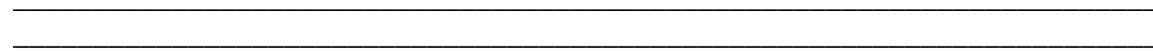


Naval Academy Preparatory School Midshipman Candidate Performance Manual

NAPSINST 5400.1F

20 Jul 20



Department of the Navy

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NAPSINST 5400.1F
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NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 5400.1F

From: Commanding Officer Naval Academy Preparatory School

Subj: NAVAL ACADEMY PREPARATORY SCHOOL (NAPS) PERFORMANCE
MANUAL

Refs: (a) NAPSINST 1610.1(Series)

Encl: (1) NAPS MIDSHIPMAN CANDIDATE REGULATIONS

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

J. D. BAHR

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CHAPTER ONE: ROUTINE EVENTS

1.1 BATTLE RHYTHM

1) Monday – Thursday (Full Day Schedule)		3) Friday (Half-Day Schedule)	
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	0735-0850	1 st Period Class	0735-0830
2 nd Period Class	0900-1015	2 nd Period Class	0840-0935
Noon Meal Formation	1045-1055	3 rd Period Class	0945-1040
Noon Meal	1100-1140	Noon Meal Formation	1045-1055
3 rd Period Class	1200-1315	Noon Meal	1100-1140
4 th Period Class	1325-1440	4 th Period Class	1200-1255
Afternoon EI Period	1445-1530	Military Training	1300-1530
Sports Period	1545-1745	Sports Period	1545-1745
Evening Meal	1745-1830	Evening Meal	1745-1830
Weekday Liberty Call	1800	Liberty Call (CDO Discretion)	1800
Duty Platoon/Company Cleanup	1830-1900	Duty Platoon/Company Cleanup	1830-1900
Evening Study	1900-2100	TAPS Sheets Open	2200-2245
TAPS Sheets Open	2100-2120	Liberty Expires/Accountability	2245
Personal Time	2100-2130	Muster Complete/Lights-out/TAPS	2300
Liberty Expires/Accountability	2120	4) Saturday	
Muster Complete/Lights-out/TAPS	2130	Soft Reveille	0530
2) Wednesday (Half Day Schedule)		Morning Meal	0600-0640
Reveille	0530	Morning Quarters with Company Commander	0650
Morning Meal Formation	0550	Duty Platoon/Company Cleanup	0700-0800
Morning Meal	0600-0640	Study Period	0800-1100
Duty Platoon/Company Cleanup	0645-0715	Liberty Call (CDO Discretion)	TBD
Morning Quarters	0715-0725	Noon Meal	1100-1140
1 st Period Class	0735-0830	Evening Meal	1745-1830
2 nd Period Class	0840-0935	Duty Platoon Cleanup	1830-2000
3 rd Period Class	0945-1040	TAPS Sheets Open	2300-2345
Noon Meal Formation	1045-1055	Liberty Expires/Accountability	2345
Noon Meal	1100-1140	Muster Complete/Lights-out/TAPS	2359
4 th Period Class	1200-1255	5) Sunday	
Company Level Training	1300-1530	Morning Meal	0600-0640
Sports Period	1545-1745	Duty Platoon / Company Cleanup	0700-0800
Evening Meal	1745-1830	Noon Meal	1100-1140
Weekday Liberty Call	1800	Academic Probation Liberty Expires / Accountability Muster	1430
Duty Platoon/Company Cleanup	1830-1900	Liberty Expires/Accountability/Muster Complete	1730
Evening Study	1900-2100	Evening Meal	1745-1830
TAPS Sheets Open	2100-2120	Duty Platoon/Company Cleanup	1830-1900
Personal Time	2100-2130	Evening Study	1900-2100
Liberty Expires/Accountability	2120	TAPS Sheets Open	2100-2120
Muster Complete/Lights-out/TAPS	2130	Personal Time	2100-2130
		Lights-out /TAPS	2130

5) Test Day	
Reveille	0530
Morning Meal Formation	0550
Morning Meal	0600-0640
Duty Platoon/Company Cleanup	0645-0715
Morning Quarters	0715-0725
Test	0735-0850
1 st Period	0900-0950
2 nd Period	1000-1050
Noon Meal Formation	1055-1100
Noon Meal	1105-1145
3 rd Period	1205-1300
4 th Period	1305-1400
Afternoon EI Period	1405-1530
Sports Period	1545-1745
Evening Meal	1745-1830
Weekday Liberty Call	1800
Duty Platoon/Company Cleanup	1830-1900
Evening Study	1900-2100
TAPS Sheets Open	2100-2120
Personal Time	2100-2130
Liberty Expires/Accountability	2120
Muster Complete/Lights-out/TAPS	2130

1.2 REVEILLE

1. At reveille, Midshipman 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. Early Reveille Chits may be signed by Company Officers or SEL. 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 Midshipman Candidates shall report to Medical in the Uniform of the Day (UOD) with proper hygiene (i.e. shaved, showered, and teeth brushed). See the Medical and Dental Care section for further guidance.

