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

COMDTMIDNINST 5400.6W
MIDREGS OIC
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COMMANDANT OF MIDSHIPMEN INSTRUCTION 5400.6W

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

Subj: MIDSHIPMEN REGULATIONS MANUAL

Ref: (a) OPNAV M-5215.1

1. Purpose. To update and clarify the Midshipmen Regulations Manual.

2. Cancellation. COMDTMIDNINST 5400.6V.

3. Scope and Applicability. This instruction is published for the information and compliance of the Brigade of Midshipmen and all personnel subordinate to the Commandant of Midshipmen.

a. Midshipman Regulations are supplementary to U.S. Navy Regulations, 1990. Members of the Brigade and all personnel subordinate to the Commandant of Midshipmen shall comply with the substance, spirit, and intent of these directives at all times.

b. Nothing in these regulations should be construed as taking priority over sound judgement or doing the right thing. Situations may arise where good judgement will be necessary and will, in fact, be the only guiding regulation. Midshipmen are expected to conduct themselves in accordance with Navy core values in these situations.

c. These regulations apply at all times. Midshipmen are required to comply with the requirements set forth in this instruction year-round, to include summer training periods and the academic year. Regulations pertaining to midshipmen rooms apply anytime a midshipman occupies a room in Bancroft Hall.

d. No later than the midpoint of each semester, the Deputy Commandant of Midshipmen will convene a board to review accumulated proposals and ideas regarding changes to this manual. This board shall consist of the Deputy Commandant of Midshipmen, the senior Battalion Officer, the Brigade Senior Enlisted Leader, the Brigade Commander, the Regimental Commanders, and the Brigade Sergeant Major. One midshipman at large from each Battalion may be selected to attend. Midshipmen on the board may designate replacement representatives.

4. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/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 Deputy Commandant of Midshipmen will review this instruction annually, on the anniversary of its effective date using OPNAV 5215/40 Review of Instruction. The purpose of the review is to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and DoN policy as well as statutory authority. This instruction will automatically expire five years after its effective date, unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

T. R. BUCHANAN

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

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CHAPTER 1: ROUTINE EVENTS

1.1 BATTLE RHYTHM

Monday-Friday Schedule

0530	Earliest rising time for plebes
0545	NAAA team workouts start Per NAAA guidelines
0630	Reveille
0630-0800	Sick Call
0630-0800	Rolling Tray Morning Meal (T/TH/F)
0635-0655	Come-Around Period (M/W/F)
0635-0655	Company Instruction Period (T/TH)
0700	Morning Quarters Formation
0700	Formal Uniform Inspection (T)
0700	Bravo Room Inspection (F)
0710-0730	Morning Meal
0755-0845	First Period
0755-0910	Eighth Period
0855-0945	Second Period
0955-1045	Third Period
0955-1110	Ninth Period
1055-1145	Fourth Period
1130	Early meal for oncoming watch section
1205	Noon Meal Formation
1210-1250	Noon Meal
1250-1320	Company Instruction Period (M/W)
1250-1320	Academic Lectures and Meetings
LMO/NET1235	Town Liberty for 1/C (F only)
1330-1420	Fifth Period
1330-1445	Tenth Period
1430-1520	Sixth Period
1530	Town Liberty for 2/C (F only)
1530-1620	Seventh Period
1545-1800	Athletic Reserve Period
1730-1900	Evening Meal – Rolling Tray (M/T/W/TH)
1730	Evening Meal – King's Court (F)
1900-2000	4/C Professional Quiz (F only)
1900-2000	Midshipmen Activity Period (M/T/W/TH)
1930-2000	Instruction Period-Secondary (M/T/W/TH)
2000-2245	Study Period
2245	Blue and Gold (M or T or W or TH)
2300	Lights out for 4/C (M/T/W/TH)
2300	Taps (M/T/W/TH)
2359	Taps (F)
2359	Liberty expires for all 1/C and 2/C not on weekend (F only)

Saturday Schedule

0630-0730	Morning Meal
0700-0900	Sick Call
0800	Morning Quarters Formation
0800-0930	Training Reserve Period (as directed)
1200	Liberty Formation (All hands)
1130-1300	Noon Meal

1700-1830	Evening Meal
2359	Liberty expires
2359	Taps for all midshipmen not on weekend

<u>Sunday Schedule</u>

0700-0900	Morning Meal
0800	Town Liberty for 1/C, 2/C and 3/C
1100-1300	Brunch
1800	Liberty expires for 1/C, 2/C, and 3/C
1800	End of Liberty Formation
1730-1930	Evening Meal – Rolling Tray
1900-2000	4/C Professional Quiz Make-Up Period
1900-2000	Midshipman Activity Period
2000-2245	Study Period
2245	Blue and Gold
2300	Lights out for 4/C
2300	Taps

1.2 RÉVEILLE

1. Midshipmen shall be out of their racks with all overhead lights on.

2. Upper-class Midshipmen shall not return to their rack until after the morning quarters formation.

1.3 SICK CALL

1. Walk-in sick call is held at the Brigade Medical Unit (BMU).

2. Midshipmen may not enter "Sick in Room" (SIR) into the Academic Accountability System unless they report to sick call, receive a "Sick in Quarters" (SIQ) chit and it is signed by their Company Officer (CO).

3. Midshipmen reporting to sick call shall wear regulation PE gear or better. See Section 9.7 for further details regarding Medical and Dental care.

1.4 INSTRUCTION PERIOD

1. Instruction periods shall be used for the training of midshipmen. Multiple training sessions will be offered so that all midshipmen complete prescribed training.

2. The priority of instruction periods depends on the individual administering the training. Midshipmen will consult the table of priorities to determine legitimate Excusals from training sessions.

3. Come-Around Period and Discretionary Instruction Periods will not be utilized during exam weeks, academic reserve periods or on review and study days.

4. Company Instruction Period following Noon meal (1250-1320, M/W) is reserved for Company Officer/Senior Enlisted Leader (SEL). If the Company Officer and SEL choose not to utilize the Instruction Period time, other individuals may conduct training.

5. 4/C Come-Arounds conducted outside of the Come-Around Period shall not be scheduled during study hour.

1.5 FORMATION AND MEAL

1. Midshipmen shall be in an inspection-ready prescribed uniform when attending indoor formation. Covers shall be worn at the discretion of the Company Commander (CC). Midshipmen authorized to wear an alternate uniform for medical purposes must carry their CO approved chit on their person at all times.

2. Outdoor formations shall be conducted in accordance with the Drill and Ceremonies Manual.

3. Formations will be attended by midshipmen as per the table of priorities outlined in 2.1 and by the following regulations:

a. All classes will attend Morning Quarters Formation and Noon Meal Formation Monday-Friday. All midshipmen not on weekend liberty shall attend Saturday 1200 Liberty Formation.

b. 2/C not on weekend will attend Saturday Morning Quarters and 1200 Liberty Formations.

c. 3/C will attend Morning Quarters Formation and Noon Meal/Liberty Formation Monday-Saturday.

d. 4/C will attend Morning Quarters Formation and Noon Meal/Liberty Formation Monday-Saturday.

4. Meals and formations will be attended in accordance with the Plan of the Day (POD).

5. End of liberty (EOL) formation shall be attended in person by all classes.

1.6 ATHLETIC RESERVE PERIOD AND INDIVIDUAL PT

1. Athletic Reserve Period is reserved for drill, club, intramural, and varsity sports practices and competitions. All scheduled intramural events take precedence over individual workouts.

2. During Athletic Reserve Period, midshipmen may not use any non-physical fitness related facilities on Naval Support Activity (NSA). Such facilities include but are not limited to: Commissary, Navy Exchange (NEX), gas station, barber shop, Navy Federal Credit Union, and any retail food outlets available at the Naval Station (eg. Subway and Panda Express).

3. Individual midshipmen wishing to conduct workouts off the Yard while not on town liberty, including outside the Athletic Reserve Period unless otherwise specified (see e.g. paragraph 1.8.1), will be permitted to do so, provided they:

a. Conduct workouts between sunrise and sunset.

b. Wear regulation PE gear (exception for command sponsored events that designate an alternate uniform, e.g. Sea Trials, or for ECAs specifically designated by the Commandant's Operations Officer during their exercise period only, e.g. Infantry Skills, Combat Fitness, etc.). Wearing Navy/USMC-related technical PT gear off the Yard for endurance sports may be approved by the Company Officer via special request chit.

c. Utilize the following approved running routes:

(1) The Naval Academy Bridge, the Naval Support Activity/Greenbury Point (via Ritchie Road - up the hill on Rt 450 past the WWII memorial), and/or directly to the Baltimore and Annapolis Trail via MD Rt 450 and Boulters Way (see Figure 1-1). Midshipmen may use all athletic facilities at NSA, including the Brigade Sports Complex, O-Course, E-Course, and Golf Course.

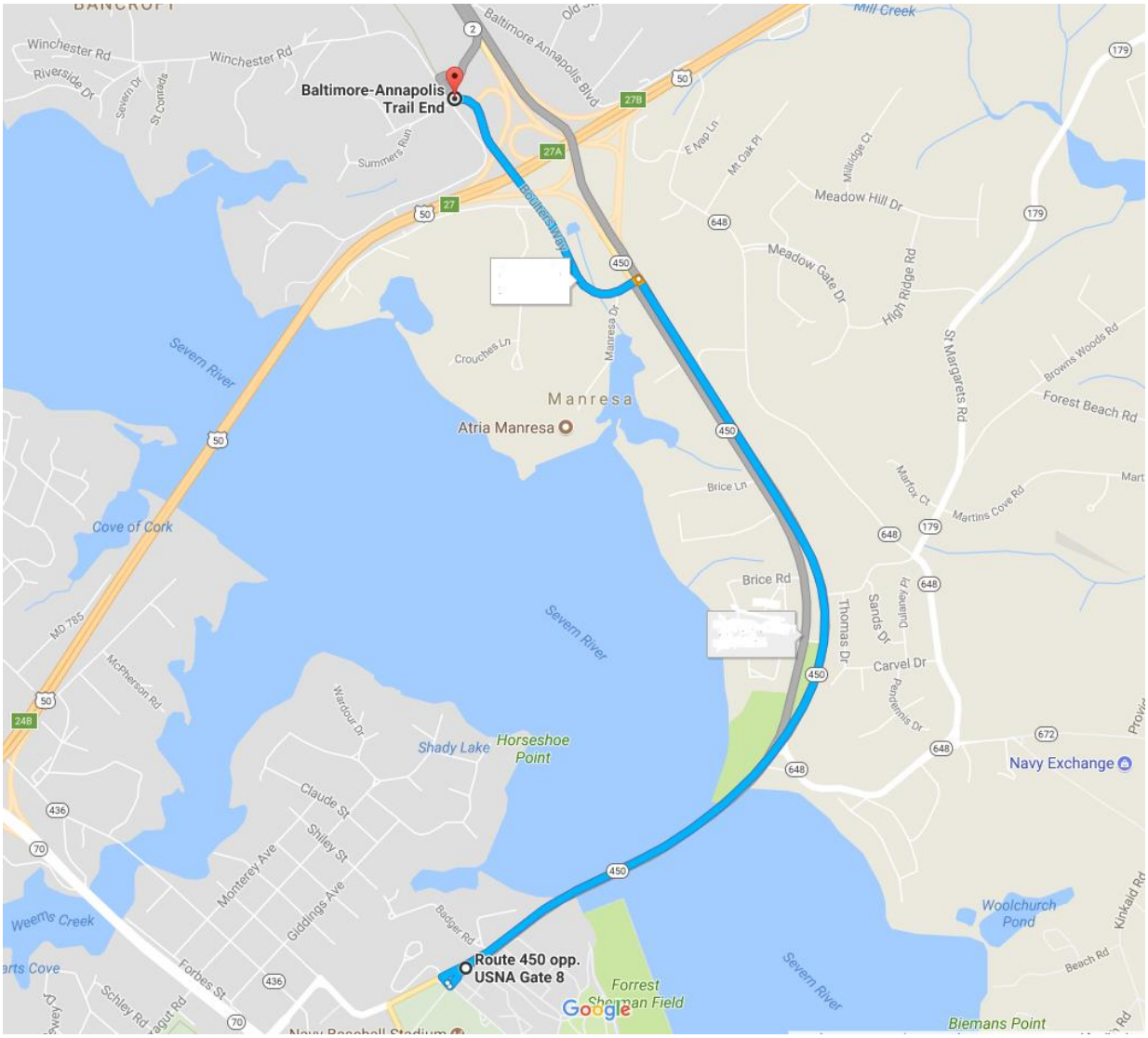

Figure 1-1

(2) Midshipmen may also use the "Stadium" running route, which leads out Gate 8, along Baltimore Boulevard to Annapolis Street, and then Taylor Avenue to the Stadium, and loops around the Stadium's perimeter running path (see Figure 1-2).

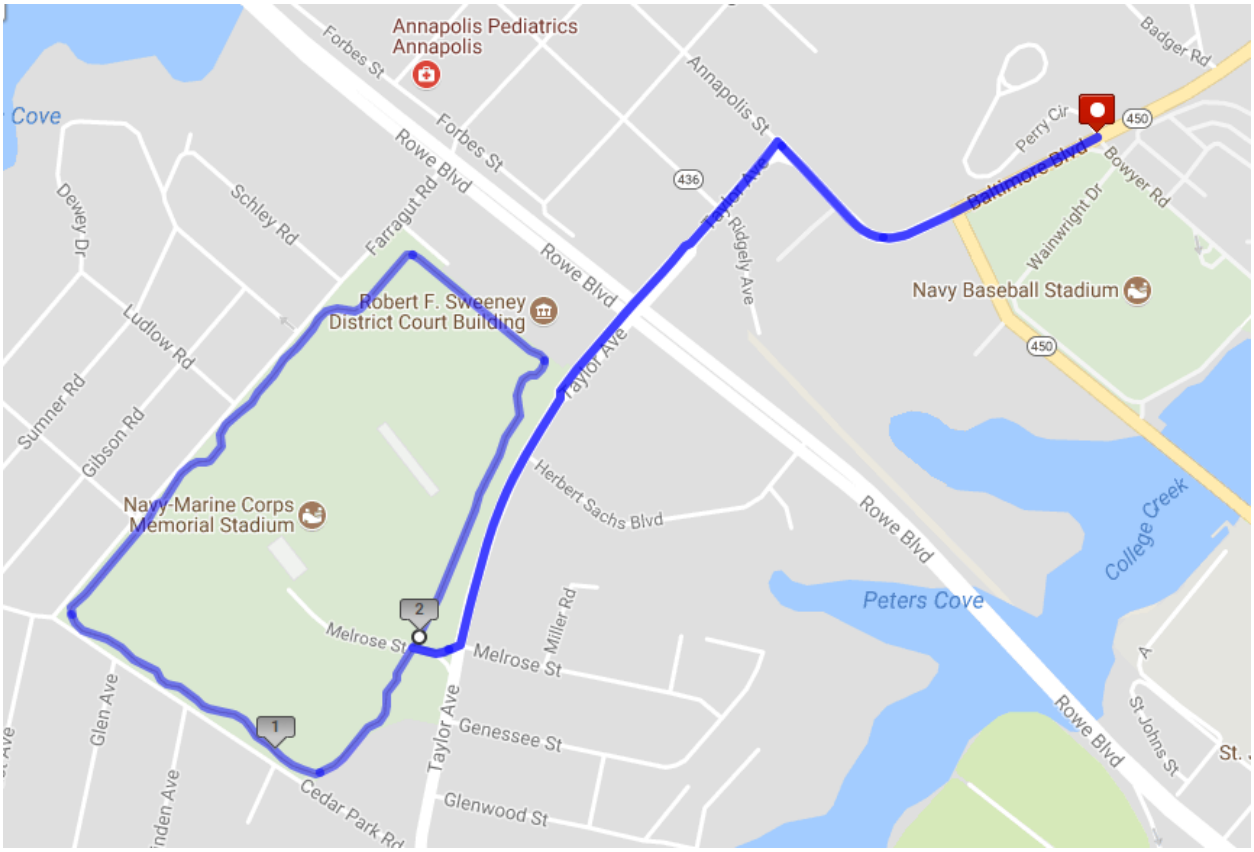

Figure 1-2

(3) The Eastport Loop begins from Gate 1 heading along Randall Street to Compromise Street and across the drawbridge into Eastport. The route makes a loop of Severn Avenue, 1st Street, Eastern Avenue, Chesapeake Avenue, and returns to Gate 1 (see Figure 1-3).

