DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
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NAPSINST 1531.2
NAPS
24 Apr 17

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 1531.2

From: Commanding Officer, Naval Academy Preparatory School

Subj: NAPS PERFORMANCE REVIEWS

Ref: (a) NAPSINST 5400.1C
(b) NAPSINST 1531.1

1. Purpose. Provide guidance on the process and procedure of record reviews and performance review boards.

2. Record Review

a. To review the records of M/Cs who are deficient in academics, physical fitness or conduct, in order to recommend to the Commanding Officer retention under probation or referral to the Performance Board for further review. Any Midshipman Candidate (M/C) identified as deficient is at risk of failure to complete the NAPS program. M/Cs cannot expect a formal board to be their 'wake-up call' in order to get serious. Reviews are convened to consider academic, physical fitness or conduct deficiencies, with the recommendations forwarded to the Commanding Officer for retention or referral to a Performance Board.

b. Membership

(1) The members of the Academic Record Review panel are:

(a) Academic Dean, Chair

(b) Assistant Athletic Director

(c) Battalion Staff Representative

(d) English Supervisor

(e) Mathematics Supervisor

(f) Chemistry Supervisor

(g) Physics Supervisor

(2) The members of the Physical Mission Record Review panel are:

(a) Athletic Director, Chair

(b) Executive Officer

(c) Battalion Drill Instructor

(d) Athletic Trainer

(3) The Company Officer or representative will be present to provide a report on factors impacting the M/C's performance, i.e., medical/personal issues, conduct issues, etc.

(4) If applicable, the M/C's athletic coaches will be present to provide a report as well. In all cases, current PRT status and a summary of medical limitations, will be provided.

c. Meeting. Record Review will occur at the end of each grade report period. The Battalion Officer, Academic Dean or Athletic Director, may also call a review at any time that they deem necessary.

d. Deficiencies. M/Cs whose performance falls within any of the categories listed below are deficient. Students who meet any of the first three conditions below are assigned the status of Academic Probation. The Record Review can only result in a recommendation for retention or a referral to a Performance Board for further review (i.e., to consider dismissal). The panel members will provide specific direction regarding how M/Cs can improve their learning skills, study habits and academic, athletic and conduct performance. For M/Cs on any type of probation from a previous Record Review, the current review will assess whether significant improvement has occurred since the previous review and how well M/Cs incorporated the counsel/direction given. M/Cs placed on probation will remain on probation until the end of the next report period. Reasons that a M/C's records may be reviewed are as follows:

(1) Failing a course or incomplete in the most recent report period.

(2) TQPA less than 2.200 in the most recent midterm or marking period.

(3) CQPA less than 2.200 at the most recent midterm or marking period.

(4) A significant decline in the QPA.

(5) Physical Readiness Deficiency.

(6) Conduct deficiency.

(7) Honor violation.

(8) Military Aptitude Deficiency (based on Aptitude grade and qualities becoming of a future naval officer.)

(9) Failing to fulfill any condition prescribed during a previous Record Review.

e. Record Review Policy. The Record Review panel will examine the record of those M/Cs directed for review and, guided by the mission of the NAPS, will consider two questions in each case:

(1) Is there reasonable evidence that this M/C will be able to meet the academic, physical and conduct requirements for NAPS?

(2) Is there reasonable evidence that this M/C has the academic, physical and military aptitude needed to become a Midshipman at the Naval Academy?

f. Procedure

(1) M/Cs subject to a Record Review should meet with their Company Officer, and/or athletic coach. Each may provide a written statement to the Record Review panel.

(2) The convening date will generally be within a week of the announcement of grades.

(3) At the discretion of the Chair, any interested staff member may attend an open session.

(4) M/Cs will not always be required to be present at the Record Review. However, the Chair may request a specific M/C to be present during his/her Record Review as necessary.

(5) The Record Review panel generally deliberates and votes in open session. The Chair however, may require a closed session at any time. Each member will have a reasonable opportunity for the expression of views on a question before the Chair calls for a vote. Every member present shall vote unless excused by the Chair.

(6) The Chair will convey the results of the Record Review to each M/C reviewed.

(7) At the end of the next grading period, the Academic Dean will remove from probation M/Cs who no longer meet the conditions of the deficiencies listed above.

g. Summary. M/Cs having performance deficiencies should realize that motivation and effort have a bearing upon the decision for retention or referral to the Performance Board. If the Record Review panel members feel that there is enough evidence to suggest a reasonable hope for successful completion of the academic program at NAPS, they can recommend retention. A good attitude, strong motivation and determined effort are valuable assets; a lack of those qualities is a decided detriment.

