



DEPARTMENT OF THE NAVY
OFFICE OF THE COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
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COMDTMIDNINST 3120.1Y
OIC, PLEBE SUMMER
3 Jun 2026

COMMANDANT OF MIDSHIPMEN INSTRUCTION 3120.1Y

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

Subj: PLEBE SUMMER STANDARD OPERATING PROCEDURES

Ref: (a) COMDTMIDNINST 1600.2K
(b) COMMANDANT'S INTENT
(c) COMDTMIDNINST 1601.12J
(d) COMDTMIDNINST 1601.10U
(e) SECNAVINST 1730.8B CH-1
(f) COMDTMIDNINST 5400.7B
(g) COMDTMIDNINST 5090.1D
(h) OPNAVINST 5354.1J
(i) COMDTMIDNINST 1020.3E CH-2
(j) MCO 5060.20
(k) COMDTMIDNINST 1920.1H
(l) COMDTMIDNINST 1531.3A
(m) COMDTMIDNINST 1600.4L
(n) COMDTMIDNINST 1600.3B
(o) COMDTMIDNINST 1502.1

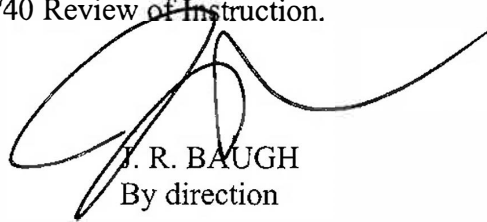
1. Purpose. To publish instructions for the conduct of personnel assigned to the Plebe Summer Detail.
2. Cancellation. COMDTMIDNINST 3120.1X.
3. Scope and Applicability. This instruction is applicable to all personnel assigned to the Plebe Summer Detail, those individuals involved in the execution of Plebe Summer, 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 (o).
4. Record Management
 - a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division

(DRMD) portal page at:

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office

5. Review and Effective Date. Per OPNAVINST 5215.17A, the Plebe Summer Officer in Charge will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.



J. R. BAUGH
By direction

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

PLEBE SUMMER 2026



STANDARD OPERATING PROCEDURES

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CHAPTER 1 – COMMAND GUIDANCE

101. BACKGROUND. The 4/C Development System consists of two phases. Phase One (Plebe Summer) is initial military indoctrination that lays the foundation for further officer development; 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 warfighter.

102. COMMANDER'S INTENT. In line with my vision and direction issued under reference (b), our purpose is to commission leaders of uncompromising character who are ready to lead our nation's calling. The current global security environment demands not only academic proficiency, it requires a warrior's mindset and a relentless pursuit of excellence in character and as leaders. Plebe Summer lays the foundation that will be built upon for 47 months to graduate the future leaders of our Navy and Marine Corps. You are being entrusted with laying that foundation to ensure we meet the mark.

a. ***Warrior Mindset.*** Everything we do from the classroom to the athletic fields is grounded in the ultimate reality of our profession; the preparation for lethal application of fleet and maritime power and sustained tactical proficiency. Grit: We must hone the determination to thrive in conflict and the challenges we all face in life. Plebe Summer is the first time some of your plebes will have to learn about grit. You too will need grit to properly execute the mission of Plebe Summer as it will be grueling on you as well.

b. ***Continuous Character Development.*** Trust is the foundation of command leadership. Without absolute integrity, our technical skills are meaningless. Character is revealed through hardship and adherence to high-standards. You will embrace challenges, your own failures without excuse, and hold yourselves to the standards set forth. You will expect the same from your plebes while maintaining a training environment of dignity and respect.

c. ***Leadership at Every Level.*** Leadership is not merely a function of rank; it is a function of influence and responsibility. To lead is to serve. Our focus is on the welfare of our subordinates and the success of the mission through the process. Remember your oath as a detailer and that these plebes are entrusted to YOU.

d. ***Do Your Duty.*** Commit 100% of yourself to this mission every day. You will be challenged and exhausted. 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 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.

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 Class of 2030. 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 Plebes from a civilian or other member of the naval service into a midshipman and a member of the Brigade.

b. To prepare the incoming Plebe Class 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.

3. **Method**. Detailers and Plebes will execute the Plebe Summer training schedule and this SOP to form the foundation of the Plebe Class’ moral, mental, and physical development. Plebe indoctrination is executed from Induction Day (I-Day) until Fall Brigade Reform. Detailers will apply **Positive Pressure with a Purpose** at all times.

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 (CO), Senior Enlisted Leaders (SEL), and faculty that have most inspired you since. They were those that demonstrated positive leadership traits. When they raised their voice, 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 positive leader. Do not attempt to recreate your Plebe Summer experience. Reflect on that experience and identify the positive characteristics that will best develop midshipmen and ultimately commission the highest quality Naval and Marine Corps officers.

b. **Pressure**. Every midshipman operates under a constant strain throughout their 47-month experience – morally, mentally, and physically. Think about how far you have come since your Plebe year in your ability to handle pressure. That’s what you are training the Plebe Class to do; to think on their feet, to multitask, to respond with confidence. Remind your Plebes that pressure is good and purposeful. The Sailors and Marines entrusted to us demand that we make the highest quality decision under the highest levels of pressure; that preparation starts during Plebe Summer.

c. **Purpose**. Try to recall how frustrated you were during your Plebe Summer while trying to figure out this whole new world called the Naval Academy. Things that you now think of as commonplace were completely foreign words and concepts; drill, formation, accountability, bearing, etc. Explain to your Plebes the “why” behind what they are doing as they are doing it; why it’s important to be in top physical shape, why it’s important to be on time, why it’s

important to ensure your roommate is on time, why it's important to maintain your bearing. "Because I said so!" didn't work for you and it certainly won't work for them. The earlier they learn the importance of, and reason behind, what they're doing, the sooner they'll embrace this new world and improve as both individuals and as a team.

4. Endstate

a. At the end of Plebe Summer each midshipman in the Plebe Class will accept and adopt the standards demanded of followers in the naval profession.

(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 references (f) and (i);
- (g) Demonstrate a capacity for maintaining physical fitness;
- (h) Demonstrate ability to absorb constructive criticism and improve performance (is "trainable" and possesses "fighting spirit");
- (i) Treat self, detailers, and classmates with respect;
- (j) Demonstrate ability to work as a contributing member of a unit;
- (k) Demonstrate capacity to make decisions and perform under stressful or uncomfortable situations;
- (l) Have a basic knowledge of the traditions of the naval service and the U.S. Naval Academy;
- (m) Understand basic military skills and their purpose;
- (n) Appreciate the high standards and obligations inherent in service as a midshipman and Naval Officer;
- (o) Relentlessly pursue excellence in a competitive atmosphere that fosters leadership, teamwork, character, and a passion for excellence; and

(p) Appreciate the importance of moral, mental, and physical toughness in all aspects of duty and service.

(2) Units of Plebes must:

(a) Demonstrate the 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; and

(c) 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 standard of performance and Plebe Summer mission while upholding the Plebe Detailer's Oath;

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

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

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

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

(7) Leadership in accordance with the tenets of the Plebe 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 affirmation for themselves and development in the Plebe Class of a sense of duty and obligation to mission that extends beyond one's personal interests; and

(10) 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 Figure 2.1.

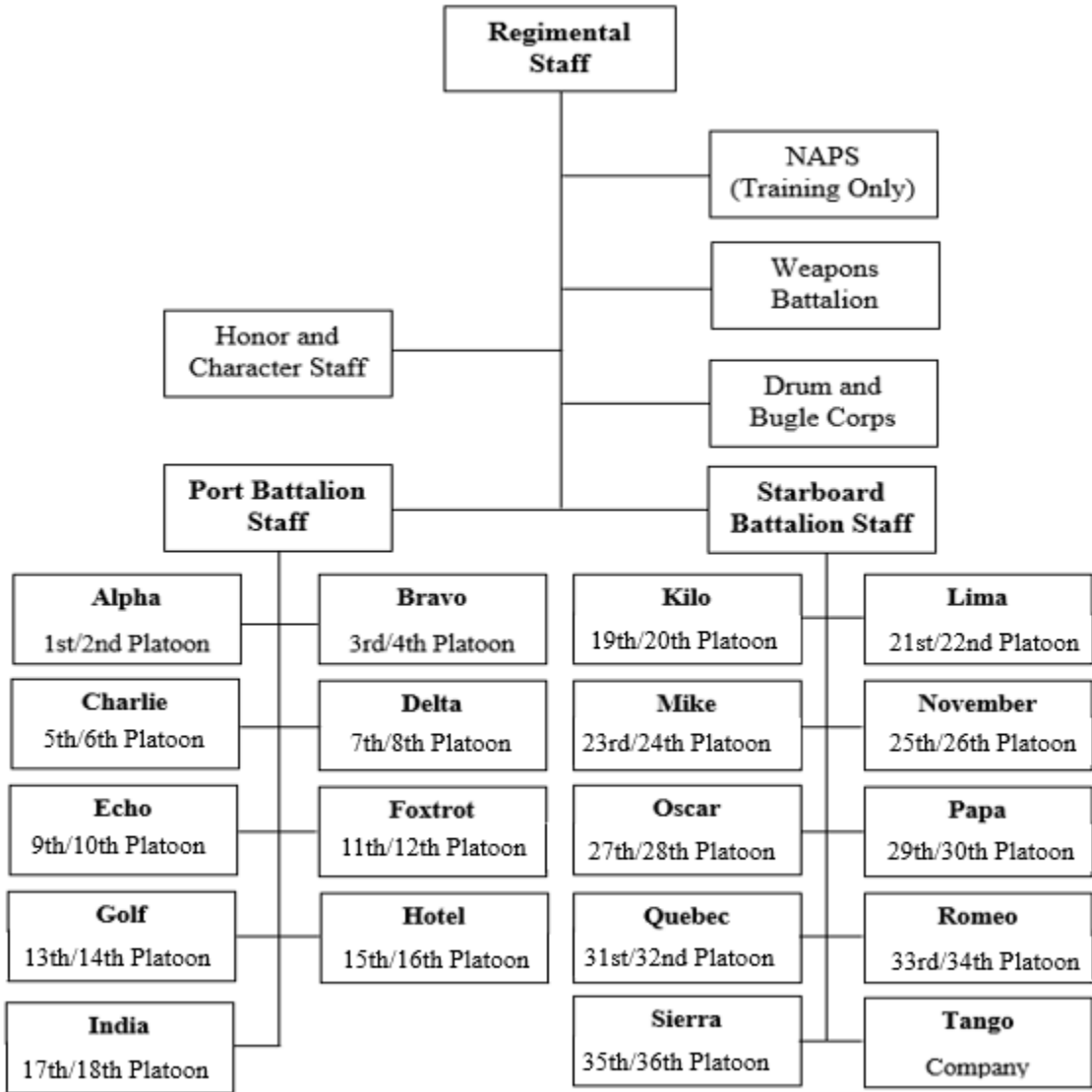


Figure 2.1 Regimental Organizational Chart

202. DUTIES OF THE REGIMENTAL STAFF

1. Regimental Commander

a. **Basic Function.** The Regimental Commander is responsible to the Officer-in-Charge (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 mentored by the Active-Duty 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) Commands the 4/C Regiment and executes the policies of the OIC.

(2) Represents the midshipmen chain of command at meetings with the OIC.

(3) Develops, implements, and promulgates policies and regulations via the midshipmen chain of command. Ensures timely communication of policies to the Regiment via the chain of command.

(4) Supervises the turnover process.

(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 on progress made towards turning the plebe class over to the Brigade at Reform. 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 4/C Regiment. The Regimental Executive Officer will recognize the right and duty of the Battalion Commanders to confer directly with the Regimental Commander. The Regimental Executive Officer supervises all staff officers.

b. Specific Duties and Responsibilities

- (1) Serves as Chief of Staff for the Regiment and supervises Regimental staff functions.
- (2) Assumes the duties of the Regimental Commander in their absence.
- (3) Acts as an intermediary between the Regimental Staff and the Assistant OIC (AOIC).
- (4) Ensures the good conduct and discipline 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.
- (7) Ensures that Lessons Learned are passed from the Company Safety Officers and disseminated to other Companies as well as mitigating controls have been placed.

3. Regimental Operations Officer

a. Basic Function. Responsible for the organization, planning, and execution of all operations 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 to ensure the Regiment is informed of and executes the training schedule.
- (3) Prepares and executes the daily Plebe Summer Operations brief.
- (4) Coordinates execution of the training schedule.
- (5) Coordinates all special activities throughout Plebe Summer, including trips, lectures, guest speakers, Regimental events, and spirit activities.
- (6) Responsible for the overall conduct of 4/C Midshipmen training.

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 Regimental Operations Officer in their absence.

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

(3) Coordinates all protocol details for official Regiment functions and events.

5. Regimental Administrative Officer

a. Basic Function. Provides administrative support to the Regimental Commander. Collateral duties include that of Supply Officer.

b. Specific Duties and Responsibilities

(1) 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.

(2) Creates and maintains the Striper telephone recall list.

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

(4) Generates Plebe Daily Journal (PDJ) standard format and oversees PDJ process, to include routing from the company level and compiling yellow and red PDJs.

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

(6) Develops the Regimental seating and formation plans

6. Regimental Adjutant

a. Basic Function. Responsible for the Regimental Watch Organization and all training related to watch standing and qualifications.

b. Specific Duties and Responsibilities

(1) Coordinates all watchstanding requirements.

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

(3) Maintains the watchbill for Regimental staff.

(4) Provides template and distribution of deck log materials to the Company level.

7. Regimental First Lieutenant

a. Basic Function. Responsible to both the Bancroft Hall Facilities Director and Regimental Executive Officer for the material condition and cleanliness of all public and midshipman spaces in Regimental spaces.

b. Specific Duties and Responsibilities. Coordinates with the Battalion Administrative Officers for maintenance and cleanliness of Regimental spaces.

8. 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, drill competitions, and daily formations.

9. Regimental Physical Missions Officer (PMO)

a. Basic Function. The Regimental PMO is responsible for all Plebe Summer physical training (PT) activities.

b. Specific Duties and Responsibilities

(1) Ensures daily communications and provides necessary updates between the Plebe Summer Staff and Physical Education (PE) department.

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

(3) Coordinates and liaises with the PE department to execute the Initial Strength Test and Physical Readiness Test (PRT).

(4) Standardizes criteria for and establishes mitigation plans for restricted flag conditions for PE Program (PEP) or other scheduled intramural activities.

10. Regimental Honor and Character Advisor

a. Basic Function. The Regimental Honor and Character Advisor is responsible to the Regimental Commander for all Plebe honor and character instructions while carrying out the policies of the Commandant of Midshipmen and the OIC. Also responsible for the accountability of the assigned honor staff.

b. Specific Duties and Responsibilities. Coordinates all honor training in support of Plebe Summer objectives. Serves as the direct representative of the Honor and Character staff.

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11. Regimental Honor/Character Instructors

a. Basic Function. Responsible to the Regimental Honor and Character Advisor for the execution of honor and character training in support of Plebe Summer objectives.

12. 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.

b. Specific Duties and Responsibilities

(1) Works 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 (ORM).

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

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

(4) Ensures the detail works with medical staff to efficiently execute sick call and ensures Plebes make it to all required medical appointments.

(5) Ensures that Lessons Learned are passed from the Company Safety Officers and disseminated to other Companies as well as mitigating controls have been put in place. These will be briefed at the Regimental level weekly.

13. 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 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) Coordinates access to Chaplain counseling appointments via detailers.

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

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

14. Regimental Sexual Assault Prevention and Response (SAPR) Guidance, Understanding, Information, Direction and Education (GUIDE) Advisor

a. Basic Function. SAPR Training Specialist. Serves as the principal advisor and lead for SAPR training.

b. Specific Duties and Responsibilities

(1) Trains detailers on the basic elements of SAPR Programs.

(2) Leads training effort on SAPR programs to 4/C Midshipmen.

(3) Generates and distributes training materials for the SAPR program.

15. Command Managed Equal Opportunity Officer (CMEO) Representative

a. Basic Function. CMEO Training Specialist. Serves as the principal advisor and lead for CMEO training.

b. Specific Duties and Responsibilities

(1) Trains detailers on the basic elements of CMEO Program.

(2) Leads training effort on CMEO programs to 4/C Midshipmen.

(3) Generates and distributes training materials for the CMEO program.

16. Regimental Sergeant Major

a. Basic Function. Responsible to the Regimental Commander for the execution of the policies and standards pertaining to the performance, training, appearance, conduct, and accountability of midshipmen.

b. Specific Duties and Responsibilities

(1) Maintains accountability of the 4/C Regiment.

(2) Tracks completion of all evaluations for the Regiment via Battalion Sergeants Major.

(3) Ensure the proper execution and conduct of all regiment-wide inspections.

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(4) Meet regularly with the Battalion Sergeants Major to discuss recommendations, concerns, or issues.

(5) Meet with the Regimental Leading Chief Petty Officer (LCPO) on a regular basis to discuss current issues and concerns.

(6) Establishes and maintains a formal feedback method for detailers.

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 mentored 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) Supervises the Battalion Staff, specifically Company Commanders, in the performance of their duties.

(3) Responsible for the completion of their respective Battalion's 4/C training requirements per reference (1). Completion status should be briefed to the Regimental Commander weekly.

(4) Represents their respective Battalion at official functions and ceremonies.

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) Serves as Chief of Staff for the Battalion and supervises Battalion staff functions.

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

(3) Assumes the duties of the Battalion Commander in their absence.

(4) Ensures the good conduct and discipline of the Battalion.

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.

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) Support the Regimental Operations in the planning and execution of all regiment and battalion events.

