



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

COMDTMIDNINST 3120.1E  
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COMMANDANT OF MIDSHIPMEN INSTRUCTION 3120.1E

Subj: PLEBE SUMMER STANDARD OPERATING PROCEDURES (PS/SOP)

- Ref:
- (a) COMDTMIDNINST 5400.6 Series, Midshipmen Regulations Manual
  - (b) COMDTMIDNINST 1020.3 Series, Midshipmen Uniform Regulations
  - (c) COMDTMIDNINST 1601.10 Series, Bancroft Hall Watch Organization
  - (d) COMDTMIDNINST 1601.12 Series, Brigade Striper Organization
  - (e) Plebe Summer Drill Manual
  - (f) COMDTMIDNINST 5090.1, Monitoring Environmental Conditions to Prevent Injury
  - (g) COMDTMIDNINST 1610.2 Series, Administrative Conduct System Manual
  - (h) COMDTMIDNINST 1510.3 Series, Academic Year Fourth Class Development System
  - (i) COMDTMIDNINST 1600.2 Series, Midshipmen Aptitude for Commissioning System
  - (j) USNAINST 1610.3 Series, Honor Concept of the Brigade of Midshipmen

1. Purpose. To publish the instruction for the conduct of personnel assigned to Plebe Summer Detail.
2. Cancellation. COMDTMIDNINST 3120.1D. This instruction is a complete revision and should be reviewed in its entirety.
3. Information. Fourth Class Indoctrination policies and procedures published in this instruction supplement Midshipmen Regulations and the references. This instruction provides modified procedures specific to Plebe Summer. Members assigned to Plebe Summer Detail will review and become thoroughly familiar with applicable portions of the references in conjunction with this instruction to guide them in the performance of their duties. This instruction is applicable to all personnel assigned to the Plebe Summer Detail and guides conduct and training within the Fourth Class Regiment.

  
MARGARET D. KLEIN

Distribution:

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Ac Dean, Dep Cmdt  
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Aptitude for Commissioning Officer  
Supt Admin Files  
Admin Files

# Plebe Summer Standard Operating Procedures

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## CHAPTER 1 - COMMAND GUIDANCE

### OVERVIEW OF FOURTH CLASS DEVELOPMENT SYSTEM

The Fourth Class Development System consists of two phases. Phase One (Plebe Summer) is indoctrination and Phase Two (Fourth Class Academic Year) focuses on training. This instruction is applicable to Plebe Summer while reference (h) refers to the Academic Year.

Plebe Summer is the first military training evolution for the vast majority of the incoming class. The leadership of the Fourth Class Regiment, Plebe Detail and staff members, will set the example *in all things at all times*.

### PURPOSE OF PLEBE SUMMER

At the end of Plebe Summer, each member of the Plebe class shall:

- Be indoctrinated in the traditions of the Naval Service and the Naval Academy
- Understand basic military skills and the meaning behind them
- Appreciate the high standards and obligations inherent in service as a Midshipman and naval officer
- Be dedicated to excellence in a competitive atmosphere that fosters leadership, teamwork, character, and a passion for “winning”
- Appreciate the importance of mental, moral, and physical toughness in all aspects of duty and service
- Be prepared to execute the Academic Year routine of the Brigade of Midshipmen

Plebe Summer is not an "initiation" into the Naval Service. First Class Midshipmen are not trained as nor are they experienced as recruit drill instructors. Training should be both physically and mentally demanding. There is a clear boundary, however, between military discipline and harassment that the Commandant of Midshipmen trusts each Midshipman will observe. Each Detail member should understand the guidance within this instruction and remain committed to the Plebe Detail's Oath:

*"The Candidates who stand before me are entrusted to my care. I will train them to the best of my ability. I will develop them into basically trained Midshipmen who are smartly disciplined, morally sound, mentally and physically fit, and thoroughly indoctrinated in love of country and a sense of honor. I will demand of them, and demonstrate by my own example, the highest standards of personal conduct, honor, morality, and professional skill, and I will ensure that they are well prepared to take their place as members of the Brigade at the conclusion of their training."*

The overarching goal of the Plebe Summer experience is to contribute to the four-year professional development curriculum. We accomplish our mission by graduating Midshipmen who are warriors ready to meet the demands of a country at war or at peace. Our graduates are:

1. Selfless leaders who value diversity and create an ethical command climate through their example of personal integrity and moral courage.
2. Mentally resilient and physically fit officers who inspire their team to accomplish the most challenging missions and are prepared to lead in combat.
3. Technically and academically proficient professionals with a commitment to continual learning.
4. Critical thinkers and creative decision makers with a bias for action.
5. Effective communicators.
6. Adaptable individuals who understand and appreciate global and cross-cultural dynamics.
7. Role models dedicated to the profession of arms, the traditions and values of the Naval Service and the Constitutional foundation of the United States.

## MISSION AND OBJECTIVES OF PLEBE SUMMER

### *Mission*

- *Lay the foundation to develop the Plebe Class “morally, mentally and physically... imbue them with the highest ideals of duty, honor and loyalty”*

### *Objectives*

- *Provide the Plebe Detail a defining leadership experience*
  - What does this mean?
    - Lead with honor and integrity, never missing opportunities to lay the moral foundation within the Plebe Class
    - Practice leading and motivating through positive leadership
    - Become comfortable mentoring/counseling peers and subordinates
    - Set and maintain a standard while leading from the front
    - Gain an appreciation of the difficulty to lead when physically and mentally exhausted
    - Provide opportunity to personally evaluate your ability to meet Plebe Summer objectives
- *Create a supportive environment for all Midshipmen*
  - What does this mean?
    - Live by the Golden Rule – acknowledge that all are of equal worth
    - Commit to the welfare of others
    - Develop awareness of the influence that values, perception and prejudice have on decision making
    - Develop a sense of duty and obligation that extends beyond your personal interests
    - Exemplify the Commandant’s Standard on Team Building & Diversity
- *Prepare the Plebe Class to join the Brigade of Midshipmen*
  - What does this mean?
    - Demonstrate an understanding of the concepts of Duty, Honor, and Responsibility – **“Loyalty above all else except Honor.”**
    - Know how to wear the uniform and keep rooms squared away
    - Know rates and how to follow
    - Pass the Plebe Summer PRT and understand the value of lifelong fitness
    - Appreciate the difficulty of academics and level of studying required
    - Understand the academic year routine of the Brigade
- *Raise the bar on standards for the Brigade*
  - What does this mean?
    - The Detail and the Plebe class will bring a higher standard to the Brigade
    - Set standards for rooms, uniforms, professionalism and military courtesies
    - Appreciate why a standard is important
    - Lead from the front ensuring the Detail sets the standards
- *Focus on maritime skills, professional development, and legacy appreciation*
  - What does this mean?
    - Learn basic sailing skills and seamanship
    - Qualify on M9 and M16
    - Complete Line Handler, Damage Control & Lookout PQS
    - Understand Naval Academy history and that the Plebe Class is now a link
- *Accurately evaluate the success of Plebe Summer via Measures of Effectiveness*
  - What does this mean?
    - Tracking PQS accomplishment
    - Documenting missed training
    - Reporting platoon/company qualifications
    - Entering descriptive FITREPS into MIDS for both sets of Detail and the Plebe Class
    - Relieving no one on Plebe Detail for cause

## CHAPTER 2 – ORGANIZATION OF THE FOURTH CLASS REGIMENT

### STAFF ORGANIZATION

The Midshipmen assigned to the Fourth Class Regiment are organized as shown in Figure 2.1. Figure 2.2 outlines the company staff organization.

### DUTIES OF REGIMENTAL STAFF

#### 1. Regimental Commander

a. Basic function. Maintains the Regiment in the highest state of efficiency, ensures mutual respect for all Midshipmen, accountable for the conduct of the Regiment and sensitive to the state of morale in the Regiment, keeps the Officer-in-Charge informed regarding any deficiencies, and recommends corrective measures. The Regimental Commander assigns collateral duties to members of the Regimental and Battalion staffs as required.

#### b. Specific duties and responsibilities

(1) The senior Midshipman in the Regimental organization who commands the Regiment and executes the policies of the Officer-in-Charge. Represents the Midshipmen chain of command at meetings with the Officer-In-Charge.

(2) Coordinates implementation of policies and regulations, and promulgates and enforces the new directives by using the Midshipmen chain of command. Ensures timely communication of policies to the Midshipmen via the chain of command.

(3) Plans and executes Regimental events using the Operations Department and the chain of command.

(4) Supervises the turnover process with new strippers.

(5) Supervises the Regimental Staff in the performance of its duties.

c. Supervisory Responsibility. The Regimental Commander is responsible for the Fourth Class Indoctrination System and executes it under the supervision of the Officer-In-Charge, Fourth Class Regiment. The Regimental Commander advises the Officer-In-Charge as progress is made toward objectives in each functional area. Members of the Plebe Detail in leadership positions within the Regiment are also accountable for the operation of the program.

#### 2. Regimental Executive Officer

a. Basic Function. Serves as the second in command of the Plebe Summer Regiment.

#### b. Specific duties and responsibilities

(1) Serves as Chief of Staff for the Regiment and supervises the Regimental staff functions.

(2) Assumes duties of the Regimental Commander in his/her absence.

(3) Maintains contact with the AOICs and acts as an intermediary between the Regimental Staff and the AOIC.

(4) Ensures the proper image and good conduct of the Regiment.

(5) Chairs frequent meetings of Battalion and Company Executive Officers to disseminate information and discuss scheduling problems.

(6) Acts as official host for all guests of the Regiment and coordinates all protocol details.

3. **Regimental Operations Officer**

a. Basic Function. Responsible for the organization, planning, and execution of all operations and special movements involving the Regiment. Reports directly to the Regimental Commander. Is also responsible for the Training Program within the Fourth Class Regiment.

b. Specific duties and responsibilities

(1) Keeps Regimental Commander and Staff informed of upcoming events.

(2) Works closely with the Plebe Summer Operations Officer and Scheduling Officer to ensure the Regiment is informed of and executes the training schedule.

(3) Prepares the Plan of the Day

(4) Coordinates execution of the training schedule as necessary.

(5) Coordinates all special activities throughout the summer including trips, parties, lectures, guest speakers, Regimental events and spirit activities.

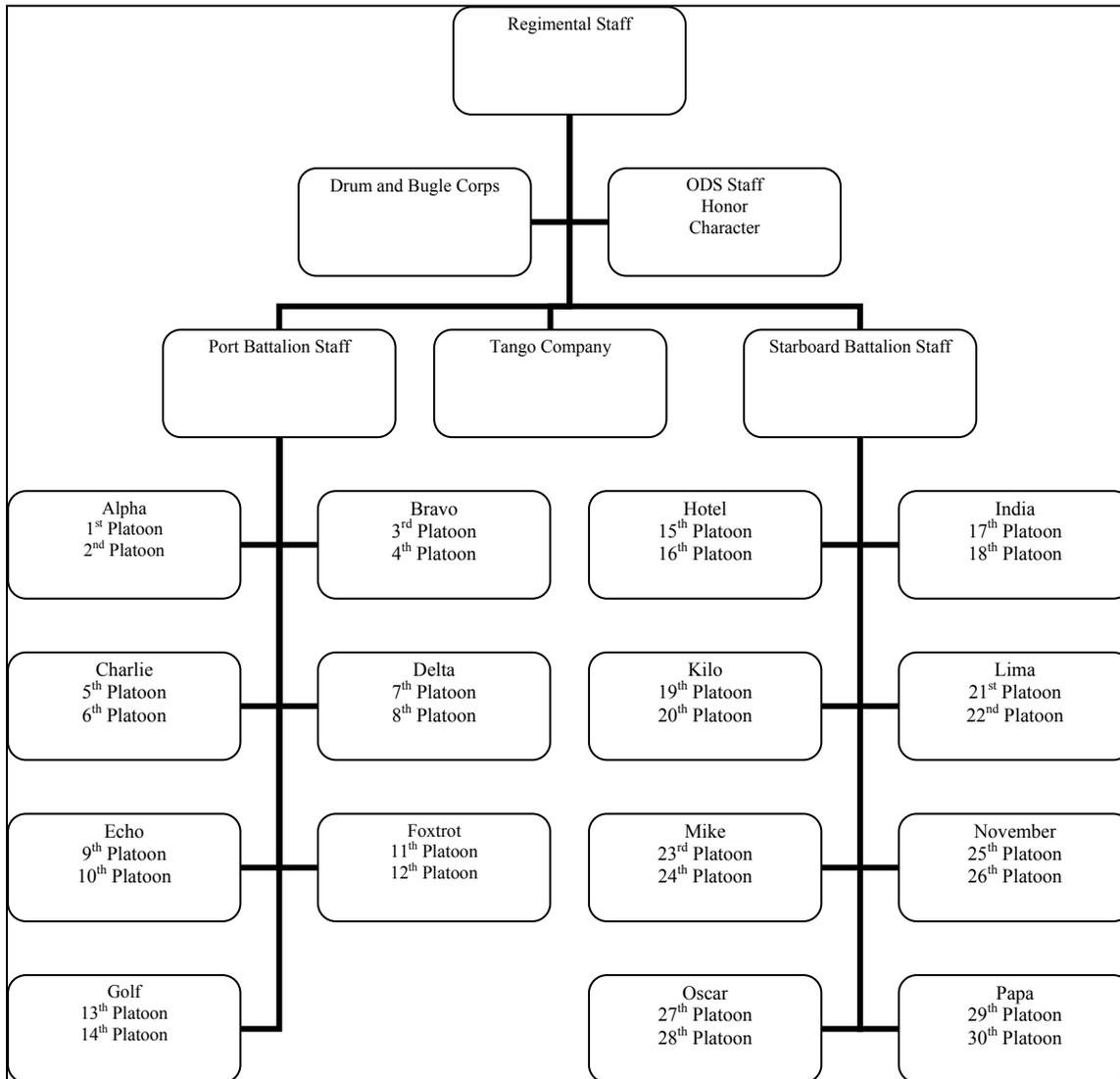
(6) Responsible for the organization and execution of the Regimental Intramural Program.

