



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

COMDTMIDNINST 1531.34
SEAP
2 May 14

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1531.34

From: Commandant of Midshipmen

Subj: SERVICE ACADEMY EXCHANGE PROGRAM (SAEP)

Ref: (a) USNAINST 1531.34C
(b) Department of Defense Service Academy Exchange Programs Memorandum of Agreement of 31 Mar 08

Encl: (1) Expectations for the Midshipmen Exchange Program
(2) Welcome Aboard Note
(3) USNA Service Academy Exchange Cadet Handbook

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 in the SAEP.

2. Background. In accordance with the references, 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 for the duration of one semester.

3. Objective. The SAEP was established to promote the exchange of professional, academic, and social experiences between the USNA, the United States Military Academy (USMA), the United States Air Force Academy (USFA), and the United States Coast Guard Academy (USCGA). The spirit of Midshipmen and Cadet camaraderie gained through close personal experiences contributes greatly to good relations between the Service Academies and the four services.

4. Action

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

b. Outbound Service Academy Exchange Program Coordinator. The Outbound Service Academy Exchange Program Coordinator is responsible for the overall coordination of Midshipmen going on exchange to other U.S. Service Academies. The outbound coordinator shall make liaison with the other Academies, screen and recommend the most qualified candidates, and brief exchange Midshipmen on the expectations they must meet for participation in the program. Specific responsibilities are:

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

(2) Initiate communications with sister Academy representatives to determine the number of available positions they have for Midshipmen to participate in the program no later than one semester prior to the exchange.

(3) Schedule and hold a SAEP informational brief in coordination with the Associate Dean for Academic Affairs to solicit program applicants.

(4) Create, open, and monitor an application for the SAEP in MIDS to include a recommendations module for company officers, battalion officers, and senior academic advisers.

(5) Recommend qualified candidates out of the applicant pool for interviews. Coordinate and preside over a selection board, which shall be comprised of no less than seven voting members who have previously participated in the SAEP. The board shall have representation from Midshipmen who served at each of the sister academies. Present for approval the primary and alternate selection lists to the Commandant of Midshipmen via the SAEP Director and Deputy Commandant.

(6) Communicate timeline and expectations for participation in the program with the selected Midshipmen using enclosure (1). Coordinate a brief ICW the Supply Officer, Transportation Office, PE Marking Office, and Associate Dean for Academic Affairs to explain:

(a) the orders process, scheduling transportation, expected pay issues, and the travel claim process upon return to the Naval Academy.

(b) the Pack-Out process.

(c) physical education registration and PRT grade issues and guidance.

(d) proposed course equivalencies.

(7) Coordinate Midshipmen itineraries with sister Academy SAEP representatives. Send selected Midshipmen's biographies and MIDS photos to each designated Academy.

(8) Ensure that the Operations Officer has coordinated authorization for moving companies to drive on base to pick up departing Midshipmen's personal property.

(9) Ensure that after action reports are completed in accordance with enclosure (1) and routed through the SAEP Director upon the Midshipmen's return to the Naval Academy. Schedule an after action brief with the Deputy Commandant and Associate Dean of Academic Affairs within one month of the Midshipmen's return to the Naval Academy.

(10) Provide assistance to Midshipmen in the program throughout the exchanged semester.

c. Inbound Service Academy Exchange Program Coordinator. The Inbound Service Academy Exchange Program Coordinator is responsible for the overall coordination of exchange Cadets coming to the Naval Academy on exchange from

the other U.S. Service Academies. The inbound coordinator will make liaison with the other Academies, brief the exchange Cadets upon arrival and departure of USNA, and arrange calls on the Superintendent and the Commandant for the exchange Cadets, as necessary. Specific responsibilities are:

(1) Receive the incoming cadets' contact and preliminary arrival information and biographies from sister Academy representatives.

(2) Schedule Commandant's call and Academic meeting for incoming service Academy cadets.

(3) Upon receipt of incoming cadet roster, the Inbound Service Academy Exchange Program Coordinator shall provide the roster to:

(a) Brigade Senior Enlisted Leader to determine company availability and assignment.

(b) Midshipmen Personnel (MIDPERS) Office for alpha code assignment. Distribute alpha codes to Company Officers/SELs and incoming Cadets.

(c) Brigade Medical Unit and schedule medical in-brief.

(d) Midshipmen Laundry personnel and schedule laundry in-brief upon cadets' arrival.

(e) Personal property representative. Supervise delivery of cadets' personal belongings.