(4) Responsible for planning and coordinating make-up events to the maximum extent feasible for all events listed in reference (1).

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 Senior Watch Officer, 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, paying particular attention to 4/C Midshipmen performance/training jackets and Squad Leader notebooks.

(3) Assist the Regimental Administrative Officer in the execution and dissemination of Plebe Daily Journals.

(4) Reviews staff paperwork for administrative correctness.

(5) As Battalion Senior Watch Officer, assigns watches within the Battalion, including usher details and other special watch and duty procedures.

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

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

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 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 ORM and monitor the weather for Battalion level events.

(4) To review the Lessons Learned Worksheet from every company and create a report for the Regimental Staff.

6. Battalion Sergeant Major

a. Basic Function. Responsible to the Battalion Commander and Regimental Sergeant Major for the execution of the policies and standards pertaining to the performance, training, appearance, conduct, and accountability of midshipmen in the battalion. Collateral duties include Battalion Intramural Officer.

b. Specific Duties and Responsibilities

(1) Maintains Battalion accountability.

(2) Ensure the proper execution and conduct of all Battalion-wide inspections.

(3) Meets regularly with the Regimental Sergeant Major to discuss recommendations, concerns, or issues.

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 (c). Staff functions such as Conduct, Drill Officer, etc., normally assigned to an individual during the Academic Year are the responsibility of company staff, leaving Squad Leaders free to focus their efforts on their individual squads. Figure 2.2 depicts the company staff organization.

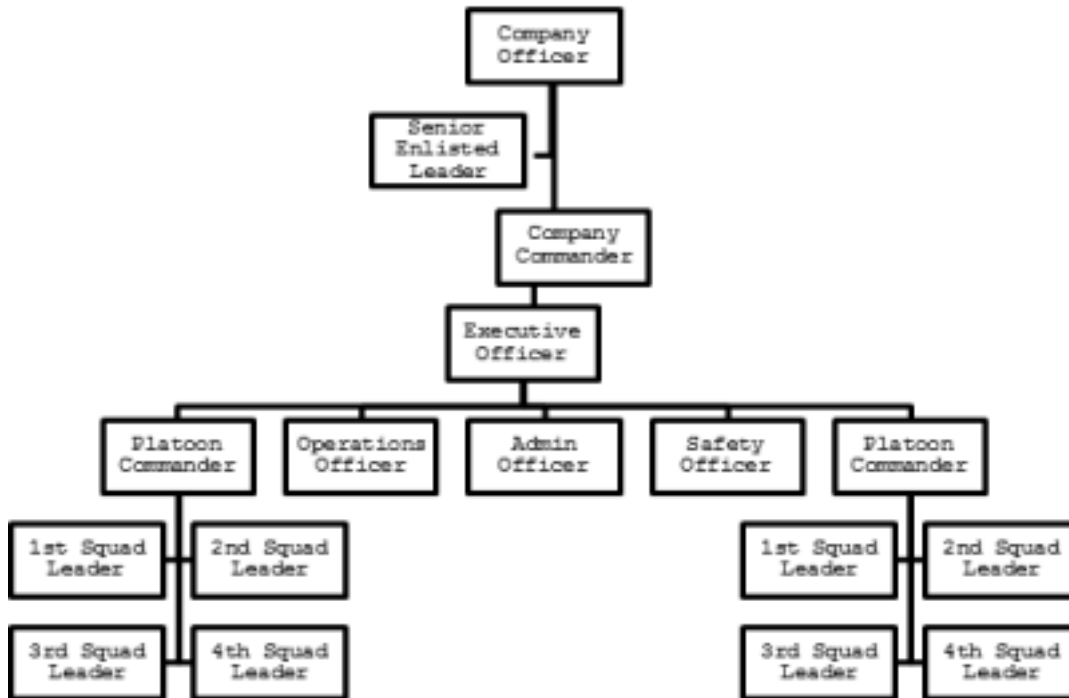


Figure 2.2. Company Organizational Chart

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 mentored by the CO and 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 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.

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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 Company 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.

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

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

(10) Performs other duties as assigned.

(11) Ensure the Lessons Learned Worksheet is completed daily and routed to Battalion Staff.

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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 and leads the company's daily operations brief.

(3) Serves as the Company Intramural/PE/PMO.

(4) Supervises additional programs and tasks assigned to the Company.

(5) Coordinates and supervises review sessions prior to all evaluated events and ensures training aids are available as required. This includes 4/C training lectures, remedial/makeup training, wardroom policy training.

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 training missed by Plebe Detail members.

(2) Documents all Plebe Summer training missed by 4/C Midshipmen and tracks Plebe Summer Completion Requirements in accordance with reference (1).

(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.

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

(8) Trains and qualifies 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 (CMOD) to ensure duty is stood in accordance with reference (d).

(11) Responsible for company mail.

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.

b. Specific Duties and Responsibilities

(1) Responsible for ORM 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) Responsible for the tracking of all company chits.

(4) Completed the Lessons Learned Worksheet and route to Battalion Staff and brief the Company Staff members at your daily OPs Brief.

6. Platoon Commander

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

b. Specific Duties and Responsibilities

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

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

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

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

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

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

(7) Performs other duties as assigned.

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

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.

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

(8) Keeps the chain of command informed of assigned 4/C Midshipman's personal and professional development, keying on critical human performance factors, and maintains a log documenting this development.

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

(10) Reports all Squad absentees to the Platoon Commander.

(11) Completes Midshipmen Development Reports (MDR) on 4/C Midshipmen at the end of each set.

(12) Conducts and documents counseling on 4/C Midshipmen in the Squad.

(13) Squad Leaders will 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 "fried" 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 ACTIVE DUTY COMPONENT STAFF

1. OIC. The Plebe Summer OIC is directly responsible to the Commandant of Midshipmen for the successful initial military indoctrination and preparation of the Plebe Detail for the Academic Year.

2. AOIC. The Plebe Summer AOIC will assist the OIC in all matters relating to the successful completion of Plebe Summer.

3. Regimental LCPO. The Plebe Summer LCPO will advise the OIC and AOIC on all personnel decisions made regarding the Plebe Class and Plebe Detail.

4. Operations Officer. Responsible for the organization, planning, and execution of all operations and special movements involving the Regiment. Supports and mentors the Regimental Operations Officer and Regimental Assistant Operations Officer. Reports to the AOIC.

5. Operations LCPO. The Operations LCPO will advise and assist the Operations Officer in operational planning and execution. Assists the Operations Officer in supporting and mentoring the Regimental Operations Officer and Regimental Assistant Operations Officer. Reports to the Regimental LCPO.

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6. Administrative Officer. Provides administrative support to the OIC. Supports and mentors the Regimental Administrative Officer, Regimental Adjutant, Regimental First Lieutenant, and Regimental Safety Officer. Reports to the AOIC.

7. Training Officer. Responsible for the organization, planning, and execution of detailer and staff training to include scheduling and conduct of Plebe Summer detailer school and staff led training during Plebe Summer.

8. Training LCPO. The training LCPO will advise and assist the Training Officer in the organization, planning and execution of required Plebe Summer training.

9. 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 COs and SELs. 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 PDJ inputs, as well as providing updates to the OIC and AOIC as necessary.

10. 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 Plebe Class. 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. You are highly encouraged to provide your detailers the opportunity to fail and learn from their mistakes; however, be able to act when required to protect your team and ensure mission accomplishment.

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

11. Squad Combat Course (SCC) OIC

a. Basic Function. The SCC OIC is responsible to the Plebe Summer Operations Officer for the successful execution of the SCC.

b. Specific Duties and Responsibilities

(1) Supervise execution of the SCC ensuring safe and effective completion.

(2) Coordinate with the Marine Detachment, Navy Sea, Air, and Land (SEAL) Program and Waterfront Readiness regarding required equipment.

(3) Supervise Temporary Assigned Duty (TAD) graduates to include dry run execution prior to the first training event.

(4) Coordinate corpsman support for each evolution.

12. Weapons OIC

a. Basic Function. The Weapons OIC is responsible to the Plebe Summer OIC for the safe execution of Weapons Training.

b. Specific Duties and Responsibilities

(1) Supervise execution of all weapons training.

(2) Select detailers for Weapons Staff and supervise training and qualifications of detailers.

(3) Maintain cleanliness and overall responsibility for staff berthing spaces.

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 the 4/C Regiment that is responsible for ensuring the safety and security of the Regiment. 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. 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. The PSWO will be an Ensign/2nd Lieutenant from Plebe Summer or Weapons Detail and will assist the Officer of the Watch (OOW) in the execution of their duties. Plebe Summer duty personnel are responsible for midshipmen accountability, overall security and material condition of 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 Administrative Officer will promulgate the PSWO watchbills. The Regimental Adjutant will promulgate Regimental Duty Officer (RDO), Duty Driver Plebe Summer (DD-PS), and Midshipman OOW (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 (d), chapter 3 with the following modifications:

a. PSWO. The PSWO represents and reports to the Plebe Summer AOIC and is responsible for the safety and security of Plebe Summer spaces and the 4/C Regiment. The PSWO's daily watch responsibilities include the following:

(1) Posts watch at 0730 on the day of duty until 0830 the following day. The PSWO musters with the OOW at 0730 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.

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(2) Conduct watch turnover at 0800 and report their turnover in person, if available, to the AOIC.

(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 (g).

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

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

b. MOOW. Plebe Summer will provide a three or four-Striper (excluding Company Commanders) to stand MOOW from the commencement of Plebe Summer until Reform. MOOWs will be qualified and execute their duties in accordance with reference (d).

c. RDO. The RDO is the senior midshipman duty officer for the 4/C Regiment and is manned by Company Commanders from the 4/C Regiment. The RDO is the direct representative of the Regimental Commander and the OIC of the 4/C 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 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 Regimental Commander, the PSWO, and the MOOW for the security and accountability of the 4/C Regiment.

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

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

(4) Ensures proper manning of the RDO shack. The manning of this office may be shared between the RDO and the two Battalion OOWs (BOOW). The RDO must be aware of the following:

(a) Flag Conditions and Weather Restrictions. **Report any significant weather changes to the AOIC.** Reference (g) covers heat stress conditions and dissemination of Wet Bulb Globe Thermometer (WBGT) readings. The RDO ensures that the flag conditions and air quality restrictions are known throughout the Regiment and modifies uniform and training requirements as necessary. The RDO monitors thunderstorm tracks and takes appropriate action per reference (g).

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(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, air quality and thunderstorm conditions.

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

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

d. BOOW. The Port and Starboard Battalion BOOWs are company executive officers and two-striper battalion staff from within their respective Battalions as well as battalion sergeant majors. The BOOW is responsible to the RDO for security and accountability in their Battalion. The BOOW's daily watch responsibilities are prescribed in reference (d) with the following exceptions:

(1) Muster in Main Office with Company Duty Officers (CDO) 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.

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

e. Company Duty Officer. Each company in the 4/C Regiment, including Tango Company, will provide a CDO commencing with the return of the Detail. CDO will be stood by Squad Leaders, Operations Officers, Safety Officers, and Administrative Officers in each company. The CDO's daily watch responsibilities are prescribed in reference (d) with the following exceptions:

(1) The off-going CDO attends morning PT, and the on-coming CDO attends morning watch muster in Main Office at 0630.

(2) CDOs will check on all sick in quarters (SIQ) and remaining personnel on deck with their CMOD or another available detailer in Company at every hour round/inspection.

(3) Company CDOs wipe company spaces, door handles, and CMOD desk every day with disinfectant wipes.

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(4) Assume the responsibilities of the CMOD during events which are mandatory for all 4/C Midshipmen as defined in the MTS. During these times, the CDO will remain in Company spaces and tour those spaces at least every hour.

f. CMOD. Each company in the 4/C Regiment, with the exception of Tango Company, will provide a CMOD to patrol/inspect the company areas from 0545 until 2100 each day. 4/C Midshipmen normally stand this watch, except during mandatory events for 4/C Midshipmen when the CDO assumes CMOD responsibilities. The CMOD is executed per reference (d), except as modified by the OIC. The Company Administrative Officer will ensure that prior-Enlisted and Naval Academy Prep School (NAPS)-sourced 4/C Midshipmen qualify as CMOD upon arrival. CMOD qualification will be completed per reference (d).

g. 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, with NASP manning evening and Halsey colors details. The Colors Detail will muster outside Main Office 30 minutes prior to morning colors.

h. Duty Driver-Plebe Summer (DD-PS). Two DD-PSs will be used exclusively for the needs of the 4/C Regiment. They will maintain contact with the Plebe Summer RDO via cell phone during the duty day and will remain within close proximity of Bancroft Hall. The Duty Driver watch will be split between TAD Ensigns/Second Lieutenants and the Detail. From 0630-2100, two TAD Ensigns/Second Lieutenants will be assigned as DD-PS. At 2100, two members of the Detail will assume the watch. Turnover will be conducted in the RDO shack under the supervision of the PSWO. The DD-PS will be in a duty status from 0630 on the day of duty until watch turnover. They will muster with the on-coming OOW in Main Office at 0630 each morning. If someone is being driven for medical assistance and is in mental distress, there will be at least one escort besides the driver in the vehicle.

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. Watchstanding will be conducted per reference (d) with the following additional requirements:

1. Telephone directories containing emergency numbers will be posted in the BOOW Shack, RDO Shack, and Main Office.
2. Unless otherwise engaged, CDOs, BOOWs, and the RDO will conduct a round within their AOR at least once per hour. Any irregular activity or condition will be logged, and appropriate action taken to correct it.

CHAPTER 4 – GUIDELINES FOR PROFESSIONAL CONDUCT OF THE DETAIL

401. GUIDELINES TO PREVENT HAZING

1. Hazing of any Midshipmen is Prohibited. Reference (h) 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, verbal abuse, humiliation, 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 will be reviewed and approved by the CO/SEL prior to utilization.

2. Physical Contact. **Physical contact with Plebes 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 will request permission to touch or adjust 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;
- e. Attend to an injured 4/C Midshipman; or

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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 self-defense until the threat of harm is neutralized or diminished.

Note: 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, **active duty staff and detailers are prohibited from posting images and videos of Plebe Summer on any social media platform** without explicit permission from the U.S. Naval Academy Public Affairs Officer (PAO) staff. This includes both personal and public social media accounts. These restrictions will remain in effect until the formal completion of Plebe Summer.

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 will refrain from using profanity during Plebe Summer. Fraternalization with any 4/C Midshipmen is prohibited per reference (f).

2. Detail and staff will address 4/C Midshipmen as Plebe, Mr./Miss, or MIDN X (using the 4/C Midshipman’s last name). Detail will not use profanity or degrading language to address a 4/C Midshipman or individual under instruction. Detail will not use degrading nicknames or nicknames that highlight differences amongst 4/C Midshipmen nor will upper-class use nicknames to pronounce a 4/C Midshipman’s correct name. At no time will a 4/C Midshipman or any individual under instruction call a detailer or staff member by a nickname or first name.

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

4. 4/C Midshipmen will not enter any rooms occupied by detailers or other staff members.

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. If a 4/C midshipman engages in non-professional messaging, detailers are to report the interaction immediately to their active duty chain of command. However, messages between siblings or other close blood relatives, e.g. first cousins, regarding family matters will normally be

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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 must notify their chain of command prior to these messages. Detailers are not authorized to share medical or training information with parents, even if the detailer and plebe are siblings. Detailers will be held accountable for any breach of medical or training information. 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.

6. **The Detail will know Plebe Rates per Appendix A sections 4, 5, and 6.** This will ensure that detailers are subject matter experts in the information they are requiring the 4/C Regiment to know and understand.

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

404. FINANCIAL REGULATIONS. Detailers will 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 Midshipman. Detailers will address supply or personal hygiene item shortfalls through the chain of command.

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. 4/C Midshipmen will:

a. Move expeditiously to assigned seats using only the center passageways or the passageways between tables and square corners where appropriate. Remain standing at attention until all senior personnel at the table are seated. Detailers will allow 4/C Midshipmen to sit and begin eating while they are getting food not located on the table. Squads or individual 4/C Midshipmen will not sound off while in King Hall. 4/C Midshipmen will only walk while in King Hall.

b. Sit at attention on the front four inches of their chair, erect, hands in lap, “eyes in the boat,” placing the fork/spoon down between bites. **In an effort to maximize nutrition during meals while maintaining a high level of formality, 4/C Midshipmen are allowed to look down at their plate when utilizing utensils in order to see what they are eating, but should**

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quickly recover and “square their meals” once food is secured on their utensil. When spoken to, cease table activities and look directly at the appropriate individual.

3. Detail staff will ensure that all 4/C Midshipmen have been served prior to the detailer taking their own portion. Plebes will wait for the senior person at the table to give the word to begin eating once all have been served. Detailers will ensure Plebes begin to eat prior to grabbing extra food not on the table.

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 will ensure adequate time at meals is provided for all members of the squad to eat.

5. Detailers will not prevent 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 in accordance with their issued nutrition plan. All other 4/C Midshipmen are allowed 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 Armys” or otherwise tampering with the normal consumption of meals is also considered hazing. **Midshipmen will not beat on tables, stand on any furniture, conduct “wild mans” or engage in behavior that detracts from a professional environment or potentially damages equipment/furniture.** Detail members will not withhold dessert or imply that dessert is “weakness.” Squad leaders will encourage 4/C Midshipmen to eat everything that is placed on the table.

8. Leadership at all levels must encourage, but not force, consumption of sports drinks and water at meals to prevent dehydration-related injuries and illnesses.

9. Food items will not be brought from other wings of King Hall into the wing assigned to the 4/C Regiment. Detailers may grab items for themselves to bring back to their rooms after the meal is over, but not in the presence of the Plebes.

