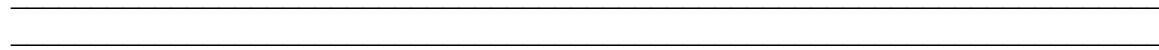


Naval Academy Preparatory School Midshipman Candidate Performance Manual

NAPSINST 5400.1K

14 Jul 2025



Department of the Navy

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NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 5400.1J

From: Commanding Officer Naval Academy Preparatory School

Subj: NAVAL ACADEMY PREPARATORY SCHOOL (NAPS) PERFORMANCE MANUAL

Ref: NAPSINST 1610.1I

Encl: (1) NAPS Midshipman Candidate Regulations

1. Purpose. To publish the NAPS Performance Manual.
2. Cancellation. NAPSINT 5400.1J
3. Information. The NAPS Midshipman Candidate Regulations, published as enclosure (1), is required knowledge and compliance by all members of the NAPS Battalion. For the purpose of this instruction, Candidate refers to both Midshipman Candidates and Coast Guard Cadet Candidates.
4. 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.
5. Review and Effective Date. Per OPNAVINST 5215.17A, the NAPS Executive Officer will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or canceled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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/AdminSupport/Inst/> and NAPS Intranet Web site, \\ward-rufs-01\NAPS-Working\Application Window Documents\WebPage\instructions.html

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CHAPTER ONE: ROUTINE EVENTS

1.1 BATTLE RHYTHM

1) Monday – Friday (Full Day Schedule)		2) Wednesday	
Reveille	0530	Reveille	0530
Morning Meal Formation	0550	Morning Meal Formation	0550
Morning Meal	0600-0640	Morning Meal	0600-0640
Duty Platoon/Company Cleanup	0645-0715	Duty Platoon/Company Cleanup	0645-0715
Morning Quarters	0715-0725	Morning Quarters	0715-0725
1 st Period Class	0730-0830	Test	0730-0845
2 nd Period Class	0835-0935	Military Training Period	0900-1130
3 rd Period Class	0945-1045	Noon Meal Formation	1200-1210
4 th Period Class	1050-1150	Noon Meal	1215-1255
Noon Meal Formation	1200-1210	Extra Instruction(EI)	1300-1530
Noon Meal	1215-1255	Sports Period	1545-1745
5 th Period Class	1310-1410	Evening Meal	1800-1840
Afternoon EI Period	1415-1530	Duty Platoon/Company Cleanup	1840-1900
Sports Period	1545-1745	Evening Study	1900-2100
Evening Meal	1800-1840	Personal Time	2100-2200
Duty Platoon/Company Cleanup	1840-1900	TAPS Sheets Open	2130-2150
Evening Study	1900-2100	Accountability	2150
Personal Time	2100-2200	Muster Complete/Lights-out/TAPS	2200
TAPS Sheets Open	2130-2150		
Accountability	2150		
Muster Complete/Lights-out/TAPS	2200		
3) Saturday		4) Sunday	
Reveille	0530	Soft Reveille	0530
Morning Meal	0600-0640	Morning Meal	0600-0640
Battalion Formation with CDO	0650	Duty Platoon / Company Cleanup	0700-0800
Duty Platoon/Company Cleanup	0700-0800	Liberty Call (CDO Discretion)	TBD
Study Period	0800-1100	Noon Meal	1215-1255
Perry Hall Clean-Up	1115-1145	End of Liberty Formation	1730
Liberty Formation/Uniform Inspection	TBD	Evening Meal	1800-1840
Noon Meal	1215-1255	Duty Platoon/Company Cleanup	1840-1900
Evening Meal	1800-1840	Evening Study	1900-2100
Duty Platoon Cleanup	1840-2000	Personal Time	2100-2200
TAPS Sheets Open	2230	TAPS Sheets Open	2130-2150
End of Liberty	2200	Accountability	2150
Personal Time	2200-2300	Muster Complete/Lights-out/TAPS	2200
Accountability	2250		
Muster Complete/Lights-out/TAPS	2300		

Weather Contingency- Base Opening delayed to a time after 1000 but not later than 1200 *		Weather Contingency- Base Opening Delayed to a time not later than 1000	
5) Normal Day		8) Weather Contingency (Monday-Friday)	
No Classes		Shoveling Snow	0640-1000
EI Period (liberal use of remote)	1300-1530	1st Period	1025-1110
6) Test Day		2nd Period	1115-1200
Test	1300-1415	3rd Period	1310-1355
EI Period (liberal use of remote)	1420-1530	4th Period	1400-1445
7) Weather Contingency Test Day		5th Period	1450-1535
Shoveling Snow	0640-0900		
Test	1030-1145		

***Weather Contingency Communications Plan**

- Supervisors will have a plan to quickly communicate to everyone in their calling tree if the command makes the decision to execute the Weather Contingency schedule due to a weather event. Typical times for announcements or updates will be 0800, 1200, 1600, and 2000 during a weather event. (evening SI's and tutors should not travel before the 1200 update)
- The command notification message will normally be terse. For example, Today: normal ops; tomorrow: Weather Contingency Schedule, first period at 1100. The supervisor may add details or requests for information such as who will provide EI at what times.
- Academic Supervisors will ensure updates are made to the Supplemental Instructor and Tutors Schedule, available from the Staff Window and Student Window, to inform students of EI availability.
- When remote teaching is exercised as an option, instructors will ensure they can email their sections pertinent information.

1.2 REVEILLE

1. Candidates will begin their day upon the sounding of reveille. At reveille, Candidates shall be out of their racks with all overhead lights on. **All doors must be open no later than 15 minutes after reveille.**

2. Authorization to leave Ripley Hall prior to reveille must be granted by either a special request chit or movement order via Early Reveille Chits, signed by Company Officers or SEL. **YOU SHALL NOT MISS MORNING FORMATION.** Athletic coaches must sign off on Early Reveille Chits for athletes playing on sports teams.

1.3 SICK CALL

Sick call is held in the Ripley Hall Medical Office. Sick call hours are 0600-0800 Monday-Friday unless altered by the Plan of The Day (POD). All Candidates shall report to Medical in the Uniform of the Day (UOD) or regulation PT gear with proper hygiene (i.e. shaved, showered, and teeth brushed). Upon reporting to medical, candidates will check in utilizing the QR code or link from the NAPS Candidates Links page.. See the Medical and Dental Care section for further guidance. It is the sick candidates responsibility to notify their platoon commander of any box meals they will require.

1.4 QUARTERS, FORMATION, AND MEALS

1. Candidates shall be in an inspection-ready uniform in accordance with (IAW) the POD, as well as covered, when attending formation or quarters. Candidates authorized to wear an alternate uniform for medical purposes must carry their chit on their person at all times.

2. Formations and/or quarters will be attended by all Candidates unless sick in quarters (SIQ), excused per the table of priorities (Chapter 2.1), or by special request chit. A Candidate must inform their chain of command, to include their Candidate leadership, if they will miss formation and/or quarters.

3. Candidates shall conduct themselves in a professional manner during formation and/or quarters as well as maintain silence while word is being passed.

4. Formation may be held inside due to inclement weather or as determined by the Commanding Officer, Executive Officer, Battalion Operations Officer, or Command Duty Officer.

5. Morning Meal is mandatory and must be preceded by a formation where 100% accountability is attained and reported to the Command Duty Officer. Candidates shall then march to Ney Hall. The morning meal times of 0600 – 0640 shall be strictly adhered to. Any person who requires breakfast outside of the designated time, will not be permitted to eat in the galley and will instead be required to receive a box chow and depart the galley. The uniform for Morning Meal is the uniform of the day.

7. Noon Meal is mandatory for all hands and must be preceded by a formation where 100% accountability is attained and reported to the Command Duty Officer, Operations Officer, Executive Officer, or Commanding Officer. Candidates shall then march to Ney Hall. The noon meal times of 1215-1255 shall be strictly adhered to. The uniform for Noon Meal is the uniform of the day.

8. Evening Meal is encouraged for all hands, but not mandatory. Candidates are not required to march to or from Ney Hall but are instead authorized to walk over on their own or in small groups. The evening meal times of 1800-1840 shall be strictly adhered to. The uniform for Evening Meal is the uniform of the day or clean NAPS tracksuit. PT gear is not authorized.

1.5 TAPS AND EARLY/LATE LIGHTS CHITS

1. All Candidates will sign a Platoon TAPS Muster Sheet each evening. On Sundays through Fridays, Platoon XOs will bring the day's TAPS sheet to the CDO for review and signature at 2130, and they shall remain open until 2150. CDOs will open TAPS sheets at 2100, and they shall remain open until 2250.

2. Candidates shall:

a. Remain in their company area after signing TAPS unless authorized to depart by the Command Duty Officer. .

b. Unless on watch, Candidates are NOT allowed outside their rooms between TAPS and reveille, unless approved by movement order, request chit, or delineated in the Plan of the Day.

c. Candidates will be in their rooms when TAPS is sounded.

1.6 AUTHORIZED ABSENCE

1. Authorized Absences require proper excusal from military and academic obligations. The following are examples of authorized absences: movement orders, sick call / SIQ, medical or dental appointments, and previously approved absences granted by appropriate authority in the chain of command (usually by special request chit).

2. No Candidate will be absent from their appointed place of duty without proper authority. Absence for any reason other than those listed above must receive Company Officer approval. Failure to do so will result in punitive action.

3. If the absence involves missing class, Candidates shall inform their instructors via e-mail no later than 24 hours prior to missing a class. The Candidate's Company Officer and SEL shall be copied (cc'd) on the e-mails.

4. If for academic reasons, an instructor feels that missing class would be detrimental, the instructor will notify the Academic Dean and appropriate Company Officer via Division Supervisor.

1.7 LIBERTY

1. Off base liberty is not authorized during MP-1.

2. Weekend liberty:

a. Liberty call begins at the discretion of the Command Duty Officer, but shall not commence earlier than 1100 on Saturday or 0800 on Sunday.

b. Saturday liberty concludes at 2200 for all Candidates.

c. Sunday liberty concludes with a formation at 1730 for all Candidates.

d. Liberty for extended weekends and holidays throughout the academic year will be annotated in the POD and reflected in the Operations Calendar.

e. The uniform for liberty is Summer Working Blues unless otherwise designated as Service Dress Blues or professional civilian attire by the Battalion Officer.

f. Candidates must sign-out in the liberty log when they depart Ripley Hall and sign-in upon return. Any Candidate found to be in violation of this order will be remediated through the conduct system.

g. Candidates traveling beyond 200 miles of Naval Station Newport will submit a special request chit as defined in Chapter Two.

h. Mandatory training or study sessions may occur during normal liberty hours; such training may preclude or limit liberty times. Table of priorities shall be referenced and utilized when resolving a conflict.

i. Beginning with Marking Period 2, overnight liberty may be granted to each candidate up to 3 times per marking period based on academic and athletic performance. Overnight liberties are not transferable or bankable between marking periods.

