



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

COMDTMIDNINST 6520  
DEPUTY COMMANDANT  
**AUG 27 2023**

COMMANDANT OF MIDSHIPMEN INSTRUCTION 6520

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

Subj: MIDSHIPMEN ON-RAMP PROGRAM

Ref: (a) USNA Sports Medicine Concussion Management Guidelines 2022-2023  
(b) Naval Health Clinic Annapolis Concussion Updates Academic Assembly of Sep 5, 2019.  
(c) USNAINST 1050.2 CH-1  
(d) USNAINST 1752.2H  
(e) 10 U.S.C.  
(f) USNAINST 1531.61  
(g) USNAINST 6150  
(h) USNAINST 1752.2H  
(i) DODINST 6025.18-M  
(j) DODINST 6490.08  
(k) DODINST 1327.06

Encl: (1) Sexual Assault  
(2) Significant Life Event  
(3) Concussion  
(4) On Ramp Profile Sheet

1. Purpose. To establish a clear yet flexible “On-Ramp Program” (ORP) for supporting midshipmen during the Academic Year when life’s physical and mental stressors and events inevitably require a pause of some academic, physical, and military obligations. This policy provides guidance to midshipmen, faculty, and staff on options and processes available to qualifying midshipmen. This program does not apply to Plebe Summer as it is a unique training environment with a fundamentally different type of supervision and resource process than the Academic Year.

a. Life events, especially during the developmental phases at the U.S. Naval Academy (USNA), sometimes adversely affect a midshipman’s short-term performance. USNA believes setbacks from such events are recoverable with proper treatment and support. The ORP enables

midshipmen to balance their continued moral, mental, and physical performance standards through their life events.

b. This recovery, and eventual return to “full speed,” is best achieved with clear access to commensurate support services and an engaged staff that is coordinated across all aspects of a midshipman’s life and USNA experience.

c. Some of life’s events are more personal than others. For this reason, this program deliberately covers three separate types of events into a common set of excusals and accommodations. Enclosures (1) through (3) cover the three paths to entry: sexual assault (enclosure (1)), significant life event (eg. unexpected death of an immediate family member) (enclosure (2)), and concussions (enclosure (3)). This policy consolidates the concussion guidance of references (a) and (b).

d. All accommodations of this program are documented on the common form in enclosure (4).

2. Scope and Applicability. The provisions of this policy apply without regard to race, ethnicity, national origin, sex, sexual orientation, or religion within constraints of the law to all Midshipmen within the purview of the Superintendent.

### 3. Policy

a. Midshipmen who face situations that detract from their overall performance at USNA are sometimes deterred from utilizing resources because they fear it will interfere with their planned path of success to graduate and commission. This policy is designed to provide midshipmen the ability to balance competing requirements while recovering from an event by affording them the requisite time and space for healing, mentally, and physically, without the added stress of a subsequent “domino effect” consequences in other mission areas.

b. For consistency, and to ensure an appropriate level of leadership experience commensurate with the significance of the ORP, all ORP “profiles” shall be approved and managed by Battalion Officers (BattOs). This responsibility may not be delegated except when the BattO is on leave with a designated Company Officer (COs) officially in an “acting” role.

c. Any midshipman who requires ORP accommodations must initiate the request as prescribed in the applicable appendix. Staff and Faculty entrusted with knowledge of events may encourage midshipmen to utilize the ORP, but program participation must be self-initiated.

d. If a midshipman’s ORP is denied by the BattO, he or she may appeal for Deputy Commandant review, who is the final ORP approval authority. Midshipmen who are not granted ORP accommodations will still receive support from his or her chain of command, midshipmen

peer-led programs, and other USNA programs; however, he or she will not be excused from other obligations per enclosure (4)). Should conditions deteriorate, or another ORP-eligible event occur, a midshipman may re-apply for ORP. Such request will normally not be considered sooner than one week from the date of denial.

