



DEPARTMENT OF THE NAVY

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

COMDTMIDINST 3120.1H CH-1
Plebe Summer SOP
13 Jun 12

COMMANDANT OF MIDSHIPMAN INSTRUCTION 3120.1H CHANGE TRANSMITTAL 1

Subj: PLEBE SUMMER STANDARD OPERATING PROCEDURES

Encl: (1) Revised pages 7-2 through 7-9.

1. Purpose. To publish change 1 to the basic instruction.
2. Action. Remove pages 7-2 through 7-9 of the basic instruction and replace with the revised pages provided in enclosure (1).

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

R. E. CLARK II

Distribution:
Non-Mids (Electronically)

All TOD will be routed to the Company Officer the morning after they are written. Company Officers will email all red and yellow TODs and three green TODs to their respective PS Battalion Officers by 1000 daily. PS Battalion Officers will collect and submit to the OIC (copy to AOIC) by 1200 daily. All red and yellow TODs will list the action taken with the TOD submission.

703. **WEEKLY REPORTS**

1. Weekly weight reports. 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.

a. 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.

b. Detail should conduct weigh-ins under similar circumstances (time of day/level of activity) and with similar clothing each week for consistency.

2. Weekly grey space training plans. Company Commanders are required to submit weekly training plans to the Company Officer via the Battalion Commander. See Chapter 6 for details.

704. **REPORTS SUBMITTED AS REQUIRED**

1. Valuables storage inventory. This list is due to the Company Officer the day after Induction Day and shall be updated if Plebes are sent any high value items during the summer. See Chapter 5 for details.

2. Safety reports. As safety-related incidents happen throughout the summer, unit Executive Officers will submit Safety Reports up the Chain of Command to the Safety Officer.

3. DPT proposals. Chapter 9 contains full requirements for submission of DPT proposals.

705. **COUNSELING AND EVALUATION OF THE FOURTH CLASS**

1. This section provides guidance for use of the online Plebe Summer Fitness Report System. This system is used to evaluate Midshipmen Fourth Class based on "Threshold Standards" that have been approved by the Commandant of Midshipmen. Performance records are private, official business and will be handled in a confidential manner.

2. Evaluations will be completed in accordance with the due dates listed in Figure 7.1. Detailed instructions on preparation of the fitness report are provided below:

a. Plebe Summer Fitness Report System. Squad Leaders use the Plebe Summer Fitness Report System to complete a fitness report on each Midshipman Fourth Class in his/her squad, documenting the Midshipman Fourth Class'

performance for both 1st and 2nd set. The Squad Leaders also rank all of the Fourth Class Midshipmen in his/her squad against each other to assist in the overall platoon ranking. The Platoon Commanders review each Midshipman Fourth Class fitness report and Squad Leader's ranking and ranks each Midshipman Fourth Class against all the other Midshipmen Fourth Class in the platoon. The platoon rankings are then forwarded to the Company Commander, Senior Enlisted Leader, and Company Officer for review prior to MIDS entry. **The ranking and comments for each Midshipman Fourth Class are then manually inputted into the MIDS system by the Company Officer or SEL.** The online fitness report system can be found at intranet.usna.edu/plebesummer/FitnessReport/login.php.

b. Instructions for using the Plebe Summer Fitness Report System

(1) Starter Guide - Detailed instructions can be found on the Plebe Summer Detailer website under the "Counseling & Fitness Report" tab under the FITREP Training header or intranet.usna.edu/plebesummer/docs/2012/FITREP%20and%20Counseling/quickstart.pptx

(2) Squad Leader Guide - Detailed instructions can be found on the Plebe Summer Detailer website under the "Counseling & Fitness Report" tab under the FITREP Training header or intranet.usna.edu/plebesummer/docs/2012/FITREP%20and%20Counseling/squadleader.pptx

(3) Platoon Commander Guide - Detailed instructions can be found on the Plebe Summer Detailer website under the "Counseling & Fitness Report" tab under the FITREP Training header or intranet.usna.edu/plebesummer/docs/2012/FITREP%20and%20Counseling/platooncommander.pptx

(4) Company Commander, Senior Enlisted Leader, Company Officer Guide - Detailed instructions can be found on the Plebe Summer Detailer website under the "Counseling & Fitness Report" tab under the FITREP Training header or intranet.usna.edu/plebesummer/docs/2012/FITREP%20and%20Counseling/ccSELco.pptx

c. Plebe Summer Fitness Report Form (Figure 7.2). Squad Leaders complete this form once a set. Platoon Commanders review and use these fitness reports to guide platoon rankings. The Company Commander reviews the fitness reports and rankings and forwards them to the Company Officer and SEL for review. Once the fitness report is approved, a hard copy is added to the performance/training jackets under Tab B by the Administrative Officer.

