



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

COMDTMIDNINST 4653.1J
22 Oct 07

COMMANDANT OF MIDSHIPMEN INSTRUCTION 4653.1J

Subj: MOVEMENT ORDERS AND EXCUSAL LISTS

Ref: (a) COMDTMIDNINST 7220.2C
(b) COMDTMIDNINST 1710.14D
(c) COMDTMIDN NOTICE 1710
(d) COMDTMIDNINST 5400.6J
(e) COMDTMIDNINST 1020.3A

1. Purpose. Establish procedures and requirements for Movement Orders and Excusal Lists.
2. Cancellation. COMDTMIDNINST 4653.1H
3. Movement Orders

a. Movement Orders (MO's) authorize Midshipmen to travel outside the confines of the Naval Academy, and are required for organized activities approved by the Commandant. This applies whether or not the group is an approved Extracurricular Activity (ECA), Varsity/JV Sport, Club Sport, or Academic class. Groups of Midshipmen who form for special activities require Movement Orders, even if during liberty time. For the purpose of this instruction, the Naval Academy includes the Naval Station, Naval Academy Golf Course, Perry Circle, Perry Center and Navy-Marine Corps Memorial Stadium.

b. **Movement Orders must be submitted to the Logistics Officer at least one week prior to movement.** Anyone with MIDS access may create a Movement Order, but only designated Officer Representatives (O-reps) may submit them to the Logistics Officer.

c. All Movement Orders require the designated O-rep to screen the Movement Order in the MIDS system and approve it before it is submitted to the Logistics Officer. Some MO's require additional approvals if the MO's contain specific exceptions. These exceptions include the following:

- (1) Midshipmen will miss class time. (Note 1)
- (2) Midshipmen will miss mandatory study hour.
- (3) Movement is during academic reserved time. (Note 1)

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(4) Midshipmen will operate privately owned vehicles in conjunction with movement. (Note 2)

(5) 4/C Midshipmen will participate in a first semester general or academic field trip. (Note 2)

(6) Midshipmen will not be accompanied by an Officer Representative, Coach or Instructor. (Note 3)

(7) Midshipmen will not participate in uniform of the day. (Note 3)

(8) Midshipmen will participate in a potentially hazardous activity. (Note 3)

(9) Midshipmen will participate in a high visibility activity of which the Commandant should be made aware. (Note 3)

Note 1: Recommendation for approval required from Academic Dean and Company Officers.

Note 2: Recommendation for approval required from Company Officers.

Note 3: Recommendation for approval required from the Company Officers and Deputy Commandant.

d. Company Officer and Academic Dean approvals are accomplished via MIDS after the Movement Order has been created.

e. O-reps will inspect Midshipmen in approved travel uniforms prior to departure. All Midshipmen will travel in the uniform of the day unless traveling on a Varsity/JV/Club Sport MO over 4 hours by ground, on an All-Navy chartered flight, or if there is not an adequate changing facility at destination. The O-rep must call the Officer of the Watch (OOW) at x2701/2 prior to departure and upon return with the following information: 1) Movement Order number; 2) Group name; 3) Departure/return time; and 4) Any discrepancies to the data found in the MIDS system (i.e. Midshipmen not traveling on the Movement Order).

f. The Midshipmen Officer of the Watch, under OOW supervision, will be responsible for logging details surrounding all Movement Orders and Excusals. All of the departure and return information will be logged in the Movement Order/Excusal logbook. Any unauthorized absences (UAs) or other amplifying information should be reported directly to the Logistics Officer

or the OOW, and will be included as a log entry. This information will ensure the watch team provides an accurate 0800 report to the Deputy Commandant.

g. For academic Movement Orders with officers accompanying, the rules noted above apply. For academic Movement Orders with civilian professors accompanying, the senior Midshipman shall complete muster and inspection and report departure. The senior Midshipman will also be responsible for relaying information to the OOW as noted above.

