COMMANDANT OF MIDSHIPMEN NOTICE 1500

From: Commandant of Midshipmen

Subj: NAVAL ACADEMY SUMMER PROGRAMS

Ref: (a) COMDTMIDNINST 5400.6S
(b) COMDTMIDNINST 1010.1A
(c) COMDTMIDNINST 1601.10L
(d) COMDTMIDNINST 1610.2G
(e) Policies for Naval Academy Admissions Summer Programs 2016 MOU
(f) COMDTMIDNINST 4730.1C
(g) COMDTMIDNINST 1601.12G

Encl: (1) Naval Academy Summer Programs Manual

1. Purpose. To promulgate policies, regulations, and instructions concerning personnel assigned to the various summer programs in which midshipmen are required to reside in Bancroft Hall. This instruction applies to all midshipmen with the exception of those supporting Plebe Detail and Admissions Department-sponsored programs.

2. Information. The Officer in Charge (OIC) of Naval Academy Summer Programs (NASP) will be responsible for those midshipmen in Bancroft Hall who are participating in cruise groups arriving and departing USNA, all summer school personnel, transients in any status, and those personnel, excluding plebes, who are separating for any reason.

3. Action. All personnel attached to or assigned responsibilities for NASP shall be familiar with the contents of this instruction and shall carry out assigned responsibilities as directed. Unless otherwise stated in this note, midshipmen will comply with reference (a). Should any conflict arise between this instruction and reference (a), this instruction shall take precedence during the period of 27 May - 17 August 2016.

4. Summer Programs Staff Responsibilities

   a. NASP OIC/AOIC. Responsible for all midshipmen assigned to Naval Academy Summer Programs taking place at USNA, excluding Plebe Summer and Summer Seminar/STEM.
b. **NASP XO.** Assist the OIC in ensuring all midshipmen assigned to NASP adhere to the policies, regulations, and instructions applicable to NASP and Bancroft Hall. Specific duties include:

1. Maintaining NASP-staff leave matrix.
2. Overseeing creation of watchbills, including NASP duty officers, and the main office watchbill.
3. Serving as a Liaison to program POCs (YP, SS, OSTS, etc.)
4. Liaising with the USNA TAD Coordinator, and coordinating TAD detachment and FITREP dates.
5. Supervising conduct cases, including the assignment of PIO's, scheduling/holding adjudications, ensuring consistency across all programs, and regular contact with the Brigade Conduct Officer.
6. Coordinate with the Urinalysis Program Coordinator random Urinalysis testing each block of summer training.
7. Reviewing the NASP 0800 report for accuracy and timeliness.

c. **Summer Programs LCPO.** In charge of midshipmen distribution within Bancroft Hall, planning and executing the summer berthing program. Maintain direct liaison with the Bancroft Hall First Lieutenant, and coordinate the turnover of Bancroft Hall facilities designated for NASP at the start and end of the summer. Maintain a close liaison with Character Development & Training Department with respect to program schedules and rosters.

d. **NASP Wing Officers/SEls.** NASP will be berthed in 6th and 8th Wings of Bancroft Hall. Each wing will be led by an O-3 and an SEL from the Commandant’s staff. Nominally, 6th Wing will house all summer school students and serve as overflow for transient midshipmen. 8th wing will house all midshipmen assigned to various programs, including YPs, OSTS, Powered Flight, Weapons Detail, transients, etc., depending on the training block. Each Wing Officer and SEL is responsible for the personnel and material condition of their respective wing. Specific duties include:

1. Ensuring all midshipmen adhere to governing policies, uniform regulations, liberty allotments, etc.
2. Maintaining room standards.
3. Ensuring proper check-in/out procedures.
4. Distribution and approval of weekend list (one per wing).
(5) Ensuring midshipmen stand assigned watches.

(6) Ensuring daily attendance at all required PE remedial evolutions.

(7) The Wing Officer responsible for Summer School will also counsel academically deficient midshipmen.

(8) Adjudicating minor conduct offenses.

(9) Supervising assigned TADs.

(10) Assist the NASP XO with administering the Alcohol Detection and Urinalysis program.

e. NASP TAD Ensigns. Two TAD Ensigns will be assigned as Administrative Officers and assist the OIC and XO with watchbills, leave matrices, TAD coordination, admin, conduct tracking, special projects, etc. These TADs will report to the XO. The remaining TAD Ensigns will be assigned to Wing Officers on a fair share basis as Program Liaison Officers. Other responsibilities include:

(1) Stand duty as the NASP Duty Officer.

(2) Stand watch as the NASP Office Watch.

(3) Serve as Preliminary Inquiry Officer.

(4) Support TAD Ensign manpower requests from the TAD Coordinator on a not-to-interfere basis.

f. Midshipman-OICs. Each Program Liaison Officer will assign a Midshipman-OIC for each program on the first day each program begins, or earlier if possible and route to the Wing Officer for approval. This midshipman is responsible for creating a program CDO schedule and ensuring proper accountability and attendance at all required events. CDO schedules for each program will be provided to the NASP Duty Officer at least one week in advance. The Midshipman-OICs should report to their respective Program Liaison Officer daily (at Wing Officer’s discretion) for tasking.