4. Procedures. There are three main phases/steps to the ORP process: Self-reported Intake and Information; Collaboration and Communication; and Ongoing Care.

a. Self-reported Intake and Information: Within six months of the date of the event, midshipmen may seek support provided by the ORP. After requesting support, midshipmen will be referred to an appropriate professional to conduct the intake. Depending on the ORP entry method, this will sometimes be a medical professional, but not always. The BattO will be informed and be provided basic information about how to initiate accommodations and what those accommodations include. Midshipmen should be educated on all available resources during this phase.

b. Collaboration and Communication: BattOs will ensure coordination between applicable medical providers, resources supporters, and COs/Senior Enlisted Leaders (SELs). The goal of this phase is informed collaboration in developing an integrated plan for the midshipman's ORP profile.

c. Ongoing Care: BattOs shall ensure midshipmen on active ORP profiles are monitored each week by either the chain of command (midshipman and/or staff, as appropriate) or applicable medical provider or counselor (e.g.: Sexual Assault Prevention and Response /Victim Advocate (VA)). The intent of monitoring is a "check-in" on the effectiveness of the ORP accommodations, not an intrusion of privacy. Midshipmen are encouraged to access the resources that they feel are the most beneficial to their recovery and provide updates on the adequacy and effectiveness of their ORP profile to their chain of command. The midshipman chain of command can be and should be informed of the fact that a midshipman they are responsible for (down their chain of command) enters the ORP, but they shall not be informed of the reason why. The reason why is a private matter, but with guidance from the BattOs via the approved ORP profile, midshipmen leaders can balance accountability with compassion.

5. Profiles and available accommodations

a. Each ORP profile will be handled independently and specific to each midshipman.

b. Although some specific accommodations are listed in enclosure (4), they should not be seen as all-inclusive and unique accommodations may be required. COs/SELs, instructors, coaches, and others as appropriate, may recommend accommodations to the BattO for approval.

c. As the intent of the ORP is to keep midshipmen on track to graduate and commission without requiring a leave of absence (LOA) or delayed graduation, all ORP profiles shall expire seven months after initiation. In rare cases, extensions may be approved by the Commandant of Midshipman.

d. Academic.

(1) Class Excusal. Excusal from class may not be permitted to the extent that it leads to 80 or more total combined absences per semester, regardless of reason, without triggering disenrollment for the semester. Per reference (g), section 8480(e) a Midshipman Preservation Review Board will convene to review the midshipman's case once approximately 40 absences are recorded.

(2) Extra Instruction. To assist with the "on ramp" concept, midshipmen in the ORP may request up to two sessions of dedicated Extra Instruction (EI) per course for which a midshipman missed one or more class meetings, course, in person, and or virtually, based on instructor availability. Granting of the EI is at the discretion of the instructor and will depend on timing within the semester and if two sessions can be effective in covering missed material.

(3) Assignments. Depending on the length of missed class and overall course load, the BattO may recommend to the Office of Academic Advising that minor assignments be waived. After consultation with the recommending BattO, the Office of Academic Advising will interface with the instructor(s) of impacted classes to provide any recommendation. Final approval is at the discretion of the instructor, as is determination of those assignments that may be waived without compromising course objectives. The intent is to allow midshipmen to "catch up" faster and to focus on truly critical assessments.

e. Physical Mission. If the event that requires an ORP profile occurs near the semi-annual Command Physical Fitness Assessment (PFA), the BattO may grant a delay (from the primary and backup dates) within the same cycle, but the midshipman must still pass a Marking Office PFA before the semester cycle closes. This flexibility is meant to temporarily remove the added stress of passing the PFA for those that tend to struggle with passing.

f. Delayed Graduation. In some cases, short of an LOA, it may still be in the midshipman's best interests to delay graduation and create the space of one additional semester to meet academic and perhaps other graduation requirements. The Superintendent is the authorizing authority for delayed graduations. BattOs may recommend this to the Commandant when applicable.

6. Summary. USNA is committed to providing resources in support of a midshipman's well-being, regardless of life's challenges. The availability of ORP accommodations articulated in this policy illustrate that commitment. ORP enrollment shall not be documented in a midshipman's service record or in Midshipmen Information System. The ORP is simply a

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leadership tool for the chain of command and supporting faculty and staff. While all midshipmen are assessed for aptitude based on their actions and performance, there should be no explicit consequence, positive or negative, in a midshipman's aptitude grade based on their use of the ORP.

