



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 1531.54A
1/COMDT OPS

07 SEP 2004

USNA INSTRUCTION 1531.54A

From: Superintendent

Subj: POLICY AND PROCEDURES GOVERNING THE PLANNING BOARD FOR SCHEDULING AND TRAINING (PBST)

Ref: (a) USNAINST 1531.49
(b) CNET Professional Core Competencies (PCC) Manual
(c) USNAINST 5450.3F

Encl: (1) Policy and Procedures Governing the Planning Board for Scheduling and Training (PBST)

1. Purpose. To establish the policy and procedures applicable to the Planning Board for Scheduling and Training.

2. Cancellation. USNA Instruction 1531.54

3. Action. Reference (a) specifies requirements to be met by all graduating midshipmen. Reference (b) describes minimum professional requirements for all accession sources. Reference (c) describes the organization of the Naval Academy. In order to make best use of midshipmen time in attaining the objectives of references (a) and (b) and in accordance with reference (c), a Planning Board for Scheduling and Training was established per USNAINST 1531.54, and described in enclosure (1). This revision reflects recommendations made over the course of the 2002-2003 and 2003-2004 academic years.

A handwritten signature in black ink, appearing to read "T. D. Rains", written over a white background.

T. D. RAINS
Deputy/Chief of Staff

Distribution:
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07 SEP 2004

**POLICY AND PROCEDURES GOVERNING THE PLANNING BOARD
FOR SCHEDULING AND TRAINING (PBST)**

I. PURPOSE

Time is a most precious commodity in the lives of midshipmen. In the span of four (4) short years, a midshipman must be prepared morally, mentally, and physically to begin a career of naval service. That is the Naval Academy's mission. Each component of the Naval Academy responsible for any part of this mission must work in harmony with all others so the time of midshipmen is allocated efficiently and reasonably. Toward that goal, the PBST is established to provide a framework for scheduling events involving midshipmen and resolving potential conflicts in the scheduling of midshipmen time.

II. RESPONSIBILITIES. The PBST reports to the Superintendent through the Commandant of Midshipmen and the Academic Dean and Provost. The PBST will:

A. Devise a framework for scheduling and prioritizing midshipmen time.

B. Provide a forum for all components of the Naval Academy that are involved in the scheduling of midshipmen events outside of class time to ensure that the senior staff is well informed on all current issues. Seek to resolve conflicting demands on midshipmen time.

C. Identify and schedule events necessary to comply with the professional requirements for commissioning according to reference (b).

D. Identify and schedule events in support of the education of midshipmen outside normal class time.

E. Ensure compliance with the broader goals of midshipmen development by consultation with the Midshipman Development Board.

F. Monitor the scheduling of events involving midshipmen to ensure a suitable balance between academic and professional development and to provide midshipmen with a reasonable amount of recreational and discretionary time.

G. Advise the Commandant of Midshipmen and the Academic Dean and Provost on scheduling issues that fall under their areas of responsibility.

III. MEMBERSHIP AND ORGANIZATION

Chairperson: Deputy Commandant of Midshipmen

Deputy Chairperson: Battalion Officer Representative

Secretary: Operations Officer

Members: Chairman, Seamanship and Navigation Department
Associate Dean for Academic Affairs
Director, Character Development Division
Director, Division of Engineering and Weapons
Director, Division of Mathematics and Science
Director, Division of Humanities and Social Sciences
Commanding Officer, Naval Station
Director of Special Events
Command Chaplain
Deputy Director for Athletics

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Marine Corps Officer Representative
Commandant's Scheduling Officer
Commandant's Training Officer
Company Officer Representative
Company Senior Enlisted Leader Representative
Midshipman Operations Officer
Midshipman Training Officer

IV. STANDARD OPERATING PROCEDURES

A. The PBST will normally meet monthly to conduct its business.

B. Principal members are expected to attend and vote on matters of policy. Substitutes should be kept to a minimum, although Directors of the Academic Departments may send their Deputies to act in their stead.

C. PBST agenda items will be provided to the Secretary (Commandant's Operations Officer) as soon as possible prior to the next scheduled PBST meeting. Members desiring to raise an issue or propose policy, should submit point papers and associated data as required by the chairperson.

D. The Secretary will publish the PBST agenda and associated point papers prior to the scheduled PBST meeting.

E. The Secretary will publish the approved minutes of prior meetings as well as decisions and taskings made by the Superintendent, Commandant, or Dean concerning issues brought before them by the PBST.