(f) Computer issue representative based on the cadets' needs for USNA issued computers.

(4) Assign each incoming Cadet a Midshipman sponsor from their company no later than 1 May.

(5) Revise, edit, and provide a welcome aboard note at enclosure (2) to Service Academy representatives that shall include, at a minimum:

(a) Check-in location and contact information

(b) SAEP Incoming Coordinator initial orientation brief

(c) Common Access Card (CAC) set-up initiation

(d) Commandant in-brief time and location

(e) Academic Dean in-brief time and location

(f) Medical in-brief time and location

(g) Computer issue time and location

(h) Laundry issue brief time and location

(i) Personal goods coordination arrival date/time

(j) Parking information: www.pinnacleparking.com

(k) List of assigned Midshipmen sponsors

(6) Ensure an initial orientation meeting occurs prior to executing the Reform itinerary.

(7) Ensure Incoming Cadets initial berthing is arranged before movement to home Company.

(8) Ensure Personal/Household goods arrangements are prepared with the Security Office to ensure efficient and expedited movement onto the Yard.

(9) Coordinate Common Access Card access with Bancroft ATFP Hall personnel.

(10) Provide incoming Cadet with the USNA Cadet Exchange Handbook, enclosure (3).

d. Company Officers (with Exchange Cadets Assigned)

(1) Ensure each Cadet is assigned a Midshipman Sponsor and establish regular communications to help facilitate integration to the Naval Academy. Sponsor Midshipmen shall 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) Evaluate Cadets aptitude for commission in accordance with normal procedures for Second-Class Midshipmen as appropriate, which will ultimately be provided to the Cadets' home academy.

(6) Fully integrate Cadets into company intramurals/varsity sports, ECAs, and company leadership responsibilities.

e. Naval Academy Business Services Division (NABSD)

(1) Bill exchange Cadets for services provided by USNA and brief the Cadets on those charges.

(2) Provide a bill statement each month to the Cadets at USNA, who will be required to pay the balance before departing USNA.

f. Disbursing Officer. For USNA Midshipmen away on exchange, omit charges to Midshipmen for Brigade services while away at sister academies and brief the Midshipmen on those changes. Charges will be reinitiated upon return.

g. First Lieutenant, Bancroft Hall

MAY 2 2014

(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. 2/C Training Officer, CD&T. For USNA exchange students, provide and arrange a summer training schedule for Midshipmen that does not interfere or conflict with the normal academic schedule of the host Academy (Fall semester exchange). Participants must complete summer training travel vouchers before participants start summer leave and the semester exchange. Upon return to USNA, Midshipmen will be afforded an extension to complete their MQS requirements until just prior to the last PCR make-up exam.

i. Commandant's Finance Office Travel Coordinator

(1) Arrange for orders for USNA exchange Midshipmen prior to their departure for summer training (Fall semester exchange) or December Holiday leave (Spring semester exchange).

(2) Brief Midshipmen on their orders and on their approved transportation methods to their host academies. Midshipmen shall be issued travel orders that are most advantageous to the government.

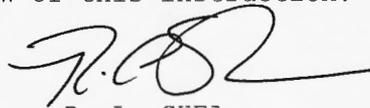
(3) Provide orders/arrange transportation as appropriate for away Midshipmen to the Army/Navy game.

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

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

k. PE 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.

5. Review Responsibility. The Service Academy Exchange Program Director is responsibility for the annual review of this instruction.



R. L. SHEA
By direction

Copy to:
Non-Mids (Electronically)
Brigade (Electronically)

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EXPECTATIONS FOR THE MIDSHIPMEN EXCHANGE PROGRAM

Date

From: Outbound Service Academy Exchange Program Coordinator
To: Midshipman 2/C XXXXXXXX

Subj: EXPECTATIONS FOR THE MIDSHIPMEN EXCHANGE PROGRAM

1. Midshipmen who are on exchange will fully integrate themselves into their host academy, to include leadership development, customs and traditions, conduct and honor systems, ECAs and sporting activities, and physical development.

2. Exchange Midshipmen should keep their role as "ambassadors of the Navy and the Naval Academy" in the forefront of their minds at all times while on exchange.

3. Removal from the Program

a. After being selected, a midshipman must submit a request in writing to the Commandant via the Midshipmen Exchange Coordinator to be voluntarily removed from the program prior to departure.

b. A midshipman who may potentially separate from the Naval Academy before executing the exchange orders for any reason (resignation, conduct, etc.) will notify the Midshipmen Exchange Coordinator immediately of his or her possible change in status so that an alternate may be identified as quickly as possible.

c. The Commandant may elect to recall a Midshipman to the Naval Academy in response to egregious acts of misconduct or dishonorable behavior in addition to any punishments imposed by the host academy.

