



DEPARTMENT OF THE NAVY  
COMMANDANT OF MIDSHIPMEN  
UNITED STATES NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS, MARYLAND 21402-5101

COMDTMIDNINST 1500.4F

MAY 02 2008

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1500.4F

Subj: NAVAL ACADEMY SUMMER PROGRAMS

Ref: (a) USNAINST 1530.1B, USNA Midshipman Summer Training Program  
(b) COMDTMIDNINST 5370.2A, CO/SEL Handbook  
(c) COMDTMIDNINST 1020.3A, Midshipmen Uniform Regulations  
(d) COMDTMIDNINST 5400.6K, Midshipmen Regulations  
(e) COMDTMIDNINST 1601.10E, Bancroft Hall Watch Organization  
(f) COMDTMIDNINST 1610.2C, Administrative Conduct Manual

Encl: (1) NASP Midshipmen Regulations  
(2) NASP Organizational Structure  
(3) NASP '08 Items to Bring  
(4) NASP Check In/Out Accountability Form

1. Purpose. Promulgate policies, regulations, and instructions concerning personnel assigned to the various summer programs in which midshipmen are required to reside in Bancroft Hall, exclusive of Plebe Detail and Summer Seminar.

2. Cancellation. COMDTMIDNINST 1500.4E

3. Information. The Officer in Charge (OIC) of NASP will be responsible for those midshipmen in Bancroft Hall who are participating in cruise groups arriving and departing USNA, all summer school personnel, transients in any status, and those personnel, excluding plebes, who are separating for any reason.

4. Action. All personnel attached to or assigned responsibilities for Naval Academy Summer Programs shall become familiar with the contents of this instruction and shall carry out assigned responsibilities as directed. Should any conflict arise between this instruction and reference (c), this instruction shall take precedence during the period of 24 May - 14 August 2008.

5. Summer Programs Staff Responsibilities

a. OIC NASP - Responsible for all midshipmen assigned to Naval Academy Summer Programs taking place at USNA, excluding Plebe Summer and Summer Seminar.

b. NASP XO - Assists the OIC in ensuring all midshipmen assigned to NASP adhere to the policies, regulations, and instructions applicable to NASP and Bancroft Hall. Coordinates directly with Plebe Summer OIC concerning Leadership Development Education Program (LDEP) training prior to assumption of Plebe Summer Detail duties.

(1) NASP Admin Officer - Administrative assistant to the NASP OIC. Responsible for the administration of the NASP office, including all files, records, and reports. Updates rosters, publications and instructions, and maintains adequate supplies and necessary forms.

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(2) NASP 1STLT - Reports directly to the NASP XO. Responsible for the material condition of the NASP spaces. Maintains inventory of self-help supplies and cots, maintains storage spaces and common areas, and serves as the direct liaison with the Bancroft Hall First Lieutenant. Helps coordinate the check-in/check-out process of midshipmen rooms.

c. NASP OPS - Monitors and coordinates the movements, activities, and progress of midshipmen assigned to NASP.

(1) NASP Assistant OPS - Assists NASP Ops in coordinating with all summer programs for the movements, activities, and progress of midshipmen assigned to the Naval Academy NASP. Assists with maintaining up-to-date schedules of summer training, planning and executing midshipmen distribution and berthing within Bancroft Hall, and the distribution of midshipmen from Bancroft Hall to points of departure. Arranges in brief/out brief coordination and coordinating weekly internal NASP and Summer Program staff meetings.

(2) NASP Conduct Officer - Reports directly to NASP OPS. Maintain accountability of all conduct action for all summer program midshipmen. Provides daily status of ongoing conduct action and Preliminary Inquiry Reports to the Commandant's Conduct Officer. Coordinates with Commandant's Conduct Officer and Staff Judge Advocate to ensure prompt adjudication of all summer conduct cases. The NASP Conduct Officer is subordinate and reports to the Commandant's Conduct Officer for all matters involving system administration.

(3) NASP Adjutant - Reports directly to NASP OPS. Coordinates NASP watchbill requirements with Bancroft watch standing requirements and special evolution requirements. Works closely with Bancroft Hall Assistant Senior Watch Officer to ensure all watches and duties are planned for and accomplished throughout the summer.

d. Summer Programs LCPO - In charge of maintaining up-to-date schedule of summer training and distribution of midshipmen from Bancroft Hall to point of departure. Maintains a close liaison with Professional Development. In charge of midshipmen distribution within Bancroft Hall, planning and executing the summer berthing program. Maintains direct liaison with the Bancroft Hall First Lieutenant, and coordinates the turnover of Bancroft Hall facilities at the start and end of the summer.

e. Weapons Officer/LCPO - Weapons Detail OIC - Supervises all midshipmen assigned to the Weapons Detail in support of Plebe Summer. Responsible for midshipmen adherence to Midshipmen Regulations. Coordinates all training requirements for Midshipmen assigned to Weapons Detail.

