



DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN
U.S. NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 5400.6L
22 Aug 08

COMMANDANT OF MIDSHIPMEN INSTRUCTION 5400.6L

Subj: MIDSHIPMAN REGULATIONS MANUAL

Encl: (1) Bancroft Hall Class Rates

1. Purpose. To publish the Midshipman Regulations Manual.
2. Cancellation. COMDTMIDNINST 5400.6K. This instruction is a complete revision and should be reviewed in its entirety; no special markings appear because changes are extensive.
3. Information

a. Midshipman Regulations are supplementary to U.S. Navy Regulations, 1990, and U.S. Naval Academy Regulations, Part I. Members of the Brigade of Midshipmen and all personnel subordinate to the Commandant of Midshipman shall comply with Midshipman Regulations.

b. Nothing in these regulations should be construed as taking priority over sound judgment or doing the right thing. Every situation is not covered. There may be situations where good judgment will be the only regulation.

c. Bancroft Hall Class Rates, enclosure (1), summarize and outline those rates that provide class distinction within the Brigade of Midshipmen in accordance with Midshipman Regulations.


MATTHEW L. KLUNDER

Distribution:
C-1 (electronically)
Every Midshipman Room

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CHAPTER 1 - ROUTINE EVENTS

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1.05	Table of Priorities
1.10	Special Request Authorization
1.15	Reveille
1.20	Formations
1.25	Study Period
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1.35	Blue and Gold
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1.45	Company Wardrooms
1.50	Home Football Games
1.55	Visitors

1.0. BATTLE RHYTHM

1. DAILY BATTLE RHYTHM

<u>Monday-Friday</u>	<u>Event</u>
0530	Earliest rising time for plebes
0545	NAAA team workouts start in accordance with NAAA guidelines. Company Commander may authorize earlier workout times for company personnel on an individual basis
0630	Reveille, all hands out of racks until after morning meal
0630-0655	Plebe Instruction Period-Primary (except during exam week)
0700	Morning Quarters Formation (mandatory for all hands)
0705-0745	Morning Meal (mandatory for all hands)
0755-0845	First Period
0755-0910	Eighth Period (when scheduled)
0855-0945	Second Period
0955-1045	Third Period
0955-1110	Ninth Period (when scheduled)
1055-1145	Fourth Period
1130	Early meal for oncoming watch section
1205	Noon Meal Formation (mandatory for all hands)
1210-1250	Noon Meal (mandatory for all hands)
1250-1320	Battalion Officer/Company Officer/SEL Time (Mon, Wed and Thu)
1250-1320	Academic Lectures and Meetings (Tues and Fri)
1330-1420	Fifth Period
1330-1445	Tenth Period (when scheduled)
1430-1520	Sixth Period
1530-1620	Seventh Period (when scheduled)
1545-1800	Physical Mission Period (drill, intramural, varsity sports)
1830	Evening Meal Formation (mandatory for all hands)
1830	Town Liberty for 1/C and 2/c (Fri only)

1840 Evening Meal (mandatory for all hands, except 1/C and 2/c on Fri)
1900-2000 Plebe Professional Quiz (Fri only)
1900-1930 Plebe Instruction Period-Alternate (Tues, Wed, Thurs - except during exam week)
1915-2000 Midshipman Activity Period (CRP's, ECA's, club sport meetings, voluntary academic events. The Commandant must approve other events scheduled during this period. Tues and Thurs)
2000-2300 Study Period
2300 Taps, lights out for Plebes (Mon-Thurs)
2400 Liberty expires for all 1/C and 2/C not on weekend (Fri only)
2400 Taps, lights out for Plebes (Fri only)
2400 Taps for 1/C, 2/C and 3/C

Saturday Event

0630-0800 Morning Meal (Rolling Tray)
0800 Formation (mandatory for 3/C, 4/C and duty section)
0800-1200 Saturday Morning Training Reserve Period (mandatory for all 3/C, 4/C, Duty Section and designated Upper Class)
0800 Town Liberty for 1/C and 2/C
1130-1300 Noon Meal (Rolling Tray)
1200 Formation (mandatory for 3/C, 4/C, and duty section)
1200 Town Liberty for 3/C and 4/C
1700-1830 Evening Meal (Rolling Tray)
2400 Liberty expires for all classes

Sunday Event

0700-0900 Morning Meal (rolling tray)
0800 Town Liberty for 1/C and 2/C
0800-1200 Yard Liberty for 3/C
0800-1800 Yard Liberty for 4/C
0800-1300 3/C and Plebes may sign out with Company CDO to attend off-yard religious services
1100-1300 Brunch (rolling tray)
1200 Town Liberty for 3/C
1800 Liberty expires for all hands
1800 Formation (mandatory for all hands)
1810 Evening Meal (mandatory for all hands)
1900-2000 Plebe Professional Quiz Make-up Period
1900-2000 Midshipman activity period
2000-2300 Study Period
2245 Blue and Gold
2300 Taps, lights out for Plebes
2400 Taps for 1/C, 2/C, and 3/C

1.05. TABLE OF PRIORITIES

1. Requirements

a. Every Midshipman's priorities are as follows:

(1) Orders to report to the Superintendent, Commandant, Deputy Commandant, Academic Dean, Provost, or Officer of the Watch. This includes appearing before Academic Boards, Academic Advisory Boards, Commandant Honor Hearings, Brigade Aptitude Boards, Brigade Striper Boards, and Conduct Hearings for major offenses.

(2) Orders to report to Battalion Officer, Company Officer, or Senior Enlisted Leader.

(3) Watch (off-section watchstanders will attend class). The only watchstanders permitted to miss class are the MOOW's, RMOOW's, CMOOW's and Duty Drivers. All Midshipmen will make every effort to attend class and watchbills shall be written so that no Midshipman misses a scheduled exam.

(4) Authorized scheduled medical and dental appointments outside USNA, or appointments at USNA with outside specialists. Final exams shall not be missed for elective procedures.

(5) Scheduled pre-commissioning physicals.

(6) All mandatory formations and meals.

(7) Regularly scheduled examinations of the academic departments.

(8) Scheduled class attendance, scheduled labs, and scheduled physical education tests.

(9) Mandatory events, such as career information lectures, Forrestal lectures, Company Officer training and Saturday Morning Training (SMT).

(10) Battalion striper boards, aptitude boards, honor hearings and conduct hearings for minor offenses.

(11) Scheduled team practices and meetings in accordance with COMDTMIDNNOTE 1710. This does not include individual workouts or captain's practices; only organized, scheduled, coach-run team workouts.

(12) Drill, parades, march-ons and other mandatory events, as noted in the POD.

(13) Remedial PE sessions.

(14) Tours, restriction musters, and extra duty, in that order of precedence.

(15) Intramurals (weekday intramural athletic period: 1530-1800)

(16) Scheduled meetings with an academic advisor or scheduled extra instruction with instructors.

(17) Varsity, Club "A" and junior varsity activities other than scheduled practice or competitions.

(18) Club "B" and intramural activities other than scheduled practice or competitions.

(19) Sick call (non-emergency medical treatment), scheduled medical and dental appointments, and physical therapy.

(20) Extracurricular activities.

(21) Liberty.

b. Midshipmen shall:

(1) Consult with a cognizant senior in their chain of command for guidance in resolving conflicts.

(2) Inform all parties in advance if an obligation is overruled by a higher priority.

1.10. SPECIAL REQUESTS

1. Overview. If a Midshipman feels that special circumstances warrant an exception to any regulation or directive, that Midshipman may submit a special request to an approval authority to obtain relaxation or modification of the regulation.

2. Requirements

a. Midshipmen shall:

(1) Submit the request at least three working days prior to the request. If action by the Commandant or the Deputy Commandant is required, the request should be submitted at least five working days in advance.

b. Midshipmen shall not act on a special request until they have approval as required below.

3. Approval Authority

a. Commandant

(1) Use of alcohol for Naval Academy sponsored events other than home football games. Requestors shall complete the alcohol and drug education officer's checklist before submitting requests.

(2) Any outside employment.

- (3) Change of company for a Midshipman.
- b. Battalion Officer
 - (1) Emergency leave requests.
 - (2) Participation in hazardous activities (see Chapter 3.10.1.b.5a).
 - (3) Special liberty requests up to 96 hours.
 - (4) Request to miss a home football game.
 - (5) Convalescent leave outside Bancroft Hall.
- c. Officer of the Watch (OOW)
 - (1) Emergency leave request chits for emergency leave during non-working hours.
- d. Company Officer and Senior Enlisted Leader
 - (1) Missing classes.
 - (2) Missing a regularly scheduled examination during end of semester or academic reserve periods.
 - (3) Missing taps and liberty extensions.
 - (4) Missing Sunday evening formations.
 - (5) Exceptions to weekend eligibility requirements.
 - (6) Special liberty and excusal from military evolution(s), e.g., sub- or conditioning squad, parades, restriction musters, intramurals, formations, in accordance with instruction.
 - (7) Town or yard liberty.
 - (8) Liberty by a third-class or Plebe to attend religious services at a house of worship located within the tri-city metropolitan area. Liberty is valid only for the time necessary to go directly to and from the house of worship and for the worship service itself.
- e. Squad leader may approve late lights for Plebes and carry-on at meals.

1.15. REVEILLE

1. Requirements

- a. Midshipmen shall be out of their racks with all overhead lights on.

b. Upper-class Midshipmen shall not return to the rack until after the morning meal.

c. Plebes shall not return to the rack until 2200 or, on Saturday, until after 1200.

1.20. STUDY PERIOD

1. Overview. Study period is from 2000 until 2300 Sunday through Friday for all third-class and Plebes and Sunday through Thursday for all first and second-class.

2. Requirements

a. Midshipmen shall be in one of the following locations during study period:

(1) In their own rooms.

(2) In another Midshipman's room obtaining or providing academic assistance.

(3) In the library or an academic building.

(4) On watch.

(5) In the wardroom (except Plebes).

(6) In Drydock (1/C and 2/C: Takeout only Mon-Thu; 3/C and 4/C: Takeout only Mon-Fri. Uniform is Blue and Gold Jogging Suits or better).

(7) In Steerage (1/C, 2/C and 3/C Mon-Fri. Uniform is PE Gear or better).

b. Upper-class Midshipmen shall not:

(1) Enter a Plebes room unless providing academic assistance.

c. No Midshipman shall:

(1) Play loud music or have loud conversations in the passageways.

d. Midshipmen on duty shall sign out if they are going to leave company area.

