



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

COMDTMIDNINST 1600.4J
PRODEV

JUL 31 2023

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1600.4J

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 1530.1G (U.S. Naval Academy Midshipman Summer Training Program)
(d) USNAINST 1531.62 (Midshipmen Career Information Program)
(e) OPNAVINST 3500.39D (Operational Risk Management)
(f) COMDTMIDNINST 5400.6Z (MIDREGS)
(g) COMDTMIDNINST 1600.2K (Midshipmen Aptitude for Commission System)
(h) USNA 1500.1 (High Risk Training Instruction)

Encl: (1) Company Training Guidance (USNA Weekly Training Rhythm)
(2) Brigade Required General Military and Program Training Requirements
(3) Battalion Monthly Training Plan Outline
(4) Company Weekly Training Plan Outline
(5) Operational Risk Management Guide
(6) 4/C Training Program Guidance

1. Purpose. The Midshipmen Training Program (MTP) codifies the professional training program for midshipmen across the United States Naval Academy (USNA) enterprise in support of the USNA Mission and is informed by reference (a). This instruction establishes the policy and Commandant of Midshipmen's intent for the conduct of midshipmen training. This training is done in conjunction with academic and physical education programs to ensure midshipmen achieve the Professional Core Competencies (PCC) promulgated in reference (b).

2. Cancellation. COMDTMIDNINST 1600.4H.

3. Background.

a. In the 47 months a Midshipmen is present at USNA, they are expected to remain committed to continued development towards the goal of successfully commissioning as a Naval Officer. By virtue of being admitted, all midshipmen have demonstrated an initial aptitude to succeed, but continued development is required from Induction Day to graduation. USNA must graduate leaders who have refined the skills and gained the confidence required to lead Sailors and Marines in any environment, including combat.

31 Jul 2023

b. Reference (b) promulgates the training and development of the next generation of Naval 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. The PCC manual operationalizes requirements, establishes the foundational standards of “officership” by delineating core competencies required of all officer accession programs. 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.

c. The Commandant of Midshipmen is the Program Director for the MTP and is responsible for ensuring its alignment to the PCCs. As such, the Commandant retains final decision and validation authority for the implementation of all MTP requirements and will inform the Superintendent and Academic Board of substantive changes when necessary.

d. The Deputy Commandant of Professional Development (PRODEV) is responsible to the Commandant of Midshipmen to ensure the academic Core Curriculum, academic year professional training, and the Midshipmen Summer Training Program form a cohesive four-year training continuum to achieve the PCCs in the appropriate depth, scope, and time. The MTP is designed to achieve this training continuum by providing the Commandant the means to track accountability and objectively measure midshipmen readiness for commissioning in accordance with reference (c) and reference (g).

e. The Deputy Commandant of Midshipmen is responsible for scheduling academic year training sessions in support of the curriculum provided by PRODEV.

f. All personnel assigned to USNA, including commissioned officers, enlisted personnel, faculty, staff, coaches, and civilians who interact with midshipmen have a stake in midshipmen development into commissioned officers. Specific roles and requirements for uniformed staff regarding the MTP are defined in reference (d).

4. Commandant’s Intent.

a. To achieve the goal of graduating leaders of character as described above, we must be intentional in the use of midshipmen's time and ruthlessly prioritize. Towards this end, detailed coordination and synchronization must occur amongst the faculty, staff, and the midshipmen chain of command.

b. Every member of the Brigade must know their role and responsibilities by class and billet. Although the focus is training the 4/C, ALL classes gain practical leadership experience whether as a 3/C Mentor, 2/C Fire Team Leader, or 1/C billet holder. A firm understanding of these roles is essential for success. Midshipmen at every level should treat all events of the day as “training events” from Morning Quarters Formation to TAPS where discipline, honorable living, accountability, leadership and professionalism are being practiced.

c. The principles of leading from the front, leading by example, and never asking a subordinate to do something you yourself cannot or will not do underwrite this entire document. If there is a situation that is not specifically addressed here or MIDREGS, use these principles.

d. This guidance does not limit a leader's initiative or creativity, rather it provides guidance within which to accomplish the mission. Individual initiative is essential to success.

5. Officer Roles and Responsibilities.

a. Commandant of Midshipmen shall:

(1) 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) Approve the MTP prior to the beginning of the Academic Year.

b. Deputy Commandant shall:

(1) Provide oversight of MTP scheduling and implementation to include updates and changes to enclosure (1).

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

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

(4) At least semi-annually, typically aligned with Fall and Spring Semester Brigade staff turnover, review training priorities and assess current training initiatives (commonly known as PB4T, planning board for training).

c. PRODEV shall:

(1) Oversee the coordination of community efforts to bridge the Summer Training Program with Academic Year training per reference (d).

