



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

COMDTMIDNINST 1600.4F
7/PRODEV
NOV 15 2016

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1600.4F

From: Commandant of Midshipmen

Subj: MIDSHIPMEN TRAINING PROGRAM (MTP)

Ref: (a) Officer Professional Core Competencies Manual, AUG 15
(b) USNAINST 1530.1B (Summer Training Program)
(c) COMDTMIDNINST 5400.6T (Midshipmen Regulations Manual)
(d) USNAINST 1531.51A (Class Standings and Merit Lists)
(e) COMDTMIDNINST 1600.2G (Aptitude for Commission System)
(f) COMDTMIDNINST 1610.2G (Administrative Performance and Conduct System)
(g) COMDTMIDNINST 4653.1P (Movement Orders and Excusal List)
(h) Squad Leader Handbook
(i) COMDTMIDNINST 1601.12D (Brigade Striper Organization and Selection (Procedures))
(j) COMDTMIDNINST 3120.1M (Plebe Summer Standard Operating Procedures)
(k) Reef Points

Encl: (1) Midshipmen Training Program POA&M
(2) Routine Events
(3) Academic Year Development System
(4) Weekly Come-around Sheet
(5) Academic Year Fourth Class Training Requirements
(6) Academic Year Standard Discretionary Physical Training Request
(7) Academic Year Non-standard Discretionary Physical Training Request
(8) Group Training Debrief
(9) Operational Risk Management (ORM) Guide
(10) Monthly Training Plan Example
(11) Weekly Training Plan Example

1. Purpose. To promulgate policy for Academic Year Training and to unify training efforts across the United States Naval Academy (USNA) enterprise in order to achieve the Professional Core Competencies (PCC) promulgated in reference (a).

2. Cancellation. COMDTMIDNINST 1600.4E

3. Background. Reference (a) delineates the knowledge, skill, and abilities that basically trained Naval Officers must possess upon commissioning. These are listed as PCCs that address Academic Standards, Leadership and Management, Programs and Policies, Military Customs, Traditions and Regulations, Naval History, Technical Foundations, Naval Warfare, Maritime Proficiency, and Fitness and Wellness Programs. The Deputy Commandant of Professional Development and Training (PRODEV) is

NOV 15 2016

responsible to the Commandant of Midshipmen to ensure Academic Year and Summer Training form a cohesive four year training continuum and accomplish training to achieve the PCCs in the appropriate depth, scope, and time. The Midshipmen Training Program (MTP) is designed to achieve this training continuum by providing the Commandant the means to objectively measure midshipmen readiness for commissioning and effectiveness of the MTP itself.

4. Training Policy. PRODEV maintains responsibility for oversight of the MTP. However, success and continued relevance of the program and the PCCs hinges on a coordinated effort of numerous entities and individuals across the Yard. Therefore, a Planning Board for Training (PB4T) shall convene to meet this requirement. The PB4T shall be comprised of senior leaders with the institutional wisdom, experience, breadth of understanding, and authority to make decisions when appropriate and provide vetted recommendations to the Commandant when necessary.

a. Commandant

(1) Advises the Superintendent and promulgates training policy to ensure USNA graduates meet the standards set forth by the Superintendent in reference (a).

(2) Serves as President of the PB4T and is the approval authority for changes to this instruction and all subordinate parts.

b. Deputy Commandant of Professional Development and Training (PRODEV)

(1) Advises the Commandant on training policy, execution, and effectiveness.

(2) Responsible for oversight of the MTP.

(3) Serves as Chairman of the PB4T.

c. Training Officer

(1) Responsible for execution of and updates to the MTP.

(2) Responsible for planning and execution of the PB4T.

(3) In conjunction with community and service representatives, update/promulgate professional material.

d. PB4T

(1) The charter of the PB4T is to review proposals to change reference (a), this instruction, reference (b), and make recommendations to the Commandant and Superintendent.

(2) The board shall meet as directed in enclosure (1) and review the aforementioned documents at least annually.

(3) The 11 primary members of the PB4T are the Chairman (PRODEV); the Assistant Dean for Planning and Assessment; LEAD; the Deputy Athletic Director; the Commandant's Operations Officer; and the senior representative from each of the five Navy Unrestricted Line (URL) communities (Surface, Submarine, Aviation, SEAL, and Explosive Ordnance Disposal) and the Marine Corps.

NOV 15 2016

(4) Contributing members, who attend as required, are the Supply Officer; Battalion Officers; the Commandant's Special Assistants; the Director, International Programs; the Director, Physical Education Department; and the senior representative from each of the three Navy Restricted Line (RL) and Staff Corps communities (Information Warfare, Civil Engineering Corps, and Supply Corps).

5. Responsibilities

a. PRODEV, via the Training Officer, shall:

- (1) Advise and assist the Brigade Training Staff in the implementation of this instruction.
- (2) Create, update, and distribute Squad Leader Handbooks, 4/C Pro Books, and MQS annually.
- (3) Review and update electronic professional references annually.
- (4) Review and approve Pro Quizzes and the 1st Semester 4/C Pro Exam.
- (5) Receive MQS and Pro Quiz performance data weekly from the Brigade Training Officer.
- (6) Brief the Commandant weekly on training (upcoming events, staff actions, Pro Quiz, Pro Exam, MQS, and PCA/PCB performance).
- (7) Conduct Academic Year Training Briefs during the Reformation and Inter-sessional periods.
- (8) Create, update, and staff a PCA notice annually.
- (9) Create, update, and manage PCAs annually.
- (10) Collate PCA performance data (including individual scores) and provide results to appropriate individuals and directorates.
- (11) Maintain approval authority for waivers to the requirements in this instruction.

b. Battalion Officers shall:

- (1) Maintain responsibility for midshipmen preparation and performance on MQS, Pro Quizzes, the Pro Exam, PCAs, and PCBs.
- (2) Approve Semester Training Plans, Monthly Training Plans, monitor use of Training Reserve Periods, and ensure appropriate resources are available and that Operational Risk Management (ORM) is being used.
- (3) Monitor 4/C indoctrination.
- (4) Approve all Physical Training Plans.

c. Company Officers and Senior Enlisted Leaders shall:

NOV 1 5 2016

(1) Ensure effective and efficient use of Discretionary Instruction Periods and Training Reserve Periods.

(2) Provide guidance to the company staff, and review and approve Training Plans that effectively and efficiently accomplish the requirements delineated in this instruction and reference (a).

(3) Review Monthly Training Plans, approve Weekly Training Plans, monitor execution of training events, and ensure appropriate resources are available and ORM is completed using enclosure (8).

(4) Provide guidance to the company staff and use references (c) and (e) to counsel, remediate, and discipline midshipmen who are deficient in accomplishing the training requirements in this instruction.

(5) Ensure company staff is executing Academic Year Development System in accordance with enclosures (3) and (4).

d. Midshipmen responsibilities can be found in enclosure (3).

6. Training Execution

a. Process. Mirroring Fleet Personnel Qualification Standards (PQS), Midshipmen Qualification Standards (MQS) shall be utilized during the academic year to facilitate instruction and tracking of professional knowledge for each midshipman. A Professional Competency Assessment (PCA), or Professional Competency Board (PCB) in the case of Fourth Class midshipmen, shall be used to test comprehension and retention of professional knowledge. This process shall assess midshipmen preparedness for commissioning and provide feedback to the Commandant and Superintendent on the effectiveness of the MTP and USNA curricula in achieving the PCCs. The following documents shall be submitted by the Brigade Training Staff in order to facilitate planning and executing the MTP.

(1) Semester Training Plan: Approved by the Battalion Officer before the beginning of each academic semester, the Semester Training Plan will provide a long range overview of training that needs to be accomplished and should reflect applicable training events listed in the USNA master calendar.

(2) Monthly Training Plan: Submitted by each Company Commander by the 20th of each month prior to the training month and approved by the Battalion Officer, the Monthly Training Plan shall outline the general training each company intends to conduct within that month. The training shall follow the guidance put forth in the Semester Training Plan. The Monthly Training Plan shall be used to provide overarching general guidance on what types of training will be conducted in that month. The Monthly Training Plan shall be used as a long range planning tool and provide flexibility for companies to tailor their Weekly Training Plan.

(3) Weekly Training Plan: Submitted by each Company Commander by the Friday before the training week and approved by the Company Officer, the Weekly Training Plan will provide the details of the training activities planned for that week. Deviation from the Monthly Training Plan in the Weekly Training Plan requires Battalion Officer notification before approval. Deviations from Weekly Training Plan requires Company Officer approval no later than 24 hours in advance and may necessitate Battalion Officer notification. Pre-approved Physical Training Plans should be incorporated into the Weekly Training Plan. Any new Physical Training Plans require Battalion Officer approval.

NOV 15 2016

b. Professional Knowledge Book (4/C Pro Book) and Professional References.

(1) The 4/C Pro Book is intended to be the sole reference required for Fourth Class midshipmen to complete professional knowledge requirements. It should include the 4/C MQS. The Pro Book shall be reviewed annually and issued to each Fourth Class during Reformation (Reform).

(2) Professional references shall be provided electronically. Those references and some issued hard copy references are intended to be the sole references required for Third, Second, and First Class midshipmen to complete professional knowledge requirements. Professional references shall be reviewed and updated annually in conjunction with MQS reviews.

c. Midshipmen Qualification Standards (MQS). MQS contain class-specific learning objectives (LO) that are testable on Pro Quizzes, Pro Exams, PCAs, and PCBs. MQS shall reflect a progression of knowledge from year-to-year in order to prepare midshipmen for follow-on Summer Training, Service Assignment, and Commissioning.

(1) A professional reference shall be cited for each LO.

(2) The midshipmen Chain of Command (CoC) and Subject Matter Experts (SME) shall facilitate midshipmen completion of MQS by assessing achievement of each LO prior to signing it off.

(3) Each midshipmen shall complete the required portion of MQS prior to participating in a Pro Quiz, Pro Exam, PCA, or PCB. The latter two require MQS completion in its entirety.