4. After-Action Reports. Midshipmen will submit an After-Action Report immediately upon their return providing an analysis of their experiences at the institution at which they exchanged. Midshipmen should use the following template to prepare their AARs:

a. Military/professional development. Professional development courses; lecture series incorporation; weekend training evolutions; officer and enlisted personnel (particularly Senior Enlisted and Company Officer equivalents) interaction with Cadets/Midshipmen; drill; formations; accountability; room and uniform standards and respective inspections.

b. Character development. Character development courses; lecture series; seminars; emphasis placed on character development by the institution; special programs; Cadet/Midshipman perception regarding the importance of character development.

c. Physical development. Physical fitness/readiness tests; physical education curriculum (core and elective); unit level physical training evolutions; intramurals; club athletics; varsity/intercollegiate athletics; facilities, including locker rooms, weight rooms, aerobic equipment, courts, pools, etc.; overall Cadet/Midshipman fitness perception.

Subj: EXPECTATIONS FOR THE MIDSHIPMEN EXCHANGE PROGRAM

d. Honor System. Code/concept distinction; Cadet/Midshipman ownership; administration options (e.g., formal counseling, honor board); honor remediation; Cadet/Midshipman perception of system.

e. Conduct system. Adjudication process; imposed punishments; role of Cadet/Midshipmen chain of command; Cadet/Midshipman accountability (i.e., are Cadets/Midshipmen policing themselves?); role of officer/enlisted chain of command.

f. Academics. Scheduling; registrar's office involvement; faculty availability and interaction with students; laboratory incorporation; library use; testing procedures; final exam administration.

g. Four-class system. Definition of class roles; fourth class indoctrination system; primary training roles; first class leadership.

h. Watch structure. Different unit levels; under class responsibilities; first class Cadet/Midshipman responsibilities; billets.

i. Spirit. Overall spirit of Cadets/Midshipmen; Cadet/Midshipman support of Cadet/Midshipman chain of command; Cadet/Midshipman support of officer/enlisted chain of command; support of athletic teams; spirit missions/"recons;" Army/Navy/Air Force rivalry weeks; pride in institution.

j. Dignity/Respect. Gender and race relations; Cadet/Midshipman perceptions with respect to women/minorities at the institution and in the military; existence of stereotypes; Cadet/Midshipman ownership of the concepts of dignity and respect; systems and programs (e.g., SAVI, HERO, etc.).

k. Services. Food services; laundry; barbershop; textbook issue; uniform issue; Cadet/Midshipman store; uniform store; postal services.

l. Program administration. Orientation and in-processing procedures; out-processing procedures; conflict resolution during the semester; service academy exchange participant interaction.

m. Recommendations. Suggestions to improve the program or aspect of the program.

I. M. OUTBOUND DIRECTOR

WELCOME ABOARD NOTE

Date

From: Inbound Service Academy Exchange Program Coordinator
To: Exchange Cadets

Subj: EXCHANGE CADETS WELCOME AND REPORTING INSTRUCTIONS

1. Welcome! Congratulations on your selection to attend the United States Naval Academy for an exchange semester. I am LT Daniel Byrne, USN and will be your Service Academy exchange representative. This letter outlines some important information regarding your arrival, reporting, and your stay here at the Naval Academy. Also, a more comprehensive **USNA Cadet Exchange Handbook** will be forwarded for your review along with pertinent instructions for a smooth assimilation.

2. **IN-PROCESSING.** Please arrive _____ and report to the Main Office in Bancroft Hall (our dormitory). Our watchstanders will notify your assigned company that you have arrived. There will be an in-processing briefing on _____ at _____. I will outline a common meeting place before proceeding to _____. The uniform for this meeting is your equivalent of the Midshipmen Working Uniform (our class uniform, which is composed of black trousers and black collared uniform shirt). During this initial meeting brief, we will issue your in-processing paperwork, ensure that you've been properly received by your host company, and review/provide your detailed schedule for the first few days here at USNA.

3. **COURTESY CALLS.** During your stay at USNA, you will be scheduled to meet with the Commandant of Midshipmen and the Academic Dean. These courtesy calls are mandatory and take precedence over all other activities.

4. **LIBERTIES AND PRIVILEGES.** You will have the same liberties and privileges as the Midshipmen of equivalent rank in your assigned company. For specific information, consult your Company Officer/Senior-Enlisted Leader and USNA Handbook.