1.25. TAPS AND LATE LIGHTS

1. Overview. Taps accountability will be conducted at 2400 every night.

2. Requirements

a. Midshipmen shall:

(1) Be physically present in their rooms for taps.

(2) Remain in company areas after taps unless authorized to depart by the company duty officer. Those individuals authorized to depart by the company duty officer must sign out in the accountability log immediately prior to departure and sign back in the accountability log immediately upon returning.

(3) Remain in Bancroft Hall after taps.

b. Fourth-class Midshipmen may:

(1) Have late lights until 2400 when approved by squad leader.

(2) Retire at 2200 or earlier when authorized by squad leader.

1.30. BLUE AND GOLD

1. Overview. Blue and Gold may be held on Sunday evenings in company areas no earlier than 2245. Blue and Gold should be positive in nature and should consist of a recap of events, a look at upcoming events and motivation of the Fourth-class.

2. Requirements.

a. Blue and Gold may be made mandatory for Plebes on Sunday evenings.

b. Blue and Gold may not be longer than 15 minutes and must be concluded prior to 2300.

1.35. SPIRIT RELATED ACTIVITIES

1. Overview. These activities should be conducted in the spirit of good fun and comradeship for which they are intended. The following list of guidelines should be considered when planning any spirit related activity:

a. Spirit should focus on our teams' efforts, not on tearing down the opposition.

b. Spirit should be displayed within the bounds of good sportsmanship.

c. Spirit, as demonstrated by cheers, sheet posters, or skits must remain within the bounds of good taste and common decency.

d. Spirit activities may not be destructive in any way.

2. Requirements

a. Midshipmen shall obtain Company Officer or Senior Enlisted Leader approval before conducting any spirit related activity or "recon."

b. Midshipmen shall not:

(1) Demean or offend any individual or group through offensive language or actions that could cause physical harm.

(2) Deface or destroy property.

(3) Move or deface missiles, aircraft, cannons, torpedoes, and/or any Yard monument, memorial, items of historical significance, or other decorative art or objects, interior and exterior, throughout the Yard except as noted below, to include, marking with any substance (chalk, marker, crayon, stencil, paint of any type, etc.) or attaching any item (banners, flags, posters, etc.) to the monuments or memorials. Exception to this restriction will be made in the case of the bronze Tecumseh statue at the head of Stribling Walk provided water soluble paint is used and in the case of the annual greasing of the Herndon Monument for the Plebe recognition Ceremony.

(4) Move, lift, or rearrange tables, chairs, or other equipment in King Hall, Dahlgren Hall, academic buildings, or associated spaces.

(5) Block egress from occupied spaces.

1.40. COMPANY WARDROOMS

1. Overview. Company wardrooms have been established for the use and enjoyment of the academically proficient first-class Midshipmen. Academically proficient second-class Midshipmen may use wardrooms at the discretion of the company. Academically proficient third-class Midshipmen may use the wardroom during town liberty.

2. Requirements. Midshipmen may use the wardroom for official functions or class meetings with the approval of the Company Commander.

1.45. HOME FOOTBALL GAMES

1. Overview. Midshipmen will attend all home football games.

2. Requirements. Refer to COMDTMIDNNOTE 3121 for detailed amplification

a. Midshipmen shall:

(1) Maintain Brigade seating integrity.

(2) Sit in designated Brigade seating areas for these games. Authorized NAAA recruits may sit elsewhere.

b. Midshipmen shall not bring visitors into the designated seating area.

3. Exceptions. First-class Midshipmen who purchase tickets to home games for their guests in the designated section will receive a complimentary ticket that will allow them to sit with their guests during the game.

1.50. VISITORS

1. Requirements

a. Midshipmen may:

(1) Escort visitors in the Steerage or Smoke Hall area.

(2) Escort instructors in Bancroft Hall during study period and the Midshipmen activity period.

b. Midshipmen shall not allow unescorted visitors access to corridors (except in the vicinity of the main office), terraces, or Midshipmen rooms.

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CHAPTER 2 - INTERPERSONAL CONDUCT

<u>ARTICLE</u>	<u>SUBJECT</u>
2.0	General
2.05	Hazing
2.10	Fraternization
2.15	Relationship of Upper Class to Fourth-class
2.20	Relationship with USNA Staff Personnel
2.25	Relationships with Enlisted Personnel
2.30	Midshipman-Officer Relationships
2.35	Relationship with Members of the Opposite Sex
2.40	Parenthood and Pregnancy
2.45	Discrimination and Sexual Harassment

2.0. GENERAL

1. Midshipmen will conduct themselves properly at all times, respectfully observing the customs and traditions of the Naval service.
2. All Midshipmen will be strictly accountable for their personal behavior. For the overall good of the Naval service, each Midshipman must insist upon the highest moral and disciplinary standards from fellow Midshipmen.
3. Standards of Conduct. A Midshipman's dedication, commitment to excellence, and exemplary standards of conduct apply both on and off duty, in personal behavior, and in relations with others in the civilian and military communities. Midshipmen must comply with the substance, spirit, and intent of all directives and avoid conduct that might reflect discredit upon the Brigade of Midshipmen, the Naval Academy, the Navy, or the Marine Corps, is in violation of any local, state, or federal law, or indicates questionable personal morals. Such conduct is considered unbecoming U.S. Navy or Marine Corps officers.

2.05. HAZING

1. Title 10 of the United States Code, section 6964, defines hazing at the Naval Academy as "unauthorized assumption of authority by a Midshipman whereby another Midshipman suffers or is exposed to any cruelty, indignity, humiliation, hardship or oppression, or the deprivation or abridgment of any right." Hazing is a separation level offense.
2. The following principles will guide Midshipmen in the exercise of authority over other Midshipmen:
 - a. Lead other Midshipmen as you would reasonably and lawfully expect to lead enlisted Sailors and Marines in the Fleet and Fleet Marine Force. Practice leadership now that will be useful later. Sexual harassment or other deprivation of equal opportunity is always wrong. Disrespect of subordinates' personal space or property is counterproductive. Any departures

from this principle, e.g., enforcement of "plebe rates," must be in accordance with existing regulations.

b. Use leadership practices that could be defended with an appropriate rationale to parents of subordinates or other interested constituencies of the Naval Academy in "worst-case" scenarios. The probability of a Midshipman experiencing permanent or significant transient physical, psychological or other trauma as a result of the Naval Academy experience is very remote. Nevertheless, all exercise of authority must meet the test of absolute accountability.

c. Plebe indoctrination should emulate the positive, instructional features of boot camp, but there are enormous differences between the two experiences. For example, academic requirements will limit the daily contact between upper-class and plebes to about one hour. On the other hand, plebe year is about six times the length of boot camp – ample time to imbue the plebes with the highest ideals of duty, honor, and loyalty. Focus on the positive and take the long view.

d. Midshipmen should not presume that they can "weed out" plebes who will perform well in combat from those who will not, but must provide objective evidence of those who are unable to handle the stress of a professional military regimen. Appointed boards recommend disposition, but they depend on individual Midshipmen to identify and document the records of those whose retention is at issue.

e. Stress based on the structure of the published plebe indoctrination system is a legitimate part of plebe year. A large component of that stress should result from insistence that plebes match your high standards in terms of professional knowledge, personal and uniform appearance, room standards, current events, physical fitness, etc. Here the boot camp analogy is strongest. Leadership by example is the essence of the drill instructor. Remember, the senior's leadership ability is of equal or greater concern than the subordinate's followership. Leadership development is what the Naval Academy is about.

f. Physical abuse or harassment will not be tolerated in any form. Physical contact is allowed only as necessary for training purposes. No amount of physical force is condoned, nor will it be tolerated.

3. While hazing is more probable by a senior against a subordinate, it may also occur among peers or even by subordinates against seniors.

2.10. FRATERNIZATION

1. Fraternization is the traditional term used to identify personal relationships that violate the customary bounds of acceptable senior - subordinate relationships. Fraternization is a gender-neutral concept. Midshipmen on summer training will adhere to the specific fraternization policies of their assigned units.

2. When prejudicial to good order and discipline or of a nature to bring discredit on the Naval service, unduly familiar personal relationships between Midshipmen in the same company are prohibited. Any Midshipman who desires to engage in an interpersonal relationship with another Midshipman in the same company shall request transfer to another company and shall affect such a transfer prior to engaging in such a relationship.

2.15. RELATIONSHIP OF UPPER-CLASS TO FOURTH-CLASS

1. Overview. Due to the unique training environment that the Naval Academy provides and the essential leadership role that upper-class Midshipmen play in educating and training fourth-class Midshipmen, upper-class and fourth-class Midshipmen have a senior-subordinate relationship that must be respected and protected. This prohibition applies to all upper-class/plebe relationships; irrespective of how or when the unduly familiar relationship began (e.g., prior relationships are not exempt).

2. Requirements

a. Upper-class Midshipmen shall:

(1) Maintain a proper professional relationship with fourth-class Midshipmen.

b. Upper-class Midshipmen shall not:

(1) Attempt to personally degrade or humiliate fourth-class Midshipmen.

(2) Date, have sexual relations, or engage in other fraternization with fourth-class Midshipmen.

(3) Request or direct fourth-class Midshipmen to perform personal services.

(4) Impose any informal or unauthorized punishment.

(5) Touch a fourth-class Midshipman. (note exceptions, para 2.15.2.c).

(6) Borrow anything from a fourth-class Midshipman.

(7) Conduct activities with a fourth-class Midshipman before 0630 reveille unless involving approved training.

(8) Direct a fourth-class Midshipman to write letters as a prank.

(9) Enter a fourth-class Midshipman's room from the commencement of study period until reveille except to provide academic assistance.

(10) Use any real time electronic communication with a fourth-class Midshipman for any reason at any time. This includes, but is not limited to,

instant messaging (IM), ICQ, chat rooms, MySpace, Facebook or any comparable mode of communication.

c. Exceptions. Upper-class Midshipmen may only touch fourth-class Midshipmen for the purpose of correcting or adjusting their uniform, drill or rifle positions, or as necessary for other legitimate training purposes.