(4) Midshipmen are advised that the preponderance of their signatures should not be from the same person or persons, but that they should seek out signatures from CoC or SMEs who are knowledgeable in that particular LO. Signature givers should not sign off a LO unless the midshipman demonstrates knowledge. Signatures are not to be given if the CoC or SME is purely transmitting information.

d. Professional Quiz (Pro Quiz)

(1) Each midshipman 4/C shall be quizzed on Pro Book material on a weekly basis in accordance with the Battle Rhythm in the Pro Book. Pro Quizzes shall cover information from the Pro Book and assist midshipmen 4/C in preparing for their PCBs at the end of the academic year.

(2) The quiz shall consist of no more than 20 questions and shall be approved by the 4/C Training Officer in PRODEV.

(3) Passing is 70%. Grading shall be on a 100 point scale, except when extra credit is provided by the Brigade Training Staff.

(4) Retakes are not authorized.

e. Professional Examination (Pro Exam)

(1) Each midshipman 4/C shall take a Pro Exam in November to reinforce 1st Semester Pro Book information.

(2) The exam shall consist of 30 questions with no extra credit and shall be approved by the 4/C Training Officer in PRODEV.

(3) Passing is 70%. Grading shall be on a 100 point scale.

(4) Any midshipman 4/C who fails a Pro Exam shall re-take the exam. However, the first grade shall be considered in their Military Order of Merit (MOOM) for their first semester Plebe Year.

(5) If a midshipman 4/C subsequently fails the re-take, they shall receive an aptitude grade no higher than D (Progressing).

(6) Failure of the Pro-Exam re-take will trigger a Company Aptitude Board.

f. Professional Competency Assessment (PCA)

(1) Each 2/3/C midshipman shall take a PCA annually to objectively measure cumulative comprehension of Pro Book material, MQS and fundamental principles of some academic courses. 2/3/C shall take a PCA in the spring. 1/C shall take a service assignment specific Practicum Course in the spring.

(2) The PCA shall consist of 50 multiple choice questions with no partial or extra credit and shall be approved by the Commandant.

(3) Passing is 70%. Grading shall be on a 100 point scale.

(4) Any midshipman who fails a PCA shall re-take the exam. However, the first PCA grade shall be reflected as their official score and shall be considered in their MOOM.

(5) If a midshipman subsequently fails the first re-take, they shall receive an Aptitude Grade no higher than D (Progressing).

(6) The Commandant shall release a notice annually to publish the policies and procedures governing the PCA and the courses of action following a subsequent failure of the re-take.

g. Professional Competency Board (PCB). Administered to 4/C midshipmen in the spring to objectively measure comprehension of the Pro Book material.

(1) The Company Training Officer shall schedule each PCB. The Company-level PCB shall consist of one 1/2/3/C midshipman, each from the same company as the 4/C, and one 1/C (M/LT or higher) from another company within the battalion. There shall be four board members total.

(2) The names of the board members and the 4/C midshipman to be examined shall not be disclosed in advance of the board convening.

(3) The board shall consist of two parts: A formal uniform inspection and an oral board consisting of questions developed from the 4/C MQS.

(4) Passing is 70%. Grading shall be on a 100 point scale.

(a) 20 points for the uniform inspection

NOV 15 2016

(b) 15 points per board member for question responses

(c) 5 points per board member for military bearing and poise

(5) Failure of the Company-level PCB shall result in a Battalion-level PCB. The Battalion-level PCB shall consist of one 1/2/3/C midshipman, each from the same battalion as the 4/C (but outside the company of the 4/C), and one 1/C (M/LT or higher) from another battalion.

(6) Failure of the Battalion-level PCB shall result in a Brigade level PCB. The Brigade PCB shall consist of one 1/2/3/C midshipman, each from outside the battalion of the 4/C and one 1/C (M/LCDR or higher) from another battalion.

(7) Failure of all three PCBs shall be addressed through the Aptitude for Commissioning procedures in reference (e) and result in an Aptitude Grade no higher than D (Progressing).

(8) The Commandant shall release a notice annually to publish the policies and procedures governing the PCB and the courses of action following a subsequent failure of the re-take.

h. Significant deficiencies and failures in professional readiness should be addressed through counseling, remediation, and discipline using references (c) and (e).

i. Discretionary Instruction Periods and the Training Reserve Period

(1) Come-Around Period, Discretionary Instruction Periods and the Training Reserve Period are listed in the Battle Rhythm in reference (c).

(2) These periods shall be used for the training of midshipmen. Multiple training periods are offered so that all midshipmen can complete assigned training.

(3) Come-arounds. The principal purpose of come-arounds is to further the professional development of all midshipmen through one-on-one interaction. Come-arounds consist of professional training, a counseling session, an oral examination, or inspection of a 4/C midshipman.

(a) Personnel. Normally, only midshipmen in the direct chain-of-command may conduct a come-around for that plebe. If a midshipman outside the chain-of-command deems it necessary for a 4/C midshipman to conduct a come-around, that midshipman shall coordinate with the respective Squad Leader.

(b) Time. Come-arounds should be conducted during the Come-around Period from 0635-0655, Monday, Wednesday and Friday. Total duration for come-arounds should not exceed three hours per week. Exceptions may be approved by the Company Officer in accordance with reference (f). Come-arounds may be scheduled outside of this period if a scheduling conflict arises for the 1/2/3/C or 4/C midshipmen with CoC approval. 1/2/3/C shall not visit the room of a 4/C midshipman during study period unless they are within the immediate chain of command on official business or they are tutoring the midshipman in an academic subject.

(c) Location. Come-arounds may be conducted in a passageway or in a 4/C room with the door open.

(d) Uniform. Midshipmen conducting a come-around shall be in complete uniform. Under most circumstances, this should be the same uniform as the 4/C midshipman.

(e) Implementation. Weekly come-arounds will be conducted in accordance with the Weekly Come-around Sheet in enclosure (4).

1. The 4/C midshipman will fill out the front table prior to the primary come-around period on Monday.

2. When giving the come-around, the members of the squad will directly rate each 4/C on their knowledge of the entire chapter.

a. During come-around period on Monday morning, the 3/C midshipman will review and discuss the important points/diagrams/tables with the 4/C midshipman, and make comments on their preparedness. An understanding of the important topics and a verbalized study plan will earn the 4/C a signature. They will then discuss the weekly goals with the plebe, and how they are developing morally, mentally, and physically. Lastly, they will mark whether their performance is declining, improving or consistent, and comment on a course of action.

b. During come-around period on Wednesday morning, the 2/C Fireteam Leader will quiz the 4/C midshipman on the professional knowledge learning objectives. Demonstrating knowledge on the subject matter will earn the 4/C midshipman a signature. They will then discuss the weekly goals with the plebe, and how they are developing morally, mentally, and physically. Lastly, they will mark whether their performance is declining, improving or consistent, and comment on a course of action.

c. The Squad Leader will rate the 4/C on their knowledge of the learning objectives (LO) found in the back of their professional knowledge book. Upon completion of the come-around, the squad leader will sign the MQS LO, representing the 4/C has the requisite knowledge. A signature on each LO will earn the 4/C a signature on the come-around sheet. They will then discuss the weekly goals with the plebe, and how they are developing morally, mentally, and physically. Lastly, they will mark whether their performance is declining, improving or consistent, and comment on a course of action.

(4) Saturday Morning Training (SMT). Saturday Morning Training may be conducted between the hours of 0630 and 1200 on Saturday morning. SMTs should be used to perform training that is too long to do during the normal weekday training periods. Examples of SMTs are:

(a) Professional Military Education. Instruct and/or present relevant topics that develop a professional cadre of leaders that contribute to sound military decision making leading to improved warfighting acumen.

(b) Running to the Maryland WWII memorial, reading a citation, and discussing the importance of leadership and sacrifice. This could be done in conjunction with multiple events like performing a "Murph" workout (1 Mile Run, 100 Pull Ups, 200 Push Ups, 300 Squats, 1 Mile Run, with a 20lb vest) and discussing operation Redwing.

(c) Scheduling the YP simulator to practice standard commands and have a Surface Warfare Officer or SEL talk about the community.

(d) Having your company's community mentor visit your wardroom and talk about their community.

NOV 15 2016

(e) Going to DC to visit the nation's capital and run between the monuments.

(5) Company Officers have the authority to utilize the Training Reserve Period in accordance with guidance in reference (f), paragraph 4.5. A Form-1 or Form-2 should be utilized to document use of the Training Reserve Period for Extra-Military Instruction (EMI).

(6) Twice per semester, the Training Reserve Period may also be utilized to accomplish group training events. This training must be related to the PCCs. A few valid examples include attending The Holocaust Museum Workshop, visiting Arlington National Cemetery, and visiting the National Museum of the Marine Corps. Movement Orders shall be executed for group training events that require off-yard travel in accordance with reference (g).

(7) Battalion Officers maintain the authority to approve any Physical Training activities conducted. Battalion Officer may have standing pre-approved Physical Training Plans for ease of implementation by the Company Officers and Company Commanders.

j. Squad Outings. See reference (h) for guidelines and tips for success. Squad outings should be reserved for activities that encourage professional development, building team cohesiveness or engagement from all classes. Squad outings off the yard will follow the normal Movement Order (MO) procedures for approval.

(1) The following items will be considered when planning a squad outing:

- (a) Mission
- (b) Purpose/Intent
- (c) How this outing will help benefit the unit's comradery and professional development
- (d) Time, Space, Logisites i.e. How will the mission be accomplished?
- (e) Identify friction points and/or significant events
- (f) Identify communication assets and contingency plans
- (g) Plan for retraining tasks not preformed to standard
- (h) Identify and allocate resources such as: transportation, training areas, fuel, ranges/ammo, weapons qualifications and gunnery, simulations and support exercises, and evaluators to support training event/exercises

(2) Notify the CoC before submitting the MO.