5. **PERSONAL PROPERTY SHIPMENTS.** These shipments are normally delivered to _____ during the first week of class. I will notify you as soon as we have this information.

6. **VEHICLE REGISTRATION.** Second Class Midshipmen do have driving privileges in the Annapolis area, but not on base. If you drive your vehicle to Annapolis you will be required to register the vehicle at Pinnacle Parking (http://www.pinnacleparking.com/mid_index.htm) and park it in one of the long term parking lots. Parking costs \$115 during Fall Semester and \$100 during Spring Semester.

7. **MAILING ADDRESS.** You will be assigned a Post Office Box during in-processing. Please contact me if you have specific mailing requirements prior to your arrival.

8. **DRAFT REFORM SCHEDULE (Fall 2014 Sample)**

Your Midshipman sponsor or I will meet you at Main Office when you arrive to

Enclosure (2)

Subj: EXCHANGE CADETS WELCOME AND REPORTING INSTRUCTIONS

welcome you and to ensure that you are familiar with the locations and offices noted in the reform schedule. "Reform" is the series of lectures and appointments that take place the weekend prior to the Academic semester starting.

Monday, 12 August 2013:

Check-in to the Naval Academy Summer Programs (NASP) 8th Wing office in Bancroft Hall (our dormitory) and get a temporary room assignment. Pick up linens from the Battalion Office of the Watch (BOOW) Shack on "Zero" deck of 8th Wing (8-0).

Tuesday, 13 August 2013:

0800: Meet LT Byrne outside of 8-0 BOOW Office for in-briefing.
See duty ENS to help with ID Card access
Belongings will be moved from 8th Wing to assigned company on Wednesday
1600: Check-in; meet in the Bancroft Hall Rotunda (ceremonial area).
Continue to gain ID card access as necessary and drop belongings off in company area.
1700: Orientation with LT Byrne in Steerage, our Midshipmen fast food area.

Wednesday, 14 August 2013:

0940 Meet duty Ensign outside of 8-0 BOOW shack
1000: Academic Brief/Registration-Dean Waters - Rickover Hall, Room 125
1245 Meet with LT Byrne to walk over to BMU outside 8-0 Shack
1300: Medical Check-In - BMU
After Medical Check-In - move belongings in accordance with Academy-wide move in/move out schedule (CADETS living in 2,4,6 Wings cannot move until after 1500)
Check in with Company Officer/Senior Enlisted Leader & Company Commander/Executive Officer for plan of the day

Thursday, 15 August 2013:

0945: Meet in Rotunda
1000: In-Brief with CAPT Byrne, USN, Commandant of Midshipmen - Conference Room
TBD: Computer Issue - 4th Wing basement past 1st LT's Office
1500: Laundry Brief/Bag Issue at 5th Wing Laundry Center

Friday, 16 August 2013-Sunday 18 August 2013:

See Plan of the Day for Class Specific Reform Activities

Monday, 19 August 2013:

Classes Commence

9. IMPORTANT PHONE NUMBERS

Main Office: (24 hours) (410) 293-2701 or (410) 293-5001

I am the Primary Inbound SAEP Program Manager. I can be reached at: (210) 493-7524 or byrne@usna.edu.

10. Again, welcome to the United States Naval Academy at Annapolis! We look forward to meeting you in a few months. If you have any questions prior to your arrival, please feel free to contact me.

I. M. INBOUND COORDINATOR

**Service Academy Exchange
Cadet Handbook
(Inbound to USNA)**

Welcome!

Welcome to the United States Naval Academy in Annapolis, MD. Our mission is "to develop Midshipmen morally, mentally and physically and to imbue them with the highest ideals of duty, honor and loyalty in order to graduate leaders who are dedicated to a career of naval service and have potential for future development in mind and character to assume the highest responsibilities of command, citizenship and government." This is a tall order, but one that we have been successfully fulfilling for over 150 years. Since 1845 more than 60,000 young men and women have successfully completed "four years by the Bay" to earn their hard-earned positions in America's naval services. Many Naval Academy graduates have achieved greatness and earned a special place in our nation's history during its struggle to grow and preserve its freedom. Their names resonate down through history - Dewey, Halsey, King, Lejeune, Nimitz, Rickover, Spruance, Burke, Stockdale, Carter... to name only a few.