(2) Oversee the execution of Military Qualification Standards (MQS) to include professional knowledge (Pro-Know) assessments quizzes (Pro-Quiz), exams, Professional Competency Boards (PCBs) and Professional Competency Assessments (PCAs).

(3) Receive Pro-Know performance data (including individual scores as required) from the Training Officer and/or Brigade Training Officer.

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

d. Training Officer shall:

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

(2) Provide weekly updates to PRODEV and the Deputy Commandant on the status of Brigade training.

(3) Create, update, and distribute professional knowledge documents to include the professional knowledge book (Pro-Book) annually. Ensure online training resources are up to date and posted on the Training Department website.

(4) Receive Pro-Quiz performance data from the Brigade Training Officer and provide results up the chain of command to the Commandant.

(5) Coordinate General Military Training (GMT) and mandated program training with stakeholders and program managers to validate, schedule, and execute the training required per enclosure (2).

(6) Schedule and coordinate the semi-annual Training Review for the Deputy Commandant and outbrief to the Commandant community event coordination meetings and agenda.

(7) Update and issue the annual PCA notice annually.

(8) Update and manage PCA question banks annually.

(9) Update and promulgate professional material in conjunction with community and service representatives per reference (d).

(10) Assist LEAD in updating the Unit Commander's Notebook annually.

e. Deputy Training Officer and Class Training Officers (4/C, 3/C, 2/C, 1/C) shall:

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

(2) The 4/C Training Officer holds primary responsibility for academic year training content for the Brigade and shall be the first officer in the Brigade Training Staff Chain of Command for the Training Department.

(3) The 4/C Training Officer will coordinate with the Brigade Training Staff on training objectives set forth in this document. This includes but is not limited to: tracking Pro-Quiz, updating the Unit Commander's Notebook, updating Reef Points, and tracking completion of GMT requirements.

31 Jul 2023

(4) The 2/C and 3/C Training Officers are primarily responsible for the development and execution of PCAs with assistance from the 4/C Training Officer as a liaison to Brigade Training Staff.

(5) All Training Officers will assist in reviewing and updating electronic professional references annually and assisting to coordinate large-scale training events as required.

f. Warfare Community Leads shall:

(1) Inform the Training Department of community training events with ample notification, nominally four weeks, to provide the Brigade of Midshipmen or targeted audience the greatest opportunity for attendance and schedule deconfliction.

(2) Attend planning meetings as required by the Deputy Commandant or Training Officer.

(3) Conduct outreach events to expose Midshipmen to the various communities available following commissioning per reference (d).

(4) Assist in updating professional knowledge documents and training materials.

g. SAPRO, Honor Officer, DEI Officer, Conduct Officer, Character Development Officer, MDC Director, Chaplain shall:

(1) Develop a training support package in conjunction with the assigned midshipman counterpart to be executed throughout the AC Year in support of Brigade and Company training plans. Provide appropriate training material that can be delivered by BattOs/CO/SELs or midshipman reps at the Squad, Platoon, Company or Battalion level to post on the Training website.

(2) Attend coordination meetings as required by the Deputy Commandant or Training Officer.

h. Bancroft Hall Staff shall:

(1) Battalion Officers and Company Officers/Senior Enlisted Leaders shall review and be the approving authority for Battalion Monthly (Enclosure (3)) and Company Weekly (Enclosure (4)) Training Plans, respectively. They shall ensure Operational Risk Management (ORM) is applied per reference (e) and that midshipmen utilize Enclosure (5) where necessary.

(2) Monitor use of all Training Periods to ensure assigned training periods are used effectively toward achieving PCCs and the USNA mission. As part of this task, they shall ensure appropriate training resources are available.

(3) Maintain responsibility for midshipmen preparation and performance for all classes on Pro-know assessments including 4/C Pro-Quizzes and PCB's.

(4) Monitor the 4/C training program to ensure compliance with the regulations set forth within this document.

(5) Provide guidance to their unit staff and counsel, remediate, and discipline midshipmen who do not meet the training standards of this instruction.

6. Midshipmen Roles and Responsibilities.

a. Brigade Commander shall:

(1) Execute the training policies of the Commandant, oversee the training and professional development of the Brigade, and keep the Commandant informed regarding any deficiencies and recommend corrective action to be taken.

(2) Approve and enforce the semester Brigade Training Intent.

(3) Maintain standardization of training throughout the Brigade and ensure effective turnover to the following semester staff.

b. Brigade Training Officer shall:

(1) Develop and disseminate the approved Brigade Training Intent.

(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 to update progress and coordinating to deconflict the Brigade and Battalion training events for the upcoming month on the Brigade and class specific Google Calendars.

(3) Maintain standardization of training throughout the Brigade through early planning and coordination with Brigade Strippers and Battalion Training Officers. This shall include verifying that Battalion Monthly Training Plans are approved the month prior to execution.

