COMMANDANT OF MIDSHIPMEN INSTRUCTION 1600.4H

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

Subj: MIDSHIPMEN TRAINING PROGRAM

Ref: (a) USNA Strategic Plan 2030
     (b) Officer Professional Core Competencies Manual, April 2019
     (c) USNAINST 1530.1F
     (d) COMDTMIDNINST 5400.6X CH-1
     (e) USNAINST 1531.51B
     (f) COMDTMIDNINST 1600.2J
     (g) COMDTMIDNINST 1610.2L
     (h) COMDTMIDNINST 4653.1R
     (i) Squad Leader Handbook
     (j) COMDTMIDNINST 1601.12E
     (k) COMDTMIDNINST 3120.1U
     (l) COMDTMIDNINST 1531.3
     (m) COMDTMIDNINST 1520.4D
     (n) COMDTMIDNINST 5354.1C CH-1
     (o) COMDTMIDNINST 1500.5
     (p) COMDTMIDNINST 5350.1D
     (q) USNAINST 1610.3M
     (r) COMDTMIDNINST 1602.1
     (s) NETCINST 1700.2
     (t) COMDTMIDNNOTE 1531
     (u) OPNAVINST 3500.39D

Encl: (1) Midshipmen Training Program POA&M and Training Guidance
      (2) USNA Weekly Training Rhythm
      (3) Battalion Monthly Training Plan Outline
      (4) Company Weekly Training Plan Outline
      (5) ORM Guide

1. Purpose. The Midshipmen Training Program (MTP) exists to codify a professional training program across the United States Naval Academy (USNA) enterprise in support of the USNA Mission and guidance from reference (a). This instruction promulgates policy for the execution of professional and programmatic training in conjunction with Academic and Physical Education
programs in order to achieve the Professional Core Competencies (PCC) promulgated in reference (b).

2. Cancellation. COMDTMIDNINST 1600.4G

3. Background.
   
a. Reference (b) delineates the knowledge, skills, and abilities that basically trained Naval Officers must possess upon commissioning. These PCCs address Academic Standards, Leadership and Management, Programs and Policies, Military Customs, Traditions and Regulations, Naval History, Technical Foundations, Naval Warfare, Maritime Proficiency, and Fitness and Wellness Programs.

b. The Commandant of Midshipmen is the Program Director for the Midshipman Training Plan. The Commandant retains final decision and validation authority for all MTP events, activities and requirements, and its implementation, subject to the advice of the Academic Board and the approval of the Superintendent.

c. The Deputy Commandant of Professional Development (PRODEV) is responsible to the Commandant of Midshipmen to ensure Academic Year professional training and the Midshipmen Summer Training Program form a cohesive four-year training continuum and accomplish training to achieve the PCC’s in the appropriate depth, scope, and time. The Midshipmen Training Program (MTP) is designed to achieve this training continuum by providing the Commandant the means to objectively measure midshipmen readiness for commissioning and effectiveness of the MTP itself.

d. All personnel assigned to USNA, including Commissioned Officers, Enlisted personnel, faculty, staff, coaches, and civilians who interact with Midshipmen have a stake in our Midshipmen’s transformation into commissioned officers. The MTP is a critical component of our mission to promote a foundation of professional excellence in order to graduate leaders ready for a career of naval service and have the potential to assume the highest responsibilities of command.

4. Planning Processes. Given the scale, scope and variety of evolutions and programs that classify as training, coordination across all stakeholders is vital to ensure valuable midshipman and staff time is used wisely and all attempts are taken to reduce conflicts and last-minute scheduling. As such, a number of coordination and planning meetings are required to facilitate communication across the yard.

   a. Planning Process Overview. The Professional Core Competencies (PCC’s) are used to inform the inputs into the Comprehensive Training Plan (CTP). Additional inputs to the CTP include other training requirements set forth by the 4/C Professional Knowledge Book, 2/C and 3/C Midshipmen Qualification Standards (MQS), required annual General Military Training (GMT) training, and other required training from USNA. The CTP is confirmed during the Deputy Commandant’s Training Review and is then used to populate the Mid-Centric Training Calendar (MCTC). The Planning Board for Training (PBFT) reviews the MCTC and Battalion
Monthly Training Plans to adjudicate any conflicts and allow for deconfliction and scheduling of selected training spaces. End of the Month reviews allow for feedback to the process and ensure that the Commandant’s Training Intent is being carried out.

b. Planning Meetings

   (1) Deputy Commandant’s Training Review. At least semi-annually, typically aligned with Fall and Spring Semester Brigade staff turnover, the Deputy Commandant will conduct a review of training priorities, assess current training initiatives and approve any major changes to the Training Program. The Training Officer will coordinate the meeting to include participants and agenda. The outcome of this review will be briefed to the Commandant.

   (a) Composition. The primary members are the Chairman (the Deputy Commandant for Midshipmen); Deputy Commandant for Professional Development (PRODEV); the Assistant Dean for Planning and Assessment; the Deputy Commandant for Leadership Education and Development (LEAD); the Deputy Athletic Director; the Training Officer; the Commandant’s Operations Officer; the Plebe Summer OIC, and the senior representative from each of the five Navy Unrestricted Line (URL) communities (Surface, Submarine, Aviation, SEAL, Explosive Ordnance Disposal), Information Warfare and the Marine Corps.

   (b) Contributing members, who attend as required, are the Supply Officer; Battalion Officers; the Commandant’s Special Assistants; the Director, International Programs; the Director, Physical Education Department; and the senior representative from each of the three Navy Restricted Line (RL) and Staff Corps communities (Civil Engineering Corps, and Supply Corps).

   (2) Planning Board for Training (PBFT). Similar to the Fleet, PBFT is a tool to coordinate events and efforts across the yard which are specifically related to midshipmen to help inform the Plan of the Day and ensure that training objectives are met. The purpose of PBFT is to ensure alignment of priority training, deconfliction of activities and integration of training themes where possible.

   (a) Composition. PBFT will be comprised of the Training Officer, Deputy Training Officer, Fourth Class Training Officer, Operations Officer, Battalion Officer Rep, the Brigade Commander, Brigade Training Staff, and other Brigade Staff stakeholders as determined by the Brigade Commander.

   (b) Schedule. PBFT will be held the third week of every month, following the submission of Battalion monthly training plans. This meeting will take the place of the weekly Brigade Training Staff meeting with the Training Department.

