



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

COMDTMIDNINST 3120.1T
OIC, PLEBE SUMMER
JUN 14 2021

COMMANDANT OF MIDSHIPMEN INSTRUCTION 3120.1T

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

Subj: PLEBE SUMMER STANDARD OPERATING PROCEDURES

Ref: (a) COMDTMIDNINST 1600.2J
(b) COMDTMIDNINST 1601.12D
(c) COMDTMIDNINST 1601.10N
(d) COMDTMIDNINST 5090.1D
(e) SECNAVINST 1610.2A
(f) NETCINST 1500.7A
(g) OPNAVINST 5102.1D
(h) COMDTMIDNINST 5400.6W
(i) MCO 5060.20
(j) COMDTMIDNINST 1920.1H
(k) DIRATHNOTE 3120

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

2. Cancellation. COMDTMIDNINST 3120.1S.

3. Scope and Applicability. 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 (k).

4. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/ Assistant for Administration (DON/ AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/Vorgs/DUSNM/DONAA/DRM/Recordsand-information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the

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records disposition schedules, please contact the USNA records manager or the DON/AADRMD program office.

5. Review and Effective Date. The Plebe Summer Officer in Charge will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 52 15/40 Review of Instruction.



J. P. MCDONOUGH III

Releasability and distribution: This instruction is cleared for public release and is available electronically only via the USNA Commandant Website, <https://www.usna.edu/Commandant/comdinst.php>

PLEBE SUMMER 2021
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 and the unique demands of being a professional officer. This instruction is applicable to Plebe Summer while reference (a) refers to the Academic Year.
2. This instruction has been revised to include updated practices surrounding the COVID-19 environment.

102. **COMMANDER'S INTENT**

1. I expect every staff member and detailer to relentlessly pursue excellence, to exhibit exemplary character, to develop and reinforce sound leadership principles, and to do your duty. Your success as a midshipman, your success as a member of the Plebe Summer staff, and our collective success as the U.S. Naval Academy team is critically dependent upon our commitment to the above expectations. At all times, we must think and behave, both in appearance and conduct, as leaders in the world's greatest Navy and Marine Corps.

a. ***Relentlessly Pursue Excellence.*** To meet the expectations of the American people, to honor their significant financial investment, and preserve our inherited legacy, we must tirelessly pursue excellence. Excellence is not easily attained – it requires exceptional effort and, in this case, adherence to the Plebe Detailer 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.”

b. ***Exhibit Exemplary Character.*** Your personal and professional conduct will define your reputation. Live the core values of honor, courage, and commitment while emphasizing the cardinal virtues of courage, wisdom, justice, and self-control. Treat everyone with dignity and respect today and every day - period.

c. ***Develop, Teach, and Demonstrate Sound Leadership Principles.*** Obey the Golden Rule of Leadership – treat others the way you wish to be treated; follow the way you want to be followed; and lead the way you want to be led. Be a team builder and a team player. Inspire your subordinates.

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d. ***Do Your Duty.*** Commit 100% of yourself to this mission every day. You will be challenged and exhausted. This is normal. I expect every member of the Commandant of Midshipmen's staff and every detailer to know this Standard Operating Procedure (SOP). The SOP provides operating limits to mitigate risk to Detailers, Plebes, and, quite frankly, the future of our U.S. Naval Academy. I expect everyone to ask questions, be inquisitive, and be compassionately intrusive. If something doesn't look right - stop and question it. If something isn't right - stop and correct it. We want this Plebe Summer to be the best in our U.S. Naval Academy's history – we achieve this by maintaining high standards.

e. ***Be the Example and Serve Humbly Without Regret.*** Being selected to be a leader in Plebe Summer Detail is a privilege. We expect you to set a sterling example for our new Plebes, your peers and the officers and enlisted personnel working with you to develop the next class of midshipmen. Know you will have a profound impact as a role model for others – your positive approach will be impactful in ways that you cannot foresee; but know that it will be profound.

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 threefold:

a. To transition from a civilian or other member of the naval service into a midshipman and a member of the Brigade.

b. To prepare the incoming Class of 2025 to succeed as members of the Brigade of Midshipmen, demonstrating excellence in all they do.

c. 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 become junior officers in the Fleet and operating forces.

3. Method. Over the block 2 and 3 of USNA summer training, 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 2025'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 examine why this phrase makes sense:

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. 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 you couldn't achieve. They never raised their voices to ridicule or belittle. They never resorted to name-calling. Be a

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positive leader. Do not attempt to recreate your own Plebe Summer experience. Discern that experience and identify the positives and negatives. Create your path and Plebe Summer culture that will dictate how your people will develop into midshipmen and ultimately commission into Naval and Marine Corps officers of the Fleet.

b. Pressure. Let's face it, the Naval Academy is pressure-packed, 24/7/365. You are operating under a constant strain throughout your 47-month experience as a midshipman - morally, mentally, 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 2025 to do; to think on their feet, to multi-task, to respond with confidence. Remind your Plebes that pressure is good and purposeful; pressure is what turns coal into a diamond!

c. Purpose. Try to recall how frustrated you were during your Plebe Summer while trying to figure out this whole new world called the U.S. 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 certainly won't work for them. The earlier they learn the importance of what they're doing, and the "why" behind their actions, the sooner they'll embrace this new world and improve as both individuals and certainly a team.

4. Endstate

a. At the end of Plebe Summer, for continued service into the Academic Year, each midshipman in the Plebe Class shall accept and adopt the standard demanded of followers in the naval profession. 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

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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 U.S. 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) Relentlessly pursue 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;”

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- (6) An appreciation for the difficulty of leading when physically and mentally exhausted;
- (7) Leadership in accordance with the tenets of the Plebe Detailer's Oath and Commandant of Midshipmen'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 contributing member of 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

1. The 4/C Midshipmen Regiment is organized in accordance with the updated Figure 2.1

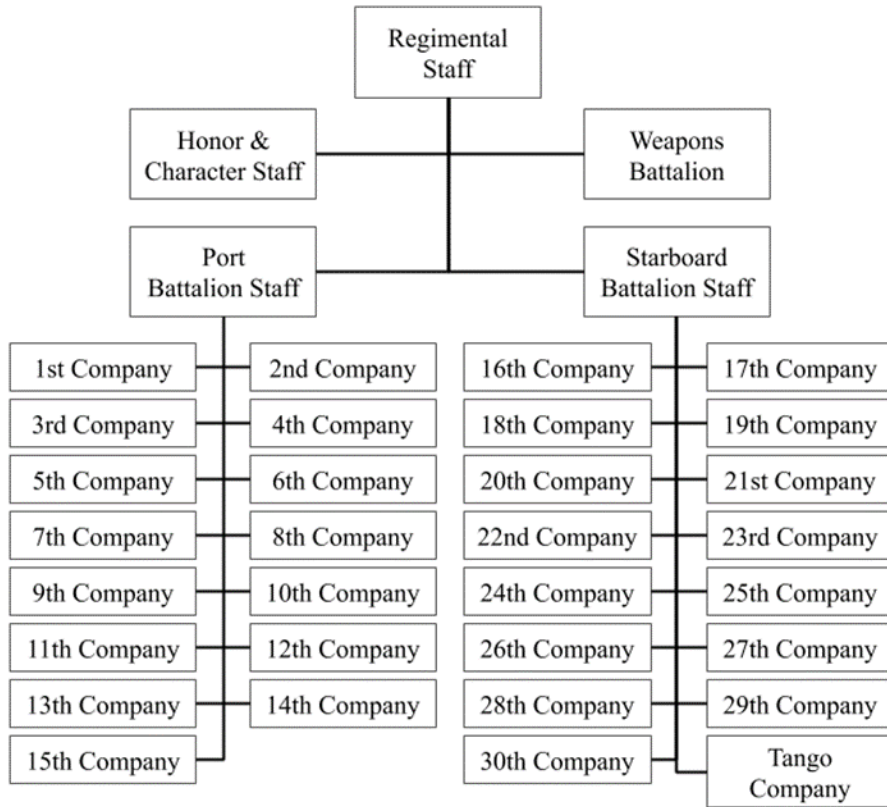


Figure 2.1 Regimental Organizational Chart

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202. DUTIES OF THE REGIMENTAL STAFF

1. Regimental Commander

a. Basic function. The Regimental Commander is responsible to the Officer-in-Charge (OIC) 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 of Midshipmen and the OIC.

b. Specific duties and responsibilities

(1) Is the senior midshipman in the Regimental organization who commands the Regiment and executes the policies of the OIC. Represents the midshipmen chain of command at meetings with the OIC.

(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. Their 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.

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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 their absence.
- (3) Acts as an intermediary between the Regimental Staff and the Assistant Officer in Charge (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 the 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. Responsible for the Training Program within the 4/C Midshipmen Regiment. Reports directly to the Regimental Commander.

b. Specific duties and responsibilities

- (1) Keeps Regimental Commander and Staff informed of upcoming events.
- (2) Works closely with the Plebe Summer Operations Officer, Commandant of Midshipmen's Operations Officer, and Master Scheduler 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 their 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) Acts as a liaison 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 that he/she will distribute weekly.

(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.

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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.

(4) Provide template and distribution of deck log materials to the Company level, as well as proper training.

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 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) Ensure daily communications and provide necessary updates between the Plebe Summer Staff and Physical Education department.

(2) Plans, executes, and tracks all Company intramurals.

(3) Coordinate and liaise with the Physical Education department to execute the Initial Strength Test and Physical Readiness

(4) Responsible for the organization and execution of the Regimental Intramural Program.

(5) Establishing mitigation plans for restricted flag conditions for Physical Education Program (PEP) or other scheduled intramural activities.

9. Regimental Honor Liaison

a. Basic function. The Regimental Honor Liaison is responsible to the Regimental Commander for all 4/C midshipmen honor instruction. He/she is also responsible for the accountability of the assigned honor staff.

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b. Specific duties and responsibilities. Coordinates all honor training in support of Plebe Summer objectives. Serves as the direct representative of the Honor and Training Staffs.

10. Regimental Honor Education Advisors. Basic function responsible to the Regimental Honor Liaison for the execution of honor training in support of Plebe Summer objectives.

11. Regimental Safety Officer

a. Basic function. The Regimental Safety Officer is responsible for the safe execution of all Plebe Summer events. The direct liaison between the Brigade Medical Officer and the Regimental Commander. Responsible for the reporting of all safety violations.

b. Specific duties and responsibilities

(1) Work with the Plebe Summer Safety Officer to ensure that all Plebe Summer evolutions are carried out in a safe manner and with proper operational risk management.

(2) Monitor the daily execution of morning sick call and PEP Tent to ensure all 4/C midshipmen are properly accounted for at all times.

(3) Report to the Regimental Commander any issues regarding the health and well-being of the 4/C Midshipmen Regiment.

(4) Through Company Executive Officers, maintain a log of all Medical Excuse Authorizations (“Chits”) that are issued to members of the 4/C Midshipmen Regiment.

12. Regimental Chapel Liaison

a. Basic function. Serves as the representative of the Regimental Chaplain to the Regimental Staff. Responsible to the Regimental Commander for the execution of the command religious program in support of the 4/C Midshipmen Regiment.

b. Specific duties and responsibilities

(1) Trains detailers on the basic elements of religious accommodation and the command religious program.

(2) Trains detailers on procedures for escorting 4/C Midshipmen to worship services, and for setting up counseling appointments with Chaplains.

(3) Populates a watch bill of detailer escorts for worship services.

(4) Directs the execution of the detailer watchbill to provide escorts to worship services.

(5) Coordinates access to Chaplain counseling appointments via detailers.

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(6) Distributes care packages received by the Chaplain Center.

(7) Ensures the timely routing of religious accommodation requests.

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 of Midshipmen, OIC, and Regimental Commander.

b. Specific duties and responsibilities

(1) Serves as the senior midshipman in the Battalion organization and executes the policies of the Battalion Officer. Represents the midshipmen 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. Their 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, welfare, 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) Manages and coordinates all manpower requirements as Staff Director. 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

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correct discrepancies.

(3) Supervises and evaluates staff functions.

(4) Performs other duties as assigned.

3. Battalion Operations Officer

a. Basic function. 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 all Battalion training and ensures compliance with the Regimental Training plan.

(2) Facilitates and coordinates all Battalion training requirements.

(3) Supervises and coordinates the Battalion Intramural Program.

(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.

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(6) Inspects the Battalion area and reports material and cleanliness discrepancies to the Regimental Admin Officer/1stLieutenant.

(7) Maintains Battalion accountability.

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

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

(10) Performs other duties as assigned.

5. Battalion Safety Officer

a. Basic Function. Responsible to the Battalion Commander and Regimental Safety Officer for the personal safety of Battalion personnel. Responsible for planning and acting to ensure the safe execution of all Plebe Summer evolutions and events.

b. Specific duties and responsibilities

(1) Ensure all Company Safety Officers are performing their duties and are properly conducting risk assessments and determining mitigating factors for all Plebe Summer evolutions and events.

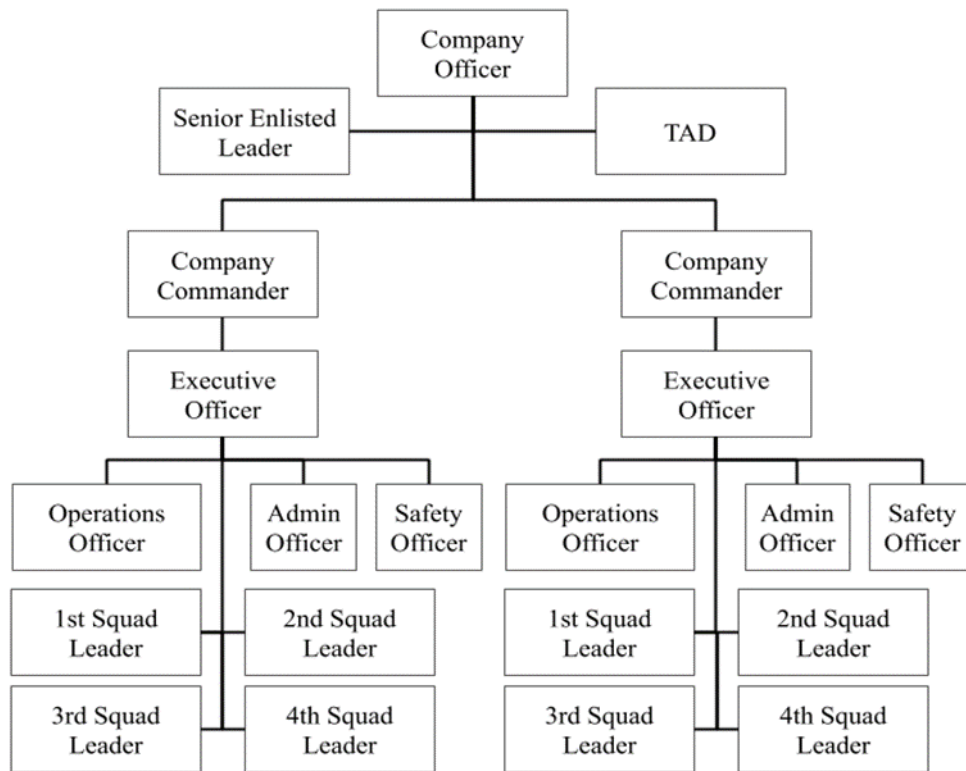
(2) Battalion expert on issues of safety and may provide safety-related training.

(3) Review Operational Risk Management and monitors the weather for all Battalion level events.

(4) Performs other duties as assigned.

6. Battalion Honor Education Advisors. Responsible to the Regimental Honor Liaison for the execution of honor training in support of Plebe Summer objectives.

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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, leaving Squad Leaders free to focus their training efforts on their individual Squads. Figure 2.2 depicts the Company Staff organization.

Figure 2.2. Company Organizational Chart

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 Company Officer (CO) or Senior Enlisted Leader (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 the U.S. 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. The Company Commander shall be held responsible for the

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following duties previously assigned to the Platoon Commander in addition to their original duties:

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

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

(3) Completes Squad Leader Fitness Reports (FITREPs) at the end of each set of Detail.

