1. Purpose. The Midshipmen Training Program (MTP) exists to codify a professional training program across the U.S. Naval Academy (USNA) enterprise in support of the USNA Mission and guidance from reference (a). This instruction promulgates policy for the execution of professional training in conjunction with Academic and Physical Education programs in order to achieve the Professional Core Competencies (PCC) promulgated in reference (b).

2. Cancellation. COMDTMIDNINST 1600.4F

3. Scope and Applicability. This instruction applies to all midshipmen at the U.S. Naval Academy (USNA) comprising the Brigade of Midshipmen, as well as USNA faculty and staff.

4. Background

   a. Reference (b) delineates the knowledge, skills, and abilities that basically trained Naval Officers must possess upon commissioning. These PCCs 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.

b. The Commandant of Midshipmen is the Program Director for the Midshipmen Training Plan. The Commandant retains final decision and validation authority for all MTP events, activities and requirements, and its implementation, subject to the advice of the Academic Board and the approval of the Superintendent.

c. The Deputy Commandant for Professional Development (PRODEV) is 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 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.

d. All personnel assigned to USNA, including commissioned officers, enlisted personnel, faculty, staff, coaches, and civilians who interact with midshipmen have a stake in our midshipmen’s transformation into commissioned officers. The MTP is a critical component of our mission to promote a foundation of professional excellence in order to graduate leaders ready for a career of naval service and have the potential to assume the highest responsibilities of command.

e. Commissioned Officers provide midshipmen with the framework, oversight, and mentorship to execute the MTP. They shall execute the responsibilities delineated in the Planning Board for Training and the Personnel Roles in Training Execution sections.

f. A midshipman’s duty is to execute the MTP. Midshipmen are to take ownership for their own individual training and the training of other midshipmen; both in formal roles of leadership and informal roles of peer accountability. Midshipmen do not have a role in the administrative actions associated with the Planning Board for Training section described below, but shall execute the responsibilities delineated in the Personnel Roles in Training Execution section. However, an understanding of the PB4T process provides context to the program.

5. Planning Board for Training (PB4T)

a. Purpose and Timeline. The charter of the PB4T is to coordinate and synchronize professional training events across USNA and review proposals to change the governing references of this instruction, including the PCCs and the Summer Training Program. The board shall make recommendations to the Commandant and Superintendent. The board shall meet quarterly and review all references at least annually.

b. Composition

   (1) The primary members of the PB4T are PRODEV; the Deputy Commandant for Midshipmen (DEPDANT); the Deputy Commandant for Leadership Education and Development (LEAD/LAW); the Deputy Athletic Director; the Associate Provost for Planning and Assessment
(APPA); the Training Officer; the Commandant’s Operations Officer; the Plebe Summer OIC, and the senior representative from the surface, submarine, aviation, SEAL, explosive ordnance disposal, and information warfare communities and the Marine Corps.

(2) Contributing members who shall attend as required include: The Supply Officer; Battalion Officers; the Commandant’s Special Assistants; the Director, International Programs; the Director, Physical Education Department; and the senior representative from the civil engineering corps, medical corps, and supply corps.

c. Personnel roles and responsibilities in executing PB4T.

(1) PRODEV shall:

(a) Serve as Chairman of the PB4T.

(b) Provide oversight of execution of the MTP.

(2) Training Department shall:

(a) Be responsible for planning and execution of the PB4T, including scheduling and coordinating the annual and quarterly PB4T meetings and agenda.

(b) Chair quarterly community meetings.

(c) Update and promulgate professional material in conjunction with community and service representatives.

(3) Community Leads shall:

(a) Attend PB4T.

(b) Conduct outreach events to expose midshipmen to the various communities available following commissioning.

(c) Submit community events to the Training Department for submission into the Training Calendar.

d. Training Calendar.

(1) The training calendar serves to organize efforts between the various organizations, communities, and the Brigade of Midshipmen. The Training Department manages it under the supervision of the Training Officer.

(2) Community Inputs. Each warfare community is expected to submit planned events and evolutions to the Training Department to ensure deconfliction to the max extent practicable in
order to provide the Brigade of Midshipmen or targeted audience the greatest opportunity for attendance. Deconflictions shall be coordinated at the quarterly PB4T meetings.

