



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

USNAINST 1531.34D  
1/COMDT  
3 May 2023

USNA INSTRUCTION 1531.34D

From: Superintendent, U. S. Naval Academy

Subj: SERVICE ACADEMY EXCHANGE PROGRAM

Ref: (a) Department of Defense Service Academy Exchange Programs Memorandum of Agreement of 31 Mar 08 between the U.S. Air Force Academy; U.S. Military Academy; U.S. Coast Guard Academy; and Commandant of Midshipmen, U.S. Naval Academy

1. Purpose. To govern the incoming and outgoing Service Academy Exchange Program (SAEP) process. This instruction provides guidance for both:

- a. Selecting United States Naval Academy (USNA) midshipmen to participate in the SAEP.
- b. Receiving cadets from the other Service Academies through the SAEP.

2. Cancellation. USNAINST 1531.34C and COMDTMIDNINST 1543.34.

3. Background. In accordance with the reference, the U.S. Service Academies have exchanged midshipmen and cadets for several decades. Typically, the exchanges are made in a "one for one" swap and occur during the fall semester.

4. Objective. The SAEP promotes the exchange of professional, academic, and social experiences between the USNA, the United States Military Academy (USMA), the United States Air Force Academy (USAFA), and the United States Coast Guard Academy (USCGA). The spirit of midshipmen and cadet camaraderie gained through close personal experiences contributes significantly to the good relations between the Military Service Academies.

5. Responsibilities

a. Service Academy Exchange Director. The USNA Service Academy Exchange Director is a battalion officer responsible to the Commandant of Midshipmen for the execution of the outbound and inbound Service Academy Exchange Program.

b. Service Academy Exchange Coordinators. The Director assigns a Military Coordinator, and the Dean of Student Academic Development assigns an Academic Coordinator. Together, they will:

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(1) Prepare an annual Commandant's notice designating a timeline for completion of all responsibilities.

(2) Establish an application process to include recommendations from company officers, battalion officers, chairs, and senior advisors.

(3) Coordinate and preside over a selection committee to include interviews of selected midshipmen.

(4) Present primary and alternate selections for each academy to the Commandant of Midshipmen via the SAEP Director.

(5) Liaise with counterparts at sister academies for implementation of the SAEP program.

(6) Act as primary points of contact for midshipmen away and cadets at USNA on SAEP.

c. Military Coordinator

(1) Provide a brief prior to departure for outgoing midshipmen and at arrival for incoming cadets to include: Brigade Senior Enlisted Leadership, Brigade Medical Unit, Midshipmen Laundry personnel, Common Access Card (CAC) personnel, Personal Property representatives, Information Technology personnel, and others, as needed.

(2) Facilitate the logistics of all outgoing midshipmen.

(3) Facilitate logistics of intake for all incoming cadets.

(4) Schedule the Commandant's call and other introductions for incoming cadets and the Commandant's debrief for returning midshipmen.

(5) Liaise with military counterparts at USAFA, USMA, and USCGA for application of the SAEP.

d. Academic Coordinator

(1) Liaise with academic counterparts to confirm the number of students for each Military Service Academy for the program that year.

(2) Provide course lists, schedules, and track registration of midshipmen at all academies.

(3) Provide course lists, schedules and pre-register all inbound cadets.

(4) Hold an academic brief prior to the departure of midshipmen and prior to the start of the fall semester for the incoming cadets.

(5) Instruct midshipmen to follow the academic rules expected of midshipmen while away from USNA and inform cadets of USNA academic expectations and standards while at USNA.

