



DEPARTMENT OF THE NAVY  
OFFICE OF THE COMMANDANT OF MIDSHIPMEN  
UNITED STATES NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS MARYLAND 21402-5107

COMDTMIDNINST 4653.1Q  
OPS  
OCT 2 4 2016

COMMANDANT OF MIDSHIPMEN INSTRUCTION 4653.1Q

From: Commandant of Midshipmen

Subj: MOVEMENT ORDERS AND EXCUSAL LISTS

Ref: (a) COMDTMIDNINST 1310.1E  
(b) COMDTMIDNINST 1710.14L  
(c) COMDTMIDNINST 3058.1  
(d) COMDTMIDNINST 1020.3B  
(e) COMDTMIDNINST 7220.2D  
(f) COMDTMIDNNOTE 1710  
(g) COMDTMIDNINST 5400.6T

Encl: (1) MIDS Movement Order Instructions  
(2) MIDS Transportation Instructions  
(3) MIDS Excusal Instructions  
(4) Miss Class Chit  
(5) ECA Movement Order Proposal  
(6) Navy Sailing Program Movement Order Guidance  
(7) Movement Order Table of Eligibility

1. Purpose. Establish procedures and requirements for Movement Orders and Excusal Lists.
2. Cancellation. COMDTMIDNINST 4653.1P.
3. Movement Orders

a. A Movement Order (MO) authorizes midshipmen to travel outside the confines of the Naval Academy. A MO is **required** for organized activities approved by the Commandant when they are leaving the confines of the Naval Academy. This applies whether or not the group is an approved Extracurricular Activity (ECA), Varsity/JV Sport, Club Sport, or Academic class. Groups of midshipmen who form for special activities require a MO. For the purpose of this instruction, the Naval Academy includes the Naval Support Activity Annapolis, Naval Academy Golf Course, Brigade Sports Complex, Perry Circle, Perry Center and Navy-Marine Corps Memorial Stadium. Procedures for drafting a MO in MIDS are included in enclosure (1). If transportation for MO is needed, requests should be initiated in accordance with enclosure (2) guidance, utilizing enclosures (4) through (6) as directed. **The organization or group requesting a MO should not make any commitments until the MO is approved.** Commitments include telling an outside organization that you will attend their event, booking transportation, and/or booking lodging.

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b. **A MO must be submitted by the Officer Representative (O-Rep) to the Logistics Officer at least ten working days prior to movement.** Any MO submitted within this time frame requires contact with the Logistics Officer directly. (If the MO is associated with a transportation request, then the timeline in paragraph 31 takes precedence, which specifies that these MOs must be submitted to the Logistics Officer 14 **working days** prior to movement.) Naval Academy Athletic Association (NAAA) will submit all MOs for Varsity and JV athletics with the exception of Sailing MOs generated from Professional Development (PRODEV). Anyone with MIDS access may create a MO, but it is up to the designated O-Rep or NAAA scheduling authority to ensure all of the fields are entered and accurate. This includes the names of midshipmen (MIDN) participating.

c. The O-Rep, designated in accordance with references (a) and (b), shall screen the MO in the MIDS system. Once the O-Rep is satisfied with the MO, they should submit it to the Logistics Officer. By submitting a MO to the Logistics Officer, the O-Rep is indicating that they authorize the MO and will be responsible for its execution.

d. Special notice should be annotated if the MO contains specific exceptions, including:

(1) Midshipmen will miss class.

(2) Midshipmen will miss study hour.

(3) Movement is during academic reserve time.

(a) Academic Reserve Time for 1/C and 2/C is Sunday-Thursday 2000-2300.

(b) Academic Reserve Time for 3/C and 4/C is Sunday-Friday 2000-2300.

(c) Academic Reserve Time for any midshipmen who do not meet the Academic Requirements in enclosure (7) is Sunday-Friday 2000-2300.

(4) Midshipmen will operate privately owned vehicles in conjunction with movement.

(5) 4/C Midshipmen will participate in a first semester general or academic field trip.

(6) Midshipmen will not be accompanied by an O-Rep, Coach, or Instructor.

(7) Midshipmen will not participate in Uniform of the Day. (Uniform should be specified in the description. See requirements in paragraph g, below.)

(8) Midshipmen will not travel in Uniform of the Day. (Uniform should be specified in the description. See requirements in paragraph g, below.)

(9) Midshipmen will participate in a potentially hazardous activity. (ORM should be submitted per reference (c).)