(7) Supervises scheduling and execution of all parades, drill competitions, and outside formations.

(8) Responsible for the overall conduct of Midshipmen Fourth Class training.

(9) Coordinates with the Regimental Administrative Officer for maintenance and cleanliness of Regimental spaces.

**REGIMENTAL AND BATTALION STAFF ORGANIZATION.**



**Figure 2.1, Regimental Organizational Chart.**

4. **Regimental Administrative Officer**

a. **Basic Function.** The Administrative Officer is responsible for all Regimental administrative functions. Collateral duties include those of First Lieutenant and Supply Officer.

b. **Specific duties and responsibilities.**

(1) Conduct daily muster of the Regiment and maintain accountability throughout the training day.

(2) Liaison between the Regiment and the Plebe Summer Administrative Officer. Updates and distributes all Regimental publications and maintains adequate supplies of necessary forms.

(3) Creates and maintains the Striper telephone recall list.

(4) Distributes Commandant of Midshipmen Instruction change transmittals as they are promulgated and ensures subject instructions are updated throughout the Regiment.

(5) Coordinates invitation lists and RSVP lists for Regimental functions.

(6) Develops Regimental seating/formation plan for Alumni Hall.

(7) Coordinates between the Regiment and Midshipmen Food Services as necessary. Supervises wardroom seating plans. Organizes special meals for the Regiment.

(8) Tracks and proofs all evaluations for the Regiment via Battalion Administrative Officers

#### 5. **Regimental Adjutant**

a. **Basic function.** Responsible for the Regimental Watch Organization and all training related to watch standing and qualifications.

b. **Specific duties and responsibilities.**

(1) Coordinates all watchstanding requirements.

(2) Ensures watch standardization and compliance with watchstanding procedures throughout the Regiment.

#### 6. **Regimental Drill Officer**

a. **Basic function.** The Drill Office is responsible for all activities relating to drill during Plebe Summer.

b. **Specific duties and responsibilities.** Coordinates with the Brigade Drill Master for all ceremonies, parades, and drill competitions.

#### 7. **Officer Development Staff (ODS) Commander**

a. **Basic function.** The ODS Commander is responsible to the Regimental Commander for all the Officer Development training given to the Midshipmen Fourth Class. The ODS Officer is also responsible for the accountability of his/her assigned staff.

b. **Specific duties and responsibilities.** Coordinates all ODS training in support of Plebe Summer objectives. Serves as the direct representative of Honor and Character Development Staff.

#### 8. **Drum & Bugle Corps Commander**

a. **Basic function.** The D&B Commander is responsible for providing music at all formations and parades.

b. **Specific duties and responsibilities.** Responsible for the day-to-day operations of the Drum and Bugle Corps.

### **DUTIES OF THE BATTALION STAFF**

#### 1. **Battalion Commander**

a. **Basic Function.** The Battalion Commander is responsible to the Regimental Commander for the safety, well-being, and efficiency of the Battalion. The Battalion Commander is also responsible for the general cleanliness, maintenance, and appearance of the Battalion area. Although the Battalion Commander is supported and advised by the Battalion Officer, the Battalion Commander assumes full responsibility for the Battalion and leads the Battalion while carrying out the policies of the Regimental Commander, Officer-in-Charge, and the Commandant.

#### 2. **Battalion Executive Officer**

a. **Basic function.** The Battalion Executive Officer is the direct representative of the Battalion Commander. His/her orders have the same force and effect as though issued by the Battalion Commander. The Battalion Executive Officer is responsible for the organization, performance of duty, and good order and discipline of the entire Battalion. The Battalion Executive Officer will recognize the right and duty of the Company Commanders to confer directly with the Battalion Commander. The Battalion Executive Officer supervises all staff officers.

b. Specific duties and responsibilities

- (1) Monitor the staff personnel and ensure their efforts directly support the training objectives.
- (2) Maintain high morale within the command.
- (3) Inspect spaces, personnel, and administrative items and take remedial action to correct discrepancies.
- (4) Supervise and evaluate staff functions.
- (5) Perform other duties as assigned.

3. **Battalion Operations Officer**

a. Basic Function. Assist the Regimental Operations Officer in the organization, planning, and execution of all Regimental operations and special movements. Collateral duties include Battalion Training Officer and Battalion Intramural Officer.

b. Specific duties and responsibilities.

- (1) Supervise and coordinate the Battalion Intramural Program.
- (2) Facilitate training requirements of the companies within the Battalion.
- (3) Supervise training throughout the Battalion and ensure compliance with the Regimental Training plan.
- (4) Perform other such duties as assigned.

4. **Battalion Administrative Officer**

a. Basic function. The Battalion Administrative Officer is the administrative assistant to the Battalion Executive Officer and is responsible for all administrative issues within the Battalion. Collateral duties include those of Battalion First Lieutenant, Supply Officer and Battalion Adjutant.

b. Specific duties and responsibilities

- (1) Ensure each Company maintains a file containing all the Regimental notices and instructions.
- (2) Verify the efficiency of Company administrative procedures through inspections conducted at least once a set. Pay particular attention to Midshipmen Fourth Class performance/training jackets and Squad Leader notebooks.
- (3) Ensure blank forms are available for Battalion use.
- (4) Supervise the administrative aspects of watch and duty procedures.
- (5) Review staff paperwork for administrative correctness.
- (6) Be responsible for Battalion accountability.
- (7) Assign watches within the Battalion including usher details and other special watches.
- (8) Prepare a seating diagram and make seat assignments in the Wardroom per the Battalion's table assignments.
- (9) Inspect the Battalion area and report material and cleanliness discrepancies to the Regimental Admin Officer/1stLt.
- (10) Perform other duties as assigned.

## **DUTIES OF THE COMPANY STAFF AND OFFICERS**

The duties and responsibilities of the Company Staff and Officers are commensurate with academic year billet descriptions. Staff functions such as Conduct, Drill Officer, etc., normally assigned to an individual during the academic year are the responsibility of the Company Staff and Platoon Commanders, leaving Squad Leaders free to work with their squads.

### **1. Company Commander**

a. **Basic function.** The Company Commander is responsible for the safety, well-being, and efficiency of the Company. The Company Commander is also responsible for the general cleanliness, maintenance, and appearance of the Company area. Although the Company Commander is supported and advised by the Company Officer/SEL, the Company Commander assumes full responsibility and accountability for the Company.

b. **Specific duties and responsibilities.** The duties and responsibilities of the Company Commander are established by Naval Academy regulations, traditions, and customs. The authority of the Company Commander is commensurate with the responsibility except as stipulated by regulation. The Company Commander must maintain frequent and regular contact with the CO/SEL with regard to daily company activities.

### **2. Company Executive Officer**

a. **Basic function.** The Company Executive Officer is the direct representative of the Company Commander. His/her orders have the same force and effect as those issued by the Company Commander. The Company Executive Officer is primarily responsible for the organization, performance of duty, and good order and discipline of the entire Company. The Company Executive Officer will recognize the right and duty of the Platoon Commanders to confer directly with the Company Commander. The Company Executive Officer supervises all staff officers. All Platoon Commanders report to the Company Executive Officer regarding internal administrative matters. The Company Executive Officer controls the flow of all administrative matters within the Company and serves as the link between the administrative staff and the operational organization.

b. **Specific duties and responsibilities.**

(1) Inspect the company's spaces, personnel, and administrative items and take remedial action to correct discrepancies.

(2) Maintain high morale within the command.

(3) Supervise and coordinate the work, exercises, training, and education of company personnel.

(4) Supervise the scheduling and planning of company evolutions.

(5) Ensure safety and security measures are understood and observed.

(6) Supervise and direct the Midshipman Performance and Counseling System.

(7) Supervise the Midshipmen Fourth Class indoctrination program.

(8) Coordinate performance reviews or company performance/aptitude boards as necessary for Midshipmen Fourth Class failing to achieve standards.

(9) Perform other duties as assigned.

### **3. Company Operations Officer**

a. **Basic Function.** The Company Operations Officer is responsible under the Company Commander for assisting in the organization, planning, and execution of all operations and special movement, except where those duties are specifically assigned to another officer.

b. Specific duties and responsibilities

- (1) Serve as the Company Intramural/PE/Physical Missions Officer.
- (2) Ensure timely delivery of all intramural reports.
- (3) Coordinate support for all company evolutions.
- (4) Plan all company or platoon movements.
- (5) Supervise additional programs and tasks assigned to the company.
- (6) Coordinate and supervise review sessions prior to all evaluated events.
- (7) Ensure Midshipmen Fourth Class training lectures are prepared, rehearsed, and executed.
- (8) Coordinate remedial/makeup training as required.
- (9) Ensure training aids are available for training evolutions.
- (10) Train all personnel on company wardroom policies.
- (11) Supervise company security.

4. **Company Administrative Officer**

a. Basic Function. The Company Administrative Officer is the administrative assistant to the Company Executive Officer and is responsible for all administrative issues within the company. Collateral duties include those of First Lieutenant, Supply Officer and Company Adjutant.

b. Specific duties and responsibilities.

- (1) Document all training missed by members of the Plebe Detail during LDEP.
- (2) Document all training missed by 4/C during the summer.
- (3) Prepare watch bills and submit via the chain of command.
- (4) Assign Midshipman to duty sections and assign duty section rotation for the set.
- (5) Post all watch bills and duty roster lists.
- (6) Train Midshipmen Fourth Class watchstanders and maintain proficiency.
- (7) Prepare, maintain, and review daily muster and taps reports. Verify all Midshipmen are present or accounted for at all musters. Report discrepancies to the Executive Officer for action.
- (8) Train Platoon Commanders on accountability procedures.
- (9) Ensure muster reports reflect personnel absent due to weekends, overnight liberty, and regular liberty. Ensure 50 percent of the Detail is on deck at all times.
- (10) Ensure paperwork and forms are completed properly and extra forms are adequately stocked.
- (11) Maintain the Company's master directives file containing all directives and orders guiding Plebe summer.
- (12) Maintain performance/training jackets for all personnel in the company.
- (13) Inspect and monitor Company Mates of the Deck to ensure duty stood per reference(c).

#### 4. **Platoon Commander**

a. **Basic function.** The Platoon Commander is the representative of the Company Commander in matters pertaining to the platoon. All persons assigned to the platoon are subordinate. The Platoon Commander ensures all subordinates conform to Regimental policies

b. **Specific duties and responsibilities.**

(1) Supervise the work, training, and conduct of members of the platoon, including the Plebe Detail.

(2) Inspect the platoon's personnel, material, and assigned spaces, including those spaces assigned to the members of the Plebe Detail, and correct deficiencies.

(3) Maintain the cleanliness and material condition of assigned spaces and coordinate repair of deficiencies.

(4) Maintain standards of performance and conduct; evaluate performance through drills, inspections, and other means; make recommendations to the Company Executive Officer concerning disciplinary matters.

(5) Coordinate with the other Platoon Commander to make recommendations to the Company Commander on implementation of policy to ensure company coordination.

(6) Conduct and document counseling on Squad Leaders as required and post in their performance/training jackets.

