



DEPARTMENT OF THE NAVY

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

Canc: Feb 12

COMDTMIDNNOTE 1050
12 Dec 11

COMMANDANT OF MIDSHIPMEN NOTICE 1050

Subj: HOLIDAY LEAVE/LIBERTY POLICY

Ref: (a) COMDTMIDNINST 5400.6N
(b) COMDTMIDNINST 1610.2E
(c) COMDTMIDNINST 4653.1K
(d) COMDTMIDNINST 1601.10F

Encl: (1) Authorization to Reside in Bancroft Hall Card

1. Purpose

a. To issue guidance for the Holiday leave period for the Brigade of Midshipmen per references (a) through (d). Midshipmen are reminded this notice supplements the provisions of reference (a) and Midshipmen will comply with the provisions set forth in MIDREGS regardless of leave status. Additionally, Midshipmen are reminded they remain Midshipmen while on leave and should conduct themselves as such throughout the leave period.

b. Consult reference (a) for any instance or circumstance not specifically covered by this notice. For consideration of an individual's status or any circumstance which either deviates from or is not included in this instruction, a special request chit should be routed via the chain of command to the appropriate approving authority.

2. Normal Leave. The normal leave period for Midshipmen may commence after all academic and military obligations have been met but no earlier than **0700, 13 December 2011**. The Holiday leave period will expire at reform formation **2000, 6 January 2012**, in Company Area. Uniform for the reform formation is Service Dress Blues.

3. Midshipmen Leave Authorization Papers. All Midshipmen on leave are required to carry a valid military identification card and approved NAVCOMPT 3065 Leave Authorization at all times.

All requests for leave (INCONUS and OUTCONUS) will be submitted on the NAVCOMPT Form 3065 (Leave Request/Authorization). This form is available on the Commandant's Webpage at: www.usna.edu/Commandant/Directives/Midshipmen/Leave Request.doc

Additionally, Midshipmen must register for e-leave in MIDS. This allows MIDPERS to properly account for COMRATS. Midshipmen requesting leave in a foreign country must have their leave request reviewed and initialed by the Midshipmen Personnel Officer to ensure all country specific requirements are met prior to executing foreign travel. Additionally, Midshipmen traveling OUTCONUS to locations other than Hawaii and Alaska, are required to complete a mandatory OUTCONUS travel screening with the Occupational Health Office inside Naval Health Clinic Annapolis. Midshipmen can call (410) 293-2009 to set-up an appointment to complete this mandatory screening before traveling OUTCONUS and should have their leave paper annotated by the Occupational Health Office stating that an OUTCONUS travel screening has been completed.

4. Midshipmen Uniforms and Grooming Standards

a. Per reference (a), only First and Second Class Midshipmen are authorized to depart on and return from leave in civilian attire. All others must depart and return in the Uniform of the Day.

b. All Midshipmen may wear civilian clothes while on authorized leave away from the Naval Academy. If a Midshipman, regardless of class, is conducting business or attending Naval Academy events on the Yard (i.e., sporting events, concerts, etc.) during the leave period, he/she must be in the Uniform of the Day. Third and Fourth Class Midshipmen shall never wear civilian clothing on the USNA complex.

c. Midshipmen are required to maintain grooming standards while in a leave status and are required to check out and in off leave clean-shaven, properly groomed, and in the appropriate military or civilian attire.

5. Status of Midshipmen Residing in the Hall. Midshipmen are not authorized to remain in Bancroft Hall without Company Officer approval except for one of the following reasons:

a. Restriction. For restricted Midshipmen who are authorized leave **by their awarding authority**, the holiday leave periods will be selected from the following: [0700, 21 December to 1800, 28 December] or [0700, 29 December to 1800, 5 January] will be granted. No additional leave will be granted for Midshipmen attending movement orders during these periods (i.e., bowl games, swim practice, glee club, etc).