(4) Develop a plan of action and milestones (POA&M) to prepare the Brigade for satisfactory Pro-Quiz, Pro-Exam, PCA and PCB performance. The POA&M shall be submitted to the Training Department within the first three weeks of each semester.

(5) Track Brigade Pro-Quiz and Pro-Exam performance and submit weekly reports to the Training Department. Publish failure rates by company to the Brigade each week and ensure that Battalions and Companies adhere to the Brigade standard of a passing score at 70%.

(6) Collect feedback from battalion and company training evolutions throughout the academic year and provide them to the Brigade Commander as applicable.

(7) Keep the Midshipmen Training Website updated with accurate technical information and maintain overall relevancy of posted material (keep current events current, be responsive to new national and international developments).

(8) Lead the midshipman training staff and coordination with unit commanders in the development and execution of training plans in accordance with Table 5-1.

	Approved By	Approved NLT Deadline	Format
Brigade Semester Training Plan	Commandant	Within the first week of the semester	As approved by the Training Officer
Battalion Monthly Training Plans	Battalion Officers	The 15th of the prior month	Enclosure 1
Company Weekly Training Plans	Company Officers or Senior Enlisted Leaders	The Wednesday of the prior week	Enclosure 2

Table 5-1: Training Plan Timing and Approval Processes

c. Battalion Commanders shall:

(1) Meet the requirements of Table 5-1 for Battalion training plans. For all Battalion training events with an initial Risk Assessment Code (RAC) of 3 or higher, complete the additional requirements of enclosure (5).

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

d. Battalion Training Officers shall:

(1) Create a Monthly Battalion Training Plan using enclosure (3) with the Battalion Commander and submit it to the Battalion Officer for signature no later than the 15th of the month prior to execution. These plans shall include formal risk assessment and mitigation for all large scale or high-risk training events per enclosure (5).

(2) Monitor approved Company Weekly Training Plans. The Battalion Training Officer shall verify that Company Weekly Training Plans are approved per Table 5-1.

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

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

e. Company Commanders shall:

(1) Approve the Company Training Goals developed by the Company Training Officer and ensure all training aligns with the Company Training Goals.

(2) Meet the requirements of Table 5-1 for Battalion Training Plans. Company Training Staff, Executive Officer, Operations Officer, and Platoon Commanders should be utilized in building all training plans.

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

(4) Submit Movement Order requests 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) Ensure Platoon Commanders and Squad Leaders receive a copy of the most recent Commanders Handbook each semester.

f. Company Training Officers shall :

(1) Develop and publish the Company Training Goals with approval of the Company Commander and ensure training plans align with Company Training Goals.

(2) Assist the Company Commander, Executive Officer, Operations Officer, and Platoon Commanders in developing the Company Weekly Training Plan. 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 (5) for RAC 3 or higher.

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

(4) Assist the Company Commander in overseeing midshipmen in their training roles. The Company Training Officer should leverage other company staff billets and the midshipman chain of command to ensure training is executed in accordance with this instruction.

(5) Ensure in-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.

g. Platoon Commanders shall:

(1) Monitor execution of the Midshipmen Training Program in the platoon to ensure consistency by all Midshipmen. This includes periodically supervising come-arounds and ensuring Squad Leaders maintain accurate attendance records for required training events.

(2) Monitor, manage, and appropriately document midshipman performance within the platoon. In general, a Platoon Commander's notebook and positive and negative counselings (Form-1s) suffice for this purpose. At a minimum, Platoon Commanders shall counsel their Squad Leaders at the 6, 12, and 16-week mark prior to completing their final MDR.

(3) Assist the Company Training Officer, Company Commander, Executive Officer, and Operations Officer with creating the Company Weekly Training Plan.

h. Squad Leaders shall:

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

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

(3) Monitor, manage, and appropriately document midshipman performance within the platoon. In general, a Squad Leader unit commander's notebook, positive and negative counselings (Form-1s), and dates of periodic counseling should suffice for this purpose. At the minimum, Squad Leaders shall counsel members of their squad, verbally or in writing, at the 6, 12, and 16-week mark prior to completing their final MDR.

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

7. Class Specific Roles and Responsibilities:

a. 4/C. The primary responsibility of the 4/C midshipmen is to follow the leadership of their upper-class and learn how to be a contributing member of the Brigade. They are tasked with leading their own classmates through peer accountability, but their performance and dedication to professional growth will immediately contribute to or detract from the culture of their company and of the Brigade. 4/C must adapt to the demands of the Naval Academy through teamwork and effective communication to discover and leverage all USNA resources to help ensure each classmate in company meets the moral, mental, and physical requirements each semester. 4/C shall actively observe and evaluate upper-class leadership styles and lay their foundation to be future leaders of the Brigade and the Naval Service.

