



DEPARTMENT OF THE NAVY
OFFICE OF THE COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS MARYLAND 21402-5100

COMDTMIDNINST 1600.3B
MIDPERS
SEP 25 2019

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1600.3B

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

Subj: MIDSHIPMAN PERFORMANCE JACKET

1. Purpose. To provide procedures for the preparation, maintenance and storage of the Midshipman Performance Jacket.

2. Cancellation. COMDTMIDNINST 1600.3A

3. Scope and Applicability. This instruction applies to all midshipmen at the U.S. Naval Academy.

4. Background

a. The Midshipman Performance Jacket is an official paper file of material compiled on each individual midshipman while attending the U.S. Naval Academy. The information maintained within the Performance Jacket is protected by the Privacy Act, considered For Official Use Only - Privacy Sensitive, and is not made available to individuals or agencies outside the U.S. Naval Academy unless specifically authorized. Except when forwarded for review by higher authority, or otherwise authorized by the Commandant of Midshipmen, the record is to be retained within Bancroft Hall.

b. The Midshipman Performance Jacket will be prepared under the supervision of the Fourth Class Regiment Admin Officer. When initially prepared the Midshipman Performance Jacket will consist of the following documents:

(1) A 9.5 x 12 manila folder with the midshipman's information printed on a label to be placed in the upper right corner of the inner tab.

(2) A Midshipman Performance Jacket Index on each side as the first document. Tabs as indexed on the right side, and a Fitreps/Evals tab to be included on the left side.

(3) The Midshipman Performance Jacket Record of Disclosure to be placed under the left side index.

(4) USNA -BBA 1610/07 Aptitude for Commission History on right side as indexed.

5. Action

a. The responsibility for maintaining Midshipmen Performance Jackets rests with each Company Officer and Senior Enlisted Leader. At the end of Plebe Summer, the Midshipman Performance

Jackets will be forwarded to the Academic Year Company Officers, who will ensure the records are complete. Copies of documents, correspondence, and reports related to a midshipman that are forwarded to or go through the Company Officer, will be filed in the record under the appropriate tab as indicated in the index and filing instructions contained in each Midshipman Performance Jacket. The Company Admin Officer is responsible for the upkeep and maintenance of Company Midshipman Performance Jackets. It is mandatory that the original or copies of the following documents remain filed on the right side of the Midshipman Performance Jacket at all times, under the tab indicated by the index:

- (1) NAVPERS 1070/602 Dependency Application/Record of Emergency Data.
 - (2) OPNAV 5350/1 Drug and Alcohol Abuse Statement of Understanding.
 - (3) USNA -BBA -1531/178 Agreement to Serve and Degree Requirements For All Midshipmen Who Are Citizens or Nationals of the United States (not applicable for foreign nationals).
 - (4) USNA -GRD 1531/23 Oath of Office U.S. Naval Academy or Oath of Office For Foreign Nationals U.S. Naval Academy.
 - (5) SGLV 8286 Servicemember's Group Life Insurance Election and Certificate.
 - (6) All medical chits given to the midshipmen (to include Sick in Quarters, light limited duty, and signed PRT waivers).
 - (7) All Form-1 documents per COMDTMIDNINST 1610.2(series).
 - (8) All counseling by chain of command regarding unsatisfactory conduct.
 - (9) Minor-level adjudication packages per COMDTMIDNINST 1610.2(series).
 - (10) Aptitude board packets for Company and Brigade-level boards.
 - (11) All NAVPERS 1070/613s (page-13s).
 - (12) Standard Form (SF)-86.
- b. When a Midshipman Performance Jacket is forwarded for review, the Company Officer or Senior Enlisted Leader will ensure the record is complete and current, and all documents are properly filed under the correct tab.
- c. All Midshipman Performance Jackets shall be stored in file cabinets, capable of being locked, and located within the Company Officer's or Senior Enlisted Leader's office throughout the year.
- d. The Aptitude Office shall be the custodian of all Midshipmen Performance Jackets for midshipmen who have departed the U.S. Naval Academy. The following applies:

(1) Midshipmen Performance Jackets for graduating 1/C Midshipmen will be retained in the Company Officer's or Senior Enlisted Leader's office until May of each year, at which time they will be turned in and stored under the cognizance of the Aptitude Office. Specific instructions for preparing and turning in these records will be published by the Aptitude Office. The Midshipman Performance Jackets will be retained by the Aptitude Office for two years following the graduation of each class. After two years the records will be destroyed.

(2) Midshipman Performance Jackets for midshipmen who do not graduate will be retained separately by the Aptitude Office and destroyed by class as additional storage space is needed.

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 Midshipmen Personnel 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.



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