



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

COMDTMIDNINST 1602.1
HONOR
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COMMANDANT OF MIDSHIPMEN INSTRUCTION 1602.1

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

Subj: MIDSHIPMAN REMEDIATION PROGRAM

Ref: (a) COMDTMIDNINST 1610.2K
(b) COMDTMIDNINST 5354.1B

1. Purpose. To define the formal remediation process that provides oversight and mentorship to midshipmen assigned to the Midshipman Remediation Program. This instruction streamlines the various remediation procedures used throughout the Brigade of Midshipmen into a single unified program overseen by the Remediation Department Head and Honor Officer.
2. Background. Remediation is a developmental program typically used following an Honor, Aptitude, Dignity and Respect or Conduct adjudication that focuses on the professional, physical and moral development of midshipmen. Midshipmen who have committed an Honor, Command Managed Equal Opportunity (CMEO), Sexual Assault Prevention and Response (SAPR) or Conduct offense and are subsequently retained in the Brigade, or have been awarded remediation from a Brigade Aptitude Board, will be assigned to the Midshipman Remediation Program. A midshipman who has not been adjudicated for an offense may also be assigned remediation at the discretion of the Commandant of Midshipmen. This combined remediation program allows for all U.S. Naval Academy (USNA) Remediators to work on the holistic development of an assigned midshipman and gives the Commandant of Midshipmen a recommendation of their full potential as a future officer.
3. Discussion. Remediation is not a sanction or punishment, but is instead an opportunity for a midshipman to receive additional guidance and mentorship to correct their professional and performance deficiencies. A successfully tailored remediation program consists of the following basic elements:
 - a. The midshipman is placed in an environment, circumstance, or condition where they are encouraged and able to listen and think;
 - b. The program includes a known, predictable, and certain consequence for lack of progression or failure;
 - c. The Commandant of Midshipmen or Battalion Officer in the case of a Formal Company Honor Board Remediation, reviews and assesses the success of each completed remediation case

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based on recommendations of the assigned remediator, company-level leadership and the Remediation Program Coordinator;

d. A failure to successfully meet the requirements of remediation may result in a recommendation for separation to the Superintendent.

4. Administration

a. Both active duty and retired military members on the USNA faculty and staff are eligible for and encouraged to participate in the remediation program. Officers with less than three years of Fleet officer experience are not eligible to serve as remediators. Enlisted members must be E-7 and above (Navy) or E-6 and above (Marines) to participate as remediators.

b. Remediators will be formally assigned to a midshipman in a letter from the Deputy Commandant for Leadership and Character Development explaining the duties and responsibilities of the remediator.

c. Any remediation may encompass multiple focus areas as assigned by an adjudicating authority. If so ordered, the midshipman will be assigned only one primary remediation/remediator in priority order of

- (1) Honor,
- (2) Aptitude,
- (3) Dignity and Respect,
- (4) Conduct.

Note: The primary remediator may require their midshipman to meet with other USNA faculty and staff in lieu of normal weekly meetings as part of the remediation process. The midshipman will be administratively responsible only to the primary remediator.

d. Remediation length is normally set based upon the focus area of the remediation but may be adjusted by the adjudicating authority based on the egregiousness of the offense or the level of contrition shown by the midshipman throughout the investigation, respective boards, and adjudication process.

5. Remediation Focus Areas

a. Honor. The Honor Remediation focus provides mentorship by remediators to midshipmen found "In Violation" of the Honor Concept of the Brigade of Midshipmen. There are two types of Honor Remediation:

(1) Senior Officer Remediation. Typically assigned after a Battalion Officer or Commandant Honor Adjudication. Officers O-5 and above should be assigned as remediators.

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The length of remediation is normally four months but may extend to six months, beginning after the first remediation meeting, but may be further adjusted or extended upon request.

