COMMANDANT OF MIDSHIPMEN INSTRUCTION 3120.1L CHANGE TRANSMITTAL 1

From: Commandant of Midshipmen

Subj: PLEBE SUMMER STANDARD OPERATING PROCEDURES

Encl: (1) Revised page 5-2

1. Purpose. To publish change 1 to the basic instruction.

2. Action

   a. Remove page 5-2 of the basic instruction and replace with enclosure (1).

   b. Enclosure (1) has been incorporated into the basic instruction and posted to the website.

Distribution:
Non-Mids (Electronically)
Brigade (Electronically)
COMMTMIDNINST 3120.1L
PLEBE SUMMER OIC
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COMMANDANT OF MIDSHIPMEN INSTRUCTION 3120.1L

From: Commandant of Midshipmen
Subj: PLEBE SUMMER STANDARD OPERATING PROCEDURES

Ref: (a) COMDTMIDNINST 1600.2F
     (b) COMDTMIDNINST 1601.12D
     (c) COMDTMIDNINST 1601.10K
     (d) COMDTMIDNINST 5090.2
     (e) SECNAVINST 1610.2A
     (f) COMDTMIDNINST 5400.6R
     (g) COMDTMIDNINST 5060.1
     (h) COMDTMIDNINST 1920.1F

Encl: (1) Standard Operating Procedure

1. Purpose. To publish instructions for the conduct of personnel assigned to the Plebe Summer Detail.

2. Cancellation. COMDTMIDNINST 3120.1L. This instruction has been extensively revised and should be reviewed in its entirety.

3. Information. Enclosure (1) is applicable to all personnel assigned to the Plebe Summer Detail and Commandant's Cost Center. This directive guides conduct and training within the 4/C Regiment and for those entrusted with their training. Plebe Summer policies and procedures published in this instruction supplement references (a) through (h).

W. D. BYRNE, JR.

Distribution:
Non-Mids [Electronically]
PLEBE SUMMER 2015

Standard Operating Procedure
PLEBE SUMMER STANDARD OPERATING PROCEDURES

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CHAPTER 1 - COMMAND GUIDANCE

101. BACKGROUND

1. The 4/C Development System consists of two phases. Phase One (Plebe Summer) is initial military indoctrination that lays the foundation for the Naval officer identity; Phase Two (4/C Academic Year) builds upon the foundation of Plebe Summer and provides Midshipmen a greater understanding of naval service, their role in it, and the unique demands of being a professional officer. This instruction is applicable to Plebe Summer while reference (a) refers to the Academic Year.

102. COMMANDER’S INTENT

I expect every staff member and detailer to “Be Excellent” – to yourselves, to each other, and to USNA. Your individual success as a Midshipman, your success as a Plebe Summer staff, and our collective success as a Naval Academy family is dependent upon our commitment to excellence.

a. Be Excellent to Yourselves. Be a leader. Lead morally, mentally, and physically. Give 100% in all that you do. Know and understand this SOP.

b. Be Excellent to Each Other. Expect good behavior and inspire others to do good things as well. Treat everyone with dignity and respect. Take care of each other as a staff. Take care of your classmates - understand when they have met their limits, need to walk away, or need to re-think their approach in leading the Class of 2019. Don’t just lead the Plebes - lead each other. Know what right looks like, and do it - expect it from others. Give your Plebes 100%... they deserve nothing less. Remain committed to the Plebe Detail’s Oath:

“The Candidates who stand before me are entrusted to my care. I will train them to the best of my ability. I will develop them into basically trained Midshipmen who are smartly disciplined, morally aware, mentally and physically fit, and thoroughly indoctrinated in love of country and a sense of honor. I will demand of them, and demonstrate by my own example, the highest standards of personal conduct, honor, morality, and professional skill, and I will ensure that they are well prepared to take their place as members of the Brigade at the conclusion of their training.”

c. Be Excellent to This Place. You are training the future leaders of the Brigade and our Navy and Marine Corps. Your Plebes will one day be Detailers, too. More importantly, one day they will be entrusted to our Sailors and Marines - give them your best! Know that the Plebes are watching everything you do; so make a positive impression. Speak and act courageously, honorably, and ethically. Set the right example for your subordinates, your peers, and your seniors.

Chase perfection and catch excellence! I expect every Commandant’s staff member and every detailer to understand this SOP and how it mitigates risk – to detailers, to Plebes, and to the future of our Academy. I expect everyone - to include our commissioned officers and enlisted leaders - to ask questions, be inquisitive, and be intrusive in our pursuit of perfection. If something doesn’t look right, stop and ask. If something isn’t right, stop and fix it. We all want this Plebe Summer to be the best in our Academy’s history - we do that by having high standards - for ourselves and those in our charge. Know the standard and uphold the standard.
103. **MISSION AND OBJECTIVES OF PLEBE SUMMER**

1. The mission of Plebe Summer is to *lay the foundation to develop the Plebe Class “morally, mentally, and physically… [and to] imbue them with the highest ideals of duty, honor, and loyalty.”*

2. Purpose. The purpose of Plebe Summer is twofold:
   
   a. to prepare the incoming Class of 2019 to succeed as members of the Brigade of Midshipmen, demonstrating excellence in all that they do.
   
   b. to provide the Plebe Detail a defining leadership experience that will assist in their leadership development – both as members of the Brigade and in preparation to be junior officers in the fleet and operating forces.

3. Method. Over a period of 50 days, the Plebe Detail will employ a range and combination of transactional and transformational leadership techniques and styles to indoctrinate Plebes in the naval profession and prepare them to join the Brigade. Detailers and Plebes will execute the Plebe Summer training schedule and this SOP to form the foundation of the Class of 2019’s moral, mental, and physical development. Plebe indoctrination is executed from I-Day until the Fall Brigade Reform. Detailers will apply **Positive Pressure with a Purpose** at all times. Let’s break down that phrase:

   a. **Positive.** Think about the detailers that inspired you during your Plebe Summer... the upper class that inspired you during your Plebe year... the Company Officers, Senior Enlisted Leaders, and faculty that have most inspired you since then. They were those that demonstrated positive leadership traits. When they raised their voices it was to inspire, to motivate, to convince you that you were able to do something that you thought un-doable. They never raised their voices to ridicule or belittle. They never resorted to name-calling. Be that positive leader.

   b. **Pressure.** Let's face it, this place is pressure-packed 24/7/365. You are operating under a constant strain throughout your 47-month experience as a Midshipman morally, mentally, and physically... academically, militarily, and emotionally. Think about how far you have come since your Plebe year in your ability to handle pressure. That's what you are training the Class of 2019 to do; to think on their feet, to multi-task, to respond with confidence. Remind your Plebes that pressure is good; pressure is what turns a lump of coal into a diamond!

   c. **Purpose.** Try to remember how frustrated you were during your Plebe Summer while trying to figure out this whole new world called the Naval Academy. Things that you now think of as commonplace were completely foreign words and concepts; drill, formation, accountability, bearing, etc... Explain to your Plebes the "why" behind what they are doing as they are doing it; why it's important to be in top physical shape, why it's important to be on time, why it's important to ensure your roommate is on time, why it's important to maintain your bearing. "Because I said so!" didn't work for you and it won't work for them. The earlier the Plebes learn the importance of what they're doing, the "why" behind it all, the sooner they'll embrace this new world and improve as individuals and as a team.
4. Endstate

   a. Each Midshipman in the Plebe class shall accept and adopt the standard demanded of followers in the Naval profession at the end of Plebe Summer for continued service into the Academic Year. This standard is the Threshold Standard, which is defined as:

   (1) Individual Plebes must:

      (a) Demonstrate honorable conduct;

      (b) Promptly follow lawful orders;

      (c) Reliably accomplish basic tasks, including being on time;

      (d) Demonstrate capacity for taking initiative;

      (e) Demonstrate emotional self-control;

      (f) Wear the uniform and maintain room in accordance with the standard;

      (g) Demonstrate a capacity for maintaining physical fitness;

      (h) Demonstrate ability to absorb criticism and improve performance (is “trainable” and possesses “fighting spirit”);

      (i) Treat self, Detailers, and classmates with respect; and

      (j) Demonstrate ability to work as a contributing member of a unit.

   (2) Units of Plebes must:

      (a) Demonstrate principles of teamwork, to include leveraging the strengths and accommodating the weaknesses of individual members;

      (b) Demonstrate ability to work together to accomplish a unit task;

      (c) Have a foundation for further developing the identity of a Naval officer;

      (d) Have a basic knowledge of the traditions of the Naval Service and the Naval Academy;

      (e) Understand basic military skills and their purpose;

      (f) Appreciate the high standards and obligations inherent in service as a Midshipman and Naval officer;

      (g) Be dedicated to excellence in a competitive atmosphere that fosters leadership, teamwork, character, and a passion for excellence;

      (h) Appreciate the importance of moral, mental, and physical toughness in all aspects of duty and service; and
(i) Be prepared to execute the Academic Year routine of the Brigade of Midshipmen.

b. At the end of Plebe Summer, Detailers should have demonstrated:

(1) Leadership with honor and integrity, never missing opportunities (teachable moments) to lay the moral foundation of the Naval profession within the Plebe Class;

(2) The practice of leading and motivating Plebes, as individuals and as a unit, to achieve the Threshold Standard of performance and Plebe Summer mission while upholding the Plebe Detail’s Oath;

(3) Positive, transformational leadership approaches to facilitate assimilation of the Plebe Class into the Brigade of Midshipmen;

(4) An ability to mentor/counsel peers and subordinates;

(5) A high standard while “leading from the front;”

(6) An appreciation for the difficulty of leading when physically and mentally exhausted;

(7) Leadership in accordance with the tenets of the Plebe Detail’s Oath and Commandant’s Intent;

(8) A commitment to the personal and professional development of themselves and those they lead;

(9) An awareness of the influence that our personal biases have on our behavior and decision making, and commit to neutralizing bias as much as possible;

(10) An affirmation for themselves and developed in the Plebe Class a sense of duty and a sense of obligation to mission that extends beyond one’s personal interests;

(11) A purpose-driven mix of transactional and transformational leadership when developing their Plebes to meet Plebe Summer objectives. While transactional leadership is required in the early development stages of Plebe Summer to instill obedience and compliance in following orders and completing tasks, transformational leadership should be employed, as appropriate, during the latter stages of development in Plebe Summer as the Plebes begin to identify with and commit to being a Midshipman in the Brigade of Midshipmen. Detailers are expected to employ a range and combination of transactional and transformational leadership techniques and styles based on the developmental stage, complexity of the task, expectation of performance, and the context of the situation; and

(12) A sense of professional accomplishment for having met the demands of leading and transforming the incoming Plebe class into Midshipmen ready to join the Brigade of Midshipmen.
CHAPTER 2 – ORGANIZATION OF THE 4/C REGIMENT

201. **STAFF ORGANIZATION**

The 4/C Regiment is organized in accordance with Figure 2.1. Figure 2.2 depicts the company staff organization.

Regimental and Battalion Staff Organization

![Regimental Organizational Chart]

**Figure 2.1. Regimental Organizational Chart.**

202. **DUTIES OF THE REGIMENTAL STAFF**

1. **Regimental Commander**

   a. **Basic function.** The Regimental Commander is responsible to the Officer-In-Charge for the performance, training, safety, well-being, and efficiency of the Regiment. The Regimental Commander is also responsible for the general cleanliness, maintenance and appearance of the Regimental areas. Although the Regimental Commander is supported and advised by the Plebe
Summer staff, the Regimental Commander assumes full responsibility for the Regiment and leads the Regiment while carrying out the policies of the Commandant and the Officer-in-Charge.

b. Specific duties and responsibilities

(1) Is the senior Midshipman in the Regimental organization who commands the Regiment and executes the policies of the Officer-in-Charge. Represents the Midshipmen chain of command at meetings with the Officer-In-Charge.

(2) Coordinates implementation of policies and regulations, and promulgates and enforces new directives via the Midshipmen chain of command. Ensures timely communication of policies to the Regiment via the chain of command.

(3) Plans and executes Regimental events using the Operations Department and the chain of command.

(4) Supervises the turnover process with new stripers.

(5) Supervises the Regimental Staff in the performance of its duties.

(6) Represents the Regiment at official functions and ceremonies.

c. Supervisory responsibility. The Regimental Commander executes the 4/C Indoctrination System under the supervision of the OIC. The Regimental Commander advises the OIC as progress is made toward objectives in each functional area. The Regimental Commander is also accountable for the safe and effective indoctrination of the incoming Plebe Class.

2. Regimental Executive Officer

a. Basic function. The Regimental Executive Officer is the direct representative of the Regimental Commander. His/her orders have the same force and effect as though issued by the Regimental Commander. The Regimental Executive Officer is responsible for the organization, performance of duty, and good order and discipline of the entire Regiment. The Regimental Executive Officer will recognize the right and duty of the Battalion Commanders to confer directly with the Regimental Commander. The Regimental Executive Officer supervises all staff officers.

b. Specific duties and responsibilities

(1) Serves as Chief of Staff for the Regiment and supervises Regimental staff functions.

(2) Assumes duties of the Regimental Commander in his/her absence.

(3) Acts as an intermediary between the Regimental Staff and the AOIC.

(4) Ensures the proper image and good conduct of the Regiment.

(5) Chairs frequent meetings of Battalion and Company Executive Officers to disseminate information and discuss scheduling problems.

(6) Acts as official host for all guests of the Regiment and coordinates all protocol details.
(7) Provides safety oversight and guidance for the Regiment as directed by the Plebe Summer Safety Officer.

3. **Regimental Operations Officer**
   
a. **Basic function.** Responsible for the organization, planning, and execution of all operations and special movements involving the Regiment. Reports directly to the Regimental Commander. Is also responsible for the Training Program within the 4/C Regiment.
   
b. **Specific duties and responsibilities**
      
(1) Keeps Regimental Commander and Staff informed of upcoming events.

(2) Works closely with the Plebe Summer Operations Officer and Scheduling Officer to ensure the Regiment is informed of and executes the training schedule.

(3) Prepares the Plan of the Day.

(4) Coordinates execution of the training schedule.

(5) Coordinates all special activities throughout Plebe Summer including trips, parties, lectures, guest speakers, Regimental events, and spirit activities.

(6) Supervises scheduling and execution of all parades, drill competitions, and outside formations.

(7) Responsible for the overall conduct of 4/C Midshipmen training.

(8) Coordinates with the Regimental Administrative Officer for maintenance and cleanliness of Regimental spaces.

4. **Regimental Assistant Operations Officer**
   
a. **Basic function.** The Assistant Operations Officer is the primary assistant to the Regimental Operations Officer.
   
b. **Specific duties and responsibilities**
      
(1) Carries out the function of the Operations Officer in his/her absence.

(2) Coordinates planning and execution of special events as directed by the Operations Officer.

5. **Regimental Administrative Officer**
   
a. **Basic function.** Provides administrative support to the Regimental Commander. Collateral duties include those of First Lieutenant and Supply Officer.
   
(1) Conducts daily muster of the Regiment and maintains accountability throughout the training day.

(2) Liaisons between the Regiment and the Plebe Summer Administrative Officer. Updates and distributes all Regimental publications and maintains adequate supplies of forms.
(3) Creates and maintains the Striper telephone recall list.

(4) Distributes Commandant of Midshipmen Instruction change transmittals and ensures relevant instructions are updated throughout the Regiment.

(5) Coordinates invitation lists and RSVP lists for Regimental functions.

(6) Develops Regimental seating/formation plan for Alumni Hall.

(7) Coordinates between the Regiment and Midshipmen Food Services as required. Supervises wardroom seating plans. Organizes special meals for the Regiment.

(8) Tracks completion of all evaluations for the Regiment via Battalion Administrative Officers.

6. **Regimental Adjutant**
   
   a. **Basic function.** Responsible for the Regimental Watch Organization and all training related to watch standing and qualifications.

   b. **Specific duties and responsibilities**
      
      (1) Coordinates all watchstanding requirements.

      (2) Ensures watch standardization and compliance with watchstanding procedures throughout the Regiment.

      (3) Maintains the watchbill for Regimental staff.

7. **Regimental Drill Officer**
   
   a. **Basic function.** The Drill Officer is responsible for all Plebe Summer activities relating to drill.

   b. **Specific duties and responsibilities.** Coordinates with the Brigade Drill Master for all ceremonies, parades, and drill competitions.

8. **Regimental Physical Missions Officer**
   
   a. **Basic function.** The Regimental Physical Missions Officer is responsible for all Plebe Summer physical training activities.

   b. **Specific duties and responsibilities**
      
      (1) Plans, executes, and tracks all company intramurals.

      (2) Liaisons with the Physical Education department to coordinate and execute the Initial Strength Test and Physical Readiness Test.

      (3) Responsible for the organization and execution of the Regimental Intramural Program.
9. **Regimental Honor and Character Liaison Officer**
   
a. **Basic function.** The Regimental Honor and Character Liaison Officer is responsible to the Regimental Commander for all 4/C Midshipmen Character Development instruction. He/she is also responsible for the accountability of the assigned Honor staff.
   
b. **Specific duties and responsibilities.** Coordinates all honor and character training in support of Plebe Summer objectives. Serves as the direct representative of Honor and Character Development Staff.

10. **Drum and Bugle (D&B) Corps Commander**
   
a. **Basic function.** The D&B Corps Commander is responsible for providing music at all formations and parades.
   
b. **Specific duties and responsibilities.** Supervises D&B Corps day-to-day operations.

203. **DUTIES OF THE BATTALION STAFF**

1. **Battalion Commander**
   
a. **Basic function.** The Battalion Commander is responsible to the Regimental Commander for the performance, morale, safety, well-being, and efficiency of the Battalion. The Battalion Commander is also responsible for the general cleanliness, maintenance, and appearance of the Battalion area. Although the Battalion Commander is supported and advised by the Battalion Officer, the Battalion Commander assumes full responsibility for the Battalion and leads the Battalion while carrying out the policies of the Commandant, Officer-in-Charge, and Regimental Commander.
   
b. **Specific duties and responsibilities**
      
      (1) Is the senior Midshipman in the Battalion organization and executes the policies of the Battalion Officer. Represents the Midshipman chain of command at meetings with the Battalion Officer.
      
      (2) Plans and executes Battalion events using the Operations Department and the chain of command.
      
      (3) Supervises the Battalion Staff, specifically company commanders, in the performance of their duties.
      
      (4) Performs other duties as assigned.

2. **Battalion Executive Officer**
   
a. **Basic function.** The Battalion Executive Officer is the direct representative of the Battalion Commander. His/her orders have the same force and effect as though issued by the Battalion Commander. The Battalion Executive Officer is responsible for the organization, performance of duty, and good order and discipline of the entire Battalion. The Battalion Executive Officer will recognize the right and duty of the Company Commanders to confer directly with the Battalion Commander. The Battalion Executive Officer supervises all staff officers.
b. Specific duties and responsibilities

(1) Monitors the staff personnel and ensures their efforts directly support the training objectives.

(2) Inspects spaces, personnel, and administrative items and takes remedial action to correct discrepancies.

(3) Supervises and evaluates staff functions.

(4) Promotes and enforces safety throughout the Battalion, to include Operational Risk Management and proper mishap reporting.

(5) Performs other duties as assigned.

3. Battalion Operations Officer

a. Basic function. Is responsible to the Battalion Commander for all operations of the Battalion. Assists the Regimental Operations Officer in the organization, planning, and execution of all Regimental operations and special movements. Collateral duties include Battalion Training Officer and Battalion Intramural Officer.

b. Specific duties and responsibilities

(1) Supervises and coordinates the Battalion Intramural Program.

(2) Facilitates and coordinates all Battalion training requirements.

(3) Supervises all Battalion training and ensures compliance with the Regimental Training plan.

(4) Performs other such duties as assigned.

4. Battalion Administrative Officer

a. Basic function. Provides administrative support to the Battalion Commander. Assists the Battalion Executive Officer in organizing and executing all Battalion administrative matters. Collateral duties include those of Battalion First Lieutenant, Battalion Supply Officer and Battalion Adjutant.

b. Specific duties and responsibilities

(1) Ensures each Company maintains a file containing all Regimental notices and instructions.

(2) Verifies the efficiency of Company administrative procedures through inspections conducted at least once per set. Pays particular attention to 4/C Midshipmen performance/training jackets and Squad Leader notebooks.

(3) Ensures blank forms are available for Battalion use.

(4) Supervises the administrative aspects of watch and duty procedures.

(5) Reviews staff paperwork for administrative correctness.
(6) Maintains Battalion accountability.

(7) Assigns watches within the Battalion including usher details and other special watches.

(8) Prepares a seating diagram and make seat assignments in King Hall in accordance with the Battalion's table assignments.

(9) Inspects the Battalion area and report material and cleanliness discrepancies to the Regimental Admin Officer/1stLt.

(10) Performs other duties as assigned.

**Company Staff Organization**

**Figure 2.2. Company Organizational Chart.**

204. **DUTIES OF THE COMPANY STAFF.** The duties and responsibilities of the Company Staff and Officers are commensurate with academic year billet descriptions as detailed in reference (b). Staff functions such as Conduct, Drill Officer, etc., normally assigned to an individual during the academic year are the responsibility of the Company Staff and Platoon Commanders, leaving Squad Leaders free to focus their training efforts on their individual squads. Figure 2.2 below depicts the company staff organization.
1. **Company Commander**
   
a. **Basic function.** The Company Commander is responsible for the performance, morale, safety, well-being, and efficiency of the Company. The Company Commander is also responsible for the general cleanliness, maintenance, and appearance of the Company area. Although the Company Commander is supported and advised by the CO/SEL, the Company Commander assumes full responsibility and accountability for the Company.

b. **Specific duties and responsibilities.** The duties and responsibilities of the Company Commander are established by Naval Academy regulations, traditions, and customs. The Company Commander must maintain frequent and regular contact with the CO/SEL with regard to daily company activities.

2. **Company Executive Officer**

a. **Basic function.** The Company Executive Officer is the direct representative of the Company Commander. His/her orders have the same force and effect as those issued by the Company Commander. The Company Executive Officer is primarily responsible for the organization, performance of duty, and good order and discipline of the entire Company. The Company Executive Officer will recognize the right and duty of the Platoon Commanders to confer directly with the Company Commander. The Company Executive Officer supervises all staff officers. All Platoon Commanders report to the Company Executive Officer regarding internal administrative matters. The Company Executive Officer controls the flow of all administrative matters within the Company and serves as the link between the administrative staff and the operational organization.

b. **Specific duties and responsibilities**

   (1) Inspects the company's spaces, personnel, and administrative items and take remedial action to correct discrepancies.

   (2) Supervises and coordinates the work, exercises, training, and education of company personnel.

   (3) Supervises the scheduling and planning of company evolutions.

   (4) Ensures safety and security measures are understood and observed.

   (5) Supervises and directs the Midshipman Performance and Counseling System.

   (6) Supervises the 4/C Midshipmen indoctrination program.

   (7) Coordinates performance reviews or company performance/aptitude boards as required for 4/C Midshipmen who fail to meet standards.

   (8) Serves as Company Safety Officer. Responsible for ORM during company evolutions, mishap reporting, and adherence to all safety instructions. Reports all safety related matter to the Plebe Summer Safety Officer via the chain of command.

   (9) Performs other duties as assigned.
3. **Company Operations Officer**

   a. **Basic function.** The Company Operations Officer is responsible under the Company Commander for assisting in the organization, planning, and execution of all operations and special movement, except where those duties are specifically assigned to another officer.

   b. **Specific duties and responsibilities**

      (1) Serves as the Company Intramural/PE/Physical Missions Officer.

      (2) Ensures timely delivery of all intramural reports.

      (3) Coordinates support for all company evolutions.

      (4) Plans all company or platoon movements.

      (5) Supervises additional programs and tasks assigned to the company.

      (6) Coordinates and supervises review sessions prior to all evaluated events.

      (7) Ensures 4/C Midshipmen training lectures are prepared, rehearsed, and executed.

      (8) Coordinates remedial/makeup training as required.

      (9) Ensures training aids are available for training evolutions.

      (10) Trains all personnel on company wardroom policies.

      (11) Supervises company security.

4. **Company Administrative Officer**

   a. **Basic function.** Provides administrative support to the Company Commander. Assists the Company Executive Officer in organizing and executing all Company administrative matters. Collateral duties include those of Company First Lieutenant, Company Supply Officer, and Company Adjutant.

   b. **Specific duties and responsibilities**

      (1) Documents all LDEP training missed by Plebe Detail members.

      (2) Documents all Plebe Summer training missed by 4/C Midshipmen.

      (3) Prepares and submits watchbills via the chain of command.

      (4) Assigns Midshipmen to duty sections and assigns duty section rotation for the set.

      (5) Posts all watchbills and duty roster lists.

      (6) Trains 4/C Midshipmen watchstanders and maintains proficiency.
(7) Prepares, maintains, and reviews daily muster and taps reports. Verifies all Midshipmen are present or accounted for at all musters. Reports discrepancies to the Executive Officer for action.

(8) Trains Platoon Commanders on accountability procedures.

(9) Ensures muster reports reflect personnel absent due to weekends, overnight liberty, and regular liberty. Ensures liberty policy is strictly enforced.

(10) Ensures paperwork and forms are completed properly and extra forms are adequately stocked.

(11) Maintains the Company’s master directives file containing all directives and orders.

(12) Maintains performance/training jackets for all personnel in the company.

(13) Inspects and monitors Company Mates of the Deck to ensure duty stood in accordance with reference (c).

(14) Maintains company bayonet accountability immediately following evolutions requiring the use of bayonets.

5. Platoon Commander

a. Basic function. The Platoon Commander is the representative of the Company Commander in matters pertaining to the platoon. All persons assigned to the platoon are subordinate. The Platoon Commander ensures all subordinates conform to Regimental policies.

b. Specific duties and responsibilities

(1) Supervises the work, training, and conduct of members of the platoon, including the Plebe Detail.

(2) Inspects the platoon's personnel, material, and assigned spaces, including those spaces assigned to the members of the Plebe Detail, and corrects deficiencies.

(3) Maintains the cleanliness and material condition of assigned spaces and coordinates repair of deficiencies.

(4) Maintains standards of performance and conduct; evaluates performance through drills, inspections, and other approved means; makes recommendations to the Company Executive Officer concerning disciplinary matters.

(5) Coordinates laterally and makes recommendations to the Company Commander on policy implementation standardization.

(6) Conducts and documents Squad Leader counseling as required and ensures performance/training jacket updates.

(7) Completes Squad Leader FITREPS at the end of each set of Detail.