(3) Create enough time for review of the MO and ORM to be approved (MOs have to be submitted to the logistics officer a week prior, therefore the Company Officer will need it earlier). For extended liberty, be willing to think through a complete plan and put in the work. 3/C and 4/C don't normally have Friday liberty; however, with a justifiable reason this period can be taken advantage of. Do not request an outing on a Friday night that could take place on a Saturday with the sole purpose of getting the 3/4/C extra liberty.

(4) Include an ORM (if necessary) IAW enclosure (9).


S. E. LISZEWSKI

Distribution:
Non-Mids (Electronically)
Brigade (Electronically)

MIDSHIPMEN TRAINING PROGRAM POA&M

June

- Training Department coordinates 4/C Pro Book and 2/3/C MQS review

July

- Commandant approves 4/C Pro Book and 2/3/C MQS
- Training Department coordinates update of electronic professional references
- Training Department coordinates MTP review and provides recommended changes/updates to the Deputy Commandant

August

- Training Department conducts Reform Briefs and distributes 4/C Pro Books, MQS, and Squad Leader Handbooks
- Training Department meets with Brigade Training Staff (Fall Semester)
- Commandant releases changes/updates to the MTP (as required)
- Training Department generates the PCA Note
- Commandant releases the PCA Note

September

- No scheduled events

October

- Training Department coordinates and approves the 4/C Pro Exam
- Training Department coordinates inputs to the 2/3/C PCAs

November

- Commandant approves 2/3/C PCAs
- 4/C Pro Exam

December

- Training Department meets with Brigade Training Staff (Fall and Spring Semester)

January

- Training Department conducts Inter-sessional Briefs

February

- No scheduled events

March

- 2/3/C PCA

April

- 2/3/C PCA Re-take
- 4/C PCBs

May

- Training Department coordinates review and update of Squad Leader Handbook

NOV 1 5 2016

1/C MIDSHIPMEN - ROUTINE EVENTS

The role of 1/C Midshipmen. 1/C Midshipmen serve as examples of positive leadership.

You are responsible not only for your own actions, but more importantly, the actions and performance of your subordinates. If a member of the team is not doing their job, you must step in and make sure the established standards are being upheld. Make the expectations you have of your subordinates known early. By publicizing and supporting unit goals early, your people can translate your goals into their own. Ensure they know the purpose of the given task, what needs to be done and how they can do to contribute.

Monday-Friday Schedule

| | |
|-----------|--|
| 0545 | Motivate/lead/participate in squad morning workouts. |
| 0635-0655 | Come-Around Period for Squad Leaders (F). 1/C supervision of come-around period and other training events. (M/T/W/R) |
| 0635-0655 | Discretionary Instruction Period. (unit PT, unit training, come-arounds, etc.) (T,R) |
| 0650-0700 | Oversee chow call stations. |
| 0700 | Morning quarters formation. |
| 0700 | Conduct formal uniform inspection and ensure the platoon/squad is in proper uniforms. (T) |
| 0700 | Conduct Bravo room inspection. (F) |
| 0710-0730 | Morning meal (M/W) |
| 1150 | 1/C management of plebes at chow call stations. Ensure that the 2/C and 3/C are performing required duties regarding plebes. |
| 1205 | Noon meal formation. |
| 1210-1250 | Noon meal. Squad discussions. 1/C supervision of 2/C during noon meal training of plebes. Ensure that the 2/C and 3/C are following training requirements. |
| 1250-1320 | Discretionary Instruction Period. Conduct counselling with 2/C and 3/C, if not actively participating in 4/C training. |
| 1930-2000 | Instruction Period -Secondary. Conduct counselling with 2/C, 3/C, or 4/C and complete MQS. (M/T/W/R) |

Saturday Schedule

| | |
|-----------|--|
| 0800-1200 | Training reserve period (as directed). If participating in 4/C SMT, motivate and supervise 4/C through the workout. SMT may start at 0630. |
|-----------|--|

Sunday Schedule

| | |
|-----------|---|
| 1900-2000 | Midshipman activity period. Ensure that 4/C have completed professional knowledge quizzes. Ensure the 2/C and 3/C have accomplished MQS signature requirements. |
| 2200 | Blue and Gold |

2/C MIDSHIPMEN – ROUTINE EVENTS

The role of 2/C Midshipmen. 2/C Midshipmen demonstrate their understanding and leadership style through training and mentoring.

You are expected to live up to the oath of office by assuming added responsibilities committing yourself to the highest ethical standards. The knowledge, skills, and abilities you have developed will be put to the test this year by your academic endeavors, your development of the 3/C and 4/C, your involvement in the company, and your additional privileges. At this stage you should be very involved in the long-term planning for your squad. You should learn to recognize both strengths and weaknesses in subordinates and help guide their development accordingly. As a leader in the Brigade of Midshipmen, you are now accountable to both your subordinates and your superiors and you must embrace this. It will be the cornerstone of your development into a junior officer. The theme running through your 2/C year is to understand and embrace your place in the chain of command. The chain of command should be seen as a mechanism for you to accomplish goals and fulfill the Naval Academy's mission.

Monday-Friday Schedule

| | |
|-----------|--|
| 0545 | Motivate/lead/participate in squad morning workouts. |
| 0635-0655 | Come-Around Period for 2/C (W). 2/C supervision of come-around period and other training events. (M/T/R) |
| 0635-0655 | Discretionary Instruction Period. (unit PT, unit training, come-arounds, etc.) (T,R) |
| 0650-0700 | Oversee chow call stations. |
| 0700 | Morning quarters formation. |
| 0700 | Formal uniform inspection (T) |
| 0700 | Bravo room inspection. (F) |
| 0710-0730 | Morning meal (M/W) |
| 1150-1205 | Discuss relevant world topics at chow call station. Ensure 3/C are doing the same with their plebes. |
| 1205 | Noon meal formation. |
| 1210-1250 | Noon Meal. Squad discussions. |
| 1250-1320 | Discretionary Instruction Period Accomplish MQS requirements. |
| 1930-2000 | Instruction Period -Secondary. Complete come-arounds with plebes. Accomplish MQS requirements. (M/T/W/R) |

Saturday Schedule

| | |
|-----------|--|
| 0800-1200 | Training reserve period (as directed). If participating in 4/C SMT, motivate and supervise 4/C through the workout. SMT may start at 0630. |
|-----------|--|

Sunday Schedule

| | |
|-----------|---|
| 1900-2000 | Midshipman activity period. Ensure that 4/C have completed professional knowledge quizzes. Ensure the 3/C have accomplished MQS signature requirements. |
| 2200 | Blue and Gold |

NOV 1 5 2016

3/C Midshipmen – ROUTINE EVENTS

The role of 3/C Midshipmen. 3/C Midshipmen develop their leadership and understanding of their personal leadership style.

To facilitate the understanding of leader-subordinate interaction, 3/C will be assigned a plebe in the squad. 3/C will support, guide, motivate, and teach this plebe. In doing so, 3/C will simultaneously learn, practice, and enhance your leadership skills. This is your role as a 3/C Midshipman. How well you fulfill the leadership roles outlined here, combined with the effort you make to improve yourself and your 4/C midshipmen, will determine the level of your success in your Youngster year.

Monday-Friday Schedule

| | |
|-----------|--|
| 0545 | Motivate/participate in squad morning workouts. |
| 0635-0655 | Come-Around Period for 2/C (W). 2/C supervision of come-around period and other training events. (M/T/R) |
| 0635-0655 | Discretionary Instruction Period. (unit PT, unit training, come-arounds, etc.) (T,R) |
| 0650-0700 | Oversee chow call stations. |
| 0655 | Ensure 4/C within squad have a clean, proper uniform. |
| 0700 | Morning quarters formation. |
| 0700 | Formal uniform inspection. (T) |
| 0700 | Bravo room inspection. (F) |
| 0710-0730 | Morning meal. (M/W) |
| 1150 | Mentor plebes at chow call stations. |
| 1205 | Noon meal formation. |
| 1210-1250 | Noon meal. Squad discussions. Conduct/aid in noon meal training for plebes. |
| 1250-1320 | Discretionary Instruction Period. Work on MQS. |
| 1930-2000 | Instruction Period -Secondary. Complete come-arounds with plebes. Accomplish MQS requirements. |
| 1900-2000 | Conduct/aid 4/C Professional Quiz. (F) |

Saturday Schedule

| | |
|-----------|--|
| 0800-1200 | Training reserve period (as directed). If participating in 4/C SMT, motivate and supervise 4/C through the workout. SMT may start at 0630. |
| 1200-2359 | Wear the uniform with pride on and off the yard. |

Sunday Schedule

| | |
|-----------|---|
| 0800 | Town Liberty for 3/C in proper uniform. |
| 1900-2000 | Conduct/aid with 4/C Professional. Quiz make-up. |
| 1900-2000 | Help your 4/C set tangible goals/revisit them weekly. |
| 2200 | Blue and Gold |

NOV 15 2016

4/C Midshipmen - ROUTINE EVENTS

The role of 4/C Midshipmen. 4/C Midshipmen learn to understand leadership and the active role each midshipman serves in their unit.

As a plebe, your role is quite simple: learn! Your acceptance of your appointment to the Naval Academy reflects your commitment to becoming a naval officer and a leader. However, to reach that goal you must first become a good follower. Plebe year is the time for you to develop these followership skills. By developing a deeper understanding of yourself and the commitment you have made, and by demonstrating mastery of your Professional Knowledge and the Midshipmen Qualification Standards, learning the information in the Professional Knowledge Book and Midshipmen Qualification Standards, you will be prepared to meet the challenges of plebe year and to make a successful transition into youngster year. Your full commitment to learning will make this transition much easier, but you will only receive the rewards commensurate with your effort.

