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

Subj: U.S. NAVAL ACADEMY - NAVAL RESERVE OFFICER TRAINING CORPS EXCHANGE PROGRAM

Ref: (a) Assistant Secretary of the Navy Memorandum or the Chief of Naval Operations signed 23 Sep 2022
(b) Memorandum of Agreement between U.S. Naval Academy and Naval Service Training Command dated 18 May 23

1. Purpose. To govern the incoming and outgoing U.S. Naval Academy (USNA) - Naval Reserve Officer Training Corps (NROTC) exchange program process. This instruction provides guidance for both selecting USNA midshipmen to participate in this program and receiving NROTC midshipmen to participate in this exchange.

2. Background. On 1 July 2020, the Navy stood up Task Force One Navy (TF1N), to identify and make recommendations to dismantle barriers to equality while creating sustainable opportunities, ultimately achieving our desired end-state of warfighting excellence. In the TF1N Final Report it was noted that: “As the primary undergraduate educational institution training future leaders in the U.S. Navy and U.S. Marine Corps, USNA is uniquely positioned to build bridges, foster relationships and expose midshipmen to a diverse cohort of talent and future shipmates from NROTC.

3. Objective. Establish a framework to manage an exchange program between USNA and NROTC Units at selected Historically Black Colleges/Universities (HBCU) and Minority Serving Institutions (MSI). The Service Academies have conducted exchanges of midshipmen and cadets for several decades, to include foreign students, and this framework will be replicated with NROTC Units to build a more cohesive team, remove barriers and increase understanding in leading a diverse force.

4. Responsibilities

   a. USNA - NROTC Exchange Director. The USNA - NROTC Exchange Director is a Battalion Officer responsible to the Commandant of Midshipmen for execution of the USNA - NROTC and Exchange Program. The Exchange Director shall:
(1) Initiate communications with Commanding Officers of NROTC Units selected to participate in this exchange.

(2) Determine the number of available positions those Units have for midshipmen to participate in the program nine months prior to the exchange.

b. USNA – NROTC Exchange Coordinators. The Director assigns a Company Officer to serve as Military Coordinator, and the Associate Provost for Academic Affairs assigns an Academic Coordinator. Together, they will:

(1) Prepare an annual Commandant’s notice designating a timeline for completion of all responsibilities.

(2) Schedule and hold a USNA - NROTC exchange informational brief in coordination with the Dean of Student Academic Development to solicit program applicants.

(3) Create, open, and monitor an application for the USNA - NROTC exchange in the Midshipmen Information System (MIDS) to include a recommendations module for Company Officers, Battalion Officers, and Senior Academic Advisers.

(4) Recommend qualified candidates out of the applicant pool for interviews. Coordinate and preside over a selection board. Present for approval the primary and alternate selection lists to the Commandant of Midshipmen via the USNA - NROTC Exchange Director and Deputy Commandant.

(5) Liaise with counterparts at sister academies for implementation of the USNA - NROTC Exchange Program.

(6) Act as primary points of contact for USNA midshipmen away and NROTC at USNA during this Exchange.

c. Military Coordinator.

(1) Provide a brief prior to departure for outgoing midshipmen and at arrival for incoming NROTC midshipmen to include: Brigade Senior Enlisted Leadership, Brigade Medical Unit, Midshipmen Laundry personnel, Common Access Card (CAC) personnel, Personal Property representatives, Information Technology personnel, and others, as needed.

(2) Facilitate the logistics of all outgoing midshipmen.

(3) Facilitate logistics of intake for all incoming midshipmen.

(4) Schedule the Commandant's call and other introductions for incoming midshipmen and the Commandant's debrief for returning midshipmen.
(5) Liaise with military counterparts at selected NROTC Units for execution of the USNA - NROTC Exchange.

(6) Ensure an initial NROTC orientation occurs prior to Reform of the Brigade.

(7) Provide assistance to all USNA and NROTC midshipmen in the program throughout the exchange semester.

d. Academic Coordinator.

(1) Liaise with academic counterparts to confirm the number of students for each University for the program that year.

(2) Provide course lists, schedules, and track registration of all midshipmen participating in the exchange.

(3) Provide course lists, schedules and pre-register all inbound students based upon proposed course equivalencies.

(4) Hold an academic brief prior to the departure of midshipmen and prior to the start of the fall semester for the incoming midshipmen.

(5) Instruct midshipmen to follow the academic rules expected of midshipmen while away from USNA and inform midshipmen of USNA academic expectations and standards while at USNA.