(1) Company Officers and Company Commanders shall ensure that unit leaders complete fitness reports objectively.

(2) Unit Leaders will address the ten major "Threshold Standards," adding in detailed comments as desired (detailed comments are required in any standard which the Midshipman Fourth Class has been rated as a one or a five).

(3) Unit Leaders will add any and all necessary comments about the Midshipman Fourth Class performance that are not covered by the ten "Threshold Standards."

(4) The Company Officer/Senior Enlisted Leader, Company Commander, Platoon Commander and Squad Leader will comment upon the future disposition of the Midshipman

d. 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 2nd Set Detail relief.

e. 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 SEL 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.

Fourth Class Fitness Report Form

Alpha:
Last Name:
First Name:
 First Set Second Set

Threshold Standard Trait	Failed to Meet Standard (1.0)	2.0	Meet Standard (3.0)	4.0	Exceeded Standard (5.0)
Demonstrates Honorable Conduct	<ul style="list-style-type: none"> Shifts blame for the mistakes to others Bends truth Not trustworthy When faced with "doing the right thing", often compromises <input type="radio"/>	Click here for 2.0	<ul style="list-style-type: none"> Is trustworthy, person of his/her word Does the right thing even when against self interest Accountable for own or team mistakes Shares credit for team successes <input type="radio"/>	Click here for 4.0	<ul style="list-style-type: none"> Embodies Navy Core Values of Honor Courage and Commitment Embraces the Naval Academy's Honor Concept and Actively Promotes it Unequivocally trusted member of the brigade lives the standard when no one is watching Demonstrates outstanding peer leadership maintaining the Honor standard <input type="radio"/>
Follows lawful orders promptly	<ul style="list-style-type: none"> Undermines authority by not following direction or shifting responsibility for orders issued Delays/avoids action due to sloth, inattention, or excessive questioning of orders <input type="radio"/>	Click here for 2.0	<ul style="list-style-type: none"> Takes necessary action upon receipt of orders in a timely manner and without complaint Places duty and service before self Seeks out full understanding of orders when issued to prevent ambiguity Executes orders in a timely manner and follows up with task completion <input type="radio"/>	Click here for 4.0	<ul style="list-style-type: none"> Takes ownership of orders given and passed on to their peers and subordinates Demonstrates loyalty to the chain of command when executing orders Actively engages fellow midshipman to follow rules and regulations <input type="radio"/>
Reliably accomplishes basic tasks, including being on time	<ul style="list-style-type: none"> Unprepared for events Requires constant supervision Cannot be trusted to execute minor tasks <input type="radio"/>	Click here for 2.0	<ul style="list-style-type: none"> Regularly completes assignments on time and is punctual for military obligations Arrives early or on time to all events Self disciplined. Requires little supervision to complete tasks Meets deadlines set forth by Brigade leadership <input type="radio"/>	Click here for 4.0	<ul style="list-style-type: none"> Always on time or early to events Requires no supervision to complete tasks Demonstrates leadership with classmates in completing tasks Completes tasks early with a high standard of excellence <input type="radio"/>
Demonstrates capacity for taking initiative	<ul style="list-style-type: none"> Regular social loafer Regularly avoids/ducks responsibility Regularly content to just blend in Does not step up when needed <input type="radio"/>	Click here for 2.0	<ul style="list-style-type: none"> Deals adequately with uncertainty Steps up when needed Willing to leave comfort zone Action-oriented <input type="radio"/>	Click here for 4.0	<ul style="list-style-type: none"> Meets standard, plus: Inventive problem solver Actively seeks challenge Organizes and involves others <input type="radio"/>
Demonstrates emotional self-control	<ul style="list-style-type: none"> Regularly lets past mistakes hinder performance Quick to the kind of anger that hinders performance Regularly shuts down when angry/emotionally stressed <input type="radio"/>	Click here for 2.0	<ul style="list-style-type: none"> Able to put mistakes behind him/her Adequately meters emotions Maintains composure under stress <input type="radio"/>	Click here for 4.0	<ul style="list-style-type: none"> Meets standard, plus: Uses failure as a learning experience for growth Takes active role in helping others cope with emotional stress Displays maturity when others lose self-control <input type="radio"/>