406. CHESAPEAKE 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 Chesapeake BaySox minor league game. The Commander’s intent is to maintain accountability and enforce professionalism at all times while allowing the 4/C Regiment an 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 will:

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1. Conduct training prior to the evolution regarding military regulations to include but not limited to not eating and drinking while walking.
2. 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 Regiment and ensure 4/C Midshipmen are not “mingling” or “loitering” around the concession area before or after purchasing food/drink or using the head facilities.
3. 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.
4. Abide by other rules and regulations associated with the evolution provided in separate correspondence.
5. Take note of any plebe interacting with personnel outside of the Regiment. If identified to be a family member, notify the chain of command so appropriate action can be taken in potentially delaying the start of liberty for Plebe Parent’s Weekend.

407. MARINE BARRACKS WASHINGTON GUIDELINES. The 4/C Regiment will visit the Marine Corps Barracks Washington to boost camaraderie, pride, and military discipline by viewing the Marine Corps Silent Drill Team. The Commander’s intent is to maintain accountability and enforce professionalism at all times while allowing the 4/C Regiment to be exposed to a ceremonial military unit. The Detail will:

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 Regiment and ensure 4/C Midshipmen are not “mingling” or “loitering” outside of the designated seating area.
3. 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.
4. Abide by other rules and regulations associated with the evolution provided in separate correspondence.

CHAPTER 5 – PLEBE SUMMER RULES AND REGULATIONS

501. LIBERTY POLICY

1. Liberty is a device for relaxation, reflection, and decompression. Safe and productive execution is predicated upon good organizational and individual planning. All detailers and staff will have a plan for liberty periods and analyze possible risks to ensure effective completion.
2. Liberty may be granted at the discretion of the CO/SEL per the following guidelines:
 - a. The Commanders and Executive Officers will never be on liberty or overnight at the same time. This also applies across all levels, from Regiment to Battalion and Company.
 - b. Companies will maintain a minimum of six detailers fit for duty (not SIQ, etc.) and not on liberty or overnight. Liberty begins at CO/SEL discretion and ends at 2330.
 - c. Each detailer will take a minimum of two overnights and may take a maximum of six overnights during the set. Overnights will not be taken concurrently and the liberty range will not be exceeded.
 - d. Overnights may be granted every night of the week with the approval of that detailer's midshipman and active duty chain of command. Company Staff must ensure that overnights do not conflict with scheduled events. Overnight liberty begins at the CO/SEL's discretion and ends at 1130 the next day. Company Commanders will provide an overnight plan and schedule to their CO/SEL.
 - e. Detailers and staff will not wear civilian attire or spirit gear in Plebe Summer spaces. The Uniform of the Day (UOD) (or better) or approved Plebe Summer PT gear are the only authorized attire in Plebe Summer spaces. Detailers must change from civilian clothes into approved uniform prior to entering Plebe Summer spaces.
 - f. Companies will maintain a liberty log, maintained with Google Sheets, 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. If liberty is secured, that commander will inform their equivalent Active Duty Staff member of reason, duration, and any corrective action required.

502. ALCOHOL AND TOBACCO USE

1. Tobacco/Nicotine Use. Plebe Summer is tobacco and nicotine free. Personnel assigned to Detail for the 4/C Regiment may not use any tobacco products while on 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, detailers are considered in a **DUTY** status and will **NOT** consume alcohol, unless specifically sanctioned by the Plebe Summer OIC (i.e. Superintendent’s 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.
- e. **Detailers must be free from all effects of alcohol prior to any interactions with the Plebes.**

503. UNIFORMS. The POD provides the final uniform guidance (to include Navy and Marine Corps staff uniforms) for each event. The detail should anticipate the following schedule:

<u>DAY</u>	<u>UOD</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
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	Issued Brown Boots	Black boot socks	Blue Rim T-Shirt

Figure 5.1. Required Items for Plebe Summer Uniforms

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

504. ROOM STANDARDS

1. All detailers and midshipmen assigned to the 4/C Regiment will maintain their rooms per reference (f).
2. Doors to 4/C Midshipmen rooms will remain fully open from reveille until TAPS unless someone is showering or changing.
3. 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.
4. Windows will remain **shut** at all times to maintain air conditioning boundaries.

505. MISCELLANEOUS INFORMATION AND REGULATIONS

1. Visiting Upper-Class Not on the Plebe Detail. 4/C Midshipmen will not visit the room of an upper-classman that is not a member of the 4/C Regiment or visit an area of Bancroft Hall outside of Plebe Summer spaces until joining the Brigade.
2. Detailers visiting their Plebes at the hospital/urgent care clinics will wear Service Khaki. For emergent situations, escorts may wear physical training uniforms.
3. 4/C Laptop Use. To ensure proper computer use and protect the Plebe Summer environment:
 - a. Anytime a Plebe is in possession of their laptop they will be in the passageway.
 - b. Plebes will sit in their issued chairs facing the wall during all virtual training and/or writing of PDJ.
 - c. Once training is complete and/or they have submitted their PDJ, they will close their laptop and return it to their detailers.
 - d. Detailers are responsible for the safe transfer and storage of laptops. Storage must be in a dry environment, not on floors or near windows.
4. 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) NLT TD 2, but will allow Plebes to keep and properly stow only**

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money and jewelry in individual locked confidential lockers. The CO/SEL will review and sign the inventory prior to securely stowing the valuable items.

b. 4/C Midshipmen may recover their personal items (civilian clothing and bags) for turnover to their parents/sponsors during Parents Weekend. Sports equipment will be recovered for athletes as required and stored in the respective athletic spaces.

c. 4/C Midshipmen will not store luggage in their rooms during Plebe Summer unless necessitated by space restrictions in the company area.

d. Detail staff will coordinate with CO/SELs at the end of the summer for storage/transfer of remaining civilian clothing and personal items. Academic Year staff is responsible for ensuring that these items are shipped home or taken to a sponsor residence.

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

6. **Prohibited Activities.** Events that violate the dignity of individuals or the training environment are prohibited. Specifically, events that require undue physical or emotional stress are strictly prohibited. Examples of these events include, but are not limited to, room tornadoing, midshipman grenades, and invisible chairs. If it is not allowed at bootcamp, it is not allowed at USNA. If in doubt, seek approval from CO/SELs. At no time should an activity that is not expressly granted by this document take place without CO/SEL approval and supervision.

7. **Taking 4/C Midshipmen Property as Punishment.** At no time will detailers confiscate, withhold, remove, or take possession of any personal items or issued items from a 4/C Midshipmen as a form of punishment. This also includes items in rooms such as locks, pens, and mail. Treating others with dignity and respect also means allowing others to have and use their own property. If a detailer believes a plebe has contraband, they will immediately notify the active duty staff and not take any action unless directed.

8. **Reveille.** Detailers will wake up 4/C Midshipmen with only their voices or an audio clip of a ship's general alarm. Music is not authorized to wake up 4/C Midshipmen. Detailers will not bang or kick doors or bulkheads in a way that may cause damage to government property.

9. **Marching.** The following will be the Plebe Summer standard:

a. Detailers will call cadence, not Plebes.

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

c. Route step marching will not be used on the Yard on a hard surface for the purpose of executing MTS events.

d. Only "sing-song cadences" (e.g. "Hey, Hey Captain Jack") approved by the Regimental Drill Master will be used. A list of approved cadences will be provided prior to I-Day.

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10. Guidons. Guidons are used to identify a unit and will be brought to every evolution. The Academic Year Color Company Guidon will not be used during Plebe Summer. Various unit streamers will be awarded throughout Plebe Summer for unit performance and will be displayed on the Guidon for the respective unit.

11. Digital Clock Display. In order to foster a professional environment and ease unnecessary, detrimental anxiety surrounding situational awareness in the training domain, a single digital clock, set with the correct time, will be visibly displayed in the company area, ideally in the vicinity of the CMOD desk. Prior to reveille, the digital clock will be removed by a detailer.

12. Use of Swim Caps. Swim caps will be available to all 4/C Midshipmen as an optional uniform item for swimming evolutions. 4/C Midshipmen must request the uniform item from Supply. CO/SEL will ensure detailers brief Plebes that swim caps are available for this purpose.

13. Sanitation and Cleanliness. The cleanliness of the Plebe Regiment is a priority to ensure the minimization of illnesses throughout the summer. Plebes shall use ***disinfecting wipes*** to clean their desks, sinks, and other high-traffic areas every day. Plebes shall be given enough time to shower adequately and shall minimize touching their face to prevent the spread of bacteria.

a. Detailers shall explain the ***why*** behind these policies: Plebes are coming from around the nation and are bringing diseases with them. Cleanliness is paramount for a safe military training environment.

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CHAPTER 6 – TRAINING GUIDELINES AND ROUTINE**601. 4/C MIDSHIPMAN ORIENTATION AND INTRODUCTION**

1. Introduction of the Detail. Plebe Summer Company Commanders will recite the introductory speech after the Oath of Office Ceremony at the designated time on I-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 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 BEGIN THIS 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. 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 STAFF AND I WILL BE WITH YOU EVERY DAY, EVERYWHERE YOU GO. I HAVE TOLD YOU WHAT MY STAFF AND I WILL DO. NOW WHAT WE EXPECT OF YOU:

YOU MUST DO EVERYTHING YOU ARE TOLD TO DO – QUICKLY AND WILLINGLY. YOU WILL TREAT ALL OFFICERS, ENLISTED, AND MIDSHIPMEN WITH COURTESY AND RESPECT.

YOU MUST BE COMPLETELY HONEST IN EVERYTHING YOU DO. A MIDSHIPMAN NEVER LIES, CHEATS, STEALS, 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 future success. Squad leaders will brief 4/C Midshipmen on the following prior to the Oath of Office ceremony:

- 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. The 4/C Regiment will conduct a fire drill in accordance with the MTS. This evolution can be disorienting to fatigued Plebes and injuries have occurred. Unit Commanders must leverage everyone as safety observers during this important and mandatory event. Companies will report completion of emergency evacuation drills to the RDO upon completion.

602. INITIAL PLEBE SUMMER TRAINING

1. The primary purpose of initial Plebe Summer training is to act as “foundation building” to develop base-level knowledge and a military spirit upon which to further develop.

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. 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 free time productively by conducting evolutions from the Gray Space Playbook.

603. PLEBE RATES. Unless specified below, 4/C Midshipmen will comply with Plebe rates as described in Reef Points. In addition to standardized rates schedule of Appendix A, Plebes will:

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- Learn verbatim the menus of three meals in advance;
- Know the names of the OOW, Staff Duty Officer (SDO), and MOOW for the current day;
- Know “the Days;”
- Know the names of all 4-Strippers and above;
- Chop with their “eyes in the boat,” square corners, chopping with a purpose, and sound off throughout Bancroft Hall with the exception of administrative spaces, the Midshipmen Store, the 7th Wing gym, basement areas, Memorial Hall, Smoke Hall, King Hall, academic buildings and the post office.
- Refrain from speaking “chipping” in the p-ways unless spoken to by an upperclass midshipman, officer or senior enlisted.
- Plebe covers
- Maintain professional relationships with upper-class midshipmen;
- Double-time to and from intramurals unless on chit, restricted by flag condition, or escorted by a member of the detail;
- 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 superior;
- Call attention on deck 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;
- 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 prior to 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;
- Stand when a detailer or commissioned officer joins the mess;
- Remain seated in King Hall until dismissed by a Detail member for an appropriate reason;

1. Attention on Deck. 4/C Midshipmen will call attention on deck when an upper-classman or active duty staff enters their room, and stand at the position of attention. In order to prevent 4/C Midshipmen from inadvertently injuring themselves while seated at their desks, the following procedure will be used to allow 4/C Midshipmen adequate time to move away from any hazards before coming to the position of attention.

a. The detailer or Active Duty staff member will announce “Standby for room entry” while standing outside of the 4/C Midshipmen’s door.

b. The 4/C Midshipmen will deliberately and expeditiously prepare for attention on deck. 4/C Midshipmen who are seated at their desk will ensure to rise in a manner that their head is clear from their rack.

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c. When the 4/C Midshipmen are prepared, they will announce “Ready Sir/Ma’am”.

d. The detailer or Active Duty staff member may enter the room once they hear “Ready Sir/Ma’am”.

e. 4/C Midshipmen will call “Attention on deck” and snap to the position of attention when the detailer or Active Duty staff member enters the room.

604. DAILY SCHEDULES. The MTS provides the daily schedule of events. The POD is a separate document that combines all events on the Yard. Plebe Summer is executed per the MTS. 4/C Midshipmen awaiting separation will observe the normal routine until transferred to Tango Company.

605. RELIGIOUS ACCOMMODATION & CHAPLAIN SUPPORT

1. Religious Accommodation (RA). In accordance with reference (e), it is Department of the Navy (DON) policy to accommodate the doctrinal or traditional observances of Service Members when such accommodation will not adversely affect mission accomplishment, military readiness, unit cohesion, good order and discipline, health, or safety. Religious accommodation requests are considered on a case-by-case basis and may be approved when they do not conflict with mission requirements and safety. Approval authority rests with the Commanding Officer or appropriate authority as designated by policy. Accommodation is not automatic; and may be approved when they do not conflict with mission requirements and safety and per policy, remains subject to military necessity. Chaplains provide advisory assessment of religious sincerity and doctrinal basis but do not approve or disapprove requests.

2. Religious Accommodation Request

a. General Procedure. All Religious Accommodation (RA) requests must be initiated by the 4/C Midshipman and routed through the chain of command to the Plebe Summer Regimental Chaplain or designated Religious Accommodations Chaplain for processing in accordance with reference (n). Chaplains will conduct required interviews and provide advisory memoranda as required by policy.

b. Types of Religious Accommodation

(1) Religious Dietary Observances - Doctrinal or traditional requirements on types of foodstuffs allowed or the means of food preparation

(2) Religious Observance - Participating in worship services and following other doctrinal requirements on Sabbath and holy days

(3) Religious Apparel - Articles of clothing worn as part of the doctrinal or traditional observance of the religious faith practiced by the service member

(4) Religious Medical Practices - Doctrinal or traditional objections to receiving immunizations and providing DNA specimen samples

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c. Standing Accommodations During Plebe Summer. The following accommodations are routinely requested and supported during Plebe Summer. These requests require an interview with the PS Religious Accommodations Chaplain and coordination with the chain of command; however, these accommodations are pre-approved by the Plebe Summer Officer In Charge (OIC).

(1) Religious dietary needs (e.g., Halal, Kosher, Vegan, Vegetarian). Chaplain interview required to ensure accurate coordination with King Hall.

(2) Early Wake-Up for Prayer. Appendix C will be filled out by the Plebe and taped to the outside of their hatch, ensuring the correct Plebe is woken up.

(3) Prayer After Lights Out. Plebes may request five minutes in the passageway for prayer after Lights Out.

(4) Fasting During Plebe Summer. Must be coordinated in advance with the Religious Accommodations Chaplain, with appropriate notification of the chain of command. Certain restrictions, including mandatory hydration, may be required during periods of severe weather or elevated heat conditions. In the event a 4/C Midshipman exhibits signs of illness or reports feeling unwell during a fasting period, the individual may be directed to suspend fasting immediately at the discretion of the Brigade Medical Unit (BMU).

d. Requests Requiring Formal Routing Beyond Plebe Summer Authority. The following require formal submission and processing to the Deputy Chief of Naval Operations (DCNO) for decision via the Superintendent.

(1) Religious Headgear (e.g., kippah/yarmulke, hijab).

Plebes must provide their own headgear, and must be either all white or all black

(2) Religious facial hair (beard) request.

(3) Long sleeves worn under uniform shirts.

(4) Any request requiring exemption from Department of the Navy uniform or grooming policy.

3. Religious Observances and Worship Services. Participation in religious services during Plebe Summer is voluntary. Schedules and locations are published in the Plan of the Day (POD).

a. Chaplains' Receptions (Donut Hour). Donut Hour takes place on Sundays in the Mitscher Hall Lobby from 0815-1145. The receptions are intended for interaction between 4/C Midshipmen, Chaplains, and Chapel staff.

b. Friday Night Worship Services and Events

(1) Protestant Christian Services: 4/C Midshipmen may attend Gospel services in Mitscher IAW the POD.

(2) Hindu Observances: 4/C Midshipmen may attend service in the Laboon Center IAW the POD.

(3) Jewish Services: 4/C Midshipmen may attend Jewish Shabbat services in Miller Chapel IAW the POD.

(4) Muslim Services: 4/C Midshipmen may attend Jumma prayer in All Faiths Chapel IAW the POD.

(5) Orthodox Christian Services: 4/C Midshipmen may attend Orthodox Christian services in St. Nicholas Chapel (Rotonda) IAW the POD.

(6) Seventh-Day Adventist Service: 4/C Midshipmen may attend Seventh-day Adventist service in the Chaplain Center Conference Room IAW the POD.

(7) Choir Practice: 4/C Midshipmen may attend Protestant and Catholic Choir Practice in the Brigade Chapel IAW the POD.

c. Sunday Worship Services and Events

(1) Donut Hour locations and times are published by the Chaplain Center prior to the start of Plebe Summer.

(2) Buddhist Observances: 4/C Midshipmen may attend Buddhist gathering in Stein Fellowship Hall Media Room IAW the POD.

(3) Church of Jesus Christ of Latter-Day Saints Observance: 4/C Midshipmen may attend Church of Jesus Christ of Latter-Day Saints services in Luce Hall IAW the POD.

(4) Jewish Torah Study: 4/C Midshipmen may attend Jewish Torah Study in Stein Fellowship Hall IAW the POD.

(5) Orthodox Christian Services: 4/C Midshipmen may attend Orthodox Christian services Luce Hall IAW the POD.