Through the efforts of the Secretary of the Navy George Bancroft, the Naval School was established without Congressional funding, at a 10-acre Army post named Fort Severn in Annapolis, Maryland, on October 10, 1845, with a class of 50 Midshipmen and seven professors. The curriculum included mathematics and navigation, gunnery and steam, chemistry, English, natural philosophy, and French. In 1850, the Naval School became the United States Naval Academy and introduced a new curriculum requiring Midshipmen to study at the Academy for four years and to train aboard ships each summer. That format is the basis of a far more advanced and sophisticated curriculum at the Naval Academy today. As the U.S. Navy grew over the years, the Academy expanded. The campus of 10 acres increased to 338. The original student body of 50 Midshipmen grew to a brigade size of 4,000. Modern granite buildings replaced the old wooden structures of Fort Severn.

Shipping

We recommend that you keep a detailed record of everything that you ship to Annapolis. Record the serial numbers of valuable items. It is very likely that your trunks will not arrive before the start of classes, so make sure that you have the appropriate uniforms for the start of class. Therefore, you should travel with at least one USNA working uniform equivalent, one PT gear uniform set, and one USNA summer whites/service dress blues equivalent (see uniform section attachment for equivalents). The SAEP exchange coordinator will notify you when your trunks arrive.

As your exchange semester draws to a close, you will be contacted by Mr. Phil Shernofsky (410-293-2286) from the Transportation Office regarding the shipping of your trunks back to your academy. You will also need to supply them with a copy of your orders at that time. Please make sure you keep a copy of your orders throughout the entire semester.

Transportation to USNA

You will need to arrange your own transportation to the Academy. Your travel costs will be reimbursed when your travel claim is processed. The three closest airports to USNA are BWI Baltimore Washington International, DCA Reagan, and IAD Dulles. BWI is closest to USNA. The best option for transportation is taxi or airport shuttle. Bus service is limited and not routine to USNA from BWI, and DCA/IAD are both an over an hour away.

Arriving

Upon arrival at USNA, you should first stop at Bancroft Hall's Main Office near the Rotunda area. A midshipman watch-stander will escort you to your company area or to a temporary berthing location. When you arrive in your company area, ask the midshipman that escorted you to also show you to the Command Duty Officer and Company Commander - both will show you to your berthing. Notify the SAEP inbound coordinator as soon as possible if, for any reason, you cannot report exactly at the date and time assigned. Direct all questions to the SAEP Inbound Exchange Coordinator.

Midshipmen Regulations

A copy of the Midshipmen Regulations will be made available to you when you arrive at USNA. As you will be considered members of the Brigade of Midshipmen for the semester, you will be subject to all the regulations therein. Please review them when you arrive and ask if you have any questions.

Bancroft Hall Rooms

Bancroft Hall is one of the largest dorms in the country. Midshipmen can transit from battalion to battalion without going outside, but the layout can be confusing. The Commandant of Midshipmen and Deputy Commandant of Midshipmen have offices in the middle of Bancroft Hall between 4th Wing and 3rd Wing. There are 30 Midshipmen companies throughout eight wings of Bancroft Hall. You will be assigned to a company and will have a same-gender roommate. The Midshipmen rooms have a sink and shower, while bathrooms are centrally located along the passageways. Do not be afraid to ask for assistance to navigate Bancroft Hall. Any midshipman will be happy to help. The uniform shop, Midshipmen store, laundry mat, mail room, tailor shop, barber shop, and dry cleaners are located in different areas around the "Hall," and you will be escorted via the SAEP Inbound Exchange Coordinator or Midshipmen within your assigned Company. Briefings during Brigade Reform will provide details on Laundry/Dry Cleaning and Academic in-processing.

Electrical appliances are limited to electric clocks, razors, radios, stereos, personal computers, hair dryers, irons, curling irons, electrical pencil sharpeners, and battery chargers. Upper-class cadets are allowed one coffee maker per room. Please leave any other electrical appliances at your home academy or in your trunk when you arrive. You will be provided bedding and linens.

Computer Issue and Usage

You will be issued laptops when you arrive to USNA. Your laptop will be outfitted so that it can receive email from within the Academy system. The Academy has an extensive IT department that will aid you with any problems that arise. The IT Department is located in Bancroft Hall on 4-0 Basement near the Navy Federal Credit Union.

Midshipmen computer use is monitored at all times. Midshipmen are expected to be familiar with the regulations on computer usage and refrain from unauthorized activity. This includes viewing pornography and online gambling.