31 Jul 2023

b. 3/C. The primary responsibility of 3/C midshipmen is to mentor the 4/C, personally continue their professional development, and exercise the discipline commensurate with their greater freedoms. The 3/C are charged to support, guide, and motivate the 4/C through their plebe year. As the 3/C are the first members of the 4/C's chain of command, they have the responsibility to ensure they are properly introduced to the academic year standards and successfully transition from Plebe Summer. As a member of the chain of command, weekly check-ins at come arounds are not sufficient: 3/C must have frequent interactions on a routine basis. These can be achieved at morning workings, professional events, engagement at squad tables, FEXs, and other training evolutions. Each 3/C will be required to plan and execute one training per semester.

c. 2/C. The primary responsibility of 2/C midshipmen is to train the Brigade. The 2/C have the ultimate responsibility of meeting all training requirements at the company and individual level. In the process, 2/C are learning critical skills to help them succeed as 1/C and as future Naval Officers. As such, each 2/C will be required to plan and execute one training per semester. 2/C midshipmen are expected to lead both the 3/C and the 4/C and support the 1/C leadership. 2/C will face additional academic rigor and additional privileges, and it remains their responsibility to appropriately balance the two. As with the 3/C, to be effective in their roles, 2/C should be present within the company at a majority of workouts, come-arounds, professional events, FEX's, and other training evolutions.

d. 1/C. The primary responsibility of 1/C is to practice and demonstrate leadership, both specifically within their assigned unit and generally within the Brigade. They are charged with planning and executing at each level, from Squad to Brigade. 1/C Midshipmen are responsible for their own actions and the actions and performance of their subordinates. 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 not every 1/C is a "unit commander" each semester, no 1/C is exempt from continuing to participate in company and unit events as they exercise their assigned leadership role.

(1) All 1/C midshipmen shall hold a qualifying "leadership" billet prior to graduation per reference (g).

8. Elements and Scope of Midshipman Training. Based on the USNA mission, the MTP acknowledges the distinct aspects of midshipmen development, but also seeks to integrate training where feasible in support of developing proficient officers for Naval Service.

a. Moral Development Training Components

(1) The development of morally sound leaders is the most important training objective. Through honor and conduct training, completing courses in leadership and ethics, living by the Midshipmen Ethos, holding others and oneself accountable, and refining ethical leadership through daily practice, midshipmen will accomplish this objective.

31 Jul 2023

(2) The moral deliberation roadmap, taught in Moral Reasoning for Naval Leaders (NE203), should be introduced to the 4/C at the squad level, and 3/C should occasionally share their NE203 lessons and reflections at squad and team tables.

(3) The requirements listed in enclosure (1) to incorporate “honorable living” are ripe opportunities for developing officers to learn and share examples of other officers making correct and incorrect moral decisions in the course of their duties.

(4) Assessments of moral development can be challenging, but it should be discussed at routine counseling and feedback sessions by both midshipmen and staff members.

b. Mental Development Training Components

(1) Midshipmen take core courses in Leadership Education & Development and Seamanship & Navigation each year. These courses educate Midshipmen on the qualities and knowledge required for Naval Officers to succeed in the United States Navy and Marine Corps while complementing other professional and leadership training within Bancroft Hall.

(2) Midshipmen Qualification Standards (MQS) contain class-specific learning objectives that are testable on Pro-Quizzes, Pro-Exams, PCAs and PCBs). MQS reflects a progression of knowledge each year to prepare midshipmen for Summer Training, Service Assignment, and Commissioning. A Professional Knowledge Book (Pro-Know or Pro-Book) will be issued at the start of 4/C year. The Pro-Book contains the professional knowledge midshipmen are required to know by graduation, and each class (4/C, 3/C, 2/C) is assigned specific MQS to learn in cumulative fashion. Each class is accountable for knowing their section and the section for classes junior to them.

(a) 4/C MIDN are responsible only for 4/C MQS. Proficiency is measured by weekly Come-Arounds with upper-class and routine weekly or bi-weekly Pro-Quizzes and PCBs.

(b) 2/C and 3/C professional knowledge proficiency is measured with Fall and Spring PCA.

(c) While 1/C do not have MQS, they must remain familiar with the content of Pro-Know to properly lead the underclass and are ultimately responsible for the performance of the junior midshipmen within their chain of command. Additionally, practicum courses deliver specific information necessary to understand the basics of their future community upon graduation.

(3) General Military Training. Midshipmen GMT is derived from individual program instructions and Fleet requirements which are promulgated each September. Enclosure (2) details the annual training requirements for all programs and shall be scheduled each Fall in Company Training Plans. GMT training requirements are mandatory; certificates for online courses will be collected and musters must be taken for all in-person training. Battalions will conduct GMT make-up sessions in each spring semester.

