



DEPARTMENT OF THE NAVY

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

Canc: Sep 08

COMDTMIDNNOTE 1530
11 May 08

COMMANDANT OF MIDSHIPMEN NOTICE 1530

Subj: UNITED STATES NAVAL ACADEMY 2008 SUMMER TRAINING PROGRAM

Ref: (a) USNAINST 1530.1B, United States Naval Academy Summer Training Program
(b) COMDTMIDNINST 1500.4E, Naval Academy Summer Programs
(c) COMDTMIDNINST 1610.2C, Administrative Conduct System Manual
(d) COMDTMIDNINST 1020.3A, Midshipmen Uniform Regulations

1. Purpose. To publish the policies and procedures governing the United States Naval Academy 2008 Summer Training Program. This notice supplements references (a) and (b).

2. Objectives. Per reference (a), the objectives of USNA summer training are to:

- a. Familiarize midshipmen with operational naval forces.
- b. Further the professional development of midshipmen.
- c. Provide hands on leadership experience for upper class Midshipmen.
- d. Further educate midshipmen on Navy and Marine Corps career opportunities.
- e. Stimulate regional and cultural awareness.
- f. Reinforce academic year programs.

3. Action.

a. Commandant of Midshipmen. The Commandant of Midshipmen is responsible for planning, coordinating, and funding all summer training programs.

b. Director, Division of Professional Development. The Director, Division of Professional Development is responsible

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for supervising the scheduling and conduct of midshipman summer training.

c. Chairman, Department of Professional Programs. The Chairman, Department of Professional Programs, is responsible for synchronizing and scheduling midshipman summer training programs and ensuring that qualified officers, instructors, and Midshipman Liaison Officers are assigned to support midshipman summer training.

d. Naval Academy Summer Program (NASP) Officer in Charge (OIC). The NASP OIC is responsible for those midshipmen in Bancroft Hall who are participating in cruise groups arriving and departing from USNA, all summer school personnel, transients in any status, and those personnel, excluding plebes, who are separating for any reason. Reference (b) provides the detailed functions of the NASP OIC and NASP.

e. Food Service Officer, Midshipman Food Services Division (MFSD). The Food Service Officer is responsible for feeding all midshipmen residing in Bancroft Hall during the summer, as well as for providing box lunches when required to midshipmen conducting summer training on the Yard. Box lunches should also be provided for those midshipmen utilizing USNA ground transportation for summer training events which preclude the use of King Hall during meal hours. In addition, the Food Services Officer will coordinate as required to reimburse fleet units for providing meals to midshipmen during summer training.

f. Midshipman Liaison Officers (MLO). MLOs will coordinate between USNA and fleet units to which midshipmen are assigned. In addition, MLOs will ensure that arriving and departing midshipmen have transportation to and from the fleet unit and the local airport, if applicable. MLOs will be provided a duty cell phone that midshipmen may call if requiring assistance. MLO assignments will generally last three to four weeks in fleet concentration areas (San Diego, Norfolk, and Mayport).

g. Brigade Medical Officer. The Brigade Medical Officer will coordinate with the Commanding Officer, Navy Health Clinic Annapolis, for the purpose of scheduling medical personnel to serve as emergency responders as required to support Summer Training Programs, including Leatherneck, PROTRAMID, and training screeners for dive school, Airborne, and Aviation Physiology.

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h. Company Officers and Senior Enlisted Leaders (CoOfcrs/SELs). CoOfcrs/SELs are responsible for counseling their midshipmen on summer training priorities and for ensuring midshipmen are assigned appropriate training, to include rescheduling summer training events when required.

i. Summer Training Duty Officer (STDO). The STDO will be manned in Luce Hall 124 during working hours and will carry an issued cell phone for 24-hour contact for emergencies. The cell phone number will be published on the Professional Programs website and will be issued to all traveling midshipmen and MLOs. The STDO responsibilities are as follows:

(1) The STDO will coordinate between USNA and fleet units as required to complete the summer training mission.

(2) The STDO will provide departure briefs to midshipmen embarking on fleet cruises.