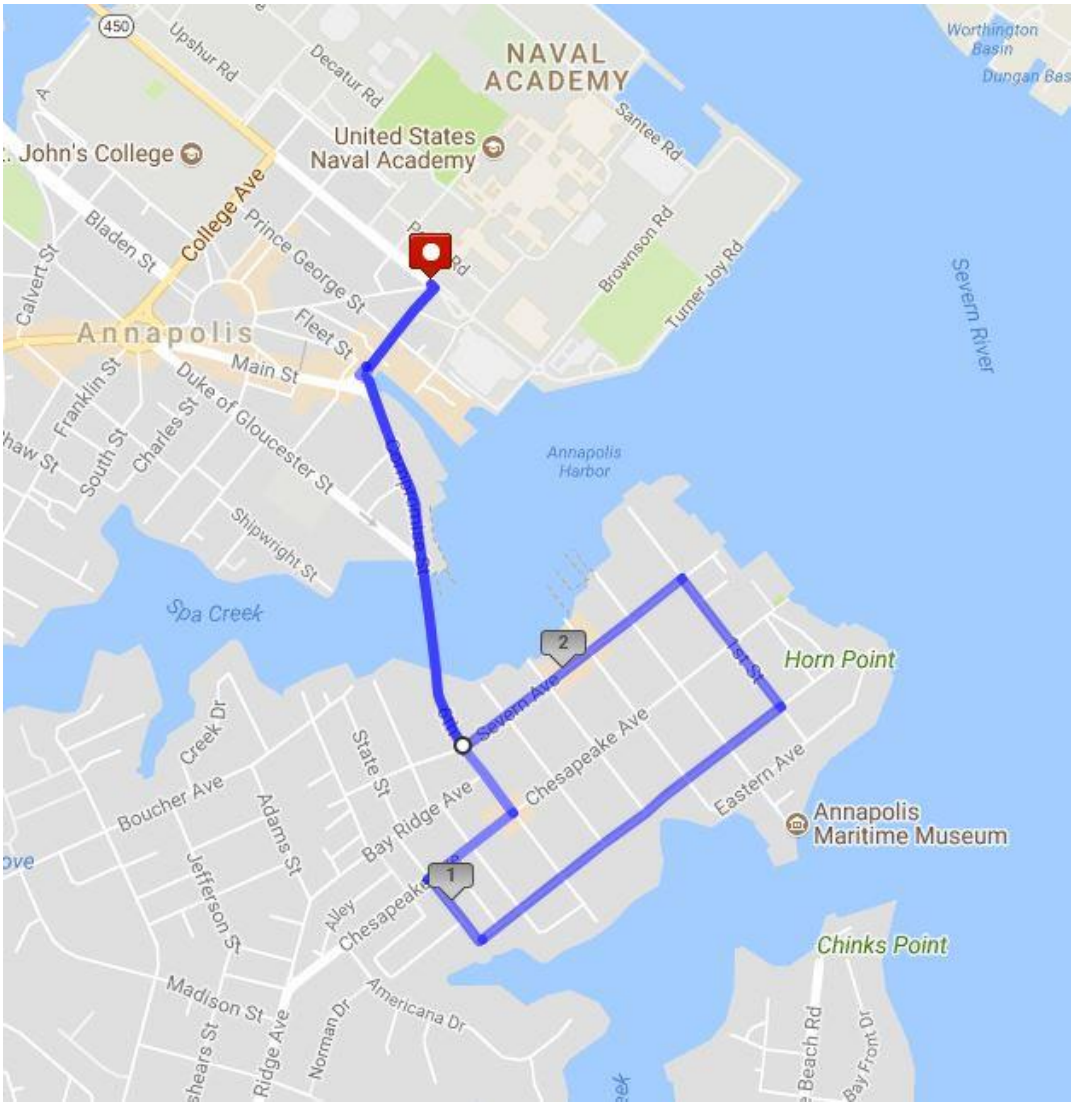

Figure 1-3

(4) The West Street Loop begins at Gate 1 and follows Main Street to West Street continuing onto Spa Road. Take a left turn on Hilltop Lane which turns into Tyler Avenue, and another left turn on Bay Ridge Avenue which turns into Chesapeake Avenue. Take another left turn onto 6th Street, go across the drawbridge and return to Gate 1 (see Figure 1-4).

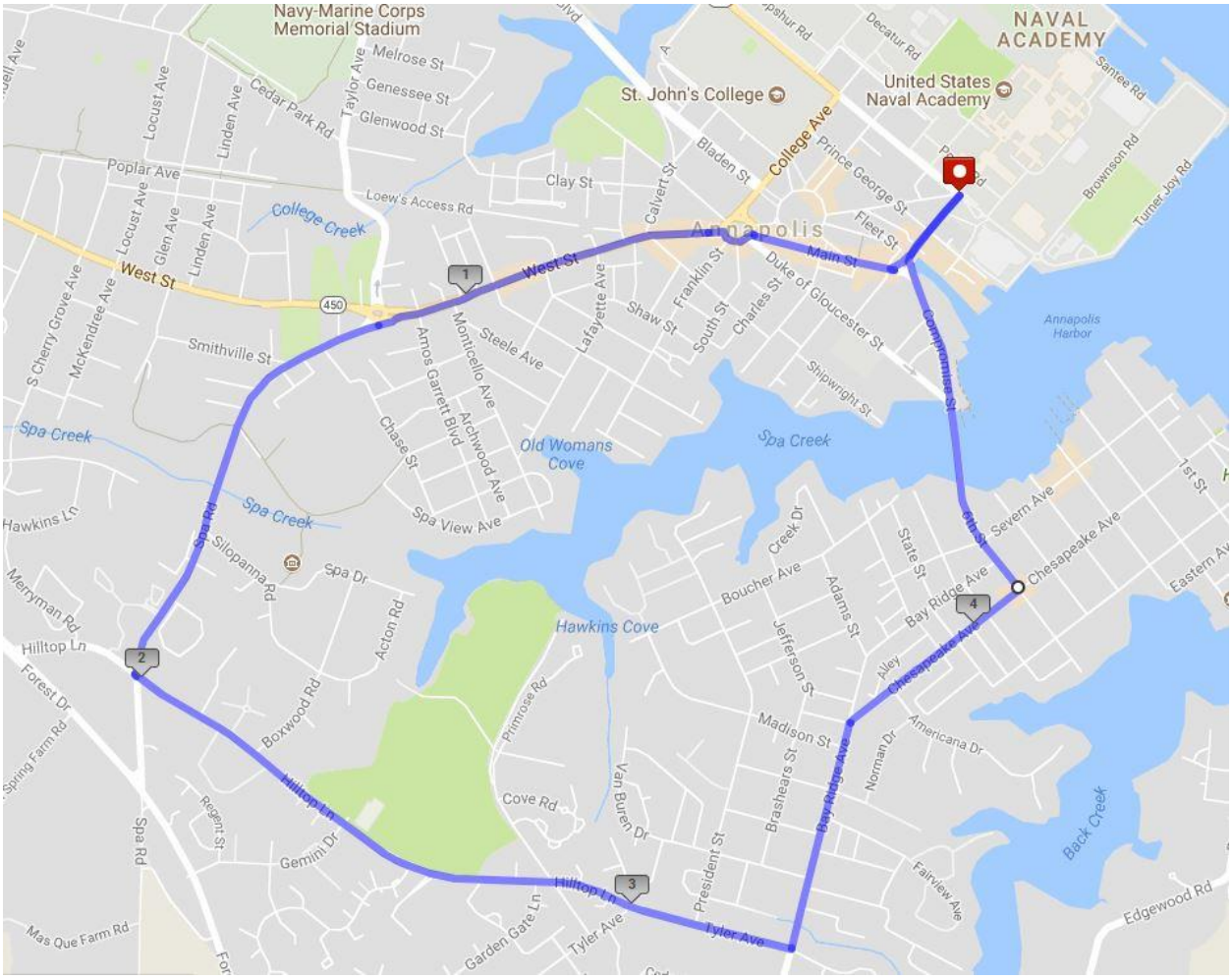

Figure 1-4

(5) The Quiet Waters Loop begins at Gate 1 and goes over the drawbridge into Eastport. Turn right onto Chesapeake Avenue which turns into Bay Ridge Avenue and continue across Forest Drive to access Quiet Waters Park. Use the same route to return to Gate 1.

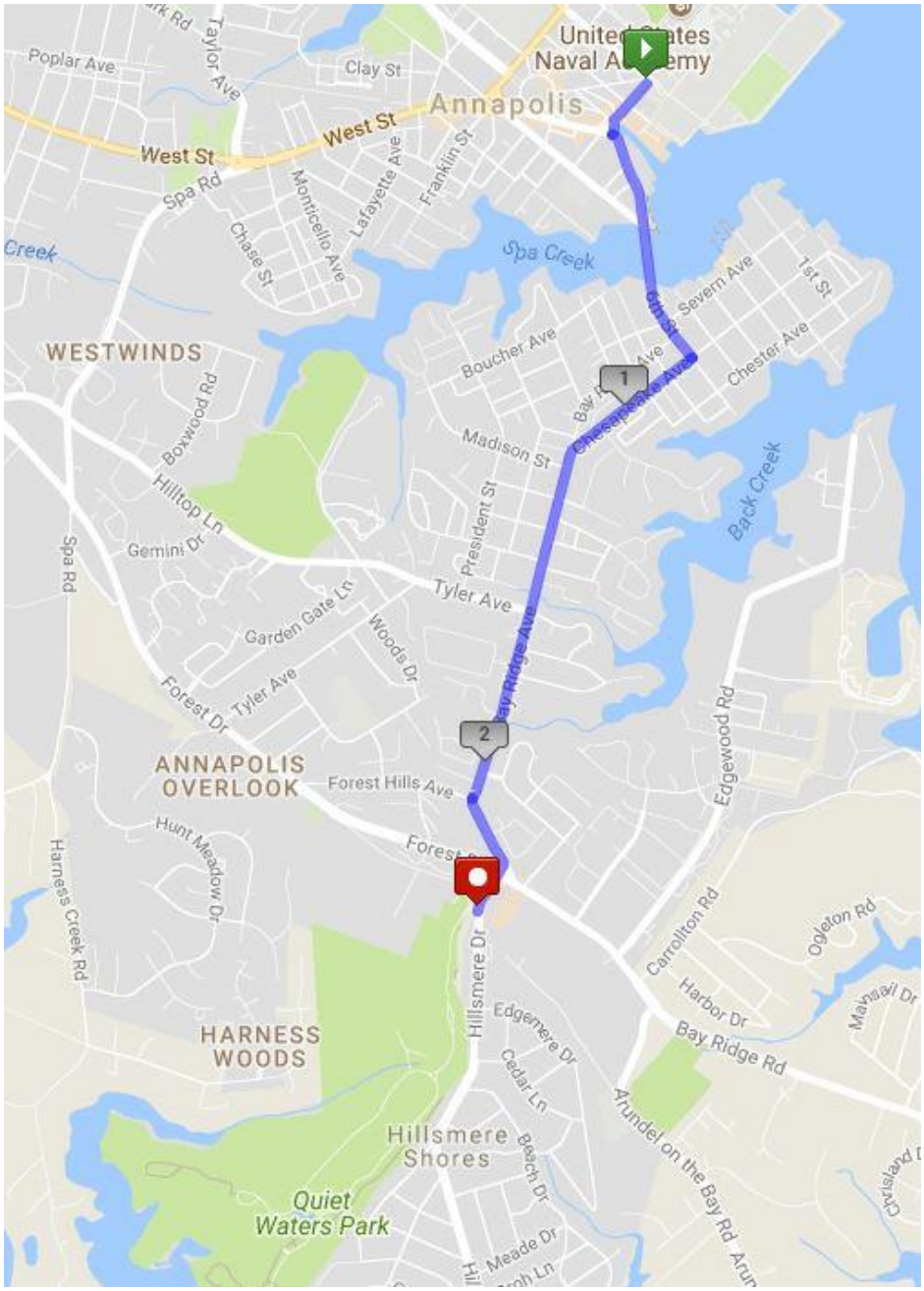

Figure 1-5

d. Not stop at or enter into any home, business, or other establishment for any purpose other than to use the restroom facilities.

e. Only run, walk, bicycle, or ride in a motorized vehicle to commute between the Yard and other authorized areas. 1/C Midshipmen may drive authorized vehicles (including Personally Owned Vehicles (POV)) to and from the Naval Station and may transport underclassmen.

f. Wear appropriate USNA cold weather gear when harsh weather conditions dictate.

g. Conduct workouts at the O-Course or the E-Course only in groups of two or more with at least one cell phone on station. These requirements ensure that at least one safety observer is available to call for assistance and render aid in the event of a significant injury.

4. Use of Navy Working Uniforms (NWU) as workout attire is subject to the following restrictions:

a. On the Yard: Wear NWUs as either a complete uniform (i.e., boots, trousers, brown t-shirt, blouse, and cover) or "modified NWUs" (blouse and cover removed) during physical training on the Yard.

b. Off Yard/NSA: Wear full NWUs or "modified NWUs," as desired, only for runs transiting to/from the O-Course, E-Course, or Confidence Course (use approved route to NSA in paragraph 1.6.3.e). NWUs or "modified NWUs" may be worn on the applicable course. Wearer must be running or jogging while in NWUs off the Yard or NSA (no walking or biking).

c. Deviations from this policy for approved team or Company PT associated with a combat- or drill-related event, e.g. ECA, Saturday Morning Training (SMT), Marine Corps Combat Fitness Test (CFT), etc., must be approved by the Commandant's Operation's Officer or applicable Battalion Officer.

5. Athletic teams are authorized to conduct workouts off the Yard as a team during their team practice times when directed by their Coach. Each member must wear team-approved workout gear.

6. Midshipmen in a duty status (i.e. on watch or in the duty section) may not conduct workouts off the Yard.

1.7 MIDSHIPMAN ACTIVITY PERIOD

1. Midshipman Activity Period shall be reserved for ECAs, club sports meetings, voluntary academic events, and Command religious programs.

2. The Commandant must approve other events scheduled during this period.

1.8 STUDY PERIOD

1. 1/C and 2/C shall observe study period Sunday through Thursday. 3/C and 4/C shall observe study period Sunday through Friday.

2. Midshipmen shall be in one of the following locations during study period:

a. Their own room;

b. Another midshipman's room to obtain or provide academic assistance;

c. The library or an academic building;

d. On watch;

e. The wardroom (1/C and 2/C only); however, 3/C may use the wardroom for academic and professional studies with Company Commander approval;

f. Drydock or Steerage (refer to Chapter 8, section 8.9 Drydock and Steerage);

g. At a sporting event on the Yard if academically SAT and with Squad leader approval;

h. Conducting personal physical training on the Yard (1/C and 2/C who are satisfactory in Academics and Conduct; 3/C who are on either the Superintendent's, Dean's, or Commandant's list and satisfactory in Conduct);

i. Mitscher Auditorium for Professional Development Videos or Presentations that have been approved by the Brigade Training Officer (Fridays only).

3. Midshipmen shall not play loud music or engage in disruptive activity.

4. Midshipmen in a duty status must sign out before leaving Company area.

5. 1/C, 2/C, and 3/C shall not enter a 4/C room unless providing academic assistance.

1.9 TAPS AND LATE LIGHTS

1. Taps accountability will be conducted at 2300 on Sunday through Thursday and at 2359 on Friday and Saturday by the Company Duty Officer (CDO). Each midshipmen must be visually identified by a member of the duty section (i.e. CDO, ACDO or CMOD).

2. Midshipmen shall:

a. Be physically present in their rooms for taps.

b. Remain in the Company area after taps unless authorized to depart by the CDO. If authorized to depart, midshipmen must sign the accountability log immediately upon departure and return, and wear a visual ID outside of the Company area.

3. 4/C Midshipmen may: Have late lights until 2359 or early lights before 2200 if approved by their Squad Leader.

4. It is the responsibility of each individual midshipman to sign taps before the appointed time and to ensure that the CDO has accounted for them.

1.10 BLUE AND GOLD

1. Blue and Gold shall be held in Company areas on Sundays and may be held one other day of the week. Blue and Gold should be positive in nature and should consist of a recap of past events, a preview of upcoming events, and should be a period to motivate 4/C Midshipmen.

2. Blue and Gold may not be longer than 15 minutes, between 2245 and 2300.

1.11 LIBERTY

1. The primary responsibility of all midshipmen is to develop the habits and skills necessary to be successful officers, which requires a commitment to excellence in all mission areas, including moral, mental, and physical. Liberty is not a break from that commitment. Success, especially in academics, requires hard work and diligent preparation for class beyond the confines of Monday through Friday. Accordingly, although liberty is authorized in the manner that follows, midshipmen must make responsible and thoughtful decisions about how best to utilize liberty time. Midshipmen have an obligation to be prepared for their duties, at all times, which means getting sufficient rest to recharge.

2. Yard Liberty

a. Midshipmen may not:

(1) Depart the Yard, except to conduct an individual workout as per section 1.6 above;

(2) Visit a sponsor's home on the Naval Academy complex.

b. Midshipmen may:

(1) Conduct Individual Workouts;

(2) Visit areas on the Yard;

(3) Attend Sporting Events on the Yard and NSA Complex;

(4) Play golf for leisure.

(5) 4/C Midshipmen may use self-service laundry.

c. Uniform for Yard liberty will be Uniform of the Day or authorized Spirit Gear if attending a sporting event on the Yard.

3. Town Liberty

a. Schedule: Town liberty will be authorized per Table 1-1 or when the last military obligation is completed, whichever is later.

Class	Commences	Expires
1/C	Friday LMO/NET 1235 Saturday, 0800 Sunday, 0800	Friday, 2359 Saturday, 2359 Sunday, 1800
2/C	Friday, 1530 Saturday, 0800 Sunday, 0800	Friday, 2359 Saturday, 2359 Sunday, 1800
3/C	Saturday, 1200 Sunday, 0800	Saturday, 2359 Sunday, 1800
4/C	Saturday, 1200	Saturday, 2359

Table 1-1

b. Regulations:

(1) Uniform:

(a) Midshipmen may not depart on or return from liberty in any uniform other than prescribed liberty attire per COMDTMIDNINST 1020.3 (series)

(b) 3/C may wear civilian clothes only when on weekend and outside a 35 mile radius from the chapel dome (see Figure 1-3 below). 3/C will not depart/return from liberty in civilian clothes, even if they are leaving the authorized radius.

(c) 4/C will wear Uniform of the Day for town liberty.

