COMMANDANT OF MIDSHIPMEN INSTRUCTION 3504.2

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

Subj: MIDSHIPMAN PRESERVATION PROGRAM

Ref: (a) Culture Champion Network Quick Reference Guide
(b) MCO 1500.60 Force Preservation Council Program
(c) USNAINST 6150.1

Encl: (1) Preservation Tracker Standard Operating Procedure

1. **Purpose.** To establish policy and procedures to standardize organization and conduct of Midshipman Preservation (MIDPRES) processes in support of the Brigade of Midshipmen. This instruction provides a formal mechanism for the Commandant of Midshipmen to assess risk factors for individual midshipmen and trends across the Brigade of Midshipmen.

2. **Cancellation.** COMDTMIDNINST 3504.1.

3. **Mission.** MIDPRES meetings and reviews are conducted at the Company, Battalion, and Brigade levels. During the Academic Year, Brigade MIDPRES meetings occur weekly. Company MIDPRES processes should be aligned to support a weekly review, but details are at the discretion of the Company Officers (CO) and Senior Enlisted Leaders (SEL). There is no expectation that every midshipman is personally reviewed “in depth” every week, but each week someone in each company, usually the squad leader reporting to the platoon commander, will make a conscious determination for each midshipman in the company if a formal MIDPRES review is required.

4. **Company MIDPRES Meetings.** COs are singularly responsible for how they collect weekly inputs on the wellness of the midshipmen in their company. The process should be a combination of leveraging their midshipman chain of command and their own personal observations and those of their SEL. There is no exact formula to determine an “at risk” midshipmen; the key intent is that midshipmen and staff leadership recognize and respond early when stressors and risky behaviors first develop in order to interrupt the chain of events that can lead to an adverse outcome (major conduct offenses, potential separation, and in the most severe cases, suicide). Stressors can be positive (selection for prestigious programs, striper positions) or negative (failed courses, loss of loved ones, etc.).
a. Many leaders at the Company meeting will already have in-depth knowledge of the midshipman under review. However, leaders can still collectively assess individuals and gain a more thorough understanding of their overall well-being and needs.

b. All members will be held accountable to ensure the continued privacy and confidentiality of information discussed at the MIDPRES meeting. Detailed examination of sensitive personal or professional matters in a large group is neither intended nor appropriate. COs and SELs shall not divulge personal information to the midshipman chain of command. If the midshipmen chain of command has first-hand information or a personal nature, they may share with their CO/SEL with the intent of providing support to the subject midshipman.

c. Sexual Assault victims and their cases shall not be discussed during Company MIDPRES meetings.

d. Company meetings should begin during Plebe Summer under letter (alpha, bravo, etc.) format. COs will start their “trackers” per paragraph 7.a below during Plebe Summer, and will share that data with Academic Year COs during Reform.

5. Battalion MIDPRES Meetings. These meetings shall normally consist of the BATTO, Battalion Executive Officer, Battalion Leading Chief Petty Officer (LCPO), and Battalion Chaplain. Each CO and SEL should brief or convey the status of their selected MIDPRES midshipmen to the BATTO. As there are no midshipmen at Battalion meetings, greater detail and assessments may be shared with the BATTOs, but midshipmen privacy must be respected and topics discussed should remain “need to know,” which is general means to not share with any other CO/SELS.

6. Brigade MIDPRES Meetings. These meeting shall consist of BATTO, the Deputy Commandant of Midshipmen, the Brigade Master Chief, the Judge Advocate General (JAG), the Brigade Medical Officer (BMO), the Command Chaplain, Midshipmen Development Center Representative, the Midshipmen Personnel Officer (as needed), a representative from the Provost’s Office, the Commandant’s Staff Director, and no others unless specifically invited by the Commandant.

   a. The Honor Officer, Conduct Officer, Command Management Equal Opportunity Manager (CMEO), Drug & Alcohol Program Advisor (DAPA), and Physical Education Marking Officer (when applicable), will all cycle through the meeting to present trends to the Commandant and Battalion Officers. The MIDPRES dashboard and other applicable slides may be used for this portion of the meeting.

   b. After the members in section 6.a above have reported and left the meeting, BATTOs will discuss applicable midshipmen of their Battalion with the Commandant utilizing the MIDPRES tracker.

   c. Based on reviews during the MIDPRES meetings, the Commandant and Deputy Commandant may refer midshipmen to a Preservation Review Board per reference (c).
7. Administration. To assist in accurate shared awareness on both individual midshipmen and groups of midshipmen, there are two shared google sheets: a MIDPRES “tracker” for individuals and a MIDPRES “dashboard” for groups of midshipmen.

a. The MIDPRES “tracker” is a by-company roster that lists all midshipmen. Access to the sheet is limited solely to the CO, the SEL, the BATTO, and the Commandant’s senior staff. CO/SELS shall follow the format guidelines in enclosure (1). This sheet focuses on individuals and will provide a complete narrative for a specific midshipman that will be useful when the chain of command aims to provide proper support, when midshipmen change companies, when company leadership turns over, and if the midshipmen goes to any sort of remedial process. As access to the company sheet is limited solely to the military chain of command, it can contain information needed to make informed decisions. When midshipmen change company as individuals through the Academic Year and when 4/C rotate companies before their 3/C year, CO/SELS should transfer rows for these midshipmen through one-time shared sheets with only necessary midshipmen included. CO/SELS are never permitted to share their entire company sheet with anyone not in the chain of command without explicit permission from the Deputy Commandant or Commandant.