f. Transient Officer/LCPO - Responsible for the midshipmen assigned to all USNA training programs (restricted personnel, International/Exchange students, internships) and all other transient personnel. Maintains accountability and is responsible for the good order and discipline of all midshipmen assigned to these programs. Coordinates billeting requirements with NASP.

g. Sailing Officer/LCPO - Responsible for the midshipmen assigned to the Plebe Summer Sailing Detail, Offshore Sail Training Squadron (OSTS), and Varsity Offshore Sailing Team (VOST). Maintains accountability and is



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**NASP MIDREGS - CHAPTER ONE****NASP CHECK IN/OUT PROCEDURES**

**101. TRANSITION PERIOD.** Midshipmen will be held accountable to their parent companies until 1000, 24 May 2008 even if already participating in a summer program or summer school. Midshipmen participating in Summer Programs will not be allowed to move in prior to 1000 on 24 May 2008. Midshipmen participating in Summer Programs prior to 24 May 2008 will, upon completion of each day's courses, return to their respective company areas, and confirm the balance of their daily schedules with their company's requirements. **CHECK IN TO NASP ON 24 MAY IS MANDATORY FOR ANYONE ASSIGNED TO BLOCK ONE SUMMER SCHOOL, DELAYED GRADUATES, MIDSHIPMEN ON RESTRICTION, OR THOSE DESIGNATED AS HAVING WATCHES.**

**102. PERSONAL ITEMS.** Midshipmen may only bring those personal items necessary to accomplish summer training objectives. Midshipmen reporting to NASP must bring personal linen. Refer to enclosure (3) for a list of authorized and unauthorized items.

**103. CHECKING IN.**

1. All NASP personnel residing in Bancroft Hall will take personal responsibility for their assigned room and will sign for their room using a NASP check-in / check-out sheet (enclosure (4)). Prior to checking in, Midshipmen will inspect their assigned room and document any discrepancies noted on the room check-in sheets. Midshipmen incur financial responsibility for their assigned room after they complete the initial inspection and turn in their check-in sheet. Those personnel who require temporary berthing (less than 2 nights) will be assigned a cot and berthed in an occupied room.

a. Check-in Procedures. All Midshipmen residing in Bancroft Hall as part of NASP will check-in at the NASP duty office located in the BOOW office on 7-0. Midshipman will receive a check-in sheet, room assignment and a summer company (ie. Transient, Summer School Zulu). All NASP midshipman must complete a room inspection and return the check-in sheet to the NASP duty office to complete the check-in. When a large transition is expected, such as block turnovers, NASP will establish multiple check-in/check-out stations to facilitate increase throughput and minimize delays. In this case, directions on where to report will be available on 7-0. With the exception of the first day following graduation, normal check in time will be 0800 - 1600 on Monday - Friday. Contact the appropriate program Company Officer or SEL to make special arrangements, if required.

b. On 24 May 2008, midshipmen may only check-in to NASP during the designated times. The designated times are as follows:

1. Transients (Restricttees, Interns): NET 1000, NLT 1300
2. Summer School: NET 1000, NLT 1400
3. Sailing (OSTS/VOST): NET 1100, NLT 1200
4. PROTRAMID/YP: NET 1000, NLT 1200
5. Grey Hull Cruise: will be conducted in conjunction with the cruise brief.

c. Specific information pertaining to each program is contained in the following paragraphs.

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2. Grey Hull Cruises: Midshipmen will be assigned a room and check in to NASP immediately following their cruise brief.

3. IFS.

a. All personnel assigned IFS will be required to check into NASP on the day prior to their IFS block beginning at 1200. If not serving restriction or on Loss of Class Privileges, they will be given the option to reside in town with family or sponsors at no cost to the Navy. Final approval to live out in town will be granted via special request to the NASP OIC and must include the residence address, contact information, and relation to the midshipmen. Regardless of where a midshipman chooses to reside, they will be assigned a four section duty rotation and are required to be present for morning quarters formation. The NASP Adjutant will deconflict watch standing with training requirements.

b. No IFS students are permitted to enter into a lease/rental agreement or live with recently graduated TAD Ensigns at any time during the summer.

c. If IFS personnel elect to reside in Bancroft Hall, they are required to maintain their room in class bravo condition and conduct daily taps by 2400.

d. IFS students that violate this policy shall live in Bancroft Hall for the duration of their training.