6. Training Execution

   a. Training Continuum. In the 47 months a midshipman is present at the United States Naval Academy, they shall continually challenge themselves to become the Naval Officers the United States of America deserves. All midshipmen enter having shown this potential for leadership, and as such are expected to demonstrate this initiative, beginning with Induction Day. While the opportunities for structured leadership are limited as 4/C Midshipmen, expectations increase daily. The goal of the training program is to graduate leaders who are ready to succeed in the Naval Service, having refined the skills and gained the confidence necessary to lead Sailors and Marines effectively in any environment.

   b. Training is every midshipman’s duty. While there are billets for various midshipmen training roles, they serve as facilitators to training evolutions. Every midshipman shall take responsibility for execution of their own training and the training of other midshipmen. This is especially true for unit commanders, beginning with each Squad Leader, all the way to the Brigade Commander.

      (1) Moral Development. The development of morally sound leaders is the most important training objective. Midshipmen are persons of integrity: they stand for what is right. Every midshipman shall uphold the Navy’s core values of Honor, Courage, and Commitment by conducting honor and conduct training, completing core courses of leadership and ethics, upholding the Honor Concept and Honor Treatise, holding others and oneself accountable, and refining leadership through leadership billets.

      (2) Mental Development

         (a) Core Courses. Every midshipman takes the core courses in Leadership Education & Development and Seamanship & Navigation over their four years. These courses are intended to educate midshipmen on the qualities and knowledge required for Naval Officers to succeed in the United States Navy and Marine Corps.

         (b) Professional Knowledge. The 4/C Professional Knowledge (Pro-Know) book is the sole reference required for Fourth Class midshipmen to complete professional knowledge requirements and includes the 4/C Midshipmen Qualification Standards. Pro-Know provides the 4/C Midshipmen with the foundation of professional knowledge upon which summer training, subsequent years at USNA, and their life as naval officers will build. Training Department shall review the Pro-Book annually and issue them to each 4/C Midshipmen during Reformation.

         (c) Midshipmen Qualification Standards (MQS). MQS contain class-specific learning objectives (LO) that are testable on Pro-Quizzes, Pro-Exams, Professional Competency Assessments (PCA), and Professional Competency Boards (PCB). MQS shall reflect a progression of knowledge from year-to-year to prepare midshipmen for follow-on summer training, service assignment, and commissioning.
(3) Physical Development

(a) Physical Readiness Test. Each midshipman shall take and pass a PRT each semester. The PRT ensures midshipmen are training to uphold the physical requirements and warrior ethos of the Navy and Marine Corps services.

(b) Physical Education Courses. Each midshipman shall complete required Physical Education Courses each semester. These courses lay the foundations of swimming and self-defense, while establishing lifelong habits of physical fitness and sports activity.

(c) Sports. Each midshipman shall participate in a competitive physical activity, facilitating teamwork, competition, and the will to win.

(d) Morning Workouts. All classes of midshipmen should complete morning workouts with the 4/C throughout the week. These build physical fitness and unit cohesion.

(4) Professional Core Competencies. Drawn from many sources, beginning with the Navy Leader Development Framework (NLDF), the PCC manual operationalizes requirements, establishing the foundational standards of “officership” by delineating core competencies required of all officer accession programs. The PCCs are accounted for over the tenure of a midshipman at USNA in the areas of Naval Orientation and Officership, Leadership and Ethics, Seapower and Naval History, Programs and Policies, Technical Foundations, Naval Warfare, and Seamanship and Navigation.

c. Training Plan Execution. There are three levels of training planning and execution: The Brigade Semester Training Intent, Battalion Monthly Training Plan, and Company Weekly Training Plan.

(1) Brigade Semester Training Intent. The Brigade Semester Training Intent serves to focus training efforts throughout the Brigade of Midshipmen and support the Commandant’s Vision. It will address all classes of the Brigade of Midshipmen and articulate an end state goal. It is intended to be broader in context for the Battalion Monthly Training Plan and Company Weekly Plan to plan to. The Brigade Commander and Brigade Training Staff create it, with input from the Training Department and Battalion Officers. They route it to the Commandant for approval and dissemination to the Brigade of Midshipmen, via the Training Officer and PRODEV. This document shall be in proper memorandum format.