Monday-Friday Schedule

| | |
|-----------|---|
| 0545 | Morning workouts according to company discretion (Sea Trials prep in the spring). |
| 0635-0655 | Come-Around Period. (M/W/F) |
| 0635-0655 | Discretionary Instruction Period. (T,R) |
| 0650 | Chow call stations (report correct rates to 1/2/3/C). |
| 0700 | Uniform inspection. (M) |
| 0700 | Morning quarters formation. |
| 0700 | Bravo room inspection. (F) |
| 0710-0730 | Morning meal (M/W) |
| 1150-1205 | Plebes at chow call stations (report correct rates to 1/2/3/C). |
| 1205 | Noon meal formation. |
| 1210-1250 | Noon meal. Squad discussions. |
| 1250-1320 | Discretionary Instruction Period. |
| 1900-2000 | Professional Quiz. (F) |
| 1930-2000 | Instruction Period - Secondary. Come-arounds with 1/2/3/C. (M/T/W/R) |

Saturday Schedule

| | |
|-----------|--|
| 0800-1200 | Participate enthusiastically in all Saturday Morning Training activities. SMT may start at 0630. |
| 1200-2359 | Wear the uniform with pride on and off the yard. |

Sunday Schedule

| | |
|-----------|---|
| 0800-1800 | Use time productively to study and maintain company spaces. |
| 1900 | 4/C Professional Knowledge Quiz make-up. |
| 2200 | Attend and participate in Blue and Gold. |

ACADEMIC YEAR DEVELOPMENT SYSTEM

1. **Purpose.** To establish policy and guidelines for Academic Year training of midshipmen.
2. **Background.** The Academic Year Development System is a traditional and fundamental element in the professional education of USNA midshipmen, preparing them for service as leaders in the officer corps of the Navy and Marine Corps. Academic Year Training reinforces and builds on the experiences gained during Plebe Summer, while shifting focus and intensity in order to meet academic requirements. The system supports the USNA mission and balances moral, mental, and physical requirements to provide a challenging, positive, and rewarding experience that emphasizes teamwork, leadership, and the chain of command.
3. **Chain of Command Responsibilities.** Proper execution of the Academic Year Development System is the responsibility of all members of the Brigade of Midshipmen. Midshipmen leadership must ensure that it is administered in accordance with the letter and spirit of this instruction.
 - a. **Supervision.** The Commandant of Midshipmen, through the staff and the Brigade chain-of-command, has overall responsibility for the success of the Academic Development System. The Commandant approves recommendations from the Brigade Commander concerning all modifications to the system.
 - b. **Brigade Commander shall:**
 - (1) The Brigade Commander will execute the policies of the Commandant of Midshipmen, oversee the training and professional development of the Brigade of Midshipmen, and keep the Commandant of Midshipmen informed regarding any deficiencies and recommend corrective action to be taken.
 - (2) Approve and enforce the Brigade Training Plan in order to maintain the highest state of efficiency for all midshipmen.
 - (3) Ensure effective turnover to the following semester staff.
 - (4) Maintain standardization throughout the Brigade.
 - c. **Brigade Executive Officer shall:**
 - (1) Directly supervise the execution of the Academic Year Development System.
 - (2) Coordinate with the Commandant's Aptitude and Training Officers, and the Brigade Aptitude, Conduct, and Training Officers.
 - (3) Communicate with the Brigade chain-of-command to ensure 1/2/3/C execute the system consistently.
 - d. **Brigade Training Officer shall:**
 - (1) Develop and disseminate the Brigade Training Plan with the approval of the Brigade Commander. Coordinate with the Training Department and use the Brigade Training staff to meet the requirements of this instruction and enhance the professional awareness of the Brigade.

- (a) Be responsible for standardization across the Brigade.
 - (b) Monitor training evolutions and provide feedback to the Brigade Staff.
 - (c) De-conflict training requirements with other 4/C requirements such as academic study periods, academic events, sporting events, and Brigade-wide evolutions.
 - (d) Coordinate training activities with Battalion Training Officers.
- (2) Set Brigade goals and develop a plan of action and milestones (POA&M) for Pro Quiz/Pro Exam performance, MQS completion, and PCA/PCB performance. This POA&M could include identifying scheduled professional events on the Yard (e.g., lectures or ship visits) or other organized events to accomplish MQS.
- (3) Submit Pro Quizzes and the 1st Semester 4/C Pro Exam to the 4/C Training Officer for review, approval, and printing.
- (4) Track Brigade Pro Quiz/Pro Exam performance and MQS completion and submit weekly reports. The Pro Quiz performance report shall be submitted to the PRODEV 4/C Training Officer NLT 1500 each Monday. The MQS completion report shall be provided to the 1/C Training Officer NLT 1500 each Thursday.
- (5) During Reform and prior to turnover of the 4/C Regiment from the Plebe Detail to the Brigade, ensure that 1/2/3/C midshipmen read and are familiar with enclosures (3) and (4).
- e. Brigade Training Sergeant shall: Assist the Brigade Training Officer as directed.
 - f. Battalion Staff shall:
 - (1) Monitor approved Training Plans and submit a consolidated Semester Training Plan to the Battalion Officer at the beginning of each semester. Ensure each company submits a Monthly Training Plan (enclosure 10) to the Battalion Officer for approval.
 - (a) Ensure battalion-wide standardization in execution of the system.
 - (b) Monitor training evolutions within the battalion and coordinate with the Battalion Commander to approve group training events within the battalion.
 - (c) Perform collateral brigade-level training duties such as coordinating ship visits, writing proposals, and developing professional materials.
 - (2) Track Battalion Pro Quiz performance and MQS completion, and submit weekly reports to the Brigade Training Officer as directed.
 - (3) Support and execute plans as required to meet the Brigade Training Officer's goals for Pro Quiz/Pro Exam performance, MQS completion, and PCA/PCB performance. These plans could include coordinating SME lectures or organizing group training events at the Battalion and Company level.
 - g. Company Commanders shall:

(1) Monitor approved Company Training Plans (enclosure 10) and submit a consolidated Monthly Training Plans to the Company Officer for approval and then to Battalion Officer each month. The plan shall include, at a minimum, the training concepts scheduled for the Company.

(2) Submit a Weekly Training Plan (enclosure 11) to the Company Officer for approval. The Weekly Training Plan shall detail the specific events and training planned and an initial Risk Assessment Code (RAC) in accordance with the guidance in enclosure (9) for RAC 3 or higher.

(3) Be responsible for the company's performance on Pro Quizzes/Pro Exams, MQS, and PCAs/PCBs. Leadership, supervision, and excellence in planning and execution are essential to success.

(4) Be responsible for the effective and efficient use of Instructional Periods and Training Reserve Periods.

(5) Be responsible for the planning and execution of up to two group training events per semester, ensuring ORM assessments are completed in accordance with enclosure (8).

(6) Submit Movement Order requests in accordance with reference (g) when required to support group training events during Training Reserve Periods.

(7) Ensure reference (f) is utilized to counsel, remediate, and discipline midshipmen who are deficient in accomplishing the requirements of this instruction.

(8) Be responsible for ensuring Academic Year Development and training is done in accordance with enclosures (3) and (4).

(9) Ensure Squad Leaders receive a copy of the most recent Squad Leader Handbook - reference (h). Squad Leaders are the backbone of the Brigade and can have a profound effect on how midshipmen approach and accomplish the requirements in this instruction.

(10) Ensure company Midshipmen attend training evolutions.

h. Company Executive Officers shall:

(1) Advise the Company Commander on matters pertaining to the Academic Year Development System. This includes keeping records of counseling, hazing, fraternization, etc. related to the system.

(2) Coordinate with the Company Training Officer to monitor execution of the system in the company to ensure standardization. This includes periodic supervision all company-level training events.

(3) Assist in educating all midshipmen in the company on the Academic Year Development System.

i. Company Training Officer shall:

(1) Assist all 1/2/3/C Midshipmen in accomplishing the Academic Year Development System objectives and report any concerns or problems to the Company Commander for resolution.

(2) Ensure 1/2/3/C assist with special training initiatives within the company such as performance boards, movement orders, presentations, and battalion and brigade-level training requirements.

(3) Track each midshipman's MQS completion and Pro Quiz performance and coordinate with Company leadership to address poor performance.

(4) Work with the Company Commander and Company Executive Officer to oversee midshipmen in their training roles. The Company Training Officer must be vigilant in ensuring that the system is executed in accordance with this instruction.

(5) Develop the company's Monthly and Weekly Training Plans (enclosures 10 and 11) and submit them to the Company Commander.

j. Platoon Commander shall:

(1) Monitor execution of the Academic Year Development System in the platoon to ensure standardization by all 1/2/3/C. This includes periodically supervising come-arounds and ensuring Squad Leaders maintain thorough and accurate records.

(2) Monitor and manage the performance of midshipmen in the platoon.

(3) Be responsible for training and mentoring squad leaders in their duties.

k. Squad Leader shall:

(1) Be responsible for every aspect of the training, performance, and growth of midshipmen in their squad.

(2) Maintain the standard set forth by the Academic Year Development System.

(3) Receive, review, and maintain all evaluations written on squad members and discuss each with the midshipman concerned.

(4) Counsel all midshipmen in the squad, with emphasis on moral, mental, and physical development.

(5) Serve on Aptitude Boards for 4/C midshipmen in the squad.

(6) Administer weekly room and personnel inspections subject to the guidance of company leadership.

l. Second Class midshipmen shall:

(1) Assist Squad Leaders in maintaining the standards set forth in the Academic Year Development System and reference (j).

(2) Serve as evaluators to provide adequate and timely feedback to Squad Leaders regarding the performance of 3/4/C squad members.

(3) Counsel midshipmen 3/C weekly regarding training effectiveness and possible improvements.

NOV 15 2016

(4) Administer weekly room and personnel inspections subject to the guidance of company leadership.

(5) Take responsibility for their Midshipman Qualification Standards (MQS) and provide weekly progress updates to their Chain of Command in accordance with the timeline distributed by the Brigade Training Officer.

(6) Prepare for the Professional Competency Assessment (PCA) in order to pass the exam on their first try.