(7) Complete FITREPS on Squad Leaders at the end of each set of Detail.

(8) Conduct performance review or platoon evaluation boards as necessary for Midshipmen Fourth Class failing to achieve standards.

(6) Perform other duties as assigned.

c. **Organizational relationships.** The Platoon Commander reports to the Company Commander on operational matters and to the Company Executive Officer on all administrative items. Squad Leaders are subordinate to the Platoon Commander.

#### 5. **Squad Leader**

a. **Basic Function.** Commands the basic unit of the Regiment. The exercise of command responsibility is therefore essential to the good order, discipline, and morale of the Regiment. The Squad Leader must take a thorough personal interest in each member of the squad, know their problems, solicit their welfare, ensure their safety and well being at all times, and extract from them a strict and efficient performance of duty.

b. **Specific Duties and Responsibilities**

(1) Responsible to the Platoon Commander for the safety, well-being, and training of the Midshipmen Fourth Class in their squad.

(2) Lead by the power of your personal example in word and action.

(3) Be responsible, under the Platoon Commander, for Midshipmen Fourth Class conduct and for following the regulations and orders of the Company Commander and other superiors.

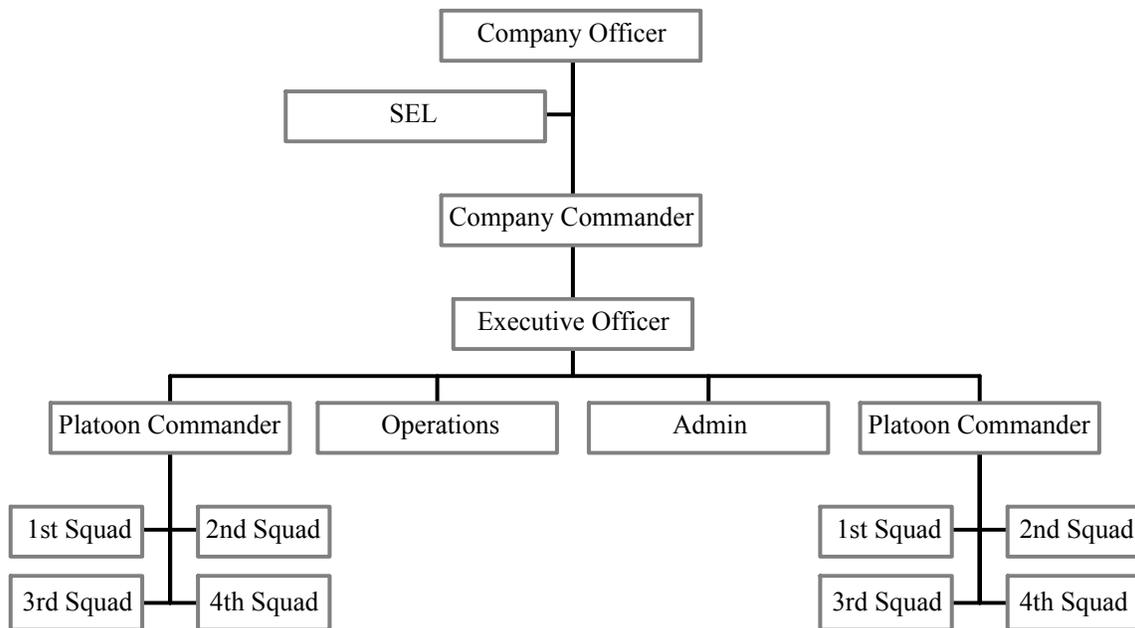
(4) Keep the chain of command informed of the capabilities and needs of each Midshipman Fourth Class.

(5) Inspect uniforms and room cleanliness daily to ensure squad members maintain high standards.

(6) Conduct and supervise Midshipmen Fourth Class indoctrination for the squad.

- (7) Suppress the urge to use improper language or engage in unprofessional behavior.
  - (8) Report to the Company Executive Officer, via the Platoon Commander, infractions of regulations, orders, and instructions that warrant disciplinary action.
  - (9) Keep the chain of command informed of any personal problems requiring special attention.
  - (10) Ensure the proper conduct of the squad at all times.
  - (11) Use the Squad Leader's Notebook to guide in the performance of their duties.
  - (12) Report all squad absentees to the Platoon Commander.
  - (13) Complete FITREPS on Midshipmen Fourth Class at the end of each set.
  - (14) Conduct and document counseling on Midshipmen Fourth Class in the squad. Each Midshipman Fourth Class should have daily notes documenting their performance.
- c. Organizational relationships. The Squad Leader reports to the Platoon Commander regarding assigned duties.

### COMPANY ORGANIZATIONAL CHART



**Figure 2.2, Company Organizational Chart.**



## CHAPTER 3 -WATCHSTANDING RESPONSIBILITIES

### PLEBE SUMMER WATCHSTANDING ORGANIZATION

1. The watch organization during Plebe Summer is per reference (c) with the following modifications.

2. **Regimental Duty Officer (RDO)** - The Regimental Duty Officer (RDO) is the senior Midshipman duty officer for the Fourth Class Regiment. The RDO is the direct representative of the Regimental Commander and the Officer-in-Charge of the Fourth Class Regiment. The RDO works under the supervision of the Fourth Class Regiment AOOW and reports to the MOOW with respect to duties prescribed for the watch. The RDO is the focal point for all activities within the Fourth Class Regiment.

The RDO must be aware of the following:

(a) **Flag conditions and weather restrictions.** Reference (f) covers heat stress conditions and dissemination of Wet Bulb Globe Temperature (WBGT) readings. Once received, the RDO ensures that the flag conditions are known throughout the Regiment and modifies uniform and training requirements as necessary. The RDO monitors thunderstorms and takes appropriate action per reference (f). The RDO will notify the OIC, AOIC, and Operations Officer of all changes due to weather conditions.

(b) **Daily schedule.** The RDO maintains a copy of the Master Training Schedule and the Plan of the Day. The RDO shall be aware of personnel to ensure that the Regiment observes training restrictions during changing flag and thunderstorm conditions.

(c) **Significant events** impacting the 4<sup>th</sup> Class Regiment to include medical issues, hospitalizations, etc.

3. **Battalion Officer of the Watch (BOOW)** - The Port and Starboard Battalion BOOWs will be established and secured at the discretion of the Officer-in-Charge of Plebe Summer. Two (2) striper will stand BOOW within their respective Battalions. The BOOW is responsible to the RDO for security and accountability in their Battalion, and will compile 0800 Reports from their Battalion and submit them to the RDO. BOOWs muster in the Rotunda each morning at 0630 with the RDO and MOOW. The BOOW Watch Bill will be promulgated separately by the Battalion Adjutant.

4. **Company Duty Officer (CDO)** - Each Company in the 4/C Regiment, including Tango Company, will provide a CDO commencing with the return of the Detail. CDO will be stood by Squad Leaders, Operations Officers, and Administrative Officers in each company. The CDO will submit a daily 0800 report to the RDO via the BOOW. The off-going CDO will attend morning physical training and the on-coming CDO will attend morning watch muster in the Rotunda at 0630. The CDO is responsible for security and accountability of all Plebes and the Detail within their Company. The CDO will conduct Taps for their company. The CDO Watch Bill will be promulgated separately by the Company Adjutants.

5. **Company Mate of the Deck (CMOD)** - Duties parallel those of the academic year CMOD. Midshipmen Fourth Class stand this watch. Detail staffers stand company security patrols in lieu of Midshipmen Fourth Class during specified times. Except as modified by the OIC, the Plebe Summer CMOD duty is executed the same as during academic year. Only Midshipmen 4/C who have COMPLETED THE CMOD PQS shall be permitted to stand the watch.

6. **Roving Security Watch (Brigade Security Rover – Plebe Summer)** - Duties parallel those of the academic year except for 1/C in lieu of 2/C standing the watch. Plebe Detail upperclass will stand this watch in two pairs per Battalion. The Roving Security Watch posts after the RDO pipes down the CMOD until the watch resets the following morning. This watch ensures the physical safety of the Fourth Class Regiment from 2200 until 0545. The Roving Security Watch is responsible to the CDO for Midshipmen security within their Battalion area. The Roving Security Watch Bill will be promulgated separately by the Battalion Adjutants.

7. **Watchbills** - Watchbills will be prepared, signed and posted 72 hours prior to the start of the duty day. Watchbills will be approved by the unit commander. Company watchbills will be reviewed and signed by the Company Commander, Battalion watchbills will be reviewed and signed by the Battalion Commander, and Regimental watchbills will be reviewed and signed by the Regimental Commander.



## **CHAPTER 4 - GUIDELINES FOR PROFESSIONAL CONDUCT OF THE DETAIL**

### **GUIDELINES TO PREVENT HAZING**

1. Hazing is prohibited. SECNAVINST 1610.2 series provides the following guidance for the Department of the Navy and the United States Naval Academy:

a. Hazing is defined as any conduct whereby a military member or members, regardless of service or rank, without proper authority causes another military member or members, regardless of service or rank, to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. Hazing need not involve physical contact among or between military members; hazing can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator.

b. Hazing can include, but is not limited to the following: playing abusive or ridiculous tricks, threatening or offering violence or bodily harm to another, striking; branding, taping, tattooing, shaving, greasing, painting, requiring excessive physical exercise beyond what is required to meet standards, "pinning", "tacking on", "blood wings", or forcing, encouraging, or requiring the consumption of food, alcohol, drugs, or any other substance.

c. Hazing does not include command-authorized or operational activities; the requisite training to prepare for such missions or operations; administrative corrective measures; extra military instruction; athletics events, command-authorized physical training, contests or competitions and other similar activities that are authorized by the chain of command.

2. Physical Contact. Physical contact with Midshipmen Fourth Class is forbidden except to:

- a. Correct a Midshipman Fourth Class' position.
- b. Correct a Midshipman Fourth Class' movement.
- c. Adjust the arrangement of a Midshipman Fourth Class' clothing or equipment.
- d. Prevent injury to a Midshipman Fourth Class.
- e. Attend to an injured Midshipman Fourth Class.
- f. Defend oneself from an assault by a Midshipman Fourth Class. Contact is only allowed if no alternative exists to prevent the assault and the force used is the minimum required.

### **RULES TO ENHANCE PROFESSIONALISM AND PREVENT FRATERNIZATION**

1. Detail and staff shall refrain from use of profanity during Plebe Summer.
2. Detail and staff will address Midshipmen Fourth Class by last name, billet (i.e. "Midshipman 4/C") or Mr. /Miss. They will not use profane and racially or ethnically degrading language to address a Midshipman Fourth Class. Detail will not use such language in the presence of the Midshipmen Fourth Class. Detail will not use degrading nicknames.
3. Midshipmen Fourth Class will not perform personal services (e.g., run errands, clean or move gear belonging to staff members). Allowing voluntary performance of these activities by Midshipmen Fourth Class is also prohibited. Midshipmen Fourth Class may perform normal policing functions and may move government property, as required, but such activity shall not be used as a medium for hazing.
4. Midshipmen Fourth Class will not enter any military personnel living areas on the Academy other than their own, to include the Detail's rooms, except for counseling or the performance of a military function related to Midshipmen Fourth Class training.
5. The Detail will not develop or form non-professional, social, or personal relationships with Midshipmen Fourth Class. All contact with Midshipmen Fourth Class is strictly limited to a professional military relationship.
6. Pre-existing relationships, team affiliations, etc may continue as a professional mentor only.

### **COUNSELLING GUIDELINES**

One-on-one interaction and counseling requires careful consideration. Detail staff members should counsel their Midshipmen Fourth Class in plain view in the passageway to preclude the appearance of impropriety. The Detail may complete counseling sessions requiring more privacy in a room with the door completely open where both individuals are plainly visible from the passageway. Counseling sessions in any room as outlined previously require an additional Detail member as a witness when counseling members of the opposite sex. **Counseling for any Midshipman Fourth Class requiring the privacy of a closed room is done in one of the company offices in the presence of the Company Officer or Senior Enlisted Leader.**

### **FINANCIAL REGULATIONS**

Staff members or Detail shall not:

1. Collect funds from Midshipmen Fourth Class for ANY purpose.
2. Act as an agent for one or more Midshipmen Fourth Class in making purchases.
3. Purchase items for their Midshipmen Fourth Class at the Midshipman Store. Detail staff shall address supply or personal hygiene item shortfalls through the chain of command for resolution.

