From: Commandant of Midshipmen

Subj: 2015/2016 MIDSHIPMEN HOLIDAY LEAVE/LIBERTY POLICY

Ref: (a) COMDTMIDNINST 5400.6S
(b) COMDTMIDNINST 1610.2G
(c) COMDTMIDNINST 4653.1P
(d) COMDTMIDNINST 1601.10L
(e) COMDTMIDNINST 1050.2

Encl: (1) Authorization to Reside in Bancroft Hall Card
(2) Liberty for Eligible Midshipmen 14-22 December 2015

1. Purpose

   a. To issue guidance for the holiday leave period for the Brigade of Midshipmen per references (a) through (e). Midshipmen are reminded this notice supplements the provisions of reference (a) and midshipmen will comply with the provisions set forth in MIDREGS regardless of leave status. Additionally, midshipmen are reminded they remain midshipmen while on leave and should conduct themselves as such throughout the leave period.

   b. Consult reference (a) for any instance or circumstance not specifically covered by this notice. For consideration of an individual’s status or any circumstance, which either deviates from or is not included in this instruction, a special request chit should be routed via the chain of command to the appropriate approving authority.

2. Liberty

   a. Town liberty guidance for period of 14-22 December 2015 is outlined in enclosure (2). All liberty attire will be in accordance with class rates for weekend liberty.

   b. Academically SAT midshipmen with more than 48 hours between exams are authorized town liberty in accordance with enclosure (2). For these midshipmen, liberty will commence after noon meal formation or after their last military obligation, whichever is later. For those midshipmen, on those days a midshipman does NOT have an exam the next day, liberty will expire each evening at 2359; if a midshipman has an exam the next day, liberty expires at 1800.

3. Normal Leave. The normal leave period for midshipmen may commence after all academic and military obligations have been met but no earlier than 14 December 2015. No leave between exams is authorized. The holiday leave period will expire at reform formation 2000, 8 January 2016, in Company Area. Uniform for the reform formation is Service Dress Blue.
4. Midshipmen Leave Authorization Papers

   a. All midshipmen on leave are required to carry a valid military identification card and approved NAVCOMPT 3065 Leave Authorization (OCONUS only) at all times.

   b. All requests for OCONUS leave will be submitted on the NAVCOMPT Form 3065 (Leave Request/Authorization). This form is available at http://www.usna.edu/Commandant/Directives/Docs/Leave_Request.doc

   c. Midshipmen must additionally register for e-leave in MIDS and submit ORMs to Company Officer via MIDN Chain of Command. This allows MIDPERS to properly account for COMRATS. Midshipmen requesting leave in a foreign country must have their leave request reviewed and initialed by the Midshipmen Personnel Officer to ensure all country specific requirements are met prior to executing foreign travel.

5. Midshipmen Uniforms and Grooming Standards

   a. Per reference (a), only 1/C and 2/C Midshipmen are authorized to depart on and return from leave in civilian attire. All others must depart and return in the Uniform of the Day.

   b. All midshipmen may wear civilian clothes while on authorized leave away from the Naval Academy. If a midshipman is conducting business on the Yard (i.e., meetings with faculty or staff, etc.), he/she must be in the Uniform of the Day. If a midshipman is attending Naval Academy events on the Yard (i.e., sporting events, concerts, etc.) during the leave period, he/she must be in the Uniform of the Day in accordance with class privileges for normal weekend town liberty (that is, 1/C and 2/C may wear civilian clothes). 3/C and 4/C Midshipmen shall not wear civilian clothes on the Naval Academy 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.

   c. Midshipmen are required to check out and in from leave clean-shaven, properly groomed, and in the appropriate military or civilian attire.

6. Status of Midshipmen Residing in the Hall. Midshipmen are not authorized to remain in Bancroft Hall without Company Officer approval except for one of the following reasons:

   a. Restriction. For restricted midshipmen who are authorized leave by their awarding authority, the holiday leave periods will be selected from the following: [0700, 23 December 2015 to 1800, 30 December 2015] or [0700, 31 December 2015 to 1800, 8 January 2016]. End of liberty restriction muster will take place in Service Dress Blues at 1800 on 30 December and 8 January. No additional leave will be granted for midshipmen attending movement orders during these periods (e.g., bowl games, swim practice, glee club, etc.).

      (1) Muster Schedule. Restriction musters will take place per reference (b). The following is the restriction muster schedule for the leave period:

      0700 (muster and watch turnover)
      1300*
      1630*
      1900 (tours)
      2230
These musters will not be held on 25 December 2015 and 1 January 2016 to accommodate the special liberty periods.

