



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

COMDTMIDNINST 4653.1T  
OPS

APR 27 2023

COMMANDANT OF MIDSHIPMEN INSTRUCTION 4653.IT

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

Subj: MOVEMENT ORDERS AND EXCUSAL LIST

Ref: (a) COMDTMIDNINST 1310.1 J  
(b) COMDTMIDNINST 1710.14S  
(c) COMDTMIDNINST 3058.1A  
(d) COMDTMIDNINST 1020.3D CH-1  
(e) COMDTMIDNINST 7220.2E  
(f) COMDTMIDNNOTE 1710  
(g) COMDTMIDNINST 5400.6Z  
(h) COMDTMIDNINST 1600.4H  
(i) USNAINST 1746.1B CH-1  
(j) USNAINST 5720.1N  
(k) SECNAV M-5216.5 CH-1  
(l) USNAINST 1500.1

Encl: (1) Creating a Movement Order in MIDS  
(2) Creating an Excusal in MIDS  
(3) Creating a Transport Request in MIDS  
(4) Navy Sailing Programs Movement Order Guidance  
(5) Movement Order Table of Eligibility

1. Purpose. Establish procedures and requirements for Movement Orders (MO) and Excusal Lists.
2. Cancellation. COMDTMIDNINST 4653.IS
3. Scope and Applicability. This instruction applies to midshipmen at the U.S. Naval Academy (USNA) comprising the Brigade of Midshipmen.
4. MOs
  - a. Definition. An MO authorizes midshipmen to travel outside the confines of USNA, Naval Support Activity Annapolis (NSAA), and Navy and Marine Corps Memorial Stadium (NMCMS). An MO is required for any midshipmen group forming for the purpose of representing USNA. A midshipman cannot be on liberty and an MO at the same time. During

extended MOs, midshipmen may be granted liberty for a specified period of time, but for policy/privilege clarity, status is either on MO (where MO rules apply) or liberty (where liberty rules apply). Midshipmen leave will usually originate and terminate in Annapolis, however, with an approved special request chit approved by both the Officer Representative (O-REP)/Faculty Representative (Faculty Rep) and the midshipmen chain of command through Battalion Officer, midshipmen may terminate leave by joining an MO or begin leave following an MO, but there shall be no “on and off” leave status during an MO (which is allowable for liberty). All MOs will be reviewed in accordance with the Table of Priorities from reference (g). Deviations or requests for exceptions from instruction shall be submitted and approved via MO and Excusal Google Form (the form can be found at <https://intranet.usna.edu/Commandant/documents.php>) prior to the organization making any commitments such as coordinating with outside entities, booking transportation, paying entry fees, etc. The approval of a MO does not approve the individual midshipman to depart on the MO. Midshipmen are authorized to depart on a MO based on Academic and Company Officer (CO) approval which is dictated by their individual eligibility status listed in Section 5.

b. Entry and Submission. All personnel, including midshipmen, with access to the Midshipmen Information System (MIDS) may create a MO. A step-by-step guide for creating a MO is provided in enclosure (1). MOs will **NOT** be reviewed by Logistics until the status field is changed to “Submitted to the Logistics Officer” by the MO’s originator.

c. Weapons Transportation. MOs involving the transport of operable weapons and live ammunition shall make the following entry in the comment field of the MO form in MIDS: “AUTHORIZED TO TRANSPORT FIREARMS FOR USE IN COMPETITION AND TRAINING IAW THE GUN CONTROL ACT OF 1968, TITLE 18, CHAPTER 44.” O-REPs shall also ensure to include an inventory of the weapons and ammunition with serial numbers for the former and type and quantity for the latter. Non-operable training devices such as drill rifles need not be inventoried as above.

d. Timeline

(1) MOs shall be SUBMITTED (status reads “Submitted to the Logistics Officer” in MIDS) at least 14 working days prior to execution, and this status will not be reflected until it is marked as reviewed by the O-REP/Faculty Rep. If not reviewed by the O-REP/Faculty Rep, the MO is not considered SUBMITTED will not be viewed for further processing. MOs are subject to be denied if they are not submitted within the authorized timeline.

(2) For MOs and excusals that require MO and Excusal Google forms (see exceptions paragraph below), the form must be submitted concurrently (no later than) O-REP/Faculty Rep review of the MO in MIDS.

(3) Transportation requests shall be submitted in MIDS at least 14 working days prior to execution by transitioning the associated MOs to “Submitted to the Logistics Officer.”

(4) Food Service Arrangement requests associated with MOs shall be submitted to Midshipmen Food Service Division (MFSD) at least seven working days prior to execution.

(5) Academic Field Trip requests associated with MOs shall be submitted to the Provost for endorsement at least 14 working days prior to execution.

e. Priority. MOs are categorized as low, medium, and high and suggest how a request should be considered and approved relative to mandatory events. Additionally, priority assists the Transportation Office in filling transportation requests.

(1) Low. Not authorized to miss mandatory events. This level includes Extracurricular Activities (ECA), team-building events, and optional field trips. Varsity and Club non-competitive team-building events are also low priority.