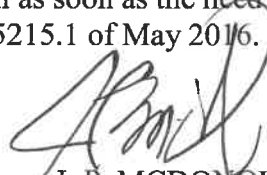
7. Privacy Act Compliance. All USNA faculty, staff and midshipmen are required to protect midshipmen information in accordance with the Privacy Act. To that end, information obtained under this instruction will be protected in accordance with Department of Navy Privacy Act procedures, and shared on a "need to know" basis.

#### 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/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.

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 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.



J. P. MCDONOUGH III

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SEXUAL ASSAULT

1. Program Entry

a. When a midshipman experiences sexual assault and desires ORP accommodations, they must file an Unrestricted Report through the Sexual Assault Response Coordinator (SARC)/VA. Sexual assault “disclosures” to the chain of command will not suffice because for the ORP to be successful, all resources and support services must be enabled by formal reporting.

b. Once a midshipman files a report and requests accommodations under this policy, the midshipman will be referred to the appropriate medical or behavioral health provider who will meet with the midshipman and determine what ORP accommodations are appropriate.

c. After consultation or notification by an appropriate support authority, the Battalion Officer shall complete and approve Appendix 4 for the midshipman. An in-person meeting is strongly encouraged, but it is not required and the Battalion Officer should make this decision as advised by response specialists.

d. When ORP entry is based on sexual assault, the limit on missed days of class is ten. If ten days is not sufficient, a leave of absence should be considered. As classwork and assignments will not stop, missing more than ten days of class will create significant additional stressors that do not meet the intent of this program. In rare cases, midshipmen have the flexibility to request an extension of the accommodations of no greater than five additional working days if they are actively engaged with their support resources. If requested, the main support provider (Midshipmen Development Center (MDC)/Chaplains/ Brigade Medical Unit (BMU)/SARC/VA) will consult with the Battalion and advise on the actual necessity of the midshipman request.

e. References (i) and (j) require healthcare provider disclosure of necessary information (which may include information related to support resources and ORP accommodations) to command authorities under certain conditions (harm to self, harm to others, harm to mission, inpatient care, mental health condition interfering with duties, etc.).

f. The SARC/VA will monitor and track all Sexual Assault (SA) related ORP requests and accommodations and report updates of unrestricted ORP progress at the Monthly Case Management Group.

g. Information about engagements with confidential support resources will not be shared unless the midshipman has specifically authorized, in writing, a discussion of their case, or required by law or other policy that may supersede this policy.

h. Per reference (c), midshipmen who file Unrestricted Reports of SA still have the option to request a leave of absence not to exceed one year. The purpose of the leave of absence is to enable victims to concentrate on their physical and psychological well-being and to focus on any ongoing investigation and potential judicial process. Midshipmen may be reinstated at the end of the leave of absence by notifying USNA of their desire for reinstatement and asserting that they are prepared to handle all academic, professional, physical, and military duties.

i. Per references (c) and (d), midshipmen who experience sexual assault who have filed an Unrestricted Report are advised of their option to request transfer companies. They may also request changes to academic class schedules and/or summer training assignments, even beyond the mandatory 'cutoff date' for class drops.

j. Per reference (e), a midshipman may request a transfer to another Military Service Academy (MSA) or to enroll in a Senior Reserve Officers' Training Corps (ROTC) Program affiliated with another institution of higher education. The Superintendent, in coordination with the decision authority at the institution to which the midshipman requests to transfer, will take action on a request for transfer per current policy deadlines. If the Superintendent denies a request for transfer, the midshipman may request review of the denial per current Navy policies.

k. Midshipmen may also be considered for extensive in-patient medical care, as determined by the primary health care provider and/or an MDC mental health expert. When this is required, it is often, but not always, accompanied by a LOA or at least class disenrollment. Disenrollment during any semester leads to a delayed graduation. Reference (f) puts a hard limit of total class absences of 80 classes, and during the academic year, inpatient treatment will cause midshipmen to hit this limit. During the summer training months, in-patient treatment can be completed without requiring disenrollment. Of note, inpatient care should not be postponed if the advice of medical is for immediate inpatient care.

l. Per reference (h), when applicable, USNA will comply with Safe to Report policy when evaluating the minor collateral misconduct of alleged victims of sexual assault. Midshipmen should be advised by their chain of command in these event that misconduct is dismissed in such cases.