(10) Midshipmen will participate in a high visibility activity of which the Commandant should be made aware. (The approval of the Commandant should be requested via an action memo. **The action memo and the MO for a high-visibility MO shall be submitted to the Logistics Officer at least 14 working days prior to execution.**)

e. Company Officer and Academic Dean (ACDEAN) approvals are accomplished via MIDS after the MO has been created.

f. Missing Class or Study Hour for Movement Orders. Organizations are discouraged from submitting excusals resulting in lost class time or study period. Normally only Varsity/JV Sports and Club sports will be allowed to miss class and study periods. Midshipmen wishing to participate in MOs other than Varsity/JV and Club Sports that will result in missed class time or study hour must obtain the ACDEAN's approval in addition to Company Officer approval via MIDS. Before Company Officer endorsement can be obtained, the midshipmen must route a Miss Class Chit through their professors to their Company Officer (enclosure (4)). In order to ensure accountability, **Company Officers shall verify that the chit is signed by all applicable professors before endorsing that Midshipman's participation in MIDS.** Endorsements must be received from all applicable parties before any commitment to attend is made.

g. **The uniform of the day while traveling on and executing a MO is Service Dress Blue or Summer Whites.** Uniform specifications can be found in reference (d). O-Reps will inspect midshipmen in approved travel uniforms prior to departure. O-Reps will ensure that midshipmen have the correct uniform for participating in the MO. If wearing Service Dress Blue or Summer Whites is not appropriate, the following exceptions may be made:

(1) If travel takes longer than four hours, midshipmen may travel in Blue and Golds.

(2) When traveling on and executing a Varsity/JV/Club Sport/ECA MO, midshipmen may wear an official team uniform. The approval authority for wearing a team uniform is the designated O-Rep.

(3) If the O-Rep determines, given the environment of the MO, that wearing Service Dress Blue or Summer White would be inappropriate, then he/she should contact the Logistics Officer for guidance.

(4) If the midshipmen wish to travel and execute a MO in any other uniform, then they must obtain permission by routing an action memo. The first recommendation should be the designated O-Rep. After the O-Rep, the chit should be routed through the Logistics Officer to the approval authority.

(a) The approval authority for wearing the Navy Working Uniform (Type I/III) is the Commandant Operations Officer.

(b) The approval authority for wearing civilian clothes is the Commandant. **The action memo requesting civilian clothes shall be submitted to the Logistics Officer 14 working days prior to execution.**

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(c) The approval authority for wearing Midshipman Casual (Blue over Khaki) is the Commandant. **The action memo requesting Midshipman Casual shall be submitted to the Logistics Officer 14 working days prior to execution.**

(d) The approval authority for wearing any other uniform or outfit is the Commandant.

h. The O-Rep must call the Officer of the Watch (OOW) at extension 2701 or 2702 prior to departure and upon return with the following information:

(1) MO number

(2) Group name

(3) Departure/return time

(4) Any discrepancies to the data found in the MIDS system (e.g., midshipmen not traveling on the MO). The Midshipmen Officer of the Watch, under OOW supervision, will be responsible for logging details surrounding each MO and Excusal. Any Unauthorized Absences (UA) or other amplifying information should be reported directly to the Logistics Officer and the OOW, and will be included as a log entry. This information will ensure the watch team provides an accurate 0800 report to the Deputy Commandant of Midshipmen.

i. O-Reps are expected to travel with the Varsity/JV, Club, or ECAs unless specified on the MO and approved by the Commandant Operations Officer. If there is no O-Rep accompanying, then the senior midshipman should carry out the duties normally assigned to the O-Rep, specified in paragraphs 3h and 3i.

j. For academic MOs with officers accompanying, the procedures outlined in paragraphs 3h and 3i apply. For academic MOs with civilian professors accompanying, the senior midshipman shall carry out the duties normally completed by the O-Reps.

k. All midshipmen on an approved MO must return with that organization upon completion of the event. To do otherwise, a special request chit is required to be routed through that midshipman's company chain-of-command and the organization's chain-of-command. It is each midshipman's responsibility to return to the company area and report their return to the Company Duty Officer (CDO) in person (phone calls are not authorized). Additionally, midshipmen will sign-in/out of a MO/Excusal logbook located within each company area. This logbook will be reviewed by Company Officers for accountability and accuracy.

l. Organizations may utilize the USNA government vehicles. Transportation requests should be completed in MIDS during the creation of the MO. Transportation requests must be associated with the MO in MIDS. Contrary to and overriding paragraph 3b, **MOs with associated transportation requests shall be submitted to the Logistics Officer at least 14 working days prior to movement.**

(1) In order to use the USNA government vehicles, the transportation request needs to be on the approved travel list, maintained by the Superintendent's Office. Part of the reason

necessitating additional lead time for MOs requiring transportation is to ensure that the transportation is on the Approved Travel List.

(2) Vehicles are issued by the USNA Transportation Office on a first-come, first-served basis in accordance with the Transportation Priority List. A copy of the Transportation Priority List can be obtained from the Logistics Officer.

(3) USNA does not charge for government vehicles driven by organization members, but does charge for the Public Works bus drivers. Charges vary depending on the requested date and elapsed time the service is requested. Organizations are also responsible for driver costs (hotels, meals, etc). These charges will be paid by the requesting organizations, NAAA, Cost Center, or MWF as appropriate. Charges are determined by the Public Works Financial Branch and are non-negotiable. Because Public Works cannot support all requests, rental or charter vehicles may be procured in advance if desired.