(2) Medium. Authorized to miss some mandatory events. This level includes most academic events, especially those events required to succeed and pass coursework, and club sports. Club B teams and ECAs executing scheduled competitions fall into this category. Participation in student run conferences and Brigade Support Activity (BSA) events that are not tied to performances are also included in this category.

(3) High. Authorized to miss mandatory events. This level includes the Naval Academy Athletic Association (NAAA)-sanctioned Varsity events, Club A, BSAs, Nuclear Power interviews, Immediate Graduate Education Program, and select academic events as specified in paragraph 5e, Superintendent, Commandant of Midshipmen, and Commandant Operations events.

f. Responsibility. If unable to adhere to the above timeline, O-REPs/Faculty Reps shall contact the Logistics Officer directly prior to entry. O-REPs/Faculty Reps shall review MOs for correctness and accuracy prior to submitting and submit a MO and Excusal Google survey form for exceptions when required. O-REPs/Faculty Reps should reroute through Operations all administrative paperwork in a standard folder with a correspondence routing sheet. O-REPs/Faculty Reps are also responsible for directing midshipmen to route missed class chits for any Medium or Low-priority events that involve missing class, and for ensuring that the final participants match the approved roster for the event (i.e. any midshipmen who were designated as ineligible are not authorized to participate).

(1) O-REPs, Faculty Reps, Faculty/Staff Leads and instructors should travel (to the maximum extent possible) with organizations.

(2) O-REPs, Faculty Reps, Faculty/Staff Leads, and instructors may authorize liberty during MOs outside of the local area.

(3) O-REPs shall notify the Officer of the Watch (OOW) at (410) 293-5001 or oow@usna.edu prior to departure of an MO that will not return before TAPS with MO number, number of MIDS, and deviations from roster in MIDS.

(4) Military instructors accompanying shall perform the duties of the O-REP. For MOs under the leadership of a civilian instructor, the senior midshipman shall carry out the duties of the O-REP.

g. Uniforms on MO. In accordance with reference (b), O-REPs shall ensure all midshipmen, regardless of class rank, execute MOs in the uniform of the day and shall inspect midshipmen uniforms prior to departure. Uniform of the Day (UOD) for MOs is either Service Dress Blue or Summer Whites unless an exception is justified per Figure 1. Regardless of attire, all midshipmen shall execute a MO in the same uniform. State uniform intent in the Reason field of the MIDS-entry form and contact the Logistics Officer for guidance as soon as practical. Exceptions to uniforms not covered in Figure 1 shall be requested to the Commandant of Midshipmen or the Commandant of Midshipmen’s Operations Officer in accordance with paragraph 3d.

<u>Activity</u>	<u>Uniform Requirement</u>
Fly on Commercial Airline	Approved team sweats or Blue over Khaki.
O-REP determines that inadequate facilities exist in the vicinity for changing.	State uniform intent in the Reason field of the MIDS-entry form and contact the Logistics Officer for guidance
“General” Physical Activity requiring special gear (e.g. Laser tag, Trampoline, Sky Diving Indoors, Batting Cages)	Regulation Physical Training (PT) Gear with Blue & Gold jogging suit
“Special” Physical Activity (e.g. Hiking, Paintball, Kayaking, Sky Diving)	Attire designed or appropriate for activity Regulation PT Gear with Blue & Gold jogging suit
Non-physical Activity (UOD inappropriate) (e.g. Bowling, Escape Room, Amusement Park, Ice Skating)	Blue-over-Khaki (with Blue & Gold jogging suit jacket if required for weather)

Figure 1

h. Exceptions. It may be necessary for an organization to request an exception to MO policy or MIDREGS. When necessary, **exceptions may be requested by submitting the MO and Excusal Google form** (the form can be found at <https://intranet.usna.edu/Commandant/documents.php>) and checking the corresponding boxes in the MIDS-entry form for all that apply. The following exceptions require a google survey entry:

- (1) Request to execute MO during X-Week or Academic Reserve Time.
- (2) Request 4/C Midshipmen participate in a MO prior to the six-week marking period.
- (3) Request O-REP, Coach, Faculty Rep, or Faculty/Staff lead to be excused from the MO.
- (4) Midshipmen intend to participate in potentially hazardous activity which include:
  - (a) Midshipmen driving privately-owned vehicles (POV)/Government vehicles greater than 4 hours or 150 miles
  - (b) Partaking in a high-risk activity

1. Any activity that meets the criteria set forth in reference (l) “For the purposes of this instruction, a residual Risk Assessment Code (RAC) 1 or 2, as well as an assignment of RAC 3 in Severity Level I or II, must be considered high-risk.”

2. Any activity being performed by an ECA listed as “High Risk” in reference (f) Any activity listed in reference (l) enclosure (2) as “High Risk Training Activities”

**Note:** When in doubt, go by the previously mentioned book definition. Run a quick “internal ORM” using the matrix, and determine if the RAC/Severity Level of your activity is considered high-risk.