### **MESS HALL GUIDELINES**

The purpose of these guidelines is to foster an atmosphere of courtesy, decorum, and formality consistent with that found in afloat wardrooms, while providing an environment conducive to appropriate professional and social development. Meal times are considered an extension of training times with the following provisions:

1. Midshipmen Fourth Class will:
  - a. Move expeditiously to assigned seats using only the center passageways or the passageways between tables. Remain standing at attention until all senior personnel at the table are seated. Squads or individual Midshipmen Fourth Class will not sound off while in King Hall. Midshipmen Fourth Class will walk out of King Hall when dismissed from tables.
  - b. Execute a facing movement towards the Anchor/Regimental table for announcements prior to seats. When announcements are given after seats, all Midshipmen will cease table activity and direct attention to the Anchor. No Midshipman will touch anything on the table until after the Anchor announcements.
  - c. Sit at attention on the front 4 inches of his/her chair, erect, hands in lap, head up, "eyes in the boat," place the fork/spoon down between bites. When spoken to, cease table activities and look directly at the appropriate individual.
2. Detail staff should ensure that all Midshipmen Fourth Class have been served prior to the Detail taking their own ration. Plebes will wait for the senior person at the table to give the word to begin eating once all have been served.
3. Midshipmen Fourth Class are allowed to remain at the table after "Fourth Class, March-Out" if they need time to finish their meal. Detail should ensure that Midshipmen Fourth Class have approximately 20 minutes to consume their meal unless extraordinary circumstances in the training schedule require cutting this time short. Detail should consider 10-15 minutes of quiet time for their tables to allow meal consumption by the entire squad.
4. Unit leaders will cease rating their Midshipmen Fourth Class when the Regimental Staff calls the Regiment to attention. Midshipmen Fourth Class may participate in table conversation under the direction of the Detail concerning current events or other appropriate topics so as not to interfere with eating. **Detail members will not prevent the Midshipman Fourth Class from eating a full meal by constantly asking questions during the meal and requiring them to stop eating while answering.**
5. Midshipmen Fourth Class on weight control or a medically prescribed diet will only eat items on their diet. All other Midshipmen Fourth Class will be allowed the opportunity to consume any item served.

6. The practice of “earning” items at meals is strictly forbidden and is considered a form of hazing. Unusual “spicing” of menu items with condiments to concoct “Beat Army’s” or otherwise tampering with the normal consumption of meals is also considered hazing. **Additionally, Midshipmen shall not beat on tables, conduct “Wild mans” or do anything that detracts from a professional wardroom environment.** Detail members will not withhold dessert or imply that dessert is a "weakness." Small unit leaders should encourage Midshipmen Fourth Class to eat a nutritionally adequate meal.

7. Leadership at all levels must encourage sports drink and water consumption at meals to prevent hydration related injuries and illnesses.



## **CHAPTER 5 – SPECIAL PLEBE SUMMER RULES AND REGULATIONS**

### **LIBERTY POLICY**

1. Liberty may be granted at the discretion of the Company Officer per the following guidelines:
  - a. The Company Commander *or* Executive Officer must be on deck at all times. The Company Commander and Executive Officer will never be on liberty or an overnight at the same time.
  - b. The Regimental Commander and Battalion Commanders will maintain no less than 50% of the Regimental staff and Battalion Staff present to ensure completion of all assigned tasks.
  - c. Detail members are allowed overnight liberty Friday or Saturday night only and must maintain 50% presence on deck. Overnight liberty goes from 1900 to 1130 the following morning. Departure and arrival liberty uniform will be the Uniform of the Day (Summer Whites). Civilian clothes may be worn when off the Yard.
  - d. Companies will maintain a liberty log in the Company Wardroom that accounts for all Detail members off deck while not engaged with Plebe training. The OIC must maintain an accurate accountability for Detail members aboard and ashore in case of emergency.
  - e. Errands of short duration during normal working hours may be approved by the Company Officer/SEL via the Company Commander as the training schedule permits.

### **ALCOHOL AND TOBACCO USE**

2. Tobacco Use. Plebe summer is tobacco free. Personnel assigned to Detail for the Fourth Class Regiment may not use any tobacco products while on the Yard or off the Yard in the company of Midshipmen Fourth Class.
3. Alcohol Use
  - a. The Plebe Summer Detail will adhere to responsible drinking guidelines. Alcohol related misconduct will not be tolerated.
  - b. Detail members of legal drinking age may consume alcoholic beverages **ONLY** when in an **OVERNIGHT** liberty status. Midshipmen Fourth Class will not consume alcoholic beverages at any time.
  - c. When not on overnight liberty, Detail members are considered in a **DUTY** status and will **NOT** consume alcohol.
  - d. Detail members returning from overnight liberty are in a duty status and will limit their alcohol consumption so that they are fit for duty upon return to Bancroft Hall. **DETAIL WILL NOT CONSUME ALCOHOLIC BEVERAGES WITHIN 8 HOURS OF RETURNING TO BANCROFT HALL.**

### **MISCELLANEOUS INFORMATION AND REGULATIONS**

1. Civilian Clothing. All personnel assigned to Plebe Summer Detail will wear regulation uniforms or regulation PE attire at all times when training or interacting with Midshipmen Fourth Class. Civilian clothes are not authorized for wear in Plebe Summer spaces or the Yard. Departure to and return from overnight liberty will be in the Uniform of the Day (Summer Whites).
2. Visiting Upperclass not on the Fourth Class Regiment Detail. Until the Midshipmen Fourth Class join the Brigade, Midshipmen Fourth Class will not visit the room of an upperclassman that is not a member of the Fourth Class Regiment or visit an area of Bancroft Hall outside of the Regimental area, unless so ordered by a Commissioned Officer or Senior Enlisted Leader. This includes visits by siblings who may be assigned to the Naval Academy. The same restrictions apply to telephone calls.
3. Storage of Midshipmen Fourth Class Personal Items (civilian clothing, bags and sports equipment).

a. Squad Leaders will collect all personal items, civilian clothing, bags, and sports equipment from their Midshipmen Fourth Class on Induction Day. Company Senior Enlisted Leaders will establish a secure storage location for these items. All individual items will be labeled with the Midshipman's last name and alpha number. Detail will inventory and catalogue any high cost items (cameras, watches, jewelry, phones, etc) then notify Company Officers or SELs before these items are placed in storage.

b. Midshipmen Fourth Class may recover their personal items (civilian clothing and bags) for turnover to their parents/sponsors during Parents' Weekend. Sports equipment will be recovered for athletes as required and stored in the respective athletic spaces.

c. Midshipmen Fourth Class will not store luggage in their rooms during Plebe Summer training.

d. Detail staff coordinates with Company Officers/Senior Enlisted Leaders at the end of the summer for storage/shipment of remaining civilian clothing, etc. Academic year staff is then responsible for ensuring that these items are shipped home or taken to sponsors.

4. Personal Time. Unit leaders will not violate personal time unless specifically authorized by the Company Officer or Senior Enlisted Leader.

5. Prohibited Activities. Events that violate dignity of individuals or the training environment are prohibited. Invisible chairs, swims to Baltimore, clamping-on, swirlies, water bottles held at arms length, around the world tours, Good Night Jane Fonda calls, running deck to deck/outside the company area, or other acts that require undue physical or emotional stress are strictly prohibited. If in doubt, seek approval from Company Officers or SELs.

#### **UNIFORM/ROOM/GROOMING STANDARDS**

1. The plan of the day provides the final uniform guidance for each event, however, the Detail should anticipate the following schedule:

<u>DAY</u>	<u>UNIFORM OF THE DAY</u>	<u>WORKING UNIFORM</u>
I-DAY - TD14	WW"E"	WW"E"
TD15 - Reform	WW"A"	WW"E"

#### **ROOM STANDARDS**

All Midshipmen assigned to the Fourth Class Regiment will maintain their rooms per the guidance provided in reference (a). Detail and Midshipmen Fourth Class rooms will remain in Bravo Condition or higher at all times. Doors to all rooms will remain fully open unless someone is showering or changing. As an example to their Midshipmen Fourth Class, Detail will keep the doors to their rooms open 90 degrees unless someone is physically present in the room.

Not unlike the academic year, check in/out sheets will be executed and maintained on file in the room binder and with the Tango/1<sup>st</sup> Lieutenant each time a change in room occupants occur. At a minimum, this will occur during 1<sup>st</sup> Set turnover with NASS Detail, Plebe room assignment, 1<sup>st</sup> and 2<sup>nd</sup> Set Plebe Summer Detail turnover, and move out to the academic year rooms (Plebes and Detail).

**WINDOWS WILL REMAIN SHUT AT ALL TIMES TO MAINTAIN AIR CONDITIONING BOUNDARIES.**

<b>Uniform</b>	<b>Shirt</b>	<b>Trousers</b>	<b>Cover</b>	<b>Necktie</b>	<b>Shoes</b>	<b>Socks</b>	<b>Undershirt</b>
White Works "A"	White Jumper	Working White	White Combination Cap	Neckerchief	Black	Black	Crew Neck
White Works "E"	White Jumper	Working White	Blue Rim White Hat	None	White Gym	White Gym	Blue Rim T-Shirt
White Works "E" for PE	White Jumper	Working White w/ Blue Gym Shorts or Swimsuit	Blue Rim White Hat	None	White Gym	White Gym	Blue Rim T-Shirt
PE Gear	Blue Rim T-Shirt	Blue Gym Shorts	None	None	White Gym	White Gym	None

**Note: White watch belt with canteen affixed in the middle of the back shall be worn at all times while in White Works.**

**Figure 6.1, Required Items for Plebe Summer Uniforms.**



## **CHAPTER 6 – TRAINING GUIDELINES AND ROUTINE**

### **MIDSHIPMAN FOURTH CLASS ORIENTATION AND INTRODUCTION**

1. Introduction of the Detail to the Midshipmen Fourth Class. After Induction Day processing is over, the Company Commander introduces the Platoon Commanders and Squad Leaders. In the introductory speech, the Plebe Summer Company Commander should cover the following topics: (1) definition of a Midshipman, (2) expectations, (3) respect for human dignity, and (4) points of contact for reporting personal rights violations. The following address may be used: (Note: This is only a sample.)

#### **COMPANY COMMANDER EXAMPLE INTRODUCTION**

**“MY NAME IS MIDSHIPMAN FIRST CLASS \_\_\_\_\_. I AM YOUR COMPANY COMMANDER. ALONG WITH MIDSHIPMEN FIRST CLASS \_\_\_\_\_, OUR MISSION IS TO TRAIN EACH ONE OF YOU TO BECOME A MIDSHIPMAN AT THE UNITED STATES NAVAL ACADEMY. A MIDSHIPMAN IS CHARACTERIZED AS ONE WHO POSSESSES THE HIGHEST IN MILITARY VIRTUES. A MIDSHIPMAN OBEYS ORDERS, RESPECTS SENIORS, AND STRIVES CONSTANTLY TO BE THE BEST IN EVERYTHING THEY DO. DISCIPLINE, SPIRIT AND MORAL INTEGRITY ARE THE HALLMARKS OF A MIDSHIPMAN AND INSTILLING THESE QUALITIES IS THE GOAL OF YOUR TRAINING HERE. EVERY CANDIDATE HERE CAN BECOME A MIDSHIPMAN IF THEY DEVELOP SELF-DISCIPLINE AND MORAL INTEGRITY. WE WILL MAKE EVERY EFFORT TO TRAIN YOU. STARTING NOW, YOU WILL TREAT ME AND ALL OTHER MIDSHIPMEN AND OFFICERS WITH THE HIGHEST RESPECT AND YOU WILL OBEY ALL ORDERS INSTANTLY AND WITHOUT QUESTION. WE HAVE EARNED OUR PLACE AS MIDSHIPMEN AND WILL EXPECT NOTHING LESS THAN THAT FROM YOU. I WILL TREAT YOU JUST AS I DO MY FELLOW MIDSHIPMEN - WITH FIRMNESS, FAIRNESS, DIGNITY AND COMPASSION. AS SUCH, I AM NOT GOING TO THREATEN YOU WITH PHYSICAL HARM, ABUSE YOU, HARASS YOU, NOR WILL I TOLERATE SUCH BEHAVIOR FROM ANYONE ELSE. IF ANYONE SHOULD ABUSE OR MISTREAT YOU, I WILL EXPECT YOU TO REPORT SUCH INCIDENTS TO ME. FURTHER, IF YOU BELIEVE THAT I HAVE MISTREATED YOU, I EXPECT YOU TO REPORT IT TO THE COMPANY OFFICER, \_\_\_\_\_ OR SENIOR ENLISTED LEADER \_\_\_\_\_. MY SQUAD LEADERS, PLATOON COMMANDERS AND I WILL BE WITH YOU EVERY DAY, EVERYWHERE YOU GO. I HAVE TOLD YOU WHAT MY STAFF AND I WILL DO. FOR YOUR PART, WE WILL EXPECT YOU TO GIVE 100 PERCENT OF YOURSELF AT ALL TIMES. SPECIFICALLY WHAT I EXPECT YOU TO DO:**