CHAPTER TWO**TABLE OF PRIORITIES****2.1 TABLE OF PRIORITIES**

1. Candidates shall consult with their chain of command for guidance in resolving conflicts, and inform all necessary parties in advance if an obligation is overruled by a higher priority.

1. Orders to report to the Commanding Officer, Executive Officer, Academic Dean or Command Duty Officer
2. Inquiries or investigations directed by a competent authority
3. Medical appointments
4. Movement Orders approved by the Commanding Officer, Executive Officer, Academic Dean, or Athletic Director
5. Orders to report to Company Officer or Senior Enlisted Leader
6. Mandatory meals while the galley is open
7. Scheduled class
8. Scheduled Physical Readiness Test (PRT)
9. Formations
10. Extra Instruction Period
10. Scheduled Extra Instruction appointments/Comp Blocks
11. Restriction muster, tours, and extra assigned duties
12. Watch
13. Morning and Evening Study Periods
14. Organized sports period, practices, and physical training time
15. Battalion physical training, drill, and military instruction
16. Extracurricular activities and volunteer activities
17. Liberty

2.2 SPECIAL REQUESTS

1. The right of any Candidate to route a special request chit may not be denied nor restricted by any Staff Member or other Candidate. If a Candidate feels that special circumstances warrant an

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exception to any regulation or directive, that Candidate may submit a special request chit to the appropriate approval authority to obtain relaxation or modification of the regulation.

a. Requests will be forwarded promptly through the chain of command to the appropriate level for decision. When appropriate, the reason should be stated if a request is not approved or recommended.

b. No person will, through intent or neglect, fail to act on or forward promptly any request or appeal which is their duty to act on or forward.

c. A special request chit must be submitted at least three working days prior to the request. If the request requires Executive Officer or Commanding Officer Approval, it should be submitted at least a week in advance.

d. Candidates shall not act on a special request, to include booking travel or lodging, until they have final approval as required below.

e. A special request chit that requires missing class shall be routed via the Academic Dean, Company Senior Enlisted Leader, Company Officer, and Executive Officer Final Approval.

f. A special request chit that requires missing an athletic event including practice, shall be routed via the affected coach, Athletic Director, Company Senior Enlisted Leader, Company Officer, Executive Officer, and to the Commanding Officer for Final Approval.

g. The Athletic Director is required to sign any request chits for Candidates on remedial PT when it will impact attendance at remedial PT.

h. Any special request that involves candidates in different companies shall be compiled into one chit, and be routed through at least one staff member in each company, with final approval authority resting with the senior member of Ripley Staff or the Battalion Officer.

2. Approval Authority. Special requests to reduce or suspend punishment (e.g. restriction) that was awarded as a result of an adjudication shall be routed to the adjudicating officer. Other common special requests are addressed below. Candidates shall consult their Company Officer or SEL for any circumstances not covered in this instruction. Although approval authority has been delegated to the chain of command for most special requests, the CO retains ultimate approval authority. Candidates may appeal special requests to the next higher approval authority and ultimately to the CO if they have cause to believe the disapproval is unwarranted.

Approval Authority	Request
Commanding Officer	1. Travel Outside the Contiguous United States (OCONUS) 2. Absence from military obligations $\geq$ 48hrs 3. Emergency leave requests 4. Participation in inherently dangerous activity

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Executive Officer	1. Excusal From any Battalion-level mandatory event 2. Replacement of lost/stolen ID card (second offense) 3. Absence from military obligations < 48hrs 4. Any special liberty for a Candidate who has a TQPA of 2.00 or less.
Company Officer/SEL	1. Missing TAPS and liberty extensions up to 12 hours. 2. Special town liberty, including liberty to attend religious services at a house of worship located within the 35-mile radius. 3. Excusal from military evolutions, including swimming and remedial PT, restriction musters, meals, and formations. 4. Replacement of a lost/stolen ID card (first offense)

2.3 MOVEMENT ORDERS AND EXCUSALS

1. For accountability purposes, a movement order must be submitted to allow Candidates to miss normally scheduled events in order to attend other events, even during normal liberty time.
2. Candidates shall not depart on movement order prior to obtaining approval from the appropriate approval authorities.
3. Movement Orders are considered a military obligation. Candidates who sign up for a movement order are required to attend that event.
4. Further Information on Movement Orders can be found in NAPSINST 6100(series).

CHAPTER THREE

INTERPERSONAL CONDUCT

3.1 GENERAL GUIDANCE

1. All members of the Navy are guided by our core values of HONOR, COURAGE, and COMMITMENT to define acceptable personal behavior among service members and toward those outside of the military. All Candidates are subject to the Uniform Code of Military Justice (UCMJ) which further describes standards of acceptable behavior. Candidates will treat each other with dignity and respect and will always conduct themselves with the utmost professionalism in all interpersonal interactions.
2. When in doubt, a Candidate should consult their chain of command, the life skills instructor, or a trusted mentor for further guidance on acceptable interpersonal interactions.

3.2 HAZING

1. SECNAVINST 1610.2(series) defines hazing 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." Hazing is prohibited and will not be tolerated.
2. Regulations regarding hazing:
 - a. No Candidate may engage in hazing or consent to acts of hazing being committed upon them.
 - b. No Candidate will condone or ignore hazing. Every Candidate has the responsibility to make the appropriate authorities aware of any hazing incidents.
 - c. Reprisal actions against any victim or witness of hazing incidents are strictly prohibited.
 - d. Physical abuse or harassment will not be tolerated in any form. Physical contact is allowed only as necessary to prevent injury or to provide professional instruction (i.e. uniform corrections, during sports, PRT, or drill). Whenever possible, the party initiating contact will notify the other party prior to making physical contact. No amount of physical force is condoned or will be tolerated.
3. Reporting procedures. When reporting any incident involving hazing, Midshipman Candidates should notify his/her chain of command. Hazing incidents can also be reported outside the chain of command to the Command Managed Equal Opportunity (CMEO) Advisor.

3.3 COMMAND MANAGED EQUAL OPPORTUNITY (CMEO) ADVISOR

1. The CMEO Advisor files grievances for hazing, fraternization, sexual harassment, and discrimination of gender, race, national origin, sexual orientation, color, and religion.
2. Discrimination and harassment will not be tolerated at NAPS. If at any time a Candidate perceives that they are the subject of discrimination or harassment by any other service member or government civilian employee, they are entitled and encouraged to seek advice and assistance from the CMEO Advisor and/or their chain of command.
3. Reporting and resolution. The Navy's policy is to resolve issues of discrimination or harassment at the lowest effective level. Candidates are encouraged to attempt to resolve the issue between concerned parties. If this is not effective, the Chain of Command (COC) is the primary and preferred channel to identify, process, and resolve harassment and unlawful discrimination reports.

If the complainant's grievance is not resolved via the immediate COC the complainant may file an informal or formal grievance with the Command Managed Equal Opportunity (CMEO) Advisor via a NAVPERS 5354/2 Grievance Form.

a. Informal. Resolved at the lowest effective level possible; counseling, education, and mediation are used to resolve the complaint.

b. Formal. The Commanding Officer is notified and initiates an investigation. CO deems grievance is unsubstantiated and dismissed; or substantiated and outcome is based on CO's determination.

4. Discrimination.

a. Discrimination is any act or failure to act that is based in whole or part on a person's race, color, religion, gender, sexual orientation, or national origin and adversely affects privileges, benefits, dignity, working conditions, or treatment in employee conditions in past or present. Discrimination is prohibited and will not be tolerated.

b. Regulations regarding discrimination:

(1) Candidates will neither individually or collectively discriminate against another individual or group.

(2) Candidates will not condone or ignore discrimination of which he or she has knowledge or has reason to have knowledge. Candidates will not take reprisal action against a person who provides information on an incident of alleged unlawful discrimination. Reprisals are prohibited regardless of who originates the reprisal action.

5. Sexual Harassment.

a. Sexual harassment is a form of sex discrimination. It includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, passive or indirect actions that create a hostile work environment such as sexually explicit posters, pictures, or screen-savers, and other verbal, virtual, or physical conduct of a sexual nature when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.

(2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

b. Regulations regarding sexual harassment:

(1) Candidates will not commit sexual harassment as defined above. This applies to conduct on and off duty at any location on or off base.

(2) Candidates will not condone or ignore sexual harassment of which he or she has knowledge or has reason to have knowledge.

(3) Candidates will not take reprisal action against a person who provides information on an incident of alleged sexual harassment.

3.4 SEXUAL MISCONDUCT

1. Sexual Misconduct is sexual acts deemed indecent at NAPS or other designated places. Sexual Misconduct is also acts committed under certain circumstances that are service discrediting or prejudicial to good order and discipline.

a. The term "indecent conduct" means that form of immorality relating to sexual impurity that is grossly vulgar, obscene, and repugnant to common propriety.

b. Candidates shall not: engage in sexual misconduct; hold hands while in uniform; exchange intimate contact (e.g. backrubs) at NAPS or while in uniform; display inappropriate or excessive affection in public.

c. Indecent conduct includes observing, making, or wrongfully broadcasting or distributing a videotape, photograph, motion picture, print, negative, slide, or other mechanically, electronically, or chemically reproduced visual material, without another person's consent, and contrary to that other person's reasonable expectation of privacy.

d. Sexual misconduct includes consensual sexual intercourse or sexual acts (oral sex, fondling or groping, etc.) on NAVSTA Newport and NAPS buildings and grounds to include, but not limited to, Ripley Hall, Perry Hall, Gym 302 or 1801, and/or personal vehicles located on base parking lots.

2. Candidates of the opposite sex may enter each other's rooms. One member assigned to the room must be present when those not assigned are present, regardless of the visitor's sex, and doors must remain open with an unobstructed view into the living area (i.e. closet doors cannot be used to obscure the living area).

3. Intimate or sexual relationships between Candidates and military members onboard NAVSTA Newport who are permanent party personnel, students in training, or part of another officer accession program, are strictly prohibited.

4. Reporting procedures. Any person, upon becoming aware of any incident involving sexual misconduct by a Candidate, should notify the Command Managed Equal Opportunity (CMEO) Advisor or the Sexual Assault Prevention and Response (SAPR) Coordinator immediately.

3.5 SEXUAL ASSAULT

1. Sexual Assault is defined as intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. Sexual assault includes rape, forcible sodomy (oral or anal sex), and other unwanted sexual contact that is aggravated, abusive, or wrongful (to include unwanted and inappropriate sexual contact) or attempts to commit these acts. "Consent" means: words or overt acts indicating a freely given agreement to the sexual conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent.

