



DEPARTMENT OF THE NAVY

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

Canc: Sep 12

COMDTMIDNNOTE 1541
2 Sep 11

COMMANDANT OF MIDSHIPMEN NOTICE 1541

Subj: MIDSHIPMEN EXCHANGE AND IMMERSION PROGRAM PARTICIPATION

Encl: (1) Expectations for the Midshipmen Exchange (Immersion)
Program
(2) After-Action Report Template

1. Purpose. To govern the process for selecting Midshipmen to participate in the Service Academy Exchange Program (SAEP).

2. General. 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.

3. Information. During the Spring 2012 and Fall 2013 semesters, a select number of Midshipmen from the Classes of 2013 and 2014 will have the opportunity to participate in a Midshipmen Exchange or Immersion Program. Information briefs will be scheduled for these programs in September 2011 and January 2013. 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).

4. Procedures

a. Service Academy Program Participation (SAEP).

(1) Interested members of the Class of 2013 for the Spring of 2012 and Class of 2014 for Fall of 2012 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) Each Midshipman must obtain his/her academic adviser's concurrence regarding the feasibility of an exchange in the targeted semester for the Midshipman's major.

(4) The Associate Dean for Academic Affairs (ADAA) will review each Midshipman applicant's academic status regarding the academic feasibility of an exchange.

(5) Midshipmen may not change their majors while on exchange nor should they change their majors to facilitate exchange.

(6) 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 SAEP Coordinator and two Midshipmen who have previously completed service academy exchange.

(7) After selection, the Midshipman must work with his/her academic adviser to develop a specific academic program that will bring back a minimum of 15 USNA academic credits and keep the Midshipman on track for graduation.

(8) 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.

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

(10) All selectees will attend a briefing by the ADAA and the PE Marking Officer on the administration of the exchange program.

Action Item	Spring 2012	Fall 2013
Application completed on MIDS	16 Sep	03 Feb
Company Officer recommendation due	23 Sep	10 Feb
Battalion Officer recommendation due	30 Sep	17 Feb
Interviews	10 Oct-28 Oct	20 Feb-09 Mar
Candidates notified	11 Nov	06 Apr

b. 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.



C. A. CARROLL
By direction

Distribution:
Non-Mids (Electronically)

EXPECTATIONS FOR THE MIDSHIPMEN EXCHANGE (IMMERSION) PROGRAM

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

1. Integration. 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. Conduct. 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 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 (AAR) 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 (2)):
 - a. Military/professional development. Professional development courses; lecture series incorporation; weekend training evolutions; officer and enlisted personnel

(particularly Senior Enlisted Leader and Company Officer equivalents) interaction with Cadets/Midshipmen; drill; formations; accountability; room and uniform standards and respective inspections.

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; 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. Suggestions on how to improve the program or any 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)