**YOU MUST DO EVERYTHING YOU ARE TOLD TO DO - QUICKLY AND WILLINGLY.**

**YOU WILL TREAT ALL OFFICERS, ENLISTED, UPPERCLASS MIDSHIPMEN, AND MIDSHIPMEN FOURTH CLASS WITH COURTESY AND RESPECT.**

**YOU MUST BE COMPLETELY HONEST IN EVERYTHING YOU DO. A MIDSHIPMAN NEVER LIES, CHEATS, OR COMPROMISES THEIR INTEGRITY.**

**YOU MUST RESPECT THE RIGHTS AND PROPERTY OF ALL OTHER PERSONS. A MIDSHIPMAN NEVER STEALS.**

**YOU MUST BE PROUD OF YOURSELF AND THE UNIFORM YOU WEAR.**

**YOU MUST TRY YOUR BEST TO LEARN THE THINGS YOU WILL BE TAUGHT. EVERYTHING WE TEACH YOU IS IMPORTANT AND MUST BE REMEMBERED.**

**YOU MUST WORK HARD TO STRENGTHEN YOUR BODY.**

**ABOVE ALL ELSE, YOU MUST NEVER QUIT OR GIVE UP. WE OFFER YOU THE CHALLENGE OF MIDSHIPMEN FOURTH CLASS TRAINING - THE OPPORTUNITY TO EARN THE RIGHT TO BE A MIDSHIPMAN AT THE UNITED STATES NAVAL ACADEMY.”**

2. A timely and thorough briefing by Squad Leaders concerning Plebe Summer rules and regulations is essential to the future success of the squad.
3. Midshipmen Fourth Class will be briefed on the following prior to the Oath of Office ceremony on I-Day:
  - a. The Oath of Office
  - b. Honor Concept
  - c. Dignity and Respect in the Brigade of Midshipmen
4. Squad Leaders will teach their squads fire evacuation procedures for Bancroft Hall and the location and use of the fire alarm boxes. Companies will conduct a fire drill *prior* to Taps the night the candidates berth on their assigned deck for those candidates that arrive prior to Induction Day. Companies will conduct another fire drill for the entire company *prior* to Taps on Induction Day. Companies will report completion of emergency evacuation drills to the Regimental Duty Officer upon completion.

### **INITIAL PLEBE SUMMER TRAINING**

1. Plebe Summer training begins immediately after the Company Commander's introductory speech. The initial training focus should include gear issue, room set-up, and administrative requirements for the transition from civilian to military life. Detail and staff must ensure that the training environment emphasizes controlled stress throughout varying portions of the training day to facilitate placement exams and other administrative requirements.
2. Letter home. **Every Midshipman Fourth Class is required to write one letter home prior to Training Day 5.** The purpose of the letter is to inform the Midshipman Fourth Class' parents of his or her mailing address and to increase morale. The only guidance for the content of this letter is that it must include the Midshipman Fourth Class' mailing address.
3. Aside from administrative and academic requirements, the first week of Plebe Summer training should include: a concentrated basic military indoctrination, instilling discipline, developing teamwork, and promoting a good sense of Naval heritage. This is the "foundation building" phase, targeted with imparting a base-level of knowledge and a military spirit upon which to build.
4. In addition to the scheduled periods of instruction, time is available for preparing Midshipmen Fourth Class for subsequent training (e.g. academic placement exams). **There is no such thing as "down time."** Detail should always use any free time productively. **Squad Leaders/Platoon Commanders/Company Commanders must prepare and submit weekly training plans for use of unscheduled time to Company Officers via Battalion Commanders.** Appropriate uses of time includes, but is not limited to: watchstander training, room stowage, room cleaning, Squad Leader Instruction lessons, extra drill practice, rate knowledge studying and testing, officer development lesson reinforcement, and uniform maintenance.

### **PLEBE RATES**

1. Unless specified below, Midshipmen Fourth Class will comply with Plebe rates as described in Reef Points. Additions to Reef Points include:
  - a. Midshipmen Fourth Class will double-time to and from intramurals unless on chit or unless they are escorted by Detail members.
  - b. Midshipmen Fourth Class will salute all company upperclassmen at the first encounter of each day. Salute M/LTs and above at every meeting. (The Regimental Commander may suspend the latter requirements when it has served its usefulness).
  - c. Midshipmen Fourth Class will stand at parade rest in lines. They may study Reef Points.
  - d. Midshipmen Fourth Class will not leave King Hall until "Fourth Class March-Out" unless dismissed by Detail members for an appropriate reason. **Midshipmen Fourth Class may not skip meals.**

## **DAILY SCHEDULES**

The Master Training Schedule provides the Daily Training Schedule. Changes are published in the Plan of the Day (POD). The POD supercedes the Master Training Schedule. Midshipmen Fourth Class awaiting separation will observe the normal routine until transferred to Tango Company.

## **RELIGIOUS WORSHIP ACTIVITIES**

### **1. Sunday Morning Christian Worship**

a. From 0800 until 1230 on Sunday, Midshipmen Fourth Class may voluntarily attend Chapel Services and related activities (i.e., Sunday school, Chaplains' receptions, etc.). Chapel service is intended as opportunities to worship, not meet with others not assigned to Plebe Summer Detail. MIDN 4/C will march to and from Chapel services under the authority of the 1/C Plebe Summer Detail. MIDN 4/C will sit in designated areas in the Chapel sanctuary. MIDN 4/C are **PROHIBITED** from escorting or visiting with parents, family, friends, upper-class siblings, or sponsors until Plebe Parents' Weekend. Visitation during Sunday services is also **PROHIBITED**. Relaxation of privileges during these periods will **NOT** be authorized.

b. Midshipmen Fourth Class do *not* have Yard liberty on Sunday mornings.

c. At specified times Chaplains' Receptions take place before or after Chapel services on Sundays. These receptions are intended for interaction between Midshipmen Fourth Class, Chaplains, and Chapel staff. Restrictions on visitation apply as indicated in paragraph (a) above.

d. During Sunday morning routine within Bancroft Hall, the following guidelines apply:

(1) Midshipmen Fourth Class will not march or sound off.

(2) Midshipmen Fourth Class may conduct personal business as needed within the company area.

(3) Personnel inspections, formal room inspections, or other events shall not be scheduled to preclude Plebe participation in Sunday morning activities.

(4) Those choosing not to participate in the Sunday activities outlined above will remain in company area.

(5) Midshipmen Fourth Class may not visit other companies within the Regiment.

(6) Midshipmen Fourth Class will not interact with members of other companies unless participating in the official activities outlined above or under the supervision/direction of the Plebe Summer Detail.

### **2. Other Faith Group Worship**

a. Jewish Fourth Class Midshipmen will be excused to attend Jewish Shabbat services in Levy Center from 1915 until 2030 on Fridays.

b. Muslim Fourth Class Midshipmen may have daily prayer requirements. A prayer room is available in 3-0 Wing for this purpose. Every effort will be made to accommodate Muslim prayer obligations, commensurate with training requirements, good order and discipline. Company staff will work with Muslim Fourth Class Midshipmen and Chaplains to accommodate both the training schedule and prayer requirements to the greatest extent possible.

c. Muslim Fourth Class Midshipmen will be excused to attend Friday Jumah prayer in the 3-0 Wing prayer room from 1200 until 1315 on Fridays.

### **3. Chaplains' Appointments**

a. Chaplains are available during normal working hours (reveille through "Blue & Gold") for individual counseling. A Midshipmen Fourth Class who desires to see a Chaplain will request an appointment through their Squad Leader. The company staff will coordinate an appointment with one of the assigned Plebe Summer

Chaplains for the earliest possible time, but within 24 hours. If a Plebe Summer chaplain is not available, company staff will arrange for an appointment with another USNA chaplain by contacting the Chaplain Center at 3-1100.

b. A Duty Chaplain is also available on a twenty-four hour basis for counseling assistance involving an emergency or situation of a critical nature and can be reached through the main office at ext. 5001. **THE OOW IS THE ONLY PERSON AUTHORIZED TO CALL THE DUTY CHAPLAIN.**

#### 4. **Mail Procedures.**

- a. The AOIC will authorize and designate a Primary and Alternate Company Mail Officer in writing.
- b. Plebe Detail staff will not hold mail or secure mail privileges as a means of punishment. This is a violation of federal postal laws.
- c. Items that offend the sensibility of naval service and those items that are prejudicial to good order and discipline are considered contraband. Specific contraband items include: Pornography, tobacco products, medication, knives, weapons, etc. Items such as weightlifting magazines, men's lifestyle/fitness magazines, etc. that are borderline pornographic are not appropriate for the training environment of Plebe Summer and violate the spirit of this definition.
- d. Detail will not screen letters prior to giving them to Midshipmen Fourth Class. However, the company staff will require Midshipmen Fourth Class to open packages for inspection. The Detail staff will refer any contraband to the Company Officer/SEL for guidance.
- e. Midshipmen Fourth Class are allowed to receive food items in the mail. Packages may contain items for letter writing, or any small personal items authorized by current directives (i.e., religious medals, photographs which easily fit into the stowage lockers or bulletin boards.) Food must be in airtight packaging or turned over for disposal.
- f. Midshipmen Fourth Class typically receive excessive quantities of food in care packages received via mail. To standardize the amount of food that Midshipmen Fourth Class may maintain, the following guidelines apply:
  - (1) Detail staff should discourage the Midshipmen Fourth Class and their families from sending excessive amounts of junk food as this works against the physical fitness goals of Plebe summer.
  - (2) All Midshipmen Fourth Class receive a re-sealable plastic container as part of their initial box issue. Midshipmen Fourth Class must store ALL food items they wish to keep in this container.
  - (3) Midshipmen Fourth Class must discard items that will not fit in the container or give them to their classmates.
  - (4) Midshipmen Fourth Class may choose which items to retain and which to discard or give to their classmates.
  - (5) Company staff will supervise this evolution as the Midshipmen Fourth Class receive care packages.
  - (6) Midshipmen Fourth Class will store the issued plastic containers containing their food on one of the shelves below their desk per company SOP.
  - (7) Detail will **NEVER** retain any items disposed of by Midshipmen Fourth Class.

## **SPECIAL SITUATIONS AND EVOLUTIONS IN THE FOURTH CLASS INDOCTRINATION SYSTEM**

1. The evolutions outlined below are authorized to support accomplishing the objectives of the Fourth Class Indoctrination System outlined in Chapter 1. The description of each, including limitations and restrictions follows:

2. Participants. Only Midshipmen First Class specifically assigned to the Fourth Class Regiment may participate in Midshipmen Fourth Class Indoctrination. Actions permitted are delineated in this article.

3. Bracing Up. Bracing requires an individual to tuck their chin tightly to their neck while keeping the head in an upright position. Detail may require Midshipmen Fourth Class to brace-up when outside their rooms in Bancroft Hall with the exception of Memorial Hall, Smoke Hall, the Rotunda, or basement areas. Detail may also require Midshipmen Fourth Class to brace up in King Hall, however, Midshipmen Fourth Class will not brace up during the meal from the time the Regimental Staff commands "seats" until dismissed from the table. Physically strenuous braces may cause physical injury, are not in keeping with the physical training philosophy, and are not authorized. Other creative braces (i.e., inverted, celestial fixes, etc.) are prohibited.

4. Squad/Platoon/Company Fall-In (Plebe-Ho!). Squad/Platoon/Company fall-in used to assemble an entire unit on short notice, to hold muster, pass word, or give instruction. The normal command to execute this evolution is "PLEBE-HO." When given the command "PLEBE-HO," Midshipmen Fourth Class move expeditiously to the designated muster area, face the bulkhead, execute an about face and sound off with their name and alpha code. Midshipmen Fourth Class remain at attention until directed otherwise.