(2) 4/C shall remain within a 35 mile radius from the chapel dome during town liberty (see Figure 1-3). 4/C must submit a special request chit and Operational Risk Management (ORM) worksheet to their Company Officer/Senior Enlisted Leader (CO/SEL) in order to request liberty outside the 35 mile radius (Figure 1-3).

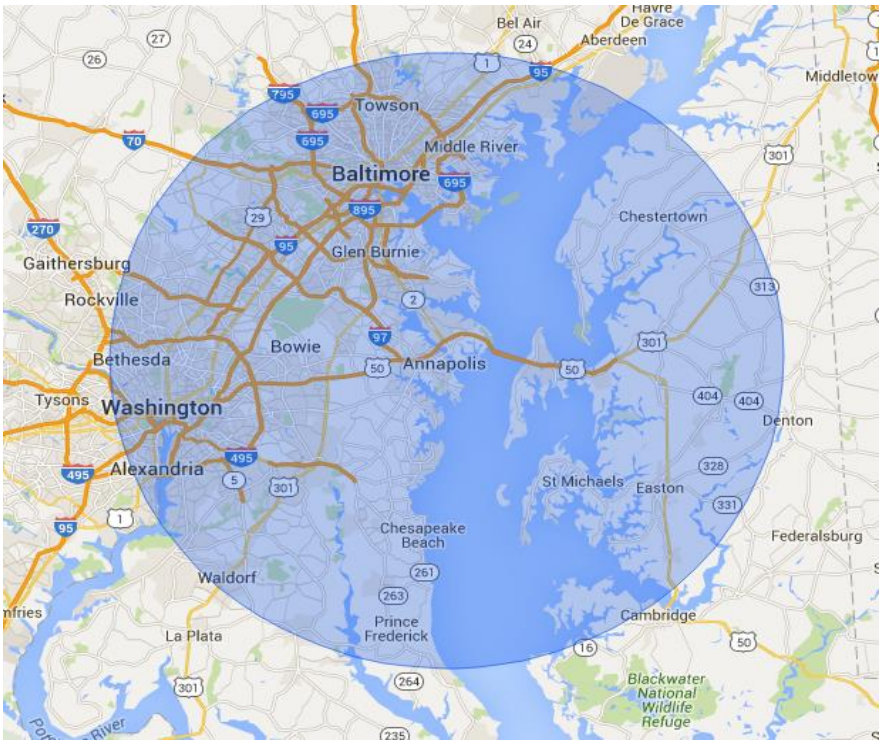

Figure 1-3: Radius for 3/C Midshipmen civilian clothing and 4/C Midshipmen liberty

(3) When on town liberty, 4/C may:

(a) Use racks;

(b) Use self-service laundry.

(4) On Sunday, between 0800 and 1300, 4/C may:

(a) Use racks;

(b) Attend Sunday morning worship services in town with an approved chit from their Company Officer. They shall proceed immediately to worship and return immediately after worship.

4. Weekend Liberty

a. Eligibility requirements:

(1) CQPR and SQPR of 2.0 or better based on the most recent 6-week, 12-week, or final semester grades.

(2) No academic grades of "F" or more than one "D" based on the most recent 6-week, 12-week, or final semester grades.

(3) Not on Aptitude or Conduct probation.

(4) Not in a loss of weekend status as imposed by a Letter of Instruction unless approved by the Issuing Authority or designee.

(5) Not in a Physical Fitness Assessment (PFA) or Physical Education (PE) course True Failure or Incomplete deficiency status as reported by the Company Deficiency Report. Company Officers may grant exceptions for incompletes.

(6) Passed the most recent semester (official) PFA. A midshipman who fails the semester (official) PFA will not be eligible for weekends until they pass a subsequent semester (official) PFA. Company Officers may grant one-time exceptions.

b. Midshipmen shall request weekend liberty by signing the weekend list. Midshipmen will not depart on weekend liberty prior to receiving approval from the Company Officer or SEL.

c. Weekend liberty will be authorized per Table 1-2 below or when the last military obligation is complete, whichever is later, except as noted below in paragraph 7.

Class	Commences	Expires
1/C	Friday, LMO/NET 1235	Sunday, 1800
2/C	Friday, 1530	Sunday, 1800
3/C	Saturday, 1200	Sunday, 1800
4/C	Saturday, 1200	Sunday, 1800

Table 1-2

d. All midshipmen must gain approval through a special request chit and ORM from the Company Officer if leaving a 150-mile radius.

e. Weekends allotted per semester per Table 1-3, except as noted below in paragraphs 4.f, g, and i:

1/C: 12	2/C: 8	3/C: 5	4/C: 1

Table 1-3

f. Two additional weekends will be awarded to midshipmen who are members of the Color Company, on the Superintendent's list, on the Commandant's list, or achieve a perfect PFA.

g. One additional weekend per semester may be awarded to all eligible members, including 4/C, of a Company's "Color Squad" as well as the respective Platoon Commander and Platoon Sergeant. The Company Officer will select the Color Squad based on moral, mental, and physical performance at the end of each academic semester. The competition must be metrics-based (e.g., QPR average, # of UNSATS, PFA Score, PFA UNSATS, Conduct/Honor offenses, etc). The weekend must be redeemed during the following academic semester.

h. Midshipmen shall return to a duty status for military obligations falling between authorized commencement and expiration of weekend liberty, including home football games (from designated end of liberty until the singing of "Navy Blue and Gold").

i. When the Brigade of Midshipmen is granted a weekend, the Commandant or Deputy Commandant of Midshipmen will accept (or decline) the weekend on behalf of the Brigade. Similarly, the Commandant may grant a weekend to the Brigade.

(1) In order to be eligible to take a granted weekend, a midshipmen must meet the weekend eligible criteria in accordance with paragraph 4.a, not be on restriction, and must be eligible per the terms of their LOI, if on an LOI.

(2) When a weekend is awarded by the Commandant, it shall not be deducted from the individual midshipman's allotted weekends. Weekends granted cannot be "banked" and must be used on the weekend of receipt, unless in a duty status; if in a duty status, the weekend must be used on the next weekend.

(3) In the event that a weekend is accepted or granted on a three-day weekend:

(a) 1/C and 2/C are authorized overnight liberty all three nights.

(b) If the holiday falls on a Friday, 3/C and 4/C will be authorized overnight liberty on Friday night and Saturday night.

(c) If the holiday falls on a Monday, 3/C and 4/C will be authorized overnight liberty on Saturday night and Sunday night.

j. After graduation (December and May), the number of weekends will reset to the number stated in Table 1-3. There will not be "carry-overs" of unused weekends from one semester to another.

5. Holidays

a. When Friday is a holiday, Thursday will follow the normal Friday routine and Friday will follow the normal Saturday routine.

b. When Monday is a holiday, all midshipmen are authorized town liberty on Sunday from 0800-2359. Monday will follow the normal Sunday routine.

c. End of Leave formation will be at 2000 for the following:

(1) Thanksgiving Leave.

(2) End of Semester Leave.

(3) Spring Break Leave.

NOTE: All other End of Leave formations will be designated by the Commandant's Operations Officer.

6. Weekday Liberty

a. 1/C on the Superintendent's List, those who have attained the rank of MIDN LCDR and above, Company Commanders, and in-season varsity team captains will be granted weekday liberty but are still required to meet all other military obligations.

b. Town liberty will be granted Tuesday and Thursday evenings starting at 1800 and ending at 2300.

c. The uniform for weekday town liberty will be Summer White or Service Dress Blue in accordance with seasonal uniform shift.

7. Authority to Grant Additional Liberty:

a. Company Officers and SELs are authorized to grant extensions of normal liberty up to twelve hours (unless such extension would result in missing an academic class). This extension is not intended for use as an incentive, but rather to provide flexibility to apply sound Operational Risk Management (ORM) practice and to allow reasonable flexibility for special or unforeseen situations. This authority will not normally be delegated, except in those rare circumstances when the Company Officer or SEL cannot be consulted in a reasonable time and it is prudent to extend liberty for ORM or other emergent purposes as the Battalion Officer or Battalion XO may determine. Company Officers and SELs may not grant additional or uncharged weekend liberty.

b. Class up liberty is defined as granting liberty of the next higher class in accordance with Table 1-1 of paragraph 1.11.3.a. Battalion Officers are authorized to grant class up liberty for exceptional circumstances on a case by case basis by special request chit.

c. Class up weekend is defined as granting weekend liberty of the next higher class in accordance with Table 1-2 of paragraph 1.11.4.c. Battalion Officers are authorized to grant class up weekend for exceptional circumstances on a case by case basis by special request chit.

CHAPTER 2: TABLE OF PRIORITIES

2.1 TABLE OF PRIORITIES

1. Midshipmen shall consult with a cognizant superior in the chain of command for guidance in resolving conflicts and inform all necessary parties in advance if an obligation is overruled by a higher priority.

*** See clarifications below the table for additional information and specific exceptions.**

1. Orders to report to the Superintendent, Commandant, Deputy Commandants, Academic Dean and Provost, or Officer of the Watch, in that order. This includes appearing before Academic Boards, Academic Advisory Boards, Commandant Honor Hearings, Brigade Aptitude Boards, Brigade Striper Boards, and Conduct Hearings.
2. Orders to report to the Battalion Officer, Company Officer, or Senior Enlisted Leader, in that order. This includes Conduct Hearings, Battalion-Level adjudications for honor offenses, Battalion level Striper Boards, and Aptitude Boards.
3. * Watch.
4. * Authorized scheduled medical and dental appointments outside USNA, or appointments at USNA with outside specialists.
5. Scheduled pre-commissioning physicals.
6. Regularly scheduled examinations of the academic departments outside of regular class periods.
7. Mandatory formations and meals.
8. Scheduled class attendance, scheduled labs, scheduled physical education tests, and the PFA.
9. Mandatory events, such as career information briefs, Forrestal lectures, and Sexual Harassment and Assault Prevention Education (SHAPE) trainings.
10. Scheduled team practices and meetings per COMDTMIDNNOTE 1710. This includes only organized, scheduled, coach-run team workouts, and not individual workouts or captain’s practices.
11. Drill, parades, march-ons, Company Officer Training and other mandatory events noted in the POD, to include weekly 4/C Professional Knowledge Quizzes.
12. Remedial PE sessions.
13. * Tours and restriction musters.
14. Intramurals.
15. Scheduled BSA practices and meetings per COMDTMIDNNOTE 1710. This includes only organized, scheduled, staff-run practices, and not individual or captain's practices.
16. Scheduled meetings with an academic advisor or scheduled extra instruction with instructors.
17. Varsity, Club "A" and junior varsity activities other than scheduled practice or competitions.
18. BSA activities other than scheduled practice or competitions.

19. Club "B" and intramural activities other than scheduled practice or competitions.
20. * Sick call (non-emergency medical treatment), scheduled medical and dental appointments, and physical therapy.
21. Extracurricular activities.
22. Liberty.

Table 2-1

2. Additional clarifications:

3.* The only watchstanders permitted to miss class are standing AMOOWs and Duty Drivers. All midshipmen will make every effort to attend class and watchbills will be written so that no midshipman misses a scheduled exam.

4. * Six week, twelve week, and final exams shall not be missed for elective procedures. 1/C Midshipmen requesting elective surgery refer to Chapter 9, section 9.7 Medical and Dental Care for clarification.

13. * All effort will be made to schedule events around tours and restriction musters. If a tour or muster is to be missed, permission must first be obtained by the senior restrictee, who will coordinate with the Staff Duty Officer.

20. * Morning Quarters Formation can be missed for sick call, as long as the next senior member of the midshipman's Chain of Command is notified.

2.2 SPECIAL REQUESTS

1. The right of any midshipman to make a special request of their organizational superiors may not be denied or restricted. If a midshipman believes special circumstances warrant an exception to any regulation or directive, they may submit a special request to the appropriate approval authority to obtain permission.

a. Requests will be forwarded promptly through the chain of command to the appropriate level for decision. When appropriate, the reason should be stated when a request is not recommended or approved.

b. No person will, through intent or neglect, fail to act on or forward promptly any request or appeal which it is their duty to act on or forward.

c. Requests for exchange of duty will be made only between midshipmen fully qualified to stand each other's watches and done so with the written acknowledgement of the Company Adjutant or CDO. Exchanges of duty will be made for at least one full day.

d. A special request chit must be submitted at least three working days prior to the start of the request. If the request requires Battalion Officer approval, it should be submitted at least five (5) working days in advance. If the request requires Commandant of Midshipmen or Deputy Commandant of Midshipmen approval, the request should be submitted at least seven (7) working days in advance.

e. Midshipmen shall not act on a special request until they have approval as required below.

2. Approval Authority:

a. Commandant of Midshipmen:

(1) Use of alcohol at any Naval Academy sponsored event except where delegated to the Deputy Commandant of Midshipmen or Battalion Officer by the Commandant of Midshipmen. Requestors must complete the Alcohol and Drug Education Officer's special request chit before submitting requests to be included with request package.

(2) Any outside employment.

b. Deputy Commandant: Change of Company for a midshipman. Company changes shall be in effect through graduation, to include the graduation processions.

c. Battalion Officer:

(1) Special leave requests.

(2) Special liberty requests up to 72 hours.

(3) Regular OCONUS leave requests.

(4) Convalescent leave outside Bancroft Hall.

(5) Excusals from any mandatory Brigade or Battalion level event, to include but not limited to football games, Distinguished Artist Series, Forrestal Lectures, and Battalion Spirit Nights.

(6) Participation in inherently hazardous activities (refer to Chapter 5.5, paragraph 2.f).

(7) Replacement of a lost/stolen ID card (second occurrence).

(8) Alcohol chits for Battalion and Company level events such as football tailgates, dining in/outs, company picnics, and Movement Orders.

d. Commandant Operations Officer:

(1) ORM Memorandums from High Risk ECAs identified by the Commandant of Midshipmen.

(2) Special Request Chits from High Risk ECAs.

e. Officer of the Watch:

(1) Special leave request chits during non-working hours.

(2) Cutting locks in seventh and eighth wing locker spaces at the request of midshipmen occupying a locker or after consultation with the Commandant of Midshipmen’s Legal Advisor.

f. Company Officer and Senior Enlisted Leader:

(1) Missing class.

(2) Endorsement to Academic Dean to miss a regularly scheduled examination during end of semester or academic reserve periods.

(3) Missing taps and liberty extensions up to 12 hours for ORM purposes.

(4) Special town liberty, including liberty for 4/C to attend religious services at a house of worship located within the 35 mile radius.

(5) Excusal from military evolutions, including swimming and PE remedials, parades, restriction musters, intramurals, and formations.

(6) Assess weekend eligibility requirements.

(7) Guests of individual midshipmen to dine in King Hall (O-5 and below).

(8) Authorization to reside in Bancroft Hall during leave periods.

(9) Regular INCONUS leave requests.

(10) Attendance at sporting events that are not on the Yard or not at the BSC during non-liberty hours (SAT 1/C, 2/C, and 3/C only).

(11) Replacement of a lost/stolen ID card (first occurrence).

(12) Conduct of "Spirit Missions."

(13) Wearing Navy/USMC related technical PT gear for endurance sports when working out off the Yard.

(14) Grant one weekend per semester to eligible members of a Color Squad.

g. Company Commander:

(1) Workout times earlier than 0545 for Company personnel on an individual basis (not including 4/C).

(2) Sign-in formations for weekday noon meal and weekday evening meal formations if meals are rolling tray.

(3) Reservation of the company wardroom for events or meetings.

h. Squad Leader: Carry-on for Squad at meals, consistent with Brigade training.

2.3 MOVEMENT ORDERS AND EXCUSALS

1. An Excusal must be submitted to allow midshipmen to miss normally scheduled events in order to attend other events happening on the Yard.

2. For accountability purposes, a Movement Order must be submitted to allow midshipmen to miss normally scheduled events in order to attend other events away from the Naval Academy, even during normal liberty time.

a. Movement Orders consider the "Naval Academy" to be the USNA Yard, the Naval Support Activity Annapolis, David Taylor Research Center, and Navy-Marine Corps Memorial Stadium.

b. Movement orders may be created by anyone on the Yard but must be requested at least 14 days prior to the proceed date if transportation support is required, or at least seven days prior to the proceed date if no transportation is required. When the request is less than eight days before the proceed date, the Logistics Officer must be contacted directly.

3. Midshipmen shall not depart on Movement Order or participate in an Excusal prior to obtaining approval from the appropriate approval authorities.

4. If an Excusal or Movement Order has a priority level of "standard" or "medium," then a request to miss class chit must be signed by all relevant instructors and submitted to the Company Officer.

CHAPTER 3: INTERPERSONAL CONDUCT

3.1 GENERAL GUIDANCE

1. The Navy has historically relied upon custom and tradition to define the bounds of acceptable personal relationships among its members and with those outside of the military. As such, the bounds of acceptable interaction can be unclear at times. Midshipmen will conduct themselves with the utmost professionalism in all interpersonal interactions in all settings and at all times. Midshipmen will treat each and every person with dignity and respect.

2. When in doubt, a midshipman should consult their chain of command, a chaplain, or a trusted mentor for further guidance on acceptable interpersonal interactions.

3.2 HAZING

1. 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; it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator. Hazing, in any form, is prohibited and will not be tolerated.

2. Regulations regarding hazing:

a. No midshipman may engage in hazing or consent to acts of hazing being committed upon them.

b. No midshipman, regardless of billet or rank, may condone or ignore hazing if they know or reasonably should have known that hazing may or did occur. Every midshipman has the responsibility to inform appropriate authorities of any hazing incidents or potential hazing incidents.

c. Reprisal actions against any victim or witness of hazing incidents are strictly prohibited.

d. Physical abuse or harassment will not be tolerated in any form. Physical contact is allowed with the 4/C only as necessary for training purposes. No amount of physical force is condoned or will be tolerated.

e. Midshipmen in authority positions over other midshipmen will follow only practices that would be reasonably and lawfully acceptable for use in the Fleet. All practices should be readily defendable with appropriate rationale to the parents of subordinates or other interested constituencies.