(2) Battalion Monthly Training Plan. The Battalion Monthly Training Plan is intended to focus efforts from the Brigade Semester Training Intent at the Battalion level for each month. It is created by the midshipmen Battalion Commanders and Battalion Training Staff create it, with the Brigade Training Staff serving as advisors. They route it NLT the 15th of the month prior to the upcoming month to the Battalion Officers for approval and dissemination to each Battalion. This document shall create a Saturday Morning Training (SMT) plan and address other large-scale training events. Topics to address for events include: training objectives, applicable Operational Risk Management (ORM) steps from enclosure (4), logistics, and administrative requirements. Large-scale training events to plan to include but are not limited to: Battalion
Field Exercises (FEXs) and Battalion Physical Training. The Battalion Officer shall approve any deviations from this plan. The format for this document is contained in enclosure (2) and is distributed electronically.

(3) Company Weekly Training Plan. The Company Weekly Training Plan is intended to support the Brigade Semester Training Intent and Battalion Monthly Training Plan. The Company Commanders and Company Training Staff create it and route it to Company Officers for approval NLT Wednesday prior to the upcoming week for dissemination to the respective Company and Battalion Training Staff. It is more detailed in focus and should include the upcoming weeks plan for morning workouts, Noon Meal Trainings (NMT), Professional Knowledge Quizzes, inspections, and other applicable training evolutions. It should include but is not limited to: training objectives, applicable Operational Risk Management (ORM) steps from enclosure (4), logistics, administrative requirements, attendance requirements, class and individual roles and responsibilities, and any recommendations for individual training requirements and needs. The Company Officer shall approve all deviations from this plan. The format for this document is contained in enclosure (3) and is distributed electronically.

d. Staff Roles in Training Execution

(1) The Commandant shall advise the Superintendent and promulgate training policy to ensure USNA graduates meet the standards set forth by the Superintendent in accordance with reference (a) and reference (b).

(2) DEPDANT shall:

(a) Provide updates to the Commandant of Midshipmen on the status of Brigade training policy, execution, and effectiveness.

(b) Advise and assist the Brigade Staff in the implementation of this instruction.

(3) PRODEV shall:

(a) Receive PCA performance data (including individual scores) from the Brigade Training Officer and provide results to appropriate individuals and directorates.

(b) Act as approval authority for waivers to the requirements in this instruction.

(4) The Training Officer shall:

(a) Oversee training objectives set forth in this document.

(b) Provide weekly updates to DEPDANT and PRODEV on the status of Brigade training.

(c) Create, update, and distribute Squad Leader Handbooks, 4/C Pro-Books, and MQS annually.
(d) Receive MQS and Pro-Quiz performance data weekly from the Brigade Training Officer.

(e) Conduct academic year training briefs during the Reformation and Intercessional periods.

(f) Create, update, and manage PCAs annually.

(g) Be responsible for execution of and updates to the MTP.

(5) Class Training Officers shall:

(a) Assist the Training Officer in the execution of the MTP.

(b) Coordinate with the Brigade Training Staff on training objectives set forth in this document. This includes but is not limited to: tracking Pro-Know completion; Pro-Quiz creation; tracking MQS completion; creating and administering PCAs; updating the Squad Leader Handbook; updating Reef Points; tracking GMT requirements; reviewing and updating electronic professional references annually; assisting to coordinate large-scale training events as required.

(c) Provide guidance and mentorship to the Brigade Training Staff.

(6) Battalion Officers shall:

(a) Review and be the approving authority for Battalion Monthly Training Plans, monitor use of Training Reserve Periods, and ensure appropriate resources are available and Operational Risk Management (ORM) is used.

(b) Oversee training efforts in the battalion to ensure they support and enhance each midshipmen’s development.

(c) Maintain responsibility for midshipmen preparation and performance on MQS, Pro-Quizzes, the Pro-Exam, PCA’s, and PCB’s.

(d) Monitor 4/C Indoctrination.

(7) Company Officers shall:

(a) Review and be the approving authority for Company Weekly Training Plans that effectively and efficiently accomplish requirements delineated in this instruction and reference (a). Ensure appropriate resources are available and ORM is complete, using enclosure (4).

(b) Oversee training efforts in the company to ensure they support and enhance each midshipmen’s development.
(c) Ensure effective and efficient use of Instruction Periods and Training Reserve Periods.