SIGNIFICANT LIFE EVENT

1. Program Entry:

a. Entry via significant life event is the least defined entry path to the ORP, but will be guided by MILPERSMAN 1050-130. The individual midshipman in need, the chain of command, Chaplains, MDC, and BMU, or other appropriate entity may advise the BattO of the potential need for ORP accommodations.

b. Definition of "Significant Life Event." The circumstances needed for granting ORP are defined as follows:

(1) Contribution to Welfare of a Dying Member. When the return of the midshipman will contribute to the welfare of a dying member of the midshipman's immediate family.

(2) Death. Upon the death of a member of the midshipman's immediate family.

(3) Accident or Serious Illness. When an accident to, or serious illness of, a member of a midshipman's immediate family results in a serious family problem and imposes important responsibilities on the member which must be met immediately, and which cannot be accomplished from the member's duty station or by any other individual or means.

(4) Severe and Unusual Hardship. When failure of the midshipman to return home would create a severe and unusual hardship on either the midshipman or the midshipman's family.

(5) Other Just Cause (as determined by the BattO). The BattO has the authority to grant eligibility in other cases that do not meet the above criteria under exceptional circumstances. If granting under this exception, the BattO will brief the Commandant on the circumstances warranting ORP prior to granting it.

c. Definition of "Immediate Family." The midshipman's "immediate family" is defined to consist of the following members: father, mother, children, brother, sister, only living relative, or person standing in loco parentis (defined by reference (k) as a person who stood in place of a parent to the service member 24 hours a day for a period of at least five years before the service member became 21 years old or entered military service)

d. Verifying that a Significant Life Event Exists. USNA does not require the use of the American Red Cross (i.e. AMCROSS messages) to verify all significant life event situations; however, when the chain of command is uncertain of the validity of a significant life event situation, verification assistance should be requested.

e. Procedures. Similar to enclosure (1), an in-person meeting is strongly encouraged, but it is not required and the BattO should make this decision as advised by response specialists.



(1) The need for ORP entry is based more on midshipman response to stressors and events than the actual stressors or events themselves. The same event may warrant ORP entry for one midshipman but not for another.

(2) While each case is unique, in general, this entry path is for acute stressors that require short-term accommodations, nominally a week or less.

(3) Some events may only require a day of excusals, but the ORP is still the formal and approved method for the Bancroft Hall chain of command to allow excusals of Academic and Physical Education (PE) Department obligations.

CONCUSSION

1. Program Entry:

a. The majority of concussion entries will be initiated by BMU, the USNA Sports Medicine Department, or Naval Academy Athletic Association personnel qualified to diagnose concussions (team physicians, etc.). Concussions are more common for athletes (Varsity, Club, Intramurals), but plenty of Bancroft events (Sea Trials preparation, Saturday Morning Trainings) and PE courses also lead to occasional concussions.

b. Reference (a) has considerable guidance on early-training, baseline testing, immediate actions following concussion, and continued monitoring and care. The ORP does not modify any of that guidance in any way. The ORP only formalizes the documentation of academic and military limitations. The “Return to Play” protocols are managed directly by the applicable medical authority, but the ORP manages the “Return to Learn” protocols. As such, the ORP will require direct communication between the BattO and applicable medical provider. Midshipmen are also responsible for communicating with their medical providers, professors, academic advisors, and chain of command.

c. Movement through the stages of enclosure (4) is based on reports from the midshipmen and in consultation with medical providers.