(8) Conducts performance reviews or platoon evaluation boards as required for 4/C Midshipmen who fail to meet standards.
(9) Performs other duties as assigned.

c. Organizational relationships. The Platoon Commander reports to the Company Commander on operational matters and to the Company Executive Officer on all administrative items. Squad Leaders are subordinate to the Platoon Commander.

6. Squad Leader

a. Basic function. Leads the basic unit of the Regiment. The exercise of command responsibility is therefore essential to the good order, discipline, and morale of the Regiment. The Squad Leader must take a genuine personal interest in each member of the squad, know their problems, promote their welfare, ensure their safety and well-being at all times, and inspire in them a strict and efficient performance of duty.

b. Specific duties and responsibilities

(1) Promotes and executes the safety, well-being, and training of the 4/C Midshipmen in their squad.

(2) Leads by the power of personal example in word and action.

(3) Is responsible, under the Platoon Commander, for 4/C Midshipmen conduct and for following all regulations and orders.

(4) Keeps the chain of command informed of the capabilities and needs of each 4/C Midshipman in his/her squad.

(5) Inspects uniforms and room cleanliness daily and ensures squad members maintain high standards.

(6) Conducts and supervises 4/C Midshipmen indoctrination for the squad.

(7) Does not use improper language or engage in unprofessional behavior.

(8) Reports to the Company Executive Officer, via the Platoon Commander, infractions of regulations, orders, and instructions that warrant disciplinary action.

(9) Keeps the chain of command informed of any 4/C Midshipman’s personal problems requiring special attention.

(10) Uses the Squad Leader’s Notebook to guide in the performance of their duties.

(11) Reports all squad absentees to the Platoon Commander.

(12) Completes FITREPS on 4/C Midshipmen at the end of each set.

(13) Conducts and documents counseling on 4/C Midshipmen in the squad.

(14) Maintains a log of daily entries documenting the performance of each 4/C Midshipman in their squad.
(15) Squad leaders shall never delegate responsibility or accountability for the Plebes in their squads. Squad leaders will not appoint Plebes to serve as "Assistant Squad Leaders" or "Assistant Platoon Sergeants." Plebes should be taught about accountability and how to take a muster but WILL NOT be fired or otherwise punished with regards to the accountability of their squad mates.

c. Organizational relationships. The Squad Leader reports to the Platoon Commander regarding assigned duties.
CHAPTER 3 - WATCHSTANDING RESPONSIBILITIES

301. PLEBE SUMMER WATCHSTANDING ORGANIZATION

1. Objectives. The objectives of the Plebe Summer Watch organization and procedures are:

   a. Provide a Chain of Command within Bancroft Hall’s 4/C Regiment that is responsible to the Plebe Summer OIC for ensuring safety and security and executing the Plan of the Day.

   b. Serve as a mechanism to indoctrinate Plebes with Brigade watchstanding procedures and standards.

   c. Provide security within Bancroft Hall.

   d. Maintain accountability of both Plebes and detailers.

   e. Provide a watch structure that is adaptable to daily requirements.

   f. Enhance overall AT/FP posture.

2. Procedures

   a. Responsibilities. The Plebe Summer Watch Officer (PSWO) has overall cognizance for the Plebe Summer watchstanding and reports directly to the Plebe Summer OIC. Plebe Summer duty personnel are responsible for Midshipmen accountability, Main Office responsibilities, overall security and material condition of Bancroft Hall Plebe Summer Spaces, and keeping the Officer-in-Charge and Assistant Officer-in-Charge informed of the 4/C Regiment’s significant events. Plebe Summer watchstanders are responsible for the security and accountability of all Plebe Summer participants, and watch training for the 4/C Regiment.

   b. Watchbills. Watchbills will be published by a respective unit’s Adjutant, approved by that unit’s commander, and signed and posted 72 hours prior to the start of the duty day. The Plebe Summer Operations Officer will publish the Assistant Plebe Summer Watch Officer (A-PSWO). The Regimental Adjutant will publish Regimental Duty Officer (RDO-PS), Duty Driver (DD-PS), and Bancroft Hall Main Office MOOW watchbills. The Regimental Adjutant is responsible for publishing details concerning watch rotation times and specific watchstander responsibilities. The Regimental Adjutant will assign Duty Companies to fill the Plebe Summer watch obligations when the 4/C Regiment is responsible for providing Main Office Watchstanders.

   c. Duration of the Watch. The MOOW, DD-PS, and all CDO watches commence with turnover at 0630 on the duty day and last until 0730 the following day, when the off-going and on-coming OOWs and MOOWs deliver the 0800 Report to the Deputy Commandant. The overlap is to ensure adequate time for a proper watch turnover. The A-PSWO and RDO-PS watches commence with muster in the Rotunda with the OOW at 0630 on the duty day and last until 0730 the following day, when the off-going and on-coming A-PSWO and RDO-PS turn over with the 4/C Regiment Assistant Officer in Charge (Operations).

3. Watch Organization. The watch organization during Plebe Summer is established in accordance with reference (c) with the following modifications:
a. **Plebe Summer Watch Officer.** The Plebe Summer Watch Officer (PSWO) represents and reports to the Plebe Summer OIC and is responsible for the safety and security of Plebe Summer Bancroft Hall spaces and the 4/C Regiment. The PPSWO will be a second-year O-3 from the Plebe Summer staff. The PSWO’s daily watch responsibilities include the following:

1. Posts watch at 0600 until 0845 the following day and maintains a duty cell phone. PSWOs are not required to reside in Bancroft Hall overnight, but must remain in Bancroft Hall until the last regimental obligation for the day. PSWOs will execute a turnover brief at 0845 in person to the AOIC.

2. Ensures proper notification regarding events requiring the immediate attention of the Plebe Summer OIC and AOIC and Bancroft Hall OOW.

3. Composes and submits DRAFT Situation Reports (SITREPs) for OOW use and publication as required. Provides feedback to OOW as SITREP updates become available.

4. On-coming PSWOs attend the morning PEP session for the assigned duty day. Off-going PSWOs will be present at 0600 to verify and update SITREPs with the Bancroft Hall OOW.

5. Remains cognizant of current weather conditions and alert to changes in weather in accordance with reference (d).

6. Attends all Plebe Regiment-wide lectures.

b. **Assistant Plebe Summer Watch Officer.** The A-PSWO will be an Ensign/2nd LT from Plebe Summer or Weapons Details and will assist the PSWO in the execution of his/her duties related to Plebe Summer. The A-PSWO’s daily watch responsibilities include the following:

1. Posts watch at 0630 of the day of duty until 0845 the following day. The A-PSWO musters with the PSWO at 0630 during the day of their duty. The A-PSWO will reside in Bancroft Hall overnight. Quarters will be established by the Plebe Summer Operations Officer in conjunction with the Plebe Summer First Lieutenant. At no point will the A-PSWO be permitted to leave the Yard during the duty day.

2. Provides oversight to the RDO-PS in the execution of their duties.

3. Inspects Main Office logbooks regularly to ensure proper entries are being maintained and procedures are being properly followed.

4. Conducts frequent tours of Plebe Summer spaces and reports discrepancies to the PSWO.

c. **Midshipman Officer of the Watch.** Plebe Summer will provide a 3 or 4 striker (excluding Company Commanders) to stand MOOW from the commencement of Plebe Summer until Reform. MOOW is a 25-hour watch, from 0630 the day of duty until 0730 the following day. The MOOW’s daily watch responsibilities include the following:

1. Assists the OOW in maintaining overall Midshipman accountability.
(2) Ensures Main Office watches are posted.

(3) Observes security standards and the material condition of Bancroft Hall.

(4) Keeps the Commandant and Deputy Commandant informed about the Yard’s significant events.

(5) Contacts the NASP CDO or Plebe Summer RDO to muster sufficient watchstanders within their departments if a Main Office watch or colors detail fails to muster.

(6) Conducts the 0630 Rotunda watch muster every morning, conducts room inspections, and supervises tours/restriction musters.

(7) Completes the Brigade 0800 Report daily. During morning watch turnover, the MOOW delivers the Brigade 0800 Report to the Deputy Commandant with the OOW.

d. Regimental Duty Officer (RDO). The Regimental Duty Officer (RDO) is the senior Midshipman duty officer for the 4/C Regiment. The RDO is the direct representative of the Regimental Commander and the Officer-in-Charge of the 4/C Regiment. The RDO works under the supervision of the PSWO and A-PSWO and reports to the MOOW with respect to duties prescribed for the watch. The RDO is the focal point for all activities within the 4/C Regiment. The RDO’s daily watch responsibilities include the following:

(1) Posts at 0630 on the day of his/her duty and remains on duty until 0845 the following morning. The RDO is responsible to the 4/C Regimental Commander, the PSWO, A-PSWO, and the MOOW for the security and accountability of the 4/C Regiment.

(2) Ensures proper notification regarding events requiring the immediate attention of the PSWO and A-PSWO and Bancroft Hall MOOW.

(3) Ensures that the 4/C Regiment is fulfilling its Bancroft Hall duty requirements during designated times as described in this instruction.

(4) Collects Plebe Summer companies’ TAPS sheets and 0800 reports and submits a Plebe Summer 0800 Report for the MOOW.

(5) Ensures proper Manning of the 4/C Regiment RDO Office. The manning of this office may be shared between the RDO-PS and the two BOOWs. All Company Commanders in the 4/C Regiment will stand RDO-PS. The RDO must be aware of the following:

(a) Flag conditions and weather restrictions. Reference (d) covers heat stress conditions and dissemination of WBGT readings. Once received, the RDO ensures that the flag conditions are known throughout the Regiment and modifies uniform and training requirements as necessary. The RDO monitors thunderstorm tracks and takes appropriate action per reference (d). The RDO will notify the OIC, AOIC, PSWO and Operations Officer of all changes in weather conditions.

(b) Daily schedule. The RDO maintains a copy of the Master Training Schedule and the Plan of the Day. The RDO must know the schedule
and training locations to ensure that the Regiment observes training restrictions during changing flag and thunderstorm conditions.

(c) Significant events impacting the 4/C Regiment to include medical issues, hospitalizations, etc.

(6) Conducts a round within their AOR at least once per hour unless otherwise engaged. Logs any irregular activity or condition and the appropriate action taken to correct said condition.

e. Battalion Officer of the Watch (BOOW). The Port and Starboard Battalion BOOWs will be established and secured at the discretion of the Plebe Summer AOIC. Two-stripers will stand BOOW within their respective Battalions. The BOOW is responsible to the RDO for security and accountability in their Battalion. The BOOW’s daily watch responsibilities include the following:

(1) Musters in the Rotunda at 0630 with the RDO and MOOW.

(2) Compiles and submits the 0800 Report from their Battalion to the RDO.

(3) Aids the RDO in providing 24/7 coverage of the RDO shack. The 4/C Battalion Adjutant promulgates the BOOW Watch Bill separately.

(4) Conducts a round within their AOR at least once per hour unless otherwise engaged. Logs any irregular activity or condition and the appropriate action taken to correct said condition.

f. Company Duty Officer (CDO). Each Company in the 4/C Regiment, including Tango Company, will provide a CDO commencing with the return of the Detail. CDO will be stood by Squad Leaders, Operations Officers, and Administrative Officers in each company. The CDO’s daily watch responsibilities include the following:

(1) Submits a daily 0800 report to the RDO via the BOOW.

(2) The off-going CDO attends morning physical training and the on-coming CDO attends morning watch muster in the Rotunda at 0630.

(3) The CDO is responsible for security and accountability of all Plebes and the Detail within their Company as well as everything that takes place within that company’s area of responsibility.

(4) Conducts company Taps. Company Adjutants will promulgate the CDO Watchbill separately.

(5) Conducts a round within their AOR at least once per hour unless otherwise engaged. Logs any irregular activity or condition and the appropriate action taken to correct said condition.

(6) Inspects CMOD logbooks during rounds to ensure proper entries are being maintained and procedures are being properly followed.

(7) Assume the responsibilities of the CMOD during events which are mandatory for all Midshipmen 4/C as defined in the Plebe Summer Schedule.
During these times the CDO will remain awake in company spaces and tour those spaces at least every 30 minutes.

**g. Company Mate of the Deck (CMOD).** Each Company in the 4/C Regiment, with the exception of Tango Company, will provide a CMOD to patrol Company area from 0545 until 2200 each day. CMODs are responsible for Midshipmen security within their Company area. Midshipmen 4/C normally stand this watch, except during mandatory events for Midshipmen 4/C when the CDO assumes CMOD responsibilities. The Plebe Summer CMOD duty is executed the same as during academic year, except as modified by the OIC. The chain of command shall ensure that prior-Enlisted and NAPS-sourced Midshipmen 4/C qualify as CMOD upon arrival in Company area. ONLY Midshipmen 4/C who have completed their CMOD PQS shall be permitted to stand the watch. The CMOD PQS qualification card to be used for Plebe Summer will be distributed to the Company Admin Officers. Figure 3-1 depicts the card that will be utilized for qualification.

**h. Roving Security Watch (Brigade Security Rover – Plebe Summer).** One Plebe Detail upperclass per battalion will stand this watch from I-Day minus one through Reform of the Brigade, unless otherwise directed by the OIC. The daily watch responsibilities of the Roving Security Watch include the following:

1. Posts after the RDO pipes down the CMODs until the watch resets the following morning. This watch ensures the physical safety of the 4/C Regiment from 2200 until 0545.

2. Checks in hourly with the RDO-PS/BOOWs in the RDO Shack. The Roving Security Watch is responsible to the BOOW for Midshipmen security within their Battalion area. The Roving Security Watchbill will be promulgated separately by the 4/C Battalion Adjutants.

**i. Colors Detail.** NASP will provide morning and evening color details until I-Day plus 7. After I-Day plus 7, Plebe Summer will provide one 1/C and twelve 4/C Midshipmen for morning colors detail, but NASP will continue to man the evening and Halsey colors details. Tecumseh Court and the Administration building require twelve Midshipmen with one supervisor for T-Court. The Colors Detail shall muster in Main Office 30 minutes prior to morning colors.

**j. Duty Driver-Plebe Summer (DD-PS).** Two Plebe Summer Duty Drivers will be used exclusively for the needs of the 4/C Regiment. They will maintain contact with the Plebe Summer RDO via cell phone during the duty day and will remain within close proximity of Bancroft Hall. The Duty Driver watch will be split between TAD Ensigns or Second Lieutenants and the Detail. From 0630-2100, two TAD Ensigns or Second Lieutenants will be assigned as DD-PS. At 2100, two members of the Detail will assume the watch. Turnover will be conducted in the RDO shack under the supervision of the PSWO. The DD-PS will be in a duty status from 0630 on the day of duty until watch turnover. They will muster with the on-coming OOW in Main Office at 0630 with the PSWO each morning.

**k. Midshipman in Charge of Main Office (MCMO).** From the beginning of Plebe Summer through Reform, Plebe Summer will provide a 1/C Detailer to stand MCMO from 0700-1600 and NASP will continue to provide the MCMO from 1600-0700 the following day. The Plebe Summer Adjutant shall coordinate assignment of personnel to ensure that the MCMO is afforded the opportunity
to attend meal periods in King Hall. The MCMO’s daily watch responsibilities include the following:

(1) Knows the whereabouts of all Main Office watchstanders during his/her shift, including colors details and duty drivers.

(2) Maintains a thorough log of main office proceedings.

(3) Ensures that the Mitscher-Levy patrol is conducted, dispatching Main Office watchstanders to perform these duties. 

The MCMO watch rotation is:

0700-1000 (relieved by 1000-1300 watch for breakfast)
1000-1300 (relieved by 0700-1000 watch for lunch)
1300-1600

i. **Main Office Messenger (MOM).** The MOM will answer phones in Main Office and perform any additional duties required by the OOW, AOOW, MOOW or MCMO. The MOM watch rotation is the same as the MCMO watch rotation, and the Watchbills will be promulgated by the responsible departments. Plebe Summer will provide Midshipmen 4/C from the duty company to stand MOM in pairs from 0700-1600 from I-Day plus seven until Reform; NASP will continue to provide a MOM from 1600-0700 from the beginning of Plebe Summer through Reform.

4. **Watch Tables: King Hall**

Watch tables shall be available at the following times:

<table>
<thead>
<tr>
<th>Days</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>MON-SAT</td>
<td>0730-0800</td>
<td>1130-1200</td>
<td>1730-1800</td>
</tr>
<tr>
<td>SUN</td>
<td>0630-0700</td>
<td>1130-1200</td>
<td>1730-1800</td>
</tr>
</tbody>
</table>

Detailers within the chain of command are responsible for ensuring that Plebes are brought to King Hall and are afforded a chance to eat prior to assuming the watch. In the event that attendance at watch tables proves impossible for a 4/C Midshipman, the CO/SEL must be made aware of the situation via the chain of command and appropriate action must be taken to afford that Plebe the opportunity to eat.

302. **CONDUCT OF THE WATCH**

1. **Posting Requirements.** A properly stood watch is in some cases the last line of defense against a would-be attacker. Because an effective watch is an effective deterrent, having a watch in place enhances AT/FP readiness. Therefore, the following will be posted at a minimum IVO all CMOD desks and watch stations:
   a. General Orders of a Sentry
   b. Telephonic Bomb Threat Checklist
   c. Telephone directory containing emergency numbers and extensions of other watch posts, e.g., BOOW Shack, RDO Shack, Main Office.
2. Logs. A log is a legal record of the circumstances and timeline of the watch. Logs will be properly kept and regularly inspected for proper entries and procedures. CDOs will inspect CMOD logbooks.

3. Rounds. CMODs are responsible for conducting at least one round of their Company AOR every 15 minutes. Unless otherwise engaged, CDOs, BOOWs, and the RDO-PS shall conduct a round within their AOR at least once per hour. Any irregular activity or condition shall be logged and appropriate action taken to correct it.

4. Prohibited Activity. The following are prohibited while standing watch as a member of the 4/C Regiment:

   a. Sleeping on watch. The RDO-PS, BOOW, CDO, and DD-PS may sleep outside of normal working hours. The CDO will not sleep on watch while assuming CMOD responsibilities.

   b. Eating on watch. Drinking water is permitted.

   c. Reading/watching television/engaging in diversionary activity. CMODs may not read Reef Points nor study rates while on watch.

   d. Any consumption of alcohol must cease 12 hours prior to assuming the watch.
COMPANY MATE OF THE DECK (CMOD) QUALIFICATION CARD

Name: _______________________________    Alpha: ________    Company: _______

1. Perform the following with a qualified CMOD: CMOD Initials/Date
   a. Make patrols of the decks __________________
   b. Make company announcements __________________
   c. Demonstrate ability to challenge unauthorized persons __________________

2. Discuss with qualified CMOD: CMOD Initials/Date
   a. Relief/turnover procedures __________________
   b. Phone etiquette __________________
   c. Sick-In-Room Midshipmen __________________
   d. Protocol when senior officers are on deck (COMDT, OOW, O-5s, MOOW, etc.) __________________
   e. Delivery and format of messages __________________
   f. Proper log entries __________________
   g. Checking ID cards:
      (1) Military __________________
      (2) Civilian __________________
   h. Unauthorized personnel procedures __________________
   i. Watch notification distribution __________________
   j. Updating boards __________________
   k. Maintaining orderly appearance of CMOD post __________________
   l. Study Hall requirements __________________
   m. Academic watch relief procedures __________________
   n. Intoxicated Midshipmen procedures __________________
   o. Bomb threat procedures __________________

3. As of ____________, Midn. ______________________, __________, ___________
   (Date) (Name) (Alpha) (Co.) is qualified to stand watch as Company Mate of the Deck.

________________________________ (Company Adjutant)

Copy to: Company Adjutant Performance Jacket

Figure 3.1. CMOD Qualification Card.
CHAPTER 4 - GUIDELINES FOR PROFESSIONAL CONDUCT OF THE DETAIL

401. GUIDELINES TO PREVENT HAZING

1. Hazing of any Midshipmen is prohibited. Reference (e) provides the following guidance for the Department of the Navy and the United States Naval Academy:

   a. Hazing is defined as any conduct whereby a military member or members, regardless of service or rank, without proper authority causes another military member or members, regardless of service or rank, to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. Hazing need not involve physical contact among or between military members; hazing can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator.

   b. Hazing can include, but is not limited to the following: Playing abusive or ridiculous tricks, threatening or offering violence or bodily harm to another, striking; branding, taping, tattooing, shaving, greasing, painting, requiring excessive physical exercise beyond what is required to meet standards, “pinning,” “tacking on,” “blood wings,” or forcing, encouraging, or requiring the consumption of food, alcohol, drugs, or any other substance.

   c. 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 Contact. Physical contact with 4/C Midshipmen is forbidden except in the circumstances listed below. When required, physical contact will be of the minimum force necessary to correct the deficiency or to defend oneself. Physical contact is only authorized to:

   a. Correct a 4/C Midshipman’s position.

   b. Correct a 4/C Midshipman’s movement.

   c. Adjust the arrangement of a 4/C Midshipman’s uniform or equipment with due regard for private or sensitive areas of the body.

   d. Prevent injury to a 4/C Midshipman.

   e. Attend to an injured 4/C Midshipman.

   f. Defend oneself from an assault by a 4/C Midshipman. Contact is only allowed if no alternative exists to prevent the assault and the force used is the minimum required.

402. RULES TO ENHANCE PROFESSIONALISM AND PREVENT FRATERNIZATION

1. Detail and staff shall refrain from using profanity during Plebe Summer.

2. Detail and staff will address 4/C Midshipmen by last name, billet (e.g.,
"4/C Midshipman") or Mr./Miss. Detail shall not use profane and racially or ethnically degrading language to address a 4/C Midshipman. Detail will not use degrading nicknames or nicknames that highlight differences amongst plebes nor shall upperclass use nicknames due to an “inability” to pronounce a plebe’s correct name.

3. 4/C Midshipmen will not perform personal services (e.g., run errands, clean or move gear belonging to staff members). Allowing voluntary performance of these activities by 4/C Midshipmen is prohibited.

4. 4/C Midshipmen will not enter any military personnel living areas on the Academy other than their own, to include the Detail’s rooms, except for counseling or the performance of a military function related to 4/C Midshipmen training.

5. The Detail will not develop or form non-professional, social, or personal relationships with 4/C Midshipmen. All contact with 4/C Midshipmen is strictly limited to a professional military relationship.

6. Pre-existing relationships, team affiliations, etc., may continue as a professional mentor only.

7. Under no circumstance will Detailers create a “5th squad” to segregate underperforming 4/C Midshipmen.

403. COUNSELING GUIDELINES

1. One-on-one interaction and counseling requires careful consideration. Detail staff members should counsel their 4/C Midshipmen in plain view in the passageway to preclude the appearance of impropriety. If counseling sessions require additional privacy, the Detail shall contact their Senior Enlisted Leader or Company Officer to make arrangements to conduct the counseling session.

404. FINANCIAL REGULATIONS

1. Detail shall not:
   a. Collect funds from 4/C Midshipmen for ANY purpose.
   b. Act as an agent for one or more 4/C Midshipmen in making purchases.
   c. Purchase items for their 4/C Midshipmen at the Midshipman Store. Detail shall address supply or personal hygiene item shortfalls through the chain of command for resolution.

405. KING HALL GUIDELINES

1. Purpose. The purpose of these guidelines is to foster an atmosphere of courtesy, decorum, and formality consistent with that found in afloat wardrooms, while providing an environment conducive to appropriate professional and social development. Meal times are considered an extension of training times with the following provisions:
2. 4/C Midshipmen will:

   a. Move expeditiously to assigned seats using only the center passageways or the passageways between tables. Remain standing at attention until all senior personnel at the table are seated. Squads or individual 4/C Midshipmen will not sound off while in King Hall. 4/C Midshipmen will walk out of King Hall when dismissed from tables.

   b. Execute a facing movement towards the Anchor/Regimental table for announcements prior to seats. When announcements are given after seats, all Midshipmen will cease table activity and direct attention to the Anchor. No Midshipman will touch anything on the table until after the Anchor announcements.

   c. Sit at attention on the front 4 inches of his/her chair, erect, hands in lap, head up, “eyes in the boat,” place the fork/spoon down between bites. When spoken to, cease table activities and look directly at the appropriate individual.

3. Detail staff shall ensure that all 4/C Midshipmen have been served prior to the Detail taking their own ration. Plebes will wait for the senior person at the table to give the word to begin eating once all have been served.

4. 4/C Midshipmen are allowed to remain at the table after “4/C, March-Out” if they need time to finish their meal. Detail should ensure that 4/C Midshipmen have approximately 20 minutes to consume their meal unless extraordinary circumstances in the training schedule require cutting this time short. Detail should consider 10-15 minutes of quiet time for their tables to allow meal consumption by the entire squad.

5. Unit leaders will cease rating their 4/C Midshipmen when the Regimental Staff calls the Regiment to attention. Detail members will not prevent the 4/C Midshipman from eating a full meal by constantly asking questions during the meal and requiring them to stop eating while answering.

6. 4/C Midshipmen on weight control or a medically prescribed diet will only eat items on their diet. All other 4/C Midshipmen will be allowed the opportunity to consume any item served. Midshipmen on weight control or other prescribed diets will be treated with dignity and respect.

7. The practice of “earning” items at meals is strictly forbidden and is considered a form of hazing. Unusual “spicing” of menu items with condiments to concoct “Beat Army’s” or otherwise tampering with the normal consumption of meals is also considered hazing. Additionally, Midshipmen shall not beat on tables, conduct “Wild mans” or do anything that detracts from a professional Wardroom environment. Detail members will not withhold dessert or imply that dessert is a “weakness.” Squad leaders should encourage 4/C Midshipmen to eat everything that is placed on the table.

8. Leadership at all levels must encourage sports drink and water consumption at meals to prevent dehydration-related injuries and illnesses.
CHAPTER 5 - PLEBE SUMMER RULES AND REGULATIONS

501. LIBERTY POLICY

1. Liberty is a device for relaxation and decompression.

2. Liberty may be granted at the discretion of the Company Officer per the following guidelines:
   a. The Company Commander or Executive Officer must be on deck at all times. The Company Commander and Executive Officer will never be on liberty or an overnight at the same time.
   b. Companies will maintain a minimum of 10 detailers on deck, with a maximum of four Detailers on liberty/overnight at any given time. The 10 detailers must consist of Midshipmen fit for duty (not SIQ, etc.). Liberty begins at CO’s discretion and ends at 2330.
   c. Each detailer may take a maximum of 8 overnights during the set.
   d. Overnights may be granted every night of the week with an approved chit routed through the Company Operations Officer, Company Commander, and the Company Officer. Company Staff must ensure that overnights do not conflict with scheduled events. Overnight liberty begins at CO’s discretion and ends at 1130 the next day.
   e. Uniform for departure and arrival onto and off the yard is civilian attire for detailers. Detailers and Staff are not to wear civilian attire in Plebe Summer Regiment spaces. The uniform of the day (or better) or approved Plebe Summer PT gear are the only authorized attire in Plebe Summer Regiment spaces.
   f. Companies will maintain a liberty log that accounts for all Detail members off deck while not engaged with Plebe training. The OIC/AOIC/PSWO may access a Company’s liberty log at any time to ensure accurate accountability and recall Detailers in case of emergency.
   g. Errands of short duration during normal working hours may be approved by the Company Officer/SEL via the Company Commander as the training schedule permits.
   h. Midshipmen detailers may consume alcohol only while on overnight liberty. Alcohol consumption must terminate 12 hours prior to returning to Naval Academy grounds and detailers must be free from all effects of alcohol prior to any interactions with the Plebes.
   i. All unit commanders reserve the right to secure liberty for any individual(s) under their authority at any time. Any detailer that violates the alcohol regulations will be relieved of their position immediately.