**104. PROGRAM BERTHING LOCATIONS.**

SUMMER SCHOOL	
YANKEE COMPANY	Deck 7-2, 7-3
ZULU COMPANY	Deck 7-3, 7-4
TRANSIENT	Deck 7-0
WEAPONS DETAIL	Deck 2-2, 2-3, 2-4
SAILING DETAIL	Deck 7-0
OSTS	Deck 7-0
PROTRAMID	Deck 7-1, 7-0

**105. CHECKING OUT.**

1. Prior to check-out, midshipmen will complete and turn in a check-out form (enclosure (4)) to the NASP duty office. The cognizant Company Officer, SEL or TAD Ensign will inspect the room and the responsible Midshipman will pay for all material discrepancies prior to finalizing the check-out. Program Company Officers and cognizant senior midshipmen should plan ahead and coordinate with NASP staff to ensure this requirement does not affect cruise departure times.

2. No personal items shall remain in Bancroft Hall after check out, with the exception of OSTs midshipmen while on their extended cruise. OSTs midshipmen shall check out of Bancroft Hall NLT 0800 the morning of their extended cruise; however, due to space limitations on the sail boats, the OSTs participants may consolidate their personal items in a single storage area approved by the Sailing Company Officer. Plan ahead, keep the chain of command informed, and apply common sense.

3. Any midshipmen who fails to check out properly will be charged with "failure to perform a duty" in the conduct system and may be recalled from leave in order to ensure proper maintenance and cleanliness of Bancroft Hall.

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**NASP MIDREGS - CHAPTER TWO****DAILY ROUTINE, FORMATIONS, AND ACCOUNTABILITY**

**201. DAILY ROUTINE.** All NASP midshipmen are responsible for carrying out the Plan of the Day as promulgated. Deviations from any academic and/or military evolution are not authorized unless approved by the NASP OIC or his designated representative.

**202. NASP KEY EVENTS.**

	MON-THURS	FRI	SAT	SUN
Remedial Swim / PT	0600-0700	0600-0700	----	----
Brigade Medical Hours	0630-2000	0630-2000	----	----
Reveille	0630	0630	0630	----
Quarters Formation	0700 <sup>1</sup>	0700 <sup>1</sup>	0700 <sup>2</sup>	----
Breakfast	0630-0800	0630-0800	0630-0800	0900-1300
Lunch	1130-1300	1130-1300	1130-1300	0900-1300
Evening Muster <sup>3, 4</sup>	1700	1600	----	1800
Evening Meal	1700-1830	1700-1830	1700-1830	1700-1830
Taps	2400	2400	2400	2400

Note 1: All midshipmen must attend and be prepared for inspection.

Note 2: All duty section and 3/C Summer School midshipmen must attend.

Note 3: All Summer School midshipmen must attend.

Note 4: There will also be afternoon musters for all programs other than summer school prior to departing on liberty as determined by the program Company Officer.

**203. REVEILLE.** Reveille will be conducted according to reference (c) section 1.15 for all personnel assigned to Summer School.

**204. FORMATIONS.**

1. NASP will conduct all formations in Bancroft Hall and attendance is mandatory. Excusals are only authorized by the Company Officer or SEL in their absence. Excusals are the very rare exception and not the rule.

2. Academic instructors will take muster in the classrooms and will report UA's to the NASP Summer School Company Officer.

3. Cruise Groups will muster in accordance with procedures established by their respective OIC's.

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**205. MEDICAL TREATMENT.**

1. Midshipmen unable to comply with the daily routine due to illness or injury must obtain an excusal or sick-in-room chit from Brigade Medical. This chit is not valid until signed by a NASP Company Officer or Program OIC. Under no circumstances will a midshipmen retire to his/her room without informing their chain-of-command.

2. Town liberty will not be authorized if camouflage utilities are prescribed as a uniform for medical reasons.

3. All accidents, injuries, or serious illness must be reported to the NASP Duty Office ASAP, ideally by the midshipmen involved.

4. Elective or non-emergency treatment will NOT be scheduled during class time. All elective surgery requires NASP OIC approval.

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**NASP MIDREGS - CHAPTER THREE****MIDSHIPMEN ROOMS AND ASSOCIATED AREAS**

**301. ROOM STANDARDS.** Midshipmen will maintain rooms in Class Bravo condition at all times. Additional regulations are as follows:

1. NASP staff will inspect rooms on a daily basis. The first failure will result in extra duty that must be completed prior to checking out from NASP. The second failure will result in conduct action for failure to prepare for an inspection.
2. Midshipmen will live and sleep only in their assigned rooms.
3. When members of opposite sexes are present in a midshipmen room, the door will be propped open at a 90 degree angle.
4. Midshipmen must remain in assigned summer company area from 2400 until 0600 daily unless on authorized weekend liberty or on leave.
5. Midshipmen are not authorized in other midshipmen's rooms after TAPS.
6. Residents will ensure all food in rooms is sealed in plastic airtight containers.

**302. ROOM IDENTIFICATION.** Identification information (name, age, alpha code, NASP designation/program, etc.) for each person residing in NASP rooms will be posted on doors. Identification information sheets will be provided by the NASP office during check-in (via the NASP MS Access database). Residents are required to remove all tape residue as part of their check-out cleaning.