1.4 QUARTERS, FORMATION, AND MEAL

1. Midshipman Candidates shall be in an inspection-ready prescribed uniform, as well as covered, when attending formation or quarters. Midshipman 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 Midshipman Candidates unless SIQ, excused per the table of priorities (Chapter 2.1), or by special request chit. A Midshipman Candidate must inform their chain of command if they will miss formation and/or quarters.

3. Midshipman 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. On-line musters may be called. These musters are conducted in the respective platoon areas. Midshipman Candidates must be physically outside their respective rooms in front of their doors in the UOD. Accountability will be taken by squad leaders and passed up the chain of command. All Battalion level word will be passed via the 1MC.
6. Morning Meal is mandatory for all hands and shall be preceded by a formation where 100% accountability is attained and reported to the Command Duty Officer. Candidates will then march to, and from, 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.
7. Noon Meal is mandatory for all hands and shall be preceded by a formation where 100% accountability is attained and reported to the Operations Officer, Executive Officer, or Commanding Officer. Students will then march to, and from, Ney Hall. The noon meal times of 1100-1140 shall be strictly adhered to.
8. Evening Meal is encouraged for all hands, but not mandatory. Students are not required to march to, and from, Ney Hall but are instead authorized to walk over on their own or in small groups. The evening meal times of 1745-1830 shall be strictly adhered to.

1.5 EXTRA INSTRUCTION (EI) PERIODS

1. Extra Instruction and supplemental academic support are pillars of the NAPS academic program. The primary purpose of these periods is for Midshipman Candidates to receive supplemental instruction and tutoring by academic faculty to maximize learning and improve academic performance. Classroom instructors are available every day during EI periods. A Midshipman Candidate's primary source for EI will normally be his/her classroom instructor. Midshipman Candidates should also actively seek EI from other classroom instructors, supplemental instructors, and tutors. Instructors and tutors typically conduct EI in their offices, the Academic Center, or academic classrooms.
2. Afternoon EI Period (1445-1530 or 1405-1530 on test days) is mandatory for all Midshipman Candidates executed in Ripley or Perry Hall.
3. Midshipman Candidates will consult the table of priorities to determine legitimate excusals from EI.

1.6 SPORTS PERIOD

1. Sports Period is dedicated time for in-season sports practices, out-of-season practices, battalion or company-level PT, remedial PT, and personal workouts. Every Midshipman Candidate is required to PT every weekday during sports period unless excused by a coach, trainer, or company officer. When a Midshipman Candidate fulfills their athletic and physical training requirements, the remainder of sports period may be used for Extra Instruction, Extra Military Instruction, Counseling, and other activities as authorized by the respective Coaches and Company Officers. Any activities taking place during sports period that are not PT related, must be coordinated via a Midshipman Candidate's Coach and Company Officer.

2. All Midshipman Candidates shall wear regulation PEP gear (per NAPSINST 1020) while participating in sports period.

a. NAPS coaches, trainers, and Company Officers are authorized to make exceptions to regulation PEP gear as required for team attire or other organized PT events.

b. In harsh weather conditions, wear appropriate NAPS cold weather gear per NAPSINST 1020.

3. During sports period, Midshipman Candidates **may not** use any non-physical fitness related facilities on Naval Station Newport, to include but not limited to: the Commissary, the Navy Exchange (NEX), the gas station, the barber shop, Navy Federal Credit Union, and any retail food outlets available at the Naval Station (ex. Subway or Bowling Alley).

4. Midshipman Candidates may only wear headphones on McCool Track, in Gym 1801, Gym 302, or Chaffee Gym. For safety reasons, Midshipman Candidates **shall not** wear headphones while walking or running on base besides the locations listed.

1.7 UNSCHEDULED PERIODS

1. **Unscheduled periods:** An unscheduled period is any period during the academic portion of the day (1st-4th period) when a Midshipman Candidate does not have a scheduled class.

a. During MP1, all Midshipman Candidates will remain in Perry Hall during unscheduled periods to seek extra instruction or study independently.

b. After MP1:

(1) Those on academic probation will be required to use unscheduled periods to seek extra instruction or study independently in Perry Hall.

(2) All others may use unscheduled periods for personal business. Authorized personal business includes sleeping in their room, using base services (e.g. NEX, barbershop), or picking up mail.

Note: Periodically the English Department may use scheduled class periods for individual student conferences. This is NOT an unscheduled period for candidates who do not have

conferences. Those candidates will remain in Perry Hall to work on English assignments as directed by their professor.