(2) Ending Restriction. If a midshipman’s assigned restriction ends during the leave period, his/her restriction is considered complete at 1300 on the last assigned day.

(3) Sporting Events. Restrictees will attend all major sporting events in the Yard at the Officer of the Watch’s (OOW) discretion and may be required to maintain their presence at the sporting events not to exceed the maximum of two hours each day as set forth in reference (b). Credit will be given for any tour or muster missed while attending the sporting events.

(4) Tours. Midshipmen with outstanding tours will march them at every available marching period until they are completed, unless specifically deferred by the awarding authority.

(5) Restricted personnel will be permitted to leave the Yard to attend dinner with their family or sponsor on 25 December 2015 and 1 January 2016. Restrictees may leave after the 0700 muster and shall return prior to the 2230 muster. The senior restrictee will coordinate times to ensure all watches are manned. Prior to departing Bancroft Hall, restrictees shall provide detailed contact information to the OOW.

b. Voluntary Residents. Midshipmen not in a restricted, tour, and/or duty status are allowed to remain in Bancroft Hall with Company Officer approval. For safety and accountability purposes, they will be required to do the following:

(1) Sign up to stay in Bancroft Hall utilizing the MIDS Leave Address Program.

(2) Fill out two copies of the Authorization to Reside in Bancroft Hall Card (enclosure (1)), turning one into the Battalion Adjutant Officer via their Company Officer and posting the other on the outside of the door once they are in a leave status.

(3) Sign in and out, in person, in the accountability log maintained in Main Office when leaving/returning to Bancroft Hall. Midshipmen voluntarily residing in Bancroft Hall must sign in the Main Office accountability log no later than 0100 each night and remain in Bancroft Hall until the daily accountability muster held daily at 0700 in the Rotunda. Midshipmen voluntarily residing in Bancroft Hall desiring to leave earlier in the day than 0700, or desiring special liberty or leave, must submit a request chit to the OOW.

c. Hospitalized Midshipmen. When midshipmen hospitalized prior to leave in the local area are discharged, they will report to a medical authority (Primary Care Manager, Brigade Medical Officer, Medical Officer of the Day) at the USNA Medical Clinic. When cleared to go on leave by the appropriate medical authority, they will update their leave address and medical status with the Bancroft Hall OOW before checking out on leave. If a midshipman desires to remain in Bancroft Hall, he/she must inform Main Office and follow the guidelines set forth in paragraph 6b.

7. Taps for Midshipmen Residing in Bancroft Hall. All midshipmen not on restriction and residing in Bancroft Hall during leave will sign, in person, in the Main Office accountability log by 0100 each night. After signing in, the midshipman must remain in his/her respective company area. At 0100, the
midshipman in Charge of Main Office will review the accountability log and any midshipmen not signed in and not on approved liberty/leave will be considered UA.

8. Accountability Matrix

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>MUSTER</th>
<th>TAPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restriction</td>
<td>0700, 1300, 1630, 1900, 2230</td>
<td>2230 Muster in Rotunda</td>
</tr>
<tr>
<td>Watch</td>
<td>0700 in Rotunda</td>
<td>0100 Sign-in Main Off.</td>
</tr>
<tr>
<td>Voluntary/Varsity</td>
<td>0700 in Rotunda</td>
<td>0100 Sign-in Main Off.</td>
</tr>
</tbody>
</table>

9. Automobiles and Parking on the Yard. During the leave period, only 1/C Midshipmen may drive on the Yard. 1/C Midshipmen may leave their cars parked on the Yard over the leave period only in authorized 1/C Midshipmen parking spaces. Midshipmen are encouraged to park on Hospital Point to ensure any potential snowplow operations or storm surge on the seawall does not damage their cars.

10. Varsity Athletes. During the leave period, varsity athletes that remain in the local area to compete in Intercollegiate Athletics will comply with the following policies:

   a. If residing off the Yard, regardless of class, midshipmen shall wear the Uniform of the Day or approved team warm-ups when departing from and returning to the Yard for their respective scheduled team events or organized team practices.

   b. If a varsity athlete is residing off the Yard, he/she may be granted the privilege of driving on the Yard for the express purpose of attending his/her respective scheduled team events or organized team practices. Each team Officer Representative shall submit a list of midshipmen requiring temporary vehicle passes to the Operations Officer for approval.

   c. Varsity athletes may remain in Bancroft Hall as voluntary residents per paragraph 6b. It is the responsibility of the varsity sport team captain to inform Main Office of any team member’s absence from the scheduled musters or sign-out due to practice, scheduled games, or other team functions.