2. There are two types of reporting options for sexual assaults:

a. Restricted Reporting – In accordance with NAPSINST 1752.2(series) and to encourage victims to seek help, an option for confidential disclosure called "restricted reporting" is available. Candidates may confidentially disclose sexual assaults to specified personnel without their identity being known to the NAPS leadership. Restricted reports are controlled by the base Sexual Assault Response Coordinator (SARC), who notifies the NAPS CO that an assault has occurred, but no information about the victim's identity is disclosed. Victims will be offered appropriate care, treatment, advocacy, and support coordinated through the SARC. To make a restricted report, victims must disclose to one of the following: SARC, SAPR Victim Advocate, or Healthcare Provider. Victims may later elect to voluntarily convert a restricted report to an unrestricted report.

b. Unrestricted Reporting – Victims may disclose a sexual assault as an Unrestricted Report that includes the identity of the victim. The victim's identity will only be disclosed to those with an official need to know. Unrestricted reports may be made to any of the personnel identified for restricted reports above, as well as law enforcement, command duty officers, and the victim's chain of command. Such reports will result in notification to the NAPS CO and the Naval Criminal Investigative Service for an official investigation. Victims will be afforded appropriate care, treatment, advocacy, support, and clarification through the reporting, medical, investigative, and legal processes.

3. Sexual Assault Prevention Response, Guidance, Understanding, Information, Direction, and Education (SAPR GUIDE) – SAPR GUIDEs are volunteer Candidates who provide peer resources and have completed a tailored Victim Advocate Training Course. GUIDEs are peers who provide information, initial support, and referral assistance. A victim or witness to a sexual assault may disclose to a GUIDE without losing their right to make a restricted or an unrestricted report. The GUIDE cannot accept an official report of sexual assault, but will help refer victims to the appropriate support, i.e. SARC or Victim Advocate.

4. For further information please reference NAPSINST 1752.2(series).

3.6 FRATERNIZATION

1. Fraternization is a gender-neutral concept used to identify personal relationships that do not respect the bounds of acceptable senior-subordinate decorum. At NAPS, fraternization includes improper relationships and social interactions that are unduly familiar between officers, civilian employees, midshipman, midshipman candidates, and enlisted personnel.

2. Personal, intimate, or sexual relationships between military and civilian staff, faculty, or coaches with Candidates are strictly prohibited. While it is expected that NAPS staff and faculty members will develop strong professional relationships with Candidates, circumstances that call into question a senior's objectivity, result in actual or apparent preferential treatment, undermine the authority of a senior, or compromise the chain of command constitute fraternization and will not be tolerated. Such circumstances include, but are not limited to:

a. Dating, sharing living quarters, intimate or sexual relations, and other similar socializing including inappropriate displays of affection.

b. Engaging in private business activities

c. Any non-professional social relationship of a personal nature.

d. Gambling or borrowing money.

e. Transporting a candidate to or from any location in a privately owned vehicle.

f. Establishing social media relationships.

3. Fraternization can also occur between a Midshipman/Cadet and a Candidate. Candidates are not permitted to date, engage in intimate or sexual activity, or maintain an unduly familiar relationship with members of the Brigade of Midshipmen or Corps of Cadets. This does not prohibit professional interaction between a Midshipman/Cadet and a Candidate, such as providing informal mentoring and advice, so long as the interaction respects the senior-subordinate relationship.

4. Candidates are permitted to date other members of the NAPS battalion, outside of their own platoon. If a dating or intimate relationship forms between members of the same platoon, the Candidates shall submit a chit through their chain of command. Dating couples will be moved to separate platoons.

5. Mentors and sponsors. Candidates will be encouraged to engage in the mentorship and sponsorship program at NAPS. This program allows Candidates to form supportive relationships with military officers, enlisted, and select civilians outside of the NAPS organization. The sponsorship and mentorship programs are overseen and sanctioned by the NAPS CO. The personal relationships formed between Candidates and their sponsors/mentors do not constitute fraternization so long as they observe the bounds of acceptable behavior as described in this instruction.

6. Reporting procedures. When reporting any incident involving fraternization, the Candidate should notify his/her Chain of Command. Fraternization incidents can also be reported outside the chain of command to the Command Managed Equal Opportunity (CMEO) Advisor.

CHAPTER FOUR**PERSONAL CONDUCT****4.1 PROFESSIONAL ETIQUETTE**

1. In regard to the wearing of covers, Candidates shall:

- a. Remain covered during indoor formations.
- b. Remain covered when outdoors, including while seated.
- c. Remove covers and civilian headgear indoors.
- d. Remain covered when standing watch.
- e. Stow covers in an appropriate manner when proper stowage is available.
- f. Maintain a clean cover devoid of dirt or stains.

2. In regard to offering salutes, Candidates shall render and return salutes and appropriate greetings as required by proper service etiquette. When in uniform, candidates are expected to salute personnel in civilian clothes who they recognize as a commissioned officer. Exceptions to rendering salutes include:

- a. At crowded gatherings or in congested areas, only a Candidate addressing or being addressed by an officer senior to them shall render salutes.
- b. Persons at work or otherwise engaged shall salute only when addressed by an officer senior to them and then only if circumstances warrant.
- c. Persons in formation shall salute only on command of the detail leader.
- d. When a medical condition precludes the rendering of a salute (such as when the right arm/shoulder is affected), a Candidate will come to attention and render an appropriate greeting.

3. In regard to rendering honors and other signs of respect, all Candidates shall:

- a. Call "Attention on Deck," at first sight of any mid-grade, field grade, general or flag officer (O-4 and above) anywhere in Ripley Hall.

(1) If within sight or hearing of the call to attention, come to attention and carry on only when the order is given.

(2) If standing watch, following the call to attention, approach the officer, salute, and offer assistance.

b. Call "attention on deck" when any military staff member enters their room in Ripley Hall. All candidates present will come to attention and carry on only when the order is given, and yell "BEAT ARMY".

c. Show deference to officers at all times by recognizing their presence and employing a courteous and respectful bearing and mode of speech toward them.

d. Come to attention, unless circumstances make such action impracticable or inappropriate, when:

(1) Addressed by a mid-grade, field grade, general or flag officer (O-4 and above).

(2) A military staff member enters their room.

e. Walk on the left of officers whom they are accompanying.

4. While at official NAPS functions or lectures, Candidates will:

a. Conduct themselves in an appropriate manner and not create disturbances.

b. Ask only questions appropriate to the rank of the speaker and the size of the audience.

c. When asking a question, come to attention and state "Sir/Ma'am Midshipman/Cadet Candidate X, (company-platoon), (state their question)."

e. Upon completion, remain at attention until the departure of the official party and distinguished guests.

5. While in uniform moving about in public places, Candidates will not smoke, vape, chew tobacco, chew gum, eat, drink beverages, use headphones (including wireless), or publicly display affection.

6. Candidates shall not text or scroll on their phones while walking in uniform.

6. Candidates shall avoid cutting across lawns and grassy areas while in uniform. Always use a walkway if available.

7. When entering or exiting an office, Candidates will:

a. Knock and state “Midshipman/Cadet Candidate (Last Name) request permission to come aboard”.

b. When granted they will enter the office and move in the most direct route to a position approximately 3 feet from the desk they will then sound off either:

(1) “Sir/Ma’am, Midshipman/Cadet Candidate (Last Name) reporting as ordered”

c. Remain at attention until directed to carry on.

d. When covered, salute, and give proper greeting to the senior military member in the space.

e. When uncovered, give proper greeting of the day to the senior military member in that space.

f. When exiting, the Candidate will come to attention and “Request permission to go ashore.” When the senior grants permission to leave, the Candidate will answer “Aye Aye Sir/Ma’am, BEAT ARMY” The Candidate will make proper facing movement and exit the most direct route.

8. Candidates will display conduct on the quarterdeck that reflects the decorum, dignity, and professional pride of NAPS. Loitering on the quarterdeck is prohibited.

9. Candidates racks shall be inspection ready from reveille until taps. The wearing of shoes or a uniform while lying in the rack is prohibited.

a. Candidates are only authorized to occupy their assigned rack.

b. A Candidate’s assigned rack is the only authorized place to sleep.

c. Doors will always remain open during the day unless SIQ. Doors will be propped open by the bolt while SIQ to enable assistance. SIQ Chits will be taped on the door. While SIQ candidates will remain in their assigned rooms unless told otherwise by medical or company staff.

10. Candidates are afforded the opportunity to nap during their assigned free period. Candidates shall keep their doors open during these naps.

4.2 FINANCIAL ACTIVITIES

1. Candidates will not, without proper authority, either for themselves or as agents, engage in any business activity, financial dealing, or introduce any article for the purpose of trade within the limits of the NAPS. Specifically, Candidates will not:

- a. Engage in any business or commercial financial activity on NAPS grounds.
- b. Participate in any business or financial activity or represent any company that attempts to benefit or generate profit from interacting with members of the military.
- c. Solicit contributions for gifts to a superior or accept gifts from other persons in government employment, except as provided by the Joint Ethics Manual. Voluntary gifts of nominal value may be made on a special occasion such as marriage, illness, or retirement.
- d. Solicit or provide compensation for an assigned duty.
- e. Use government owned equipment or IT resources for commercial or profit-making activity.

2. Candidates may not gamble for money with playing cards, dice, or other apparatus or methods, in violation of local, state, or federal laws.

3. Candidates may not incur outstanding debts when there is no reasonable expectation of repaying them. Candidates with previously acquired debt shall meet with the Command Financial Specialist to create a plan to resolve their debt before they are eligible to report to the Naval Academy.

- a. BAF/Uniform debts must be settled prior to departing from NAPS for their designated commissioning source, to include DORs or involuntary separations. Failure to meet established payment deadlines will result in mandatory counseling with the Command Financial Specialist, and other disciplinary measures as appropriate under the NAPS conduct system.

4. Candidates shall not enter into lease agreements for off-base living accommodations while at NAPS. Short term contracts, such as Airbnb for overnight liberty or authorized leave periods are permitted. Rental of a storage facility for personal property is authorized.

5. Candidates must request permission, through a special request chit routed through their chain of command, before seeking additional employment outside of NAPS.

4.3 VEHICLES AND OTHER PERSONAL POSSESSIONS

1. All Candidates will notify their Company Staff when initially bringing their privately owned vehicles (POV) aboard NAVSTA Newport. Candidates will provide the make, year, model, color, current registration, current license plate number, current insurance, and current driver's license.

- a. POVs will be parked in the authorized parking area only (See Figure 4-1). The specifically authorized parking area for Candidates is the area directly south of the Chapel (excluding the small main parking area to the left of the chapel entrance). Overflow student parking is available

in the parking lot across the street from the bowling alley. Refer to the Snow removal plan for inclement weather parking. (Fig 4-1 identify.)

b. Failure to comply with federal, state, and local vehicle laws, NAVSTA Newport traffic regulations and NAPS parking regulations may result in the loss of base driving privileges and disciplinary action. Candidates must notify their company leadership if they are issued a moving or parking violation.

c. Maintaining a POV at NAPS is a privilege. If possessing a POV becomes detrimental to good order and discipline, or contributes to poor conduct or performance, the Commanding Officer may revoke base driving privileges.