Medical and Dental Care

Cadets shall utilize Brigade Medical and Dental as their primary health care and dental providers for initial evaluation, treatment, advice, and referral for all routine medical and dental conditions. The duty health care provider shall be contacted for all non-emergency medical issues after hours. For emergency issues, Cadets shall immediately contact emergency medical services (3-3333 or 911), and notify the duty health care provider as soon as practicable. Medical and Dental facilities are located at 6th Wing Basement.

Midshipmen Organization and Change of Command

There are thirty companies in the Brigade comprised of 145-150 Midshipmen each. Graduating classes are typically 1,100 Midshipmen. Midshipmen are divided into squads led by a 1/C (First Class) or 2/C (Second Class) squad leader, and three squads are responsible to one of four platoons in each company. Each company has a Company Officer, which is a USMC Captain or USN Lieutenant (O-3). There is also a Senior Enlisted Leader (E-7 or E-8) subordinate to the Company Officer. Each company is led by a Company Commander and a Company Executive Officer that are both 1/C Midshipmen. Each 1/C and 2/C midshipman is assigned a responsibility, and you, too, will be assigned a role within your company.

Within the Brigade, there are six battalions. An O-5 or O-6 Battalion Officer leads each of the six battalions.

There are several senior officers with whose names you should be familiar. You will have the opportunity to meet them in your first few days at the Academy.

CAPT (O-6), William Byrne, Commandant of Midshipmen
Col (O-6), Bobbi Shea, Deputy Commandant of Midshipmen

Automobiles

Second-class cadets are allowed to operate vehicles in the Annapolis area, but may not drive onto the Academy. Parking is limited to private residence or at Pinnacle parking for a fee of \$115 (http://www.pinnacleparking.com/mid_index.htm). According to Midshipmen Regulations:

2/C Midshipmen may:

- a. Own and operate a personal vehicle in the Annapolis area.
- b. Park in a paid parking facility, on private property if given permission by owner, or at the Navy-Marine Corps Stadium or on the Naval Support Activity Complex if authorized.
- c. Not drive a vehicle on the Yard unless approved by Brigade Operations for a limited duration to facilitate moving in/out of Bancroft Hall. A driving/parking chit signed by Brigade Operations must be displayed in vehicle windshield while operating vehicle on the Yard.
- d. Use the 15-minute parking area outside of Gate One for pick-up and drop-off of authorized passengers.

Midshipmen Schedule

Typical schedules for school days and weekends follows:

Monday-Friday Schedule

0530 Earliest rising time for plebes
0545 NAAA team workouts start Per NAAA guidelines
0630 Reveille
0630-0800 Sick Call
0630-0655 Instruction Period-Primary
0700 Morning Quarters Formation
0700-1830 Working Hours
0630-0800 Rolling Tray Morning Meal
0755-0845 First Period
0755-0910 Eighth Period
0855-0945 Second Period
0955-1045 Third Period
0955-1110 Ninth Period
1055-1145 Fourth Period
1130 Early meal for oncoming watch section
1205 Noon Meal Formation
1205 Formal Uniform Inspection (R)
1210-1250 Noon Meal
1250-1320 Instruction Period-Secondary
1250-1320 Academic Lectures and Meetings
LMO/NET1300 Town Liberty for 1/C (F only)
1330-1420 Fifth Period
1330-1445 Tenth Period
1430-1520 Sixth Period
1530-1620 Seventh Period
1545-1800 Athletic Reserve Period (Intramurals or Varsity sports)
1730 Evening Meal Formation (F)
1730 Evening Meal - King's Court (F)
1730-1900 Evening Meal - Rolling Tray (T/R)
1830 Evening Meal Formation (M/W)
1830 Town Liberty for 2/C (F only)
1840 Evening Meal (M/W/F)
1900-2000 4/C Professional Quiz (F only)
1900-1930 Instruction Period-Tertiary (M/T/W/R)
1900-2000 Midshipman Activity Period (T/R)
1915-2000 Midshipman Activity Period (M/W/F)
2000-2300 Study Period
2300 Taps and lights out for 4/C (M/T/W/TH)
2359 Taps and lights out for 4/C (F only)
2359 Liberty expires for all 1/C and 2/C not on weekend (F only)
2359 Taps for 1/C, 2/C, and 3/C

Saturday Schedule

0630-0730 Morning Meal
0700-0900 Sick Call
0800 Morning Quarters Formation
0800-1200 Training Reserve Period (as directed)
0800 Town Liberty for 1/C and 2/C
1130-1300 Noon Meal
1130 Noon Meal Formation
1200 Town Liberty for 3/C and 4/C
1700-1830 Evening Meal
2359 Liberty expires for all Midshipmen not on "weekend"
2359 Taps for all Midshipmen not on "weekend"