(1) Muster Schedule. Restriction musters will take place per reference (b). The following is the restriction muster schedule for the leave period:

0700 (muster, tour and watch turnover)
1300*
1630*
2000
2230

*These musters will not be held on 25 December and 1 January to accommodate the special liberty periods.

(2) Ending Restriction. If a Midshipman's assigned restriction ends during the leave period, his/her restriction is considered complete at 1300 on the last assigned day.

(3) Sporting Events. Restricttees will attend all major sporting events in the Yard at the Officer of the Watch's (OOW) discretion and may be required to maintain their presence at the sporting events not to exceed the maximum of 2 hours each day as set forth in reference (b). Credit will be given for any tour or muster missed while attending the sporting events.

(4) Tours. Midshipmen with outstanding tours will march them at every available marching period until they are completed, unless specifically deferred by the awarding authority.

(5) 1630 muster may be in regulation PE gear at the OOW's discretion for working party requirements.

(6) Restricted personnel will be permitted to leave the Yard to attend dinner with their family or sponsor on 25 December and 1 January. Restricttees may leave after the 0700 muster and shall return prior to the 2000 muster. The senior restricttee will coordinate times to ensure all watches are

manned. Prior to departing Bancroft Hall restrictees shall provide detailed contact information to the OOW.

b. Voluntary Residents. Midshipmen **not** in a restricted, tour and/or duty status are allowed to remain in Bancroft Hall with Company Officer approval. For safety and accountability purposes, they will be required to do the following:

(1) Sign up to stay in Bancroft Hall utilizing the MIDS Leave Address Program.

(2) Fill out two copies of the Authorization to Reside in Bancroft Hall cards (Enclosure (1)), turning one into the Battalion Adjutant Officer via their Company Officer and posting the other in their room on the inside of the door.

(3) Sign in and out, in person, of the accountability log maintained in Main Office when leaving/returning to Bancroft Hall. Midshipmen voluntarily residing in Bancroft Hall must sign in the Main Office accountability log no later than 0100 each night, and remain in Bancroft Hall until the daily accountability muster held daily at 0700 in Rotunda. Midshipmen voluntarily residing in Bancroft Hall desiring to leave earlier in the day than 0700, or desiring special liberty or leave must submit a request chit to the Officer of the Watch.

c. Hospitalized Midshipmen. When Midshipmen hospitalized prior to leave in the local area are discharged, they will report to a medical authority (primary care manager, Brigade Medical Officer, Medical Officer of the Day) at the USNA Medical Clinic. When cleared to go on leave by the appropriate medical authority, they will update their leave address and medical status with the Bancroft Hall OOW before checking out on leave. If a Midshipman desires to remain in Bancroft Hall he/she must inform Main Office and follow the guidelines set forth in paragraph 5b.

6. Taps for Midshipmen Residing in Bancroft Hall. All Midshipmen not on restriction and residing in Bancroft Hall during leave will sign in person in the Main Office accountability log by 0100 each night. After signing in, the Midshipman must remain in his/her respective company area. At 0100, the Midshipman in Charge of Main Office will review the accountability log and any Midshipmen not signed in and not on approved liberty/leave will be considered UA.

7. Accountability Matrix

<u>CATEGORY</u>	<u>MUSTER</u>	<u>TAPS</u>	
Restriction	Mon-Sun 0700, 1300, 1630, 2000, 2230	2230	Muster in Rotunda
Watch	0700 in Rotunda	0100	Sign-in Main Off.
Voluntary/Varsity	0700 in Rotunda	0100	Sign-in Main Off.

8. Automobiles and Parking on the Yard. During the leave period only Midshipmen 1/C may drive on the Yard. First Class Midshipmen may leave their cars parked on the Yard over the leave period only in authorized First Class Midshipmen parking spaces.