3.3 DISCRIMINATION

1. Discrimination is any act or failure to act that is based in whole or part on a person's race, color, religion, gender, sexual orientation, or national origin and adversely affects privileges, benefits, dignity, working conditions, or treatment in employee conditions in past or present. Discrimination is prohibited and will not be tolerated.

2. Regulations regarding discrimination:

a. Midshipmen will neither individually or collectively discriminate against another individual or group.

b. Midshipmen will not take reprisal action against a person who provides information on an incident of alleged unlawful discrimination. Reprisals are prohibited regardless of who originates the reprisal action.

c. Midshipmen will not knowingly make a false accusation of unlawful discrimination.

d. Midshipmen will not condone or ignore discrimination and are encouraged to report any suspected discrimination to their officer chain of command, including SEL, or to the CMEO.

3.4 SEXUAL HARASSMENT

1. Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.

b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working environment. At the Naval Academy, the working environment refers to every location on and off the Yard, 24 hours a day.

2. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, passive or indirect actions that create a hostile work environment such as sexually explicit posters, pictures, or screensavers, and other verbal or physical conduct of a sexual nature.

3. Regulations regarding sexual harassment:

a. Midshipmen will not commit sexual harassment as defined above.

b. Midshipmen will not take reprisal action against a person who provides information on an incident of alleged sexual harassment.

c. Midshipmen will not knowingly make a false accusation of sexual harassment.

d. Midshipmen will not condone or ignore sexual harassment and are encouraged to report any suspected sexual harassment to their officer chain of command, including SEL, or to the CMEO.

3.5 FRATERNIZATION

1. Fraternization is a gender neutral concept used to identify personal relationships that do not respect the bounds of acceptable senior-subordinate relationships. Although it is most commonly applied to officer-enlisted relationships, fraternization also includes improper relationships and social interactions between officer members as well as between enlisted members, regardless of the service affiliation of the other officer or enlisted member, including members of foreign military services.

2. Circumstances prejudicial to good order and discipline are those that call into question a senior's objectivity, result in actual or apparent preferential treatment, undermine the authority of a senior, or compromise the chain of command.

3. Midshipmen on summer training will adhere to the specific fraternization policies of their assigned units in addition to all USNA policies.

4. Collective terms associated with fraternization apply equally to personnel of foreign military services.

3.6 UPPER CLASS - 4/C RELATIONSHIP

1. Due to the unique training environment of the Naval Academy and the essential leadership role Upper-class Midshipmen hold in educating and training 4/C Midshipmen; Upper-class have a senior-subordinate relationship with 4/C Midshipmen which must be respected and protected.

2. These regulations apply to all Upper-class-4/C relationships, regardless of how or when a relationship began. There is no exception to this regulation in the case of pre-existing relationships prior to entry to the Naval Academy, unless specifically noted.

3. Upper-class Midshipmen shall maintain a proper professional relationship with 4/C at all times.

4. Upper-class Midshipmen shall not:

a. Attempt to personally degrade or humiliate 4/C Midshipmen.

b. Date, have sexual relations, or otherwise fraternize with 4/C Midshipmen.

c. Request or direct 4/C Midshipmen to perform personal services, to include purchasing supplies for Upper-class.

d. Impose any informal or unauthorized punishment.

e. Touch 4/C Midshipmen for any purpose other than correcting or adjusting a uniform, drill or rifle position, or as necessary for other legitimate training or safety purposes.

f. Borrow anything from a 4/C Midshipman.

g. Conduct activities with a 4/C Midshipman before reveille unless specifically approved for training purposes.

h. Direct a 4/C Midshipman to write letters as a prank.

i. Enter a 4/C Midshipman's room during study period for any reason other than to provide academic assistance.

j. Invite a 4/C Midshipman to enter an Upper-class room.

k. Use any real-time electronic communication with a 4/C Midshipman unless for professional purposes, e.g. Brigade recall. This includes, but is not limited to, instant messaging, chat rooms, social networking sites, texting, or any comparable mode of communication. However, messages between siblings or other close blood relatives, e.g. first cousins, regarding family matters shall normally be

considered a professional purpose when an in-person meeting is impractical. Any such message must be professional in nature and respect the differences in class

3.7 MIDSHIPMEN - USNA STAFF PERSONNEL RELATIONSHIP

1. Unduly familiar personal relationships between midshipmen and active duty or civilian faculty or staff members that do not respect differences in grade, rank, position of authority, or the staff/student relationship, or are prejudicial to good order and discipline are prohibited. This prohibition includes interactions with enlisted personnel during training and leave periods away from USNA.

2. Midshipmen dealings with DoD police and Navy Security personnel shall be limited to:

a. Promptly reporting any unlawful acts and acts that pose a physical danger to others. Acts of midshipmen that are prejudicial to the maintenance of good order and discipline should be reported to the Officer of the Watch.

b. Reporting the presence of any unidentified person found in Bancroft Hall in areas under the responsibility of a Company Mate of the Deck (CMOD).

c. Responding to questions or commands of USNA security personnel when those personnel are in the performance of their assigned duties.

d. Obeying lawful orders given by security personnel.

3. Midshipmen shall not employ the personal services of building attendants.

3.8 MIDSHIPMEN - ENLISTED PERSONNEL RELATIONSHIP

1. Personal relationships between midshipmen and enlisted members that are unduly familiar because they do not respect differences in grade, rank, or position of authority, or because they are prejudicial to good order and discipline are prohibited.

2. Midshipmen shall:

a. Obey lawful orders given by enlisted personnel acting as instructors.

b. Maintain a proper professional relationship with enlisted members at all times, regardless of duty station.

3. Midshipmen shall not date, have sexual relations, or otherwise fraternize with enlisted personnel.

4. There is no exception to this regulation in the case of pre-existing relationships prior to entry to the Naval Academy. Midshipmen are expected to observe appropriate military courtesies with close blood relatives (e.g., sibling, parent, grandparent, first cousin, aunt, or uncle) and continue to act in a manner that respects differences in grade, rank, or position of authority while interacting or socializing with close blood relatives.

5. Midshipmen may have enlisted members act as their sponsors under the Plebe Sponsor Program.

3.9 MIDSHIPMAN - OFFICER RELATIONSHIP

1. Personal relationships between midshipmen and officers that are unduly familiar because they do not respect differences in grade, rank, or position of authority or because they are prejudicial to good order and discipline are prohibited.

2. Midshipmen shall not date, have sexual relations, or otherwise fraternize with commissioned officers, with the following exception: 1/C and 2/C Midshipmen may maintain pre-existing close personal relationships with newly commissioned officers, unless the officer is in the midshipman's chain of command, provided the relationship was initially established when both parties were midshipmen.

3. There is no exception to this regulation in the case of pre-existing relationships prior to entry to the Naval Academy. Midshipmen are expected to observe appropriate military courtesies with close blood relatives (e.g. sibling, parent, grandparent, first cousin, aunt, or uncle) and continue to act in a manner that respects differences in grade, rank, or position of authority while interacting or socializing with close blood relatives.

3.10 MIDSHIPMAN - MIDSHIPMAN RELATIONSHIP AND CONTACT

1. Unduly familiar personal relationships between midshipmen in the same Company are prohibited when prejudicial to good order and discipline or of a nature to bring discredit on the naval service.

2. Any midshipman who desires to engage in a romantic relationship with another midshipman in the same Company shall request a transfer to another Company and shall affect such a transfer prior to engaging in such a relationship.

3. Displays of affection are prohibited while in uniform, regardless of location, and at all times in Bancroft Hall. Displays of affection are defined as physical acts which could reasonably be interpreted by an observer as evidence that those participating are involved in a romantic relationship. Displays of affection include, but are not limited to, hand holding, touching, massaging/back rubs, sitting on a lap, touching, and kissing. Displays of affection are gender neutral and considered equally inappropriate between members of the opposite gender as well as the same gender.

4. Sexual misconduct is defined as sexual acts at the Naval Academy or other areas or locations under military control, e.g. bases, ships or aircraft, as well as sexual acts committed under circumstances that are service discrediting or prejudicial to good order and discipline. A sexual act is any act done either with an intent to arouse or gratify the sexual desire of any person or which reasonably tends to give the appearance that an act with an intent to arouse or gratify the sexual desire of any person may be occurring at that time, e.g. having the door locked while two or more individuals are in a room who are not all assigned roommates of the room. Examples include, but are not limited to, fondling, displays of affection on a rack, lying in a rack together, sexually motivated nudity, indecent exposure, oral sex, and sexual intercourse. Sexual misconduct is gender neutral and is considered equally inappropriate between members of the opposite gender as well as of the same gender.

5. Midshipmen shall:

   a. Report any incident involving displays of affection or sexual misconduct.

   b. Keep room doors fully open at 90 degrees with the lights on when:

(1) In a room, not your own, with none of the assigned roommates present (e.g., CMOD patrol, leaving a note for a friend, etc.).

(2) Two or more individuals are in a room who are not all assigned roommates of the room.

(3) During liberty time, if midshipmen have gathered in a room for “movie night” and not all present are assigned to the room in question, then the door must remain fully open but the requirement to keep the lights on is deleted (as long as at least one of the midshipmen present is assigned to the room).

6. Midshipmen, regardless of gender, shall not:

a. Engage in displays of affection or sexual misconduct.

b. Hold hands while in uniform.

c. Exchange backrubs at USNA or while in uniform.

d. Sit or lay on the same bed at USNA.

e. Display inappropriate or excessive affection in public.

CHAPTER 4: PERSONAL CONDUCT

4.1 PROFESSIONAL ETIQUETTE

1. With regard to the wearing of covers, midshipmen shall:

a. Remain covered during indoor formations that include inspections and at the discretion of the CC.

b. Remain covered while under arms. Under arms is defined as wearing a sword, carrying a rifle, or carrying a fully assembled guidon.

c. Remain covered when outdoors, including while seated, with exception of the singing of Blue and Gold.

d. Remain covered in government vehicles at all times and in private vehicles when entering or within a military installation, unless wearing the cover is impractical or hazardous.

e. Remain covered when standing watch, except in Memorial Hall, areas where food is being served, and areas where religious services are being conducted.

2. With regard to offering salutes, midshipmen shall render and return salutes and appropriate greetings as required by proper service etiquette. Exceptions to rendering salutes include:

a. At crowded gatherings or in congested areas, only a midshipman addressing or being addressed by an officer shall render salutes.

b. Persons at work or otherwise engaged shall salute only when addressed by an officer and then only if circumstances warrant.

c. Persons in formation shall salute only on command of the detail leader.

d. Persons operating moving motor vehicles should not render or return salutes. Passengers will render and return salutes.

3. With regard to rendering honors and other signs of respect, all midshipmen shall:

a. Call “Attention on deck,” at first sight of any Senior Officer (O-5 or above) and the Officer of the Watch anywhere in Bancroft Hall other than administrative spaces.

(1) If within sight or hearing of the call to attention, come to attention and carry on only when the order is given.

(2) If standing watch, following the call to attention, approach the officer, salute, and offer assistance.

b. Show deference to officers at all times by recognizing their presence and employing a courteous and respectful bearing and mode of speech toward them.

c. Come to attention, unless circumstances make such action impracticable or inappropriate, when:

(1) Addressed by a senior officer.

(2) An officer or Senior Enlisted enters their room.

(3) An officer joins the mess.

(4) An instructor, military or civilian, enters or departs the classroom.

d. Walk on the left of officers whom they are accompanying.

4. While at official Naval Academy functions or lectures, midshipmen will:

a. Sit in seats reserved for their particular Company or billet.

b. Conduct themselves in an appropriate manner and not create disturbances.

c. Ask only questions appropriate to the rank of the speaker and the size of the audience.

5. While walking in uniform, midshipmen will not smoke, vape, chew tobacco, eat, drink, place hands in pockets, or publicly display affection.

6. Midshipmen will not walk on grass in ceremonial areas.

7. With regard to football games, midshipmen will:

a. Attend all home football games and the Army-Navy football game.

b. Sit only in designated Brigade seating areas. Only 1/C Midshipmen who have purchased tickets to home games for their guests and themselves will be allowed to sit with their guests. Company Officers may approve requests from 2/C, 3/C, and 4/C Midshipmen to sit with guests.

c. Not bring visitors into the designated seating area.

4.2 PHYSICAL FITNESS

1. Midshipmen shall participate in at least one varsity, club, or intramural sport during each academic semester.

2. Midshipmen must pass each semester's (official) PFA and PE course. All personnel who fail the Fall or Spring PFA or any swim course must participate in Physical Education Department's Remedial Programs in accordance with COMDTMIDINST 6110.3 (series). Midshipmen with PE deficiencies who fail to attend remedials will be reported as Unauthorized Absence (UA) and will be held accountable through the conduct system. Per semester, the first two UAs will be recorded at least as minor offenses and the third UA will be recorded at least as a major offense.

3. Midshipmen shall not become members, either regular or associate, or accept office in any intercollegiate athletic association, unless recommended by the Director of Athletics and the Commandant of Midshipmen and approved by the Superintendent.

4.3 SPIRIT-RELATED ACTIVITIES

1. Spirit-related activities, including cheers, sheet posters, decorations, or skits, will remain within the bounds of good sportsmanship, good taste, and common decency. Spirit should focus on our team's efforts and not tearing down the opposition, and should not be destructive in any way.

2. Midshipmen will obtain CO/SEL approval before conducting any spirit-related activity or "Spirit Mission."

3. Midshipmen will not:

a. Deface, destroy, or move any property, including missiles, aircraft, cannons, torpedoes, sailing vessels, monuments, memorials, items of historical significance, and other decorative art or objects, unless sanctioned by the Commandant.

b. Move, lift, or rearrange tables, chairs, or other equipment in King Hall, Dahlgren Hall, academic buildings, or associated spaces.

c. Block egress from occupied spaces.

d. Conduct spirit-related activities or "Spirit Missions" in underground facilities, spaces, or tunnels beneath the Yard, e.g. the "Ho Chi Minh trail".

4. With regard to videos posted on the internet:

a. Midshipmen may create videos for morale and expression purposes. However, those videos must be reviewed through the process outlined below before being posted to any online website, e.g. YouTube, Instagram, etc.

b. Videos intended for online publication must be in good taste and avoid offensive or inappropriate behavior that could bring discredit to the Navy or Naval Academy. When videos are posted, a disclaimer shall be included, announcing that the video is the personal work of a particular person/group or persons, and not a Naval Academy or Navy/Marine Corps sponsored video. The video shall not include any defamatory, libelous, obscene, abusive, threatening, racially or ethnically discriminatory, or otherwise offensive or illegal information or material. No inappropriate wear of uniforms may be used in the videos.

c. Videos intended for online publication shall be reviewed through the following chain of command:

(1) Company Commander.

(2) Brigade Public Affairs Officer.

(3) Company Officer.

(4) USNA Public Affairs Officer.

(5) Commandant's Operations Officer (Final approval/disapproval).

d. The videos must be in appropriate media format to be viewed from a computer, and must be accompanied by a typed memorandum format description of the video's content and proposed location of online posting (e.g. YouTube, Vimeo, Instagram, etc.)

e. Once the videos have been approved by the Commandant Operations Officer, they will be allowed to be posted on websites listed within the memorandum description.

4.4 FINANCIAL ACTIVITIES

1. Midshipmen will not, without proper authority, either for themselves or as agents, engage in any business activity, financial dealing, or introduce any article for purpose of trade within the limits of the Naval Academy. Specifically, midshipmen will not:

a. Engage in any business or commercial financial activity on Naval Academy grounds.

b. Participate in any business or financial activity or represent any company that attempts to benefit or generate profit from interacting with members of the Brigade of Midshipmen.

c. Except as provided by the Joint Ethics Regulation, solicit contributions for gifts to a superior or accept gifts from other persons in government employment. Voluntary gifts of nominal value may be made on a special occasion such as marriage, illness, or retirement.

d. Use government owned equipment or IT resources for commercial or profit-making activity.

2. Midshipmen shall be in an authorized leave status and obtain written permission from the Commandant to seek or hold formal outside employment. The following types of employment are specifically prohibited:

a. Discrediting to the Naval Academy or the naval service.

b. Involving the solicitation of life insurance, mutual funds and other investment plans, commodities and services with or without compensation.

c. Involving an organization involved in a strike or lockout.

d. Involving employment by an entity doing business or seeking to do business with the U.S. Government.

3. Midshipmen may not gamble for money by any means, including online, while physically present on any U.S. Navy installation, including USNA, Navy-Marine Corps Memorial Stadium, and Naval Support Activity Annapolis. Midshipmen may not gamble for money with playing cards, dice, or other apparatus or methods, in violation of local, state, or federal laws.

4. Midshipmen may not incur outstanding debts when there is no reasonable expectation of repaying them.

5. 1/C Midshipmen should refer to paragraph 6.2.1.h for regulations on entering into leases.

4.5 VEHICLES AND OTHER PERSONAL POSSESSIONS

1. With regard to the ownership, use, and storage of automobiles:

a. 1/C Midshipmen may:

(1) Own, operate, and maintain an automobile within the Yard, provided they register their vehicles at the Pass and Tag Office, and display class stickers and/or decals per USNA regulations.