(4) In the event that the USNA Transportation Office is unable to fulfill a Transportation Request, the originating organization is then responsible for finding and paying for alternate transportation, such as rental or charter vehicles.

m. For MOs extending through meal times, arrangements may be made with the Midshipmen Food Service Division (MFSD) to provide boxed, early, or late meals. Varsity Sports are normally the only organizations that will be approved to have early or late meals. Every attempt should be made to schedule MOs to leave after or return prior to meal times to reduce food service requirements. Any meals provided for non-midshipmen must be purchased at the current BDFFA rate. For ECA, General, and Academic MOs, MFSD will not provide boxed meals. Each organization is responsible for feeding the midshipmen. Midshipmen who travel on MOs are in some cases eligible for commuted rations. Eligibility for commuted rations is delineated in USNAINST 1746.1(series). The O-Reps are responsible for submitting claims for commuted rations per reference (e). Events requiring MFSD support require a valid MO or excusal code prior to food service arrangements. These arrangements must be made no later than seven working days prior to the supported meal.

n. A MO expires at the time indicated or upon return to USNA, whichever occurs first. O-Reps are responsible for contacting the OOW for extensions. Delayed MOs expire upon return to USNA. Midshipmen returning after 0100 should follow the guidance in reference (f).

o. MOs must contain an emergency contact phone number (preferably a cell phone number) and detailed lodging information.

p. O-Reps must ensure adequate and appropriate lodging for all midshipmen while on MO.

q. Alcoholic beverages are prohibited while on MO, unless groups are granted permission by the appropriate approval authority via Special Request in accordance with reference (g). Alcohol will not be carried in any vehicle associated with the group, to include Privately Owned Vehicles (POV). Furthermore, no alcoholic beverages are to be purchased with MWF money while on MO. Consumption of alcohol at any specific event will be consistent with reference (g).

r. Coaches and O-Reps must ensure MOs include a statement authorizing transportation of weapons and list an inventory for accountability purposes. All MOs must state in the comment block, "AUTHORIZED TO TRANSPORT FIREARMS FOR USE IN COMPETITION AND TRAINING IAW THE GUN CONTROL ACT OF 1968, TITLE 18, CHAPTER 44," and list the weapons being transported by serial number and the ammunition by type and quantity. In addition, when transporting weapons a copy of the MO should be maintained by the accountable official(s). This instruction only applies to working weapons and does not include "training devices" such as drill rifles.

#### 4. Movement Order Eligibility

a. Varsity/JV teams and Club A Sports. The Commandant and Director of Athletics determine NAAA MO eligibility. The Senior Associate Director of Athletics (Academics)/ Academic Liaison Officer and Company Officers screen athletes for eligibility prior to MO approval and will make recommendations on whether a midshipman should travel. **If a midshipman who does not meet the minimum eligibility in accordance with enclosure (7) is listed on a MO, the Company Officer should open a dialogue with the respective Head Coach and/or O-Rep regarding the midshipman's inclusion on the MO.** When practical, tutors are available to help struggling midshipmen in the core academic disciplines (Math, Chemistry, Physics, etc.) while on MO. In addition, on all MOs, midshipmen with a CQPR/Semester QPR less than 2.0 will be required to participate in mandatory study periods. If the Company Officer feels that a midshipman should not travel on an MO for other than academic reasons (i.e., Conduct, Honor, etc.) they should open a dialogue with the Head Coach/O-Rep. If unable to come to an agreement, then the issue will be resolved by the Deputy Commandant of Midshipmen and the Military Deputy Athletic Director. NAAA MOs will be used only for scheduled Varsity, JV, and Club A competitions.

b. Club B Sports. Midshipmen are authorized to miss some mandatory events if participating in a scheduled MO, in accordance with reference (b) and must be eligible in accordance with enclosure (7).

c. ECA and General MOs.

(1) ECA and General MOs are not authorized to interfere with any mandatory events, as listed in the Table of Priorities in reference (g) above ECAs and liberty, and must be eligible in accordance with enclosure (7).

(2) If the MO includes an overnight stay, the members of the MO will not be charged a weekend, unless the MO falls outside the USNA mission.

(3) MOs during Academic Reserve or final exams are discouraged and will normally be disapproved. All MOs during Academic Reserve or final exams require the approval of the ACDEAN for Academic Affairs.

(4) ECA and General MO exceptions to policy may be granted on a case-by-case basis. In order to be granted an exception, the ECA must submit a written request to the Commandant

Operations Officer via the Logistics Officer (enclosure (5)). These requests must be sent prior to entering a MO into MIDS and should fully justify why the request warrants an exception.

d. Academic Field Trips. Academic Field Trips are trips of an entire academic course or section under supervision of a professor. In addition to Commandant Operations approval, all field trips require endorsement from the ACDEAN. Field trips may be scheduled subject to the following:

(1) Field trip requests, including detailed itineraries and midshipmen participants, shall be submitted to the ACDEAN for endorsement not later than two weeks prior to the trip. In addition to this, no commitments are to be made until the MO is approved.

(2) Field trips should minimize missed class time and must be scheduled to take place between 0755 and 1530. Field trips that cannot be completed during these time periods are encouraged to be scheduled during liberty on the weekend.

(3) Midshipmen not meeting eligibility criteria in accordance with enclosure (7), will not participate and will remain at USNA for a study period covering class time.