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

NASP CHECK-IN/CHECK-OUT PROCEDURES

101. TRANSITION PERIOD

a. Midshipmen will be held accountable to their academic year companies until following graduation on 27 May 2016 even if already participating in a Summer Program or Summer School. Midshipmen participating in Summer Programs will not be allowed to move into NASP spaces until NASP has completed room turnover with the respective companies, but no earlier than the completion of the graduation ceremony.

b. Prior to 20 May, Company Officers shall have all midshipmen other than First Class complete the NASP Regulations Acknowledgement form in Appendix 1-1.

c. MIDSHIPMEN ON RESTRICTION SHALL CHECK-IN TO NASP IMMEDIATELY FOLLOWING GRADUATION AFTER CHECKING OUT OF THEIR COMPANY ROOM ON 27 MAY.

d. Midshipmen assigned to block one summer school shall check in with NASP no later than 1800, 27 May. They may depart on the weekend, if eligible and with Wing Officer approval, following check-in.

102. PERSONAL ITEMS. Midshipmen may only bring those personal items necessary to accomplish Summer Training objectives. Appendix 1-2 lists authorized and unauthorized items.

103. BERTHING LOCATIONS. NASP will operate in 6th and 9th wings. Summer School will generally occupy 6th wing and all other programs will reside in 8th wing. The NASP program office will strive to assign specific summer programs within the same area of Bancroft Hall (i.e., all OSTS on the same deck). Specific deck assignments will be maintained in the NASP Duty Office on 8-0.

a. In general, all rooms will be at maximum occupancy to preserve surge capacity for additional personnel.

b. Underutilization, dispersed placement, or single occupancy of room assignments will not be permitted. Specific exceptions to this expectation may be approved by the NASP XO on a case by case basis.

104. CHECK-IN PROCEDURES.

a. Regular NASP check-in time is normally from 0700-1700 on weekdays at the NASP Duty office. Midshipman unable to check in during this time period due to travel constraints may contact the NASP Duty Officer via Main Office for a room assignment.
b. During heavy transition periods or when a large volume of midshipmen are expected, such as following graduation or block turnovers, NASP may establish multiple check-in/check-out stations to facilitate increase throughput and minimize delays. In these cases, directions on where to report will be available at the NASP Duty Office on 8-0.

c. Upon check-in, each midshipman will receive a name card with his/her name, departure date, program assignment, and phone number. This card is required to be affixed to the outside of his/her assigned room. Identical information will be recorded on the NASP check-in document (stored on the share drive). Each wing will maintain independent databases and will be updated at each check-in/out.

d. All NASP personnel residing in Bancroft Hall are responsible for the cleanliness and material condition of their room. Upon check-in, they shall report all material discrepancies to the NASP Duty Office within 24 hours.

105. INTERN PROGRAMS. Midshipmen assigned to summer intern programs in the local area shall coordinate with the Director of Internships prior to each summer training block on Bancroft Hall lodging requirements. Midshipmen who request to reside in Bancroft Hall during their internship shall notify the Director if they desire to change their lodging plans. Special requests for yard driving privileges shall be consolidated by the Director and be routed to the NASP OIC for consideration.

106. CHECK-OUT PROCEDURES.

a. Midshipmen will report to the NASP Duty Office when ready to check out. They will turn in their room card, and a NASP staff member will inspect their room for cleanliness. Due to limited staffing, midshipmen should plan sufficient time for check out so room discrepancies can be corrected. Additionally, midshipmen should expect delays checking out during heavy transition periods and plan accordingly. NASP staff will establish more efficient check-out inspections during periods of heavy transition.

NOTE: MIDSHIPMEN SHALL NOT STORE ANY OF THEIR PROPERTY IN BANCROFT HALL ROOMS TO WHICH THEY ARE NOT ASSIGNED. SIGNING THE CHECK-OUT SHEET SIGNIFIES THAT THEIR PERSONAL PROPERTY IS COMPLETELY REMOVED FROM BANCROFT HALL.

b. Midshipmen assigned to YP and OSTs training may request temporary storage of personal property while on their extended at-sea periods. OSTs midshipmen shall check out of NASP no later than 0800 the morning of their extended underway periods; however, due to space
limitations, they may consolidate their personal items in a single storage area approved by the Wing Officer.

c. Midshipmen who fail to check out properly will be charged with "failure to perform a duty" in the Conduct system and may be recalled from leave.
**ADDITIONAL REMARKS**

**NAVVERS 1070/613 (REV. 08-2012)** PREVIOUS EDITIONS ARE OBSOLETE

**SUPPORTING DIRECTIVE** MILPERSMAN 1070-320

**SHIP OR STATION**
Naval Academy Summer Programs (NASP), United States Navy Academy, Annapolis, MD

**SUBJECT:**

2014 NASP REGULATIONS TRAINING AND UNDERSTANDING

<table>
<thead>
<tr>
<th>PERMANENT</th>
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<tbody>
<tr>
<td>AUTHORITY (IF PERMANENT)</td>
<td>COMDTMIDNOTE 1500</td>
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I have been briefed on the rules and regulations for the Naval Academy Summer Programs. I understand that any violation of NASP rules or policies in COMDTMIDNOTE 1500 will result in administrative conduct action. Furthermore, I acknowledge that I have read and understand the policies as set forth in COMDTMIDNOTE 1500 and will comply with their spirit and intent.

I understand that I will pay for any damage to the room in which I am assigned or any spaces in Bancroft Hall that are a result of my own negligence or misconduct prior to departing Bancroft Hall for assigned duties outside of Annapolis or on leave. Damage is defined as, but not limited to, destruction of room furniture, tampering with the room thermostat, or breaking installed cabinetry.

I will ensure that all my actions are guided by the set forth instructions.