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

(e) Ensure company staff is executing 4/C Indoctrination in accordance with this document.

e. Midshipmen Leadership Roles in Training Execution

(1) Brigade Commander shall:

(a) Execute the policies of the Commandant, oversee the training and professional development of the Brigade, and inform the Commandant regarding any deficiencies and recommend corrective action to be taken.

(b) Approve and enforce the Brigade Training Intent in order to maintain the highest state of efficiency for all midshipmen.

(c) Ensure effective turnover to the following semester staff.

(d) Maintain standardization of training throughout the Brigade.

(2) Midshipmen Training Staff

(a) Brigade Training Staff shall:

(1) Develop and disseminate the Brigade Training Intent 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.

(2) Maintain standardization of training throughout the Brigade.

(3) De-conflict training requirements with other 4/C requirements such as academic study periods, academic events, sporting events, and Brigade-wide evolutions.

(4) Coordinate training activities with Battalion Training Officers.

(5) Set Brigade goals and develop a plan of action and milestones (POA&M) for Pro-Quiz and Pro-Exam performance, MQS completion, and PCA and 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. They shall submit the POA&M to the Training Department.
(6) Submit Pro-Quizzes and the 1st Semester 4/C Pro-Exam to the 4/C Training Officer for review and approval.

(7) Track Brigade Pro-Quiz and Pro-Exam performance and MQS completion and submit weekly reports to the Training Department.

(8) During Reform and prior to turnover of the 4/C Regiment from the Plebe Detail to the Brigade, ensure that all upper-class midshipmen read and understand their responsibilities as outlined in this document.

(b) Battalion Training Staff shall:

(1) Create a Monthly Battalion Training Plan with the Battalion Commander and submit it to the Battalion Officer no later than the 15th of the month prior to the upcoming month. The plan shall include, at a minimum, the large-scale training events scheduled for the Battalion and an initial Risk Assessment Code (RAC) in accordance with the guidance in enclosure (4) for RAC 3 or higher.

(2) Monitor approved Company Weekly Training Plans.

(3) Ensure battalion-wide consistency in execution of the system.

(4) Perform collateral Brigade-level training duties such as coordinating ship visits, writing proposals, and developing professional materials.

(5) Track Battalion Pro-Quiz performance and MQS completion, and submit weekly reports to the Brigade Training Officer as directed.

(6) Support and execute plans as required to meet the Brigade Training Officer’s goals for Pro-Quiz and Pro-Exam performance, MQS completion, and PCA and PCB performance. These plans could include coordinating SME lectures or organizing group training events at the Battalion and Company level.

(c) Company Training Staff shall:

(1) Develop Company Weekly Training Plans with the Company Commander and submit it to the Company Officer no later than the Wednesday prior to the upcoming week. The plan shall include, at a minimum, the training events scheduled for the Company and an initial Risk Assessment Code (RAC) in accordance with the guidance in enclosure (4) for RAC 3 or higher.

(2) Work with the Company Commander to oversee midshipmen in their training roles. The Company Training Officer must be vigilant in ensuring that company training is executed in accordance with this instruction.
(3) Ensure all upper-class midshipmen accomplish the Academic Year Development System objectives and report any concerns or problems to the Company Commander for resolution.

(4) Ensure all midshipmen in the Company are notified of all training evolutions with sufficient time to deconflict their schedules.

(5) Ensure upper-class assist with special training initiatives within the company, such as performance boards, movement orders, presentations, and battalion and brigade-level training requirements.

(6) Track each midshipmen’s MQS completion and Pro-Quiz performance, and coordinate with Squad Leaders to address poor performance.

(d) Battalion Commanders shall:

1. Create a Monthly Battalion Training Plan with the Battalion Training Staff and submit it to the Battalion Officer no later than the 15th of the month prior to the upcoming month. The plan shall include, at a minimum, the large-scale training events scheduled for the Battalion and an initial Risk Assessment Code (RAC) in accordance with the guidance in enclosure (4).


3. Ensure battalion-wide consistency in execution of the system.

4. Perform collateral brigade-level training duties such as coordinating ship visits, writing proposals, and developing professional materials.

5. Support and execute plans as required to meet the Brigade Training Officer’s goals for Pro-Quiz and Pro-Exam performance, MQS completion, and PCA and PCB performance. These plans could include coordinating SME lectures or organizing group training events at the Battalion and Company level.