(4) Midshipmen participating in the Trident Scholar program shall be on a MO for their necessary projects. Due to changing lab schedules and unforeseen project delays, midshipmen may occasionally miss some mandatory events. If designated midshipmen miss a mandatory evolution, they will report to their company chain-of-command immediately upon return.

(5) Mandatory Academic Field Trips are not authorized during the Athletic Reserve Period (1530-1830). Non-mandatory Academic Field Trips are authorized to go into Athletic Reserve Period with endorsement from the Associate Dean for Academic Affairs and approval from the Commandant Operations Officer.

(6) Academic Field Trips for upper level courses are authorized during the study hour. Only 1/C and 2/C Midshipmen, who are in good academic standing, are eligible for these MOs.

(7) Any Academic Field Trip that does not fall within these guidelines must be endorsed by the ACDEAN and then forwarded to the Commandant Operations Officer for approval prior to scheduling.

e. Post Graduate Education and Service Assignment. Midshipmen screened for Nuclear Power, other Service Assignment Communities, and Post-Graduate Education, are eligible for associated MOs to facilitate their selection into Post-Graduate programs or Service Community.

f. Commandant of Midshipmen MOs. The Commandant may approve MOs resulting in lost class time or study periods for MOs which are designed to permit Brigade support for away Varsity games and other USNA events.

g. Operational Information (OPINFO). OPINFO is one of the Academy's most successful and effective outreach programs, utilizing midshipmen who volunteer to visit high school and middle schools, participate in media activities scheduled by our Blue and Gold officers and

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USNA Alumni, and speak to civic organizations around their Thanksgiving period. Midshipmen participating on OPINFO will be on approved MO covering the period of participation. Midshipmen will enter a leave request on MIDS that covers the period they depart from USNA until they return to USNA. Minimum requirements for attendance are:

- (1) 2.50 SQPR
- (2) 2.50 CQPR
- (3) Academically SAT
- (4) C in Conduct
- (5) C in Aptitude
- (6) Positive recommendations from the chain-of-command and faculty approval to miss three class days.

#### 5. Excusal Lists

a. Excusals authorize approved Varsity/JV Sports, Club Sports, ECAs, and other organizations to deviate from the daily routine and to miss certain administrative and military obligations while within the confines of USNA. Procedures for requesting excusals in MIDS are in enclosure (3).

b. O-Reps or designated NAAA scheduling authorities must submit Excusal Lists to the Logistics Officer not later than ten working days in advance of the excusal. Any Excusal submitted within this time frame requires contact with the Logistics Officer directly.

c. The Battle Rhythm in reference (g) provides assigned times for Midshipmen Activity Period. Mandatory events published on the Master Schedule or Plan of the Day take precedence during these times.

d. No routine events/meetings may be held during Athletic Reserve Period.

e. Meetings/events held Sunday-Friday that go into Study Hour must have the endorsement of the Associate Dean for Academic Affairs and approval of the Commandant Operations Officer.

f. Any meetings/events outside of these guidelines must be approved by the ACDEAN and then forwarded to the Commandant Operations Officer for approval prior to scheduling.

6. Review Responsibility. The Commandant's Operations Officer is responsible for the annual review of this instruction.



R. A. RIVERA  
By direction

Distribution:  
Non-Mids (Electronically)  
Brigade (Electronically)

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CREATING A MOVEMENT ORDER IN MIDS

1. Movement Orders (MO). This enclosure explains how to create a movement order in the Midshipmen Information System (MIDS). An MO should be submitted for groups of midshipmen who leave the confines of USNA. For the purposes of this instruction, USNA includes the Naval Support Activity Annapolis, USNA Golf Course, Brigade Sports Complex, Perry Circle, Perry Center and Navy-Marine Corps Memorial Stadium.

a. Procedures. The MIDS module is designed to be user friendly in generating an MO. It provides a drop-down menu system that allows the user to select the information for the MO. Below are the steps to create an MO.

(1) Log in to MIDS.

(2) From the main menu, click the “Logistics” button (located at the top of the column on the right side).

(3) Once in the “Logistics” section, click on “Movement Orders – Initiate/Review”. (After clicking this, you should be taken to a page that allows you to enter a Movement Order Code (MO Code), which is a code that is generated by the system **after** an MO is generated. Other options on this page allow you to select a Classification, Priority, Status, Organization, and a Proceed Date. These boxes are only for reviewing an MO that has already been submitted.) In order to initiate a new MO, you must click on the “Insert New Record” button at the bottom of the selection table.

(4) Selection of the “Insert New Record” button will bring up another page, allowing the user to make multiple inputs about the MO. These inputs are outlined below.

(a) Classification. The current options are Academic Field Trip, Brigade Sports Activity (BSA), ECA, Club Sport, Commandant Operations, NAAA Varsity Sport, Other, PRODEV, and Squad/Company/Battalion.

(b) Priority. After selecting a classification, the user must select a priority. The current options are High (Varsity Sports and BSA), Medium (authorized to miss some mandatory events), and Standard (not authorized to miss mandatory events).