5. Uniform Races. Plebe Detail leadership may conduct timed uniform changes to instruct Midshipmen Fourth Class in familiarity with uniforms, promptness, optimum use of time, attention to detail, and self-confidence.

a. Company Commanders/XOs must approve uniform races prior to their commencement.

b. The Detail may conduct uniform races at Squad, Platoon, or Company levels; they may also occur for an individual during EMI. The Company Commander or Executive Officer will supervise company level uniform races. The Platoon Commander will supervise platoon level uniform races and Squad Leaders will supervise squad level uniform races.

c. The Detail will use only uniforms defined in Midshipmen Uniform Regulations or appropriate modifications per the heat conditions. Other uniform modifications are not authorized.

d. Unit leaders will ensure that Midshipmen Fourth Class have sufficient time to stow their uniforms and equipment following uniform races. The Detail will ensure that uniforms do not get intermingled or piled in rooms or the passageway such that Midshipmen Fourth Class must sort through uniforms to find their own.

6. Extra Military Instruction (EMI). EMI is authorized to instill knowledge, military bearing, and instant obedience to orders. Midshipmen Fourth Class not performing satisfactorily in authorized training may receive extra instruction. The following criteria apply:

a. The Squad Leader, Platoon Commander, or Company Commander in the Midshipman Fourth Class' direct chain of command may assign EMI. Extra military instruction is given only to Midshipmen Fourth Class who require such instruction. The Company Officer or Senior Enlisted must be consulted as to the nature of the EMI and the reason it will be administered. EMI is not a "spot correction" – think and plan before you act.

b. Extra military instruction should result in Midshipman Fourth Class proficient in areas where the Midshipman Fourth Class is deficient. PT is not used as EMI. The Detail member administering EMI must provide guidance on how to improve the Midshipman Fourth Class' performance. For example:

(1) Shining shoes with subsequent inspection (for unsatisfactory shoes despite previous instruction).

(2) Uniform races with subsequent inspection (for unsatisfactory uniform appearance despite previous instruction).

(3) Rack races with subsequent inspection (for unsatisfactory bedding appearance).

(4) "Come arounds with Squad Leader, Platoon Commander, and/or Company Commander" for deficiencies in

professional knowledge.

(5) Demonstration of the proper position of attention/saluting technique in front of squad members for deficiencies in military bearing.

### **PHYSICAL TRAINING**

1. **Physical Training (PT)**. Midshipmen Fourth Class will only participate in scheduled physical training events such as PEP, the intramural program, swim instruction, climbing wall, endurance course, etc., Company/Platoon Discretionary Physical Training (DPT) or Physical Training Events approved by the OIC or the Regimental PE Officer. The only exception is approved Motivational Physical Training (MPT) events outlined below.

2. **Motivational Physical Training (MPT)**. These events are used to emphasize unit or individual discipline, motivation and teamwork. Appropriate times to use MPT are when an individual or the entire unit consistently fails to achieve the performance standards through lack of teamwork, motivation, or the unit as a whole fails to maintain good order and discipline. Appropriate examples of use include: platoon or company consistently late, individual consistently displays poor room standards, etc. Plebe Detail members authorized to use MPT: Squad Leaders, Platoon Commanders, or Company Commanders in the Midshipman's **direct chain of command** and **approved by their CO or SEL**. Qualifications for using MPT also include attendance at all scheduled training during LDEP. Requirements to use MPT are as follows:

a. The Detail must maintain squad, platoon, or company integrity during the event, and must hold in their possession an MPT card, flag condition card and a watch or comparable timing device.

b. Squad Leaders administering MPT must keep track of the MPT sessions administered daily per individual Midshipman Fourth Class (max. two sessions) in their Squad Leader Notebooks and inform their Company Commander or Company Executive Officer as soon as possible after each use but no later than 2000.

c. The Company Commander must brief the Company Officer or Senior Enlisted Leader on the circumstances and us Sea Trials Commander e of MPT as early as practical throughout the day.

d. Squad Leaders may execute individual or squad MPT. Platoon or Company Commanders may execute squad or platoon level MPT. Company Commanders or Executive Officers may execute Company level MPT. It is the responsibility of the Squad Leader to inform the chain of command if MPT is no longer an option due to number of sessions already executed (max. 2 per day per Midshipman Fourth Class). If any individual, squad or platoon has exercised MPT twice in one day, the next larger unit will also be considered to have met the maximum number of MPT sessions for that day. Unit integrity will not be violated to enable a larger unit to MPT. (i.e., one individual or squad may not be pulled from the ranks to MPT a Platoon or Company.)

e. Platoon level MPT requires a minimum of two Midshipmen First Class and Company level MPT requires a minimum of four to act as safety observers. One of the observers for Platoon level MPT must be the Platoon Commander. Additionally, one of the observers for a Company level MPT must be the Company Commander or Executive Officer. For Squad Leader MPT, a safety observer is not required and the Squad Leader will supervise the squad or individual.

f. Squad Leaders that are present participate in the MPT exercises with their squads if administered by the Platoon Commander or Company Commander.

g. No more than two MPT sessions per day per Midshipman Fourth Class.

h. Only one MPT session in any 60-minute period.

i. Use must be documented in the Company 0800 report.

j. Detail authorized to administer MPT must have a signed MPT certification card (figure 9.1), an Adverse Weather Quick Reference Card (reference f), and a watch in their possession.

k. Use of MPT is guided by the current heat condition for "PEP" as outlined in reference (f).

l. Unit leaders must use discretion as to location, time of day, and surrounding conditions such as ambient conditions, previous training events, presence of visitors, etc.

m. Under no circumstances will Midshipmen Fourth Class be pushed beyond their physical capabilities.

n. MPT is not, and will not be used as a “spot correction”. Any member of the Detail found abusing the MPT program will have their qualification immediately revoked and may face additional disciplinary action.

o. Detail must ensure the individual/unit hydrates before and after MPT.

p. Midshipmen Fourth Class must be in PE Gear, White Works, or Camouflage Utilities. They will remove their cover, blouse and empty their pockets before conducting MPT.

q. MPT events are not performed under any of the following conditions:

- (1) While a Midshipman Fourth Class is in a medically restricted/light duty status.
- (2) Thirty minutes prior to meals, or sixty minutes following the completion of meals.
- (3) In soggy or watered-down areas, or on terrain that is itself hazardous for this training.
- (4) Any indoor location other than the main passageways of Bancroft Hall and designated gym areas.
- (5) MPT will not be conducted inside any room within Bancroft Hall.
- (6) In any unsafe location. (e.g., roadways, confined spaces)
- (7) From the start of personal time until reveille the following morning.
- (8) Within 24 hours of live virus inoculation.
- (9) In the ceremonial areas of the Yard.
- (10) When MPT interferes with other scheduled training.

r. MPT sessions should begin with the Detail explaining why the Midshipmen Fourth Class warranted MPT. The Detail should also relate the use of MPT to the mission of Plebe Summer.

s. Company Commanders are accountable for the overall safety of their company. They are fully accountable for the MPT being conducted within their companies.

t. AUTHORIZED TECHNIQUES:

(1) A Motivational Physical Training (MPT) session consists of physical activity appropriate for the current training day.

(2) When physical exercises are used as MPT events, **the exercises are conducted in the exact order listed** with a 10 second transition between each exercise. Exercises may be skipped, but they may not be shuffled in at the end of the session. If the session is stopped at any point in the card due to time constraints or any other factors, that session will be counted as one whole session.

(3) Exercises and repetitions are not administered in such a rapid manner they cannot be executed properly.

(4) The only authorized MPT events and numbers of repetitions are listed below.

**PHYSICAL EXERCISE:**

EXERCISE	COUNT	MAX DURATION
JUMPING JACKS	4CT	50
SIDE LEG LIFT (RIGHT LEG)	2CT	40
8 COUNT BODY BUILDERS	8CT	20
SIT-UPS	2CT	40
PUSH-UPS (STANDARD)	2CT	30
SQUATS	2CT	20
MOUNTAIN CLIMBERS	4CT	20
ARM CIRCLES	N/A	5MIN
SIT-UPS	2CT	40
SIDE LEG LIFT (LEFT LEG)	2CT	40

**Figure 6.1, Motivational PT Card**

3. Company/Platoon Discretionary Physical Training (DPT). The purpose of this training is to allow Company Commanders occasional short duration discretionary training to build teamwork, camaraderie, and motivation. **Discretionary training events are not used as a disciplinary tool.** The Regimental PE Officer establishes policy, requirements and restrictions for DPT. They also evaluate and approve all DPT requests on behalf of the Officer in Charge. Company Operations Officers will prepare requests to perform DPT along with a detailed training plan. These requests should be submitted up the chain of command to the Company Officer NLT 2000 the night prior. The CO will notify the OIC of the planned DPT.

**Special Guidelines**

Midshipmen Fourth Class will not enter any river, marsh, fountain or any other body of water surrounding or aboard the Naval Academy or Naval Station unless the activity is part of a scheduled training event approved by the OIC (i.e. Severn River near endurance course, obstacle course, or the confidence course).

Midshipmen Fourth Class will not be allowed or ordered to negotiate the obstacle or endurance courses except during scheduled training or with prior authorization from the OIC and in the presence of qualified safety observers.

## **CHAPTER 7 – ADMINISTRATION OF THE FOURTH CLASS REGIMENT**

### **COUNSELING AND EVALUATION OF THE FOURTH CLASS**

1. This section provides guidance for use of the Midshipmen Counseling and Guidance Form and the Midshipman Fourth Class Evaluation Record. These forms record the performance of Midshipmen Fourth Class through frequent counseling sessions. Performance records are private, official business and will be handled in a confidential manner.

2. Figure 7.1 lists the schedule of required reports and establishes the responsibility for submission. Detailed instructions on preparation of each form are provided below:

a. Midshipman Fourth Class Evaluation Form (Figure 7.2). Squad Leaders use the Midshipman Fourth Class Evaluation Form to document a Midshipman Fourth Class' performance for both 1<sup>st</sup> and 2<sup>nd</sup> set. Platoon Commanders review, initial, and forward the records to the Company Administrative Officer. The Company Administrative Officer ensures prompt completion of the forms, compiles them, and forwards them to the Company Officer and Senior Enlisted Leader for review prior to MIDS entry. File hard copy records in the Squad Leader notebook until completion of Plebe Summer.

b. Midshipman Fourth Class Biographical Information Sheet (Figure 7.3). First set Squad Leaders fill out this sheet during their initial counseling session with the Midshipmen Fourth Class. They will retain this sheet and turn it over to their 2<sup>nd</sup> Set Detail relief.

c. Midshipmen Counseling and Guidance Form (Figure 7.4). Squad Leaders complete this form a minimum of three times each set (initial, mid-term, and final). Platoon Commanders review, initial, and forward the records to the Company Administrative Officer. The Company Administrative Officer ensures prompt completion of the forms, compiles them, and forwards them to the Company Officer and Senior Enlisted Leader for review prior to turnover of the company to 2nd set Detail. This form is also used to document substandard or exceptional performance of Midshipmen Fourth Class. File these records in the Squad Leader notebook until turnover when the Administrative Officer transfers them to the performance/training jackets under Tab B.

(1) Unit leaders use sections 1 and 4 of this form to document any counseling.

(2) Company Officers and Company Commanders shall ensure that unit leaders complete evaluation reports objectively.

(3) Unit leaders should address four major areas when completing the counseling and guidance form for a Midshipman Fourth Class demonstrating unsatisfactory performance. These areas include:

(a) Areas in which the Midshipman Fourth Class is deficient.

(b) The counselor's estimation of the Midshipman Fourth Class' problem.

(c) Measures taken by the Company Officer/Senior Enlisted Leader, Company Commander, Platoon Commander and Squad Leader to remediate the Midshipman Fourth Class.

(d) The Company Officer/Senior Enlisted Leader, Company Commander, Platoon Commander and Squad Leader's recommendation for future disposition of the Midshipman.

### **REPORTS**

Documentation concerning the performance, health, and well-being of the Midshipmen Fourth Class and the Detail leading them is essential to provide continuity in their development as future naval officers. Figure 7.1 includes the timeline and responsible authority for each report.

### **DAILY REPORTS**

1. **Thoughts of the Day (TOD)** will be completed by each Midshipman Fourth Class daily. The TOD will be completed and collected by the Squad Leader prior to Taps each night. The TOD will be submitted on 8 ½ X 11” notebook paper in the Memorandum format.
2. All TOD will be routed to the Company Officer the morning after they are written. Company Officers will email a sample of five TOD to the AOIC via their Battalion Officers daily.
3. If a TOD exhibits concerns, Company Officers will provide actions taken along with TOD submissions.

### **WEEKLY WEIGHT REPORTS**

1. Companies record the weight of each Midshipman Fourth Class no later than Wednesday of each week throughout the summer. Weigh-ins begin during the second week of Plebe Summer.
2. The Company staff shall refer Midshipmen sustaining weight losses of 3% or more of their Induction Day weight for two consecutive weeks (6% total) to Medical for evaluation. The Company staff shall refer any Midshipman who loses 10% or more of their I-Day weight during weigh-in to Medical for evaluation. Detail should conduct weigh-ins under similar circumstances (time of day/level of activity) and with similar clothing each week for consistency.

