

**Naval Academy Preparatory School
Military Indoctrination Period**

NAPSINST 5401.1G

19 May 2026

Department of the Navy

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DEPARTMENT OF THE NAVY
NAVAL ACADEMY PREPARATORY SCHOOL
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NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 5401.1F

From: Commanding Officer, Naval Academy Preparatory School

Subj: NAVAL ACADEMY PREPARATORY SCHOOL MILITARY INDOCTRINATION PERIOD

1. Purpose. To promulgate guidance for the execution of the Naval Academy Preparatory School (NAPS) Indoctrination (INDOC) Period.
2. Cancellation. NAPSINST 5401.1F.
3. Background. NAPS conducts a military training program to administratively process incoming Candidates, begin the transition from civilian to military lifestyle, and instill in Candidates a sense of discipline, teamwork, and esprit de corps. INDOC is the foundation upon which the academic, military, and athletic success of the Battalion builds throughout the year.
4. Action. The success of INDOC depends on the teamwork of the INDOC detail from the United States Naval Academy, United States Coast Guard Academy, and the NAPS staff. INDOC is an intense, high-risk training evolution that requires the full engagement and constant vigilance of every staff member and detailer involved. The trainers must consistently exercise sound and prudent judgment, informed by my intent and the guidance within this instruction and other governing directives. Except as modified herein, all NAPS regulations and instructions shall remain in effect throughout the indoctrination period.
5. Information. Unless stated otherwise, the term Candidate refers to United States Naval Academy Midshipman Candidates and United States Coast Guard Academy Cadet Candidates.
6. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 52 10.1 of September 2019.
7. Review and Effective Date. Per OPNAVINST 5215.17A, the NAPS 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

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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

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via USNA's Intranet Web site, <https://www.usna.edu/NAPS/Instructions.php>

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CHAPTER ONE

OVERVIEW

1.1 Commander's Intent.

1. Indoctrination (INDOC) prepares Candidates for the challenges they will face during their year at NAPS. It introduces the Navy's Core Values and provides them with the foundation upon which successful careers are based. As the first phase of training in an accession pipeline, INDOC has some similarities to boot camp and plebe summer. **However, it has a shorter duration and its own unique objectives; it is not boot camp or plebe summer.** INDOC is a challenging evolution designed to jump start the transformation of prior Sailors, Marines, and civilians into Midshipman and Cadet Candidates. It instills a basic military ethos and structure for the succeeding academic year. Training should be both rigorous and meaningful for each Candidate without crossing a well-defined boundary between military discipline and hazing or abuse. In other words, we will challenge, mold, and strengthen the Candidates while always treating them with the utmost dignity and respect.
2. This instruction provides the guidelines and establishes the policies for the Naval Academy Preparatory School's (NAPS) Military Indoctrination period. These guidelines are not exhaustive; they are not a substitute for sound judgment, decision making, or common sense.
3. INDOC is valuable experience for the Midshipman and Cadet detailers and a formative leadership challenge. Detailers are the first impression of the Naval Academy and Coast Guard Academy for the NAPS Battalion and are expected to set the standard, lead by example and model teamwork and professionalism.
4. Push the Candidates to the point of failure to encourage resilience. Do not belittle, degrade, or imperil the Candidates. Leadership that is motivating and compelling takes much more initiative and effort than gaining compliance through intimidation and constant yelling.
5. Make the Candidates understand that as leaders care for their people not by coddling them but by prioritizing their well-being. Assess risk to minimize the chance of injury. Do not let basic human necessities such as nutrition, hydration, and hygiene become casualties to training objectives.
6. Each detailer should remember what it was like when he or she underwent indoctrination training and treat this as an opportunity to improve the experience for those they now lead. The ultimate goal of INDOC is for Candidates to execute the most basic duties expected of a junior Sailor, and to adhere to organizational standards necessary for daily student routine.

1.2 Mission of NAPS. The mission of NAPS is to enhance Candidates' moral, mental, and physical foundations to prepare them for success at the United States Naval Academy.

1.3 Objective of INDOC. The objective of INDOC is twofold. First, to indoctrinate Candidates into the military and prepare them for the academic year, introducing the Navy's Core Values, a

basic knowledge of military customs and courtesies, and a sense of discipline, teamwork, and physical fitness. Second, to provide a formative leadership experience for Midshipman and Cadet detailers.

1.4 Indoctrination Training Schedule.

1. All U.S. Naval Academy and Coast Guard Academy detailers are responsible for ensuring that their assigned units execute the training schedule. The INDOC schedule will be fluid. Flexibility of detailers and staff is of the utmost importance. Identify conflicts and problems and solve them.
2. All detailers and pertinent staff members will be notified of changes to the schedule as they arise. Additionally, the training schedule and other primary INDOC documents may be found on the NAPS network in a shared folder.
3. During INDOC, punctuality is key. Detailers must work closely with staff to coordinate scheduled times for briefs and events. Time will be built into the schedule for transition between events. Everyone must strive to keep on schedule to the best of their ability, doing so will make for a successful INDOC period.

1.5 Organization of Indoctrination.

1. INDOC will be executed in a series of phases. The phases will be as follows:

a. Leadership Development Education Program (LDEP) Phase: This phase will begin with the NAPS staff briefing detailers at USNA in the spring, and continue during detailer training at USNA during zero block. Detailers will arrive at Naval Station Newport 2 days before I-day. The purpose of this phase is to train detailers on proper protocol, procedures, and complete DD2982 Forms. There will be no interaction between detailers and Candidates until the completion of LDEP at NAPS.

b. Arrival Phase: Upon arrival, all Candidates will go through a modified I-Day schedule where they will accomplish the minimum medical and administrative requirements in order to be gained into the NAPS program. This phase ends with the completion of the oath ceremony and will be a deliberately planned and executed event. The oath ceremony will mark the commencement of the Indoctrination Training Period.

c. Pressure Phase: This phase shall commence upon administration of the Oath of Enlistment to the Candidates. This phase will be the most training intensive time. It is designed to enforce all standards and expectations. The purpose behind the pressure phase is to transition Candidates from an individual focused mentality. Each Candidate should be challenged in their own right in this phase and learn that they need their fellow Candidates in order to succeed at NAPS. Rack races, room inspections, personnel inspections, and professional knowledge checks are all expected to be executed during this phase. Refer to Enclosure (1) for essential task listing.

d. Building Phase: This phase compliments the pressure phase. During this phase emphasis is placed on the concept of TEAM OVER SELF. The purpose of this phase is to promote camaraderie and team building. During this time detailers will recommend MP1 striper to Company Leadership. This phase will culminate with NITRO.

e. Turnover Phase: This phase will occur the afternoon/evening following NITRO. Detailers will use this time to begin to turnover striper positions with the Candidates. Detailers will help instruct prospective stripers on how to properly write watch bills, conduct effective communication, carry out their assigned responsibilities, and lead their peers.

f. Post INDOC Phase: This phase will take place upon departure of the detailers. This phase will consist of training the Candidates to step into a peer leadership billet and take charge of the battalion and will learn the importance of peer leadership and peer followership.

CHAPTER TWO

LEADERSHIP AND ACCOUNTABILITY

2.1 Leadership Philosophy. All detailers will exercise INTRUSIVE LEADERSHIP, in that they will display a deep concern for the physical and mental well-being of subordinates while still exhibiting firmness and demanding high standards. The relationship between senior and junior will not be construed as that of superior and inferior. NAPS detailers will be in tune with the fact that they themselves are leaders-under-training and are under instruction from the NAPS staff (Officers and Senior Enlisted).

2.2 Leadership Styles. This INDOC period is not only training for the Candidates, this is also training for the Midshipman and Cadet detailers. Detailers are encouraged to test out their leadership style and be willing to accept feedback, learning points, and criticism from peers and NAPS staff. Mistakes are expected as part of the learning process.

2.3 Accountability. Detailers will be held fully accountable at all times for the status and well-being of their Candidates. All leaders will know the location of their assigned personnel at all times and will not rely on a Candidate's judgement to move from Point A to Point B without direct supervision. Detailer or military staff members will oversee Candidates every minute throughout INDOC.

2.4 Misconduct. Detailers are expected to deal with minor violations committed by Candidates by using their leadership skills. Major conduct violations (any violation so identified in the NAPS Regulations) or a pattern of misconduct will be referred to the Company Officer or SEL. Inform military staff of any concerns with a Candidate's observed conduct, including the proposed plan to address the issue.

In the event of a violation of this SOP, or other misconduct by a Midshipman or Cadet detailer, the Company Officer to which that individual reports shall remediate the misconduct. In the event of significant misconduct, the Company Officer shall remove said individual from the training environment and report the incident to the NAPS Chain of Command.

2.5 Drop on Request (DOR). Due to the high-risk, stressful nature of INDOC there will be Candidates that will request to disenroll from the program. Detailers should have a conversation with the candidate and then bring judgements and recommendations to military staff. Detailers shall inform a military staff member immediately if a candidate wishes to DOR.

2.6 Suicide Prevention Policy. If a candidate expresses suicidal thoughts, the first step is to maintain a physical presence with the Candidate while another detailer informs the Company Officer, Company SEL, or the Executive Officer. At no point is a Candidate who has expressed thoughts of self-harm or suicide to be left alone until directed by higher authority. These thoughts will most often be expressed in thoughts of the day.