(6) Protestant Christian and Roman Catholic Services: 4/C Midshipmen may attend services in the Brigade Chapel IAW the POD.

(7) Contemporary Christian Worship Services: 4/C Midshipmen may attend services in Mitscher Auditorium IAW the POD.

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(8) Protestant Holy Communion Services: 4/C Midshipmen may attend services in St. Andrews Chapel IAW the POD.

(9) Other Faith Observances. Every effort will be made to accommodate requests from 4/C Midshipmen who adhere to a faith not already mentioned and in compliance with reference (e).

(10) Religious Extra-Curricular Activities (R-ECA). 4/C Midshipmen may voluntarily attend R-ECA gatherings in designated locations on Fridays and Sundays IAW the POD.

4. Friday Evening/Sunday Morning Routine. The following guidelines apply to the Friday evening/Sunday morning religious activity hours within Bancroft Hall:

- a. 4/C Midshipmen do **NOT** have Yard liberty during designated religious activity periods.
 - b. 4/C Midshipmen not attending religious services remain in Company area.
 - c. Training events shall not be scheduled to preclude 4/C Midshipmen participation in designated religious observance periods. Friday evening or Sunday afternoon inspections, which would require Friday night or Sunday morning preparation are not authorized.
 - d. 4/C Midshipmen choosing not to participate in Friday or Sunday religious services or activities outlined above will remain in the Company area. These midshipmen will be strongly encouraged to use part of this time for self-reflection and actualization to ensure sustained readiness in the emotional and physical domains.
 - e. 4/C Midshipmen will not interact with members of other companies unless participating in the services or activities outlined above or under the supervision/direction of a Detailer.
- F. On Sunday mornings from reveille until 1200 and Friday evenings starting at 1900 until lights out, 4/C Midshipmen will not chop or sound off.

5. Chaplain Appointments

- a. Access to Chaplains. Chaplains are available for 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 4/C Midshipman's detailer is responsible for inputting the appointment request with the chaplain through the Chaplain Scheduling application accessed through the Chaplain Center website, and if they must cancel, are responsible for contacting the chaplain and the Plebe Summer Religious Programs Specialist. The chain of command will ensure that the 4/C Midshipman is afforded the opportunity to meet with a chaplain within **72 business hours** of the request, unless the matter constitutes an emergency, in which case the request shall be expedited.
- b. Plebe Summer Chaplain Support. The Plebe Summer Chaplains and their corresponding platoons are as follows:

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(1) Chaplain Everson / Haddad-Belem: Platoons 1-6.

(2) Chaplain Marshman: Platoons 7-12.

(3) Chaplain Ceitlin: Platoons 13-18.

(4) Chaplain Moffatt: Platoons 19-24.

(5) Chaplain Thevenin: Platoons 25-30.

(6) Chaplain Jenkins: Platoons 31-36.

c. Duty Chaplain

(1) The Duty Chaplain is available for any situation requiring chaplain support to include emergency support. The Duty Chaplain can be reached at 443-223-7870. In the event that the Duty Chaplain cannot be reached, contact the Plebe Summer Regimental Chaplain, and then, if necessary, contact the Chaplain Center at 3-1100 during working hours.

(2) The Duty Chaplain shall conduct all Drop on Request (DOR) and Early Wake-Up Request interviews. These interviews shall be scheduled daily by the Detailer in coordination with the Duty Chaplain.

d. Rescheduling Appointments. If a scheduled appointment requires a change, the 4/C Midshipmen's Detailer will immediately contact the Plebe Summer Religious Programs Specialist (RP) and the scheduled Chaplain concerning the changes.

606. MAIL PROCEDURES

1. The CO will authorize and designate a Primary and Alternate Company Mail Officer in writing.

2. Detailers will not hold mail or secure mail privileges as a means of punishment. There should be minimal delay in getting mail to 4/C Midshipmen. Detailers will track those who have not received any packages to ensure packages are being provided at least every 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, caffeinated beverages, caffeinated workout powder, etc. Items such as weightlifting magazines, men's lifestyle/fitness magazines, etc. that are borderline pornographic are not appropriate for Plebe Summer and violate the spirit of this definition.

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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. **Detailers 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.)
6. 4/C Midshipmen typically receive excessive quantities of food in care packages. To standardize the amount of food that 4/C Midshipmen may maintain, the following guidelines apply:
 - a. 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 maintained by the CO/SEL.

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.
2. Participants. Only detailers assigned to the 4/C Regiment may participate in 4/C indoctrination.
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. If they are going to make contact with the bulkhead using their hand, it will be done with an open hand and not a fist.
4. Uniform/Rack Races. Detailers may conduct timed uniform/rack races to instruct 4/C Midshipmen in promptness, optimum use of time, attention to detail, and self-confidence.
 - a. The Detail may conduct uniform/rack races at squad, platoon, or company levels; they may also occur for an individual during Extra Military Instruction (EMI). The applicable unit leader will observe uniform/rack races.
 - b. The Detail will use only uniforms defined in reference (i) or appropriate modifications per the heat conditions. Other uniform modifications are not authorized.

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c. Unit leaders will ensure that 4/C Midshipmen have sufficient time to stow their uniforms and equipment following these 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. Detailers will conduct an inspection with each race to ensure uniforms are worn properly or racks are properly made.

e. Detailers will remain vigilant of 4/C Midshipmen “swapping sheets” or dragging sheets on the deck to maintain a high standard of hygiene and cleanliness during rack 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.

a. Writing assignments will not be excessive in length, not to exceed one 8.5 x 11-inch piece of paper.

b. They will not be overly repetitive. Detailers will not direct Plebes to write anything out a number of times corresponding to the detailer’s class year.

c. **Writing assignments must positively contribute to the Plebe’s professional development and will not infringe upon the dignity of the Plebe or a detailer.** To this extent, no essays regarding misgendering, sexual orientation, or other discriminatory concerns will be permitted.

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 Naval Academy Athletic Association (NAAA) requirement, CO/SELs will approve individual room changes.

608. EXTRA MILITARY INSTRUCTION

1. EMI is a corrective action authorized to correct a deficiency, instill knowledge, military bearing, and instant obedience to orders – it is *not* a punitive measure and will not be issued as such. All EMI will be assigned and documented via Form 1. 4/C Midshipmen not performing satisfactorily in authorized training may receive extra instruction. The following criteria apply:

a. The Squad Leader, Platoon, and Company Commander in the 4/C Midshipman’s direct chain of command may recommend EMI tailored specifically to 4/C Midshipmen who require such instruction.

b. COs or SELs will approve EMI for 4/C Midshipmen as deemed appropriate. Company midshipmen leadership will request permission to their CO/SEL prior to executing any forms of EMI.

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c. EMI should result in a 4/C Midshipman becoming proficient in areas where there is a noted deficiency relative to standards. PT will not be used as EMI. The detail member administering EMI must provide guidance/feedback on how to improve the 4/C Midshipman's performance.

Note: 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 will always be utilized.

609. GRAY SPACE PLANNING

1. Gray space is defined as that time in which a Company does not have an event scheduled on the MTS. Company Commanders are responsible to ensure that gray space is used effectively and appropriately to prepare 4/C Midshipmen for upcoming events.
2. Gray space evolutions will be briefed to the CO or SEL at the nightly operations brief and will follow the guidance given in the Gray Space Playbook.

610. EXCUSALS FOR NAAA

1. Outside of the daily sports period, designated 4/C Midshipmen will be excused from Plebe Summer in order to attend daily practices and team training events in support of a championship-segment varsity sports team affiliated with NAAA.
2. Only NAAA affiliated varsity teams with championship-segment in-season start dates prior to the reform of the brigade will receive excusals. Reference COMDTMIDNNOTE 1710 enclosures (1) and (2) for specific start dates.
3. The specific 4/C Midshipman designated for excusal will be provided to Plebe Summer OIC via memo from the NAAA Military Deputy Director of Athletics. Additionally, the memo will include start and finish times of each practice and times included will account for time required for preparation, training, and recovery.
4. The designated 4/C Midshipman will be escorted by their detailers to and from Bancroft Hall and/or designated Plebe Summer Training evolutions to the NAAA affiliated athletic facility in the UOD. Upon completion of daily practices, the designated 4/C Midshipman will be escorted back to Bancroft Hall and/or designated Plebe Summer Training evolution in the uniform of the day and will re-integrate with their company for the remainder of the day.
5. All designated 4/C Midshipmen participating in Football will be released to the Football Officer Representative or designated personnel and remain with the coaching and support staff of Football for the remainder of Plebe Summer Training until reform of the brigade. The date for transfer of accountability will be provided to the Plebe Summer OIC via memo from the NAAA Military Deputy Director of Athletics. This includes remaining overnight in Bancroft Hall in areas designated for Football use only. All other designated 4/C Midshipmen with excusals will

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remain in their designated room within Bancroft Hall and will transit to and from in order to meet prescribed practice times.

611. PLEBE RIGHTS. Certain rights are fundamental to the welfare of all recruits and will not be denied. All recruits have the right to:

1. Three meals per day with 20 minutes to consume each meal.
2. Make head calls as necessary.
3. Seven and a half hours of uninterrupted sleep except during periods authorized by CO/SEL.
4. Maintain proper hygiene on a daily basis, to include clean laundry.
5. Attend sick call, follow-up appointments, and use medication prescribed by a medical or dental officer, in accordance with the prescription directions.
6. One hour of free time daily, unless authorized by CO/SEL.
7. Send mail and receive all mail on the day it is received by the Plebe's Company. Also, to maintain privacy of both incoming and outgoing correspondence without censorship or review. If a recruit is suspected of receiving unauthorized items or contraband, consult with CO/SEL.
8. Attend scheduled religious services and be allowed to receive private counseling from the Chaplain at other times during training upon request.
9. Make and receive emergency telephone calls and receive emergency messages.
10. Maintain authorized personal belongings to include cash, personal financial documents, bucket issue items, and issued uniforms without destruction or theft by permanent personnel.
11. Request Mast via the chain of command.

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 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: TD 5. Second Set: update NLT TD 27 as applicable.
4/C Initial Counseling	Squad Leader	Company Commander	CO/SEL	First Set: NLT TD 5 Second Set: NLT TD 27
4/C Midshipman Evaluation Record and Final Counseling (Fig 7.2)	Squad Leader	Company Commander	CO/SEL	1) NLT TD 21 2) NLT TD 46
Plebe Daily Journal (PDJ)	4/C Midshipman	CoC	OIC	1200 the following day
Daily Physical Cycle Reports	Company Commander	N/A	CO/SEL	Daily by 2359
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. **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.**

702. DAILY REPORTS

1. PDJ. Provide the Commandant of Midshipmen, OIC, and necessary stakeholders with insight and early detection of potential problems. These reports will be completed daily by each 4/C Midshipman. PDJ entries will be submitted electronically via Google Forms and reviewed by the squad leader prior to TAPS. PDJ entries will be thoroughly reviewed by the midshipmen chain of command. The Company Commander/Executive Officer will make a recommendation to the CO/SEL regarding the labeling of each PDJ. 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) to the Battalion Officer and for detailers to take appropriate action to ensure the safety of the Plebe. The Battalion Officer will inform the OIC and AOIC (and, as required, the Chaplain, and Midshipmen Development Center) as soon as practicable.

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

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

d. All PDJs will be routed to the CO/SEL the morning after they are written. Company commanders will enter all red and yellow PDJs and three green PDJs into the PDJ Google document by 0900 daily. They will also note each red or yellow PDJ in their company MIDPRES sheet for continued tracking. Battalion Officers will submit all PDJs to the AOIC by 1100 daily. All red and yellow PDJs 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 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. Each Company will discuss the conduct of the detail staff, the progress made towards meeting the threshold standard, and areas of improvement to provide more effective training to the 4/C Regiment.

3. Company Safety Officers will fill out blocks 1-9 of the Lessons Learned Worksheet (enclosure 1) and route to the Battalion Safety Officer after it has been briefed to their company at that day's OPS Brief. It is expected to be routed to the Battalion Safety Officer the following morning.

703. WEEKLY REPORTS

1. Weekly Weight Reports. An initial weigh-in will be conducted on TD-1. Weigh-in reports begin during the second week of Plebe Summer.

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a. The company staff will refer midshipmen sustaining weight losses of 3% or more of their I-Day weight for two consecutive weeks (6% total) or 10% or more of their I-Day weight to the BMU for evaluation.

b. The detail should conduct weigh-ins under similar conditions (time of day/level of activity) and in PT gear with no shoes.

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

2. Level of Knowledge and Zone Inspections. All midshipmen Staff and Active Duty Staff will complete their Level of Knowledge Checks (LOKs) as well as their Zone Inspections per the MTS Schedule and fill out the reports in enclosure (2) of this instruction and enclosure (1) of COMDMIDNINST 1010.1B turn into Training Staff when complete. These reports will be consolidated and briefed by the Battalion Commander with a recommendation of possible changes to the training focus for the following week.

704. REPORTS SUBMITTED AS REQUIRED

1. Valuables Storage Inventory. This list is due to the CO/SEL the day after I-Day and will be updated if Plebes are sent any high value items during the summer. See Chapter 5 for details.

2. Discretionary PT (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 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 Regimental Commander, the Regimental Commander will authorize commencement of the event.

705. COUNSELING AND EVALUATION OF 4/C MIDSHIPMEN

1. Evaluation Report (Figure 7.2)

a. Squad leaders will complete an evaluation (Figure 7.2) on each 4/C Midshipman in their squad, documenting the midshipman's performance.

b. During the last week for both first and second sets each 4/C Midshipman will be given a copy of their evaluation and debriefed by the squad leader.

c. Evaluator will be designated as squad leader and the reviewing officer will be designated as the platoon commander.

d. CO/SELs are responsible to ensure each 4/C Midshipman has a completed evaluation in their training jacket for both first and second set.

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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 Midshipman. They will retain this sheet, update when necessary, and turn it over to their relief.

3. Midshipmen Counseling and Guidance (Figure 7.4). Squad Leaders will complete formal counseling a minimum of two times each set (initial and final) using figure 7.3 as a guide. Platoon Commanders review, initial, and forward the records to the Company Admin Officer. The Company Admin Officer forwards them to the CO/SEL for review prior to turnover and prior to the end of Plebe Summer. This form is also used to document substandard or exceptional performance of 4/C Midshipmen.

- a. Unit leaders use sections one and four of this form to document any counseling.
- b. Company Commanders will 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 chain of command to remediate the 4/C Midshipman.
 - (3) The chain of command's recommendation for future disposition of the midshipman.

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4/C EVALUATION FORM

MIDN 4/C: _____

Alpha: _____

Aptitude for Commission

Squad Ranking: _____ of _____

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)

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 additional sheet and attach as necessary)

Midshipman: _____
Signature Date

Evaluator: _____
Signature Title Date

Reviewing
Officer: _____
Signature Title Date

CUI

ANY MISUSE OR UNAUTHORIZED DISCLOSURE CAN RESULT IN BOTH CIVIL AND
CRIMINAL PENALTIES

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

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 additional sheet and attach as necessary)		

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

CUI

ANY MISUSE OR UNAUTHORIZED DISCLOSURE CAN RESULT IN BOTH CIVIL AND CRIMINAL PENALTIES

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

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

CUI
ANY MISUSE OR UNAUTHORIZED DISCLOSURE CAN RESULT IN BOTH CIVIL AND
CRIMINAL PENALTIES

MIDSHIPMAN COUNSELING AND GUIDANCE FORM

Date: _____

1. Midshipman _____ Class _____ Company _____

2. Areas discussed: () Academic () Conduct

 () Performance () Other

3. Trend of Performance: () Improving () Declining

 () Consistent () N/A

4. Pertinent Observations/comments:

STRENGTHS

AREAS FOR IMPROVEMENT

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

(Continue on back if necessary)

<u>Reviewer</u>	<u>Initial</u>	<u>Date</u>	
Co Ofcr	_____	_____	
Sqd Ldr	_____	_____	_____
			Interviewer
Midn	_____		

Figure 7.4. Midshipman Counseling and Guidance Form

CUI

**ANY MISUSE OR UNAUTHORIZED DISCLOSURE CAN RESULT IN BOTH CIVIL AND
CRIMINAL PENALTIES**

706. APTITUDE BOARDS

1. Company Commanders may recommend convening a Company Aptitude Board to the CO per 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 (i.e. Formal counseling) and attempts to correct deficiencies have been exhausted. COs 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 will 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. The Company Commander, supervised by the CO, serves as the senior member.

2. Battalion and Regimental Aptitude Boards are convened by the Battalion Officers or OIC as appropriate. Battalion and Regimental Commanders may recommend convening aptitude boards. Midshipmen forwarded by the Battalion Aptitude Board will be seen by the Regimental Aptitude Board, and midshipmen forwarded by the Regimental Aptitude Board will be seen by the Brigade Aptitude Board. Aptitude boards are conducted per reference (a).

a. Battalion Aptitude Boards consist of the Battalion Officer (senior member), two COs, 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. Regimental Aptitude Boards consist of the OIC (senior member), two COs, the 4/C Regiment SEL, and the Regimental 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 Regimental Aptitude Board. In this event the Regimental Aptitude Board will convene as soon as possible, but no later than reform.

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

c. Continued poor attitude.

d. Overall lack of aptitude for commission.

e. Other situations identified by the Company Staff with CO/SEL approval.

f. More than two negative formal counselings conducted in a given set.

4. Aptitude Boards and potential outcomes:

Board Level	Potential Outcome
Company	1) Return to training 2) Letter of Instruction (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 with recommendation for separation

5. The Board proceedings should address the following areas:

- a. Reason(s) 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. Means of attaining goals.
- f. Timeline for re-evaluation (should be a minimum of seven days, but not to exceed Plebe Parents' Weekend).