**303. COMPANY WARDROOMS.** Company wardrooms are the property of academic year companies. NASP personnel are not authorized to use company wardrooms or their facilities.

**304. NON-NASP MIDSHIPMEN, VISITORS, GUESTS.** Midshipmen not assigned to NASP are not authorized to bunk in NASP spaces, including unoccupied rooms. No guest or visitor is allowed to berth in any room without prior approval from the NASP OIC.

**305. UNLISTED CATEGORIES.** Throughout the summer, numerous other groups will be berthed in Bancroft Hall. Short-term transients may be berthed on cots throughout NASP spaces as requirements dictate. Non-USNA personnel cannot be berthed without prior approval from the Commandant or the NASP OIC.

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NASP MIDREGS - CHAPTER FOUR

UNIFORM STANDARDS

**401. UNIFORM REQUIREMENTS.**

1. Each of the summer training programs has distinct uniform requirements; however, all personnel will wear their ID card on the outside of their uniform while in Bancroft Hall, per academic year standards. Specific uniform requirements by program are:

- a. Summer School: Working khaki with garrison cap.
- b. YP: 1/C - Working khaki with Navy "N" ball cap; 3/C - dungarees with Navy "N" ball cap.
- c. PROTRAMID/ACTRAMID: To be promulgated by ProProgs.
- d. NASS: Summer whites or working khaki. NASS midshipmen shall be readily identifiable by their blue and gold name tags.
- e. OSTs/VOST/Sailing Detail: Sailing attire (blue rims or polo shirts as prescribed/khaki shorts/boat shoes/ball cap).
- f. IFS midshipmen residing in Bancroft Hall: Blue over Khaki. This is for transit to/from scheduled flights. At all other times, IFS personnel will wear the uniform of the day.
- g. Bowman Scholars: Midshipmen will coordinate uniform requirements with their internship sponsor and the NASP AOIC.

2. Midshipmen will wear the working uniform or the Uniform of the Day when conducting business in the NASP Office.

3. Midshipmen involved in summer internship programs who are required to wear civilian clothes on the job will be authorized civilian attire between Bancroft Hall and their internship. Uniform guidance in paragraph 401.1.a applies for internships at USNA.

4. All Midshipmen should have their service dress white uniform available on the Yard for special functions.

**402. MEALS.** The uniform for weekday meals is working khaki, utilities, dungarees, or summer whites. Midshipmen shall wear summer white for all meals from Friday noon through Sunday evening. Sailing attire is permitted for meals only for those midshipmen authorized to wear the uniform.

**403. LIBERTY UNIFORMS.**

1. The uniform for town liberty during the working week is Summer Whites. Civilian attire is **not authorized during weekday liberty for any class.**

2. Midshipmen on weekend liberty are authorized the following:

- a. First Class - Summer White or appropriate civilian attire.
- b. Second Class - Summer White or appropriate civilian attire.

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- c. Third Class - Summer White.
- 3. Sailing uniforms are not authorized for Yard, Town, or Weekend Liberty.
- 4. Blue and Gold jogging suits are not authorized for wear off the yard. This also applies to individual transiting to liberty at a sponsor's house.
- 5. Civilian attire shall never be worn in those portions of Bancroft Hall being used by the Fourth Class Regiment and NASS. Entry into 1st, 3rd, or 5th Wings is strictly prohibited, unless specifically approved by the NASP OIC/AOIC, per paragraph 802.

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**NASP MIDREGS - CHAPTER FIVE**

**LIBERTY AND LEAVE POLICY**

**501. GENERAL.**

1. Leave and liberty is a privilege. Leave/liberty is contingent on a Midshipman's ability to meet standards. **Midshipmen that do not meet the standards will not be afforded leave/liberty.**
2. Town liberty is not authorized for Summer School students during the work week. All other programs will have liberty formations at the conclusion of the work day as determined by the program Company Officer.
3. All personnel must be physically present at TAPS unless authorized an overnight or weekend. Each program Company Officer may approve overnight liberty when it makes sense in the training schedule. The overnight list must include accurate recall information and an address where the midshipman will be staying. It is the individual midshipman's responsibility to verify he/she is approved before departing on liberty. The overnight list must be submitted to the Company Officer NLT 0900 on the day prior to the requested overnight period. Those who are academically UNSAT, on PE probation or have an interim D / F in their summer school class will not be eligible for overnight liberty.
2. On a case by case basis, special requests for extended leave or liberty may require Academic Dean and NASP OIC approval.
3. PE deficient, loss of leave, restricted, and academically unsatisfactory midshipmen are not authorized weekends.
4. Liberty is only authorized at the discretion of the company officers (Summer School Officer/LCPO, Transient Officer, 4/C Regiment LNO, etc) after midshipmen complete military obligations, not by specific programs (summer school instructor, YP OIC, etc). Liberty will not normally commence until after 1700 daily formation.

