



DEPARTMENT OF THE NAVY
OFFICE OF THE PROVOST
UNITED STATES NAVAL ACADEMY
589 MCNAIR ROAD
ANNAPOLIS MARYLAND 21402-1300

PROVOSTINST 5211.1A
VPAA
4 Aug 2026

PROVOST INSTRUCTION 5211.1A

From: Provost, U.S. Naval Academy

Subj: POLICIES GOVERNING STORAGE OF AND ACCESS TO ACADEMIC
INFORMATION IN THE MIDSHIPMEN INFORMATION SYSTEM AND RELATED
DATABASE SYSTEMS

Ref: (a) 5 U.S.C. §552a
(b) USNAINST 5211.3E

1. Purpose

a. To provide an instruction regarding the appropriate storage of and access to U.S. Naval Academy (USNA) academic records protected by the Privacy Act of 1974, reference (a), including those maintained in the Midshipmen Information System (MIDS).

b. This revision is required to satisfy the periodic review requirements of OPNAVINST 5215.17A. No substantive policy changes are included. Administrative wording has been updated to clarify the intent of the directive and improve understanding. Users should review this directive in its entirety to ensure familiarity with these clarifications.

2. Cancellation. ACDEANINST 5211.1.

3. Scope and Applicability. This instruction applies to all faculty, staff, and midshipmen.

4. Background. Reference (b) details the protection of individuals' personal records pursuant to the Privacy Act of 1974, reference (a). This instruction provides additional guidance specific to academic records including those maintained in MIDS and access to those records.

5. Definitions

a. Academic Records. Any portion of the academic educational history of a midshipman that is maintained by the Academy for use by authorized Academy personnel and intended to support the academic degree progress (including Physical Education grades) of the midshipman. These records are limited to the information normally displayed on an academic transcript and do

not include admissions data, advising records, military personnel records, law enforcement or conduct records (except academic honor violations), medical records, or alumni records.

b. Midshipmen Performance Records. Any portion of the performance history of a midshipman that is maintained by the Academy for use by authorized Academy personnel and intended to support the non-academic degree progress of the midshipman. These records include Physical Readiness Test (PRT) records, honor and conduct records, aptitude records, medical records, alumni records, et cetera.

c. Instructor. An individual who teaches courses at USNA.

d. Academic Adviser. An individual who academically advises midshipmen at USNA.

6. System of Record (SOR)

a. As identified in reference (a), all records kept on individuals stored by a personal identifier must be maintained according to an approved SOR on file in the Federal Register. System users are not permitted to store Privacy Act protected information or personally identifiable information in unauthorized locations, maintain duplicate electronic collections of privacy protected material, or create unofficial collections of personal information not covered by an approved System of Records Notice (SORN). Departments are authorized to keep temporary student information such as departmental placements, validation exams, advising files, grade books, et cetera in authorized locations consistent with the SORN, so long as the results of those measures that influence decisions on the academic record are permanently retained such as entered into MIDS or filed in the midshipman's permanent records.

b. Records kept concerning midshipmen, such as academic records, are authorized solely for the purpose of carrying out responsibilities that support legitimate educational purposes within the context of official duties. Data collection and analysis for legitimate educational purposes include activities that support the educational mission of the Academy (for example, understanding and improving student learning, instruction, and curriculum) undertaken on behalf of a department, division, or the Academy.

c. Record holders are responsible for ensuring the records collected or maintained are: limited to those necessary for the specific activity undertaken on behalf of a department, division, or the Academy; maintained only for the duration of the activity for working documents or per appropriate disposition schedules for temporary records; accessed solely by Academy personnel within the context of their official duties; and stored only in authorized locations that are consistent with the governing SORN until destruction.

7. MIDS. MIDS provides access to academic records and midshipmen performance records and is covered under SORN N01531-1.

a. Data. Instructors, academic advisers, and other USNA personnel will have restricted access to academic records and certain elements of midshipmen performance records based on the roles identified below. USNA personnel, including instructors and academic advisers, will normally not see information designated as Admissions, Commandant, Honor, or Academic Board data.

b. Access. Data accessible in MIDS is protected by reference (a) and access to the system must be approved and periodically reviewed.

(1) Roles

(a) Instructor. Access is granted to support the execution of classroom instruction, including reporting of grades, accountability, and MAPRs. The instructor role also grants limited access to midshipman performance records, which include PRT scores, conduct grades, and aptitude grades. Access to records is limited to the currently enrolled class years plus graduates from the last two years. Instructors may submit requests for access to historical records for students who were enrolled in classes they taught.

(b) Academic Adviser. Access is granted to support the advising of midshipmen as they complete requirements for graduation, including preregistration information, matrices, and schedules and potential schedules. Access to records is limited to the currently enrolled class years plus graduates from the last two years. Advisers may submit requests for access to historical records for their advisees.

(c) Educational Administrator. Access levels are granted based on the administrators' roles and responsibilities (Provost, dean, Registrar, department chair, scheduler, et cetera). These access levels typically include permissions needed to support administrative functions for an entire department or school, and views of all midshipmen records for Advisory Boards and Academic Boards. For most administrators, access to records is limited to the currently enrolled class years plus the two class years that most recently graduated, but a limited number of administrators require full access to current and historical records. Those with limited access may request historical records, when needed.

(d) Others. It is understood that other personnel at USNA (company officers, senior enlisted leaders, et cetera) may require access to records within MIDS as part of their expected duties. Granting of appropriate levels of access to such records shall be via the appropriate chain of command in concert with the Provost.

(2) Accounts. Individuals must request access to academic records available in MIDS and receive approval from their chain of command. The requestor must agree to the terms of use for the system, receive approval from his or her supervisor to confirm the need for the access,

and final approval by a designee identified by the Provost. Users will be reminded of and must accept the user agreement and Privacy Act statement during the MIDS login process.

(3) Compliance and Audits. MIDS academic records access audits will be generated and distributed by a designee identified by the Provost to department leadership each semester to review and ensure that only current USNA personnel have access and that access reflects their

responsibilities. Per reference (b), privacy training is required before access to MIDS and shall be completed in accordance with annually established Department of the Navy training requirements for military and civilian personnel, and in accordance with applicable contract requirements for contractor personnel. MIDS access will be revoked if the appropriate mandatory privacy training requirements are not met.

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://www.secnav.navy.mil/doni/Records%20Management%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records custodian or the USNA Records Manager.

9. Review and Effective Date. Per OPNAVINST 5215.71A, the Vice Provost for Academic Affairs will review this instruction annually on the anniversary of the issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of instruction. This instruction will be in effect for 10 years, unless revised or canceled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5214.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

S. L. FIREBAUGH

Releasability and distribution:

This instruction is cleared for public release and is available electronically via the Provost Instructions internet website: <https://www.usna.edu/Academics/Provost/Rules-Regulations/Instructions.php>