



DEPARTMENT OF THE NAVY

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

COMDTMIDNINST 4653.1K
OPS
19 Nov 10

COMMANDANT OF MIDSHIPMEN INSTRUCTION 4653.1K

Subj: MOVEMENT ORDERS AND EXCUSAL LISTS

Ref: (a) COMDTMIDNINST 7220.2D
(b) COMDTMIDNINST 1710.14E
(c) COMDTMIDNNOTE 1710 of 14 Sep 10
(d) COMDTMIDNINST 5400.6M
(e) COMDTMIDNINST 1020.3A

1. Purpose. Establish procedures and requirements for Movement Orders and Excusal Lists.

2. Cancellation. COMDTMIDNINST 4653.1J

3. Movement Orders

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

b. **A MO must be submitted to the Logistics Officer at least one week prior to movement.** Anyone with MIDS access may create a MO, but only a designated Officer Representative (O-Rep) may submit them to the Logistics Officer.

c. A designated O-Rep shall screen the MO in the MIDS system and approve it before it is submitted to the Logistics Officer. Special notice should be annotated if the MO contains specific exceptions, including:

(1) Midshipmen will miss class.

(2) Midshipmen will miss study hour.

(3) Movement is during academic reserved time.

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

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

(6) Midshipmen will not be accompanied by an O-Rep, Coach or Instructor.

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

(8) Midshipmen will participate in a potentially hazardous activity. (Note 1)

(9) Midshipmen will participate in a high visibility activity of which the Commandant should be made aware. (Note 1)

Note 1: Recommendation for approval required from the Deputy Commandant.

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

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

f. The Midshipmen Officer of the Watch, under OOW supervision, will be responsible for logging details surrounding each MO and Excusal. All of the departure and return information will be logged in the MO/Excusal logbook. Any unauthorized absences (UA) or other amplifying information should be reported directly to the Logistics Officer and the OOW, and will be included as a log entry. This information will ensure the watch team provides an accurate 0800 report to the Deputy Commandant.

g. For academic MOs with officers accompanying, the procedures outlined in paragraphs 3e and 3f apply. For academic

MOs with civilian professors accompanying, the senior midshipman shall carry out the duties normally completed by the O-Rep.

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

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

j. For MOs extending through meal times, arrangements may be made with the Midshipmen Food Service Division (MFSD) to provide boxed, early, or late meals. Varsity Sports are normally the only organizations that will be approved to have early or late meals. Every attempt should be made to schedule MOs to leave after or return prior to meal times to reduce food service requirements. Boxed meals may be requested only for Midshipmen. Midshipmen who travel on MOs are in some cases eligible for commuted rations. The O-Reps are responsible for submitting claims for commuted rations per reference (a).

k. A MO expires at the time indicated or upon return to USNA, whichever occurs first. O-Reps are responsible for contacting the OOW for extensions. Delayed MOs expire upon return to USNA.

l. MOs must contain an emergency contact phone number (preferably a cell phone number) and detailed lodging information.

m. O-Reps must ensure adequate and appropriate lodging for all midshipmen while on a MO.

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

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

4. Movement Order Eligibility

a. Varsity/JV teams. The Commandant and Director of Athletics determine NAAA MO eligibility. The Senior Associate Director of Athletics (Academics)/Academic Liaison Officer and Company Officers screen athletes for eligibility prior to MO approval and will make recommendations on whether a midshipman should travel. For Varsity/JV teams, the Commandant and the Director of Athletics have agreed upon a trigger QPR. This QPR is set above the NCAA mandated requirement and increases with each academic year. Presently, the trigger QPR is 1.8, 1.9, 2.0 for Midshipmen 3/C, 2/C, and 1/C respectively. There are no QPR