(c) Status. The possible status options are Obtaining Approvals, Submitted to Logistics Officer, Received by Logistics Officer, Pending, Approved by Operations Officer, Disapproved, and Cancelled.

Note: It is recommended to keep working MO in the Obtaining Approvals status until all modifications are made. Then, when the O-Rep approves the MO, he/she should change status to Submitted to Logistics Officer.

(d) Organization. The user must manually submit which organization will sponsor the MO.

(e) Proceed Date/Time. User selects MO start time and date in DD-MON-YYYY/24HR format. (See Note 1.)

Enclosure (1)

(f) Muster Time. User enters MO muster time in 24HR format. (See Note 1.)

Note 1: The muster time must be earlier than, or equal to the proceed time. If this rule is not followed, the system will notify the user of an error. If an MO is departing around midnight, do **not** enter a time of 0000. Instead, use 2359 or 0001.

(g) Muster Place. User enters where the personnel associated with the MO are to muster in text format.

(h) Return Date/Time. User selects when the MO is terminating in DD-MMM-YYYY/24HR format.

(i) Reason. Type the reason for the MO.

(j) O-Rep name. From the drop-down menu provided, select the name of the O-Rep responsible for the Organization arranging the MO.

(k) POC Name. If the O-REP is not attending the MO, but a faculty member or a midshipman is in charge, list their name.

(l) POC (if not on Yard). If the person in charge is not a MIDN or member of USNA faculty or staff, enter the name of the person in charge.

(m) Destination City. Enter the city in which the MO will take place.

(n) State. Enter the state in which the MO will take place.

(o) Country. If traveling OCONUS, enter the destination country.

(p) Itinerary. Provide a detailed itinerary for all events and travel during the MO.

(q) Emergency Phone. Enter a valid recall number that the OOW may call in case they need to get in touch with any of the midshipmen.

(r) Will midshipmen miss class time? Enter Yes or No via the Drop Down Menu. (See Note 2.)

(s) Will midshipmen miss study hour? Enter Yes or No via the Drop Down Menu. (See Note 2.)

Note 2: If midshipmen are missing class time, they are responsible to get permission from their instructors to miss class via a Miss Class Chit (enclosure (4)). It is up to the Company Officer to verify this. Currently, a dialog box pops up once all of the information is submitted that says "OIC or POC for excusal must verify that all midshipmen have approval of all instructors whose classes or examinations are to be missed. Has this verification been done? Click [OK] to continue or [Cancel] to stop". This is a mandatory requirement for these approvals to be met, and failing to do so will result in the removal of the midshipmen from the MO.

(5) Once complete with all of the inputs, click “Insert.” After “Insert” is selected, the user will be taken to a new page. This page will have a MO code that has been generated and assigned to the MO. This code is located at the top center of the page. The user will also see a green “*Success!*” to the left of the page. This page contains all of the information that has been submitted thus far.

(6) If there are any “Exceptions” that need to be addressed, the initiator of the MO is responsible for checking the appropriate box under the “Exceptions” matrix. Once the appropriate exceptions are selected, click on the Update button to save the changes. Exception reasons are as follows.

- (a) Movement is during Exam Week or Academic Reserved Time.
- (b) Midshipmen will operate POV in conjunction with the movement.
- (c) 4/C Midshipmen will participate in a first semester general, academic field trip movement, or an ECA MO outside liberty time.
- (d) Midshipmen will not be accompanied by an O-Rep, coach, or instructor. (If selecting this exception, see the requirements for approval in paragraph 3i of this instruction.)
- (e) Midshipmen will participate in a potentially hazardous activity.
- (f) Midshipmen will participate in a high visibility activity of which Commandant should be made aware.
- (g) Midshipmen will not travel in Uniform of the Day.
- (h) Midshipmen will not participate in uniform of the day.
- (i) ACDEAN review required. (Review by the ACDEAN is required if class or study hour will be missed. Additionally, review by the ACDEAN is required if the Movement Order takes place during Exam Week or Academic Reserved Time.)

(7) The final step is to enter midshipmen names. To do this, the user is to select one of the options under the line that says “Midshipmen on the Movement Order.”

- (a) Add individual midshipmen.
- (b) Add groups of midshipmen.
- (c) Add midshipmen by Alpha.
- (d) Delete multiple midshipmen.

ENTERING A TRANSPORTATION REQUEST IN MIDS

1. Transportation. MOs with associated requests for transportation must be submitted to the Logistics Officer 14 working days before the requested date for review. Any transportation request submitted within this time frame requires direct contact to the Logistics Officer directly. The Logistics Officer has no approval authority over transportation request. Transportation Requests will not be reviewed by USNA Transportation Coordinators until an MO is approved by the Operations Officer. Only requests that are attached to MOs can be seen by the Logistics Officer. All transportation requests for MOs must be attached to the MO so they can be reviewed for approval of the transportation asset. **Submission of a Transportation Request does not guarantee fulfillment.**

a. Procedures for Transportation Request attached to a Movement Order. Once an MO has been initiated, MIDS allows the user to initiate a transportation request. The MIDS module is designed to be user friendly in generating a Transportation Request. Below are the steps to initiate a Transportation Request attached to an MO.