(4) Conducts performance reviews or Company evaluation boards as required for 4/C Midshipmen who fail to meet standards.

2. Company Executive Officer

a. Basic function. The Company Executive Officer is the direct representative of the Company Commander. Their 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 takes 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 security and safety 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.

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

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

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

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

(12) 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) Plans all Company or Platoon movements.

(2) Coordinates support for all Company evolutions.

(3) Serves as the Company Intramural/Physical Education/Physical Missions Officer.

(4) Ensures timely delivery of all intramural reports.

(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.

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(12) Performs other duties as assigned.

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 Leadership Development Education Program training missed by Plebe Detail members.

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

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

(4) Maintains the Company's master directives file containing all directives and orders.

(5) Maintains performance/training jackets for all personnel in the Company.

(6) Maintains Company bayonet accountability immediately following evolutions requiring the use of bayonets.

(7) Prepares and submits watchbills via the chain of command and assigns midshipmen to duty sections.

(8) Trains 4/C Midshipmen watchstanders and maintains proficiency.

(9) 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.

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

(11) Performs other duties as assigned.

5. Company Safety Officer

a. Basic function. The Company Safety Officer is responsible to the Company Commander for the personal safety of Company personnel. Responsible for acting to ensure the safe execution of all Plebe Summer evolutions and events.

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b. Specific duties and responsibilities

(1) Responsible for Operational Risk Management during Company evolutions, mishap reporting, and adherence to all safety instructions.

(2) Reports and documents all safety-related matters to the Plebe Summer Safety Officer via the chain of command.

(3) Performs other duties as assigned.

7. 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 their 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.

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(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 flogged 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.

205. DUTIES OF THE BATTALION OFFICER

1. Port/Starboard Battalion Officer

a. Basic function. The Port/Starboard Battalion Officer is responsible for the execution and safety of their respective Battalions. The Battalion Officer is also responsible for providing guidance and support to their respective Company Officers and Senior Enlisted Leaders. Reports directly to the Plebe Summer OIC and AOIC.

b. Specific duties and responsibilities. The Battalion Officer must maintain frequent and regular contact with the CO/SELs to identify any potential personnel and/or safety concerns. Additionally, will review and follow through with initial actions required for any flagged Plebe Daily Journal inputs, as well as providing updates to the OIC and AOIC as necessary.

206. DUTIES OF THE COMPANY OFFICER AND SENIOR ENLISTED LEADER

1. Company Officer and Senior Enlisted Leader

a. Basic function. The role of the CO and SEL is to train and guide their detailers in the proper execution of indoctrinating the incoming Class of 2025. They both act hand in hand together as a team to provide oversight and adherence to this instruction.

NOTE: Plebe Summer is meant for the detailers to learn and adapt. Highly encourage to provide your detailers the opportunity to fail and learn from their mistakes; however, be able to act when required to protect your team.

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b. Specific duties and responsibilities. The CO and SEL will communicate directly to their Battalion Officers of any personnel or safety concerns. All Plebe Daily Journal entries will be reviewed by the detailers up to the CO/SEL. Immediately report any Plebe Daily Journal entries that have been classified as RED to the Battalion Officer and use prudent judgment to resolve the concern.

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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 Midshipmen Regiment that is responsible to the Plebe Summer OIC for ensuring safety, security, and executing the Plan of the Day. In addition, it serves as a mechanism to indoctrinate plebes with Brigade watchstanding procedures and standards.

b. Maintain accountability of both plebes and detailers.

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

d. Enhance overall Anti-Terrorism/Force Protection posture.

2. Procedures

a. Responsibilities. The Plebe Summer Watch Officer (PSWO) has overall cognizance for Plebe Summer watchstanding and reports directly to the Plebe Summer AOIC. 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 OIC and AOIC informed of the 4/C Regiment's significant events.

b. Watchbills. Watchbills will be promulgated 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 Admin Officer will promulgate the PSWO watchbills. The Regimental Adjutant will promulgate Regimental Duty Officer (RDO-PS), Duty Driver (DD-PS), and Midshipman Officer of the Watch (MOOW) watchbills. The Regimental Adjutant is responsible for promulgating 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 Midshipmen Regiment is responsible for providing Main Office Watchstanders.

3. Watch Organization. The watch organization during Plebe Summer is established in accordance with reference (c) and depicted in Figure 3-1 with the following modifications:

a. Plebe Summer Watch Officer. The PSWO represents and reports to the Plebe Summer AOIC and is responsible for the safety and security of Plebe Summer Bancroft Hall spaces and the 4/C Midshipmen Regiment. The PSWO will be an Ensign/2nd Lieutenant from Plebe Summer or Weapons Details and will assist the Officer of The Watch (OOW) in the execution of their duties related to Plebe Summer. The PSWO's daily watch responsibilities include the following:

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(1) Posts watch at 0900 of the day of duty until 0900 the following day. The PSWO musters with the OOW at 0630 during the day of their duty prior to reporting to the AOIC. The 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 PSWO be permitted to leave the Yard during the duty day.

(2) Conduct watch turnover at 0900 and report their turnover in person, if available, to the AOIC and OIC.

(3) Ensure the Plebe Summer OIC and AOIC are promptly notified of events requiring their immediate attention.

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

(5) Provide oversight to the RDO-PS in the execution of their duties.

(6) Inspect Main Office logbooks regularly to ensure proper entries are being maintained and procedures are being properly followed.

(7) Conduct frequent tours of Plebe Summer spaces and report discrepancies to the OIC, AOIC, and OOW.

b. Midshipman Officer of the Watch. Plebe Summer will provide a three or four-Striper (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) Assist the OOW in maintaining overall midshipman accountability.

(2) Ensure Main Office watches are posted.

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

(4) Keep the Commandant of Midshipmen and Deputy Commandant of Midshipmen informed about the U.S. Naval Academy's significant events.

(5) Contact the U.S. Naval Academy Summer Programs Command Duty Officer (CDO) or Plebe Summer Regimental Duty Officer (RDO) to muster sufficient watchstanders within their departments if the Main Office watch or colors detail fails to muster.

(6) Conduct the 0630 Rotunda watch muster every morning with the RDO and Battalion Officers of the Watch (BOOWs) while maintaining social distancing, generate the room numbers selected for inspection to pass to the CDOs, and supervise tours/restriction musters.

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

c. Regimental Duty Officer (RDO). The RDO is the senior midshipman duty officer for the 4/C Midshipmen Regiment. The RDO is the direct representative of the Regimental Commander and the OIC of the 4/C Midshipmen Regiment. The RDO works under the supervision of the 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 Midshipmen Regiment. The RDO's daily watch responsibilities include the following:

(1) Posts at 0630 on the day of their duty and remains on duty until 0730 the following morning. The RDO is responsible to the 4/C Midshipmen Regimental Commander, the PSWO, and the MOOW for the security and accountability of the 4/C Midshipmen Regiment.

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

(3) Collects Plebe Summer Companies' TAPS sheets and 0800 reports and submits a Plebe Summer 0800 Report for the MOOW.

(4) Ensures proper manning of the 4/C Midshipmen 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 Midshipmen Regiment will stand RDO-PS. The RDO must be aware of the following:

(a) Flag conditions and weather restrictions. **Will report any significant weather changes to the AOIC.** Reference (d) covers heat stress conditions and dissemination of Wet Bulb Globe Thermometer (WBGT) readings. 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).

(b) Daily schedule. The RDO maintains a copy of the Master Training Schedule (MTS) and the Plan of the Day (POD). 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 Midshipmen Regiment to include medical issues, hospitalizations, etc.

(5) Conducts frequent walk-through/inspection within their AOR while practicing social distancing. Logs any irregular activity or condition and the appropriate action taken to correct said condition, and reports all irregularities to the AOIC & PSWO.

d. Battalion Officer of the Watch (BOOW). The Port and Starboard Battalion BOOWs will be established and secured at the discretion of the OIC of Plebe Summer. Two-Strippers will

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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, but are not limited to, the following:

(1) Muster in the Rotunda with CDOs after the 0630 muster with the MOOW and RDO.

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

(3) Assists the RDO in providing 24/7 coverage of the RDO shack. The Battalion Adjutants promulgate the BOOW Watch Bill separately.

(4) Conducts frequent rounds/inspections within their AOR while maintaining social distancing. Logs any irregular activity or condition, and the appropriate action is taken to correct said condition and reports all irregularities to the RDO.

e. Company Duty Officer (CDO). Each Company in the 4/C Midshipmen Regiment, including Tango Company (once open), 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 4/C Midshipmen 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/inspection within their area of responsibility at least once per hour unless otherwise engaged. Logs any irregular activity or condition and the appropriate action taken to correct said condition. Additionally, CDOs will check on all SIQ and remaining personnel on deck with their CMOD or another available detailer in Company at every hour round/inspection.

(6) Conducts daily room inspections within their Company, as passed by MOOW.

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

(8) Assume the responsibilities of the Company Mate of The Deck during events which are mandatory for all 4/C Midshipmen as defined in the Plebe Summer Schedule. During these

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times, the CDO will remain in Company spaces and tour those spaces at least every 30 minutes.

f. Company Mate of the Deck (CMOD). Each Company in the 4/C Midshipmen Regiment, with the exception of Tango Company, will provide a CMOD to patrol/inspect the Company areas from 0545 until 2100 each day. CMODs are responsible for midshipmen security within their Company area. CMODs shall question any civilian in Plebe Summer spaces asking for proper identification and purpose, and conclude by logging the incident. 4/C Midshipmen normally stand this watch, except during mandatory events for 4/C Midshipmen 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 Naval Academy Prep School-sourced 4/C Midshipmen qualify as CMOD upon arrival in Company area. Only qualified 4/C Midshipmen, who have completed their CMOD PQS, shall stand the watch. The CMOD PQS qualification card to be used for Plebe Summer will be distributed to the Company Admin Officers. Figure 3-2 depicts the card that will be utilized for qualification.

g. Roving Security Watch (Brigade Security Rover – Plebe Summer). One Plebe Detail upper-class 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 Midshipmen Regiment from 2100 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.

h. Colors Detail. Naval Academy Summer Programs (NASP) will provide morning and evening color details until I-Day plus seven. After I-Day plus seven, Plebe Summer will provide one 1/C and 12 4/C Midshipmen for morning colors detail, but NASP will continue to man the evening and Halsey colors details. Tecumseh Court and Larson Hall require 12 midshipmen with one supervisor for T-Court. The Colors Detail shall muster in Main Office 30 minutes prior to morning colors.

i. Duty Driver-Plebe Summer (DD-PS). Two Plebe Summer Duty Drivers will be used exclusively for the needs of the 4/C Midshipmen 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.

(1) The Duty Driver watch will be split between Temporary Assigned Duty (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

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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.

(2) The Duty Driver-Plebe Summer shall ensure that Plebes sit in the far back of the vehicle to maintain social distancing. The Duty Drivers will be issued cleaning supplies to sanitize the vehicle after each trip. If available, disposable sheets will be placed on the vehicle's seat, and replaced after each use.

j. Midshipman in Charge of Main Office (MCMO). 4/C Regiment will not stand MCMO.

k. Main Office Messenger (MOM). 4/C Regiment will not stand MOM.

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 Anti-Terrorism/Force Protection readiness. Therefore, the following will be posted at a minimum in the vicinity of 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, and 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/inspection of their Company Area of Responsibility (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 activities 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 strongly encouraged.

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

Plebe Summer Watch Organization Chart

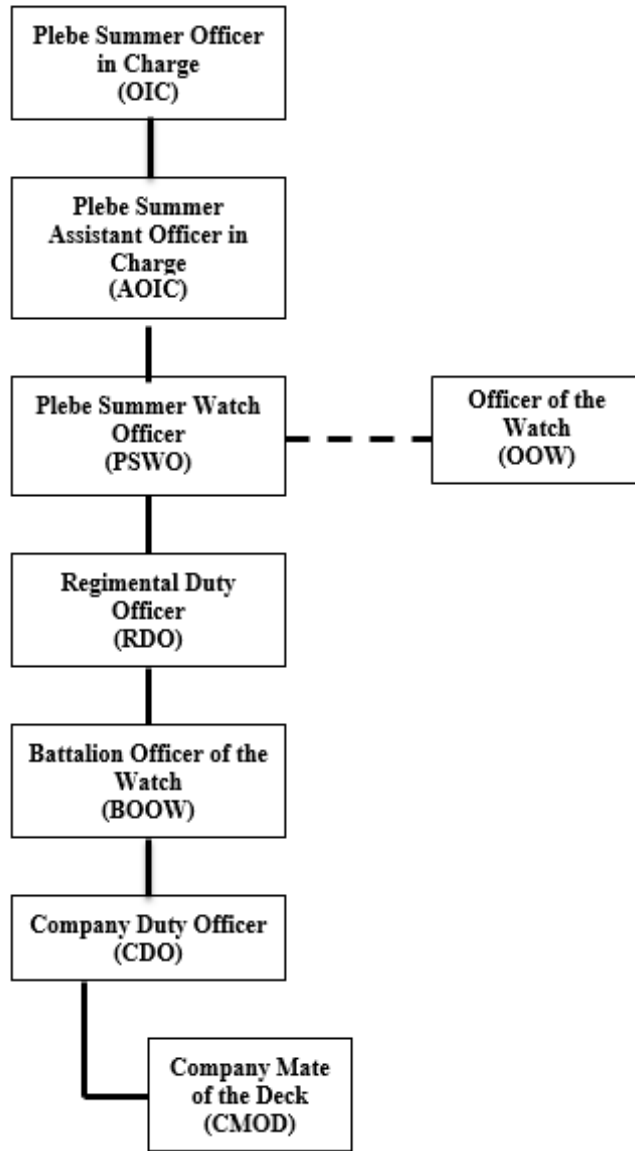


Figure 3.1. Plebe Summer Watch Organization Chart

- d. Any consumption of alcohol must cease 12 hours prior to assuming the watch.

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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-5 USN/O-4 USMC, 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 3.2. Company Mate of the Deck Qualification Card

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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 U.S. 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, spraying, 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.

d. Training methods used in order to correct deficiencies that are not included in this instruction shall be reviewed and approved verbally by CO/SEL prior to utilization. Methods must be specific, purposeful, and must use good judgment.

2. Physical Contact. **Physical contact with trainees 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. Whenever possible, detailers and instructors shall notify the 4/C Midshipmen or individual under instruction prior to making physical contact for the purpose of professional military education or correction. 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/ensure the safety of a 4/C Midshipman.

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e. Attend to an injured 4/C Midshipman.

f. Defend oneself from an assault by a 4/C Midshipman. Contact is only allowed if all options are exhausted and no alternative exists to prevent the assault. Utilize the minimum force required for self-defense.

g. Detailers and staff should note that any contact between individuals under instruction, even for support or comfort, could be misconstrued, perceived negatively, or viewed inappropriately. Staff and detailers should always balance the risk and/or benefits of their actions prior to execution.

3. Use of Social Media. Due to the ever-growing presence and influence of social media, detailers shall be prohibited from posting images and videos of Plebe Summer on any social media platform.

4. Under no circumstance will detailers create a “5th Squad” to segregate underperforming 4/C Midshipmen.

402. **RULES TO ENHANCE PROFESSIONALISM AND PREVENT FRATERNIZATION**

1. Detail and staff shall refrain from using profanity during Plebe Summer. Fraternization with any 4/C Midshipmen is prohibited per reference (h).

2. Detail and staff shall address 4/C Midshipmen by last name, billet (e.g., “Plebe”) or Mr./Miss. Detail shall not use profane and racially or ethnically degrading language to address a 4/C Midshipman or individual under instruction. Detail shall not use degrading nicknames or nicknames that highlight differences amongst 4/C Midshipmen nor shall upper-class use nicknames due to a lack of effort to pronounce a 4/C Midshipman’s correct name. At no time shall a 4/C Midshipmen or any individual under instruction call a detailer or staff member by a nickname.

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 U.S. Naval Academy other than their own, including the detailer’s rooms. When appropriate, counseling should be executed in a designated area of the passageway.