### **APTITUDE BOARDS AND REPORTING**

1. **Aptitude Boards**. Midshipmen Fourth Class failing to adapt to the training environment or those failing to perform may require formalized and focused attention to correct their deficiencies. In these cases, Company Commanders may recommend convening a Company Aptitude Board per ref (i). Composition of the Company Aptitude Board is at the discretion of the Company Officer/SEL, but should contain a minimum of three Detail members from the company. The Company Commander supervised by the Company Officer/SEL serves as the senior member. Companies should convene Aptitude Boards only after individual counseling and repeated documentation of substandard performance. Company Officers/SELs are the convening authority for the Company Aptitude Board. Aptitude Boards are formal, documented sessions where board members develop specific goals to address the documented deficiencies prior to convening the Board. The Aptitude Board carefully documents all proceedings and places the record of the proceedings in the Midshipman Fourth Class’ performance/training jacket. Battalion and Regimental Aptitude Boards follow the same process and are convened by the Battalion Officers or OIC as appropriate. Regimental and Battalion Officers may convene aptitude boards at their level as the situation warrants or they may forward the results of the previous board after administrative review. The Commandant maintains a standing Aptitude Board, staffed by personnel from outside of the Fourth Class Regiment, throughout the summer. The Commandant's Aptitude board considers cases forwarded from the OIC of the Fourth Class Regiment for individuals failing to adapt and for those who demonstrate significant shortfalls that are incompatible with military service. The Commandant's Aptitude Board recommends separation or continued retention of those individuals considered by the Board. Results of aptitude boards are NOT used for Academic Year rankings or Aptitude for Commission grades, but are used to document and help correct performance trends. Justification for convening an Aptitude Board may include:

- a. Misconduct or Insubordination.
- b. Continued, documented poor performance (rate knowledge, room/uniform standards).
- c. Continued poor attitude.
- d. Overall lack of aptitude for commission.
- e. Other situations identified by the Company Staff with Company Officer/SEL approval.
- f. Aptitude Boards and potential outcomes:

Board Level	Potential Outcome
Company	1) Return to training 2) LOI & return to training 3) Forward case for further consideration
Battalion	1) Return to training 2) LOI & return to training 3) Forward case for further consideration
Regiment	1) Return to training 2) LOI & return to training 3) Forward case for further consideration
Commandant	1) Return to training 2) LOI & return to training 3) Forward case for separation

The Board proceedings should address the following areas:

- a. Reason for attending USNA.
- b. Goals for Plebe Summer, academic year, etc.
- c. Understanding of Academy standards.
- d. Specific shortcomings and failures in meeting standards.
- e. Rate knowledge.
- f. Means of attaining goals.
- g. Timeline for re-evaluation (should be a minimum of days to allow for correction, but not to exceed Plebe Parent's Weekend).
- h. The Board outcomes that do not envisage a recommendation for separation should address the discrepancies in the form of a letter of instruction.

**COUNSELING AND EVALUATION OF THE UPPERCLASS**

1. The Midshipmen Counseling and Guidance Form (Figure 7.3) shall be used to document initial and mid-term counseling as well as any other counseling sessions. Notes combined with the documented counseling provide the objective feedback necessary to complete fitness reports at the end of each set.
2. Evaluation of all Detail members will be conducted per reference (i) with one exception. There are no limits on assigned aptitude grades. Evaluations will be completed and entered in MIDS no later than three (3) days prior to the end of each set.
3. Company Officers, Senior Enlisted Leaders as well as pertinent members of the Commandant's Staff will provide final counseling for the Plebe Detail prior to set turnover. Counseling should occur after staff fitness reports and counseling is complete or will be conducted concurrently.

**SCHEDULE OF REQUIRED REPORTS**

Report	From	To	Via	Due Dates
Thought of the Day	Midshipman Fourth Class	Battalion Officer	COC	Daily prior to Taps
Midshipman Fourth Class Initial Counseling and Bio Information Form	Squad Leader	Company Officer/SEL	Company Commander	1 <sup>st</sup> Set) By completion of Forming Phase 2 <sup>nd</sup> Set) Complete Counseling form only within 3 days of 2 <sup>nd</sup> Set assuming Squad Leader duties
Mid-term Counseling	Squad Leader	Company Officer/SEL	Company Commander	Within 3 days of the mid-point of each set.
Midshipman Fourth Class Evaluation Record & Final Counseling	Squad Leader	Company Officer/SEL	Company Commander	1) 3 days prior to the end of 1st set 2) 3 days prior to the end of 2nd set
Weekly Weight Report	Squad Leader	OIC/AOIC	Chain of Command	By Wednesday of each week

**Figure 7.1 Schedule of Required Reports**

**MIDSHIPMAN 4/C EVALUATION FORM**

PRIVACY ACT STATEMENT:

AUTHORITY: 5 USC 301, 10 USC 6062

PRINCIPAL PURPOSE(S): The information requested is intended to inform officials with the Department of the Navy of your background to assist them in evaluating your performance and counseling you with regard to any deficiencies.

ROUTINE USES: This information will be used within the Department of Defense for evaluation and counseling Midshipmen on their academic, conduct, and military performance.

DISCLOSURE IS VOLUNTARY: Failure to furnish the requested information may hamper proper assessment and evaluation of your performance and will make counseling more difficult.

MIDN 4/C: \_\_\_\_\_

ALPHA: \_\_\_\_\_

Rank: \_\_ of \_\_ in the platoon

Aptitude for Commission Grade: \_\_\_\_\_

Category

Score

Sailing PQS: \_\_\_\_\_

Basic Seamanship Test: \_\_\_\_\_

Sailing Skills Evaluation: \_\_\_\_\_

Pro Exam: \_\_\_\_\_

Pistol: \_\_\_\_\_

Rifle: \_\_\_\_\_

Initial Strength Test:

--Pushups: \_\_\_\_\_

--Situps: \_\_\_\_\_

--Run time: \_\_\_\_\_

PRT:

--Pushups: \_\_\_\_\_

--Situps: \_\_\_\_\_

--Run time: \_\_\_\_\_

--Grade: \_\_\_\_\_

Swim: (100m and 5 min float) \_\_\_\_\_

Confidence Course: \_\_\_\_\_

Squad Combat Course: \_\_\_\_\_

USMC Obstacle Course: \_\_\_\_\_

Squad Endurance Run: \_\_\_\_\_

Figure 7.2 Midshipman Fourth Class Evaluation Record (page 1)

**Comments on Performance:**

[Empty box for performance comments]

Midshipman Fourth Class Signature: \_\_\_\_\_

Squad Leader Signature: \_\_\_\_\_

PC initials: \_\_\_\_\_

CC initials: \_\_\_\_\_

SEL initials: \_\_\_\_\_

CO initials: \_\_\_\_\_

**Figure 7.2 Midshipman Fourth Class Evaluation Record (page 2)**

**Midshipman Fourth Class BIOGRAPHICAL INFORMATION**

<b>PERSONAL INFORMATION</b>		
Name	Alpha Code	Company/Platoon
	Date of Birth	Place of Birth
High School Attended	College (if any)	Home of Record
<b>FAMILY INFORMATION</b>		
Mother's Name	Father's Name	Marital Status (optional)
Mother's Occupation	Father's Occupation	Parents' Email Address
Number of Siblings	Brother(s)	Sister(s)
Home Address		Home Phone Number
Military Background (prior service, relative's in service, JROTC, etc.)		
<b>PERSONAL INTERESTS</b>		
Hobbies		
Sports		
ECAs		
Other		
Reason for coming to USNA		
Religious Preference (optional)	How often do you observe your religious practices? (optional) Often                      Occasionally                      Seldom	
Misc. Pertinent Information (use back for additional space)		

**Figure 7.3 Midshipman Fourth Class Biographical Information Sheet (page 1)**

**Midshipman Fourth Class BIOGRAPHICAL INFORMATION**

<b>ALLERGIES</b>
Allergies to medication
Allergies to animals, trees etc and reaction from allergy
Allergies to food
<b>GENERAL MEDICAL</b>
Medications taking
Refills required for each
Medical condition such as Asthma, hay fever etc (may impact physical activities)
<b>SPECIAL DIET</b>
List special diet requirements (vegetarian, kosher etc.)
<b>GENERAL INFORMATION</b>
Misc. Pertinent Information

**Figure 7.3 Midshipman Fourth Class Biographical Information Sheet (page 2)**

**MIDSHIPMAN COUNSELING AND GUIDANCE FORM**

**COUNSELING AND GUIDANCE INTERVIEW RECORD**

Date: \_\_\_\_\_

1. Midshipman \_\_\_\_\_ Class \_\_\_\_\_ Company \_\_\_\_\_

2. Areas discussed:             Academic             Conduct

Performance             Other

3. Trend of Performance:     Improving             Declining

Consistent             N/A

4. Pertinent Observations/comments:

STRENGTHS

WEAKNESSES

5. Narrative summary (problems discussed and recommended courses, evaluation of performance, etc.):

(Continue on back if necessary)

Reviewer   Initial   Date

Co Ofcr \_\_\_\_\_

Sqd Ldr \_\_\_\_\_

Midn \_\_\_\_\_

\_\_\_\_\_  
Interviewer

**Figure 7.4 Midshipman Counseling and Guidance Form**

## CHAPTER 8 – MEDICAL / EMERGENCY PROCEDURES

### HEAT STRESS

1. Unit leaders must pay close attention to potential heat stress casualties. Heat stress results when the body cannot maintain its temperature balance. This is important for everyone, but Midshipmen Fourth Class not acclimatized to the hot, humid Annapolis conditions may unintentionally push themselves too hard.

2. Body temperature is determined by a complex combination of physiological and environmental factors. Body temperature changes result from imbalances between heat production and heat loss. Physical conditioning, nutrition, obesity, lack of rest, fluid levels, illness, and inoculations all combine to affect a person's ability to maintain temperature equilibrium in a hot/humid environment. Leaders at all levels must assess the level of physical activity, prescribed clothing, status of conditioning, fluid intake and environmental factors in order to prevent heat stress casualties.

3. Heat stress casualties usually manifest themselves in one of three forms. All personnel must be alert, recognize symptoms and react to these conditions:

a. Heat Cramps. This condition is characterized by pain, numbness, or cramping of the muscles in the extremities or the stomach. First Aid is as follows:

- (1) Move the individual out of the heat/sun.
- (2) Have the individual assume a position which best relaxes the cramped muscles.
- (3) Escort the individual to 6<sup>th</sup> wing medical if able to move; if not, call for an ambulance.

b. Heat Exhaustion. Profuse sweating, headaches, tingling in the extremities, weakness, dizziness, blurred vision, and nausea characterize this condition. First Aid is as follows:

- (1) Move the individual out of the heat/sun.
- (2) Remove the individual's equipment and loosen clothing.
- (3) Allow the individual to drink water (do not force intake!).
- (4) Call for an ambulance.

c. Heat Stroke. **THIS IS A MEDICAL EMERGENCY!** Headaches, weakness, dizziness, loss of appetite, nausea, shortness of breath, excessive warmth, general exhaustion, loss of consciousness, convulsions, and delirium characterize this condition. First Aid is as follows:

- (1) Call an ambulance **immediately!**
- (2) Move the individual out of heat/sun.
- (3) Remove the individual's outer clothing (use discretion).
- (4) Douse the individual with water, place cool/ice pack in groin area, neck, underarms.
- (5) Fan the individual.

4. Midshipmen Fourth Class should monitor each other and Detail staff should monitor those in their charge for signs of heat stress.

5. Environmental conditions must be monitored closely per COMDTMIDN INSTRUCTION 5090.1. The Regimental staff may adjust physical activities and daily routine to minimize the risk of heat casualties. The OOW/AOW and Regimental watch section record and pass the WBGT Index and Heat Condition to all Fourth

Class Regiment company areas. The staff must remain aware of the conditions and modify Midshipmen Fourth Class physical activities and routine based upon the latest WBGT Index as outlined in reference (g). **ALL DETAIL AND STAFF WILL BE INTIMATELY FAMILIAR WITH COMDTMIDN INSTRUCTION 5090.1.**

6. In addition to conditioning, several other physiological factors increase heat tolerance:

a. Meals. The hearty meal of the day should be taken in the evening rather than at noon, followed by a rest period or light duty. The exception to this policy is when activities involving considerable exertion are scheduled following evening meal. One hour of rest or light duty following all meals is beneficial in reducing symptoms of heat disorders.

b. Water. Water and salt are only required in quantities sufficient to prevent dehydration and electrolyte imbalances that result from losses due to perspiration, urination, etc. The belief that individuals can be conditioned to decrease water intake is incorrect. Encourage Midshipmen Fourth Class to drink plenty of fluids at frequent intervals.

c. Salt. High intake of salt as the answer to heat stress is **false**. Individuals achieve proper sodium chloride (salt) levels by consuming adequate water and a normal diet. The use of salt tablets is a medically controlled procedure for both routine and emergency situations. Salt tablets **shall not** be used unless prescribed by Medical.