---

*Signature of Member*

Witnessed by:

*Signature of Ac Year CO or SEL*

*Printed Name of Ac Year CO or SEL*

---

**ENTERED AND VERIFIED IN ELECTRONIC SERVICE RECORD:**

**VERIFICATION OFFICIAL RANK OR GRADE/TITLE:**

**DATE:**

**SIGNATURE OF VERIFICATION OFFICIAL:**

**NAME (LAST, FIRST, MIDDLE):**

**SOCIAL SECURITY NUMBER:**

**BRANCH AND CLASS:**

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FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE
NASP 2016 AUTHORIZED ITEMS

COMPUTER

AUTHORIZED BOOK BAG WITH APPROPRIATE SCHOOL SUPPLIES

3 SETS OF KHAKIS (2 minimum)

3 SETS OF SUMMER WHITES (2 minimum)

1 SET OF NAVY WORKING UNIFORM (NWU)

SERVICE DRESS WHITES (CHOKERS) - Summer School midshipmen only. May be stored on the Yard (i.e., Basement lockers)

1 WHITE BELT (WITH BUCKLE)

1 KHAKI BELT (WITH BUCKLE)

1 COMBINATION COVER

1 KHAKI GARRISON COVER WITH DEVICE

1 EIGHT POINT NWU CAP

1 SET OF COLLAR DEVICES FOR KHAKIS

1 SET OF SHOULDER BOARDS FOR WHITES

1 SET OF RIBBONS

2 NAME TAGS

2 PAIRS OF BLACK DRESS SHOES

1 PAIR OF WHITE DRESS SHOES

1 PAIR OF BLACK 9" LEATHER BOOTS

1 SHOE SHINE KIT

1 PAIR OF BLOUSING STRAPS

7 PAIRS OF BLACK SOCKS

3 PAIRS OF WHITE DRESS SOCKS

7 WHITE V-NECK TEE SHIRTS

7 WHITE UNDERSHORTS / UNDERWEAR

6 COTTON BLUE CREWNECK UNDERSHIRTS

5 BRAS (2 SPORTS) - Females only

BLACK RAIN COAT WITH SHOULDER DEVICES

EISENHOWER JACKET

1 WATCH BELT (Second Class - Third Class)

5 BLUE RIM TEE SHIRTS

3 USNA MESH SHORTS

1 ISSUE BATHING SUIT

1 BLUE AND GOLD JOGGING SUIT

1 PAIR OF RUNNING SHOES

6 PAIR OF WHITE ATHLETIC SOCKS

2 TOWELS, SHOWER SHOES, TOILETRIES

LAUNDRY BAGS AND PINS

1 PADLOCK

1 FAN (OPTIONAL)

1 DESK LAMP (OPTIONAL)

1 REFRIGERATOR (WITH APPROVED CHIT BY THE WING OFFICER.)
UNAUTHORIZED ITEMS
(This list is not all inclusive)

POSTERS
WINTER UNIFORMS

CHAPTER TWO

DAILY ROUTINE, FORMATIONS, AND ACCOUNTABILITY

201. GENERAL. All NASP midshipmen are responsible for carrying out the Plan of the Day as promulgated. Deviations from any academic and/or military evolution are not authorized unless approved by the NASP OIC or his/her designated representative.

202. DAILY ROUTINE. Daily schedules vary widely depending upon the nature of each program. Each specific Summer Program OIC shall establish a process of muster, inspection, and instruction that ensures daily accountability of midshipmen in their program and ensures that they continue to adhere to appearance and conduct standards expected of midshipmen.

203. TAPS ACCOUNTABILITY. Program CDOs (midshipmen designated by their program OIC) will provide a taps report to the NASP Office Watch by 2359 daily. The NASP Office Watch shall consolidate all inputs and provide a NASP 0800 report to Main Office following approval by the NASP Duty Officer.

204. SUMMER SCHOOL

   a. Battle Rhythm:

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<th>MON-THURS</th>
<th>FRI</th>
<th>SAT</th>
<th>SUN</th>
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<td>1600⁴</td>
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<tr>
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<td>Taps</td>
<td>2359</td>
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</table>
b. SUMMER SCHOOL CLASS ACCOUNTABILITY. Academic instructors will take muster in the classrooms and will report UAs daily to the 6th Wing Officer.

c. CHAIN OF COMMAND. Summer school students will be divided into two companies designated Yankee and Zulu for accountability purposes. These companies will be assigned stripers to include a Company Commander, Company XO, Platoon Commanders, Squad Leaders, Adjutant, and Administrative Officer with duties and responsibilities in accordance with ref (g). These stripers will be identified by the 6th Wing Officer and approved by the NASP OIC prior to the beginning of each summer school block.

205. BATTLE RHYTHM FOR ALL OTHER PROGRAMS.

a. Program OICs will provide the NASP OIC with a daily schedule for their program for each summer training block. The schedule for each day will include reveille times, morning muster/formation times, time of last military obligation, desired town liberty commencement times, and expiration times.

b. Although Program OICs have the responsibility and authority to conduct their specific training program, the NASP OIC is the final approval authority for midshipman schedules, including liberty.

c. Liberty will expire for those not on weekend at 2359.

d. Although the mission for Weapons Detail is to support Plebe Summer, the midshipmen that make up this detail will reside in 6th Wing and are responsible to NASP.

e. During Second Block, 6th Wing will provide berthing for the alumni participating in the Blue and Gold Officer training program. The 6th Wing Officer is responsible for ensuring these individuals’ needs are met and the rooms are prepared for their arrival in accordance with needs and schedule communicated by Admissions.

206. TRANSIENT MIDSHIPMEN.

a. Transient midshipmen shall have a formation muster with their respective Program Liaison Officer outside the NASP Duty Office at 0730 Daily for muster, inspection and instruction. Uniform for formation will be Uniform of the Day.

b. Transient midshipmen may commence liberty immediately following morning formation.

c. Weekday overnight requests for transient midshipmen may be made via special request chit to the 8th Wing Officer. Weekend overnight requests will be made via a Weekend List maintained by the respective Program Liaison Officer and approved by the 8th Wing Officer.