**502. EXCEPTIONS TO MIDREGS.**

1. Normal working hours: Monday through Friday, 0700 - 1700.
2. Last Military Obligation: Last class or military evolution, as determined by the cognizant program Company Officer, Program OIC, CDO, or other competent authority.
3. Academically SAT: If meeting all of the following criteria:
  - a. No F in the previous semester
  - b. Not more than 1 D in previous semester
  - c. Both SQPR and CQPR 2.00 (or above) in previous semester
  - d. C or better in any previous 2007 summer school class
  - e. C or better in current summer school class
4. Yard Liberty: Yard liberty does not include the Officer & Faculty Club. Town liberty must be authorized to patronize this facility. Yard liberty may include the First Class Club for 1/C Midshipmen, if open.

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**503. NORMAL LEAVE.** Midshipmen completing their Summer School programs may depart on leave only after they complete: (1) their last class or military obligation, (2) a room sat inspection and (3) check-out approved by the NASP AOOW. All Bancroft Hall deficiencies for which an occupant has been deemed financially responsible must be paid in full before a midshipman may depart on leave. Midshipmen will update their leave address and recall information in MIDS before departing on leave.

**504. EMERGENCY/SPECIAL LEAVE.** Emergency/special leave requests should be submitted to the NASP OIC (or the Bancroft Hall OOW after working hours) for approval. Academic year criteria remain in effect. Remember, each day of Summer School equals approximately four normal class days. Midshipmen should make every effort to minimize time away from classes when requesting emergency leave.

**505. LIBERTY TIMES.**

1. Midshipmen not in the duty section will be granted liberty as discussed below. **All NASP midshipmen will be in four section duty (all classes).** Adjustments to the liberty and overnight policies will be made during three day weekends, the specifics of which will be promulgated by the NASP OIC prior to the holiday.

2. **Summer School Academically SAT and not on PE Probation**

a. Town Liberty:

- (1) (1/C) Friday - 1600 until 2400.
- (2) (2/C) Friday - 1700 until 2400.
- (3) (3/C) Friday - 1800 until 2400.
- (4) (All) Saturday - 0730 until 2400.
- (5) (All) Sunday - 0800 until 1800.

b. Weekends:

- (1) (1/C) Friday 1600 until Sunday 1800.
- (2) (2/C) Friday 1700 until Sunday 1800.
- (3) (3/C) Saturday 0730 until Sunday 1800.

2. **Summer School Academically UNSAT or on PE Probation.**

a. Town Liberty:

- (1) Friday - none.
- (2) Saturday - 1200 until 2400.
- (3) Sunday - 0800 until 1800.

b. Weekends: None

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c. MIDN may petition for an "Academically SAT" status at the conclusion of summer school week 3.

3. All other programs.

a. Liberty will be granted by the cognizant program Company Officer following a mandatory liberty formation. This will not normally be done before 1700 (Mon - Sun).

b. Overnight / weekends. The cognizant program Company Officer may approve eligible candidates for overnight or weekend liberty when it makes sense based upon the training schedule.

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**NASP MIDREGS - CHAPTER SIX****CONDUCT SYSTEM**

**601. DEMERITS.** Any demerits accumulated during the summer will count against an individual's grade for the first semester of the 2008-2009 academic year. A copy of the Administrative Conduct System Manual will be available in the NASP office and the USNA webpage for reference by Midshipmen.

**602. PENDING ADJUDICATION AFTER GRADUATION.** Midshipmen with conduct cases pending adjudication following Graduation must remain at USNA until their case is complete, unless granted permission to leave by the Commandant/Deputy Commandant. Any midshipmen that still has un-served restriction at Graduation must remain at USNA until they complete their restriction or until their summer training begins. All restriction days must be served prior to taking leave unless specifically waived by the Commandant/Deputy Commandant. Any midshipmen referred to the ADEO for SARP screening (command or incident referral) will remain at USNA until completing SARP screening and/or required treatment unless the Commandant/Deputy Commandant grants permission otherwise after reviewing all pertinent facts.

**603. SUMMER CONDUCT OFFENSES.**

1. USNA will immediately review the summer training status of any midshipmen who commits a conduct offense while on Summer Training. The authority to terminate an accused midshipman's summer training resides solely with the Commandant/Deputy Commandant. If they terminate an accused midshipmen's summer training, the individual will report to USNA and check-in to NASP ASAP.

2. NASP Staff will have the same adjudicating authority and responsibilities as their academic year counterparts. The NASP OIC has the adjudicating authority of an academic year Battalion officer. A Program XO has the adjudicating authority of an academic year Company Officer.