3. When potentially hazardous activities are expected to occur a Joint Risk Assessment Tool (JRAT) entry reviewed by the Safety Officer is required prior to approval.

(5) Midshipmen intend to participate in a high-visibility activity (e.g. flag officers present, politically-affiliated or politicized events, visits to embassies or other government facilities, events of high media scrutiny, etc.) Commandant of Midshipmen shall be made aware via information memo and the International Programs Office shall be made aware via separate correspondence.

(6) Request for midshipmen to deviate from reference (g) or Uniform exceptions in this instruction.

(7) Deviation from Table of Priorities.

(8) Alcoholic beverages are prohibited while on MO without approved special request chit.

i. Transportation Requests. Transportation requests should be completed and submitted in MIDS as soon as practical following the submission of a MO. Enclosure (3) offers a step-by-step guide.

**Note:** The Logistics Officer does not have visibility of transportation and the Transportation Department cannot see transportation requests until the associated MO is approved by the Operations Officer. In order to facilitate the Transportation Department’s planning process, the MO can be temporarily approved in MIDS by the Operations Officer, pending leadership approval and eligibility screening for each individual midshipman traveling on the MO.

(1) Vehicle Issue. The USNA Transportation Office fills requests on a first-come, first-served basis in accordance with the Superintendent’s Transportation Priority List. In the event that the USNA Transportation Office is unable to fulfill a Transportation Request, the originating organization is then responsible for procuring and funding alternate transportation, such as rental or charter vehicles.

(2) Professional Drivers. Organizations originating an MO shall be responsible for satisfying invoices for services rendered by contract drivers. Charges vary depending on the requested date and elapsed time of the service. Organizations are also responsible for additional

driver costs such as hotels, meals, etc. Charges are determined by the comptroller and are non-negotiable. Because transportation cannot support all requests, rental or charter vehicles may be procured in advance if desired.

**Note:** USNA does not charge for government vehicles driven by organization members.

j. Expiration and Return. A MO expires upon return to USNA. O-REPs are responsible for contacting the OOW for extensions to approved time. Midshipmen returning after 0100 should follow the guidance in reference (f) regarding sleep-ins to allow for adequate rest. All midshipmen on an approved MO should return to USNA with the organization upon completion of the event. For a midshipman wishing to end the MO at a location other than the USNA, NSAA, or NMCMS, they shall route a special request chit through the O-REP, the midshipman's chain-of-command, to be approved by their CO. Once released from the MO, it is the responsibility of each midshipman to muster in person with the Company Duty Officer (CDO). Mustering via phone, email, or other means of electronic correspondence is not authorized.

k. MOs Conflicting with Meal Times. For MOs executed during meals, arrangements may be made with the MFSD to provide boxed, early, or late meals in accordance with paragraph 3d. In cases where meals cannot be arranged, organizations are responsible to provide food for participants. Consult reference (i) to determine eligibility for commuted rations (COMRATS). O-REPs, Faculty Reps, Faculty/Staff Leads, and instructors are responsible for submitting claims for COMRATS per reference (e).

**Note:** A MO code is required for service arrangements.

## 5. MO Eligibility

a. Basic Eligibility. Determined by Sports Teams, Musical Activities, and ECAs Exceptions and Excusals in reference (f) and the MO Table of Eligibility in enclosure (5). MIDS authenticates a midshipman's eligibility based on a Semester Quality Point Rating (SQPR) less than 2.0, a Cumulative QPR (CQPR) less than 2.0, grades numbering two or more D's or any number of F's, true failures or incompletes in Physical Education (PE), and failed Physical Readiness Tests. If any of these conditions exist, MIDS will indicate a midshipman as ineligible. Recommendations should consider the authentication but shall reference enclosure (5) and reference (f). COs should communicate up the chain-of-command and with O-REPs if special circumstances exist (i.e. conduct, honor, etc.) that may be a cause for concern for a midshipman wishing to participate in a MO. For Varsity and Club A Activities the Commandant of Midshipmen and Director of Athletics are the final authorities regarding NAAA MO eligibility based on strategic athletic planning, team demands, midshipmen academics, aptitude, conduct, physical scores, and the Provost and CO recommendations. For BSAs that are student run conferences, up to 10 midshipmen on the executive planning committee may be placed on high Priority Excusal/MO and up to 100 midshipmen may be placed on medium priority Excusal/MO for the conferences to include hosting duties.

**Note:** Any midshipman that is planning to miss class for a Medium or Low priority MO must also procure the permission of the instructors for their missed classes via a missed class chit that

shall be verified by the Company Chain of Command before approving the midshipman for the Event in MIDS.

b. Academic MOs.

(1) Academic MOs should minimize missed class time and shall be scheduled to take place between 0755 and 1530. Field trips that cannot be completed during these time periods are encouraged to be scheduled during liberty on the weekend.

