

# Master-At-Arms

## General Description

### Specific Duties

#### *Quarter Deck Watch (QDW)*

- Establish and Maintain QDW schedule throughout Drill
- QDW Schedule must be approved by XO and signed by MAA and XO
- Make sure JOOW's, and POOW's, know ALL 11 General orders BEFORE\* each watch begins. If they cannot recite all 11, hand them an "11 General Orders" sheet to study while on watch and verbally test them throughout their watch.
- During each watch randomly inquire from the JOOW/POW recent activity regarding persons arriving and/or leaving, and any other situation reportable in QD log.
- AFTER\* each watch, review the QD Log for legal and grammatical correctness. If any errors are present, review and train JOOW/POW with the correct procedures.
- Make sure all watch standers review the Bell Schedule and other documents on the QD.
- Assures QDW maintains a current muster sheet.
- MUSTER SHEET – CO needs to know every evening exactly who is on board.

*\*If the MAA performs these indicated tasks at random during each watch, it will not be necessary to complete them before/ after each watch.*

#### *Safety & Security Rounds (SSR)*

- Perform continuous SSR's approximately every 30 minutes, especially in areas there are people. During training evolutions in which MAA is involved, continuous rounds are not required.
- Report to BMOW any safety problems related to the cleanliness of the compartment/building.
- Report directly to XO or CO any conditions requiring immediate and urgent response. (i.e. fight, medical emergency, intruder, etc...)
- Coordinate with LPO in the event cadets are needed to remedy a safety/security situation. During a squadron cleaning evolution, the MAA may directly pull cadets for this reason. However, if time permits, explain to the BMOW what you are doing.

#### *Friday Night Duties*

- Open Quarter Deck. See "QDW" above.
- Determine Watch/Security Schedule for rest of evening/night. See "QDW" above.
- Coordinate with BMOW for security/safety rounds. See "SSR" above.
- Establish Road Guards (for entire drill) – 2 normal, 1 back-up