3. Performance Board

a. Purpose. Only the Commanding Officer has the authority to convene a Performance Board in order to review the military, physical and academic aptitude of M/Cs who are performing below accepted standards in any of the three areas and where remediation has failed to improve performance. The purpose of a Performance Board is to consider dismissal or retention of the deficient M/C at NAPS.

b. Background. The duties and precedence for the NAPS' Performance Boards are derived from USNAINST 5420.24G.

c. Composition of the Performance Board

(1) The Performance Board will consist of the Commanding Officer and permanent voting members including the Battalion Officer, Academic Dean, Athletic Director, and the Command Senior Enlisted Advisor. The CMEO is a non-voting observer.

(a) Representatives of permanent members. Should the event occur that a permanent member of the board is unable to participate, a representative member of the department may serve as a voting member in the absence of the principal, with approval from the Commanding Officer.

(b) Additional members. The Commanding Officer may also appoint additional board non-voting members from the NAPS staff. Additional members designated by the Commanding Officer are meant to broaden the board membership in order to assure an equitable representation of specialties.

(2) Presiding Officer. The Commanding Officer is the Presiding Officer on all matters before the Performance Board. The Commanding Officer may designate a Presiding Officer in his absence, normally the Executive Officer.

(3) Chairman of the Performance Board. The Chairman of the Performance Board is the Battalion Officer. This position runs the board, calls for votes, and communicates recommendations to the Presiding Officer.

(4) Secretary. The Secretary will be the NAPS Registrar and is responsible for recording the minutes of the Performance Board.

(5) The following individuals or their representatives will be present to assist the Performance Board:

(a) Company Officer and Senior Enlisted Leader

(b) Athletic Supervisor/Coach

(c) Representative command staff member to speak on the M/C's behalf if desired by M/C. The presiding officer may limit the number of members to speak on behalf of the M/C.

d. Duties and Responsibilities of the Performance Board. The duties and responsibilities of the Performance Board are as follows:

(1) Act on all cases of academic deficiency referred by a Record Review.

(2) Recommend minimum standards of proficiency in all areas for graduation.

(3) Act on all cases of professional military training deficiency referred by a Record Review or Battalion Officer.

(4) Act on all cases of physical readiness deficiency referred by a Record Review of Battalion Officer.

e. Policy. Cases with recommendations of involuntary disenrollment will be signed by the Commanding Officer and sent to the Superintendent of the U.S. Naval Academy for approval. All other cases will remain within NAPS for action.

(1) In considering each case of deficiency, the Performance Board is guided by the mission of NAPS and must answer two basic questions:

(a) Is there reasonable evidence that the M/C will be able to develop and or meet the military aptitude, physical and academic requirements for graduation from the Naval Academy Preparatory School?

(b) Is there reasonable evidence that this M/C has the attitude and aptitude needed to become a Midshipman?

(2) Performance Boards will be convened at periodic times during the academic year and can be convened at the discretion of the Commanding Officer to address deficiencies for specific M/Cs.

f. Procedures. Performance Board procedures are designed to ensure efficiency in the board process and ensure that each M/C, whose case is reviewed, is provided adequate consideration for retention or dismissal from NAPS.

(1) Performance Review

(a) A Performance Board will normally convene upon a deficient finding of a Record Review.

(b) A Performance Board may convene without a deficient finding of a Record Review, in such cases in which military aptitude and/or the physical condition of the M/C indicates an

inability or unwillingness to successfully complete the NAPS program and/or meet the Naval Academy's entrance requirements.

(c) Performance Review Boards. Performance Boards can be scheduled at any time, upon the direction of the Commanding Officer. Additionally, a Record Review can refer M/Cs to a Performance Board, which convenes only with the approval of the Commanding Officer.

(2) Requirements of the staff prior to convening of the board:

(a) Battalion Officer. Upon the decision for a Performance Board, the Battalion Officer will:

1. Notify the respective Company Officer and Senior Enlisted Leader of the M/C selected to appear.

2. Notify required staff to appear at the board.

3. Ensure all conduct, academic, and physical training records are updated prior to the convening of the board.

4. Notify the Commanding Officer of any proposed Performance Board member substitutions.

5. Notify required staff of the board schedule and order of appearance.

(b) Academic Dean:

1. Ensure academic records are updated.

2. Notify the Battalion Officer prior to the board convening if unable to participate in the Performance Board.

(c) Athletic Director:

1. Ensure the physical readiness test (PRT) records are updated.

2. Notify the Battalion Officer prior to the board convening if unable to participate in the Performance Board.

(d) Company Officer:

1. Notify M/Cs a minimum of 24 hours ahead of their requirement to appear before the Performance Board. For M/Cs, the uniform for the board appearance is Service Dress Blues, with ribbons and nametag.