ON RAMP PROFILE SHEET

Full name: \_\_\_\_\_ Alpha/Company: \_\_\_\_\_  
 Date of ORP Initiation: \_\_\_\_\_ # of Previous ORPs \_\_\_\_\_ Date of Current  
 Version \_\_\_\_\_ Expires: \_\_\_\_\_

**STAGE 1: Cognitive/Brain Rest. Placed “Sick in Quarters” with following excusals for:**

• Class Attendance	• Formation	• Standing Watch
• Briefings/Training	• Marching/Chopping	• Meals in King Hall
• Homework	• Electronic Devices	• Reading
Other items: Avoid bright lights and loud noises. This SIQ may be taken at a local residence (sponsor’s, etc.) for up to two working (class) days via SRC that only says “for ORP Stage 1.”		

**STAGE 2: Slight Cognitive Activity. “Sick in Quarters” with excusals for:**

• Class Attendance	• Formation	• Standing Watch
• Briefings/Training	• Marching/Chopping	• Meals in King Hall
Other items: Phone and computer use is permitted for essential tasks, but avoid video games. Attempt homework for 20-30 minutes, allow 15-min breaks. Rest if symptoms return. Once able to study/read/complete homework for 1 hour with no symptoms, ready for Stage 3.		

**STAGE 3: Return to Class/MAX Modifications. “SIQ/Class Option” with excusals for:**

• PE Class	• Formation	• Standing Watch
• Briefings/Training	• Marching/Chopping	• Meals in King Hall
• Quizzes/Exams	Other items: This is a variable stage dependent on the midshipman’s ability to attend class and they should communicate with the leader of any evolution that causes symptoms to recur to either modify or leave the evolution.	

**STAGE 4: Return to Class/MIN Modifications. “SIQ/Class Option” with excusals for:**

• PE Class	Other items: Classwork and military obligations should be back to normal, but midshipmen should be allowed some academic modifications (time, method of exam, breaks, etc.).
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**STAGE 5: A return to full class with no additional restrictions.**

1. Additional notes and excusals:

a. Excusal from class may not be permitted to the extent that it leads to 80 or more total combined absences per semester, regardless of reason, without triggering disenrollment for the semester. Per reference (g), section 8480(e) a Midshipman Preservation Review Board will convene to review the midshipman’s case once approximately 40 absences are recorded.

b. To assist with the “on ramp” concept, midshipmen in the ORP may request up to two sessions of dedicated Extra Instruction (EI) per course for which a midshipman missed one or more class meetings, course, in person, and or virtually, based on instructor availability. Granting of the EI is at the discretion of the instructor and will depend on timing within the semester and if two sessions can be effective in covering missed material.

c. If the event that requires an ORP profile occurs near the semi-annual Command Physical Fitness Assessment (PFA), the BattO may grant a delay (from the primary and backup dates) within the same cycle, but the midshipman must still pass a Marking Office PFA before the semester cycle closes. This flexibility is meant to temporarily remove the added stress of passing the PFA for those that tend to struggle with passing.

d. Depending on the length of missed class and overall course load, the BattO may recommend to the Office of Academic Advising that minor assignments be waived. After consultation with the recommending BattO, the Office of Academic Advising will interface with the instructor(s) of impacted classes to provide any recommendation. Final approval is at the discretion of the instructor, as is determination of those assignments that may be waived without compromising course objectives. The intent is to allow midshipmen to “catch up” faster and to focus on truly critical assessments.

e. In some cases, short of an LOA, it may still be the midshipman’s best interests to delay graduation and create the space of one additional semester to meet academic and perhaps other graduation requirements. The Superintendent is the authorizing authority for delayed graduations. BattOs may recommend this to the Commandant when applicable.

<b>Recommend dedicated EI?</b>	<b>YES / NO</b>	<b>Instructor Approval</b>	<b>YES / NO</b>
<b>PFA delayed within cycle?</b>	<b>YES / NO</b>		
<b>Recommend minor academic assignments be waived?</b>	<b>YES / NO</b>	<b>Instructor Approval</b>	<b>YES / NO</b>
<b>Recommend delayed graduation?</b>	<b>YES / NO</b>	<b>Superintendent Approval</b>	<b>YES / NO</b>

Additional Notes/Special Accommodations: \_\_\_\_\_

Battalion Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_