CHAPTER THREE

CANDIDATE STANDARDS AND PROCEDURES

3.1 Candidate Responsibilities. Detailers will ensure the Candidates know, adhere to, and properly execute the following:

1. Have a thorough knowledge and understanding of the NAPS Reef Points. Candidates will be expected to pass a rates test at the conclusion of INDOC.
2. Have a thorough knowledge and understanding of the Candidate Regulations (NAPSINST 5400.1Series). Candidates will be expected to pass a regulation test at the conclusion of INDOC. *Emphasis should be placed on regulation knowledge over rates knowledge.*
3. Be in a complete and properly worn uniform at all times. The only exception to this is during the period after reveille and after physical exercise to facilitate hygiene. Candidates will need deliberate and engaged instruction to understand how to properly wear their uniforms for the academic year.
4. Look straight ahead (eyes “on the boat”), move in an expeditious manner in the center of all Ripley Hall passageways, and square corners. Candidates will not otherwise speak in the passageways unless spoken to by a staff member or detailer. Candidates will also yield right of way to all seniors. Candidates on watch will not move in an expeditious manner, sound off, or square corners. “An expeditious manner” will never be confused with running. At no time, will a Candidate or a detailer run inside Ripley Hall.
5. Carry out all lawful orders issued by a staff member or detailer.
6. Listen carefully to all questions or statements posed by a senior, then respond quickly and correctly. Candidates are expected to respond with one of the five basic responses found in their Reef Points.

7. Address staff as follows:

Officers	Sir or Ma’am
Group of Officers/SEs	Gentlemen or Ladies
Enlisted personnel	By title (e.g. Chief, Petty Officer, or Gunnery Sergeant.)
Academic Dean	Dean “last name”
Professors (holding a doctorate)	Doctor “last name”
Professors	Professor “last name”
Athletic Coaches	Coach “last name”

8. Sound “ATTENTION ON DECK” whenever an O-5 or senior comes aboard the quarterdeck or enters a platoon area in Ripley Hall.

9. Understand the elements of the Candidate Essential Task List. Refer to Enclosure (1).

3.2 Ney Hall Etiquette. It is paramount that during meals Candidates eat a fully nutritious meal and hydrate. Well-balanced meals include fruits, vegetables, fiber, and fluids, and are essential to sustaining the health of Candidates during INDOC. Abiding by these guidelines will facilitate expeditious and effective mealtime evolutions. The following rules apply:

1. With several commands using Ney Hall, detailers MUST ensure that the Candidates are on time for meals and that they depart Ney Hall on schedule.
2. Upon arrival at Ney Hall, all platoons will halt at the door. A staff member and/or detailer will enter and approach the front desk of Ney Hall in order to report the number of Candidates in the platoon, receive the seating assignment, and receive permission to enter the chow hall. The seating assignment will be made known to the Platoon upon entering the chow hall.
3. All Candidates will apply hand sanitizer upon entry.
4. When dining in Ney Hall, candidates will move quietly and with purpose while walking through the meal line, carrying trays, and transiting through the facility.
5. After moving through the serving lines, Candidates will walk to their seating area, sit down, and immediately begin eating. All Candidates should take their seats on the front 4 inches of the chairs. Candidates will not use the backs of their chairs or lean on the table.
6. At the end of meals, a detailer will direct the table to place all loose items on their trays and head to the scullery.
7. All Candidates should be actively eating or looking straightforward with their eyes in the boat. No Candidate is authorized to engage in conversation other than questions to a detailer or staff member. Detailers are authorized to make corrections, while also understanding that the point of meal times is to fuel their bodies and hydrate.
8. Detailers should minimize noises and refrain from making overt training displays.

3.3 Coordinating Instructions for Ney Hall.

1. Hydration during INDOC is essential and Candidates should continually be encouraged to drink liquids, especially water. Detailers will ensure Candidates only drink milk, fruit juice, water, and Gatorade during INDOC. Diuretic drinks (i.e., coffee, tea, and soda) are not authorized.

2. Detailers will ensure that each Candidate eats adequately. If items run out or if portion sizes for the Candidates and detailers are inadequate, notify a NAPS staff member.
3. Detailers will eat at the same time as the battalion, and will eat at separate tables; however, detailers will set up a rotation while in Ney Hall. Half of the detailers should be roaming to monitor Candidates, while the other half eats. Detailers will rotate out to ensure everyone has time to eat. In the interest of time, detailers will refrain from omelet/smoothie/sandwich bar during Indoc.
4. Military staff will attempt to maximize their presence at military meals, in addition to the CDO, to help oversee the detailers and ensure positive interaction with other tenant commands.

3.4 INDOC Rules and Regulations.

1. Candidates will be in their assigned racks only from taps until reveille (unless sick in quarters (SIQ)).
2. Candidates shall not possess any personal electronics during INDOC (including watches and alarm clocks). These electronic devices will be stored with the Candidates belongings, with the exception of telephones which will be maintained in labeled bags with their chargers for easy access in support of their weekly phone call period. Beginning on the day of arrival, and continuing through the completion of INDOC, Candidates should be consistently unaware of elapsed time; rather, they should focus on maximizing each moment of their INDOC training.
3. Candidates shall only use the center (south) ladder-well to access Ripley Hall. The side (east and west) ladders shall be used by Candidates only at the discretion of military staff or in an emergency.
4. Candidates shall maintain good hygiene habits throughout INDOC. Detailers are responsible for ensuring that Candidates are given adequate time for hygiene and will verify good hygienic standards are being kept. Adherence to good hygiene is paramount for health and injury prevention in the Battalion. Good hygiene habits include, but are not limited to:
 - a. Showering at least once daily.
 - b. Brushing teeth twice daily.
 - c. For males, shaving each morning.
 - d. Changing socks at least daily.
 - e. Washing laundry/linens when dirty/used.
 - f. Sanitizing water approved cleaning solutions on a regular basis.

5. Candidates shall not be alone at any point in INDOC. A detailer or staff member must be present with candidates throughout INDOC. Exceptions to this are SIQ Candidates who will be checked on periodically by detailers throughout the day but otherwise allowed to rest.
6. Candidates shall always carry a Reef Points, armband, notepad, full canteen, and pen unless otherwise specified by staff.
7. Candidates shall be in bed at Taps and awoken at Reveille.
8. Candidates shall study all Reef Points with their elbow raised and their forearm parallel to the deck.
9. Candidates shall not wear jewelry during INDOC.

3.5 Watchstanding Responsibilities.

1. Watchstanding will be administered IAW NAPINST 1601.2 Series (Candidate Watchstanding Instruction), unless noted otherwise by the Senior Watch Officer.
2. Candidates will stand watches under the instruction of the detailers.

3.6 Candidate Support Services.

1. Detailers will be responsible to ensure their unit's laundry is washed on a daily basis. The detailer chain of command will plan ahead and generate an effective laundry plan. Candidate watches can be used to complete the laundry when such watches have been initiated and established by the military staff. No giant mesh bags are authorized in Ripley washing machines
2. Detailers will be responsible for procuring meals from the galley for their students while in a SIQ status. SIQ Candidates welfare will be checked every 2 hours, and status reported to company staff. The detailer chain of command shall ensure a plan is in place to meet this critical need of the Candidates.
3. Company staff will direct the detailer staff on the specifics of accomplishing daily cleaning tasks.

3.7 Religious Accommodation.

1. Sunday Morning Worship

- a. On Sunday, Candidates may voluntarily attend Chapel services as their indoc schedule allows. Candidates are prohibited from escorting or visiting with parents, family, friends, siblings, or sponsors until NAPS INDOC is complete. Relaxation of privileges during these periods will not be authorized. If a critical training event takes place on a Sunday during the scheduled worship period, every attempt will be made to ensure that Candidates are also afforded the opportunity to partake in Chapel services and related activities.

b. During Sunday morning the following guidelines apply:

(1) Candidates will not march or sound off unless engaging in scheduled critical event training as promulgated by the NAPS Battalion Staff.

(2) Those choosing not to participate in the Sunday activities outlined above will follow the plan of the day.

(3) Candidates may not visit other companies within the Battalion.

(4) Candidates will not interact with members of other companies unless participating in the official activities outlined above or under the supervision/direction of the detail staff.

2. Other Faith Group. Candidates of other faith group worship may have religious accommodation needs that are not met by the Base Chapel and worship service schedule. Company staff will work with Candidates and chaplains to accommodate both the training schedule and worship requirements to the greatest extent possible. Every effort will be made to accommodate other faith groups' obligations, commensurate with training requirements.

3. Chaplain Appointments. A chaplain is available during normal working hours for individual counseling. Candidates who desire to see a Chaplain will request an appointment through their squad leader. The company staff will coordinate an appointment with one of the assigned INDOC chaplains for the earliest possible time. Effort will be made to get an appointment within 24 hours of the original request.

a. Chaplain Duty Phone is available, see your company staff.

CHAPTER FOUR

TRAINING GUIDELINES

4.1 Training Evolutions. The responsibility of ensuring all Candidates receive the required training lies with the detailers. Discrepancies will be reported to Company Staff.