5. The Detail will not develop or form non-professional, personal, or social media friendships and/or relationships with 4/C Midshipmen or any individuals under instruction that will be detrimental to good order or discipline. All contact is strictly limited to a professional military relationship. Use of any real-time electronic communication with a 4/C Midshipman will be reserved for professional purposes. This includes, but is not limited to, instant messaging, chat rooms, social networking sites, texting, or any comparable mode of communication. However, messages between siblings or other close blood relatives, e.g. first cousins, regarding family

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matters shall normally be considered a professional purpose when an in-person meeting is impractical. Any such message must be professional in nature and respect the differences in position. Detailers and staff should note that the perception of non-compliance, favoritism, or an unduly familiar relationship will result in an immediate investigation and potential disciplinary action, per COMDTMIDNINST 1610.2K – Conduct Manual.

6. The detailer shall know the Plebe Rates In Accordance With (IAW) Appendix A sections 4, 5, and 6. This will ensure that detailers are subject matter experts in the information they are requiring the Plebe Regiment to know and understand.

Note: Some of the Plebe Rates are not necessarily applicable to the detailers. Detailers are expected to use good judgment and consensus when deciding to exclude a rate from their knowledge.

403. COUNSELING GUIDELINES

One-on-one interaction and counseling require careful consideration. Detail staff members shall counsel their 4/C Midshipmen in plain view in the passageway to preclude the appearance of impropriety. Detail staff should utilize the Midshipman Development Report (MDR) as a guide for topics or traits to discuss. **If a counseling session requires additional privacy, the Detailer shall contact their CO or SEL to make arrangements to conduct the counseling session.**

404. FINANCIAL REGULATIONS

Detailer shall not:

1. Collect funds from 4/C Midshipmen for any purpose.
2. Purchase items, either with own funds or collected funds, for any 4/C Midshipmen at the Midshipman Store or in town. Detailer 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. Mealtimes are considered an extension of training times with the following provisions:
 2. Detailers and their plebes are expected to arrive promptly at their company's designated King Hall entrance:
 - a. Detailers are responsible for opening and closing doors and must sanitize the doors before and after handling.
 - b. The detailers and their plebes will enter and exit King Hall as a Company in a single file

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line in the middle of the main passageway.

c. Upon entering King Hall, Squads will report directly to their assigned tables.

3. No anchor announcements will take place prior to meals. 4/C Midshipmen will take seats and sanitize their hands upon instruction from their Squad Leaders. No plebe or detailer will be permitted to retrieve items from the alleys or anywhere else other than their Company's tables. Requests can be submitted ahead of time to have special items placed on the tables. This process will be put out at a later time. In order to comply with the strict mealtimes, detailers are not permitted to rate plebes during meal times. 4/C Midshipmen will stand up, retrieve gear, and sanitize upon instruction from their Squad Leaders.

2. 4/C Midshipmen shall:

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. Sit at attention on the front four inches of their 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 detailer 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. Detailers 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. Detailers shall implement 10-15 minutes of quiet time at their tables to allow meal consumption by the entire Squad, if individuals are unable to consume their meal in time.

5. Detail members will not prevent the 4/C Midshipmen 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 or potentially damages equipment/furniture.** Detail members will not withhold dessert or imply that dessert is a

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“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.

406. **BOWIE BAYSOX GUIDELINES.** Attendance at a baseball game during 4/C Midshipmen Indoctrination has long been a Plebe Summer tradition. All Detailers and staff should recognize there are unique challenges associated with participation in “Navy Night” at the Bowie BaySox minor league game. The Commander’s intent is to maintain accountability and enforce professionalism at all times while allowing the 4/C Midshipmen Regiment a much deserved opportunity to represent the U.S. Naval Academy in a manner and fashion that brings credit, increased pride and confidence in the U.S. Navy. The Detail shall:

1. Not act in an unprofessional manner that will bring any form of discredit on the U.S. Naval Academy or naval service.
2. Maintain good order and discipline within the 4/C Midshipmen Regiment and ensure the 4/C Midshipmen are not “mingling” or “loitering” around the concession area before or after purchasing food/drink or using the head facilities.
3. Minimize 4/C Midshipmen interaction with members outside of the Plebe Summer Staff. Detailers will enforce this rule and monitor outside member interaction appropriately (i.e Ask the outside member, politely, to refrain from speaking to a member of the 4/C Midshipmen Regiment).
4. Sit with their designated Company, in their designated area, and enforce all Plebe Summer rules and regulations in a professional manner according to the SOP.

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CHAPTER 5 - PLEBE SUMMER RULES AND REGULATIONS**501. LIBERTY POLICY**

1. Liberty is a device for relaxation and decompression. Safe and productive execution is predicated upon good organizational and individual pre-planning. "Liberty as a mission" is a mindset that requires all detailers and staff to plan every aspect of their liberty and analyze possible risk to ensure all return fully mission capable with their honor clean.

2. Liberty may be granted at the discretion of the CO/SEL/Company TAD 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 overnight at the same time.

b. Companies will maintain a minimum of five detailers on deck, with a maximum of three detailers on liberty at any given time. The five detailers must consist of midshipmen fit for duty (not SIQ, etc.). Liberty begins at CO's discretion and ends at 2330.

c. Each detailer shall take a minimum of two overnights and may take a maximum of six overnights during the set. Overnights will not be taken concurrently and will be spread out.

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/SEL's discretion and ends at 1130 the next day. Company Commanders shall provide an overnight plan and schedule to their CO/SEL.

e. Detailers and Staff shall not wear civilian attire in Plebe Summer Regiment spaces. The Uniform of the Day (or better) or approved Plebe Summer Physical Training gear are the only authorized attire in Plebe Summer Regiment spaces (Detailers must change from civilian clothes into approved uniform prior to entering Plebe Summer spaces). As a part of the civilian-to-military indoctrination, the intent is to minimize any likelihood that the 4/C Midshipmen recognize Plebe Summer detailers or staff in civilian attire anywhere on the U.S. Naval Academy. This is a measure to ensure professionalism and protect detailers and staff.

f. Companies will maintain a liberty log that accounts for all Detail members off deck while not engaged with 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.

h. All unit commanders reserve the right to secure liberty for any individual(s) under their authority at any time.

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502. ALCOHOL AND TOBACCO USE

1. Tobacco Use. Plebe Summer is tobacco-free. Personnel assigned to Detail for the 4/C Midshipmen 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. 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, unless specifically sanctioned by the Plebe Summer OIC (i.e. Superintendent's Barge Cruise).

d. Midshipmen detailers of legal drinking age may consume alcohol only while on overnight liberty. Alcohol consumption must terminate by 2100 prior to returning to Bancroft Hall. Detailers must be free from all effects of alcohol prior to any interactions with the Plebes. Any detailer that violates the alcohol regulations will be relieved of their position immediately.

503. UNIFORMS

1. The Plan of the Day provides the final uniform guidance (to include Navy and Marine Corps staff uniforms) for each event; however, the detailer should anticipate the following schedule:

<u>DAY</u>	<u>UNIFORM OF THE DAY</u>	<u>WORKING UNIFORM</u>
I-DAY - TD14	WW "E"	WW "E"
TD15 - Reform	WW "A"	WW "E"

Uniform	Shirt	Trousers	Cover	Necktie	Shoes	Socks	Undershirt
White Works "A"	White Jumper	Working White	White Combination Cap	Neckerchief	Black	Black	Crew Neck
White Works "E"	White Jumper	Working White w/ Blue Gym Shorts	Blue Rim White Hat	None	White Gym	White Gym	Blue Rim T-Shirt

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White Works "E" for PE	White Jumper	Working White w/ Blue Shorts or Swimsuit	Blue Rim White Hat	None	White Gym	White Gym	Blue Rim T-Shirt
PE Gear	Blue Rim T-Shirt	Blue Gym Shorts w/ Compression Short	None	None	White Gym	White Gym	None
NWUs	NWU blouse	NWU trousers	NWU cover	None	Black Leather boots	Black boot socks	Blue Rim T-Shirt

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

2. Incoming plebes that are not fully vaccinated are required to wear masks at all times except in the following cases:

- a. While one is actively conducting Physical Training.
- b. While one is in their assigned room, and no non-roommates are in the room.

504. ROOM STANDARDS

1. All detailers and midshipmen assigned to the 4/C Regiment will maintain their rooms in accordance with reference (f) guidance. Detailers and 4/C Midshipmen rooms will remain in Bravo Condition or higher at all times with the exception that detailers may close the door to their assigned rooms as long as any individual who is not an assigned roommate is not present in the room. Doors to 4/C Midshipmen rooms will remain fully open from reveille until taps unless someone is showering or changing. Following the conclusion of Blue and Gold, 4/C Midshipmen 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 will then 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 Naval Academy Summer Seminar 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 physical education attire at all times when training or interacting with 4/C Midshipmen. To the greatest extent possible, all personnel should minimize the wear of civilian

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attire within sight of 4/C Midshipmen. Civilian clothes are not authorized for wear in Plebe Summer spaces.

2. Visiting Upper-class not on the 4/C Midshipmen Regiment Detail. 4/C Midshipmen will not visit the room of an upper-classman that is not a member of the 4/C Midshipmen 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 SEL. This restriction includes visits to or from siblings who may be assigned to the U.S. Naval Academy. The same restrictions apply to telephone calls.

3. Detailers may not visit their plebes at hospitals/urgent care clinics unless in the case of an emergency.

a. Detailers visiting their plebes at the hospital/urgent care clinics shall wear Service Khaki. For emergent situations, escorts may wear physical training uniforms.

4. 4/C Laptop Use. To ensure proper computer use and protect the Plebe Summer environment:

a. Anytime a plebe is in possession of their electronic device (i.e. laptop) they will be in the Company area passageway.

b. Plebes will sit in their issued chairs facing the wall during all virtual training and/or writing of Plebe Daily Journal.

c. Once training is complete and/or they have submitted their Plebe Daily Journal, they will close their laptop and return it to their detailers.

d. Detailers are responsible for the safe transfer and storage of laptops while in their possession.

e. The above guidelines apply to virtual meetings with coaches and other personnel not mentioned in section 505.4.f of this instruction.

f. The only exceptions will be for virtual Chaplain, Midshipmen Development Center, and/or medical appointments. Privacy shall be granted to the plebes during any of these scheduled appointments.

5. Storage of 4/C Midshipmen Personal Items (civilian clothing, bags and sports equipment).

a. Squad Leaders will collect all personal items, civilian clothing, bags, and sports equipment from their 4/C Midshipmen on I-Day. Company SELs will establish a secure storage location for these items. All individual items will be labeled with the midshipman's last name and alpha number. **Detailers will inventory and catalog 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 confidential lockers. The CO or SEL will review and sign the inventory prior to securely stowing the valuable items.**

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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 CO/SELs at the end of the summer for storage/shipment of remaining civilian clothing, etc. Academic Year staff is responsible for ensuring that these items are shipped home or taken to sponsors.

6. Personal Time. **Detailers will not violate personal time unless specifically authorized by the CO or SEL.**

7. Prohibited Activities. Events that violate dignity of individuals or the training environment are prohibited. Invisible chairs, swims to Baltimore, clamping-on, swirlies, 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, wall sits, room tornadoing and midshipmen grenades or other acts that require undue physical or emotional stress are strictly prohibited. If in doubt, seek approval from COs or SELs.

8. 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.

9. Reveille. Detailers will wake up 4/C Midshipmen by yelling “LIGHTS, LIGHTS, LIGHTS” and a time to be ready to execute the first evolution of the day. Only during the last week of Second set may Detailers use music to wake up 4/C Midshipmen.

10. Marching. The following will be the standard throughout Plebe Summer:

a. Detailers shall only call cadence.

b. Cadence will be called when a formation is marching.

c. Route step marching will only be used when a formation needs to expedite travel in order to meet a required timeline.

d. Sing-song cadence e.g. “Hey, Hey Captain Jack” will only be used during drill or PT.

11. Guidons. Guidons are used to identify a unit and shall be brought to every evolution.

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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 introductory speech after the Oath of Office Ceremony at the designated time on Oath Day and *before* any training is executed. 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. THEY 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. THESE QUALITIES MUST BE ENGRAVED IN YOU AS YOU MAKE THIS VERY IMPORTANT 47-MONTH JOURNEY AT THE NAVAL ACADEMY. EVERY PLEBE HERE CAN JOIN THE BRIGADE OF MIDSHIPMEN IF THEY DEVELOP SELF-DISCIPLINE AND MORAL INTEGRITY. WE WILL MAKE EVERY EFFORT TO TRAIN YOU. STARTING NOW, YOU WILL TREAT ME AND ALL OTHER MIDSHIPMEN, SENIOR ENLISTED LEADERS, AND OFFICERS 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, _____, SENIOR ENLISTED LEADER _____, OR ASSISTANT COMPANY OFFICER _____. MY SQUAD LEADERS, STAFF, 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 THEIR 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.

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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 TREMENDOUS 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 Oath 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 for the entire Company IAW the Plan of The Day on TD-1. Detail should note, this evolution can be disorienting to fatigued plebes and injuries have occurred. Unit Commanders must leverage everyone as safety officers during this important and mandatory training event. Companies will report completion of emergency evacuation drills to the RDO 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 primary 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 commences 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. Detailers 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. In addition to the scheduled periods of instruction, time is available for preparing 4/C Midshipmen for subsequent training (e.g., academic placement exams). Detailers should always use any free time productively. Squad Leaders/Company Commanders must prepare and submit weekly training plans for use of unscheduled time to CO/SELs for Battalion Officer’s approval as required. Appropriate uses of time include, but are 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

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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 4-Stripers and above.
- Chop to the right, on the last white tile, in the outermost portion of the P-way without touching the grey tile or the bulkhead. Plebes shall avoid contact with those chopping in the opposite direction and those standing on the bulkhead. Detailers will walk in the center of the passageways in order to maintain social distance from plebes.
- 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, Memorial Hall, Smoke Hall, 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 upper-classman, 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 their room.
- Address all male upper-class and officers as “Sir” and all female upper-class and officers as “Ma’am.”
- Address all SELs by their appropriate rank.
- 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 except when attending to personal hygiene.
- 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

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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.
- Focus on drinking liquids at the table during meal, and be encouraged to hydrate throughout the day.
- Remain seated in King Hall until 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 Master Training Schedule provides the Daily Training Schedule. The Plan of the Day is a separate document to combine all events on the Yard. Plebe Summer is executed per the Master Training Schedule. 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 BUPERSINST 1730.11. Accommodation of a member's religious practices cannot be guaranteed at all times and is subject to military necessity. Where there is a request for a religious accommodation, it must be routed to the Plebe Summer Regimental Chaplain within 24 hours of the request. Timeline for decisions will be in accordance with BUPERSINST 1730.11.

2. Religious Observances/Worship Services

a. Chaplains’ receptions take place before or after Chapel services on Sundays in the Mitscher Hall Lobby 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 be seated with their Companies but must be at least 6 feet from the 4/C Midshipmen of other Companies. The Regimental Chaplain Liaison will be responsible for ensuring these social distancing guidelines are met.

c. Protestant Christian and Roman Catholic Observances. 4/C Midshipmen may voluntarily

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attend Chapel Services IAW Plan of the Day with time in between services for the Chapel to be cleaned.

d. Jewish Observances. 4/C Midshipmen may voluntarily attend Jewish Shabbat services in the Miller Chapel on Fridays IAW the Plan of the Day.

e. Muslim Observances. 4/C Midshipmen may voluntarily attend Friday Jumah prayer in the Laboon Center on Fridays IAW the Plan of the Day.

f. Orthodox Observances. 4/C Midshipmen may voluntarily attend Orthodox Christian Services virtually on Tuesdays IAW the Plan of the Day.

g. Saturday Sabbath Observations. Seventh Day Adventists, Church of God (7th Day), and Seventh Day Baptists celebrate the Sabbath on Saturdays. 4/C Midshipmen may request to attend services virtually on Saturday.

h. Hindu Observances. 4/C Midshipmen may voluntarily attend Friday evening prayer in Laboon IAW Plan of the Day.

i. Buddhist Observances. 4/C Midshipmen may voluntarily attend a Sunday gathering in Miller Chapel IAW Plan of the Day.

j. Church of Jesus Christ of Latter Day Saints Observances. 4/C Midshipmen may voluntarily attend in Stein Fellowship Hall on Sundays IAW the Plan of the Day.

k. Other Faith Observances. Every effort will be made to accommodate requests from 4/C Midshipmen who adhere to a faith not already mentioned in this SOP and in compliance with SECNAVINST 1730.8 series.

l. Religious Extra-Curricular Activities. Will be offered virtually for 4/C Midshipmen to attend from their rooms prior to, or following services.