b. The MIDPRES “Dashboard” provides summary listings of midshipmen in important groups to enable policy decisions that are precluded when only looking at individuals in the “tracker.” Access is broader to all CO/SELS, all BATTOs, the Academic Provosts and Registrar, PE personnel, the Midshipmen Personnel office, International Programs, and Institutional research. As such, there shall be no privacy information in this sheet. All entries should only be the status without any narrative. Any medical condition shall only be listed as “medical” and nothing further. Applicable narratives belong in the “tracker” only. The dashboard is nominally organized as follows be utilized/updated as follows:

<table>
<thead>
<tr>
<th>Dashboard TAB name</th>
<th>Purpose</th>
<th>Main Sustainer of Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Absences</td>
<td>Track high absences, issuing of academic LOIs, and plans for recovery</td>
<td>Associate Provost for Academic Affairs or Designated Representative</td>
</tr>
<tr>
<td>Physical Readiness Test (PRT) / body composition assessment</td>
<td>Tracked failures</td>
<td>CO/SELS based on data from PE and direct information</td>
</tr>
<tr>
<td>Delayed Graduate</td>
<td>Track midshipmen pending and approved abnormal graduation status</td>
<td>BATTOs and MIDPERS-O</td>
</tr>
<tr>
<td>Delayed Commissions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grad/No Commission</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Leave of Absence (LOA)</td>
<td>Track pending LOAs, current LOA’s, and recently returned LOA’s to ensure proper reintegration to the Brigade.</td>
<td>MIDPERS-O and BATTOs</td>
</tr>
<tr>
<td>Internationals</td>
<td>Allow for monitoring of midshipmen currently overseas and monitor international midshipmen visiting U.S. Naval Academy (USNA)</td>
<td>International Programs Office</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------------------------------------------------------------------------------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Service Academy Exchange Program</td>
<td>Monitor both the visiting cadets and keep up with our midshipmen away</td>
<td>Service Academy Exchange Program Officer</td>
</tr>
<tr>
<td>Plebe Summer Requirements</td>
<td>Track all outstanding midshipmen requirements from Plebe Summer</td>
<td>4/C Training Officer</td>
</tr>
<tr>
<td>Separations</td>
<td>Awareness of recent separations.</td>
<td>Staff Director</td>
</tr>
<tr>
<td>Accommodations</td>
<td>Keep track of approved religious and other accommodations for current midshipmen</td>
<td>Staff Director</td>
</tr>
<tr>
<td>Reconciliation</td>
<td>Ensure Brigade 0800 reports match Institutional Research</td>
<td>Staff Director and Deputy Commandant</td>
</tr>
<tr>
<td>Re-evaluation and Re-appointment (R&amp;R)</td>
<td>Monitor midshipmen in the R&amp;R program and the transition to and from USNA.</td>
<td>Brigade Master Chief and MIDPERS-O</td>
</tr>
</tbody>
</table>

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/All1Items.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.
9. Review and Effective Date. Per OPNAVINST 5215.17A, the Deputy Commandant will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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

1. Access and Formatting:
   a. Ensure the “General Access” tab in the bottom of the sharing options is set to RESTRICTED and not “ALL.” Specific leadership is allowed access. Midshipmen must never have access to the tracker.
   b. Enter **ALL** the midshipmen in your company, including midshipmen studying abroad, on LOA, etc. Update each midshipmen’s “status” as applicable. As midshipmen status changes, coordinate with your company to ensure your count for TAPS matches the one in use on a nightly basis.

2. Data Input:
   a. If there is a deficiency (Columns with red headings), mark the corresponding category/column with a “Y.”
   b. If able identify any risk factors (Columns with blue headings) that may have led to or exacerbated the deficiency.
   c. Update when you last formally contacted/communicated with the midshipmen.
   d. Avoid unduly private matters. For risk factors such as sexual assault, suicide ideation, loss of a family member, annotate a “Y” under the Adversity/Trauma category.
   e. Make Narrative entries in REVERSE chronological order (most recent entry is first), full numerical only date format. Example follow:

   **5/3/21:** failed the PRT, run by 35 seconds. Positive demeanor about Brigade Training Team.
   **4/7/20:** notified of father passing, put on emergency leave for 3 days. **3/3/20:** Counseling session on uniform standards.

   f. As per your Battalion policy, when needed “elevate” a midshipman to your BATTOs attention by putting a “Y” in the “CO Elevate” column. It will automatically turn red.
   g. Battalion Preservation Tracker is a combination of the Preservation Trackers for all five companies within the Battalion. BATTO inputs should not be made on the Battalion Preservation Tracker but rather on the specific Company Preservation tracker.
   h. When a subset of those midshipmen are “unique” enough to warrant the Commandant’s attention, enter a “Y” in the “BATTO Elevate” column on the specific Company Preservation Tracker. Enter your comments as appropriate.