2.20. RELATIONSHIP WITH USNA STAFF PERSONNEL

1. Overview

a. Personal relationships between Midshipmen and active duty or civilian faculty or staff members that are unduly familiar because they do not respect differences in grade, rank, position of authority, or the staff/student relationship and are prejudicial to good order and discipline are prohibited.

b. Midshipmen dealings with DOD police and Navy Security personnel should be limited to:

(1) Promptly reporting any unlawful acts and acts that pose a physical danger to others, e.g., acts of Midshipmen that are prejudicial to the maintenance of good order and discipline would normally be reported to the Officer of the Watch.

(2) Reporting the presence of any unidentified person found in Bancroft Hall in areas under the cognizance of company mates of the deck.

(3) Responding to questions or commands of USNA security personnel when those personnel are in the performance of their assigned duties.

c. Lawful orders given by security personnel are to be obeyed.

2.25. RELATIONSHIPS WITH ENLISTED PERSONNEL

1. Requirements

a. Personal relationships between Midshipmen and enlisted members that are unduly familiar because they do not respect differences in grade, rank, or position of authority and are prejudicial to good order and discipline are prohibited.

b. Midshipmen shall:

(1) Obey lawful orders given by enlisted personnel acting as instructors.

(2) Maintain a proper professional relationship with enlisted members at all times.

c. Midshipmen shall not date, have sexual relations, or otherwise fraternize with enlisted personnel.

d. There is no exception to this regulation in the case of pre-existing relationships prior to entry to the Naval Academy.

e. Midshipmen may have enlisted members act as their sponsors under the Plebe Sponsor Program.

2.30. MIDSHIPMAN - OFFICER RELATIONSHIPS

1. Requirements

a. Personal relationships between Midshipmen and officers that are unduly familiar because they do not respect differences in grade, rank, or position of authority and are prejudicial to good order and discipline are prohibited.

b. First and second-class Midshipmen may maintain preexisting close personal relationships with newly commissioned officers temporarily assigned to the Naval Academy following graduation unless the officer is in the Midshipman's chain-of-command.

2.35. RELATIONSHIPS AND CONTACT BETWEEN MIDSHIPMEN

1. Overview

a. Sexual misconduct is defined as sexual acts at the Naval Academy or other designated places under military control (i.e. ships or aircraft), as well as acts committed under circumstances that are service discrediting or prejudicial to good order and discipline in the Brigade of Midshipmen.

b. Sexual misconduct includes, but is not limited to, any actions of a sexual nature that would reasonably excite or satisfy the sexual desires of the actor. Examples include kissing, touching, sexual intercourse, sexually motivated nudity, and indecent sexual acts including indecent exposure and homosexual acts.

c. The requirements listed below in paragraph 2.b are gender-neutral and are considered equally inappropriate between members of the opposite sex as well as members of the same sex.

2. Requirements

a. Midshipmen shall:

(1) Report any incident involving sexual misconduct.

(2) Keep the door to the room fully open, with the lights on when a member of the opposite sex is in the room.

b. Midshipmen shall not:

(1) Engage in sexual misconduct as defined in Section 2.30.1.

(2) Hold hands while in uniform.

- (3) Exchange backrubs at USNA or while in uniform.
- (4) Sit or lay on the same bed at USNA.
- (5) Display inappropriate affection in public.
- (6) Marry or be married.

2.40. PARENTHOOD AND PREGNANCY

1. Overview

a. Parenthood is defined as having legal, financial or custodial obligations for a child or children, as determined by court adjudication, self-admission, or other evidence. Any Midshipman who becomes pregnant, causes the pregnancy of another, or incurs the obligations of parenthood, must report the condition to their Chain of Command. Midshipmen who become pregnant and choose not to resign will be allowed to go on a leave of absence of no more than one year. Midshipmen who are pregnant or have incurred the obligations of parenthood and who fail to resign or request a leave of absence will be separated.

2.45. DISCRIMINATION AND SEXUAL HARASSMENT

1. Midshipmen will neither individually nor collectively discriminate against another individual or group because of race, sex, religion, or cultural differences. Discrimination is defined as any act or failure to act that is based in whole or in part on a person's race, color, religion, sex, or national origin and adversely affects privileges, benefits, dignity, working conditions, differential treatment in employment conditions in past or present based on race, color, religion, sex, age or national origin.

2. Sexual harassment is defined as a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

a. Submission to or rejection of such conduct is made either explicitly or implicitly as term or condition of a person's job, pay or career;

b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creates an intimidating, hostile, or offensive environment.

3. Sexual harassment applies to the "workplace", which is an expansive term for Midshipmen, and may include conduct both on and off duty, 24 hours a day.

4. Details outlining reporting and grievance procedures for victims of discrimination and sexual harassment can be found on the SAVI Intranet site at <http://intranet.usna.edu/SAVI>.

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CHAPTER 3 - PERSONAL CONDUCT

<u>ARTICLE</u>	<u>SUBJECT</u>
3.0	Prohibited Financial Activities
3.05	Motor Vehicles, Aircraft, and Bicycles
3.10	Miscellaneous Regulations (Smoking, Sunbathing, etc.)
3.15	Routine for Voluntary Graduate Education Program (VGEP) Midshipmen
3.20	Drugs and Alcohol
3.25	Bancroft Hall Military Customs
3.30	Computer Ethics
3.35	Commandant's List Eligibility
3.40	Safety Regulations
3.45	Security, Accountability and Replacement of Military Identification Cards
3.50	Utilization of Academic and Recreational Buildings
3.55	Officers and Faculty Club
3.60	Athletic Facilities
3.65	Dahlgren Hall

3.0. PROHIBITED FINANCIAL ACTIVITIES

1. Overview. Midshipmen will not, without proper authority, either for themselves or as agents, engage in any business activity, financial dealing, employment, or introduce any article for purpose of trade within the limits of the Naval Academy.

2. Requirements

a. Midshipmen shall obtain written permission from the Commandant of Midshipmen to obtain outside employment.

b. Midshipmen shall not:

(1) Engage in any business or commercial financial activity on Naval Academy grounds.

(2) Participate in any business or financial activity or represent any company that attempts to benefit or generate profit from interacting with members of the Brigade of Midshipmen.

(3) Except as provided by the Joint Ethics Manual, solicit contributions for gifts to a superior or accept gifts from other persons in government employment.

(4) Gamble in violation of Navy Regulations or federal, state, or local law.

(5) Seek or hold formal outside employment unless in an authorized leave status and specifically approved by the Commandant.

(6) Accept, directly or indirectly, any gift or benefit from any contractor or other persons except as provided in the joint ethics regulation.

(7) Enter into any lease agreement prior to the first day of classes following spring break of First-class year. Apartments in the Annapolis area may only be leased for future occupancy during TAD assignment after graduation. On any lease agreement entered into, the date of occupancy may not precede the Midshipman's date of graduation.

c. Amplification. The following types of employment are specifically prohibited:

(1) Discrediting to the Naval Academy or the Naval service.

(2) Involving the solicitation of life insurance, mutual funds and other investment plans, commodities and services with or without compensation.

(3) Involving an organization involved in a strike or lockout.

(4) Involving employment by an entity doing business or seeking to do business with the U.S. government.

d. Exceptions. A voluntary gift of nominal value may be made on a special occasion such as marriage, illness, or retirement.

3.05. MOTOR VEHICLES AND BICYCLES

1. Overview. All Midshipmen who operate or own an automobile in the Annapolis area shall consult the list of applicable regulations.

2. General Requirements

a. Midshipmen may:

(1) Operate or ride in government vehicles for official business.

(2) Ride in personal vehicles when authorized.

(3) Use public transportation.

(4) Own a bicycle as long as it is stored in designated Company or Battalion storage areas.

b. Midshipmen shall not:

(1) Own, operate, or ride a motorcycle, moped, or motor driven bicycle.

(2) Hitchhike.

c. Exceptions

(1) Authorized Midshipmen may park at Navy-Marine Corps Stadium or on the Naval Support Activity complex.

(2) Midshipmen may park in a paid parking facility.

(3) Midshipmen may park on private property, such as driveways, if given permission by the property owner.

3. Specific Class Requirements

a. First-class Midshipmen may own, operate, and maintain an automobile within the Yard.

b. First-class Midshipmen shall register their vehicles at the Pass and Tag Office and display class stickers as well as registration decals per DOD and USNA regulations.

c. Second-class Midshipmen may own and operate a personal vehicle in the Annapolis area.

d. Second-class Midshipmen shall not drive a vehicle on the Yard.

e. Third-class Midshipmen may operate a vehicle during leave periods, except they may not drive on the Yard.

f. Third-class Midshipmen shall not own or maintain an automobile within the tri-city metropolitan area. If a third-class Midshipman's home of record is within the tri-city metropolitan area and the Midshipman owns a vehicle, then that Midshipman may own and maintain that vehicle but shall not operate it unless in an authorized leave status.

g. Fourth-class Midshipmen may:

(1) Operate a vehicle during leave periods, except they may not drive on the Yard.

(2) Ride in government vehicles for official business.

(3) Ride in personal vehicles with Naval Academy staff or faculty, or official adult sponsors.

(4) Ride in personal vehicles during leave periods or when escorting to an official Naval Academy function.

(5) Ride in personal vehicles with first-class Midshipmen to go to their sponsors' house or with Company Officer permission.

(6) Use public transportation.

h. Fourth-class Midshipmen shall not own or maintain an automobile within the tri-city metropolitan area. If a fourth-class Midshipman's home of record is within the tri-city metropolitan area and the Midshipman owns a vehicle, then that Midshipman may own and maintain that vehicle but shall only operate it if in an authorized leave status.

3.10. MISCELLANEOUS REGULATIONS

1. General Requirements

a. Midshipmen shall:

(1) Enter and depart the Naval Academy Yard only through attended gates.

(2) Enter and depart Bancroft Hall and Naval Academy buildings only through prescribed doors.

b. Midshipmen shall not:

(1) Transit T-Court, Stribling walk or the ceremonial section of the Yard in PE gear.

(2) Transit T-Court or Stribling walk in Blue and Gold jogging suits until after evening colors.

(3) Establish or be active members in non-academic fraternities, sororities, or similar organizations.

(4) Visit or patronize any establishment designated as off-limits to members of the armed forces.

(5) Be present in a residence that is maintained for the primary benefit of Midshipmen at times when the principal leaseholder or owner, who is not a Midshipman, is not occupying the residence. A residence is maintained for the primary benefit of Midshipmen when the principal leaseholder or owner does not occupy the residence for a majority of the time, i.e., four of seven days per week.