2. Coordinate with the Battalion Officer on M/C requests for staff representation at the Performance Board.

3. Ensure any written statement/evidence the M/C requests to present to the board is made available to the board members, prior to the convening of the board.

4. Ensure all Conduct/Honor records of the M/C are updated prior to the convening of the board.

(e) NAPS Registrar:

1. Prepare data packages.

2. Ensure the Commanding Officer's conference room is set-up prior to convening of the Performance Board.

3. Serve as Board Secretary.

(3) Conduct of the Performance Board:

(a) Board Chairman will call the Performance Board to order and briefly introduce the case of the individual M/Cs, to the Presiding Officer.

(b) Board members will briefly introduce the specifics of the M/C 's deficiencies to the Chairman of the Board.

(c) Board Chairman will call the individual M/C into the board room along with their Company Officer and/or representing staff member.

(d) The Board Chairman will give the opening statement, followed by the board members questions, excluding the Presiding Officer, unless he/she so chooses to interject.

(e) The M/C will provide a closing statement and then be excused from the presence of the board, while the vote is being placed.

(f) The Performance Board will be brought to a vote to recommend retention under probation or dismissal of the M/C.

(g) The M/C will be personally notified of the Commanding Officer's decision, and made aware of their rights to appeal (if applicable), if he or she so chooses.

(4) M/C Requirements. M/Cs appearing before a Performance Board will:

(a) Be given a minimum of 24 hours to prepare for an appearance before the Performance Board. This notification will normally be made by the Academic Dean and reinforced via the respective Company Officer.

(b) Be allowed to examine a copy of all materials to be considered by the Performance Board.

(c) Be entitled to present any facts on his/her own behalf, including documentary evidence and written statements of third parties, and oral statements of witnesses concerning his/her performance.

(d) Be allowed to have character witnesses present to speak on his/her behalf in person at the Performance Board. The witnesses must be members of the NAPS staff.

(e) Be given the final decision of the Performance Board in person by a representative designated by the Commanding Officer.

(f) Unofficial observers are not permitted to attend the Performance Board.

(5) Voting:

(a) The decision to recommend retention or disenrollment will be based on the majority of the vote from the board.

(b) The Commanding Officer is a non-voting member.

(c) The Commanding Officer has the authority to approve/disapprove a recommendation of the Performance Board.

(d) Votes will be cast by ballot unless otherwise agreed to unanimously by the members present, in which case the vote will be as directed by Board Chairman.

(6) Minutes of the Performance Board. The minutes will list the members present and contain a record of the decisions of the Performance Board. Members of the board are entitled to have their views incorporated in the minutes in abbreviated or verbatim form, if specifically requested. The minutes will be submitted to the Board Chairman for approval.

(7) Actions after the Performance Board:

(a) If the decision is made to retain a M/C, the members of the board will be responsible for placing that M/C on PERFORMANCE PROBATION, and defining the stipulations of that probationary status. The status and stipulations will be drafted by the Board Secretary and signed by the Commanding Officer on command letter head and given to the respective M/C.

(b) If the decision is made to recommend disenrollment, the M/C has the right to appeal the decision of Performance Board.

(8) Appeal Procedures:

(a) The appellate authority for the decision of the Performance Board is the Superintendent of the U. S. Naval Academy.

(b) If the decision of the M/C is to appeal, that appeal must be made in writing within 5 days from notification of the decision of the Performance Board. It is submitted to the Superintendent via the Commanding Officer (only statements from M/Cs and the NAPS staff may be included).

(c) If the M/C declines to appeal and the Superintendent confirms the CO's decision, he or she will be immediately placed in a disenrolled status and removed from the battalion and assigned to the NAPS headquarters department for out-processing.

(d) If the M/C appeals, he or she will remain in the battalion until that appeal has been reviewed by the Superintendent and a decision is reached. If the decision is made to disenroll, the M/C will be placed in a disenrolled status and removed from the battalion and assigned to the NAPS headquarters department for out-processing.

(9) Failure to meet the Performance Board's directives on remediation during the probationary period could result in the immediate, involuntary disenrollment of the M/C from the NAPS program.

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