



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 1500.3A
28/EPO
8 Aug 17

USNA INSTRUCTION 1500.3A

From: Superintendent, U.S. Naval Academy

Subj: ORIENTATION PROGRAM FOR NEWLY REPORTED MILITARY AND CIVILIAN PERSONNEL

Ref: (a) OPNAVINST 1740.3C
(b) SECNAV M-5210.1

1. Purpose. To implement a common, centrally-coordinated introduction to the U.S. Naval Academy (USNA) for all newly reporting military and civilian personnel.
2. Cancellation. USNAINST 1500.3.
3. Scope and Applicability. All personnel assigned to USNA shall familiarize themselves with the Orientation Program for Newly Reported Military and Civilian Personnel.
4. Background. USNA is charged with the special mission of providing the Fleet and Fleet Marine Force with highly trained junior officers. USNA depends on a motivated, informed, well-trained military and civilian work force to accomplish this mission. Since a significant portion of the work force turns over each year, it is essential that all newly reported personnel understand USNA's organization, mission, and constancy of purpose as soon as possible after arrival.
5. Discussion. The goal of the Orientation Program is to affirm, in tangible ways, USNA's commitment to people as well as mission, and to provide all with an introduction to USNA's mission, organization, facilities, and certain mandated programs. Initial and assignment-specific orientation will be provided through the following:
 - a. Welcome Aboard Package. A welcome aboard e-mail will be sent to each newly assigned military member or civilian employee upon notification of their assignment to USNA. The e-mail will be tailored to address the information needs of officer and enlisted personnel, faculty members, or other civilian employees, as applicable.
 - b. Assignment of Sponsor. Each newly reporting service member and civilian employee will be assigned a sponsor. The sponsor should be available to ease the transition of the new assignee/employee into USNA and the new work place. The sponsor should serve as an initial point of contact for information relating to getting settled in the work place and in the USNA community.

c. Technical Check-in.

(1) All new military and civilian personnel must officially report aboard. New civilian employees should report to the Human Resources Office (HRO), located in Halligan Hall, Building 181, for formal in-processing. Navy officers reporting for duty to USNA should first report to Officer Personnel Division, located in Larson Hall. All Marine Corps personnel should report to the Commanding Officer, Marine Barracks, Washington, DC. Marine officers then report to Officer Personnel Division. Army, Air Force, Coast Guard, and foreign officers reporting for duty should report to Officer Personnel Division after they have reported to their service personnel support unit or embassy, as appropriate. Navy enlisted personnel report to the Enlisted Personnel Office in Building 15, Naval Support Activity, Annapolis, MD.

(2) All personnel will complete their check-in requirements and supplemental documentation, as required (e.g., background information, electronic mail, and USNA intranet). All officers shall fill out USNA 1070/7, Officer Data Input Record, upon reporting to Officer Personnel Division.

d. Assignment-specific orientation programs exist to provide new personnel with information necessary for the performance of their assigned duties within USNA's organization. These include:

(1) Commandant Staff Training. All newly reported Company and Battalion Officers and Senior Enlisted Leaders will receive a Company Officer & Senior Enlisted Leader Handbook and Job Qualification Requirement (JQR).

(2) New Faculty Orientation Program. This program, sponsored by the Academic Dean and Provost, involves 1 to 3 days of training for new military and civilian faculty members. It focuses specifically on the needs of the classroom instructor, and is offered annually prior to the start of fall academic term.

(3) Appropriated Fund (APF) Civilian Personnel Orientation. Conducted bi-weekly at the time of Entrance on Duty (EOD) by the HRO. This orientation provides general information of interest to civilian employees.

(4) Non-appropriated Fund (NAF) New Employee Orientation for new employees of the USNA Non-appropriated Fund Instrumentality (NAFI). Conducted periodically throughout the year as needed. This orientation includes mandatory ethics briefing by the USNA Staff Judge Advocate and initial safety briefing by the Safety Office.

(5) Newcomers Orientation for Civilian and Military Personnel. Sponsored by the Fleet and Family Service Center (FFSC) and offered monthly, this 2-day program is open to all USNA assigned civilian personnel and all Annapolis area active duty service members and their spouses. The first day includes presentations on housing; Morale, Welfare, and Recreation (MWR) services; Scheduled Airline Transportation Office (SATO) services; chapel programs; Personnel Support Detachment (PSD) services (personnel and disbursing support); Fire Department; medical and dental support; retail facilities (Commissary and Navy Exchange);

educational opportunities; security; legal services; Child Development Center (CDC); family home care; and Family Services Center (FSC). The second day involves a bus tour of the Naval Station, Naval Academy Yard, and portions of Annapolis. All military personnel are required to attend 1-Day Navy Pride and Professional (NP&P) training on the first day of orientation. Per reference (a), NP&P is required within the first 30 days of reporting to a new command.

(6) Leadership Education and Development (LEAD) Program Orientation. This two-day program is a joint effort between USNA and a local top-tier university providing graduate education to future Company Officers. The university provides an overview of curriculum, academic resources and university administrative check-in (ID cards, library access, IT accounts). The USNA facilitated portion includes low ropes training and cohort introductions to USNA leadership. This orientation is offered annually in May.

6. Action.

a. The following offices will be responsible for sending welcome aboard packages to incoming personnel in the categories indicated:

- (1) Naval Officers - Officer Personnel
- (2) Navy Enlisted Personnel - Enlisted Personnel Office
- (3) Marine Corps Personnel - Marine Barracks, Washington, DC
- (4) Civilians – Applicable HRO

b. All newly reporting military and civilian personnel shall complete the general and assignment-specific orientation events as applicable.

c. Cost Center Heads shall:

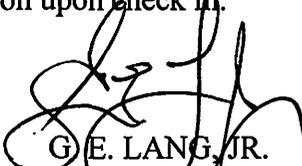
- (1) Assign a sponsor within the respective Cost Center for all newly reporting military and civilian personnel.
- (2) Ensure all newly assigned faculty and staff report to their respective personnel offices upon reporting to complete all required check-in paperwork.
- (3) Ensure all new personnel receive assistance during the onboarding period. Ensure full participation by their new personnel in general orientation sessions and applicable assignment specific orientation programs.

7. Records Management. Records created as a result of this notice, regardless of media or format, must be managed, per reference (b).

8. Review and Effective Date. The Military Personnel Office will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and

consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV5215/40 Review of Instruction. This instruction will automatically expire five years after the effective date unless reissued or otherwise canceled prior to the five-year anniversary date, or an extension has been granted.

9. Forms. USNA 1070/7 Officer Data Input Record can be obtained from Naval Forms Online at <https://navalforms.documentservices.dla.mil>, USNA's Officer Forms List at <https://www.usna.edu/AdminSupport/FormsProgram/USNAOfficialFormsList.php>, or from USNA Officer Personnel Division at 121 Blake Road, Annapolis, MD 21402. Forms must be submitted to USNA Officer Personnel Division upon check in.



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