502. ALCOHOL AND TOBACCO USE

1. Tobacco Use. Plebe Summer is tobacco free. Personnel assigned to Detail for the 4/C Regiment may not use any tobacco products while on the Yard or off the Yard in the company of 4/C Midshipmen.
2. Alcohol Use
   a. The Plebe Summer Detail will adhere to responsible drinking guidelines. Alcohol related misconduct will not be tolerated.
   
   b. Detail members of legal drinking age may consume alcoholic beverages ONLY when in an OVERNIGHT liberty status. 4/C Midshipmen will not consume alcoholic beverages at any time.
   
   c. When not on overnight liberty, Detail members are considered in a DUTY status and will NOT consume alcohol.

101. UNIFORMS

1. The Plan of the Day provides the final uniform guidance for each event; however, the Detail should anticipate the following schedule:

<table>
<thead>
<tr>
<th>DAY</th>
<th>UNIFORM OF THE DAY</th>
<th>WORKING UNIFORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-DAY - TD14</td>
<td>WW &quot;E&quot;</td>
<td>WW &quot;E&quot;</td>
</tr>
<tr>
<td>TD15 - Reform</td>
<td>WW &quot;A&quot;</td>
<td>WW &quot;E&quot;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Uniform</th>
<th>Shirt</th>
<th>Trousers</th>
<th>Cover</th>
<th>Necktie</th>
<th>Shoes</th>
<th>Socks</th>
<th>Underwear</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Works &quot;B&quot;</td>
<td>White Jumper</td>
<td>Working White</td>
<td>Blue Rim White Hat</td>
<td>None</td>
<td>White Gym</td>
<td>White Gym</td>
<td>Blue Rim T-Shirt</td>
</tr>
<tr>
<td>White Works &quot;E&quot; for PZ</td>
<td>White Jumper</td>
<td>Working White w/ Blue Shorts or Swimsuit</td>
<td>Blue Rim White Hat</td>
<td>None</td>
<td>White Gym</td>
<td>White Gym</td>
<td>Blue Rim T-Shirt</td>
</tr>
<tr>
<td>PZ Gear</td>
<td>Blue Rim T-Shirt</td>
<td>Blue Gym Shorts w/ Compression Shorts (Not Mandatory)</td>
<td>None</td>
<td>None</td>
<td>White Gym</td>
<td>White Gym</td>
<td>None</td>
</tr>
<tr>
<td>NWUs</td>
<td>NWU blouse</td>
<td>NWU trousers</td>
<td>NWU Cover</td>
<td>None</td>
<td>Black Leather boots</td>
<td>Black boot socks</td>
<td>Blue Rim T-Shirt</td>
</tr>
</tbody>
</table>

NOTE: White watch belt with canteen affixed in the middle of the back shall be worn at all times in White Works.

Figure 5.1. Required Items for Plebe Summer Uniforms.

102. ROOM STANDARDS

1. All Midshipmen assigned to the 4/C Regiment will maintain their rooms in accordance with reference (f) guidance. Detail and 4/C Midshipmen rooms will remain in Bravo Condition or higher at all times. Doors to all rooms will remain fully open from reveille until taps unless someone is showering or changing. As an example to their 4/C Midshipmen, Detail will keep the doors to their rooms open 90 degrees unless someone is physically present in the room. Following conclusion of Blue and Gold, Midshipmen 4/C will promptly go to their racks, leaving their doors open. After a detailer has verified all room occupants are in their racks, with the lights out, the detailer then will shut the door.
2. Alcohol Use

a. The Plebe Summer Detail will adhere to responsible drinking guidelines. Alcohol related misconduct will not be tolerated.

b. Detail members of legal drinking age may consume alcoholic beverages ONLY when in an OVERNIGHT liberty status. 4/C Midshipmen will not consume alcoholic beverages at any time.

c. When not on overnight liberty, Detail members are considered in a DUTY status and will NOT consume alcohol.

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<td>WW “E”</td>
</tr>
<tr>
<td>TD15 - Reform</td>
<td>WW “A”</td>
<td>WW “E”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Uniform</th>
<th>Shirt</th>
<th>Trousers</th>
<th>Cover</th>
<th>Necktie</th>
<th>Shoes</th>
<th>Socks</th>
<th>Undershirt</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Works “A”</td>
<td>White Jumper</td>
<td>Working White</td>
<td>White Combination Cap</td>
<td>Neckerchief</td>
<td>Black</td>
<td>Black</td>
<td>Crew Neck</td>
</tr>
<tr>
<td>White Works “E”</td>
<td>White Jumper</td>
<td>Working White</td>
<td>Blue Rim White Hat</td>
<td>None</td>
<td>White Gym</td>
<td>White Gym</td>
<td>Blue Rim T-Shirt</td>
</tr>
<tr>
<td>White Works “E” for PE</td>
<td>White Jumper</td>
<td>Working White w/ Blue Shorts or Swimsuit</td>
<td>Blue Rim White Hat</td>
<td>None</td>
<td>White Gym</td>
<td>White Gym</td>
<td>Blue Rim T-Shirt</td>
</tr>
<tr>
<td>PE Gear</td>
<td>Blue Rim T-Shirt</td>
<td>Blue Gym Short w/ Compression Shorts (Not Mandatory)</td>
<td>None</td>
<td>None</td>
<td>White Gym</td>
<td>White Gym</td>
<td>None</td>
</tr>
<tr>
<td>NWUs</td>
<td>NWU blouse</td>
<td>NWU trousers</td>
<td>NWU cover</td>
<td>None</td>
<td>Black Leather boots</td>
<td>Black boot socks</td>
<td>Navy Blue</td>
</tr>
</tbody>
</table>

NOTE: White watch belt with canteen affixed in the middle of the back shall be worn at all times in White Works.

Figure 5.1. Required Items for Plebe Summer Uniforms.

504. ROOM STANDARDS

1. All Midshipmen assigned to the 4/C Regiment will maintain their rooms in accordance with reference (f) guidance. Detail and 4/C Midshipmen rooms will remain in Bravo Condition or higher at all times. Doors to all rooms will remain fully open from reveille until taps unless someone is showering or changing. As an example to their 4/C Midshipmen, Detail will keep the doors to their rooms open 90 degrees unless someone is physically present in the room. Following conclusion of Blue and Gold, Midshipmen 4/C will promptly go to their racks, leaving their doors open. After a detailer has verified all room occupants are in their racks, with the lights out, the detailer then will shut the door.
2. Check in/out sheets will be executed and maintained on file in the room binder and with the Tango/1st Lieutenant each time a change in room occupants occur. At a minimum, room turnovers will occur during First Set turnover with NASS Detail, Plebe room assignment, First and Second Set Plebe Summer Detail turnover, and move out to the academic year rooms (Plebes and Detail). Windows will remain shut at all times to maintain air conditioning boundaries.

505. MISCELLANEOUS INFORMATION AND REGULATIONS

1. Civilian Clothing. All personnel assigned to Plebe Summer Detail will wear appropriate uniforms or regulation PE attire at all times when training or interacting with 4/C Midshipmen. Civilian clothes are not authorized for wear in Plebe Summer spaces.

2. Visiting Upperclass not on the 4/C Regiment Detail. 4/C Midshipmen will not visit the room of an upperclassman that is not a member of the 4/C Regiment or visit an area of Bancroft Hall outside of the Regimental area until the 4/C Midshipmen join the Brigade, unless so ordered by a Commissioned Officer or Senior Enlisted Leader. This restriction includes visits to or from siblings who may be assigned to the Naval Academy. The same restrictions apply to telephone calls.

   a. Squad Leaders will collect all personal items, civilian clothing, bags, and sports equipment from their 4/C Midshipmen on Induction Day. Company Senior Enlisted Leaders will establish a secure storage location for these items. All individual items will be labeled with the Midshipman’s last name and alpha number. Detail will inventory and catalogue any high cost items (cameras, watches, jewelry, phones, etc), but will allow Plebes to keep and properly stow only money and jewelry in individual locked con lockers. The CO or SEL will review and sign the inventory prior to securely stowing the valuable items.
   b. 4/C Midshipmen may recover their personal items (civilian clothing and bags) for turnover to their parents/sponsors during Parents Weekend. Sports equipment will be recovered for athletes as required and stored in the respective athletic spaces.
   c. 4/C Midshipmen will not store luggage in their rooms during Plebe Summer training unless necessitated by space restrictions in the company area.
   d. Detail staff coordinates with Company Officers/SELS at the end of the summer for storage/shipment of remaining civilian clothing, etc. Academic year staff is then responsible for ensuring that these items are shipped home or taken to sponsors.

4. Personal Time. Unit leaders will not violate personal time unless specifically authorized by the Company Officer or Senior Enlisted Leader.

5. Prohibited Activities. Events that violate dignity of individuals or the training environment are prohibited. Invisible chairs, swims to Baltimore, clamping-on, swirlees, water bottles held at arms-length, around the world tours, Good Night Jane Fonda calls, running deck to deck/outside the company.
area, ping pong and Midshipmen grenades or other acts that require undue physical or emotional stress are strictly prohibited. If in doubt, seek approval from Company Officers or SELs.

6. Detailer Uniform at Hospitals. Detailers visiting their plebes at the hospital are authorized to visit in Service Khaki.

7. Taking 4/C Midshipmen Property as Punishment. At no time will Detailers confiscate or withhold items belonging to 4/C Midshipmen as a form of punishment. Treating others with dignity and respect also means allowing others to have and use their own property.
CHAPTER 6 – TRAINING GUIDELINES AND ROUTINE

601. 4/C MIDSHIPMAN ORIENTATION AND INTRODUCTION

1. Introduction of the Detail to the 4/C Midshipmen. Plebe Summer Company Commanders shall recite the following introductory speech after the Oath of Office Ceremony and evening meal on I-Day and before any training takes place. The following address will be memorized:

COMPANY COMMANDER INTRODUCTION

"I AM MIDSHIPMAN LIEUTENANT ____________, YOUR PLEBE SUMMER COMPANY COMMANDER.

OUR MISSION IS TO TRAIN EACH ONE OF YOU TO BECOME A MIDSHIPMAN AT THE UNITED STATES NAVAL ACADEMY. A MIDSHIPMAN IS CHARACTERIZED AS ONE WHO EXEMPLIFIES THE HIGHEST MILITARY VIRTUES. MIDSHIPMEN OBEY ORDERS, RESPECT THEIR SENIORS, AND STRIVE CONSTANTLY TO EXCEL IN EVERYTHING THEY UNDERTAKE. DISCIPLINE, SPIRIT, MORAL INTEGRITY, AND COURAGE ARE THE HALLMARKS OF A MIDSHIPMAN AND THESE QUALITIES ARE THE DESIRED ENDSTATE OF YOUR TIME AT THE NAVAL ACADEMY. EVERY ONE OF YOU CAN JOIN THE BRIGADE OF MIDSHIPMEN IF YOU DEVELOP SELF-DISCIPLINE AND MORAL INTEGRITY. WE WILL MAKE EVERY EFFORT TO TRAIN YOU. STARTING NOW, YOU WILL TREAT ME AND ALL OTHER MIDSHIPMEN, OFFICERS, AND SENIOR ENLISTED LEADERS WITH THE HIGHEST LEVEL OF RESPECT. YOU WILL OBEY ALL ORDERS INSTANTLY AND WITHOUT QUESTION. I WILL TREAT YOU JUST AS I DO MY FELLOW MIDSHIPMEN, WITH FIRMNESS, FAIRNESS, DIGNITY AND COMPASSION. AS SUCH, I AM NOT GOING TO THREATEN YOU WITH PHYSICAL HARM, ABUSE YOU, HARASS YOU, NOR WILL I TOLERATE SUCH BEHAVIOR FROM ANYONE ELSE. IF ANYONE SHOULD ABUSE OR MISTREAT YOU OR ANY OF YOUR CLASSMATES, I EXPECT YOU TO REPORT SUCH INCIDENTS TO ME. FURTHER, IF YOU BELIEVE THAT I HAVE MISTREATED YOU, I EXPECT YOU TO REPORT IT TO THE COMPANY OFFICER, _______ OR SENIOR ENLISTED LEADER ________. MY SQUAD LEADERS, PLATOON COMMANDERS AND I WILL BE WITH YOU EVERY DAY, EVERYWHERE YOU GO. I HAVE TOLD YOU WHAT MY STAFF AND I WILL DO. FOR YOUR PART, WE WILL EXPECT YOU TO GIVE 100 PERCENT OF YOURSELF AT ALL TIMES. NOW THIS IS SPECIFICALLY WHAT WE EXPECT YOU TO DO:

YOU MUST DO EVERYTHING YOU ARE TOLD TO DO - QUICKLY AND WILLINGLY.

YOU WILL TREAT ALL OFFICERS, ENLISTED, UPPERCLASS MIDSHIPMEN, AND 4/C MIDSHIPMEN WITH COURTESY AND RESPECT.

YOU MUST BE COMPLETELY HONEST IN EVERYTHING YOU DO. A MIDSHIPMAN NEVER LIES, CHEATS, OR COMPROMISES HIS/HER INTEGRITY.

YOU MUST RESPECT THE RIGHTS AND PROPERTY OF ALL OTHER PERSONS. A MIDSHIPMAN NEVER STEALS.

YOU MUST BE PROUD OF YOURSELF AND THE UNIFORM YOU WEAR.

YOU MUST TRY YOUR BEST TO LEARN THE THINGS YOU ARE TAUGHT. EVERYTHING WE TEACH YOU IS IMPORTANT AND MUST BE REMEMBERED.

YOU MUST WORK HARD TO STRENGTHEN YOUR BODY.
ABOVE ALL ELSE, YOU MUST NEVER QUIT OR GIVE UP. WE OFFER YOU THE CHALLENGE OF 4/C MIDSHIPMEN TRAINING - THE OPPORTUNITY TO BE A MIDSHIPMAN AT THE UNITED STATES NAVAL ACADEMY.”

2. A timely and thorough briefing by Squad Leaders concerning Plebe Summer rules and regulations is essential to the future success of the squad. Squad Leaders will brief 4/C Midshipmen on the following prior to the Oath of Office ceremony on I-Day:

   a. The Oath of Office
   b. Honor Concept
   c. Dignity and Respect in the Brigade of Midshipmen

3. Squad Leaders will teach their squads fire evacuation procedures for Bancroft Hall and the location and use of the fire alarm boxes. Companies will conduct a fire drill prior to Taps the night before Induction Day for early arriving candidates. Companies will conduct another fire drill for the entire company prior to Taps on Induction Day. Companies will report completion of emergency evacuation drills to the Regimental Duty Officer upon completion.

602. INITIAL PLEBE SUMMER TRAINING

1. Aside from administrative and academic requirements, initial Plebe Summer training should include: A concentrated basic military indoctrination, basic watchstanding skills (CMOD qualification), instilling discipline, developing teamwork, and promoting a good sense of Naval heritage. The purpose of this “foundation building” phase is to develop a base-level knowledge and a military spirit upon which to build.

2. Plebe Summer training begins immediately after the Company Commander’s introductory speech. The initial training focus should include gear issue, room set-up, and administrative requirements for the transition from civilian to military life. Detail and staff must ensure that the training environment emphasizes controlled stress throughout varying portions of the training day to facilitate placement exams and other administrative requirements.

3. Letter home. Every 4/C Midshipman is required to write one letter home prior to Training Day 5. The purpose of the letter is to inform the 4/C Midshipman’ parents of his/her mailing address and to increase morale. The only guidance for the content of this letter is that it must include the 4/C Midshipman’s mailing address.

4. In addition to the scheduled periods of instruction, time is available for preparing 4/C Midshipmen for subsequent training (e.g., academic placement exams). Detail should always use any free time productively. Squad Leaders/Platoon Commanders/Company Commanders must prepare and submit weekly training plans for use of unscheduled time to Company Officers via Battalion Commanders. Appropriate uses of time includes, but is not limited to: watchstander training, room stowage, room cleaning, Squad Leader Instruction lessons, extra drill practice, rate knowledge studying and testing, officer development lesson reinforcement, and uniform maintenance.
603. **PLEBE RATES**

1. Unless specified below, 4/C Midshipmen will comply with Plebe rates as described in Reef Points. Additions to Reef Points for Plebe Summer training purposes include the following:

Plebes will:
- Learn verbatim the menus of three meals in advance.
- Have conversational knowledge of three newspaper articles each morning.
- Know the names of the OOW and MOOW for the current day.
- Know the Days.
- Know the names of all In-Season Varsity Team Captains and all four stripers and above.
- Chop with their “eyes in the boat” and square corners throughout Bancroft Hall with the exception of the administrative spaces, the Midshipmen Store, the 7th wing gym, the basement areas, King Hall and the post office.
- Maintain professional relationships with upper class Midshipmen.
- Double-time to and from intramurals unless on chit or escorted by a member of the cadre.
- Come to attention and greet each upperclassman, commissioned officer, and senior enlisted leader with appropriate rank and title.
- Use the five basic responses when answering questions from any senior.
- Come to attention when an upper class or officer enters his/her room.
- Address all male upper class and officers as “Sir” and all female upper class and officers as “Ma’am.”
- Maintain proper uniform and hygiene standards.
- Maintain rooms in class Bravo condition at all times during the day.
- Follow the rate learning schedule as printed in Appendix A of the Plebe Summer SOP.
- Be in complete uniform at all times.
- Not use electronic devices to listen to music or watch videos.
- When covered, salute all Commissioned Officers at all times throughout the day.
- Stand at parade rest while standing in lines. They may study Reef Points while at parade rest.
- Be in formation at least three minutes before the start of all formations.
- Be prepared to give chow calls prior to morning and noon meal formations.
- Escort family and friends only on Parents’ Weekend or as authorized by the OIC or the AOIC.
- Know proper etiquette and procedures for eating in King Hall.
  - Use only the front four inches of their chairs.
  - Only use the center alley.
  - Move expeditiously in the center aisle, eyes in the boat, squaring corners. Plebes will not chop in King Hall.
  - Take one bite at a time and set down silverware between each bite.
  - Stand when a commissioned officer joins the mess.
  - Keep their eyes in the boat at all times unless spoken to by an upper class and remain sitting at attention at all times.
  - Consume all liquids at the table during meal, and be encouraged to hydrate throughout the day.
o Remain seated in King Hall until “Plebe March out” or dismissed by a Detail member for an appropriate reason.

• Refer to Reef points for complete instructions on all Plebe rates for the coming academic year not applicable to Plebe Summer.

2. The Plebe Rates learning schedule (Appendix A) shall be followed by all companies to standardize training.

604. DAILY SCHEDULES

1. The Plebe Summer Schedules Officer will verify locations, instructors, supporting staff, and coordinating instructions for each of the next day’s Plebe Summer events and update the Plebe Summer Master Training Schedule. The AOIC will publish each day’s verified training schedule from the Plebe Summer Master Training Schedule as the Plebe Summer POD. The published POD will supersede any Master Training Schedule versions posted on the Plebe Summer webpage. 4/C Midshipmen awaiting separation will observe the normal routine until transferred to Tango Company.

605. RELIGIOUS ACCOMMODATION

1. Religious Accommodation. Department of the Navy policy is to accommodate the doctrinal or traditional observances of the religious faith practiced by individual members when these doctrines or observances will not have an adverse impact on military readiness, individual or unit readiness, unit cohesion, health, safety, discipline, or mission accomplishment in compliance with SECNAVINST 1730.8 series. Accommodation of a member's religious practices cannot be guaranteed at all times and is subject to military necessity. Determination of necessity rests entirely with the Plebe Summer OIC.

2. Religious Observances/Worship Services

   a. Chaplains’ receptions take place before or after Chapel services on Sundays in the Levy Center from 0815-1145. These receptions are intended for interaction between 4/C Midshipmen, Chaplains, and Chapel staff. Restrictions on visitation apply as indicated in paragraph (b) below.

   b. 4/C Midshipmen may not meet with others not assigned to Plebe Summer Detail during religious observances and worship services. 4/C Midshipmen will sit in designated areas during religious services and are PROHIBITED from escorting or visiting with parents, family, friends, upperclass siblings, or sponsors until Plebe Parents’ Weekend. Visitation during religious services is also PROHIBITED. Relaxation of privileges during these periods will NOT be authorized.

   c. Christian Observances. 4/C Midshipmen may voluntarily attend Chapel Services and related activities (e.g., Sunday school, Chaplains’ receptions, etc. from 0815 until 1230 on Sunday).

   d. Jewish Observances. 4/C Midshipmen may voluntarily attend Jewish Shabbat services in the Levy Center from 1915 until 2030 on Fridays.

   e. Muslim Observances

      (1) 4/C Midshipmen may voluntarily attend Friday Jumah prayer in the 3-0 Wing prayer room from 1200 until 1315 on Fridays.
(2) King Hall will provide nutritious, non-perishable food items for Muslim 4/C Midshipmen that may be stored and eaten before sunrise and after sunset during Ramadan. Beginning on 18 Jun 15 4/C Midshipmen will pick up boxes containing items for evening and morning meals from King Hall at 1945 and proceed to the Laboon Chaplain Conference Room, where they will have the ability to wash and eat communally from 2000-2100 and 0445-0530. All participants will be responsible for proper disposal of trash.

(3) The major Islamic holy days of Eid-Ul-Fitr begins at sunset on 16 Jul 15. Every effort will be made to accommodate Islamic Plebes’ escorted attendance at a designated off-site Islamic center for a designated period of time.

f. Other Faith Observances. Midshipmen adherents of other faiths may voluntarily participate in worship services for their faith except when prevented by reasons of military necessity.

3. Sunday Morning Routine. The following guidelines apply to the Sunday morning routine within Bancroft Hall:

a. 4/C Midshipmen do NOT have Yard liberty on Sunday mornings.

b. 4/C Midshipmen will not march or sound off.

c. 4/C Midshipmen may conduct personal business as needed within the company area.

d. Personnel inspections, formal room inspections, or other events shall not be scheduled to preclude 4/C Midshipmen participation in Sunday morning religious activities. Sunday afternoon inspections, which would require Sunday morning preparation, are not authorized.

e. 4/C Midshipmen choosing not to participate in Sunday religious activities outlined above will remain in company area.

f. 4/C Midshipmen will not interact with members of other companies unless participating in the official activities outlined above or under the supervision/direction of the Plebe Summer Detail.

4. Chaplain Appointments

a. Chaplains are available during normal working hours (reveille through “Blue and Gold”) for individual counseling. 4/C Midshipmen who desire to see a Chaplain will submit requests through their chain-of-command. The chain-of-command will ensure an appointment is made within 24 hours. If a Plebe Summer Chaplain is not available, company staff will arrange for an appointment with another USNA Chaplain by contacting the Chaplain Center at extension 3-1100.

b. The Plebe Summer Duty Chaplain is always available for counseling assistance involving an emergency or situation of a critical nature and can be reached by calling the Plebe Summer Duty Chaplain at 410-320-9274. In the event that the Plebe Summer Duty Chaplain cannot be reached, contact the Plebe Summer Regimental Chaplain and then, if necessary, the USNA duty chaplain through the main office at extension 3-5001.
606. **MAIL PROCEDURES**

1. The Plebe Summer Admin Officer will authorize and designate a Primary and Alternate Company Mail Officer in writing.

2. Plebe Detail staff will not hold mail or secure mail privileges as a means of punishment. Holding mail is a violation of federal postal laws.

3. Items that offend the sensibility of Naval service and are prejudicial to good order and discipline are considered contraband. Specific contraband items include: Pornography, tobacco products, medication, knives, weapons, etc. Items such as weightlifting magazines, men’s lifestyle/fitness magazines, etc. that are borderline pornographic are not appropriate for the training environment of Plebe Summer and violate the spirit of this definition.

4. Detail will not screen letters prior to giving them to 4/C Midshipmen; however, the company staff will require 4/C Midshipmen to open packages or bulky envelopes for inspection. The Detail staff will refer any contraband to the Company Officer/SEL.

5. 4/C Midshipmen are allowed to receive food items in the mail. Packages may contain items for letter writing or any small personal items authorized by current directives (e.g., religious medals, photographs which easily fit into the stowage lockers or bulletin boards.) Food not packaged in airtight containers is subject to disposal.

6. 4/C Midshipmen typically receive excessive quantities of food in care packages received via mail. To standardize the amount of food that 4/C Midshipmen may maintain, the following guidelines apply:

   a. Detail staff should discourage the 4/C Midshipmen and their families from sending excessive amounts of “junk food” since this works against the physical fitness goals of Plebe Summer.

   b. 4/C Midshipmen receive a re-sealable plastic container as part of their initial box issue. **4/C Midshipmen must store ALL food items they wish to keep in this container on one of the shelves below their desk in accordance with Company SOP.** 4/C Midshipmen must discard items that will not fit into the container or give them to their classmates. 4/C Midshipmen may choose which items to retain and which to discard or give away. Company staff will supervise this evolution as care packages are received and WILL NEVER retain any items disposed of by 4/C Midshipmen.

607. **SPECIAL SITUATIONS AND EVOLUTIONS IN THE 4/C INDOCTRINATION SYSTEM**

1. The evolutions outlined below are authorized to support accomplishing the objectives of the 4/C Indoctrination System outlined in Chapter 1. The description of each, including limitations and restrictions follows:

2. **Participants.** Only Upper Class Midshipmen specifically assigned to the 4/C Regiment may participate in 4/C Midshipmen Indoctrination. Actions permitted are delineated in this article.