Sunday Schedule

0700-0900 Morning Meal
0800 Town Liberty for 1/C, 2/C and 3/C
1100-1300 Brunch
1800 Liberty expires for 1/C, 2/C, and 3/C
1800 Evening Meal Formation
1810 Evening Meal
1900-2000 4/C Professional Quiz Make-Up Period
1900-2000 Midshipman Activity Period
2000-2300 Study Period
2245 Blue and Gold
2300 Taps and lights out for 4/C
2359 Taps for 1/C, 2/C, and 3/C

Leave and Liberty Policy

Leave and liberty are not normally granted during the school week. On a normal weekend, liberty is granted for second class Midshipmen from 1830 - 2359 Friday, 0800-2359 on Saturday, and 0800 - 1800 Sunday. There will be exceptions to this policy for training events and special events, such as mandatory attendance at football games. Midshipmen are restricted to a 150-mile radius.

2/C Midshipmen are granted 6 "weekends" per semester. A weekend is defined as liberty starting from 1830 Friday ending at 1800 Sunday. Weekends are authorized and granted by the Company Officer/Senior Enlisted Leader.

Leave is granted for Thanksgiving and Christmas during the fall semester. Thanksgiving leave is granted after your last military obligation on the Wednesday of Thanksgiving week. Please do not purchase plane tickets until you have your class schedule for that day, as the schedule is usually compressed into a half day. You must return on Sunday by NLT 2000. Christmas leave is granted after your last final is completed, so you can make departure plans for when your last final is finished. The finals schedule will be posted in October/March, dependent upon semester, and you can make plans at that time.

2/C Midshipmen Privileges

Transiting Rates:

- a. In Smoke Hall, use the center doors.
- b. In Bancroft Hall, use all ladderwells.
- c. In King Hall, use all alleyways except outboard alleyways reserved for 1/C and wear appropriate civilian attire from Friday night through Sunday afternoon for carry-out foodservice only.
- d. Use all walkways.

Room Rates: A 2/C Midshipman room may have: One small potted plant (per occupant), one coffee maker, one free-standing personal television (not to exceed 37-inch size and not placed on window sill or radiator), and one hot water heater.

Officer and Faculty Club (O&F) Rates: 2/C and 3/C Midshipmen may use the O & F Club during town liberty or while on leave as the guest of their sponsors, immediate family members, or other military officers.

Civilian Clothes: 1/C and 2/C may wear authorized civilian attire on Friday, Saturday, and Sunday while on liberty.

Alcohol use if ≥21: Authorized to drink off campus.

Special Requests/Movement Orders/Excusals

If you have an extenuating circumstance that you feel deserves leave or excusal from an activity, talk to your Company Officer. He/she will work with you to try to make your participation in that activity possible. Emergency Leave requests are approved by the Battalion Officer.

Movement Orders (MO) are used by sports teams, classes, and clubs to excuse cadets from the normal duty day outside the Naval Academy. Excusals are issued when missing class or an obligatory event, but the excused event happens on the Yard. COMMANDANT OF MIDSHIPMEN INSTRUCTION 4653.1N - Movement Orders and Excusals provides additional guidance.

Physical Fitness Evaluation

All USNA Midshipmen take the Physical Readiness Test (PRT) once per semester. The PRT is usually executed in early September and in late February. The PRT consists of three events: pushups, sit-ups, and a one and a half-mile run. All exchange cadets must participate, and the overall score factors into their PE grade. Scoring criteria is detailed in: DIRATHINST 6110.2B.

Midshipmen Sports, Clubs, and Activities

Exchange cadets are allowed and highly encouraged to get involved in any activity on Yard that interests them. As we have Division I sports here at the Academy, it may be hard to walk on to one of these teams. However, Cadets may ask to try out for any team that they have an interest in by contacting the coach. The same is true for the club teams. If you do not play an intercollegiate or club sport, you will be required to play an intramural sport, which is spirited, but friendly, inter-company competition. Intramurals are not as time-consuming as club or varsity sports, but still allow cadets the opportunity to compete and exercise. Please get involved as much as possible, and let the exchange coordinator know if you were discouraged from joining a club or team.