2. Regarding the ownership, use, and storage of other forms of transportation:

a. All Candidates may:

(1) Own a bicycle, but only store it in the outdoor storage lockers. Wearing a helmet while operating a bicycle is mandatory.

(2) Use public transportation.

(3) Operate or ride in government vehicles for official business. Operators must have received the NAPS training course.

(4) Use taxis or rideshare apps, such as Uber or Lyft.

b. A Candidate is prohibited from owning, operating, or riding a motorcycle, moped, motor driven bicycle, or ATV.

3. No Candidate may have in their possession or bring into Ripley Hall any live animals, birds, reptiles, or fish.

4. Candidates will not keep flammable material such as lighter fluid, candles, incense, etc. in Ripley Hall.

5. Pornography or pornographic peripheral in NAPS spaces, vehicles used to transport Candidates to NAPS-sanctioned events, or NAPS training areas, is strictly prohibited.

6. Candidates are responsible for securing all valuables in their closet, with a lock whenever the owner is absent. Any stolen property should be reported immediately to the Company Officer, SEL or CDO.

7. Toy weapons including but not limited to airsoft, nerf, and or squirt guns, are not authorized on NAPS premises.

7. Cell phones are authorized within Perry Hall for academic or emergency purposes only. If an unauthorized usage or violation occurs, Instructors will document the incident and notify the respective Company Officer and SEL so appropriate disciplinary action can be taken.

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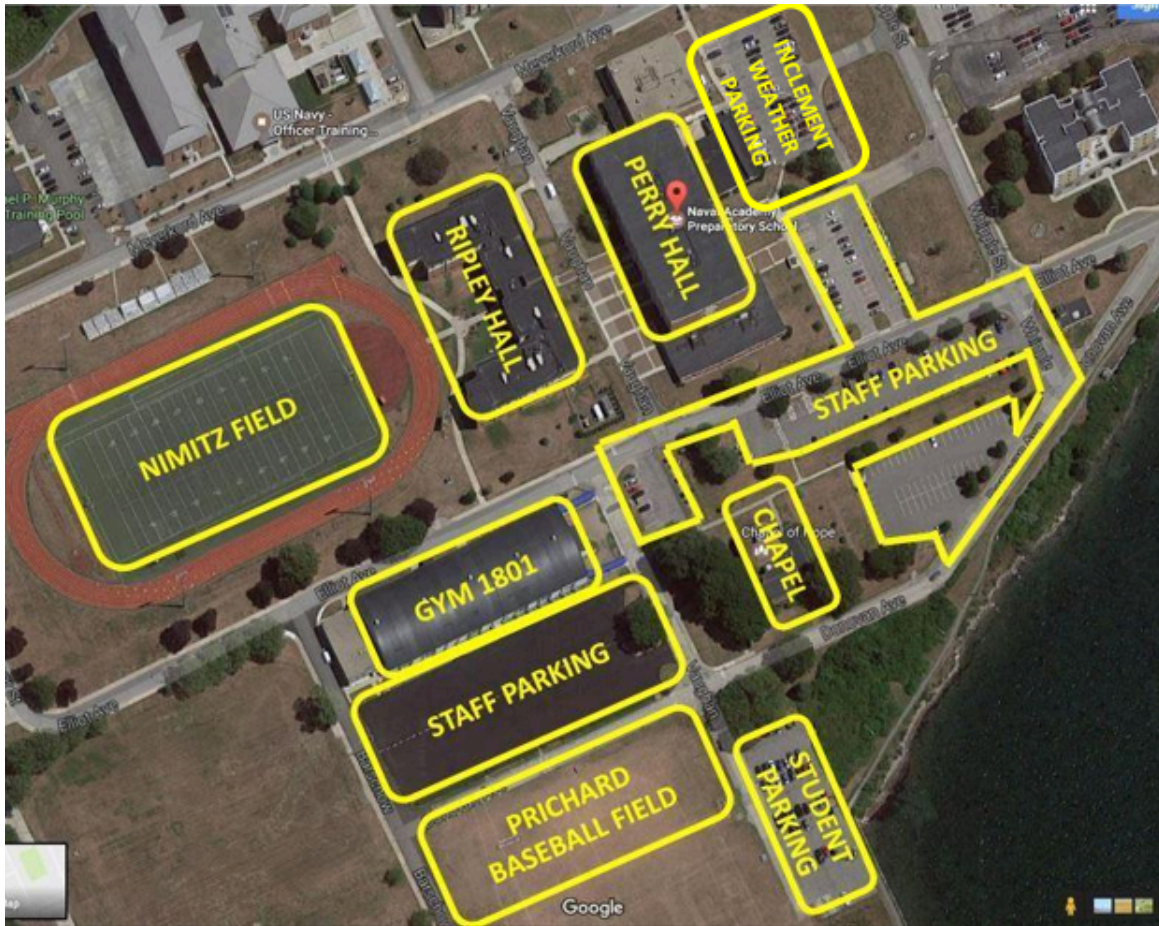


FIGURE 4-1

4.5 CONTROLLED SUBSTANCES

1. Regarding the use of alcohol:

a. No Candidate, regardless of age, shall purchase, possess, or consume alcohol at any time to include off-base liberty.

b. Any Candidate found in violation of the NAPS alcohol policy will be forwarded to the Commanding Officer for punitive action.

2. Regarding the use of drugs and narcotics:

a. The wrongful use, possession, or willful involvement with drugs, including narcotics, marijuana, steroids, analogues (designer drugs), natural substances (e.g. fungi, excretions), spice, chemicals used as inhalants, propellants and/or over-the-counter drugs or pharmaceutical compounds used to induce intoxication constitutes a serious breach of discipline. Any of these offenses will result in mandatory processing for separation from the Naval Academy Preparatory School and could result in subsequent action by appropriate civilian authority.

b. Marijuana is illegal under federal law, and the Department of the Navy maintains a zero tolerance policy for its use and possession, regardless of local or state laws.

c. Candidates shall not:

(1) Possess, abuse, or distribute drugs or drug-abuse paraphernalia, to include using a hookah on NAPS grounds.

(2) Use or possess narcotics, steroids, or controlled substances except as prescribed by a competent medical authority of the U.S. Armed Forces.

(3) Use or possess any prescription drug after the time period for which it was prescribed (i.e. expired medication must be disposed immediately).

(4) Use medicine prescribed for another individual.

d. If anyone other than a physician assigned to a Navy treatment facility prescribes medicine to a Candidate at any time, the Candidate shall report the prescription to the NAPS Medical Staff as soon as possible.

e. Drugs or medicines will be locked in a Candidate's wall locker and will not be kept past the prescription expiration date.

f. The use of dietary supplements carries the risk of potentially harmful side effects and must be carefully integrated into the fitness and nutrition routine of a Candidate. Prior to consuming any dietary supplements or vitamins, Candidates must submit a special request chit to the NAPS training staff and medical staff. A trainer will review the proposed use of the dietary supplement as part of the approval process. The approved chit shall be posted on the inside of the Candidate's closet door.

3. Regarding the use of tobacco products:

a. Use of tobacco products or vaping inside any federal building is strictly prohibited. Engaging in tobacco use or vaping inside NAPS facilities creates a fire alarm hazard and will be punished accordingly. Candidates may only smoke, use smokeless tobacco, and vape in outdoor designated smoking areas. It is the responsibility of tobacco users at NAPS to keep the designated areas policed and clean.

b. No tobacco product use or vaping will be permitted during the initial indoctrination period.

c. Tobacco products and their use are not authorized on any NAPS athletic field.

4. Regarding weapons, firearms, and fireworks:

a. Candidates are not permitted to have weapons in their possession while aboard NAVSTA Newport. Weapons include but are not limited to: firearms (any device which propels a solid object by any means), fireworks, hunting knives, air/CO2 guns (including airsoft), brass knuckles, switchblades, or blackjacks.

b. Candidates may possess an ordinary, folding pocket knife provided the blade is no longer than three inches.

CHAPTER FIVE**SAFETY AND SECURITY****5.1 MILITARY IDENTIFICATION CARDS**

1. Military identification cards are the property of the U.S. Government.

a. Candidates shall:

(1) Maintain custody of their military identification card at all times and only surrender it to proper authorities for identification or investigation. Proper authorities include but are not limited to Military Police, Base Security, and the Command Duty Officer. Losing a government ID may result in conduct action.

(2) Keep their identification cards on their person but out of plain sight.

(3) Report to their respective Company Officer or SEL to replace their military identification card if the condition deteriorates due to wear and tear.

(4) Submit a special request chit to replace a lost or stolen military identification card to their Company Officer (first instance) or their Battalion Officer (second instance) and report to RAPIDS ID to replace it.

(5) Remain on NAVSTA Newport if they misplace their military ID. Candidates will be allowed to depart the base upon subsequent recovery or replacement.

(6) Surrender their Common Access Card upon being separated from the military following a voluntary or involuntary dismissal from NAPS.

b. Candidates shall not:

(1) Have in their possession more than one properly validated military identification card.

(2) Depart on leave or liberty without their properly validated identification card.

(3) Alter their military identification card, or have a mutilated, erased, or altered identification card; or an identification card bearing false or inaccurate information regarding a name, grade, service number, or date of birth.

(4) Give or loan a military identification card or any other identification document to any unauthorized person.

(5) Use or possess false identification of any kind.

(6) Make or allow others to make photocopies or duplicates of a military identification card or Common Access Card (CAC).

(7) Possess another Midshipman Candidates military identification card.

5.2 GOVERNMENT OWNED PROPERTY

1. In regard to government owned property, Candidates will not:

a. Conceal or fail to report to proper authority the loss, removal, destruction, or damage of government property entrusted to their care or custody.

b. Remove without proper authority from its regular place of stowage or location any article of government property, including furniture, first aid equipment, lifesaving or emergency equipment, and stores and foodstuffs.

c. Have in their possession any article of government property except as may be necessary for the performance of their duty or as authorized by proper authority.

d. Place names, designs, or marks except for official identification on any items furnished by the government.

2. In regard to government owned vehicles, Candidates shall:

a. Operate or ride in a government owned vehicle only when specifically designated to do so, and then only for official business. Official business does not include transporting another Candidate executing personal leave to/from the airport.

b. Comply with all NAPS, base, station, local, state, and federal directives.

5.3 COMPUTER USE AND REGULATIONS

1. The NAPS computer network is maintained by the U.S. Government and all personnel who use it are subject to monitoring. NAPS issued laptops are the property of the federal government and are subject to DOD computer use and Information Assurance policies. Failure to abide by the policies as stated in the NAPS Computer Manual shall result in the suspension of computer privileges and/or administrative action under the NAPS Conduct System or Uniform Code for Military Justice (UCMJ).

a. Candidates shall:

(1) Abide by all copyright laws extended to computer programs, software, and documentation. Federal regulations regarding the use of government property apply to computers, information systems, and Internet resources at NAPS. Consideration must also be given to the Privacy Act of 1979 (Public Law 93-579) and the Freedom of Information Act, which governs the collection and dissemination of information on individuals.