1. Briefs.

a. Candidates will be exposed to a variety of briefs throughout the INDOC period. Periodically, Candidates may be required to use government issued laptops for briefs and academic placement tests or taskings. Attendance is required for all Candidates and it is the responsibility of the detailers to ensure full accountability. Regardless of briefing format, Candidates are expected to remain engaged, respectful, and considerate. Misconduct during a brief will result in swift corrective action.

b. Candidates are expected to sit on the front four inches of their chair with their back straight during all briefs and trainings. While waiting for a brief, Candidates shall be quietly studying their reef points. When the presenter is ready, candidates will “stow their gear” and turn their attention to the briefer. The commands “EYES” and response “SNAP” may be used, as well as “EARS” and response “OPEN”. If a Candidate is beginning to fall asleep they will stand in the back of the room; Candidates should police each other to keep awake. Candidates are not authorized to use the restroom during briefs. When asking or answering a question during a lecture, they shall stand up, and begin with “SIR/MA’AM, MIDSHIPMAN/CADET CANDIDATE LASTNAME, PLATOON 1-2.” then ask/answer the question. Professional military bearing shall be maintained at all times.

2. Reveille. Candidates will be woken up each morning in accordance with the INDOC Daily Schedule. Detailers will make every effort to use an effective voice to announce reveille using calls but no loud music. Air Horns will not be used in Ripley Hall.

3. Morning Basic Daily Routine (BDR). Candidates are expected to complete basic hygiene before beginning the day. This morning BDR time is set aside to allow detailers to ensure all Candidates are properly groomed and rooms are properly set at the start of each day. Trash should be taken out at least twice daily.

4. Blue and Gold. The Singing of Blue and Gold concludes each day of INDOC. The purpose of the time surrounding Blue and Gold is to reflect on the day and to publicly praise Candidates who excelled. While taking away Blue and Gold is an acceptable consequence for poor team performance this should be used judiciously.

5. Taps. Upon the sounding of taps, Candidates will be in their assigned rack with the lights out and the door open to 90 degrees.

6. Drill. Detailer Platoon Commanders will be required to lead their platoon in a drill competition near the conclusion of INDOC. Detailers will be trained in drill during the LDEP phase leading up their integration into the training environment. All detailers will be expected to attend and assist training their platoon during drill (unless excused by military staff). The requirement of mandatory drill for detailers may be modified by the INDOC OIC and the Battalion Commander after consulting with the INDOC OIC. Detailers will handle all troop-handling procedures. *Candidates will not march themselves or call cadence*. Units are typically composed of squad, platoon, or company-sized groups, but may also be composed of a smaller detail. Ensure that a cadence – in good taste – is called at all times. No morale cadences are authorized during building phase. Only variations of “left/right”. Detailers should use this time to reinforce drill movements taught during drill periods. Road guards will be posted at all intersections.

7. NAPS Indoctrination Team Readiness Operation (NITRO). NITRO is the culminating event for the INDOC period. This is a competitive event that will test Candidates both mentally and physically. Based on Naval Academy Sea Trials, this event is designated to last half the day and places candidates through a series of events focused on team building and positive motivation. All detailers will be present for NITRO.

8. Platoon Commander Time/“Grey Space”. Throughout the INDOC period there will be open space in the schedule. The purpose of “Grey Space”, is to allow detailers to train Candidates on all their responsibilities shown in Enclosure (1). Detailers should also use this time for instructional briefs on professional knowledge and life as a candidate. Detailers must ensure that the Candidates are never left with unsupervised “down time.” Company and platoon staff will meet with their Company Officer/SEL daily to preview the next day’s schedule. During this meeting, the detailers will present items to be accomplished in grey space for Company Officer approval.

9. Physical Training. The Physical Education Program (PEP) will be conducted by the Athletic Department Staff. The detailers will play a major role in the execution of this activity. Detailers are responsible for motivating, correcting and ensuring safety throughout the PEP sessions. Detailers will keep track of who is on a light limited duty status and ensure candidates are standing to the side. Candidates will not motivate each other during physical training, in order to maintain the military bearing of the Indoc mindset.

10. Phone Calls. Candidates will be allowed to use their personal phones for 30 minutes each week, as indicated in the training schedule on Prichard Field in formation. On arrival day, every candidate will place their cell phone (TURNED OFF!) and charger into a ziplock bag, this bag will be labeled with last name and Platoon with a Sharpie. On the day prior to phone calls, detailers will make sure the phones are charged. Phones will be stored in Company Officer or SEL offices all other days. Detailers shall ensure phones are charged the night prior to phone call days. The day of a scheduled phone call, a candidate will have 30 minutes during a predetermined time on the training schedule to complete their call. Candidates can use their cell phone however they see fit during this 30 minute window, except to take pictures or video or

use any form of video calling. Some candidates may have circumstances, e.g. family residing overseas, that require them to make their call at an alternate time. Detailers will identify these candidates and work with the Company Officer / SEL to make appropriate arrangements.

11. Liberty. Liberty is secured for all Candidates during INDOC. Candidates are prohibited from visiting with parents, family, friends, siblings, or sponsors at any time until INDOC is complete. Sunday mornings provide an opportunity to attend worship services on base, but general base liberty or interaction with family and friends is not authorized. Liberty for detailers will be coordinated with their Company Staff.

4.2 Extra Military Instruction.

1. Extra Military Instruction (EMI) is used to reinforce knowledge, military bearing, and obedience to orders. EMI corrects individual performance deficiencies, not misconduct. Candidates not performing satisfactorily in authorized training and not responding adequately to performance counseling may receive EMI. The best time to conduct EMI is during gray space. EMI should not be scheduled to conflict with sport periods or any briefs that are given during INDOC. PT is not used as EMI, and EMI should not become physically taxing. The following criteria apply to the application of EMI.

a. The squad leader, platoon commander, and company commander in the Candidate's direct chain of command may assign EMI. EMI is given only to individual Candidates who require such instruction.

b. EMI should result in a Candidate becoming proficient in areas where the Candidate is deficient. The detailer administering EMI must provide guidance on how to improve the Candidate's performance.

c. EMI will always have a purpose. Every EMI must be productively related to the deficiency that it is to correct. Detailers will be completely familiar with the hazing regulations of this instruction and will not conduct activities such as: wall-sits, duck walking, bear-crawling in Ripley Hall, demeaning language, etc.

4.3 INDOC Physical Training. Outside of jogging to and from evolutions and scheduled physical activity (battalion PT, team building exercises, NITRO, etc.), the following types of evolutions, known as "cycles", are the only authorized physical training during the indoctrination period.

1. Purpose. To give detailers options to execute spot correction, and to apply consequences to meet the objectives of Candidate Indoctrination Program. The limits that are placed on these exercises exist to minimize the potential for the adverse effects of too much and/or too intense physical activity.

2. Cycles.

a. Oversight

(1) Any detailer found abusing the cycles program will have their qualification immediately revoked and may face additional disciplinary action.

(2) Cycles Operation Table

Composition	Executer	Location	Oversight Authority
Squad*	Detailer	Track and Field	Platoon Commander
Platoon	Detailer	Track and Field	CO/SEL/Company TAD
Squad/Platoon /Company	CO/SEL/TAD	Track and Field, *SandPit, Training Country	CO/SEL/Company TAD

*For squad level cycles a minimum of (3) detailers must be present: one to execute, one to demonstrate/participate, and one to serve as safety observer.

*When executing cycles within the sandpit, no detailers are permitted within the sandpit at the same time as any Candidate.

b. Execution

(1) Cycles shall not be completed in any size smaller than a squad at any time.

(2) Each company will keep a log of PT events that occur throughout the day

(3) Detailers are restricted to a maximum of 15 cycles or two hours, whichever comes first, in one day using any combination of the activities listed below.

(4) One cycle is a predetermined duration (or number of repetitions) of the exercises described below. If a cycle is ended before completing the prescribed cycle length, it shall be counted as one cycle. There are no half or partial cycles.

c. Exercises: The only acceptable activities and associated restrictions are:

(1) Elbow Plank

(a) A maximum of 5 cycles will be allowed in a given hour.

(b) A maximum of 10 cycles will be allowed per day.

(c) One cycle consists of 3 minutes of holding elbow plank.

(d) A minimum of 60 seconds rest is required between cycles. This rest period shall not be used in conjunction with another physical activity (e.g. squats while recovering from the elbow plank).

(e) If a Candidate cannot complete the full cycle do not have them exceed the maximum holding time.

(2) Push-Ups

(a) A maximum of 3 cycles will be allowed in a given hour.

(b) A maximum of 6 cycles will be allowed per day.

(c) One cycle consists of 25 single count push-ups.

(d) A minimum of 60 seconds rest is required between cycles. This rest period shall not be used in conjunction with another physical activity (e.g. flutter kicks while recovering from push-ups).

(e) No deviation is allowed from standard Navy Push-ups (e.g., dive-bomber push-ups, diamond push-ups, long hold in down position, etc).

(3) Mountain Climbers

(a) A maximum of 5 cycles will be allowed in a given hour.

(b) A maximum of 10 cycles will be allowed per day.

(c) One cycle consists of 20 four-count repetitions.

(d) A minimum of 60 seconds rest is required between cycles. This rest period shall not be used in conjunction with another physical activity (e.g. squats while recovering from mountain climbers).

(4) Leg-Levers

(a) A maximum of 5 cycles will be allowed in a given hour.

(b) A maximum of 10 cycles will be allowed per day.

