DEPARTMENT OF THE NAVY
COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 1531.54
OPS
04 MAY 2006

COMDTMIDN INSTRUCTION 1531.54

SUBJ: POLICY AND PROCEDURES GOVERNING THE PLANNING BOARD FOR TRAINING (PBFT)

Ref: (a) USNAINST 1531.49
(b) CNET Professional Core Competencies (PCC) Manual
(c) USNAINST 5450.3F

Encl: (1) Policy and Procedures Governing the Planning Board for Training (PBFT)

1. Purpose. To establish the policy and procedures applicable to the Planning Board for Training.

2. Action. Reference (a) specifies requirements to be met by all graduating Midshipmen. Reference (b) describes minimum professional requirements for all accession sources. Reference (c) describes the organization of the Naval Academy. In order to make best use of Midshipmen time in attaining the objectives of references (a) and (b) and per reference (c), a Planning Board for Training is established as described in enclosure (1).

BRUCE E. GROOMS

Distribution:
C-1 (Electronically)

POLICY AND PROCEDURES GOVERNING THE PLANNING BOARD FOR TRAINING (PBFT)

1. PURPOSE. Time is a most precious commodity in the lives of Midshipmen. In 4 short years, a Midshipman must be prepared morally, mentally, and physically to begin a career of Naval service. Each component of the Naval Academy responsible for any part of the Midshipmen's training must work in harmony with all others so the time of Midshipmen is allocated efficiently and reasonably. Toward that goal, the PBFT is established to provide a framework for scheduling events involving Midshipmen and resolving potential conflicts in the scheduling of Midshipmen time.

2. RESPONSIBILITIES. The PBFT reports to the Commandant through the Deputy Commandant. The PBFT will:

a. Devise a framework for scheduling and prioritizing Midshipmen time.

b. Provide a forum for Commandant's Staff that are involved in the scheduling of Midshipmen events outside of class time to ensure that the senior staff is well informed on all current issues. Seek to resolve conflicting demands on Midshipmen time.

c. Identify and schedule events necessary to comply with the professional requirements for commissioning per reference (b).

d. Identify and schedule events in support of the education of Midshipmen outside normal class time.

e. Monitor the scheduling of events involving Midshipmen to ensure a suitable balance between academic and professional development and to provide Midshipmen with a reasonable amount of recreational and discretionary time.

3. MEMBERSHIP AND ORGANIZATION

Chairperson:	Operations Officer
Deputy Chairperson:	Training Officer
Secretary:	Scheduling Officer

Members:
- Director, Officer Development Division
  - ADEO
  - SAVI
  - Honor Rep
  - Character
- Director, Professional Programs
  - CIP Coordinator
  - Service Assignment Coordinator
- Command Chaplain
- Deputy Director for Athletics
- Supply Officer
- Logistics Officer
- Training Officer
- Midshipman Activities Officer
- Brigade Drill Officer
- Social Director
- Company Officer Representative
- Company Senior Enlisted Leader Representative
- 1ST LT Inspections Training for Zone
- Midshipman Operations Officer
- Midshipman Training Officer
- Midshipman BSA Commander
- Midshipman Sgt Major
- Superintendent Special Events Representative
- Brady Fine Arts Committee Representative

4. STANDARD OPERATING PROCEDURES

a. All divisions will submit a list of training requests, to include:

(1) Size of group to be trained (and any breakdown of that group, ie training for the 1/C to be given by regiment)
(2) Required facility (based on A/V or capacity)
(3) Length of training
(4) Specific time period training is to be given
(5) Governing instruction/guidance for training

Inputs are to be sent to the Training Officer before the first week of October for the Spring Semester and first week of February for the Fall Semester. During the last week of these months, the PBFT will hold its first meeting to review all

training requests, the master schedule, and the resulting available time. The PBFT will meet two weeks later to finalize the schedule for the next semester.

b. The PBFT will meet as required outside the above specified times as necessary to schedule training events.

c. Principal members are expected to attend and vote on matters of policy. Substitutes should be kept to a minimum.

d. PBFT agenda items will be provided to the Secretary (Commandant's Scheduling Officer) as soon as possible prior to the next scheduled PBFT meeting. Members desiring to raise an issue or propose policy, should submit point papers and associated data as required by the chairperson.

e. The Secretary will publish the PBFT agenda and associated point papers prior to the scheduled PBFT meeting. They will also produce a list of available training times and locations for the next semester. This list will be referenced to the Superintendent's Master Calendar as published by Special Events

f. The Secretary will publish the approved minutes of prior meetings.