(3) The STDO will ensure accountability of midshipmen departing on cruise.

(4) The STDO will ensure transportation is available from USNA to the local airport for midshipmen departing on cruise.

(5) The STDO will ensure transportation is available for midshipmen between USNA and destinations within the Ground Transportation Region (GTR). The GTR includes Newport, RI, Quantico, VA, Tidewater VA area (Norfolk-Virginia Beach), Camp Lejeune, NC, and Charleston, SC.

j. Navy Sailing Duty Officer (NSDO). The NSDO will be manned by the Sailing Center and is responsible to the Director, Professional Development for scheduling, planning, and executing the Naval Academy Summer Sailing Program. The NSDO will act as liaison between USNA and all sailing craft and maintain accountability of all midshipmen participating in the Naval Academy Summer Sailing Programs. The NSDO will liaison with the Professional Development Communications Watch Officer to provide input into the daily Comms Watch Officer status report.

k. Professional Development Communications Watch Officer (CWO). The CWO will be manned by the Department of Seamanship and Navigation and is responsible to the Director, Professional Development for the publication of the daily Yard Patrol status report. In addition, the CWO is responsible for acting as liaison between USNA and all YPs, the tracking of all YPs

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deployed away from USNA, and maintaining accountability of all midshipmen participating in YP cruises. The CWO will also coordinate with the NSDO to ensure Sail Training Cruise status report is incorporated into the daily Comms Watch Officer status report.

1. Midshipmen. Midshipmen responsibilities are as follows:

(1) Midshipmen shall fully understand all of their summer training assignments including locations, report dates, program requirements, and points of contact.

(2) Midshipmen are required to check their USNA e-mail accounts and their Summer Training Assignments page in the Midshipmen Information System (MIDS) 10 days prior to anticipated cruise departure date. If any cruise changes are made to individual midshipmen schedules within the 10 day window of expected departure, the Summer Training Office (Professional Programs) will contact any affected midshipmen by and/all available means.

(3) Midshipmen are required to keep their contact info updated accurately in MIDS so the STDO may contact the midshipmen in case of any last minute changes.

(4) If any midshipman becomes aware of a summer training scheduling conflict (e.g. the midshipman is scheduled for both mandatory summer school and a fleet cruise during the same block), he/she shall contact their chain of command and the Summer Training Office immediately to resolve the conflict. Initial contact should be made with the midshipman's chain of command during the academic year and with the Summer Training Office from graduation day to brigade reform (23 May to 16 Aug 08).

(5) If a midshipman has any questions regarding summer training schedules, he/she should first contact their Company Officer/Senior Enlisted Leader, then the Summer Training Office.

4. Coordination. Personnel involved with Summer Training Programs will coordinate, as required, with the following departments or entities in order to facilitate the successful completion of the Summer Training Program:

a. Academic Dean. Scheduling mandatory summer school.

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b. Information Technology Services Division. Maintaining the MIDS database and the summer preference module.

c. International Programs Office. Coordinating Foreign Exchange Cruises (FOREX) and Language, Regional Experience and Culture (LREC) activities.

d. Admissions. Coordinating Naval Academy Summer Seminar (NASS) scheduling requirements.

e. Naval Academy Athletic Association. Coordinating Naval Academy Athletic Association scheduling requirements.

f. Public Works Duty Officer. Coordinating midshipman ground transportation requirements (with Academics Facilities Management).

5. Midshipmen Guidelines. Midshipmen guidelines regarding key administrative aspects of summer training are as follows:

a. Conduct. Midshipmen always represent the United States Navy and the United States Naval Academy, whether on summer training or on leave. Midshipmen in a summer training status will conduct themselves per reference (c).

b. Communications with USNA Summer Training Office (Professional Programs). Midshipmen are responsible for communicating with the Summer Training Office in the event that they are, or expect to be, UA from summer training.

c. Unfunded Orders. Midshipmen desiring unfunded orders for training activities during their leave time must submit a special request chit to their Company Officer. The chit must explain exactly what activity they are requesting to participate in and contact information for the unit/command/organization must be provided. The approved chit must be turned in to Professional Programs (Luce Hall 124) no later than 30 Apr 08. Non-emergent chits delivered after 30 Apr will not be considered. Professional Programs will validate requests for unfunded orders and forward them to the Commandant's Budget Office for the issuing of unfunded orders. Midshipmen are responsible for picking up their unfunded orders from the Commandant's Budget Office.

Note: If summer training schedules change, participation in an unfunded event will be subordinate to completing scheduled Naval Academy funded programs.

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d. Training Opportunities Requiring Screeners. Midshipmen desiring to participate in a summer training activity on a non-funded status must still complete the applicable screener in order to be eligible to participate. This ensures that all midshipmen are qualified and are aware of any equipment requirements.

e. Company Training Officers. Second class company training officers will coordinate between the Department of Professional Programs and midshipmen in their respective companies as tasked. Responsibilities include the collection and dissemination of summer training information.

f. Cruise Swaps. Midshipmen are not authorized to initiate assigned cruise swaps between one another.

g. Cruise Departure Briefs. The majority of midshipmen will receive cruise departure briefs during block turnover weekends as follows:

(1) For midshipmen beginning their fleet cruise on the first day of Blocks 0, 1, 2, or 3, cruise departure briefs will be held on dates below in Rickover 102 or Mitscher Auditorium. Specific room assignments and times will be posted on the Professional Programs web site and at Luce Hall 124.

(a) Block 0: 07 May 08

(b) Block 1: 23 May 08

(c) Block 2: 20 Jun 08

(d) Block 3: 18 Jul 08

(2) Cruise departure briefs for midshipmen whose cruise begins at any time other than the beginning of a cruise block, will be conducted at 1000 three days prior to departure for overseas cruises and at 1000 the day prior to all Continental United States (CONUS) and Hawaii cruise departures.

(a) Examples. If a cruise is scheduled to depart for Naples, Italy, on 05 Jun 08, the cruise departure brief will be held on 02 Jun 08 at 1000. If a cruise based out of San Diego is also departing on 05 Jun 08, the cruise departure brief for that cruise will be held on 04 Jun 08 at 1000.

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(b) Location. These cruise departure briefs will be held with the Summer Training Duty Officer in the Luce Hall Planetarium.

(3) At all cruise departure briefs midshipmen will be mustered and provided orders, airline tickets, and additional important information.

(4) Uniform for Departure Briefs. The prescribed uniform for all cruise departure briefs is Summer Whites.

(5) Midshipman Accountability. Midshipmen are responsible for being present and on time at their cruise departure brief. Any midshipman not present will be marked UA and appropriate conduct action will be taken. If a midshipman anticipates arriving late to the brief, he/she must contact the Summer Training Duty Officer in advance, but will still be held accountable for missing muster.

(6) Midshipman-In-Charge. The Summer Training Duty Officer will assign a Midshipman-In-Charge for each fleet cruise. The Midshipman-In-Charge is responsible for collecting contact information from the other midshipmen in the cruise and for conducting an accurate muster the following morning when the bus or van picks the midshipmen up for transport to the airport.

(7) Bancroft Hall. Midshipmen will spend the night prior to cruise departure in Bancroft Hall and will check-in with the NASP office per reference (b). Midshipmen residing in Bancroft Hall at any time during the summer will conduct themselves per reference (b).

h. Independent Travel (CONUS only).

(1) Midshipmen desiring to travel independently to and from summer cruise may do so only after signing up for independent travel with the Summer Training Office (Luce Hall 124). If midshipmen who are away from the Naval Academy wish to request independent travel they should submit their request via e-mail to LT Condino (condino@usna.edu). Independent travel is not approved until a confirmation from the Summer Training Office has been received by the midshipman in question. Independent travelers must pick up their orders prior to departing USNA on leave; however, not all orders will be ready for pick-up by graduation. For independent travelers in later training blocks who are unable to pick up their orders prior to departing USNA, it is the midshipman's responsibility to contact

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LT Condino or the STDO in order to arrange to have the midshipman's orders e-mailed/faxed to him/her. A departure brief will be given after the receipt of the orders.

Note: Block 0 independent travel is only authorized for cruises embarking in Norfolk or other locations within 300 miles of USNA. Midshipmen who travel independently are not authorized to miss any military obligations without prior approval from their academic year company officer or senior enlisted leader.

(2) Independent Travel - Airfare Required. Midshipmen traveling independently are responsible for arranging their own transportation to and from their summer training location. Upon filing a travel claim at the completion of the cruise, midshipmen who traveled independently are eligible for reimbursement only up to the cost of a round trip ticket between Baltimore-Washington area airports and the cruise embark/debark location.

Note: Midshipmen approved to travel independently, and whose summer training assignments then change, will normally still be required to travel independently. Midshipmen are encouraged to make all independent travel arrangements refundable in the event of a summer training assignment change. Midshipmen travel independently at the risk of losing the value of a non-refundable ticket.

(a) Deadlines. Deadlines for signing up for independent travel to locations that require air transportation are as follows:

- 1 Block 0: NOT AUTHORIZED
- 2 Block 1: 1600, 12 May 08
- 3 Block 2: 1600, 09 Jun 08
- 4 Block 3: 1600, 07 Jul 08

(b) Failure to Meet the Deadline. Midshipmen who fail to request independent travel prior to the advertised deadline will have an airline ticket purchased in their name and will no longer be eligible for independent travel.

(3) Independent Travel - Airfare Not Required. Midshipmen who desire to travel independently to training locations not requiring air transport, such as Norfolk, VA,

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Quantico, VA, or other locations within the GTR of paragraph 3.i.(5), must sign up for independent travel with the Summer Training Office no later than five days prior to the cruise departure.

(a) Failure to Meet the Deadline. Midshipmen who fail to request independent travel within five days will be scheduled for government ground transportation and will be required to use said transportation.

i. Travel Attire. Midshipmen traveling to CONUS cruise locations including Hawaii, Alaska, and AUTEK Range, Bahamas, will travel in Summer Whites. Midshipmen traveling to foreign destinations will travel in civilian attire which conforms to the standards of dress per reference (d).

j. Foreign Cruises. Midshipmen traveling to foreign locations are advised to use luggage that collapses, such as a duffel bag, and which also does not identify them as American military service members (e.g. USNA-issued luggage). Midshipmen traveling overseas should expect to incur incidental expenses while traveling to and from foreign cruises and at a minimum should carry enough cash to meet food and taxi requirements. All midshipmen traveling to foreign locations must complete Anti-Terrorism/Force Protection Level 1 training online prior to receiving their orders. Orders will only be given to those midshipmen who present their certificate of completion of the training.

k. Passports. Midshipmen are not required to hold passports; however, it is recommended that midshipmen obtain one particularly if interested in overseas travel. Midshipmen traveling to certain countries will be notified in advance of the requirement for an official no-fee passport. Only midshipmen previously holding a tourist passport will be assigned to a cruise in a location which requires a no-fee passport due to time constraints of obtaining no-fee passports for individuals who do not already hold valid tourist passports. Should the need arise for an official no-fee passport, the following items are required:

- (1) A completed State Department form DS-82
- (2) Two passport photos
- (3) Tourist (blue cover) passport

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1. Logistics.

(1) Midshipmen Food Services Division (MFSD).

Midshipmen eating meals provided by fleet units are instructed to provide the local mess hall with a copy of their orders so that the fleet unit may coordinate with MSFD for reimbursement.

(2) Transportation from USNA to Cruise. Midshipmen will

be provided transportation from USNA to departure airport at the start of summer cruise. Midshipmen traveling to summer training events within the GTR of paragraph 3.i.(5) shall be provided ground transportation.

(3) Transportation from Cruise to USNA. Midshipmen are

instructed to coordinate with their fleet unit and local MLO to for return travel. Midshipmen completing training within the GTR of paragraph 3.i(5) shall be provided ground transportation to USNA. Upon returning to the Annapolis area, midshipmen will not be provided transportation from the airport to USNA. However, midshipmen will be reimbursed the cost of a Super Shuttle from the airport to USNA when they file their travel claim. The Super Shuttle runs from both Baltimore-Washington International (BWI) and Washington Reagan National (DCA) Airports. Midshipmen taking a taxi will only be reimbursed the amount of the Super Shuttle fare.

m. Taking Leave After Cruise Completion (CONUS and Hawaii).

Midshipmen scheduled for leave upon the completion of cruise may exercise one of the following options:

(1) Return to the Annapolis area via government-

furnished transportation and then commence leave.

(2) Personally purchase a ticket to a location other

than USNA and file a travel claim upon return. Reimbursement will ONLY be up to the government rate for the return fare to USNA. Any additional ticket costs will be incurred by the midshipman.

(3) Take the government-furnished ticket provided by the

fleet unit to the local SATO office and exchange it for one to the desired leave destination; however, not all local SATO offices will honor individual requests. If a local SATO office will not exchange the ticket, midshipmen may contact the airline directly for credit. Midshipmen are cautioned that tickets personally purchased will be significantly more expensive than most government rate tickets.

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Example: Ship in San Diego issues midshipman an airline ticket to BWI. The midshipman may request the local SATO office or the airline exchange the ticket to BWI for a ticket to Chicago instead. If the ticket to BWI cost the government \$179 and the personally purchased ticket to Chicago costs \$600, the midshipman must pay the \$421 difference.

Note: Midshipmen will not be entitled to a cash refund if the cost of the ticket to a location other than the Baltimore-Washington area - BWI, DCA, or Washington Dulles International Airport (IAD) - is less than the cost of a government ticket to the same location.

(4) Midshipmen whose ticket reservations belong to a group reservation may not exchange their tickets for alternate destinations. Group reservations are defined as groups of 10 or more passengers on the same flight.

(5) Any unused paper tickets shall be returned to the Summer Training Office (Luce Hall 124).

n. Taking Leave After Overseas Cruise Completion. Midshipmen scheduled for leave upon the completion of a cruise Outside the Continental United States (OCONUS) may exercise one of the following options:

(1) Return directly to the Annapolis area via government-furnished transportation and then commence leave.

(2) Return to CONUS via government-furnished transportation, terminate their flights at the first CONUS port of entry and then commence leave. Midshipmen shall not purchase individual return tickets from overseas location due to cost and accountability concerns.

o. Travel Claims. All midshipmen must complete a travel claim and submit it upon completion of any summer training for which he or she was issued orders. There are no exceptions. Travel claims and pre-addressed envelopes will be provided along with orders at the time of the cruise departure brief. Midshipmen are advised to keep a file with all receipts and their original orders as this information is required to file a travel claim.

p. Midshipman Information System (MIDS). MIDS will be updated daily. Midshipmen are advised to check their summer

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training assignment often. If there are any questions or apparent inconsistencies, contact the Summer Training Office immediately.

q. Emergency Leave. Midshipmen on cruise with fleet units who require emergency leave should have the Midshipman Training Officer at the fleet unit contact the Summer Training Duty Officer. Midshipmen unable to do so should instruct a family member to contact the Summer Training Office with information regarding the requested emergency leave dates. If sufficient time remains in the summer cruise after emergency leave has been completed, the midshipman will return to the fleet unit for completion of the cruise. The decision whether or not to return the midshipman to the cruise will be coordinated between the Summer Training Office and the Director, Division of Professional Development.

(1) Midshipmen should instruct their family to contact their local Red Cross office in the event of a family situation that might necessitate emergency leave. The Red Cross Office will assess if a notification message (AMCROSS) merits being transmitted to the midshipmen's fleet unit. Receipt of an AMCROSS message does not guarantee emergency leave will be authorized by the Commanding Officer.

r. Sexual Assault Victim Intervention (SAVI) Program. Midshipmen are encouraged to speak with SAVI Program counselors at the Naval Academy or at their fleet unit if at any time they feel they may be a victim of sexual assault or know someone who is.



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