3. The NASP Conduct Officer will administer the Conduct System in coordination with the Commandant's Staff Conduct Officer.

**604. RESTRICTION.**

1. All classes will serve assigned restriction in accordance with the policies outlined in the Administrative Conduct System Manual. The NASP Conduct Officer will administer restriction forms and restriction orders per the Administrative Conduct System Manual. Restriction musters will be conducted with the Bancroft Hall OOW to maintain consistency with the Academic Year operations. Musters will be at the times set forth in reference (d) section 3.

2. Midshipmen with remaining restriction will promptly return to USNA after completing training cruises, movement orders, or other authorized reasons to be absent from USNA. Midshipmen must check in with Main Office and the NASP CDO to resume their disciplinary status.

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**NASP MIDREGS - CHAPTER SEVEN**

**WATCH ORGANIZATION**

**701. GENERAL**

1. At the end of the Academic year, the Bancroft Hall watch organization will be modified to support the needs of the Naval Academy, while allowing for the limited number of midshipmen available to stand watch. Specific requirements are outlined in reference (e).
2. Watch turnover will occur at 1200 on 24 May 2008. After turnover, NASP, Plebe Summer, and the Bancroft Hall Senior Watch Officer are responsible for the Bancroft Hall Watch Organization until Brigade Reform. For the intent of this instruction, NASS (Naval Academy Summer Seminar) detail will be included as part of the NASP duty personnel.
3. Academic Year watch standers will pipe down on 24 May 2008 and re-assume watch responsibilities during Reform in accordance with the Brigade Adjutant's transition plan.

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**NASP MIDREGS - CHAPTER EIGHT****GENERAL INFORMATION****801. SPECIAL REQUEST APPROVAL AUTHORITY**

1. Midshipmen may submit special requests to the appropriate approval authority via the chain of command.
2. Designated NASP personnel may approve request liberty chits that will not interfere with scheduled class times. Special request chits must be submitted at least two working days in advance, except in an emergency. The following chits must be forwarded to the NASP OIC:
  - a. All disapproved chits.
  - b. Any involving leave.
  - c. Any involving extended liberty for mandatory summer school or academically deficient summer school attendees.
  - d. Any involving missed class time for summer school or military obligations for other NASP personnel.
3. For summer school personnel, special request chits must also be routed via applicable professors. In general, routine requests for personnel with course grades below a "B" will not be granted.

**802. PROHIBITION OF INTERACTION WITH FOURTH CLASS REGIMENT.** Personnel attached to NASP will remain clear of those portions of Bancroft Hall being used by the Fourth Class Regiment. Basement entrances to service facilities shall be used. No contact, verbal or otherwise, is authorized with members of the fourth class. NASP personnel shall not observe Fourth class meal formations and they shall avoid the area in King Hall used by the Fourth Class Regiment. Non-detail midshipmen are prohibited from visiting fourth Class Regiment areas. Fourth Class Midshipmen will not enter the NASP area unless escorted by a first class assigned to Plebe Detail. The upper classes will be visible to the Fourth Class Regiment on the Yard. **Midshipmen, as representatives of the Brigade, will display and conduct themselves professionally at all times in order to set the example for the incoming class.**

**803. PROHIBITION OF INTERACTION WITH SUMMER SEMINAR STUDENTS AND NAAA SUMMER CAMPS.** Midshipmen not associated with NASS detail or with NAAA Summer Camps and will remain clear of those portions of Bancroft Hall being used by these programs. No contact, verbal or otherwise, is authorized with Summer Seminar students or NAAA Summer Campers.

**804. RESIGNATIONS AND SEPARATIONS.** Process all resignations through the NASP OIC. Midshipmen who submit resignation letters will still be governed by NASP regulations until they are signed out on separation leave.

**805. TRANSIENT PERSONNEL.** A transient, by definition, is a Midshipmen assigned to NASP who is NOT is not participating in Summer School, PROTRAMID, NASS, OSTs, or any other sponsored USNA program. However, the transient is staying in Bancroft Hall and includes but is not limited to those midshipmen awaiting the next Summer Cruise block, on leave (NAAA camp counselor), restricted, loss of leave status, delayed graduate, separation pending, or in

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the seminar phase of an overseas internship. While in a transient status, all Midshipmen must conform to the routine of the day unless the NASP OIC specifically grants written permission to the contrary. All midshipmen with pending honor or conduct actions or who are in a "separation pending" status must be berthed by NASP. Transient personnel may be assigned to work details and watches.

**806. VEHICLES.** NASP will enforce the standard midshipmen parking and motor vehicle regulations throughout the summer.