(c) One cycle consists of 25 single-count leg repetitions.

(d) A minimum of 60 seconds rest is required between cycles. This rest period shall not be used in conjunction with another physical activity (e.g. front leaning rest or six-inches holds while recovering from leg levers).

3. Chit and LLD Cycles. Detailers are not authorized to develop alternative cycles for Candidates who have been placed on a medical chit (e.g. Arm circles, air squats etc). All Candidates who have been placed on light duty from a medical provider will wear a glow belt around their waists at all times, except during personal time/hygiene. Candidates on medical chit or light duty will be listed on the 0800 Report sent to company and battalion leadership nightly. These candidates will not be allowed to participate in any cycles, battalion PT, team building exercises, and/or NITRO until removed from their CHIT by a medical provider regardless of an upper/lower body injury distinction.

a. LLD candidates will be off to the side observing, studying rates, or getting rated during cycles. LLD candidates shall not be forced to call cadence or be guilting for any reason.

4. Cycles are prohibited during the following conditions:

a. 30 minutes prior to a meal or 60 minutes following the completion of a meal.

b. Inside any rooms, passageways, bulkheads of Ripley Hall, Perry Hall or any other indoor facility.

c. 3 hours prior to a battalion PT event (night battalion PT, team building exercises, and/or NITRO evolutions).

d. From the start of personal time until reveille the following morning.

e. Within 24 hours after administration of any vaccine.

f. Within 24 hours prior to a PRT.

g. When cycles interfere with other scheduled training.

h. When being executed by detailers, any location outside of Track and Field.

i. When being executed by CO/SEL in training country

j. When any fewer than 3 detailers are present to safely execute these activities.

k. Any occasion where Candidates are forced to complete these activities without emptying pockets and body of: dental retainers, pens, regulations book, name tag, eye glasses, etc.

5. Cycles Card:

Exercise	Max Cycles (per hour)	Max Cycles (per day)	Cycle Length	Minimum Rest Between Cycles
Elbow Plank	5	10	3 minutes	60 seconds
Push-Ups (Navy Standard/PRT)	3	6	25 single-count reps	60 seconds
Mountain Climbers	5	10	20 four-count reps	60 seconds
Leg-Levers	5	10	25 single-count reps	60 seconds

CHAPTER FIVE

GUIDELINES FOR PROFESSIONAL CONDUCT

5.1 Hazing. Hazing of any Candidate is prohibited. SECNAVINST 1610.3 provides the following guidance for the Department of the Navy and the United States Naval Academy Preparatory School.

1. Hazing is defined as any conduct whereby a military member or members, regardless of service or rank, without proper authority causes another military member or members, regardless of service or rank, to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. Hazing need not involve physical contact among or between military members; it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator.

2. Hazing can include, but is not limited to the following: playing abusive or ridiculous tricks, threatening or offering violence or bodily harm to another, striking; branding, taping, tattooing, shaving, greasing, painting, requiring excessive physical exercise beyond what is required to meet standards, "pinning", "tacking on", "blood wings", or forcing or requiring the consumption of food, alcohol, drugs, or any other substance.

3. Hazing does not include command-authorized or operational activities; the requisite training to prepare for such missions or operations; administrative corrective measures; extra military instruction; athletics events, command-authorized physical training, contests or competitions and other similar activities that are authorized by the chain of command.

5.2 Physical Contact. Detailers shall not touch Candidates unless to prevent injury, respond to an injury or emergency, or to provide professional instruction (i.e. uniform corrections, during sports, PRT, or drill) or in defense of self or another Candidate/staff member. Whenever possible, detailers shall notify the Candidate under instruction prior to making physical contact.

5.3 Professionalism.

1. Detailers and staff shall not use profanity or inappropriate language. Detailers will adhere to the guidelines set forth within the CMEO instruction. (OPNAVINST 5354.1 Series)

2. Members of the detailer staff shall not address one another by first name in the presence of Candidates. NAPS staff and detailers will address detailers by their appropriate rank (Midshipman 1st Class or Mr. /Miss).

3. Detailers and staff shall address Candidates by last name, billet (i.e., "Candidate") or Mr. / Miss. They will not use profane, racially or ethnically degrading language to address a Candidate. Detailers shall not use nicknames.

4. Candidates shall address Military staff by rank and name. If there is a group of females address the group as ladies and if there is a group of males address the group as gentlemen.
5. Candidates shall not perform personal services for detailers or military staff (e.g., run errands, clean or move gear belonging to staff members). Allowing voluntary performance of these activities by Candidates is prohibited.
6. Candidates shall not enter any military personnel's private living spaces at NAPS, other than their own. These restrictions include the detailer's rooms for counseling or to perform a military function related to Candidate training.
7. The detailers shall not develop or form a nonprofessional, social, or personal relationship with Candidates. Personal text messages, notes, emails, phone calls, or all forms of unduly familiar contact or correspondence, are strictly prohibited. All contact with Candidates shall be strictly limited to a professional military relationship.
8. Pre-existing relationships, team affiliations, etc., may continue in a professional mentor capacity only.
9. Detailers will use good judgment when entering the room of the opposite gender.
10. Detailers must use the utmost discretion while using cell phones in front of Candidates. Cell phone use should be limited to communication among detailers only. A detailer should never show Candidates items on their phone. Use of cell phones in Ney Hall should be minimal.
11. Detailers may use music as a motivational tool during the INDOC period. Music should be appropriate (radio edits, etc.) and used in a professional manner. Music should never be used simply as entertainment for the detailers or Candidates. Detailers shall refrain from using nicotine products, energy drinks, or coffee in the presence of Candidates.

5.4 Counseling Guidelines. One-on-one interaction and counseling requires careful consideration. The general Navy process to address an individual performance deficiency is to correct, informally counsel, formally counsel, then assign EMI. Detailers should informally counsel Candidates in a setting that allows a private conversation, yet is in plain view, e.g. at the end of a passageway to preclude any appearance of impropriety. Formal counseling for any Candidate will only be done in the presence of the respective Company Officer or SEL. Formal counseling requires a counseling sheet enclosure (3) to be filled out and submitted to the Company Officer/SEL.

5.5 Other Tenant Commands. Naval Station Newport supports several schools and commissioning programs. Maintain a professional relationship with everyone you come in contact with, civilian, or military. If a conflict of any sort arises with a member of another command, alert the NAPS CDO or the closest staff member.

CHAPTER SIX

SAFETY AND RISK MANAGEMENT

6.1 Training Timeouts (TTO). A Candidate, detailer, or staff member may, if they feel physically or mentally threatened, witness a safety violation, or sees a person in distress, call a TTO. In order to call a TTO, a staff member, detailer, Candidate yelling "Training Time Out" and will give the TTO signal. The TTO signal is both hands crossed in a "T" above your head. Once a TTO has been called and/or signaled, all staff, detailers, and Candidates will repeat the phrase "Training Time Out." ALL TRAINING SHALL CEASE IMMEDIATELY. Designated Staff Safety Observer(s) will attend to the safety matter and initiate appropriate Emergency Action Procedures (EAP) if needed. All other staff members or detailers will direct Candidates to a safe location if necessary. TRAINING SHALL NOT COMMENCE UNTIL A STAFF MEMBER VERIFIES AND STATES THAT THE SCENE IS SAFE TO TRAIN. The Training Time Out brief, enclosure (4), will be given before any high-risk training occurs in INDOC and before every evolution to ensure every detailer and Candidate understands their rights and responsibilities regarding TTOs.

6.2 Heat Conditions. To aid in the prevention of heat casualties, heat condition flags are displayed on a small flagpole at the northeast corner of Nimitz Field. Changes in the heat condition will be announced by the Athletic Trainer via email and the chain of command. Detailers shall always be cognizant of the heat condition prior to performing any physically strenuous activities. The following list describes the heat conditions.

1. Condition I (green flag displayed). All activities and exercise are permitted. Proper hydration is always required. 80-84.9F
2. Condition II (yellow flag displayed). When under these conditions, outside PEP, any strenuous activity will be curtailed (acclimation time for Midshipman and Midshipmen Candidates is 3 weeks). 85.0-87.9F
3. Condition III (Red flag displayed). Only moderate physical activity is permitted and must be performed under close supervision. When in this condition, PEP, ITE, and strenuous activity will be canceled. 88-89.9F
4. Condition IV (Black flag displayed). Outdoor, physical activity is not permitted. When in this condition, PEP ITE, strenuous activity and close order drill will be canceled. Exceeds 90F

6.3 Thoughts of the Day (TOD). TOD's will be completed by every Candidate prior to TAPS each night. The TOD will be submitted electronically. In the event that technical issues prevent electronic TOD, candidates will utilize a handwritten memorandum format in their composition book. Squad leaders and platoon commanders will read all thoughts of the day that night and route them to their respective Company Officer the same night. The purpose of the thought of the day is to gauge the current mental state of the Candidates. TOD should be kept private by limiting dissemination only to those in the chain of command with need-to-know. Squad leaders

and platoon commanders will color code thoughts of the day as they review them and brief their Company Officer/SEL on all TOD's assessed at yellow or red.

Green = Overall positive, appropriate motivation level.

Yellow = Low motivation or extraordinary hardship requiring additional support.