(2) Address all computer, monitor, and printer maintenance, or supply issues via the appropriate form accessed through the PC Repair icon in the application window. This policy pertains to equipment in the classrooms, Academic Center, and Candidate computer rooms as well as the computers in the Candidates' rooms.

(3) Safeguard files containing private information about individuals.

(4) Each Candidate shall store their laptop on their desk and will only transport their laptops utilizing the issued laptop carrying bag.

(5) Check their NAPS e-mail account regularly and shall use their NAPS email address as their primary account for communication within the command. Every student is required to check their account at least once a day.

b. Candidates shall not:

(1) Generate, store, send, or forward obscene, questionable, frivolous, or illegal material via a government computer or network system.

(2) Make deliberate attempts to alter or interrupt system performance.

(3) Publicly copy available files or programs to their personal drive, as that is unnecessary use of storage.

(4) Alter or tamper the loaded operating system on any computer.

(5) Use government owned equipment or IT resources for commercial or profit-making activity.

(6) Upgrade or change settings in any installed software without explicit consent from the IT department.

(7) Loan user accounts and/or laptops.

(8) Forward chain mail. E-mails must remain professional in nature and properly address the recipient.

(9) Violate network security systems or break into or attempt to break into computer systems to which access is normally denied.

(10) Intentionally sabotage, intercept, modify, or illegally monitor network or PC performance.

(11) Obtain or distribute illegal copies of music or video files.

(12) Use a proxy server, without proper authorization.

(13) Load or play any video games on any government owned computer. This includes “Flash” and browser-based games. Candidates shall not play computer games unless assigned to do so by an instructor.

(14) Use a flash drive or any external device, including use of external ports to charge portable devices such as cell phones. This is prohibited on all NAPS and government computers.

(15) Plug in any personal laptops or wireless routers into the NAPS system.

(16) Share any personal passwords with any fellow Candidates.

(17) Make or share inappropriate videos or photographs on government or personal devices that bring discredit to NAPS, the Naval Academy, and the Navy.

(18) Move printers from their designated ports.

2. Ripley Hall printer rooms are open and available for use between reveille and TAPS. If a printer is not functioning properly, Candidates are not authorized to make repairs. Put a “DO NOT USE” sign on the equipment, and notify the IT Department via the appropriate form accessed through the PC Repair icon. Candidates are responsible for the cleanliness and organization of the printer rooms.

5.4 PERSONAL SECURITY

1. Candidates shall:

a. Keep their address and telephone number updated in the NSTAR system, Navy Family Accountability and Assessment System (NFAAS), and NAPS google drive.

b. Protect Personally Identifiable Information (PII). PII is the association in written or electronic form of a Midshipman Candidate’s name with any personal information such as social security number, credit card number, etc.

c. Exercise good judgment while using social media. Content shall not include PII, compromise personal or unit security, or bring discredit to NAPS or the Naval Academy. Inappropriate use of social media is punishable under the Uniform Code of Military Justice.

2. Candidates shall not:

a. Have in their personal possession keys to access controlled spaces within Ripley Hall and Perry Hall unless given explicit permission from NAPS staff.

b. Leave valuables (e.g. wallet, credit cards, electronics, jewelry) unattended anywhere on NAPS grounds. Candidates shall lock their possessions in their personal closet.

5.5 PHYSICAL SAFETY

1. Candidates shall:

- a. Enter and depart NAVSTA Newport only through attended entry control points.
- b. Enter and depart Ripley Hall and Perry Hall only through prescribed doors. Midshipman Candidates shall not use the fire exit doors without explicit permission from NAPS Staff or in the case of an emergency.

2. At any time, Candidates shall not:

- a. Visit or patronize any establishment or area listed as "off limits" to members of the armed services, as promulgated in base or command instructions.
- b. Endeavor by words, gestures, or otherwise to beg, solicit, or hitchhike a ride in or on any motor vehicle.
- c. Participate in inherently hazardous activities, including but not limiting to skydiving, hang gliding, scuba diving, skiing, bungee cord jumping, rock climbing, shooting, mountaineering, kayaking, rafting, flying, cliff diving, bull riding, or other activities that pose significant risk of injury to participants, without permission from the Executive Officer via the chain-of-command. Individual permission is not required if included as part of a movement order for a specific, approved high risk activity. Any high risk activity requires a special request chit to be routed with an ORM chit.
- d. Ride skateboards, hoverboards, scooters, roller blades, bikes, or any other wheeled object inside Ripley Hall.

3. While on the NAVSTA Newport, Candidates shall not:

- a. Enter any bodies of water surrounding NAPS except during sanctioned evolutions.
- b. Talk or text on a handheld phone while driving.
- c. Wear headphones or wireless earbuds while conducting physical training outdoors, except while on McCool Track, Gym 302, Gym 1801, or Chaffee Gym.
- d. Wear headphones or wireless earbuds while transiting to and from NAPS facilities.
- e. Climb on the roofs or ledges of any NAPS building.
- f. Sit on windowsills, lean out of open windows, or hang items outside of the windows of any NAPS building.
- g. Remove screens or inhibitors from the window of any NAPS building.
- h. Connect power cords to items in locked closets or modify the electrical wiring in NAPS buildings.

i. Keep flammable materials items in their rooms, except for cleaning supplies. Personal care products such as fingernail polish/remover, cologne, perfume, etc. are acceptable. These personal items should be kept underneath the sink.

j. Leave bags unattended inside or outside buildings. During the academic day, Candidates may leave their issued backpacks in the classrooms or passageways of the NAPS area on the 1st and 3rd decks of Perry Hall.

CHAPTER SIX

ORGANIZATION AND EXPECTATIONS

6.1 CHAIN OF COMMAND

1. Candidates will adhere to the military chain of command in all but academic and athletic matters, where the academic and athletic chains of command shall apply. See Table 6-1.

Military	Academic	Athletic
President of the United States	Commanding Officer, NAPS	Commanding Officer, NAPS
Secretary of Defense	Executive Officer	Executive Officer
Secretary of the Navy	Academic Dean	Athletic Director
Chief of Naval Operations	Division Supervisors	Coach/Trainer/Physical Education Supervisor
Superintendent, USNA	Professor/Instructor	
Commanding Officer, NAPS		
Executive Officer		
Company Officer		
Company Senior Enlisted Leader (SEL)		

Table 6-1

6.2 CANDIDATE ORGANIZATION

1. Candidate leadership billet holders (stripers) are appointed to supervise the daily operations of the Battalion. Stripers normally serve for one marking period, but may be relieved or extended at the discretion of the Executive Officer. Selection is based upon numerous criteria. The minimum for consideration is as follows:

- a. Term Quality Point Average (TQPA); most recent TQPA and minimum Cumulative Quality Point Average (CQPA) of 2.5 with no failing grades.
- b. Meet minimum requirements for the Physical Readiness Test for the Naval Academy.
- c. Exceptions to the above standards require Executive Officer approval.

2. Battalion Candidate Staff lead the Battalion and report to the Battalion Operations Officer for proper performance of their duties.

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a. Battalion Commander is the senior striker and reports directly to the Battalion Operations Officer. The Battalion Commander is responsible for ensuring the battalion executes the Plan of the Day (POD). The Battalion Commander is responsible for all matters relating to Battalion execution of events and compliance with regulations for all Candidates in the Battalion.

b. Battalion Executive Officer acts as the Battalion Commander when required and reports to the Battalion Commander. The Battalion Executive Officer (BXO) is responsible for Battalion administration and assists the Battalion Commander to enforce the regulations for all Candidates in the battalion. The BXO is responsible for the accountability of the Battalion and the promulgation and execution of the nightly TAPS Sheets.

c. Battalion Master at Arms (BMAA) is responsible for the condition and cleanliness of all spaces used by Candidates in Ripley Hall and Perry Hall. The BMAA coordinates with NAPS staff in regard to janitorial and maintenance functions. The BMAA is responsible for promptly reporting all physical security discrepancies in NAPS buildings and assists the Battalion Commander to enforce all regulations for all Candidates in the Battalion. Additional duties and responsibilities are as follows:

(1) Coordinate with the 1st Lieutenant Shop concerning the issuing and storage of all cleaning supplies as well as the issuing of linens.

(2) Record all material discrepancies within the Battalion and make reports to the 1st Lieutenant shop. The BMAA will attend coordination meetings, no less frequently than weekly with the 1st Lieutenant Shop to facilitate janitorial and maintenance functions.

(3) Verify cleanliness and condition of company cleaning gear lockers and associated equipment.

d. Battalion Conduct/Honor Advisor reports directly to the Honor Officer. The Battalion Honor/Conduct Advisor oversees the Candidate Honor Staff and helps implement the Honor Concept throughout the Battalion. The Battalion Honor Advisor oversees honor boards with the Battalion Honor Officer. They are responsible for tracking conduct speeding tickets for the Battalion and assigning candidates to observe XO and CO level adjudications.

3. Company strikers are responsible to their respective Company Officer/SEL for the proper performance of their duties.

a. Company Commander is the senior striker in their company. The company commander is responsible to the Company Officer/SEL for personnel accountability, conduct, operation, appearance of the company, and compliance with regulations by all Candidates in the company.

b. Company Executive Officer will assume the duties of the company commander in their 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 to enforce all regulations for all Candidates in the company.

c. Company Master-at-Arms (MAA) coordinates the cleaning and maintenance of the company area. The MAA is the physical security manager for their respective company. The company MAA assists the company commander to enforce all regulations for all Candidates in the company. Additional duties and responsibilities are as follows:

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

(2) Record all material discrepancies within respective company area and make report to the Battalion MAA. Attend coordination meetings, no less frequently than weekly with the BMAA and 1st Lieutenant shop to facilitate janitorial and maintenance functions.