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

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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 Detailers.

4. Chaplain Appointments

a. Chaplains are available for routine counseling between PEP and Blue and Gold. 4/C Midshipmen who desire to see a Chaplain will submit requests through their chain of command. The chain of command will ensure that the 4/C Midshipman has met with a Chaplain within 72 business hours of their request unless it is an emergency. Detailers will have shared access to the calendars of the Plebe Summer chaplains with visibility of available time slots. Unless a specific Chaplain is requested, appointments shall be made with a Chaplain as specified below. If an appointment with that Chaplain is not available within the 72-hour time window, Company staff will arrange for an appointment by contacting the Plebe Summer Duty Chaplain at 410-320-9274.

b. The Battalion Chaplains and their corresponding companies are as follows:

(1) Chaplain Short, 1st Battalion Chaplain: Companies 1-5.

(2) Chaplain Ballaban, 2nd Battalion Chaplain: Companies 6-10.

(3) Chaplain Kostka, 3rd Battalion Chaplain: Companies 11-15.

(4) Chaplain Dundon, 4th Battalion Chaplain: Companies 16-20.

(5) Chaplain Whitfield, 5th Battalion Chaplain: Companies 21-25.

(6) Chaplain Howe, 6th Battalion Chaplain: Companies 26-30.

c. The Plebe Summer Duty Chaplain is available after hours for emergency counseling or any situation requiring chaplain support. The Plebe Summer Duty Chaplain can be reached at [410-320-9274](tel: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 Academy 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. There should be minimal delay in getting mail to 4/C Midshipmen. Plebe Detail staff will track those who have not received any packages to

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ensure packages are being provided at least 2-3 weeks. Special care packages are available through the Chaplain organization for those who have not been receiving mail.

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, over-the-counter medicine, caffeinated beverages, 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. Detailers 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 CO/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 that 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 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. All excess food items may be stored in a designated company community storage container that will be maintained by the CO/SEL.
7. Those receiving mail can handle it as normal but should take care not to touch their face, eyes, or nose until after hand washing. All Plebes and detailers should wash their hands after handling mail.

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

1. The evolutions outlined below are authorized in order to support accomplishing the objectives of the 4/C Indoctrination System outlined in Chapter 1. This instruction provides the necessary task/purpose and description to include limitations and restrictions.
2. Participants. Only Upper Class Midshipmen specifically assigned to the 4/C Regiment may

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participate in 4/C Midshipmen Indoctrination. Actions permitted are delineated in this article.

3. Squad/Company Fall-In. Squad/Company fall-in is 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/C Midshipmen shall not physically hit a bulkhead outside of Company spaces. They can still be instructed to "HIT A BULKHEAD" anywhere inside of Bancroft Hall but may only come in contact with the bulkhead if they are in company spaces.

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 or Company levels; they may also occur for an individual during Extra Military Instruction. The Company Commander or Executive Officer will supervise Company 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. The Detail will conduct a uniform inspection with every uniform race to ensure uniforms are worn properly.

e. Uniform races shall not 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 8.5 x 11-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 voluntarily resigned or moved out of their room based on a sports/Naval Academy Athletic Association requirement, CO/SELs will approve individual room changes.

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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, Executive Officer, and Company Commander in the 4/C Midshipman's direct chain of command may assign EMI and it is given only to 4/C Midshipmen who require such instruction.

b. COs or SELs may issue EMI to 4/C Midshipmen as deemed appropriate. Company Midshipmen leadership shall request permission to their CO/SEL prior to executing any forms of EMI.

c. EMI should result in a 4/C Midshipman becoming proficient in areas where there is a noted deficiency relative to standards. Physical Training is not used as EMI. The detail member administering EMI must provide guidance/feedback 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 Midshipmen Regulations (MIDREGS) and give presentation to classmates.
- Have individuals with poor standards inspect classmates' rooms.
- Have Plebe instruct their 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 the 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 midshipman and naval officer to maintain a good uniform to well represent the U.S. Naval Academy and the US military.
- Conduct uniform races.
- Order plebe to give professional knowledge report from the 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

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- 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 Upper-class

- 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 Company.
- 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 members 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.
- Have plebe explain the importance of professional knowledge as an officer in the Fleet.
- Require the plebe to conduct a professional report to his fellow classmates.
- Require knowledge of extra rates.
- Instruct plebe with adequate rate knowledge to instruct individuals who are deficient.

Bearing

- Instruct plebe to read Medal of Honor citation and explain the seriousness of military training to classmates.
- Require eating square meals in King Hall.
- Order plebe to explain the Company chain of command why they came to the U.S. Naval Academy and how their attitude is detracting from the training environment.

Failing to Chop Properly

- Have plebe square corner multiple times or chop completely around the metal deck plate, squaring each corner of it.
- Have plebe explain the importance of attention to detail as a naval officer.
- Emphasize that Chopping is a testament to one's integrity. Knowing to do the correct action when no one is looking.

Failure to meet obligations on time

- Require plebes to show up earlier to meet obligations.
- Have plebe explain to classmates why punctuality is important in the Fleet.
- Have plebe write down plan for daily events to manage time and meet mandatory deadlines.

Consistently forgetting items

- Require plebe to carry larger, more awkward items (e.g. Ships and Aircraft if they constantly forget their Reef Points, etc.)

Sleeping during briefs

- Stand through the remainder of the brief and the next brief.
- Write an apology letter to the briefer (delivery dependent upon briefer's rank).

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Applies to all deficiencies and overall lack of performance

- Comearounds with upper-class during Company Commander time.
- Informal or formal counseling.
- 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. As with every evolution, safety is paramount to the training purpose. Prudent judgment shall always be utilized.

609. GREY SPACE PLANNING

1. Grey space is defined as that time in which a Company does not have an event scheduled on the Master Training Schedule. 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 Company will complete the Cemetery Run DPT as outlined in Chapter 9 of this instruction.
- c. The following are examples of effective use of Grey Space for purposes of professional and character development, to include 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/Company 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

Sailing Exam

Conduct Company level review

Allot time for group and individual study

Regimental Athletic events

Allot time to develop spirit building materials

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Company Drill Competition

Practice and review Drill Manual and Competition Card

Character Development Speakers that have been authorized by Plebe Summer OIC

Discuss biography of the speaker

Discuss potential topics

Conduct a follow-up discussion about each speaker afterward

Plebe Rates Competition

Practice rates and select the best Plebe to represent the Company in the contest

Memorial Hall Tour

USS Maine Mast Tour

Mexican War Monument Tour

Life & Leader Points provided by the Chaplain Corps

CO/SEL approved inspirational topics

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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.

Report	From	Via	To	Due Dates ¹
Valuables Storage Inventory	Squad Leader	Company Commander	CO/SEL	NLT TD 2
4/C Bio Information Sheet	Squad Leader	Company Commander	CO/SEL	First Set: update NLT TD 3 as applicable. Second Set: update NLT TD 24 as applicable.
4/C Midshipman Initial Counseling	Squad Leader	Company Commander	CO/SEL	First Set: NLT TD 15 Second Set: NLT TD 27
4/C Midshipman Evaluation Record and Final Counseling (Fig 7.2)	Squad Leader	Company Commander	CO/SEL	1) 3 days prior to the end of First set. 2) 3 days prior to the end of Second set.
Plebe Daily Journal (PDJ)	4/C Midshipman	CoC	OIC	Daily prior to Taps
Daily Physical Cycle Reports	Company Commander	N/A	CO/SEL	Daily by 2359
Weekly Grey Space Training Plan	Company Commander	N/A	CO	By Friday of each week
Weight Report	Company Commander	N/A	CO	By Wednesday of each week

Figure 7.1. Schedule of Required Reports

¹ “Due Dates” refer to the date the report is due to the final approver listed in the “To” column.

Note: This is NOT the date in which the routing process should begin. Allotted time for routing through the chain of command must be taken into consideration.

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702. DAILY REPORTS

1. Plebe Daily Journal (PDJ). Provide the Commandant of Midshipmen, OIC, and necessary stakeholders with insight and early detection of potential problems. These important reports will be completed daily by each 4/C Midshipman. The PDJs will be collected by the Squad Leader prior to Taps each night. Plebe Daily Journal entries will be submitted electronically via Google Form. Plebe Daily Journal entries will be thoroughly reviewed by the chain of command. After a close review, the Company Commander/Executive Officer will make a recommendation to the CO/SEL regarding the labeling of the PDJs. The CO/SEL will make the final determination and each PDJ will be assigned one of the following labels:

a. A Red PDJ causes concern for the physical safety of the plebe (and potentially Detailers/Staff) and requires immediate notification (via email and phone call) of the CO/SEL and for the detailers to take appropriate action to ensure the safety of the plebe. The Battalion Officer will inform the OIC and AOIC (if required inform the Chaplain and Midshipmen Development Center) as soon as possible via email and follow up with a telephone call Not Later Than (NLT) 0700 the next day.

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

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

All PDJs will be routed to the CO the morning after they are written. COs or SELs will enter all red and yellow PDJs and three green PDJs into the PDJ Google document by 0900 daily. Battalion Officers will collect and submit to the AOIC by 1100 daily. All red and yellow TODs will list the action taken with the PDJ submission. After review, the AOIC will forward to the OIC with recommended action. The OIC will forward all Red and Yellow PDJs to the Commandant of Midshipmen via the Deputy Commandant of Midshipmen. PDJs that provide feedback to other Plebe Summer supporting establishments such as Waterfront Readiness, Weapons Detail, Physical Education (PE), Honor, etc., will be forwarded via the AOIC.

2. Training Highlights provide the opportunity for CO/SELs to see areas of success and needs for improvement from the Company detailers. Every Company shall provide a daily Training Highlight with one positive aspect and one area of improvement from the Detailer staff. All Training Highlights will be evolution based e.g. O-Course, log PT, sailing class.

703. WEEKLY REPORTS

1. Weekly weight reports. Each midshipman's weight can gradually or drastically change week to week during Plebe Summer. To ensure proper weight tracking, an initial weigh-in will be conducted on TD-1. Weigh-in reports begin during the second week of Plebe Summer.

a. The Company staff shall refer midshipmen sustaining weight losses of 3% or more of their I-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

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to Medical for evaluation.

b. The 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 CO 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. Discretionary Physical Training (DPT) proposals. Chapter 9 contains full requirements for submission of DPT proposals.

3. Workout and Drill Accountability. Before the execution of workouts and drill that include the entire 4/C Regiment accountability will be taken. During workouts all midshipmen will count off at double arm intervals. During drill accountability will be taken in drilling formations. The Company Commanders will make reports to the Battalion Commander. When the Battalion Commanders have both made reports to the Regiment Commander, the Regiment Commander will authorize commencement of the event.

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

1. Evaluation Report

a. Squad Leaders will complete an evaluation in accordance with Figure 7.2 on each 4/C Midshipman in their Squad, documenting the 4/C Midshipmen performance for both First and Second set.

b. During the last week for both First and Second set each 4/C Midshipmen will be given a copy of their evaluation in accordance with Figure 7.2 and debriefed by the Squad Leader.

c. In accordance with Figure 7.2 evaluator will be designated as Squad Leader.

d. In accordance with Figure 7.2 reviewing officer will be designated as Company Commander.

e. CO/SELs are responsible to ensure each 4/C Midshipmen has a completed evaluation in accordance with Figure 7.2 in their training jacket for both First and Second set.

4/C EVALUATION FORM

MIDN 4/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 Honor,” and “Works really hard.” Instead, provide specific examples from their accomplishments that illustrate their level of performance in each of these areas.

Moral:

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

Mental:

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

Physical:

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

Figure 7.2. 4/C Evaluation Form (page 1)

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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)

(Use back as necessary)

Midshipman: _____
Signature Date

Evaluator: _____
Signature Title Date

Reviewing
Officer: _____
Signature Title Date

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AND CRIMINAL PENALTIES**

Figure 7.2. 4/C Evaluation Form (page 2)

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2. 4/C Midshipman Biographical Information Sheet (Figure 7.3). 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 7.4). Squad Leaders shall complete formal counseling a minimum of two times each set (initial and final) using figure 7.3 as a guide. Executive Officers review, initial, and forward the records to the Company Administrative (Admin) Officer. The Company Admin Officer ensures prompt completion of the forms, compiles them, and forwards them to the CO 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 Admin Officer transfers them to the performance/training jackets under Tab B.

a. Unit leaders use sections one and four of this form to document any counseling.

b. COs 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 CO/SEL, Company Commander, Executive Officer, and Squad Leader to remediate the 4/C Midshipman.

(3) The CO/SEL, Company Commander, Executive Officer, and Squad Leader's recommendation for future disposition of the midshipman.

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4/C MIDSHIPMAN BIOGRAPHICAL INFORMATION

PERSONAL INFORMATION		
Name	Alpha Code	Company
	Date of Birth	Place of Birth
High School Attended	College (if any)	Home of Record
FAMILY INFORMATION		
Mother's Name	Father's Name	Marital Status (optional)
Mother's Occupation	Father's Occupation	Parents' Email Address
Number of Siblings	Brother(s)	Sister(s)
Home Address		Home Phone Number
Military Background (prior service, relatives in service, JROTC, etc.)		
PERSONAL INTERESTS		
Hobbies		
Sports		
ECAs		
Other		
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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PENALTIES

Figure 7.3. 4/C Midshipman Biographical Information Sheet (page 1)

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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Figure 7.3. 4/C Midshipman Biographical Information Sheet (page 2)

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706. APTITUDE BOARDS

1. Company Commanders may recommend convening a Company Aptitude Board to the CO 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.

COs/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 jacket. Company Aptitude Boards shall contain a minimum of three Detailers as voting members from the Company. The number of additional voting members of the board is at the discretion of the CO/SEL. The Company Commander, supervised by the CO/SEL, serves as the senior member.

2. Battalion and 4/C Midshipmen Regiment Aptitude Boards are convened by the Battalion Officers or OIC as appropriate. Regimental and Battalion Commanders may recommend convening aptitude boards at their level as the situation warrants. Of note, midshipmen forwarded by the Battalion Aptitude Board will be seen by the 4/C Regiment Aptitude Board, and midshipmen forwarded by the 4/C Regiment Aptitude Board will be seen by the Brigade Aptitude Board. The Brigade Aptitude board is conducted in accordance with reference (a).

a. Battalion Aptitude Boards consist of the Battalion Officer (senior member), two COs from the Battalion, one SEL, and the Battalion Commander as voting members. The respondent's CO or SEL will brief the case, with the respondent's Company Commander, Executive Officer, and Squad Leader in attendance.

b. 4/C Regiment Aptitude Boards consist of the OIC (senior member), two 4/C Regiment COs, the 4/C Regiment SEL, and the Regiment Commander as voting members. The respondent's CO will brief the case, with the respondent's Company Commander, Executive Officer, and Squad Leader in attendance.

3. Justification for convening an aptitude board may include:

a. Per reference (a), any 4/C Midshipman that is assigned a grade of D in aptitude in both sets of Plebe Summer, must be reviewed by the 4/C Midshipmen Regiment Aptitude Board. For this reason the assignment of a second D in aptitude to a 4/C Midshipmen during Plebe Summer must be considered very carefully. In the event a second D is justified, the 4/C Regiment Aptitude Board must be convened as soon as possible, but by no later than August reform of the brigade.

b. Continued, documented poor performance (e.g. rate knowledge, room/uniform standards, etc.).

c. Continued poor attitude.

d. Overall lack of aptitude for commission.

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- e. Other situations identified by the Company Staff with CO/SEL approval.
- f. Repeated suicidal ideations.