Red = concern for physical safety, e.g. thoughts of harming themselves or others, hiding illness or injuries. *Detailers should inform their Company Officer/SEL immediately of any red TOD in order to take appropriate action.*

1. Company Officers will brief red TOD to the XO as required. Red coded TOD will also list the actions taken or proposed to be taken and include a scanned copy of the Candidates TOD.

6.4 Health and Safety.

1. Emergency Action Procedures (EAP). EAP's will be generated and maintained by the Medical Department in conjunction with Athletic Trainers. All training sites will have an Emergency Action Plan on site prior to engaging in training. Immediately before beginning any training evolution the lead instructor present shall perform a safety brief. Safety briefs will cover "Training Time Outs" (TTO) and accountability procedures. Any military staff or detailer is able to enact the Emergency Action Plan (EAP) as needed. Students shall immediately notify any staff or instructor of an injury to themselves or fellow trainees.

2. Hygiene. As stated previously, this is paramount to prevention of illness and injury. Many common issues, e.g. rashes and sickness that cause Candidates to miss training, can be prevented through simple and proper hygiene. All Candidates shall maintain proper hygiene to include showering at least once daily and brushing teeth at least twice daily. Hand washing or sanitizing will be performed before every meal and after every restroom visit. Detailers will not accept unsanitary conditions and will emphasize the importance of hygiene standards. The staff will ensure that the detailers provide adequate time each day for proper hygiene. There should be nightly health checks conducted by detailers to ensure proper hygiene routines are being practiced by Candidates. If there are specific concerns with a Candidate's hygiene it should be brought to the attention of military staff.

3. Sick Call. Sick call will be available to Candidates who are ill or injured every morning. Sick call will be held in Ripley Hall Medical. Sick call hours are Monday-Saturday 0630-0830. Candidates requiring sick call will notify their platoon commanders who will notify their respective company staff. If a Candidate's condition is severe, military staff shall be notified immediately. Candidates will attend breakfast before going to morning sick call, be clean shaven, with proper hygiene, and in proper uniform of the day. Candidates are only authorized medications that are prescribed or verified by the Navy Health Clinic or NAPS medical staff. Prescription medications will be coordinated with the NAPS IDC and Company Leadership and handled on a case-by-case basis.

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4. Sick in Quarters. Any Candidate found too sick or injured to train will be placed SIQ. This decision will be made by a competent medical authority. Three SIQ chits will be issued. SIQ Candidates will retain one chit on their person and provide copies to the following: company staff / taped to room door, and one to the Squad Leader to obtain meals. Once in SIQ status, students will be confined to their rooms.
5. Sanitation. High traffic areas, horizontal surfaces, and door handles will be sanitized daily. Cleaning should be performed with soap or bleach and hot water. Platoon commanders and squad leaders will use PCT to periodically spot check cleanliness. Candidate water bottles should be cleaned regularly to prevent mold from developing. A clean water bottle is instrumental to keeping candidates hydrated.
6. Nutrition. Many common issues, e.g. dehydration and constipation, which cause Midshipmen Candidates to miss training can be easily prevented through proper nutrition. As stated previously, detailers will monitor Candidates at meals and ensure that they are eating well-balanced diets with ample fiber, fruits, vegetables, and hydration. Water bottles are for water only. Detailers will clean water bottles nightly.
7. Lower Leg Injuries. One of the most common causes of lost training time during INDOC is lower leg injuries. The approved INDOC program includes daily drill, PT, intramurals, other military training, and constant marching between evolutions. Candidates walk, march, and run several miles each day, placing significant strain on lower legs. Detailers will be careful not to increase the risk of lower leg injuries by adding unscheduled activities, e.g. training that requires additional running, jumping, marching, or placing strain on lower legs. Plan ahead and manage time to move Candidates between evolutions at a normal marching pace. Running in footwear other than running shoes is not authorized.
8. Mishaps in Ripley Hall. Ripley Hall is susceptible to damage from any activities that cause Candidates to run into or push up against bulkheads or hatches. Activities inside Ripley Hall should never involve running, kicking or hitting bulkheads, or leaning or pushing up against bulkheads or hatches. Detailers should exercise extra care if decks and ladder wells are wet with sweat or rain.
9. Fire Bill. Platoon Commanders and Squad Leaders will instruct their squads on proper evacuation procedures for Ripley Hall.

CHAPTER SEVEN

SPECIFIC DETAIL GUIDANCE

7.1 Leadership Development and Education Program. The Leadership Development and Education Program (LDEP) provides an opportunity for the INDOC Detail to learn the policies, instructions, and planned execution of the summer, prior to interacting with the new Candidates. The goal is to prepare them to be effective leaders and trainers. A thorough LDEP program can increase the effectiveness and efficiency of INDOC, but only if the detailers are enthusiastic learners and make the most of this opportunity.

7.2 Rules and Regulations.

1. Misconduct. Violations of Regulations, DD Form 2982 or the UCMJ by detailers will not be tolerated and are grounds for immediate relief and return to USNA.
2. Manning levels. At a minimum, 75% of detailer staff should be present at all times with the Candidates during the period of reveille to TAPS, on deck, and postured to train and react to emergency situations.
3. Detailer Rooms. Detailers are housed in King Hall, which is maintained by Officer Training Command Newport. Detailers will ensure their rooms are in Bravo condition before beginning each day. Doors will be left open while not occupying the room. Rooms are always subject to inspection by NAPS or OTCN staff during the working day. Detailers will clean their rooms and common spaces and have them inspected by NAPS staff. Detailers will execute proper checkout procedures with their respective company staff and will checkout with the CDO prior to departing Newport.
4. Detailer Liberty. Liberty is an opportunity to relax and decompress. The midshipman detailer chain of command is responsible for ensuring that the cadre receive an appropriate amount of time for R&R to ensure maximum performance and readiness to train. Detailer liberty must be coordinated through the Midshipman Battalion Leadership and approved by respective Company Staff. Liberty may be granted at the discretion of the CO/SEL per the following guidelines:
 - a. The Commanders and Executive Officers will never be on liberty or overnight at the same time. This also applies across all levels, from Battalion, Company, and Platoon.
 - b. Companies will maintain a minimum of 75% of detailers fit for duty (not SIQ, etc.) and not on liberty or overnight. Liberty begins at CO/SEL discretion and ends at 2330.
 - c. Each detailer shall take a minimum of one overnight and may take a maximum of three overnights during the set.

d. Overnights may be granted every night of the week with the approval of that detailer's midshipman and active duty chain of command. Company Staff must ensure that overnights do not conflict with scheduled events. Overnight liberty begins at the CO/SEL's discretion and ends at 1130 the next day. Company Commanders shall provide an overnight plan and schedule to their CO/SEL.

e. Detailers and staff shall not wear civilian attire or spirit gear in candidate spaces. The Uniform of the Day (UOD) (or better) or approved Plebe Summer PT gear are the only authorized attire in candidate spaces. Detailers must change from civilian clothes into approved uniform prior to entering candidate spaces.

f. Companies will maintain a liberty log that accounts for all Detail members off deck while not engaged with training. Active duty staff may access a company's liberty log at any time to ensure accurate accountability and recall detailers in case of emergency.

g. All unit commanders reserve the right to secure liberty for any individual(s) under their authority at any time. If liberty is secured, that commander shall inform their equivalent Active Duty Staff member of reason, duration, and any corrective action required.

h. Liberty will not be authorized during certain mandatory events, including candidate in-processing on arrival days, the Oath Ceremony, initial PT session, TBEs, the Physical Readiness Test, and NITRO.

5. Tobacco Use. Detailers shall not use any nicotine or tobacco products in the presence of Candidates.

6. Alcohol Use. Detailers above the age of 21 may consume alcohol only while on liberty, but will cease drinking 8 hours prior to their first contact with Candidates. Detailers must be completely free from the effects of alcohol before engaging in training. Under no circumstances will detailers drink or be intoxicated in the presence of Candidates. Alcohol will not be consumed nor stored in the King Hall barracks.

7. Uniforms. Detailers are expected to maintain the highest uniform and grooming standards while aboard NAPS. Detailers must be the example of military professionalism. At all times, detailers will be in either the same uniform as the Candidates or a more formal uniform. During PEP, identical PT gear will be worn by all individuals. All detailers are required to have Summer Whites, NWUs, PEP gear, and a water vessel or container.

8. Ali-hands events. All detailers will be present during the following events: arrival phase, Team Building Exercises (TBEs), NITRO, PRT, briefs with NAPS CO/XO.

9. Professionalism. Detailers are expected to maintain a professional demeanor when interacting with candidates, civilian faculty, and military staff members.

a. TAD officers will be considered a member of the MILSTAFF for reporting and request purposes. TADs and detailers shall maintain a professional relationship at all times. Detailers will respect the positional authority of all TADs.

b. Detailers maintain proper decorum and courtesies in front of candidates at all times, whether they are directly interacting with them or not.

7.3 Evaluations.

1. The NAPS military staff will complete a standard individual evaluation for the Midshipmen Detail enclosure (5). The INDOC OIC will evaluate the Battalion Staff and each Company Officer will evaluate their respective staff.

2. Detailers will assist the NAPS military staff in selecting the NAPS Battalion staff of Candidates, or "Stripers," for the first Marking Period of the academic year. The selection of the first set of stripers is based upon each Candidate's performance throughout the INDOC period. Enclosure (6) describes Candidate striper responsibilities during the academic year.