(6) Chew gum or tobacco in uniform.

(7) Participate in inherently hazardous activities.

(a) Inherently hazardous activities include skydiving, hang-gliding, automobile racing, bungee cord jumping, or other activities that, unless properly conducted and supervised, pose significant risk of injury to participants.

(b) Midshipmen wishing to participate in what might be considered a hazardous activity during leave or liberty may request permission from battalion officers via the chain-of-command.

(c) Permission is not required for activities sanctioned by the Superintendent, Academic Dean and Provost, or Commandant of Midshipmen.

(8) Distribute questionnaires or surveys to the Brigade of Midshipmen.

(9) Enter any of the bodies of water surrounding the Naval Academy.

(10) Have body alterations, tattoos, body art, brands, body piercings, or dental ornamentation located anywhere on the body that are prejudicial to good order, discipline and morale, or are of a nature to bring discredit on the Naval Service. Body alterations that are obscene, sexually explicit, and/or advocate discrimination based on sex, race, religion, or ethnic origin, as well as any body alteration that symbolizes affiliation with gangs, supremacist or extremist groups, or advocates illegal drug use are prohibited. (USNAINST 6240.10B)

(a) No Midshipman shall acquire any type of body alteration while a member of the Brigade of Midshipmen.

(b) Body alterations that are required to be removed must remain covered until the removal process is complete.

(c) Body alterations that have been waived by the Naval Academy Body Alteration Review Board must remain covered and out of view, to include while in regulation PE gear or while representing the Naval Academy in athletic competition.

(d) Nothing in this policy prohibits a single perforation of each earlobe for females.

(e) An excessive number of body alterations and body alterations that cannot either be cosmetically covered or covered by a team uniform while representing the Naval Academy in athletic competitions are prohibited.

(11) Talk on a phone while walking and wearing a uniform.

(12) Talk on a phone while driving.

(13) Fourth-class Midshipmen shall not:

(a) Own or use electronic media.

(b) Use computers to function as a stereo, television, or any other entertainment.

(14) Wear a yellow sweater bearing a black N.

(15) Midshipmen may not make inappropriate videos or photographs.

2. Tobacco Regulations

a. On the Naval Academy Complex Midshipmen may only smoke in designated smoking areas.

3. Sunbathing

a. Midshipmen may sunbathe during Yard liberty.

b. Midshipmen shall:

(1) Wear regulation swim gear.

(2) Use an appropriate bath towel.

(3) Sunbathe on Hospital Point or the terraces adjacent to third, fourth, fifth, and sixth wing.

c. Midshipmen shall not:

(1) Wear civilian bathing suits.

(2) Use mattresses, blankets, or pillows for sunbathing.

**3.15. ROUTINE FOR VOLUNTARY GRADUATE EDUCATION PROGRAM (VGEP)
MIDSHIPMEN**

1. Overview

a. Midshipmen participating in VGEP are enrolled in a graduate education program at local universities. VGEP is a privilege and is not intended to ascend in priority over the military education and preparation for Naval Service. VGEP Midshipmen must make sure they maintain adequate participation in company activities. VGEP Midshipmen have dissimilar schedules, and must leave and return to Bancroft Hall at irregular hours.

b. VGEP Midshipmen are required to coordinate their schedules with their Company Officer prior to the beginning of their graduate programs. Schedules must remain flexible enough to allow the VGEP Midshipmen to comfortably and safely attend class, conduct research, use university libraries, write papers, study for exams, and participate in seminars and other activities related to the successful completion of their master's degree program.

2. Requirements

a. Midshipmen may:

(1) Be excused from military obligations that conflict with specific VGEP responsibilities.

(2) Wear civilian clothes to VGEP classes.

(3) Take leave with their civilian university counterparts if it does not conflict with other Midshipman duties.

b. Midshipmen shall:

(1) Muster with the company whenever the Midshipman is not participating in VGEP activities and at least once per day.

(2) Inform the Bancroft Hall OOW and the Company CDO if they will be required to miss TAPS.

(3) Participate in drill, parades, and intramural sports on a not-to-interfere basis with their VGEP academic schedule.

(4) Perform military responsibilities and stand watch on a not-to-interfere basis with their VGEP academic schedule.

(5) Participate in physical education.

(6) Contact the accounting branch of the Midshipman Food Services Division to coordinate reimbursement for missed meals.

3.20. DRUGS AND ALCOHOL

1. Overview

a. Alcohol. Midshipmen are expected to use alcohol responsibly and are required to abide by federal, state, and local law. Maryland State law prohibits the sale or consumption of alcoholic beverages by anyone less than 21 years of age. In addition, state law prohibits anyone from providing alcoholic beverages to someone who cannot legally purchase the products.

b. Drugs and Narcotics. The unauthorized use, possession, or willful involvement with drugs, narcotics, marijuana, or steroids constitutes a serious breach of discipline. Any of these offenses will result in mandatory processing for separation from the Naval Academy and could result in subsequent action by appropriate civilian authority.

2. Requirements

a. Upper-class Midshipmen of legal drinking age may:

(1) Purchase and consume alcoholic beverages as permitted under federal, state, and local law.

(2) Consume alcohol at the Officers and Faculty Club, at the First-class Club (1/C only), or as a guest at a staff or faculty residence.

b. Plebes may, if not prohibited by federal, state, or local law, consume alcohol only while in an authorized leave status and not residing in Bancroft Hall.

c. Midshipmen shall not:

- (1) Report to a military obligation under the influence of alcohol.
- (2) Consume alcohol while on duty or while on watch.
- (3) Consume alcohol 12 hours or less prior to assuming duty, to include mandatory brigade events.
- (4) Provide alcohol to a fourth-class Midshipman or any upper-class Midshipmen under the legal drinking age.
- (5) Create alcoholic 'grog' for dining-ins.
- (6) Use or possess marijuana; use or possess narcotics, steroids, or controlled substances except as prescribed by a competent medical authority of the U.S. armed forces; (See Paragraph 2d for amplification).
- (7) Use medicine prescribed for another individual.
- (8) Consume alcohol on board the Naval Academy complex except as provided for in paragraph 2a.
- (9) Consume alcohol at any USNA sponsored event except with the Commandant's written permission or the Battalion Officer's permission, in the case of company tailgaters at home football games.

d. Amplification. If anyone other than a physician assigned to Brigade Medical prescribes medicine to a Midshipman while the Midshipman is on leave or in similar circumstances, the Midshipman shall report the prescription to the Brigade Medical Officer (x1758) as soon as possible.

3.25. BANCROFT HALL MILITARY CUSTOMS

1. Covers

a. Midshipmen shall:

- (1) Remain covered during indoor formations and while standing watch.
- (2) Remain covered when outdoors (including while seated).
- (3) Remove covers indoors.
- (4) Remain covered while under arms.
- (5) Stow covers when proper stowage is provided, e.g., the cloakroom in Alumni Hall, coat hooks in academic buildings, the hat bins outside the USNA store.
- (6) Cover when entering a military complex in a vehicle and remain covered while riding on the complex.

b. Exceptions:

(1) Watchstanders should uncover in Memorial Hall, in areas where food is being served and areas religious services are being conducted.

2. Saluting Etiquette

a. Midshipmen shall render and return salutes and appropriate greetings as required by proper service etiquette.

b. Exceptions:

(1) When such procedure does not conflict with the spirit of these regulations, at crowded gatherings or in congested areas, only a person addressing or being addressed by an officer who is senior to him or her shall render salutes.

(2) Persons at work or otherwise engaged shall salute only when addressed by an officer senior to them and then only if circumstances warrant.

(3) Persons in formation shall salute only on command.

(4) Persons operating moving motor vehicles should not render or return salutes. Passengers will render and return salutes.

c. Midshipmen shall salute the MOOW, RMOOW and CMOOW (all watchstanders wearing a red armband).

3. Honors

a. Midshipmen shall call "Attention on deck," at first sight of any senior officer, anywhere in Bancroft Hall. A senior officer is an officer of the grade O-5 or above.

b. All Midshipmen within sight or hearing of the call to attention shall come to attention and shall carry on when the order to carry on is given.

c. When attention is called, watchstanders shall approach the officer, salute, and ask if they may be of assistance.

3.30. COMPUTER ETHICS

1. Overview

a. The Naval Academy has a wide variety of computer systems that Midshipmen, faculty, and staff are encouraged to use. Each user must assume responsibility to operate the computers within legal and ethical boundaries.

b. Legal Aspects. Copyright laws extend to computer programs, software, and documentation. Federal regulations regarding the use of government

property apply to using computers, information systems, and Internet resources at the USNA. Consideration must also be given to the Privacy Act of 1979 (Public Law 93-579) and the Freedom of Information Act, which govern the collection and dissemination of information on individuals.

2. Requirements

a. Midshipmen shall:

(1) Use their legal name (no nicknames), alpha code, or billet as a username login for all computer networks established on Naval Academy resources.

(2) Safeguard files containing private information about individuals.

b. Midshipmen shall not:

(1) Generate, store, send, or forward obscene, questionable, frivolous, or illegal material via a government computer or network system.

(2) Transfer, loan, or copy vendor-developed software on multi-user computers.

(3) Install site-licensed software on systems not covered by the specific license agreement.

(4) Use, access, alter, or copy another person's files, programs, and/or software without that person's express consent.

(5) Use government owned equipment or IT resources for commercial or profit-making activity.

(6) Trap or report user information without warning other users and giving the users the opportunity to leave the program before trapping begins.

(7) Loan user accounts.

(8) Deliberately alter or disrupt system performance.

(9) Violate network security systems.

(10) Intentionally sabotage, intercept, modify, or illegally monitor network or PC performance.

(11) Obtain or distribute illegal copies of music or video files.

(12) Establish or use personal computers as servers with accessibility outside of the USNA.

(13) Break into or attempt to break into computer systems to which access is normally denied.

(14) Web cameras may only be used while the Midshipman owner is seated in front of the camera. Web cameras shall be turned off, unplugged, and stored when not in use. Web cameras shall be used in an appropriate manner.

(15) Connect an Apple computer to any network.