Uniform Equivalentents

USCGA	USMA	USNA	USAFA
Tropical Blue Long (TBL)	Class Uniform	Working Uniform Blue, Alpha, or Delta; Khaki Short	Service Uniform
Service Dress Blue (SDB)	Full Dress Over White	Service Dress Blues (Winter) Summer Whites (Summer)	Parade Dress
Full Dress Blue	Dress Grey (Winter) White Over Grey (Summer)	Service Dress Blue (Winter) Tropical White Long (Summer)	Service Dress
Operational Dress Uniform (ODU)	BDU/ACU	Camouflage Utilities	BDU
Dinner Dress Blue	Full Dress Grey Dress Mess	Dinner Dress	Mess Dress
Gym Gear	PT Gear	PT Gear	PT Gear

Midshipmen Extracurricular Activities (ECAs)

ECAs are those activities determined to add benefit to the Brigade of Midshipmen, the Naval Academy, or the United States Navy. They are established to allow Midshipmen the ability to acquire special skills not available within the basic academic or athletic programs. Participation in every ECA is voluntary and must complement, but not interfere with, the fundamental requirements and routines of the Brigade. Please contact your Midshipman representative for information about joining.

List of Current ECAs

Adventure Racing Team	Catholic Chapel Choir
ALLIES/Civil Military Relations	Catholic Daughters of America
Alpine Ski Team	Catholic Midshipmen Club
Amateur Radio Club	Chinese Culture Club
Arabic Club	Color Guard
Athletic Medicine	Combat Arms Team
Baptist Collegiate Ministries	Crossfit
Cannoneers	Crew

Dance Club	National Eagle Scout Association
Drum and Bugle Corps	Native American Club
Debate Team	Naval Academy Foreign Affairs Conference
Dolphin Club	Naval Academy Leadership Conference
Equestrian Team	Naval Academy Supply Corps Association
Fellowship of Christian Athletes	Naval Academy Winter Musical Navigators
Field Hockey	Navy Beats (formally WRNV Radio)
Filipino-American Club	Navy Paintball
Freethinkers and Atheists	Navy Spectrum
French Club	Navy Spirit (formally Cheerleaders)
German Club	Officer Christian Fellowship
Golden Key National Honor Society	Offshore Sail Training Squadron
Gospel Choir	Omicron Delta Epsilon
Green Classroom Club	Omicron Delta Kappa
Halloween Concert	Parachute Team
Infantry Skills Team	Phi Alpha Theta
Instrumental Ensemble	Phi Sigma Iota Honor Society
International Midshipmen Club	Pipes and Drums
Investment Club	Protestant Choir
Italian-American Midshipmen Club	Protestant Midshipmen Club
Japanese American Club	Rock Climbing Club
Jewish Midshipmen Club	Scuba Club
Joy Bright Hancock Group	Semper Fedelis
Korean-American Midshipmen Association	Silent Drill Team
Labyrinth	Special Operations Team
Latin American Studies Club	Surface Navy Association
Latter Day Saints Club	Team Bill
Lucky Bag	The Log Magazine
M-STEM	Trident Brass
Martial Arts Club	Ultimate Frisbee Team
Masqueraders	USNA Knights of Columbus
Men's Soccer	VT-NA
Men's Glee Club	Water Polo
Midshipmen Action Group	Women's Ice Hockey
Midshipmen Black Studies Club	Women's Glee Club
Model UN	YP Squadron
Mountaineering Club	
Muslim Midshipmen Club	

Important Numbers

SAEP Inbound Coordinator - LT Byrne	(410) 293-7524
Main Office - Midshipmen on duty 24 hours	(410) 293-2701
	(410) 293-5001
Hospital Point/Brigade Medical Unit	(410) 293-2273
- BMU located 6 th Wing Bancroft Hall	
Annapolis Police Department	Primary: 911

Academy Address:

U.S. Naval Academy
121 Blake Road
Annapolis, MD 21402-1300

Common USNA "Lexicon"

Muster - Gather for formation or official function
Youngster - Third Class Midshipmen/Sophomore
Plebe - 4th Class Midshipmen/Freshmen
Square Away - clean up
Roundturn - tighten up (regarding improvement towards a specific function)

Local Area Activities

Right Outside the Gate is Annapolis—home of the United States Naval Academy and Naval Support Activity Annapolis. Your new home/duty station has much to offer in history, culture, recreation, fine arts, and educational resources. The Chesapeake Bay, the Severn and Magothy Rivers surround Annapolis. Baltimore and Washington, D.C., are only 30 miles away. Steps outside the main gate are restaurants, shops, and a plethora of things to do.

POC for this memorandum is the undersigned at 410-293-7524 or byrne@usna.edu.

DANIEL K. BYRNE
LT, USN