COMMANDANT OF MIDSHIPMEN INSTRUCTION 1500.4

From: Commandant of Midshipmen, U.S. Naval Academy

Subj: GENERAL MILITARY TRAINING PROGRAM FOR THE BRIGADE OF MIDSHIPMEN

Ref: (a) OPNAVINST 1500.22H
     (b) 2019 Officer Professional Core Competencies Manual

1. Purpose. To issue general military training (GMT) policies and procedures for the U.S. Naval Academy (USNA) Brigade of Midshipmen in accordance with reference (a).

2. Discussion.

   a. Objectives. GMT is designed to inform and motivate individuals, on both personal and professional levels, in ways that are relevant to their military careers. Training is provided to reinforce policies, procedures, behavioral expectations, and professional attitudes throughout the military service.

   b. Overview. GMT is an important mechanism for emphasizing service core values. It consists of two types of training:

      (1) Standardized, non-occupational, general training required for all uniformed personnel.

      (2) Command-discretion training that ensures coverage of key topics to enhance individual and command readiness.

3. Scope and Applicability.

   a. USNA will follow the Navy’s policy with regards to executing GMT within the command.

   b. Faculty and staff within the Commandant’s cost center and members of the Brigade of Midshipmen shall familiarize themselves with the requirements outlined this instruction.

   c. Requirements for international students, semester abroad, and those being hosted as part of the Service Academy Exchange Program will be detailed in the Commandant of Midshipmen’s Annual General Military Training Notice.
d. Midshipmen who miss training may provide proof of equivalent training or make up as the program requires.

e. In general, those who are being hosted by USNA should participate in any class wide training requirements to the maximum extent possible.

4. Communication of Requirements.

a. During fourth quarter of each fiscal year (FY), the Deputy Chief of Naval Operations (DCNO), Manpower, Personnel, Training and Education (CNO (N1)) will release a GMT naval administrative (NAVADMIN) message. This message outlines requirements for the upcoming FY and provides a current link to the GMT Web page, points of contact, and major program news and information items.

b. The GMT NAVADMIN message will be used to generate an annual Commandant of Midshipmen Notice specifying requirements for the Brigade of Midshipmen.

c. Additional training requirements regarding programs and policies found in reference (b) and those that are accession requirements will also be included in the annual Commandant of Midshipmen GMT Notice.

5. Roles and Responsibilities.

a. Commandant of Midshipmen. Upon release of the annual GMT NAVADMIN message, designate and release GMT requirements for the Brigade of Midshipmen via notice.

b. Deputy Commandant for Professional Development.

(1) Upon release of the annual GMT NAVADMIN message, provide recommendations to the Commandant of Midshipmen regarding GMT requirements for the Brigade of Midshipmen.

(2) Generate an annual GMT requirement notice and submit to the Commandant of Midshipmen for approval.

(3) Exercise general oversight of this program, utilizing the Brigade Training Staff to enforce and track requirements.

c. Training Officer.

(1) Administer the GMT program and monitor progress of GMT completion across the Brigade of Midshipmen utilizing the Company Officers, Senior Enlisted Leaders, and Brigade Training Staff to enforce and track requirements.

(2) Review and update this instruction as required.

d. Company Officers and Senior Enlisted Leaders.
(1) Assist the Training Officer in administering the GMT program within their respective company.

(2) In conjunction with Midshipmen Company Training Staff, maintain proof of completion (certificates or muster sheets, as applicable) of GMTs for midshipmen within their Company.

e. Program Managers for GMT Requirements. Where a designated manager for a program related to a GMT requirement already exists (e.g. CMEO, SAPRO, etc.), that program manager will be responsible for the following:

   (1) Provide the Brigade of Midshipmen training resources to facilitate GMT completion.

   (2) For GMTs that are designated for face-to-face command delivery, provide qualified instructors and coordinate delivery schedule with the Commandant’s Scheduling Office and Training Department.

f. Commandant’s Scheduling Office. Schedule opportunities for completion of face-to-face GMT as requested by Program Managers or the Training Officer.

6. Records Management.

   a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/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 records manager or the DON/AA DRMD program office.

5. Review and Effective Date. Per OPNAVINST 5215.17A, the Training Officer will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted.

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Releasability and distribution: This instruction is cleared for public release and is available electronically via the USNA Commandant Web Page, https://www.usna.edu/Commandant/comdtinst.php