   (c) Agenda. Members of PBFT will review the MCTC for the following month, review Battalion training plans and discuss any questions or concerns for the upcoming End of the Month training report to the Commandant.
(3) Brigade Training Staff End of the Month Report. The Brigade Training Staff will brief the Commandant, staff and Training Department leadership on events that have taken place over the previous month, proposed training plans for the next month, lessons learned and any updates on training initiatives. The intent of this meeting is to provide an opportunity for Brigade and Battalion staff to validate that they are carrying out the Commandant’s intent while also allowing leadership visibility of company level training evolutions while sharing of information and best practices across the Brigade.

c. Planning Tools

(1) Comprehensive Training Plan (CTP). The CTP is a tool to account for required or major programmatic training required by midshipmen. It is informed by the PCCs and includes Training Department programs such as MQS and GMTs, Commandant programs such as Protocol and Life Skills, major community events, and other programs like SAPR, Diversity and Inclusion, and DAPA. The utility of this tool is to provide an overarching view of mandatory and priority training from which to align all other training evolutions. Inputs to the CTP shall be reviewed on a quarterly basis. Program requirements are included below.

(a) MQS. Each class MQS will be reviewed and updated each spring. MQS is designed to build upon professional knowledge from year to year while being relevant to the professional training evolutions each respective class will participate in.

(b) General Military Training. Midshipmen GMT is derived from Fleet requirements which are typically promulgated each September. Reference (t) delineates the required training to include the format and when it will be accomplished. The GMT program includes the required training for programs such as, but not limited to Command Managed Equal Opportunity, Drug and Alcohol Prevention, and Security. The majority of face-to-face training sessions are conducted at reform and during intersessional briefs. Musters must be taken for all training and every effort will be made to provide make-up training for those unable to attend.

(c) Sexual Assault Prevention and Response (SAPR)/Sexual Harassment and Assault Prevention Education (SHAPE). The SAPR and SHAPE programs are well established on the yard and meet or exceed GMT requirements. The program begins during Plebe Summer and continues throughout the academic year. Training is conducted for all classes at reform, intersessional briefs, and throughout both fall and spring semesters for a total of 21 hours each academic year. The breakdown can be found in reference (n).

(d) Diversity and Inclusion. The Office of Diversity, Equity and Inclusion conducts training throughout the year. The required GMT is conducted during reform with additional training for Plebe Summer detailers and at least one 30-45 minute training session with each company during the academic year.

(e) The Officer Professionalism and Civility Training Program. This program exists to provide formal training in social etiquette and protocol. Reference (m) outlines the required and optional training required during a midshipman’s time at USNA. Training begins during Plebe Summer and continues for the next 4 years. Reference (m) outlines the training curriculum.
These trainings are coordinated through the Commandant’s protocol officer and reflected in the MCTC for Battalion level events and higher.

(f) Life Skills. The curriculum for a new life skills training program is being developed to help midshipmen in learning practical skills not covered by other programs in order help them be successful at USNA and in the Fleet. Subjects range from fiscal responsibility and planning to time management and self-care. As the curriculum is incorporated and validated, midshipmen will be responsible for attending training or completing modules as part of their professional development.

(2) Mid-Centric Training Calendar (MCTC). The training calendar serves to organize efforts across the yard for all major battalion level events or company level professional events. The MCTC serves to provide the Commandant with awareness of ongoing activities and allows for stakeholders to coordinate and deconflict events according to the Commandant’s priorities. It is supervised by the Deputy Commandant of Midshipmen. The MCTC is a living document that will be used as the framework for scheduling during PBFT.

d. Personnel Responsibilities for Training Planning.

(1) Deputy Commandant of Midshipmen shall be responsible for oversight of the MTP.

(2) PRODEV shall:

(a) Oversee the execution of Military Qualification Standards.

(b) Oversee the execution of the Summer Training Program.

(3) Training Department shall:

(a) Schedule and coordinate the semi-annual Training Reviews and community event coordination meetings and agenda.

(b) The Training Officer will chair community event coordination meetings.

(c) Be responsible for execution of and updates to the MTP.

(d) Be responsible for planning and execution of the PBFT.

(e) Update and promulgate professional material in conjunction with community and service representatives.

(4) Community Leads shall:

(a) Attend planning meetings as required.
(b) Conduct outreach events to expose Midshipmen to the various communities available following commissioning.

(c) Community Inputs. Each warfare community is expected to ensure the Training Department is aware of planned events and evolutions in order to ensure inclusion in the MCTC. This should be done no later than 2 weeks in advance of the scheduled training in order to provide the Brigade of Midshipmen or targeted audience the greatest opportunity for attendance and deconfliction.

5. Training Execution

a. Training Continuum. In the 47 months a Midshipmen is present at the USNA they are expected to continually challenge themselves to become the Naval Officers the United States of America deserves. All Midshipmen enter having shown this potential for leadership, and as such are expected to demonstrate this beginning with Induction Day. While the scope is limited as a 4/C Midshipmen, expectations increase daily. The end state goal is to graduate leaders who are ready to succeed in the Naval Service and who have refined the skills and gained the confidence to lead Sailors and Marines in any environment.

(1) Moral Development

(a) The development of morally sound leaders is the most important training objective. Midshipmen are persons of integrity: They stand for that which is right. The Navy’s core values of Honor, Courage, and Commitment must be upheld by every Midshipmen. By conducting honor and conduct training, completing trainings in leadership and ethics, upholding the Honor Concept and Honor Treatise, holding others and oneself accountable, and refining leadership through leadership billets, this objective can be accomplished.

(b) Leadership and Ethics Trainings. Based on resources provided by Luce Hall, XYZ cases, and the “Leader’s Recon” Squad Leader development training, all Midshipmen complete various trainings in leadership and ethics throughout their time at the Naval Academy. These trainings compliment and expand upon topics covered in leadership and ethics core courses, providing a bridge between the leadership learned in Luce Hall and the leadership practiced in Bancroft Hall.

(c) Honor Program. Remediation essays, honor podcasts, guest speakers, and company and Brigade wide Honor trainings help further along the mission to develop midshipmen morally. The Honor Program is Midshipmen run and Midshipmen owned. As a result, the responsibility rests with the Brigade to develop themselves to the standard that our country and enlisted counterparts expect of Midshipmen.