h. All Midshipmen on an approved Movement Order must return with that organization upon completion of the event. To do otherwise, a special request chit is required to be routed through that Midshipmans' company chain-of-command and the organization's chain-of-command. It is each Midshipmans responsibility to return to company area and report their return to the CDO in person (phone calls are not authorized). Additionally, Midshipmen will sign-in/out of an Excusal/Movement Order logbook located within each company area. This logbook will be reviewed by Company Officers for accountability and accuracy.

i. Organizations may utilize the Naval Academy's government vehicles and should submit a Transportation Request in MIDS during the creation of the Movement Order. Vehicles are issued by AFM Dispatch on a first come, first served basis with Varsity/JV and Club A Sports receiving priority over Club B Sports and ECAs. The Naval Academy does not charge for government vehicles driven by organization members, but does charge for the Public Works bus drivers. Charges vary depending on the requested date and time. Organizations are also responsible for driver costs (hotels, meals, etc). For ECAs and Club B Sports, these charges will be paid by the organization's Midshipman Welfare Fund (MWF) account. Charges are determined by the Public Works Financial Branch and are non-negotiable. Because Public Works cannot support all requests, the MWF Manager or Logistics Officer will assist in procuring rental or charter vehicles if desired.

j. For Movement Orders extending through meal times, arrangements may be made via MIDS to the Midshipmen Food Service Division (MFSD) to provide boxed, early, or late meals. Varsity Sports are normally the only organizations that will be approved to have early or late meals. Every attempt should be made to schedule Movement Orders to leave after or return prior to meal

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times to reduce food service requirements. Boxed meals may be requested only for Midshipmen. **For ECA and Academic MO's, MFSD will not provide boxed meals and each organization is responsible for feeding the Midshipmen.** Midshipmen who travel on Movement Orders are in some cases eligible for commuted rations. The O-reps in charge of Movement Orders are responsible for submitting claims for commuted rations per reference (a).

k. Movement Orders expire at the time indicated or upon return to USNA, whichever occurs first. O-reps are responsible for contacting the OOW for extensions. Delayed Movement Orders expire upon return to USNA.

l. It is often necessary to contact individuals on Movement Orders. Movement Orders must, therefore, contain an emergency contact phone number (preferably a cell phone number) and detailed lodging information.

m. O-reps must ensure adequate and appropriate lodging for all Midshipmen while on a Naval Academy sponsored Movement Order.

n. **Alcoholic beverages are strictly prohibited by all personnel while on a Movement Order, regardless of age. Alcohol will not be carried in any vehicle associated with the group, to include privately owned vehicles (POVs). Furthermore, no alcoholic beverages are to be purchased with MWF money while on a Movement Order. On a case-by-case basis, O-reps may request permission for consumption of alcoholic beverages (beer or wine only) and only for a specific event on a specific Movement Order. Requests are approved only by the Commandant. Consumption of alcohol at any specific event will be consistent with reference (d).**

o. Coaches and O-reps must ensure Movement Orders include a statement authorizing transportation of weapons and list an inventory for accountability purposes. **All Movement Orders must state in the comment block, "AUTHORIZED TO TRANSPORT FIREARMS FOR USE IN COMPETITION AND TRAINING IAW THE GUN CONTROL ACT OF 1968, TITLE 18, CHAPTER 44," and list the weapons being transported by serial number and the ammunition by type and quantity.** In addition, when transporting weapons a copy of the movement order should be maintained by the accountable official(s). This instruction only applies to working weapons and does **not** include "training devices" such as drill rifles.