6. All Aptitude Boards, regardless of convening authority, will be briefed at the Regimental Operations Brief to include pending cases and annotating board decisions.

7. In some cases, an Aptitude Board may not be necessary and entry level separation can be used in accordance with reference (1). Additionally, Battalion Officers, and the Plebe AOIC or OIC retain broad discretion to refer the midshipmen for entry level separation at any time during plebe summer after receipt of an LOI or counseling form, despite a Plebe having initially been referred to an Aptitude Board.

707. COUNSELING AND EVALUATION OF THE UPPERCLASS

1. The Midshipmen Counseling and Guidance Form (Figure 7.3) will 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 detailers will be conducted per reference (a) with one modification: There is no forced distribution of aptitude grades. Evaluations will be completed and entered in the Midshipmen Information System (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 detail prior to set turnover. Counseling should occur after MDRs are complete.
4. Detailers are required to report to Plebe Summer on time, shaven, with a fresh haircut, ready to train and in extraordinary physical condition. There will be a PRT administered upon arrival. **A Detailer that fails the PRT will be subject to reassignment or removal from the detail and will be awarded a 'D' in Aptitude for Summer Training.**

708. INSTRUCTIONS FOR COMPLETING THE DETAILER 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. The Company Admin Officer will provide an electronic copy of all company MDRs. Electronic copies will be provided to the Regimental Admin Officer for all other Detailer evaluations.

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DETAILER EVALUATORS AND REVIEWERS

BILLET	EVALUATOR	REVIEWER
REG CDR	AOIC	OIC
REG XO	REG CDR	AOIC
REG CMEO REPRESENTATIVE	REG CDR	AOIC
REG SAPR GUIDE	REG CDR	AOIC
WEPS BATT CDR	REG CDR	WEPS OIC
REG OPS	REG CDR	OPS OFFICER
REG ASST OPS	REG XO	OPS OFFICER
REG PMO	REG XO	OPS OFFICER
REG ADMIN	REG XO	ADMIN OFFICER
REG ADJUTANT	REG XO	ADMIN OFFICER
REG SAFETY	REG XO	ADMIN OFFICER
REG HONOR ADVISOR	REG CDR	HONOR OFFICER
HONOR INSTRUCTORS	REG HONOR ADVISOR	HONOR OFFICER
REG DRILL OFFICER	REG XO	DRILL MASTER
REG CHAPEL LIAISON	N/A	REG CHAPLAIN
REG SMAJ	REG CDR	AOIC
BATT CDR	REG CDR	BATT OFFICER
BATT XO	BATT CDR	BATT OFFICER
BATT OPS	BATT CDR	BATT OFFICER
BATT SAFETY	BATT XO	BATT OFFICER
BATT ADMIN	BATT XO	BATT OFFICER
BATT SMAJ	BATT CDR	BATT OFFICER
D&B CDR	REG CDR	D&B O-REP
D&B XO	D&B CDR	D&B O-REP
D&B PLT CDRS	D&B CDR	D&B O-REP
CO CDR	BATT CDR	CO/SEL
CO XO	CO CDR	CO/SEL
CO OPS, ADMIN, SAFETY, & PLT CDRS	CO CDR	CO/SEL
SQUAD LEADERS	PLATOON CDR	CO/SEL
TANGO CO CDR	TANGO SEL	TANGO CO
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	REG CDR	1
REG CDR	REG XO REG Ops REG SAPR Guide REG CMEO Representative REG Honor Advisor REG SMAJ WEPS BATT CDR BATT CDRs	1 1 1 1 1 1 1 2
REG XO	REG Asst Ops REG Admin REG Adjutant REG Drill Officer REG PMO REG SAFETY	1 1 1 1 1 1
REG HONOR ADV	REG CD&T Instructors	6
CHAPLAIN	REG Chaplain Liaison	1
D & B CDR	D & B XO D & B Ops D & B Platoon CDRs	1 1 5
TANGO CO	Tango CDR	1
TANGO CDR	Tango XO	1
TANGO XO	Tango Admin Tango Squad Leaders	1 4
BATT CDR	BATT XO BATT Ops Company Commanders BATT SMAJ	1 1 9/10 1
BATT XO	BATT Admin BATT Safety	1 1
COMPANY CDR	Company XO Company Ops, Safety, & Admin Platoon CDRs	1 3 2
PLATOON CDR	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 acclimated 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 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, sodium 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. If possible, move the individual to a duty vehicle with A/C on.

- (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 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)
 - (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. Use cooling station or dunk tank if available.
 - (5) Fan the individual.
4. 4/C Midshipmen should monitor each other and staff should monitor those in their charge for signs of heat stress.
5. Environmental conditions must be monitored closely per reference (g). The Regimental staff may adjust physical activities and daily routine to minimize the risk of heat casualties. The OOW/MOOW and watch team record and pass the WBGT Index and Heat Condition to the 4/C Regiment. The RDO will communicate with the Main Office to ensure the Regimental 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 (g). **ALL DETAILERS AND STAFF WILL BE INTIMATELY FAMILIAR WITH REFERENCE (G).** The following is a brief overview of the flag conditions, but in no way relieves detailers and staff from familiarizing themselves with reference (g):
- a. All personnel standing watch in the Main Office will know the flag condition at all times.
 - b. The Naval Health Clinic Annapolis Quarterdeck is the primary means of receiving WBGT and determining flag condition. RDOs will verify the flag condition with the Naval Health Clinic Annapolis Quarterdeck (443-822-2263).
 - c. The Hendrix Lab Environmental Data, Monitoring and Prediction System (EDMAPS) will be used as the secondary means of receiving WBGT and determining flag condition. EDMAPS can be accessed on the following link:
<https://edmaps.usna.edu/repository/entry/show?entryid=fb3315f6-4268-491f-b27f-685f215800cd>
 - d. EDMAPS will be used when The Naval Health Clinic Annapolis reading is unavailable.
 - e. The National Oceanic and Atmospheric Administration (NOAA) WBGT website (<https://digital.weather.gov/>) is the tertiary means of receiving WBGT and determining flag condition.
 - f. The NOAA WBGT reading will only be used when the primary and secondary means are unavailable.
 - g. See Figure 8.1 to determine the flag condition.

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h. Watchstanders will inform their chain of command whenever the flag condition changes.

i. When in doubt of the current flag condition, RDOs will verify the flag condition with the Naval Health Clinic Annapolis Quarterdeck (443-822-2263). RDOs will inform Plebe Summer staff of changing flag and hazardous weather conditions via email in a timely manner to ensure the entire staff has the most up to date information during the training day.

(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 Main Circuit (1MC) 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) Midshipmen on Main Office Watch: Make a 1MC 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 1MC Announcement: “Bancroft Hall, attention to announcements. Set flag condition red, the following training restrictions are in effect: Non-air conditioned DPT, PEP, PRT, Obstacle Course (O-Course)/Endurance 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 hour thereafter make the following 1MC 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 the 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.

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 will not be used unless prescribed by Medical.

7. In the event of a loss of air conditioning inside Bancroft Hall, physical evolutions conducted inside Bancroft Hall will follow the outdoor flag condition. If deemed necessary, the AOIC may secure indoor physical evolutions, regardless of flag condition.

a. In this condition, the following restrictions exist during black flag condition: Drill, DPT, Cycles, ITE, and chopping are prohibited indoors. Uniform modifications are required.

b. In this condition, the following restrictions exist during red flag condition: DPT, Cycles, ITE, and chopping are prohibited. Uniform modifications are not required.

8. The Plebe Summer ambient conditions training matrix is found at Figure 8.1.

Evolution	Flag Condition		
	Black	Red	Yellow
Wet Bulb Globe Temp (WBGT)	≥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 (2)	No	Yes (after TD 21)	Yes
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 (3)	No	No	Yes (after TD 21)
Outdoor Sports / Intramurals (3)	No	No	Yes
Indoor Sports / Intramurals (4)	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. Name tags will be moved to the right breast of the blue rim shirt. Bayonet belts and canteens will be worn over the blue rim when the blouse is not worn to ensure a neat military appearance while allowing for ease of access to a water source. The issued secondary (e.g. Camelback) water source may be worn at the unit leader’s discretion, but it will be done in a uniform manner. Uniforms will not be modified for watches, outdoor formations, or Chapel services. 4/C Midshipmen will not wear covers while wearing this uniform modification. Covers should be carried by 4/C Midshipmen.

2. Parade cancellations will be made on a case by case basis at the discretion of the OIC.

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

4. Sports/intramural cancellation is at the discretion of the Physical Education OIC.

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

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

Figure 8.2. Thunderstorm Condition Matrix

10. The air quality index matrix (AQI) is found at Figure 8.3.

Daily AQI Color	Levels of Concern	Values of Index	Description of Air Quality
Green	Good	0 to 50	Air quality is satisfactory, and air pollution poses little or no risk
Yellow	Moderate	51 to 100	Air quality is acceptable. However, there may be risk for some people, particularly those who are unusually sensitive to air pollution.
Orange	Unhealthy for sensitive groups	101 to 150	Members of sensitive groups may experience health effects. The general public is less likely to be affected.
Red	Unhealthy	151 to 200	Some members of the general public may experience health effects; members of sensitive

			groups may experience more serious health effects.
Purple	Very unhealthy	201 to 300	Health alert: The risk of health effects is increased for everyone.
Maroon	Hazardous	300 or higher	Health warning of emergency conditions: Everyone is more likely to be affected.

Figure 8.3 Air Quality Index 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 will 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 **will** conduct daily foot/personal hygiene inspections in their evening counseling time until Parent's Weekend, or when no longer required by direction of the OIC.
- c. Each Company Safety Officer will be issued a blister kit. Blister kits will be picked from 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 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.

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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 running shoes.

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. Active recovery periods at the end of each day are reserved for foam rolling to aid in prevention of lower body injuries.

2. Chopping will begin no earlier than TD6 and will be allowed only on Monday, Wednesday, and Friday of that week.

3. All formation movements from the Bancroft assembly area to Rip Miller Field and from Rip Miller Field back to the Bancroft assembly area will be conducted per reference (j) and will maintain formation integrity. Movements to PEP will not exceed a double time cadence of 180 steps (36 inches in length) per minute. While in double time cadence a detailer must be calling continual cadence aloud until quick time march is resumed.

4. Running up outdoor steps (i.e. "Taking the Hill") **shall** be avoided when steps are wet.

5. 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, is no longer wet, and validated by CO/SEL/TAD.

6. Running in footwear other than running shoes (i.e. boots) is not authorized unless it is part of a prescribed training evolution. Before an NSA evolution, cadence "Double Time" is only permitted on the way to the evolution as a warm up. After the completion of an NSA evolution, companies are not permitted to run to the boats, or from the boat to another evolution at USNA. 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.

7. Ice will be acquired by detailers from BMU 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 gray 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

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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.

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, plebes will change/wash bed linens once per week. Swapping of linen/pillowcases during rack races with other 4/C Midshipmen is prohibited.

4. Sanitization and Cleanliness. Squad leaders will ensure that ***hand sanitizer*** is passed around the table prior to meals, and that every plebe takes some to build a habit of sanitizing. Detailers will utilize ***gray space*** to discuss personal hygiene and the importance of frequent hand washing.

a. Plebes and detailers will wash hands per CDC guidelines:

(1) Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

(2) Lather your hands by rubbing them together with soap. Lather the backs of your hands, between your fingers, and under your nails.

(3) Scrub your hands for at least 20 seconds.

(4) Rinse your hands well under clean, running water.

(5) Dry your hands using a clean towel or an air dryer.

b. Plebes and detailers shall wash their hands with soap and water in the following situations:

(1) Prior to departing the deck for a **meal**.

(2) Immediately following **PEP**. (hand sanitizer alternate)

(3) Immediately after any **cycle** or **ITE** session.

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(4) Immediately following any **in-company race** involving touching linens or personal belongings

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

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

b. Just prior to commencement of Blue and Gold, each Platoon will use one bucket to clean canteens. 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) with the cap unscrewed to drain. Detailers will check each room to ensure all canteens are draining properly.

6. Camelbak Cleaning: The growth of mold in the camelbak bladder and tubing is dependent on the addition of any other product except water in the camelbak. This includes the addition of electrolyte and/or flavoring powders or liquids. Therefore, Plebes are only authorized to put water into their camelbak. Every five (5) days, Companies will clean their Camelbaks to reduce the spread of disease. This procedure will be adhered to strictly. The procedure is as follows:

a. Fill reservoir 1/2 full with warm water and mild soap.

b. Shake the reservoir to mix water and soap.

c. Elevate the reservoir so the drink tube exit port is at the base and the bite valve is below the reservoir. Pinch bite valve, allowing solution to flow into the drink tube, and through the bite valve.

d. After washing, rinse away the cleaning solution in the reservoir and drink tube.

e. Drain all remaining water and set the bladder out to dry overnight on the hand towel rod next to the sink. The camelbak needs to be inverted (upside down) to drain. Detailers will check each room to ensure the camelbak is draining properly.

7. To prevent Plebes from accidentally using another Plebe's camelbak or canteen, detailers must ensure all Plebes label their Camelbaks and canteens uniformly for easy identification.

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a. Canteen. At the bottom edge of the canteen, apply one layer of duct tape, circle it around the canteen. With a black sharpie, mark tape as shown in the picture. Additional stickers or methods of identification are unauthorized.

b. Camelbak. Attach one issued name tag centered and in line with the top of the zipper as shown in the picture. Take extra caution to not have nametag overlap with the bladder as it can puncture the bladder if the backings fall off.

NOTE: To avoid puncturing the Camelbak bladder, ensure it is removed prior to attaching the nametag.



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 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 will WEAR GLASSES

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3. Glasses **will** 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 in accordance with 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 BMU 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 SIQ

1. Medical Chits. Medical chits, when signed by the CO/SEL, are considered lawful orders and will 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 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.
 - e. 4/C Midshipmen on chit will be indicated by glow belt. 4/C Midshipmen with an upper body injury will wear the glow belt cross body across the chest and 4/C Midshipmen with a lower body injury will wear the glow belt around the waist. Glow belts will be removed for outdoor formations.

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 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 PE 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 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 (clean spaces, iron uniforms, etc).

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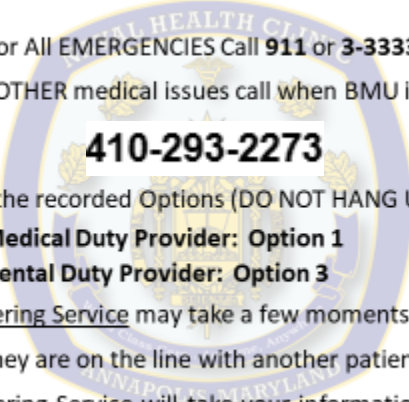
- d. Assign a detailer to work one-on-one with the affected 4/C Midshipman as feasible.
- e. Minimize the amount of SIQ time a 4/C Midshipman spends away on chit and without meaningful assignments to prevent feelings of isolation from other members of the Company.

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. Chesapeake 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. 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) 320-7688. Follow the instructions outlined in Figure 8.3.

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.

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(2) General nature of the injury (Respect Health Insurance Portability and Accountability Act (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 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 privately-owned vehicle 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 Active Duty 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. AOIC will 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

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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 the 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.

(7) Any broken bones.

(8) Plebes/Detailers removed from any evolution.

(9) Any other injury/illness that you believe is required (up to CO/SEL/Battalion Officer discretion).

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.

CUI

INITIAL/UPDATED/CLOSED PLEBE SUMMER MEDICAL SITREP ####-26

15 Jul

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

Copy to:
Plebe Summer AOIC
Brigade Medical Officer
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 ####-24/MIDN 4/C DOE, PLEBE, 261234/A-1

Who: 4/C Plebe Doe
Company: A-1
What: Injured Wrist
When: TTTT, DD MMM 24
Where: Bancroft Hall
Alcohol Involved: No
Family Notified: No
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 the 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 Executive Officer and Company Commander 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 001-26 should be titled: **UPDATED PLEBE SUMMER MEDICAL SITREP 001A-26**. If the SITREP is closed on the second update the SITREP should be titled: **CLOSED PLEBE SUMMER MEDICAL SITREP 001B-26**.
- 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 DDMMM26 TTTT**:
- From line and signature block should be updated to reflect CDO making update.
- Information in the box under the subject line should not change from the 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. PHYSICAL EDUCATION PROGRAM (PEP) SAFETY MEASURES

1. PE Staff Responsibilities:

a. Provide one (1) duty van, two (2) drivers, and two (2) athletic trainers 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 the Naval Academy Duty Officer to clear cars as required prior to the 4/C Midshipmen Regiment's arrival.

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

2. 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.

3. Operating Procedures

a. Two vans and two athletic trainers 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, the other van will move to strategic locations along the day's run route.

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 PT 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. 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. For any unit size activity from Squad to Company, detailers will make entries to ensure maximum cycle counts are not exceeded by any 4/C Midshipmen. Detailers will not exceed the limits identified below:

a. 1st Set Detail

(1) Cycle limit is 5 until Training Day 9 (TD9). On TD9 cycle limit increases to 10.

(2) On TD18 cycle limit increases to 15,

b. 2nd Set Detail

(1) Starting cycle limit is 15. On TD29 cycle limit decreases to 10.

(2) On TD35 cycle limit decreases to 5.

NOTE: At no time will cycles exceed 15 or 2 hours in one day using any combination of the following activities.

3. Cycle Exercises. One cycle is a predetermined 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.

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(4) A minimum of 60 seconds of rest is required between cycles. This rest period will 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.