(7) Oversee the 3/C in their MQS progress and assist the underclass in studying for the PCA and PCB in the spring semester.

m. Third Class midshipmen shall:

(1) Participate fully in the training of 4/C midshipmen in areas such as academics, wearing of uniforms, and professional knowledge. Focus on teaching and instructing in accordance with reference (j).

(2) Administer weekly room and personnel inspections and conduct come-arounds subject to the guidance of 2/C midshipmen. Come-arounds shall focus on teaching and instructing 4/C midshipmen with an emphasis on professional knowledge that will be evaluated.

(3) Assist with Company Training.

(4) Take responsibility for their Midshipman Qualification Standards (MQS) and provide weekly progress updates to their Chain of Command in accordance with the timeline distributed by the Brigade Training Officer.

(5) Prepare for the Professional Competency Assessment (PCA) in order to pass the exam on their first try.

4. Conduct. Each 1/2/3/4/C midshipman is responsible for upholding an equal standard and developing themselves, their peers and their subordinates into capable junior officers, to this end shall:

a. Be familiar with all instructions associated with reference (c).

b. Take an active role in training while emphasizing uniformity. The integrity of the system shall not be undermined by granting of unauthorized privileges or special favors.

c. Correct infractions, while ensuring that dignity and respect remain in order.

d. Instill confidence in the system through impartiality.

e. Understand the definitions of hazing and fraternization as specified by reference (c) and stated in this instruction.

f. Means of Remediation. 1/2/3/4/C shall remediate deficiencies in their peers and subordinates. Remediation shall be professional and appropriate to the deficiency; this list is not all encompassing. Suggested means of remediation are:

NOV 15 2016

(1) Informal/Formal Counseling.

(a) Informal counseling is an intentional verbal instruction or advice typically used to correct minor problems or to discuss performance or behavioral adjustments that are necessary with midshipmen. Informal counseling may be confirmed in a follow-up letter to the staff member.

(b) Formal counseling is designed to provide structured, written feedback that includes a draft action plan (often a Letter of Instruction) for achieving successful performance. The draft action plan should identify each performance problem, the actions necessary to correct the problem(s), and the time frames within which the problem(s) must be corrected.

(2) Negative Form-1. A Negative Form-1 serves to document a deficiency and allow the 4/C midshipman's chain of command to be aware of the deficiency or infraction.

(3) Professional Reports. A Professional Report may be assigned to a 4/C midshipman and should be a professional topic in nature. The report must take no longer than 30 minutes to complete, to include research, and is limited to four per month.

(4) Loss of privileges. In order to correct a deficiency, 4/C midshipmen may lose certain privileges that are directly linked to the deficiency. Privileges are only things that can be restricted without a direct impact on the 4/C midshipman's ability to complete his/her assigned tasks and do not impact his/her well-being, health or safety. An example would be of losing the privilege to wear Blue and Golds when the midshipman is deficient in wearing a proper uniform. Only a midshipman in the 4/C's direct chain of command may restrict a privilege and this must be reported to the squad leader. Taking away of privileges shall not interfere with sleep, academics, athletics or in a manner or duration that it could be construed as hazing as defined in reference (c). Loss of privileges start at reveille and end at study period and may only be implemented for two days, at which time the squad leader will review the deficiency with the 4/C if it is still not corrected.

(5) Swim-buddies. 4/C midshipmen may be put on swim buddies to emphasize accountability of each other.

(6) Extra come-arounds. An extra come-around does not need to be about 4/C Pro Book topics. They may contain other professional EMI and training such as correcting uniforms. Also, if a 4/C midshipman does not know a striper's name as part of their rates, the 4/C midshipman could be made to have a come-around with the striper. Extra come-arounds can only take place during designated training or instructional periods as outlined in enclosure (2).

g. Recognition. 1/2/3/C midshipmen should recognize superior performance and effort of midshipmen. Suggested means of recognition are:

(1) Verbal recognition in front of the squad, platoon, company, etc.

(2) Positive Form-1

(3) A Letter of Commendation.

(4) Nomination for Company/Battalion Midshipman of the Month or for Company/Battalion/Brigade Midshipman of the Semester.

NOV 15 2016

5. Training Requirements. Training is the most critical element in the 4/C Development System – not only training of 4/C midshipmen, but training of 1/2/3/C midshipmen who must execute the system. Enclosure (4) contains specific information regarding training requirements and milestones.

6. Prohibited Activities. Although not all-inclusive, the following activities are specifically prohibited (consult reference (f) for further information):

a. Hazing. Hazing means any unauthorized assumption of authority by a midshipman whereby another midshipman suffers or is exposed to any cruelty, indignity, humiliation, hardship, or oppression, or the deprivation or abridgement of any right. Hazing does not include command-authorized or operational activities; the requisite training to prepare for such missions or operations; administrative corrective measures; extra military instruction; athletics events, command-authorized physical training, contests or competitions and other similar activities that are authorized by the chain of command.

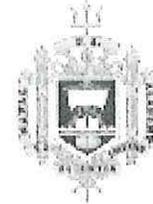
b. Physical Abuse. 1/2/3/C midshipmen may only touch midshipmen 4/C for the purpose of correcting or adjusting the uniform, drill and rifle positions, or as necessary for other legitimate training purposes. This would include contact necessary to assist a plebe with physical exercises such as holding feet for sit-ups or assisting a plebe to a chin-up bar. Physical abuse or harassment shall not be tolerated in any form. Physical contact is allowed only as necessary for training purposes. No amount of physical force is condoned, nor shall it be tolerated. 1/2/3/C must not coerce or compel 4/C midshipmen to perform a spirit activity that may put them in harm's way, or risk physical injury. Incidental contact during approved athletic contests in the athletic environment is authorized. Physical abuse is a separation level offense.

c. Interference with the sleep or study periods of 4/C midshipmen. 1/2/3/C may not schedule training for plebes before 0545 or after taps. That time is protected strictly for 4/C midshipmen to sleep. 1/2/3/C also may not schedule training, to include professional knowledge review (or come-arounds), during study period. That time is reserved strictly for academic study.

d. Special evolutions. The following techniques are not authorized during the academic year: bracing up and individual physical punishment.

e. Fraternization. Personal relationships that are prejudicial to good order and discipline or of a nature to bring discredit on the naval service, or those that violate the customary bounds of acceptable senior subordinate relationships. Fraternalization is a gender-neutral concept and is prohibited. Fraternalization is not simply limited to a relationship between a 4/C and a 1/2/3/C and can occur between members of different classes. Specific guidance can be found in reference (c).

Weekly Come Around Sheet



Name: _____
Alpha: _____
Company: _____
Date: _____

By signing below, you affirm that you have abided by the United States Naval Academy's Honor Concept and that all the signatures obtained below are indicators of a full and complete come-around.

Tests/Quizzes this Week

| Subject | Date of Test/Quiz | Current Grade in Class |
|--------------|-------------------|------------------------|
| | | |
| | | |
| | | |
| Weekly Goal: | | |

Grade Received on last Pro-Quiz: _____

3/C Mentor

Print: _____ Signature: _____ Date/Time: _____

Reviewed and discussed the important points/diagrams/tables with 4/C MIDN

Comments:

Additional Topics Discussed:

Moral Development Mental Development Physical Development
Performance

Trend:

Declining Improving Consistent

Course of action:

2/C Fireteam Leader

Print: _____ Signature: _____ Date/Time: _____

- Quizzed the 4/C MIDN on Professional-Knowledge Learning Objectives
- 4/C MIDN demonstrates knowledge on the subject matter

Comments:

Additional Topics Discussed:

- Moral Development Mental Development Physical Development
- Performance

Trend:

- Declining Improving Consistent

Course of action:

Squad Leader

Print: _____ Signature: _____ Date/Time: _____

- 4/C MIDN demonstrates sufficient knowledge on the subject matter to pass the Professional Knowledge Quiz

Comments:

Additional Topics Discussed:

- Moral Development Mental Development Physical Development
- Performance

Trend:

- Declining Improving Consistent

Course of action:

NOV 15 2016

ACADEMIC YEAR FOURTH CLASS TRAINING REQUIREMENTS

1. General. This enclosure specifies Academic Year Training requirements for 4/C midshipmen. 4/C midshipmen should not need to spend more than 1.5 hours per day on professional knowledge. This includes preparation and presentation time of MQS, rates, spirit related activities, and company duties. This equates to no more than 10.5 hours per week on the 4/C Development System. Approval for exceptions to this limit may be granted at no lower than the Company Officer level.

2. Training Milestones. The following are applicable to the academic year:

a. No later than Army Week, 4/C midshipmen should:

(1) Wear all uniforms properly

(2) Be fully conversant with all topics covered in the Pro Book during the fall semester.

(3) Display exemplary spirit (includes posters, bulletin boards of a professional nature, and other spirit related activities).

(4) Firmly grasp Naval Academy and Naval Service customs and traditions.

b. No later than the end of March, 4/C midshipmen should:

(1) Be fully conversant with the entire Pro-Book.

(2) Set the example of USNA and Navy spirit.

(3) Be professionally and physically prepared for Sea Trials and 3/C Summer Training.

3. 4/C Training Responsibilities. Plebes are responsible for chow calls, rates, and professional knowledge and duties throughout the academic year (Reform to Herndon).

a. Chow calls shall be performed in accordance with reference (k) at 10 and 5 minutes prior to all indoor formations and 12 and 7 minutes prior to all outside formations.

b. Plebe rates listed in references (c), (j) and (k) shall remain in effect throughout the academic year (Reform to Herndon).

c. Professional knowledge and duties shall consist of:

(1) Studying, recalling, and testing on information in the 4/C Pro-Book.

(2) Constructing bulletin boards in Bancroft Hall spaces to include company boards and any additional boards assigned. Work on bulletin boards shall not occur during study period.

(3) Delivering all company laundry items to their respective owner's room by 1930 on the day of delivery.

(4) Performing weekly recycling duties at the discretion of the Company First Lieutenant.