3.35. HONORS LISTS

1. Honors lists are published at the beginning of each semester. The list effective during the fall semester is based on grades earned during spring semester. Grades in the regular summer programs are included with the fall semester grades to determine the list effective during the spring semester. Summer work that is reported as incomplete solely because of hospitalization will not disqualify the Midshipman from these lists for which they are otherwise qualified. Courses taken in the summer academic remedial programs will not be included in the computation for the honors lists.

a. Midshipmen who meet the following criteria will be placed on the Superintendent's List and authorized to wear a gold star on his/her uniform.

- (1) SQPR of at least 3.4 with no grade of D, F, or I in any course
- (2) A in Conduct
- (3) A in Aptitude
- (4) An A or B in PE
- (5) An A or B on the PRT

b. Midshipmen who meet the following criteria and are not on the Superintendent's List will be placed on the Dean's List and authorized to wear a silver star on his/her uniform.

- (1) SQPR of at least 3.4 with no grade of D, F, or I in any course
- (2) B in Conduct
- (3) B in Aptitude
- (4) C or better in PE
- (5) C or better on the PRT

c. Midshipmen who meet the following criteria will be placed on the Commandant's List, authorized to wear a bronze star on his/her uniform, and receive other recognition as the Commandant may direct:

- (1) An SQPR of at least 2.9
- (2) An A in Conduct

- (3) An A or B in Aptitude
- (4) An A or B in PE
- (5) An A or B on the PRT.

3.40. SAFETY REGULATIONS

1. Midshipmen shall not:

- a. Visit or patronize any establishment listed as "off limits" to members of the armed services.
- b. Participate in inherently hazardous activities. (see Section 3.10)
- c. Enter any of the bodies of water surrounding the Naval Academy unless during official Naval Academy functions.
- d. Sit on windowsills or lean out of open windows of any Naval Academy building.
- e. Climb on the roofs or ledges of any Naval Academy building, including the Mahan Hall clock tower or Chapel bell tower.
- f. Hang items outside of windows.
- g. Remove screens or inhibitors from the window of any Naval Academy building.
- h. Connect power cords to items in locked closets.
- i. Keep flammable materials items in their rooms, except for cleaning supplies and one lighter per Midshipman.
- j. Alter or modify the electrical wiring in Bancroft Hall.
- k. Wear headphones while conducting physical training outdoors.

2. Midshipmen shall:

- a. Enter and depart the Naval Academy only through attended gates.
- b. Enter and depart Bancroft Hall and Naval Academy buildings only through prescribed doors.
- c. Wear reflective gear when conducting an outdoor workout after sunset and before morning colors.

3.45. SECURITY, ACCOUNTABILITY AND REPLACEMENT OF MILITARY IDENTIFICATION CARDS

1. Requirements

a. Midshipmen shall:

(1) Present military identification card when departing and returning to the yard.

(2) Maintain custody of their military identification card at all times.

(3) Visibly display their military identification card when in Bancroft Hall.

(4) In the case of a lost or stolen military identification card, the Midshipman shall submit a special request form for signature/approval to the individuals indicated in the below table. Possible consequences for loss of the identification card will be at the discretion of the approving official, but shall not exceed those listed in the table below.

OFFENSE	CO SEL	CO	BATT O	CONSEQUENCES OF A NEGLIGENT LOSS
1 st	*	*		Town, weekend & overnight liberty secured for 1 week.
2 nd	*	*	*	Process under the administrative conduct system.

* = signature/approval required

(5) After the required signatures are obtained on the special request form, the Midshipman shall report to the Midshipmen Personnel Office to receive a new identification card and a NAVPERS 1070/613 (Administrative Remarks) that is to be filed in the Midshipman's Performance Record. The NAVPERS 1070/613 serves as an official record that a Midshipman has received an additional military identification card due to the previous one being lost or stolen.

(6) If a Midshipman's military identification card needs to be replaced due to wear and tear, that Midshipman can report to the Midshipmen Personnel Office to receive a new military identification card without having a special request form approved through their respective chain of command.

b. Midshipmen shall not:

(1) Alter their military identification card.

(2) Give or loan their military identification card or any other identification document to any unauthorized person, i.e., a person who may use it to misrepresent that person's identity or age.

(3) Use or possess false identification of any kind.

c. Midshipmen violating any of the conditions listed in paragraph b. above, will be processed under the administrative conduct/honor system.

3.50. UTILIZATION OF ACADEMIC AND RECREATIONAL BUILDINGS

1. Requirements

a. Midshipmen may:

(1) Use government telephones in academic and recreational buildings for official calls.

(2) Consume beverages during class at the discretion of the instructor.

(3) Wear blue and gold jogging suits, working uniforms, or the uniform of the day in the library or academic buildings after evening colors.

b. Midshipmen shall not:

(1) Sleep, or chew tobacco or gum in uniform.

(2) Midshipmen may only eat in a classroom if authorized by an instructor.

(3) Drink from beverage containers while transiting outdoors.

(4) Use the elevators in academic buildings except Nimitz Library.

(5) Post any signs in academic spaces without proper authorization from the Operations chain of command.

(6) Walk on lawns bordering academic and recreational buildings.

(7) Escort unofficial guests to academic and recreational buildings.

(8) Sit on the decks of hallways or the ladders of academic buildings.

(9) Enter or use spaces, particularly laboratories that are normally secured during off-hours without proper authorization.

3.55. OFFICERS AND FACULTY CLUB

1. Requirements

a. First-class Midshipmen may:

(1) Become members of the Officers and Faculty Club.

(2) Use the club facilities during approved periods of town, and weekend liberty and leave.

b. Second and third-class Midshipmen may use the club during town liberty or while on leave as the guest of their sponsors, immediate family members, or other military officers.

3.60. ATHLETIC FACILITIES

1. Requirements

a. Midshipmen who are on Yard liberty, town liberty, or weekend liberty may use all Naval Academy athletic facilities on the Yard during their hours of operation.

b. Midshipmen shall follow all rules and regulations pertaining to a specific venue, e.g., use towels when weightlifting and swim only when authorized.

3.65. DAHLGREN HALL

1. Requirements

a. First and Second-Class Midshipmen may:

(1) Patronize Drydock for takeout only from Monday through Thursday 1915-2300. Uniform is Blue and Gold Jogging Suits or better.

b. Third and Fourth-Class Midshipmen may:

(1) Patronize Drydock for takeout only Monday through Friday 1915-2300. Uniform is Blue and Gold Jogging Suits or better.

c. Drydock is open for Midshipman sit-down use during individual class town liberty times only. Uniform is authorized liberty attire. Working uniforms and Blue and Gold Jogging Suits are not authorized during liberty. Fourth-Class Midshipmen are authorized sit-down use in Drydock on Sunday afternoons during Yard liberty in liberty attire.

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CHAPTER 4 - MIDSHIPMAN ROOMS AND ASSOCIATED AREAS

<u>ARTICLE</u>	<u>SUBJECT</u>
4.0	Standards of Maintenance
4.05	Regulations Concerning Midshipman Rooms
4.10	Other Bancroft Hall Areas
4.15	Seventh and Eighth Wing Locker Procedures

4.0. STANDARDS OF MAINTENANCE

1. Overview. Midshipman rooms are common barracks and, as such, there is no expectation of privacy except, in a limited sense, in personal confidential lockers, when locked. Midshipmen are expected to maintain rooms in a condition that reflects the high standards of cleanliness and professionalism exemplified by officers in the fleet.

2. Requirements

a. Midshipmen may:

(1) Lock their doors after taps and when all occupants are absent during a leave period.

b. Midshipmen shall:

- (1) Occupy their assigned room.
- (2) Maintain rooms in a neat, orderly, well-stowed condition.
- (3) Use Figure 4-1 for locker configuration.
- (4) Keep a personal computer throughout their USNA tour.
- (5) Secure all valuables.

c. Midshipmen shall not:

(1) Put posters or flags, or other adhesives, on finished wood surfaces or walls.

d. Amplification:

- (1) Confidential lockers are the only authorized storage spaces for:
 - (a) Personal items of value.
 - (b) Prescription medicine.
 - (c) Swords.

(2) Bulletin Boards

(a) In each room, a room discrepancy list shall be kept in the room's regulations binder.

(b) SIR chits shall be taped to name plate of door and special request chits shall be posted on the respective Midshipman's bulletin board.

(c) All bulletin boards should contain material in good taste.

(3) Plants - One small potted plant is allowed in each upper-class room.

(4) Refrigerators - First-class Midshipmen may have one compact refrigerator per room, no larger than 27 inches tall, 20 inches wide, and 20 inches deep.

(5) Coffee pots - First and second-class Midshipmen may maintain coffee makers and hot water heaters in their rooms.

3. Material Conditions

a. Midshipmen shall:

(1) Possess only furniture issued by the First Lieutenant, except each room may have one stereo stand or bookcase measuring no more than 36 inches tall, 24 inches wide, and 18 inches deep. Upper-class may also possess a personal desk chair as long as that chair is of a professional nature.

(2) Keep food in airtight containers.

(3) Maintain rooms in at least class bravo condition whenever the room is unoccupied.

b. Midshipmen shall not:

(1) Alter rooms.

(2) Store items in the overheads.

(3) Keep the following items in their rooms:

(a) Flammable materials, including candles, except for cleaning supplies and lighters.

(b) Pornographic materials

(c) Irons without automatic shut-off protection

(d) Firearms, switch blades, dangerous weapons, tazers, paint-ball guns or any other kind of compressed air or CO₂ projectile weapons

- (e) Fireworks, explosives, ammunition
- (f) Pets
- (g) Air conditioning units
- (h) Electric or kerosene space heaters
- (i) Floor lamps
- (j) Rugs (a single shower mat in the shower/sink area is authorized)

4. Inspection Conditions

a. Condition A. During this condition, Midshipmen will be ready for formal inspection. Condition A demands a precise adherence to the guidance given below.

(1) A grade of UNSAT on any of the following items constitutes an overall UNSAT for the inspection.

- (a) Deck stripped and waxed properly.
- (b) Excessive dirt/wax build-up in the corners/around edges.
- (c) Excessive dirty laundry in locker/No odor emanating.
- (d) Mold in shower and/or shower curtain.

(2) A total of four UNSAT's on any of the remaining items listed constitutes an overall UNSAT for the inspection.

(3) Inspection Ready

(a) A white glove, black sock, ruler, pen, and a completed room inspection chit will be on the desk nearest the door.