207. RESTRICTED MIDSHIPMEN. See section 606 of this instruction.
208. NASP REMEDIAL PE SCHEDULE. Midshipmen that are PE deficient and participating in Summer School, Powered Flight Program, on restriction, or are delayed graduates shall participate in PE remedials. PRT deficient midshipmen shall attend PT remedial training. Swim deficient midshipmen shall attend swim remedial training. PE deficient midshipmen on medical chit must report to the applicable remedial program instructor with their signed medical chit. Remedial training will normally follow the following schedule but may be modified by the PE Department through coordination with the Physical Education Liaison Officer.

a. PT Remedials - Midshipmen will muster at 0545 Monday-Friday at Ingram Track.

b. Swim Remedials - Midshipmen will muster at 0545 Monday-Friday on the announced pool deck.

209. REVEILLE. Reveille will be conducted according to reference (a), paragraph 1.2 for all Summer School personnel. Due to the varied schedules of other summer programs and to ensure proper rest and safety for these programs, reveille will be based on specific program requirements.

210. MEDICAL TREATMENT

a. Midshipmen unable to comply with the daily routine due to illness or injury will obtain an excusal or sick-in-room chit from Brigade Medical. This chit is not valid until signed by a NASP Officer/BEL and Program OIC. Under no circumstances will a midshipman retire to his/her room without informing both their specific training program and NASP chains-of-command.

b. Brigade Medical Hours:

(1) 27 May - 28 June 0730-1500 Mon-Fri (No Sat/Sun Clinic)
(2) 29 June - 30 June 0630-1600 (I-Day minus 1, and I-Day)
(3) 01 July - 17 August 0630-1800 Mon-Fri, 0700-0900 Sat/Sun

c. Town liberty will not be authorized if Blue and Gold jogging suits are prescribed as a uniform for medical reasons.

d. All accidents, injuries, or serious illness shall be reported to the NASP Duty Office ASAP, ideally by the midshipmen involved.

e. Elective or non-emergency treatment will NOT be scheduled during class time. All elective surgery requires NASP OIC approval.
CHAPTER THREE

MIDSHIPMEN ROOMS AND ASSOCIATED AREAS

301. ROOM STANDARDS. Midshipmen will maintain rooms in Class Bravo condition at all times. In addition to MIDREGS, the following apply:

a. NASP staff will inspect rooms on a daily basis. The first failure will result in extra duty for the room occupants that must be completed prior to liberty or checking out from NASP. The second failure will result in Conduct action for failure to prepare for an inspection. Midshipmen who fail to complete the extra duty held accountable via the Conduct system.

b. Midshipmen will reside only in their assigned rooms. Personnel who are found residing in a room not assigned to them by the NASP staff will be held accountable via the Conduct system.

c. Midshipmen shall remain on their assigned deck from 2359 until 0600 daily unless on authorized weekend liberty or on leave; if on leave or liberty after 2359, midshipmen will not visit others decks. Midshipmen on approved overnight or weekend who are residing in Bancroft Hall shall also adhere to the 2359-0600 deck restriction.

d. Regulations governing midshipmen in other midshipmen rooms is in accordance with reference (a) and are identical to those of during the academic year.

302. ROOM IDENTIFICATION. Identification information (name, age, alpha code, NASP designation/program, etc.) for each person residing in NASP rooms will be posted on doors. Identification information sheets will be provided by the NASP office during check-in. Residents will remove all tape residue as part of their check-out cleaning.

303. COMPANY WARDROOMS. Company wardrooms are the property of Academic-Year companies and must be treated with the utmost respect. NASP personnel are prohibited from using company wardrooms or their facilities with the exception of the wardrooms located on decks 6-0, 6-1, 8-0, and 8-1.

304. NON-NASP MIDSHIPMEN, VISITORS, GUESTS. Midshipmen not assigned to NASP are not authorized to bunk in NASP spaces, including unoccupied rooms. No guest or visitor is allowed to berth in any room without prior approval from the NASP OIC.

305. UNLISTED CATEGORIES. Throughout the summer, numerous other groups will be berthed in Bancroft Hall. Short-term transients may be berthed on cots throughout NASP spaces as requirements dictate. Non-USNA personnel cannot be berthed without prior approval from the NASP OIC.
306. HEALTH AND WELFARE INSPECTIONS. In accordance with reference (b), the Deputy Commandant of Midshipmen will randomly select areas within the NASP area of responsibility to be inspected.

307. BANCROFT HALL CLEANLINESS. Although facility ground and maintenance crews respond to emergent and routine maintenance in and around Bancroft Hall, it is the responsibility of the midshipmen to maintain the general cleanliness of the grounds outside Bancroft Hall per reference (f), enclosure (4). The NASP Duty Officer will make routine tours outside Bancroft Hall to ensure the cleanliness outside Bancroft Hall. When needs arises, the NASP Duty Officer will dispatch an appropriate working party to ensure the cleanliness of all responsible areas.
CHAPTER FOUR

UNIFORM STANDARDS

401. UNIFORM REQUIREMENTS

a. Every Summer Training program has distinct uniform requirements, nevertheless the Midshipmen Uniform Regulations shall apply at all times.

b. First Class Midshipmen will wear midshipman-in-rank collar devices unless assigned a different rank by their respective program officer and approved by the Commandant of Midshipmen. Academic year (fall) ranks shall not be worn. The only exception to this policy are the Summer School Company Stripers approved by the NASP OIC.

c. Specific uniform requirements by program are:

   (1) Summer School: Service Khaki with garrison cap.
   (2) YP/Weapons Detail: Navy Working Uniform (NWU).
   (3) PROTRAMID: Service Khaki with garrison cap.
   (4) NASS: In accordance with reference (e).
   (5) OSTS/VOST/Sailing Detail/PFP: Blue over Khaki. Program specific polo shirts are the only authorized modification to this uniform.
   (6) Bowman Scholars: Midshipmen will coordinate uniform requirements with their internship sponsor and the NASP XO.
   (7) Internship Programs: Midshipmen involved in summer internship programs who are required to wear civilian clothes on the job will be authorized civilian attire between Bancroft Hall and their internship. Personnel assigned to internships at USNA will wear Service Khaki.

d. Midshipmen shall wear the working uniform or the Uniform of the Day when conducting business in the NASP Duty Office, Main Office, Training, or Commandant of Midshipman spaces.

e. All midshipmen assigned to Summer School shall have their Service Dress White uniform available on the Yard for special functions.

402. KING HALL UNIFORM REQUIREMENTS. The uniform for weekday meals is Service Khaki, NWU, or Summer Whites. Midshipmen shall wear Summer Whites for all meals from Friday noon through Sunday evening except First Class or Second Class Midshipmen for carry-out food service.
between Friday night and Sunday afternoon. Only personnel assigned to OSTS/VOST/Sailing Detail are authorized to wear sailing attire to meals.

403. LIBERTY UNIFORMS

a. The uniform for town liberty during the working week is Summer Whites. Civilian attire is not authorized during weekday liberty for any class.

b. Midshipmen on overnight or weekend liberty are authorized the following:

(1) First Class - Summer Whites or appropriate civilian attire.

(2) Second Class - Summer Whites or appropriate civilian attire.

(3) Third Class - Summer Whites.

c. Blue over Khaki is not authorized for Yard, town, overnight, or weekend liberty and will only be worn for transit from Bancroft Hall to Santee Basin or PFP training and back.

d. Blue and Gold jogging suits are not authorized for wear off the Yard. This also applies to individual transiting on liberty to/from a sponsor’s house.

e. Civilian attire shall never be worn in those portions of Bancroft Hall being used by the Fourth Class Regiment and NASS/STEM. Entry into 1st, 2nd, 3rd, 4th, 5th, or 7th Wings is strictly prohibited, unless specifically approved by the NASP OIC/XO.
CHAPTER FIVE

LIBERTY AND LEAVE POLICY

501. GENERAL. Leave and liberty is a privilege. Approval is contingent on a midshipman's ability to meet standards of conduct as well as academic and military performance. Midshipmen who do not meet the standards will not be afforded leave/liberty.

502. LIBERTY ELIGIBILITY

a. Liberty is only authorized at the discretion of the Wing Officers after midshipmen complete military obligations. To ensure proper accountability is maintained by the NASP Office, Program OICs shall not grant liberty for their respective program unless authorized and coordinated through the NASP XO. Liberty will not commence until after the 1700 daily formation on weekdays.

b. Academically UNSAT midshipmen attending summer school will not have liberty during the first week of summer school. Their liberty status will be reviewed based on satisfactory academic performance after the first week.

c. Midshipmen deficient in PRT or swims, loss of leave, and restricted midshipmen are not authorized town, overnight, or weekend liberty. The cognizant chain of command may recommend candidates for overnight or weekend liberty when it makes sense based upon the training schedule pending approval by the appropriate Wing Officer.

d. Midshipmen attached to NASP who are participating in programs other than summer school are town, overnight, and weekend eligible if they meet the above listed criteria.

503. OVERNIGHT/WEEKEND LIBERTY

a. Overnight/Weekend lists will be maintained at the NASP Duty Office and be posted NLT 1200 daily. All liberty special requests shall include accurate recall information. It is the individual midshipman's responsibility to verify she/he is approved before departing on liberty. All personnel shall be present at Taps unless authorized an overnight or weekend.

b. Summer school midshipmen are not authorized weekday overnight liberty.

c. Midshipmen in all other summer programs who desire weekday overnight liberty require approval from their respective Wing Officer and shall be coordinated with the respective summer Program OIC.

d. Program OICs will forward overnight liberty requests to the NASP Duty Office NLT 0900 on the day prior to the requested overnight period.
e. Program OICs or Company Administrative Officers as appropriate shall forward weekend liberty requests to the NASP Duty Office NLT 1600 on Thursday of the weekend of the request.

f. Midshipmen deficient in PRT or swims who are not on a current medical waiver are not authorized for overnight liberty.

g. On a case-by-case basis, special requests for extended leave or liberty may require Academic Instructor, Academic Dean, and NASP OIC approval.

504. LIBERTY AND LEAVE EXCEPTIONS TO MIDRECS

a. Summer normal working hours defined:

   (1) Monday through Thursday, 0700 - 1700.

   (2) Friday, 0700 - 1600.

b. Last Military Obligation (LMO) defined: Last class or military evolution (as determined by the Wing Officer, Program OIC, NASP Duty Officer, or other competent authority).

c. Weekend Eligibility: In addition to requirements listed in reference (a), midshipmen are required to maintain a 2.0 summer GPA. A weekly grade report during summer school below 2.0 results in weekend ineligibility for the remainder of the summer school course.

d. Yard Liberty: Yard liberty does not include the Officer and Faculty Club. Town liberty must be authorized to patronize this facility. Yard liberty may include the First Class Club for First Class Midshipmen, if open.