(e) Company Commanders shall:

1. Ensure Company midshipmen attend training evolutions.

2. Ensure upper-class lead and assist with special training evolutions within the Company.

3. Develop Company Weekly Training Plans with the Company Training Staff and submit them to the Company Officer no later than the Wednesday prior to the upcoming week. The plan shall include, at a minimum, the training events scheduled for the Company and an initial Risk Assessment Code (RAC) in accordance with the guidance in enclosure (4) for RAC 3 or higher.
(4) Be responsible for the company’s performance on Pro-Quizzes and Pro-Exams, MQS, and PCAs and PCBs. Leadership, supervision, and excellence in planning and execution are essential to success.

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

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

(7) Ensure reference (g) is utilized to counsel, remediate, and discipline midshipmen who are deficient in accomplishing the requirements of this instruction. This includes keeping records of counseling, hazing, fraternization, etc. related to the system.

(8) Be responsible for ensuring Academic Year Development and training is consistent and completed in accordance with this document.

(9) Ensure Squad Leaders receive a copy of the most recent Squad Leader Handbook reference (i).

(10) Coordinate with the Company Training Officer to monitor execution of the system in the company to ensure consistency. This includes periodic supervision all company-level training events and educating all midshipmen in the company on the Academic Year Development System.

(f) Platoon Commanders shall:

(1) Ensure Platoon midshipmen attend training evolutions.

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

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

(g) Squad Leaders Shall:

(1) Ensure Squad midshipmen attend training evolutions.

(2) Be responsible for every aspect of the training, performance, and growth of each midshipmen in their squad. Squad Leaders are the backbone of the Brigade and have a profound effect on a midshipmen’s development.

(3) Maintain the standard set forth by the Academic Year Development System.
(4) Receive, review, and maintain all evaluations written on squad members and discuss each with the midshipmen concerned.

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

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

f. Class Specific Roles and Requirements. While each class of midshipmen has unique expectations, the common expectation is that each individual midshipman has a role of responsibility and accountability for their own training and the training of the Brigade at large. Training is every midshipman’s duty.

(1) Fourth Class. The primary responsibility of 4/C Midshipmen is to embrace their role as midshipmen and execute their duties while helping their classmates to do the same. They should observe leadership billets in order to help facilitate a positive culture within the Brigade of Midshipmen and equip their future development. 4/C will adapt to the demands of the Naval Academy by utilizing their resources in order to excel in character development, physical standards, academic performance, and leadership skills. The focus of 4/C year is receiving and executing orders and adaptation to USNA.

(a) Plebe Summer. Plebe Summer is the initial indoctrination period for incoming midshipmen. Plebe Summer will prepare 4/C Midshipmen to join the Brigade of Midshipmen at reform and create the professional foundations for further development. As such, Plebe Summer will have professional and physical certifying events to be completed by all 4/C Midshipmen. Each summer the Plebe Summer Officer in Charge will submit the list of certifying events to the Commandant for approval.

(b) Academic Year Training. During the academic year 4/C will participate in Morning Workouts, Chow Calls, Noon Meal Training (NMT), Saturday Morning Training (SMT), Professional Knowledge evolutions, Sea Trials, and numerous other evolutions to further their development. The Training Department publishes the professional knowledge requirements annually in the 4/C Pro-Know book.

(2) Third Class. Designated as the mentors within the Brigade of Midshipmen by serving as formal mentors to the 4/C. The 3/C are the class with the most current exposure to the life of a 4/C. The 3/C should share their experiences with the 4/C, to include their mistakes, their successes, and their experiences. The 3/C should advocate for the 4/C, but also ensure that they are properly introduced to the academic year, transitioning from Plebe Summer to effective members of the Brigade. The 3/C should ensure that their interactions with the 4/C go beyond a weekly check-in. The 3/C should be present at workouts, come-arounds, professional events, FEXs and other training evolutions. In addition, 3/C Midshipmen should exercise accountability at the personal and peer levels, and should also develop their self-management skills, to include time management and individual discipline. The focus of 3/C year is accountability for both their peers and their unit, and self-management.
(3) Second Class. Designated as the primary training class of the Brigade of Midshipmen. The 2/C are charged with the ultimate responsibility of training at both the plebe and company levels. 2/C midshipmen are expected to lead both the 3/C and the 4/C while working closely with the 1/C, learning from their leadership styles and advising when appropriate. 2/C Midshipmen should hold themselves to the highest standard and act as the standard bearers of the Brigade. The 2/C will supervise 3/C mentoring and serve as a positive and regular presence within the company, to include workouts, come-arounds, professional events, FEXs and other training evolutions. 2/C should learn to recognize both strengths and weaknesses in subordinates and help guide their development accordingly. They will also exercise accountability at the personal, peer, and unit levels. The focus of 2/C year is accountability and acting as the standard bearers of the Brigade.