(4) Company and Community Mentors. Each Company will be assigned Surface, Submarine, Aviation and Marine Corps community mentors. These officers provide additional

context to MQS topics, communicate community event information and mentor midshipmen for summer training opportunities. Additionally, Midshipmen are expected to seek mentorship from Officers and Senior Enlisted around the Yard in communities that interest them. Midshipman engagement with each community will inform the decisions of the Community Assignment Board (CAB) as they determine service assignments each Fall. Information on respective community mentors can be found on the USNA Summer Training Intranet website.

c. Physical Development Training Components

(1) Part of the physical training program relies on midshipmen passing cyclic Physical Fitness Assessments and all Physical Education courses per current instructions. They must also participate in either varsity, club, or intramural sports each semester.

(2) Morning Workouts are predominantly midshipmen-led physical training with active duty staff oversight. To lead by example, all classes within the company should complete some morning workouts with the 4/C throughout the week. Saturday Morning Training (SMT) may also include physical training. Physical Training sessions should build unit cohesion and individual fitness that is expected of future Navy and Marine Corps Officers.

(3) When leading a physical training event, upper-class midshipmen, as the unit leaders, shall participate unless serving in a dedicated safety role.

9. Planning and Execution Process. Given the scale, scope and variety of evolutions and programs that classify as “training,” all parties who conduct training must carefully coordinate across all stakeholders to ensure valuable midshipman and staff time is used effectively. As noted in Table 5-1, there are three levels of training (Brigade, Battalion, and Company), and each flows from the one above it, but with greater fidelity.

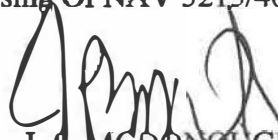
a. The Brigade Semester Training Plan is the comprehensive plan that is informed by the PCCs, required General Military Training (GMT), and Naval programs and policies. It is also informed by Commandant instructions, Professional Development topics (service assignment and community briefings), and MQS topics. The Brigade plan provides an overarching view of mandatory and priority training (including the Warrior Wednesday training schedule) from which to then align and plan all other Battalion and Company level training evolutions. Routine planning meetings between the Deputy Commandant, Training, Operations and the Brigade Staff will ensure deconfliction and prioritization throughout the Academic Year. The Commandant will be briefed on any changes prior to the start of each semester or as appropriate, typically in April and November.

b. Battalion Monthly Training Plans allow Battalion Commanders and Battalion Officers to utilize some of the training blocks (Noon Meal Training (NMT) and SMTs) for Battalion Commander/Officer calls, Battalion FEXs, and Battalion social events (Sunday evenings). Battalions should normally not take more than one type of each training block per month. This is to leave enough discretionary time for Companies to plan and conduct their own training.

JUL 31 2023

10. 4/C Training Program. Upper-class midshipmen should recognize superior performance and effort as well as remediate observed deficiencies of the 4/C Midshipmen per the guidance of enclosure (6).

11. 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.



J. O. MCDONOUGH III

Releasability and distribution: This instruction is cleared for public release and is available electronically via <https://www.usna.edu/Commandant/comdinst.php>

31 Jul 2023

COMPANY TRAINING GUIDANCE

For in-company midshipmen, the only training plan they need to reference is their Company Training plan because it will naturally account for all Brigade and Battalion requirements.

Companies shall:

1. Limit the morning physical training periods to 0545-0645. Per reference (f), alarm clocks cannot be set earlier than 0530. Comearounds may begin as early as 0545, but can also start later. If comearounds are conducted in UOD, they may go until 0655. Morning workouts are meant to maintain esprit de corps, develop personal grit, maintain a base level of physical fitness, and teach 4/C how to incorporate various workouts into their life for after plebe year.
2. Maintain the Saturday morning training period within 0800-1200. Events outside this time require Battalion Officer approval. This is the ideal time for longer training evolutions that cannot fit in the morning training period, and upper-class participation is expected.
3. Incorporate the following topics on a monthly basis: the Honor Concept, Leadership, and Dignity and Respect. There is no intention that each company produce its own training for each of these. Training Officers should provide ready-made resources from the specialty offices and the Brigade training website to leverage at the company level. These topics may also be “add-ons” between 5-15 minutes of training. There is no expectation that each topic be its own session, and not all topics need to be “classroom training.” Some topics could be incorporated with physical training as a tie-in (“Character” run, “Honor” meal, D&R ice cream social, etc.).
4. Incorporate the Midshipman Ethos, character development, and honorable living twice per month per all the conditions and expectations of the above paragraph.
5. All midshipmen shall be conversant in current events relevant to the Navy, Marine Corps and national security with a special emphasis on Warfighting. 4/C are specifically responsible for having conversational knowledge of three current news articles (international, national, and sports) per reference (f). These topics should be discussed daily at the squad level.
6. Incorporate the following monthly themes- September: Hispanic-Latino Heritage, November: American-Indian Heritage and Men’s Health Awareness, February: African-American History, March: Women’s History, April: Sexual Assault Awareness and Prevention, May: Suicide Awareness.