NOV 15 2016

4. Squad Training and Evaluations. The Squad Leader is the most important billet in the Brigade. The squad must work in unison to be effective. Proper coordination will lead to a squad that plans, implements, and evaluates the training of 4/C midshipmen effectively.

a. 1/2/3/C within the squad shall conduct a come-around with each midshipman 4/C at least three times a week using one of the instruction periods, free academic period, or midshipman Activity Period.

b. Each 1/2/3/C within the squad shall professionally interact with a midshipmen 4/C at some point every week.

5. Professional Reports

a. Professional Reports should be assigned routinely as part of the training plan. In general, each plebe should be assigned one or two Professional Reports per semester. Additional Professional Reports may be assigned as Extra Military Instruction (EMI) with the concurrence of the Company Commander and approval of the Company Officer. These EMI assignments shall be constructive in nature and tailored to a specific deficiency of a 4/C midshipman. Other guidelines are:

(1) No more than one Professional Report may be assigned to each 4/C midshipman per week.

(2) Professional Reports shall be limited to 30 minutes in duration. This includes the time required for a midshipman 4/C to research, complete, present and answer questions from 1/2/3/C midshipmen regarding the content of report.

(3) Topics should pertain the current week in the Pro Book.

(4) Squad Leaders are responsible for the conduct of Professional Reports in their squad.

(5) All EMI assignments shall be documented in accordance with reference (f).

6. Physical Training. 1/2/3/C may recommend physical training to build unit integrity, teamwork, physical aptitude, or applicable military skills.

a. If a Company Commander intends to conduct any type of physical training evolution, including physical training inside Bancroft Hall, the Battalion Officer must provide approval and ORM must be used in accordance with enclosure (9).

b. Academic year discretionary physical training (DPT) consists of standard and non-standard physical training events. Standard physical training events listed in enclosure (6) can be conducted with approval of the Battalion Officer and may be approved as 'standing plans' for repeat use. Non-standard training events can be conducted with approval of the Battalion Officer utilizing enclosure (7) and should be approved NLT 72 hours before execution of the event.

c. The only authorized physical training times are Monday through Friday between the times of 0545 and 2000 and during the Training Reserve Period on Saturday. Training should begin no earlier than 0545 (15 mins after the earliest rising time for plebes and the same time NAAA team workouts begin), and all participating plebes should be returned to the company area with enough time to shower and attend Morning Formation. Physical training outside of the times must be approved by the Battalion Officer.

NOV 15 2016

- d. Only medically cleared midshipmen shall participate in physical training.
- e. At least two company staff members shall be present at each physical training evolution. At all times at least one shall be performing exercises with the 4/C midshipmen and one shall be a safety observer.
- f. The guidance in paragraph 6 and enclosures (6) and (7) is not intended to restrict approved remedial PRT training or progressive PT prior to Sea Trials.

NOV 1 5 2016

ACADEMIC YEAR STANDARD DISCRETIONARY PHYSICAL TRAINING (DPT) REQUEST1. Standard DPT Checklist

| TASK | COMPLETE (Y/N) |
|---|---------------------------|
| 1. Plan physical training session to include warm up, stretching, and cool down. Complete Standard DPT Schedule of Events (Item 3). | |
| 2. If applicable, check flag condition and weather forecast for the day of the training session. | |
| 3. If necessary, schedule training location with the appropriate office. | |
| 4. Identify a Safety Observer for the physical portions of the evolution in order to monitor safe procedures at all times. | |
| 5. Identify a communications plan in case of an emergency (i.e. cellphone). | |
| 6. Review the Operational Risk Management (ORM) worksheet, enclosure (8), utilize for any and all standard physical training sessions. If necessary add or remove any risks that do or do not pertain to your specific training session. Complete ORM (Item 2). | |
| 7. Receive written approval from MIDN Company Training Officer, MIDN Executive Officer, and MIDN Company Commander for all unit physical training at the platoon level or smaller. | |

2. Standard DPT ORM

| Risk | RAC | Causes | Controls |
|------------------------|------------|--------------------------------|--|
| Dehydration | TBD | Lack of water | Bring canteen. If Yellow/Red flag, drink a minimum of 1 quart per hour. If Black flag, drink a minimum of 1-1.5 quarts per hour. |
| Fatigue | TBD | Overexertion | Do not exercise past failure. |
| Heat Related Illnesses | TBD | Lack of water/ extreme heat | Remain hydrated/stop training at first symptom. |
| Sprains or Strains | 3 | Unnatural rotation of joints | Teach effective techniques prior to start/monitor fatigue levels throughout/provide continuous assessment of physical status/use caution during exercises. |

NOV 1 5 2016

3. Standard DPT Schedule of Events

| Total Elapsed Time | Action | Event Time |
|---------------------------|--|-------------------|
| NLT 24 hours before event | Obtain appropriate level of approval. | |
| 30 minutes prior | Notify Company Mate of the Deck (CMOD) when departing company area for training session. Provide accountability, location, and a phone number prior to departing. | |
| 15 minutes prior | Training Staff check flag condition and weather to confirm training plan. | 15 minutes |
| 0 minutes | Fill canteens and warm up jog to the PT location. | 5 minutes |
| 15 minutes | <p>Conduct a physical training session consisting of 1 to 6 evolutions:</p> <p><u>Non-Impact Exercises (NIE)</u> Each 3 minutes of NIE counts as one evolution. Each evolution must be followed by 30 seconds rest. The physical training session shall consist of a maximum of 3 NIE. At the conclusion of 3 NIE, 4/C must be able to hydrate.</p> <ul style="list-style-type: none"> • Front Leaning Rest • Wall Sits • Plank • 6 inches • Arms Parallel to the Deck (With/Without Holding an Item) <p><u>Impact Exercises (IE)</u> Each 4-count cadence of 25 reps of IE counts as one evolution. Each evolution must be followed by 60 seconds rest. The physical training session shall consist of a maximum of 3 IE. At the conclusion of 3 IE 4/C, must be able to hydrate.</p> <ul style="list-style-type: none"> • Push-Ups • Flutter Kicks • Leg-Levers • Squats • Mountain Climbers • Side Straddle Hops • Burpees • Smurf Jacks • Lunge Jumps • Sit-Ups • Jump Squats • V-Ups • 8 Count Body Builders <p>A physical training session may combine NIE and IE evolutions. However, it may not exceed 6 total exercises and there must be a rotation between NIE and IE evolutions – adhering to the rest times in-between of the preceding exercise.</p> | 15-20 minutes |

Enclosure (6)

ACADEMIC YEAR NON-STANDARD DISCRETIONARY (DPT) PHYSICAL TRAINING REQUEST

1. Information

- a. Who: [XX] Company, Platoon, Squad or Fireteam
- b. What: Non-Standard Physical Training Session
- c. When: [DD MMM YY, TTTT-TTTT]
- d. Where (Green/Yellow Flag): (e.g., Farragut Field, Halsey Field House, MacDonough Gym)
- e. Where (Red/Black Flag): MacDonough
- f. Evolution Beforehand:
- g. Evolution Afterward:
- h. List total number and type of physical evolutions on this day: (e.g. PE classes, Intramurals, etc.)
(1)
(2)

2. Purpose

- a. Why you are making the request. Be specific.

3. Objectives

- a. What you intend to accomplish. Be specific.

4. Schedule of Events (example below)

| Total Elapsed Time | Action | Event Time |
|---------------------------|---|-------------------|
| NLT 72 hours before event | Gain approval for the event through the chain of command. | |
| NLT 48 hours before event | Company Operations coordinates with Battalion/Regimental Operations to reserve ALICE packs for the event, if available. | |
| 20 minutes prior | Brief scheme of maneuver and conduct safety brief. Identify road guards with orange vests and go over hike route. | 10 minutes |
| 15 minutes prior | Training Staff check flag condition and weather to confirm training plan. | 5 minutes |
| 10 minutes prior | Conduct stretching routine while reviewing hike route to midshipmen. | 10 minutes |
| 5 minutes prior | Confirm accountability, form up into hiking formation, and prepare to step off. | 5 minutes |
| 0 minutes | Begin hike from USNA to NSA Obstacle Course. | 65 minutes |
| 5 minutes | Stop for 2 minute gear check. | 2 minutes |

| | | |
|-------------|--|------------|
| AS REQUIRED | Stage road guards along route as necessary to stop any and all traffic. | |
| 65 minutes | Arrive NSA Obstacle Course, conduct accountability check, and stage gear. | 10 minutes |
| 75 minutes | 10 minute break for chow, hydration, and bathroom. | 10 minutes |
| 80 minutes | Conduct Obstacle Course safety brief, identify corpsmen and emergency procedures. | 20 minutes |
| 100 minutes | Conduct Obstacle Course. | 40 minutes |
| 140 minutes | 10 minute break for chow, hydration, and bathroom. | 10 minutes |
| 150 minutes | Form up in hike formation. | 5 minutes |
| 155 minutes | Begin hike from NSA to USNA. | 65 minutes |
| 160 minutes | 2 minute gear check. | 2 minutes |
| 240 minutes | Return to USNA and conduct accountability. | 5 minutes |
| 245 minutes | Cool down, inspect feet for sores and blisters. | 10 minutes |
| 255 minutes | Return to company area, report accountability to CMOD and any midshipmen who went to medical or had a medical emergency. | 5 minutes |

5. Special Notes

- a. Include all pertinent info.

6. Leadership Requirements

- a. List who shall be present as required per enclosure (4) of the Midshipmen Training Program (MTP).

7. Uniform. PT Gear, running shoes and socks, canteens.

Risk Assessment Example

| Risk | RAC | Causes | Options |
|------------------------|------------|------------------------------|--|
| Dehydration | 4 | Lack of water | Bring canteen |
| Fatigue | 5 | Overexertion | Do not exercise past failure |
| Heat Related Illnesses | 4 | Lack of water/extreme heat | Remain hydrated/stop training at first symptom |
| Sprains or Strains | 3 | Unnatural rotation of joints | Use caution during exercise |

8. Additional Notes on Risk Assessment

a. Be specific.