- (6) Evaluate initial academic plan and any changes to the approved plan for the midshipmen's participation in the exchange.
- (7) Maintain contact with the midshipmen while on SAEP and cadets at USNA.
- (8) Confirm validations of midshipmen upon return and forward these approvals to the Registrar.
- (9) Assign and collect the final After Action Reports for the Commandant through the SAEP Director two weeks after the midshipmen return to USNA.
- (10) Archive all instructions and notices associated with the SAEP program in the Student Academic Development Office.

e. Company Officers with Exchange Cadets Assigned

- (1) Assign each incoming cadet a midshipman sponsor who will be in contact with incoming cadets no less than twice per month once assigned.
- (2) Accord visiting cadets the rights and privileges of second-class midshipmen, as appropriate.
- (3) Ensure cadets are briefed on regulations, military performance, conduct, and company policies.
- (4) Provide appropriate evaluation and counseling of cadets as second-class midshipmen.
- (5) Fully integrate cadets into company intramurals/varsity sports, extracurricular activities, and company leadership responsibilities.
- (6) Evaluate each cadet's aptitude for commission in accordance with standard procedures for second-class midshipmen, which will ultimately be provided to the cadet's home academy.

f. Midshipmen Financial Adviser/Non-Appropriated Funds (NAF) Budget Officer

- (1) Pay cadets as agreed with the participating academies
- (2) Bill exchange cadets for services provided by USNA
- (3) Omit charges to midshipmen for Brigade services while away at participating Academies.

g. First Lieutenant, Bancroft Hall

- (1) Provide shipping containers for the personal effects of exchange midshipmen and cadets.

(2) Provide bedding for visiting cadets.

(3) Provide door plates for visiting cadets.

h. Summer Training Officer, Professional Development. Provide and arrange a summer training schedule for midshipmen that is separate from the regular academic schedule of the host Academy.

i. Commandant's Travel Coordinator/Logistics Officer

(1) Arrange for orders for the exchange midshipmen before their departure for summer training and leave in May/December.

(2) Provide orders/arrange transportation as appropriate for away midshipmen to the Army/Navy game.

(3) Provide orders/arrange transportation as appropriate for away midshipmen at the USAFA to return to the Annapolis area for the Air Force/Navy game when appropriate.

j. Brigade Drill Master. Coordinate the Army/Navy and the Air Force/Navy personnel exchange at football games.

k. Marking Officer. Coordinate physical education classes for exchange midshipmen and cadets and Physical Readiness Test (PRT) scores for exchange midshipmen. Note that visiting cadets usually are allowed to take 1/C elective physical education classes.

l. Registrar

(1) Furnish midshipmen transcripts to appropriate service academies upon completion of their semester exchange.

(2) Upon receipt of exchange rosters, send a request to MIDPERS to create Alphas.

(3) Request midshipmen transcripts from USMA/USAFA/USCGA upon completion of their exchange semester.

(4) Record validations as approved through the Student Academic Development Office.

(5) With the Student Academic Development Office, monitor the academic requirements for graduation for Midshipmen on SAEP.

m. Supply Department, Personal Property Division. Provide for and arrange the shipment of personal property of exchange midshipmen and cadets as directed by their orders.

n. Senior Medical Officer, Bancroft Hall

(1) Release medical/dental records to USNA exchange midshipmen for transport to the appropriate sister academy.

(2) Maintain the medical/dental records of exchange cadets while attending USNA and return the records to the appropriate Military Service Academy upon their departure.

o. Director of Information Technology (IT)

(1) Provide emails, MIDS access, and other pertinent accounts and IT privileges as appropriate to all visiting cadets.

(2) Coordinate with sister IT Departments to ensure visiting cadets, and away midshipmen have a compatible computer while on exchange.

p. Operations Office. Coordinate moving companies' access to USNA to pick up and return midshipmen property.

q. Commandant Facilities Director. Coordinate with the incoming SAEP coordinator regarding scheduling for all incoming cadets to receive Bancroft access via their CAC.

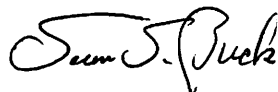
6. Additional Provisions. Currently, only second-class midshipmen may participate in the semester exchange program in the fall semester. However, the terms of reference may be modified at the annual Conference of Service Academy Superintendents (COSAS), including, but not limited to, the number and class year of participants.

7. 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://portal.secnv.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/Approved%20Record%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 record custodian or the USNA Records Manager.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the Service Academy Exchange Director will review this instruction annually on the anniversary of its 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.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the USNA intranet website.