(2) Formal Company Honor Board Remediation. Typically assigned after a Formal Company Honor Board occurs. Officers O-3 and above should be assigned as remediators. The length of remediation is normally between three to four months beginning after the first remediation meeting, but may be adjusted or extended upon request.

b. Aptitude. Aptitude Remediation provides mentorship by remediators to midshipmen who are typically assigned by a Brigade Aptitude Board. Officers O-4 and above or Senior Enlisted Leaders (SEL) at the discretion of the awarding authority should be assigned as remediators. The length of remediation is normally between three to four months beginning after the first remediation meeting, but may be adjusted or extended upon request.

c. Dignity and Respect. Dignity and Respect Remediation provides mentorship by remediators to midshipmen who have demonstrated a need for additional guidance in areas of Equal Opportunity (EO), Sexual Harassment (SH), and/or unprofessional personal interaction, such as harassment and bullying. It is at the discretion of the Commandant of Midshipmen to place a midshipman into the Dignity and Respect Remediation program. The CMEO, SAPR Deputy Program Manager, officers O-4 and above, and all CMEO-trained service members E-7 and above (Navy)/E-6 and above (Marines) are eligible to serve as remediators. The length of remediation is normally between three to four months beginning after the first remediation meeting, but may be adjusted or extended upon request.

d. Conduct. The Conduct Remediation focus provides mentorship by remediators to midshipmen who are typically assigned by the Commandant of Midshipmen following a conduct adjudication. Eligible non-commissioned officers or officers of any rank should be assigned as remediators depending on the nature of the offense and the academic class of the midshipman. The length of remediation is normally between two to four months beginning after the first remediation meeting, but may be adjusted or extended upon request.

6. Responsibilities

a. Deputy Commandant of Leadership and Character Development. The Deputy Commandant of Leadership and Character Development will administer the Midshipman Remediation Program and is the approving authority for remediator assignments and extension requests. The Deputy Commandant of Leadership and Character Development may not delegate approval authority for remediation assignments.

b. Distinguished Military Professors (DMP). The DMPs of Character Development, Ethics and/or Leadership Education (as assigned by the Deputy Commandant of Leadership and Character Development) will develop a remediation-training program to be used to train and standardize all program remediators. This training shall be the baseline qualification/initial training for all remediators and should be completed within two weeks of being assigned as a remediator. Designated DMPs will certify additional remediation training cadre to deliver qualification, initial training and may conduct periodic remediation workshops to assist

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remediators by consolidating lessons learned and best practices. Additionally, the designated DMPs will develop materials for the Remediation Resources Shared Drive and assist with the Remediation Review Board process when requested by the Remediation Department Head/Honor Officer.

c. Remediation Department Head/Honor Officer. The Remediation Department Head/Honor Officer will oversee the coordination and management of the Midshipman Remediation Program; exercise remediation oversight authority of the Aptitude Officer, Conduct Officer, CMEO, Honor Case Officer and Honor Education and Remediation Officer; organize the Remediation Review Board process and serve as an advisor for any remediation questions that should arise. The Remediation Department Head/Honor Officer will also liaise between the remediator and the Deputy Commandant of Midshipmen regarding remediation issues, completions, and failures. Finally, the Remediation Department Head/Honor Officer may deliver qualification/initial training to remediator candidates if certified by the designated DMPs. If so certified, the Remediation Department Head/Honor Officer may also conduct periodic remediation workshops to assist remediators by consolidating lessons learned and best practices.

d. Program Coordinators. The Aptitude Officer, Conduct Officer, CMEO, Honor Case Officer and Honor Education and Remediation Officer (HERO) will perform all administrative functions and tracking of remediation under their purview. Each of these officers will exercise daily administrative oversight for their particular aspect of the Midshipman Remediation Program and report any issues or concerns to the Remediation Department Head/Honor Officer. The HERO will be considered the Senior Program Coordinator and act as the Deputy Remediation Officer. All remediator assignments will be coordinated through the HERO. The HERO will also maintain a database of eligible Remediators and will coordinate with the Remediation Department Head to schedule regular remediator training and workshops. Additionally, the HERO will ensure that all assigned Remediators are directed to attend formal remediation training within two weeks of being assigned as a remediator.

e. Remediators. Remediators are assigned via formal letter by the Deputy Commandant of Leadership and Character Development through the program coordinators/HERO. Remediators shall undergo remediation training, scheduled through the Honor Office, within two weeks of being assigned as a remediator. In addition, all Remediators should attend periodic remediation workshops to share insights with other Remediators that may assist in ongoing and future remediations.