**807. PHYSICAL EDUCATION DEFICIENCIES.** NASP will work closely with PE this summer. As part of each midshipman's NAPS check-in process, all hands must check with their Summer Program Company Officer to determine if they have any current P.E. deficiencies. Anyone deficient in the Physical Readiness Test (PRT) or any other PE class (to include swimming, boxing, wrestling, or judo), must report to the Marking Officer immediately to arrange testing. Exceptions to this requirement will only be made for those individuals who have a valid medical excuse chit.

**808. COMPUTER STORAGE.**

1. Midshipmen needing their computer for summer school (Summer School, NASS) should not store it with the rest of their parent company. NASP will have very limited storage spaces, therefore all midshipmen assigned to summer school are highly encouraged to find storage for their computers outside of Bancroft Hall or to take advantage of storage provided by the Bancroft Hall 1<sup>st</sup> LT.

2. All computers stored must be boxed, taped shut, and clearly marked on all sides as follows:

NAME  
ALPHA  
SUMMER COMPANY  
EQUIPMENT SERIAL NUMBER

**809. DELAYED GRADUATES.**

1. Each delayed graduate will provide the NASP OIC a detailed plan for the summer before 16 May 2008. These plans must be approved by the midshipmen's academic year Company and Battalion Officers. The plan will include the following elements:

- a. Reason graduation delayed.
- b. Anticipated graduation date.
- c. Requirements to graduate, including a copy of any applicable Letters of Instruction or Remediation.
- d. A timeline for meeting paragraph 1.c requirements.
- e. Detailed plans for meeting the requirements including items such as scheduled meeting with remediators or instructors, academic schedule, community service plan for remediation, etc.
- f. Name and contact information for any officers assigned to assist remediation.

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g. Requested leave dates. Not more than three weeks of leave will be granted during the summer for any delayed graduate, regardless of planned graduation date. In some cases, less may be afforded to ensure the individual meets graduation requirements in a timely manner. For August graduates, leave must support completing all graduation requirements at least 10 working days prior to graduation. All August graduates will return from leave no later than 10 working days prior to the August graduation date.

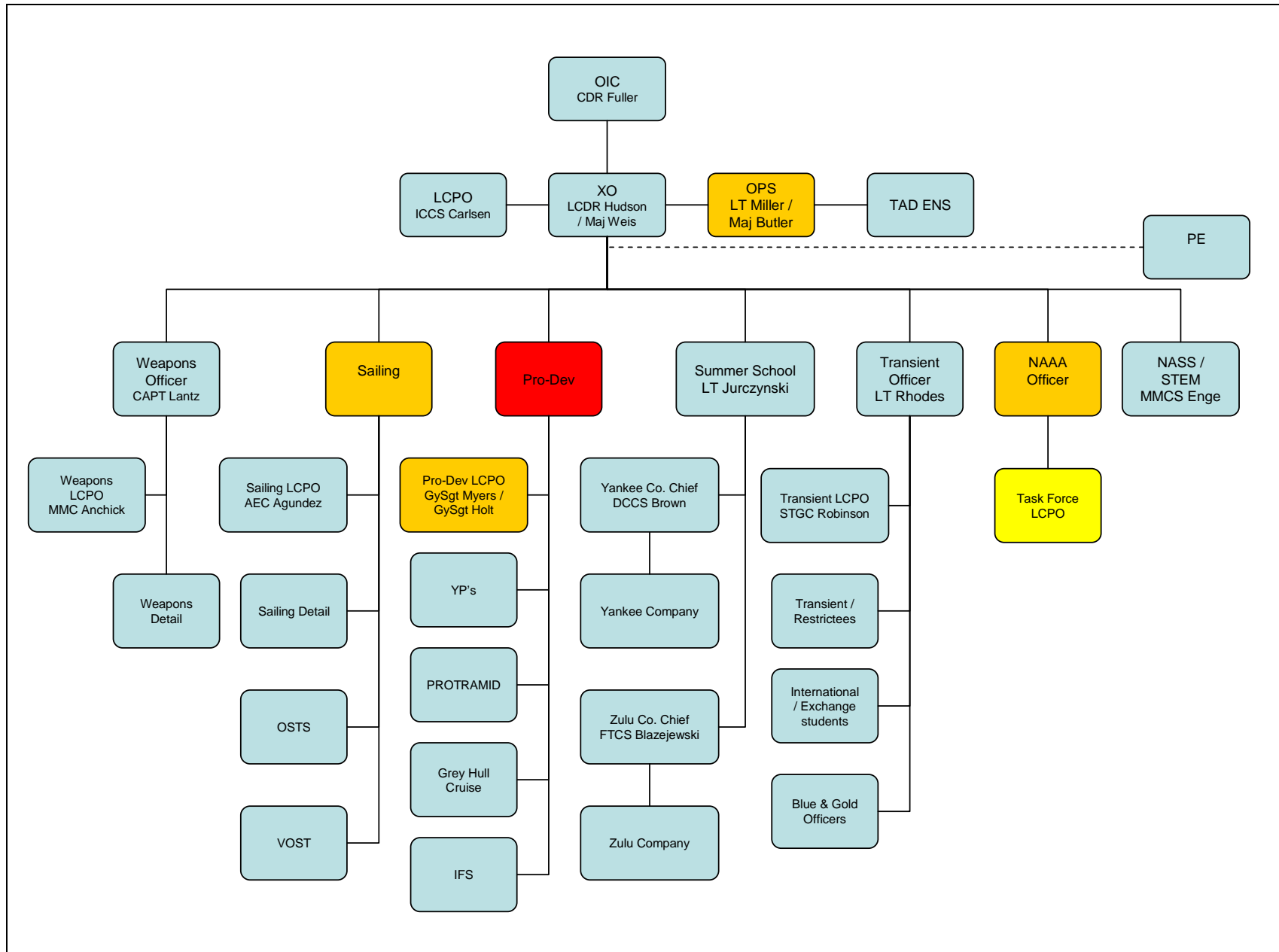
3. Company and Battalion Officers will ensure these plans provide sufficient detail so that NASP staff can adequately monitor and guide these midshipmen. The summer period is short and the NASP staff must rapidly become acquainted with these midshipmen, especially where extra attention and leadership is required to ensure success.

