



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

USNAINST 1531.34C
1/Comdt

27 SEP 2011

USNA INSTRUCTION 1531.34C

From: Superintendent

Subj: SERVICE ACADEMY EXCHANGE PROGRAM

Ref: (a) MOA Between Commandant of Cadets, U.S. Air Force Academy (USAFA); Commandant of Cadets, U.S. Military Academy (USMA); Commandant of Cadets, U.S. Coast Guard Academy (USCGA); and the Commandant of Midshipmen, U.S. Naval Academy (USNA)

1. Purpose. To assign individual responsibilities for the management of the Service Academy Exchange Program, and to provide amplification of the program provisions contained in reference (a).

2. Cancellation. USNAINST 1531.34B

3. Background. The U.S. service academies have conducted exchange of Midshipmen and Cadets for several decades as delineated in reference (a).

4. Responsibilities

a. Commandant of Midshipmen

(1) Outbound Service Academy Exchange Coordinator

(a) Responsible for the overall coordination of Midshipmen going on exchange to other U.S. service academies.

(b) Liaise with the other academies.

(c) Screen applicants for the program. The Commandant of Midshipmen will make final selection after review of academic records by the Academic Dean.

(d) Brief exchange Midshipmen prior to departure and debrief them upon return.

(2) Inbound Service Academy Exchange Coordinator

(a) Responsible for the overall coordination of exchange Cadets coming to the Naval Academy on exchange from the other U.S. service academies.

(b) Liaise with the other academies.

(c) Brief exchange Cadets upon arrival and prior to departure from USNA.

(d) Arrange calls on the Superintendent and the Commandant for exchange Cadets as appropriate.

(3) Company Officers (with Exchange Cadets Assigned)

(a) Accord visiting Cadets the rights and privileges of Second-Class Midshipmen as appropriate.

(b) Ensure Cadets are briefed on regulations, military performance, conduct, and company policies.

27 SEP 2011

(c) Provide appropriate evaluation and counseling of Cadets as Second-Class Midshipmen.

(d) Evaluate each Cadet's aptitude for commission in accordance with normal procedures for Second-Class Midshipmen as appropriate, which will ultimately be provided to the Cadet's home academy.

(4) Midshipmen Financial Adviser/Non Appropriated Funds (NAF) Budget Officer

(a) Pay Cadets as agreed with the sister academies.

(b) Bill exchange Cadets for services provided by USNA.

(c) Omit charges to Midshipmen for Brigade services while away at sister academies.

(5) First Lieutenant, Bancroft Hall

(a) Provide shipping containers for the personal effects of exchange Midshipmen and Cadets.

(b) Provide bedding for visiting Cadets.

(c) Provide door plates for visiting Cadets.

(6) Summer Training Officer, Professional Development. Provide and arrange a summer training schedule for Midshipmen that does not interfere or conflict with the normal academic schedule of the host academy.

(7) Commandant's Travel Coordinator/Logistics Officer

(a) Arrange for orders for the exchange Midshipmen prior to their departure for summer training and leave in May/December.

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

(c) 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.

(8) Brigade Drill Master. Coordinate the Army/Navy and the Air Force/Navy prisoner exchange at football games.

(9) Marking Officer. Coordinate physical education classes for exchange Midshipmen and Cadets, and Physical Readiness Test (PRT) scores for exchange Midshipmen. Note that visiting Cadets are normally afforded the opportunity to take 1/C elective PE classes.

b. Academic Dean

(1) Responsible for the academic program of USNA Midshipmen while away at a sister academy.

(2) Responsible for the academic program of exchange Cadets while at USNA.

(3) Monitor academic progress of all exchange Midshipmen and Cadets.

(4) Furnish Midshipmen transcripts to appropriate service academies.

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

27 SEP 2011

(6) Send transcripts on exchange Cadets to USMA/USFA/USCGA upon completion of their semester exchange.

(7) In coordination with Information Technology Service Division (ITSD), provide for the pre-registration and registration of USNA Midshipmen for their next semester while at a sister academy (normally accomplished via the MIDS system).

(8) Supervise the academic requirements for graduation for Midshipmen participating in the exchange program.

(9) Ensure all requirements for graduation will be met upon return of the Midshipmen to USNA.

c. Supply Department, Personal Property Division. Provide for and arrange the shipment of personal property of exchange Midshipmen and Cadets as directed by their orders.

d. 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 sister academy upon their departure.

e. Director of Information Technology (IT) Service

(1) Provide e-mail, MIDS, 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.

(3) In coordination with the registrar, provide for the pre-registration and registration of USNA Midshipmen for their next semester while at a sister academy (normally accomplished via the MIDS system).

5. Additional Provisions

a. Currently, only Second-Class Midshipmen may participate in the semester exchange program.

b. The terms of reference (a) may be modified at the annual Conference of Service Academy Superintendents (COSAS), including, but not limited to, the number and class year of participants.

/S/
S. S. VAHSEN
Chief of Staff

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