(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 will 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 will 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 will 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</u> (per hour)	<u>Max Cycles</u> (per day)	<u>Cycle Length</u>	<u>Minimum Rest</u> <u>Between</u> <u>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

4. Restrictions. Cycles are not to be performed under any of the following conditions:
- a. While a 4/C Midshipman is in a medically restricted status. 4/C Midshipmen may participate in all exercises authorized by their medical chit.
 - b. 60 minutes following the completion of a meal.
 - c. In soggy or watered-down areas or on terrain that is itself hazardous for this training.
 - d. Any indoor location other than the main passageways of Bancroft Hall.
 - e. ITE will not be conducted inside any room within Bancroft Hall.
 - f. In any unsafe location (e.g., roadways, confined spaces).
 - g. From the start of personal time until reveille the following morning.
 - h. Within 24 hours after administration of any vaccine.
 - i. Within 24 hours before the Initial Strength Test, PRT, and/or 10K run.
 - j. In the ceremonial areas of the Yard.
 - k. Within 2 hours after the completion of any NSA Evolution (E-course, O-course, C-Course) or USNA Evolution (SCC, Formal Parade).

l. For companies that have a strenuous NSA or USNA evolution in the morning, no cycles are permitted that day before the evolution.

m. For companies that have a strenuous NSA or USNA evolution after lunch, no cycles are permitted after lunch that day before the evolution.

5. Chit Cycles. Detailers are authorized to develop specific cycles for those 4/C Midshipmen that have been placed on medical chit and will receive final approval from their CO/SEL. The cycles provided to those 4/C Midshipmen will 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 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	Chest to Deck (cards)
Rope Climbing	
Relay Race	
Circuit Course	
Burpee Lap	
Circuit PT	
Swim Instruction (60 mins)	
Swim Instruction (90 mins)	
Halsey Circuit	
Minefield Race	
Mexican War Monument Tour	

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USS Maine Mast Tour	
Cemetery Run/Hike	

Figure 9.2. Pre-Approved DPTs

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 will be notified of DPT requests before submission for situational awareness, and all requests will go through the Regimental PMO. DPT request memos must be received by the approval authority no later than 48 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 no later than 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.

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- 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.
- 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) E-Course, O-Course or Squad Combat Course
 - (3) Intensive Training Exercise (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 IST, 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 and boots will not be utilized while conducting DPTs without prior approval.
- 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.

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- n. DPT must avoid residential and construction areas and remain within the limits of the Yard.
 - o. The Squad E-Course, Climbing Wall, O-Course, and High Ropes Confidence Courses may only be used during scheduled PE sessions as per the Master Training Schedule.
 - p. Companies must complete DPT events during daylight hours and prior to the Evening Meal.
 - q. 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.
 - r. An ITE session may not be within two hours before or after a DPT session.
 - s. Additional rigorous activity (cycles) do not count toward each day's total PE evolutions.
4. Restrictions. DPT events are not to be performed under any of the following conditions:
- a. While a 4/C Midshipman is in a medically restricted status. 4/C Midshipmen may participate in all exercises authorized by their medical chit.
 - b. 60 minutes following the completion of a meal.
 - c. In soggy or watered-down areas or on terrain that is itself hazardous for this training.
 - d. Any indoor location other than the main passageways of Bancroft Hall.
 - e. ITE will not be conducted inside any room within Bancroft Hall.
 - f. In any unsafe location (e.g., roadways, confined spaces).
 - g. From the start of personal time until reveille the following morning.
 - h. Within 24 hours after administration of any vaccine.
 - i. Within 24 hours before a PRT and/or 10K run.
 - j. In the ceremonial areas of the Yard.

903. INTENSIVE TRAINING EXERCISES

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 Plebe Summer Detailer School and completion of detailer Personnel Qualification Standard.

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 will participate in more than two ITE sessions per day. The Company/Platoon will 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.

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 the number of sessions already executed (maximum 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).

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

n. Detailer(s) must ensure the individual/unit hydrates before, during and after ITE.

o. 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.

p. ITE events are not performed under any of the following conditions:

(1) While a 4/C Midshipman is in a medically restricted status.

(2) 30 minutes prior to a meal or 60 minutes following the completion of a meal.

(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.

(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.

(12) Within 2 hours after the completion of any NSA Evolution (E-course, O-course, C-Course) or USNA evolution (SCC, Formal Parade)

(13) For companies that have a strenuous NSA or USNA evolution in the morning, ITE is not permitted that day before the evolution.

(14) For companies that have a strenuous NSA or USNA evolution after lunch, ITE is not permitted after lunch that day before the evolution.

q. 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.

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

s. 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. One detailer present will have the ITE card in their possession during ITE sessions.

EXERCISE	COUNT	MAX DURATION/ REPETITION
Jumping Jacks	4CT	50
Side Leg Lift (Right Leg)	2CT	40
8-Count Body Builders	8CT	20
Planks	N/A	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

904. EKG LIMITATIONS

1. Purpose. The following guidance standardizes the method of identifying 4/C Midshipmen who have not completed EKGs for Plebe Summer 2026, and their physical training limitations:

a. 4/C Midshipmen who have not received an EKG, or require an additional EKG following I-Day, will don a reflective belt over their right shoulder, passing under their left shoulder, and with the buckle on their back.

b. 4/C Midshipmen who have not received an EKG, or require an additional EKG following I-Day, are not authorized to be cycled by detailers until their EKG is completed and the individual is cleared by Medical.

c. 4/C Midshipmen who have not received EKGs, or require an additional EKG following I-Day, are also not authorized to participate in physical training, to include PEP.

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 a small number of U.S. Navy ships, submarines, aviation squadrons, and other units. 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. 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.

3. There are five performance areas which will count toward a Company’s final Color Company Competition grade. These are listed with their percent contribution to the overall score:

- a. Inspection Performance per Plebe Summer Inspection Appendix (30%)
- b. Pistol/Rifle Quals (10%)
- c. Rate/Basic Seamanship Test and Competition (15%)
- d. Drill Performance (20%)
- e. Physical Performance (25%)
 - (1) Final PRT (15%)
 - (2) E-course (5%)
 - (3) O-course (5%)

1002. SPECIFIC RULES

1. Grading sheets, where applicable, are provided at the end of this chapter and in the plebe summer share drive. 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. Inspection Performance. Inspection performance will be based on the scores from inspections conducted in accordance with the Plebe Summer Inspection Appendix. The scores will be weighted as follows: 25% for the first inspection, 25% for the second inspection, and 50% for the final inspection. All scores will be normalized to be out of 100 possible points.

3. 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 Executive Officer no later than three days following the date of shooting.

4. Rates/Basic Seamanship Tests. Companies will receive a grade for both the Basic Seamanship Test and Rates Test. The Rates Test will be administered during the second set. Scores will be awarded based on Company averages. A bonus of 15 percentage points will be added to the company of the rates competition winner, with 7 bonus points awarded to the company of the runner-up.

5. 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 x Company Rank).

6. O-Course. Company Admin Officers will add up the times for their Squads on the Squad Combat Course and submit them up the chain of command. The Companies will then be ranked on average time. Course timing will be capped at 2:30, any times greater than 2:30 or any individual failing to complete the course will be assigned a time of 2:30. Percentages will be assigned based on the following formula: Company Grade = 103 – (3 x Company Rank).

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7. 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.

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

9. Final Scores. After all scores have been compiled by the Battalion Executive Officers, 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 Battalion Commanders. Battalion Commanders for Second Set will be in charge of the awarding of Color Company banners.

10. Color Company Recognition:

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

b. Plebe Summer staff will procure blue and gold streamers from the tailor shop for display on company guidons for various achievements throughout the summer. Streamers will be awarded at the anchor for a meal or at PEP, whichever is most appropriate.

(1) "Fitness Preparation": awarded to the company with the highest average Initial Strength Test score.

(2) "Obstacle Course": awarded to the company with the fastest average times for their 5 fastest plebes to complete the Obstacle Course. This is based on performance during their second visit to the course since the first visit is a walk-through/introduction.

(3) "Endurance Course": awarded to the company with the fastest average times for their 8 squads completing the Endurance Course. This is based on performance during their second visit to the course since the first visit is a walk-through/introduction.

(4) "Marksmanship": awarded to the company with the best performance at the pistol and rifle range. This is measured by the same calculation as Color Company per the SOP.

(5) "Drill Performance": awarded to the company with the best average score for their two platoons during the drill evaluation. Awarded after the initial and final drill evaluations for two total awards.

(6) "Military Professionalism" : awarded to the company with the highest score for each Personnel Inspection. Awarded after each inspection for the first two of three total inspections.

(8) "Professional Knowledge": awarded to the company with the highest score for each rates exam. Awarded after the initial and final rates exams for two total awards.

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(9) "Physical Fitness": awarded to the company with the highest average PRT score.

(10) "Parade": awarded to the company who is evaluated to have performed the best at each parade as evaluated by the Drill Master and Regimental Drill Officer.

c. 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 on a not to interfere basis with mandatory events.

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

(3) Two hours of extra liberty the Sunday of Plebe Parents' Weekend.

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: _____

CHAPTER 11 – PLEBE SUMMER DETAILER SCHOOL PROGRAM

1101. OVERVIEW

1. Plebe Summer Detailer School (DS) 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 DS 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 DS.

1102. POLICY

1. Detailer School 0 (DS0). DS 0 is the initial training, guidance, and expectation for incoming Detailers, who will be executing Plebe Summer. Training will be conducted by applicable Plebe Summer Active Duty Staff and serve as a foundation for all follow on training. Midshipmen Qualification Standards (MQS) will be published and issued to all detailers at this time with due outs prior to entering into Detailer School 1.

2. Detailer School 1 (DS 1). DS 1 comprises two phases that are facilitated by the incoming summer leadership team (Officer/SEL/midshipmen).

a. DS 1 phases are as follows:

(1) Plebe Summer Detailer MQS. MQS will include: Lessons Learned, Company Vision Training, Inspection Proficiency, and Introduction to Operational Planning and. Each Plebe Summer Detailer MQS card must be completed prior to the beginning of DS 1 Phase 2.

(2) DS 1 Training sessions. DS training sessions will consist of the following modules: Warrior Toughness, Basic Deck Running, Basic First Aid, Basic Drill, First 48 Hours Brief, Operational Planning, Staff Dynamics, Coaching, PT, and Billet Specific training

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

3. DS II. Training of the first set of Plebe Summer Detailers will occur during DS II just prior to Plebe Summer. DS 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 Platoon Commander will be able to step their detailers

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satisfactorily through the drill card. SELs, with the aid of Marine SELs, will determine the pass/fail of a Platoon Commander practical exam.

b. Specialized training will be held in Mitscher Auditorium unless otherwise indicated on the DS schedule. The training will include, but is not limited to, the following: OIC call, CO/SEL brief, khaki uniform inspection, medical, SOP training, PE and PEP, hazing versus motivational intensity, SAPR, Midshipman Development Center (dignity and respect, suicide prevention, and Post Traumatic Stress Disorder), Chaplain training, I-Day brief, and oath of office rehearsal. Detailers will complete an ITE certification and a PRT during DS 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, ORM, weapons handling, 1st Lieutenant procedures, Tango procedures, and completion of practical exercises for building unit cohesion and esprit de corps.

4. DS III. DS III is for Second Set Plebe Summer Detailers and mirrors DS 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. On the turnover day First Set Detailers will conduct an outgoing brief with their counterparts. This outgoing brief may be consolidated into a single company brief (when appropriate). The outgoing brief will address at a minimum lesson learned, Warrior Toughness integration, significant training milestones, training deficiencies, and readiness of the 4/C regiment (moral, mental, and physical). 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. 2nd Set Detailers are responsible for getting a passdown of any scheduled appointments for plebes.

c. The I-Day brief is not required during DS III because I-Day will occur during the First Set.

5. Detailer Qualification: At the conclusion of DS II and III, for First and Second Set respectively, detailers will be given an examination of SOP topics presented in DS 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 nametag and Plebe Detail Pin. There will be spot checks on SOP knowledge throughout Plebe Summer.

6. DS IV. DS IV is designed to apply leadership lessons learned from Plebe summer to the academic year, and will drive process improvement for the first semester leadership. This phase will allow the expertise gained by plebe summer detailers to be transferred to leaders at all levels within the brigade for the academic year. Specific guidance for the execution of this transition will be promulgated by the Fall Semester Brigade Executive Officer.

CHAPTER 12 - TANGO COMPANY

1201. GENERAL GUIDANCE. Tango Company leadership will be responsible for the care and well-being of 4/C Midshipmen working through the separation and recovery process from the U.S. Naval Academy. While providing support, **Tango Company leadership will 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 exist 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 (USMC).**

1202. PERIOD OF OPERATION

1. Tango Company will open on I-Day to support medical protocols.
2. 4/C Midshipmen intending to DOR do not transfer to Tango Company until approved by the AOIC.

1203. TANGO COMPANY SPACES. Tango Company spaces will be located in accordance with the updated Bancroft Hall footprint for Plebe Summer.

1204. LETTER OF RESIGNATION. 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. Digital documents will not be accepted.

1205. WITHDRAWAL OF RESIGNATION. 4/C Midshipmen may withdraw their Letter of Resignation at any time during the check-out process. When this occurs, Tango Company will notify the chain of command and Midshipmen 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 Midshipman's departure hour from the U.S. Naval Academy, 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 (k) and Figure 12.3 of this chapter.

Note: Figure 7.4 will be utilized to document each formal counseling session and will be available in the midshipman's training jacket for future reference.

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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 will 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 in front.
4. During the midshipman chain of command interview process, the CO and SEL will be kept informed of the interviews. All available resources, to include Midshipman Development Center, Brigade Medical, Chaplains, Blue and Gold Officers, and Equal Opportunity, can be used to assist the 4/C Midshipman in their decision. If the midshipman is a recruited athlete, the AOIC will contact the NAAA Military Deputy Director to set up a time for a member of that team's coaching staff to come to Bancroft hall for a meeting.
5. If the 4/C Midshipman desires to resign after midshipman chain of command counseling, the 4/C Midshipman will be directed to the Plebe Summer Duty Chaplain for counseling with resignation paperwork.
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 the parents or guardians of their son or daughter's intent to resign. The SEL will 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 may take up to 10 working days or more, 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. For recruited athletes, coaches will be notified and given the opportunity to meet with 4/C MIDN in Regiment Staff spaces. 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 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

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Midshipmen 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 the 4/C Midshipman 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 Daily Journals.

(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 it with the name, alpha, and Post Office 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 will 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 will 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 will 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 (k)) and a Midshipmen Personnel Office Tango Company check-out sheet.

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b. Tango Detail will Complete the following in order:

(1) Dental Exam. Brigade Dental will see patients during normal sick call hours. Tango Detail will coordinate pick up of the dental records that are sent home with the 4/C 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 U.S. Government and Servicemembers' Group Life Insurance (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

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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:

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

(b) CMEO. Schedule an appointment with the 4/C Regiment CMEO.

(c) SAPR Officer. Schedule an appointment with the SAPR Office in Bancroft Hall through the Deputy SAPR Program Manager.

(d) 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 Identification (ID) and return CAC if issued.

(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 the Main Office. The 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 gate one, 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, Tone and Topics of conversation.)

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 Administrative Officer and Drum & Bugle (D&B) Executive Officer will 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 (one CDO and three 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.

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3. Tango Plebe Status Board. Company staff maintains a tracking board in the Tango Company office with each 4/C Midshipman's check-out status.
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 will 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.