(2) Park in a paid parking facility, on private property if given permission by the owner, at the Navy-Marine Corps Stadium, or on the Naval Support Activity Complex if authorized, or on the Yard in properly marked 1/C parking spots.

b. 2/C Midshipmen may:

(1) Own and operate a personal vehicle in the Annapolis area.

(2) Park in a paid parking facility, on private property if given permission by the owner, or at the Navy-Marine Corps Stadium or on the Naval Support Activity Complex if authorized.

(3) Drive a vehicle on the Yard if approved by Brigade Operations for a limited duration to facilitate moving in/out of Bancroft Hall. A driving/parking chit signed by Brigade Operations must be displayed in the vehicle windshield while operating the vehicle on the Yard.

(4) Drive a vehicle on the Yard when on leave if their family or sponsor family resides on the Yard.

(5) Use the 15-minute parking area outside of Gate One for pick-up and drop-off of authorized passengers.

c. 3/C Midshipmen may:

(1) Operate a vehicle while in an authorized leave status, but not drive on the Yard, unless on leave and their family resides on the Yard.

(2) Not own or maintain an automobile within 35 miles of the Chapel dome. If a 3/C Midshipman's home of record is within 35 miles of the Chapel dome and the midshipman owns a vehicle, then that midshipman may own and maintain that vehicle, but shall not operate it unless in an authorized leave status.

d. 4/C Midshipmen may:

(1) Operate a vehicle while in an authorized leave status, but not drive on the Yard unless on leave and their family resides on the Yard.

(2) Ride in personal vehicles with Naval Academy staff or faculty, official adult sponsors, or their parents or legal guardians.

(3) Ride in personal vehicles during leave periods or when escorting guests to an official Naval Academy function.

(4) Ride in personal vehicles driven by 1/2/C Midshipmen providing transportation assistance to the 4/C within the 35 mile radius or to locations outside the 35 mile radius, with Company Officer approval. 4/C Midshipmen are also permitted to travel with 1/2/C Midshipmen when departing on approved leave.

(5) Not own or maintain an automobile within 35 miles of the Chapel dome. If a 4/C Midshipman's home of record is within 35 miles of the Chapel dome and the midshipman owns a vehicle, then that midshipman may own and maintain that vehicle but shall not operate it unless in an authorized leave status (Figure 4-1 below).

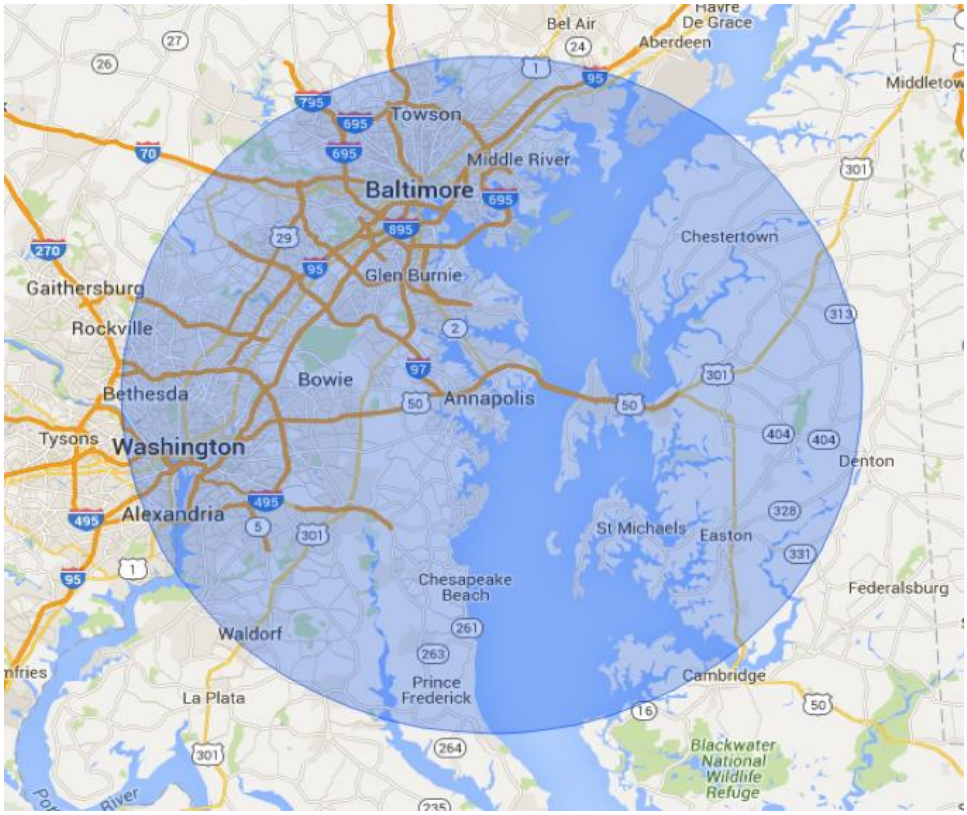

Figure 4-1: Radius for 3/C Midshipmen Driving Privileges

2. With regard to the ownership, use, and storage of other forms of transportation:

a. All midshipmen may:

(1) Own a bicycle, but only store it in designated storage areas.

(2) Use public transportation.

(3) Operate or ride in government vehicles for official business.

b. No midshipman may own, operate, or ride a motorcycle, moped, motor driven bicycle, or ATV, including in an authorized leave status.

3. No midshipman may have in their possession or bring into Bancroft Hall any animals, birds, reptiles, or fish.

4.6 CONTROLLED SUBSTANCES

1. Regarding the use of alcohol:

a. Midshipmen will use alcohol responsibly and abide by all federal, state, and local laws. Midshipmen of legal drinking age may:

(1) If an Upper-class, consume alcohol at the Officers and Faculty Club, at the Firstie Club (1/C only), or as a guest at a staff or faculty residence.

(2) If an Upper-class on town liberty or leave, purchase and consume alcoholic beverages as permitted under federal, state, and local laws.

(3) If an Upper-class on official training away from USNA, consume or possess alcohol in accordance with local laws only under circumstances prescribed by competent authority for the training program.

(4) If a 4/C, consume alcohol only when in an authorized leave status and not residing in Bancroft Hall.

b. Midshipmen shall not:

(1) Provide alcohol to a 4/C Midshipman or any midshipmen under the applicable legal drinking age.

(2) Report to a military obligation under the influence of alcohol.

(3) Consume alcohol while on duty or on watch.

(4) Consume alcohol less than twelve (12) hours prior to commencing duty section muster or attending mandatory brigade events, e.g. Forrestal Lectures. Midshipmen must be completely free from the effects of alcohol prior to commencing a duty status. Midshipmen shall not consume alcohol less than eight (8) hours prior to performing any other military obligations, e.g. Come-Arounds or morning formation. The eight hour rule shall not apply to the following military obligations: end of liberty formation and taps.

(5) Consume alcohol onboard the Naval Academy complex or the Navy-Marine Corps Memorial Stadium except as noted above in sec 4.6.1.a.(1).

(6) Consume alcohol at any USNA sponsored event except with the Commandant of Midshipmen's written permission or, per section 2.2.2.c.(8), the Battalion Officer's permission.

(7) Engage in irresponsible drinking, which includes but is not limited to, use of excessive profanity, aggressive and/or disrespectful behavior, excessive stumbling or falling down, and/or vomiting.

(8) Consume alcohol while in a restricted status.

2. Regarding the use of drugs and narcotics:

a. The wrongful use, possession, or willful involvement with drugs, including narcotics, marijuana, steroids, analogues (designer drugs), natural substances (e.g. fungi, excretions), chemicals used as inhalants, propellants and/or over-the-counter drugs or pharmaceutical compounds used to induce intoxication constitutes a serious breach of discipline. Any of these offenses will result in mandatory processing for separation from the Naval Academy and could result in subsequent action by appropriate civilian authority.

b. Midshipmen shall not:

(1) Possess, abuse, or distribute drugs or drug-abuse paraphernalia;

(2) Possess or use a hookah on the Yard or while in uniform.

(3) Possess or use narcotics, steroids, or controlled substances except as prescribed by a competent medical authority of the U.S. Armed Forces.

(4) Possess or use of any products derived from the marijuana plant, regardless of the presence of THC, including but not limited to cannabidiol (CBD) and other hemp products (e.g., shampoos, lotions).

(5) Use or possess any prescription drug after the time period for which it was prescribed.

(6) Use medicine prescribed for another individual.

c. If anyone other than a physician assigned to Brigade Medical prescribes medicine to a midshipman at any time, the midshipman shall report the prescription to the Brigade Medical Officer as soon as possible.

3. Regarding the use of tobacco products:

a. Midshipmen may only smoke and vape in designated smoking areas while on the Naval Academy complex. The only authorized areas for midshipmen to smoke/vape are:

(1) Designated smoking area (benches and butt can) behind Bancroft Hall Seventh Wing.

(2) Designated smoking area (bench and butt can) behind Bancroft Hall Eighth Wing.

(3) Designated smoking area (bench and butt can) behind the Levy Center.

b. Midshipmen may not chew tobacco in uniform, unless in Company spaces and in accordance with Company policy.

CHAPTER 5: SAFETY AND SECURITY

5.1 MILITARY IDENTIFICATION CARDS

1. Military identification cards are the property of the U.S. Government.

a. Midshipmen shall:

(1) Maintain custody of their military identification card at all times and only surrender it to a proper authority for identification or investigation.

(2) Keep their identification cards on their person but should stow it from plain sight.

(3) Report to MIDPERS to replace their military identification card when the condition deteriorates due to normal wear and tear.

(4) Submit a special request chit to replace a lost or stolen military identification card to their Company Officer (first occurrence) or their Battalion Officer (second occurrence) and report to MIDPERS to replace it.

(5) Submit a special request chit to replace a damaged (other than normal wear and tear), mutilated, or confiscated military identification card through their Company Officer with final approval from the Battalion Officer and report to MIDPERS to replace it.

b. Midshipmen shall not:

(1) Have in their possession more than one properly validated military identification card.

(2) Depart on leave or liberty without their properly validated identification card.

(3) Alter their military identification card, possess a false or unauthorized military identification card; possess any identification card that has been mutilated, erased, or altered; or possess any identification card bearing false or inaccurate information regarding a name, grade, service number, or date of birth.

(4) Give or loan a military identification card or any other identification document to any unauthorized person.

(5) Use or possess false identification of any kind.

(6) Make or allow others to make photocopies or duplicates of a military identification card or Common Access Card (CAC), even at explicit request, except as permitted by DoDI 1000.13.

5.2 GOVERNMENT OWNED PROPERTY

1. With regard to government owned property, midshipmen will not:

a. Conceal or fail to report to proper authority the loss, removal, destruction, or damage of government property entrusted to their care or custody.

b. Remove without proper authority from its regular place of stowage or location any article of government property, including first aid equipment, lifesaving or emergency equipment, and stores and foodstuffs.

c. Have in their possession any article of government property except as may be necessary for the performance of their duty or as authorized by proper authority.

d. Place names, designs, or marks except for official identification on any items furnished by the government.

2. With regard to government owned vehicles, midshipmen shall:

a. Operate a government owned vehicle only when specifically designated to do so, and then only for official business.

b. Comply with all post, station, local, state, and Federal laws and regulations.

c. Ride in government vehicles for official business only.

5.3 COMPUTER USE AND REGULATIONS

1. Each midshipman assumes the responsibility to operate computers within legal and ethical boundaries of any networks on or off the Yard.

a. Midshipmen shall:

(1) Abide by all copyright laws extended to computer programs, software, and documentation. Federal regulations regarding the use of government property apply to computers, information systems, and Internet resources at USNA. Consideration must also be given to the Privacy Act of 1979 (Public Law 93-579) and the Freedom of Information Act, which governs the collection and dissemination of information on individuals.

(2) Use their legal name, alpha code, or billet as a username login for all computer networks established on Naval Academy resources.

(3) Safeguard files containing private information about individuals.

(4) Keep a record of serial numbers for computer equipment.

(5) Use web cameras in an appropriate manner and only while the owner is seated in front of the camera. When not in use, laptops should remain closed with web cameras turned off.

b. Midshipmen shall not:

(1) Generate, store, send, or forward obscene, questionable, frivolous, or illegal material via a government computer or network system.

(2) Use Brigade or Class-wide email distribution lists except as it pertains to their billet or ECA responsibilities.

(3) Transfer, loan, or copy vendor-developed software on multi-user computers.

(4) Install site-licensed software on systems not covered by the specific license agreement.

(5) Use, access, alter, or copy another person's files, programs, or software without that person's express consent.

(6) Use government owned equipment or IT resources for commercial or profit-making activity.

(7) Trap or report user information without warning other users and giving the users the opportunity to leave the program before trapping begins.

(8) Loan user accounts or provide their login credentials to any other person.

(9) Deliberately alter or disrupt system performance.

(10) Violate network security systems or break into or attempt to break into computer systems to which access is normally denied.

(11) Intentionally sabotage, intercept, modify, or illegally monitor network or PC performance.

(12) Obtain or distribute illegal copies of music or video files.

(13) Establish or use personal computers as servers with accessibility outside of the USNA.

(14) Connect an Apple computer to any network.

5.4 PERSONAL SECURITY

1. Midshipmen shall: Keep their address and telephone number updated in the Midshipman Information Database System (MIDS) system and Navy Family Accountability and Assessment System (NFAAS).

2. Midshipmen shall not:

a. Knowingly deliver official correspondence, forms, or records within their custody or control, or divulge the contents of such correspondence, forms, or records to any person not authorized to receive them.

b. If having access to information to carry out the duties of their billet or position, divulge that information to any person not privy to the same information through their billet or position.

c. Have in their personal possession keys to access controlled spaces within Bancroft Hall unless such key is used in the performance of regularly assigned duties.

d. Distribute questionnaires or surveys to the Brigade of Midshipmen without getting approval from the officer in charge of the prospective polling group (Company Officer, Battalion Officer, Brigade Operations Officer, or Deputy Commandant of Midshipmen).

e. Make inappropriate videos or photographs.

5.5 PHYSICAL SAFETY

1. Midshipmen shall:

a. Enter and depart the Naval Academy only through attended gates or CAC controlled turnstiles.

b. Enter and depart Bancroft Hall and Naval Academy buildings only through prescribed doors.

c. Wear reflective gear when conducting workouts after sunset and before sunrise, with the exception of workouts on Ingram Track.

2. At any time, midshipmen shall not:

a. Be present in a residence that is not the primary residence of the principal leaseholder or owner at times when the principal leaseholder or owner is not also physically present in the residence. A residence is presumed not to be a primary residence when the principal leaseholder or owner does not maintain a physical presence in the residence for a majority of the time, i.e., four of seven days per week. A "residence" includes short-term residential rental properties such as Airbnb.

b. Be present in a residence that is the primary residence of the principal leaseholder or owner at times when the principal leaseholder or owner is not also physically present in the residence, without written permission from both the principal leaseholder or owner and the Battalion Officer.

c. Rent an Airbnb or enter into any other short-term rental agreement for space larger than a standard occupancy hotel room within a 150 mile radius of the Chapel dome without permission from the Battalion Officer. The Company Officer shall be the approval authority for such rentals outside a 150 mile radius consistent with paragraph 1.11.4.d.

d. Establish or be active members in non-academic fraternities, sororities, or similar organizations other than those sanctioned by the Commandant of Midshipmen via the ECA/CRA list.

e. Visit or patronize any establishment or area listed as "off limits" to members of the armed services.

f. Endeavor by words, gestures, or otherwise to beg, solicit, or hitchhike a ride in or on any motor vehicle, unless offered freely on the Yard.

g. Participate in inherently hazardous activities, including but not limiting to skydiving, hang gliding, scuba diving, automobile racing, bungee cord jumping, rock climbing, shooting, mountaineering, kayaking, rafting, flying, cliff diving, bull riding, or other activities that pose significant risk of injury to participants, without permission from the Battalion Officer. Permission is not required for Movement Orders for a specific high risk activity.

h. Ride skate boards, scooters, roller blades, bikes, or any other wheeled object inside Bancroft Hall, except Knee Scooters as directed by appropriate medical personnel.

3. While on the Naval Academy complex, including Naval Support Activity Annapolis and Navy-Marine Corps Memorial Stadium, midshipmen will not:

a. Enter any bodies of water adjacent to the Naval Academy except during sanctioned evolutions.

b. Talk or text on a handheld phone while driving.

c. Wear headphones while conducting physical training outdoors, except while on Ingram Track or Hospital Point.

d. Climb on the roofs or ledges of any building, including the Mahan Hall clock tower or Chapel bell tower.

e. Sit on windowsills, lean out of open windows, or hang items outside of the windows of any building.

f. Remove screens or inhibitors from the window of any building.

g. Connect power cords to items in locked closets or modify the electrical wiring in any building.

h. Keep flammable materials items in any rooms, except for cleaning supplies and lighters.

i. Wear headphones inside Bancroft Hall during the hours of 0700-1600, except when inside 7th Wing Gym or assigned room.

CHAPTER 6: CLASS RATES

6.1 BRIGADE WIDE RATES

1. All classes shall:

a. Not use the center doors when entering/exiting the Rotunda.

b. Use ladderwells, alleyways, passageways, and doors per class privileges while in Bancroft Hall.

6.2 1/C MIDSHIPMEN RATES

1. 1/C Midshipmen may:

a. Use the center doors in Smoke Hall.

b. Use all ladderwells in Bancroft Hall.

c. Use all alleyways and wear appropriate civilian attire from Friday night through Sunday afternoon for carry-out food service only in King Hall.

d. Use all walkways on the Yard.

e. Conduct physical training during study period unless academically UNSAT or otherwise prohibited by sanctions resulting from an honor or conduct offense.

f. Become members of the Officers and Faculty Club.

g. Move out of Bancroft Hall following intersessional leave after final exams second semester of 1/C year with CO/SEL approval.

