



DEPARTMENT OF THE NAVY

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

Canc: Dec 08

COMDTMIDNNOTE 1050
16 Oct 08

COMMANDANT OF MIDSHIPMEN NOTICE 1050

Subj: THANKSGIVING LEAVE/LIBERTY POLICY

Ref: (a) COMDTMIDNINST 5400.6L (MIDN REGS)
(b) COMDTMIDNINST 1610.2C (Admin Conduct Sys Man)
(c) COMDTMIDNINST 4653.1L (Move Orders/Excusal Lists)

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

1. Purpose

a. To issue guidance for the Thanksgiving leave period for the Brigade of Midshipmen per references (a) through (c). Midshipmen are reminded this notice supplements the provisions of COMDTMIDNINST 5400.6L 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. Refer to COMDTMIDNINST 5400.6L for any instance or circumstance not specifically covered by this notice. For consideration of an individual's status or circumstance 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 on Wednesday, 26 November 2008. Midshipmen shall check out with their Company Officer or SEL prior to leaving. The Thanksgiving leave period will expire at reform formation 1800, Sunday, 30 November 2008, in Company Area. Uniform for the reform formation is Service Dress Blue.

3. Midshipmen Leave Authorization Papers

a. 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

b. INCONUS leave requests should be routed up the chain of command to the Company Officer, who will sign in block 23 as final approval.

c. OUTCONUS leave requests should be routed up the chain of command to the Battalion Officer, who will sign in block 23 as final approval. ALL OUTCONUS leave requests, once approved, are still required to be routed to Midshipmen Personnel. MIDPERS will verify if Country Clearance approval is required. Outconus leave requests are due no later than 3 November 2008.

4. Midshipmen Uniforms and Grooming Standards

a. Per reference (a), only Midshipmen 1/C and 2/C are authorized to depart on and return from leave in civilian attire unless those Midshipmen 1/C and 2/C are in a loss of class privilege status. 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 or 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. Those Midshipmen who have outstanding assigned restriction will continue to serve restriction until the completion of their assigned punishment. Leave during the

Thanksgiving leave period is not normally authorized until all restriction is served, unless otherwise authorized by the Deputy Commandant per reference (b). If a Midshipman's assigned restriction ends during the leave period his/her restriction is considered complete at 1545 on the last assigned day. Additional requirements for restricted midshipmen are as follows:

(1) Restriction musters will take place per reference (a). The following is the restriction muster schedule for the leave period starting at 1545 on Wednesday, 26 November 08:

Wednesday:

0630*, 1545, 2000, 2230

Thursday/Friday/Saturday:

0730*, 1015, 1630, 2000, 2230

Sunday:

0730* 1545, 2000, 2230

*denotes daily accountability muster to include all Midshipmen residing in Bancroft Hall

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

(3) Tours. Midshipmen with outstanding tours will march them at every available marching period until they are completed. Midshipmen will muster with the MCMO in Main Office passageway ten minutes prior to the appropriate marching time and will march on the "Red Beach" area internal to Bancroft Hall. The uniform for marching area tours is Winter Working Blue. Tours will be marched at the following times:

Friday/Saturday: 0900, 1000, 1400, and 1600

Thursday/Sunday: 1400 and 1600

(4) Thanksgiving Day. On Thursday, 20 November 2008 restricted Midshipmen (except those on watch) will be permitted to leave the Yard for a brief period to attend Thanksgiving Dinner with family or a sponsor. Restricttees may leave after the 1015 restriction muster and shall return prior to the 1630 restriction muster. Prior to departing Bancroft Hall

restrictees shall provide detailed contact information to the OOW.

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

b. Voluntary Residents. Midshipmen **not** in a restricted, 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) Sign in and out, in person, using 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 2400 each night and remain in Bancroft Hall until the daily accountability muster held daily at 0730 in Smoke Hall. Midshipmen voluntarily residing in Bancroft Hall desiring special liberty or leave must submit a request chit to the OOW.

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 the 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 2400 each night. After signing in, the Midshipman must remain in his/her respective company area. At 2400 the MCMO will review the accountability log and any midshipmen not signed in and not on approved liberty/leave will be considered absent without authority.

7. Accountability Matrix

<u>CATEGORY</u>	<u>MUSTER</u>	<u>TAPS</u>
Restricted	Wed 0630*, 1545, 2000, 2230 Thurs, Fri, & Sat 0730*, 1015, 1630, 2000, 2230 Sun 0730*, 1545, 2000, 2230	2230 Muster in Smoke Hall 2230 Muster in Smoke Hall 2230 Muster in Smoke Hall
Voluntary/ Varsity	0730 Muster in Smoke Hall	2400 sign-in Main Office

*** denotes Daily Accountability Muster**

8. Automobiles and Parking on the Yard

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

b. Midshipmen 2/C are not permitted to drive on the Yard for the purposes of departing on and returning from leave.

9. Varsity Athletes

a. During the leave period varsity athletes that remain in the local area to compete in intercollegiate athletics will comply with the following policies:

(1) 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. For any other activities on the Yard outside of the varsity team schedule (i.e. meeting with Company Officer or Professor, using the Midstore, eating in King Hall) varsity athletes shall wear the Uniform of the Day.

(2) If a varsity athlete (third class and above) is residing off the Yard he/she may be granted the privilege of driving on the Yard for the express purpose of attending their 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.