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

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

(5) Keep respective company's vacuum(s) and floor buffer(s) clean and in good working order.

d. Company Honor Advisor will be selected by their peers to represent their company among the Honor Staff. They will be eligible to join Battalion Honor Boards. They will oversee platoon honor advisors to educate their companies on the Honor Concept, and to act as representatives and counsel for those Candidates accused of honor offenses..

e. 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 compliance with regulations for Candidates in the platoon.

f. 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 their respective platoon bulletin board, liberty log, and assists the platoon commander to enforce all regulations for all 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 platoon XO will ensure every member of the platoon is physically present and accounted for at TAPS every night.

g. Platoon Master-at-Arms (MAA) coordinates the cleaning and maintenance of the platoon area. The MAA is the physical security manager for their respective platoon area. The platoon MAA assist the platoon commander to enforce all regulations for all Candidates in their platoon. Additional duties and responsibilities are as follows:

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

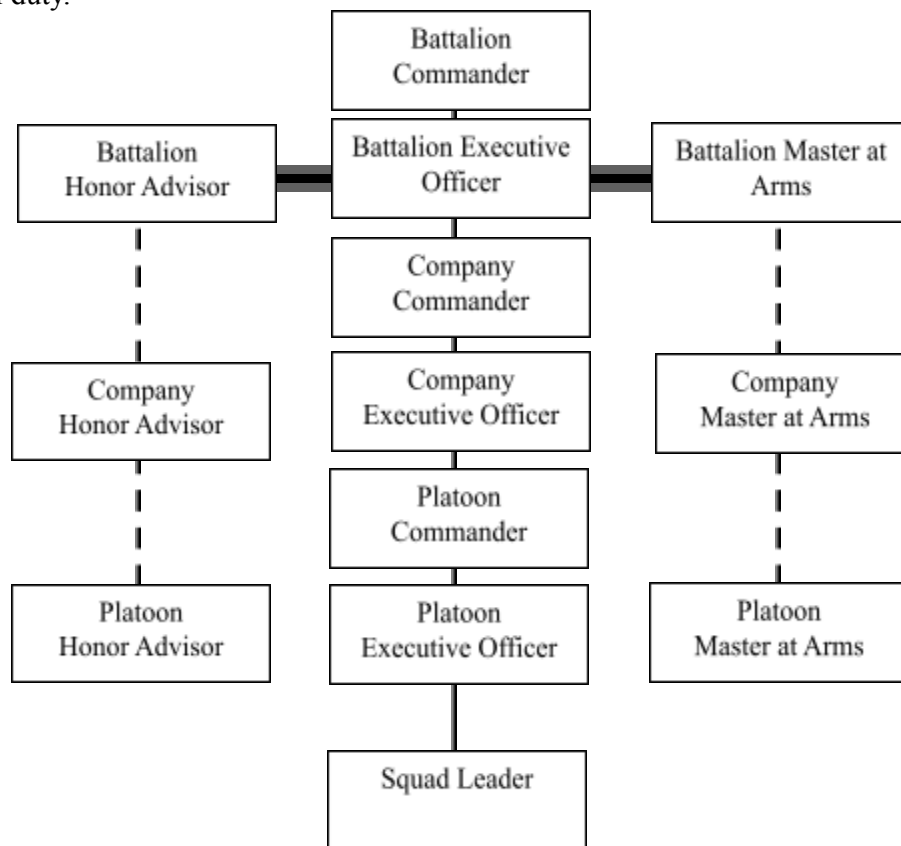
(2) Record all material discrepancies within respective platoon area and make reports to the Company MAA.

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(3) Assist company MAA in keeping the cleaning gear locker organized, supplied, and clean.

h. Squad Leaders are the baseline for small unit leadership. Each platoon will have four squad leaders who reports to their respective platoon commander on all matters relating to personnel accountability and compliance with regulations for persons within their respective squads. Each squad leader should inspect their squad's uniforms daily and help correct any deficiencies.

4. There will be two Mail Orderlies per platoon. The Mail Orderlies are responsible for the daily pick-up and distribution of mail for personnel in their respective platoon. This is a year-long collateral duty.



6.3 CANDIDATE EXPECTATIONS

1. It is expected that by the end of the year Candidates will:

- a. Demonstrate enhanced literacy in the core curriculum subjects of Chemistry, English, Mathematics, and Physics.
- b. Develop fundamentals of problem solving and critical thinking.
- c. Possess improved time management and learning skills.
- d. Be familiar with military regimen and the basic customs and traditions of the Naval Services.
- e. Exhibit behavior and actions consistent with the core values of the Navy or Coast Guard.
- f. Demonstrate integrity and moral character in all decisions.
- g. Display resilience and approach challenges with courage and perseverance.
- h. Contribute to a team, be willing to serve as role models, and assume the responsibilities of leadership.
- i. Value diversity of thought and include all classmates' efforts toward team results.
- j. Demonstrate physical fitness and be prepared to meet the physical standards of the Naval Academy.
- k. Maintain good personal financial health, to include making all uniform shop and BAF debt payments on time and in the required amount.

2. Candidates must comply with the spirit and intent of all lawful rules, orders, regulations, directives, and instructions. Candidates shall avoid any conduct that might reflect discredit upon the Battalion or NAPS or that is in violation of any local, state, or federal law. Candidates found to be unsatisfactory in conduct may be disenrolled if it is decided that their retention will not be in the best interests of the U.S. Navy and Coast Guard.

a. The NAPS conduct system is intended to correct and educate rather than be legalistic and punitive. Its purpose is to teach Candidates to accept full accountability for their actions, to understand the relationship between privileges and responsibility, and to place loyalty to the service above self-interest or loyalty to friends or associates.

b. All Candidates are subject to this instruction and the conduct system as outlined in the NAPS Conduct Manual as well as the provisions of local, state, and federal laws made applicable to members of the armed services pursuant to the UCMJ. All Candidates are further subject to the provisions of U.S. Navy Regulations and applicable instructions and notices.

3. The NAPS Candidate Honor Concept is a simple standard of integrity to which every honorable person aspires. Simply stated:

a. *Midshipman Candidates are persons of integrity: We stand for that which is right, we tell the truth and ensure the full truth is known, we do not lie. We embrace fairness in all actions. We ensure that work submitted as our own is our own, and that assistance received from any source is authorized and properly documented. We do not cheat. We respect the property of others and ensure that others are able to benefit from the use of their own property. We do not steal.*

b. The specifics of the NAPS Honor Concept, to include its organization, are described in NAPSINST 1610.2 (series). All Candidates and personnel assigned to NAPS shall make themselves familiar with this instruction.

CHAPTER SEVEN

STANDARDS WHILE USING NAPS FACILITIES

7.1 GENERAL GUIDANCE

1. Ripley Hall is U.S. Government Property. Candidates are not entitled to an expectation of privacy in their rooms except limited privacy in personal closets when locked. Health and comfort inspections will be periodically conducted to ensure Ripley Hall remains in a condition that reflects the high standards of cleanliness and professionalism exemplified by naval officers.
2. Candidates shall keep Perry Hall in the same material condition that is expected in Ripley Hall.
3. Candidates shall not maintain personal belongings or other articles in any locker, closet, or space other than that assigned to them or authorized for their use by proper authority.
4. Candidates shall not enter or use any space which is locked or known to be a restricted area except as authorized.
5. Candidates shall not use elevators anywhere on NAPS grounds unless in possession of a medical chit authorizing elevator use. Candidates may be authorized use of elevators with permission from Company Staff, such as taking trash barrels out of Ripley Hall.
6. Candidates shall not text, scroll, or use any personal devices and walk while in uniform. The only exception to this rule is to take phone calls. If passing an officer they will put their phone down to render the appropriate salute and greetings.
7. Candidates shall be familiar with the fire bills in Ripley and Perry Hall. Muster shall be taken during a fire, fire drill, or any other emergency. Candidates will report to Nimitz Field. Firefighting equipment will not be used, except in an actual fire.
8. Candidates shall:
 - a. Occupy only their assigned room.
 - b. Maintain rooms in a neat and orderly condition at all times, including weekends, and in Bravo condition when not present. Unoccupied rooms will be locked at all times. Candidates will not enter an unoccupied room without permission from their Company Officer or SEL.
 - c. Secure all valuables and prescription medicines in their locked closet. Each Candidate is responsible for keeping their closet locked at all times.
 - d. Report all room damage and discrepancies to the platoon master-at-arms.
 - e. Knock and await acknowledgment before entering another person's room.

f. Place trash in room trash containers, which are to be emptied every morning. Materials to be recycled will be placed in available recycle bins to be collected daily and placed in an appropriate dumpster. Trash and recyclables that will not fit in available containers will be disposed of by room occupants in outside receptacles.

g. Display only white sheets, white pillow cases, blue bedsheet, and a white shower curtain.

h. Possess only furniture issued by Ripley Hall.

i. Post personal material in good taste on their bulletin board.

j. Maintain locker stowage per NAPSINST 1020.

k. Keep room doors open at all times (including while on liberty) between reveille and TAPS, except when conducting personal hygiene, changing uniforms, or Sick-In-Quarters (SIQ). When SIQ, display chit on the room door and close the door with deadbolt forward.

l. At all times keep occupants' last name inserted in the appropriate holder on the door.

m. Keep curtains closed while a Candidate is dressing or undressing.

9. Candidates may:

a. Order food and have it delivered to Ripley Hall. Food deliveries are only authorized during designated meal times, or liberty hours, not during study periods. All delivery personnel will be met outside of Ripley Hall. Candidates are not permitted to leave base, to include going to the Pass and ID Office, to pick up food or any other deliveries while not on liberty.

b. Escort visitors onto NAVSTA Newport. Candidates shall not allow visitors access to Ripley Hall without receiving prior consent from the CDO or their Company Officer or SEL (this includes sponsors).

c. Have the following items in their room:

(1) Clock radio is authorized. Alarm clocks will be turned off after reveille.

(2) Small stereos and radios are authorized for use with headphones during study hours and liberty.

(3) Personal gaming equipment including portable systems and gaming consoles.

(4) Tablet computers and smartphones are allowed. These devices will not be used to transfer data to or from government computers.

(5) One issued refrigerator per room. Food will be fresh and appropriately stored in a sealed container. Refrigerator will be kept clean and sanitary.

(6) Decorate doors during certain holidays, such as Halloween and Christmas. These decorations must be appropriate and affixed in a tasteful manner.

10. Candidates shall not:

- a. Hang things, place things on, or throw things out of windows.
- b. Structurally alter rooms.
- c. Store or hang items in/from the overheads or walls. This includes state, national, and university flags.
- d. Play music loud enough to be heard outside the room. Music during study period will be played only through headphones and audible only to the person playing the music.
- e. Smoke, dip tobacco, or vape except in designated outdoor areas, outlined in Chapter 4, section 4.5 Controlled Substances.

f. Keep the following prohibited items in their rooms:

(1) Microwaves, televisions, toaster ovens, coffee makers, blenders, hot plates, portable grills, rice cookers, air fryers, or any other electrical appliances used for cooking purposes without proper authorization.

(2) Flammable materials other than cleaning supplies.

(3) Dangerous weapons or compressed air or CO2 projectile weapons.

(4) Alcohol, unauthorized drugs, unauthorized prescription medicines, or other controlled substances.

(5) Space heaters or air conditioning units.

(6) Irons without automatic shut-off protection.

(7) Pornographic materials.

(8) Floor lamps or rugs.

(9) Political paraphernalia that includes but is not limited to signs, banners, posters, and/or stickers on display

11. Candidates will not cut each other's hair with barber's clippers anywhere on NAPS premises. m

7.2 USE OF CANDIDATE FACILITIES

1. Candidate facilities refers to all athletic, academic, or recreational facilities authorized for Candidate use.

2. While in academic and recreation buildings:

a. Candidates may:

(1) Drink water, coffee, or other beverages in class, at the discretion of the instructor.