3. **Squad/Platoon/Company Fall-In.** Squad/Platoon/Company fall-in used to assemble an entire unit on short notice, to hold muster, pass word, or give instruction. The normal command to execute this evolution is “HIT A
BULKHEAD.” When given the command “HIT A BULKHEAD,” 4/C Midshipmen move expeditiously to the designated muster area, face the bulkhead, execute an about face and sound off with their name and alpha code. 4/C Midshipmen remain at attention until directed otherwise.

4. Uniform Races. Plebe Detail leadership may conduct timed uniform changes to instruct 4/C Midshipmen in familiarity with uniforms, promptness, optimum use of time, attention to detail, and self-confidence.

   a. The Detail may conduct uniform races at Squad, Platoon, or Company levels; they may also occur for an individual during EMI. The Company Commander or Executive Officer will supervise company level uniform races, the Platoon Commander will supervise platoon level uniform races, and Squad Leaders will supervise squad level uniform races.

   b. The Detail will use only uniforms defined in Midshipmen Uniform Regulations or appropriate modifications per the heat conditions. Other uniform modifications are not authorized.

   c. Unit leaders will ensure that 4/C Midshipmen have sufficient time to stow their uniforms and equipment following uniform races. The Detail will ensure that uniforms do not get intermingled or piled in rooms or the passageway such that 4/C Midshipmen must sort through uniforms to find their own.

   d. Detail will conduct a uniform inspection with every uniform race to ensure uniforms are worn properly.

   e. Uniform races are not to be used as punishment and should be used sparingly. To train with a purpose, clear training objectives are required when conducting uniform races.

5. Writing Assignments. Writing assignments are an effective remediation and teaching tool when used properly. When used in excess, they serve no valid training purpose. Writing assignments shall not be excessive in length, never exceeding one 8 x 11.5 inch piece of paper. They shall not be overly repetitive. Detailers will not direct Plebes to write anything out a number of times corresponding to the Detailer’s class year. Writing assignments are not used solely for punishment, they must positively contribute to the Plebes’ professional development.

6. Room Shifts. Company-wide room shifts are not authorized unless given permission from the AOIC. In the case where a 4/C Midshipman has voluntary resigned or moved out of their room based on a sports requirement, Company Officers will approve individual room changes.

7. Ladder Races are only authorized as part of an approved Discretionary Physical Training (DPT).

608. EXTRA MILITARY INSTRUCTION (EMI).

1. EMI is authorized to instill knowledge, military bearing, and instant obedience to orders. 4/C Midshipmen not performing satisfactorily in authorized training may receive extra instruction. The following criteria apply:

   a. The Squad Leader, Platoon Commander, and Company Commander in the 4/C
Midshipman’s direct chain of command may assign EMI. Extra military instruction is given only to 4/C Midshipmen who require such instruction.

b. Extra military instruction should result in a 4/C Midshipman becoming proficient in areas where the 4/C Midshipman is deficient. PT is not used as EMI. The Detail member administering EMI must provide guidance on how to improve the 4/C Midshipman’s performance. Examples of EMI to correct a specific deficiency:

- **Deficient or poor room stowage and cleanliness standards**
  - Conduct room inspection following explanation of deficiencies and proper corrections.
  - Have Plebe read room standards from Midregs and give presentation to classmates.
  - Have individuals with poor standards inspect classmates’ rooms.
  - Have Plebe instruct his/her classmates on proper folding techniques using the diagrams in Uniform Regulations.
  - Have squad inspect room of individuals with poor standards.
  - Conduct Alpha room inspection.
  - Require Plebe to memorize Bravo chit or write bravo chit.

- **Deficient Uniform or personal hygiene standards**
  - Conduct personnel inspection.
  - Shine Shoes.
  - Have Plebe conduct uniform inspection on roommates under guidance of squad leader.
  - Have Plebe explain how to correct common uniform deficiencies to classmates.
  - Have Plebe write and or explain why it is important for every Midshipmen and Naval Officer to maintain a good uniform to represent the Naval Academy and the U.S. military.
  - Conduct uniform races.
  - Order Plebe to give professional knowledge report from appropriate section of uniform regulations.
  - Shaving EMI. Explain how to shave for those who may have used an electric razor or never shaved before.
  - Personal Hygiene EMI. Explain the importance of personal hygiene to prevent disease. To include cleaning clothes, towels and sheets.

- **Improper Drill Movements**
  - Practice manual of arms with Detailers during Company Commander time.
  - Have Plebe lead drill movements with classmates and explain proper execution.
  - Send Plebe to drill with Drill Master during Company Commander time.

- **Improper Greeting of Enlisted, Officers, or Upperclass**
  - Require Plebe to greet the individual properly.
  - Require Plebe to write names of detailers/staff multiple times.
  - Order Plebe to report on rank recognition and proper greeting to classmates within the squad or platoon.
  - Explain to classmates descriptions and recognition of individuals and ranks.
  - Require greeting individuals twice or use double sir sandwiches.
  - Require Plebe to salute all Detail until he or she is used to rank recognition.

- **Lack of rate knowledge**
  - Require Plebes to report back information.
  - Assign writing assignments to correct the deficiencies.
o Have Plebe explain the importance of professional knowledge as an officer in the fleet.
  o Require the Plebe to conduct a professional report to his fellow classmates.
  o Require knowledge of extra rates.
  o Instruct Plebe with adequate rate knowledge to instruct individuals who are deficient.

  • **Bearing**
    o Instruct Plebe to read Medal of Honor citation and explain the seriousness of military training to classmates.
    o Require eating square meals in King Hall.
    o Order Plebe to explain to platoon chain of command why he/she came to USNA and how their attitude is detracting from the training environment.

  • **Failing to Chop Properly**
    o Have Plebe square corner multiple times or chop completely around the metal deck plate, squaring each corner of it.
    o Have Plebe explain the importance of attention to detail as a Naval Officer.
    o Have Plebe count stairs.

  • **Failure to meet obligations on time**
    o Require Plebes to show up earlier to meet obligations.
    o Have Plebe explain to classmates why punctuality is important in the fleet.
    o Have Plebe write down plan for daily events to manage time and meet mandatory deadlines.

  • **Consistently forgetting items**
    o Require Plebe to carry larger, more awkward items (Ships and Aircraft if they constantly forget their Reef Points, etc.)

  • **Sleeping during briefs**
    o Stand through remainder of brief and the next brief.
    o Write apology letter to briefer (delivery dependent upon briefer’s rank).

  • **Applies to all deficiencies and overall lack of performance**
    o Comearounds with upperclass during company commander time.
    o Informal or formal counseling.
    o Organize a meeting with CO/SEL to counsel the Plebe in performance.

**NOTE:** These examples are not all inclusive and should be used as a guideline for administering EMI. Common sense and good judgment should always be applied, and the dignity of the Plebe must always be preserved. If in doubt question a competent authority such as a CO/SEL.

609. **GREY SPACE PLANNING**

1. Grey space is defined as that time in which a platoon does not have an event scheduled on the Master Training Plan. Company Commanders are responsible to ensure that grey space is used effectively and appropriately to prepare 4/C Midshipmen for upcoming events. Grey space training plans will be submitted to the Company Officer.

2. Grey space should be used to complete the following:
   a. Execution of training outlined in the Squad Leader Instruction.
b. Each platoon will complete the Cemetery Run DPT as outlined in Chapter 9 of this instruction.

c. Preparation for upcoming events:

- Alpha Room Inspection
  - Squad level training on inspection chit
  - Preparation time for pre-inspection
  - Preliminary Inspection by detail
  - Preparation time for inspection
- First time wearing Summer Whites (Baseball Game)
  - Squad/Platoon level training on proper wear
  - Allot time to prepare uniform (creases, shine shoes, assemble ribbons)
  - Squad Leader Inspection
  - Final preparations post-inspection
  - Review personal grooming standards
- Obstacle Course
  - Rope Climbing DPT
- Sailing Exam
  - Conduct platoon level review
  - Allot time for group and individual study
- Regimental Athletic events
  - Allot time to develop spirit building materials
- Platoon Drill Competition
  - Practice and review Drill Manual and Competition Card
- Character Development Speakers
  - Discuss biography of speaker
  - Discuss potential topics
  - Conduct a follow up discussion about each speaker afterwards
- Plebe Rates Competition
  - Practice rates and select the best Plebe to represent the platoon the contest
CHAPTER 7 - ADMINISTRATION OF THE 4/C REGIMENT

701. **OVERVIEW OF REQUIRED REPORTS.**

1. Documentation concerning the performance, health, and well-being of the 4/C Midshipmen and the Detail leading them is essential to provide continuity in their development as future Naval officers. Figure 7.1 includes the timeline and responsible authority for each report.

<table>
<thead>
<tr>
<th>Report</th>
<th>From</th>
<th>To</th>
<th>Via</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thought of the Day (TOD)</td>
<td>4/C Midshipman</td>
<td>OIC</td>
<td>COC</td>
<td>Daily prior to Taps</td>
</tr>
<tr>
<td>Weekly Weight Report</td>
<td>Squad Leader</td>
<td>OIC/AOIC</td>
<td>Chain of Command</td>
<td>By Wednesday of each week</td>
</tr>
<tr>
<td>Weekly Grey Space Training Plan</td>
<td>Company Commander</td>
<td>Company Officer</td>
<td>N/A</td>
<td>By Friday of each week</td>
</tr>
<tr>
<td>Valuables Storage Inventory</td>
<td>Squad Leader</td>
<td>Company Officer</td>
<td>Company Commander</td>
<td>NLT TD 2</td>
</tr>
<tr>
<td>Safety Reports</td>
<td>Company XO</td>
<td>OIC</td>
<td>Safety Officer</td>
<td>As required</td>
</tr>
<tr>
<td>DPT Proposals</td>
<td>Company Commander</td>
<td>AOIC/Company Officer</td>
<td>Regimental PMO</td>
<td>NLT 48 hours prior to event for new proposals, NLT 24 hours prior for pre-approved plans</td>
</tr>
<tr>
<td>4/C Bio Information Sheet</td>
<td>Squad Leader</td>
<td>Company Officer/SEL</td>
<td>Company Commander</td>
<td>First Set - NLT TD 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Second Set - update</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NLT TD 27 as applicable</td>
</tr>
<tr>
<td>4/C Midshipman Initial Counseling</td>
<td>Squad Leader</td>
<td>Company Officer/SEL</td>
<td>Company Commander</td>
<td>First Set) - NLT TD 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Second Set) NLT TD 30</td>
</tr>
<tr>
<td>4/C Midshipman Evaluation Record</td>
<td>Squad Leader</td>
<td>Company Officer/SEL</td>
<td>Company Commander</td>
<td>1) 5 days prior to the end of First set</td>
</tr>
<tr>
<td>and Final Counseling (Fig 7.2)</td>
<td></td>
<td></td>
<td></td>
<td>2) 5 days prior to the end of Second set</td>
</tr>
</tbody>
</table>

**Figure 7.1 Schedule of Required Reports.**

702. **DAILY REPORTS**

1. Thoughts of the Day (TOD) will be completed daily by each 4/C Midshipman. The TOD will be completed and collected by the Squad Leader prior to Taps each night. The TOD will be neatly handwritten and submitted in proper memorandum format. Thoughts of the Day will be thoroughly reviewed by the Chain-of-Command. After a close review, the CC/XO will make a recommendation to the CO/SEL regarding the labeling of the TODs. The CO/SEL will make the final determination and each TOD will be assigned one of the following labels:

   a. A Red TOD causes concern for the physical safety of the Plebe and requires immediate notification of either the CO/SEL and for the detailers to take appropriate action to ensure the safety of the Plebe.

   b. A Yellow TOD causes concern regarding the Plebe experiencing extraordinary hardship or desiring to pursue resignation and requires
informing the Company Officer/SEL and deciding on an appropriate course of action to support the Plebe.

c. A Green TOD is overall positive or reflects an appropriate motivation level for the plebe.

All TOD will be routed to the Company Officer the morning after they are written. Company Officers will enter all red and yellow TODs and three green TODs into the TOD Google document by 1000 daily. PS Battalion Officers will collect and submit to the OIC (copy to AGIC) by 1200 daily. All red and yellow TODs will list the action taken with the TOD submission. The OIC will forward all Red and Yellow TODs to the Commandant via the Deputy Commandant.

703. **WEEKLY REPORTS**

1. **Weekly weight reports.** Companies record the weight of each 4/C Midshipman no later than Wednesday of each week throughout the summer. Weigh-ins begin during the second week of Plebe Summer.

   a. The Company staff shall refer Midshipmen sustaining weight losses of 3% or more of their Induction Day weight for two consecutive weeks (6% total) to Medical for evaluation. The Company staff shall refer any Midshipman who loses 10% or more of their I-Day weight during weigh-in to Medical for evaluation.

   b. Detail should conduct weigh-ins under similar circumstances (time of day/level of activity) and with similar clothing each week for consistency.

   c. All weigh-ins will be conducted with respect for the privacy and dignity of each individual.

2. **Weekly grey space training plans.** Company Commanders are required to submit weekly training plans to the Company Officer.

704. **REPORTS SUBMITTED AS REQUIRED**

1. **Valuables storage inventory.** This list is due to the Company Officer the day after Induction Day and shall be updated if Plebes are sent any high value items during the summer. See Chapter 5 for details.

2. **Safety reports.** As safety-related incidents happen throughout the summer, unit Executive Officers will submit Safety Reports up the Chain-of-Command to the Safety Officer.

3. **DPT proposals.** Chapter 9 contains full requirements for submission of DPT proposals.

705. **COUNSELING AND EVALUATION OF THE 4/C**

1. **Fitness Reports**

   a. Squad Leaders will complete a fitness report on each 4/C Midshipman in his/her squad, documenting the 4/C Midshipman’s performance for both First and Second set. The Squad Leaders also rank all of the 4/C Midshipmen in his/her squad against each other to assist in the overall platoon ranking. The Platoon Commanders review each 4/C Midshipman fitness report and Squad Leader’s ranking and ranks each 4/C Midshipman against all the other 4/C
Midshipmen in the platoon. The platoon rankings are then forwarded to the Company Commander, SEL, and Company Officer for review. To assist in determining grades, the authorized grade distribution of reference (a) will be followed. The ranking and comments for each 4/C Midshipman are then manually inputted into the MIDS system by the Company Officer or SEL.

b. Using the Threshold Standards as a guide, unit leaders will address and provide comments in four major areas:

(1) Moral. Evaluators will include comments concerning bearing, uniform, respect, and overall professionalism.

(2) Mental. Evaluators will include comments concerning rates retention, menu memorization, and overall demonstration of various knowledge of Naval Academy subject matter.

(3) Physical. Evaluators will include comments concerning IST score, PRT score, PEP effort, and sports period participation.

(4) Recommendations for improvement. Evaluators will include comments concerning specific areas of improvement. These comments will include a description of the deficiency and recommended measures that should be taken to remediate the deficiency.

c. Company Officers and Company Commanders shall ensure that unit leaders complete fitness reports objectively.

d. Company Officers/SELS will verify each major area has been addressed and applicable comments have been provided and enter all Fitness Reports into MIDS.

2. 4/C Midshipman Biographical Information Sheet (Figure 7.2). First set Squad Leaders fill out this sheet during their initial counseling session with the 4/C Midshipmen. They will retain this sheet and turn it over to their Second Set Detail relief.

3. Midshipmen Counseling and Guidance (Figure 7.3). Squad Leaders complete formal counseling a minimum of two times each set (initial and final) using figure 7.4 as a guide. Platoon Commanders review, initial, and forward the records to the Company Administrative Officer. The Company Admin Officer ensures prompt completion of the forms, compiles them, and forwards them to the Company Officer and SEL for review prior to turnover of the company to Second set Detail, and prior to the end of Plebe Summer. This form is also used to document substandard or exceptional performance of 4/C Midshipmen. File these records in the Squad Leader notebook until turnover when the Administrative Officer transfers them to the performance/training jackets under Tab B.

a. Unit leaders use sections 1 and 4 of this form to document any one-on-one counseling.

b. Company Officers and Company Commanders shall ensure that unit leaders complete evaluation reports objectively.

c. Unit leaders should address an individual’s ability to meet the Threshold Standards with respect to three major areas when completing the counseling and guidance form. These areas include:
(1) Areas in which the 4/C Midshipman is deficient and/or exceeds the standard.

(2) Measures taken by the Company Officer/Senior Enlisted Leader, Company Commander, Platoon Commander, and Squad Leader to remediate the 4/C Midshipman.

(3) The Company Officer/Senior Enlisted Leader, Company Commander, Platoon Commander and Squad Leader’s recommendation for future disposition of the Midshipman.
# 4/C Midshipman Biographical Information

## Personal Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Alpha Code</th>
<th>Company/Platoon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td>Place of Birth</td>
<td></td>
</tr>
<tr>
<td>High School Attended</td>
<td>College (if any)</td>
<td>Home of Record</td>
</tr>
</tbody>
</table>

## Family Information

<table>
<thead>
<tr>
<th>Mother’s Name</th>
<th>Father’s Name</th>
<th>Marital Status (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mother’s Occupation</td>
<td>Father’s Occupation</td>
<td>Parents’ Email Address</td>
</tr>
<tr>
<td>Number of Siblings</td>
<td>Brother(s)</td>
<td>Sister(s)</td>
</tr>
<tr>
<td>Home Address</td>
<td>Home Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

Military Background (prior service, relatives in service, JROTC, etc.)

## Personal Interests

<table>
<thead>
<tr>
<th>Hobbies</th>
<th>Sports</th>
<th>ECAs</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reason for coming to USNA

Religious Preference (optional)

How often do you observe your religious practices? (optional)

- Often
- Occasionally
- Seldom

Misc. Pertinent Information (use back for additional space)

---

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# ALLERGIES/GENERAL MEDICAL

Any allergies or medical conditions of which the Chain-of-Command should be aware

---

# SPECIAL DIET

List special diet requirements (vegetarian, kosher etc.)

---

# GENERAL INFORMATION

Misc. Pertinent Information

---

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MIDSHIPMAN COUNSELING AND GUIDANCE FORM

Date: _______________

1. Midshipman ____________________ Class _________ Company _________

2. Areas discussed:
   (  ) Academic              (  ) Conduct
   (  ) Performance           (  ) Other

3. Trend of Performance:
   (  ) Improving             (  ) Declining
   (  ) Consistent            (  ) N/A

4. Pertinent Observations/comments:

   STRENGTHS           WEAKNESSES

5. Narrative summary (problems discussed and recommended courses, evaluation of performance, etc.):

(Continue on back if necessary)

Reviewer  Initial  Date
Co Ofcr    ______  ____
Sqd Ldr    ______  ____  ________________________________
Midn       __________

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Figure 7.3 Midshipman Counseling and Guidance Form.
706. **APTITUDE BOARDS AND REPORTING**

1. **Aptitude Boards**

   a. Company Commanders may recommend convening a Company Aptitude Board to the Company Officer in accordance with reference (a) to address Plebes who fail to adapt to the training environment or fail to perform. Companies should convene Aptitude Boards only after repeated documentation of substandard performance and attempts to correct deficiencies have been exhausted. Company Officers/SEls are the convening authority for the Company Aptitude Board. Aptitude Boards are formal, documented sessions where board members develop specific goals to address the documented deficiencies. The Aptitude Board carefully documents all proceedings and places the record of the proceedings in the 4/C Midshipman’s performance/training jacket. Company Aptitude Boards shall contain a minimum of three detailers from the company. Composition of additional members of the Company Aptitude Board is at the discretion of the Company Officer/SEL. The Company Commander, supervised by the Company Officer/SEL, serves as the senior member.

   b. Battalion and Regimental Aptitude Boards follow the same process and are convened by the Battalion Officers or OIC as appropriate. Regimental and Battalion Commanders may convene aptitude boards at their level as the situation warrants or they may forward the results of the previous board after administrative review. The Commandant maintains a standing Brigade Aptitude Board, staffed by personnel from outside of the 4/C Regiment, throughout the summer. The Brigade Aptitude Board may consider cases forwarded from the OIC of the 4/C Regiment for individuals failing to adapt and for those who demonstrate significant shortfalls that are incompatible with military service. The Brigade Aptitude Board is conducted in accordance with reference (a).

   c. Justification for convening an Aptitude Board may include:

      (1) Misconduct or Insubordination.

      (2) Continued, documented poor performance (rate knowledge, room/uniform standards).

      (3) Continued poor attitude.

      (4) Overall lack of aptitude for commission.

      (5) Other situations identified by the Company Staff with Company Officer/SEL approval.

      (6) Repeated suicidal ideations.
2. Aptitude Boards and potential outcomes:

<table>
<thead>
<tr>
<th>Board Level</th>
<th>Potential Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>1) Return to training</td>
</tr>
<tr>
<td></td>
<td>2) LOI and return to training</td>
</tr>
<tr>
<td></td>
<td>3) Forward case for further consideration</td>
</tr>
<tr>
<td>Battalion</td>
<td>1) Return to training</td>
</tr>
<tr>
<td></td>
<td>2) LOI and return to training</td>
</tr>
<tr>
<td></td>
<td>3) Forward case for further consideration</td>
</tr>
<tr>
<td>Regiment</td>
<td>1) Return to training</td>
</tr>
<tr>
<td></td>
<td>2) LOI and return to training</td>
</tr>
<tr>
<td></td>
<td>3) Forward case for further consideration</td>
</tr>
<tr>
<td>Brigade</td>
<td>1) Return to training</td>
</tr>
<tr>
<td></td>
<td>2) LOI and return to training</td>
</tr>
<tr>
<td></td>
<td>3) Forward case to the Commandant for separation via an Academic Board</td>
</tr>
</tbody>
</table>

3. The Board proceedings should address the following areas:
   a. Reason for attending USNA.
   b. Goals for Plebe Summer, academic year, etc.
   c. Understanding of Academy standards.
   d. Specific shortcomings and failures in meeting standards.
   e. Rate knowledge.
   f. Means of attaining goals.
   g. Timeline for re-evaluation (should be a minimum of 7 days to allow for correction, but not to exceed Plebe Parent's Weekend).
   h. The Board outcomes that do not recommend separation should address the discrepancies in the form of a letter of instruction.

707. COUNSELING AND EVALUATION OF THE UPPERCLASS

1. The Midshipmen Counseling and Guidance Form (Figure 7.3) shall be used to document initial and mid-term counseling as well as any other counseling sessions. Notes combined with the documented counseling provide the objective feedback necessary to complete fitness reports at the end of each set.

2. Evaluation of all Detail members will be conducted in accordance with reference (a) with one modification: there is no forced distribution of aptitude grades. Evaluations will be completed and entered in MIDS no later than three days prior to the end of each set.

3. Company Officers, SELs, and applicable members of the Commandant's Staff (see Figure 7.4) will provide final counseling for the Plebe Detail prior to set turnover. Counseling should occur after staff fitness reports and counseling are complete or be conducted concurrently.

4. Detailers are required to report to Plebe Summer on time, clean-shaven,
with a fresh haircut, ready to train and in-shape. There will be a PRT administered upon arrival. A detailer that fails the PRT will be subject to reassignment or removal from the detail and will be awarded a ‘D’ in Aptitude for Summer Training.

708. **INSTRUCTIONS FOR COMPLETING THE DETAILER EVALUATION FORM**

1. Detailer evaluations will use the Detailer Evaluation Form (Figure 7.4). Fill in personal information at the top.

2. Enter the ranking and the Aptitude for Commission grade. For guidance on who will be included in each ranking category, please refer to the table below. There are no quotas/restrictions for Detailer aptitude grades.

3. Fill in comments next to each category. Be as specific and detailed as possible. Print and obtain appropriate signatures/initials.

4. Provide an electronic copy to the Company Admin Officer for evaluations written on all Detailers assigned to companies A-P. Provide an electronic copy to 4/C Regiment Staff Admin Officer for all other Detailer evaluations.

5. Figures 7.5 and 7.6 shall be used when completing detailer evaluations.
DETAILER EVALUATION FORM

MIDN _____/C: __________________________ Alpha: __________

Ranking: _____ OF _____ Aptitude for Commission Grade: ___

Please provide specific, detailed comments in each of the following areas. Avoid the use of generic phrases, such as “Good leader,” “Good Honor,” and “Works really hard.” Instead, provide specific examples from their accomplishments that illustrate their level of performance in each of these areas.