(1) 1/C Midshipmen must attend all mandatory obligations until graduation or they shall be required to move back into Bancroft Hall.

(2) 1/C Midshipmen may enter a lease agreement following spring break of 1/C year. Midshipmen shall not reside in the residence until the authorized check-out date.

(3) 1/C Midshipmen may only check out of Bancroft Hall after passing an alpha inspection by a CO/SEL following return from intersessional leave.

(4) 1/C Midshipmen may choose to reside in Bancroft Hall through graduation.

6.3 2/C MIDSHIPMEN RATES

1. 2/C Midshipmen may:

a. Use the center doors in Smoke Hall.

b. Use all ladderwells in Bancroft Hall.

c. Use all alleyways except outboard alleyways reserved for 1/C and wear appropriate civilian attire from Friday night through Sunday afternoon for carry-out food service only in King Hall.

d. Use all walkways on the Yard.

e. Conduct physical training during study period unless academically UNSAT or otherwise prohibited by sanctions resulting from an honor or conduct offense.

6.4 3/C MIDSHIPMEN RATES

1. 3/C Midshipmen may:

a. Not use the center doors in Smoke Hall.

b. In Bancroft Hall:

(1) Use 3/C ladderwells.

(2) Not use 2/C doors.

(3) Store civilian clothing.

c. Use only the center alley in King Hall.

d. Use all walkways on the Yard.

e. Use the Company wardroom for academic and professional studies with Company Commander approval.

f. Conduct physical training during study period if on the Superintendent's, Commandant's, or Dean's list unless otherwise prohibited by sanctions resulting from an honor or conduct offense.

6.5 4/C MIDSHIPMEN RATES

1. 4/C Midshipmen shall:

a. Not use the center doors in Smoke Hall.

b. In Bancroft Hall:

(1) Not use 2/C doors or 3/C ladderwells.

(2) Chop with "eyes in the boat" and square corners except when in administrative spaces, service shops, basement areas, the post office, and 7th wing gym. 4/C will not chop after 2000 or before 0630 from Monday through Saturday, or before 1300 on Sunday.

(3) Not use the Company Wardroom except for storage of perishable items in the refrigerator and in-company training approved by the Company Commander.

(4) Not have civilian clothes.

c. In Bancroft Hall and on the Yard:

(1) Have a cover with them when wearing a uniform that requires a cover and "Plebe" their cover when not wearing it. 4/C may hold covers as they wish while off the Yard on town liberty.

(2) Know daily rates, including, but not limited to the days; menus for the next three meals; names and billets of the OOW, SDO, and MOOW for the current day, in-season varsity team captains, and four-stripers and above; professional topic of the week; conversational knowledge of past professional topics; and conversational knowledge of three current news articles (international, national, and sports).

(3) Not intentionally sleep anywhere other than their racks.

(4) Be permitted to carry-on only in 4/C rooms, heads, the library, sporting events, and in academic buildings.

(5) Not "carry on" in King Hall during normal and rolling tray meals unless granted by the highest ranking 1/C Midshipman at the table. In this regard, "carry on" is defined as: Rating the back of the chair and speaking freely. When 4/C Midshipmen are dismissed from the table, King Hall "carry on" ends, and Plebes are expected to move expeditiously in the center of the alleyway.

(6) Only return to their racks from 0755-1145, 1330-1520, and after signing TAPs Monday through Friday.

d. In King Hall:

(1) Only use center alleyways.

(2) Move expeditiously in the center of the alleyway, keeping eyes in the boat and not speaking.

(3) Only speak when spoken to by an Upper-class.

e. On the Yard:

(1) Not use curved or raised walkways.

(2) Attend at least one brigade sporting event per week.

f. With regards to the use of media:

(1) Not display or use a personal electronic device, to include cellular phones and smart phones, on the Yard when not in a town liberty status. Exceptions to this regulation include the library, academic classrooms, or private rooms in Bancroft Hall.

(2) Not use computers and electronic media to function as a stereo, television, or any other entertainment except during authorized liberty times.

(3) Be allowed to view official or academic programming from Multimedia Support Center or Naval Academy Data Network via the internet on an electronic media device for academic purposes as covered by their course syllabi or specific course assignment. The 4/C will notify their Squad Leader prior to using academic media and will post a notification in memorandum format on their door for the duration of the time media is used.

(4) Be allowed to view news coverage via the internet for purposes of training and professional knowledge with the permission of their Training Officer.

CHAPTER 7: UNIFORMS AND APPEARANCE

7.1 GENERAL GUIDANCE

1. Unless otherwise noted, Navy uniform shall be worn per COMDTMIDNINST 1020.3 (series) at all times. Each member of the naval service is a representative of the U.S. Government, and their dress and conduct should reflect credit upon oneself, the Naval Academy, the naval service, and the country. Midshipmen are expected to be in an inspection ready uniform at all times and are required to pass a weekly uniform inspection.

a. Uniforms will be kept scrupulously clean with all devices and insignia bright and free from tarnish and corrosion.

b. Hats, caps, and covers will be worn squarely on the head, bottom edge horizontal.

c. Shoes will be kept well-shined and in good repair. Leather shoes are expected for normal daily operations. Corfam shoes are only authorized for inclement weather or during dress parades.

d. Maintain sharp and correctly placed creases in all trousers, working-uniform shirts, and Summer White shirts. The front of the shirts shall be creased vertically, bisecting the pockets. The back of the shirts shall be creased vertically with one bisecting the shirt and one on each side of the center line at equal spacing between three and five inches.

2. Midshipmen shall not, at any time:

a. Wear frayed, torn, dirty, or otherwise mutilated clothing.

b. Wear any uniform in any manner other than that prescribed in COMDMININST 1020.3 (series).

c. Wear any article of a Navy uniform in a manner that would bring discredit to the naval service.

d. Wear hair ornaments, cosmetics, rings, earrings, necklaces, wristwatches, and bracelets when in uniform, except as authorized by COMDTMIDNINST 1020.3 (series).

e. Have body alterations, tattoos, body art, brands, body piercings, or dental ornamentation located anywhere on the body that are prejudicial to good order, discipline and morale, or are of a nature to bring discredit on the naval service. Tattoos/body art that are obscene, sexually explicit, anti-American, anti-social, and/or advocate discrimination based on sex, race, religious, or ethnic origins are prohibited. In addition, tattoos/body art that symbolize affiliation with gangs, supremacist or extremist groups, or advocate illegal drug use are prohibited.

f. Grow moustaches, beards, or other forms of facial hair. If a midshipman is diagnosed with Pseudofolliculitis Barbae, he will comply with the following regulations:

(1) Keep in his possession an initial authorization not to shave from a Physician, Nurse Practitioner, Physician's Assistant, or Independent Duty Corpsman only. This initial authorization will not exceed 90 days.

(2) Schedule reevaluations every thirty days to evaluate progress. If a midshipman fails his third evaluation, he will be referred to a dermatologist. If the dermatologist determines that the midshipman should not shave for an extended period of time (e.g., six months), he will advise the Brigade Medical Officer. The Brigade Medical Officer will advise the Commandant of Midshipmen before the extended authorization is granted and will personally issue the authorization.

(3) Keep his beard uniform and not in excess of 1/4 inch in length. Midshipmen will not shave selected facial areas or manicure beard to any style. Beards will be trimmed by scissors or electric clippers.

(4) Be clean-shaven for any special occasions such as television interviews or appearances before boards.

g. Wear a yellow sweater bearing a black N.

h. PT without a shirt on.

3. Midshipmen shall:

a. Route a chit (See Appendix 7-A) through their Battalion Officer prior to attaining any types of body alterations, tattoos, or body art.

b. Ensure tattoos/body art are in accordance with USNAINST 6240.10 (series), to include content, size and location.

c. Keep covered all body alterations required to be removed until the removal process is complete.

d. If female, be allowed to have a single perforation of each earlobe.

7.2 AUTHORIZED UNIFORMS

1. The authorized uniforms for midshipmen on the Yard during working hours are the Uniform of the Day, Working Uniform, or Regulation PE gear.

2. With regard to "Spirit Gear," midshipmen may:

a. Wear Navy, USMC, or USNA related attire.

b. Wear from the beginning of evening meal hours until reveille in Bancroft Hall with shower shoes or athletic shoes.

c. Not wear "Spirit Gear" in ceremonial areas.

d. Not wear tank tops or ripped clothing.

e. Not wear shower shoes outside Bancroft Hall

3. Teams with designated practice uniforms may wear the practice uniform to, during, and from practice only. Midshipmen varsity and club athletes will wear regulation PE gear, when appropriate, any time they are not directly involved in a team activity. Issued intramural uniforms are to be worn to, during, and from intramural games only.

4. Following its presentation, the "Brigade Intramural Champions" t-shirt awarded semi-annually to the company with the highest Brigade intramural standing may be worn in lieu of regulation PE gear during the semester following its presentation.

5. Blue and Gold Jogging Suits will be worn to class ONLY when absolutely necessary for a physical injury (medical chit required and will be kept on person) and when transiting to and from surgery off of the Yard. While wearing Blue and Gold Jogging Suit regardless of the reason, DO NOT TRANSIT T-Court, Stribling Walk, or the ceremonial areas of the Yard. Exceptions to the rule are as follows:

a. During the Academic Year, between 1800 and 2300, midshipmen may wear Blue and Gold jogging suits in the library or academic buildings and in ceremonial areas of the Yard.

b. Dining in King Hall on Monday thru Friday evenings for rolling tray, except in the event of a special meal, ceremony, Commissioning Week, or when the Officer of the Watch designates a different uniform for the meal.

c. If on Medical Chit that specifically restricts or hinders the ability to walk in a normal and expeditious manner, i.e. using crutches or a wheelchair, midshipmen may transit Stribling Walk to facilitate timely attendance during class period. The use of knee scooters in ceremonial areas is permitted, if kept at or below normal walking speed.

6. While in transit and/or attending class, Service Dress with Eisenhower-style Jacket may only be worn by midshipmen on a weekday duty status that would otherwise require Service Dress Blue (e.g. MOOW, AMOOW, BOOW, CDO and any main Office Watches). Brassards are not required in this uniform.

7. Midshipmen shall not be in PT gear or conduct physical training in any of the ceremonial areas. The ceremonial areas are defined by the map, Figure 7-1.

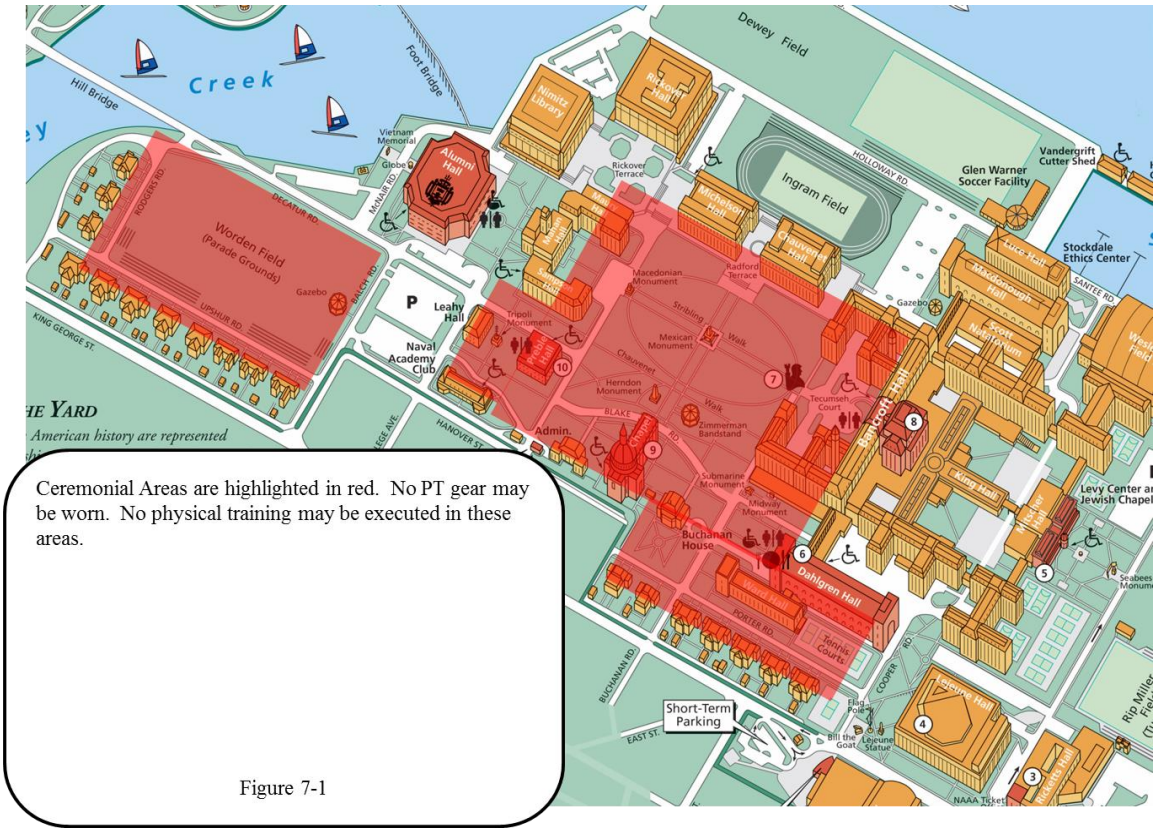

Figure 7-1: Ceremonial Areas

8. In accordance with USNAINST 1020.6A, command ball caps with the NWU are only authorized when operating on Yard Patrol (YP) Craft. Transit to and from the YPs shall be completed in the standard eight point cover. All other occasions when the NWU is authorized for wear, midshipmen shall wear the eight point cover.

9. 1/C and 2/C may wear civilian attire while attending a non-mandatory recreational event on the Yard in a liberty status.

10. If sunbathing, midshipmen shall:

a. Wear only issued swim gear.

b. Use an appropriate bath towel. They shall not use mattresses, blankets, or pillows.

c. Sunbathe only on Hospital Point, and may not interfere with organized practices or personal workouts.

d. Midshipmen will not sunbathe, fish, or loiter on the rocky seawall along Rip Miller and Farragut Fields.

11. In the Midshipmen Store, midshipmen will wear the Uniform of the Day during working hours. 1/C and 2/C Midshipmen for whom civilian attire is authorized and who are on authorized liberty (including weekend liberty) or leave, may shop in the Midshipman Store in appropriate civilian attire (not PT or spirit gear).

APPENDIX 7-A

SPECIAL REQUEST FOR BODY ALTERATION (MIDSHIPMAN)

1. I, _____, have read USNAINST 6240.10E and understand the Naval Academy policy regarding body alterations is as follows:

a. Tattoos/Body Art.

(1) Content. Tattoos that are obscene, sexually explicit, anti-American, anti-social, and/or advocate discrimination based on sex, race, religious, or ethnic origins are prohibited. In addition, tattoos/body art that symbolize affiliation with gangs, supremacist or extremist groups, or advocate illegal drug use are prohibited. Tattoos/body art that violate the content portion, but can only be seen with a black light, are prohibited as well.

(2) Number. Midshipmen may not have more than four visible tattoos while wearing regulation PE gear.

(3) Location. Tattoos/body art are prohibited on the head, face, neck, hands, elbows, and knees. Tattoos that are covered by regulation PE gear, such as back, chest, upper arm, and upper leg tattoos, are permitted, but are still subject to content review as described above and size restrictions as specified below. In addition, otherwise permissible tattoos/body art on the torso area of the body shall not be visible through white uniform clothing.

(a) Head and Face. The head includes the inside of the mouth, to include the tongue and lips.

(b) Neck. For the purposes of this instruction, the neck is described as the area above the collar bone on the front of torso and above the first cervical vertebrae on the back of torso.

(c) Upper arm. An upper arm tattoo that starts from the chest or shoulder and extends below the PE shirt sleeve is authorized. The visible portion may extend down the arm on all sides no further than a line around the circumference of the upper arm measured two inches above the elbow. The visible portion must be covered by the individual's hand as described in the size section below.

(d) Band tattoos. This policy direction is for tattoos visible outside the PE uniform, except as otherwise prohibited or limited above. Midshipmen may have band tattoos that do not exceed three inches or the width of the individual's four fingers extended and joined, whichever is greater. Measurement will be from the second knuckle of the index finger to the first knuckle of the pinky finger. If a band tattoo is partially covered by the PE uniform and partially visible in the PE uniform, the covered part may be of any size and the visible part must not exceed the width as indicated above. A band tattoo constitutes a single allowable tattoo.

(e) Elbows. Elbow tattoos are prohibited. There must be an area from at least two inches above to at least one inch below the elbow, measured from the center of the elbow that is free of tattoos and separates any tattoos on the upper arm from any tattoos on the lower arm.

(f) Lower arm. Lower arm tattoos are allowed but may extend down no further than a line around the circumference of the wrist measured at two inches above the wrist bone and may extend up no further than a line around the circumference of the lower arm measured at one inch below the elbow. Lower arm tattoos are limited to one of the following:

1. A single tattoo which is smaller than the individual's hand.

2. A collection of smaller tattoos which can be covered by the individual's hand.

3. A single band tattoo as specified above.

(g) Hands. Tattoos on the hands, fingers, or within two inches of the wrist bone are prohibited, with the exception of a single band tattoo of no more than 3/8 of an inch in width on one finger.

