



DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
440 MEYERKORD AVENUE
NEWPORT, RI 02841-1619

NAPSINST 3051.1B
XO
23 Oct 2023

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 3051.1B

From: Commanding Officer, Naval Academy Preparatory School

Subj: PLAN OF THE WEEK

1. Situation. The Naval Academy Preparatory School (NAPS) Plan of the Week (POW) publishing timeline codified by this instruction is effective immediately.

Cancellation: NAPSINST 3051.1A

3. Background. The POW is an essential document for the dissemination of information necessary to execute the NAPS mission. It provides all the scheduling for the daily operation of NAPS Staff, Faculty, and the Midshipman and Cadet Candidate Battalion, covering a seven-day operational period.

4. Policy. Effective immediately, the POW will be published by 1630 on Mondays.

a. To meet this timeline, all Movement Orders must be received by the Administrators drafting the POW 72 hours prior to drafting to be included.

b. The Administrator drafting the POW will provide the draft POW to the NAPS Executive Officer (XO) by 1100, Mondays.

c. No later than 1600, the XO approved POW will be returned to the Administrator for publishing.

d. By 1630, the approved POW shall be published to the NAPS Instructions and Policies page available on the NAPS Staff Menu. In addition, the POW will be emailed to all hands.

5. Action. This streamlining of the drafting, approval and publishing of the POW will help the effectiveness of this Command and ensure all personnel have ample time to read the POW before the end of the workday.

6. Records Management. Records created as a result of this notice, regardless of the media or format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

7. Review and Effective Date. Per OPNAVINST 5215.17A, the NAPS Executive Office 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.



T. E. CLARITY