**Plebe Summer Ambient Conditions Training Matrix**

Evolution	Flag Condition		
	Black	Red	Yellow
WBGTI	≥90°	88 – 89.9°	85 – 87.9°
Water Consumption (per hour)	1-1.5 qts	1 qt	1 qt
Uniform Modification (1)	Yes	No	No
Outdoor Class	No	Yes	Yes
Pistol/Rifle	Yes	Yes	Yes
Boating/Sailing/Water Sports	Yes	Yes	Yes
Drill / TAC / SCC	No	Yes (after TD 21)	Yes
MPT/DPT	No	No	Yes (after TD 21)
PRT/IST/PEP	No	No	Yes (after TD 21)
DC Training	Yes (except for firefighting portion)		Yes (after TD 21)
O-course/E-course (2)	No	No	Yes (after TD 21)
Outdoor Sports / Intramurals (3)	No	No	Yes
Indoor Sports / Intramurals (3)	Yes	Yes	Yes

**Figure 8.1, Plebe Summer Ambient Conditions Training Matrix**

- Notes: (1) Modified uniforms consist solely of White Works Echo with blue rim T-shirt, carrying the blouse; No other uniforms will be modified. Uniforms will not be modified for watches, outdoor formations, or Chapel services.  
 (2) Endurance and Confidence courses will be monitored daily for environmental conditions on the individual course per reference (f) when the regiment is scheduled to use the facilities.  
 (3) Sports / Intramural cancellation is at the discretion of the head coach / Head of Intramural Sports.  
 (4) Faculty and Staff will use their judgment to further restrict activities based on circumstances or localized conditions.

**Thunderstorm Condition Matrix**

Thunderstorm Condition	Definition	Action
None	Thunderstorm activity > 30 miles	Monitor website(1) every 3 hours (every 6 hours if >150 miles)
TC III	Thunderstorm activity < 30 miles	Monitor website(1) every 10 minutes; Review required actions w/ watchteam
TC II	Thunderstorm activity < 15 miles	Warning notifications/ alternate training plans; Continuously monitor website (1)
TC I	Thunderstorm activity < 5 miles	Immediately halt outdoor training and seek shelter

**Figure 8.2, Thunderstorm Condition Matrix**

Note: (1) <http://www.srh.noaa.gov/data/forecasts/MDZ014.php?warnzone=mdz014&warncounty=mdc003>

**FOOT PROBLEMS**

1. During the first few weeks of Plebe Summer leaders must be alert for foot problems such as swelling, bruises, inflammation, and infection. Minor heel contusions, tendonitis, or blisters may become serious if not detected and treated early. Early detection reduces the amount of Plebe training time lost because of medical excusals. Based upon experience, the following types of problems are most significant:

- a. Heel Contusions. Heel contusions produce swelling of the outside perimeter of the heel accompanied by tenderness and soreness.
- b. Tendonitis. Tendonitis generally results in swelling and inflammation of the Achilles tendon that becomes extremely sensitive to touch.
- c. Blisters. A separation between the layers of skin filled with body fluids caused by friction.

2. The following procedures help reduce the number of foot problems:

- a. The Midshipmen Store Officer shall ensure that all Midshipmen Fourth Class are properly fitted for shoes. Ideally, the width between the tip of the shoe and the tip of the big toe should be that of the thumb.
- b. Squad Leaders shall conduct daily foot/personal hygiene inspection in their evening counseling time until Parent's Weekend, or when no longer required by direction of the OIC Fourth Class Regiment.
- c. Each company will have a medical representative who will be issued a blister kit. Blisters should be addressed each night during the daily hygiene inspection, and treated in preparation for the morning PEP session. Infected or complex blisters should be referred to the PEP tent or Brigade Medical.
- d. During drill, Midshipmen Fourth Class will lower their feet to the deck in a manner that ensures equal distribution of body weight to the entire foot. Avoid impacting the point of the heel ("digging in") when lowering the foot.
- e. If shoe size permits, a white gym sock may be worn inside a black sock when wearing black shoes to provide an additional cushion between the foot and the shoe,
- f. A light coat of Vaseline applied to the toes and bottom of the feet can reduce friction (which may cause blisters) when wearing tennis shoes.

**HYGIENE**

1. Good hygiene throughout the challenging summer is critical to mission success. Midshipmen Fourth Class who neglect basic hygiene will succumb to illness and likely pass their sickness to others throughout the Regiment. The Detail must emphasize hand washing, showering and general body cleanliness. Proper hygiene reduces the risk of

cellulitis and the onset of the "Plebe Hack," a condition typified by nasal congestion, coughing, fatigue, and other "flu-like" symptoms.

2. Cellulitis is a major concern during Plebe Summer. Cellulitis is an infection of the skin and the tissues just underneath the skin. Cellulitis occurs when there has been a wound to the skin – even a wound as minor as a scratch or a blister – that allows bacteria to enter the skin layers. Cellulitis can be so severe that hospitalization and intravenous antibiotics are necessary. The risk for cellulitis increases dramatically if the skin is not clean, which is why it is vital that Midshipmen Fourth Class wash their skin well. During Plebe Summer, cellulitis occurs most commonly on the arms and legs. It is important that Midshipmen Fourth Class wash their arms and legs thoroughly with soap and water whenever they shower.

3. Hand washing or application of waterless cleansers (e.g., Purell) throughout the day is highly encouraged.

4. Canteen Cleaning. Companies will designate one evening per week to clean canteens to reduce the spread of disease. This procedure will be adhered to strictly. The procedure is as follows:

a. Using two buckets, fill with a mixture of ten parts water and one part bleach.

b. Just prior to commencement of Blue and Gold, each platoon will use one bucket to clean canteens. Detail members will monitor the Midshipmen Fourth Class as they submerge the canteen completely and fill with the bleach and water mixture ensuring the cap is also submerged. Empty the canteen completely into the bucket.

c. Instruct the Midshipman Fourth Class to go to their room and rinse the canteen by filling it and emptying it three times with water from the sink.

d. Set the canteen out to dry overnight on the hand towel rod next to the sink. The canteen needs to be inverted (upside down) to drain.

e. Each Midshipman Fourth Class shall repeat the process. Station the bucket so the evolution can be monitored to ensure the canteens are emptied of the bleach and water mixture. Check each room to ensure all canteens are draining properly.

### **MEDICAL CARE AND SICK IN ROOM (SIR)**

1. **Times and Locations**: Medical care is provided as follows:

a. PEP tent: Monday, Tuesday, Thursday, Friday, and Saturday from 0600 until the conclusion of PEP, located in medical tent adjacent to the PEP training area.

b. Brigade Medical, 6<sup>th</sup> wing Bancroft Hall: Monday-Friday 0630-1800 for appointments and urgent care. Midshipmen are encouraged to call 3-1758 for appointments. Weekend Sick Call: Saturdays 0700-0900, Sundays 1700-1900.

c. Brigade Medical 24/7 corpsman: Corpsmen are present in Brigade Medical 24 hours a day, 7 days a week to coordinate Midshipman medical care. There is a Duty Health Care Provider ("duty doc") available for emergencies 24 hours a day.

d. Musculoskeletal Sick Call: Monday-Friday 0630-0800 in the Orthopedics/Sports Medicine Clinic, 6<sup>th</sup> wing Bancroft Hall. Routine musculoskeletal appointments are seen Monday-Friday, 0800-1500.

e. Physical Therapy clinic, 6<sup>th</sup> wing Bancroft Hall: Monday-Friday 0600-1600 by appointment (call 3-1748 to schedule) or by referral.

2. **Duty Restrictions**. Unless coordinated with medical, under no circumstances will Midshipmen Fourth Class perform any task or participate in any training that has been marked on a sick-call chit that could aggravate their injury or retard their recovery.

a. Light Duty. Midshipmen Fourth Class will participate in as much scheduled training as practical. Light duty

chits will specify alternative activities as well as restrictions for injured Midshipmen Fourth Class.

b. No Duty. Midshipmen Fourth Class will not participate in any activities other than those required for basic self-care such as meals and head calls.

c. Sick-in-room. Midshipmen Fourth Class are directed to remain in their assigned racks for the designated period. Midshipmen Fourth Class are authorized to make head calls but will not participate in any other activities. This will never be done as punishment. Assignments should contribute to mission accomplishment of the unit overall or be professionally valuable.

3. **Mental welfare**. It is psychologically difficult for a Midshipman Fourth Class to be pulled away from the routine of Plebe Summer because of illness. Company Staff must be sensitive to this problem and minimize its effects by exercising the following measures:

- a. Work with Medical to limit SIR time and the numbers of events from which a Midshipman is required to miss.
- b. Have Midshipmen on the excused squad observe activities whenever practicable.
- c. Provide special assignments when feasible instead of leaving a Midshipman with nothing to do.
- d. Assign a Detail member to work one-on-one with the affected Midshipman Fourth Class as feasible.
- e. Minimize the amount of SIR time a Midshipman spends on the excused squad alone and without meaningful assignments. This will help avoid feelings of isolation from other members of the company.

4. **Immunizations and Inoculations**. Staff must closely observe Midshipmen Fourth Class after each immunization/inoculation. Reactions vary in manner and degree with the individual, but the most common reaction is fever. This condition becomes more serious when it is not recognized and, at the same time, is aggravated by physical activity. Midshipmen Fourth Class will not engage in strenuous physical activity within 24 hours after live virus inoculations or 12 hours after non-live virus inoculations.

### **MEDICAL EMERGENCIES**

1. In the event of a casualty, call an ambulance by phone (x3333 or 911). Notify the chain of command as soon as possible. Detail members should administer first aid until a medical care provider arrives and assumes responsibility for treatment.

2. A Detail member must escort any Midshipman Fourth Class evacuated from training due to a medical emergency. The purpose of the escort is to ensure the Midshipman Fourth Class arrival and check-in to the medical treatment facility; to reassure the Midshipman Fourth Class as needed; and to report information regarding the Midshipman Fourth Class' medical condition and personal needs. The escort remains with the Midshipman Fourth Class until a Medical Officer indicates the Midshipman Fourth Class is not at risk or until relieved by the chain of command.

3. Determining the need for an escort is a judgment call based on a reasonable assessment of the circumstances. Remember you are responsible for those placed in your care at all times.

a. Escort any Midshipman Fourth Class whose illness or injury is unknown or could threaten life or limb. (i.e. unconsciousness, head or neck injury, or severe heat injury).

b. Escorts are not normally needed for Midshipmen Fourth Class attending sick call or being removed from an activity for treatment of a routine illness or injury (e.g., overuse injury, minor lacerations, etc).

c. If in doubt, provide an escort. A Detail member shall escort all Midshipmen Fourth Class to Bethesda.

4. In all medical evacuation cases, the company must be diligent regarding accountability. Do not wait for all information before notifying the chain of command. The RDO is responsible for notifying the chain of command after hours.

5. The Regimental Executive Officer maintains a file of all reports submitted during the summer and coordinates with the safety department for submission of safety reports as required.
6. Upon return to company spaces, the Midshipman Fourth Class reports to the company CDO and rejoins their squad as required or able. The CDO then notifies the Regimental Commander and Chain of Command of the Midshipman Fourth Class' return and status.
7. If a Midshipman Fourth Class suffers a significant injury or requires hospitalization, Plebe Summer leadership must notify next of kin. Inform the Company Officer or Senior Enlisted Leader to provide the means/opportunity for the Midshipman Fourth Class to make the call personally. Being able to talk directly to the Midshipman Fourth Class reduces the family's anxiety. After notification to the OIC or AOIC, the Company Officers or Senior Enlisted Leaders shall notify next of kin in cases where the Midshipman Fourth Class is unable to make the call or is unable to do so in a timely manner. The staff or Midshipman Fourth Class should follow-up with additional information as required. **No staff member will ever leave a message on an answering machine or voice mail.** If necessary, leave a message for the family to return the call.