_\_\_\_ (2000) Secure JOOD, if applicable.
- \_\_\_\_\_ (2100) Prepare next day's paper sheets and logs.
- \_\_\_\_\_ (2200) Attend Restricted Cadet Formation.
- \_\_\_\_\_ (2200) Taps. Secure passageway lights. Maintain a quiet environment.
- \_\_\_\_\_ (30 min after expiration of liberty) Turn in evening report to RCDO.
- \_\_\_\_\_ (2300 F/Sa) Ensure night watch is up and prepared to stand watch.

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- \_\_\_\_\_ (2330 F/Sa) Night watch assumes the watch.
- \_\_\_\_\_ (2400) Electronically sign today's smooth log. Start new log.

### **Prior to being relieved:**

- \_\_\_\_\_ (0600) Reveille. Energize passageway lights.
- \_\_\_\_\_ (0600) Put together packet of paper logs and sign-out sheets. Submit packet to Foxtrot Liaison (Foxtrot company: Ops Dept. Head).
- \_\_\_\_\_ Save this form as DDMMM2022\_OOD Checklist in your respective company's Completed Logs and Checklists folder.

### **All tasks verified as complete:**

OOD Signature: \_\_\_\_\_

OOD Printed Name: \_\_\_\_\_

Provide comments concerning discrepancies with the watch:

Inspection Times and Notes – List the time of discovery and description of any material discrepancies. Mention how discrepancy was addressed and/or resolved, as applicable.

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Cadets on Admin and/or Room Restriction – Format #/c Lastname, Room #### (DDMMM2022)

Cadets NFFD/SIQ – Format: #/c Lastname (DDMMM2022) chit end date; NO medical information

Cadets in Ward/In-Patient (Off-base Hospital) – Format: #/c Lastname (DDMMM2022) return date; NO medical information

Cadets on E-Leave – Format: #/c Lastname (DDMMM2022) return date

Daily Excusals – Format: Excusal Name (Start Time/Date – End Time/Date): Lastname1, Lastname2,