9. Varsity Athletes. During the leave period, varsity athletes that remain in the local area to compete in Intercollegiate Athletics will comply with the following policies:

a. If residing off the Yard, regardless of class, Midshipmen shall wear the Uniform of the Day or approved team warm-ups when departing from and returning to the Yard for their respective scheduled team events or organized team practices.

b. If a varsity athlete is residing off the Yard, he/she may be granted the privilege of driving on the Yard for the express purpose of attending his/her respective scheduled team events or organized team practices. Each team Officer Representative shall submit a list of Midshipmen requiring temporary vehicle passes to the Commandant Operations Officer for approval.

c. Varsity athletes may remain in Bancroft Hall as voluntary residents per paragraph 5b. It is the responsibility of the varsity sport team captain to inform Main Office of any team member's absence from the scheduled musters or sign-out due to practice, scheduled games or other team functions.

10. Bancroft Hall Watch Policy

a. The duty section rotation schedule will cease at 1800 on Monday, 19 December 2011, to accommodate for half the Brigade departing by that date. Company and battalion adjutants will complete their respective watch bills utilizing Midshipmen who have not yet departed on leave. Duty companies will remain responsible for Main Office watch as assigned.

NOTE: MIDSHIPMEN ARE NOT AUTHORIZED TO MISS EXAMS DUE TO WATCH.

b. From 1800 Monday, 19 December 2011, until 2000 on Friday, 6 January 2012, the watch organization will be modified for the holiday leave period. CDOs will pipedown at 1800 on 19 December. BOOWs and MOOWs will pipedown following turnover at 0800 on 20 Dec. Restricted Midshipmen and those approved to reside in Bancroft Hall will man the watches listed below.

c. The holiday watch organization will consist of the MOOW, MOM, one Bancroft Hall Security Rover (BSR), and two duty drivers.

(1) The MOM will post in Main Office. BSRs are to patrol Bancroft Hall. BSRs will report Hall conditions, in person, to Main Office at the top of each hour.

(2) The MOM and BSR watch bill will be divided into six periods: 0800-1200, 1200-1600, 1600-2000, 2000-2400, 0000-0400, and 0400-0800. All watches will conduct turnover in Main Office.

d. During this period, restriction muster will be held at 0700 (followed by tours), 1300, 1630, 2000, and 2230. The 0700 will also serve as the day's duty section muster and muster for all non-restricted Midshipmen authorized to reside in the Hall.

e. The normal academic year MOOW, CMOOW, RMOOWs, CDOs, and BOOWs assigned for Friday, 6 January 2012, will report to the Rotunda at 1930 on 6 January, obtain turnover, and assume the watch no later than 2000.

11. Duties and Responsibilities

a. Brigade Adjutant

(1) Ensure the OOW is provided the names and contact information for all Midshipmen residing in Bancroft Hall.

(2) Designate and train the senior restrictee.

(3) Prepare the watchbills for the leave period, to include colors detail.

b. Conduct Officer. Ensure the Brigade Adjutant is provided a list of each Midshipmen in a restricted status, and which leave blocks they are assigned by COB, 9 December.

c. Battalion Officers. Ensure all staff personnel are aware of and comply with established leave and liberty policies as set forth in this notice.

d. Company Officer/Senior Enlisted Leaders

(1) Ensure all Midshipmen are aware of and comply with the leave/liberty policies as set forth in this notice. Particular attention should be given to ensuring all Midshipmen enter leave addresses utilizing the Leave Address module in MIDS no later than 0700, 13 December.

(2) Ensure all individuals residing in the Hall are provided with two required Authorization to Reside in Bancroft Hall cards (enclosure (1)). **Ensure one card is posted in each room on the inside of the respective door. Collect the second copy and forward to the Brigade Adjutant.**

(3) Ensure each room not housing a Midshipman is locked on the day of departure and is in Class Bravo condition.

(4) Ensure all Midshipmen sign in/out of leave with date/time of departure/return per reference (a).

(5) Establish a policy/procedure for the unlocking of rooms for the return of the Brigade.