(2) Events that involve ten or fewer midshipmen participating in a prestigious external scholarly conference, meeting with an external research sponsor or a data collection trip associated with a research or capstone project that will not occur more than once a semester are considered High Priority Academic MOs. Similarly, MOs associated with a national exam such as the Fundamentals of Engineering Exam or Graduate Record Exam, or MOs associated with external interviews for academic scholarships, graduate school or medical school are considered High Priority Academic MOs.

(3) Events that involve data collection or meetings with sponsors that are expected to occur more often than once a semester are characterized as Low-Priority MOs and should be deconflicted with the student's course schedule.

(4) Medium or Low-Priority Academic MO requests that are associated with a particular course or academic department must be approved by the relevant Department Chair and School Dean or Division Director before they are submitted in MIDS. Academic MOs for upper level courses are authorized during the study hour. Only 1/C and 2/C Midshipmen, who are in good academic standing, are eligible for these MOs. Medium or Low-Priority Academic MOs are not authorized to go into Athletic Reserve Period.

(5) Academic MOs that do not fall within these guidelines must be endorsed by the Associate Provost for Academic Affairs (APAA) and approved by the Commandant of Midshipmen's Operations Officer prior to scheduling. Make requests in a memorandum to the Commandant of Midshipmen's Operations Officer via the APAA and the Logistics Officer.

(6) Ineligible midshipmen per reference (f) and enclosure (5), shall not participate and shall remain at the USNA for a study period during class time.

(7) Midshipmen participating in the Trident Scholar program shall be on a MO for their necessary projects. Due to changing lab schedules and unforeseen project delays, midshipmen may occasionally miss some mandatory events. If designated midshipmen miss a mandatory evolution, they will report to their Company Chain of Command immediately upon return.

c. Operational Information (OPINFO). OPINFO is one of the Academy's most successful and effective outreach programs, utilizing midshipmen who volunteer to visit high schools and middle schools to participate in media activities scheduled by our Blue and Gold officers and USNA Alumni, and speak to civic organizations around the Thanksgiving Holiday period.

Midshipmen participating on OPINFO will be on approved MO covering the period of participation. Eligibility requirements can be found in reference (j).

d. Academic Approval. MOs scheduled during Academic time, this includes class periods, study period (see reference (g)), academic reserve, x-week, and academic events, require the approval of the Provost. Additionally, midshipmen with unsatisfactory academic standing or those who have class absences/excusals that exceed the guidelines of paragraph 5, may be reviewed and recommended for approval or disapproval as the Provost deems appropriate. Make requests in the Reason field of MIDS-entry form for scheduling during the study period, academic reserve, important academic events, etc. See Paragraph 5e for specific guidance concerning academic MOs.

e. Company Approval. COs shall review the academic, aptitude, and physical eligibility of each midshipmen assigned to a MO, to include routed missed class chits for non-High priority MOs, and recommended approval or denial. Additionally, COs are responsible for ensuring the proper accountability of Company personnel executing MOs, annotating their whereabouts on daily reports.

**Note:** COs cannot waiver an ineligible midshipman for a MO. The Deputy Commandant of Midshipmen or Battalion Officers hold the authority to waive those requirements in accordance with enclosure (5).

## 6. Excusals

a. Definition. Excusals authorize organizations to execute events in the confines of the USNA, NSAA, and NMCMS that deviate from the Battle Rhythm, the plan-of-the-day, and the master schedule. All excusals will be reviewed in accordance with the Table of Priorities from reference (g). Deviations from the table of priorities must be requested via the MO and Excusal google form prior to the organization making any commitments such as coordinating with outside entities, purchasing materials and food stuff, etc.

b. Entry and Submission. Excusals are created in MIDS by accessing the Logistics hyperlink, filling out the excusal-entry form, submitting it to the Logistics Officer, and routing amplifying administration as appropriate. All personnel, including midshipmen, with access to MIDS may create an excusal. A step-by-step guide for creating an excusal is provided in enclosure (2).

**Note:** Excusals are not reviewed by Logistics until the status field is changed to “Submitted to the Logistics Officer” by the excusal’s originator.

c. Timeline. Excusals must be submitted to the Logistics Officer at least 14 working days prior to execution.

**Note:** Last-minute or late submissions coinciding or conflicting with high-priority and mandatory events on the Master Schedule may not be honored.



d. Scheduling Excusals. Originators of an excusal shall review all relevant schedules to include the Battle Rhythm in reference (g), the Master Schedule, and Plan of the Day, making every effort to avoid interrupting high-priority and mandatory events. High-Priority and mandatory events include, but not limited to, Superintendent, Commandant of Midshipmen, and Battalion Officer Calls; reform briefs; Noon Meal; practice parades; formal parades; Noon Meal Formation; and sporting events.

(1) No routine events or meetings may be held during the Athletic Reserve Period.

(2) Meetings or events held Sunday-Friday that conflict with Study Hour require the endorsement of the Provost and approval of the Commandant of Midshipmen's Operations Officer. Make the request in the MO and Excusal Google form to the Provost and deliver to the Logistics Officer once the Provost has completed the review.