(2) Post signs in academic spaces with proper authorization from the chain of command.

(3) Consume snacks in NAPS academic passageways and 3rd deck common space, and in class at the instructor's discretion. Students will dispose of all trash prior to the beginning of their next class. Extra time between 2nd and 3rd periods has been allotted for the consumption of snacks.

b. Candidates shall:

(1) Ensure that they maintain the cleanliness of any space they use, during class periods or during extra instruction and study periods.

(2) At the completion of 5th Period, police the area around them for trash. Each 5th period class will have a designated class leader who is responsible for ensuring the classroom is clean and orderly before candidates in that class are permitted to depart.

c. Candidates shall not:

(1) Sleep, smoke, chew tobacco, or vape.

(2) Escort unofficial guests into academic spaces, living quarters, and recreational buildings without prior authorization from their Company Officer.

(3) Sit on the decks of passageways or the ladders of the academic building.

(4) Enter or use spaces without proper authorization, particularly laboratories that are normally secured during off-hours.

(5) Use the common areas in Perry Hall during academic periods and study periods to lounge, sleep, talk loudly, etc.

3. While in athletic facilities:

a. Candidates may use authorized facilities only during their hours of operation, and as specified by table of priorities.

b. Candidates shall follow all rules and regulations pertaining to a specific venue, including racking weights after use, and properly stowing all equipment.

4. Ripley Hall conference rooms may be used as lounges by members of the platoon responsible for the room during personal time and liberty.

7.3 NEY HALL

1. Ney Hall is the Battalion's wardroom. While in Ney Hall, Candidates are expected to address each other in a civil manner with a conversational tone, observe service etiquette, and maintain proper military bearing.

2. Candidates shall:

a. Move expeditiously through the food lines and to their seats, filling the entire table before sitting at a new table.

b. Respectfully address all galley staff in Ney Hall.

c. Wear UOD/Track Suits in Ney Hall.

3. Candidates shall not:

a. Take food, silverware, or glassware from Ney Hall.

b. Throw food.

c. Bring backpacks to Ney Hall, or leave them outside, an unoccupied backpack may be seen as an improvised explosive threat.

d. Sit idly at the table with an empty plate. Once finished eating Candidates will depart from Ney Hall.

4. All candidates will be in accordance with grooming standards to dine in the installation Galley. Failure to meet this requirement may result in denial of service until such standard(s) are met.

7.4 CANDIDATE ROOM INSPECTION STANDARDS

1. Candidates will be familiar with Alpha, Super Bravo, and Bravo room inspection standards. The periodicity of room inspections will be dictated by Company Officer and/or SEL. Inspection standards can be found in NAPSINST 1020(series).

2. Bravo Condition will be maintained whenever the room is not occupied. Rooms shall be inspected in Bravo Condition at least weekly.

7.5 SHARED COMPANY AND PLATOON SPACES

1. Platoon and company spaces will be cleaned and maintained by their respective platoons and companies. During the course of an Alpha inspection these spaces will be included in the inspection.
2. Cleaning gear shall be kept in authorized gear lockers only. Cleaning gear lockers will be clearly labeled and be kept in good order. Room cleaning supplies will be kept underneath room sinks.
4. The quarterdeck, ladder wells, passageways, head, and the outside areas surrounding Ripley Hall shall present a neat military appearance at all times. Each Company is required to maintain the cleanliness of their laundry rooms, printer rooms, conference rooms, and designated areas. The designated areas shall be cleaned and maintained daily by the duty section and designated Candidates.
5. Community trash and recycling shall be taken out and emptied in the dumpsters two times a day including weekends.
6. The Ripley Hall main ladderwell will be collectively maintained by the battalion, each company having a designated area to clean. 1st Company will be responsible for the entryway. 2nd Company is responsible for the stairs up to their deck and the surrounding landing. 3rd Company is responsible for the stairs up to their deck and the surrounding landing. These areas will be cleaned daily, including weekends.

7.6 LAUNDRY ROOMS

1. Candidates will maintain the laundry rooms in an orderly fashion and remove their laundry as soon as it is finished washing or drying. Abandoned items will be discarded.
2. Candidates shall keep soiled laundry in hampers stowed in their closet. Candidates shall not allow their hampers to overflow. Unsatisfactory and unhygienic upkeep of laundry may result in discipline per the NAPS Conduct System.
3. Candidates using the clothes driers shall clean the lint trap after each dryer use.
4. Laundry shall not be placed in the machines while in a mesh bag or other storage device.

CHAPTER EIGHT

ADMINISTRATION

8.1 REQUIRED READING

1. All Candidates shall read the Plan of the Week(POW) each day and are responsible for attending the mandatory events outlined therein.
2. All Candidates shall read and understand the following publications:
 - a. Performance Manual (5400.1)
 - b. Conduct Manual (1610.1)
 - c. Honor Instruction (1610.2)
 - d. Academic Instruction (1531.1)
 - e. Physical Mission and Extracurricular Activity Instruction (6100.1)
 - f. Watchstanding Instruction (1601.2)
 - g. Uniform/Room Standards Instruction (1020.1)
3. All emails from military, academic, and athletic staff members.

8.2 LEAVE PROCEDURES

1. Annual Leave

a. Candidates will be authorized regular leave during Thanksgiving holiday, winter holiday, and spring break. Leave when in a restricted status is normally not authorized unless approved by the adjudicating authority via special request chit.

b. All Candidates going on leave must:

(1) Submit a leave chit no less than two weeks prior to the start of leave. In order to ensure proper accountability, rosters will be sent out prior to leave periods to account for all Candidates staying in Ripley Hall. Leave will be generated using the NSIPS system for all Candidates. Prior Marine Candidates will utilize their Marine Online accounts to generate their leave. Coast Guard Candidates will submit their leave requests using a paper leave chit.

(2) Not depart until after the last military obligation of the day, including exams and class periods. The time of departure and arrival will be specified prior to each leave period.

(3) Possess a copy of their leave chit at all times while in a leave status.

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(4) If flying from Boston Logan International Airport, schedule airline flights to depart no earlier than three hours after last military obligation. If returning to Boston Logan International Airport, schedule airline flights to arrive no later than two hours prior to expiration of leave.

(5) If flying from T.F. Green (Providence) Airport, schedule airline flights to depart no earlier than two hours after last military obligation. If returning to T.F. Green (Providence) Airport, schedule airline flights to arrive no later than one hour prior to expiration of leave.

(6) Any departures or arrivals inside the times in paragraphs (4) and (5) above require prior approval of Company Officer before purchasing airline tickets.

(7) Inform the Company Officer, SEL, or the CDO if they encounter a problem while on leave or if requesting to return late from leave.

(8) Candidates are authorized to wear civilian clothes when traveling on domestic flights for leave. Candidates shall wear civilian clothes on international flights for leave. See paragraph 2 below for Outside Continental United States (OCONUS) leave.

(9) Any failure of a Candidate to meet academic, conduct, or physical readiness standards may result in the forfeiture of liberty periods for remediation.

2. OCONUS Leave. Candidates who desire to leave the continental limits of the United States must inform their Company Officer or SEL and initiate a request with the Anti-Terrorism Officer (ATO) prior to making any reservations. Candidates shall ensure they have a passport or have applied for one before contacting the ATO. The ATO will review the planned travel and ensure the Candidate completes any required force protection measures and special requirements, to include travel in civilian clothes. All OCONUS leave requests should be initiated through the ATO no later than one month prior to the leave start date. Restrictions may apply to certain OCONUS locations and Candidates are encouraged to seek guidance from the ATO as soon as their travel location is known.

3. Residing in Ripley Hall

a. Candidates may occupy their normally assigned room if they desire to remain at NAPS during a leave period.

b. Candidates who remain in their rooms are required to inform their Company Officer/SEL.

c. Quiet hours between TAPS and Reveille will be maintained regardless of leave or liberty status.

4. Special Circumstances

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a. When an emergency, such as a serious illness or death, affects a Candidate's immediate family, the Candidate is entitled to special circumstances.. Such requests shall be submitted via a special request chit through their chain of command, with the assistance of the Candidates Company Officer.

b. Immediate family is defined as the member's father, mother, brother, sister, guardian, or relative standing in loco parentis. In loco parentis is defined as a person who stood in place of a parent to the service member 24 hours a day for at least five years before the service member became 21 years old or entered military service.

c. Candidates may be authorized to attend funerals of family friends or relatives and other important family events and functions that are not considered emergencies. Midshipman Candidates will submit special request chits to the appropriate approval authority via their company staff.

8.3 MEDICAL AND DENTAL CARE

1. While at NAPS, Candidates shall:

a. Use NAPS Battalion Medical/Athletic Trainers as their primary health care and dental liaisons, for initial evaluation, treatment, advice and referrals for all medical and dental conditions. After hours, the Command Duty Officer (CDO) shall be notified of any medical/dental issues that arise. For emergency issues Midshipman Candidates shall immediately contact emergency medical services (841-3333 or 911) and notify the CDO as soon as possible.

b. Scheduling Medical/Dental appointments shall be performed by the Battalion Medical Staff/Athletic Trainers. Candidates shall not schedule their own appointments without the approval of the Battalion Medical Staff. All appointment requests shall be followed with a reminder email.

c. Canceling of any Medical/Dental appointment shall be made by contacting the Battalion Medical staff 24 hours prior to any appointment.

d. Wear the uniform of the day to all Medical or Dental appointments unless otherwise directed.

e. Missing a Medical or Dental appointment is considered an unauthorized absence and will be punished appropriately through the NAPS Conduct System.

2. If admitted to an Emergency room, the CDO and Company Officer/SEL shall be notified immediately. Candidates shall hand carry all paperwork received after discharge to the Battalion Medical Staff.

a. If severely sick or injured on a leave or liberty status Candidates are authorized to be seen in the nearest hospital emergency room if a Military Treatment Facility (MTF) is not available. If possible, an emergency room should be used instead of an urgent care facility to avoid undue cost to the Candidate. Follow up care should be done through a MTF. Battalion Medical Staff and the Company Officer/SEL shall be notified prior to attending follow up care. The military staff will help provide guidance so as to avoid undue cost to the Candidate.

b. Candidates who become ill or injured during a leave or liberty status shall report to Battalion Medical upon return for a Military Provider exam and shall bring all documentation of care received to Battalion Medical.

c. Prior to receiving elective care (e.g. contact lenses) while on leave or liberty, Candidates should consult with Battalion Medical Staff. Elective care without a proper TRICARE referral may lead to non-reimbursable cost to the Candidate.