(h) Upper leg. An upper leg tattoo that starts from the thigh or upper body and extends below the bottom of properly fitting PE shorts is authorized. The visible portion may extend down the leg on all sides no further than a line around the circumference of the upper leg measured at two inches above the center of the knee (i.e., the patella), when the leg is straight. The visible portion must be covered by the individual's hand.

(i) Knees. Knee tattoos are prohibited. There must be an area from at least two inches above to at least two inches below the knee, measured from the center of the knee (i.e., the patella), when the leg is straight, that is free of tattoos and separates any tattoos on the upper leg from any tattoos on the lower leg.

(j) Lower leg. Lower leg tattoos may extend up the leg on all sides no further than a line around the circumference of the lower leg measured at two inches below the center of the knee (i.e., the patella), when the leg is straight. Lower leg tattoos are limited to one of the following:

1. A single tattoo which is smaller than the individual's hand.

2. A collection of smaller tattoos which can be covered by the individual's hand.

3. A single band tattoo as specified above.

(k) Feet. Tattoos are permitted on the feet provided they are covered by regulation PE gear. Slacks must be worn instead of a skirt if tattoos on the lower leg or foot are visible.

(4) Size. Tattoos/body art covered by regulation PE gear may be of any size. Tattoos/body art that are visible outside of PE gear must be covered by the individual's hand with fingers extended and joined with the thumb touching the base of index finger. Sleeve, half-sleeve, quarter-sleeve and large tattoos are prohibited. A sleeve tattoo is defined as a large tattoo, or a collection of smaller tattoos, that covers or almost covers a person's entire arm or leg. Half-sleeve or quarter-sleeve tattoos are large tattoos, or a collection of smaller tattoos, that cover, or almost cover, the entire portion of an arm or leg above or below the elbow or knee. For this instruction, a large tattoo is defined as a tattoo that is larger than the wearer's hand.

b. Mutilation. Intentional mutilation of any part of the body is prohibited. Mutilation is defined as the intentional, radical alteration of the body, head, face, or skin for the purpose of and /or resulting in an abnormal appearance. Examples include, but are not limited to:

(1) Split, forked, or pierced tongue.

(2) Pierced nose, lip, eyebrow, or other areas of the face or body.

(3) Foreign objects affixed to and inserted under the skin or intentional burns to create a design or pattern.

(4) Enlarged or stretched holes in ears (other than normal pierced earlobe for women).

2. Thoroughly describe any desired alterations below. The written description shall accurately describe the type, nature, location, and size of the proposed body alteration and translate any foreign language or symbology contained in the proposed alteration, as applicable.

_____

_____

_____

3. Upon completing the proposed body alteration, I will photograph and document the body alteration with the Body Alteration Board. For the sake of modesty and privacy, only close-up photographs of alterations normally covered by a regulation swimsuit shall be submitted for review.

4. By signing below, I voluntarily agree to undergo all body alteration treatment/removal required by the Naval Academy Body Alteration Review Board for alterations that do not comply with Naval Academy policy at my own expense. I understand that Military Treatment Facilities may not be able to provide treatment/removal services and I may have to use a civilian facility at my own expense.

5. I enter into the agreement voluntarily, of my own free will.

6. I understand the policies stated above, and I agree to not receive any body alteration without prior permission via my chain of command after the signing of this statement. I understand that deviation from USNAINST 6240.10 (series) will result in conduct action against me and an order for removal. I further understand that these guidelines are designed to keep me within Navy and Marine Corps standards, and deviation from USNAINST 6240.10 (series) may result in limiting my service assignment.

_____
Midshipman Signature/Date

_____ Approve: ___ Disapprove: ___
Body Alteration Review Board OIC

_____ Approve: ___ Disapprove: ___
SEL Signature/Date

_____ Approve: ___ Disapprove: ___
CO Signature/Date

_____ Approve: ___ Disapprove: ___
Batt-O Signature/Date

CHAPTER 8: BANCROFT HALL CUSTOMS AND MIDSHIPMEN FACILITIES

8.1 GENERAL GUIDANCE

1. Midshipman rooms are common barracks and, as such, there is no expectation of privacy except, in a limited sense, in personal confidential lockers when locked. Midshipmen are expected to maintain rooms in a condition that reflects the high standards of cleanliness and professionalism exemplified by officers in the Fleet.

2. Midshipmen shall not maintain personal belongings or other articles in any locker, closet, or space in Bancroft Hall that is not regularly assigned to them unless receiving permission from proper authority.

3. Midshipmen shall not enter or use any space which is locked or known to be restricted except as authorized.

4. Midshipmen shall not use elevators anywhere on the Yard unless:

a. They are in Nimitz Library.

b. They are in possession of a medical chit authorizing the use of elevators.

c. They are transporting wheeled recycling bins, wheeled trash bins, or other heavy or bulky items per responsibilities assigned to their Duty Section.

5. Midshipmen shall:

a. Occupy their assigned room.

b. Maintain rooms in a neat and orderly condition at all times and in Bravo condition when unoccupied.

c. Keep a personal computer while a member of the Brigade.

d. Secure all valuables, prescription medicine, and swords in their confidential locker. Each midshipman is responsible for keeping their confidential locker locked at all times.

e. Keep a current room discrepancy list in the room regulations binder and report all discrepancies to their company First Lieutenant.

f. Knock and await acknowledgment before entering another person's room.

g. Place trash in room trash containers, which are to be outside their door Monday, Wednesday, and Friday morning by 0700 to be collected. Materials to be recycled will be placed in available recycle bins to be collected by company recycle teams. Trash and recyclables that will not fit in available containers will be disposed of by room occupants in outside receptacles.

h. Keep all food in airtight containers.

i. Display only white sheets, white pillowcases, and a white shower curtain.

j. Possess only furniture issued by the First Lieutenant, except as noted below in paragraph 8.1.6.c.

k. Post all active special request chits and other material in good taste on their bulletin board.

l. Maintain locker stowage per COMDTMIDNINST 1020.3 (series).

m. Live in a room with at least one other midshipman.

n. Not smoke or vape except in designated areas, outlined in paragraph 4.6.3.

6. Midshipmen may:

a. Lay wet athletic gear in the corridor between 1800 and 0700. A drying rack may be placed in the passageway immediately outside of a midshipman's room.

b. Lock their doors after taps and when all occupants are absent during a leave period.

c. Have the following items in their room:

(1) One flame retardant flag, per occupant, may be hung from the bulkhead using approved Command strips. Command strips must be removed annually. Authorized flags are: American flag, Brigade of Midshipmen flag, Navy or Marine Corps flag, Navy Jack, current U.S. State flag, or country of origin flag for 4-year foreign exchange midshipmen. Any flag which could be considered controversial or not listed above, are not authorized.

(2) One stereo stand or bookcase measuring no more than 36 inches tall, 24 inches wide, and 20 inches deep.

(3) A navy blue or black, solid-colored bath mat as approved by the midshipman's SEL.

(4) A personal office chair (with approved special request chit by the Company SEL). All chairs issued by the Company First Lieutenant and displaced by personal chairs shall be accounted for by the First Lieutenant and will either be relocated to company storage or remain in the midshipman's room. The Special Request chit shall specify what the storage plan is for the displaced government-owned chair.

(5) One drying rack, no larger than 48 inches tall, 36 inches wide, and 20 inches deep. The drying rack may be placed in the passageway immediately outside of a midshipman's room between 1800 and 0700.

(6) A 1/C Midshipman room may have: One small potted plant (per occupant), one coffee maker, a hot water heater, one free-standing personal television (not to exceed 40-inch size and not placed on window sill or radiator), and one compact refrigerator, no larger than 3.4 cubic feet.

(7) A 2/C Midshipman room may have: One small potted plant (per occupant), one coffee maker, one free-standing personal television (not to exceed 40-inch size and not placed on window sill or radiator), and one hot water heater.

(8) A 3/C Midshipman room may have: One small potted plant (per occupant).

NOTE: COs/SELs may approve special request chits from 2/C and 3/C Midshipmen for the usage of compact refrigerators, no larger than 3.4 cubic feet. No more than 20 refrigerators per Company will be assigned for 2/C and 3/C Midshipmen combined.

7. Midshipmen will not:

a. Put posters, unapproved flags, or unapproved adhesives of any kind on bulkheads or hang them from the ceiling in any manner. Corkboards are the only approved location for any such items.

b. Structurally alter rooms (e.g., drill holes in bulkheads; remove ceiling tiles; remove, tamper, or bend installed rack (bed) rails, etc.) or damage/alter room furnishings (e.g., remove desk non-skid strips, damage or alter issued chairs, etc.).

c. Store or hang items in/from the overheads, cut or remove ceiling tiles, or hang items from ceiling tiles or rack (bed) rails.

d. Play music loud enough to be heard outside the room.

e. Possess the following items in Bancroft Hall:

(1) Explosives, fireworks, ammunition, candles, or highly flammable materials other than cleaning supplies or hygiene related liquids.

(2) Firearms, switchblades, dangerous weapons, tasers, or compressed air or CO2 projectile weapons.

(3) Alcohol, empty alcohol containers, unauthorized drugs, unauthorized prescription medicines, or other controlled substances.

(4) Space heaters or air conditioning units.

(5) Irons without automatic shut-off protection.

(6) Pornographic materials.

(7) Floor lamps or rugs other than an approved bath mat as noted in paragraph 8.1.6.c.3.

(8) Hot plates, rice cookers, toaster ovens, or any other electrical appliances for cooking purposes.

8.2 USE OF MIDSHIPMAN FACILITIES

1. “Midshipman facilities” refers to all athletic, academic, or recreational facilities authorized for midshipman use.

2. While in academic and recreation buildings, midshipmen shall not:

a. Escort unofficial guests to academic and recreational buildings.

b. Sit on the decks of hallways or the ladders of academic buildings.

c. Enter or use spaces without proper authorization, particularly laboratories that are normally secured during off-hours.

3. While in athletic facilities:

a. Midshipmen may use authorized facilities only during their hours of operation, and as specified by table of priorities.

b. Midshipmen shall follow all rules and regulations pertaining to a specific venue, including using towels when weight lifting, racking weights after use, and properly stowing all equipment.

c. Midshipmen shall not swim in any facility except during authorized times and in the presence of a lifeguard.

4. May hang hammocks around the Yard. With the exception of the following:

(a) Must be greater than six feet between the faces of any two or more people.

(b) No more than one person can occupy a hammock at a time.

(c) No vertical "stacking" of hammocks, independent of whether the six feet rule is met.

(d) No damage to trees or infrastructure.

(e) No hammocks allowed at the Triton Light Park, due to it being a memorial.

(f) No hammocks allowed within or adjacent to the Hospital Point Cemetery/Columbarium. No hammocks are permitted in the Ceremonial area.

(g) No hammocks except on Hospital Point once the Yard is open to Official Tours.

5. With regards to the Officers and Faculty (O&F) Club:

a. 1/C Midshipmen may:

(1) Become members of the O&F Club.

(2) Use the club facilities during approved periods of liberty and leave.

b. 2/C, 3/C, 4/C Midshipmen may use the O&F Club during town liberty or while on leave as the guest of their sponsors, immediate family members, or military Officers.

c. Uniform will be authorized liberty attire appropriate to class.

6. With regards to Smoke Park:

a. Midshipmen may use Smoke Park for leisure, study, and meeting with friends and family. It is also a venue for Battalion, Company, team or ECA gatherings, such as cook-outs or outdoor meetings. It will also be used for outdoor formation.

b. Smoke Park is to be respected as a Brigade common space as well as a location open to use by the general public.

c. Midshipmen shall not:

(1) Sunbathe, play contact sports, or damage the landscaping.

(2) Build charcoal grill fires without a proper burn permit.

(3) Litter or leave personal items unattended.

(4) Smoke.

d. Midshipmen shall be in the Uniform of the Day or PT Gear while in Smoke Park during working hours. After working hours, Spirit Gear is authorized.

8.3 KING HALL

1. King Hall is the Brigade's wardroom. While in King Hall, midshipmen are expected to address each other in a civil manner with a conversational tone, observe service etiquette, and maintain proper military bearing.

2. Midshipmen shall:

a. Request permission from the Squad Leader or most senior individual to join the mess if late or from a different Squad.

b. For mandatory meals, remain seated until excused by the Squad Leader or most senior individual at the table.

3. Midshipmen shall not:

a. Eat any food until the order “seats” is given.

b. Throw food.

c. Remove food items from unoccupied tables.

d. Enter the sculleries, pantries, or galley.

e. Use King Hall as a passageway.

f. Remove silverware, serving containers, or reusable food items from King Hall.

g. Place backpacks in any location which inhibits the flow of traffic or the conduct of King Hall operations.

8.4 MIDSHIPMAN ROOM INSPECTION STANDARDS

1. Midshipmen rooms will be subjected to formal inspection at least one time each semester. Formal inspections will comply with the inspection standards of Alpha Condition listed below:

a. Gross discrepancies. A grade of UNSAT on any of the following items constitutes an overall UNSAT for the inspection.

(1) Deck stripped and waxed properly.

(2) No excessive dirt/wax build-up in the corners/around edges.

(3) No excessive dirty laundry in locker. No odor emanating.

(4) No mold in shower and/or on shower curtain.

(5) Rifle and/or sword secured appropriately.

b. Routine items. A total of four UNSATs on any of the remaining items listed constitutes an overall UNSAT for the inspection.

(1) Inspection Ready:

(a) A white glove, black sock, ruler, pen, and a completed room inspection chit will be on the desk nearest the door.

(b) All lockers, drawers, and medicine cabinet open.

(c) All lights turned on.

(2) General:

(a) All surfaces clean and dusted.

(b) Nothing hung from bulkheads, overheads, closets, racks, or doors.

(c) Racks neatly made with clean linen.

(d) All First Lieutenant issued items present (chairs, empty trash can with clean trash bag, pillows, etc.).

(e) Only approved and authorized furniture present.

(f) No unauthorized articles present.

(g) Light fixtures cleaned on inside and outside.

(h) No gear adrift.

(3) Lockers:

(a) All food stored in air-tight containers.

(b) Closet stowage dark to light, left to right.

(c) Shoes clean and stowed white to black, top to bottom.

(d) Rifles and swords clean and locked.

(e) Folded clothing neat, aligned to shelf edge.

(f) Confidential lockers clean and orderly.

(4) Sink and Shower:

(a) Shower walls and floor clean and dry.

(b) Shower curtain clean and dry.

(c) All bright work clean and free of spots.

(d) Medicine cabinet neatly arranged.

(e) Washbasin clean and dry.

(f) Clean towels folded neatly.

(g) Mirrors free of streaks and spots.

(h) Cleaning gear stowed neatly underneath sink.

(i) No items in shower.

(5) Windows and Blinds:

(a) Window sills free of dust and dirt.

(b) Window glass clean and spot free on the inside.

(c) Blinds thoroughly cleaned and dust-free.

(d) Blinds at half-mast and open.

(e) Windows shut.

(6) Desks:

(a) Drawers dusted and the contents stowed neat and orderly.

(b) Books stored vertically, tall to short, left to right, dark to light, aligned with shelf edge.

(c) Electrical cords arranged neatly and safely.

(d) Material on bulletin boards shall be appropriate and arranged neatly.

(e) Chairs clean and dust free.

(f) One clean computer per occupant present.

2. Bravo Condition. This condition will be maintained whenever the room is not occupied. Rooms shall be inspected in Bravo Condition at least weekly.

a. Gross Discrepancies. A grade of UNSAT on any of the following items constitutes an overall UNSAT for the inspection.

(1) Deck mopped clean and swept.

(2) No excessive dirty laundry in locker. No odor emanating.

(3) No mold in shower and/or shower curtain.

(4) Door must be open at a 90 degree angle when the room is unoccupied.

b. Routine items. A total of three or more UNSATs on any of the following items constitutes an overall UNSAT for the inspection:

(1) All lights and electrical equipment off.

(2) All surfaces clean and dusted.

(3) Nothing hung from bulkheads, overheads, closets, racks, or doors.

(4) Racks neatly made with clean linen and a pillow (no blankets on racks).

(5) No unauthorized furniture or appliances present.

(6) No gear adrift.

(7) Confidential lockers will be locked.

(8) Blinds at half-mast and open.

(9) All plastic containers in closets or on shelves.

(10) Bulletin board and desk material appropriate and neat.

(11) Computer screensavers appropriate and in good taste.

(12) No rugs in room except shower mat, which must be clean.

(13) Shower walls, curtain, and deck clean.

(14) Medicine cabinets clean and neatly arranged.

(15) Mirrors and bright work clean.

(16) Material deficiencies reported to the Company 1st LT and documented on the room discrepancy sheet.

(17) All rifles and swords locked.

8.5 SHARED COMPANY SPACES

1. Bancroft Hall is a National Treasure and the most prized building in the U.S. Navy inventory. It takes the entirety of the Brigade and staff to maintain it. It is the cornerstone of this great institution and midshipmen will treat Bancroft Hall and all facilities as they would their own home.

2. Company wardrooms are meant to serve as a common space for Upper-class Midshipmen to relax and study. 4/C Midshipmen will not use the wardroom unless specifically authorized by competent authority. Midshipmen may reserve the wardroom for official functions or class meetings with the approval of the Company Commander.

3. Midshipmen are responsible for reading and abiding by all directives and policies made by company leadership. Directives and policies will be available to the Company physically or electronically for reference.

4. 1/C will be responsible for ensuring a neat and orderly appearance of the halls within their Company area.