(3) Excusals that involve midshipmen missing class fall under the same priority levels and eligibility rules as described in paragraph 5. Missed class chits are required for all medium and low-priority excusals that involve midshipmen missing class.

(4) Events or meetings outside these guidelines must be endorsed by the Provost and approved by the Commandant of Midshipmen Operations Officer prior to scheduling. Make the request in an action-memo to the Provost and deliver to the Logistics Officer once the Provost has completed the review.

8. Political Activity. Midshipmen may not engage in political activities while on duty status, and shall not miss mandatory events to attend rallies, protests, or demonstrations. Midshipmen may attend peaceful rallies, protests, or demonstrations only in their personal capacity on their personal time. In such cases, they shall not be in uniform and they shall avoid wearing clothing that affiliates them with the Navy or USNA.

9. Religious Services. Midshipmen may miss mandatory events in order to attend services for significant religious holidays or other significant religious events via a special request chit through their Chain of Command up to the Commandant of Midshipman, APAA approval is required if an academic event or class time is being missed.

#### 10. Record Management

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

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

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11. Review and Effective Date. Per OPNAVINST 5215.17A, the Commandant's Operations Officer 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 canceled 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/comdinst.php>

CREATING A MOVEMENT ORDER IN MIDS

1. MO. This enclosure explains how to create a MO in MIDS.

a. Originators. An originator is the person who initiates a MO and is identified by a THE USNA log-in in the “created by” line of a MO form.

b. O-REP. For the purpose of the MIDS-entry form, O-REPs, Faculty Reps, Faculty/Staff Leads and instructors acting as the reviewing authority for submission to the Logistics Officer will be referred to as O-REPs.

c. Missing Class. Midshipmen missing class time are responsible for obtaining permission from their instructors by requesting instructor’s signature on a miss class chit.

d. Procedures. The MIDS-entry form provides a drop-down menu system that allows the user to select the information for the MO. Below is a step-by-step process to create a MO.

(1) Log into MIDS.

(2) From the main menu, click the “Logistics” hyperlink at the top of right-most column.

(3) Once in the “Logistics” menu, click “Movement Orders – Initiate/Review.”

(4) Find “Insert New Record” beneath the information fields and click it. An initiation page will populate the following fields for entry:

(a) Classification. The available options are Academic Field Trip, ECA, Club Sport, Commandant Operations, NAAA Varsity Sport, Other, Professional Development (PRODEV), and Squad/Company/Battalion.

(b) Priority. After selecting a classification, originators select a priority. The available options are Low, Medium, and High.

(c) Status. Available status is Obtaining Approvals, Submitted to Logistics Officer, Received by Logistics Officer, Pending, Approved by Operations Officer, Disapproved, and Canceled. When an originator creates MO, MIDS will notify to the O-REP with a link to the MO for review.

1. Obtaining Approvals. Allows originators and O-REPs to edit MOs. O-REPs should maintain this status until a full review is completed. **The Provost, COs, and the Logistics Officer may not see MOs displaying this status.**

2. Submitted to Logistics Officer. After an O-REP completes a review of a MO, the status should be set to this status. The MO will not be reviewed unless the status field is changed to ‘**Submitted to Logistics Officer**’.

3. Reviewed by Logistics Officer. Signifies that the Logistics Officer has received a MO.

4. Pending. Indicates that a MO is pending additional information or action.

5. Approved by Operations Officer. Signifies that the Commandant of Midshipmen's Operations Officer has approved a MO.

6. Disapproved. Signifies that the Commandant of Midshipmen's Operations Officer has denied the execution of a MO.

7. Canceled. Signifies that a MO has been canceled. Originators or O-REPs should contact the Logistics Officer to set this status.

(d) Organization. Type the name of the organization executing the MO.

(e) Proceed Date/Time. Enter MO start time and date in DD-MMM-YYYY/HHHH format. If a MO departs at 0000, enter the time as 2359 or 0001.

(f) Muster Time. Enter muster time in HHHH format. Ensure that the muster time is earlier than or equal to the Proceed time. If this condition is not met, MIDS will give an error.

(g) Muster Place. Enter the location of the muster.

(h) Return Date/Time. Enter MO end time and date in DD-MMM-YYYY/HHHH format. If a MO ends at 0000, enter the time as 2359 or 0001.

(i) Reason. Enter reason for or the purpose of the MO. Also, include uniform intent if intending to execute in a uniform of the day.

(j) O-REP Name. From the drop-down menu, select the name of the O-REP responsible for the MO.

(k) Point-of-Contact (POC) Name. Enter the name of an additional POC associated with the MO. The POC can be a coach, another O-REP, an Enlisted Representative (E-REP), a midshipman in charge, etc.

(l) POC (if not on Yard). An optional entry for an additional point-of-contact.

(m) Destination. Enter the destination city.

(n) State. Enter the destination state (if applicable).

(o) Country. In Outside the Continental U.S. (OCONUS), enter the destination country.

(p) Itinerary. Enter a detailed itinerary for all events and travel during a MO.

