



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY

121 BLAKE ROAD

ANNAPOLIS, MARYLAND 21402-5000

USNAINST 1531.34B
1/Comdt

04 MAY 2005

USNA INSTRUCTION 1531.34B

From: Superintendent

Subj: SERVICE ACADEMY EXCHANGE PROGRAM

Ref: (a) Memorandum of Agreement Between the Commandant of Cadets, USAFA; Commandant of Cadets, USMA; Commandant of Cadets, USCGA; and the Commandant of Midshipmen, USNA

1. Purpose. To assign responsibilities of those concerned with the Service Academy Exchange Program.

2. Cancellation. USNA Instruction 1531.34A

3. Background. Historically, the U.S. service academies have conducted an exchange between midshipmen and cadets for several decades. Reference (a) delineates the current parameters of an exchange of midshipmen and cadets between the different service academies. Paragraph 5 contains additional provisions for this exchange.

4. Responsibilities

a. Commandant of Midshipmen

(1) Service Academy Exchange Coordinator

(a) Responsible for overall coordination of the program.

(b) Liaise with the other academies.

(c) Brief exchange midshipmen on departure and debrief them upon return.

(d) Brief incoming cadets on arrival and debrief them prior to departure.

(e) Screen applicants for the program. The Commandant of Midshipmen will make final selection after review of academic records by the Academic Dean.

(f) Arrange calls on the Superintendent and Commandant for exchange cadets as appropriate.

(2) Company Officers: (exchange cadet(s) assigned)

(a) Accord the visiting cadet(s) the rights and privileges of second or third-class midshipmen as appropriate.

(b) Ensure cadet(s) are briefed on regulations, military performance, conduct, and company policies.

(c) Provide appropriate evaluation and counseling of cadet(s) as second- or third-class midshipmen.

04 MAY 2005

(d) Evaluate the cadet's aptitude for commission in accordance with normal procedures for second or third-class midshipmen as appropriate, which will ultimately be provided to the cadet's home academy.

(3) Midshipmen Financial Adviser/NAF Budget Officer

(a) Pay cadets as agreed with the sister academies.

(b) Bill exchange cadets for services provided by USNA.

(c) Stop brigade services charges for midshipmen while away at sister academies.

(4) First Lieutenant, Bancroft Hall

(a) Provide shipping containers for the personal effects of exchange midshipmen and cadets.

(b) Provide bedding for visiting cadets.

(c) Provide door plates for visiting cadets.

(5) Summer Training Officer, Professional Development - Provide and arrange a summer training schedule for midshipmen that does not interfere or conflict with the normal academic schedule of the host academy.

(6) Commandant's Travel Coordinator/Logistics Officer

(a) Arrange for orders for the exchange midshipmen prior to their departure for summer training and leave in December/May.

(b) Provide orders/arrange transportation as appropriate for away midshipmen to the Army/Navy game.

(c) Provide orders/arrange transportation as appropriate for away midshipmen at the USAFA to return to the Annapolis area for the Air Force/Navy game when appropriate.

(7) Brigade Drill Master - Coordinate the Army/Navy and Army/Air Force prisoner exchange at football games.

(8) Marking Officer - Coordinate PE Classes for exchange midshipmen and cadets, and PRT scores for exchange midshipmen. Note that visiting cadets are normally afforded the opportunity to take 1/C elective PE Classes.

b. Academic Dean

(1) Responsible for the academic program of USNA midshipmen while away at a sister academy.

(2) Responsible for the academic program of exchange cadets while at USNA.

(3) Monitor academic progress of all exchange midshipmen and cadets.

c. Supply Department, Personal Property Division - Provide for and arrange the shipment of personal property of exchange midshipmen and cadets as directed by their orders.

04 MAY 2005

d. Senior Medical Officer, Bancroft Hall

(1) Release medical/dental records to USNA exchange midshipmen for transport to the appropriate sister academy.

(2) Maintain the medical/dental records of exchange cadets as required and return the records to the appropriate sister academy.

e. Registrar

(1) Furnish midshipmen transcripts to appropriate service academies.

(2) Request midshipmen transcripts from USMA/USAF/A/USCGA upon completion of their exchange semester.

(3) Send transcripts on exchange cadets to USMA/USAF/A/USCGA upon completion of their semester on exchange.

(4) In coordination with ITSD, provide for the pre-registration and registration of USNA midshipmen for their next semester while at a sister academy (normally accomplished via the MIDS system).

f. Academic Adviser (Exchange Midshipmen)

(1) Supervise the academic requirements for graduation for midshipmen participating in the exchange program.

(2) Ensure all requirements for graduation will be met upon return of the midshipmen to USNA.

g. Director of IT Services

(1) Provide e-mail, MIDS, and other pertinent accounts and IT privileges as appropriate to all visiting cadets.

(2) Coordinate with sister IT Departments to ensure each visiting cadet and away midshipmen have a compatible computer while on exchange.

(3) In coordination with the registrar, provide for the pre-registration and registration of USNA midshipmen for their next semester while at a sister academy (normally accomplished via the MIDS system).

5. Additional Provisions

a. The terms of reference (a) may be modified at the annual Conference of Service Academy Superintendents (COSAS), including but not limited to the number and class year of participants.

b. Currently, only 2/C midshipmen may participate in the fall semester exchange, and 2/C and 3/C midshipmen may participate in the Spring Exchange. This may be modified by agreement between the Commandants of Midshipmen.

USNAINST 1531.34B

04 MAY 2005

c. Upon reaching formal agreement between the U.S. Naval Academy and the Royal Military Academy of Canada, any semester-long exchange between USNA Midshipmen and RMC Cadets will be governed by this instruction.



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