Submitted by: _____
MIDN LTJG (Name), [#] Company Training Officer / Date

Reviewed by: _____
MIDN LT (Name), [#] Company Commander / Date

Reviewed by: _____
Chief / GySgt (Name), [#] Company Senior Enlisted / Date

Forwarded by: _____
LT/Capt (Name), [#] Company Officer / Date

Approved by: _____
CDR/LtCol (Name), [#] Battalion Officer / Date

GROUP TRAINING DEBRIEF

DD MMM YY

MEMORANDUM

From: MIDN LCDR [Your Name], Brigade Training Officer
To: LT/Capt [Name], First Class Training Officer

Subj: TRAINING RESERVE PERIOD – GROUP TRAINING DEBRIEF

1. Purpose. To provide an accurate account of Training Reserve Period usage for group training and gauge the effectiveness of the various group training events that are executed.
2. Weekly Summary. The following training was conducted during the Training Reserve Period on [DD MM YY].

| <u>Company</u> | <u>Event Conducted</u> | <u>Time/Place</u> | <u>PCCs Achieved (paragraph #)</u> |
|----------------|------------------------|-------------------|------------------------------------|
|----------------|------------------------|-------------------|------------------------------------|

3. Highlights. Paragraph format for each event listed. Include a recommendation regarding follow-on execution of the event.

Very Respectfully,

[Your name]
MIDN, USN

NOV 15 2016

OPERATIONAL RISK MANAGEMENT GUIDE

1. Purpose. Operational Risk Management is a tool utilized to make smart decisions at the appropriate level. The goal of risk management is not eliminate risk but mitigate it so that the mission can be completed with minimal impact. The main focus of this enclosure is on in depth ORM and is in no way a substitute for sound judgment. All ORM assessments shall be conducted in accordance with OPNAVINST 3500.39C.

2. Definitions. ORM consists of three levels.

a. In depth – Utilized before a training evolution is implemented when time exists to plan and prepare. Examples include, planning to train on the O-course, or conducting Sea Trials.

b. Deliberate – Utilized during routine periods through the implementation of a training evolution. Examples include, training of cadre and safety briefs during the implementation of a company field exercise.

c. Time critical – Used during the operation of a training evolution. Time critical ORM utilizes all available resources by individuals to effectively complete training evolutions. Examples include checklists, or go no-go criteria.

3. Guidelines. During training evolutions time critical ORM should be constantly reevaluated and risk decisions updated. Deliberate and in depth ORM shall be conducted using the following spreadsheet to determine appropriate risk assessment codes (RAC) and approved at the appropriate level. When conducting ORM, use the following principles.

a. Accept risk when benefits outweigh the cost.

b. Accept no unnecessary risk.

c. Anticipate and manage risk through planning.

d. Make risk decisions at the right level.

e. Before conducting a training evolution, company training staff shall conduct an in depth ORM analysis using the following spreadsheet. Companies shall estimate risk assessment codes (RAC) based on Table 3 using the following definitions of probability and severity.

| Category | Description |
|----------|--|
| I | Loss of the ability to accomplish the mission. Death or permanent total disability. Loss of a mission-critical system or equipment. Major facility damage. Severe environmental damage. Mission-critical security failure. Unacceptable collateral damage. |
| II | Significantly degraded mission capability or unit readiness. Permanent partial disability or severe injury or illness. Extensive damage to equipment or systems. Significant damage to property or the environment. Security failure. Significant collateral damage. |
| III | Degraded mission capability or unit readiness. Minor damage to equipment, systems, property, or the environment. Minor injury or illness. |
| IV | Little or no adverse impact on mission capability or unit readiness. Minimal threat to personnel, safety, or health. Slight equipment or systems damage, but fully functional and serviceable. Little or no property or environmental damage. |

Table 1: Severity Categories

| Category | Description |
|----------|--|
| A | Likely to occur, immediately or within a short period of time. Expected to occur frequently to an individual item or person; or continuously over a service life for an inventory of items or group. |
| B | Probably will occur in time. Expected to occur several times to an individual item or person; or frequently over a service life for an inventory of items, or group. |
| C | May occur in time. Can reasonably be expected to occur sometime to an individual item or person; or several times over a service life for an inventory of items, or group. |
| D | Unlikely to occur, but no impossible. |

Table 2: Probability Categories

| RISK ASSESSMENT MATRIX | | PROBABILITY | | | | |
|------------------------|------------------|-----------------------------------|---------------|----------|---------------|---|
| | | Frequency of Occurrence Over Time | | | | |
| | | A Likely | B Probable | C May | D Unlikely | |
| Severity | Effect of Hazard | I | 1 | 1 | 2 | 3 |
| | | II | 1 | 2 | 3 | 4 |
| | | III | 2 | 3 | 4 | 5 |
| | | IV | 3 | 4 | 5 | 5 |

Table 3: RAC

COMDTMIDNINST 1600.4F
 NOV 1 5 2016

| Company: | Safety Observer: | Training Evolution: | Date/Time: | | <u>Notes:</u> |
|----------|------------------|--------------------------|----------------------|-------------------|---|
| Hazard | Risk | Risk Mitigation Controls | RAC without controls | RAC with controls | |
| | | | | | 1. RAC 1 or 2 without controls requires Company Officer approval. |
| | | | | | 2. RAC 3 with controls requires Company Officer approval. |
| | | | | | 3. RAC 1 or 2 with controls requires Battalion Officer approval. |
| | | | | | Approving Authority Signature/Date: |

Enclosure (9)

NOV 15 2016

DYMTHYEAR

MEMORANDUM

From: MIDN LT , USN, XX Company Commander
To: CAPT or LtCol , USN/USMC, XX Battalion Officer
Via: (1) LT/Capt , USN, XX Company Officer
(2) MIDN LCDR , USN, XX Battalion Commander

Subj: September Monthly Training Plan

Encl: September Monthly Training Plan Calender

1. Purpose:

a. To organize and track the execution of training events within the company and to ensure that all required training is completed by the company prior to established deadlines.

2. Objectives:

a. To provide the Company Training Officer and the Company Commander with a schedule of events to carry out required training of all members of the company.

F. M. LAST

CAPTAIN or LtCol , USN/USMC, XX Battalion Officer

LT/Capt , USN, XX Company Officer

MIDN LCDR , USN, XX Battalion Commander

MIDN LT , USN, XX Company Commander

| Company: XX | | Month: October | | | | |
|--|--------------------------------|---------------------------------|---|-----------------------------|--|------------------------|
| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 0630-0700: 3/C Come-around | 0545-0630: 4/C Weightlift Obse | 0630-0700: 2/C Come-around | 0545-0630: 4/C Workout (3-6) | 0630-0700: 1/C Come-around | | |
| | 1250-1320: YIP* | 1250-1320: 3/C MQS Brief | 1255-1320: 4/C Medal of Honor | 0700-0745: 1/C Meet with | | |
| | 1900: 1st Reg 4/C Brady Series | 1600: Practice Parade [Worden] | Sampson] | Recipient Presentations | 1530: Football vs. | |
| | | 1900: 1st Reg 3/C Shape Session | | 1900: 4/C Pro Quiz | | 1900: Make up Pro quiz |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| Columbus Day | 0545-0630: 4/C Weightlift Obse | 0630-0700: 2/C Come-around | 0545-0630: 4/C Workout (3-6) | 0630-0700: 1/C Come-around | Brigade PRT | |
| | 0630-0700: 3/C Come-around | 1250-1320: 2/C Meeting with Ser | 1900-1930: 4/C Medal of Honor | 1900: 4/C Pro Quiz | | |
| | 1250-1320: YIP | | | | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 0630-0700: 3/C Come-around | 0545-0630: 4/C Workout (1-8) | 0630-0700: 2/C Come-around | 0545-0630: 4/C Workout (1-8) | 0630-0700: 1/C Come-around | | |
| | 1250-1320: YIP | 1600: Practice Parade [Worden] | 1255-1320: 4/C Medal of Honor | 1250-1320: 21 and Under 2/C | 1530: Football vs. | |
| 1900: Forrestal Lecture [Alumni] | | 1900: 1st Reg 4/C Shape Session | Sampson] | 1900: 4/C Pro Quiz | | 1900: Make up Pro quiz |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 0630-0700: 3/C Come-around | | 0630-0700: 2/C Come-around | 0545-0630: Company Workout (| 0630-0700: 1/C Come-around | | |
| | 1250-1320: YIP | 1600: March-on Practice [Farrag | 1255-1320: 4/C Medal of Honor | 0700-0745: 1/C Meet with | Company Officer | |
| 2000: Alpha/Zone Inspection | Bancroft] | 1900: 1st Reg 2/C Shape Session | 2/C | 1900: 4/C Pro Quiz | | 1900: Make up Pro quiz |
| 31 | | | | | | |
| Comments: 4/C Uniform Improvement Sessions will occur every Monday at 1250. 4/C and Platoon workouts will occur every Tuesday and Thursday morning at 0545. Blue and Gold will occur every Sunday evening at 2200. 4/C Public Speaking exercise will occur every Thursday at 1250. Fleet Speakers will occur on Wednesdays at 1250. YIP = Youngster Instructional Program | | | Instruction Periods: #1 Row: Primary (0630-0655) #2 Row: Secondary (1250-1320) #3 Row: Tertiary (1930-2000) Any event that falls outside of instruction periods will be categorized in the nearest period. | | Moral Mental Physical Drill Adjutant Blue and Gold CAPT Other | |

DYMTHYEAR

MEMORANDUM

From: MIDN LT , USN, XX Company Commander
To: LT or Capt , USN/USMC, XX Company Officer

Subj: Weekly Training Plan

Encl: Weekly Physical Training Plan

1. Purpose:

a. To organize and track the execution of training events within the company and to ensure that all required training is completed by the company prior to established deadlines.