505. LIBERTY TIMES

a. Midshipmen not in the duty section will be granted liberty as defined below. All NASP midshipmen will be in four section duty (all classes). Adjustments to the liberty and overnight policies will be made during three-day weekends, the specifics of which will be promulgated by the NASP OIC prior to the holiday.

b. Weekend liberty eligible midshipmen:

   (1) Town Liberty:

      (a) Monday - Thursday (Friday if Saturday classes): LMO Until 2200.

      (b) Saturday - 0800 until 2359.

      (c) Sunday - 0800 until 1800.
(2) Weekends: Friday LMO until Sunday 1800 (Summer school midshipmen with Saturday classes: Saturday LMO until Sunday 1800)

c. Weekend liberty ineligible

(1) Town Liberty:

(a) Monday - Friday - none.

(b) Saturday - 0800 until 2359.

(c) Sunday - 0800 until 1800.

(2) Weekends: None.

506. DEPARTING THE YARD DURING PHYSICAL TRAINING. Although there is no defined athletic reserve period during the summer, midshipmen wishing to conduct workouts off the Yard shall adhere to section 1.6 of reference (a).

507. NORMAL LEAVE. Midshipmen completing their Summer School programs may depart on leave only after they complete: (1) their last class or military obligation, (2) a satisfactory room inspection, and (3) check-out approved by the NASP Duty Officer. Midshipmen will update their leave address and recall information in MIDS before departing on leave.

508. EMERGENCY/SPECIAL LEAVE. Emergency/special leave requests shall be submitted to the NASP OIC (or the Bancroft Hall OOW after working hours) for approval. Academic Year criteria remain in effect. Each day of Summer School equals approximately four normal class days, therefore greater scrutiny will be applied to requests resulting in missed class. Midshipmen should make every effort to minimize time away from classes when requesting emergency leave.
CHAPTER SIX
CONDUCT SYSTEM

601. GENERAL

a. NASP is the default authority for misconduct investigation and adjudication. All midshipmen serving restriction report to the NASP OIC and are accounted for in the NASP 0800 report.

b. The Plebe Summer OIC may elect to investigate and adjudicate misconduct by Plebe Summer Staff.

602. PENDING ADJUDICATION AFTER GRADUATION. Midshipmen with pending Conduct cases following Graduation shall remain at USNA until their case is adjudicated, unless granted permission by the Commandant/Deputy Commandant. Midshipmen with unserved restriction at Graduation shall remain at USNA until their restriction is completed or until their Summer Training begins. All restriction days will be served prior to taking leave unless specifically waived by the NASP OIC and the Deputy Commandant. Any midshipmen referred to the ADEO for SARP screening (command or incident referral) will remain at USNA until SARP screening and/or required treatment is complete unless waived by the Commandant/Deputy Commandant.

603. SUMMER CONDUCT OFFENSES

a. The Summer Training status will be immediately reviewed for any midshipman who commits a Conduct offense while on Summer Training. The authority to terminate an accused midshipman’s Summer Training resides solely with the Commandant/Deputy Commandant. If an accused midshipmen’s Summer Training is terminated, the individual shall immediately report to USNA and check-in at the NASP Office until investigation and adjudication is completed.

b. NASP Staff will have the same adjudicating authority and responsibilities as their Academic Year counterparts. The NASP OIC has the adjudicating authority of an Academic Year Battalion Officer. The NASP Wing Officers have the adjudicating authority of an Academic Year Company Officer.

c. The NASP XO will administer the Conduct System in coordination with the Commandant’s Staff Conduct Officer.

604. MISCONDUCT INVESTIGATIONS AND ADJUDICATIONS

a. All misconduct violations will be processed in accordance with reference (d).

b. Major misconduct violations will generally be adjudicated every Wednesday and Friday at 1600. These established times are
intended to provide academic year chain of command predictability in adjudication hearings so they can attend. The midshipman’s academic year Chain of Command will be notified no less than 24-hrs in advance of any adjudication.

605. DEMERITS. Any demerits accumulated during the summer will be reflected on the midshipman’s Fall semester demerit totals. Conduct grades awarded for summer misconduct will be the midshipman’s conduct baseline for the Fall semester (i.e., D earned in the summer results in a D for weekend/special request consideration for Fall semester). A copy of the Administrative Conduct System Manual can be found on the USNA intranet.

606. RESTRICTION

a. Restriction will be in accordance with the policies outlined in the Administrative Conduct System Manual. The NASP XO will administer restriction forms and restriction orders per the Administrative Conduct System Manual. Restriction musters will be conducted with the Bancroft Hall OOW to maintain consistency with the Academic Year operations. Musters will be at the times set forth in reference (c), chapter 2.

b. Midshipmen with remaining restriction shall return directly to USNA after training cruises, movement orders, or other authorized absences are completed in order to resume their restriction. Midshipmen will check in with Main Office and the NASP Duty Officer to resume their restricted status. No restriction will be served during training, only during Summer School or an open block that does not involve training.
CHAPTER SEVEN

NASP WATCH ORGANIZATION

701. GENERAL

a. At the end of the Academic Year, the Bancroft Hall watch organization will be modified to support the needs of the Naval Academy, while allowing for the limited number of midshipmen available to stand watch. Specific requirements are outlined in reference (c) except as modified below.

b. Watch turnover will occur at 1600 on 27 May 2016. After turnover, NASP, Plebe Summer, and the Bancroft Hall Senior Watch Officer are responsible for the Bancroft Hall Watch Organization until Brigade Reform.

c. Academic Year watch standers will re-assume watch responsibilities during August 2016 Reform in accordance with the Brigade Adjutant’s transition plan.