4. Aptitude Boards and potential outcomes:

Board Level	Potential Outcome
Company	1) Return to training 2) LOI and return to training 3) Forward case for further consideration
Battalion	1) Return to training 2) LOI and return to training 3) Forward case for further consideration
Regiment	1) Return to training 2) LOI and return to training 3) Forward case for further consideration
Brigade	1) Return to training 2) LOI and return to training 3) Forward case to the Commandant for separation via an Academic Board

5. The Board proceedings should address the following areas:

- a. Reason for attending the U.S. Naval Academy.
- b. Goals for Plebe Summer, Academic Year, etc.
- c. Understanding of the U.S. Naval 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 seven 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.

6. Reach out to respective Battalion Officers for Battalion/Company Aptitude Board script.

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. COs, SELs, and applicable members of the Commandant's Staff (see Figure 7.5) 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, shaven, with a fresh haircut, ready to train and in extraordinary physical conditioning. There will be a Physical Readiness Test (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 MDR

1. Detailers will be evaluated in accordance with their Academic Year class-specific MDR, see reference (a), and will be completed by the individuals listed in Figure 7.5 in accordance with the ranking groups labeled in Figure 7.6.
2. Enter the ranking and the Aptitude for Commission grade. For guidance on who will be included in each ranking category, please refer to Figure 7.6. There are no quotas/restrictions for Detailer aptitude grades.
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.

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DETAILER EVALUATORS AND REVIEWERS

BILLET	EVALUATOR	REVIEWER
REGT CDR	AOIC	OIC
REGT XO	REGT CDR	AOIC
WEAPS BATT CDR	REGT CDR	WEPS OIC
REGT OPS	REGT CDR	OPS OFFICER
REGT ASST OPS	REGT XO	OPS OFFICER
REGT AT/FP OFFICER	REGT XO	OPS OFFICER
REGT PMO	REGT XO	OPS OFFICER
REGT ADMIN	REGT XO	ADMIN OFFICER
REGT ADJUTANT	REGT XO	ADJUTANT
REGT SAFETY	REGT XO	SAFETY OFFICER
REGT HONOR LIAISON	REGT CDR	HONOR OFFICER
REGT HONOR ADVISORS (ED/INV/REM)	REGT HONOR LIAISON	HONOR OFFICER
BATT CHAR ADVISORS	REGT CHAR/HONOR LIAISON	HONOR OFFICER
REGT DRILL OFFICER	REGT XO	DRILL MASTER
REGT CHAPEL LIAISON	CHAPLAIN	REG CHAPLAIN
BATT CDR	REGT CDR	BATT OFFICER
BATT XO	BATT CDR	BATT OFFICER
BATT OPS	BATT CDR	BATT OFFICER
BATT SAFETY	BATT CDR	BATT OFFICER
BATT ADMIN	BATT XO	BATT OFFICER
D&B CDR	REGT CDR	D&B O-REP

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D&B XO	D&B CDR	D&B O-REP
D&B OPS & SQD LDRS	D&B CDR	AOIC
CO CDR	BATT XO	CO OFFICER/SEL
CO XO, CO OPS, ADMIN & SAFETY	CO CDR	CO OFFICER/SEL
SQUAD LEADERS	CO XO	CO OFFICER/SEL
TANGO CO CDR	TANGO SEL	TANGO OFFICER
TANGO CO XO	TANGO CO CDR	TANGO SEL
TANGO CO ADMIN & SQD LDRS	TANGO XO	TANGO SEL

Figure 7.5. Detailer Evaluators and Reviewers

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RANKING GROUPS

Ranking Officer	Individuals in the Ranking Group	# in Group
AOIC	REGT CDR	1
REGT CDR	REGT XO REGT Ops REGT Char and Honor Liaison WEAPS BATT CDR BATT CDRs D & B CDR	1 1 1 1 2 1
REGT XO	REGT Asst Ops REGT Admin REGT Adjutant REGT Drill Officer REGT AT/FP Officer REGT PMO REGT SAFETY	1 1 1 1 1 1 1
REGT HONOR LIAISON	REGT Honor Adv REGT Character Training BATT Char Adv	3 1 2
CHAPLAIN	REGT Chaplain Liaison	1
D & B CDR	D & B XO D & B Ops D & B Squad Leaders	1 1 5
TANGO SEL	Tango CDR	1
TANGO CDR	Tango XO	1
TANGO XO	Tango Admin Tango Squad Leaders	1 4
BATT CDR	BATT XO BATT Ops BATT Safety	3 3 3
BATT XO	BATT Admin Company Commanders	2 7/8
COMPANY CDR	Company XO Company Ops, Safety, & Admin	1 3
EXECUTIVE OFFICER	Squad Leaders	4

Figure 7.6. Ranking Group

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 a duty driver.

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 "Duty Doc" for further direction. If there is however any doubt or a delayed response by medical authorities call 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)

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- (2) Move the individual out of heat/sun.
 - (3) Remove the individual's outer clothing (use discretion).
 - (4) Douse the individual with water, place a cool/ice pack in the groin area, neck, underarms.
 - (5) Fan the individual.
4. 4/C Midshipmen should monitor each other and Detail staff should monitor those in their charge for signs of heat stress.
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/MOOW and Regimental watch section record and pass the WetBulb Globe Temperature (WBGT) Index and Heat Condition to all 4/C Midshipmen Regiment Company areas. The RDO will be in communication with Main Office to ensure the 4/C Midshipmen 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 DETAILERS AND STAFF WILL BE INTIMATELY FAMILIAR WITH REFERENCE (d).** The following is a brief overview of the flag conditions, but in no way relieves Detailers and Staff from familiarizing themselves with reference (d):
- a. All personnel standing watch in Main Office shall know the flag condition at all times.
 - b. Utilize the National Oceanic and Atmospheric Administration (NOAA) WBGT website (<https://www.weather.gov/lwx/wbgt>) to get the current and forecasted WBGT for Annapolis. When on the website, use the WBGT temperature reported on the Current WBGT map under Annapolis.
- NOTE 1: The sensor recording data for Annapolis is at USNA.
- NOTE 2: The WBGT is derived from a combination of temperatures from three thermometers — wet globe for humidity, black globe for solar factor, and dry bulb for the ambient temperature. A wet bulb temperature is measured by taking a thermometer that has a bulb covered by a water-soaked cloth. When air passes over the cloth to evaporate the water, the evaporative cooling shows the wet bulb temperature on the thermometer.
- c. See figure 8.1 to determine the flag condition.
 - d. Watchstanders shall inform their Chain of Command whenever the flag condition changes.
 - e. RDOs should track via the Naval Health Clinic Annapolis Quarterdeck (443-822-2263) for redundancy and to ensure the staff has the most up to date information and then email all

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Plebe Summer personnel of changing flag conditions and hazardous weather.

(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) Midshipmen 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 green 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 yellow 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) Midshipman on Main Office Watch: When condition is set and every hour thereafter make the following 1-MC Announcement: “Bancroft Hall, attention to announcements. Set flag condition red, the following training restrictions are in effect: Non-Air Conditioned 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) MOOW/MCMO: Notify all Plebe Summer personnel via email of the change.

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

(a) Midshipman on Main Office Watch: When condition is set and every half hour

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thereafter make the following 1-MC Announcement: “Bancroft Hall, attention to announcements. Set flag condition black, the following training restrictions are in effect: Drill, SCC, Non-Air Conditioned DPT, PEP, PRT, O-Course/E-Course, Confidence (Tarzan) Assault Course, Outdoor Intramurals. 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) MOOW/MCMO: Notify all Plebe Summer personnel via email of the change.

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.

Evolution	Flag Condition		
	Black	Red	Yellow
WBGTI	≥ 90°	88 – 89.9°	85 – 87.9°
Water Consumption (per hour)	1-1.5 qts	1 qt	1 qt
Uniform Modification (1)	Yes	No	No
Pistol / Rifle	Yes	Yes	Yes
Boating / Sailing / Water Sports	Yes	Yes	Yes
Drill / TAC / SCC	No	Yes (after TD 21)	Yes

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Non-Air Conditioned DPT	No	No	Yes (after TD 21)
PRT / IST / PEP	No	No	Yes (after TD 21)
DC Training	Yes (except firefighting)		Yes (after TD 21)
O-course #1 (Intro to O-course)	No	Yes	Yes
O-course #2 / E-course #1/2 (2)	No	No	Yes (after TD 21)
Outdoor Sports / Intramurals (3)	No	No	Yes
Indoor Sports / Intramurals (3)	Yes	Yes	Yes

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 Physical Education OIC.

(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 at the discretion of the OIC.

8. The thunderstorm condition matrix is found at Figure 8.2.

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

¹ <https://www.usna.edu/Weather/index.php>

Figure 8.2. Thunderstorm Condition Matrix

802. 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 space between the tip of the shoe and the tip of the big toe should be approximately the width of the thumb.

b. Squad Leaders **shall** conduct daily foot/personal hygiene inspections 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 OIC.

c. Each Company will have a medical representative who will be issued a blister kit. Blister kits will be picked from Brigade Medical Unit (BMU) before I-Day and can be restocked at BMU. 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 BMU.

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.

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803. PREVENTION/TREATMENT OF LOWER BODY INJURIES

1. Lower body injuries (sprained ankles, shin splints, etc.) are extremely common during Plebe Summer, but are often avoidable. Furthermore, training days lost from these injuries can be reduced with proper treatment.
2. Running to PEP is not encouraged. Personnel have not had the opportunity to stretch and warm up their limbs and as such are more likely to be injured. Therefore, detailers should always attempt to move briskly to PEP but avoid running.
3. Running up outdoor steps (i.e. "Taking the Hill") **shall** be avoided when those steps are wet. This is dangerous and unauthorized.
4. When it is wet outside water is tracked into Bancroft Hall and it quickly becomes unsafe to "chop" or rapidly square corners. **When such wet conditions exist, "chopping" will be secured** until the floor has been mopped and is no longer wet.
5. Running in footwear other than running shoes (i.e. boots) is not authorized unless it is part of a prescribed training evolution, except when running to and from Tactical Course events. The preferred method of movement throughout the day is marching (drill). Detailers must plan ahead and manage time to get 4/C Midshipmen to evolutions on time because they may not run their plebes from evolution to evolution in boots.
6. Ice will be acquired by detailers from King Hall at every meal so that their 4/C Midshipmen personnel may apply that ice as prescribed by their medical chit or as desired on personal time. Detailers should attempt to make allowances in their grey space to allow injured 4/C Midshipmen to apply ice throughout the day, if their medical chit prescribes it.

804. HYGIENE

1. 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. When a 4/C Midshipman develops nasal congestion, coughing, or other "flu-like" symptoms they will be required to wear a mask until symptoms no longer exist.
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.

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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/pillowcases during rack races is discouraged.
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.
5. Door handles and other objects that regularly come in contact with many hands should be sanitized with a Lysol spray daily. A best practice from the previous year was having CMODs periodically spray doorknobs and other areas of the Company with disinfectant during rounds/inspections.
6. 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. Detailers will monitor the 4/C Midshipmen as they submerge the canteen completely, including the cap, filling the canteen with the soap/water mixture then 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. Detailers will check each room to ensure all canteens are draining properly.
7. COVID-19 Environment Specific Procedures.
 - a. Sweepers will take place daily from 2030 to 2100. All hands will go to cleaning stations to sanitize the passageways, door handles, water fountains, wardrooms, decks, bulkheads, common areas, and personal areas.
 - b. After any physical evolution in Bancroft Hall, detailers will supervise the plebes as they thoroughly clean all contact surfaces, including the deck and bulkhead, with specified sanitation gear.
 - c. For events that take place in Alumni Hall, each company will sit in its designated section. detailers and plebes may only use their assigned head stalls in Alumni Hall. Each sister-

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company pair will be assigned one male stall and one female stall. Plebes and detailers must maintain social distancing while waiting to use the head. Plebes and detailers are not permitted to use the urinals in Alumni Hall. Detailers should encourage their plebes to make head calls before arriving at Alumni Hall.

d. Detailers and plebes may use only their Company's assigned heads in Bancroft Hall. No heads will be shared between companies in Bancroft Hall.

e. PEP Procedure (not including PRT, IST):

(1) Companies will enter Rip Miller via the landward gate (closest to Bancroft Hall) with enough spacing to mitigate contact between Companies.

(2) All companies will be spaced out at intervals of at least 17 feet on Rip Miller (17 feet if 25 companies present, 19 feet if 23 companies present).

(3) Warmups and cooldowns will be conducted as one cohesive group.

(4) After the warmup, every other Company in line, starting from the most seaward company present, will leave through the seaward gate and conduct the run portion of PEP (group A). The remaining plebes (group B) will conduct the strength portion.

(5) As group A nears completion of their run near the landward gate, group B will leave through the seaward gate to conduct the run portion of PEP.

(6) Once group B is off the field, group A will enter the Seaward gate and line up on their cones to conduct the strength portion of PEP.

(7) Once group B is done with their run, they will return to Rip Miller to conduct the regiment-wide cooldown.

(8) Companies will exit Rip Miller in an orderly fashion to mitigate contact at the conclusion of PEP.

(9) Certain Companies will leave PEP early on days that they have been assigned early meal. These Companies will not depart from PEP until announced.

805. **USE OF CONTACT LENS AND EYE GLASSES**

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

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immediate medical attention.

2. Contact lens use is not prohibited for 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. Glasses **shall** be worn with issued head straps to prevent glasses from falling off during physical activity and prevent damage/destruction to glasses.

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

806. MEDICAL CARE

1. Routine and other medical care during working hours are provided IAW the POD.

2. 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 and they must be contacted prior to taking a 4/C Midshipman to Urgent Care (Patient First or Right Time). If patients are seen in the Emergency Room (Anne Arundel) or Urgent Care, have prescriptions filled at Rite Aid or CVS near the U.S. Naval Academy. 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.

807. MEDICAL CHITS, MEDICAL RESTRICTIONS AND SICK IN QUARTERS (SIQ)

1. Medical Chits: Medical chits, when signed by the CO/SEL are considered lawful orders and shall be treated as such.

a. All medical chits must be filled out completely by issuing medical personnel. This must include a name and contact information of the practitioner, issue date, diagnosis, specific restrictions prescribed, when those restrictions expire and if/when a follow-up appointment is required.

b. The expiration date on restrictions is the day that a midshipman may begin to participate in the restricted activities again.

c. Under no circumstances will 4/C Midshipmen perform any task or participate in any training that has been marked as prohibited on a medical chit that could aggravate their injury or

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retard their recovery, unless coordinated with medical.

d. In order for restrictions to be canceled before their prescribed expiration date or “get off chit early” the midshipman on chit must be cleared to do so by a medical provider.

2. Medical Chit Administrative Procedures:

a. All medical chits must be signed by the 4/C Midshipman’s CO or SEL.

b. A copy of the signed chit will be made and the 4/C Midshipman on the chit will retain the copy of their chit on their person at all times. The top portion of the Sick on Quarters (SIQ) chit that lists the name of the SIQ Midshipman (plebe or detailer) and the expiration date of the restriction will be placed on the door. The full SIQ chit themselves **WILL NOT** be placed on doors.

c. If the chit extends past Reform, a second copy of the chit will be filed with the Physical Education Marking Office.

d. The original chit will be given to the Company Safety Officer who will enter the chit information into the Safety department chit tracking spreadsheet, then file the chit in the 4/C Midshipman’s personnel record. This must be completed on the same calendar day as the chit is issued.

3. Types of Restrictions:

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.

d. SIQ with Class Option. When the “with class option” is selected on a SIQ chit in which case the midshipman on the chit may go to briefs and other non-physical evolutions if they are feeling well enough to do so, but they may not be mandated to do so.

4. Psychological Measures. It is psychologically difficult for a 4/C Midshipman to be pulled away from the routine of Plebe Summer because of illness. Detailers and 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 4/C

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Midshipman is required to miss.