4. Movement Order Eligibility

a. Varsity/JV teams. The Commandant and Director of Athletics determine NAAA Movement Order eligibility. The Senior Associate Director of Athletics (Academics)/Academic Liaison Officer and Company Officers screen athletes for eligibility prior to Movement Order approval and will make recommendations on whether a Midshipman should travel. If a Midshipman with a CQPR below 2.0 is listed on a Movement Order, the concerned Company Officer should open a dialogue with the respective head coach and/or O-rep regarding the Midshipman's inclusion on the Movement Order. When practical, tutors are available to help struggling Midshipmen in the core academic disciplines (Math, Chemistry, Physics, etc.) while on Movement Order. In addition, on all Movement Orders, Midshipmen with a CQPR/Semester QPR less than 2.0 will be required to participate in mandatory study periods. Under the rare circumstance that the Company Officer and head coach are unable to reach agreement, the Company Officer shall forward any concerns up the chain of command to the Deputy Commandant for resolution. The Senior Associate Director of Athletics (Academics) and Deputy Commandant will resolve any conflicts. NAAA Movement Orders will be used only for scheduled Varsity and JV events. Further guidance is provided in reference (c).

b. Club A Sports Movement Orders. Midshipmen are authorized to miss some mandatory events if participating in a scheduled competition or practice on an official Club A Sports MO. Upper class must be weekend eligible per COMDTMIDNINST 5400.6J. Fall semester eligibility for 4/C Midshipmen will be determined by six-week grades. Prior to the six-week marking period, 4/C Midshipmen are considered eligible. Company Officers have final disapproval authority for Club A Sport Movement Orders.

c. ECA and Club B Sports Movement Orders. Eligibility requirements for Club B Sports, ECA's, and General Movement Orders are as follows:

(1) Movement Orders for Club B Sports and ECAs are not authorized to interfere with classes, study hour, or formations, including end of liberty formation on Sunday nights. Upperclass must be weekend eligible per COMDTMIDNINST 5400.6J. 4/C Midshipmen are not eligible for Club B Sport or ECA MO's, unless the MO's takes place completely within their normal liberty time. Company Officers have final disapproval authority for Club B Sport and ECA Movement Orders.

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(2) Members of ECAs on Movement Orders will be charged a weekend, unless the MO was ordered by the Naval Academy to support an official event.

(3) Movement Orders during Academic Reserve or final exams are discouraged and will normally be disapproved.

(4) To be eligible to participate in ECAs movement orders, member Midshipmen must have over 2.2 in both SQPR and CQPR.

d. Academic Field Trips. Academic Field Trips are trips of an entire academic course or section under supervision of a professor. **In addition to Commandant Operations approval, all field trips require approval from the Academic Dean.** Field trips may be scheduled subject to the following:

(1) **Field trip requests, including detailed itineraries and Midshipmen participants, shall be submitted to the Academic Dean for approval not later than two weeks prior to the trip.** No commitments are to be made until the Movement Order is approved.

(2) Field trips should minimize missed class time and must be scheduled to take place during the following times: 0755-1145 and 1330-1530. Midshipmen may not miss noon meal formation or noon meal. Field trips that cannot be completed during these time periods are encouraged to be scheduled on the weekends.

(3) If Midshipmen miss no class or study hour, or miss only the class sponsoring the trip, they may participate regardless of academic eligibility. Company Officer approval must be obtained for Midshipmen who are otherwise ineligible.

(4) Only weekend eligible Midshipmen may participate if missing additional class time or study hour. **Midshipmen must obtain approval from Company Officers and instructors whose classes will be missed.**

(5) Midshipmen not meeting above criteria will not participate and will remain at USNA for a study period covering class time.

(6) 4/C Midshipmen are not eligible for Academic Field Trip Movement Orders during first semester unless there is no lost class time or study period.

(7) Academic Field Trips of exceptional academic value which cannot be completed during the allotted time periods may be requested to run from 0755 to 1530 (**excluding Thursdays**). These Movement Orders require the approval of the Associated Dean for Academic Affairs and Deputy Commandant of Midshipmen **prior to scheduling**.

(8) **Midshipmen participating in the Trident Scholar program shall be on a Movement Order for their necessary projects. Due to changing lab schedules and unforeseen project delays, Midshipmen may occasionally miss some mandatory events. If designated Midshipmen miss a mandatory evolution, they will report to their company chain of command immediately upon return.**

e. Midshipmen screened for Nuclear Power are eligible for associated Movement Orders to facilitate their selection into the Nuclear Power program.

f. Commandant of Midshipmen Movement Orders:

(1) The Commandant may approve Movement Orders resulting in lost class time or study periods for weekend eligible Midshipmen. These Movement Orders are designed to permit Brigade support for away Varsity games and other USNA events. 4/C are ineligible for these Movement Orders.

(2) Midshipmen considered ineligible may participate with Deputy Commandant's approval. The Deputy Commandant will consider requests only after Company Officer approval.

g. General Movement Orders: Movement Orders not fitting into categories listed above require various levels of approval depending on the circumstances. Approval will be on a case-by-case basis, but great care must be exercised to avoid making commitments in the expectation that authorization will be granted. 4/C will not be granted permission to participate in overnight general Movement Orders.

h. When outside groups request a USNA activity to perform or participate at functions not budgeted, the following paragraph must be included in all correspondence: "Due to funding constraints, the U.S. Naval Academy is not able to provide travel expenses, including housing, meals and transportation, as well as director and accompanist fees. Therefore, before committing, we must ask that your organization confirm the availability of funding."

5. Excusal Lists

a. Excusals authorize approved Varsity/JV Sports, Club Sports, ECAs, and special organizations to deviate from the daily routine and to miss certain administrative and military obligations while within the confines of the Naval Academy. For the purposes of this instruction, the Naval Academy includes the Naval Station, Naval Academy Golf Course, Perry Circle, Perry Center and Navy-Marine Corps Memorial Stadium.

b. O-reps must submit Excusal Lists to the Logistics Officer not later than one week in advance of the excusal. If this deadline cannot be met, contact the Logistics Officer to discuss other options.

c. Organizations are discouraged from submitting excusals resulting in lost class time or study period. Normally only Varsity/JV Sports and Club A sports will be allowed to miss class and study periods. Midshipmen wishing to participate in excusals other than Varsity/JV and Club Sports that will result in missed class time or study hour must acquire professor approval in addition to Company Officer approval. Company Officer approval is accomplished via MIDS. **Professor approval is done via a special request chit that is signed by the professor of each missed class. In order to ensure accountability, Company Officers will verify that the chit is signed by all applicable professors.** The Logistics Officer will then forward the Excusal List to the Operations Officer for approval. Approvals must be received from all applicable parties before any commitment to attend is made.

d. Organizations holding meetings during the middle of an academic day will only be allowed to meet from 1250-1320. The period from 1250-1320 on Monday and Wednesday is designated as Company Officer time. The period from 1250-1320 on Tuesday and Friday is reserved for use by the Academic department for lectures and meetings involving Midshipmen. Excusals are not required on Tuesday, Thursday, and Friday if the meeting is scheduled to commence from 1250-1320 and Midshipmen miss no military obligations. Lectures do not take priority over military obligations except with an approved excusal.

e. Excusals by the Academic courses, departments, or Academic related ECAs for lectures or meetings may also be scheduled Monday thru Friday evenings 1915-2000, unless a scheduled Academy wide event takes precedence.

f. For events of exceptional value to the academic/professional development of Midshipmen, in which an excusal would cause Midshipmen to miss formations or meals in the dining facilities, a case-by-case exception may be authorized with the approval of the Associate Dean of Academic Affairs and the Deputy Commandant of Midshipmen **prior to scheduling (excluding Thursdays)**. In cases where Midshipmen miss meals in the dining facilities, the sponsoring organization shall provide for the Midshipmen's food.



MARGARET D. KLEIN

Distribution:
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Deputy Commandant
Operations Officer
Battalion Officers
Company Officers
Midshipmen Activities Officer (100)
Logistics Officer
Regimental Staff
Company Commanders
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