702. NASP DUTY AND WATCHSTANDING RESPONSIBILITIES

a. Officer Duty Section Organization. The NASP Duty Section will be composed of a minimum of three TAD Ensigns/2nd Lts. One of these officers will stand NASP Duty Officer and the other two will support the NASP Office Watch.

b. NASP Duty Officer. NASP Ensigns/2nd Lts will serve as the Duty Officer, with a daily turnover at 0730 with the NASP XO or his designated representative. The NASP Duty Officer is responsible for the daily operations of NASP and is the NASP OIC’s direct representative in Bancroft Hall. The NASP duty officer will oversee the safety and security of all NASP spaces and will coordinate all NASP issues and accountability with the Bancroft Hall Officer of the Watch, as delineated in reference (c). The NASP Duty Officer will verify the consolidated NASP 0800 report and forward it to the Officer of the Watch by 0600 every morning. They will remain in Bancroft Hall after working hours and be provided a room designated as the Duty Officer bunk room.

c. NASP Office Watch. NASP Ensigns will stand NASP Office Watch on days they are not the NASP Duty Officer in the NASP Duty Office as directed by the NASP watchbill approved by the NASP XO. The purpose of the NASP Office Watch is to assist the NASP Duty Officer in the execution of his/her duties.

The NASP Office Watch reports directly to the NASP Duty Officer and is responsible for checking midshipmen into and out of NASP spaces and submitting a consolidated 0800 report to the NASP Duty Officer. The NASP Office Watch may be supplemented with additional watchstanders as
necessary to support checking midshipmen in and out of Bancroft Hall, especially during summer training block transition weekends.

d. **NASP Rover Watch.** NASP spaces will not have CMODS stationed. Instead, NASP spaces will be patrolled by a two midshipmen team roving watch from 1600-0600 in four hour shifts. These watches will be identified by white watch belts. Roving watches will patrol in pairs. They are responsible for verifying 6th and 8th wing access points are properly secured, preventing unauthorized access, verifying temporary boundaries between 6th/8th, maintaining the cleanliness and safety of their spaces, as well as controlling/reporting/deterring conduct issues. These watchstanders will be provided by all programs residing in Bancroft Hall as the respective training schedule permits. The NASP Office will coordinate the NASP Rover watchbill and will inform each supported program of personnel requirements. Wing Rovers are considered in duty status for the 24 hour period. Should safety concerns arise, this watch may be increased to one pair per wing at the discretion of the NASP XO.

e. **NASP Program/Company Duty Officers (CDO).** Each NASP program (i.e., summer school companies, cruise groups, etc.) will have a designated midshipmen in Charge/Company Commander. That Midshipman will coordinate and provide the NASP office with a CDO watchbill for their program. Assigned CDOs will remain in Bancroft Hall after working hours and will carry out Company CDO responsibilities per reference (c). CDOs are considered in duty status for the 24 hour period and must remain on Yard and in uniform during the entirety of their duty day.

f. **NASS/STEM Watchstanding.** NASS/STEM watchstanding will be conducted in accordance with ref (e).

g. **Duty Section Musters.** The oncoming NASP Duty Officer will attend Duty Section Muster in the Rotunda daily at 0630 with the Officer of the Watch and the Duty Officers from the other entities in Bancroft Hall (Plebe Summer or Admissions as appropriate). The oncoming NASP Office watches and Program/Company CDOs will muster with the offgoing NASP Duty Officer at the NASP Duty Office at 0645 every morning. The Program/Company CDOs will then conduct a duty section muster immediately following MQF with the members of their duty sections supporting the NASP Rover Watch. The midshipmen duty sections are responsible for taking out the trash, cleanliness of NASP Spaces to include the wardrooms, and the areas of responsibility of reference (f).

i. **Main Office.** NASP, NASS/STEM, and Plebe Summer will be responsible for MOOW, MCMO, MOM, Duty Driver, and Colors (AM/PM) duties during Blocks 1, 2, 3. Watchbills will be promulgated by each program during affected summer blocks to accommodate for daily commitments. The distribution of responsibilities is as follows:
<table>
<thead>
<tr>
<th>Time Period</th>
<th>Organization</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>27May - 30May</td>
<td>NASP Restrictees</td>
<td>AM/PM Colors and Main Office</td>
</tr>
<tr>
<td>31May - 24Jun</td>
<td>NASP</td>
<td>PM Colors and Main Office from 1600-0700 Mon-Thu</td>
</tr>
<tr>
<td></td>
<td>NASS/STEM</td>
<td>AM Colors and Main Office from 0700-1600 Mon-Thu</td>
</tr>
<tr>
<td>25Jun - 30Jun</td>
<td>NASP</td>
<td>AM/PM Colors and Main Office</td>
</tr>
<tr>
<td>01Jul - 07Jul</td>
<td>NASP</td>
<td>AM/PM Colors and Main Office except for MCMO from 0700-1600</td>
</tr>
<tr>
<td></td>
<td>Plebe Summer</td>
<td>MCMO from 0700-1600</td>
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<tr>
<td>08Jul - Reform</td>
<td>NASP</td>
<td>PM Colors and Main Office from 1600-0700</td>
</tr>
<tr>
<td></td>
<td>Plebe Summer</td>
<td>AM Colors and Main Office from 0700-1600</td>
</tr>
</tbody>
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   e. Enhanced security watches will be conducted on Friday and Saturday (and Sunday on three day weekends) nights in NASP spaces between 2300-0300 per reference (c). The enhanced security team is comprised of one Officer/Senior NCO and one Midshipman.

   f. A single three-person shore patrol team led by an Officer/Senior NCO with either First Class or Second Class Midshipmen will patrol downtown from 2230-0230 on Fridays and Saturdays (and Sunday on three day weekends).

   g. The Officers/Senior NCOs to support the Enhanced Security watch and shore patrol will be selected from all departments of the Commandant's Cost Center not on leave and in the local area.
CHAPTER EIGHT

GENERAL INFORMATION

801. SPECIAL REQUEST APPROVAL AUTHORITY

   a. Midshipmen special requests shall be submitted to NASP OIC or
      his designated representative via their Program OIC and Wing Officer.
      The NASP OIC has final approval authority for all midshipman special
      requests.

   b. Designated NASP personnel may approve request liberty chits
      that will not interfere with scheduled class times. Special request
      chits must be submitted at least two working days in advance, except
      in an emergency. The following chits will be forwarded to the NASP
      OIC:

         (1) All disapproved chits.