(d) Conduct Training. The Brigade Conduct System provides Midshipmen with several avenues of approach to their training. XYZ cases are published consistently, allowing Midshipmen to read, discuss, and reflect on the lessons learned from the misconduct of their classmates. Additionally, the Conduct System itself is designed to serve as a training tool, allowing Midshipmen to practice the necessary skill of holding those around them accountable.
(2) Mental Development

(a) Core Courses. The core courses in Leadership Education & Development and Seamanship & Navigation are taken by every Midshipmen all four years. These are intended to educate Midshipmen on the qualities and knowledge required for Naval Officers to succeed in the United States Navy and Marine Corps.

(b) Midshipmen Qualification Standards (MQS). MQS contain class-specific learning objectives (LO) that are testable on Pro-Quizzes, Pro-Exams, Professional Competency Assessments (PCA), and Professional Competency Boards (PCB). MQS shall reflect a progression of knowledge from year-to-year in order to prepare midshipmen for follow-on Summer Training, Service Assignment, and Commissioning. 4/C MQS is contained within the Pro-Book and proficiency is measured by the Professional Knowledge Quizzes and PCB. 3/C and 2/C MQS is contained within the issued MQS book and proficiency is measured with a Fall and Spring PCA. While 1/C do not have an MQS booklet, practicum courses deliver community specific information necessary for graduation and Life Skills training curriculum will comprise the professional training requirements.

(c) Professional Knowledge. The 4/C Professional Knowledge (Pro-Know) Book is intended to be the sole reference required for Fourth Class midshipmen to complete professional knowledge requirements and includes the 4/C Midshipmen Qualification Standards. The document is designed to provide the 4/C with the professional knowledge foundation that will be built upon during summer training, subsequent years at USNA, and during their time as Officers in the Naval Service. The Pro-Book shall be reviewed annually by the 4/C Training Officer and Training Department and issued to each Fourth Class Midshipmen during Reformation of the Brigade (Reform). 4/C Midshipmen will take a weekly professional knowledge quiz based off of the information in the Pro-Book, culminating in an exam at the end of their 1st semester as well as a Professional Competency Board at the end of their 4/C year.

(d) Community Mentors. Midshipmen are expected to seek out mentorship from Officers and Senior Enlisted around the Yard in communities that interest them. Not only does this provide invaluable perspectives on a warfare community, but it also carries weight in the Service Assignment process during the Community Assignment Board (CAB). Information on respective community mentors can be found on the USNA Summer Training Intranet website.

(3) Physical Development

(a) Physical Readiness Test. Each Midshipmen is required to take and pass a PRT each semester. The PRT is designed to ensure Midshipmen are training to uphold the physical requirements and warrior ethos of the Navy and Marine Corps services.

(b) Physical Education Courses. Each Midshipmen is required to complete required Physical Education Courses each semester. These courses are designed to lay the foundations of swimming and self-defense and inspire lifelong habits of physical fitness and sports activity.
(c) Sports. Each Midshipmen is required to participate in a competitive physical activity, facilitating teamwork, competition, and the will to win. Midshipmen may participate in varsity, club or intramurals during afternoon sports sessions.

(d) Morning Workouts. All classes of Midshipmen should complete morning workouts with the 4/C throughout the week. These are intended to build physical fitness and unit cohesion that is expected of future Navy and Marine Corps Officers.

4) Professional Core Competencies. The Professional Core Competencies promulgates the training and development of the next generation of Navy Officers and calls for continuous, intentional and ongoing evaluations of both the requirements for earning a commission and the process through which essential traits are inculcated into young men and women. Drawn from many sources, beginning with the Navy Leader Development Framework (NLDF), the Professional Core Competency (PCC) manual operationalizes requirements, establishing the foundational standards of “officership” by delineating core competencies required of all officer accession programs.

b. Personnel Roles in Training Execution

(1) Commandant of Midshipmen shall:

(a) Advise the Superintendent and promulgate training policy to ensure USNA graduates meet the standards set forth by the Superintendent in accordance with reference (a) and reference (b).

(2) Deputy Commandant shall:

(a) Provide updates to the Commandant of Midshipmen on the status of Brigade training policy, execution, and effectiveness.

(b) Advise and assist the Brigade Staff in the implementation of this instruction.

(3) PRODEV shall:

(a) Receive PCA performance data (including individual scores) from the Brigade Training Officer and provide results to appropriate individuals and directorates.

(b) Maintain approval authority for waivers to the requirements in this instruction.

(4) Training Officer shall:

(a) Oversee training objectives set forth in this document.

(b) Provide weekly updates to Deputy Commandant and PRODEV on the status of Brigade training.
(c) Create, update, and distribute Squad Leader Handbooks, 4/C Pro-Books, and MQS annually.

(d) Receive MQS and Pro-Quiz performance data weekly from the Brigade Training Officer.

(e) Conduct Academic Year Training Briefs during the Reformation and Intersessional periods.

(f) Create, update, and staff a PCA notice annually.

(g) Create, update, and manage PCA’s annually.

(h) Review the MTP for annual updates.

(5) Class Training Officers shall:

(a) Assist the Training Officer in the execution of the Midshipmen Training Program.

(b) Coordinate with the Brigade Training Staff on training objectives set forth in this document. This includes but is not limited to: tracking Pro-Know completion; Pro-Quiz creation; tracking MQS completion; creating and administering PCA’s; updating the Squad Leader Handbook; updating Reef Points; tracking GMT requirements; reviewing and updating electronic professional references annually; assisting to coordinate large-scale training events as required.

(c) Provide guidance and mentorship to the Brigade Training Staff.

(6) Battalion Officers shall:

(a) Review and be the approving authority for Battalion Monthly Training Plans, monitor use of Training Reserve Periods, and ensure appropriate resources are available and Operational Risk Management (ORM) is being used.

(b) Oversee training efforts in the battalion to ensure it supports and enhances each Midshipmen’s development. This shall include training efforts for all classes of Midshipmen.

(c) Maintain responsibility for midshipmen preparation and performance on MQS, Pro-Quizzes, the Pro-Exam, PCA’s, and PCB’s.

(d) Monitor 4/C Indoctrination.

(7) Company Officers shall:

(a) Review and be the approving authority for Company Weekly Training Plans that effectively and efficiently accomplish the requirements delineated in this instruction and
reference (a), and ensure appropriate resources are available and ORM is completed using enclosure (4).