(4) First Class. Designated as the leaders of the Brigade of Midshipmen.

(a) 1/C Midshipmen are responsible for the wellbeing of the midshipmen they lead and charged with creating and executing the vision of training at a company, battalion and brigade level. This includes, but is not limited to, determining the culture of training, the evolutions necessary to execute the mission of training, and determining the remediation and rewards, respectively. 1/C Midshipmen are responsible for their own actions and the actions and performance of their subordinates. If a member of the team is not doing their job, they must step in and uphold the established standards. As the leaders of the Brigade, the 1/C are also responsible for delegating and utilizing the other classes within the Brigade in order to execute their vision and ensure success. The 1/C must be present within the company in workouts, come-arounds, professional events, FEXs and other training evolutions. The focus of 1/C year is Brigade ownership and responsibility.

(b) The expectation is that 1/C Midshipmen will have taken an opportunity during their time at USNA to practice and learn small unit leadership before leading Sailors and Marines in the fleet. These opportunities include but are not limited to: Squad Leader; Platoon Commander; Company Commander; Sports Team Captain; OST leadership billet; YP leadership billet; Intramural Captain; Summer Seminar Detail; Plebe Summer Detail; Sea Trials Detail; and Summer STEM Detail.

g. Means of Recognition and Remediation. Upper-class midshipmen should recognize superior performance and effort of midshipmen and shall remediate deficiencies of midshipmen. Recognition and remediation shall be professional and appropriate to the achievement or deficiency.

(1) Suggested means of recognition are:

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

(b) Positive Form-1

(c) A Letter of Commendation.
(d) Nomination for Company/Battalion Midshipmen of the Month or for Company/Battalion/Brigade Midshipmen of the Semester.

(e) “Carry-on” at noon meal. Used sparingly, it may only be granted by 1/C midshipmen in the plebe’s direct chain of command. Unit Commanders and Training Officers reserve the right to the limit the use of “carry-on” in their units.

(2) Suggested means of remediation are:

(a) Informal/Formal Counseling. 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. 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.

(b) 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.

(c) 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.

(d) Loss of privileges. Privileges may be taken away from 4/C such as the wearing of Blue and Golds. Taking away privileges shall not interfere with 4/C sleep and academics or be defined as hazing.

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

(f) 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 Midshipmen’s chain of command could order the 4/C to have a come-around with the striper.

(g) “Dropping Plebes.” Plebes may be placed in the front leaning rest for no longer than one minute or made to do 20 pushups. They may only be dropped once for an infraction.

(h) Officers, Senior Enlisted Leaders, and Midshipmen shall administer all counseling, remediation, and discipline in accordance with reference (g) for any midshipmen who fails to meet the above requirements.

g. Prohibited Activities. Although not all-inclusive, the following activities are specifically prohibited, consult reference (d) for further information.
(1) 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 abridgment 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.

(2) Physical Abuse. Upper-class 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 touching 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. Upper-class 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.

(3) Interference with the sleep or study periods of 4/C Midshipmen. Upper-class may not schedule training for Plebes before 0545 or after taps. That time is protected strictly for 4/C Midshipmen to sleep. Upper-class also may not schedule training, to include professional knowledge review (or come-arounds), during study period. That time is reserved strictly for academic study. Exceptions require Company Officer approval and Battalion Officer notification.

(4) Special training techniques. Bracing up and individual physical punishment are not authorized during the academic year:

(5) 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 is fraternization. Fraternization is a gender-neutral concept.

7. Record 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.
8. **Review and Effective Date.** Per OPNAVINST 5215.17A, the Training Department will review this instruction quadrennially around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of 2016.

