



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY

121 BLAKE ROAD

ANNAPOLIS, MARYLAND 21402-5000

USNAINST 1500.3
2/ADF

13 JUL 1993

USNA INSTRUCTION 1500.3

From: Superintendent

Subj: ORIENTATION PROGRAM FOR NEWLY REPORTED MILITARY AND CIVILIAN PERSONNEL

Ref: (a) USNA Strategic Plan

Encl: (1) U.S. Naval Academy Orientation Program Matrix

1. Purpose. To implement a common, centrally-coordinated introduction to the Naval Academy for all new military and civilian personnel.

2. Cancellation. USNAINST 1500.2

3. Background. The Naval Academy is charged with the special mission of providing the fleet and Fleet Marine Force with high quality junior officers. The Naval Academy depends on a motivated, informed, well-trained military and civilian work force to accomplish this mission. Because a significant portion of the work force turns over each year, it is essential that all newly reported personnel understand the Academy's organization, mission, and constancy of purpose as soon as possible after arrival.

4. Discussion. Reference (a) directs the development of an optimum set of programs for assimilating new personnel into the Naval Academy. The goal of the comprehensive orientation is to affirm, in tangible ways, the Naval Academy's commitment to people as well as mission, and to provide all with an introduction to the Naval Academy mission, organization, facilities, and certain mandated programs. Initial and assignment-specific orientation will be provided through the following:

a. Welcome Aboard Mailing. A single welcome aboard mailing will be sent to each newly assigned military member or civilian employee upon notification of their assignment to the Academy. This mailing will be tailored to address the information needs of officer and enlisted personnel, faculty members, or other civilian employees, as applicable. It will consolidate printed material available from the Personnel and Administrative Department; Civilian Personnel Department; Public Works Department Housing Office; Naval Station, Annapolis Morale, Welfare, and Recreation Department; Family Service Center; and other appropriate offices, and will include information about housing, schools, child care, MWR programs, and status-specific items for new military personnel and civilian employees.

b. Assignment of Sponsor. Each newly reporting service member and civilian employee will be assigned a sponsor. The sponsor should be available to ease the transition of the new assignee/employee into the Naval Academy and the new work place. The sponsor should serve as an initial point of contact for information relating to getting settled in the work place and in the Naval Academy community.

c. Technical Check-in

(1) All new military and civilian personnel must officially report aboard. New civilian employees should report to the Civilian Personnel Department, located in Halligan Hall, Building 181, for formal in-processing. Navy officers reporting for duty at the Naval Academy should first report to the Officer Personnel Division, located in the Administration Building inside Gate #3. All Marine Corps personnel report first to the Commanding Officer, Marine Barracks, Annapolis. Marine officers then report to the Officer Personnel Division. Army, Air Force, Coast Guard, and foreign officers reporting for duty should report to the Officer Personnel Division after they have reported to their service personnel support unit or embassy, as appropriate. New Navy enlisted personnel report to the Commanding Officer, Naval Station, Annapolis.

(2) The initial check-in at the Officer Personnel Division, Naval Station, Marine Barracks, or Civilian Personnel Department, as appropriate, will include administrative in-processing and viewing of a video-taped overview of the Naval Academy. Initial video briefings on safety and security (i.e., personnel and information security, physical security, and traffic and parking regulations) will be provided when new personnel check-in at the Pass and Tag Office, located in the Public Safety Building, Building 257.

d. General Orientation. A 1-day introduction to the Naval Academy will be presented semiannually, normally in August and January. This General Orientation will be designed to provide new personnel (i.e.,

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those who have reported subsequent to the last presentation of the orientation) with information relating to the Naval Academy, including:

- (1) Naval Academy organization.
- (2) The USNA Strategic Plan.
- (3) History of the Naval Academy.
- (4) Internal communications (e.g., the Weekly Administrative Bulletin, Plan of the Day, electronic mail, and the "Trident" newspaper).
- (5) Total Quality Leadership.
- (6) Brigade of Midshipmen Organization.
- (7) Plebe Sponsor Program.