3. Prior to the completion of INDOC, the Squad Leaders will provide a detailed written description of the performance of each Candidate to the Company Officer and SEL. This shall establish a baseline of performance as the Candidates embark on their academic year requirements.

7.4 Detailer Battalion Organization.

1. Battalion Commander (BC). Responsible to the Officer in Charge (OIC) of INDOC for carrying out the orders of the NAPS Commanding Officer and the Battalion Officer. Overall responsible for the professional execution of the military indoctrination schedule. The BC reports to the Officer in Charge (OIC) of INDOC.

2. Battalion Executive Officer (BXO). Responsible for all muster lists and the Plan of the Day (POD). Enforces regulations throughout the Battalion. The BXO reports to the BC and will act as BC when required. The Battalion Operations, Battalion Adjutant, Battalion Training, Battalion Operations, and Battalion Master at Arms will report to BXO for assigned duties.

3. Battalion Operations Officer (BOPS). Responsible to the BC operationally. The BOPS will keep the Battalion on task with the daily training schedule and assist BC and BXO in administrative matters. The BOPS will be in charge of organizing all administrative functions for any particular event, to include galley operations (chow schedule), boxed chows, and the completion of required forms. BOPS must coordinate closely with the NAPS Battalion Operations Officer, as well as the Midshipman Detailer Company Operations Officers. In addition to their responsibilities as BOPS, the BOPS shall also serve as the Battalion Safety

Officer. They will work with medical and athletic trainers to ensure all high-risk screeners are properly filled out and done in the appropriate amount of time for proper execution. They will work with the assigned TAD Officer to handle all light-limited duty (LLD) candidates during PEP sessions and they will coordinate the schedule for the morning stretch/ roll-out routine. Lastly, the BOPS will ensure that all safety measures have been met before the start of all high-risk evolutions.

4. Battalion Adjutant (BA). Responsible to the NAPS Senior Watch Officer administratively for the preparation of the Candidate and detailer watch bill. The BA will develop an effective watch training program for the Battalion. Responsible for tracking and maintaining accountability of the Candidates who are in a medical status.

5. Battalion Master-at-Arms (BMAA). The BMAA facilitates the cleaning and maintenance of the Battalion, as well as coordinates with the NAPS 1st LT shop for the issue and storage of all cleaning supplies, linen issues, and report/record all material discrepancies within the Battalion spaces. The BMAA shall coordinate with their counterparts within each company to ensure discrepancies are being addressed appropriately.

7.5 Detailer Company Organization.

1. Company Commander (CC). Responsible to the BC, with ultimate authority residing with the Company Officer/SEL. Responsible for maintaining the company in the highest state of efficiency, carrying out his/her company's portion of the schedule, the material condition of the company spaces, and the development of all Candidates.

2. Company Executive Officer (CXO). Assists the CC and is the overall administrative coordinator for the company. Responsible to the CC for the companies' watch bills and personnel matters, to include medical status of Candidates.

3. Company Ops (COPS). Responsible to the CC. COPS shall ensure that all SCEs are appropriately documented IAW this instruction and is responsible for ensuring that the rest of the Company Leadership is prepared to execute the days schedule. COPS shall support the CC and CXO in the execution of their responsibilities and administrative requirements. Responsible for all medical waivers for all high risk activity events.

4. Company Training Officer / Master-at-Arms (CTMAA). Responsible to the CC, CXO, and COPS for ensuring consistency of training across the Company. CTO shall track training completed during PCT to ensure that all training requirements are met, and that all Candidates within the company are trained and performing at the level necessary to be successful at NAPS. The CTO is integral to the creation of an INDOC PCT schedule and should ensure that the status of training is briefed to the Company Officer / SEL daily. CTO are encouraged to formulate training outside of what is enclosed in this instruction that will promote motivation and address training deficiencies as they are identified.

7.6 Detailer Platoon Organization.

1. Platoon Commander (PC). Responsible to the CC for carrying out policies of the Company Officer and BC. Shall maintain a high degree of efficiency in the platoon. Staff functions such as watch bills, operations and administration billets normally delegated, shall not be delegated past the PC ensuring that squad leaders are free to work with their squads. Responsible to the CC via the CXO for the proper utilization of PCT and all additional “grey space” that may result from uncontrollable circumstances.
2. Platoon Executive Officer (PXO). Assumes command of the platoon in the absence of the PC. In charge of the gathering and distribution of mail (all detailers will receive training on mail when they arrive to NAPS). Assists the CXO in ensuring all platoon members are aware of, and reports promptly, to all medical and dental appointments. Responsible to the PC operationally, and is in charge of tracking the progress of training throughout the platoon. Responsible for tracking all Candidates who are SIQ or LLD.
3. Platoon MAA / OPS (PMOPS). Responsible to PC for execution of the daily schedule. PMOPS must work closely with COPS to ensure all training requirements are met. They will coordinate all outside support necessary to accomplish the plan of the day. PMOPS shall also report all material discrepancies as they arise to the Battalion MAA.
4. Squad Leader (SL). Responsible to the PC for the training, care and performance of the squad, the basic unit of the battalion. Responsible for the performance of the squad in all classes, exams, drill periods, and athletic events. Responsible for ensuring that all squad members eat adequately at all meals (including SIQ) and ensuring that each Candidate is properly hydrated. SLs will read each thought of the day in their squad and color code them appropriately.

LIST OF ENCLOSURES AND PURPOSE

ENCLOSURE (1) CANDIDATE ESSENTIAL TASK LISTING. The purpose of this enclosure is to establish a baseline of items that Candidates need to know at a minimum at the completion of Indoc.

ENCLOSURE (2) MAP OF NAPS AND APPLICABLE BUILDINGS. The purpose of this enclosure is to familiarize staff and detailers with "training country." For individuals who have never been to Naval Station Newport, take some time to view the maps to familiarize themselves with the area.

ENCLOSURE (3) CANDIDATE COUNSELING AND GUIDANCE FORM. The purpose of this form is to help detailers guide a successful and appropriate counseling session with Candidates. Any counseling done during INDOC will use this form, and this form SHALL be filled out and turned into the Company Officer or SEL.

ENCLOSURE (4) TRAINING TIME OUT (TTO) BRIEF. The purpose of this enclosure is to mitigate every high-risk evolution that we do here at NAPS. As well as to encourage every Candidate, Midshipmen, and Staff member to be a part of the safety solution.

ENCLOSURE (5) DETAILER EVALUATION FORM. This is the form that will be used to evaluate detailers after the completion of their NAPS training. This form will be submitted to the Academy.

ENCLOSURE (6) RESPONSIBILITIES FOR STRIPERS DURING THE AC YEAR. This list will help detailers understand the responsibilities of the Candidate Stripers during the Academic Year. This will only be used in the selection of the stripers.

ENCLOSURE (7) GENERAL MISHAP GUIDELINE FOR NAPS. This form will be used as a guideline for any mishaps that occur during the NAPS INDOC training. This form contains information on emergency response and applicable phone numbers.

Candidate Essential Task List

Customs and courtesies

- Basic responses
- Who to salute, when to salute
- How to address a Commissioned Officer/Senior Enlisted
- Drill, Formation, Marching
- Colors Procedures

Uniforms

- How to properly wear uniforms based off regulations
- How to properly label all uniform items (See Regulations Book Ch. 6)
- Practical exercise, formal inspections
- What is acceptable vs. not acceptable (based off hours, time, date, etc)
- Hygiene standards and verification during inspections (shave, what is an acceptable haircut, etc)

Room Standards

- 'Reporting in' procedures for room inspection (teach, rehearse, practical application)
- Different types of inspections (Bravo, Super Bravo, Alpha)
- Actually undergo all different types of inspections (performed by detailers)
- How to properly clean (top to bottom) room
- How to clean common areas
- Properly make a rack
- Properly organize uniforms
- Properly organize shelves, drawers
- When doors should be opened vs. closed

Accountability

- TAPS accountability procedures- significance, importance
- Accountability by the numbers (ex- squad 10/11, one at medical...)