LEADERSHIP:

HONOR:

EFFORT:

OVERALL PERFORMANCE:

(Use back as necessary)

Midshipman: ____________________________________  ___
Signature Date

Evaluator: ____________________________________   __
Signature Title Date

Reviewing Officer: ____________________________________  ___
Signature Title Date

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Figure 7.4. Detailer Evaluation Form.
# DETAILER EVALUATORS AND REVIEWERS

<table>
<thead>
<tr>
<th>BILLET</th>
<th>EVALUATOR</th>
<th>REVIEWER</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGT CDR</td>
<td>AOIC</td>
<td>OIC</td>
</tr>
<tr>
<td>REGT XO</td>
<td>REGT CDR</td>
<td>AOIC</td>
</tr>
<tr>
<td>WEAPS BATT CDR</td>
<td>REGT CDR</td>
<td>WEAPS OIC</td>
</tr>
<tr>
<td>REGT OPS</td>
<td>REGT CDR</td>
<td>OPS OFFICER</td>
</tr>
<tr>
<td>REGT ASST OPS</td>
<td>REGT XO</td>
<td>OPS OFFICER</td>
</tr>
<tr>
<td>REGT AT/FP OFFICER</td>
<td>REGT XO</td>
<td>OPS OFFICER</td>
</tr>
<tr>
<td>REGT PMO</td>
<td>REGT XO</td>
<td>OPS OFFICER</td>
</tr>
<tr>
<td>REGT ADMIN</td>
<td>REGT XO</td>
<td>ADMIN OFFICER</td>
</tr>
<tr>
<td>REGT ADJUTANT</td>
<td>REGT XO</td>
<td>ADMIN OFFICER</td>
</tr>
<tr>
<td>REGT CHAR/HONOR LIAISON</td>
<td>REGT CDR</td>
<td>HONOR/CHARACTER OFFICER</td>
</tr>
<tr>
<td>REGT HONOR ADVISORS (ED/INV/REM)</td>
<td>REGT CHAR/HONOR LIAISON</td>
<td>HONOR/CHARACTER OFFICER</td>
</tr>
<tr>
<td>BATT CHAR ADVISORS</td>
<td>REGT CHAR/HONOR LIAISON</td>
<td>HONOR/CHARACTER OFFICER</td>
</tr>
<tr>
<td>REGT DRILL OFFICER</td>
<td>REGT XO</td>
<td>AOIC</td>
</tr>
<tr>
<td>REGT CHAPEL LIAISON</td>
<td>CHAPLAIN</td>
<td>AOIC</td>
</tr>
<tr>
<td>BATT CDR</td>
<td>REGT CDR</td>
<td>BATT OFFICER</td>
</tr>
<tr>
<td>BATT XO</td>
<td>BATT CDR</td>
<td>BATT OFFICER</td>
</tr>
<tr>
<td>BATT OPS</td>
<td>BATT CDR</td>
<td>BATT OFFICER</td>
</tr>
<tr>
<td>BATT ADMIN/ADJUTANT</td>
<td>BATT XO</td>
<td>BATT OFFICER</td>
</tr>
<tr>
<td>D&amp;B CDR</td>
<td>REGT CDR</td>
<td>AOIC</td>
</tr>
<tr>
<td>D&amp;B XO</td>
<td>D&amp;B CDR</td>
<td>AOIC</td>
</tr>
<tr>
<td>D&amp;B OPS &amp; SQD LDRS</td>
<td>D&amp;B CDR</td>
<td>AOIC</td>
</tr>
<tr>
<td>CO CDR</td>
<td>BATT XO</td>
<td>CO OFFICER/SEL</td>
</tr>
<tr>
<td>CO XO</td>
<td>CO CDR</td>
<td>CO OFFICER/SEL</td>
</tr>
<tr>
<td>CO OPS, ADMIN, &amp; PLT CDRS</td>
<td>CO CDR</td>
<td>CO OFFICER/SEL</td>
</tr>
<tr>
<td>SQUAD LEADERS</td>
<td>PLT CDR</td>
<td>CO OFFICER/SEL</td>
</tr>
<tr>
<td>TANGO CO CDR</td>
<td>TANGO SEL</td>
<td>TANGO OFFICER</td>
</tr>
<tr>
<td>TANGO CO XO</td>
<td>TANGO CO CDR</td>
<td>TANGO SEL</td>
</tr>
<tr>
<td>TANGO CO ADMIN &amp; SQD LDRS</td>
<td>TANGO XO</td>
<td>TANGO SEL</td>
</tr>
</tbody>
</table>

**Figure 7.5.** Detailer Evaluators and Reviewers.
### RANKING GROUPS

<table>
<thead>
<tr>
<th>Ranking Officer</th>
<th>Individuals in the Ranking Group</th>
<th># in Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOIC</td>
<td>REGT CDR</td>
<td>1</td>
</tr>
<tr>
<td>REGT CDR</td>
<td>REGT XO</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>REGT Ops</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>REGT Char and Honor Liaison</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>WEAPS BATT CDR</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>BATT CDRs</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>D &amp; B CDR</td>
<td>1</td>
</tr>
<tr>
<td>REGT XO</td>
<td>REGT Asst Ops</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>REGT Admin</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>REGT Adjutant</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>REGT Drill Officer</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>REGT AT/FP Officer</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>REGT PMO</td>
<td>1</td>
</tr>
<tr>
<td>REGT CHAR AND HONOR LIAISON</td>
<td>REGT Honor Adv</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>REGT Character Training</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>BATT Char Adv</td>
<td>2</td>
</tr>
<tr>
<td>CHAPLAIN</td>
<td>REGT Chaplain Liaison</td>
<td>1</td>
</tr>
<tr>
<td>D &amp; B CDR</td>
<td>D &amp; B XO</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>D &amp; B Ops</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>D &amp; B Squad Leaders</td>
<td>5</td>
</tr>
<tr>
<td>TANGO SEL</td>
<td>Tango CDR</td>
<td>1</td>
</tr>
<tr>
<td>TANGO CDR</td>
<td>Tango XO</td>
<td>1</td>
</tr>
<tr>
<td>TANGO XO</td>
<td>Tango Admin</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Tango Squad Leaders</td>
<td>4</td>
</tr>
<tr>
<td>BATT CDR</td>
<td>BATT XO</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>BATT Ops</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Company Commanders</td>
<td>7/8</td>
</tr>
<tr>
<td>BATT XO</td>
<td>BATT Admin/Adjutant</td>
<td>2</td>
</tr>
<tr>
<td>COMPANY CDR</td>
<td>Company XO</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Company Ops &amp; Admin</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Platoon CDRs</td>
<td>2</td>
</tr>
<tr>
<td>PLATOON CDR</td>
<td>Squad Leaders</td>
<td>4</td>
</tr>
</tbody>
</table>

*Figure 7.6. Ranking Groups.*
CHAPTER 8 – MEDICAL/EMERGENCY PROCEDURES

801. **HEAT STRESS**

1. Unit leaders must pay close attention to potential heat stress casualties. Heat stress results when the body cannot maintain its temperature balance. This close attention is important for everyone, but 4/C Midshipmen not acclimatized to the hot, humid Annapolis conditions may unintentionally push themselves too hard.

2. Body temperature is determined by a complex combination of physiological and environmental factors. Body temperature changes result from imbalances between heat production and heat loss. Physical conditioning, nutrition, obesity, lack of rest, fluid levels, illness, and inoculations all combine to affect a person's ability to maintain temperature equilibrium in a hot/humid environment. Leaders at all levels must assess the level of physical activity, prescribed clothing, status of conditioning, fluid intake and environmental factors in order to prevent heat stress casualties.

3. Heat stress casualties usually manifest themselves in one of three forms. All personnel must be alert, recognize symptoms and react to these conditions:

   a. **Heat Cramps.** This condition is characterized by pain, numbness, or cramping of the muscles in the extremities or the stomach. First Aid is as follows:
      
      (1) Move the individual out of the heat/sun.
      
      (2) Have the individual assume a position which best relaxes the cramped muscles.
      
      (3) Escort the individual to 6th wing medical if able to move; if not, call for an ambulance.

   b. **Heat Exhaustion.** Profuse sweating, headaches, tingling in the extremities, weakness, dizziness, blurred vision, and nausea characterize this condition. First Aid is as follows:
      
      (1) Move the individual out of the heat/sun.
      
      (2) Remove the individual's equipment and loosen clothing.
      
      (3) Allow the individual to drink water (*do not force intake!*).
      
      (4) Call for an ambulance.

   c. **Heat Stroke.** **THIS IS A MEDICAL EMERGENCY!** Headaches, weakness, dizziness, loss of appetite, nausea, shortness of breath, excessive warmth, general exhaustion, loss of consciousness, convulsions, and delirium characterize this condition. First Aid is as follows:
      
      (1) Call an ambulance **immediately!** (x3333 or 911)
      
      (2) Move the individual out of heat/sun.
      
      (3) Remove the individual's outer clothing (use discretion).
4. Fan the individual.

5. Environmental conditions must be monitored closely per reference (d). The Regimental staff may adjust physical activities and daily routine to minimize the risk of heat casualties. The OOW/AOOW and Regimental watch section record and pass the WBGT Index and Heat Condition to all 4/C Regiment company areas. The PS RDO will be in communication with Main Office to ensure the 4/C Regiment chain of command is made aware of the flag condition. The staff must remain aware of the conditions and modify 4/C Midshipmen physical activities and routine based upon the latest WBGT Index as outlined in reference (d). **ALL DETAIL AND STAFF WILL BE INTIMATELY FAMILIAR WITH REFERENCE (d).** The following is a brief overview of the flag conditions, but in no way relieves Detail and Staff from familiarizing themselves with reference (d):

a. Hospital Point will report changes in flag condition to Bancroft Hall Main Office. All personnel standing watch in Main Office must know the flag condition at all times.

(1) FLAG CONDITION GREEN: During flag condition green, no periodic notifications are necessary. The following actions are required should the flag condition change to green:

(a) MIDN on Main Office Watch: Make a 1-MC Announcement “Bancroft Hall, attention to announcements. Set flag condition green, no training modifications required. I say again…”

(b) MOOW/MCMO: Ensure that no heat condition flag is flying on the T-Court yardarm.

(c) MOOW/MCMO: Call the Plebe Summer RDO to advise them of the change.

(2) FLAG CONDITION YELLOW: During flag condition yellow, no periodic notifications are necessary. Should the flag condition change to yellow, the following actions are required:

(a) MIDN on Main Office Watch: Make a 1-MC Announcement “Bancroft Hall, attention to announcements. Set flag condition yellow, no training modifications required. I say again…”

(b) MOOW/MCMO: Ensure that no heat condition flag is flying on the T-Court yardarm.

(c) MOOW/MCMO: Call the Plebe Summer RDO to advise them of the change.

(3) FLAG CONDITION RED: When the flag condition changes to red, the following actions are required:
(a) MIDN on Main Office Watch: Make a 1-MC Announcement; “Bancroft Hall, attention to announcements. Set flag condition red, the following training restrictions are in effect: DPT, PEP, PRT, O-Course/E-Course, Outdoor Intramurals. I say again…”

(b) MOOW/MCMO: Ensure that the red condition flag is flying on the T-Court yardarm.

(c) MOOW/MCMO: Call the Plebe Summer RDO to advise them of the change.

(d) EVERY HOUR: MIDN on Main Office Watch make a 1-MC Announcement; “Bancroft Hall, attention to announcements. Maintain flag condition red, the following training restrictions are in effect: DPT, PEP, PRT, O-Course/E-Course, Outdoor Intramurals. I say again…”

(4) FLAG CONDITION BLACK: When the flag condition changes to black, the following actions are required:

(a) MIDN on Main Office Watch: Make 1-MC Announcement; “Bancroft Hall, attention to announcements. Set flag condition black, the following training restrictions are in effect: Drill, SCC, DPT, PEP, PRT, O-Course/E-Course, Tarzan Assault Course, Outdoor Intramurals, Outdoor Class. 4/C Uniform Modifications are required. I say again…”

(b) MOOW/MCMO: Ensure that the black condition flag is flying on the T-Court yardarm.

(c) MOOW/MCMO: Call the Plebe Summer RDO to advise them of the change.

(d) EVERY HALF-HOUR: MIDN on Main Office Watch make a 1-MC Announcement; “Bancroft Hall, attention to announcements. Maintain flag condition black, the following training restrictions are in effect: Drill, SCC, DPT, PEP, PRT, O-Course/E-Course, Tarzan Assault Course, Outdoor Intramurals, Outdoor Class. 4/C Uniform Modifications are required. I say again…”

6. In addition to conditioning, several other physiological factors increase heat tolerance:

a. Meals. The hearty meal of the day should be taken in the evening rather than at noon, followed by a rest period or light duty. The exception to this policy is when activities involving considerable exertion are scheduled following evening meal. One hour of rest or light duty following all meals is beneficial in reducing symptoms of heat disorders.

b. Water. Water and salt are only required in quantities sufficient to prevent dehydration and electrolyte imbalances that result from losses due to perspiration, urination, etc. The belief that individuals can be conditioned to decrease water intake is incorrect. Encourage 4/C Midshipmen to drink plenty of fluids at frequent intervals, but only enough to keep urine clear. Avoid water intoxication.

c. Salt. High intake of salt as the answer to heat stress is false. Individuals achieve proper sodium chloride (salt) levels by consuming adequate water and a normal diet. The use of salt tablets is a medically controlled procedure for both routine and emergency situations. Salt tablets shall not be used unless prescribed by Medical.
7. The Plebe Summer ambient conditions training matrix is found at Figure 8.1.

### Plebe Summer Ambient Conditions Training Matrix

<table>
<thead>
<tr>
<th>Evolution</th>
<th>Black</th>
<th>Red</th>
<th>Yellow</th>
</tr>
</thead>
<tbody>
<tr>
<td>WBGTI</td>
<td>≥90˚</td>
<td>88 - 89.9˚</td>
<td>85 - 87.9˚</td>
</tr>
<tr>
<td>Water Consumption (per hour)</td>
<td>1-1.5 qts</td>
<td>1 qt</td>
<td>1 qt</td>
</tr>
<tr>
<td>Uniform Modification (1)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Outdoor Class</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Pistol/Rifle</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Boating/Sailing/Water Sports</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Drill/TAC/SCC</td>
<td>No</td>
<td>Yes (after TD 21)</td>
<td>Yes</td>
</tr>
<tr>
<td>DPT</td>
<td>No</td>
<td>No</td>
<td>Yes (after TD 21)</td>
</tr>
<tr>
<td>PRT/IST/PEP</td>
<td>No</td>
<td>No</td>
<td>Yes (after TD 21)</td>
</tr>
<tr>
<td>DC Training</td>
<td>Yes (except for firefighting portion)</td>
<td>Yes (after TD 21)</td>
<td></td>
</tr>
<tr>
<td>O-course/E-course (2)</td>
<td>No</td>
<td>No</td>
<td>Yes (after TD 21)</td>
</tr>
<tr>
<td>Outdoor Sports/Intramurals (3)</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Indoor Sports/Intramurals (3)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Figure 8.1. Plebe Summer Ambient Conditions Training Matrix.**

**NOTES:**

1. Modified uniforms consist solely of White Works Echo with blue rim T-shirt, carrying the blouse; no other uniforms will be modified. Uniforms will not be modified for watches, outdoor formations, or Chapel services.

2. Endurance and Confidence courses will be monitored daily for environmental conditions on the individual course per reference (d) when the regiment is scheduled to use the facilities.

3. Sports/Intramural cancellation is at the discretion of the head coach/Head of Intramurals.

4. Faculty and Staff will use their judgment to further restrict activities based on circumstances or localized conditions.

5. Parade cancellations will be made on a case by case basis.

8. The thunderstorm condition matrix is found at Figure 8.2.
Thunderstorm Condition Matrix

<table>
<thead>
<tr>
<th>Thunderstorm Condition</th>
<th>Definition</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Thunderstorm activity &gt; 30 miles</td>
<td>Monitor website(1) every 3 hours (every 6 hours if &gt;150 miles)</td>
</tr>
<tr>
<td>TC III</td>
<td>Thunderstorm activity &lt; 30 miles</td>
<td>Monitor website(1) every 10 minutes; Review required actions with watchteam</td>
</tr>
<tr>
<td>TC II</td>
<td>Thunderstorm activity &lt; 15 miles</td>
<td>Warning notifications/ alternate training plans; Continuously monitor website (1)</td>
</tr>
<tr>
<td>TC I</td>
<td>Thunderstorm activity &lt; 5 miles</td>
<td>Immediately halt outdoor training and seek shelter</td>
</tr>
</tbody>
</table>

Figure 8.2. Thunderstorm Condition Matrix.

NOTE: (1) http://www.srh.noaa.gov/data/forecasts/MDZ014.php?warnzone=mdz014andwarncounty=mdc003

FOOT PROBLEMS

1. During the first few weeks of Plebe Summer, leaders must be alert for foot problems such as swelling, bruises, inflammation, and infection. Minor heel contusions, tendonitis, or blisters may become serious if not detected and treated early. Early detection reduces the amount of Plebe training time lost because of medical excusals. Based upon experience, the following types of problems are most significant:

   a. Heel Contusions. Heel contusions produce swelling of the outside perimeter of the heel accompanied by tenderness and soreness.

   b. Tendonitis. Tendonitis generally results in swelling and inflammation of the Achilles tendon that becomes extremely sensitive to touch.

   c. Blisters. A separation between the layers of skin filled with body fluids caused by friction.

2. The following procedures help reduce the number of foot problems:

   a. The Midshipmen Store Officer shall ensure that all 4/C Midshipmen are properly fitted for shoes. Ideally, the width between the tip of the shoe and the tip of the big toe should be that of the thumb.

   b. Squad Leaders shall conduct daily foot/personal hygiene inspection in their evening counseling time (preferably before 1700 while Brigade Medical is open) until Parent’s Weekend, or when no longer required by direction of the 4/C Regiment OIC.

   c. Each company will have a medical representative who will be issued a blister kit. Blisters should be addressed each night during the daily hygiene inspection, and treated in preparation for the morning PEP session. Infected or complex blisters should be referred to the PEP Sick Call or Brigade Medical.

   d. During drill, 4/C Midshipmen will lower their feet to the deck in a manner that ensures equal distribution of body weight to the entire foot. Avoid impacting the point of the heel (“digging in”) when lowering the foot.
e. If shoe size permits, a white gym sock may be worn inside a black sock when wearing black shoes to provide an additional cushion between the foot and the shoe.

f. A light coat of Vaseline applied to the toes and bottom of the feet can reduce friction (which may cause blisters) when wearing tennis shoes.

803. HYGIENE

1. Good hygiene throughout the challenging summer is critical to mission success. 4/C Midshipmen who neglect basic hygiene will succumb to illness and likely pass their sickness to others throughout the Regiment. The Detail must emphasize hand washing, showering and general body cleanliness, as well as avoiding touching of the face with hands. Proper hygiene reduces the risk of cellulitis and the onset of the “Plebe Hack,” a condition typified by nasal congestion, coughing, fatigue, and other “flu-like” symptoms.

2. Cellulitis is a major concern during Plebe Summer. Cellulitis is an infection of the skin and the tissues just underneath the skin. Cellulitis occurs when there has been a wound to the skin – even a wound as minor as a scratch or a blister – that allows bacteria to enter the skin layers. Cellulitis can be so severe that hospitalization and intravenous antibiotics are necessary. The risk for cellulitis increases dramatically if the skin is not clean, which is why it is vital that 4/C Midshipmen wash their skin well. During Plebe Summer, cellulitis occurs most commonly on the arms and legs. It is important that 4/C Midshipmen wash their arms and legs thoroughly with soap and water whenever they shower.

3. Pink eye, or conjunctivitis, is another major concern during Plebe Summer. It is the redness and inflammation of the membranes (conjunctiva) covering the whites of the eyes and the membranes on the inner part of the eyelids. This inflammation is usually caused by viral or bacterial agents. In order to help minimize pink eye cases, it is highly recommended to change/wash bed linen once a week. Also, swapping of linen/pillow cases during rack races is discouraged. Additionally, no “high-fives” during PEP.

4. Hand washing or application of waterless cleansers (e.g., Purell) throughout the day is highly encouraged. Hand sanitizer dispensers should be attached to the canteens and refilled when empty.

5. Canteen Cleaning. Companies will designate one evening per week to clean canteens to reduce the spread of disease. This procedure will be adhered to strictly. The procedure is as follows:

   a. Using two buckets, fill with a mixture of ten parts water and one part soap. DO NOT USE BLEACH.

   b. Just prior to commencement of Blue and Gold, each platoon will use one bucket to clean canteens. Detail members will monitor the 4/C Midshipmen as they submerge the canteen completely and fill with the soap and water mixture, ensuring the cap is also submerged. Empty the canteen completely into the bucket.

   c. Instruct the 4/C Midshipmen to go to their room and rinse the canteen by filling it and emptying it three times with water from the sink.
d. Set the canteen out to dry overnight on the hand towel rod next to the sink. The canteen needs to be inverted (upside down) to drain.

e. Each 4/C Midshipman shall repeat the process. Station the bucket so the evolution can be monitored to ensure the canteens are emptied of the soap and water mixture. Check each room to ensure all canteens are draining properly.

804. **CONTACT LENS USE**

1. The wear of contact lenses has become commonplace and it is recognized that many 4/C Midshipmen desire to wear contact lenses instead of glasses; however, the rigors of the Plebe Summer daily routine coupled with sub-optimal sanitation requirements for handling contact lenses do not support the wearing of contact lenses during all phases of training or at all times of the day. The risks associated with unrestricted contact lens use during Plebe Summer are significant and include inadequate cleaning time, conjunctivitis, and other serious eye problems. Conjunctivitis is one of the most common non-orthopedic Plebe Summer issues requiring immediate medical attention.

2. Contact lens use is not prohibited by 4/C Midshipmen, but because of the potential loss of training that may result from the known risks, contact lenses are only authorized for wear during the following periods:

   - Scheduled afternoon varsity athletic and intramural sports period
   - Sunday morning until noon
   - Plebe Parent Weekend liberty

**AT ALL OTHER TIMES DURING PLEBE SUMMER, 4/C MIDSHIPMEN REQUIRING CORRECTIVE LENSES SHALL WEAR GLASSES.**

3. All Plebe Summer Detailers and Staff are directed to ensure compliance with this policy and refer questions to the 4/C Regiment OIC via the Chain of Command.

805. **MEDICAL CARE AND SICK IN QUARTERS (SIQ)**

1. **Times and Locations**: Medical care is provided as follows:

   a. PEP Sick Call: Monday, Tuesday, Thursday, Friday, and Saturday from 0600 until the conclusion of PEP, located in Dahlgren Hall.


   c. Brigade Medical After Hours: There is a Duty Health Care Provider ("Duty Doc") available for patient care concerns, questions regarding care, and triage. The Duty Health Care Provider phone number is 410-293-2273. If patients are seen in the Emergency Room (Anne Arundel) or Urgent Care (Right Time), have prescriptions filled at Rite Aid or CVS near USNA. Do not wait until Brigade Medical opens in the morning. If there is a co-pay charged, it will be nominal and reimbursed through Tricare.
d. Musculoskeletal Sick Call: Monday-Friday 0600-0800 in the Orthopedics/Sports Medicine Sick Call (at the Physical Therapy area), 8th wing Bancroft Hall. Routine musculoskeletal appointments are seen Monday-Friday, 0800-1500 at the Orthopedics/Sports Medicine Clinic in 6th Wing.

e. Physical Therapy clinic, 6th wing Bancroft Hall: Monday-Friday 0600-1600 by appointment (call 3-1748 to schedule) or by referral.

2. Duty Restrictions. Under no circumstances will 4/C Midshipmen perform any task or participate in any training that has been marked on a sick-call chit that could aggravate their injury or retard their recovery, unless coordinated with medical.

   a. Light Duty. 4/C Midshipmen will participate in as much scheduled training as practical. Light duty chits will specify alternative activities as well as restrictions for injured 4/C Midshipmen.

   b. No Duty. 4/C Midshipmen will not participate in any activities other than those required for basic self-care such as meals and head calls.

   c. Sick-in-Quarters. 4/C Midshipmen are directed to remain in their assigned racks for the designated period. 4/C Midshipmen are authorized to make head calls but will not participate in any other activities. This will never be done as punishment. Assignments should contribute to mission accomplishment of the unit overall or be professionally valuable.

3. Psychological Measures. It is psychologically difficult for a 4/C Midshipman to be pulled away from the routine of Plebe Summer because of illness. Company Staff must be sensitive to this problem and minimize its effects by exercising the following measures:

   a. Work with Medical to limit SIQ time and the numbers of events from which a Midshipman is required to miss.

   b. Have Midshipmen on the excused squad observe activities whenever practicable.

   c. Provide special assignments when feasible instead of leaving a Midshipman with nothing to do.

   d. Assign a Detail member to work one-on-one with the affected 4/C Midshipman as feasible.

   e. Minimize the amount of SIQ time a Midshipman spends on the excused squad alone and without meaningful assignments to prevent feelings of isolation from other members of the company.

4. Immunizations and Inoculations. Staff must closely observe 4/C Midshipmen after each immunization/inoculation. Reactions vary in manner and degree with the individual, but the most common reaction is fever. This condition becomes more serious when it is not recognized and, at the same time, is aggravated by physical activity. 4/C Midshipmen will not engage in strenuous physical activity within 24 hours after live virus inoculations or 12 hours after non-live virus inoculations.
806. **MEDICAL EMERGENCIES**

1. In the event of a casualty, call an ambulance by phone (x3333 or 911). Detail members should administer first aid until a medical care provider arrives and assumes responsibility for treatment. Notify the chain of command as soon as possible by informing the CDO, who will then inform the BOOW and RDO. The RDO will inform the PSWO of the medical casualty. The PSWO will then inform the AOIC and OIC. The CO or SEL will inform the officer chain of command of the casualty.

2. A Detail member must escort any 4/C Midshipman evacuated from training due to a medical emergency. The purpose of the escort is to ensure the 4/C Midshipman arrival and check-in to the medical treatment facility; to reassure the 4/C Midshipman as needed; and to report information regarding the 4/C Midshipman’s medical condition and personal needs. The escort remains with the 4/C Midshipman until a Medical Officer indicates the 4/C Midshipman is not at risk or until relieved by the chain of command.

3. Determining the need for an escort is a judgment call based on a reasonable assessment of the circumstances. Remember you are responsible for those placed in your care at all times.
   
   a. Escort any 4/C Midshipman whose illness or injury is unknown or could threaten life or limb (e.g., unconsciousness, head or neck injury, or severe heat injury).
   
   b. Escorts are not normally needed for 4/C Midshipmen attending sick call or being removed from an activity for treatment of a routine illness or injury (e.g., overuse injury, minor lacerations, etc).
   
   c. If in doubt, provide an escort. A Detail member shall escort all 4/C Midshipmen to Bethesda.

4. In all medical evacuation cases, the company must be diligent regarding accountability. Do not wait for all information before notifying the chain of command. The RDO is responsible for notifying the chain of command after hours.

5. The Regimental Executive Officer maintains a file of all reports submitted during the summer and coordinates with the safety department for submission of safety reports as required.

6. The 4/C Midshipman will report to the company CDO and rejoin their squad as required or able upon return to company spaces. The CDO will then notify the Regimental Commander and Chain of Command of the 4/C Midshipman’s return and status.

7. Detail leadership must notify next of kin if a 4/C Midshipman suffers a significant injury or requires hospitalization. The preferred method is for the Company Officer or SEL to provide the means/opportunity for the 4/C Midshipman to make the call personally. Being able to talk directly to the 4/C Midshipman reduces the family’s anxiety. Company Officers or SELs should notify next of kin in cases where the 4/C Midshipman is unable to make the call or is unable to do so in a timely manner. The staff or 4/C Midshipman should follow-up with additional information as required. **Staff will never leave a voice mail message regarding an injury or hospitalization.** If necessary, simply leave a message for the family to return the call.
Once the Duty Doctor has been contacted, follow all advice given. If ever in doubt, ask your CO/SEL for guidance. All Midshipmen can be seen at Anne Arundel Medical Center, Walter Reed, and Right Time Care Center. This includes international and underage Midshipmen.

If the Duty Doctor or BMU does not answer, try calling again immediately. If there is still no answer, inform your CO/SEL or the Plebe Summer Watch Officer (443-926-3788) and he/she will give you further direction.

Do not take a Plebe in your POV unless explicitly directed by a commissioned officer. The default is to use a duty vehicle. Ensure that all 4/C Midshipmen are accompanied by a member of the detail.

After all immediate action above has been completed, inform the RDO (410-293-7451)
CHAPTER 9 - PHYSICAL TRAINING

OUTSIDE OF SCHEDULED PHYSICAL ACTIVITY (PEP, SPORTS PERIOD, O-COURSE, E-COURSE, ETC.), THE FOLLOWING KINDS OF EVOLUTIONS ARE THE ONLY PERMITTED PHYSICAL TRAINING TO BE CONDUCTED DURING PLEBE SUMMER.