e. Assignment-specific Orientation Programs. Other orientation programs exist to provide new personnel with information necessary for the performance of their assigned duties within the Naval Academy organization. These include:

(1) Joint Familiarization Program. Jointly sponsored by the Commandant of Midshipmen and the Academic Dean and Provost, this 3-day orientation program, intended for new military members of the Commandant's staff, Division of Professional Development, and the academic divisions, is offered annually in August. Topics covered on the first and third days include the midshipmen organization, Commandant's Standard Organization and Regulations Manual (CSORM), honor, conduct, Academic Boards, midshipmen extracurricular activities, role of officers in support of midshipmen summer professional training, protocol, and midshipmen case studies. The second day of the program consists of the Navy Rights and Responsibilities Workshop.

(2) Commandant Staff Training. This 5-day training program for newly reported company and battalion officers is developed by the Officer-in-Charge of Naval Academy Summer Programs. It is designed to supplement the Joint Familiarization Program, providing greater detail regarding the CSORM; Honor, Conduct, and Performance Systems; company officer and midshipmen chains of command; midshipmen watch organization; Company Officer's Handbook (CSORM Section 7); and the Naval Academy Annual Calendar. In addition to policy indoctrination, Brigade officers are given familiarization training for administering the routine of the Brigade of Midshipmen. Administration topics include substance abuse counseling and assistance, the Academic Center, the Counseling Center, separations (voluntary and involuntary), physical education and weight control, medical excuse authorizations, hospitalization, academic and Bancroft Hall accountability systems, and lessons learned from recent midshipmen incidents.

(3) New Faculty Preparation Program. This program, sponsored by the Academic Dean and Provost, involves 1 to 3 non-consecutive days of training for new military and civilian faculty members. It focuses specifically on the needs of the classroom instructor, and is offered annually in July.

(4) Civilian Personnel Orientation. Conducted quarterly by the Training, Education, and Development Division (TEDD) of the Civilian Personnel Department, this 4-hour orientation provides general information of interest to civilian employees.

(5) Newcomers Orientation. Sponsored by the Family Service Center and offered monthly, this 2-day program is open to all Annapolis area active duty service members and their spouses. The first day includes presentations on housing; Morale, Welfare, and Recreation services; Scheduled Airline Transportation Office services; chapel programs; Personnel Support Activity Detachment services (personnel and disbursing support); Fire Department; medical and dental support; retail facilities (Commissary and Navy Exchange); educational opportunities; security; legal services; Child Development Center; family home care; and Family Service Center. The second day involves a bus tour of the Naval Station, Naval Academy, and portions of Annapolis.

5. Action

a. The Assistant Chief of Staff Operations will coordinate the consolidation of printed welcome aboard information, and the preparation of information packets for officers, enlisted personnel, faculty members, and other civilian personnel.

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b. The following offices will be responsible for mailing welcome aboard packets to incoming personnel in the categories indicated:

- (1) Officer personnel - Personnel and Administrative Department.
- (2) Civilian personnel (including faculty) - Civilian Personnel Department.
- (3) Navy enlisted personnel - Naval Station, Annapolis.
- (4) Marine Corps enlisted personnel - Marine Barracks, Annapolis.

c. The Director, TEDD, shall:

- (1) Coordinate General Orientation sessions.
- (2) In coordination with the Commanding Officer, Naval Station, Annapolis and the Personnel and Administrative Officer, develop a critique form and ensure newly reported personnel are given an opportunity to evaluate their orientation.
- (3) Summarize the results of orientation critiques and provide a semiannual report to the Chief of Staff for program evaluation and review.