- b. Have 4/C Midshipmen on chit observe activities whenever practicable.
- c. Provide CO/SEL APPROVED special assignments when possible instead of leaving a 4/C Midshipman with nothing to do.
- d. Assign a detailer to work one-on-one with the affected 4/C Midshipman as feasible.
- e. Minimize the amount of SIQ time a 4/C Midshipman spends away on chit and without meaningful assignments to prevent feelings of isolation from other members of the Company.

5. Immunizations and Inoculations. Detailers and 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. Pay special attention to those 4/C Midshipmen if scheduled to leave the U.S. Naval Academy for any period of time (i.e. Bowie BaySox or religious accommodations).

808. 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.
 - a. For non-critical casualties, a duty physician is on-call 24 hours a day and can be accessed after clinic hours by calling the answering service (410) 293-2273. Follow the instructions outlined in Figure 8.3.

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Duty Health Care Provider (DHCP)

For All EMERGENCIES Call **911** or **3-3333**

FOR ALL OTHER medical issues call when BMU is closed:

410-293-2273

1. LISTEN to the recorded Options (DO NOT HANG UP)
Medical Duty Provider: Option 1
Dental Duty Provider: Option 3
2. The Answering Service may take a few moments to pick up the phone if they are on the line with another patient.
3. The Answering Service will take your information and call the DHCP, who will then be connected to you, or will call you back.

Figure 8.3. Duty Health Care Provider Contact Information

2. Chain of Command Notification. Notify the chain of command as soon as possible by informing the CDO and followed by the CO/SEL.

a. The CDO will gather the following information regarding the injury:

- (1) Information of person injured, including Name, Platoon & Alpha.
- (2) General nature of the injury (Respect HIPAA).
- (3) Time, location and activity in which injury occurred.
- (4) Name/contact information of detailer escorting the injured person.
- (5) Where the injured midshipman was being taken (if known).

b. The CDO will immediately inform the BOOW and RDO via phone call or in person. They will not just send an email or leave a voicemail and assume the message will be received. The RDO will inform the PSWO of the medical incident in the same manner. The PSWO will then contact the OOW, AOIC and OIC. The CO/SEL of the injured party will provide watch team backup to ensure that the Chain of Command is properly informed in a timely manner.

c. A situation report (SITREP) is required to be routed within 15 minutes. The CDO will not delay in relaying the information to the Chain of Command to gather more details or to write a SITREP. They will pass the information they have at that moment and provide updates later.

3. 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

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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 someone else in the chain of command.

4. 4/C Midshipmen are not authorized to be transported in a 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.

5. 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 RDO and Chain of Command of the 4/C Midshipman's return and status.

6. Plebe Summer staff should notify next of kin if a 4/C Midshipman suffers a significant injury or is required to remain hospitalized, unless the 4/C Midshipman expressly desires for them not to be informed. The preferred method is for the CO/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. COs/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 voicemail message regarding an injury or hospitalization.** If necessary, simply leave a message for the family to return the call.

809. MEDICAL CHIT TRACKING, SITREPS & SAFETY MISHAP REPORTS

1. All medical chits issued during Plebe Summer will be tracked by the Safety Chain of Command as per section 807 above. Not all medical chits will trigger a Medical **SITREP**. The Safety Officer and their staff are responsible for aggregating data, tracking trends, and reporting those trends to the Chain of Command.

2. Medical SITREPs are for emergent situations that may require immediate Chain of Command attention.

a. The following criteria trigger an internal Medical SITREP:

(1) Midshipmen who require medical attention off of U.S. Naval Academy (excluding scheduled appointments).

(2) Any loss of consciousness.

(3) All head injuries.

(4) Any special evolution injury or mishap (ex. O/E/C-course).

(5) Any heat-related injury/casualty.

(6) Any ankle or knee-related injury/casualty other than a sprain.

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(7) Any broken bones.

(8) Plebes/Detailers removed from any evolution.

(9) Any other injury/illness that you believe is required (just ask your CO/SEL, Batt-O or Safety-O).

b. Initial SITREPs will be written by the Company CDO **AFTER** verbally informing the RDO and CO/SEL of the injury. Figure 8.4 is the standard format for medical SITREPs and directions for initiating a SITREP is in Figure 8.5. CDOs will complete the SITREP within 15 minutes of the initial report and forward that SITREP to the RDO. CDOs will not wait for perfect information to get the SITREP out. Limit adjectives and assumptions. Provide only the facts. Updates can be made later when more accurate information is gathered. The RDO will check that the SITREP is completed properly and forward the SITREP to the PSWO. The PSWO will check the SITREP for completeness, accuracy, and forward the SITREP to the OOW and the Plebe Summer Chain of Command. The OOW will determine an official Medical SITREP is required, in accordance with the U.S. Naval Academy OOW instructions.

c. Company Safety Officers are responsible for tracking their Company's SITREPs and providing updates to their CO/SEL at a minimum of once daily. Verbiage highlighted in yellow in Figure 8.4 requires updates from the shell provided. A complete list of directions for updating/closing medical SITREPs is found in Figure 8.5.

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CUI

INITIAL/UPDATED/CLOSED PLEBE SUMMER MEDICAL SITREP ###-21
21

15 Mar

From: MIDN LT J. Smith, USN, Alpha Company CDO
To: Officer in Charge, Plebe Summer
Via: Regiment Duty Officer
Plebe Summer Duty Officer

Copy to:
Plebe Summer AOIC
Plebe Summer Safety Officer
Plebe Summer Medical Officer
Starboard Battalion Officer
Alpha Company Officer
Alpha Company SEL

The information contained in this transmission may contain privileged confidential information, including patient information protected by federal and state privacy laws. It is intended only for the use of the person(s) named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution, or duplication of this communication is strictly prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

Subj: INITIAL/UPDATED/CLOSED PS MEDICAL SITREP ###-21/MIDN 4/C DOE, PLEBE,
241234/A-1

Who: 4/C Plebe Doe
Company: A-1
What: Injured Wrist
When: TTTT, DD MMM 21
Where: Bancroft Hall
Alcohol Involved: No
Family Notified: Yes
Flag Condition: Black

Narrative: MIDN 4/C Doe injured his wrist and was taken to AAMC.

SITREP CLOSED: Yes No

Very Respectfully,

J. A. SMITH
MIDN USN

Controlled by: Department of the Navy
Controlled by: US Naval Academy
CUI Category: PRVCY / HLTH
Distribution/Dissemination Control: FEDCON
POC: MIDN John Smith, mxxxxxx@usna.edu, 410-
293-7xxx

CUI

Figure 8.4. Medical SITREP Format

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PLEBE SUMMER MEDICAL SITREP TEMPLATE INSTRUCTIONS

- CDOs will reference the Plebe Summer SITREP Tracker to determine next SITREP number to be used.
- CDOs must update SITREP Tracker when they open a new SITREP to ensure proper tracking and prevent duplicate numbers.
- Ensure all highlighted areas of the template are updated with the correct information and the highlight is removed.
- Narrative should include just general facts. No editorializing or opinions. Minimal adjectives. Think “Who, What, When, Where, and Place of Medical Care.” Operational impact should be listed, if known.

INSTRUCTIONS FOR UPDATING SITREPS

- Updates will be completed by Company Safety Officers who will forward the updates through their XO and CC to their CO/SEL, who will forward the SITREP to the PSWO directly.
- SITREPs should be updated when pertinent information is received or at a minimum daily.
- When updating a SITREP, the SITREP title, file name and subject line should be changed to say UPDATED or CLOSED in place of INITIAL and the SITREP number should be updated with a letter, starting with “A” and increasing progressively. For example, the first update to SITREP 001-17 should be titled: **UPDATED PLEBE SUMMER MEDICAL SITREP 001A-17.** If the SITREP is closed on the second update the SITREP should be titled: **CLOSED PLEBE SUMMER MEDICAL SITREP 001B-17.**
- Ensure the date is updated to match the correct day of the update and that the update under the last narrative/update starts with: **UPDATE DDMMM17 TTTT:**
- From line and signature block should be updated to reflect CDO making update.
- Information in box under the subject line should never change from initial SITREP.
- Medical SITREPs can only be closed after the person in question has been seen by BMU and has either been cleared to return to training or given a chit with limitations.
- When chit is closed ensure that the appropriate box at the bottom of the SITREP has been checked.

Figure 8.5. SITREP Instructions

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3. Incident SITREPs are for non-medical emergency situations that may require immediate Chain of Command attention.

a. The following situations warrant the release of an Incident SITREP:

(1) Death of a midshipman.

(2) Death or critical hospitalization of a midshipman's family member.

(3) Any incidents of sexual assault or sexual harassment.

(4) Any incidents of racial, ethnic, or religious discrimination or harassment.

(5) Any evidence of drug use or drugs present.

(6) Thoughts, words, or actions that denote a midshipman is a danger to him/herself or others.

(7) A midshipman arrested or in jail.

(8) Any incident that the RDO believes would bring discredit or embarrassment to the U.S. Naval Academy.

b. Unlike Medical SITREPs, Incident SITREPS will be generated by the CO/SEL and sent directly to the PSWO and Battalion Officers.

4. External Safety Mishap Reports are reports that are required by Commander Naval Installations Command (CNIC) and/or the Naval Safety Center (NAVSAFECEN) via the Enterprise Safety Application Management System (ESAMS) and/or the Web-Enabled Safety System (WESS). The Plebe Summer Safety Officer will monitor the Medical Chit Tracker and all SITREPs to determine what external reports are required and will work with the Brigade Safety Officer and the U.S. Naval Academy Safety Officer to make all reports in accordance with CNIC and NAVSAFECEN instructions. The Plebe Summer Safety Officer will keep the Plebe Summer Chain of Command informed of all external reports made.

810. **PEP SAFETY MEASURES**

1. Medical Responsibilities:

a. Provide a minimum of four Corpsmen and one duty van to Rip Miller Field in support of PEP (i.e., Mon, Tues, Thurs, Fri and Sat).

b. Check-in with the designated physical education staff member each morning to pick up radios and review the day's plan.

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2. Physical Education (PE) Staff Responsibilities:

a. Provide one (1) duty van and two (2) drivers in support of PEP (i.e., Mon, Tues, Thurs, Fri and Sat).

b. Ensure the communication plan is understood and radios are distributed.

c. Coordinate with IAP to clear the Farragut Loop of cars prior to the 4/C Midshipmen Regiment's arrival.

d. Strategically place road guards to monitor traffic while the 4/C Midshipmen Regiment is on the road.

3. Plebe Summer Staff Responsibilities:

a. Ensure all detailers are aware of the on-scene medical resources.

b. Ensure all detailers understand the communication plan in case of an emergency.

4. Operating Procedures.

a. Two vans and four Corpsmen will be staged just off of Rip Miller Field to support all evolutions that take place.

b. Whenever the 4/C Midshipmen Regiment departs the field for a group run, the two vans, each occupied by Corpsmen, will mobilize in order to support. One van will always follow the 4/C Midshipmen Regiment, which the other will move to strategic locations along the day's run route.

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CHAPTER 9 – PHYSICAL TRAINING

OUTSIDE OF SCHEDULED PHYSICAL ACTIVITY (PEP, SPORTS PERIOD, O-COURSE, E-COURSE, ETC.), THE FOLLOWING TYPES 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 Midshipmen 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. COVID-19 Environment-Specific Guidelines. Detailers SHALL supervise the sanitation of all surfaces following Intensive Training Exercises (ITE), cycles, or any other event that causes direct contact with bulkheads, decks, and other surfaces. Sanitation requires the use of cleaning supplies. Contact your Company Admin Officer if running low on cleaning supplies.

3. 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 CO/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 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 10 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., squats 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.

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(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).

c. Mountain Climbers

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

(2) A maximum of 10 cycles will be allowed per day.

(3) One cycle consists of 20 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., squats while recovering from mountain climbers).

d. Leg-Levers

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

(2) A maximum of 10 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).

<u>Exercise</u>	<u>Max Cycles (per hour)</u>	<u>Max Cycles (per day)</u>	<u>Cycle Length</u>	<u>Minimum Rest Between Cycles</u>
Front Leaning Rest	5	10	3 minutes	60 sec
Push-ups	3	6	25 single-count reps	60 sec
Mountain Climbers	5	10	20 four-count reps	60 sec
Leg-Levers	5	10	25 single-count reps	60 sec

Figure 9.1. Cycles Card

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4. Chit Cycles. Detailers are authorized to develop specific cycles for those 4/C Midshipmen that have been placed on medical chit and shall receive final approval from their CO/SEL. The cycles provided to those 4/C Midshipmen shall not go against medical recommendations from their medical provider, as well as potentially cause further injury.

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 to be used as a disciplinary tool.**

b. The OIC is responsible for all training during Plebe Summer. Authority to coordinate DPT 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 PMO is responsible for ALL DPT events.

b. The following are pre-approved DPTs as listed in Figure 9.2.:

<u>Level 1</u>	<u>Level 2</u>
Pull Ups (PHASE ONE)	Intro to Weightlifting
Pull Ups (PHASE TWO)	USMC Squad Tactics
College Boy Roll	Mock PRT
Rope Climbing	Chest to Deck (cards)
Cemetery Run/Hike	9/11 Stair Climb
Relay Race	
Circuit Course	
Burpee Lap	
Circuit PT	
Swim Instruction (60 mins)	
Swim Instruction (90 mins)	
Halsey Circuit	
Minefield Race	
Mexican War Monument Tour	
USS Maine Mast Tour	
Memorial Hall Tour	

Figure 9.2. Pre-Approved DPTs

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c. Each Level of pre-approved DPT requires approval by the requisite approval authority as follows:

- (1) Level 1 – COs/SELs.
- (2) Level 2 – Battalion Officers.

d. Pre-approved DPT events require special request memos for authorization, and shells are provided in the Plebe Summer Intranet Google team drive. COs and Battalion Officers SHALL be notified of DPT requests before submission for situational awareness, and all requests SHALL go through the Regimental PMO. DPT request memos must be received by the approval authority NLT 24 hours prior to the planned execution time.

e. Non pre-approved DPT events may only be authorized by the AOIC. Units wishing to conduct different training (a non pre-approved DPT) must submit their requests, including risk assessment, in the same format as the memos listed for pre-approved DPTs. Non pre-approved DPT memos must be received by the AOIC NLT 48 hours prior to the planned execution time. This lead time allows for discussion and adjustments, if required. Companies are encouraged to submit requests for DPT events well in advance to preclude short notice cancellation of anticipated training.

f. The midshipman chain of command is responsible for routing DPT memos via the following:

- (1) Company Commander (inform CO).
- (2) Battalion Commander (inform Battalion Officer).
- (3) Regimental PMO.
- (4) CO/SEL (authorizing authority for Level 1 DPT plans).
- (5) Battalion Officer (authorizing authority for Level 2 DPT plans).
- (6) AOIC (authorizing authority for non-pre-approved DPT plans).

3. COs, SELs and the midshipmen chain of command must provide oversight for DPT events under the following guidelines:

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

c. The Squad is the smallest unit that is authorized to conduct DPT. Squad level DPT must have two Detailers present and Platoon level DPT must have four detailers present. Company level DPT must have seven detailers present. At least one detailer must have a charged cell phone at all times.

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- d. DPT is not authorized within 24 hours after administration of any vaccine.
- e. Unit leaders will conduct upper and lower body stretching routines before any DPT event.
- f. 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.
- g. 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).
- h. DPT events may be authorized if a Company/Platoon has conducted less than four total PE evolutions that day. Only one DPT session may occur daily. PE evolutions are as follows:
 - (1) PEP
 - (2) Squad Endurance Course
 - (3) ITE
 - (4) DPT
 - (5) Sports Period/Intramurals
- i. One DPT session of less than 60 minutes counts as one PE evolution. One DPT session lasting greater than 60 minutes counts as two PE evolutions. The unit must plan accordingly to not exceed four PE evolutions for the day.
- j. DPT is not allowed the day prior to, or the day of, a scheduled PRT and/or 10K run.
- k. Running DPTs are not permitted outside of the pre-approved events (e.g. the cemetery run). Only two running DPTs are allowed each week to reduce impact/stress injuries to the lower extremities.
- l. Chapter 8 outlines the heat stress training restrictions for all training events. The restrictions outlined for PEP guide all PT evolutions.
- m. 4/C Midshipmen must hydrate regularly, including, at a minimum, 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 and construction 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 as per the Plebe Summer Master Schedule.