901. ADDITIONAL RIGOROUS PHYSICAL ACTIVITY (CYCLES).

1. Purpose. To give detailers options to enhance their ability to execute spot corrections and to apply immediate consequences to meet the objectives of 4/C Indoctrination Program. The limits placed on these exercises exist to minimize the potential for the adverse effects of too much and/or too intense physical activity.

2. Action for Cycles. These activities may be conducted without CO/SEL present, but should be used sparingly. Each company will keep a log of PT events that occur throughout the day. At the conclusion of each evolution or day, the log must be signed by the Company Officer/SEL. For any unit size activity from squad to company, detailers shall make entries to ensure maximum cycle counts are not exceeded by any 4/C Midshipmen. **Detailers are restricted to a maximum of 15 cycles per day using any combination of the activities listed below.** One cycle is a pre-determined duration (or number of repetitions) of the following exercises described below. Figure 9.1 provides a summary of these restrictions. The activities and associated restrictions are:

   a. Front Leaning Rest

      (1) A maximum of five cycles will be allowed in a given hour.

      (2) A maximum of ten cycles will be allowed per day.

      (3) One cycle consists of three minutes of holding the front leaning rest.

      (4) A minimum of 60 seconds of rest is required between cycles. This rest period shall not be used in conjunction with another physical activity (e.g., wall-sits while recovering from the front-leaning rest)

   b. Push-Ups

      (1) A maximum of three cycles will be allowed in a given hour.

      (2) A maximum of six cycles will be allowed per day.

      (3) One cycle consists of 25 single-count push-ups.

      (4) A minimum of 60 seconds of rest is required between cycles. This rest period shall not be used in conjunction with another physical activity (e.g., flutter kicks while recovering from push-ups).

      (5) No deviation is allowed from standard Navy push-ups (e.g., dive-bomber push-ups, diamond push-ups, etc). No hesitation is allowed in the down or up position.
c. Flutter-Kicks

(1) A maximum of five cycles will be allowed in a given hour.

(2) A maximum of ten cycles will be allowed per day.

(3) One cycle consists of 25 four-count repetitions.

(4) A minimum of 60 seconds of rest is required between cycles. This rest period shall not be used in conjunction with another physical activity (e.g., wall-sits while recovering from flutter-kicks).

d. Leg-Levers

(1) A maximum of five cycles will be allowed in a given hour.

(2) A maximum of ten cycles will be allowed per day.

(3) One cycle consists of 25 single-count leg repetitions.

(4) A minimum of 60 seconds rest is required between cycles. This rest period shall not be used in conjunction with another physical activity (e.g., front-leaning rest while recovering from leg-levers).

e. Wall-Sits

(1) A maximum of five cycles will be allowed in a given hour.

(2) A maximum of ten cycles will be allowed per day.

(3) One cycle consists of 90 seconds of holding the wall-sit position.

(4) A minimum of 60 seconds rest is required between cycles. This rest period shall not be used in conjunction with another physical activity (e.g., push-ups while recovering from wall-sits).

<table>
<thead>
<tr>
<th>Exercise</th>
<th>Max Cycles per hour</th>
<th>Max Cycles per day</th>
<th>Cycle Length</th>
<th>Minimum Rest between Cycles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Leaning Rest</td>
<td>5</td>
<td>10</td>
<td>3 minutes</td>
<td>60 sec</td>
</tr>
<tr>
<td>Push-ups</td>
<td>3</td>
<td>6</td>
<td>25 single-count reps</td>
<td>60 sec</td>
</tr>
<tr>
<td>Flutter-Kicks</td>
<td>5</td>
<td>10</td>
<td>25 four-count reps</td>
<td>60 sec</td>
</tr>
<tr>
<td>Leg-Levers</td>
<td>5</td>
<td>10</td>
<td>25 single-count reps</td>
<td>60 sec</td>
</tr>
<tr>
<td>Wall-sits</td>
<td>5</td>
<td>10</td>
<td>90 seconds</td>
<td>60 sec</td>
</tr>
</tbody>
</table>

Figure 9.1. Cycles Card.

902. DISCRETIONARY PHYSICAL TRAINING (DPT)

1. Purpose

a. The purpose of DPT is to enhance mission readiness while also strengthening small unit cohesion. DPT events provide detailers with unique leadership opportunities as well as experience in planning and executing
small unit training. **Discretionary training events are not used as a disciplinary tool.**

b. The Officer in Charge is responsible for all training during Plebe Summer. Physical training of any kind is NOT authorized without specific approval of the OIC or the AOIC. Authority to coordinate physical events outside of PEP is delegated to the 4/C Regiment Physical Missions Officer (PMO). This oversight is necessary to help reduce the number of lost training days due to injuries, particularly lower body stress fractures.

2. **Action for DPT**

   a. The Regimental Physical Missions Officer is responsible for **ALL** Physical Training (PT) events.

   b. Detailers must submit training plans for DPT outside of PEP in accordance with Figure 7.1.

   c. Company Officers may authorize the execution of the pre-approved DPT Plans listed on the Plebe Summer website. Special request chits will be used to request to conduct a pre-approved DPT event, listing at a minimum, the time, weather considerations, location, and personnel involved. The Regimental PMO must be notified, as a signature line on the special request chit, NLT 24 hours before the planned event.

   d. Units wishing to conduct different training (a non pre-approved DPT) must submit their requests, including risk assessment, in the same format as training plans listed in this chapter. The training plans must include signature spaces for all of the chain of command. The AOIC is the approval authority for non pre-approved DPT plans. DPT plans for non pre-approved DPT events must be received by the Regimental PMO NLT 48 hours prior to the anticipated execution time. This lead time allows companies to shift to alternative training, if required. Companies are encouraged to submit requests for DPT events well in advance to preclude short notice cancellation of anticipated training.

   e. DPT request chits will be routed as such

      (1) Company Commander (inform Company Officer)

      (2) Battalion Commander (inform Battalion Officer)

      (3) Regimental PMO

      (4) Company Officer (for pre-approved DPT plans)

      (5) AOIC (for non pre-approved DPT plans)

   f. Company and Battalion Officers will be notified of DPT request before submission. Company Officers and Battalion Officers are informed by their respective unit leaders for situational awareness. The Midshipman chain-of-command is responsible for routing DPT chits to the AOIC, regardless if the Midshipman chain-of-command recommends disapproval.

3. Company Officers, SELs, and the Midshipman chain-of-command must provide oversight for DPT events under the following guidelines:
a. Company Officers or SELs must be present for all non pre-approved DPT plans.

b. Company Commanders or Executive Officers must be present for all pre-approved DPT plans.

c. DPT is not authorized within 24 hours after administration of any vaccine.

d. Unit leaders will conduct upper and lower body stretching routines before any DPT event.

e. Leaders will ensure unit integrity and will train within the guidelines established by the training plan reviewed by the Regimental PMO and approved by the AOIC.

f. Detailers will use appropriate motivational cadence calls. When in doubt, seek approval ahead of time. Improvised and otherwise inappropriate cadence calls are strictly forbidden. (What’s appropriate? Ask yourself if it would pass the front page of the Washington Post test).

g. DPT events may be authorized if a Company/Platoon has conducted less than three total PE evolutions that day. PE evolutions are as follows:

(1) PEP

(2) Intramurals

(3) Climbing Wall

(4) High Ropes Confidence Course

(5) Obstacle Course

(6) Squad Endurance Course

(7) Martial Arts

(8) Swimming

(9) ITE

(10) DPT

h. One DPT session of less than 60 minutes counts as one PE session. One DPT session of greater than 60 minutes counts as two PE sessions. The unit must plan accordingly to not exceed three PE sessions for the day.

i. The squad is the smallest unit that is authorized to conduct DPT. Squad and platoon level DPT must have two detailers present. Company level DPT must have four detailers present. At least one Detailer must have a charged cell phone at all times.

j. DPT is not allowed the day prior to or the day of a scheduled PRT.

k. Only one running DPT is allowed each week to reduce impact/stress injuries to the lower extremities.
1. Chapter 8 outlines the heat stress training restrictions for all training events. The restrictions outlined for PEP guide all PT evolutions.

m. Plebes must hydrate regularly two hours before and after the evolution. At the start of DPT, each Midshipman must start with a full canteen.

n. DPT must avoid residential areas and remain within the limits of the Yard.

o. The Squad Endurance Course, Climbing Wall, Obstacle Course, and High Ropes Confidence Courses may only be used during scheduled PE sessions per the Plebe Summer Master Schedule.

p. Companies must complete DPT events during daylight hours and prior to the Evening Meal.

q. Unit runs are subject to the following guidelines:
   (1) Not to exceed 3 miles in duration.
   (2) Pace is that of the slowest individual.
   (3) The Company Commander or Executive Officer, one platoon commander, and the squad leaders must be present for company runs.
   (4) The run is conducted in running shoes.

r. Unit training marches/hike are subject to the following guidelines:
   (1) Will not exceed 3 miles in duration.
   (2) The Company Commander or Executive Officer, one platoon commander, and the squad leaders must be present for company training march/hikes.

s. An Intensive Training Exercise (ITE) session may not be within two hours before or after a DPT session.

t. Additional Rigorous Activity does not count towards each day's total PE evolutions.

903. **INTENSIVE TRAINING EXERCISES (ITE)**

1. **Purpose.** ITE may be used to correct a developing pattern of unsatisfactory performance when EMI or other methods do not result in improved performance of an individual or unit. ITE is a series of approved exercises designated in figure 9.2 to emphasize unit or individual discipline, motivation, and teamwork. Appropriate times to use ITE are when an individual or the entire unit consistently fails to achieve the performance standards through lack of teamwork, motivation, or the unit as a whole fails to maintain good order and discipline. Appropriate examples of use include: platoon or company consistently late, individual consistently displays poor room standards, etc.
2. **Action for ITE**

   a. Plebe detail members authorized to use ITE: Squad leaders, platoon commanders, and company commanders in the Midshipman’s direct chain of command and approved by their CO or SEL. Qualifications for using ITE also include attendance at all scheduled training during LDEP.

   b. The Detail must maintain squad, platoon, or company integrity during the event and must hold in their possession an ITE card and a watch or comparable timing device.

   c. No plebe shall participate in more than two ITE sessions per day. The Company/Platoon shall not exceed three PE evolutions to include any ITE sessions.

   d. Squad Leaders administering ITE must keep track of the ITE sessions administered daily per individual 4/C Midshipman in their Squad Leader Notebooks and inform their Company Commander or Company Executive Officer as soon as possible after each use but no later than 2000.

   e. **The CO or SEL must be present in order to conduct ITE.**

   f. Squad Leaders may execute individual or squad ITE. Platoon or Company Commanders may execute squad or platoon level ITE. Company Commanders or Executive Officers may execute Company level ITE. It is the responsibility of the Squad Leader to inform the chain of command if ITE is no longer an option due to number of sessions already executed (max. 2 per day per 4/C Midshipman). If any individual, squad or platoon has exercised ITE twice in one day the next larger unit will also be considered to have met the maximum number of ITE sessions for that day. Unit integrity will not be violated to enable a larger unit to ITE (e.g., one individual or squad may not be pulled from the ranks to ITE a Platoon or Company.)

   g. Platoon level ITE requires a minimum of two detailers, and Company level ITE requires a minimum of four detailers to act as safety observers. One of the observers for Platoon level ITE must be the Platoon Commander. Additionally, one of the observers for a Company level ITE must be the Company Commander. For Squad level ITE, the Squad Leader will act as safety observer and supervise the squad or individual.

   h. ITE is not motivational physical training. Detailers **WILL NOT** participate in the exercises with the 4/C Midshipmen. They will, however, reinforce the reasons for ITE during the exercises.

   i. Only one ITE session in any 60-minute period.

   j. Use must be documented in the Company 0800 report.

   k. Use of ITE is guided by the current heat condition for “PEP” as outlined in reference (f). ITE may be conducted inside air conditioned buildings when heat conditions preclude conducting ITE outside.

   l. Unit leaders must use discretion as to location, time of day, and surrounding conditions such as ambient conditions, previous training events, presence of visitors, etc. ITE will never be done to “put on a show” for visitors or others.
m. Under no circumstances will 4/C Midshipmen be pushed beyond their physical capabilities.

n. Any member of the Detail found abusing the ITE program will have their qualification immediately revoked and may face additional disciplinary action.

o. Detail must ensure the individual/unithydrates before and after ITE.

p. 4/C Midshipmen must be in PE Gear, White Works, or Camouflage Utilities. They will remove their cover, blouse, and empty their pockets before conducting ITE.

q. ITE events are not performed under any of the following conditions:
   (1) While a 4/C Midshipman is in a medically restricted/ light duty status.
   (2) 30 minutes prior to meals or 60 minutes following the completion of meals.
   (3) In soggy or watered-down areas or on terrain that is itself hazardous for this training.
   (4) Any indoor location other than the main passageways of Bancroft Hall and designated gym areas.
   (5) ITE will not be conducted inside any room within Bancroft Hall.
   (6) In any unsafe location (e.g., roadways, confined spaces).
   (7) From the start of personal time until reveille the following morning.
   (8) Within 24 hours after administration of any vaccine.
   (9) Within 24 hours before a PRT.
   (10) In the ceremonial areas of the Yard.
   (11) When ITE interferes with other scheduled training.

r. ITE sessions should begin with the Detail explaining why the 4/C Midshipmen warrant ITE. The Detail should also relate the use of ITE to the mission of Plebe Summer.

s. Company Commanders are accountable for the overall safety of their company. They are fully accountable for the ITE being conducted within their companies.

t. Authorized techniques:
   (1) An ITE session consists of physical activity appropriate for the current training day.
   (2) When physical exercises are used as ITE events, the exercises are conducted in the exact order listed with a 10 second transition between each exercise. Exercises may be skipped, but they may not be shuffled in at the
end of the session. If the session is stopped at any point in the card due to time constraints or any other factors, that session will be counted as one whole session.

(3) Exercises and repetitions are not administered in such a rapid manner they cannot be executed properly. Likewise, exercises and repetitions are to be conducted at a steady pace. Exercises are not to be paused in a non-resting position (e.g., the “Down” position for pushups, the “Up” position for leg lifts, etc.)

(4) The only authorized ITE events and numbers of repetitions are listed below.

<table>
<thead>
<tr>
<th>EXERCISE</th>
<th>COUNT</th>
<th>MAX DURATION/REPETITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUMPING JACKS</td>
<td>4CT</td>
<td>50</td>
</tr>
<tr>
<td>SIDE LEG LIFT (RIGHT LEG)</td>
<td>2CT</td>
<td>40</td>
</tr>
<tr>
<td>8 COUNT BODY BUILDERS</td>
<td>8CT</td>
<td>20</td>
</tr>
<tr>
<td>SIT-UPS</td>
<td>2CT</td>
<td>40</td>
</tr>
<tr>
<td>PUSH-UPS (STANDARD)</td>
<td>2CT</td>
<td>30</td>
</tr>
<tr>
<td>SQUATS</td>
<td>2CT</td>
<td>20</td>
</tr>
<tr>
<td>MOUNTAIN CLIMBERS</td>
<td>4CT</td>
<td>20</td>
</tr>
<tr>
<td>ARM CIRCLES</td>
<td>N/A</td>
<td>5MIN</td>
</tr>
<tr>
<td>SIT-UPS</td>
<td>2CT</td>
<td>40</td>
</tr>
<tr>
<td>SIDE LEG LIFT (LEFT LEG)</td>
<td>2CT</td>
<td>40</td>
</tr>
</tbody>
</table>

Figure 9.2. ITE Card.
CHAPTER 10 – COLOR COMPANY COMPETITION

1001. OVERVIEW

1. In the Fleet, the Battle Effectiveness Award, commonly known as the Battle “E” is awarded annually to the small number of U.S. Navy ships, submarines, aviation squadrons, and other units that win their Battle Effectiveness competition. The criterion for the Battle Effectiveness Award is the overall readiness of the command to carry out its assigned wartime tasks and is based on a year-long evaluation. The competition for the award is intense.

2. The Battle Effectiveness Award recognizes sustained superior performance in an operational environment, and sustained continuous readiness throughout the Fleet Response Training Plan (FRTP). Eligibility for this award demands day-to-day demonstrated excellence in addition to superior achievement during certifications and qualifications conducted. It should be recognized that the Battle Effectiveness Award is not a qualification award or an award for mere excellence, but an award for being the best ship in the organization.

3. During Plebe Summer, the Battle “E” is replicated through the Color Company Competition. Companies will have the opportunity to compete with each other throughout Plebe Summer in the areas of professionalism, drill, and athletics. The goal of the Color Company Competition is to:

   a. Identify, recognize, and reward the Company that demonstrates the highest levels of performance within the mission areas.

   b. Establish meaningful and relevant performance measurements within each mission area.

   c. Provide frequent feedback to allow each Company to track progress and identify areas for improvement.

   d. Foster good-natured rivalry and unit cohesion.

4. There are three areas which will count equally towards a Company’s final Color Company Competition grade. These are listed with their specific events:

   a. Professionalism

      (1) Room/Uniform inspections

      (2) Pistol/Rifle Quals

      (3) Rate/Basic Seamanship Tests

      (4) Plebe Rate Competition

   b. Drill

      (1) Formal Parades (x4)

      (2) Platoon Drill (x2)
c. Athletics
   (1) Final PRT
   (2) O-/E-/Assault Courses
   (3) Soccer/basketball championships
   (4) Wrestling, boxing, and track smokers

1002. **SPECIFIC RULES**

1. Grading sheets, where applicable, are provided at the end of this chapter and are posted on the Plebe Summer website. Companies will not be penalized for the absence or non-participation in events for those Midshipmen who are on chit. All scores will be reported up the administrative chain of command no later than two days after an event. Each event will be worth 100 points, corresponding to the percentage score for the event. A total of 2,000 points are possible, with bonus points awarded for certain events.

2. Room inspections. Room inspections will be based off the USNA Class Alpha Chit. There will be one alpha room inspection per set. The average grade of all rooms in a company will be reported as a percentage.

   \[
   \text{Company Grade} = \left( \frac{\text{average}}{50} \right) \times 100
   \]

3. Uniform inspections. The maximum score for a uniform inspection is 10. Inspections will be conducted weekly by the Company Platoon Commander. One point will be subtracted for each discrepancy. The Company average will be calculated and submitted NLT Thursday of each week. On overall average score will be calculated for each set and the final percentage (including average from all three weeks) will be used to determine final Color Company points.

   \[
   \text{Company Grade} = \text{average} \times 10
   \]

4. Pistol/Rifle Qualifications. Companies will receive a raw score for rifle and pistol qualifications determined by the following equation should the qualification be an expert, sharpshooter or marksmen qualification:

   \[
   \text{Raw Score} = \left[ \frac{(3 \times \# \text{ of expert}) + (2 \times \# \text{ of sharpshooter}) + (1 \times \# \text{ of marksmen})}{\text{Total number of 4/C}} \right]
   \]

   A Company’s grade will be determined by the following equation:

   \[
   \text{Grade} = \left( \frac{\text{Raw Score}}{3} \right) \times 100
   \]

   These scores will be compiled by the Weapons Detailers and sent to the Battalion XO no later than three days following the date of shooting.

5. Rate/Basic Seamanship Tests. Companies will receive a grade for both the Basic Seamanship Test and Rate Test. The Rate Test will be administered during second set. Scores will be awarded based on Company averages.

6. E-Course. Company Admin Officers will add up the times for their squads on the E-course and submit them up the chain-of-command. The Companies will then be ranked on average time. Percentages will be assigned based on the following formula:

   \[
   \text{Company Grade} = 103 - (3 \times \text{Company Rank})
   \]
7. **Combat Assault Course and Obstacle Course.** Companies will receive points based on how many 4/C Midshipmen successfully completed the course divided by number of 4/C Midshipmen in the Company (not including those on chit at the time of the event). For the obstacle course, only those Midshipmen who complete the course on the Company’s assigned visit to the course will be counted for the Color Company Competition. Midshipmen may run the course as many times as the course staff and detailers allow. The results of this day will be compiled by squad leaders and sent to the Company Admin Officer for submission.

8. **Physical Readiness Test (PRT).** Companies will receive a grade for the PRT by taking the average score of 4/C Midshipmen that took the PRT. Midshipmen who attempt and fail a PRT will receive a score of 0 which will be factored into the company’s overall average.

9. **Formal Parades and Platoon Drill.** Grading for Formal Parades and Platoon Drill will be conducted using the grading sheets included in this chapter. For Platoon Drill, the results of the Company’s two platoons will be combined to determine rankings. Grades will be reported as percentages.

10. **Circuit training.** During PEP, the 4/C Regiment will participate in a graded circuit course. Scores will be recorded by the PMO staff and forwarded to the Regimental Admin Officer by the Regimental PMO. Companies will be ranked and awarded points using the following formula:

    \[ \text{Company Grade} = 103 - (3 \times \text{Company Rank}) \]

11. **Intramural Champions and Rates Competition Winners.** The winning company for the soccer and basketball intramural championships and the rates competition winner will each be awarded 50 bonus points. The runner-up in all three events will be awarded 25 bonus points.

12. **Smokers and Meets.** Any 4/C Midshipman who wins an individual event in the boxing and wrestling smokers or the track meet will earn 10 bonus points for his or her company.

13. **Final Scores.** After all scores have been compiled by the Battalion XO’s, first set will forward their compiled scores to their respective Battalion Commanders for final compilation. First set Battalion Commanders will forward their set’s results to the second set Starboard Battalion Commander. The Starboard Battalion Commander for second set will be in charge of the awarding of Color Company banners.
**COMPANY DRILL GRADING SHEET FOR FORMAL PARADES**

Company: ________       Total Present: ________       Date: ________

### MARCH OVER TO WORDEN

<table>
<thead>
<tr>
<th>AREA</th>
<th>POINTS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Distance</td>
<td>0 1 2</td>
<td></td>
</tr>
<tr>
<td>(CC, Plt Cmdrs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Alignment</td>
<td>0 1 2</td>
<td></td>
</tr>
<tr>
<td>(A2B, dist)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Rifle Carriage</td>
<td>0 1 2</td>
<td></td>
</tr>
<tr>
<td>(Hi/lo4’s, cants)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Etiquette</td>
<td>0 1 2</td>
<td></td>
</tr>
<tr>
<td>(Talking, Improper marching)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### MARCH ON OF THE BRIGADE

<table>
<thead>
<tr>
<th>AREA</th>
<th>POINTS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Entrance to Worden Field</td>
<td>2 4 6 8 10</td>
<td></td>
</tr>
<tr>
<td>(Company)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Dist, A2B, In step, Arm swing, Rifle carriage)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Left Turn on Designated Block</td>
<td>2 4 6 8 10</td>
<td></td>
</tr>
<tr>
<td>(Pivot Sequence, March straight to Block, Rifle carriage, Cover)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Company on Line</td>
<td>0 1 2</td>
<td></td>
</tr>
<tr>
<td>(Rifle carriage, Cover)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Mark Time March</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>(No rolling mark time, Arm swing, Cover, Rifle cover)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### FORMING THE BRIGADE

<table>
<thead>
<tr>
<th>AREA</th>
<th>POINTS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Dress Right Dress</td>
<td>0 1 2 3</td>
<td></td>
</tr>
<tr>
<td>(Execution, Head angle, Excess mvmt)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Platoon Commander Movement</td>
<td>0 1 2 3</td>
<td></td>
</tr>
<tr>
<td>(Carry sword, Appr steps, Exec)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Present Arms (Staff)</td>
<td>0 1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>(Sword exec, Guidon exec, Excess mvmt, Guidon parallel)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Present Arms (Co)</td>
<td>0 1 2 3 5</td>
<td></td>
</tr>
<tr>
<td>(Hi/Lo 4’s, Wpn cntr on body, Excess mvmt)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Parade Rest</td>
<td>0 1 2 3</td>
<td></td>
</tr>
<tr>
<td>(Execution, Excess mvmt, Wpns straight out)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Present Arms</td>
<td>0 1 2 3 5</td>
<td></td>
</tr>
<tr>
<td>(Hi/Lo 4’s, Wpn cntr body, Excess mvmt)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## MANUAL OF ARMS

<table>
<thead>
<tr>
<th>AREA</th>
<th>POINTS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. Port</td>
<td>2 4 6 8</td>
<td>(Hi/Lo 4’s, Wpn angle, Timing, Excessive mvmt)</td>
</tr>
<tr>
<td>16. Right Shoulder</td>
<td>2 4 6 8 10</td>
<td>(Head Mvmt, Hi/Lo 4’s, Cuts, Rifle Cover, Excessive mvmt)</td>
</tr>
<tr>
<td>17. Port</td>
<td>2 4 6 8</td>
<td>(Hi/Lo 4’s, Wpn angle, Timing, Excessive mvmt)</td>
</tr>
<tr>
<td>18. Left Shoulder</td>
<td>2 4 6 8 10</td>
<td>(Head Mvmt, Hi/Lo 4’s, Rifle Cover, Cuts, Excessive mvmt)</td>
</tr>
<tr>
<td>19. Port</td>
<td>2 4 6 8 10</td>
<td>(Hi/Lo 4’s, Wpn angle, Timing, Excessive mvmt)</td>
</tr>
<tr>
<td>20. Order</td>
<td>2 4 6 8</td>
<td>(Grasp of wpns, Cuts, Wpns hitting deck, Excess mvmt)</td>
</tr>
</tbody>
</table>

## PRESENTATION OF BRIGADE TO REVIEWING OFFICER

<table>
<thead>
<tr>
<th>AREA</th>
<th>POINTS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>21. Present Arms (Staff)</td>
<td>0 1 2 3 4</td>
<td>(Sword exec, Guidon exec, Excess mvmt, Guidon parallel)</td>
</tr>
<tr>
<td>22. Present Arms (Co)</td>
<td>0 1 2 3</td>
<td>(Hi/Lo 4’s, Wpns cntr on body, Excess mvmt)</td>
</tr>
<tr>
<td>23. Left Turn to Pass in Review</td>
<td>0 1 2 3 4</td>
<td>(Repeat) (A2B, Pivot Seq, In step, Wpns carriage)</td>
</tr>
<tr>
<td>24. Eyes Right (Staff)</td>
<td>2 4 6</td>
<td>(Distance, Commands, Sword/Head exec)</td>
</tr>
<tr>
<td>25. Eyes Right (Co)</td>
<td>2 4 6 8 10</td>
<td>(Distance, A2B, In step, Head angle, Wpns carriage)</td>
</tr>
<tr>
<td>26. Exit Worden Field to McNair Road</td>
<td>0 1 2 3 4</td>
<td>(Distance, In step, Wpns carriage, Exit at turn flag)</td>
</tr>
</tbody>
</table>