11. Bancroft Hall Watch Policy

   a. The duty section rotation schedule will cease at 1800 on Friday, 18 December 2015 (half of the Brigade will have completed exams by that date). Company and Battalion Adjutants will complete their respective watchbills using midshipmen who have not yet departed on leave. Duty companies will remain responsible for Main Office watch as assigned. MIDSHIPMEN ARE NOT AUTHORIZED TO MISS EXAMS DUE TO WATCH.

   b. From 1800 on Tuesday, 14 December 2015, until 2000 on Friday, 8 January 2016, the watch organization will be modified for the holiday leave period. CMODs, CDOS, and RMOOWs will pipedown at 1800 on 14 December 2015. BOOWs will pipedown following turnover at 0800 on 18 December 2015. Restricted midshipmen and those approved to reside in Bancroft Hall will man the watches listed below.

      (1) The holiday watch organization will consist of the MOOW, MOM, two Regimental Security Rovers (RSR), and two duty drivers.
(a) The MOM will post in Main Office. RSRs are to continuously patrol Bancroft Hall in pairs. RSRs will report Hall conditions, in person, to Main Office at the top of each hour.

(b) The MOM and RSR watchbill will be divided into six periods: 0800-1200, 1200-1600, 1600-2000, 2000-2400, 0000-0400, and 0400-0800. All watches will conduct turnover in Main Office.

c. The normal academic year MOOW, CMOOW, RMOOWs, CDOs, and BOOWs assigned for Friday, 8 January 2016, will report to the Rotunda at 1930 on 8 January 2016, obtain turnover, and assume the watch no later than 2000.

12. Duties and Responsibilities

a. Brigade Adjutant

   (1) Ensure the OOW is provided the names and contact information for all midshipmen residing in Bancroft Hall.

   (2) Designate and train the senior restrictees (one for each restrictee leave period).

   (3) Prepare the watchbills for the leave period, to include colors detail.

b. Battalion Officers. Ensure all staff personnel are aware of and comply with established leave and liberty policies as set forth in this notice.

c. Company Officer/Senior Enlisted Leaders

   (1) Ensure all midshipmen are aware of and comply with the leave/liberty policies as set forth in this notice. Particular attention should be given to ensuring all midshipmen enter leave addresses utilizing the Leave Address module in MIDS no later than 0700, 11 December 2015.

   (2) Ensure all individuals residing in the Hall are provided with two required Authorization to Reside in Bancroft Hall Cards (enclosure (1)). Ensure one card is posted in each room on the outside of the respective door. Collect the second copy and forward to the Brigade Adjutant via the Company and Battalion Adjutant NLT COB 11 December 2015.

   (3) Ensure each room not housing a midshipman is locked on the day of departure and is in Class Bravo condition.

   (4) Ensure all midshipmen sign in/out of leave with date/time of departure/return per reference (a).

   (5) Establish a policy/procedure for the unlocking of rooms for the return of the Brigade.

   (6) Check out/in sheets should remain on deck during the leave period for individuals checking in early.

   (7) Notify midshipmen of pending academic board hearings to ensure they are aware and complete necessary requests for character representation before departing on leave.
(8) Ensure midshipmen are properly checked out/in from Holiday leave in order to receive their COMRATS. All Company Officers and all SELs have the authority and capability to sign out and sign in midshipmen from leave. If errors are received when attempting to sign in from leave, contact syshelp@usna.edu or call (410) 293-3500 and describe your error. The objective is to process Holiday leave in a timely manner. All leave is to be validated within ten days of the completion of all Holiday leave period.

d. Company CDOs

(1) Ensure the wardroom and all rooms are in Class Bravo condition and properly secured. Only those midshipmen who have posted authorization cards will be authorized to remain on deck during Holiday leave.

(2) Ensure all hands properly sign out/in at the CMOD desk prior to departing/returning on leave.

(3) Ensure procedures for pipedown and resetting the watch are conducted per reference (d).

(4) Company Level Watchstanders (CDOs and CMODs) will not pipedown until authorized by their Company Officers or Senior Enlisted Leaders per reference (d).

e. Midshipmen

(1) All midshipmen departing on overseas leave are required to complete all necessary International Travel/Checklist and Foreign Clearance requirements and had them completed by 31 October 2015.