- (b) All lockers, drawers, and medicine cabinet open.
- (c) All lights turned on.

(4) General

- (a) All surfaces clean and dusted.
- (b) Nothing hung from bulkheads, overheads, closets, racks, or doors.
- (c) Racks neatly made with clean linen.

(d) All First Lieutenant issued items present (chairs, empty trash can with clean trash bag, pillows, etc).

(e) Only furniture issued by First Lieutenant present.

(f) No unauthorized articles.

(g) Light fixtures cleaned on inside and outside.

(h) No gear adrift.

(5) Lockers

(a) All food stored in air-tight containers.

(b) Closet stowage dark to light, left to right.

(c) Shoes clean and stowed white to black, top to bottom.

(d) Rifles and swords clean and locked.

(e) Folded clothing neat, aligned to shelf edge.

(f) Confidential lockers clean and orderly.

(6) Sink and Shower

(a) Shower walls and floor clean And dry.

(b) Shower curtain clean and dry

(c) All bright work clean and free of spots.

(d) Medicine cabinet neatly arranged.

(e) Washbasin clean and dry.

(f) Clean towels and face cloths folded neatly.

(g) Mirrors free of streaks and spots.

(h) Cleaning gear stowed neatly underneath sink.

(i) No items in shower.

(7) Windows and Blinds

(a) Window sills free of dust and dirt.

(b) Window glass clean and spot free on the inside.

(c) Blinds thoroughly cleaned and dust-free.

- (d) Blinds at half-mast and open.
- (e) Screens/storm windows shut as appropriate.

(8) Desks

- (a) Drawers dusted and the contents stowed neat and orderly.
- (b) Books stored vertically, tall to short, left to right, dark to light, aligned with shelf edge.
- (c) Electrical cords arranged neatly and safely.
- (d) Material on bulletin boards shall be appropriate and arranged neatly.
- (e) Chairs clean and dust free.
- (f) One clean computer per occupant present.

b. Condition B. This condition will be maintained whenever the room is not occupied. Condition B may also be called Class Bravo.

(1) A grade of UNSAT on any of the following items constitutes an overall UNSAT for the inspection.

- (a) Deck mopped clean and swept.
- (b) No excessive dirty laundry in locker. No odor emanating.
- (c) No mold in shower and/or shower curtain.
- (d) Door must be open at a 90 degree angle when the room is unoccupied.

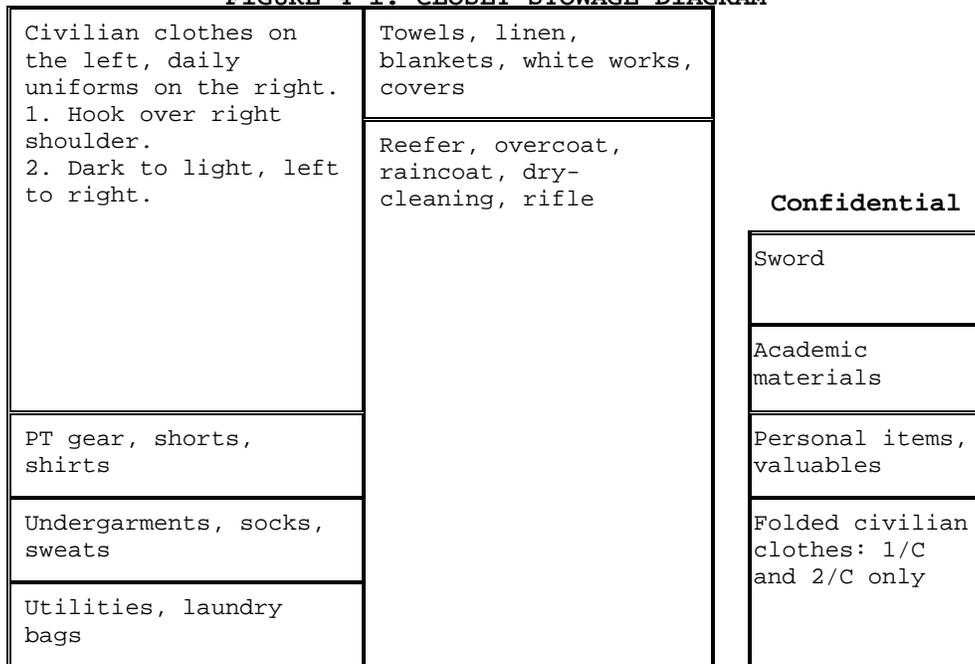
(2) A total of three or more UNSAT's on any of the following items constitutes an overall UNSAT for the inspection:

- (a) All lights and electrical equipment off.
- (b) All surfaces clean and dusted.
- (c) Nothing hung from bulkheads, overheads, closets, racks, or doors.
- (d) Racks neatly made with clean linen, pillow (no blankets on rack).
- (e) No unauthorized furniture or appliances present.
- (f) No gear adrift.

- (g) Confidential lockers will be locked.
- (h) Blinds at half-mast and open.
- (i) All plastic containers are in closet or on shelves.
- (j) Bulletin board and desk material appropriate and neat.
- (k) Computer screensavers are appropriate and in good taste.
- (l) No rugs in room except shower mat, which must be clean.
- (m) Mid Regs/Uniform Regs/Honor Binders in mounted bracket.
- (n) Shower walls, curtain, and deck clean.
- (o) Medicine cabinets clean and neatly arranged.
- (p) Mirrors and brightwork clean.
- (q) Material deficiencies reported to the Company 1st LT and documented on the room check-in sheet.
- (r) All rifles and swords locked.

(3) Locker stowage shall be as designated in Figure 4-1.

FIGURE 4-1: CLOSET STOWAGE DIAGRAM



4.05. REGULATIONS CONCERNING MIDSHIPMAN ROOMS

1. Requirements

a. Midshipmen may:

- (1) Lay wet athletic gear in the corridor between 1600 and 0700.
- (2) Use lighters for uniform maintenance purposes.

b. Midshipmen shall:

- (1) Report room discrepancies to the Company First Lieutenant.
- (2) Place valuables in locked confidential lockers.
- (3) Knock and await acknowledgment before entering another person's room.

(4) Keep a record of the serial numbers for computer equipment.

(5) Place the trash that will not fit in available trash containers in plastic bags.

(6) Display only white sheets, pillow cases, and shower curtains and a solid-colored bath mat.

c. Midshipmen shall not:

- (1) Alter the electrical wiring in Bancroft Hall.
- (2) Employ the services of building attendants.
- (3) Install outlet multipliers (power strips are authorized)
- (4) Play music loud enough to be heard outside of the room.

d. Fourth-class Midshipmen may:

- (1) Play computer games during town liberty hours.
- (2) View official programming from MSC or NADN when directed.
- (3) Own and operate cell phones except during study hour.

f. Fourth-class Midshipmen shall not:

- (1) Use portable media devices.
- (2) Use computers to function as a stereo, television, or any other entertainment.

4.10. OTHER BANCROFT HALL AREAS

1. Requirements

a. Midshipmen shall wear the prescribed uniform of the day or working uniform of the day while using the Midshipman Store, any of the Brigade service shops, or Navy Federal Credit Union.

b. Midshipmen shall not enter unauthorized spaces in the Bancroft Hall basement.

c. Midshipmen shall not use elevators in Bancroft Hall unless in possession of a medical chit authorizing elevator use.

4.15. SEVENTH AND EIGHTH WING LOCKER PROCEDURES

1. Requirements

a. Midshipmen may:

(1) Store gear in the seventh- and eighth-wing lockers.

(2) Use one and only one locker.

(3) Each Midshipman shall only use the locker assigned to that Midshipman. Failure to do so may result in that Midshipman's lock being cut and that Midshipman's property being disposed of.

b. Midshipmen shall:

(1) Be responsible for their own property.

(2) Tag their lockers with their name, alpha code and company.

(3) Lock their lockers whenever not physically present in the locker room.

c. Only the Officer of the Watch is authorized to cut any lock in the Seventh or Eighth wing locker rooms.

d. Fourth-class Midshipmen shall not store items in the seventh- or eighth-wing lockers.

2. Abandoned Property. All gear left adrift in the seventh- and eighth-wing lockers will be disposed of.

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CHAPTER 5 - LIBERTY AND LEAVE

<u>ARTICLE</u>	<u>SUBJECT</u>
5.0	General Regulations
5.05	Yard Liberty
5.10	Town Liberty
5.15	Weekend Liberty
5.20	Regular Leave
5.25	Emergency Leave and Special Leave Procedures
5.30	Civilian Clothing

5.0. GENERAL REGULATIONS

1. Overview

a. The Naval Academy Complex includes the following places: the Naval Academy Yard, Perry Circle, the officer quarters on Sellers Road near Perry Center, Arundel Estates, Navy-Marine Corps Memorial Stadium, the Naval Support Activity, and Navy activities in the North Severn area.

b. The Yard is that part of the Naval Academy inside the wall line and fence line that includes gate 1 to gate 8.

c. Company Officers and Senior Enlisted Leaders may withhold the liberty of personnel assigned to their units.

5.05. YARD LIBERTY

1. Overview. During Yard liberty, Midshipmen are authorized to participate in activities within the Yard. The schedule for Yard liberty is as follows:

a. For all classes from 0545 until 2000.

2. Requirements

a. While on Yard liberty Midshipmen may:

- (1) Conduct individual workouts.
- (2) Visit areas on the Yard.
- (3) Attend sporting events in the Yard.

b. Midshipmen shall not:

- (1) Depart the Yard.
- (2) Visit sponsor's homes on the Naval Academy.

c. Amplification. Midshipmen are not authorized to play golf for leisure during Yard liberty.

5.10. TOWN LIBERTY

1. Overview

a. Town liberty will be authorized after the time stipulated in paragraph 1.b. below or when the last military obligation is completed, whichever is later.

b. Town Liberty Schedule

Class	Day	Commence Time	Expiration Time
1/C	Friday	1830	2400
	Saturday	0800	2400
	Sunday	0800	1800
2/C	Friday	1830	2400
	Saturday	0800	2400
	Sunday	0800	1800
3/C	Saturday	1200	2400
	Sunday	1200	1800
4/C	Saturday	1200	2400

2. Regulations

a. Midshipmen shall not:

(1) Depart/return from liberty in PE Gear.

b. Third and Fourth-Class Midshipmen may attend Sunday morning worship services in town with an approved chit from their Company Officer. They shall proceed immediately to worship and return immediately after worship; they may leave at 0800 and shall return no later than 1300.

c. Third and Fourth-Class Midshipmen shall wear the uniform of the day for town liberty.

d. Fourth-Class Midshipmen must remain within the tri-city metropolitan area (Baltimore, Washington, Annapolis) during town liberty.