(1) The remediator should hold an initial remediation meeting with the assigned midshipman and the Company-level leadership (typically the Company Officer and SEL). Based upon the remediator's assessment of the situation, the remediator can hold a joint meeting or two separate meetings. Remediators will discuss attendance requirements and expectations during the initial meeting with the midshipman and their chain of command. Based upon the results of the initial meeting(s), the remediator will determine an individual strategy for the midshipman's remediation and involve the Company-level leadership as appropriate.

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(2) Remediators should meet with their assigned midshipman at least once weekly to discuss and evaluate the midshipman's progress and development as well as reviewing the midshipman's remediation journal.

(3) The remediator may impose additional tasks and training to enhance the remediation process as they see fit. Examples of additional work include training for classmates, selected readings, and community service assignments.

(4) Upon completing remediation, the remediator will forward a Midshipman Remediation Completion Report to the Commandant of Midshipmen, or Battalion Officer in the case of Formal Company Honor Remediation. The remediator's report shall include a recommendation on the midshipman's suitability for retention or separation from USNA. The report should include a complete overview of the program and its elements. The recommendation should focus on an analysis of the midshipman's officer potential and be based on the remediator's observations during the remediation program. The remediator is not limited to personal observations in arriving at their recommendation. If the remediator believes the midshipman has failed the program and should be recommended for separation, this must be stated in specific terms.

f. Chain of Command. At the discretion of the remediator, Company level leadership (typically the Company Officer and/or SEL) may be present at the initial meeting between the midshipman beginning remediation and the remediator. Alternatively, the remediator may choose to meet initially with members of the chain of command separately from the midshipman in remediation, but in all cases the chain of command shall meet with the remediator near the beginning of the remediation process. Additionally, the Company-level leadership shall track the midshipman's progress in the remediation program while keeping an open line of communication with the remediator to ensure that improvements in remediation are consistent with those observed in the hall. Finally, the midshipman's Company-level leadership (typically the Company Officer) must submit a Report of Remediation Evaluation stating either their concurrence or disagreement with the remediator's recommendation to be routed with the remediator's final report.

g. Remediated Midshipmen. At a minimum, midshipmen in the Midshipman Remediation Program shall communicate with their respective program coordinator at the beginning of their remediation.

(1) The midshipman shall complete any specific sanctions and tasks assigned at the adjudication (e.g., restriction or loss of class privileges).

(2) The midshipman shall develop and route a Midshipman Development Plan (MDP) after obtaining the approval of their primary remediator. The Midshipman Development Plan shall establish personal, academic, athletic, and professional goals for the remediation period. These goals should be specific and measurable. The document may contain a plan of actions and milestones (POAM).

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(3) The midshipman shall maintain a remediation journal to record their progress. The journal shall be reviewed jointly by the remediator and midshipman on a routine basis, preferably at each meeting.

(4) The midshipman shall prepare a written paper summarizing their professional deficiencies or offense, the remediation process, and their understanding of the Midshipman Remediation Program. The paper shall be at least four pages (double-spaced, 1 inch margins, typed text in 12 point font). The paper is due at the discretion of the remediator, but should be requested near the end of remediation. The essay should document the progress the midshipman has made: where they started, everything they have learned, how they have changed, and their understanding post-remediation. It should relate to their duties as a midshipman and potential career as a future Navy or Marine Corps Officer. It should clearly show that the midshipman understands the concept of remediation and how it will relate to success in the future as an officer.