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

q. Companies are permitted to complete one mock PRT between training days 24 and 28. If performed, all participants must wear running shoes. The Company Commander or Executive Officer, one Platoon Commander, and all Squad Leaders must be present.

r. Unit training marches/hikes are subject to the following guidelines:

(1) Will not exceed three miles in duration.

(2) The Company Commander or Executive Officer, one Platoon Commander, and all Squad leaders must be present for Company training marches/hikes.

s. An ITE session may not be within two hours before or after a DPT session.

t. Additional rigorous activity (cycles) do not count toward 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 9.3 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. Detail members authorized to use ITE: Squad Leaders, Platoon Commanders, and Company Commanders in the 4/C 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 4/C Midshipman shall participate in more than two ITE sessions per day. The Company/Platoon shall not exceed four 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 Executive Officer as soon as possible after each use, but no later than 2000.

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- e. The CO or SEL must be present in order to conduct ITE.
- f. Squad Leaders may execute individual or Squad ITE. For Squad level ITE, the Squad Leader will act as a safety observer and supervise the Squad or individual. Platoon or Company Commanders may execute Squad or Platoon level ITE. Platoon level ITE requires a minimum of two Detailers to act as safety observers. Company Commanders or Executive Officers may execute Company level ITE. Company level ITE requires a minimum of four Detailers to act as safety observers.
- g. 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. two 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).
- 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 Figure 8.1. ITE may be conducted inside air-conditioned buildings when heat conditions preclude conducting ITE outside. The PMO will maintain a list of current conditions in each available building (conditions subject to change).
- 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. Detailer(s) must ensure the individual/unit hydrates before and after ITE.
- p. 4/C Midshipmen must be in PE Uniform, 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:

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- (1) While a 4/C Midshipman is in a medically restricted 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 and/or 10K run.
- (10) In the ceremonial areas of the Yard.
- (11) When ITE interferes with other scheduled training.

r. ITE sessions should begin with the detailer explaining why the 4/C Midshipmen warrant ITE. The detailer should also relate the use of ITE to the mission of Plebe Summer and their progress toward threshold standards.

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 in Figure 9.3.

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EXERCISE	COUNT	MAX DURATION/ REPETITION
Jumping Jacks	4CT	50
Side Leg Lift (Right Leg)	2CT	40
8-Count Body Builders	8CT	20
Planks	2CT	60 sec
Push-Ups (Standard)	2CT	30
Body Weight Squats	2CT	20
Mountain Climbers	4CT	20
Arm Circles	N/A	5 MIN
Sit-Ups	2CT	40
Side Leg Lift (Left Leg)	2CT	40

Figure 9.3. ITE Card

CHAPTER 10 – COLOR COMPANY COMPETITION

1001. OVERVIEW

1. In the Fleet, the Battle Efficiency 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 Efficiency competition. The criterion for the Battle Efficiency 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 Efficiency Award recognizes sustained superior performance in an operational environment, and sustained continuous readiness throughout the Fleet Response Training Plan (F RTP). 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 Efficiency Award is not a qualification award or an award for mere excellence, but an award for being the best unit in the organization.
3. During Plebe Summer, the Battle “E” competition 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 toward 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. Company Drill Competition

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c. Athletics

(1) Final PRT

(2) E-course

(3) PEP Attendance and Motivation

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 4/C 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 U.S. Naval Academy 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.

$$\text{Company Grade} = (\text{average}/50) \times 100$$

3. Uniform inspections. The maximum score for a uniform inspection is 10. Inspections will be conducted weekly by the Executive Officer. One point will be subtracted for each discrepancy. The Company average will be calculated and submitted NLT Thursday of each week. An 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 marksman qualification:

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

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

$$\text{Grade} = (\text{Raw Score}/3) \times 100$$

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

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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:

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

7. PEP Attendance and Motivation. The PE Staff will track and monitor PEP attendance and motivation per Company over the course of the summer. At the conclusion of the summer, the PE Staff will rank the Companies in both categories.

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. 4/C Midshipmen who attempt and fail a PRT will receive a score of 0 which will be factored into the Company's overall average.

9. Company Drill. Grading for Company Drill will be conducted using the grading sheets included in this chapter. Grades will be reported as percentages.

10. Circuit training. During PEP, the 4/C Midshipmen 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. Rates Competition Winners. The rates competition winners will each be awarded 50 bonus points. The runner-up in all events will be awarded 25 bonus points.

12. Final Scores. After all scores have been compiled by the Battalion XOs, 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.

13. Color Company Recognition:

a. The Color Company will be recognized at the discretion of the Plebe Summer OIC.

b. The Color Company 4/C Midshipmen will be entitled to the following:

(1) Two hours of extra personal time to be used at the discretion of the Color Company Staff not to interfere basis with mandatory events.

(2) One "sleep in" on a date approved by the Company Officer and will last until 0730.

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Date: _____

COMPANY DRILL EVALUATION

Grader: _____

Score: _____/53

XO: _____

Co _____

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

(Count, Hi/Lo 4's, Wpn angle, Hand placement)

6. Right Shoulder Arms

0 1 2 3 4

(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
 0 1 2 3 4
(Execution)

Comments: _____

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CHAPTER 11 – LEADERSHIP DEVELOPMENT AND EDUCATION PROGRAM**1101. OVERVIEW**

1. Leadership Development and Education Program (LDEP) provides an opportunity for Plebe Summer Detailers and Staff to learn about the policies, instructions, and planned execution of the summer prior to interacting with the new 4/C Midshipmen. 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 and staff 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 0: LDEP 0 is the initial training, guidance, and expectation for incoming Company Officer and Senior Enlisted Leaders, who will be providing oversight and support for their respective companies during Plebe Summer. Training will be conducted by the Plebe Summer Battalion Officers and Battalion LCPOs.

2. LDEP I: LDEP I is comprised of two sessions facilitated by the previous summer's leadership (Officer/SEL/Midshipmen).

a. LDEP sessions are as follows:

(1) Warning Order to Detailers.

(2) Lessons Learned, Building Your Team, Q&A between outgoing and incoming midshipmen staff.

b. Completion of LDEP I training will be tracked by the Port and Starboard Battalion Officers & SELs who will report to the Regimental LCPO and OIC.

3. 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, generalized training and unit specialized training.

a. Drill training will consist of classroom refresher training followed by practical training. The focus will be on Striper sword practice, Company Drill with a practical exam, and meal formation training. Company Drill will focus on learning the specifics of the Initial Drill Card exam for First Set 4/C Midshipmen. Each Executive Officer shall be able to step their detailers satisfactorily through the drill card. SELs, with the aid of Marine SELs, will determine the pass/fail of an Executive Officer 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

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brief, khaki uniform inspection, medical, SOP training, Physical Education and PEP, hazing versus motivational intensity, Sexual Assault Prevention and Response, Midshipman Development Center (dignity and respect, suicide prevention, and PTSD), Chaplain training, I-Day brief, and oath of office rehearsal. Detailers will also take a PRT during LDEP II.

Detailers must pass this PRT or risk being removed from the detail at the discretion of the OIC.

c. Unit specialized training is for use by the Plebe Summer Staff and the COs/SELs for SOP instruction/reinforcement, watchstanding, Operational Risk Management, weapons handling, 1st Lieutenant procedures, Tango procedures, and completion of practical exercises for building unit cohesion and esprit de corps.

4. LDEP III: LDEP III is for Second Set Plebe Summer Detailers and mirrors LDEP II with three exceptions:

a. Berthing for Second Set detailers will be in NASP rooms until directed to proceed to Plebe Summer berthing locations.

b. One day will be designated as a turnover day in which the Second Set Detailers will meet with their First Set counterparts. Additionally, they will observe PEP during the morning. The turnover day will not conflict with the MTS. First Set Detailers are responsible for scheduling this time.

c. The I-Day/O-Day brief is not required during LDEP III because I-Day/O-Day will occur during First Set.

5. Detailer Qualification: At the conclusion of LDEP II and III, for First and Second Set respectively, detailers will be given an examination of SOP topics presented in LDEP training and reinforced in CO/SEL time. To be qualified as a detailer, a score of 80% or above is required. Following successful qualification, detailers are authorized to wear red Plebe Summer nametags.

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CHAPTER 12 - TANGO COMPANY

1201. GENERAL GUIDANCE

1. Tango Company leadership will be responsible for the care and well-being of 4/C Midshipmen working through the separation process from the U.S. Naval Academy. While providing support, **Tango Company leadership shall make an honest and concerted effort to highlight the positives of being a midshipman and encourage each 4/C Midshipman to understand how the challenges and opportunities that exists at the U.S. Naval Academy uniquely develop midshipmen into the premier future commissioned officers of the U.S. Navy and U.S. Marine Corps.**

1202. PERIOD OF OPERATION

1. Tango Company will open when directed by the OIC after consultation with the Commandant. Notionally, Tango Company will accept 4/C Midshipmen no earlier than Training Day +10 and no later than Training Day +17.
2. 4/C Midshipmen do not transfer to Tango Company until approved by the AOIC.

1203. TANGO COMPANY SPACES

1. Tango Company spaces will be located in accordance with the updated Bancroft Hall footprint for Plebe Summer 2021.

1204. LETTER OF RESIGNATION

1. 4/C Midshipmen complete a letter of resignation after interviewing with their SEL. Civilian accessions use Figure 12.1. Prior service and Naval Academy Prep School graduates use Figure 12.2. The Letter of Resignation must be typed and signed.

1205. WITHDRAWAL OF RESIGNATION

1. 4/C Midshipmen 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 4/C Midshipman has all gear reissued before returning to the Regiment. The OIC will strongly consider a 4/C Midshipman'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 4/C MIDSHIPMEN'S DEPARTURE HOUR FROM USNA, THE MIDSHIPMAN MAY WITHDRAW THEIR LETTER OF RESIGNATION AND BE PLACED BACK IN THE REGIMENT.

1. The 4/C Midshipman will notify their Squad Leader of the desire to resign. The Squad Leader will provide the 4/C Midshipman with interview sheets from reference (h) and Figure

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12.3 of this chapter.

NOTE: FIGURE 7.4 SHALL BE UTILIZED TO DOCUMENT EACH FORMAL COUNSELING SESSION AND SHALL BE AVAILABLE IN THE MIDSHIPMEN'S TRAINING JACKET FOR FUTURE REFERENCE.

2. The Squad Leader will conduct initial counseling with an emphasis on reaffirmation to the commitment made by the 4/C Midshipman. The Squad Leader should provide the 4/C Midshipman with a summary of their strengths and potential contribution to the Brigade. The Squad Leader can make full use of the chain of command to aid in the counseling and shall document all counseling.
3. If the 4/C Midshipman desires to resign after Squad Leader counseling, subsequent counseling will be performed by the Executive Officer and Company Commander. Document all counseling and include all documentation in the resignation packet with Interview Tracking Sheet on front.
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 4/C Midshipman in their decision.
5. If the 4/C Midshipman desires to resign after midshipmen chain of command counseling, the 4/C Midshipman will be directed to a Chaplain for counseling.
6. If the 4/C Midshipman desires to resign after Chaplain counseling, the Company SEL will interview the 4/C Midshipman. The SEL will review all documentation, make any necessary calls to resources, and document the counseling session. With the 4/C Midshipman's verbal permission, the SEL is authorized to notify their parents or guardians of their son or daughter's intent to resign. The SEL shall make time available for the 4/C Midshipman to talk to their family regarding the consequences of resignation. If the 4/C Midshipman still desires to resign, the SEL will direct them to draft a Letter of Resignation using Figures 12.1 or 12.2. The SEL will counsel the 4/C Midshipman that the check-out process is a minimum of 10 working days and that they should make no commitment to family or friends regarding their departure date. When the Letter of Resignation is signed, the 4/C Midshipman's separation package will be forwarded to the CO for review.
7. The CO will review the separation package for completeness and counsel the 4/C Midshipman on all areas stated above. All support resources can be provided and additional phone calls to parents or mentors can be offered. Once the CO interview is complete, the Battalion Officer will schedule interviews with the AOIC.
8. The AOIC will interview the 4/C Midshipman and offer the full range of support in order to ensure they are 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 4/C Midshipman with a period of reflection followed by another interview. This period of reflection can be used to meet

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with successful Officers at the U.S. Naval Academy who have overcome adversity, to showcase our academic program, or to further discuss options with parents or mentors. For those 4/C Midshipman who desire to attend a civilian university, they should show a budget plan and be allowed to confirm if past offers of scholarships are still available.

9. If the 4/C Midshipman remains committed to resignation, the AOIC will approve the transfer request to Tango Company and they 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 Out-processing and Departure

1. **PHASE 1: 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 4/C Midshipman 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 4/C Midshipman 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 4/C Midshipman on Figure 12.5, Tango Company Rules and Regulations. Have the 4/C Midshipman sign.

(c) Brief the 4/C Midshipman on Figure 12.6, Involuntary/Voluntary Check-out Process. Have the 4/C Midshipman sign.

(d) Brief the 4/C Midshipman on Figure 12.7, Tango Company Daily Routine. Have the 4/C Midshipman sign.

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b. Mail

(1) At the end of the counseling session, Tango Company Detail will recover the 4/C Midshipman'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 shall turn in keys and a change of address form to the Post Office three working days prior to the 4/C Midshipman's departure from the U.S. Naval Academy.

c. Rifle. Tango Detail will mark the 4/C Midshipman'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 4/C Midshipman separates so they may be returned to them if they decide to stay. Once discharged, return the rifle and bayonet to the armory.

d. Personal Gear. Tango Detail will recover the 4/C Midshipman's personal belongings stored in their Company area during I-Day processing and return them to the 4/C Midshipman.

e. Gear Issued on I-Day. Tango Detail will have the 4/C Midshipman sort their issued belongings and set aside those items that can be returned to the Midshipmen Store and Uniform Store. A list of those items issued to each 4/C Midshipman is available from Uniform Issue and the Midshipmen Store. A rule of thumb for items that can be returned is: "Would I buy it in the condition it is currently in?" Remaining items that cannot be returned are sent home with the individual. Each 4/C Midshipman disposes of their belongings as they choose. Tango Detail shall counsel the 4/C Midshipman to not dispose of any issued items until they have departed the U.S. Naval Academy. This will preclude re-issue should the 4/C Midshipman change their mind.

f. Schedule an OIC Interview Appointment. Tango Detail shall schedule a time for the 4/C Midshipman to meet with the OIC.

g. SF-88 Completion. Tango Detail will have the 4/C Midshipman 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 CHECK-OUT

a. Escort the 4/C Midshipman to the Midshipmen Personnel Office. The Midshipmen Personnel Office will issue all out-processing paperwork needed for checkout. The 4/C Midshipman will need to bring their Letter of Resignation. The 4/C Midshipman will be issued a Midshipmen Summary package for resignation (enclosure (4) to reference (j)) 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. Tango Detail shall coordinate pick up of the dental records that are sent home with the 4/C

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Midshipman.

(2) Physical Exam. Schedule an exam with Brigade Medical. Photocopy the 4/C Midshipman's vaccination card and provide it to them to keep. The 4/C Midshipman does not keep their original medical record.

(3) Midshipmen Store Item Return. Arrange an appointment with the Midshipmen Store Assistant Manager to return issued gear. The Assistant Manager will determine the estimated credit line on the check-out sheet and signs.

(4) Uniform Store Item Return. Schedule an appointment with the Uniform Officer/Uniform Manager at 0700 for turn in of all recoverable uniform items. Notionally, six appointments are available daily, with three at 1000 and three at 1300. Ensure that the 4/C Midshipman brings all recoverable items to avoid follow-on trips. Include items such as parade jackets, corframs, covers, etc. The Uniform Store cannot recover items that were used, laundered, or stenciled. The Uniform Manager will also coordinate with the Repair Tailor Shop to stop uniform tailoring. Jogging suits are sent home with the 4/C Midshipman if issued and embroidered.