(1) Log in to MIDS.

(2) From the main menu, click the "Logistics" button (located at the top of the column on the right side).

(3) Once in the Logistics Module, initiate MOs as directed in enclosure (1).

(4) Once MO is populated, scroll to the bottom of the page to the Transportation Requests heading. Selection of the "Insert New Record" button will allow the user to enter information about the transportation request, for consideration by the USNA Transportation Coordinators. These inputs are outlined below.

(a) Organization. Enter ECA or organization utilizing transportation.

(b) Requested Date. User enters current date.

(c) Pickup Date/Time. User selects pickup date/time in DD-MMM-YYYY/24HR format.

(d) Pickup Location. If user is requesting a sedan or van, the user must pick-up vehicle at Transportation located at King George Street across from the baseball stadium. If requesting for motor coach or bus, any pickup location at USNA may be entered.

(e) Destination. User manually enters place of destination.

(f) Destination City. User manually enters destination city.

- (g) Destination State. A pull down menu will be used to enter destination state.
  - (h) Directions. User manually enters directions to destination.
  - (i) Reason. User manually enters the reason for transportation request.
  - (j) Driver Type. User can choose from the pull down menu: Both Public Works and Member of Organization, Member of Organization, or Public Works Driver.
  - (k) Cost Center. User can choose from the pull down menu: ACDEAN, Commandant, MWF, NAAA, Other, PRODEV, or Superintendent.
  - (l) Return Date/Time. User selects return date/time in DD-MON-YYYY/24HR format.
  - (m) Return Pickup Point. User manually enters location of pickup.
  - (n) Return City. User manually enters return city.
  - (o) Return State. A pull down menu will be used to enter return state.
  - (p) Return Directions. User manually enters direction to return destination.
- (5) Once user completes entering all applicable information, select "Insert." Once selected, user will be able to select what type of vehicle, number of vehicles, number of occupants, and number of Public Works Drivers. Once complete, select "Update."

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### CREATING AN EXCUSAL IN MIDS

1. Excusals. This enclosure explains how to create an Excusal in MIDS. An excusal should be submitted for groups of midshipmen gathering within the confines of USNA for an event that deviates from the normal schedule. For the purposes of this instruction, USNA includes the Naval Support Activity Annapolis, USNA Golf Course, Brigade Sports Complex, Perry Circle, Perry Center and Navy-Marine Corps Memorial Stadium.

a. Procedures. The MIDS module is designed to be user friendly in generating an Excusal. It provides a drop-down menu system that allows the user to select the information that would be contained in the Excusal. Below are the steps to create an Excusal.

(1) Log in to MIDS.

(2) From the main menu, click the “Logistics” button (located at the top of the column on the right side).

(3) Once in the “Logistics” section, click on “Excusals – Initiate/Review”. (After clicking, you will be taken to a page that allows you to enter an Excusal Code, a code that is generated by the system **after** an Excusal is generated. Other options on this page allow you to select a Classification, Priority, and Status, enter an Organization, and select a Proceed Date. These boxes are only for reviewing an Excusal that has already been submitted.) In order to initiate a new Excusal, you must click on the “Insert New Record” button at the bottom of the selection table.

(4) Selection of the “Insert New Record” button will bring up another page, allowing the user to input data about the Excusal. Each data field is described below.

(a) Classification. The current options are Academic Field Trip, Brigade Sports Activity (BSA), ECA, Club Sport, Commandant Operations, NAAA Varsity Sport, Other, PRODEV, and Squad/Company/Battalion.

(b) Priority. After selecting a Classification, the user must select a priority. The current Options are High (Varsity Sports and BSA), Medium (authorized to miss some mandatory events), and Standard (not authorized to miss mandatory events).

(c) Status. The possible options are Obtaining Approvals, Submitted to Logistics Officer, Received by Logistics Officer, Pending, Approved by Operations Officer, Disapproved, and Cancelled.

Note: It is recommended to keep working Excusal in Obtaining Approvals status until all modifications are made. Then, once the O-Rep approves the Excusal, they should change the status to Submitted to Logistics Officer.

(d) Organization. The user must manually submit which organization will sponsor the Excusal.

(e) Proceed Date/Time. User selects Excusal start time and date in DD-MMM-YYYY/24HR format. (See Note 1.)

(f) Muster Time. User enters Excusal muster time in 24HR format. (See Note 1.)

Note 1: The Muster time must be earlier than, or equal to the Proceed time. If this rule is not followed, the system will notify the user of an error.

(g) Muster Place. User selects where the personnel associated with the Excusal are to muster in text format.

(h) Return Date/Time. User selects when the Excusal is terminating in DD-MMM-YYYY/24HR format.

(i) Reason. Type the reason for the Excusal.

(j) O-Rep name. From the Drop Down Menu provided, select the name of the O- Rep responsible for the Organization arranging the Excusal.

(k) POC Name. If the O-REP is not attending the Excusal, but a faculty member or a midshipman is in charge, list their name.

(l) POC (if not on Yard). If the person in charge is not a MIDN or member of USNA faculty or staff, enter the name of the person in charge.

