



DEPARTMENT OF THE NAVY

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

COMDTMIDNINST 4653.1L
OPS
7 Aug 12

COMMANDANT OF MIDSHIPMEN INSTRUCTION 4653.1L

Subj: MOVEMENT ORDERS AND EXCUSAL LISTS

Ref: (a) COMDTMIDNINST 7220.2D
(b) COMDTMIDNINST 5400.6P
(c) COMDTMIDNINST 1020.3B

Encl: (1) MIDS Movement Order Instructions
(2) MIDS Excusal Instructions

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

2. Cancellation. COMDTMIDNINST 4653.1K

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 two weeks prior to movement. Anyone with MIDS access may create a MO, but it is up to the designated O-Rep to ensure all of the fields are entered and accurate. This also includes the names of MIDN participating.

c. A designated O-Rep shall screen the MO in the MIDS system and authorize 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 is required from the Deputy Commandant and the Commandant will be the approval authority.

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

e. Missing Class for Academic Movement Orders

(1) Midshipmen must obtain approval from Company Officers and instructors whose classes will be missed.

(2) If any faculty member or member of the chain-of-command recommends against participation, the Midshipman shall be removed from consideration of the MO.

f. 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.

g. 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

(4) Any discrepancies to the data found in the MIDS system (e.g., Midshipmen not traveling on the MO). 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.

h. For academic MOs with officers accompanying, the procedures outlined in paragraphs 3f and 3g apply. For academic MOs with civilian professors accompanying, the senior Midshipman shall carry out the duties normally completed by the O-Rep.

i. 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 the 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.

j. Organizations may utilize the Naval Academy's government vehicles. Transportation Requests should be completed in MIDS during the creation of the MO at least two weeks prior to movement. Vehicles are issued by the USNA Transportation Office on a first-come, first-served basis with Varsity/JV and Club A Sports given priority. 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 elapsed time the service is requested. Organizations are also responsible for driver costs (hotels, meals, etc). These charges will be paid by the requesting organizations NAAA cost center or MWF as appropriate. Charges are determined by the Public Works Financial Branch and are non-negotiable. Because Public Works cannot support all requests, rental or charter vehicles may be procured if desired.

k. 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. For ECA, General, and Academic MOs, MFSD will not provide boxed meals. Each organization is responsible for feeding the 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).

l. 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. Midshipmen returning after 0100 from a MO are authorized to miss Morning Quarters formation and Morning Meal. They are responsible for getting to class on time.

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

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

o. Alcoholic beverages are prohibited while on a MO, unless groups are granted permission by the Commandant via Special Request in accordance with reference (b). 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 an MO. Consumption of alcohol at any specific event will be consistent with reference (b).

p. 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, and 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 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 with the Senior Associate Director of Athletics (Academics). NAAA MOs will be used only for scheduled Varsity and JV competitions. 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 (b). 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 and General MOs. Eligibility requirements for ECA and General MOs are as follows:

(1) ECA and General MOs are not authorized to interfere with any mandatory events, as listed in the Table of Priorities in reference (b) above ECAs and liberty. Upperclass must be weekend eligible per reference (b). 4/C Midshipmen are not eligible for ECA MOs, unless the MO takes place completely within their normal liberty time, or they miss no other event higher in the table of priorities. Company Officers have final disapproval authority for ECA MOs.

(2) If the MO includes an overnight stay, the members of the MO will be charged a weekend, unless the MO was ordered by the Naval Academy to support an official event.

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

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

(5) ECA Exceptions to policy may be granted on a case-by-case basis. In order to be granted an exception, 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. In addition to this, 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.

(5) Midshipmen not meeting criteria in paragraphs 4d(3), and 4d(4) 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 the first semester unless there is no lost class time or study period missed.

(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 1/C and 2/C Midshipmen, who are in good academic standing, are eligible for these MOs.

(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. Post Graduate Education and Service Assignment. Midshipmen screened for Nuclear Power, other Service Assignment Communities, and Post-Graduate Education, are eligible for associated MOs to facilitate their selection into Post-Graduate programs or Service Community.

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. OPINFO. OPINFO is one of the Academy's most successful and effective outreach programs, utilizing Midshipmen who volunteer to visit high school and middle schools, participate in media activities scheduled by our Blue & Gold officers and USNA Alumni, and speak to civic organizations around their Thanksgiving period. Specific requirements for attendance are:

(1) CQPR of at least a 2.5 to apply, and projected SQPR of 2.5 or above at the 6 and 12 week marking period with passing grades in all courses.

(2) No D or F grades at 6 or 12 week marking period.

(3) No PE or PRT deficiencies.

(4) Satisfactory grades in Conduct and Performance.

(5) Positive recommendations from the chain-of-command and faculty approval to miss three class days.

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.

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

e. 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.

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

g. No Excusal List is required for meetings/events from 1915-2000; however, mandatory Academy-wide events take precedence in accordance with reference (b). On Tuesdays and Thursdays when rolling tray dinner is served, these events may begin as early as 1900.

h. Meetings/events held Monday-Thursday 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.

i. 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.