(5) Accounting. Schedule an appointment with accounting. Escort the 4/C Midshipman to Midshipmen Accounting to receive their Letter of Indebtedness.

(6) Disbursing. Schedule an appointment with Midshipmen Disbursing for a check-out interview. Disbursing will document the monies due to the US Government and SGLI Coverage on the check-out sheet. The 4/C Midshipman also receives a travel claim form and a brief concerning their 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 4/C Midshipman to the Admissions Office in Halsey Field House. Appointments are typically scheduled for 1415 daily. The Admissions Office collects statistics on 4/C Midshipman who resign. If a 4/C Midshipman departs due to medical reasons and anticipates returning next year, they need 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 4/C Midshipman do this late in the check-out process when departure is guaranteed. The 4/C Midshipman 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 4/C Midshipman do this late in the check-out process when departure is guaranteed. The 4/C Midshipman does not need to be present to turn in a completed form.

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

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(a) If the 4/C Midshipman 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 4/C Midshipman's shipment weighs less than 100 lbs, ship from the Post Office.

(c) If the 4/C Midshipman'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 to be 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 Midshipmen Personnel Office will determine if a 4/C Midshipman requires to check-out with the following agencies:

(a) Diversity Officer. Detailer will escort the 4/C Midshipman to Halsey Field House 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).

(d) SAPRO. Schedule an appointment with the Sexual Assault Prevention and Response Office in Bancroft Hall through the Deputy SAPR Program Manager.

(e) Commandant Legal. Schedule an appointment with the Legal Advisor to the Commandant of Midshipmen in Bancroft Hall through the Legalman First Class.

3. PHASE III: DEPUTY COMMANDANT AND COMMANDANT INTERVIEWS

a. Escort the 4/C Midshipman to the Midshipmen Personnel Office. The Midshipmen Personnel Office will collect all out processing paperwork, route the separation packet to the Deputy Commandant's Office and schedule an appointment with the Deputy Commandant of Midshipmen. The Deputy Commandant of Midshipmen's secretary will contact Tango Company with the time/location for the appointment.

b. The 4/C Midshipman will meet with the Commandant of Midshipmen only when directed by the Deputy Commandant of Midshipmen.

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4. PHASE IV: FINAL OUT-PROCESSING AND DEPARTURE

a. Midshipmen Personnel will notify Tango Company when the file is complete. Detailers will then escort the 4/C Midshipman to Midshipmen 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 4/C Midshipman calls their parents/guardians to inform them of their itinerary.

c. After returning to Tango Company, the CDO signs the 4/C Midshipman'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 4/C Midshipman will keep a copy of the separation chit.

d. The Tango Company/Main Office duty driver will bring the 4/C Midshipman to Baltimore Washington International for their flight. If the 4/C Midshipman is local or has parents or relatives picking them up at the gate, no duty driver is necessary. The 4/C Midshipman 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 4/C Midshipman phone calls. (Headings: Name, Alpha, date, Time Start, Time Stop, Person Called.)

b. Accountability Log: Used to account for detailer liberty and 4/C Midshipmen 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 4/C Midshipmen to and from Tango Company and log all major events of the day. (Headings: Date, Time, Event.)

2. LIBERTY PLAN. The Tango Admin Officer and D&B XO/OPS shall submit a weekly liberty and overnight plan for detailers to the CO/SEL. Detailers will meet all requirements of Chapter 5 except that a minimum of four detailers will be on deck (1 CDO and 3 others). Due to the fluctuations in numbers of out-processing candidates, careful attention is required to have a sufficient number of personnel on deck to accomplish out-processing.

3. TANGO PLEBE STATUS BOARD. Tango Company staff maintains a tracking board in the Tango Company office with each 4/C Midshipman's check-out status.

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4. DAILY COUNSELING. Detailers must perform at least one daily counseling session with each 4/C Midshipman. 4/C Midshipmen 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 4/C Midshipman decides to return to their Company, the information documented while a member of Tango Company is useful in future intervention and counseling.
5. TANGO COMPANY 0800 REPORT. Each Company shall submit a daily 0800 report to the Regimental Duty Officer using Figure 12.8.
6. TANGO DAILY REPORT (TDR). The TDR is a summary of the demographics for the Tango Company 4/C Midshipmen. The CO or SEL sends the TDR via e-mail to those personnel designated by the OIC.

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CIVILIAN ACCESSION EXAMPLE

DD Mmm YY

From: 4/C Midshipman, A. J. Plebe, USN
To: Superintendent, U.S. Naval Academy
Via: Commandant of Midshipmen, U.S. Naval Academy

Subj: VOLUNTARY RESIGNATION

1. I hereby tender my voluntary resignation as a midshipman at the U.S. Naval Academy.
2. Specify in your own words:
 - a. Why did you decide to come to the U.S. Naval Academy?
 - b. What made you decide to initiate resignation from the U.S. 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 U.S. 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 them.
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 (Civilian Accession)

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PRIOR SERVICE EXAMPLE

DD Mmm YY

From: 4/C Midshipman, A. J. Plebe, USN
To: Superintendent, U.S. Naval Academy
Via: Commandant of Midshipmen, U.S. Naval Academy

Subj: VOLUNTARY RESIGNATION

1. I hereby tender my voluntary resignation as a midshipman at the U.S. Naval Academy.
2. Specify in your own words:
 - a. Why did you decide to come to the U.S. Naval Academy?
 - b. What made you decide to initiate resignation from the U.S. 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 U.S. 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/her.
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)

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INTERVIEW TRACKING SHEET

Name: _____

Company: _____

Standard Interviews:

- Squad Leader
- Executive Officer
- 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, Decided by MIDPERS)

- Diversity Officer
- Senior Marine Representative
- CMEO
- SAPRO
- Commandant Legal
- 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:

Figure 12.3. Tango Interview Tracking Sheet

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TANGO COMPANY INITIAL COUNSELING AND GUIDANCE FORM

Date:	Name (Last, First):	Company:																					
1. Areas Discussed: (Academic, Performance, Conduct, Etc.)																							
2. Performance Trend:																							
Improving <input type="checkbox"/>	Consistent <input type="checkbox"/>	Declining <input type="checkbox"/> N/A <input type="checkbox"/>																					
3.																							
<ul style="list-style-type: none"> a. Why did you come to the U.S. Naval Academy? b. What made you decide to leave the U.S. Naval 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 style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Initial</th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Date</th> </tr> </thead> <tbody> <tr> <td>CO</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>SEL</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>CO CDR</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>CO XO</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>SQD LDR</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>MIDN</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </tbody> </table>		Initial	Date	CO			SEL			CO CDR			CO XO			SQD LDR			MIDN			Interviewer (Name, Billet):	
	Initial	Date																					
CO																							
SEL																							
CO CDR																							
CO XO																							
SQD LDR																							
MIDN																							

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

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 to the right, on the last white tile, in the outermost portion of the P-way without touching the grey tile or the bulkhead. Sounding off is not required.
 - 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 from reveille to Taps 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. 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

TANGO CHECK-OUT PROCESS

DD MmmYY

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 U.S. 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 Midshipmen 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 U.S. 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 U.S. Naval Academy regulations. Any violation will warrant conduct action which may delay the check-out process.
5. Your decision to resign from the U.S. 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 U.S. Naval Academy for official reasons. Unless recalled, you will hold the privileges of a civilian visitor if you return to the U.S. Naval Academy yard. Notify the Midshipmen Personnel Office (MIDPERS) immediately if 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

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TANGO COMPANY DAILY ROUTINE1. WEEKDAYS

0545 Reveille
 0600 PEP. Tango Company PEP will be led by Tango Company Detail in Halsey or on Dewey field.
 4/C Midshipmen 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 CO/SEL
 0800 Commence Check-out procedures/Escort 4/C Midshipmen to appointments
 1125 Noon meal formation
 1130 Noon meal
 1200 Continue Check-out procedures/Escort 4/C Midshipmen 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). 4/C Midshipmen are encouraged to make at least one phone call per day
 1900 Evening events/exercise period for 4/C Midshipmen (at least two 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 (Sundays Excluded)
 0600 Saturday: Tango Company PEP. Sunday: No PEP
 0725 Morning meal formation
 0730 Morning meal
 0745 CDO and CC or XO brief with CO/SEL (may be accomplished via phone call)
 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 4/C Midshipmen (at least two 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

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TANGO COMPANY 0800 REPORT (SAMPLE)

DD Mmm YY

MEMORANDUM

From: MIDN 1/C XXX, 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 YYY, USN

2. Significant Events:

a. Injuries/Hospitalizations/Death Notifications/Medical Chits/SIQ (Date)

Name	Alpha	Company	Description
None			

b. Major Conduct Offenses

Name	Alpha	Company	Description
None			

3. Accountability

Tango Company	Assigned	Present	AA	UA
Detail (Second Set)	5	5	0	0
4/C Midshipmen	6	6	0	0
Total	11	11	0	0
Yesterday's Total (inc. detail)	11	11	0	0

a. Authorized Absences-Special/Emergency Leave

Name	Alpha	Company	Reason	Return
None				

b. Separations

Name	Alpha	Company	Comment
None			

c. Unauthorized Absences:

Name	Alpha	Company	Reason	Action
None				

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Subj: TANGO COMPANY 0800 REPORT FROM 0800 00JULXX TO 0800 00JULXX

d. Bed Checks:

Room(s) Present

None

4. Administrative Notes

a. MIDN 4/C ZZZ 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
MIDN 2/C XXX

On-coming CDO
MIDN 2/C YYY

Figure 12.8. Tango 0800 Report

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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 US 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 I-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.

a. The Bluejackets Manual (25th Edition) – All Chapters are to be read no later than two days prior to the training with conversational understanding.

(1) BJM 1

Chapter 3, Navy Customs, Courtesies, and Ceremonies

Chapter 7, Navy Missions and Heritage

(2) BJM 2

Chapter 5, Navy Titles (include USMC titles)

Chapter 6, Uniforms (include USMC uniforms)

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(3) BJM 3
Chapter 13, Watchstanding
Chapter 18, Leadership and Discipline

(4) BJM 4
SEL Choice/review

6. Specific Rates. Specific knowledge must be acquired by each 4/C Midshipman by the day specified in the following schedule:

PLEBE RATES - INDUCTION DAY (TRAINING DAY 1) 1/49

1. MEMORIZE

- a. Alpha Code
- b. Company 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 U.S. 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 U.S. Naval Academy (SLI)

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PLEBE RATES - TRAINING DAY 2 2/49

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 of Midshipmen'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 3/49

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)
- b. Warrior Toughness and Mindset (RP)

3. DETAILERS REVIEW WITH 4/C MIDSHIPMEN

- a. Chain of Command/Followership (SLI)
- b. Memorandum Format (SLI)

PLEBE RATES - TRAINING DAY 4 4/49

1. MEMORIZE

- a. First verse of "Anchors Aweigh" and "Marine's Hymn" (RP)

2. READ WITH CONVERSATIONAL UNDERSTANDING

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a. Plebe Rates (RP and Posted on Company Board)

b. U.S. Naval Academy History 1839-1900 (RP)

3. DETAILERS REVIEW WITH 4/C MIDSHIPMEN

a. Room Standards (SLI)

PLEBE RATES - TRAINING DAY 5 5/49

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 6/49

1. MEMORIZE

a. General Orders of a Sentry #9-11 (RP)

b. Sailor's Creed (BJM/RP)

2. READ WITH CONVERSATIONAL UNDERSTANDING

a. U.S. Naval Academy History 1901-1957 (RP)

b. Keep What You've Earned Campaign

PLEBE RATES - TRAINING DAY 7 7/49

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

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- a. U.S. Naval Academy History (1958-2001)

PLEBE RATES - TRAINING DAY 8 8/49

1. MEMORIZE

- a. Name, rank, and billet of Midshipman Four Strippers 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 (CMEQ) (RP)

PLEBE RATES - TRAINING DAY 9 9/49

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 10/49

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 11/49

1. MEMORIZE

- a. Daily Rates

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- 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 12/49

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 Plebe Summer Battalion

2. READ WITH CONVERSATIONAL UNDERSTANDING

- a. Navy History 1775-1857 (BJM-Appendix B)

PLEBE RATES - TRAINING DAY 13 13/49

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 14/49

1. MEMORIZE

- a. Daily Rates

- b. The names of the Joint Chiefs of Staff (RP)

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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 15/49

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 16/49

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 17/49

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)

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- b. Brief History of the U.S. Marine Corps: American Revolution – The Civil War (RP)

PLEBE RATES - TRAINING DAY 18 18/49

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 19/49

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 20/49

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 21/49

1. MEMORIZE

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- a. Daily Rates

2. READ WITH CONVERSATIONAL UNDERSTANDING

- a. Laws of the Navy verses 21-24 (RP)

PLEBE RATES - TRAINING DAY 22 22/49

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 23/49

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 24/49

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 25/49

1. MEMORIZE

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- a. Daily Rates

PLEBE RATES - TRAINING DAY 26 26/49

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 27 27/49

1. MEMORIZE

- a. Daily Rates
- b. Name, rank, and billet of second set Four Stripers and above in the regiment

PLEBE RATES - TRAINING DAY 28 28/49

1. MEMORIZE

- a. Daily Rates

PLEBE RATES - TRAINING DAY 29 29/49

1. MEMORIZE

- a. Daily Rates
- b. Navy Core Values (RP)

PLEBE RATES - TRAINING DAY 30 30/49

1. MEMORIZE

- a. Daily Rates

2. READ WITH CONVERSATIONAL UNDERSTANDING

- a. Irish Pennants (RP)

PLEBE RATES - TRAINING DAY 31 31/49

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1. MEMORIZE

- a. Daily Rates

2. READ WITH CONVERSATIONAL UNDERSTANDING

- a. Navy Quotes (RP)

PLEBE RATES - TRAINING DAY 32 32/49

1. MEMORIZE

- a. Daily Rates

2. READ WITH CONVERSATIONAL UNDERSTANDING

- a. Boarding and departing a ship (BJM)

PLEBE RATES - TRAINING DAY 33 33/49

1. MEMORIZE

- a. Daily Rates

PLEBE RATES - TRAINING DAY 34 34/49

1. MEMORIZE

- a. Daily Rates

PLEBE RATES - TRAINING DAY 35 35/49

1. MEMORIZE

- a. Daily Rates

PLEBE RATES - TRAINING DAY 36 36/49

1. MEMORIZE

- a. Daily Rates

2. READ WITH CONVERSATIONAL UNDERSTANDING

- a. Navy Terms and Acronyms A-M (BJM-Appendix K)

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PLEBE RATES - TRAINING DAY 37 37/49

1. MEMORIZE

- a. Daily Rates

PLEBE RATES - TRAINING DAY 38 38/49

1. MEMORIZE

- a. Daily Rates

PLEBE RATES - TRAINING DAY 39 39/49

1. MEMORIZE

- a. Daily Rates

PLEBE RATES - TRAINING DAY 40 40/49

1. MEMORIZE

- a. Daily Rates

PLEBE RATES - TRAINING DAY 41 41/49

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 42/49

1. MEMORIZE

- a. Daily Rates

PLEBE RATES - TRAINING DAY 43 43/49

1. MEMORIZE

- a. Daily Rates

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- b. Naval Service Organization and the Joint Chiefs of Staff (RP/SLI)

PLEBE RATES - TRAINING DAY 44 44/49

1. MEMORIZE

- a. Daily Rates

2. READ WITH CONVERSATIONAL UNDERSTANDING

- a. Cooperative Strategy for the 21st Century (RP)

PLEBE RATES - TRAINING DAY 45 45/49

1. MEMORIZE

- a. Daily Rates

- b. “Why Didn’t You Say ‘Sir’?” (RP)

PLEBE RATES - TRAINING DAY 46 46/49

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 U.S. Naval Academy (RP)

PLEBE RATES - TRAINING DAY 47 47/49

1. MEMORIZE

- a. Daily Rates

- b. Names of academic year Company Commanders in the Battalion

PLEBE RATES - TRAINING DAY 48 48/49

1. MEMORIZE

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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 49/49

1. MEMORIZE

a. Daily Rates

b. Name, rank, and billet of academic year Company Stripers