Companies should:

1. Nominally schedule two or three morning workouts per week (M-F) and comearounds should occur on the other days. If a company desires four or five workouts between M-F, Battalion Officer permission is required.
2. MTP events (Dant and Supe calls, SHAPE training, etc.), if not done during WWT, will occur on Monday and Wednesday nights when possible. Tuesday night is generally reserved for ECAs. Scheduling “mandatory” events on a Tuesday or Thursday evening requires Deputy Commandant approval. Company training plans should leave Tuesday and Thursday nights free whenever possible.
3. Have all classes attend company Blue and Gold at least once a week.

BATTALION MONTHLY TRAINING PLAN

BATTALION MONTHLY TRAINING PLAN							
TO:							
CAPT/CDR/LtCol Name, USN/USMC, XX Battalion Officer							
VIA:							
Chain-of-Command							
DATE		DDMMYY	DDMMYY	DDMMYY	DDMMYY	DDMMYY	DDMMYY
Training Type							
	Training Description						
	Location						
	Objective						
	ORM						
	Personnel						
	Approval Authority						
Signature (Battalion Training Officer)							
FIRST M.I. LAST							
				CoC Initials			
		Date	Approval	Disapproval	Comments		
Battalion Commander							
MIDN LCDR Lastname, USN							
Battalion Officer							
CAPT/CDR/LtCol Lastname, USN/USMC							
Brigade Training Officer, USN			Acknowledgement Initials				
MIDN LCDR lastname, USN							

COMPANY WEEKLY TRAINING PLAN

COMPANY WEEKLY TRAINING PLAN							
TO:							
LT/Capt Name, USN/USMC, XX Company							
VIA:							
Chain-of-Command							
	M	T	W	TH	F	S	SU
Morning Training							
Location							
Objective							
ORM							
Personnel							
NMT							
Location							
Objective							
ORM							
Personnel							
Evening Training							
Location							
Objective							
ORM							
Personnel							
Signature (Company Training Officer)							
FIRST M.I. LAST							
		CoC Initials					
		Date	Approval	Disapproval	Comments		
Company Commander							
MIDN LT Lastname, USN							
Company Officer							
LT/Capt Lastname, USN/USMC							
Battalion Training Officer		Acknowledgment Initials					
MIDN LT Lastname, USN							

COMDTMIDNINST 1600.4J
31 Jul 2023

Topic/GMT Course	Periodicity	USNA POC	Execution Responsibility	Class	Reference
Sexual Assault Prevention and Response (SAPR) Awareness	Annual - as scheduled	Barb Cyr-Roman, CAPT Dee Milbrant	SAPR		NAVADMIN 201/22
Suicide Prevention	Annual - September (F2F)	MMNC Matthew Grubb	CO/SEL	All	NAVADMIN 201/28 OPNAVINST 1720.4B
EO, Harassment, Resolution	w/in 60 days and Annual (Reform)	HMC Barker ETC Chatman	CO/SEL DPE's	All	NAVADMIN 201/22 DOD-CAC-2023.0 OPNAVINST 53543.1H
ORM	Annual - September	SC Pamela McGee CAPT Patterson	CO/SEL	All	NAVADMIN 201/22
DOD Cyber Awareness Challenge	Annual - September	Training Dept Security	CO/SEL	All	NAVADMIN 201/22
Sexual Health and Responsibility	Annual - February	Training Dept Medical	CO/SEL	All	NAVADMIN 201/22
Privacy Act	w/in 30 days of accession Annual - February	Ms. Shannon Campbell	CO/SEL	All	NAVADMIN 201/22
Domestic Abuse	Annual - March	Training Dept / SAPR?	CO/SEL	All	NAVADMIN 201/23
Operations Security (OPSEC) and Controlled Unclassified Information (CUI) - March	Annual - March	CDR Phil Starovic	CO/SEL	All	NAVADMIN 201/22
Counterintelligence Awareness and Reporting	Annual - April (C&T) or Monthly by batt/company - (F2F)	Training Dept NCIS	CO/SEL	All	NAVADMIN 201/27 DON-CIAR-1.0
CTIP	1x - August	Training Dept	CO/SEL	4/C	OPNAVINST 1500.67 Combatting Trafficking in Persons (CTIP) Training
DOD Annual Security Awareness Refresher	Annual - January	Security Office - J.P. Sotelo	CO/SEL	All	DODM 5200.01 Vol3_End5
DAPA	Annual - Fall / Spring Company level	Senior Chief Pamela McGee	CO/SEL	All	OPNAV 5350.4E (pg 2-3)
Safety - AT	Annual - multiple MIDN/faculty opportunities	SC Pamela McGee CAPT Patterson	Safety Officers	All	U.S. Naval Forces Northern Command, Force Protection Operations Order, OPORD F3300-22
MIDN Defensive Driving Course	1x	Senior Chief Pamela McGee CAPT Dan Patterson	CO TO	All	DoD Instruction 6055.04 of August 27, 2021, Section 3.7(1), page 17 for the "Under 26 Drivers" applicability.
Financial Management	Annual - Month by month at company level	LT Terrence Paudon CAPT Mike Jefferson	CO Supply Rep	All	SECNAVINST1740.4A (Table "Initial and Lifecycle Training Continuum")
DEI	2x/semester	CAPT Lacy	DPEs	All	COMDTMIDNINST 1500.5
Pregnancy, FCP, EFMP, Family Readiness	1x - Fall/Spring Semester	Training Dept Medical	CO/SEL	1/C	OPNAVINST 1740.4E (Family Care Policy) OPNAVINST 6000.1D (Navy Guidelines Concerning Pregnancy and Parenthood) NAVADMIN 151/18 Military Paternal Leave NAVADMIN 037/22 Encrease to Maximum SEcondary Caregiver Leave OPNAVINST 1754.2F Exceptional Family Care Program
Naval correspondence	1x - Fall Semester	Training Department / LEAD / Dant	CO/SEL	2/C and 4/C	
Officer and Enlisted Ranks	1x - Plebe Summer	Training Dept / Commandant			
Commissioning Sources	1x - Fall/Spring Semester	Training Office	CO/SEL	1/C	Navy Educations Program: http://www.navy.com/joining/benefits/education-opportunities/undergraduate.html/#general-programs
Education Opportunities	1x - Fall/Spring Semester	Training Office	CO/SEL	2/C	PCC
Naval Reserve Knowledge	1x - Fall/Spring Semester	Training Dept	CO/SEL	2/C	PCC