## MARCH OVER TO BANCROFT HALL

<table>
<thead>
<tr>
<th>AREA</th>
<th>POINTS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>27. Distance</td>
<td>0 1 2</td>
<td>(CC, Plt Cmdrs)</td>
</tr>
<tr>
<td>28. Alignment</td>
<td>0 1 2</td>
<td>(A2B, Dist)</td>
</tr>
<tr>
<td>29. Rifle Carriage</td>
<td>0 1 2</td>
<td>(Hi/lo4’s, cants)</td>
</tr>
<tr>
<td>30. Etiquette</td>
<td>0 1 2</td>
<td>(Talking, Improper marching)</td>
</tr>
<tr>
<td>31. Dismissal</td>
<td>0 1 2</td>
<td>(Command, Exec)</td>
</tr>
</tbody>
</table>
32. General Appearance 2 4 6 8
(Co sized, Uniforms, Equipment, Bearing)

TOTAL POINTS _____/160

Additional Comments: ____________________________________________

Grader’s name: ____________________________

Alpha code: ____________

Company: _______
INITIAL PLATOON DRILL EVALUATION

Date: ________

Grader: ___________________________ Score: _______/53

Plt Cdr: ___________________________ Co/Plt: ____/____

1. Fall In
   0 1 2 3 4 5
   (Align, Cover, Sqd leaders dist., 1st Sqd execution, Rifles at order)

2. Right/Left Step
   0 1 2 3 4
   (Trail arms, 12 inch, legs straight, interval)

3. About Face
   0 1 2 3 4
   (Trail arms, Bent knees, Thumb along trouser seam, Heels online)

4. Parade Rest
   0 1 2 3 4
   (Hand placement, 12 inches, Rifles straight, Hand placement on rifle)

5. Port Arms
   0 1 2 3 4
   (2 Count, Hi/Lo 4’s, Wpn angle, Hand placement)

6. Right Shoulder Arms
   0 1 2 3 4
   (3 Count, Hi/Lo 4’s, Head Mvmt, Cuts)

7. Column Right
   0 1 2 3 4
   (Pivot Seq, A2B, Distance to base, Half Steps)

8. Mark Time
   0 1 2 3 4
   (Rolling Mark Time, Arm Swing, In Step, Rifle Carriage)

9. Column Left
   0 1 2 3 4
   (Pivot Seq, A2B, Distance to base, Half Steps)

10. To The Rear
    0 1 2 3 4
    (Foot placement, 180 to the right, Thumb along trouser seam, 30” out)

11. Column Half Left (Repeat)
    0 1 2 3 4
    (Pivot Seq, A2B, Distance to base, Half Steps)

12. Eyes Right
    0 1 2 3 4
    (A2B, In step, Head Angle, Wpns Carriage)
13. Fall Out

(Execution)

Comments: 
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
**FINAL PLATOON EVALUATION DRILL CARD**

Date: _______

Grader: _______________________________       Score: _____/ 55

Plt Cdr: _______________________________      Co/Plt: ___/___

1. Form the Platoon at Close Interval
   - 0 1 2 3 4 5 6
   - (Align, Cover, 1st Sqd exec, Order arms, Sqd leaders dist., Report)

2. Count Off On Line
   - 0 1 2 3
   - (Head angle, Quick Time Cadence, Plt execution)

3. Extend on Line
   - 0 1 2 3 4
   - (Guide exe. Sqd ldrs dist, Sqd ldrs cover, Plt exe)

4. Open and Close Ranks
   - 0 1 2 3 4 5 6
   - (Guide exe, 30” step, dress right, align, cover, sqd ldrs dist)

5. Port Arms
   - 0 1 2 3 4
   - (rifle angle, bent wrist, hi/lo 4’s, tight elbows)

6. Right Shoulder Arms and Rifle Salute
   - 0 1 2 3 4
   - (bent wrist, Hi/Lo 4’s, elbow tight and in line w/ back, POA)

7. Column Right
   - 0 1 2 3 4
   - (Pivot Seq, A2B, Distance to base, Half Steps)

8. Mark Time
   - 0 1 2 3 4
   - (Rolling Mark Time, Arm Swing, In Step, Rifle Carriage)

9. Column Left
   - 0 1 2 3 4
   - (Pivot Seq, A2B, Distance to base, Half Steps)

10. To The Rear
    - 0 1 2 3 4
    - (Foot placement, 180 to the right, Thumb along trouser seam, 30” out)

11. Column Half Left (Repeat)
    - 0 1 2 3 4
    - (Pivot Seq, A2B, Distance to base, Half Steps)

12. Eyes Right
    - 0 1 2 3 4
    - (A2B, In step, Head Angle, Wpns Carriage)

13. Fall Out
    - 0 1 2 3 4
(Execution)

Comments: __________________________________________________________
_________________________________________________
_________________________________________________
_________________________________________________
_________________________________________________
CHAPTER 11 - LEADERSHIP DEVELOPMENT AND EDUCATION PROGRAM (LDEP)

1101. OVERVIEW

1. LDEP provides an opportunity for Plebe Summer Detailers to learn about the policies, instructions, and planned execution of the summer prior to interacting with the new Plebes. The goal is to prepare them to be effective leaders and trainers in the unique environment of Plebe Summer. A thorough LDEP program can increase the effectiveness and efficiency of Plebe Summer but only if the detailers are enthusiastic learners and make the most of this opportunity. Constructive feedback on the program is strongly encouraged so that Plebe Summer staff can maximize the training potential of LDEP.

1102. POLICY

1. LDEP I: LDEP I is comprised of three classroom instruction sessions in leadership theory and application led by the Division of Leadership, Education and Development.
   
   a. LDEP I sessions are as follows:
      
      (1) Purpose and Objectives of Plebe Summer.
      
      (2) Using Grey Space with a Purpose.
      
      (3) Peer Leadership.
   
   b. Completion of LDEP I training will be tracked by the Port and Starboard Battalion SELs who will report to the Regimental SEL.

2. LDEP II: Training of the first set of Plebe Summer Detailers will occur during LDEP II just prior to Plebe Summer. LDEP II will consist of three basic training types: Drill, specialized training, and Unit time.
   
   a. Drill training will consist of classroom refresher training followed by practical training. The focus will be on striper sword practice, platoon drill with a practical exam, and meal formation training. Platoon drill will focus on learning the specifics of the Initial Drill Card exam for 1st set Plebes. Each Platoon Commander shall be able to step his/her detailers satisfactorily through the drill card. SELs, with the aid of GySgt SELs, will determine the pass/fail of a platoon commander’s practical exam.
   
   b. Specialized training will be held in Mitscher Auditorium unless otherwise indicated on the LDEP schedule. The training will include, but is not limited to, the following: OIC call, CO/SEL brief, khaki uniform inspection, medical, nutrition, SOP training, Physical Education and PEP, hazing versus motivational intensity, SAPR, watchstanding, Midshipman Development Center (dignity and respect, suicide prevention, and PTSD), Chaplain training, ORM, weapons handling, 1st LT, I-Day brief, Tango procedures, and oath of office rehearsal. Detailers will also take a PRT during LDEP II.
   
   c. Scheduled unit time is for use by the Plebe Summer staff and the CO/SELs for SOP instruction/reinforcement, completion of practical exercises, and for building unit cohesion and esprit de corps.
3. **LDEP III**: LDEP III is for 2nd Set Plebe Summer Detailers and mirrors LDEP II with three exceptions:

   a. Berthing for 2nd Set detailers will be in NASP/Transient Company area for the duration of the LDEP III week until after the turnover Parade.

   b. One day will be designated as a shadow day in which the 2nd Set detailers will silently shadow and observe the training routines in their prospective Companies. Additionally, they will observe and participate in PEP during the morning. The shadow training day will be concluded at the completion of the evening planning and operations meeting.

   c. The I-Day brief and weapons handling training is not required during LDEP III because I-Day and weapons qualification will both occur during 1st Set.

4. **Detailer Qualification**: 1st and 2nd Set detailers will be given an examination of SOP topics presented in LDEP training and reinforced in CO/SEL time at the conclusion of LDEP II and III. Detailers must earn a score of 80% or above to be qualified as a Detailer. Detailers are authorized to wear red Plebe Summer nametags following successful qualification. Learning objectives for SOP training are as follows:

   a. Describe the Commandant’s intent for Plebe Summer.

   b. Describe the OIC’s expectations for Plebe Summer.

   c. Understand the purpose of LDEP.

   d. State the purpose of Plebe Summer.

   e. Recite the plebe detail oath.

   f. List attributes of a USNA graduate.

   g. State the mission and objectives of Plebe Summer.

   h. List the basic functions and duties and responsibilities of the Regimental, Battalion, and Company Staff and Officers.

   i. Understand the Navy’s and USNA’s guidance on hazing per SECNAVINST 1610.2

   j. List when physical contact is allowed with a 4/C Midshipmen.

   k. Describe the proper method of counseling 4/C Midshipmen.

   l. Understand the prohibition on making financial undertakings with 4/C Midshipmen.

   m. Understand the requirements of the 4/C Midshipmen and the detailers while in King Hall.

   n. Describe the conditions, limitations, and restrictions for detailer liberty and overnight liberty.

   o. List the limitations of use of alcohol and tobacco products.
p. Describe civilian clothes limitations and the proper uniform while transiting on and off the Yard, and visitor restrictions on the 4/C Midshipmen during Plebe Summer.

q. Describe the process for removing, storing, and returning a 4/C Midshipmen’s personal gear.

r. Understand the sanctity of Plebe personal time and whose permission is required to interrupt it.

s. Describe the 4/C Midshipmen uniform of the day schedule.

t. Explain the importance of Detailers maintaining rooms in bravo condition at all times.

u. Brief the 4/c Midshipmen on Plebe Summer rules and regulations, the oath of office, the honor concept, and dignity and respect in the brigade of Midshipmen.

v. Explain the fire evacuation procedure and understand the requirement for a fire drill prior to taps on the Plebe’s arrival day.

w. List the requirements for 4/c Midshipmen to write an initial letter home.

x. Discern the priority between the master training schedule and the plan of the day.

y. Understand the requirements, limitations, and prohibitions of the Sunday morning religious worship activities.

z. Describe the process for 4/C Midshipmen to interview with a chaplain and how to contact a chaplain in an emergency situation.

aa. Describe mail procedures for the 4/C Regiment, and prohibited mail items.

bb. Understand the requirements, limitations, and exceptions of training support evolutions (uniform races, rack races, etc.).

cc. List the periodicity requirements and specific forms required for evaluating, counseling, and providing general data on the 4/c Midshipmen.

dd. Describe how each counseling form is used, how it is reviewed, and its retention requirements.

ee. Describe submission, review, and routing requirements for the 4/C Midshipmen’s thought of the day.

ff. Describe the periodicity, tripwires, and required remediation for the weekly weigh-ins, and the reporting criteria.

gg. Describe process and justification for convening, and the proceeding of an aptitude board.

hh. Understand the evaluation and counseling process for upperclass Midshipmen.
ii. Understand the purpose of DPT.
jj. Describe how to submit DPT proposals for approval.
kk. List the guidelines for conducting DPT.
ll. Be familiar with the various pre-approved DPT plans.
mm. List the requirements and limitations for the use of intensive training exercises (ITE).
nn. Explain the purpose of the color company competition.
oo. List the graded evolutions that contribute to color company points.
pp. Understand specific rules for each graded evolution.
qq. Be familiar with the grading sheets for all drill evolutions.
rr. Understand the purpose of out-processing procedures.
ss. Discuss Plebe resignation procedures.
CHAPTER 12 - TANGO COMPANY

1201. GENERAL GUIDANCE

1. Tango Company leadership will be responsible for the care and well-being of Plebes working through the separation process from the Naval Academy. While providing support, Tango Company leadership shall make an honest and concerted effort to highlight the positives of being a Midshipman and accepting the challenges and opportunities that exist at the Naval Academy and as a commissioned Officer in the United States Navy or United States Marine Corps.

1202. PERIOD OF OPERATION

1. Tango Company will open when directed by the Plebe Summer OIC after consultation with the Commandant. Notionally, Tango Company will accept Plebes no earlier than Training Day +10 and no later than Training Day +40.

2. Plebes do not transfer to Tango Company until approved by the Plebe Summer AOIC.

1203. TANGO COMPANY SPACES

Tango Company will be located in First Wing, Deck 0 to reduce contact between Tango Company Plebes and the rest of the regiment.

1204. LETTER OF RESIGNATION

Plebes complete a letter of resignation after interviewing with their SELs. Civilian accessions use Figure 12.1. Prior service and NAPS graduates use Figure 12.2. The letter of resignation must be typed and signed.

1205. WITHDRAWAL OF RESIGNATION

Plebes may withdraw their letter of resignation at any time during the check-out process. When this occurs, Tango Company shall notify the chain-of-command and Midshipman personnel office. Tango Company will ensure the Plebe has all gear reissued before returning to the regiment. The OIC will strongly consider a Plebe’s request to return to their original company or to be placed in a new company.

1206. PLEBE RESIGNATION PROCEDURES

NOTE: AT ANY TIME, UP TO AND INCLUDING A PLEBE’S DEPARTURE HOUR FROM USNA, THE PLEBE MAY WITHDRAW THEIR LETTER OF RESIGNATION AND BE PLACED BACK IN THE REGIMENT.

1. The Plebe will notify his or her Squad Leader of their desire to resign. The Squad Leader will provide the Plebe with interview sheets from reference (h) and Figure 12.3 of this chapter.

2. The Squad Leader will conduct initial counseling with an emphasis on reaffirmation to the commitment made by the Plebe. The Squad Leader should provide the Plebe with a summary of his or her strengths and their potential contribution to the Brigade. The Squad Leader can make full use of the chain of command to aid in the counseling and will document all counseling.

3. If the Plebe desires to resign after Squad Leader counseling, subsequent counseling will be performed by the Platoon Commander and Company Commander. Document all counseling and include it in the resignation packet.
4. During the Midshipman Chain-of-Command interview process, the CO and SEL shall be kept informed of the interviews. All available resources, to include Midshipman Development Center, Brigade Medical, Chaplains, Blue and Gold Officers, Coaches (if applicable) and Equal Opportunity, can be used to assist the Plebe in his/her decision.

5. If the Plebe desires to resign after Midshipmen Chain-of-Command counseling, the Plebe will be directed to a Chaplain for counseling.

6. If the Plebe desires to resign after Chaplain counseling, the Company SEL will interview the Plebe. The SEL will review all documentation, make any necessary calls to resources, and document the counseling session. With the Plebe’s verbal permission, the SEL is authorized to notify the Plebe’s parents or guardians of their son or daughter’s intent to resign. The SEL shall make time available for the Plebe to talk to his/her family regarding the consequences of resignation. If the Plebe still desires to resign, the SEL will direct the Plebe to draft a Letter of Resignation using Figures 12.2 or 12.3. The SEL will counsel the Plebe that the check-out process is a minimum of 10 working days and that the Plebe should make no commitment to family or friends regarding his/her departure date. When the Letter of Resignation is signed, the Plebe’s separation package will be forwarded to the Company Officer for review.

7. The Company Officer will review the separation package for completeness and counsel the Plebe on all areas stated above. All support resources can be provided and additional phone calls to parents or mentors can be offered. Once the Company Officer interview is complete, the Company Officer will schedule interviews with the Assistant Officer in Charge (AOIC).

8. The AOIC will interview the Plebe and offer the full range of support in order to ensure the Plebe is making the most informed decision possible. The AOIC is authorized to delay entry into Tango Company by up to three days in order to provide the Plebe with a period of reflection followed by another interview. This period of reflection can be used to meet with successful Officers at USNA who have overcome adversity, to showcase our academic program, or to further discuss options with parents or mentors. For those Plebes who desire to attend a civilian university, the Plebe should show a budget plan and be allowed to confirm if past offers of scholarships are still available.

9. If the Plebe remains committed to resignation, the AOIC will approve the transfer request to Tango Company and the Plebe will immediately move to Tango Company spaces.

1207. **TANGO COMPANY OUT-PROCESSING**

Tango Company out-processing occurs in 4 phases:

- **Phase I: Initial Counseling**
- **Phase II: Initial Checkout**
- **Phase III: Deputy Commandant and Commandant Interviews**
- **Phase IV: Final Outprocessing and Departure**

1. **Phase I: Initial Counseling**
   a. Initial Entry
(1) Tango Company leadership will review the separation interview package and all Thoughts of the Day.

(2) Squad Leaders will create a file on each Plebe transferred into Tango Company that includes the Letter of Resignation, the Interview Tracking Sheet, Tango Company Initial Counseling and Guidance Form, Tango Company Rules and Regulations, Voluntary/Involuntary Check-Out Process, Tango Company Daily Routine, Brigade Services Division Account Summary, all counseling and documentation from the training company, as well as the Midshipman Performance Jacket (if available).

(3) Squad Leaders will welcome the Plebe into Tango Company and perform the following:

   (a) Conduct an initial interview using Figure 12.4, Tango Company Initial Counseling and Guidance Form.

   (b) Brief the Plebe on Figure 12.5, Tango Company Rules and Regulations. Have the Plebe sign.

   (c) Brief the Plebe on Figure 12.6, Involuntary/Voluntary Check Out Process. Have the Plebe sign.

   (d) Brief the Plebe on Figure 12.7, Tango Company Daily Routine. Have the Plebe sign.

b. Mail

   (1) At the end of the counseling session, Tango Company Detail will recover the Plebe’s mail key and mark with the name, alpha, and PO Box number. The key will be stored in the Tango Company office. This process facilitates future mail calls when the Tango staff recovers mail for the entire Company each day.

   (2) Tango Detail turns in keys and a change of address form to the Post Office three working days prior to the Plebe’s departure from the Naval Academy.

c. Rifle. Tango Detail will mark the Plebe’s name and alpha on the rifle and bayonet using masking tape and store them in the Tango Company office. Tango maintains rifles and bayonets until after the Plebe separates so they may be returned to the Plebe if he/she decides to stay. Once discharged, return the rifle and bayonet to the armory.

d. Personal Gear. Tango Detail will recover the Plebe’s personal belongings stored in his/her company area during I-Day processing and return them to the Plebe.

e. Gear Issued on I-Day. Tango Detail will have the Plebe sort his/her issued belongings and set aside those items that can be returned to the MIDN Store and Uniform Store. A list of those items issued to each Plebe is available from Uniform Issue and the Mid Store. A rule of thumb for items that can be returned is: “Would you buy it in the condition it is currently in?” Remaining items that cannot be returned are sent home with the Plebe. Each Plebe disposes of his/her belongings as they choose. Counsel them to not dispose of any issued items until they have departed USNA. This will preclude re-issue should they change their mind.
f. Schedule an OIC Interview Appointment

g. SF-88 Completion. Tango Detail will have the Plebe complete SF-88 and bring with them to their Dental and Medical appointment. A copy of the SF-88 will be procured from Brigade Medical.

2. **PHASE II: INITIAL CHECKOUT**

   a. Escort the Plebe to the Midshipman Personnel Office. The Midshipman Personnel Office will issue all out processing paperwork needed for checkout. The Midshipman will need to bring his/her Letter of Resignation. The Midshipman will be issued a Midshipmen Summary package for resignation (enclosure (4) to reference (h)) and a Midshipmen Personnel Office Tango Company check-out sheet.

   b. Tango Detail will Complete the following in order:

      (1) **Dental Exam.** Brigade Dental will see patients during normal sick call hours. Coordinate pick up of the dental records that are sent home with the Plebe.

      (2) **Physical Exam.** Schedule an exam with Brigade Medical. Photocopy the Plebe’s vaccination card and provide it to the Plebe to keep. The Plebe does not keep his/her original medical record.

      (3) **Midshipman Store Item Return.** Arrange an appointment with the Midshipman Store Assistant Manager to return issued gear. The Assistant Manager will determine the estimated credit line on the Checkout Sheet and signs.

      (4) **Uniform Store Item Return.** Arrange an appointment with the Midshipmen Store Assistant Manager to return issued gear. Ensure that the Plebe brings all recoverable items to avoid follow-on trips. Items that cannot be sold in Midshipmen Store, as new, are not returnable. This includes: laundered items, items labeled with Name & Alpha Code, and opened packages. All returns are subject to the discretion of the Midshipmen Store. The total of the credit will be on the receipt and the Checkout sheet will be signed.

      (5) **Accounting.** Schedule an appointment with accounting. Escort the Plebe to Midshipman accounting to receive their Summary of Account.

      (6) **Disbursing.** Schedule an appointment with Midshipman Disbursing for a check-out interview. Disbursing will counsel the Plebe on their financial obligations resulting from the ACE Loan. The Plebe will also receive a travel claim and a brief concerning his/her return travel arrangements.

   c. Complete as able around the above appointments. The following items **do not** have to be completed in order:

      (1) **Candidate Guidance.** Schedule an appointment with Admissions and escort the Plebe to Leahy Hall. Appointments are typically scheduled for 1415 daily. The Admissions Office collects statistics on Plebes who resign. If a Plebe departs due to medical reasons and anticipates returning next year, he/she needs to speak with a representative from Candidate Guidance.
(2) Navy Federal Credit Union. Complete and turn in a change of address card. It is recommended the Plebe do this late in the checkout process when departure is guaranteed. The Plebe does not need to be present to turn in a completed form.

(3) Post Office. Complete and turn in a change of address card. Attach the mail key to the back of the change of address form with masking tape. It is recommended the Plebe do this late in the checkout process when departure is guaranteed.

(4) Personal Effects. Complete this part of the process in the following order:

(a) If the Plebe does not wish to ship any personal effects home, draw a diagonal line through both boxes on the checkout sheet and write “Not Shipping.”

(b) If the Plebe’s shipment weighs less than 100 lbs, ship from the Post Office.

(c) If the Plebe’s shipment weighs more than 100 lbs, do the following:

1. Contact the Personal Property Office in Halligan Hall to arrange an appointment. For the appointment bring the authorization letter from the Midshipman Personnel Office. Personal Property provides DD Form 1299 and is taken to the Express Office.

2. The Express Office requires the DD Form 1299 received at Halligan Hall to authorize shipment of personal effects. The Express Office fills in the Date, Gross Weight, and number of units on the Check-out Sheet.

(5) Additional Interviews. The Midshipman Personnel Office will determine if a Plebe requires to checkout with the following agencies:

(a) Diversity Officer. Detailer will escort the Plebe to Leahy Hall to speak with the Diversity Officer.

(b) Senior Marine Representative. Schedule an appointment with the Marine Corps Representative in Sampson Hall through the Marine Staff Secretary.

(c) CMEO. Schedule an appointment with the 4/C Regiment Command Managed Equal Opportunity (CMEO).

3. **PHASE III: DEPUTY COMMANDANT AND COMMANDANT INTERVIEWS**

   a. Escort the Plebe to the Midshipman Personnel Office. The Midshipman Personnel Office will collect all out processing paperwork and route the separation packet to the Deputy Commandant's Office for review and approval. The Deputy’s Secretary will schedule an appointment on the Deputy Commandant’s calendar and will contact Tango Company with the time/location for the appointment. When the PLEBE has completed the checkout sheet and interviews have been conducted, he/she may be placed in a Leave-Pending Separation status until final discharge authorization has been received.
b. The Plebe will meet with the Commandant only when directed by the Deputy Commandant.

4. **PHASE IV: FINAL OUTPROCESSING AND DEPARTURE**

   a. Midshipman Personnel will notify Tango Company when the file is complete. Detailers will then escort the Plebe to Midshipman Personnel to:

      (1) Complete final paperwork.

      (2) Receive a 30-Day Temporary ID.

      (3) Receive a travel itinerary.

      (4) Receive a debrief and provide their leave separation request chit.

   b. Ensure the Plebe calls his parents/guardians to inform them of his/her itinerary.

   c. After returning to Tango Company, the CDO signs the Plebe’s separation request chit and logs them out of Tango Company. A member of the Tango Company Detail will deliver a copy of the separation chit to Main Office. Main Office and the Plebe will keep a copy of the separation chit.

   d. The Tango Company/Main Office duty driver will bring the Plebe to BWI for their flight. If Plebe is local or have parents or relatives picking them up at the gate no duty driver is necessary. The Plebe will depart in civilian clothes.

1208. **ADMINISTRATION**

1. **LOGBOOKS.** The Tango Detail will maintain the following logs:

   a. Phone Log: Used to document/record details of the Plebe phone calls. (Headings: Name, Alpha, date, Time In, Time Out, Person Called.)

   b. Accountability Log: Used to account for Detailer liberty and Plebes attending Sunday religious services. Headings: Name, Alpha, Location, date, Time Out, date, Time In.

   c. Tango CDO Log ("The Tango Log"): Used to record acceptance and discharge of all MIDN 4/C to and from Tango Company and log all major events of the day. Headings: Date, Time, Event.


2. **TANGO PLEBE STATUS BOARD.** Tango Company staff maintains a tracking board in the Tango Company office with each Plebe’s check-out status.

3. **DAILY COUNSELING.** Detailers must perform at least one daily counseling session with the Plebes. Plebes should also be provided the opportunity to speak with teammates, coaches or company staff at any time to assist in their decision making process. If a Plebe decides to return to his/her company, the information documented while a member of Tango Company is useful in future intervention and counseling.
4. **TANGO COMPANY 0800 REPORT.** Each Company shall submit a daily 0800 report to the Regimental Duty Officer using Figure 12.8.

5. **TANGO DAILY REPORT (TDR).** The TDR is a summary of the demographics for the Tango Company Plebes. The Company Officer or SEL sends the TDR via e-mail to those personnel designated by the OIC.
From: 4/C Midshipman, A. J. Plebe, USN
To: Superintendent, United States Naval Academy
Via: Commandant of Midshipmen, United States Naval Academy

Subj: VOLUNTARY RESIGNATION (Civilian Example)

1. I hereby tender my voluntary resignation as a Midshipman at the United States Naval Academy.

2. Specify in your own words:
   a. Why did you decide to come to the Naval Academy?
   b. What made you decide to initiate resignation from the Naval Academy?
   c. What are your plans for the future if/when you leave?

State in paragraph form. Please be as brief as possible and make sentences coherent.

3. The contents of Department of Defense Directive 1304.25, Fulfilling the Military Service Obligation; Department of Defense Directive 1332.23, Service Academy Disenrollment; SECNAVINST 1531.1A, U.S. Naval Academy Midshipman Disenrollment; and MILPERSMAN article 1531-020 have been explained to me and I understand the military service requirements imposed upon me by these directives, and by Section 651, Title 10 U.S. Code. I understand I will not be assigned to the Naval Reserve, and that upon termination of my status as a Midshipman, I will be subject to induction into active military service under the Military Selective Service Act.