6. Review Responsibility. The Commandant's Operations Officer is responsible for the annual review of this instruction.



C. A. CARROLL
By direction

Distribution:
Non-Mids (Electronically)

MIDS MOVEMENT ORDER INSTRUCTIONS

1. Movement Orders (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. 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.

a. Procedures. The MIDS module is designed to be user friendly in generating an MO. It provides a Drop Down Menu System that allows the user select the information that would be contained in the MO. Below are the steps to create an MO.

(1) Log in to MIDS.

(2) From the main menu, click the "Logistics" button (located at the top of the column on the right side).

(3) Once in the "Logistics" section, click on "Movement Orders - Initiate/Review". After clicking this, you should be taken to a page that allows you to enter a Movement Order Code (MO Code) which is a code that is generated by the system **after** an MO is generated. Other options on this page allow you to select a Classification, Priority, Status, Organization, and a Proceed Date. These boxes are only for reviewing an MO that has already been submitted. In order to initiate a NEW MO, you must select click on the "Insert New Record" button at the bottom of the selection table.

(4) Selection of the "Insert New Record" button, will allow the user to make multiple inputs about the MO. These inputs are outlined below.

(a) Classification. The current options to select are Academic Field Trip, Brigade Sports Activity (BSA), Extra Curricular Activity (ECA), Club Sport, Commandant Operations, NAAA Varsity Sport, Other, Professional Development (PRODEV), and Squad/Company/Batallion.

(b) Priority. After selecting a Classification, the user must select a Priority. The current Options are High: Varsity Sports and BSA, Medium: Authorized to miss some mandatory events, and Standard: Not authorized to miss mandatory events.

(c) Status. Status options of Obtaining Approvals, Submitted to Logistics Officer, Received by Logistics Officer, Pending, Approved by Operations Officer, Disapproved, and Cancelled are currently selectable options.

(d) Organization. The user must manually submit what organization will sponsor the MO.

(e) Proceed Date/Time. User selects MO is start time and date in DD-MON-YYYY/24HR format.

(f) Muster Time. User enters MO muster time in 24HR format.

Note: the Muster time must be earlier than, or equal to the Proceed time. If this rule is not followed, the system will notify the user of an error.

(g) Muster Place. User enters where the personnel associated with the MO are to muster in text format.

(h) Return Date/Time. User selects when the MO is terminating in DD-MON-YYYY/24HR format.

(i) Reason. Insert the reason for the MO.

(j) OREp name. From the Drop Down Menu provided, select the name of the Officer Representative responsible for the Organization the MO is taking place under.

(k) POC Name. If the OREP is not attending the MO, but a Faculty member or a Midshipman is in charge, list their name.

(l) POC (if not on Yard). If the person in charge is not a MIDN or member of USNA faculty or staff, enter the name of the person in charge.

(m) Destination City. Enter the city in which the MO will take place.

(n) State. Enter the state in which the MO will take place.

(o) Country. If travelling OCONUS, enter the destination country.

(p) Itinerary. Provide a detailed itinerary for all events and travel during the MO.

(q) Emergency Phone. Enter a valid recall number that the OOW may call in case they need to get in touch with any of the Midshipmen.

(r) Will Midshipmen miss class time? Enter Yes or No via the Drop Down Menu. (see note)

(s) Will Midshipmen miss study hour? Enter Yes or No via the Drop Down Menu. (see note)

Note: If Midshipmen are missing class time, they are responsible to get permission from their instructors to miss class. It is up to the CO to verify this. Currently, a dialog box pops up once all of the information is submitted that says "OIC or POC for excusal must verify that all Midshipmen have approval of all instructors whose classes or examinations are to be missed. Has this verification been done? Click [OK] to continue or [Cancel] to stop". This is a mandatory requirement for these approvals to be met, and failing to do so will result in the removal of the Midshipmen from the MO.

(5) Once complete with all of the inputs, click "insert", so that the information can be stored. After "Insert" is selected, the user will be taken to a new page. This page will have a MO code that has been generated and

assigned to the MO. This code is located at the top center of the page. The user will also see a green "Success!" to the left of the page. This page contains all of the information that has been submitted thus far.

(6) If there are any "Exceptions" that need to be addressed, the initiator of the MO is responsible for checking the appropriate box under the "Exceptions" matrix. Once the appropriate exceptions are selected, click on the Update button to save the changes. Exception reasons are as follows.

(a) Movement is during X-Week or Academic Reserved Time.

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

(c) Fourth-Class Midshipmen will participate in a first semester general, academic field trip movement, or an ECA MO outside liberty time.

(d) Midshipmen will not be accompanied by an Officer Representative, coach, or instructor.

(e) Midshipmen will participate in a potentially hazardous activity.

(f) Midshipmen will participate in a high visibility activity of which Commandant should be made aware.

(g) Midshipmen will not travel in uniform of the day.

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

(i) AC Dean review required.