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 sound judgment. All ORM assessments shall be conducted in accordance with reference (e).

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 to determine appropriate Risk Assessment Codes (RAC). A JRAT submission shall be approved by the Brigade Safety Officer when training is deemed high risk in accordance with reference (h). 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.

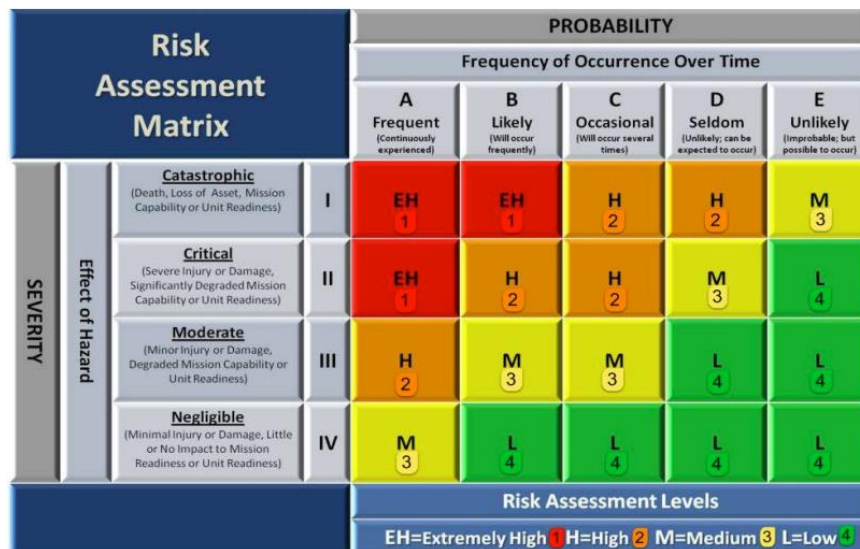
e. Before conducting a training evolution, training staff shall conduct an in depth ORM analysis using the following spreadsheet. Companies shall estimate RAC based on Table 2 using the principles of probability and severity to determine if a JRAT submission is required in accordance with reference (h).

Category	Description
I	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.
II	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
III	Degraded mission capability or unit readiness. Minor damage to equipment, systems, property, or the environment. Minor injury or illness.
IV	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.

Table 1: Severity Categories

Category	Description
A	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.
B	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.
C	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.
D	Unlikely to occur, but not impossible.