(b) Oversee training efforts in the company to ensure it supports and enhances each Midshipmen’s development. This shall include training efforts for all classes of Midshipmen.

(c) Ensure effective and efficient use of Instruction Periods and Training Reserve Periods.

(d) Provide guidance to the company staff and counsel, remediate, and discipline midshipmen who are deficient in accomplishing the training requirements in this instruction.

(e) Ensure company staff are executing 4/C Indoctrination in accordance with this document.

c. Midshipmen Leadership Roles in Training

(1) Brigade Commander shall:

(a) In addition to the roles and responsibilities contained within reference (j), the Brigade Commander will execute the policies of the Commandant of Midshipmen, oversee the training and professional development of the Brigade of Midshipmen, and keep the Commandant of Midshipmen informed regarding any deficiencies and recommend corrective action to be taken.

(b) Approve and enforce the Brigade Training Intent in order to maintain the highest state of efficiency for all midshipmen.

(c) Ensure effective turnover to the following semester staff.

(d) Maintain standardization of training throughout the Brigade.

(e) Serve as Chair for the Brigade Training Development Team (BTDT). The Brigade Commander will oversee meetings of the BTDT, maintain awareness of major training initiatives at the Midshipmen level, and, when necessary, make decisions related to the deconfliction of available training time. Midshipmen required to attend the BTDT are: Brigade Commander, Brigade Conduct Officer, Brigade Honor, BRO, BDRO, SHAPE CDR, Brigade Training Officer and Sergeant, Brigade XO, Brigade SMAJ, 1st and 2nd Regimental Commanders, Brigade Academics, and any other entity as desired by the Brigade Commander.

(2) Midshipmen Training Staff

(a) Brigade Training Staff, in addition to the roles and responsibilities contained within reference (j), shall:
(1) Develop and disseminate the Brigade Training Intent with the approval of the Brigade Commander.

(2) Coordinate with the Training Department and use the Brigade Training Staff to meet the requirements of this instruction and enhance the professional awareness of the Brigade. This includes weekly meetings with the Training Department each Monday to update progress, coordinate and deconflict the training calendar for the upcoming month using Battalion Training Plans, Commandant Operations Master Schedule, and the MCTC.

(3) Maintain standardization of training throughout the Brigade.

(4) Advise the Brigade Commander in order to de-conflict training requirements with other 4/C requirements such as academic study periods, academic events, sporting events, and Brigade-wide evolutions.

(5) Coordinate training activities with Battalion Training Officers. The Brigade Training Officer shall verify each Battalion Monthly Training Plan is completed and signed prior to the month of execution.

(6) Set Brigade goals and develop a plan of action and milestones (POA&M) for Pro-Quiz and Pro-Exam performance, MQS completion, and PCA and PCB performance. This POA&M could include identifying scheduled professional events on the Yard (e.g., lectures or ship visits) or other organized events to accomplish MQS. The POA&M shall be submitted to the Training Department.

(7) Submit Pro-Quizzes and the 1st Semester 4/C Pro-Exam to the 4/C Training Officer for review and approval.

(8) Track Brigade Pro-Quiz and Pro-Exam performance and MQS completion and submit weekly reports to the Training Department.

(9) During Reform and prior to turnover of the 4/C Regiment from the Plebe Detail to the Brigade, ensure that 1/2/3/C midshipmen read and are familiar with this document.

(10) Operate the Brigade Training Development Team. Meetings will occur at a frequency determined by the Brigade Commander.

(11) Coordinate with the BTDT to promulgate content for “Warrior Wednesday” Training evolutions by the 15th of the month prior to the month of execution. This plan of execution should be submitted to the Training Officer.

(12) Collect feedback from battalion and company training evolutions throughout the academic year, to include training updates to the Commandant of Midshipmen as required.

(13) Keep the Midshipmen Training Website updated.
(b) Battalion Training Staff, in addition to the roles and responsibilities contained within reference (j), shall:

(1) Create a Monthly Battalion Training Plan with the Battalion Commander and submit it to the Battalion Officer no later than the 15th of the month prior to the upcoming month. The plan shall include, at a minimum, the large-scale training events scheduled for the Battalion and an initial Risk Assessment Code (RAC) in accordance with the guidance in enclosure (4) for RAC 3 or higher.

(2) Monitor approved Company Weekly Training Plans. The Battalion Training Officer shall verify that each Company Weekly Training Plan is completed no later than the Wednesday prior to the upcoming week and signed by that company’s CO/SEL.

(3) Ensure battalion-wide consistency in execution of the system.

(4) Perform collateral brigade-level training duties such as coordinating ship visits, writing proposals, and developing professional materials.

(5) Track Battalion Pro-Quiz performance and MQS completion, and submit weekly reports to the Brigade Training Officer as directed.

(6) Support and execute plans as required to meet the Brigade Training Officer’s goals for Pro-Quiz and Pro-Exam performance, MQS completion, and PCA and PCB performance. These plans could include coordinating SME lectures or organizing group training events at the Battalion and Company level.

(7) Provide feedback from Battalion and Company training evolutions to the Brigade Training Staff throughout the academic year, to include training updates to the Commandant of Midshipmen as required.

(c) Company Training Staff, in addition to the roles and responsibilities contained within reference (j), shall:

(1) Assist the Company Commander, Executive Officer, Operations Officer, and Platoon Commanders in developing Company Weekly Training Plan and submit it to the Company Officer no later than the Wednesday prior to the upcoming week. The plan shall include, at a minimum, the training events scheduled for the Company and an initial Risk Assessment Code (RAC) in accordance with the guidance in enclosure (4) for RAC 3 or higher.

(2) Verify the Company Officer or Senior Enlisted Leader has signed the Weekly Training Plan prior to execution.

(3) Assist the Company Commander in overseeing midshipmen in their training roles. The Company Training Officer must be vigilant in ensuring that the system is executed in accordance with this instruction.
(4) Ensure all upper-class midshipmen accomplish the Academic Year Development System objectives and report any concerns or problems to the Company Commander for resolution.

(5) Ensure Company Midshipmen attend training evolutions.

(6) Ensure upper-class assist with special training initiatives within the company such as performance boards, movement orders, presentations, and battalion and brigade-level training requirements.

(7) Track each midshipman’s MQS completion and Pro-Quiz performance and coordinate with Squad Leaders to address poor performance.

(8) Company Training Staff shall consist of the Company Training Officer and one Company Training Sergeant.