(m) Will midshipmen miss class time? Enter Yes or No via the Drop Down Menu. (See Note 2.)

(n) Will midshipmen miss study hour? Enter Yes or No via the Drop Down Menu. (See Note 2.)

Note: If midshipmen are missing class time, they are responsible to get permission from their instructors to miss class via Miss Class Chit (enclosure (4)). It is up to the CO to verify this. Currently, a dialog box pops up once all of the information is submitted that says "OIC or POC for Excusal must verify that all midshipmen have approval of all instructors whose classes or examinations are to be missed. Has this verification been done? Click [OK] to continue or [Cancel] to stop". Even if this has not been completed by the midshipmen, you may still proceed with the Excusal. Instructor approval is a mandatory requirement, and failure to do so will result in the removal of the midshipmen from the Excusal.

(o) Class. This only needs to be filled in for Character Development Excusals. Options available are Non Applicable, First Class, Second Class, Third Class, and Fourth Class.

(p) Max Faculty Enroll. This only needs to be filled in for Character Development Excusals. Maximum number of Faculty permitted to sign up (due to building space).

(q) Max Mid Enroll. This only needs to be filled in for Character Development Excusals. Maximum number of midshipmen permitted to sign up (due to building space).

(5) Once complete with all of the inputs, click "Insert." After "Insert" is selected, the user will be taken to a new page. This page will have an Excusal code that has been generated and assigned to the Excusal. This code is located at the top center of the page. The user will also see a green "Success!" to the left of the page. This page contains all of the information that has been submitted thus far.

(6) If there are any "Exceptions" that need to be addressed, the initiator of the Excusal is responsible for checking the appropriate box under the "Exceptions" matrix. Once the appropriate exceptions are selected, click on the Update button to save the changes. Exception reasons are as follows.

(a) Movement is during Exam Week or Academic Reserved Time.

(b) AC Dean review required. (Review by the ACDEAN is required if class or study hour will be missed. Additionally, review by the ACDEAN is required if the MO takes place during Exam Week or Academic Reserved Time.)

(7) The final step is to enter midshipmen names. To do this, the user selects one of the options under the line that says "Midshipmen on the Excusal."

(a) Add Individual Midshipmen.

(b) Add Groups of Midshipmen.

(c) Add Midshipmen by Alpha.

(d) Delete Multiple Midshipmen.

MISS CLASS CHIT

DD MMM YY

MEMORANDUM

From: **MIDN 4/C John Doe (012345), 1<sup>st</sup> Company**  
To: **LT/Capt Smith, 1<sup>st</sup> Company Officer**  
Via: Chain of Command

Subj: REQUEST TO MISS CLASS TIME

1. I respectfully request permission to miss classes on **(Day, Date Designated)** on a Movement Order with the **(Name of Club, Sport, ECA, Academic Field Trip)**. Below you will find the signatures of all of my professors for the time period of concern with their recommendations regarding my absence. I understand that it is my responsibility to coordinate with my professors to ensure that my absence minimally affects my academic performance.

2. For Professors: This is a request to be absent from your class **(Day, Date Designated)** to travel on a Movement Order with the **(Name of Club, Sport, ECA, Academic Field Trip)**. I understand that if you approve, I am responsible for any material covered in class and any work assigned.

Class	Comments	Recommend Approval (A) Disapproval (D)	Professor Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Very Respectfully,

MIDN, USN

ECA MOVEMENT ORDER PROPOSAL

1. Purpose. This enclosure outlines the format that should be used when proposing an MO that deviates from the policies outlined in this instruction and COMDTMIDNNOTE 1710. The MO proposal should be routed and approved by the Commandant Operations Officer prior to entering the movement order in MIDS.
2. Routing. Once the MO Proposal is drafted, route it to the Logistics Officer. The Logistics Officer will send the proposal to the ACDEAN for his/her review and comments. After the ACDEAN's comments have been made, the Logistics Officer will take the MO Proposal to the Commandant Operations Officer for approval.
3. Approval/Disapproval. Once the Operations Officer has made an approval/disapproval decision, the Logistics Officer will inform the Officer/Enlisted Representative of the result. If approved, the organization should then enter an MO in the MIDS system, in accordance with enclosure (1). If disapproved, the Officer/Enlisted Representative may discuss with the Operations Officer and appeal the decision through the Deputy Commandant to the Commandant. The Commandant is the final approval/disapproval authority for MOs.
4. Format. See next page.

ACTION/DECISION MEMO

DD Mmm YYYY

FOR: COMMANDANT OF MIDSHIPMEN, U.S. NAVAL ACADEMY (ALL CAPS)

FROM: ORIGINATORS RANK NAME, DEPARTMENT OR DIVISION

SUBJECT: THE SUBJECT SHOULD ALWAYS IN ALL CAPS, SHORT, AND  
DIRECT TO THE POINT (2ND SUBJECT LINE FLUSH WITH 1ST SUBJECT LETTER)

REFERENCE: (a) Having a reference is optional – If no reference is needed,  
remove entire line. (2ND REF LINE FLUSH WITH 1ST REF LETTER)

DISCUSSION: The discussion will identify what information is being forwarded and  
why. If forwarding a support document, identify as TAB A.