Table 2: Probability Categories



4/C TRAINING PROGRAM GUIDANCE**1. Intent.**

a. Upper-class training of the “plebes” at USNA has a long tradition, but it has also developed significantly over time. Societal and Naval standards of behavior have changed, and the training program must adjust to those changes. The 4/C training program is meant to be challenging, but must remain at all times, professional. Just as much as the 4/C learn to perform under stress through this program, upper-class must also practice small unit leadership, deliberate planning, self-awareness, and self-control; they are training to be “Fighter-Leaders.”

b. The success or failure of small units in the Fleet ultimately depends on the will and leadership of their leader, the “Fighter-Leader.” These leaders must keep calm, calculated composure in combat and be ready to lead from the front. This is the type of leadership to develop and demonstrate during the academic year. Leaders at all levels, especially the squad level, must recognize the need to inspire and drive action through their own actions and example. Through this, midshipmen gain confidence in their leader and their own development. Midshipmen, and Sailors and Marines, will follow an effective Fighter-Leader.

c. To help midshipmen develop this leadership style, this guide shall be used in assisting the Brigade in determining which means of remediation and recognition are relevant and authorized. Use of this guide is not a replacement for the utilization of sound judgment.

2. Prohibited Activities. Although not all-inclusive, the following activities are specifically prohibited:

a. Hazing. Hazing is 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. “Bracing” is not authorized.

b. Physical Abuse. Upper-class midshipmen may only touch midshipmen 4/C for the purpose of correcting or adjusting the uniform in appropriate areas, 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. Harassment shall not be tolerated in any form. 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 and individual physical punishment is a separation level offense.

c. Sleep Interference. Upper-class may not schedule training for plebes before 0545 or after TAPS (2300 on school nights). Upper-class also may not schedule training during study period with the exception of come-arounds per the limits of reference (f).

d. Unprofessional “tricks.” Plebe Summer is the time to teach 4/C to deal with periods of chaos and learn to deal with failure. The Ac Year is a transition where 4/C training must be balanced with academics, and therefore time in the day is always at a premium. As such, the following time-wasting activities that provide no useful professional skills are prohibited: one-way passageways, uniform races “back and forth” (but expedient changing of uniforms per the Brigade Calendar is acceptable), “24 hour” uniforms, rack races, removal of backpack privileges, “signature sheets” where the upper-class develop their own challenges (sheets with company-standardized short facts to learn upper-class, such as desired warfare community, academic major, or hometown, etc. are authorized), and room assignment changes without two week’s advance notice (short term and short notice moves are not allowed).

3. **Recognition.** The majority of introductory training of 4/C actions are remedial in nature, but the following positive recognitions should be used when appropriate as effective leadership tools:

a. Verbal praise in front of squad, platoon, company, Battalion Officer Call, or to the Deputy Commandant or Commandant for recognition at the anchor.

b. Positive Form-1, potentially with extended EOL.

c. Letter of Commendation or formal award (Navy Achievement Medal) for specific actions.

d. “Midshipman of the Semester” nomination.

e. “Carry-on” may be granted in company area or squad tables only, never to exceed one week at a time, and nominally one day at a time.

4. **Remediation.** When 4/C are not performing to the standards set by the upper-class, the following actions are permitted to help correct behavior.

a. Informal verbal or formal written (Negative Form-1) counseling. Anytime a 4/C is counseled on poor performance, the deficiency should be clear, and the upper-class should provide resources or a plan to rectify the deficiency.

b. Journaling. Plebes who are having difficulty in displaying appropriate discipline or are lacking in character development (honor /conduct) can be assigned by their squad leader daily short journal entries to be shared with their chain of command.

c. Extra comearounds. Extra comearounds are authorized for specific deficiencies which shall be stated to the 4/C prior to the comearound (failed proquiz, discuss UA to class, unprofessionalism, etc.). 4/C are not permitted to have more than five total comearounds (~30 minutes each) per week.

d. Extra uniform inspection, up to one per day with a specified member in the chain of command.

e. Extra room inspection, up to two alpha inspections per week, with at least one day in between inspections to allow time to correct deficiencies.

f. Study hours assigned for up to 2.5 hours between 2000 and 2300 with an accountability plan, to include removal of phone privileges during this period if approved by CO/SEL. This may be used when 4/C are academically UNSAT.

g. Professional reports: an up to two-page report on a professional topic where the 4/C showed a gross conceptual error, that should take no more than two hours to research and produce. No more than one “pro report” per week is authorized.

h. Suspension of “Blue and Golds” as a uniform until 2000 each day. This is meant to be a visible reminder that the 4/C in company are one unit and win and lose as a team. The cause for this form of remediation must be made clear to the 4/C and they should also have a path to earn it back prior to the five day maximum. There must be two weekdays in between any back to back suspensions to allow the 4/C time to meet the specified standard.

i. Group physical activity. 4/C, in groups of three or more, may be “dropped” as a group per the tables below, but the upper-class leading the activity must perform the exercise as well. Plebe summer is a form of basic training. The Ac Year is the time to lead by example.

Exercise	Max Length	Max Cycles per day	Min Rest between
Front Leaning Rest	2 min	4	1 min
Push-Ups	20 four-count reps	4	1 min
Mountain Climbers	20 four-count reps	4	1 min
Leg-levers	20 four-count reps	4	1 min
Planks	2 min	4	1 min