3. Any Candidate found too sick or injured to participate in training will be placed Sick In Quarters (SIQ). This decision will be made by a Competent Medical Authority. Three SIQ chits will be issued. The SIQ Candidate will provide copies to the following: Company Officer/SEL, taped to room door, and one to respective Squad Leader to obtain meals. Once in SIQ status, Candidates will be confined to their rooms until the chit expires.

a. Light Duty is altered duty status authorized by a Competent Medical Authority. A light duty chit will be issued stating the medical status and limitations. The original chit must remain in the Candidate's possession at all times during the period of limited duty. Candidates will provide a copy to their Company Officer/SEL.

4. Candidates must conduct personal hygiene daily. Showering shall be done at least once a day. Showering should also be done directly after any physical training. Personal hygiene includes, at a minimum, bathing with soap and shampoo.

a. Teeth brushing shall be performed at least twice a day and is recommended after every meal. The use of toothpaste is mandatory.

b. Bed linen shall be exchanged or washed once a week.

c. Uniforms shall be washed at least twice a week. PTU will be washed after each use.

8.4 PARENTHOOD, MARRIAGE, AND PREGNANCY

1. Parenthood is defined as having legal, financial or custodial obligations for a child or children, as determined by court adjudication, self-admission, or other evidence. Any Candidate who becomes pregnant, causes the pregnancy of another, or incurs the obligations of parenthood, must report the condition to their chain of command.

a. Candidates who become pregnant or accept paternity of a child and choose not to resign will be disenrolled from NAPS.

b. Candidates may not marry or be married.

8.5 DROP ON REQUEST (DOR) AND DISENROLLMENT

1. Candidates may request voluntary disenrollment from NAPS.

2. Candidates may be involuntarily disenrolled for the following reasons:

- a. Poor academic performance.
 - b. Violation of the Honor Concept.
 - c. Conduct and UCMJ violations.
 - d. Medical disqualification.
 - e. Deficient in military aptitude.
3. More information for Drop on Request and Disenrollment can be found in NAPSINST 1900.1.

8.6 COLOR COMPETITION

1. Color Competition is an inter-platoon and inter-company competition designed to foster teamwork, camaraderie, and a healthy unit rivalry within the NAPS Battalion.
2. The platoon and company attaining the highest overall average in military, academic, and physical mission are designated color platoon and color company.
3. Color competition results for the indoctrination phase of training and each trimester thereafter are announced at the marking period awards ceremony. Individual or team privileges awarded to the winners must be used during the subsequent marking period.
 - a. Academic Streamer: Awarded to the platoon with the highest average combined TQPA. In the case of a tie, the streamer will go to the platoon with the highest CQPA. The streamer is displayed on the platoon guidon.
 - b. Athletic Streamer: Awarded to the platoon with the highest average score on the PRT. The streamer is displayed on the platoon guidon.
 - c. Military Bearing Streamer: Awarded to the platoon with the highest score in the personnel and room inspections. The streamer is displayed on the platoon guidon.
 - d. Drill Streamer: Awarded to the platoon with the highest score in drill. The streamer is displayed on the platoon guidon.
 - e. Color Platoon: Awarded to the platoon with the highest combined score in all areas of competition (Academic, Athletics, and Military Bearing). In the case of a tie, the winner shall be the platoon with the greatest amount of community service. The streamer is displayed on the platoon guidon. Rewarded pizza party during one singular noon meal, plan of the day dependent.
 - f. Color Company: Awarded to the company with the highest combined score of all competitions (Academic, Athletics, and Military). The streamer is displayed on the company guidon. Rewarded one overnight liberty with the approval of the Commanding Officer, plan of the day dependent.

8.7 PLATOON ROWAN AWARD

1. The Platoon Rowan Award is established to recognize those outstanding individuals in each platoon whose overall performance in each of the marking periods has been exceptional. Candidates recognized will be those who are most representative of the highest standards of the institution. In selecting these personnel, emphasis will be placed on maximum or best effort by an individual rather than competitive standing.
2. Criteria for selection includes personal conduct, personal appearance, military performance, and citizenship which reflects the highest standards of reliability, integrity, judgment, effort, and attitude. Candidates must also meet the physical readiness mission and attain satisfactory academic performance that is indicative of achievement at the individual's level of potential.
3. At the end of each marking period, the Candidates in each platoon will nominate three of their peers for the Platoon Rowan Award. Each individual's record will be reviewed by the SEL and further recommendations made to the Company Officer for final selection. As a reward, the Rowan Award winner shall wear the Rowan Aiguillette and shall not stand watch for the next marking period.

CHAPTER NINE

PERFORMANCE COUNSELING AND EVALUATION

9.1 MILITARY APTITUDE

1. Candidates will be evaluated by the NAPS chain of command to determine their military aptitude for admission to USNA. Military aptitude is developed and measured by daily execution of the military regimen at NAPS, deliberate military training evolutions, continuous informal feedback from NAPS military staff, and periodic formal performance counseling and evaluation.

2. NAPS is a training environment and Candidates are expected to learn through the trial and error that is a natural component of any transformative process. The NAPS training program will continually challenge Candidates to demonstrate their aptitude to become USNA Midshipmen or USCGA Cadets. All NAPS faculty and staff have a role in developing the military aptitude of Candidates through instruction and feedback to improve performance. Company Officers / SELs have an additional role to formally evaluate military performance and aptitude which will inform the CO's recommendation for admission to USNA.

9.2 COUNSELING AND PERFORMANCE IMPROVEMENT

1. Candidates who fail to perform duties to the requisite standard will be remediated and trained by Candidate stripers and by the NAPS staff and faculty through various leadership measures. **Leaders will take these measures to correct performance deficiencies at the lowest *effective* level.**

a. Verbal correction or reprimand. The most basic leadership measure is a verbal correction or reprimand, clearly explaining the sub-standard performance and providing guidance to improve. These should be done in private whenever possible. This is an informal action. Most performance deficiencies can be successfully corrected by leaders who take the time and effort to clearly explain the deficiency and the rationale for improving performance.

b. Record of Counseling Form. The lowest formal action to document and correct performance discrepancies is a counseling form. A written counseling form should be considered an escalation of corrective measures when verbal correction or reprimand has not yielded the desired improvement in performance. The purpose of the counseling form is to more clearly and formally articulate the deficiency and the required improvement without resorting to punitive consequences. Figure 9-A, is the form used to document a record of counseling. It is paramount that platoon and company leaders document trends in behavior that a Candidate can use as feedback to improve performance. The Company Officer and SEL will maintain all forms in the respective Candidate's file.

c. Extra Military Instruction (EMI). EMI is designed to assist or retrain a Candidate to correct a specific performance discrepancy such as uniform appearance, timely execution of duties, or adapting to military regimen. EMI may be assigned by a Company Officer/SEL, Command Senior Enlisted Advisor, Executive Officer, or Commanding Officer. EMI is a formal action that should be documented by the assigning authority. **EMI is never punitive.** Extra instruction is an extension of the NAPS military training system and must be directly related to positively improving the performance deficiency it intends to correct.

2. It is essential to note that these are non-punitive actions and are not part of the conduct system. However, should a Candidate fail to respond to one or more of these measures, and should their continued poor performance impact the good order and discipline of the NAPS Battalion, resolution under the conduct system may be warranted.

9.3 “Speeding Ticket” Spot Counseling System

1. Not all candidate infractions require the administrative process of full adjudications. To help sustain a culture of accountability, CDOs and Ripley Hall staff are empowered to issue any candidate a spot counseling, referred to as a “Speeding Ticket”, for routine and minor conduct infractions. This process will give accountable feedback to candidates on their professionalism and execution of duties. Speeding Tickets will be issued with the following guidance:

a. When an infraction occurs, the issuing staff member will address the deficiency on the spot, informing the candidate both of the nature of their infraction and that they’re being issued a speeding ticket.

b. The issuing staff member will enter the candidate in question's name, as well as a brief description of their misconduct, into the speeding ticket Google Form. This form will be promulgated by the Command Legal Officer, and is saved in the Military Staff Google Drive.

c. Company Officers and Senior Enlisted Leaders (SELs) will review the Speeding Ticket tracking document periodically in order to account for candidates within their companies. Company Officers and SELs may remove infractions from the tracker, if they feel such infractions were issued erroneously or without sufficient merit.

d. Normally, speeding tickets will result in a company level adjudication after the following thresholds are met, and will result in the corresponding punishment if the accused candidate is found guilty. Company Officers retain the discretion to adjudicate candidates outside of these thresholds, to award more severe punishments, or to recommend a case be forwarded to the Commanding Officer or Executive Officer for adjudication, if they feel the misconduct warrants deviation.

- (1) Three Speeding Tickets in one Marking Period: 3 days of restriction
- (2) After four Speeding Tickets in one Marking Period: 5 days of restriction
- (3) After five Speeding Tickets in one Marking Period: 7 days of restriction
- (4) After six Speeding Tickets in one Marking Period: 10 days of restriction
- (5) After seven Speeding Tickets in one Marking Period: 14 days of restriction
- (6) After eight Speeding Tickets in one Marking Period: Forward to XO adjudication.

9.4 Periodic Counseling and Performance Evaluation

1. Periodic performance feedback and guidance is essential to the moral, mental, and physical development of midshipman candidates. To that end, each candidate will receive formal counseling and feedback on their performance within the battalion a minimum of once per marking period. Candidates holding a striper position will be counseled a minimum of two times during the marking period during which they hold the billet. This counseling will be documented, and the documentation retained by the company officer.

a. Battalion level stripers will be counseled by the Battalion Operations Officer or LCPO.

b. Company, platoon, and squad level stripers will be counseled by their Company Officer or SEL.

c. Candidates who are not stripers will be counseled by their squad leaders. This counseling should be non-confrontational in nature, and is meant to provide constructive feedback to the Candidate being counseled. Company Officers and SELs will provide training on how to conduct a counseling session prior to any counseling sessions.

COUNSELING SHEET				DATE:	
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>					
<u>NAME: (Last, First)</u>				<u>GRADE</u>	<u>COMPANY - PLATOON</u>
<u>ORGANIZATION</u> NAVAL ACADEMY PREPARATORY SCHOOL				<u>NAME / GRADE OF COUNSELOR</u>	
<u>AREA OF DISCUSSION</u>				<u>PURPOSE OF DISCUSSION</u>	
☐	☐	MILITARY APTITUDE / CONDUCT	☐	☐	INFORMAL - DISCIPLINARY
☐	☐	MENTAL / ACADEMIC PERFORMANCE	☐	☐	FORMAL - DISCIPLINARY
☐	☐	PHYSICAL PERFORMANCE	☐	☐	POSITIVE / RECOGNITION
☐	☐	OTHER	☐	☐	PERIODIC / ROUTINE
DESCRIPTION OF PERFORMANCE (completed by counselor):					
COUNSELEE COMMENTS (ex: how will you make sure this doesn't happen again, what resources are you going to use, etc.)					
COUNSELEE'S SIGNATURE:				COUNSELOR'S SIGNATURE:	

Figure 9-A