#### **810. MIDSHIPMEN MEDICALLY EXCUSED FROM PROFESSIONAL TRAINING**

1. When a midshipman must be excused from professional training because of a medical condition, PROPROGS will endeavor to assign the midshipmen to alternate training or an internship that is compatible with the medical condition.

2. Midshipmen who must remain at the Naval Academy for physical therapy will be assigned to a division at the Naval Academy. Their assignment would preferably be to assist in a professional or character development program.

3. Medically excused midshipmen normally will be afforded one block of leave compatible with their medical condition. In some cases, where medical rehabilitation is extensive and prohibits participation in a normal work environment, extended convalescent leave may be authorized by the NASP OIC.



COMDTMIDNINST 1500.4F

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## **NASP 2008 ITEMS TO BRING**

COMPUTER

AUTHORIZED BOOK BAG WITH APPROPRIATE SCHOOL SUPPLIES

3 SETS OF KHAKIS

3 SETS OF SUMMER WHITES

SERVICE DRESS WHITES (CHOKERS) - need to be stored on the yard (ie. Basement lockers)

1 WHITE BELT (WITH BUCKLE)

1 KHAKI BELT (WITH BUCKLE)

1 COMBINATION COVER

1 KHAKI GARRISON COVER WITH DEVICE

1 SET OF COLLAR DEVICES FOR KHAKIS

1 SET OF SHOULDER BOARDS FOR WHITES

1 SET OF RIBBONS

2 NAME TAGS

2 PAIRS OF BLACK DRESS SHOES

1 PAIR OF WHITE DRESS SHOES

1 SHOE SHINE KIT

7 PAIRS OF BLACK SOCKS

3 PAIRS OF WHITE DRESS SOCKS

7 WHITE V NECK TEE SHIRTS

7 WHITE UNDERSHORTS / UNDERWEAR

5 BRAS (2 SPORTS) - Females only

BLACK RAIN COAT WITH SHOULDER DEVICES

EISENHOWER JACKET

1 WATCH BELT (2/C - 3/C)

5 BLUE RIM TEE SHIRTS

3 USNA MESH SHORTS

1 ISSUE BATHING SUIT

1 BLUE AND GOLD JOGGING SUIT

1 PAIR OF RUNNING SHOES

6 PAIR OF WHITE ATHLETIC SOCKS

BEDDING - 1 BLUE MAGNET / 2 PILLOW CASES / 2 SETS OF SHEETS

2 TOWELS

SHOWER SHOES

TOILETRIES

LAUNDRY BAGS AND PINS

1 PADLOCK

1 FAN (OPTIONAL)

1 DESK LAMP (OPTIONAL)

## **UNAUTHORIZED ITEMS**

**(This list is not all inclusive)**

PLANT

POSTERS

WINTER UNIFORMS

Enclosure (3)



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### NASP Check-out

To be filled out by the Midshipman:

1. Name: \_\_\_\_\_
2. NASP Company: \_\_\_\_\_
3. Assigned room: \_\_\_\_\_
4. Academic year company: \_\_\_\_\_

To be filled in by NASP staff (SEL, CO, or ENS):

1. Room inspected by NASP staff: \_\_\_\_\_ (initial)
2. Room deficiencies new since check in sheet

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3. Room deficiencies paid: \_\_\_\_\_ (initial)
4. Extra duty remaining: \_\_\_\_\_
5. Academic year company notified of remaining extra duty hours: \_\_\_\_\_ (initial)
6. Cot collected: Yes / No / Not applicable
7. Removed from database: \_\_\_\_\_ (initial)