(3) Varsity athletes may remain in Bancroft Hall as voluntary residents per paragraph 5c. 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. Watch Policy. From 1400, 26 November 2008 until 1800, 30 November 2008, the Watch Organization will be modified for Thanksgiving Leave. Restricttees will stand all watches.

a. Thanksgiving Leave Watch Organizations

(1) From 0800 to 2330, three Midshipmen will stand watch: two Midshipmen in Main Office (one 1/C or 2/C MCMO and one AMCMO), and one Midshipman acting as Bancroft Hall Security Rover. The Security Rover will continuously patrol every deck of every wing in Bancroft Hall looking for material discrepancies and security threats. After a complete wing walk through, the Security Rover will check into Main Office and report the wing's condition to the OOW or MCMO.

(2) From 2330 till 0800, four Midshipmen will stand watch: two in Main Office, and two Security Rovers. The Security Rovers will travel in pairs and follow the daytime watch procedures outlined above. The Security Rover must turn over with relief in Main Office. The 0630 Restriction Muster will also be Duty Muster for Restricttees standing watch that day. The Head Restricttee is responsible for completing the 0800 Report every night, and delivering the Report to the Deputy Commandant every morning at 0730.

b. Sequence of Events

(1) 26 November 2008

1350: BOOWs will report to their BOOW shacks, the MOOW, both RMOOWs, and CMOOW will report to Main Office, and the first three-man Restricttee Watch Team will report to Main Office.

1400: CDOs will report to the MOOW, via their BOOW, the status of Midshipmen departing for leave. When the MOOW and OOW determine appropriate, the MOOW will announce Duty Section pipe down over the LMC, and all watch standers except the MOOW, CMOOW, and the Duty Company's Main Office watch team will pipe down for the leave period. Company level Watch Standers (CMODs

and CDOs must pipe down with their Company Commanders, Company Officers, or Senior Enlisted following the LMC announcement.

No less than 15 minutes after Duty Section pipe down, the MOOW and OOW will dismiss the Duty Company and the CMOOW and MOOW will pipe down for Thanksgiving Leave. The Thanksgiving Leave Watch Organization will commence, and the Restricttees will assume the watch.

(2) 30 November 2008

1600: Leave expires for duty section. All CDOs and Duty Company Main Office watch standers muster in the Rotunda with the MOOW and OOW.

1615: CDOs and CMODs will muster their duty section in Company Area. The Duty Company and Duty Section will assume the watch, and Restricttee watch will cease.

c. **Uniform**. Uniform for Main Office Restricttee Watch Standers is Service Dress Blue with appropriate Watch Armband. Uniform for Security Rover is Camouflage Utilities.

11. Duties and responsibilities

a. Brigade Adjutant

(1) Ensure the OOW is provided the Authorization to Reside in Bancroft Hall cards collected by Company Officers by 0800 on the day of departure.

(2) Designate and train the Head Restricttee in his/her duties.

(3) Review the Head Restricttee's watchbill to ensure coverage for all Bancroft Hall watches and colors details.

b. Battalion Officers/Battalion Senior Enlisted Leaders.

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

c. 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 0800 Monday, 24 November.

(2) Ensure all individuals residing in the Hall complete two copies of the Authorization to Reside in Bancroft Hall cards [enclosure (1)]. **Ensure one card is posted in each room on the outside of the respective door. Collect the second copy and deliver 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 with all windows shut (check top and bottom halves). Verify condition of the Company Wardroom (all windows shut, kitchen areas clean, all electrical appliances secured except refrigerator) and lock as appropriate if no Midshipmen authorized wardroom privileges are on deck.

(4) Ensure all Midshipmen sign in/out of leave with date/time of departure/return per reference (a). Check out/in sheets should remain on deck during the leave period for individuals checking in early.

(5) Have procedures in place to unlock doors Sunday, 23 November. The OOW will not be responsible for letting Midshipmen into their rooms.

d. 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 after 1700 Wednesday, 26 November.

(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 Watch Standers (CDOs and CMODs) will not pipedown until authorized by their Company Officers or Senior Enlisted Leaders as explained above.

e. Midshipmen

(1) All Midshipmen must enter their leave addresses in MIDS no later than 0800 Monday, 24 November. 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 0800, 17 November. 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 Sunday, 30 November 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.

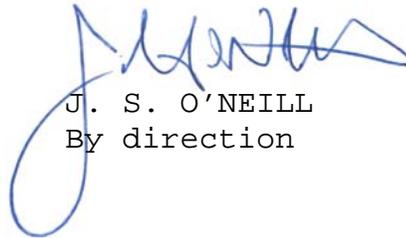
(c) Midshipmen are entitled to COMRATS while in a leave status. Midshipmen must enter their leave dates in MIDS within 14 days of return from leave.

h. 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 0700 Monday, 17 November.

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

i. 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.



J. S. O'NEILL
By direction

Distribution:
C-1 (Electronically)

16 Oct 08

DATE ISSUED: _____

SER NUMBER: _____

AUTHORIZATION TO RESIDE IN BANCROFT HALL

NAME: _____ ALPHA: _____ CO: _____
 LAST FIRST 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 OUTSIDE OF YOUR DOOR AND THE OTHER IS ROUTED TO THE BRIGADE ADJUTANT VIA THE COMPANY OFFICER)