(q) Emergency Phone. Enter a valid recall so that the OOW may contact the MO O-REP, as required.

(r) Will midshipmen miss class time? Enter Yes or No. Selecting Yes sends a notification to the Provost.

(s) Will midshipmen miss study hour? Enter “Yes: or “No.” Also, select “Yes” if MO does not occur during study hour but does occur during the ‘Read & Study Day’, Academic Reserve, and x-week. Selecting “Yes” sends a notification to the Provost.

(5) Completed entry. Once complete with all of the inputs, click “Insert.” If an entry is unsuccessful, a pop-up will indicate fields that must be corrected. A successful entry will populate a review page with a green “Success!” in the top left corner and the MO Code at the top-center. Changes may be made on the review page if necessary. Be sure to click “update” below fields updated on the review page. A green “Success!” will populate in the top left corner of any successful update.

(6) Exceptions. After successful entry, originators should check all appropriate “exceptions.” Click “update.”

(7) Roster. Enter the midshipmen participating. Midshipmen can be entered by the below modes. A green “Success!” will populate in the top left corner of any successful entry with the roster.

- (a) Add individual midshipmen.
- (b) Add groups of midshipmen.
- (c) Add midshipmen by alpha.
- (d) Delete multiple midshipmen.

CREATING EXCUSAL IN MIDS

1. Excusals. This enclosure explains how to create an excusal in MIDS.

a. Originators. An originator is the person who initiates an excusal and is identified by a THE USNA log-in in the “created by” line of an excusal form.

b. O-REP. For the purpose of the MIDS-entry form, O-REPs, Faculty Reps, Faculty/Staff Leads and instructors acting as the reviewing authority for submission to the Logistics Officer will be referred to as O-REPs.

c. Missing Class. Midshipmen missing class time are responsible to obtain permission from their instructors by requesting instructors’ signatures on a Miss Class Chit. Further, creating excusals to miss Noon Meal Formation, march-on practice, and other mandatory events should not be considered a routine nature. Also, avoid creating excusals during CO/Senior Enlisted Leader (SEL) Time on Mondays and Wednesdays

d. Procedures. The MIDS-entry form provides a drop-down menu system that allows the user to select the information for the excusal. Below is a step-by-step process to create an excusal.

(1) Log in to MIDS.

(2) From the main menu, click the “Logistics” hyperlink at the top of right-most column.

(3) Once in the “Logistics” menu, click “Excusal—Initiate/Review.”

(4) Find “Insert New Record” beneath the information fields and click it. An initiation page will populate the following fields for entry:

(a) Classification. The available options are Academic Field Trip, BSA, ECA, Club Sport, Commandant Operations, NAAA Varsity Sport, Other, PRODEV, and Squad/Company/Battalion.

(b) Priority. After Selecting a classification, originators select a priority. The available options are Low, Medium, and High.

(c) Status. Available status is Obtaining Approvals, Submitted to Logistics Officer, Received by Logistics Officer, Pending, Approved by Operations Officer, Disapproved, and Canceled. When an originator creates an excusal, MIDS will notify to the O-REP with a link to the excusal for review.

1. Obtaining Approvals. Allows originators and O-REPs to edit MOs. O-REPs should maintain this status until a full review is completed. The Provost, Company Officers, and the Logistics Officer may not see MOs displaying this status.

2. Submitted to Logistics Officer. After an O-REP completes a review of an excusal, the status should be set to this status.

3. Reviewed by Logistics Officer. Signifies that the Logistics Officer has received an excusal.

4. Pending. Indicates that an excusal is pending additional information or action.

5. Approved by Operations Officer. Signifies that the Commandant of Midshipmen's Operations Officer has approved an excusal.

6. Disapproved. Signifies that the Commandant of Midshipmen's Operations Officer has denied the execution of an excusal.

7. Canceled. Signifies that an excusal has been canceled. Originators or O-REPs should contact the Logistics Officer to set this status.

(d) Organization. Type the name of the organization executing the excusal.

(e) Proceed Date/Time. Enter MO start time and date in DD-MMM-YYYY/HHHH format. If an excusal departs at 0000, enter the time as 2359 or 0001.

(f) Muster Time. Enter muster time in HHHH format. Ensure that the muster time is earlier than or equal to the Proceed time. If this condition is not met, MIDS will give an error.

(g) Muster Place. Enter the location of the muster.

(h) Return Date/Time. Enter excusal end time and date in DD-MMM-YYYY/HHHH format. If an excusal departs at 0000, enter the time as 2359 or 0001.

(i) Reason. Enter reason for or the purpose of the excusal. Also, include uniform intent if intending to execute in a uniform other than the uniform of the day.

(j) O-REP Name. From the drop-down menu, select the name of the O-REP responsible for the excusal.

(k) POC Name. Enter the name of an additional point-of-contact associated with the excusal. The POC can be a coach, another O-REP, an E-REP, a midshipman in charge, etc.

(l) POC (if not on Yard). An optional entry for an additional point-of-contact.