J.P. MCDONOUGH III

Releasability and distribution: This instruction is cleared for public release and is available electronically via the USNA Commandant Web Page, [https://www.usna.edu/Commandant/comdtinst.php](https://www.usna.edu/Commandant/comdtinst.php)
MIDSHIPMEN TRAINING PROGRAM POA&M

January
− Training Department conducts Intercessional Briefs

February
− No scheduled events

March
− 2/3/C PCA

April
− 2/3/C PCA Re-take
− 4/C PCB’s

May
− Training Department coordinates review and update of Squad Leader Handbook

June
− Training Department coordinates 4/C Pro-Book and 2/3/C MQS review
− Training Department coordinates MTP review and provides recommended changes/updates to the Commandant

July
− Commandant approves 4/C Pro-Book and 2/3/C MQS
− Training Department coordinates update of electronic professional references

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 and PCB Note
− Commandant releases the PCA and PCB 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 PCA’s

November
− Commandant approves 2/3/C PCA’s
− 4/C Pro-Exam

December
− Training Department meets with Brigade Training Staff (Fall and Spring Semester)
# BATTALION MONTHLY TRAINING PLAN OUTLINE

## To:
CAPT/CDR/Lt Col Name, USN/USMC, XX Battalion Officer

## Via:
Chain-of-Command

<table>
<thead>
<tr>
<th>DATE</th>
<th>DDMMYY</th>
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Signature (Battalion Training Officer)

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<tr>
<td>BATTALION COMMANDER</td>
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<tr>
<td>MIDN LCDR Last Name</td>
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<td>BATTALION OFFICER</td>
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<td>CAPT/CDR/Lt Col Name</td>
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Enclosure (2)
# COMPANY WEEKLY TRAINING PLAN OUTLINE

## COMPANY WEEKLY TRAINING PLAN

To: LT/Capt Name, USN/USMC, XX Company

Via: Chain-of-Command

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<th>Objective</th>
<th>ORM</th>
<th>Personnel</th>
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### MORNING TRAINING

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<th>Objective</th>
<th>ORM</th>
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### EVENING TRAINING

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<th>Objective</th>
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Signature (Company Training Officer)

FIRST M.I. LAST

<table>
<thead>
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<th>CoC Initials</th>
<th>DATE</th>
<th>APPROVE</th>
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</tbody>
</table>

## BATTALION COMMANDER

MIDN LT Last Name

## COMPANY OFFICER

LT/Capt Name

Enclosure (3)
1. **Purpose.** Operational Risk Management is a tool utilized to make smart decisions at the appropriate level. The goal of risk management is not to 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 check-lists, 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, 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 principles of probability and severity.
**Table 1: Severity Categories**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>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.</td>
</tr>
<tr>
<td>II</td>
<td>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.</td>
</tr>
<tr>
<td>III</td>
<td>Degraded mission capability or unit readiness. Minor damage to equipment, systems, property, or the environment. Minor injury or illness.</td>
</tr>
<tr>
<td>IV</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Table 2: Probability Categories**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>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.</td>
</tr>
<tr>
<td>B</td>
<td>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.</td>
</tr>
<tr>
<td>C</td>
<td>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.</td>
</tr>
<tr>
<td>D</td>
<td>Unlikely to occur, but not impossible.</td>
</tr>
</tbody>
</table>

**Table 3: RAC**

<table>
<thead>
<tr>
<th>Severity</th>
<th>Effect of Hazard</th>
<th>PROBABILITY</th>
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<tbody>
<tr>
<td></td>
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<td>Frequency of Occurrence Over Time</td>
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<td>A Likely</td>
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<td>Date/Time:</td>
<td>Notes:</td>
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<tr>
<td>RAC 1 or 2 with controls requires Battalion Officer approval.</td>
<td></td>
<td>1. RAC 1 or 2 without controls requires Company Officer approval.</td>
</tr>
<tr>
<td>RAC 3 with controls requires Company Officer approval.</td>
<td></td>
<td>2. RAC 3 with controls requires Company Officer approval.</td>
</tr>
<tr>
<td>Risk Mitigation Controls</td>
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<tr>
<td>Risk</td>
<td>Hazard</td>
<td>Company:</td>
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</tbody>
</table>

3. RAC 1 or 2 with controls requires Battalion Officer approval.