(9) Provide feedback to the Battalion Training Officer from training evolutions throughout the academic year.

(d) Battalion Commanders, in addition to the roles and responsibilities contained within reference (j), shall:

(1) Create a Monthly Battalion Training Plan with the Battalion Training Staff and submit it to the Battalion Officer no later than the 15th of the month prior to the upcoming month. The plan shall include, at a minimum, the large-scale training events scheduled for the Battalion and an initial Risk Assessment Code (RAC) in accordance with the guidance in enclosure (4) for RAC 3 or higher.

(2) Monitor approved Company Weekly Training Plans. Battalion Commanders shall verify each Company Weekly Training Plan is complete and signed by a CO/SEL.

(3) Ensure battalion-wide consistency in execution of the system.

(4) Perform collateral brigade-level training duties such as coordinating ship visits, writing proposals, and developing professional materials.

(5) Support and execute plans as required to meet the Brigade Training Officer’s goals for Pro-Quiz and Pro-Exam performance, MQS completion, and PCA and PCB performance. These plans could include coordinating SME lectures or organizing group training events at the Battalion and Company level.

(e) Company Commanders, in addition to the roles and responsibilities contained within reference (j), shall:

(1) Develop Company Weekly Training Plans with the Company Training Staff, Executive Officer, Operations Officer, and Platoon Commanders, and submit it to the Company
Officer no later than the Wednesday prior to the upcoming week. The plan shall include, at a minimum, the training events scheduled for the Company and an initial Risk Assessment Code (RAC) in accordance with the guidance in enclosure (4) for RAC 3 or higher.

(2) Be responsible for the company’s performance on Pro-Quizzes and Pro-Exams, MQS, and PCAs and PCBs. Leadership, supervision, and excellence in planning and execution are essential to success.

(3) Be responsible for the effective and efficient use of Instructional Periods and Training Reserve Periods.

(4) Submit Movement Order requests in accordance with reference (h) when required to support group training events during Training Reserve Periods.

(5) Ensure reference (g) is utilized to counsel, remediate, and discipline midshipmen who are deficient in accomplishing the requirements of this instruction. This includes keeping records of counseling, hazing, fraternization, etc. related to the system.

(6) Be responsible for ensuring Academic Year Development and training is consistent and completed in accordance with this document.

(7) Ensure Squad Leaders receive a copy of the most recent Squad Leader Handbook reference (i).

(8) Coordinate with the Company Training Officer to monitor execution of the system in the company to ensure consistency. This includes periodic supervision of all company-level training events and educating all midshipmen in the company on the Academic Year Development System.

(f) Platoon Commanders, in addition to the roles and responsibilities contained within reference (j), shall:

(1) Monitor execution of the Academic Year Development System in the platoon to ensure consistency by all Midshipmen. This includes periodically supervising come-arounds and ensuring Squad Leaders maintain thorough and accurate records.

(2) Create a “paper trail” of notes, counselings, Form-1s, etc. in order to monitor and manage the performance of midshipmen in the platoon. At the minimum, Platoon Commanders shall counsel their Squad Leaders at the 6, 12, and 16 week mark prior to completing their final MDR.

(3) Supervise their squad leaders in creating a weekly report on the training performance of their squad leaders and platoon as a whole to be briefed to CO/SEL by the company commander.
(4) Assist the Company Training Officer, Company Commander, Executive Officer, and Operation Officer with creating the company weekly training plan.

(g) Squad Leaders, in addition to the roles and responsibilities contained within reference (j), shall:

(1) Be responsible for every aspect of the training, performance, and growth of each Midshipmen in their squad. Squad Leaders are the backbone of the Brigade and have a profound effect on a Midshipmen’s development.

(2) Maintain the standard set forth by the Academic Year Development System.

(3) Receive, review, and maintain all evaluations written on squad members and discuss each with the Midshipman concerned.

(4) Create a “paper trail” of notes, counselings, Form-1s, etc. in order to monitor and manage the performance of midshipmen in the squad. Counsel all midshipmen in the squad, with emphasis on moral, mental, and physical development. At the minimum, Squad Leaders shall counsel their squad members at the 6, 12, and 16 week mark prior to completing their final MDR.

(5) Serve on Aptitude Boards for 4/C midshipmen in the squad.

(6) Assist their platoon commanders in creating a weekly report on the training performance of their squad members to be briefed to CO/SEL by the company commander.

d. Prohibited Activities. Although not all-inclusive, the following activities are specifically prohibited, consult reference (d) for further information.

(1) Hazing. Hazing means any unauthorized assumption of authority by a midshipman whereby another midshipman suffers or is exposed to any cruelty, indignity, humiliation, hardship, or oppression, or the deprivation or abridgement of any right. Hazing does not include command-authorized or operational activities; the requisite training to prepare for such missions or operations; administrative corrective measures; extra military instruction; athletics events, command-authorized physical training, contests or competitions and other similar activities that are authorized by the chain of command.

(2) Physical Abuse. Upper-class midshipmen may only touch midshipmen 4/C for the purpose of correcting or adjusting the uniform, drill and rifle positions, or as necessary for other legitimate training purposes. This would include contact necessary to assist a plebe with physical exercises such as holding feet for sit-ups or assisting a plebe to a chin-up bar. Physical abuse or harassment shall not be tolerated in any form. Physical contact is allowed only as necessary for training purposes. No amount of physical force is condoned, nor shall it be tolerated. Upper-class must not coerce or compel 4/C midshipmen to perform a spirit activity that may put them in harm’s way, or risk physical injury. Incidental contact during approved
athletic contests in the athletic environment is authorized. Physical abuse is a separation level offense.

(3) Interference with the sleep or study periods of 4/C midshipmen. Upper-class may not schedule training for plebes before 0545 or after taps. That time is protected strictly for 4/C midshipmen to sleep. Upper-class also may not schedule training, to include professional knowledge review (or come-arounds), during study period. That time is reserved strictly for academic study. Exceptions require Company Officer approval and Battalion Officer notification.

(4) Special evolutions. The following techniques are not authorized during the academic year: bracing up and individual physical punishment.

(5) Fraternization. Personal relationships that are prejudicial to good order and discipline or of a nature to bring discredit on the naval service, or those that violate the customary bounds of acceptable senior subordinate relationships. Fraternization is a gender-neutral concept and is prohibited.

e. Class Specific Roles and Requirements and Milestones.