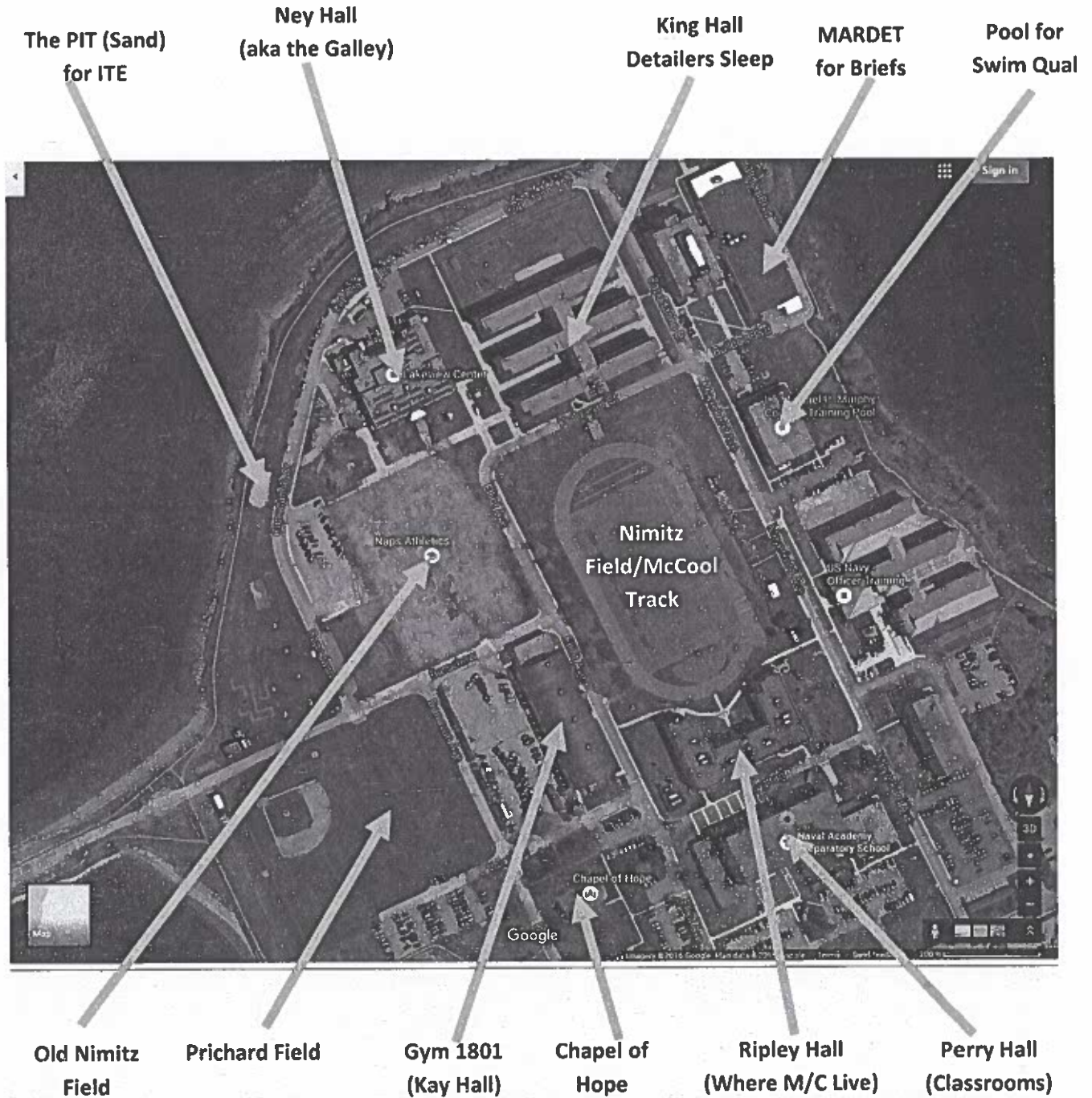
Watch Standing

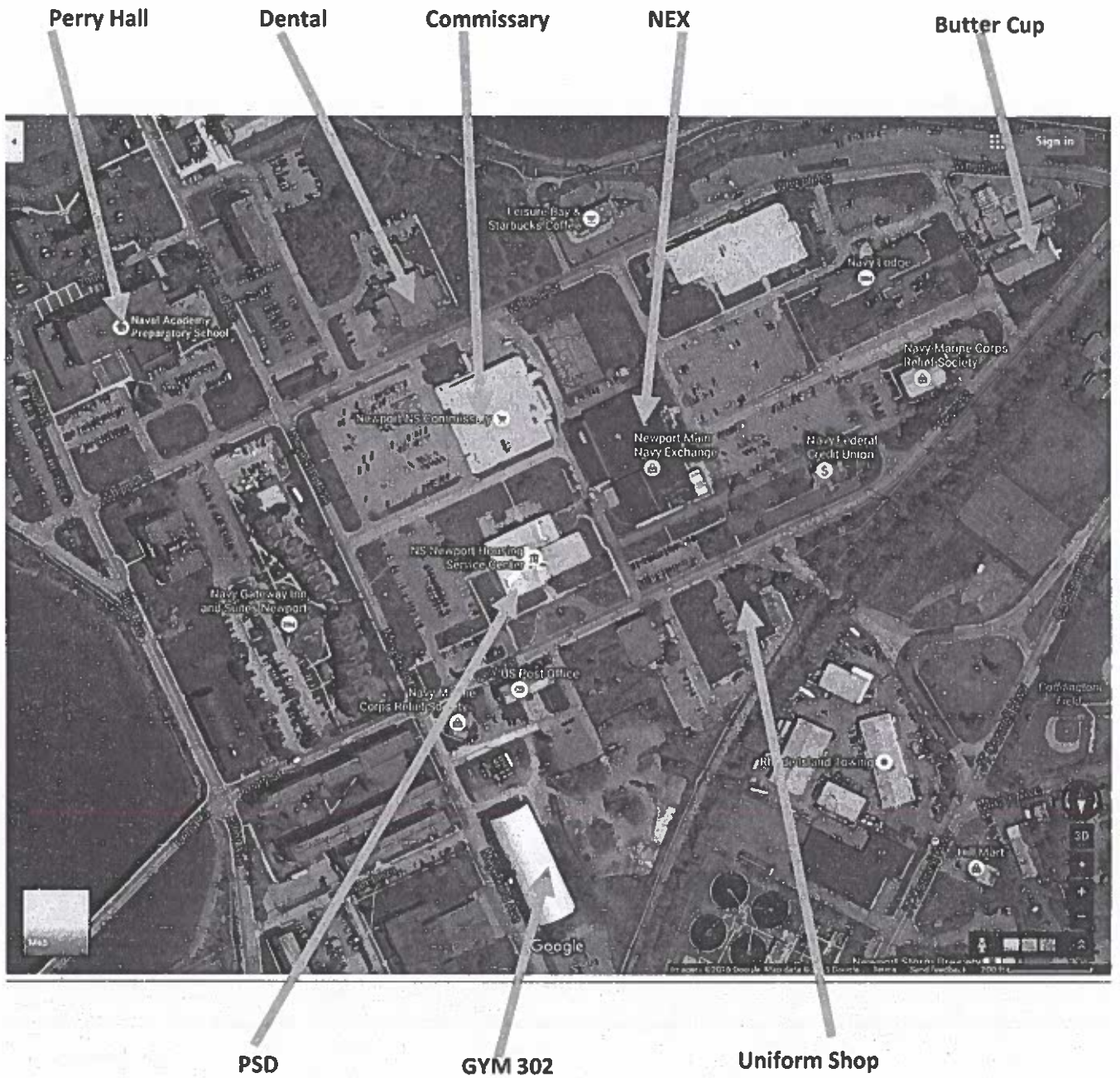
- INST needs to be a key part of INDOC, rehearse at watch desk, practical exercise, how to rove
- Need to understand the nuances of the various billets
- Duty Platoon clean up responsibilities

****Train to standard, not personal opinion****

****Crawl (performance manual instruction/classes), Walk/Run (practical application- DO!)**

MAP OF NAPS AND APPLICABLE BUILDINGS





COUNSELING SHEET		DATE:
<p>PRIVACY ACT STATEMENT <i>The authority for requesting the following information is contained in 10 USC 8012 and EO 9397. The data will be used to document counseling actions not prescribed in other directives. Data is also releasable to higher headquarters officials when used to support administrative separation or UCMJ actions. Completion of the form by a counselor is mandatory; however, disclosure of information or facts by the counselee is voluntary. Failure to disclose information or facts, however, may not be in the counselee's best interest in the event that administrative, disciplinary or separation action is subsequently deemed warranted by the counselee's commander.</i></p>		
<p><u>NAME: (Last, First)</u></p>		<p><u>GRADE</u></p>
		<p><u>COMPANY - PLATOON</u></p>
<p><u>ORGANIZATION</u> NAVAL ACADEMY PREPARATORY SCHOOL</p>		<p><u>NAME / GRADE OF COUNSELOR</u></p>
<p><u>AREA OF DISCUSSION</u></p> <p><input type="checkbox"/> MILITARY APTITUDE / CONDUCT</p> <p><input type="checkbox"/> HONOR / MORAL CONDUCT</p> <p><input type="checkbox"/> MENTAL/ACADEMIC PERFORMANCE</p> <p><input type="checkbox"/> PHYSICAL PERFORMANCE</p>		<p><u>PURPOSE OF DISCUSSION</u></p> <p><input type="checkbox"/> INFORMAL - DISCIPLINARY</p> <p><input type="checkbox"/> FORMAL - DISCIPLINARY</p> <p><input type="checkbox"/> POSITIVE / RECOGNITION</p> <p><input type="checkbox"/> PERIODIC / ROUTINE</p>
<p>DESCRIPTION OF PERFORMANCE (completed by counselor):</p>		
<p>COUNSELEE COMMENTS (ex: how will you make sure this doesn't happen again, what resources are you going to use, etc.)</p>		
<p>COUNSELEE'S SIGNATURE:</p>		<p>COUNSELOR'S SIGNATURE:</p>

Training Time Out (TTO) Brief

(To be completed before any High Risk evolution)

A Candidate, Midshipman, or staff member may, if they feel physically or mentally threatened, witness a safety violation, or sees a person in distress, may call a Training Time Out (TTO). A TTO may be called verbally by a staff member and/or Midshipmen/ Midshipmen Candidate yelling "Training Time Out" and giving the TTO signal. The TTO signal is both hands crossed in a "T" above your head (Demonstrate Signal). To reiterate, any staff member, Midshipmen, or Midshipmen Candidate may call a TTO to alert staff members when a safety concern has been observed. Once a TTO has been called and/ or signaled, all staff, Midshipmen, and Midshipmen Candidate will repeat the phrase "Training Time Out." **ALL TRAINING SHALL CEASE IMMEDIATELY.** Designated Staff Safety Observer(s) will attend to the safety manner and initiate appropriate Emergency Action Procedures (EAP) if needed. All other staff members and/or Midshipmen will direct all other Midshipmen Candidates away from the safety manner and into a safe location. **TRAINING SHALL NOT COMMENCE UNTIL A STAFF MEMBER VERIFIES AND STATES THAT THE SCENE IS SAFE TO TRAIN.** Calling a TTO is a safety procedure that allows Midshipmen, Midshipmen Candidates, and staff to stop a training evolution and should only be utilized when an actual emergency or safety issue is made a concern.