Figure 7.2 Plebe Summer Fitness Report Form (page 1)

Wears the uniform and keeps room according to standard	<ul style="list-style-type: none"> Regularly below standard for room or personal appearance No improving trend 	Click here for 2.0	<ul style="list-style-type: none"> Meets standard for room and personal appearance with just occasional lapses Improving trend 	Click here for 4.0	<ul style="list-style-type: none"> Meets standard for room and personal appearance always or almost always Sets standard for others Helps others to meet standard
Demonstrates a capacity for maintaining physical fitness (Click here for an inactive plebe)	<ul style="list-style-type: none"> Displays lack of effort during PeP and PT evolutions Physical ability has declined Needs constant motivation/attention to make it through PT evolutions 	Click here for a 2.0	<ul style="list-style-type: none"> Slight improvement / maintains level of physical fitness Puts forth effort during PT Needs little motivation/attention during PT 	Click here for a 4.0	<ul style="list-style-type: none"> Vast improvement or reached/maintained maximum proficiency in PT Always gives 100% during PT while motivating/inspiring classmates Needs no supervision during PT
Demonstrates ability to absorb criticism and improve performance (is trainable and possesses the fighting spirit)	<ul style="list-style-type: none"> Reacts negatively towards constructive criticism Shifts blame for mistakes; constantly has excuses Lacks drive or motivation Performs minimums on PT and or Academic tests 	Click here for 2.0	<ul style="list-style-type: none"> Accepts criticism and works toward correcting deficiencies Gives best effort in all endeavors Displays attention to detail 	Click here for 4.0	<ul style="list-style-type: none"> Relentless drive toward improvement Good Self Assessment listens and adapts to constructive feedback Sets standards for company performance and remains open to feedback
Treats self, detailers, and classmates with respect	<ul style="list-style-type: none"> Argumentative Closed-minded Displays a lack of maturity Fails to consider others concerns/opinions 	Click here for 2.0	<ul style="list-style-type: none"> Collegial with classmates, deferential with detailers and officer staff, respectful with non-officer staff (Tailor Shop and King Hall employees, etc.) Appreciates others concerns/opinions Listens to and attempts to understand others 	Click here for 4.0	<ul style="list-style-type: none"> Meets standard, plus: Displays exceptional maturity Uses viewpoints different from his/her own to strengthen team Empathizes with others
Demonstrates ability to work as a contributing member of a unit	<ul style="list-style-type: none"> Does not understand or accept role within team Does not work well with others Places self above team performance 	Click here for 2.0	<ul style="list-style-type: none"> Understands and performs role within team Displays good working relations with others Places team performance above self 	Click here for 4.0	<ul style="list-style-type: none"> Resolves conflict within team Catalyst for team performance Engages all members of team Helps others improve

Discuss the moral, mental, and physical traits of midshipman.

Submit Score Print This Page

Figure 7.2 Plebe Summer Fitness Report Form (page 2)

Midshipman Fourth Class Biographical Information

PERSONAL INFORMATION		
Name	Alpha Code	Company/Platoon
	Date of Birth	Place of Birth
High School Attended	College (if any)	Home of Record
FAMILY INFORMATION		
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, relatives in service, JROTC, etc.)		
PERSONAL INTERESTS		
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)

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

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

Midshipman Counseling and Guidance Form

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)

<u>Reviewer</u>	<u>Initial</u>	<u>Date</u>	
Co Ofcr	_____	_____	
Sqd Ldr	_____	_____	_____
			Interviewer
Midn	_____		

Figure 7.4 Midshipman Counseling and Guidance Form