(1) 4/C. The primary responsibility of the 4/C midshipmen is to refine their followership skills, help facilitate a positive culture within the brigade of midshipmen, and develop leadership through peer accountability. 4/C will adapt to the demands of the Naval Academy by utilizing their resources in order to excel in character development, physical standards, academic performance, and leadership skills.

(a) Plebe Summer. Plebe Summer is the initial indoctrination period for incoming Midshipmen. Plebe Summer will prepare 4/C Midshipmen to join the Brigade of Midshipmen at reform and create the professional foundations for further development. As such, Plebe Summer will have professional and physical certifying events to be completed by all 4/C Midshipmen. These certifying events are contained within reference (l) and drafted yearly by the Plebe Summer Officer in Charge and routed to the Commandant of Midshipmen for approval.

(b) Academic Year Training. During the academic year 4/C will participate in Morning Workouts, Chow Calls, Noon Meal Training (NMT), Saturday Morning Training (SMT), Professional Knowledge evolutions, Sea Trials, and numerous other evolutions to further their development. The Professional Knowledge requirements are published annually in the 4/C Pro-Know Book by the Training Department.

(2) 3/C. Designated as the mentors within the brigade of midshipmen. The 3/C are charged with serving as the mentors to the 4/C by supporting, guiding, and motivating them. The 3/C are the class with the most current exposure to the life of a 4/C. The 3/C should share their experiences with the 4/C, to include their mistakes, their successes, as well as the actions which led up to the experiences, as well as the outcomes. The 3/C will serve as the first member of the 4/C’s chain of command and has a responsibility to advocate for the 4/C and also ensure they are properly introduced to the academic year standards, transitioning from Plebe Summer to
a member of the Brigade effectively. The 3/C should be ensuring that their interactions with the 4/C goes beyond a weekly check in. The 3/C should be present at workouts, come-arounds, professional events, FEX’s and other training evolutions.

(3) 2/C. Designated as the primary training class of the brigade of midshipmen. The 2/C are charged with the ultimate responsibility of ensuring the training wickets and expectations are met within the company structure and developing their individual leadership skills. 2/C midshipmen are expected to lead both the 3/C and the 4/C and support the 1/C leadership. 2/C Midshipmen are expected to live up to the Oath of Office by holding themselves to the highest standard and acting as the standard bearers for the Brigade. The knowledge, skills, and abilities 2/C have developed will be put to the test this year by academic endeavors, development of the 3/C and 4/C, involvement in the company, and additional privileges. 2/C should learn to recognize both strengths and weaknesses in subordinates and help guide their development accordingly. The 2/C are charged with ensuring the 3/C are educated and provided with the resources to transition to Youngsters who are ready to mentor the incoming 4/C. The 2/C should be present within the company at workouts, come-arounds, professional events, FEX’s and other training evolutions. As a leader in the Brigade of Midshipmen, 2/C are accountable to both subordinates and superiors and must embrace this.

(4) 1/C. Designated as the leaders within the brigade of midshipmen. 1/C Midshipmen are charged with creating and executing the vision of training at a company, battalion and brigade level. This includes, but is not limited to, determining the culture of training, the evolutions necessary to execute the mission of training, and determining the remediation and rewards, respectively. 1/C Midshipmen are responsible for their own actions and the actions and performance of their subordinates. If a member of the team is not doing their job, they must step in and make sure the established standards are being upheld. As the leaders of the brigade, the 1/C are also responsible for delegating and utilizing the other classes within the brigade in order to execute their vision. While the 1/C may serve in a more administrative role, they are not exempt from continuing to participate in workouts, come-arounds, professional events, FEX’s and other training evolutions.

(a) The expectation is that 1/C Midshipmen will have taken an opportunity during their 47 months at USNA to practice leadership by leading a group of other individuals before failure has consequences. These opportunities include but are not limited to: Squad Leader; Platoon Commander; Company Commander; Sports Team Captains; OST leadership billets; YP leadership billets; Intramural Captain; Summer Seminar Detail; Plebe Summer Detail; Sea Trials Detail; and Summer STEM Detail.

f. Means of Recognition and Remediation. Upper-class midshipmen should recognize superior performance and effort of Midshipmen and shall remediate deficiencies of Midshipmen. Recognition and remediation shall be professional and appropriate to the achievement or deficiency.

(1) Suggested means of recognition are:

(a) Verbal recognition in front of the squad, platoon, company, etc.
(b) Positive Form-1.

(c) A Letter of Commendation.

(d) Nomination for Company/Battalion Midshipman of the Month or for Company/Battalion/Brigade Midshipman of the Semester.

(e) “Carry-on.” This should be used sparingly. It may only be granted by 1/C midshipmen in the plebe’s direct chain of command. Unit Commanders and Training Officers reserve the right to limit the use of “carry-on” in their units.

(2) Suggested means of remediation are:

(a) Informal/Formal Counseling. Informal counseling is an intentional verbal instruction or advice typically used to correct minor problems or to discuss performance or behavioral adjustments that are necessary with midshipmen. Informal counseling may be confirmed in a follow-up letter to the staff member.

(b) Formal counseling is designed to provide structured, written feedback that includes a draft action plan (often a Letter of Instruction) for achieving successful performance. The draft action plan should identify each performance problem, the actions necessary to correct the problem(s), and the time frames within which the problem(s) must be corrected.

(c) Negative Form-1. A Negative Form-1 serves to document a deficiency and allow the 4/C midshipman’s chain of command to be aware of the deficiency or infraction.

(d) Professional Reports. A Professional Report may be assigned to a 4/C midshipman and should be a professional topic in nature. The report must take no longer than 30 minutes to complete, to include research, and is limited to four per month.

(e) Loss of privileges. Privileges may be taken away from 4/C such as the wearing of Blue and Golds. Taking away privileges shall not interfere with 4/C sleep and academics or be defined as hazing.

(f) Swim-buddies. 4/C midshipmen may be put on swim buddies to emphasize accountability of each other.

(g) Extra come-arounds. An extra come-around does not need to be about 4/C Pro Book topics. They may contain other professional EMI and training such as correcting uniforms. Also, if a 4/C midshipman does not know a striper’s name as part of their rates, the 4/C midshipman could be made to have a come-around with the striper.