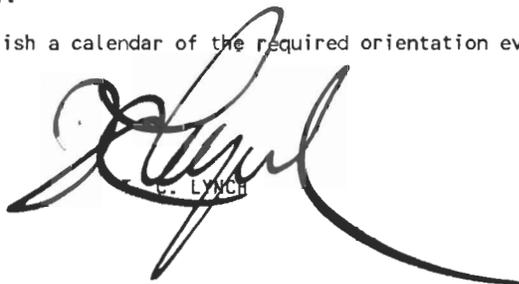
d. All newly reporting military and civilian personnel shall complete the general and assignment-specific orientation events specified in enclosure (1). These events constitute the minimum orientation requirement. Additional events may be attended by new personnel at their option.

e. Cost Center Heads shall ensure:

- (1) Implementation of the sponsor program within their cost centers for all newly reporting military and civilian personnel.
- (2) New personnel receive assistance in expeditiously completing the technical check-in process.
- (3) Full participation by their new personnel in General Orientation sessions and applicable assignment-specific orientation programs.

f. Coordinators of assignment-specific orientation programs shall, upon request, provide schedules for their programs to the Chief of Staff.

g. The Chief of Staff shall publish a calendar of the required orientation events listed in enclosure (1).



C. LYNCH

Distribution:
AA

U.S. NAVAL ACADEMY ORIENTATION PROGRAM MATRIX 1.3 JUL 1993

TRAINING	CIVILIAN EMPLOYEE	FACULTY (MILITARY)	COMDT STAFF (MILITARY)	PRODEV (MILITARY)	ALL OTHER (OFFICER)	MILITARY (ENLISTED)
Safety/Security	Note A	Note A	Note A	Note A	Note A	Note A,B
USNA Strategic Plan	1	1	1	1	1	1
USNA Organization	1	1	1	1	1	1
History of USNA	1	1	1	1	1	1
Internal Communications (WAB, POD, E-mail, Trident)	1	1	1	1	1	1
Plebe Sponsor Program	1	1	1	1	1	1
Total Quality Leadership	1	1	1	1	1	1
Midn Organization	1	1,2a	1,2a	1,2a	1,2a	1
Midn Rules/Regulations	Note C	2a	2a Note D	2a Note D	2a	N/A
CSORM/Honor/Conduct	Note C	2a	2a Note D	2a Note D	2a	N/A
AcBoard/Honor Board	Note C	2a	2a	2a	2a	N/A
ECAs/O-Reps	Note C	2a	2a	2a	2a	N/A
Officer Support for Summer Training Program	N/A	2a	2a	2a	2a	N/A
Officer Protocol	N/A	2a	2a	2a	2a	N/A
NR&R Workshop (EO/EEO, Ethics, Drug and Alcohol Program)	3	2b	2b	2b	2b	Note B
Midn Case Studies	Note C	2c	2c	2c	N/A	N/A
Military Matters (Housing, Medical, Dental, Chapel, MWR, PSD, CDC, Legal, SATO, Retail)	N/A	4	4	4	4	Note B
Civilian Matters (Life and Health Insurance, Savings Plan, Credit Union, Benefits, Leave, Attendance)	3	N/A	N/A	N/A	N/A	N/A
Teaching/Advising Skills	Note E	5	N/A	5(partial)	N/A	N/A
Co./Batt. Officer Training	N/A	N/A	6	6(partial)	N/A	N/A

LEGEND: 1 - General Orientation (1 day, offered twice per year)
 2 - Joint Familiarization Program (3 days, offered once per year in August)
 2a - Day 1 2b - Day 2 2c - Day 3
 3 - Civilian Personnel Orientation (1 day, offered quarterly)
 4 - Family Service Center Newcomers Orientation (2 days, offered monthly)
 5 - New Faculty Preparation Program (1 to 3 non-consecutive days, offered annually in July; supplemented by division/department Faculty Preparation Programs)
 6 - Commandant Staff Training (1 week, offered once per year prior to fall semester)

NOTES: A - Video tape to be viewed by new personnel upon check-in at Pass and Tag Office.
 B - Necessary training will be provided during Naval Station Annapolis Orientation Program.
 C - Civilian faculty members, only. Training will be provided in these areas during each semester.
 D - Training to be provided to enlisted personnel assigned as required by their positions.
 E - Civilian faculty members, only. Necessary training will be provided by department/mentor.

Enclosure (1)