(m) Will midshipmen miss class time? Enter "Yes" or "No." Selecting "Yes" sends a notification to the Provost.

(n) Will midshipmen miss study hour? Enter "Yes" or "No." Also, select "Yes" if MO

does not occur during study hour but does occur during the Read & Study day, Academic Reserve, and x-week. Selecting “Yes” sends a notification to the Provost.

(o) Class. Fill in for Character Development excusals. Options available are “Non-applicable, First Class, Second Class, Third Class, and Fourth Class.”

(p) Max Faculty Enroll. Fill in for Character Development excusals. Maximum number of Faculty permitted to sign up due to building space.

(q) Max Mid Enroll. Fill in for Character Development excusals. Maximum number of midshipmen permitted to sign up due to building space.

(5) Completed entry. Once complete with all of the inputs, click “Insert.” If an entry is unsuccessful, a pop-up will indicate fields that must be corrected. A successful entry will populate a review page with a green “Success!” in the top left corner and the MO Code at the top-center. Changes may be made on the review page if necessary. Be sure to click update below fields updated on the review page. A green “Success!” will populate in the top left corner of any successful update.

(6) Exceptions. After successful entry, originators should check all appropriate “exceptions.” Click “update.”

(7) Roster. Enter the midshipmen participating. Midshipmen can be entered by the below modes. A green “Success!” will populate in the top left corner of any successful entry with the roster.

- (a) Add individual midshipmen.
- (b) Add groups of midshipmen.
- (c) Add midshipmen by alpha.
- (d) Delete multiple midshipmen.



CREATING A TRANSPORTATION REQUEST IN MIDS

1. Transportation Request (TR). Request transportation for MOs and excusals from the USNA Transportation Department with TR in MIDS. TR must be associated with a MO or excusal, and Transportation Coordinators will not review requests until MOs and excusals are approved by Commandant Operations. Due to the priority and volume of MOs and excusals, the Transportation Department cannot guarantee fulfillment of requests.

**Note:** Commandant Operations has no visibility of TRs. Authority to fill TRs rests with the Transportation Department.

a. Originators. An originator is the person who initiates a MO and is identified by a USNA log-in in the “created by” line of a MO form.

b. O-REP. For the purpose of the MIDS-entry form, O-REPs, Faculty Reps, Faculty/Staff Leads and instructors acting as the reviewing authority for submission to the Logistics Officer will be referred to as O-REPs.

c. Procedures. The MIDS-entry form provides a drop-down menu system that allows the user to select the information for the entry of a TR after the entry of a MO or excusal. Below is a step-by-step process to create a MO.

(1) Log into MIDS.

(2) From the main menu, click the “Logistics” hyperlink at the top of right-most column.

(3) Once in the “Logistics” menu, initiate a MO or excusal in accordance with enclosure (1) or (2) respectively.

(4) After completing the MO or excusal, find the “Transportation Request” heading at the bottom of the review page. Click “Insert New Record.” An initiation page will populate the following fields for entry:

(a) Organization. Type the name of the organization executing the MO.

(b) Requested Date. Enter current date in DD-MMM-YYYY.

(c) Pickup Date/Time. Enter pickup date in DD-MMM-YYYY/HHHH format.

(d) Pickup Location. If requesting sedans or vans, the user must pick up the vehicle at the Transportation Department located on King George Street across from the baseball stadium. If requesting motor coach or bus, enter a viable location for vehicle to meet organization (e.g. Submarine Monument, Midshipmen store, Alumni Hall, etc.).

(e) Destination. Enter the destination site.

- (f) Destination City. Enter the destination city.
- (g) Destination State. Enter the destination state (if applicable).
- (h) Return Date/Time. Enter MO end time and date in DD-MMM-YYYY/HHHH format. If a MO ends at 0000, enter the time as 2359 or 0001.
- (i) Reason. Enter reason for or the purpose of the MO. Also, include uniform intent if intending to execute in a uniform other than the uniform of the day.
- (j) O-REP Name. From the drop-down menu, select the name of the O-REP responsible for the MO.
- (k) POC Name. Enter the name of an additional point-of-contact associated with the MO. The POC can be a coach, another O-REP, an E-REP, a midshipman in charge, etc.
- (l) POC (if not on Yard). An optional entry for an additional POC.
- (m) Destination. Enter the destination city.
- (n) State. Enter the destination state (if applicable).
- (o) Country. If OCONUS, enter the destination country.
- (p) Itinerary. Enter a detailed itinerary for all events and travel during the MO.
- (q) Emergency Phone. Enter a valid recall so that the OOW may contact the MO O-REP, as required.
- (r) Will midshipmen miss class time? Enter “Yes or No.” Selecting “Yes” sends a notification to the Provost.
- (s) Will midshipmen miss study hour? Enter “Yes or No.” Also, select “Yes” if MO does not occur during study hour but does occur during the Read & Study day, Academic Reserve, and x-week. Selecting “Yes” sends a notification to the Provost.
- (5) Completed entry. Once complete with all of the inputs, click Insert. If an entry is unsuccessful, a pop-up will indicate fields that must be corrected. A successful entry will populate a review page with a green “Success!” in the top left corner and the MO Code at the top-center. Changes may be made on the review page if necessary. Be sure to click “update” below fields updated on the review page. A green “Success!” will populate in the top left corner of any successful update.
- (6) Exceptions. After successful entry, originators should check all appropriate “exceptions.” Click “update.”