7. Execution

a. Remediation may be successfully completed early if the midshipman has made significant positive progress during the remediation period. If the remediator has determined the midshipman has met all remediation goals and there would be no added benefit to continuing the remediation, the remediator may recommend the remediation period be shortened. The remediator must have the concurrence of the Deputy Commandant of Leadership and Character Development prior to submitting their final report and the midshipman's final paper to the Commandant of Midshipmen. The justification for early completion of the program must be clearly stated in the remediator's endorsement.

b. A Remediation Review Board may be held at any point during a remediation as requested by the remediator and approved by the Remediation Department Head/Honor Officer. A Remediation Review Board consists of an experienced senior remediator (typically an O-6 as chair), at least two other experienced remediators, the requesting remediator, and the respective program coordinator. The purpose of the Remediation Review Board is to interview the midshipman in question and to bring in other perspectives to determine if the midshipman should be recommended for failure of remediation or continued on remediation (possibly with a new remediator) after receiving focused advice regarding how to achieve success. Remediation may be terminated if the remediator determines the midshipman has failed to meet any requirement of the remediation, violated assigned sanctions, or committed further violations with adverse consequences during the remediation period. The remediator will prepare a remediation failure report and clearly state the reason(s) for recommending termination of the program. Remediation may not be terminated without attempting at least four meetings (including the initial meeting). In any case, remediation will continue until a final termination decision is made by the Commandant of Midshipmen or the midshipman has been officially separated or discharged from USNA.

c. Remediation shall continue even when the remediator and midshipman are not co-located. The remediation process shall continue during all holiday and summer breaks to the maximum extent possible. Phone, text, email, and video communications are acceptable alternatives and

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may be used during these periods. The midshipman may participate in Summer Training, however, significant events (such as extended illnesses, emergency leave periods, etc.) or inability to make satisfactory progress within the allotted remediation period may require an extension of the remediation period. Normal occurrences in the day-to-day life of midshipmen (such as movement orders and sick days) will not normally require an extension of the remediation period. The Deputy Commandant of Leadership and Character Development is the approving authority for all extensions. If an extension is granted, notification shall be made to the Commandant of Midshipmen.

d. A midshipman may be reassigned to a different remediator if the assigned remediator determines they have a conflict of interest or for some other reason can no longer effectively mentor that midshipman. The remediator shall submit a request to the Deputy Commandant of Leadership and Character Development as soon as possible in order to reduce any delay in the midshipman's remediation. If approved, a new remediator will be assigned to the midshipman. Sanctions assigned to the midshipman during adjudication may be adjusted based on a request from the remediator to the Commandant of Midshipmen. These adjustments to the sanctions should be used to focus the midshipman's attention or reward significant progress.

8. Reports. At the conclusion of the remediation period, the remediator shall submit either a Completion of Remediation report, an Extension of Remediation request, or a Failure of Remediation report.

a. Completion of Remediation report. The Commandant of Midshipmen is the approving authority for all remediations except Formal Company Honor Board remediations, in which the Battalion Officer is the approving authority. The Completion of Remediation report should be submitted if the remediator determines that the midshipman has successfully completed remediation and the midshipman has admitted guilt. Other questions the remediator should satisfy in their estimation of completion are:

- (1) Is the remediator confident that the midshipman will not commit further offenses?
- (2) Would the officer remediator be willing to share a wardroom with the midshipman?
- (3) Would the enlisted remediator be willing to work for the midshipman?

b. Extension of Remediation request. An extension request should be submitted if the remediator needs more than two extra weeks to complete remediation. Extensions should only be used if the midshipman is making progress and the remediator is fairly certain that the remediation will have a successful result. An Extension of Remediation request may also be submitted when there is a remediator change request.

c. Failure of Remediation report. A failure report should be submitted at the end of the remediation period if the remediator determines that the midshipman has not successfully met the criteria for completion. A Failure of Remediation report should also be submitted throughout the course of remediation if the midshipman on remediation is not engaging, not taking remediation seriously, or has otherwise failed remediation as determined by the remediator.

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9. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnave.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 the USNA Records Manager or the DON/AA DRMD program office.

10. Review and Effective Date. Per OPNAVINST 5215.17A, the Honor Officer will review this instruction annually 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 OPNAV5215/40 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 May 2016.



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