



DEPARTMENT OF THE NAVY

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

COMDTMIDNINST 1600.4B CH-1
CD&T
19 Aug 11

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1600.4B CHANGE TRANSMITTAL 1

Subj: MIDSHIPMEN TRAINING PROGRAM

Encl: (1) Revised pages 2-5

1. Purpose. To publish change 1 to the basic instruction.
2. Action. Removes pages 2 through 4 of the basic instruction and replace with the revised pages provided in enclosure (1).

A handwritten signature in blue ink, appearing to read "RE", is positioned above the name R. E. CLARK II.

R. E. CLARK II

Distribution:
Non-Mids (Electronically)

b. MQS shall be executed during the Academic year. Additional MQS requirements may be required for summer Fleet Training Cruises. Although individual requirement deadlines may be set prior to the end of the Academic Year, all requirements must be completed as part of Midshipmen professional development.

c. MQS shall be an objective measure of Midshipman performance. All leaders shall consider timely completion of MQS, performance on Professional Quizzes and participation in executing the program within the Brigade in assessing Midshipmen performance. Company Officers shall use MQS performance as an input into Midshipman ranking and military performance grades.

d. The majority of MQS requirements can be completed during allotted instructional periods in accordance with reference (b) and Saturday Morning Training. It is the Midshipman's personal and professional responsibility to adequately manage his/her time in order to complete the requirements.

e. Any Midshipmen failing to complete the MQS requirements by the 13th week of the spring semester may subsequently be referred to the Aptitude for Commissioning Board to review performance. Company Officers are to ensure measures are in place to track and assist MQS deficient Midshipmen in the same way academics and physical fitness deficiencies are tracked.

f. Pro-Quizzes shall be given per reference (b), chapter one, Battle Rhythm. Passing grade is 80%. Any Midshipman failing a pro-quiz shall retake it until a passing score is obtained; however, the original score shall be used in considering Military Performance grade.

g. Professional Competency Reviews (PCR) will be given on an annual basis during the spring semester. All Midshipmen are required to participate in and pass their respective class PCR. A grade of 80% is considered "passing/meeting standard." PCRs are mandatory and will be factored into Midshipmen Military Order of Merit.

h. Failure of the Fourth Class, Third Class or Second Class PCR may result in a Midshipmen training competency review board, followed by an Aptitude for Commissioning performance review. Failure on the First Class PCR may result in an Aptitude for Commissioning performance review.

5. Responsibilities. The Commandant of Midshipmen is responsible for the professional development of each Midshipman in preparation for Commissioning. The CD&T Division is responsible for executing the training program. The MQS program is primarily led and executed by the Brigade. Each leader within the Brigade is required to support the MQS program and ensure its integrity. Specifically, the following responsibilities apply:

a. Commandant. Provide general and specific guidance to CD&T for professional objectives of the MQS program.

b. Director, Character Development and Training Division

(1) Develop and approve MQS.

(2) Coordinate with Battalion Officers and Brigade Staff to establish and execute standardized professional training throughout Bancroft Hall.

(3) Annually update MQS requirements prior to start of Academic Year.

(4) Conduct Reform briefs on MQS system and provide each Midshipman an MQS card and relevant training material for the semester.

(5) Collect MQS and Pro-Quiz performance data and provide Battalion Officers individual company performance monthly.

(6) Provide Company Officer performance data on individual Midshipmen.

(7) Publish semester training plans. Approve weekly training plans submitted by Brigade Midshipman Training Officer.

(8) Approval Authority for individual waivers to specified portions of MQS for Midshipmen who are unable to complete requirements within specified time limits due to limited duty status or other extraordinary circumstances. MQS completion waiver authority cannot be delegated.

c. Battalion Officers.

(1) Monitor performance of companies in completing MQS.

(2) Conduct individual counseling with Midshipmen identified as not on track by week eight of the spring semester.

d. Company Officers

(1) Ensure effective and efficient use of Company Officer Time, SMT, Plebe Instruction Periods and other professional instruction time in accordance with daily battle rhythm.

(2) Provide guidance to Company Midshipman Training Officer on developing realistic training plans aligned with Brigade quarterly training plan. Although Physical Training, spirit runs and other team building/athletic events are important elements of training, they should be used judiciously and sparingly during time dedicated to professional training.

(3) Review company weekly SMT Training Plans. Ensure appropriate resources are available and Operational Risk Management is used when warranted.

(4) Monitor execution of SMT and other company-level training events to ensure constructive and proper use of time.

(5) Every six weeks, identify Midshipmen not on track to complete MQS and submit individual Midshipmen training plans to Battalion Officer.

e. Brigade Training Officer

(1) The Brigade Training Officer shall provide an MQS progress report to the Director of Character Development and Training on a bi-monthly basis. This report shall indicate overall effectiveness of the program at the Brigade, Battalion, and Company levels.

(2) Submit Company SMT training plans to CD&T for approval by Wednesday prior to training period. See enclosure (2) for specific procedures.

f. Battalion Training Officers. NLT than the 15th and 30th of each month, Battalion Training Officers shall provide a battalion MQS report to the Brigade Training Officer after review by their Battalion Officer. The report shall summarize MQS progress for each company within their battalion. Using the information provided by Company Training Officers, the summary shall include overall battalion progress and individual company progress, broken down by class.

g. Company Commanders. Responsible for planning and executing the training of all Midshipmen in the company.

h. Company Training Officer

(1) Submit weekly SMT training plan to company officer for review in accordance with enclosure (2).

(2) Execute Training Plan.

(3) Prior to the 15th and 30th of each month, Company Training Officers shall submit an MQS summary report to their battalion training officer after review by their Company Officer or Senior Enlisted Leader and Company Commander. This report shall indicate the progress of the company and each platoon. Company Training Officers are also to make individual progress reports available to their company leadership.

i. Company Training Staff

(1) Assist Company Training Officer in executing Training Plan.

(2) Under the direction of the Company Training Officer, training staff members are to populate and maintain MQS cards for their company as necessary for review by the Company Officer, Senior Enlisted Leader, and other company leadership.

j. Platoon Commanders

(1) Are responsible for the training of all Midshipmen in Platoon.

(2) Platoon Commanders shall populate and maintain MQS cards for submission to company training staff members on a weekly basis.

k. Squad Leaders

(1) Responsible for the training of all Midshipmen in their squad.

(2) Squad Leaders shall report the MQS progress of their squad members to their platoon commanders as necessary to maintain MQS cards.

1. Individual Midshipman

(1) Responsible for completing MQS.

(2) First, Second and Third Class Midshipmen are responsible for executing the training program for their respective underclass Midshipmen.

(3) Each Midshipman is responsible for maintaining their individual record of MQS progress through the use of MQS cards. This information will be gathered and monitored by their Squad Leader. Additionally, each Midshipman is tasked to complete the provided class specific qualification card not only as an aptitude assessment tool, but also as a self-assessment tool to be used as a guideline for the development for all Midshipmen; subordinates, peers, and seniors.

6. Review Responsibility. The Character Development and Training Director is responsible for the annual review of this instruction.



R. E. CLARK II

Distribution:
Non-Mids (Electronically)