4. I understand the submission of the resignation may be prejudicial in the event that I subsequently apply for a Navy officer-producing program. I further acknowledge that future enrollment in any Navy-subsidized educational program will be precluded in all but the most unusual circumstances.

5. I understand this resignation, whether or not accepted, may only be withdrawn in writing and that once I have departed the Naval Academy on the separation-pending leave it may only be withdrawn with the consent of the higher reviewing authority to whom the resignation has been forwarded or a person in the reviewing chain superior to him.

6. I am not in debt to the government
   or
   I am in debt to the government, but will have sufficient funds on-hand to liquidate this indebtedness.

Very respectfully,

Typed Name (Sign above, nothing below)

Figure 12.1. Voluntary Resignation Letter.
From: 4/C Midshipman, A. J. Plebe, USN
To: Superintendent, United States Naval Academy
Via: Commandant of Midshipmen, United States Naval Academy

Subj: VOLUNTARY RESIGNATION (Prior Service Example)

1. I hereby tender my voluntary resignation as a Midshipman at the United States Naval Academy.

2. Specify in your own words:
   a. Why did you decide to come to the Naval Academy?
   b. What made you decide to initiate resignation from the Naval Academy?
   c. What are your plans for the future if/when you leave?

State in paragraph form. Please be as brief as possible and make sentences coherent.

3. The contents of Department of Defense Directive 1304.25, Fulfilling the Military Service Obligation; Department of Defense Directive 1332.23, Service Academy Disenrollment; SECNAVINST 1531.1A, U.S. Naval Academy Midshipman Disenrollment; and MILPERSMAN article 1531-020 have been explained to me and I understand the military service requirements imposed upon me by these directives, and by Section 651, Title 10 U.S. Code. I have a remaining active duty obligation in the U.S. Navy/U.S. Marines Corps until 17 March 20xx and a remaining inactive obligation until 26 March 20xx in the U.S. Naval Reserve/U.S. Marine Reserves.

4. I understand the submission of the resignation may be prejudicial in the event that I subsequently apply for a Navy officer-producing program. I further acknowledge that future enrollment in any Navy-subsidized educational program will be precluded in all but the most unusual circumstances.

5. I understand this resignation, whether or not accepted, may only be withdrawn in writing and that once I have departed the Naval Academy on the separation-pending leave it may only be withdrawn with the consent of the higher reviewing authority to whom the resignation has been forwarded or a person in the reviewing chain superior to him.

6. I am not in debt to the government
   or
   I am in debt to the government, but will have sufficient funds on-hand to liquidate this indebtedness.

Very respectfully,

Typed Name (Sign above, nothing below)

Figure 12.2. Voluntary Resignation Letter (Prior Service).
INTERVIEW TRACKING SHEET

Name: ________________________          Company / Platoon: __________

Standard Interviews:

☐ Squad Leader
☐ Platoon Commander
☐ Company Commander
☐ Chaplain
☐ Senior Enlisted Leader
☐ Company Officer
☐ AOIC (Tango recommendation: Yes ☐ No ☐)
☐ OIC
☐ Deputy Commandant of Midshipmen (Commandant interview: Yes ☐ No ☐)
☐ Commandant of Midshipmen
☐ Director of Admissions (File reviewed)
☐ Superintendent (File reviewed)

Additional Interviews (Case Specific)

☐ Female Midshipmen Counselor
☐ Marine Corps Representative
☐ Minority Representative
☐ Coach

Outside Information:

☐ Parents (Notified)
☐ Admissions (Notified)
☐ Math Department (Notified)
☐ Midshipman Development Center (Visited if necessary)

Administration:

☐ Letter of resignation
☐ Performance Jacket
☐ Operation phase checklist complete

NOTES:
## TANGO COMPANY INITIAL COUNSELING AND GUIDANCE FORM

<table>
<thead>
<tr>
<th>Date:</th>
<th>Name (Last, First):</th>
<th>Company:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 1. Areas Discussed: (Academic, Performance, Conduct, Etc.)

<table>
<thead>
<tr>
<th>Improving</th>
<th>Consistent</th>
<th>Declining</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 3.
- a. Why did you come to the Academy?
- b. What made you decide to leave the Academy?
- c. What are your plans for the future if/when you leave?

### 4. Narrative Summary (problems discussed and recommended courses of action, evaluation of performance, etc. Use back of page if necessary):

<table>
<thead>
<tr>
<th>Initial</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE
ANY MISUSE OR UNAUTHORIZED DISCLOSURE CAN RESULT IN BOTH CIVIL AND CRIMINAL PENALTIES

**Figure 12.3.** Tango Interview Tracking Sheet.

**Figure 12.4.** Tango Initial Counseling Form.
TANGO COMPANY RULES AND REGULATIONS

As a member of Tango Company, you should be aware of the following:

1. You are still required to:
   a. Walk in the center of the passageway, squaring all corners and greeting all Detail on Tango Company decks
   b. Wear a complete uniform while in the passageway
   c. Properly greet and salute all Officers, Senior Enlisted Leaders and Midshipmen.

2. You will participate in Tango Company’s physical fitness program, which includes a reduced form of PEP in the morning and a chosen intramural in the afternoon, to the extent of your abilities. Participation in the Regimental Intramural Program or varsity sports practice is NOT allowed.

3. There is no liberty for resignees. You are limited to Tango Company decks at all times, unless escorted by a Tango Company staff member.

4. There is NO SLEEPING from reveille to Taps. If not involved with out-processing, you may read, write letters, socialize, etc. Doors shall remain open except when showering or changing clothes.

5. Room standards are maintained, and room inspections are held accordingly.

6. Telephone calls to parents and family members are encouraged and are conducted daily from 1800-2100 unless there are extenuating circumstances. Collect or charge card calls are used with deck phones. Contact a staff member for permission, and record in the Phone Log.

7. The Company Commander has the authority to impose further restrictions as appropriate.

I have read and understand the above information.

_________________      __________________       ______________
Signature   Printed Name         Date

Figure 12.5. Tango Rules and Regulations.
From: Tango Company Senior Enlisted Leader
To: Individual 4/C Midshipman

Subj: INVOLUNTARY/VOLUNTARY CHECK-OUT PROCESS

1. This will serve as a guide to your exit from the United States Naval Academy. During the check-out from your “Oath of Office” commitment, you will be accountable to the Tango Company chain of command; therefore, you will have no contact with the 4/C Regiment.

2. The check-out process is very detailed and thorough; maximum cooperation is essential. The process consists of the interview phase and operations phase. Interview forecast relies on individual interviewer schedules. Operations phase will be slotted between scheduled interviews. The check-out is estimated to last up to ten working days.

3. **DO NOT ALLOW PARENTS TO PURCHASE PLANE TICKETS.** The Naval Academy will provide transportation on the day of departure. Normally, flights that depart between Monday and Friday will be scheduled.

4. During the check-out process you will be subject to all USNA regulations. Any violation will warrant conduct action which may delay the check-out process.

5. Your decision to resign from the United States Naval Academy may affect your subsequent application for any program leading to a commission as a Naval Officer. Additionally, your decision may preclude enrollment in any Navy subsidized program, except for the most unusual circumstances.

6. While you are in a pending-separation status you are subject to the UCMJ and may be recalled by the Naval Academy for official reasons. Unless recalled, you will hold the privileges of a civilian visitor if you return to the Naval Academy yard. Notify the Midshipmen Personnel Office (MIDPERS) immediately of any subsequent changes of address occur during your pending-separation status.

7. If you are prior enlisted, MIDPERS will contact you concerning military service obligations. You will be in a pending-separation leave status until you receive a letter from MIDPERS along with the original copy of your DD-214, notifying you of your official separation date.

I have read and understand the above information.

_________________    __________________        ______________
Signature Printed Name        Date

Figure 12.6. Tango Check-out Process.
TANGO COMPANY DAILY ROUTINE

1. WEEKDAYS

0545  Reveille
0600  PEP. Tango Company PEP will be led by Tango Company Detail in Halsey or on Dewey field. Plebes on medical chit will observe PEP
0700  Detail staff meeting
0725  Morning meal formation
0730  Morning meal
0745  CDO and CC or XO brief with Senior Enlisted Advisor
0800  Commence Check-out procedures/Escort Plebes to appointments
1125  Noon meal formation
1130  Noon meal
1200  Continue Check-out procedures/Escort Plebes to appointments
1530  Afternoon sports period (Sport selection at the discretion of the Tango Detail)
1725  Evening meal formation
1730  Evening meal
1800  Phone Time (30 minutes). Plebes are encourage to make at least one phone call per day
1900  Evening events/exercise period for Plebe (at least 2 Detailers must attend)
2100  Personal time
2115  Detail meeting (alternate time)
2130  Evening formation, Blue and Gold
2145  Taps. Lights out

2. WEEKENDS/HOLIDAYS

0545  Reveille
0600  Saturday: PEP. Sunday: No PEP
0725  Morning meal formation
0730  Morning meal
0745  CDO and CC or XO brief with Senior Enlisted Advisor
0830  Sunday: Catholic Church Services
1100  Sunday: Protestant Church Services
1125  Noon meal formation
1130  Noon meal
1215  Sunday: Late Noon meal for Protestant Church Services
1725  Evening meal formation
1730  Evening meal
1800  Phone Time (30 minutes)
1900  Evening events/Exercise period for Plebe (at least 2 Detailers must attend)
2100  Personal time
2130  Evening formation, Blue and Gold
2145  Taps. Lights out

I have read and understand the above information.

Signature    Printed Name    Date

Figure 12.7. Tango Daily Routine.
MEMORANDUM

From:  MIDN 1/C Chevy, USN, Tango Command Duty Officer
To:    Regimental Duty Officer
Subj:  TANGO COMPANY 0800 REPORT FROM 0800 00JULXX TO 0800 00JULXX.

1. On-coming CDO:  MIDN 1/C Brown, USN

2. Significant Events:
   a. Injuries/Hospitalizations/Death Notifications/Medical Chits/SIQ

<table>
<thead>
<tr>
<th>Name</th>
<th>Alpha</th>
<th>Company</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

   b. Major Conduct Offenses

<table>
<thead>
<tr>
<th>Name</th>
<th>Alpha</th>
<th>Company</th>
<th>Description</th>
</tr>
</thead>
<tbody>
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<td>None</td>
<td></td>
<td></td>
<td></td>
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</table>

3. Accountability

<table>
<thead>
<tr>
<th>Tango Company</th>
<th>Assigned</th>
<th>Present</th>
<th>AA</th>
<th>UA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detail (second set)</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4/C Midshipmen</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>11</td>
<td>11</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Yesterday's Total (inc. detail)</td>
<td>11</td>
<td>11</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

   a. Authorized Absences-Special/Emergency Leave

<table>
<thead>
<tr>
<th>Name</th>
<th>Alpha</th>
<th>Company</th>
<th>Reason</th>
<th>Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   b. Separations

<table>
<thead>
<tr>
<th>Name</th>
<th>Alpha</th>
<th>Company</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
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</table>

   c. Unauthorized Absences:

<table>
<thead>
<tr>
<th>Name</th>
<th>Alpha</th>
<th>Company</th>
<th>Reason</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   d. Bed Checks:

<table>
<thead>
<tr>
<th>Room(s)</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

4. Administrative Notes

   a. MIDN 4/C Pontiac was sent to MDC for evaluation, returned on deck at 2100.

   b. No 4/C Midshipmen separated today.

Submitted by:   Reviewed by:

Off-going CDO __________    On-coming CDO __________
MIDN 2/C XXX             MIDN 2/C YYY

Figure 12.8. Tango 0800 Report.
APPENDIX A – PLEBE RATE LEARNING SCHEDULE

1. Overview. The following schedule identifies knowledge requirements for 4/C Midshipmen during Plebe Summer. If no new requirements are assigned on a training day, the only new rates are the daily rates, and that day is intended for review purposes. Knowledge requirements are cumulative in nature, meaning that 4/C Midshipmen are responsible for knowledge requirements on the specified day and those of the preceding days.

2. The following definitions are provided for use with this schedule:

   a. Memorize. 4/C Midshipmen must be able to repeat the requirement verbatim.

   b. Read with conversational understanding. 4/C Midshipmen should be able to discuss the major points of this knowledge requirement.

3. The following abbreviations are used:

   a. RP - Reef Points
   b. BJM - Blue Jacket’s Manual
   c. S&A - Ships and Aircraft of the U.S. Fleet
   d. SLI - Squad Leader Instruction Manual

4. With the exception of Induction Day, 4/C Midshipmen are responsible for the knowledge requirements by 0800 on the specified day. 4/C Midshipmen will learn Induction Day requirements as early as possible, but no later than 2100 on Training Day 1.

5. 4/C Midshipmen are responsible for reading with conversational understanding several chapters in The Bluejackets Manual. These chapters must be read two days prior to the training evolution. The training evolutions are conducted by Senior Enlisted Leaders and are scheduled on the Master Training Schedule. The reading of these chapters is a rate and 4/C Midshipmen can be asked to discuss the information like any other rate.

The Bluejackets Manual – All Chapters are to be read no later than two days prior to the training with conversational understanding.

BJM 1 - CH 6 Courtesies Customs and Ceremonies
BJM 2 - CH 23 Health, Fitness, and First Aid
BJM 3 - CH 19 Seamanship
BJM 4 - CH 2 Naval Missions and Heritage
BJM 5 - CH 17 Safety and Emergencies
BJM 6 - CH 3 Ranks, Rates, Ratings, and Pay Grades
BJM 7 - CH 13 Ships and Aircraft
BJM 8 - CH 16 Shipboard life

6. Specific Rates. Specific knowledge must be acquired by each 4/C Midshipman by the day specified in the following schedule:
INDUCTION DAY (TRAINING DAY 1)

1. **MEMORIZE**
   a. Alpha Code
   b. Company letter and platoon number
   c. Room number
   d. Social Security Number
   e. Five Basic Responses (RP)
   f. Rank and Surname of Company Officer
   g. Rank and Surname of Company Senior Enlisted
   h. Mission of the United States Naval Academy (RP)
   i. Chain of Command from Commandant of Midshipmen to the Commander in Chief
   j. General Orders of a Sentry #1-4 (RP/BJM)

2. **READ WITH CONVERSATIONAL UNDERSTANDING**
   a. The Concept of Duty and the Oath of Office (RP)

3. **DETAILERS REVIEW WITH 4/C MIDSHIPMEN**
   a. Rates & Oath of Office (SLI)
   b. Personal Hygiene (SLI)
   c. Mission of the Naval Academy (SLI)

PLEBE RATES - TRAINING DAY 2

1. **MEMORIZE**
   a. 1st verse of Navy Blue and Gold (RP)

2. **READ WITH CONVERSATIONAL UNDERSTANDING**
   a. Superintendent’s Welcome Address and Biography (RP)
   b. Commandant’s Biography (RP)

3. **DETAILERS REVIEW WITH 4/C MIDSHIPMEN**
   a. Uniform and Grooming Standards (SLI)
   b. Laundry/Meal Procedures (SLI)
PLEBE RATES - TRAINING DAY 3

1. **MEMORIZE**
   
a. Military Chain of Command from Commander-in-Chief to Midshipman
   
b. First name and hometown of squad members

2. **READ WITH CONVERSATIONAL UNDERSTANDING**
   
a. Saluting etiquette (BJM)

3. **DetaiLers Review WITH 4/C MIDSHIPMEN**
   
a. Chain of Command/Followership (SLI)
   
b. Memorandum Format (SLI)

PLEBE RATES - TRAINING DAY 4

1. **MEMORIZE**
   
a. First verse of “Anchors Aweigh” and “Marine’s Hymn” (RP)

2. **READ WITH CONVERSATIONAL UNDERSTANDING**
   
a. Plebe Rates (RP and Posted on Company/Platoon Board)
   
b. Naval Academy History 1839-1900 (RP)

3. **DetaiLers Review WITH 4/C MIDSHIPMEN**
   
a. Room Standards (SLI)

PLEBE RATES - TRAINING DAY 5

1. **MEMORIZE**
   
a. General Orders of a Sentry #5-8 (RP)
   
b. First names and hometowns of platoon members

2. **READ WITH CONVERSATIONAL UNDERSTANDING**
   
a. CMOD Standing Orders (RP)
   
b. Table of Priorities (RP)

PLEBE RATES - TRAINING DAY 6

1. **MEMORIZE**
   
a. General Orders of a Sentry #9-11 (RP)
   
b. Sailor’s Creed (BJM/RP)
2. READ WITH CONVERSATIONAL UNDERSTANDING
   a. Naval Academy History 1901-1957 (RP)
   b. Keep What You’ve Earned Campaign (RP)

PLEBE RATES – TRAINING DAY 7

1. MEMORIZE
   a. Ranks, insignia, and devices of Midshipmen Striper organization (RP)
   b. Name, rank, and billet of Midshipman Stripers in the company

2. READ WITH CONVERSATIONAL UNDERSTANDING
   a. Naval Academy History (1958-2001)

PLEBE RATES – TRAINING DAY 8

1. MEMORIZE
   a. Name, rank, and billet of Midshipman Four Stripers and above in the Regiment
      b. All Verses of “Anchor’s Aweigh” (RP)
      c. Third Verse of “Navy Blue and Gold” (RP)

2. READ WITH CONVERSATIONAL UNDERSTANDING
   a. Command Managed Equal Opportunity (CMEO) (RP)

PLEBE RATES – TRAINING DAY 9

1. MEMORIZE
   a. Code of Conduct Articles 1-3 (RP/BJM)
   b. “Navy Hymn” (RP)

2. READ WITH CONVERSATIONAL UNDERSTANDING
   a. Yard Gouge (RP)

PLEBE RATES – TRAINING DAY 10

1. MEMORIZE
   a. Code of Conduct Articles 4-6 (RP/BJM)
   b. Honor Concept (RP)

2. READ WITH CONVERSATIONAL UNDERSTANDING
   a. Important Dates in Naval History (BJM)
PLEBE RATES - TRAINING DAY 11

1. MEMORIZE
   a. Daily Rates
   b. Ranks, insignia, and devices of officers in the United States Navy and Marine Corps (RP/BJM)

2. READ WITH CONVERSATIONAL UNDERSTANDING
   a. History of the Honor Concept (RP)

PLEBE RATES - TRAINING DAY 12

1. MEMORIZE
   a. Daily Rates
   b. Ranks, insignia, and devices of officers in the United States Army, Air Force, and Coast Guard (RP)
   c. Names of Company Commanders in the Battalion

2. READ WITH CONVERSATIONAL UNDERSTANDING
   a. Navy History 1775-1857 (BJM-Appendix B)

PLEBE RATES - TRAINING DAY 13

1. MEMORIZE
   a. Daily Rates
   b. Ranks, insignia, and devices of enlisted personnel in the United States Navy and Marine Corps (BJM)

2. READ WITH CONVERSATIONAL UNDERSTANDING
   a. Navy History 1861-1923 (BJM-Appendix B)

PLEBE RATES - TRAINING DAY 14

1. MEMORIZE
   a. Daily Rates
   b. The names of the Joint Chiefs of Staff (RP)
   c. Ranks, insignia, and devices of enlisted personnel in the United States Army, Air Force, and Coast Guard (RP)

2. READ WITH CONVERSATIONAL UNDERSTANDING
   a. Navy History 1925-Today (BJM-Appendix B)
PLEBE RATES - TRAINING DAY 15

1. **MEMORIZE**
   a. Daily Rates
   b. Laws of the Navy verses 1-4 (RP)

2. **READ WITH CONVERSATIONAL UNDERSTANDING**
   a. Duty, Honor and Loyalty (RP)

PLEBE RATES - TRAINING DAY 16

1. **MEMORIZE**
   a. Daily Rates
   b. Laws of the Navy verses 5-8 (RP)

2. **READ WITH CONVERSATIONAL UNDERSTANDING**
   a. The Mission of the Navy (RP)
   b. Marine Corps Mission (RP)

PLEBE RATES - TRAINING DAY 17

1. **MEMORIZE**
   a. Daily Rates
   b. “How Long Have You Been In the Navy?” (RP)

2. **READ WITH CONVERSATIONAL UNDERSTANDING**
   a. Laws of the Navy verses 9-12 (RP)

PLEBE RATES - TRAINING DAY 18

1. **MEMORIZE**
   a. Daily Rates
   b. “How’s the Cow?” and “What’s Up?” (RP)

2. **READ WITH CONVERSATIONAL UNDERSTANDING**
   a. Laws of the Navy verses 13-16 (RP)
   b. Brief History of the U.S. Marine Corps: Post Civil War – The Korean War (RP)
PLEBE RATES - TRAINING DAY 19

1. MEMORIZE
   a. Daily Rates
   b. “What Time is it?” (RP)

2. READ WITH CONVERSATIONAL UNDERSTANDING
   a. Laws of the Navy verses 17-20 (RP)

PLEBE RATES - TRAINING DAY 20

1. MEMORIZE
   a. Daily Rates
   b. “The Rules of the Road” (RP)
   c. “The Goat is Old and Gnarly” (RP)

2. READ WITH CONVERSATIONAL UNDERSTANDING
   a. The Fifty-Year Link in the Chain (RP)

PLEBE RATES - TRAINING DAY 21

1. MEMORIZE
   a. Daily Rates

2. READ WITH CONVERSATIONAL UNDERSTANDING
   a. Laws of the Navy verses 21-24 (RP)

PLEBE RATES - TRAINING DAY 22

1. MEMORIZE
   a. Daily Rates
   b. Naval Academy Slang (RP)

2. READ WITH CONVERSATIONAL UNDERSTANDING
   a. Brief History of the U.S. Marine Corps: The Korean War - Present (RP)

PLEBE RATES - TRAINING DAY 23

1. MEMORIZE
   a. Daily Rates
   b. “Chow Call Format” (RP)
2. READ WITH CONVERSATIONAL UNDERSTANDING
   a. Laws of the Navy verses 25-27 (RP)

PLEBE RATES - TRAINING DAY 24 24/50

1. MEMORIZE
   a. Daily Rates
   b. Qualifications of a Naval Officer by Augustus C. Buell (RP)

2. READ WITH CONVERSATIONAL UNDERSTANDING
   a. Sexual Assault Prevention and Response Office (SAPRO) (RP)

PLEBE RATES - TRAINING DAY 25 25/50

1. MEMORIZE
   a. Daily Rates
   b. Second Set Chain of Command
   c. Second Set name, rank, and billet of Midshipman Stripers in the company

PLEBE RATES - TRAINING DAY 26 26/50

1. MEMORIZE
   a. Daily Rates
   b. Name, rank, and billet of second set Four Stripers and above in the regiment

PLEBE RATES - TRAINING DAY 27 27/50

1. MEMORIZE
   a. Daily Rates

PLEBE RATES - TRAINING DAY 28 28/50

1. MEMORIZE
   a. Daily Rates

PLEBE RATES - TRAINING DAY 29 29/50

1. MEMORIZE
   a. Daily Rates
   b. Navy Core Values (RP)
PLEBE RATES - TRAINING DAY 30  30/50

1. MEMORIZE
   a. Daily Rates

2. READ WITH CONVERSATIONAL UNDERSTANDING
   a. Irish Pennants (RP)

PLEBE RATES - TRAINING DAY 31  31/50

1. MEMORIZE
   a. Daily Rates

2. READ WITH CONVERSATIONAL UNDERSTANDING
   a. Navy Quotes (RP)

PLEBE RATES - TRAINING DAY 32  32/50

1. MEMORIZE
   a. Daily Rates

2. READ WITH CONVERSATIONAL UNDERSTANDING
   a. Boarding and departing a ship (BJM)

PLEBE RATES - TRAINING DAY 33  33/50

1. MEMORIZE
   a. Daily Rates

PLEBE RATES - TRAINING DAY 34  34/50

1. MEMORIZE
   a. Daily Rates

PLEBE RATES - TRAINING DAY 35  35/50

1. MEMORIZE
   a. Daily Rates

PLEBE RATES - TRAINING DAY 36  36/50

1. MEMORIZE
   a. Daily Rates

2. READ WITH CONVERSATIONAL UNDERSTANDING
   a. Navy Terms and Acronyms A-M (BJM-Appendix K)
PLEBE RATES - TRAINING DAY 37

1. MEMORIZE
   a. Daily Rates

PLEBE RATES - TRAINING DAY 38

1. MEMORIZE
   a. Daily Rates

PLEBE RATES - TRAINING DAY 39

1. MEMORIZE
   a. Daily Rates

PLEBE RATES - TRAINING DAY 40

1. MEMORIZE
   a. Daily Rates

PLEBE RATES - TRAINING DAY 41

1. MEMORIZE
   a. Daily Rates

   2. READ WITH CONVERSATIONAL UNDERSTANDING
      a. Navy Terms and Acronyms M - Z (BJM-Appendix K)

PLEBE RATES - TRAINING DAY 42

1. MEMORIZE
   a. Daily Rates

PLEBE RATES - TRAINING DAY 43

1. MEMORIZE
   a. Daily Rates

   b. Naval Service Organization and the Joint Chiefs of Staff (RP/SLI)

PLEBE RATES - TRAINING DAY 44

1. MEMORIZE
   a. Daily Rates

   2. READ WITH CONVERSATIONAL UNDERSTANDING
PLEBE RATES - TRAINING DAY 45 45/50

1. MEMORIZE
   a. Daily Rates
   b. "Why Didn’t You Say ‘Sir’?” (RP)

PLEBE RATES - TRAINING DAY 46 46/50

1. MEMORIZE
   a. Daily Rates

   b. Names and ranks of academic year company officers and company senior enlisted in the battalion

2. READ WITH CONVERSATIONAL UNDERSTANDING
   a. Notable Accomplishments and Graduates of the Naval Academy (RP)

PLEBE RATES - TRAINING DAY 47 47/50

1. MEMORIZE
   a. Daily Rates

   b. Names of academic year company commanders in the Battalion

2. READ WITH CONVERSATIONAL UNDERSTANDING

PLEBE RATES - TRAINING DAY 48 48/50

1. MEMORIZE
   a. Daily Rates

   b. Academic year chain of command (Commander-in-Chief to Company Commander)

2. READ WITH CONVERSATIONAL UNDERSTANDING
   a. USMA, USAFA, USCGA (RP)

PLEBE RATES - TRAINING DAY 49 49/50

1. MEMORIZE
   a. Daily Rates

   b. Name, rank, and billet of academic year company stripers

PLEBE RATES - TRAINING DAY 50 50/50

1. MEMORIZE
   a. Daily Rates

   b. Name, rank and billet of academic year Four Stripers and above in the Brigade and Out-of-Company Stripers from academic year company

A-11 Enclosure (1)