(h) “Dropping Plebes.” Plebes may be placed in the front leaning rest for no longer than one minute or made to do 20 pushups. They may only be dropped once for an infraction. The minimum group size for “dropping” is no less than 3.
(i) Counseling, remediation, and discipline should be administered in accordance with reference (g) for any Midshipman who fails to meet the above requirements.

g. Training Plan Execution. There are three levels of training planning and execution: The Brigade Semester Training Intent, Battalion Monthly Training Plan, and Company Weekly Training Plan.

(1) Brigade Semester Training Intent. The Brigade Semester Training Intent serves to focus training efforts throughout the Brigade of Midshipmen and support the Commandant of Midshipmen’s Vision. It will address all classes of the Brigade of Midshipmen and articulate an end state goal. It is intended to be broader in context for the Battalion Monthly Training Plan and Company Weekly Plan to plan to. It is created by the Brigade Commander and Brigade Training Staff, with input from the Training Department and Battalion Officers. It is to be routed to the Commandant of Midshipmen for approval and dissemination to the Brigade of Midshipmen, via the Training Officer and PRODEV. This document shall be in proper memorandum format.

(2) Battalion Monthly Training Plan. The Battalion Monthly Training Plan is intended to focus efforts from the Brigade Semester Training Intent at the Battalion level for each month. It is created by the Midshipmen Battalion Commanders and Battalion Training Staff, with the Brigade Training Staff serving as advisors. It will then be routed NLT the 15th of the month prior to the upcoming month to the Battalion Officers for approval and dissemination to each Battalion. This document should serve to create a Saturday Morning Training (SMT) plan and address other large-scale training events. Topics to address for events include but are not limited to: training objectives, applicable ORM steps from enclosure (4), logistics, and administrative requirements. Large-scale training events to plan to include but are not limited to: Battalion FEX’s and Battalion Physical Training. Deviations from this plan may be required, and will be approved by the Battalion Officer. The format for this document is contained in enclosure (2) and is distributed electronically.

(3) Company Weekly Training Plan. The Company Weekly Training Plan is intended to support the Brigade Semester Training Intent and Battalion Monthly Training Plan. It is created by the Company Commanders and Company Training Staff and routed to Company Officers for approval NLT Wednesday prior to the upcoming week to be disseminated to the respective Company and Battalion Training Staff. It is more detailed in focus and should include the upcoming weeks plan for morning workouts, Noon Meal Trainings (NMT), Professional Knowledge Quizzes, inspections, and other applicable training evolutions. It should include but is not limited to: training objectives, applicable ORM steps from enclosure (4), logistics, administrative requirements, attendance requirements, class and individual roles and responsibilities, and any recommendations for individual training requirements and needs. Deviations from this plan may be required, and will be approved by the Company Officer. The format for this document is contained in enclosure (3) and is distributed electronically.

6. Review and Effective Date. Per OPNAVINST 5215.17A, the Training Department will review this instruction quadrennially 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 y 2016

J. P. MCDONOUGH III

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
**MIDSHIPMEN TRAINING PROGRAM POA&M AND TRAINING GUIDANCE**

**August**
- Midshipmen Training Plan is updated and signed by the Commandant
- August Battalion Monthly and Company Weekly Training Plans are developed and ready for Brigade staff routing prior to reform
- Training Department informs Reform Briefs and validates all mandatory GMTs are accounted for through muster
- 4/C Pro-Books, MQS, and Squad Leader Handbooks are distributed at reform
- Training Department meets with Brigade Training Staff (Fall Semester)
- Training Department generates the PCA and PCB Note
- Commandant releases the PCA and PCB Note

**September**
- 2/3/4/C MQS questions for the PCAs and Pro-exam are validated. SMEs and Community leads provide updates based on MQS changes.

**October**
- Training Department generates and approves the 2/3/C Fall PCA’s and 4/C Pro-exam

**November**
- 2/3/C Fall PCA’s are executed
- 4/C Pro-Exam is executed

**December**
- Training Department meets with Brigade Training Staff (Fall and Spring Semester)

**January**
- Training Department conducts Intersessional Briefs
- Training Department validates all mandatory GMTs are accounted for through muster

**February**
- Training Department coordinates inputs and approves the 2/3/C Spring PCA’s

**March**
- 2/3/C Spring PCAs are executed

**April**
- 2/3/C PCA Re-take executed
- 4/C PCBs are executed
- Training Department validates Summer Training JQRs

**May**
- Training Department coordinates review and update of Squad Leader Handbook

Enclosure (1)
June
– Training Department coordinates 4/C Pro-Book and 2/3/C MQS review
– Training Department coordinates MTP review and provides recommended changes/updates to the Commandant

July
– Commandant approves 4/C Pro-Book and 2/3/C MQS
– Training Department coordinates update of electronic professional references

ROUTINE EVENTS

Weekly
– BTDT held at least bi-weekly as coordinated through Brigade Staff
– Company Weekly Training Plans due NLT the Wednesday prior to the upcoming week

Monthly
– PBFT held the 3rd Monday of each month
– Battalion Monthly Training Plans due NLT the 15th of each month prior to the upcoming month
– Commandant’s End of the Month Training Review held the last week of each month
### COMPANY TRAINING GUIDANCE

<table>
<thead>
<tr>
<th>Training Topic</th>
<th>Frequency</th>
<th>Source Material</th>
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<tbody>
<tr>
<td>Character Development and Honorable</td>
<td>Weekly</td>
<td>Discussion of recent conduct cases, conflict resolution, and challenges of peer accountability</td>
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<tr>
<td>Living</td>
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<td>Honor Discussion</td>
<td>Twice Monthly</td>
<td>XYZ cases and Remediation essays</td>
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<tr>
<td>Leadership</td>
<td>Twice Monthly</td>
<td>Character traits from the Strategic Vision 2030, using historical examples related to weekly PROKNOW topics as applicable</td>
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<tr>
<td>Dignity and Respect</td>
<td>Twice Monthly</td>
<td>Company SHAPE Guides and DPEs will generate timely topics the Brigade is facing</td>
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<tr>
<td>Customs &amp; Courtesies and Summer</td>
<td>Twice Monthly</td>
<td>CO/SEL experience and Brigade Training Office</td>
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<tr>
<td>Training Preparation</td>
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<tr>
<td>Monthly Thematic Tie-In</td>
<td>Monthly</td>
<td>Women’s History Month (Mar), Sexual Assault Awareness Month (Apr), etc.</td>
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</table>