3. Amplification

a. When Friday is a holiday, the following modifications will occur:

(1) Thursday will follow the normal Friday routine.

(2) Friday will follow the normal Saturday routine.

b. When Monday is a holiday, the following modifications will occur:

(1) On Sunday, all Midshipmen are authorized town liberty from 0800-2400.

(2) Monday will follow the normal Sunday routine.

5.15. WEEKEND LIBERTY

1. Overview

a. Eligibility Requirements:

(1) Based on the most recent 6-week, 12-week or final semester grades, a CQPR and SQPR at 2.0 or above

(2) Based on the most recent of 6-week, 12-week or final semester grades, no academic grades of "F" or more than one "D". QPR changes due to summer school do not affect weekend eligibility for the fall semester.

(3) Not on Aptitude, Honor or Conduct Probation.

(4) A Midshipman with an F in conduct shall not be granted weekend liberty until approved by the Battalion Officer.

(5) No D, F, or I in PE. Company Officers may grant exceptions for incompletes.

(6) Passed the most recent physical readiness test. A Midshipman who fails the initial Physical Readiness Test (PRT) will not be eligible for weekends until that Midshipman passes a remedial PRT administered by the PE Department.

(7) When in Weight Control Category V Midshipmen are not eligible for weekend liberty. Exceptions will be made by the Company Officer based on progress and recommendations by the PE Department Weight Control Officer.

(8) Company Officer approval.

b. Weekend liberty commencement depends on class.

(1) First-class may depart on Friday no earlier than 1830 and upon Company Commander's permission and must return Sunday no later than 1800.

(2) Second-class may depart on Friday no earlier than 1830 and upon Company Commander's permission and must return Sunday no later than 1800.

(3) Third-class may depart on Saturday no earlier than 1200 and upon Company Commander's permission and must return Sunday no later than 1800.

(4) Plebes are not authorized weekend liberty.

c. Base number of weekends

Class	Weekends
1/C	6
2/C	4
3/C	2
4/C	0

d. Recognition

(1) Members of the Color Company will be awarded one additional weekend.

2. Requirements

a. Midshipmen shall:

(1) Request weekend liberty by signing the list for their class.

(2) Return to a duty status for home football games, i.e., from march-on formation until the completion of "Navy Blue and Gold."

b. Midshipmen shall not depart the Naval Academy without confirming Company Officer approval of their weekend liberty request.

5.20. REGULAR LEAVE

1. Overview

a. Midshipmen will ordinarily be authorized leave during the summer, Thanksgiving and Winter holidays, spring break, and times designated by the Commandant of Midshipmen.

b. Midshipmen who desire to leave the continental limits of the United States must obtain a "Permission to Leave CONUS" form from the Midshipman Personnel Officer prior to departure on leave. Battalion Officers may approve leave outside the continental limits of the United States. Prior to taking leave outside the continental limits of the United States Midshipmen must meet all requirements specified by the Midshipman Personnel Officer in accordance with regulations and directives dictating overseas travel for service members (i.e. IFPP, clearances).

2. Requirements

a. Midshipmen may occupy their normally assigned room if they desire to remain at USNA. Midshipmen who remain in their rooms are required to inform their Company Officers or Senior Enlisted Leaders and to muster for taps according to the policies published for that leave period.

b. Midshipmen shall:

(1) Update their leave address information in the Midshipman Information Database System (MIDS) before 0800 two days prior to the start of leave.

(2) Sign-out on the list maintained by the company mate of the deck.

(3) Maintain a copy of the special leave order.

(4) Contact their Company Officer, Senior Enlisted Leader, or OOW if they encounter a problem during their leave period.

(5) Schedule airline flights to arrive at Baltimore Washington International, Dulles, or Reagan airports at least four hours prior to the leave expiration time.

(6) Have sufficient funds to purchase a commercial airline ticket if they plan on using a military flight during the leave period.

(7) Inform their Company Officer, Senior Enlisted Leader, or the Bancroft Hall Officer of the Watch if they are going to return late from leave.

c. Third and fourth-class Midshipmen shall not wear civilian clothes on the USNA complex during leave periods.

d. Midshipman may not depart on leave until after their last military obligation or regularly scheduled class or examination, whichever ends later.

5.25. EMERGENCY LEAVE AND SPECIAL LEAVE PROCEDURES

1. Emergency Leave

a. When an emergency, such as the serious illness or death, affects a Midshipman's immediate family, the Midshipmen will be entitled to emergency leave. Generally, emergency leave will only authorize a Midshipman to miss three days of class.

b. Immediate family is defined as the member's father, mother, person standing in loco parentis, brother, sister, guardian, or only living relative.

c. In loco parentis is defined as a person who stood in place of a parent to the service member 24 hours a day for a period of at least five years before the service member became 21 years old or entered military service.

2. Special Leave

a. When a family friend or relative passes away, special leave may be granted to allow the Midshipman to attend the funeral. In these situations, the Midshipman will not be allowed to miss more than three days of class.

b. Consideration will be given to allow special leave for other important family events and functions.

3. Convalescent Leave. Midshipmen shall normally reside in Bancroft Hall while progressing toward recovery of health after illness. A Midshipman's Company Officer retains final authority for convalescent leave.

a. If a doctor recommends a Midshipman be put on convalescent leave, then that Midshipman shall seek authorization from the chain of command and not begin leave until authorization is granted.

b. If a Midshipman cannot get into or out of a standard Midshipman rack, then that Midshipman shall be accommodated with a Battalion Convalescent rack. Convalescent leave can be taken outside of Bancroft Hall only if the Midshipman will be residing under the care of a parent or legal guardian.

5.30. CIVILIAN CLOTHING

1. Refer to Midshipmen Uniform Regulations COMDTMIDNINST 1020.3C for amplification on proper civilian attire.

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CHAPTER 6 - KING HALL

<u>ARTICLE</u>	<u>SUBJECT</u>
6.0	General
6.05	Guests
6.10	Special Events Food Service Support

6.0. GENERAL

1. Overview

a. According to Navy tradition, the Wardroom is a special place where officers eat meals and entertain guests. Members of the Wardroom are expected to demonstrate proper etiquette and conduct whenever they are in the Wardroom.

b. In Bancroft Hall, King Hall is the Brigade's Wardroom. While in King Hall, Midshipmen are expected to address each other in a civil manner with a conversational tone, observe service etiquette, and maintain proper military bearing.

2. Member Status in the Wardroom. The Midshipman Food Service Division (MFSD) is responsible for absorbing the cost of essential feeding and non-reimbursable special event feeding for all wardroom members. The following personnel have full status as members of the Midshipman Wardroom:

- a. Midshipmen assigned to the Naval Academy.
- b. Exchange students assigned to the Naval Academy.

3. Requirements

a. Midshipmen shall not:

- (1) Touch utensils and food until the order "seats" is given.
- (2) Throw food.
- (3) Remove food items from unoccupied tables.
- (4) Enter the sculleries, pantries, or galley.
- (5) Use King Hall as a passageway.
- (6) Remove silverware, serving containers, or reusable food items from King Hall.
- (7) Bring backpacks into King Hall.

(8) Leave backpacks outside King Hall doorways.

4. Amplification. Any Midshipman desiring to register a complaint about the food or service in King Hall will do so through the use of e-mail at kinghall@usna.edu or proper Company feedback system.

6.05. GUESTS

1. Guests of the Brigade. The following individuals may, without charge, partake of wardroom-provided snacks and hors d'oeuvres at these specified events:

- a. Invited guests for Midshipman hops, dances, and balls.
- b. Parents and guardians at parents' open house forums.

2. Guests of Individual Midshipmen

a. When authorized by the Company Officer or Senior Enlisted Leader, Midshipmen may have the following persons as their guests for Friday evening meals only:

- (1) Relatives or guardians.
- (2) Officers of the armed forces (O-5 and below).
- (3) Faculty members of the Naval Academy.
- (4) Invited guests.

b. The following guests require prior Commandant notification and approval for Friday evening meals only:

- (1) Members of Congress.
- (2) Special or distinguished guests.
- (3) Officers of the armed forces (O-6 and above).

c. Midshipmen hosts will purchase meal tickets in advance for all guests from the accounting branch of the Midshipman Food Service Division.

6.10. SPECIAL EVENTS FOOD SERVICE SUPPORT

1. Alcohol. Organizations desiring alcohol at a function must request permission in writing from the Commandant. Only upper-class Midshipmen over 21 years of age may consume alcohol.

2. Company Functions

a. Dinings-In and Out. Each company may schedule one dining-in/out per academic year through the Operations Office. Company dining-in/out will normally be held during times of town liberty only.

b. Picnics. Each company may receive Midshipman Food Services Division support for one picnic per academic year. Picnics should be scheduled during fourth-class Yard liberty periods if held at Hospital Point, or during fourth-class town liberty periods if held off base.

c. MFSD will support one company function per year.

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CHAPTER 7 - ATHLETICS AND PHYSICAL EDUCATION

<u>ARTICLE</u>	<u>SUBJECT</u>
7.0	General
7.05	Off-Yard Workouts
7.10	PRT Requirements and Policies
7.15	Brigade Remedial Physical Training Program
7.20	Loss of Class Privileges for Physical Education Deficient Midshipmen

7.0. GENERAL

1. Requirements

a. Midshipmen shall participate in at least one varsity, club, or intramural sport during each academic year.

b. Midshipmen shall not become a member, either regular or associate, or accept office in any intercollegiate athletic association, unless recommended by the Director of Athletics and the Commandant of Midshipmen and approved by the Superintendent.

7.05. OFF-YARD WORKOUTS

1. Individual Midshipmen wishing to conduct workouts off the Yard while not on town liberty will be permitted to do so, provided they adhere to the following:

a. Wear full USNA PE gear with blue rims tucked into their shorts

b. Confine his/her workouts to USNA, the Naval Academy Bridge, and the Naval Station/Greenbury Point.

c. Not stop or enter any home or establishment for any purpose other than using the restroom facilities.

d. Workout only during Physical Mission Period when not required to be somewhere else. All scheduled intramural events take precedence over individual workouts.

e. Conduct workouts between sunrise and sunset.

f. Not wear backpacks.

g. In harsh weather conditions, wear appropriate USNA cold weather gear.

h. If running to utilize the E-course/O-course, may wear BDU's, brown t-shirt and combat boots.

2. Club Sports (to include Cycling, Marathon and Triathlon Clubs), are authorized to conduct workouts off the yard during their team practice times provided each member of the club must wear the same workout gear in a professional manner.

a. Teams will wear cold weather gear along a prescribed team theme.

3. Midshipmen on Duty may run to the Naval Station and back, provided they have signed out with the proper authorities.

7.10. PRT REQUIREMENTS AND POLICIES

1. Midshipmen are required to pass two official Physical Readiness Tests (PRT's) each academic year, one in the fall and one in the spring.

a. Midshipmen who fail an official PRT will participate in Brigade Remedial PT until they pass a re-test achieving the standards promulgated by the Physical Education Department.

b. Midshipmen who fail to attend Brigade Remedial PT will be subject to conduct action as follows:

(1) 1st UA -Minor Conduct Offense and Squad Leader attends the next session with the offender.

(2) 2nd UA - Major Conduct Offense.

2. Each Battalion will conduct an inventory PRT during the first two weeks of **each semester**. The Brigade or Regimental Physical Missions Officers (PMO's) will schedule the field space for each battalion to deconflict the events. The Battalion PMO will organize the PRT for their respective battalion, coordinating with the Regimental PMO to reserve field facilities and coordinating with the Physical Education Department and Brigade Medical for support.

a. Battalion and Company PMO's will record all results, using the physical readiness test standards to determine pass/fail.

(1) Companies may not remove privileges from those who fail the inventory PRT.

(2) Midshipmen who fail or score poorly on the inventory PRT, may be encouraged, but not required, to attend company or brigade remedial PT.

7.15. BRIGADE REMEDIAL PHYSICAL TRAINING PROGRAM

1. Reform to Official PRT. The Physical Education Department will run the Brigade Remedial PT program during this period. PMO's and Sports Bosses shall participate as directed and as time permits. All personnel who failed the Spring PRT and have not passed an official re-test must attend.

2. First Official PRT through end of the Academic Year. The Physical Education Department will design and administer the program.

a. Brigade PMO's and Sports Bosses will assist with the program as directed by the Physical Education Department Staff.

(1) Each Company will take muster in company area prior to going together to the assembly area.

(2) The PMO's/Sports Bosses will be assigned to execute portions of the remedial PT program to ensure small group activity and personalized attention.

(a) All personnel who failed the Fall/Spring PRT's must attend until they successfully complete an official re-test.

3. Weekend Remedial Workouts. Each Midshipmen assigned to the Brigade Remedial Program is given a weekend workout program. Midshipmen will report the status of completion of these workouts to their Company PMO's, who will forward results to the Battalion PMO each Monday. The Battalion PMO will forward it to the Physical Education Department representative, with a courtesy copy to the Regimental and Brigade PMO's.

7.20. LOSS PRIVILEGES FOR PHYSICAL EDUCATION DEFICIENT MIDSHIPMEN

1. Overview. Refer to Chapter 5.15.1.a and Physical Mission Review Decision Directive Serial 002.

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CHAPTER 8 - MEDICAL AND DENTAL FACILITIES

<u>ARTICLE</u>	<u>SUBJECT</u>
8.0	Medical Facilities, Functions, and Hours of Operation
8.05	Emergency Medical Care
8.10	Military Medicine
8.15	Disposition of Midshipmen
8.20	Appointments at other Military Treatment Facilities
8.25	Medical and Dental Care While on Liberty or Leave
8.30	Routine and Emergency Dental Treatment

8.0. MEDICAL FACILITIES, FUNCTIONS, AND HOURS OF OPERATION

1. Naval Hospital Clinic Annapolis. The medical clinic is located in Building 250 on Hospital Point. Brigade Medical, in sixth and eighth Wings, is responsible for meeting the health care needs of the Brigade.

2. USNA Fire Department. The Naval Academy fire department operates an ambulance service staffed by Maryland-certified emergency medical technicians and provides the **PRIMARY EMERGENCY RESPONSE** capability within the Naval Academy complex. The phone number for all emergencies is x3-3333 on USNA phone system telephones or 911 from any outside line or cellular phone.

3. Hours of Operation. The medical clinic hours are 0630-2000. Walk-in sick call is held at Brigade Medical 0630-0800. After hours midshipmen have direct phone access to the duty medical provider for consultation and referral to Anne Arundel Medical Center or local acute care centers.

8.05. EMERGENCY MEDICAL CARE

1. Naval Medical Clinic, Annapolis **does not have an emergency room**. In the event of a life-threatening emergency anywhere on the Naval Academy, call the Naval Academy fire department at x3-3333.

8.10. MILITARY MEDICINE

1. Requirements

a. Midshipmen may:

(1) Obtain care at Brigade Medical.

(2) Obtain care from the Naval Hospital Clinic Annapolis, if referred by a staff member of Brigade Medical.

b. Midshipmen shall:

(1) Utilize Brigade Medical as their primary health care provider for initial evaluation and treatment, advice, and referral for all routine medical conditions.

(2) Schedule medical appointments during free periods or the afternoon sports period, if possible.

(3) Cancel medical appointments at least 24 hours in advance if some circumstance prevents them from attending. Midshipmen shall prioritize medical appointments in accordance with Chapter 1, Article 1.05.

8.15. DISPOSITION OF MIDSHIPMEN

1. Midshipmen may only be classified as limited duty, sick-in-quarters, or hospitalized by approval of the Company Officer with a recommendation of a Brigade medical provider. No trainer for a varsity athletic team may issue any chit to a Midshipman.

2. Disposition Categories and Requirements

a. Limited Duty

(1) Midshipmen placed on limited duty will be provided with an original and two copies of the medical excuse authorization form. Midshipmen shall resume regular duties and forward the original and both copies of the medical excuse authorization form to their Company Officer via their chain of command.

(2) The Company Officer will approve or disapprove the authorization, retain one copy, and return the original and one copy to the Midshipman.

(3) Once approved, the Midshipman must deliver the "Marking Office" copy of the medical excuse authorization form to the Physical Education Marking Office. Failure to do so may result in a Midshipman becoming a marking office failure.

(4) The Marking Office will retain one copy of the chit. The original must be in the Midshipman's possession at all times during the period of limited duty.

b. Sick-in-Quarters

(1) Midshipmen placed in a sick-in-quarters status shall return to their room, and forward a copy of the Medical Excuse Authorization Form to their Company Officer via their chain of command.

(2) The Company Officer will approve or disapprove the authorization, retain one copy, and return the original and one copy to the Midshipman.

(3) The Midshipman shall retain the original.

(4) Midshipmen sick in quarters may leave their rooms only for head calls, meals, and visits to the Clinic or Brigade Medical, unless their Medical Excuse Authorization Form stipulates option for classes or the Company Officer approves such a request.

(5) Midshipmen who are unable to attend meals due to illness or injury may have their meals from King Hall picked up for them by another Midshipman.

c. Hospitalization

(1) If a Midshipman is admitted to a military hospital then that Midshipman will comply with Midshipmen Regulations and, as a patient, will also comply with applicable regulations issued by the hospital Commanding Officer.

(2) Immediately after discharge from a hospital, a Midshipman shall report to Brigade Medical Unit and then the Company Officer/Senior Enlisted Leader.

(3) If a military hospital issues discharge orders to a Midshipman recommending convalescent leave, then that Midshipman shall immediately contact his, or her, Company Officer or the Officer of the Watch to establish whether the convalescent leave is authorized.

(4) Midshipmen who are hospitalized in military treatment facilities should contact the TriCare Health Benefits Advisor upon their return to the Naval Academy to arrange for payment of their hospital per diem charges.

8.20. APPOINTMENTS AT OTHER MILITARY TREATMENT FACILITIES

1. Overview. Appointments at the National Naval Medical Center (Bethesda) and other military treatment facilities may be scheduled through the pre-commissioning office at the Medical Clinic.

2. Requirements. Midshipmen shall:

a. Notify the appointment clerk if they cannot keep the appointment.

b. Wear the uniform of the day to all appointments outside the Naval Academy complex.

c. Contact the Main Office and their Company Officer or Senior Enlisted Leader if admitted to a hospital subsequent to an appointment.

8.25. MEDICAL AND DENTAL CARE WHILE ON LIBERTY OR LEAVE

1. Overview. Midshipmen are entitled to civilian medical and dental care at government expense while on liberty or leave, provided the care is of an emergency nature. Reimbursement for care of an elective, non-emergency nature is not authorized.

2. Requirements

a. Midshipmen who become injured or ill during liberty or leave shall:

(1) Report to the nearest naval medical treatment facility if practical.

(2) Report to any other federal medical treatment facility in the area, e.g., Army, Air Force, Public Health Service, or Veterans' Administration, if possible.

(3) Obtain the services of a local physician or hospital.

(4) Notify the Bancroft Hall Officer of the Watch and their Company Officer or Senior Enlisted Leader.

(5) Direct civilian physicians to send all bills or claims to the Health Benefits Advisor, NHCL Annapolis, Annapolis, Maryland 21402-5050.

b. Midshipmen, upon return to the Naval Academy, shall:

(1) Report to the Brigade Medical Unit for an in-house examination.

(2) Report to the Health Benefits Advisor, at Hospital Point, within 48 hours after returning to the Naval Academy to initiate the claims payment process.

3. Amplification. Although the initial visit to a civilian physician or hospital may be of an emergency nature, subsequent visits generally are not. Follow-up care should normally be obtained from a federal (preferably naval) medical treatment facility.

8.30. ROUTINE AND EMERGENCY DENTAL TREATMENT

1. Overview. The dental clinic provides Midshipmen with routine examinations, treatment and emergency care, maintains Midshipmen dental records, and makes referrals to other clinics and hospitals as warranted.

2. Requirements

a. Midshipmen shall:

(1) Report for emergency dental treatment at the dental clinic at any time.

(2) Schedule routine examinations and evaluations during free periods Monday through Friday.

b. Midshipmen may report for mouth guard fabrication Monday through Friday.