(6) Evaluate initial academic plan and any changes to the approved plan for the midshipmen's participation in the exchange.

(7) Maintain contact with all midshipmen for the duration of the exchange.

(8) Confirm validations of midshipmen upon return and forward these approvals to the Registrar.

(9) Assign and collect the final After-Action Reports for the Commandant through the USNA - NROTC Exchange Director two weeks after the midshipmen return to USNA.

(10) Archive all instructions and notices associated with the USNA - NROTC Exchange Program in the Student Academic Development Office.

e. Company Officers (With NROTC Exchange Midshipmen Assigned).

(1) Ensure each NROTC midshipmen is assigned a USNA midshipman sponsor and establish regular communications to help facilitate integration to USNA. Sponsor midshipmen shall be in contact with incoming midshipmen no less than twice per month once assigned.
(2) Accord visiting midshipmen the rights and privileges of 2/C Midshipmen as appropriate.

(3) Ensure midshipmen are briefed on regulations, military performance, conduct, and company policies.

(4) Provide appropriate evaluation and counseling of NROTC midshipmen as 2/C Midshipmen.

(5) Evaluate NROTC midshipmen aptitude for commission in accordance with normal procedures for 2/C Midshipmen as appropriate, which will ultimately be provided to their NROTC Unit Commanding Officer.

(6) Fully integrate Exchange NROTC midshipmen into company intramurals-varsity sports, extracurricular activities, and company leadership responsibilities.

f. Midshipmen Financial Adviser/Non-Appropriated Funds (NAF) Budget Officer.

(1) Pay NROTC midshipmen as agreed with Naval Service Training Command (NSTC).

(2) Bill NROTC midshipmen for services provided by USNA.

(3) Omit charges to USNA midshipmen for Brigade services while away at participating Universities/NROTC Units.

g. First Lieutenant, Bancroft Hall.

(1) Provide shipping containers for the personal effects of exchange midshipmen.

(2) Provide bedding for visiting midshipmen.

(3) Provide door plates for visiting midshipmen.

h. Summer Training Officer, Professional Development. Provide and arrange a summer training schedule for midshipmen that is separate from the regular academic schedule of the host University.

i. Commandant's Finance Office Travel Coordinator.

(1) Arrange for orders for USNA exchange midshipmen prior to their departure for summer training and leave in May/December.

(2) Provide orders/arrange transportation as appropriate for away midshipmen to the Army/Navy game.

Midshipmen and Physical Readiness Test scores for exchange midshipmen. Note that visiting midshipmen are normally afforded the opportunity to take 1/C elective PE classes.

k. Registrar.

(1) Register incoming NROTC exchange midshipmen.

(2) Furnish NROTC midshipmen transcripts to appropriate universities upon completion of their semester exchange.

(3) Upon receipt of exchange rosters, send a request to Midshipmen Personnel to create Alphas.

(4) Request USNA midshipmen transcripts from appropriate universities upon completion of their exchange semester.

(5) Record validations as approved through the Student Academic Development Office.

(6) With the Student Academic Development Office, monitor the academic requirements for graduation for midshipmen on USNA - NROTC Exchange.

l. Supply Department, Personal Property Division. Provide for and arrange the shipment of personal property of exchange midshipmen as directed by their orders.

m. Senior Medical Officer, Bancroft Hall.

(1) Release medical/dental records to USNA exchange midshipmen for transport to the closest Military Treatment Facility.

(2) Maintain the medical/dental records of exchange midshipmen while attending USNA and return the records to the participating midshipmen prior to their departure.

n. Director of Information Technology (IT) Service.

(1) Provide e-mail, MIDS, and other pertinent accounts and IT privileges as appropriate to all visiting exchange midshipmen.

(2) Provide exchange students with a USNA-network compatible computer while at USNA.

o. Operations Office. Coordinate moving companies' access to USNA to pick up and return midshipmen property.

p. Commandant Facilities Director. Coordinate with the USNA - NROTC Exchange Coordinator regarding scheduling for all incoming midshipmen to receive Bancroft access via their CAC.
5. **Additional Provisions.** Currently, only 2/C Midshipmen may participate in the semester exchange program in the fall semester. However, the terms of reference may be modified upon agreement between USNA and NSTC, including, but not limited to, the number and class year of participants.

6. **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.

7. **Review and Effective Date.** Per OPNAVINST 5215.17A, the NROTC Exchange Director will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

   

   [Signature]

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