(7) Roster. Enter the midshipmen participating. Midshipmen can be entered by the below modes. A green "Success!" will populate in the top left corner of any successful entry with the roster.

- (a) Add individual midshipmen.
- (b) Add groups of midshipmen.
- (c) Add midshipmen by alpha.
- (d) Delete multiple midshipmen.

NAVY SAILING PROGRAMS MOVEMENT ORDER GUIDANCE

1. Background. Due to the unique nature of the USNA Sailing Program, the guidance provided in this instruction is amended by the following travel process, divided into three categories:

a. Regattas accompanied by a coach or O-REP. Events more than four driving hours from the USNA or a higher-level event. The group may stay in commercial lodging or at the home of Navy Sailing supporters (i.e. alumni, parents, etc.).

b. Regattas with a 1/C Midshipman in Charge. With no additional supervision, these events are within four driving hours of the USNA and require the team to stay at a home of Navy Sailing supporters.

c. Regattas with at least a 3/C Midshipman in Charge. With no additional supervision, these events are within two driving hours of the USNA and require the team to return to the USNA after each racing day.

2. Action

a. Enter all regattas as MOs even for home events as courses may extend beyond the confines of the Severn River.

b. MOs may be submitted less than two weeks (but prior to seven days) of execution due to the need to observe weather forecasts to select midshipmen to compete. Sailing Operations Representatives for each program will coordinate with the Logistics Officer and the Transportation Coordinator as necessary due to short notices in order to secure government transportation.

c. When submitting MOs, specifics shall be detailed in the "itinerary" field of the MIDS-entry form. Specifics shall include the name and contact number of the coach, O-REP, or Midshipman in Charge attending. In addition, the method of travel and detailed lodging information shall be included.

d. The team will not travel or participate in the Uniform of the Day due to the lack of locker room facilities at sailing venues. Midshipmen will travel in Sailing blue-over-khaki and may return in approved team sweats or blue-over-khaki. The team must be uniformly dressed regardless of class or privilege.

e. The lead midshipmen of each MO shall notify the OOW per paragraph 3l. of this instruction. For events in which midshipmen occupy a supporter's home, the O-REP will contact the supporter to discuss general rules and regulations to which the team must adhere while away from the USNA.

MOVEMENT ORDER TABLE OF ELIGIBILITY

Type of MO	Notes	Academic Standing	PE Standing	PRT	Conduct	Aptitude	Waiver Authority	4/C prior to fall 6-weeks?
Varsity/JV Sports		1/C: 2.0; 2/C: 1.9; 3/C: 1.8; 4/C: N/A. *			Commandant Discretion	Commandant Discretion	Assistant Athletic Director (Academics)	Yes
Club A Sports		1/C: 2.0; 2/C: 1.9; 3/C: 1.8; 4/C: N/A. *			Commandant Discretion	Commandant Discretion	Assistant Athletic Director (Academics)	Yes
BSAs and Music Activities	Must be weekend eligible	CQPR & SQPR $\geq 2.0$ , $\leq 1$ D, no F**	No True Failures or Incompletes	Passed most recent official PFA	SAT	SAT	Battalion Officer	Yes
Club B Sports	Must be weekend eligible	CQPR & SQPR $\geq 2.0$ , $\leq 1$ D, no F**	No True Failures or Incompletes	Passed most recent official PFA	SAT	SAT	Battalion Officer	No
ECA	Must be weekend eligible	CQPR & SQPR $\geq 2.0$ , $\leq 1$ D, no F**	No True Failures or Incompletes	Passed most recent official PFA	SAT	SAT	Battalion Officer	No
General	Must be weekend eligible	CQPR & SQPR $\geq 2.0$ , $\leq 1$ D, no F**	No True Failures or Incompletes	Passed most recent official PFA	SAT	SAT	Battalion Officer	No
Academic (w/ additional missed classes)	Must be weekend eligible	CQPR & SQPR $\geq 2.0$ , $\leq 1$ D, no F**	No True Failures or Incompletes	Passed most recent official PFA	SAT	SAT	Battalion Officer	No
Academic (w/o additional missed classes)		No minimum						Yes

Commandant of Midshipmen	Must be weekend eligible	CQPR & SQPR $\geq 2.0$ , $\leq$ 1 D, no F**	No True Failures or Incompletes	Passed most recent official PFA	SAT	SAT	Deputy Commandant of Midshipmen	Yes
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**Notes:**

- \* Academic eligibility for Varsity, JV, and Club A sports is based off of the previous semester’s CQPR not including summer.
- \*\* Based off last six-week, twelve-week, or semester grading period.