(2) All midshipmen must enter their leave addresses in MIDS no later than 0700, 11 December 2015. Multiple dates and addresses may be entered to accommodate different leave addresses as necessary.

(3) All midshipmen remaining in Bancroft Hall (i.e., for restriction, voluntary reasons, sports, and watchstanding) must identify arrival/departure times/dates and reason for residing in the Hall utilizing the Leave Address module in MIDS by 0700, 11 December 2015. Rooms should be locked when unoccupied.

(4) Prior to departure, ensure rooms are in Class Bravo condition. Unplug all electrical equipment, secure all windows, empty trash, remove all perishable goods, secure all valuables, and leave blinds open and at half mast. Lock all empty room doors.

(5) Prior to departure and upon return, sign the leave check out/in log located at the CMOD desk.

(6) Returning from Leave

(a) Adequate allowance must be made for unforeseen circumstances. It is recommended that travel plans provide for arrival in the Baltimore/Washington area 12 hours prior to leave expiration if travel originated outside the continental U.S. or four hours prior to leave expiration if travel originated inside the continental U.S. Failure to observe these recommendations will be evaluated in determining disciplinary action if returning late, even for reasons beyond the midshipman’s control.
(b) Midshipmen returning to Bancroft Hall prior to 8 January 2016, must sign into the Main Office Accountability Log, fill in enclosure (1), and their respective company sign in accountability sheet for the purpose of accountability in case of fire or other emergency.

(c) Midshipmen must utilize the e-leave module in MIDS to correctly sign in and sign out with their Company Officer and or the CDO to be entitled to receive COMRATS for their time away during holiday break.

f. Varsity Sport Officer Representatives

(1) Submit a list of midshipmen who are residing off the Yard but desire to drive on the Yard for the express reason of attending an approved team practice or event to the Operations Officer no later than 0700, 11 December 2015.

(2) Ensure each midshipman approved by the Operations Officer to drive on the Yard has the appropriate temporary pass obtained from the USNA Pass and Tag Office.

g. Varsity Sport Team Captains. Ensure Main Office is informed of any team member who is residing in Bancroft Hall voluntarily and may be absent from the scheduled musters or sign-out due to his/her respective team practice, scheduled games, or other team functions.

h. Water Outages. On 23 December 2015, 2nd Wing and 7th Wing are scheduled for water outages from 0800-1100 and 0500-0800, respectively. Third and Fourth Battalion LCPOs will designate male and female shower rooms in case water is not restored on time.

i. Navy will play against an ACC opponent in the Military Bowl on 28 December 2015 at 1430 at the Navy-Marine Corps Memorial Stadium in Annapolis, Maryland. The Bowl Game participation policy will be promulgated as a revision to this notice.

R. A. RIVERA
By direction

Distribution:
Non-Mids ( Electronically)
Brigade ( Electronically)
AUTHORIZATION TO RESIDE IN BANCROFT HALL

NAME: _________________________  ALPHA: _____  CO: _____

LAST  F.I.  M.I.

ROOM: __________

PERIOD AUTHORIZED TO RESIDE IN BANCROFT HALL:

ARRIVAL TIME: _________  DEPARTURE TIME: _________

ARRIVAL DATE: _________  DEPARTURE DATE: _________

REASON:  _____ RESTRICTION  _____ ATHLETE (SPORT)

         _____ VOLUNTARY  _____ WATCH

         _____ OTHER

COMPANY OFFICER/SENIOR ENLISTED

SIGNATURE _______________________________________

(ENSURE ONE COPY IS PLACED ON THE INSIDE OF YOUR DOOR AND THE OTHER IS ROUTED TO THE BATTALION ADJUTANT VIA THE COMPANY OFFICER)
LIBERTY FOR ELIGIBLE MIDSHIPMEN 14-22 DECEMBER 2015

Eligibility Requirements: Midshipmen must have 48 hours between exams and be academically SAT to take liberty between 14-22 Dec. Liberty expires at 1800 the day before an exam. Inter-exam leave is not authorized.

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<thead>
<tr>
<th>1/C</th>
<th>2/C</th>
<th>3/C</th>
<th>4/C</th>
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<tbody>
<tr>
<td>Monday, 14 Dec 2015 to Tuesday, 22 Dec 2015</td>
<td>LMO to 2359 (LMO to 1800 the day before an exam)</td>
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<td>LMO to 2359 (LMO to 1800 the day before an exam)</td>
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