BACKGROUND: The 2nd and subsequent bullets provide additional key points:

a. Subparagraphs only exist if there's more than one subparagraph. If you don't have  
more than two subparagraphs, type all information after Background.

b. Five spaces from left margin start with subparagraph a., b., etc.

(1) Start typing on the 10<sup>th</sup> space as shown. (Only use sub-sub paragraphs if more  
than one sub-sub paragraph is needed).

(2) This example shows the second line of a sub-sub paragraph in an  
Action/Decision Memo.

WAY AHEAD: Why it is necessary and/or acceptable for the Commandant to approve  
or sign the recommended action?

RECOMMENDATION: Commandant of Midshipmen approves by initialing as  
appropriate or by signing Attachment 1, etc.

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

ATTACHMENT/S: If no attachments, remove entire line. Multiple attachments  
example below

NAVY SAILING PROGRAMS MOVEMENT ORDER GUIDANCE

1. Purpose. To provide guidance to USNA Sailing Programs on MO procedures.
2. Background. Due to the unique nature of USNA Sailing Programs, the guidance provided in this instruction is amended by the following travel procedures. Travel falls into three different categories:
  - a. Regattas where midshipmen are accompanied by a Coach, Officer or Faculty Representative on the MO. These regattas are typically over five hours from USNA, or a higher level event. The group may stay in commercial lodging or at the home of Navy Sailing supporters (alumni, parents, etc).
  - b. Regattas where a 1/C Midshipmen is in charge with no additional supervision on the MO. These regattas must be within four hours of USNA and requires the team to stay at a home of Navy Sailing supporters (alumni, parents, etc).
  - c. Regattas where at least a 3/C Midshipmen is in charge with no additional supervision on the MO. These regattas must be within two hours of USNA and requires the team to return to USNA after each racing day.
3. Action. USNA Sailing Programs MOs:
  - a. All regattas will fall under a Movement Order vice an Excusal, including home regattas, due to the possibility of courses extending beyond the confines of the Severn River.
  - b. MOs may be submitted less than two weeks, but prior to seven days, of movement due to the need to observe weather forecasts in order to select which midshipmen will compete. Operations Officers for each program will coordinate with the Logistics Officer and IAP Transportation Coordinator as necessary due to this short notice in order to secure government transportation.
  - c. When submitting MOs, specifics must be detailed for the travel category required. These specifics include the name and contact number of the Coach, O-Rep, Instructor, or Midshipman-in-Charge attending. In addition, the method of travel and detailed lodging information must be included on the MO.
  - d. The team will not travel or participate in the Uniform of the Day due to the lack of locker room facilities at sailing venues. Midshipmen will travel in Sailing "Blue-over-Khaki" and may return in Team Warm-ups or "Blue-over-Khaki". The team must be uniformly dressed.
  - e. Regardless of the type of supervision, the Midshipmen in Charge of each MO will call in the departure and return of the MO to the OOW at (410) 293-2701/2702. For home stays, the O-Rep will contact the family to discuss general rules and regulations the team must adhere to while away from USNA.

MOVEMENT ORDER TABLE OF ELIGIBILITY

Type of MO	Notes	Academic	PE	PRT	Conduct	Aptitude	Waiver Authority	4/C eligible prior to Fall six-week grades?
Varsity/JV Sports		1/C: 2.0, 2/C: 1.9, 3/C: 1.8, 4/C: None *			At discretion of CMDT	At discretion of CMDT	Asst Athletic Director (Academics)	Yes
Club A Sports		1/C: 2.0, 2/C: 1.9, 3/C: 1.8, 4/C: None *			At discretion of CMDT	At discretion of CMDT	Asst Athletic Director (Academics)	Yes
Club B Sports	Must be "weekend eligible"	CQPR and SQPR: 2.0 or better, no F's, no more than one D **	No True Failures or Incompletes	Passed most recent official PFA	SAT	SAT	Battalion Officer	No
ECA	Must be "weekend eligible"	CQPR and SQPR: 2.0 or better, no F's, no more than one D **	No True Failures or Incompletes	Passed most recent official PFA	SAT	SAT	Battalion Officer	No
General	Must be "weekend eligible"	CQPR and SQPR: 2.0 or better, no F's, no more than one D **	No True Failures or Incompletes	Passed most recent official PFA	SAT	SAT	Battalion Officer	No
Academic 1 (additional classes will be missed)	Must be "weekend eligible"	CQPR and SQPR: 2.0 or better, no F's, no more than one D **	No True Failures or Incompletes	Passed most recent official PFA	SAT	SAT	Battalion Officer	No
Academic 2 (no additional classes will be missed)		No minimum						Yes
Commandant	Must be "weekend eligible"	CQPR and SQPR: 2.0 or better, no F's, no more than one D **	No True Failures or Incompletes	Passed most recent official PFA	SAT	SAT	Deputy Commandant	Yes

Notes:

\* Academic Eligibility for Varsity, JV, and Club A Sports is based off last semester's CQPR.

\*\* Based off last six-week, twelve-week, or semester grading period.