2. Objectives:

a. To provide the Company Training Officer, Platoon Commander, and Squad Leaders with a schedule of events to carry out required training of all members of the company.

F. M. LAST

Copy To:
XX Senior Enlisted

| Company: XX | | Month: October | | | | | |
|-------------|---|--|---|---|--|---|--------|
| Week | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
| 1 | <p>Run 3 Miles Ruck 40lb</p> <p>Introduction to warm-up and recovery SOP.</p> <p>Group discussion led by 2/C on heroes who 'Carried The Load' in adversity to protect our freedoms: http://www.carrytheload.org/site/PageServer?pagename=tribute_w_all</p> | <p>Swim</p> <p>25 m Swim, PU, Air Sgt, Crunches x 10 All x 4</p> <p>5x100 with T Shirt, 30 sec rest</p> <p>Tread Water 30 sec, 15 sec one hand out, 15 sec one hand out, 20 sec rest</p> <p>25 m Swim, PU, Air Sgt, Crunches x 10 All x 4</p> <p>3/C Introduce discuss the benefits of stretching and hydrating before, during, and after working out.</p> <p>2/C Discussion the history of the Life Saving Medal drawing on Capt Henry Mustin's personal experience as a 1896 Academy graduate.</p> | <p>9x200m</p> <p>All x4: Deadlift x4, Front Sgt x 4, Kb Military Press x 5 each arm</p> <p>All x4: Bench x8, Weight Pull Ups 5, Weight Push Ups x10, Knee Ups x15</p> <p>3/C Introduce Weight Room safety and technique.</p> | <p>O Course Suicides</p> <p>Introduction to safety and tips for course completion by 2/C.</p> <p>1/C led discussion on Col John Ripley.</p> | <p>Active Recovery</p> | <p>Must: 1600 Farragut Pullup Bars, PT Gear and Military ID</p> <p>Baseline: Pre SOP, Stretch</p> <p>Team Run: "Old Faith" 7 Miles (Co XC Runners lead)</p> <p>Recovery: Stretch, Hydrate, Post SOP</p> <p>See ORM for details of safety, 1/C led discussion on the Battle of Marathon messenger sent to Athens. Relating the longevity of plebe year to a marathon and not a sprint.</p> | Rest |
| 2 | <p>Murph</p> <p>1 Mile Run (Threshold pace)</p> <p>100 Pull Ups</p> <p>100 Push Ups</p> <p>300 Squats</p> <p>1 Mile Run (Endurance pace)</p> <p>2/C led discussion on LT Michael Murphy.</p> | <p>Continuous Swim 30 minutes any stroke</p> <p>3/C led discussion on the warrior culture of the Athenians</p> | <p>6 1000m Runs (Interval Pace)</p> <p>All x3:</p> <p>Squats x6</p> <p>KB Overhead Lunge SA x6</p> <p>Shrugs x10</p> <p>Pull Up x12</p> <p>1/C led discussion of XX Company's Core Values</p> | <p>Baseline: Pre SOP, Stretch</p> <p>E-Course x2:</p> <p>-1x Fast for time</p> <p>-1x Team Race (Team Building Evolution)</p> <p>Split the team into groups of people of various abilities. Each team must carry one 35lb ruck between them with their hands. Each time the ruck touches the ground, the team loses 2 minutes to their final time. The team with the fastest overall time is the winner.</p> <p>Recovery: Stretch, Hydrate, Post SOP</p> <p>1/C led discussion on bystander intervention.</p> | <p>Active Recovery</p> | <p>40 Minute Run Endurance pace</p> <p>6 100 yard strides for recovery</p> <p>1/C led discussion on liberty - who, what, when, where, why, and how while keeping what you've earned.</p> | Rest |
| 3 | <p>Must: 1630 Farragut Pullup Bars, PT Gear</p> <p>Baseline: Pre SOP, Stretch, 10 Pushups, 10 Sit Ups, 10 Supermans, 10 Pull Ups</p> <p>Work Capacity: In order, for time:</p> <p>100 Sit Ups</p> <p>100 Push Ups</p> <p>100 Supermans</p> <p>50 Pull Ups</p> <p>100 Sit Ups</p> <p>Recovery: Stretch, Hydrate, Post SOP</p> <p>1/C led discussion on how rest and recover in order to prepare for a successful week.</p> | <p>Must: 1600 Farragut Pullup Bars, PT Gear</p> <p>Baseline: Pre SOP, Stretch</p> <p>Bodyweight Circuit:</p> <p>Pushups Max, Situps Max, Pullups Max</p> <p>Dive Bombers 30</p> <p>Flutter Kicks 3 min</p> <p>Wide Pullups 15</p> <p>Burpees 30</p> <p>Superman Hold 1.5 min</p> <p>Chin Up 12</p> <p>Superman Hold 1.5 min</p> <p>Tri Pushups 40</p> <p>Pullups 12</p> <p>Situps 80</p> <p>Pullups 10</p> <p>Recovery: Stretch, Hydrate, Post SOP</p> | <p>Must: 1630 Farragut Pullup Bars, PT Gear and Boots</p> <p>Baseline: Pre SOP, Stretch, 2 Rounds of 20 Back Extensions, 33 Air Squats</p> <p>Ruck: 4 Mile Ruck with 25# (add more weight if desired)</p> <p>Every 15 minutes do 40 squats</p> <p>2 min plank half way</p> <p>Recovery: Stretch, Hydrate, Post SOP</p> <p>2/C led discussion on XX CO's Cdr's Intent and Cnd Philosophy</p> | <p>Must: 1600 POV to Naval Station, Boots and Utes</p> <p>Baseline: Pre SOP, Stretch</p> <p>O-Course x3:</p> <p>O-Course (individual)</p> <p>O-Course (top 10 performers in 5 vs 5 group race)</p> <p>O-Course (individual)</p> <p>Individual races (if desired)</p> <p>Recovery: Stretch, Hydrate, Post SOP</p> <p>Looking for improved time or completion by all.</p> <p>3/C led discussion on BO and Bn Cdr's Cnd Philosophy.</p> | <p>Active Recovery</p> | <p>41 Minute Run Endurance pace</p> <p>6 100 yard strides for recovery</p> <p>1/C led discussion on the history of the Medal of Honor highlighting two graduates.</p> | Rest |
| 4 | <p>10 min Endurance pace</p> <p>4 x 800m</p> <p>3:06</p> <p>3:02</p> <p>2:58</p> <p>2:54</p> <p>2.5 min rest</p> <p>8 strides</p> <p>10 min Endurance pace</p> <p>1/C discuss the Aptitude System and how PRT, Academics, and OOM affect opportunities at the USNA.</p> | <p>10 min Endurance pace</p> <p>1000m Threshold pace</p> <p>2 min rest</p> <p>1000m Threshold pace</p> <p>2 min rest</p> <p>then</p> <p>4 x 400m Interval pace</p> <p>1.5 min rest</p> <p>10 min Endurance pace</p> <p>3/C discuss the importance of sleep and hydrating days before the PRT.</p> | <p>Active Recovery</p> | <p>10 min Endurance pace</p> <p>1000m Threshold pace</p> <p>2 min rest</p> <p>1000m Threshold pace</p> <p>2 min rest</p> <p>then</p> <p>4 x 400m Interval pace</p> <p>1.5 min rest</p> <p>10 min Endurance pace</p> <p>2/C discuss of preparedness, optimism, and confidence before approaching difficult tests or evaluations.</p> | <p>20 min Endurance pace</p> <p>4 strides</p> <p>Hydrate! Hydrate! Hydrate!</p> <p>Motivational Movie and discussion led by 3/C.</p> | <p>7 min g pace</p> <p>Race</p> <p>7 min g pace</p> | Rest |

General Tips This Month:

1. Listen to your body. If it hurts and it shouldn't, find a way to stretch it, ice it, compress it, worst case scenario, cross train on the bike, elliptical or in the pool. Make sure you get the cardio though.
2. Be flexible. It is impossible to follow this plan exactly. "A plan is a point from which to deviate." If you have to switch a few days around, not a big deal (though I would recommend avoiding that as the race approaches, timing is more critical then). If you feel great and want to go a little faster or bad and want to take it a bit easier, go ahead, just don't get carried away (you will get hurt) or make it a habit (you won't reach your goals). With that in mind, if the paces are consistently too easy or too difficult, reach out to me and we will adjust the program.
3. Stretch, especially between warm-ups and interval sets and after runs. Your muscles are like taffy, they stretch better when warm. Static stretches should only be done when muscles have already had some kind of warm up. However, dynamic stretches are good-to-go even when the muscles are cold.
4. Invest in a foam muscle roller. They are amazing and really help work out kinks. Use it to target calves, hamstrings, glutes, quads, IT bands, and even lower back.
5. Try to balance with other workouts. For example, a tough running workout the same day as leg day probably is not good.
6. Stay on soft surfaces as much as possible. Dirt trails and grass are the best, tracks are ok but should probably be reserved for intervals. Asphalt is softer than concrete. Try to vary your running routes, it will keep you from getting bored and help the time move faster.
7. Make sure your shoes are good for your type of feet and not too worn out. If you're not sure, go to a local running store and they will set you up.
8. Warming up before workouts is a personal routine. Some people like to run fast, others slow, some far, some short. Tinker with it until you feel best before you start your interval set. You'll want a good routine on race day. A lot of people also run a couple of strides before they begin the workout to get some pop in their legs. Up to you.
9. Don't be afraid to hop in a local 5k and get your workout in there, either as prescribed or just as a race "test". It also really helps to help to have other people around you to train with, so try to workout with others when possible.
10. "There's no such thing as bad weather, just soft people."
11. "Any day that I am too busy to run is a day in which I am too busy."
12. Finally, and this is most important: Running is simple, there is no secret formula or workout. To be good at running, you have to run a lot. To be good at running, you have to run fast.

**This is an example of a weekly physical training plan extrapolated for the month. See 6. Training Execution (3) Weekly Training Plan for requirements.