5. Company Wardrooms will maintain a printed copy of MIDREGS, Uniform Regulations, and the Honor Concept. In addition, each CO/SEL will maintain a printed copy.

8.6 LAUNDRY ROOMS

1. The laundry rooms operate on a “first come, first served” basis with no priority privilege by class during authorized times.

2. Midshipmen will maintain the laundry rooms in an orderly fashion and remove their laundry as soon as it is finished washing or drying. Abandoned items will be discarded.

3. Color dyeing of clothing or articles and washing of painted sheet signs in the machines are prohibited.

8.7 SEVENTH AND EIGHTH WING LOCKERS

1. 1/C, 2/C, and 3/C Midshipmen shall:

a. Occupy only one locker. Maintaining more than one locker may result in the lock being removed and the confiscation of property.

b. Be responsible for their personal property. All gear left adrift will be discarded.

c. Identify their lockers by posting their name, alpha code and company.

d. Lock lockers when not physically present in the locker room.

2. 4/C Midshipmen will not store items in 7th or 8th Wing lockers.

3. No food is allowed to be stored in the lockers.

8.8 BICYCLE STORAGE ROOMS

1. Midshipmen will keep all bicycles in designated bicycle storage rooms. Authorized storage rooms include: 8th Wing Mezzanine Brigade Bike Room (8M32C), Battalion Bike Rooms (3019, 5040, 7004, 4015, 6040, 8003), and Company Bike Rooms (2014, 4037, 4040, 4046, 5412J).

2. Midshipmen are not authorized to store bicycles in any space not designated as a bicycle storage room.

8.9 DRYDOCK AND STEERAGE

1. With regards to the use of Steerage:

   a. 1/C, 2/C, and 3/C Midshipmen may sit down or take-out.

   b. 4/C Midshipmen may take-out only.

   c. Spirit Gear is authorized.

2. Midshipmen may use Drydock while on Town or Yard liberty.

CHAPTER 9: ADMINISTRATION

9.1 REQUIRED READING

1. All midshipmen shall read the Plan of the Day each day and are responsible for attending the mandatory events outlined therein.

2. All midshipmen shall read the following publications within a reasonable period of time after returning for reform or assuming a new billet:

a. Midshipmen regulations.

b. Uniform regulations.

c. All instructions pertaining to their billet.

d. Administrative Performance and Conduct System Manual.

e. Brigade Honor Program Instruction.

f. Midshipmen Aptitude for Commissioning System.

g. All available Battalion and Company policies and instructions.

9.2 LEAVE PROCEDURES

1. CONUS Regular Leave

a. Midshipmen will ordinarily be authorized leave during the summer, Thanksgiving holiday, winter holidays, Spring Break, and at other times designated by the Commandant of Midshipmen.

b. All midshipmen going on leave must:

(1) Submit a MIDS leave request and an ORM worksheet no less than one week prior to the start of leave. In order to ensure proper accountability, leave chits must be submitted and approved for all summer periods when a midshipman is not on approved training or travel orders and is not residing in Bancroft Hall.

(2) Update leave address information in MIDS two days prior to the start of leave.

(3) Not depart until after last military obligation, including exams and class periods.

(4) Sign out with the CO, SEL, Company Commander, or CDO directly before departure on leave.

(5) Possess a copy of their leave chit at all times while in a leave status.

(6) Have sufficient funds available to purchase commercial airline tickets if using military flights during the leave period.

(7) Inform the Company Officer, SEL, or the OOW if they encounter a problem while on leave or if requesting to return late from leave.

(8) 3/C and 4/C Midshipmen shall not wear civilian clothes on the USNA complex during leave periods unless their family resides on the Yard and they are in an approved leave status. 3/C and 4/C Midshipmen whose families reside on the Yard will wear the Uniform of the Day when departing from, returning to, or visiting Bancroft Hall while in a leave status.

2. OCONUS Regular Leave

a. Midshipmen who desire to leave the continental limits of the United States must submit a "Permission to Leave CONUS" form from MIDPERS prior to departure on leave.

b. Prior to taking leave outside the continental limits of the United States, midshipmen must meet all requirements specified by MIDPERS per regulations and directives dictating overseas travel for service members, including immunizations and AT/FP training.

c. International Midshipmen taking leave in their home country require Company Officer approval. If traveling to another country besides their home country, they will follow the normal OCONUS process after contacting their respective Attaché to ensure compliance to their home country's travel requirements in addition to procedures defined in paragraphs 9.2.2.a,b above. Additionally, and in any case for traveling outside the United States while matriculating at USNA, international Midshipmen must personally visit the Director, Nominations and Appointments prior to travel and obtain appropriate I-20 certification/signature.

d. Midshipmen must gain approval from the Battalion Officer before departure. In order to ensure proper accountability, leave chits must be submitted and approved for all summer periods when a midshipman is not on approved training or travel orders and is not residing in Bancroft Hall.

e. Midshipmen departing from the Yard on OCONUS leave may depart in civilian clothes in accordance with Fleet AT/FP regulations.

3. Residing in Bancroft Hall

a. Midshipmen may occupy their normally assigned room if they desire to remain at USNA during a leave period.

b. Midshipmen who remain in their rooms are required to inform their CO/SEL and muster for taps according to the policies published for that leave period.

4. Special Leave

a. When a difficulty, such as serious illness or death, affects a midshipman's immediate family, the midshipmen will be entitled to request leave within the normal approval timeframe.

b. Immediate family is defined as a midshipman's father, mother, brother, sister, guardian, or relative standing in loco parentis. In loco parentis is defined as a person who stood in place of a parent to the midshipman 24 hours a day for at least five years before the midshipman became 21 years old or entered military service.

c. Special leave may be authorized to attend funerals of relatives or family friends and other important family events and functions that are not considered emergencies.

d. Only the Battalion Officer, or the OOW if outside working hours, may authorize special leave. Special leave will normally only authorize a midshipman to miss up to three days of class.

5. Convalescent Leave

a. Midshipmen shall reside in Bancroft Hall during the recovery period from illness or surgery. If a doctor recommends a midshipman be placed on convalescent leave, then that midshipman shall seek authorization from the chain of command and not take leave until authorization is granted. A midshipman's Company Officer retains final authority for convalescent leave taken inside Bancroft Hall.

b. Convalescent leave may be taken outside of Bancroft Hall only if the midshipman will be residing under the care of a parent, legal guardian, or sponsor and with the approval of the Battalion Officer. Convalescent leave outside of Bancroft Hall is the exception, not the norm.

c. If a midshipman cannot get into or out of a standard rack, then that midshipman shall be allowed to place their rack on the floor, or other accommodations will be made by the midshipman's chain of command.

9.3 HONORS LISTS

1. Honors lists are published at the beginning of each semester. The list effective during the Fall semester is based on grades earned during Spring semester. Grades in the regular summer programs are included with the Fall semester grades to determine the list effective during the Spring semester. Summer work that is reported as incomplete because of hospitalization or other authorized reasons will not disqualify the midshipman from these lists for which they are otherwise qualified. Courses taken in the summer academic remedial programs will not be included in the computation for the Honors Lists.

2. Midshipmen who meet the following criteria will be placed on the Superintendent's List and are required to wear a gold star on their uniform.

a. SQPR of at least 3.4 with no grade of D, F, or I in any course.

b. A in Conduct.

c. A in Aptitude.

d. B or better in PE.

e. B or better on the PFA.

3. Midshipmen meeting the following criteria will be placed on the Commandant's List and are required to wear a silver star on their uniform:

a. SQPR of at least 2.9.

b. A in Conduct.

c. B or better in Aptitude.

d. B or better in PE.

e. B or better on the PFA.

4. Midshipmen who meet the following criteria, and who are not on the Superintendent's List, will be placed on the Dean's List and are required to wear a bronze star on their uniform.

a. SQPR of at least 3.4 with no grade of D, F, or I in any course

b. B or better in Conduct.

c. B or better in Aptitude.

d. C or better in PE.

e. C or better on the PFA.

5. Midshipmen placed on the Superintendent's, Commandant's, or Dean's List must wear the appropriate insignia (gold, silver, or bronze star) in order to rate the privileges associated with each honors list.

NOTE: A midshipman will wear the highest precedence star if on more than one list.

9.4 ROUTINE FOR VOLUNTARY GRADUATE EDUCATION PROGRAM (VGEP) MIDSHIPMEN

1. Midshipmen participating in VGEP are enrolled in graduate education programs at local universities. VGEP is a privilege and is not intended to take priority over military education and preparation for Naval Service.

2. VGEP Midshipmen will coordinate their schedules with their Company Officer prior to the beginning of their graduate programs. Schedules will allow VGEP Midshipmen to attend class, conduct research, use university libraries, write papers, study for exams, and participate in seminars and other activities related to the successful completion of their master's degree program.

3. VGEP Midshipmen may:

a. Be excused from military obligations that conflict with specific VGEP responsibilities.

b. Wear civilian clothes to VGEP classes.

c. Take leave with their civilian university counterparts if it does not conflict with other midshipman duties.

4. VGEP Midshipmen shall:

a. Muster with the Company if not participating in VGEP activities and at least once per day.

b. Inform the Company CDO if they will be required to miss TAPS.

c. Participate in drill, parades, and intramural sports on a not-to-interfere basis with their VGEP academic schedule.

d. Perform military responsibilities and stand watch on a not-to-interfere basis with their VGEP academic schedule.

e. Participate in PE courses.

f. Contact the accounting branch of the Midshipman Food Services Division (MFSD) to coordinate reimbursement for missed meals.

9.5 GUESTS IN BANCROFT HALL

1. Guests to King Hall:

a. With the authorization of the CO or SEL, midshipmen may invite relatives and guardians, Officers of the armed forces (O-5 and below), faculty members, and other guests to dine in King Hall.

b. With prior approval from the Commandant of Midshipmen, midshipmen may invite members of Congress, special or distinguished guests, and Officers of the armed forces (O-6 and above) to dine in King Hall.

c. Midshipmen hosts will purchase meal tickets in advance for all guests from the accounting branch of the MFSD.

2. Guests to Steerage or Smoke Hall area must be escorted by a midshipman.

3. Instructors in Bancroft Hall during study period or after working hours must be escorted at all times.

4. Midshipmen shall not allow unescorted visitors access to corridors (except in the vicinity of main office), terraces, or midshipmen rooms.

9.6 SPECIAL EVENTS FOOD SERVICE SUPPORT.

1. MFSD will support Company dining ins/outs and picnics, with Company Officer approval, to the fullest extent that resources allow. Requests must be submitted to MFSD at least two weeks prior to commencement of the event. Events will take place during town liberty if held off the Yard.

9.7 MEDICAL AND DENTAL CARE

1. When at the Naval Academy, midshipmen shall:

a. Utilize Brigade Medical and Dental as their primary health care and dental providers for initial evaluation, treatment, advice, and referral for all routine medical and dental conditions. After hours, the duty health care provider shall be contacted for all non-emergency medical issues. For emergency issues, midshipmen shall immediately contact emergency medical services (3-3333 or 911), and notify the duty health care provider as soon as practicable.

b. Schedule medical and dental appointments during free periods or the afternoon sports period, unless approved by CO/SEL.

c. Cancel medical appointments at least 24 hours in advance if some circumstance prevents them from attending. Midshipmen shall prioritize medical appointments per the table of priorities.

2. With regards to medical treatment at other military treatment facilities while at the Naval Academy, midshipmen shall:

a. Schedule appointments through the pre-commissioning office at the medical clinic.

b. Notify the pre-commissioning office at least 24 hours in advance if they cannot keep the appointment.

c. Wear the Uniform of the Day to all appointments outside the Naval Academy complex.

d. Contact Main Office and their CO/SEL if admitted to a hospital subsequent to an appointment.

e. Not get elective corrective eye surgery after September 10th of 1/C year. Midshipmen cannot get PRK pre-op (eyes dilated) until after their last exam during any exam period. Midshipmen cannot get elective surgery during mandatory summer school.

3. When on leave and liberty, midshipmen are entitled to civilian medical and dental care at government expense, provided the care is of an emergency nature. Although the initial visit to a civilian physician or hospital may be of an emergency nature, follow-up care should normally be obtained from a federal (preferably naval) medical treatment facility. Reimbursement for care of an elective, non-emergency nature is not authorized. Midshipmen are required to get approval from the BMO prior to engaging in elective surgery or procedures.

a. Midshipmen who become injured or ill during liberty or leave shall:

(1) Report to the nearest military medical treatment facility if practical or contact the duty health care provider.

(2) Notify the duty health care provider, if not already done, OOW and the CO/SEL.

(3) Direct civilian physicians to send all bills or claims to the Health Benefits Advisor, NHC Annapolis, 695 Kinkaid Road Annapolis, MD 21402.

b. Upon return to the Naval Academy, midshipmen shall:

(1) Report to BMU for an in-house exam.

(2) Bring all documentation of care and any claims to BMU in order to initiate payment process.

4. Midshipmen may only be classified as light duty or sick-in-quarters by approval of the Company Officer with a recommendation from a Brigade Medical provider. No trainer for a varsity athletic team may issue any chit to a midshipman.

a. Light Duty: Midshipmen placed on light duty will be provided with a medical excuse authorization form. Midshipmen shall resume regular duties and deliver the original medical excuse authorization form to their CO/SEL. Upon approval from CO/SEL, the midshipman must make three copies and deliver one each to the Company Officer, Company PMO, and PE Marking Office. Failure to provide a copy to the PE Marking Office may result in a midshipman becoming a marking office failure. The original chit must remain in the midshipman's possession at all times during the period of limited duty.

b. Sick-in-Quarters (SIQ): Midshipmen placed in an SIQ status shall deliver the original medical excuse authorization form to their CO/SEL and return to their room. Upon CO approval, the midshipman shall make four copies and deliver one each to the Company Officer, Company Academic Officer, CDO, and tape the fourth copy to their door. The midshipman shall retain the original. SIQ midshipmen may

leave their rooms only for head calls, meals, and visits to the Clinic or Brigade Medical, unless their medical excuse authorization form stipulates class option or the Company Officer approves such a request.

(1) Midshipmen unable to attend meals due to illness or injury may have meals from King Hall picked up for them by another midshipman.

(2) A midshipman wishing to pick up food for an SIQ midshipman must be provided with two copies of the medical excuse authorization form. One copy will be submitted to the diet kitchen, with all requirements e.g. meal times and meal types listed. Each time a midshipman collects a meal from the diet kitchen, he will be required to present his copy of the SIQ chit.

5. Hospitalization:

a. If a midshipman is admitted to a military hospital, then that midshipman will comply with Midshipmen Regulations and applicable regulations issued by the hospital Commanding Officer.

b. Immediately after discharge from a hospital, midshipmen shall report to BMU and then to the CO/SEL. If a military hospital issues discharge orders to a midshipman recommending convalescent leave, then that midshipman shall immediately contact their Company Officer or the OOW to establish whether convalescent leave is authorized.

c. Midshipmen hospitalized in military treatment facilities will contact Brigade Medical upon return to the Naval Academy to arrange payment of hospital per diem charges.

9.8 USNA-SPONSORED SOCIAL EVENTS

a. As a general rule, any USNA-sponsored social event (e.g., dinner, dance, ball, etc.) is considered a military function. As such, all midshipmen attending will be in uniform – unless otherwise specifically promulgated. As a point of clarity, midshipmen are required to be in uniform at the following events (not an all-inclusive list):

(1) Service Assignment/Community Assignment Dinners;

(2) Service Birthday Balls;

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(3) International Ball;

(4) Ring Dance;

(5) Graduation Ball.

b. A social occasion hosted by an officer, SEL, or other staff member (e.g., dinner, backyard BBQ, etc.) at the staff member's house is a personal event. The hosting staff may prescribe the Uniform of the Day or civilian clothing (if rated), as desired.

9.9 PARENTHOOD, MARRIAGE, AND PREGNANCY

1. Parenthood is defined as having legal, financial or custodial obligations for a child or children, as determined by court adjudication, self-admission, or other evidence. Any midshipman who becomes

pregnant, causes the pregnancy of another, or has incurred the obligations of parenthood, must report the condition to their chain of command.

a. Midshipmen who become pregnant and choose not to resign will be allowed to go on a leave of absence of no more than one year.

b. Midshipmen who are pregnant or have incurred the obligations of parenthood and who fail to resign or request a leave of absence will be separated.

2. Midshipmen may not marry or be married.

3. For detailed instructions and procedures, refer to COMDTMIDNINST 1531.2 (series) "Procedures and Instructions in cases of Midshipman Pregnancy/Parenthood/ Dependency."

9.10 CHANGE PROPOSAL PROCESS

1. Change proposals to this instruction shall be submitted using an Action/Decision Memo located on the Commandant's webpage under "Documents and Forms."

----------SAMPLE----------

ACTION/DECISION MEMO

DD Mmm YYYY

FOR: COMMANDANT OF MIDSHIPMEN, U.S. NAVAL ACADEMY

FROM: ORIGINATORS RANK AND NAME, X COMPANY, X BATTALION

SUBJECT: PROPOSED CHANGES TO MIDREGS CONSENSUS AND DISCUSSION FROM STAKEHOLDERS

REFERENCE: (a) COMDTMIDNINST 5400.6V

DISCUSSION: State the section you wish to change and write it out verbatim.

BACKGROUND: Describe in your own words the action the current verbiage is attempting to accomplish.

a. Proposed Change: Write out verbatim the proposed change as you would like to make.

b. Reason for change: Describe in detail your justification for the change.

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

_____ APPROVE _____ DISAPPROVE _____ MODIFY

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

Prepared By: Name, Organization, Phone **(1 inch from the bottom)**