(7) Once the exceptions are submitted and saved, the final step is to enter Midshipman names. To do this, the user is to select from the following options under the line that says "Midshipmen on the Movement Order".

(a) Add Individual Midshipmen.

(b) Add Groups of Midshipmen.

(c) Add Midshipmen by Alpha.

(d) Delete Multiple Midshipmen.

MIDS EXCUSAL INSTRUCTIONS

1. Excusals. 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. 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.

a. Procedures. The MIDS module is designed to be user friendly in generating an Excusal. It provides a Drop Down Menu System that allows the user select the information that would be contained in the Excusal. Below are the steps to create an Excusal.

(1) Log in to MIDS.

(2) From the main menu, click the "Logistics" button (located at the top of the column on the right side).

(3) Once in the "Logistics" section, click on "Excusals - Initiate/Review". Clicking this will take you to a page that allows you to enter an Excusal Code, which is a code that is generated by the system **after** an Excusal is generated. Other options on this page allow you to select a Classification, Priority, and Status, enter an Organization, and select a Proceed Date. These boxes can also be changed while reviewing an Excusal that has already been submitted. In order to initiate a NEW Excusal, you must select click on the "Insert New Record" button at the bottom of the selection table.

(4) Selection of the "Insert New Record" button, will allow the user to input data about the Excusal. Each data field is described below.

(a) Classification. The current options to select are Academic Field Trip, Brigade Sports Activity (BSA), Extra Curricular Activity (ECA), Club Sport, Commandant Operations, NAAA Varsity Sport, Other, Professional Development (PRODEV), and Squad/Company/Batallion.

(b) Priority. After selecting a Classification, the user must select a Priority. The current Options are High: Varsity Sports and BSA, Medium: Authorized to miss some mandatory events, and Standard: Not authorized to miss mandatory events.

(c) Status. Status options of Obtaining Approvals, Submitted to Logistics Officer, Received by Logistics Officer, Pending, Approved by Operations Officer, Disapproved, and Cancelled are currently selectable options.

(d) Organization. The user must manually submit what organization will sponsor the Excusal.

(e) Proceed Date/Time. User selects MO is start time and date in DD-MON-YYYY/24HR format.

(f) Muster Time. User enters Excusal muster time in 24HR format.

Note: The Muster time must be earlier than, or equal to the Proceed time. If this rule is not followed, the system will notify the user of an error.

(g) Muster Place. User selects where the personnel associated with the Excusal are to muster in DD-MON-YYYY format.

(h) Return Date/Time. User selects when the Excusal is terminating in DD-MON-YYYY/24HR format.

(i) Reason. Insert text reason for the Excusal.

(j) ORep name. From the Drop Down Menu provided, select the name of the Officer Representative responsible for the Organization the Excusal is taking place under.

(k) POC Name. If the OREP is not attending the Excusal, but a Faculty member or a Midshipman is in charge, list their name.

(l) POC (if not on Yard). If the person in charge is not a MIDN or member of USNA faculty or staff, enter the name of the person in charge.

(m) Will Midshipmen miss class time? Enter Yes or No via the Drop Down Menu. (see note)

(n) Will Midshipmen miss study hour? Enter Yes or No via the Drop Down Menu. (see note)

Note: If Midshipmen are missing class time, they are responsible to get permission from their instructors to miss class. It is up to the CO to verify this. Currently, a dialog box pops up once all of the information is submitted that says "OIC or POC for Excusal must verify that all Midshipmen have approval of all instructors whose classes or examinations are to be missed. Has this verification been done? Click [OK] to continue or [Cancel] to stop". Even if this has not been completed by the Midshipmen, you may still proceed with the Excusal. Instructor approval is a mandatory requirement, and failure to do so will result in the removal of the Midshipmen from the Excusal.

(o) Class. Options available are Non Applicable, First Class, Second Class, Third Class, and Fourth Class.

(p) Max Faculty Enroll. Maximum number of Faculty permitted to sign up (due to building space).

(q) Max Mid Enroll. Maximum number of Midshipmen permitted to sign up (due to building space).

(5) Once complete with all of the inputs, click "insert", so that the information can be stored. After "Insert" is selected, the user will be taken to a new page. This page will have an Excusal code that has been generated and assigned to the Excusal. This code is located at the top center of the page. The user will also see a green "Success!" to the left of the page. This page contains all of the information that has been submitted thus far.

(6) If there are any "Exceptions" that need to be addressed, the initiator of the Excusal is responsible for checking the appropriate box under the "Exceptions" matrix. Once the appropriate exceptions are selected, click on the Update button to save the changes. Exception reasons are as follows.

- (a) Movement is during X-Week or Academic Reserved Time.
- (b) AC Dean review required.

(7) Once the exceptions are submitted and saved, the final step is to enter midshipman names. To do this, the user selects from the following options under the line that says "Midshipmen on the Excusal".

- (a) Add Individual Midshipmen.
- (b) Add Groups of Midshipmen.
- (c) Add Midshipmen by Alpha.
- (d) Delete Multiple Midshipmen.