



DEPARTMENT OF THE NAVY
OFFICE OF THE COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS MARYLAND 21402-5107

COMDTMIDNINST 1500.4
PRODEV
SEP 18 2019

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

1. Purpose. To issue General Military Training (GMT) policies and procedures for the U.S. Naval Academy (USNA) Brigade of Midshipmen.

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. With the exception of international students and those being hosted as part of the Service Academy Exchange Program, faculty and staff within the Commandant of Midshipmen's Cost Center and members of the Brigade of Midshipmen shall familiarize themselves with the requirements outlined in this instruction.

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. That message will outline requirements for the upcoming FY and provide 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.

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 a 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.

c. Character Development and Training Director

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

(2) Review and update this instruction as required.

d. Company Officers

(1) Assist the Training Officer in administering the GMT program within their respective Company.

(2) 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 of Midshipmen's Scheduling Office.

f. Commandant of Midshipmen'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.

7. Review and Effective Date. Per OPNAVINST 5215.17A, the Character Development and Training Director 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.



T. R. BUCHANAN

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