



DEPARTMENT OF THE NAVY  
COMMANDANT OF MIDSHIPMEN  
UNITED STATES NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS, MARYLAND 21402-5100

Canc: Feb 09

COMDTMIDNNOTE 1050  
NOV 17 2008

COMMANDANT OF MIDSHIPMEN NOTICE 1050

Subj: HOLIDAY LEAVE/LIBERTY POLICY

Ref: (a) COMDTMIDNINST 5400.6L MIDREGS  
(b) COMDTMIDNINST 1610.2C Conduct Manual  
(c) COMDTMIDNINST 4653.1J Movement Orders and Excusals  
(d) COMDTMIDNINST 1601.10E Bancroft Hall Watch  
Organization

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 (c). Midshipmen are reminded this notice supplements the provisions of Midshipmen Regulations (MIDREGS) COMDTMIDININST 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 MIDREGS 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, 12 December 2008. The Holiday leave period will expire at reform formation 2200, 4 January 2009, in Company Area. Uniform for the reform formation is Service Dress Blue.

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](http://www.usna.edu/Commandant/Directives/Midshipmen/Leave_Request.doc)

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 Midshipmen 1/C and 2/C 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. Those Midshipmen who have outstanding assigned restriction will continue to serve restriction until the completion of their assigned punishment. Leave during the Holiday Leave Period is not authorized until all restriction is served unless otherwise authorized by the Deputy Commandant. If

authorized, restrictees may take leave during one of two blocks (0800, Friday 19 December until 2000, Friday 26 December or 0800 Saturday 27 December until 2000 Saturday 3 January).

(1) Muster Schedule. Restriction musters will take place per reference (a). The following is the restriction muster schedule for the leave period starting Friday, 19 December:

Weekdays/Saturday: 0730, 1015, 1530, 2000, 2230  
Sunday: 0730, 1530, 2000, 2230  
\*25 December and 1 January will be a Sunday schedule

(2) Ending Restriction. If a Midshipman's assigned restriction ends during the leave period his/her restriction is considered complete at 1530 on the last assigned day.

(3) Sporting Events. Restrictees will attend all major sporting events in the Yard at the Officer of the Watch's 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. Midshipmen will muster with the Midshipman in Charge of Main Office in Main Office passageway five 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 the working uniform of the day. Tours will be marched at the following times:

Monday-Saturday: 0900, 1000, 1400 and 1600.  
Sunday: 1400 and 1600.

(5) All restricted personnel will muster at 1530 at Main Office in regulation PE Gear for Yard clean up.

(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 1015 muster and shall return prior to the 2230 muster. The senior restrictee will coordinate times to ensure all watched 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 outside 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 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 to leave earlier in the day than 0730, 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 2400 each night. After signing in, the Midshipman must remain in his/her respective company area. At 2400, 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-Sat 0730, 1015, 1530, 2000, 2230 Sun 0730, 1530, 2000, 2230	2230 Muster in Rotunda 2230 Muster in Rotunda

Watch 0730 in Rotunda  
Voluntary/Varsity 0730 in Smoke Hall

2400 Sign-in Main Off.  
2400 Sign-in Main Off.

8. Automobiles and Parking on the Yard. 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.

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 (2/c and 3/c only). 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. From 0600, Thursday 18 December 2008 until 1800, Sunday 04 January 2009, the Watch Organization will be modified for Holiday Leave.

(1) Due to the exam schedule, 50% of the Brigade will be done with exams on 16 December. As such, it may be difficult to man the required watches from the duty section. From 0600, 15 December until 0600 on 18 December, all company watches will be manned by Midshipmen available to do so. Duty Company continues to be responsible for Main Office. Company Adjutants will submit watchbills to their Company Commander for approval no later than 2 December. The MOOW/RMOOW/CMOOW watchbill will be promulgated by the Brigade Adjutant; the BOOW watchbill will be promulgated by the Battalion Adjutants.

(2) From 0600, Thursday 18 December until 1800, Sunday 4 January, watches will be reduced to Main Office and Security Rovers. Restricttees will stand all watches and will conduct morning and evening colors.

b. Gate Guard and Shore Patrol will be secured from 1800, Sunday, 14 December 2008 until 1600, Tuesday, 6 January 2009.

c. Uniform for all Restricttee Watch Standers is SDBs for main office and utilities for rovers with appropriate Watch Armband.

**d. Watch Organization: 18 December - 04 January**

(1) From 0700 to 2330, three Midshipmen will stand watch: two in Main Office (one 1/C or 2/C MCMO and on AMCMO), and one Midshipman acting as a Bancroft Hall Security Rover. The Security Rover will continuously patrol every deck in Bancroft Hall looking for material discrepancies and security threats. After a complete wing walk through, the Security Rover will report to Main Office and report the wing's condition to the OOW or MCMO at an interval not to exceed one hour. The Security Rover will carry a cell phone. The Security Rovers must turn over with their relief in Main Office.

(2) From 2330 till 0700 the next morning, four Midshipmen will stand watch: two in Main Office, and two Security Rovers. The Security Rovers will travel as a pair and follow the daytime watch procedures outlined above.

(3) The 0730 Restriction Muster is also the day's Duty Muster.

(4) The Head Restricttee will be designated for each restricted leave period. This person is responsible for completing the 0800 Report every night, and reporting to the Deputy Commandant every morning immediately after the 0730 muster.

(5) Restricttees may stand restriction for half of the Holiday Leave period if authorized by the Deputy Commandant. Restricttees will only stand watch during the time they are on the yard standing restriction.

**e. Sequence of Events**

(1) 18 December 2008

**0600:** 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.

**0615:** 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 1MC, 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 1MC 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 Holiday Leave. The Holiday Leave Watch Organization will commence, and the Restricttees will assume the watch.

(2) 04 January 2009

**1730:** Leave expires for all Midshipmen scheduled for duty on 04 January 2008. The Duty Section (except CMODs) and Duty Company Main Office watch standers will muster in the Rotunda with the MOOW and OOW.

**1800:** CDOs and CMODs will muster with their BOOW in Battalion Areas. The Duty Company and Duty Section will assume the watch, and Restricttee watch will cease.

f. **Watch during Final Exams.** The Watch Organization will not be modified for the Final Examination period except as specified above and in this paragraph. The 0615 Rotunda Duty Muster will go as usual.

## 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 senior restricttee.

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

b. Conduct Officer. Ensure the Brigade Adjutant is provided the following by 0800, 08 December:

(1) A list of each Midshipmen in a restricted status, and which leave blocks they are assigned.

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 0800, 5 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 outside each room on 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 Watch Standers (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 0800, 5 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 0800, 18 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 or on 3 January 2009 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.

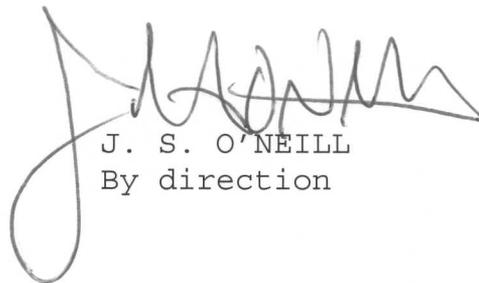
(c) Midshipmen are entitled to COMRATS while in a leave status. Midshipmen must enter their leave dates in MIDS within 14 days of return from leave.

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, 12 December 2008.

(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.



J. S. O'NEILL  
By direction

Distribution:  
C-1  
(Electronically sent to rooms)