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)

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/USMC 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
- Diversity Officer
- SEL
- CO
- BATT LCPO
- BATTO
- 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)

- 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

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. 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):		
CO SEL CO CDR CO XO SQD LDR MIDN	<u>Initial</u> _____ _____ _____ _____ _____ _____	<u>Date</u> _____ _____ _____ _____ _____ _____
Interviewer (Name, Billet):		

Figure 12.4. Tango Initial Counseling Form

CUI
ANY MISUSE OR UNAUTHORIZED DISCLOSURE CAN RESULT IN BOTH CIVIL AND CRIMINAL PENALTIES

TANGO COMPANY RULES AND REGULATIONS

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

1. You are still required to:
 - a. Walk in the center of the passageway, squaring all corners and greeting all Detail on Tango Company decks.
 - b. Wear a complete uniform while in the passageway.
 - c. Properly greet and salute all Officers, Senior Enlisted Leaders and Midshipmen. Sounding off is not required.
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 will 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 from resigning Midshipmen are encouraged and are conducted daily from 1800-2100 unless there are extenuating circumstances. Additional phone calls during working hours are allowed upon request for specific coordination such as travel, admissions counseling, etc. 4/C Midshipmen temporarily assigned to Tango Company for medical recovery will be allowed telephone calls in accordance with Paragraphs 611.9 and the Master Training Schedule. 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. Scheduling interviews 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 Uniform Code of Military Justice 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 ROUTINE**1. Weekdays**

0545 Reveille
 0600 PEP. Tango Company PEP will be led by Tango Company Detail in Halsey or on Dewey field. 4/C Midshipmen will observe PEP unless medical chit dictates otherwise.
 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

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
<u>Detail (Second Set)</u>	5	5	0	0
<u>4/C Midshipmen</u>	6	6	0	0
<u>Total</u>	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				

d. Bed Checks:

Room(s)	Present
None	

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

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 - Bluejacket'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 Bluejacket's Manual. These chapters must be read two days prior to the training evolution. The training evolutions are conducted by SELs and are scheduled on the MTS. The reading of these chapters is a rate and 4/C Midshipmen can be asked to discuss the information like any other rate. The Bluejacket's Manual (25th Edition) – All Chapters are to be read no later than two days prior to the training with conversational understanding.

a. BJM 1

Chapter 3, Navy Customs, Courtesies, and Ceremonies
Chapter 7, Navy Missions and Heritage

b. BJM 2

Chapter 5, Navy Titles (include USMC titles)
Chapter 6, Uniforms (include USMC uniforms)

c. BJM 3

Chapter 13, Watchstanding

Chapter 18, Leadership and Discipline

- d. 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:

Training Day	Reef Points Training Requirements
<p>All rates must be memorized by Taps on the training day they are due. All previous rates are still expected to be memorized on subsequent days.</p>	
<p>Induction Day</p>	<p><u>PLEBES WILL MEMORIZE:</u> <u>Prior to Reporting:</u> Mission of USNA Administrative chain of command from Commander-in-Chief to the Commandant of Midshipmen The Honor Concept General Orders of a Sentry #1-3 <u>Before Taps:</u> Alpha Number Company, Platoon, and Squad Number Room Number 5 Basic Responses Ranks and Surnames of CO, SEL, and Assistant CO</p>
<p>2 Days Before Weapons Range</p>	<p><u>MEMORIZE:</u> 4 Basic Weapons Safety Rules</p>
<p>1 Day Before Company Executes Colors</p>	<p><u>READ:</u> Flags and Flag Etiquette Procedures for Rendering Honors to the Colors</p>
<p>1 Day Prior to CD-1</p>	<p><u>MEMORIZE:</u> Midshipman Ethos</p>
<p>TD-1</p>	<p><u>MEMORIZE:</u> First Verse of Blue and Gold Navy Core Values Company Detailers' Ranks, Surnames, and billets Law of the Navy Verse 5 <u>READ:</u> Superintendent's Welcome Address & Biography Commandant of Midshipmen's Welcome Message and Biography</p>

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TD-2	<p><u>MEMORIZE:</u> Military chain of command from Commander-in-Chief to Squad Leader Names and hometowns of squad members Rifle Serial Number</p> <p><u>READ:</u> Warrior Toughness Sunday Morning Routine</p>
TD-3	<p><u>MEMORIZE:</u> First verses of Anchors Aweigh and the Marine's Hymn</p> <p><u>READ:</u> Yard Gouge: Bancroft Hall through T-Court</p>
TD-4	<p><u>MEMORIZE:</u> General Orders of a Sentry #4-8 Names and hometowns of platoon members</p> <p><u>READ:</u> CMOD Standing Orders</p>
TD-5	<p><u>MEMORIZE:</u> General Orders of a Sentry #9-11 Sailor's Creed</p> <p><u>READ:</u> Yard Gouge: Stribling Walk</p>
TD-6	<p><u>MEMORIZE:</u> Brigade of Midshipmen rank insignia Ranks, insignia, and devices of officers in the U.S. Navy and Coast Guard</p> <p><u>READ:</u> Yard Gouge: Gate 3, Dahlgren Hall, Gate 1</p>
TD-7	<p><u>MEMORIZE:</u> Ranks, insignia, and devices of enlisted personnel in the U.S. Navy and Coast Guard The Navy Hymn</p> <p><u>READ:</u> History of the U.S. Naval Academy through 1900</p>
TD-8	<p><u>MEMORIZE:</u> Ranks, insignia, and devices of officers in the USMC, Army, Air Force, and Space Force</p> <p><u>READ:</u> History of the U.S. Naval Academy 1901-1949</p>

TD-9	<p><u>MEMORIZE:</u> Ranks, insignia, and devices of enlisted personnel in the USMC Name, rank, and billet of all Midshipmen Four Stripers in the Regiment</p> <p><u>READ:</u> History of the U.S. Naval Academy 1950-present Plebe Summer Daily Rates and Decorum</p>
TD-10	<p><u>MEMORIZE:</u> Daily Rates Names of Company Commanders within the Battalion</p> <p><u>READ:</u> History of the Honor Concept</p>
TD-11	<p><u>MEMORIZE:</u> Daily Rates Code of Conduct Articles 1-3</p> <p><u>READ:</u> History of the Chief Petty Officer</p>
TD-12	<p><u>MEMORIZE:</u> Daily Rates Code of Conduct Articles 4-6 The names of the Joint Chiefs of Staff</p> <p><u>READ:</u> USMC Staff Noncommissioned Officers</p>
TD-13	<p><u>MEMORIZE:</u> Daily Rates Ranks, insignia, and devices of enlisted personnel in the U.S. Army</p> <p><u>READ:</u> Duty</p>
TD-14	<p><u>MEMORIZE:</u> Daily Rates Ranks, insignia, and devices of enlisted personnel in the U.S. Air Force and Space Force</p> <p><u>READ:</u> Honor</p>
TD-15	<p><u>MEMORIZE:</u> Daily Rates Rifleman's Creed</p> <p><u>READ:</u> Loyalty</p>

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TD-16	<p><u>MEMORIZE:</u> Daily Rates Laws of the Navy verses 1-4</p> <p><u>READ:</u> 50-Year Link in the Chain</p>
TD-17	<p><u>MEMORIZE:</u> Daily Rates Laws of the Navy verses 6-8 Football and the U.S. Naval Academy verses of Anchors Aweigh</p> <p><u>READ:</u> Laws of the Navy verses 9-12</p>
TD-18	<p><u>MEMORIZE:</u> Daily Rates Third verse of Blue and Gold</p> <p><u>READ:</u> Laws of the Navy verses 13-17</p>
TD-19	<p><u>MEMORIZE:</u> Daily Rates Chow Call Format and Shove-Off Chow Call Format</p> <p><u>READ:</u> Laws of the Navy verses 18-24</p>
TD-20	<p><u>MEMORIZE:</u> Daily Rates The Goat is Old and Gnarly</p> <p><u>READ:</u> Laws of the Navy verses 24-27</p>
TD-21	<p><u>MEMORIZE:</u> Daily Rates Invictus</p> <p><u>READ:</u> Study for mid-term rates exam</p>
TD-22	<p><u>MEMORIZE:</u> Daily Rates Leadership Traits (names, not definitions)</p> <p><u>READ:</u> Study for mid-term rates exam</p>
TD-23	<p><u>MEMORIZE:</u> Daily Rates Graduate Attributes</p>

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	<p><u>READ:</u> Study for mid-term rates exam</p>
TD-24	<p><u>MEMORIZE:</u> Daily Rates Company Detailers' Ranks, Surnames, and billets</p> <p><u>READ:</u> Irish Pennants</p>
TD-25	<p><u>MEMORIZE:</u> Daily Rates Military chain of command from Commander-in-Chief to Squad Leader</p> <p><u>READ:</u> Slang</p>
TD-26	<p><u>MEMORIZE:</u> Daily Rates The Rules of the Road Name, rank, and billet of all Midshipmen Four Strippers in the Regiment</p> <p><u>READ:</u> Brief History of the U.S. Navy through 1854</p>
TD-27	<p><u>MEMORIZE:</u> Daily Rates Names of all Company Commanders in the Battalion</p> <p><u>READ:</u> Brief History of the U.S. Navy 1861-1939</p>
TD-28	<p><u>MEMORIZE:</u> Daily Rates Qualifications of a Naval Officer</p> <p><u>READ:</u> Brief History of the U.S. Navy 1941-1988</p>
TD-29	<p><u>MEMORIZE:</u> Daily Rates Common U.S. Navy Warfare Insignia</p> <p><u>READ:</u> Brief History of the U.S. Navy 1991-Present U.S. Navy Snapshot</p>
TD-30	<p><u>MEMORIZE:</u> Daily Rates The Man in the Arena</p>

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	<u>READ:</u> Navy Quotes
TD-31	<u>MEMORIZE:</u> Daily Rates How's the Cow What's Up? <u>READ:</u> USMC Mission and Organization
TD-32	<u>MEMORIZE:</u> Daily Rates How Long Have You Been in the Navy? What Time is It? <u>READ:</u> USMC Traditions and Notable Medal of Honor Recipients
TD-33	<u>MEMORIZE:</u> Daily Rates Why Didn't You Say "Sir"? <u>READ:</u> Notable USMC Leaders
TD-34	<u>MEMORIZE:</u> Daily Rates Classes of a Fire and Extinguishing Agents <u>READ:</u> Brief History of the USMC through 1941
TD-35	<u>MEMORIZE:</u> Daily Rates 6 Rules for Dead Reckoning <u>READ:</u> Brief History of the USMC 1941-2001
TD-36	<u>MEMORIZE:</u> Daily Rates <u>READ:</u> Brief History of the USMC 2003-present USMC Quotes
TD-37	<u>MEMORIZE:</u> Daily Rates <u>READ:</u> Study for Rates Exam
TD-38	<u>MEMORIZE:</u>

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	Daily Rates <u>READ:</u> Study for Rates Exam
TD-39	<u>MEMORIZE:</u> Daily Rates <u>READ:</u> Other Service Academies: U.S. Military Academy, U.S. Air Force Academy
TD-40	<u>MEMORIZE:</u> Daily Rates <u>READ:</u> Other Service Academies: U.S. Coast Guard Academy, U.S. Merchant Marine Academy
TD-41	<u>MEMORIZE:</u> Daily Rates <u>READ:</u> Standard Commands
TD-42	<u>MEMORIZE:</u> Daily Rates <u>READ:</u> Line Handling Commands, Maneuvering and Warning Signals
TD-43	<u>MEMORIZE:</u> Daily Rates <u>READ:</u> Procedures for boarding or leaving a ship
TD-44	<u>MEMORIZE:</u> Daily Rates <u>READ:</u> CMEO
TD-45	<u>MEMORIZE:</u> Daily Rates <u>READ:</u> SAPR Office
TD-46	<u>MEMORIZE:</u> Daily Rates <u>READ:</u> Alcohol and Drug Education Officer (ADEO)
TD-47	<u>MEMORIZE:</u>

	Daily Rates Names and ranks of Academic Year COs and Company Senior Enlisted in the Battalion <u>READ:</u> Center for Academic Excellence
TD-48	<u>MEMORIZE:</u> Daily Rates Names of Academic Year Company Commanders in the Battalion <u>READ:</u> Not in Reef Points: Commandant's Intent
TD-49	<u>MEMORIZE:</u> Daily Rates Name, rank, and billet of academic year four-strikers and above
TD-50	<u>MEMORIZE:</u> Daily Rates
TD-51	<u>MEMORIZE:</u> Daily Rates

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APPENDIX B - PLEBE SUMMER PERSONNEL INSPECTION PROCEDURES

1. **Purpose.** The Plebe Summer Personnel Inspection (PI) tests a 4/C Midshipmen's ability to read, comprehend, and execute regulations with an emphasis on attention to detail and correctly answering questions while under stressful conditions.
2. **Scheduling.** Three Plebe Summer PIs will be performed on each company to evaluate their overall readiness (initial inspection, mid-cycle assessment, and final evaluation). Inspections will be scheduled for each company by the Plebe Summer Operations Officer.
3. **Inspectors.** The inspectors for PI will be Regimental and Battalion Staff Detailers assigned to Plebe Summer detail.
4. **Room.** 4/C Midshipmen rooms will be inspection-ready and displayed per reference (f) at all times. The shower area will be maintained strictly in accordance with reference (f) with no deviations. Recorded discrepancies from the shower area will be documented on the grading sheet of all midshipmen responsible for that room.
 - a. **Shower Curtain.** The shower curtain will be clean. The shower curtain will be completely attached to the shower curtain rod with no breaks in the attachment holes.
 - b. **Towel Rack.** One towel and one wash cloth per midshipman may be left hanging, folded lengthwise in half with all edges dressed.
5. **Shared Areas of Responsibility.** Shared Common spaces and 4/C Midshipmen Performance Jackets will be inspection ready at all times. Common spaces will maintain a clean, neat, and professional appearance. 4/C Midshipmen Performance Jackets will be stored securely and maintained in alphabetical order. Appropriate care will be taken by Detailer Staff, CO, and SEL to safeguard 4/C Midshipmen personal identifiable information. All documents will be complete and signed when appropriate.
 - a. **Company Wardrooms.** Each Company Wardroom will be inspection-ready and maintained in accordance with reference (g). Each Company Wardroom will maintain the most current required printed documents to include Midshipmen Regulations, Uniform Regulations Manual, and Honor Concept.
 - b. **CMOD Watch Desk.** The CMOD Watch Desk will be inspection ready at all times maintaining a clean, neat, and professional appearance. Failure to have the most current required printed documents (Bancroft Hall Watch Instruction) will be considered a failure. The company will receive an initial score no higher than 70 for their final average.
 - c. **Performance Jacket Review.** Each 4/C Midshipmen will have a complete performance jacket free of any discrepancies. All documents will be two hole punched (centered at the top of the top of the document) and filed under the appropriate tab. At no time will detached documents or gear adrift be stored in a Midshipmen performance jacket. If greater than a 10 percent of a company's performance jackets are incorrectly maintained this will be considered a

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deviation and the company will receive a score no higher than 90 for their final average. Additionally, the Company Admin Sergeant will be remediated. Contents of the performance jacket are subject to change at the discretion of the Midshipmen Personnel Officer. Changes will be disseminated via a Rapid Action Change notice. Each performance jacket will contain at a minimum the following:

- (1) NAVPERS 1 070/602 Dependency Application/Record of Emergency Data
- (2) OPNAV 5350/1 Drug and Alcohol Abuse Statement of Understanding
- (3) USNA -BBA -1531/178 Agreement to Serve and Degree Requirements For All Midshipmen Who Are Citizens or Nationals of the United States (not applicable for foreign nationals)
- (4) USNA-GRD 1531/23 Oath of Office U.S. Naval Academy or Oath of Office For Foreign Nationals U.S. Naval Academy
- (5) SGL V 8286 Servicemember's Group Life Insurance Election and Certificate
- (6) All medical chits given to the midshipmen (to include Sick in Quarters, light limited duty, and signed PRT waivers)
- (7) All Form-I documents per COMDTMIDNINST 1610.2(series)
- (8) All LOIs
- (9) Counseling and Guidance Interview Record (Mid-Cycle and Final Evaluation)
- (10) All NAVPERS 1070/613s (page-13s)

6. Uniform. The uniform for the Personnel Inspection will be White Works Echo (Initial Assessment), Navy Working Uniform (NWU) (Mid-Cycle Assessment), and Midshipmen Working Blues (Final Evaluation Phase) worn in accordance with reference (i).

7. Light Duty (LD) Guidelines for Inspections. If a 4/C Midshipman is in a LD status and not eligible to participate in an inspection, they will be listed as LD on the company's muster report and will not participate. These midshipmen will be seated in front of the CO or SEL's office. LD chits that are unclear will require company Detailer Staff to contact Regimental Staff for further guidance.

8. Daily Assessments. A daily assessment is a "walk-thru" procedure conducted by the Regimental Staff Detailers assigned to Plebe Summer detail, Battalion LCPO, or Battalion Officer with no notice. The following items are subject to daily inspections:

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a. Detailer (to include Weapons and Drum and Bugle Corps) and 4/C Midshipmen rooms shall remain in Bravo Condition at all times. The OIC or AOIC may order a relaxation of Bravo standards to combat elevated temperatures in Bancroft Hall. When ordered, blinds shall be “fully lowered and closed” vice “at half-mast and open” when unoccupied and/or inspected. When the room is occupied, blinds may be opened as desired.

b. Company Wardrooms, CMOD watch desk, and Heads

c. All items stowed in Detailer and Midshipmen rooms not locked. The inspector can remove items from the locker to check for proper folding and marking.

d. Deck cleanliness and readiness.

e. Company Midshipman of the Deck (uniform appearance, retention of Navy and Marine Corps rank structure, general orders, Bancroft Hall Watch Instruction and Midshipmen Regulations Manual).

9. Failures. 4/C Midshipmen who do not meet the minimum score of 70 for passing will be counseled and/or re-trained by their Squad Leader and given an opportunity for a re-inspection, typically on the following morning to be conducted by the Executive Officer. Re-inspections may occur daily until the desired training objective is met.

a. Automatic Failures (AF). The following discrepancies will result in an automatic failure for the inspection:

(1) Failure to fill out the inspection sheet partially, correctly, or entirely prior to inspector arrival.

(2) Missing any inspection item (excludes items on special order).

(3) Water on the deck in the room, head, or shower area.

(4) Garbage or item(s) not included in the requirements present in the room, head, shower area, or common area.

(5) Unauthorized communication between midshipmen

(6) Rifle and/or sword not appropriately secured

b. Did Not Finish (DNF). Inspection halted for any interruption will be considered a failure and receive an initial score of 70. Interruptions include situations involving (but not limited to) Plebes requesting to use the head or requesting medical attention during their inspection.

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10. Grades. Scores will be recorded and placed into the Midshipman's performance jacket under TAB H miscellaneous. Final company averages are based on initial inspection raw scores. The final company average will include the original raw scores of any midshipmen who fails re-inspection even if the midshipmen is no longer with the company.