Conditions that will generally trigger a TTO are chest pain, headache with blurred vision and dizziness, difficulty breathing, if someone loses consciousness, or any other mental/ physical distress. Leg cramps, cramp in a side, congestion, tiredness, or minor discomfort does not generally call for a TTO.

It is everyone's responsibility to properly understand the level of gravity in any given situation in order to efficiently manage our emergency action plan resources and minimize our training cessation periods due to issues not deemed emergent, grace, or where immediate medical attention is not warranted.

If you are injured or experience minor discomfort in a manner that DOES not require an emergent action such as a Health Care Provider, AED, CPR or Base EMS, locate the closest staff member for assessment and follow-on directions. Your safety and well-being is our highest priority.

The bottom line is no one will deter another from calling a TTO, but everyone should understand and ensure calling TTO is used in the appropriate manner.

IF YOU SEE SOMETHING, SAY SOMETHING.

DETAILER EVALUATION FORM

MIDN ____/C _____ Alpha: _____

Ranking: ____ OF ____ Aptitude for Commission Grade: _____

Please provide specific, detailed comments in each of the following areas. Avoid the use of generic phrases, such as “Good leader” “Good Honor,” and “works really hard.” Instead, provide specific examples from their accomplishments that illustrate their level of performance in each of these areas.

LEADERSHIP:
PERFORMANCE:
COMMUNICATION:
PROFESSIONALISM:

(Use back as necessary)

Midshipman:	_____	_____	_____
	Signature	Title	Date
Evaluator:	_____	_____	_____
	Signature	Title	Date
Reviewing Officer:	_____	_____	_____
	Signature	Title	Date

RESPONSIBILITIES FOR STRIPERS DURING THE AC YEAR

a. Battalion Candidate Staff. Battalion level Candidate staff shall report to their assigned NAPS Company Officers for the proper performance of their duties.

(1) Battalion Commander. The Battalion Commander is the senior striker and reports directly to their assigned Company Officer. The Battalion Commander is responsible for ensuring the battalion executes the calendar. The Battalion Commander is responsible for all matters relating to the personnel accountability and compliance with regulations for all Midshipmen Candidates in the battalion.

(2) Battalion Executive Officer. The Battalion Executive Officer acts as the Battalion Commander when required and reports to the Battalion Commander. The Battalion Executive Officer (BXO) will be responsible for battalion administration and assists the Battalion Commander in enforcing the regulations for all Midshipmen Candidates in the battalion. The BXO is responsible for the promulgation and execution of the nightly TAPS sheet.

(3) Battalion Master at Arms. The Battalion Master at Arms (BMAA) coordinates the cleaning and maintenance of Ripley Hall's common spaces. The BMAA is responsible for promptly reporting all physical security discrepancies existing in NAPS buildings and assists the Battalion Commander in enforcing all regulations for all Midshipmen Candidates in the battalion. Additional duties and responsibilities are as follows:

(a) Coordinate with the NAPS Supply clerk concerning the issuing and storage of all cleaning supplies as well as the issuing of linens.

(b) Record all material discrepancies within the battalion and make a report to the NAPS Drill Instructor and the 1st Lieutenant Shop.

(c) Verify cleanliness of company cleaning gear lockers, and associated equipment.

(d) Good order and discipline of the Battalion.

b. Company Staff. Company strippers are responsible to their respective Company Officer/SEL for the proper performance of their duties.

(1) Company Commander. The Company Commander is the senior striker in their company. The Company Commander is responsible to the Company officer/SEL for the personnel accountability, conduct, operation, appearance of the company, and regulation compliance by all Midshipmen Candidates in the company.

(2) Company Executive Officer. The Company Executive Officer will assume the duties of the Company Commander in his/her absence, supervise the company staff, and report to the Company Commander on all administrative matters within the company. They will review their respective platoons' watch bills prior to submission for approval. Additionally, the Company

Executive Officer will assist the Company commander in enforcing all regulations for all Midshipmen Candidates in the company.

(3) Company Master-at-Arms. The Company Master-at-Arms (MAA) coordinates the cleaning and maintenance of the company area. The Company MAA assists the Company Commander in enforcing all regulations for all Midshipmen Candidates in the company. Additional duties and responsibilities are as follows:

(a) Coordinate with the Battalion MAA concerning the issuing and storage of all cleaning supplies as well as the issuing of linens.

(b) Record all material discrepancies within the respective company area and make reports to the Battalion MAA.

(c) Responsible for the retrieval, storage, and issuing of paper and toner for company printers.

(d) Keep the respective company's cleaning gear locker organized, supplied and clean.

(e) Keep the respective company's vacuum(s) clean and in good working order.

(4) Platoon Commander. The Platoon Commander is the senior striper in the platoon and answers to their respective Company Commander/Company Executive Officer for all matters relating to personnel accountability and the compliance with regulations for Midshipmen Candidates in the platoon.

(5) Platoon Executive Officer. The Platoon Executive Officer (XO) acts in the same capacity and performs the same duties as the Company Executive Officer, at the platoon level. The Platoon XO is responsible for organizing and maintaining his/her respective platoon bulletin board, liberty log, and assists the Platoon Commander in enforcing all regulations for all Midshipmen Candidates in the platoon. In addition, the Platoon Executive Officer will write the platoon watch bill and submit it to the Company Executive Officer. The PXO runs TAPS.

(6) Squad Leaders. Four Squad Leaders are assigned per platoon. Each Squad Leader reports to their respective Platoon Commander on all matters relating to personnel accountability and compliance with regulations for persons within his/her respective squads.

(7) Platoon Master-at-Arms. The Platoon Master-at-Arms (MAA) coordinates the cleaning and maintenance of the platoon area. The MAA is the physical security manager for his/her respective platoon area. The Platoon MAA assists the Platoon Commander in enforcing all regulations for all Midshipmen Candidates in their platoon. Additional duties and responsibilities are as follows:

(a) Coordinate with the respective Company MAA concerning the issuing and storage of all cleaning supplies as well as the issuing of linens.

(b) Record all material discrepancies within respective platoon areas and make reports to the Company MAA.

(c) Assist respective Company MAA in keeping the cleaning gear locker organized, supplied, and clean.

GENERAL MISHAP GUIDELINES FOR NAPS

1. EMERGENCY RESPONSE. In any incident where life, limb, or sight is threatened, immediately dial 911. In the event of an emergency, accident, or mishap, initial actions will be taken in accordance with this enclosure. The Command Duty Officer (CDO) shall be immediately notified. The OIC, and the Chain of Command as necessary, to include the NAPS Safety Officer. The following information will be reported:

- a. NATURE OF INCIDENT
- b. LOCATION
- c. NAME OF INJURED
- d. EMERGENCY ASSISTANCE (Required or already provided)

2. REPORT OF EMERGENCY TO SERVICE ACTIVITY. When reporting an emergency to an assisting activity (e.g. Hospital), give the following information:

- a. YOUR NAME
- b. YOUR COMMAND
- c. LOCATION OF TROUBLE (bldg. number/deck/office/room)
- d. ASSISTANCE REQUIRED
- e. YOUR PHONE NUMBER

3. MEDICAL INJURY OR ACCIDENT

a. Notify the NAPS IDC. Notify Naval Health Clinic New England (NHCNE) Newport, ext. 6755/6829/3771, if needed. Hours are as follows:

- | | |
|--------------------------|-----------|
| (1) Monday – Friday | 0730-1600 |
| (2) Saturday, | CLOSED |
| (3) Sunday, and Holidays | CLOSED |

b. Arrange transportation via either NAPS Government van or Ambulance, as appropriate. After normal NHCNE working hours all injured personnel will be transported to Newport Hospital.

c. Ambulance service is available 24-hours a day by calling 911.

4. EMERGENCY PHONE NUMBERS:

- a. EMERGENCY 911
- b. FIRE 841-3333
- c. AMBULANCE 841-3333
- d. BASE POLICE 841-4041
- e. EOD 832-3301

5. NON-EMERGENCY NUMBERS:

- a. PUBLIC WORKS 841-3841

6. CHAIN OF COMMAND NUMBERS:

- a. CO (401)841-2692 (Office)
- b. XO (401)841-2693 (Office)
- c. CDO (401)641-0752 (Cell)

7. GENERAL INFORMATION:

- a. Fire extinguishers are in all wings and main passageways.