### Key Enablers
- MIDN Leadership and Training Staff follow-through
- CO/SEL oversight, mentorship, and tracking

### Resources
- CO / SEL
- Company SMEs (SHAPE Mentors, Honor Officers, etc.)
- LEAD/Law, PRODEV, Officers and SMEs at USNA
- Commandant website
1. 0530-0630 Morning PT Time is for all classes of Midshipmen participating in the training evolution unless excused
2. Comearounds should be conducted 0635-0655 in accordance with reference (d)
3. CO/SEL Train on Monday includes Room Inspection
4. MQF on Tuesday will include a uniform inspection.
5. CTP EVENTS include, but are not limited to: Dant's/Supe's calls, SHAPE training, Protocol Training, etc. Other entities not scheduled in the CTP should avoid training events during Monday evenings.
6. Discretion Evening Meal periods on Tuesday and Thursday should only include training events if all other scheduled options are not feasible.
7. Warrior Wednesday Training (WWT) will commence at 1205 and end at 1320. All members of the Brigade besides those with 1710 excusals will conduct training as determined by the Brigade Training Development Team.
8. Evening Meal Training (EMT) on Wednesday evening should be delegated to company level to further the Warrior Wednesday Training occurring that afternoon.
9. Saturday Morning Training period is from 0800-1200 as directed by the Company or Battalion Training Plans.
10. Sunday Blue and Gold should have all classes of Midshipmen of the company and held in accordance with reference (d)
# BATTALION MONTHLY TRAINING PLAN

**TO:**
CAPT/CDR/LtCol Name, USN/USMC, XX Battalion Officer  

**VIA:** Chain-of-Command  

## Training Type

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**Signature (Battalion Training Officer):**  
FIRST M.I. LAST  

**CoC Initials**

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<th>Approval</th>
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**Battalion Commander:**  
MIDN LCDR Lastname, USN  

**Battalion Officer:**  
CAPT/CDR/LtCol Lastname, USN/USMC  

**Brigade Training Officer, USN:**  
Acknowledgement Initials  

**MIDN LCDR Lastname, USN:**  


Enclosure (3)
**COMPANY WEEKLY TRAINING PLAN**

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Signature (Company Training Officer):

FIRST NAME LAST

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<th></th>
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<th>Disapproval</th>
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Enclosure (4)
OPERATIONAL RISK MANAGEMENT GUIDE

1. **Purpose.** ORM is a tool utilized to make smart decisions at the appropriate level. The goal of risk management is not to eliminate risk but mitigate it so that the mission can be completed with minimal impact. The main focus of this enclosure is on in depth ORM and is in no way a substitute for sounds judgment. All ORM assessments shall be conducted in accordance with reference (u).

2. **Definitions.** ORM consists of three levels.

   a. **In depth** – Utilized before a training evolution is implemented when time exists to plan and prepare. Examples include, planning to train on the O-course, or conducting Sea Trials.

   b. **Deliberate** – Utilized during routine periods through the implementation of a training evolution. Examples include, training of cadre and safety briefs during the implementation of a company field exercise.

   c. **Time critical** – Used during the operation of a training evolution. Time critical ORM utilizes all available resources by individuals to effectively complete training evolutions. Examples include check-lists, or go no-go criteria.

3. **Guidelines.** During training evolutions time critical ORM should be constantly reevaluated and risk decisions updated. Deliberate and in depth ORM shall be conducted using the following spreadsheet to determine appropriate risk assessment codes (RAC) and approved at the appropriate level. When conducting ORM, use the following principles.

   a. Accept risk when benefits outweigh the cost.

   b. Accept no unnecessary risk.

   c. Anticipate and manage risk through planning.

   d. Make risk decisions at the right level.

   e. Before conducting a training evolution, training staff shall conduct an in depth ORM analysis using the following spreadsheet. Companies shall estimate RAC based on Table 3 using the principles of probability and severity.
## Table 1: Severity Categories

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Loss of the ability to accomplish the mission. Death or permanent total disability. Loss of a mission-critical system or equipment. Major facility damage. Severe environmental damage. Mission-critical security failure. Unacceptable collateral damage.</td>
</tr>
<tr>
<td>II</td>
<td>Significantly degraded mission capability or unit readiness. Permanent partial disability or severe injury or illness. Extensive damage to equipment or systems. Significant damage to property or the environment. Security failure. Significant collateral damage.</td>
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<tr>
<td>III</td>
<td>Degraded mission capability or unit readiness. Minor damage to equipment, systems, property, or the environment. Minor injury or illness.</td>
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<tr>
<td>IV</td>
<td>Little or no adverse impact on mission capability or unit readiness. Minimal threat to personnel, safety, or health. Slight equipment or systems damage, but fully functional and serviceable. Little or no property or environmental damage.</td>
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</tbody>
</table>

## Table 2: Probability Categories

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Likely to occur, immediately or within a short period of time. Expected to occur frequently to an individual item or person; or continuously over a service life for an inventory of items or group.</td>
</tr>
<tr>
<td>B</td>
<td>Probably will occur in time. Expected to occur several times to an individual item or person; or frequently over a service life for an inventory of items, or group.</td>
</tr>
<tr>
<td>C</td>
<td>May occur in time. Can reasonably be expected to occur sometime to an individual item or person; or several times over a service life for an inventory of items, or group.</td>
</tr>
<tr>
<td>D</td>
<td>Unlikely to occur, but not impossible.</td>
</tr>
</tbody>
</table>
A  PROBABILITY
Frequency of Occurrence Over Time

B  Likely
(Will occur frequently)

C  Occasional
(Will occur several times)

D  Seldom
(Unlikely; can be expected to occur)

E  Unlikely
(Unlikely; improbable, but possible to occur)

Table 3: RAC
<table>
<thead>
<tr>
<th>Date/Time:</th>
<th>Training Evolution:</th>
<th>Safety Observer:</th>
<th>Company:</th>
<th>Hazard</th>
<th>Risk Mitigation Controls</th>
<th>RAC with controls</th>
<th>RAC without controls</th>
<th>RAC with controls</th>
<th>RAC without controls</th>
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<td>1. RAC 1 or 2</td>
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<td>2. RAC 3 with controls</td>
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<td>3. RAC 1 or 2 with controls</td>
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1. RAC 1 or 2 without controls require Company Officer approval.
2. RAC 3 with controls require Company Officer approval.
3. RAC 1 or 2 with controls require Battalion Officer approval.

Notes: