



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

Canc: July 09

COMDTMIDNNOTE 1541
22 Sep 08

COMMANDANT OF MIDSHIPMEN NOTICE 1541

Subj: MIDSHIPMEN EXCHANGE AND IMMERSION PROGRAM PARTICIPATION

Encl: (1) Midshipman Expectations Description
(2) After-Action Report Template

1. Purpose. To govern the process for selecting midshipmen to participate in the Service Academy Exchange Program (SAEP), Foreign Academy Exchange Program (FAEP) and Language Skills, Regional Knowledge and Cultural Awareness (LREC) programs other than Language Studies Abroad (LSAP).

2. General.

a. The SAEP was established to promote the exchange of professional, academic, and social experiences between the U. S. Naval Academy, U. S. Military Academy, U. S. Air Force Academy, and U. S. Coast Guard Academy. The spirit of camaraderie and understanding, gained through close personal experience, can contribute greatly, now and in the future, to the understanding and good relations between the service academies and the four services.

b. The FAEP program is designed to increase foreign language proficiency, regional knowledge, cultural awareness and in some cases, understanding of foreign militaries. In-country language and cultural immersion programs are the most successful approaches to producing language fluency and cultural awareness beyond the Naval Academy. The program furthers engagement and cooperation between the naval and armed forces and provides strong, mutually beneficial educational dividends between the United States and participating countries.

c. Throughout the year, LREC opportunities present themselves on a case by case basis. Some recurring trips that have recently occurred on an annual basis include: Taiwan, Republic of Korea, and the United Kingdom. These programs can reinforce language proficiency, regional knowledge and global perspective. Program managers will ensure Midshipmen selected for these programs follow procedures contained in this notice.

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3. Information. During the Fall 2008 and Spring 2009 semesters, a select number of midshipmen from the Classes of 2009, 2010 and 2011 will have the opportunity to participate in a Midshipmen Exchange or Immersion Program. Information briefs will be scheduled for these programs in September 2008 and January 2009. Criteria for selection are:

a. Demonstrated superior Aptitude for Commission (grade of B or better for previous 2 semester)

b. An excellent conduct record (grade of B or better for previous 2 semesters)

c. Superior athletic performance (grade of B or better on previous 2 PRTs)

d. A CQPR of at least a 2.7

e. A favorable endorsement by the Chain of Command

f. Approval of their departmental senior academic advisor (in cases of the SAEP and FAEP)

g. For the FAEP or LREC programs requiring language proficiency (as determined by program managers), midshipmen will be required to have the recommendation by the Language Studies Department or program manager (in the case of languages not taught at the Naval Academy). The Commandant may grant a limited number of waivers at his discretion; applicants not meeting the above criteria should consider submitting an application and specifically state they are seeking a waiver in their essay.

4. Procedure.

a. Service Academy Program Participation (SAEP).

(1) Interested members of the class of 2010 for the Spring of 2009 and class of 2011 for Fall of 2009 Exchange should complete the application located in the MIDS module under "USNA programs".

(2) Company and Battalion Officers will submit endorsements using the MIDS module under "USNA programs" and will be notified via email.

(3) Candidates will be selected from the pool of applicants for an interview. The Midshipmen Evaluation Review

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Board (MERB) will (as a minimum) consist of the Commandant's Service Academy Exchange Program (SAEP) Coordinator and two midshipmen who have previously completed service academy exchange.

(4) The number of billets available will be determined each semester by coordination with sister academies. In general, exchange is done as a "one for one" swap with USMA, USCGA, and USAFA.

(5) The SAEP Coordinator will then submit a list of primary and alternate candidates for final approval by the Commandant.

<u>Action Item</u>	<u>Spring 2009</u>	<u>Fall 2009</u>
Application completed on MIDS	29 Sept	06 Feb
Company Officer recommendation due	08 Oct	13 Feb
Battalion Officer recommendation due	17 Oct	20 Feb
Interviews	20-24 Oct	23-27 Feb
Candidates notified	10 Nov	16 Mar

b. Foreign Academy Exchange Program (FAEP).

(1) Interested members of the classes of 2010, 2011 for the Fall 2009 and class of 2011 for the Spring 2010 Exchange should complete application located in the MIDS module under "USNA programs".

(2) Company and Battalion Officers will submit endorsements using the MIDS module under "USNA programs" and will be notified via email.

(3) Candidates will be selected from the pool of applicants for an interview. The Midshipmen Evaluation Review Board (MERB) will (as a minimum) consist of the Commandant's Study abroad Program Coordinator, Director, International Programs, and a representative from the Language Studies Department.

(4) The Director, International Programs will submit a list of primary and alternate selectees for final approval by the Commandant.

Action Item	
Submit Applications	22 Sept
Recommendations completed	10 Oct
Interviews	20 Oct - 7 Nov
Selectees notified	21 Nov

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c. LREC opportunities. Program managers will coordinate with the Director, International Programs and follow the basic process outlined below:

(1) Obtain Superintendent approval for program. Approval should be obtained at least three months prior to program execution.

(2) Once approved, advertise immersion opportunity to eligible midshipmen classes, Company and Battalion officers, Deputy Commandant and Commandant Operations Officer.

(3) Develop timeline for application submission, review and recommendations by Company and Battalion Officers, interviews and notification. (Midshipman Module will be utilized) Selection should be at least eight weeks prior to program execution.

(4) The Immersion Program Coordinator will submit a list of primary and alternate selectees for final approval by the Commandant via the Director, International Programs.

5. Action

a. Company Officers are directed to inform prospective participants about this program.

b. The Language Studies Department Chair will coordinate and facilitate points of contact for completion of language recommendations.

c. The Director, International Programs Office will coordinate implementation of this notice with all applicable program managers.

d. Midshipmen selected to participate in the program shall read and understand enclosure (1) upon their selection, and submit an after-action report immediately upon return using enclosure (2) as a guide.



J. S. O'NEILL
By direction

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EXPECTATIONS FOR THE MIDSHIPMEN EXCHANGE (IMMERSION) PROGRAM

"To whom much is given, much is expected." -Franklin Roosevelt

1. Midshipmen who are on exchange will fully integrate themselves into their host academy, to include leadership development, customs and traditions, conduct and honor systems, ECAs and sporting activities, and physical development.
2. Exchange midshipmen should keep their status as "ambassadors of the Navy and the Naval Academy" in the forefront of their minds at all times while on exchange.
3. Removal from the Program

- a. After being selected, a midshipman must submit a request in writing to the Commandant via the Midshipmen Exchange Coordinator to be voluntarily removed from the program prior to departure.

- b. A midshipman who may potentially separate from the Naval Academy before executing the exchange orders for any reason (resignation, conduct, etc) will notify the Midshipmen Exchange Coordinator *immediately* of his or her possible change in status so that an alternate may be identified as quickly as possible.

- c. The Commandant may elect to recall a midshipman to the Naval Academy in response to egregious acts of misconduct or dishonorable behavior in addition to any punishments imposed by the host academy.

4. After-Action Reports. Considering the collective and individual developmental objectives of the program, midshipmen participating in the exchange should be continuously reflecting upon their experiences. When they return to the U. S. Naval Academy, midshipmen will submit an After-Action Report immediately upon their return providing an analysis of their experiences at the institution to which they exchanged. Midshipmen should use the following guidelines in preparing their AARs (Enclosure (5)):

- a. Military/professional development. Professional development courses; lecture series incorporation; weekend training evolutions; officer and enlisted personnel (particularly Senior Enlisted and Company Officer equivalents) interaction with cadets/midshipmen; drill; formations; accountability; room and uniform standards and respective inspections.

Enclosure (1)

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b. Character development. Character development courses; lecture series; seminars; emphasis placed on character development by the institution; special programs; cadet/midshipman perception regarding the importance of character development.

c. Physical development. Physical fitness/readiness tests; physical education curriculum (core and elective); unit level physical training evolutions; intramurals; club athletics; varsity/intercollegiate athletics; facilities, including locker rooms, weight rooms, aerobic equipment, courts, pools, etc.; overall cadet/midshipman fitness perception.

d. Honor system. Code/concept distinction; cadet/midshipman ownership; administration options (e.g., formal counseling, honor board); honor remediation; cadet/midshipman perception of system.

e. Conduct system. Adjudication process; imposed punishments; role of cadet/midshipmen chain of command; cadet/midshipman accountability (i.e., are cadets/midshipmen policing themselves?); role of officer/enlisted chain of command.

f. Academics. Scheduling; registrar's office involvement; faculty availability and interaction with students; laboratory incorporation; library use; testing procedures; final exam administration.

g. Four-class system. Definition of class roles; fourth class indoctrination system; primary training roles; first class leadership.

h. Watch structure. Different unit levels; under class responsibilities; first class cadet/midshipman responsibilities; billets.

i. Spirit. Overall spirit of cadets/midshipmen; cadet/midshipman support of cadet/midshipman chain of command; cadet/midshipman support of officer/enlisted chain of command; support of athletic teams; spirit missions/"recons;" Army/Navy/Air Force rivalry weeks; pride in institution.

j. Dignity/Respect. Gender and race relations; cadet/midshipman perceptions with respect to women/minorities at the institution and in the military; existence of stereotypes;

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cadet/midshipman ownership of the concepts of dignity and respect; systems and programs (e.g., SAVI, HERO, etc.).

k. Services. Food services; laundry; barbershop; textbook issue; uniform issue; cadet/midshipman store; uniform store; postal services.

l. Program administration. Orientation and in-processing procedures; out-processing procedures; conflict resolution during the semester; service academy exchange participant interaction.

m. Suggestions to improve the program or aspect of the program.

AFTER-ACTION REPORT TEMPLATE

(Date)

MEMORANDUM

From: W. T. Door, MIDN 2/C, USN, (USMA/USAFA/USCGA) Service
Academy Exchange Program Participant
To: Commandant of Midshipmen, U. S. Naval Academy
Via: Service Academy Exchange Program Coordinator

Subj: REPORT ON SERVICE ACADEMY EXCHANGE/IMMERSION PROGRAM FROM
(Specify program or academy)

1. Introduction.
2. Military/professional development.
3. Character Development.
4. Physical development.
5. Honor system.
6. Conduct system.
7. Academics.
8. Four-class system.
9. Watch structure.
10. Spirit.
11. Dignity/Respect.
12. Services.
13. Program administration.
14. Other comments.
15. Conclusion.

W. T. DOOR

Enclosure (2)