11. PI Procedures

a. Five minutes prior to the start of the inspection, midshipmen will be covered and at the position of parade rest outside their rooms.

b. When the inspector enters the passageway 4/C Midshipmen will remain at parade rest. The calling of attention on deck will not occur.

c. When an inspector squares off in front of a 4/C Midshipman, the midshipman sounds off, "Sir/Ma'am, 4th Class Midshipman (last name), room (number), standing by for inspection." If the inspector is an officer, a hand salute will be rendered in conjunction with this statement.

d. The inspector will then conduct a personnel inspection on the 4/C Midshipman. Each midshipman will be inspected for proper fit, wear and cleanliness of the applicable uniform, military bearing and posture, gear adrift, grooming standards, and asked a knowledge question from one of the following categories:

(1) INITIAL ASSESSMENT:

- (a) Eleven General Orders of the Sentry.
- (b) Chain of Command: Squad Leader to Commander-in-Chief.
- (c) Navy and Marine Corps rank recognition, E-1 through O-6.
- (d) U.S. Naval Academy Mission Statement.
- (e) Midshipmen Sleeve and Rank Insignia

(2) MID-CYCLE ASSESSMENT:

- (a) All categories from initial assessment.
- (b) Midshipman Interpersonal and Personal Conduct Regulations (COMDTMIDNINST 5400 Chapter 3 and Chapter 4).
- (c) Weapons components, characteristics, and Force Protection Conditions
- (d) Rank recognition for all branches

(e) Six Articles of the Code of Conduct

(3) FINAL EVALUATION PHASE:

(a) All categories from initial assessment and mid-cycle assessment.

(b) Bancroft Hall Watch Instruction 1610 (CMOD Responsibilities).

(c) Bancroft Hall Customs and Midshipmen Facilities. (COMDTMIDNINST 5400 Chapter 8).

e. After a 4/C Midshipman has been inspected and the inspector has moved to the next 4/C Midshipman they take one pace forward and execute military facing movements to enter their room. Once inside the room, the 4/C Midshipman will perform an about face in front of their window unless otherwise directed by the inspector.

f. The inspector will then enter the room and inspect the room in accordance with reference (f) (BRAVO or ALPHA conditions). All lights will be on with blinds “fully lowered and closed” vice “at half-mast and open.” After the room has been inspected, the Midshipmen will fix their uniform, remain inside their room studying, hydrate as required and wait for instructions (midshipmen are not permitted to talk during this time).

g. After all, 4/C Midshipmen and their rooms have been inspected, each Shared Common space will be inspected for adherence to reference (f) standards.

h. Upon completion of the personnel inspection the company’s scores will be calculated by the inspector. The Company Commander will sign the completed grade sheet. The inspector will then debrief the Company’s detailer staff on their performance in the Company Wardroom. The inspector will provide electronic copies of the company grade sheets to the Battalion Officer, Battalion LCPO, Training LCPO, CO, SEL, and Company Commander.

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PLEBE PERSONNEL INSPECTION GRADE SHEET

Name: MIDN 4/C _____ Company: ___ RM: _____ Date: _____

Inspector: _____ Uniform: _____

ROOM (Score from Alpha/Bravo Chit) _____

UNIFORM:

Military Bearing (3): _____

Greeting (1): _____

Salute/Facing Mvts (1): _____

Boots/Shoes/Laces (1) (NWU): _____

Dress Shoes/Socks (1) (ECHO/ALPHA): _____

Hygiene (1): _____

Cover (1): _____

Buttons (1): _____

Trousers/Pants (1): _____

Shirt (1): _____

Blouse/Sleeves (4) (NWU): _____

Neckerchief (1) (ALPHA): _____

Nametag (1) (ECHO/ALPHA): _____

Belt/Bayonet, White (1) (ECHO/ALPHA): _____

Uniform Total (15): _____

KNOWLEDGE: Question:(30) _____

Room (60): _____ **+ Uniform (10):** _____ **+ Knowledge (30):** _____ **= Final Score:** _____ / 100

Pass / Fail / Auto Fail Comments: _____ (70/100 required to Pass)

Inspector (sign): _____ Date: _____

All results will be recorded in the Personnel Inspection Tracker in the google drive within 24 hours.

PERSONNEL INSPECTION COMPANY GRADE SHEET

Inspector: _____ Company: _____ Date: _____

Initial/ Mid-Cycle/ Final

Shared Common Spaces ____ / 100 (20)

Comments: _____

Squad 1 Average Score ____ / 100

Squad 2 Average Score ____ / 100

Squad 3 Average Score ____ / 100

Squad 4 Average Score ____ / 100

Squad averages are added and divided by the number of squads to calculate company average.

Company Average Score ____ / 100 (80)

Comments: _____

Shared Common Spaces (20): ____ + Company Average (80): ____ = Final Score: ____ / 100

Pass / Fail / Auto Fail

Inspector (sign): _____ Company Commander (sign): _____

APPENDIX C: EARLY WAKE UP REQUEST

***EARLY WAKE UP CHIT MUST BE PLACED ON THE OUTSIDE HATCH OF THE
4/C MIDSHIPMAN TO BE VALID.***

I _____ (PRINTED NAME), ASSIGNED TO ROOM
_____, REQUEST TO BE WOKEN UP 30 MINUTES BEFORE REVEILLE IN
ORDER TO PRAY, WHICH IS MY RELIGIOUS PRACTICE.

I AM ASSIGNED TO THE RACK LOCATED _____
IN THE ROOM.

IF I CHOOSE TO NO LONGER BE WOKEN UP EARLY, I AM RESPONSIBLE FOR
REMOVING THIS CHIT, AS WELL AS INFORMING MY CHAIN OF COMMAND.

SIGNATURE

DATE

CHAPLAIN SIGNATURE

DATE

APPENDIX D: LESSONS LEARNED WORKSHEET

Event Name:
Date of Exercise:
Location:
Time of Monitoring:
Monitored by:

1. Evolution Overview

Provide a brief description of the military exercise, its objectives, and the units involved. Include details about the size and scope of the evolution, as well as the type of operations (e.g., live-fire drills, tactical maneuvers, joint operations, etc.).

2. Safety Goals and Objectives

State the primary safety goals for the evolution, emphasizing the critical focus on preventing accidents, ensuring personnel welfare, and minimizing operational risk. This should address both safety during operations and in non-combat scenarios.

3. Risk Assessment and Identification

Provide a summary of the risk assessment conducted prior to the evolution, identifying specific hazards related to military operations. These can include risks from live-fire drills, physical exertion, environmental factors, and operational contingencies.

Examples:

- **Live-Fire Hazards:** Risk of accidental discharges or misfires during training exercises.

- **Explosive Devices:** Risk of unexploded ordnance (UXO) or accidental detonation of controlled demolitions.
- **Vehicle/Equipment Malfunctions:** Potential for mechanical failure in military vehicles or weaponry.
- **Environmental Hazards:** Adverse weather (extreme heat, cold, or rain), hazardous terrain (rocky, forested areas), or wildlife encounters.
- **Physical Strain:** Risk of heatstroke, dehydration, or musculoskeletal injuries from physical exertion during tactical movements or combat simulations.
- **Friendly Fire:** Risk of misidentification of friendly units during combat simulations.
- **Psychological Stress:** Stress or trauma due to combat simulations and operational tempo.

4. Safety Measures Implemented

Describe the specific safety protocols and measures put in place to mitigate the identified risks. This includes both preventive and corrective measures.

5. Monitoring and Evaluation During the Evolution

Summarize the monitoring activities and observations made during the exercise. This includes oversight of personnel, equipment, and environmental conditions.

6. Incidents and Response

Document any emergency situations that occurred during the evolution, including responses and outcomes. This section provides a detailed account of any critical incidents, injuries, or security breaches.

7. Post-Evolution Review and Debrief

After the evolution, conduct a review with all key personnel involved in safety monitoring. Assess the effectiveness of safety measures and identify any areas for improvement.

Positive Outcomes:

Areas for Improvement:

8. Summarize the Lessons Learned: The importance of having a dedicated logistics and maintenance team on-site to handle equipment issues quickly was highlighted. Additionally, the need for more frequent health monitoring during intense operational scenarios was noted.

9. Recommendations for Future Military Evolutions

Based on the evaluation, provide recommendations for improving safety measures and operational effectiveness in future military exercises.

10. Conclusion

Summarize the overall safety performance of the military evolution, outlining the key successes and areas for improvement.

1 2 3 4 5 6 7 8 9 10

Report Prepared By:

Date:

Company: _____
Date: _____
Evaluators: _____

Appendix E: Level of Knowledge Grading Rubric

Criteria	Excellent (4)	Good (3)	Satisfactory (2)	Needs Improvement (1)
Accuracy of Information	Provides correct, precise, and detailed responses for all questions.	Provides mostly correct responses with minor inaccuracies or omissions.	Provides responses with several inaccuracies or gaps in key details.	Provides incorrect or incomplete answers that misrepresent key concepts.
Depth of Knowledge	Demonstrates in-depth understanding and offers detailed explanations with examples or insights.	Shows solid understanding with some explanation or examples, but lacks depth.	Displays basic understanding, but responses are superficial or lack detail.	Shows limited understanding; responses are overly simplistic or unclear.
Clarity and Communication	Speaks clearly, confidently, and organizes answers logically, with excellent coherence.	Communicates answers clearly with minor pauses or hesitations.	Communication is somewhat unclear or disorganized, with noticeable difficulty.	Struggles to articulate answers clearly, often disjointed or hard to follow.
Application of Knowledge	Provides real-world or theoretical examples and applies knowledge effectively to scenarios.	Attempts to apply knowledge to scenarios with limited examples or applications.	Offers minimal application or examples, with some connections to real-world use.	Struggles to apply knowledge to scenarios; minimal to no examples given.
Response Length & Detail	Answers are thorough and provide sufficient detail without being excessive.	Answers are clear and complete, though could include more detail in some cases.	Responses are brief and may lack important details, but the main idea is conveyed.	Responses are overly brief or lacking in necessary details.

Scoring Breakdown:

- **Total Points:** 20 points (5 points per criterion)
- **Grading Scale:**
 - 16–20 points: **Excellent (A)**
 - 12–15 points: **Good (B)**
 - 8–11 points: **Satisfactory (C)**
 - 4–7 points: **Needs Improvement (D)**
 - 0–3 points: **Unsatisfactory (F)**

Rates Asked:

- a. _____
- b. _____
- c. _____

Recommendation to CoC:

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APPENDIX F – COMPANY OFFICER AND SENIOR ENLISTED LEADER PERFORMANCE ASSESSMENTS

1. Overview. The primary purpose of Plebe Summer is to indoctrinate the new Plebe class. Another area for growth is in the Active Duty Company Officers (COs) and Senior Enlisted Leaders (SELs) responsible for the successful execution of Plebe Summer. The purpose of this program is to assess COs and SELs during Plebe Summer in order to provide feedback and rank them amongst their peers. The first assessment will occur at the midpoint of Plebe Summer (between training day 25 and 30). The final assessment will occur at the end of Plebe Summer (between training day 47 and 51). The 4/C Regiment and Battalion Active Duty staff are responsible for execution of CO and SEL performance assessments.

2. Assessment Duties of the 4/C Regiment and Battalion Staff.

a. The 4/C Regiment OIC will review and finalize midpoint and final assessment and rankings. Forward approved CO and SEL rankings to the Deputy Commandant of Midshipmen and Brigade Senior Enlisted for consideration.

b. The 4/C Regiment AOIC will:

(1) Conduct midpoint and endpoint performance assessments on the Regiment and Battalion Active Duty staff. Forward completed assessments to the OIC for approval.

(2) Review Company CO and SEL midpoint and endpoint assessments and final rankings. Forward to the OIC for approval.

(3) Chair CO ranking board comprised of Regiment and Battalion officer Active Duty staff. Forward recommended rankings to OIC for approval.

c. The 4/C Regiment LCPO will:

(1) Review Company SEL midpoint and endpoint assessments. Forward to the AOIC for review.

(2) Chair SEL ranking board comprised of Regiment and Battalion enlisted Active Duty staff. Send recommended rankings to AOIC for review.

d. The 4/C Port and Starboard Battalion LCPOs will:

(1) Conduct midpoint and endpoint assessments of SELs under their charge. Forward completed assessments to the Regimental LCPO for review.

(2) Provide recommendations on SEL final rankings during the SEL ranking board.

e. The 4/C Port and Starboard Battalion Officers will:

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(1) Conduct midpoint and endpoint assessments of COs under their charge. Forward completed assessments to the AOIC for review.

(2) Provide recommendations on CO final rankings during the CO ranking board.

3. Procedures

a. Per the duties and responsibilities of this appendix, Plebe Summer Battalion and Regimental Active Duty staff will conduct assessments IAW Table 1 of this appendix. Additionally, the following criteria will be considered:

(1) Company Officers (COs)

(a) Oversight and Leadership:

1. Supervise the daily activities and training of midshipmen.
2. Maintain frequent and regular communication with the Battalion Officer about personnel and safety issues.

(b) Policy Implementation: Ensure adherence to all policies and procedures established by the Naval Academy).

(c) Development and Counseling: Oversee the professional and personal development of midshipmen, including counseling as needed in accordance with reference (o).

(d) Reporting and Documentation: Manage and ensure the accuracy of Plebe Daily Journals (PDJ) and address flagged entries.

(e) Role as Mentor: Guide detailers, promoting their growth and effectiveness as leaders while allowing room for learning through experience.

(2) Senior Enlisted Leaders (SELS)

(a) Leadership and Example: Act as a role model, embodying Navy core values and high standards of conduct in accordance with reference (o).

(b) Safety and Training:

1. Oversee the execution of safe and effective training evolutions, ensuring compliance with risk management procedures.

2. Lead training efforts on specific programs such as SAPR and CMEO in accordance with reference (o).

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(c) Personnel Management: Monitor detailer performance, providing feedback and intervening when necessary to ensure mission success.

(d) Advisory Role: Serve as a mentor and advisor to COs, offering professional expertise to refine training and operations in accordance with reference (o).

(e) Operational Risk Management: Address any identified safety risks, collaborating with other officers to resolve concerns.

(f) Community Representation: Represent the Brigade and Naval Academy in various public forums and ceremonies in accordance with reference (o).

b. Midpoint assessments will be conducted between training days 25 thru 30. Endpoint assessments and final rankings will be conducted between training days 47 thru 51.

CO/SEL PERFORMANCE ASSESSMENT

Category	Excellent (4)	Proficient (3)	Needs Improvement	Unsatisfactory (1)
Effectiveness				
Leadership and Mentorship	Consistently demonstrates exemplary leadership and mentorship; detailers and Plebes show measurable improvement in skills and morale.	Provides strong leadership and mentorship; most detailers and Plebes respond positively and show progress.	Leadership and mentorship are inconsistent; limited positive outcomes among detailers and Plebes.	Fails to provide effective leadership or mentorship; little to no improvement observed.
Communication	Clear, timely, and precise communication with all stakeholders, fostering seamless operations.	Generally communicates well, with occasional minor delays or misunderstandings.	Communication is inconsistent, causing operational delays or confusion.	Communication is poor, leading to significant operational disruptions.
Safety and Personnel Management	Proactively identifies and resolves all safety and personnel concerns; no incidents occur.	Responds adequately to safety and personnel concerns; minimal incidents occur.	Reacts slowly or incompletely to safety and personnel issues, leading to multiple minor incidents.	Fails to address safety and personnel concerns, resulting in major incidents.
Efficiency				
Resource Utilization	Maximizes use of resources (time, personnel, materials) with no waste or redundancy.	Efficient use of resources, with minor inefficiencies or redundancies.	Noticeable inefficiencies in the use of resources, impacting operations.	Inefficient resource use leads to significant delays or disruptions.
Decision-Making	Demonstrates exceptional judgment, making timely and well-considered decisions that enhance mission outcomes.	Makes sound decisions that adequately support mission objectives.	Decisions are occasionally delayed or lack strategic insight, impacting outcomes.	Decisions are frequently poor, untimely, or counterproductive.
Overall Efficacy				
Achievement of Mission Objectives	Exceeds all mission objectives; Plebes and detailers are highly prepared for the academic year.	Meets most mission objectives; Plebes and detailers are adequately prepared.	Fails to meet several mission objectives; preparation of Plebes and detailers is inconsistent.	Fails to achieve critical mission objectives; poor preparation of Plebes and detailers.
Adaptability and Problem-Solving	Excels in adapting to unforeseen challenges and solving problems effectively and efficiently.	Handles most challenges well, with occasional delays in response.	Struggles to adapt or solve problems effectively; delays or missteps occur.	Fails to adapt or solve problems, causing operational failures.
Professionalism and Core Values	Consistently embodies Navy core values (Honor, Courage, Commitment); serves as an ideal role model.	Frequently embodies Navy core values; generally sets a good example.	Occasionally fails to embody Navy core values, impacting role model status.	Rarely or never embodies Navy core values; sets a poor example for others.

Table 1

APPENDIX G – PLEBE SUMMER LETTER OF INSTRUCTION TEMPLATE

1531

DDMMYY

From: Deputy Commandant of Midshipmen
To: MIDN _____, USN

Subj: PLEBE SUMMER LETTER OF INSTRUCTION

Ref: (a) COMDTMIDNINST 1531.3A

1. You have not completed all mandatory Plebe Summer certifying event(s) as required by reference (a).

2. You are directed to complete all remaining mandatory certifying events, specifically:

- a. Endurance Course.
- b. Obstacle Course.
- c. Sailing.
- d. Rifle/Pistol Range.
- e. Physical Readiness Test.
- f. Rate Exam.
- g. SAPR Survey.
- h. DC Training.

3. Failure to complete the requirements by the end of the academic year may result in your Company Officer forwarding you to an aptitude board. In some cases, you may be directed to complete remediation over Spring Break.

4. Per reference (a), your Company Officer, in coordination with the Training Department, will take responsibility for managing the completion of delinquent requirements, with a planned completion date at least 30 days prior to Spring Break. The Rates Test, Weapons Range, and Damage Control Trainer will be scheduled for completion by the Training Department throughout the academic year. All other requirements will be remediated and scheduled for completion by your Company Officer.

5. You will be removed from a delinquent status upon completion of all assigned tasks.

Deputy Commandant
By direction

Acknowledged: Signature/Date

Witnessed by: Signature/Date

Copy to:
Performance Jacket