         (2) Any involving leave.

         (3) Any involving extended liberty for mandatory Summer School
             or academically deficient Summer School attendees.

         (4) Any involving missed class time for Summer School or
             military obligations for other NASP personnel.

   c. For Summer School personnel, special request chits will also
      be routed via their professors. In general, routine requests for
      personnel with course grades below a "B" will not be granted.

802. PROHIBITION OF INTERACTION WITH FOURTH CLASS REGIMENT.
Personnel attached to NASP will remain clear of those portions of
Bancroft Hall being used by the Fourth Class Regiment. Basement
entrances to service facilities shall be used. No contact, verbal or
otherwise, is authorized with members of the Fourth Class. NASP
personnel shall not observe Fourth Class meal formations, and they
shall avoid the area in King Hall used by the Fourth Class Regiment.
Non-detail midshipmen are prohibited from visiting Fourth Class
Regiment areas. Fourth Class Midshipmen will not enter the NASP area
unless escorted by a First Class assigned to Plebe Detail. The upper
class will be visible to the Fourth Class Regiment on the Yard;
midshipmen, as representatives of the Brigade, will display and
conduct themselves professionally at all times in order to set the
example for the incoming class.

803. PROHIBITION OF INTERACTION WITH SUMMER SEMINAR STUDENTS AND NAAA
SUMMER CAMPS. Midshipmen not associated with NASS Detail or with NAAA
Summer Camps will remain clear of those portions of Bancroft Hall
being used by these programs. No contact, verbal or otherwise, is
authorized with Summer Seminar students or NAAA Summer Campers.
804. RESIGNATIONS AND SEPARATIONS. Process all resignations through the NASP OIC. Midshipmen who submit resignation letters will still be governed by NASP regulations until they are signed out on separation leave.

805. TRANSIENT PERSONNEL. A transient, by definition, is a Midshipman assigned to NASP who is NOT residing in Bancroft Hall for longer than three days. A transient is defined as, but is not limited to, those midshipmen awaiting the next Summer Cruise block, on leave (NAAA camp counselor), restricted, loss of leave status, delayed graduate, separation pending, or internship, to include the seminar phase of an overseas internship. Midshipmen participating in Summer School or a summer training program that predominantly operates from the Naval Academy grounds will fall under the corresponding NASP Officer responsible for that program. While in a transient status, all midshipmen must conform to the routine of the day unless the NASP OIC specifically grants written permission to the contrary. All midshipmen with pending Honor or Conduct actions or who are in a "separation pending" status will be berthed by NASP. Transient personnel may be assigned to work details and watches.

806. VEHICLES. NASP will enforce the standard midshipmen parking and motor-vehicle regulations throughout the summer. TAD Ensigns/2nd Lts must utilize First Class parking.

807. PHYSICAL EDUCATION DEFICIENCIES. As part of the NASP check-in process, each midshipmen must check-in with their Program Liaison Officer to determine if PE Deficiencies exists. Deficient midshipmen must report to PE remedial training per paragraph 208. Additionally, midshipmen shall make arrangements through their remedial training program instructors to schedule PE remediation testing. Accountability for PE remedial attendance shall be held by the appropriate Summer Programs Company Officer and facilitated by the PE Liaison Officer.

808. DELAYED GRADUATES

   a. Each delayed graduate will provide the NASP OIC a detailed plan for the summer no later than 25 May 2016. These plans must be approved by the midshipman's Academic Year Company and Battalion Officers. The plan will include the following elements:

      (1) Reason graduation delayed.

      (2) Anticipated graduation date.

      (3) Requirements to graduate, including a copy of any applicable Letters of Instruction or Remediation.
(4) Detailed plans for meeting the requirements, including items such as scheduled meeting with remediators or instructors, academic schedule, community service plan for remediation, etc.

(5) Name and contact information for any officers assigned to assist remediation.

(6) Requested leave dates. Not more than three weeks of leave will be granted during the summer for any delayed graduate, regardless of planned graduation date. Delayed graduates who are under a remediation program will not normally be granted leave unless approved by the adjudicating authority (endorsement of the leave request by the Remediating Officer is required). In some cases, less may be afforded to ensure the individual meets graduation requirements in a timely manner. All delayed graduation leave requires either NASP XO or OIC approval.

b. Company and Battalion Officers will ensure these plans provide sufficient detail so that NASP staff can adequately monitor and guide these midshipmen.

809. MIDSHIPMEN MEDICALLY EXCUSED FROM PROFESSIONAL TRAINING

a. When a Midshipman must be excused from professional training because of a medical condition, Summer Training will endeavor to assign the midshipmen to alternate training or an internship that is compatible with the medical condition.

b. Midshipmen who must remain at the Naval Academy for physical therapy will be assigned to a division at the Naval Academy. Their assignment would preferably be to assist in a professional or character development program.

c. Medically excused midshipmen normally will be afforded one block of leave compatible with their medical condition. In some cases, where medical rehabilitation is extensive and prohibits participation in a normal work environment, extended convalescent leave may be authorized by the NASP OIC.