restrictions for 4/C. If a Midshipman with a CQPR below this trigger QPR is listed on a MO, the concerned Company Officer should open a dialogue with the respective head coach and/or O-Rep regarding the Midshipman's inclusion on the MO. When practical, tutors are available to help struggling Midshipmen in the core academic disciplines (Math, Chemistry, Physics, etc.) while on MO. In addition, on all MOs, Midshipmen with a CQPR/Semester QPR less than 2.0 will be required to participate in mandatory study periods. **Under the rare circumstance that the Company Officer and head coach are unable to reach agreement, the Company Officer shall forward any concerns up the chain of command to the Deputy Commandant for resolution.** The Senior Associate Director of Athletics (Academics) and Deputy Commandant will resolve any conflicts. NAAA MOs will be used only for scheduled Varsity and JV events. Further guidance is provided in reference (c).

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

c. ECA MOs. Eligibility requirements for ECA and General MOs are as follows:

(1) **MOs for ECAs are not authorized to interfere with any mandatory events, to include classes, study hour, formations, including end of liberty formation, march-ons, home football games or Saturday morning training (SMT).** Upperclass must be weekend eligible per reference (d). **4/C Midshipmen are not eligible for ECA MOs, unless the MO takes place completely within their normal liberty time.** Company Officers have final disapproval authority for ECA MOs.

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

(3) MO's during Academic Reserve or final exams are discouraged and will normally be disapproved.

(4) To be eligible to participate in ECA MOs, midshipmen must have above 2.2 in both SQPR and CQPR.

(5) Exceptions to ECA MO policies may be granted on a case-by-case basis. In order to be granted an exemption, the ECA must submit a written request to the Commandant Operations Officer via the Logistics Officer. These requests must be sent prior to entering a MO into MIDS and should fully justify why the request warrants an exception.

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

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

(2) Field trips should minimize missed class time and must be scheduled to take place between 0755 and 1530. Field trips that cannot be completed during these time periods are encouraged to be scheduled on the weekends.

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

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

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

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

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

(8) Mandatory Academic Field Trips are not authorized during the Athletic Reserve Period (1530-1830).

(9) Non-mandatory Academic Field Trips are authorized to go into Athletic Reserve Period with endorsement from the Associate Dean for Academic Affairs and approval from the Commandant Operations Officer.

(10) Academic Field Trips for upper level courses are authorized during the study hour only for 1/C and 2/C Midshipmen in good academic standing.

(11) Any Academic Field Trip that does not fall within these guidelines must be endorsed by the Academic Dean and Provost and then forwarded to the Commandant of Midshipmen for approval prior to scheduling.

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

f. Commandant of Midshipmen MOs

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

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

g. General MOs. MOs not fitting into categories listed above require various levels of endorsement depending on the circumstances. Approval will be on a case-by-case basis, but great care must be exercised to avoid making commitments in the expectation that authorization will be granted by the final approval authority.

5. Excusal Lists

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

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

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

d. **The period from 1250-1320 on Monday and Wednesday is designated as Company Officer time. Lectures do not take priority over military obligations except with an approved Excusal.**

e. Organizations may hold non-mandatory meetings from 1250-1320 without submitting an Excusal List.

f. Organizations holding mandatory meetings from 1250-1320 must submit an Excusal List.

g. Organizations wishing to hold meetings from 1220-1320 must get endorsement from the Associate Dean for Academic Affairs and approval from the Operations Officer. The POC for any such meetings must submit an Excusal List and make appropriate

arrangements to ensure that adequate messing is made available to the participating midshipmen.

h. No events/meeting may be held during Athletic Reserve Period.

i. No Excusal List is required for meetings/events from 1915-2000. However, these events may not be scheduled if there is a mandatory Academy-wide event. On Tuesdays when rolling tray dinner is served, these events may begin as early as 1845.

j. Meetings/events held Mon-Thurs may go to 2030 and to 2100 on Friday with the endorsement of the Associate Dean for Academic Affairs and approval of the Operations Officer.

k. Any meetings/events outside of these guidelines must be endorsed by the Academic Dean and Provost and then forwarded to the Commandant of Midshipmen for approval prior to scheduling.



B. P. O'DONNELL
By direction

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