

The guidelines found here are echoed in COMDTMIDINST 4653.

Movement Orders (MO) Used for Off-Yard Activities

Academic field trips are trips of an entire academic course or section under the supervision of the course coordinator or the section instructor. To arrange a MO for an academic field trip, the faculty member submits a form via the module [Movement Orders - Initiate/Review](#) found under the Logistics menu on MIDS. This should be done not later than two weeks prior to the trip. No commitments should be made until the MO is fully approved. In addition to Commandant Operations approval, all field trips require separate approval from each instructor of a class to be missed. The approvals of instructors whose classes are to be missed may be obtained by the midshipmen using an ad hoc form. Assurance that these approvals will be secured prior to execution of the MO must be indicated on the field trip description. All field trips are subject to the following constraints.

Field trips may not be scheduled during final examinations and should not be scheduled during Academic Reserve Weeks. Faculty members should not normally request more than two MOs for a section in any semester. For each movement order, midshipmen shall be compensated by the cancelation of one class meeting in the course for which the field trip was conducted. Compensatory time shall be awarded close to the time of the field trip but not so as to extend leave or liberty.

Field trips should minimize missed class time and must be scheduled to take place during the following time intervals: 0755-1145 or 1330-1530. Midshipmen may not miss noon meal formation or noon meal. Faculty are encouraged to schedule field trips on weekends to avoid conflict with weekday meal times.

For events of exceptional value to the academic or professional development of midshipmen, in which movement orders would cause midshipmen to miss formations or meals in the dining facilities, exceptions may be sought on a case-by-case basis via request to the ADAA and the Commandant Operations Officer prior to submission of the MO. Box lunches for midshipmen are available for these events if arrangements are made at least one week in advance. After an MO has been approved, arrangements for box lunches should be made at <http://intranet.usna.edu/MFSD/boxlunch.html>.

All midshipmen must participate in physical mission activities during the Athletic Reserve Period 1545-1800. In particular, in-season varsity and club athletes may not be able to participate in academic field trips during the Athletic Reserve Period. Therefore, academic field trips that take place during the Athletic Reserve Period cannot be mandatory and should be designed as supplements to the course material since in-season varsity and club athletes may not be able to attend.

A midshipman involved in an intramural athletic activity may participate in an academic field trip during the Athletic Reserve Period with a special request chit approved by the midshipman's company officer. In no case may an academic field trip be scheduled during a mandatory drill.

Academic field trips departing earlier than 0730 or returning later than 1530 cannot be mandatory.

Academic field trips should not be scheduled during the midshipman study hour. This occurs 2000-2300 Sunday - Friday. Exceptions may be permitted for upper level courses provided participation is restricted to First and Second Class midshipmen whose records are completely satisfactory in all respects.

Excusals Used for On-the-Yard Activities

Excusals are necessary for midshipmen to attend events other than those for which they are normally scheduled during the week including class attendance and time reserved for the Commandant for training. To arrange an Excusal for an academic event on the yard, a faculty member must submit a form via the module [Excusals - Initiate/Review](#) found under the Logistics menu on MIDS. This should be done not later than one week prior to the excusal. Voluntary extra briefings and lectures may be conducted during the time period 1250-1320 Monday through Thursday without the need for an excusal. King Hall will be serving dinner in rolling tray style on Tuesdays. For this reason, faculty are requested to use Tuesday evenings whenever possible for evening lectures and briefings. Mandatory extra briefings and lectures may be conducted during these times but will require an excusal. A longer time period, 1220-1320 may be utilized only if the sponsoring organization provides for midshipmen lunches. A limited number of box lunches is available from Midshipman Food Services for the fall semester of 2009. Requests for these must be made to the ADAA via a Division Director. An accurate muster must be taken before the event to ensure enough food is provided for all midshipman participants. After an Excusal has been approved, arrangements for box lunches should be made at <http://intranet.usna.edu/MFSD/boxlunch.html>.

Briefings and lectures may also be conducted Mondays or Wednesdays 1915-2000 without the need for an Excusal. Extensions to 2030 may be granted by the Associate Dean of Academic Affairs and Commandant Operations Officer, if required. Briefings and lectures may also be conducted on Fridays 1915-2100 if attendance is voluntary.

A final note on exceptions to above guidelines

If a faculty member wishes to schedule an event that does not comply with the guidelines above, he or she must submit a request to do so via the academic chain of command to the Academic Dean and Provost who, in consultation with Commandant, will approve or deny the request. In this case, a faculty member is advised to submit such a request at least two weeks in advance.

Midshipman Daily Schedule

0530 Earliest rising time for plebes

0545 NAAA team workouts start in accordance with NAAA guidelines. Company Commander may authorize earlier workout times for company personnel on an individual basis.

0630 Reveille, all hands out of racks until after morning meal

0630-0655 Plebe Instruction Period-Primary (except during exam week)

0630-0655 Alternate Company Officer Time

0700 Morning Quarters Formation (mandatory for all hands)

0710-0745 Morning Meal (mandatory for all hands)

0755-0845 First Period

0755-0910 Eighth Period (when scheduled)

0855-0945 Second Period

0955-1045 Third Period

0955-1110 Ninth Period (when scheduled)

1055-1145 Fourth Period

1130 Early meal for oncoming watch section

1205 Noon Meal Formation (mandatory for all hands)

1215-1250 Noon Meal (mandatory for all hands)

1250-1320 Battalion Officer/Company Officer/SEL Time (Tuesday and Thursday)

1250-1320 Voluntary Academic Lectures and Meetings

1330-1420 Fifth Period

1330-1445 Tenth Period (when scheduled)

1430-1520 Sixth Period

1530-1620 Seventh Period (when scheduled)

1545-1800 Physical Mission Period (drill, intramural, varsity sports)

1800-1930 Rolling Tray Meal Service (Tuesday only)

1830 Evening Meal Formation (mandatory for all hands, except Tuesday)

1840 Evening Meal (mandatory for all hands, except Tuesday)

1845-2000 Midshipman Activity Period (CRP's, ECA's, Hearings, club sport meetings, voluntary academic events. Tuesday Only)

1900-2000 Plebe Professional Quiz (Fri only)

1915-2000 Midshipman Activity Period (CRP's, ECA's, Hearings, club sport meetings, voluntary academic events. (Academic events may extend to 2030 (Mon-Thurs) or 2100 (Friday) with ADAA and Dant Ops approval)

2000-2300 Study Period

2300 Taps, lights out for Plebes (Mon-Thurs)

2400 Liberty expires for all 1/C and 2/C not on weekend (Fri only)

2400 Taps, lights out for Plebes (Fri only)

2400 Taps for 1/C, 2/C and 3/C