Check out/in sheets should remain on deck during the leave period for individuals checking in early.

e. Company CDOs

(1) Ensure the wardroom and all rooms are in Class Bravo condition and properly secured. Only those Midshipmen who have posted authorization cards will be authorized to remain on deck during Holiday Leave.

(2) Ensure all hands properly sign out/in at the CMOD desk prior to departing/returning on leave.

(3) Ensure procedures for pipedown and resetting the watch are conducted per reference (d).

(4) Company Level Watchstanders (CDOs and CMODs) will not pipedown until authorized by their Company Officers or Senior Enlisted Leaders per reference (d).

f. Midshipmen

(1) All Midshipmen must enter their leave addresses in MIDS no later than 0700, 15 December. Multiple dates and addresses may be entered to accommodate different leave addresses as necessary.

(2) All Midshipmen remaining in Bancroft Hall (i.e., for restriction, voluntary reasons, sports, and watchstanding) must identify arrival/departure times/dates and reason for residing in the Hall utilizing the Leave Address module in MIDS by 0700, 15 December. Rooms should be locked when unoccupied.

(3) Prior to departure, ensure rooms are in Class Bravo condition. Unplug all electrical equipment, secure all windows, empty trash, remove all perishable goods, secure all valuables, and leave blinds open and at half mast. Lock all empty room doors.

(4) Prior to departure and upon return, sign the leave check out/in log located at the CMOD desk.

(5) Returning from Leave

(a) Adequate allowance must be made for unforeseen circumstances. It is recommended that travel plans provide for arrival in the Baltimore/Washington area 12 hours prior to leave expiration if travel originated outside the continental U.S. or four hours prior to leave expiration if travel originated inside the continental U.S. Failure to observe these recommendations will be evaluated in determining disciplinary action if returning late, even for reasons beyond the Midshipman's control.

(b) **Midshipmen returning to Bancroft Hall prior to 6 January 2012 must sign into the Main Office Accountability Log and their respective company sign in accountability sheet for**

the purpose of accountability in case of fire or other emergency.

(c) Midshipmen are entitled to COMRATS while in a leave status. Midshipmen must utilize the e-leave module in MIDS and sign in and out with the CDO electronically to receive COMRATS.

g. Varsity Sport Officer Representatives

(1) Submit a list of Midshipmen who are residing off the Yard but desire to drive on the Yard for the express reason of attending an approved team practice or event to the Operations Officer no later than 1545, 20 December 2011.

(2) Ensure each Midshipman approved by the Deputy Commandant to drive on the Yard has the appropriate temporary pass obtained from the USNA Pass and Tag Office.

h. Varsity Sport Team Captains. Ensure Main Office is informed of any team member who is residing in Bancroft Hall voluntarily and may be absent from the scheduled musters or sign-out due to his/her respective team practice, scheduled games or other team functions.



C. A. CARROLL
By direction

Distribution:
Non-Mids (Electronically)

COMDTMIDNNOTE 1050
12 Dec 11

DATE ISSUED: _____
SER NUMBER: _____

AUTHORIZATION TO RESIDE IN BANCROFT HALL

NAME: _____ ALPHA: _____ CO: _____
 LAST F.I. M.I.

ROOM: _____

PERIOD AUTHORIZED TO RESIDE IN BANCROFT HALL:

ARRIVAL TIME: _____ DEPARTURE TIME: _____

ARRIVAL DATE: _____ DEPARTURE DATE: _____

REASON: _____ RESTRICTION _____ ATHLETE (SPORT)

_____ VOLUNTARY _____ WATCH

_____ OTHER

COMPANY OFFICER/SENIOR ENLISTED

SIGNATURE _____

(ENSURE ONE COPY IS PLACED ON THE INSIDE OF YOUR DOOR AND THE OTHER IS ROUTED TO THE BATTALION ADJUTANT VIA THE COMPANY OFFICER)

Enclosure (1)