2. Upon the completion of classes on Wednesday afternoons, Midshipman Candidates are authorized to use the time before sports period for Company Level Training and, if there is no training scheduled, personal time and tending to personal matters. This personal time is a privilege and poor performance may result in this time being reallocated towards Extra Instruction for academics or Extra Military Instruction for overall performance. This time concludes with the commencement of sports period.

1.8 EVENING STUDY PERIOD

1. Evening Study will be conducted Sunday through Thursday from 1900-2100. All Midshipman Candidate activities during evening study period will be academic in nature.

2. Midshipman Candidates may study in the Academic Center, in Perry Hall classrooms designated by NAPS faculty for study purposes, in a supplemental instructor or tutor's office, or at their desks in Ripley Hall. Exceptions must have the approval of an instructor or the CDO.

a. Midshipman Candidates shall be studying in one of these spaces by 1900.

b. Group study may be conducted in the Academic Center, designated study rooms in Perry Hall, or in platoon conference rooms in Ripley Hall.

c. Midshipman Candidates shall maintain a quiet "library" atmosphere in study spaces, to include Ripley Hall during evening study period. Midshipman Candidates collaborating on assignments may discuss academic topics at an appropriate volume, being respectful of those around them.

3. During evening study, Midshipman Candidates shall wear the UOD, regulation PEP gear, sweat suits, or track suits. No civilian attire is authorized for evening study.

4. NAPS issued laptops shall be used only for academic-related work during evening study. Non-academic web use, chat, and e-mails are prohibited during evening study.

5. Midshipman Candidates may listen to music using headphones. The volume must be set low enough to not disturb others.

6. The NAPS CDO may impose additional restrictions if Midshipman Candidates fail to maintain a quiet study atmosphere.

1.9 TAPS AND EARLY/LATE LIGHTS CHITS

1. All Midshipman Candidates will sign a Platoon TAPS Muster Sheet each evening. On Sundays through Thursdays, Platoon XO's will bring the days TAPS sheet to the CDO for review and signature at 2100. On Fridays, Platoon XO's, or a designated representative, will retrieve approved TAPS sheets from the CDO at 2200 where they will remain open until 2245, when

they will be promptly returned to the CDO. On Saturdays, Platoon XOs, or a designated representative, will retrieve approved TAPS sheets from the CDO at 2300 where they will remain open until 2345, when they will be promptly returned to the CDO.

2. Midshipman Candidates shall:

a. Remain in platoon area after signing TAPS unless authorized to depart by the Command Duty Officer. If authorized to depart, Midshipman Candidates must sign the liberty log immediately upon departure and return.

b. Unless on watch, Midshipman 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. Midshipman Candidates will be in their racks with the lights out when TAPS is sounded.

4. Midshipman Candidates may receive an early or late lights chit, allowing them to go to bed prior to TAPS or after TAPS. This is granted by a special request chit routed up through a Midshipman Candidate's chain of command (Company Officer/SEL). CDO may sign these chits as last resort. All early/late lights chits must be posted on the outside of the midshipman candidate's door.

5. All Ripley Hall exterior doors will be locked, except the quarterdeck door, from TAPS until Reveille.

1.10 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 Midshipman 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.

3. If the absence involves missing class, Midshipman Candidates should inform their instructors via e-mail no later than 24 hours prior to missing a class. The Midshipman 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 Department Supervisor.

1.11 LIBERTY

1. Liberty at NAPS is a privilege that is awarded to those Midshipman Candidates who meet performance criteria in a combination of academic, military, and physical fitness benchmarks and achievements. The Rings of Liberty (Table 1-1) shows the correlation between performance and liberty.

a. Weekend liberty call begins at the discretion of the Command Duty Officer.

(1) Weekend liberty concludes at 1800 on Sunday for all Midshipman Candidates with the exception of those on Academic Probation (as determined by the Academic Dean). Liberty will conclude at 1430 on Sunday for those on Academic Probation.

(2) Liberty for extended weekends and holidays will be addressed during the academic year through the POD.

b. Appropriate civilian attire must be worn when Midshipman Candidates depart on liberty. Proper civilian attire is addressed in the NAPSINST 1020. Any military member or watch stander is authorized to refuse liberty to Midshipman Candidates not in appropriate attire.

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

d. Midshipman Candidates traveling beyond 200 miles of Naval Station Newport (to include NYC) will submit a special request chit as defined in Chapter Two.

e. Mandatory training or study sessions may occur during normal liberty hours; such training may preclude or limit liberty times.

3. Overnight Liberty.

a. Saturday night is the authorized night for overnight liberty unless otherwise specified or approved by special request chit.

b. Every Midshipman Candidate will sign an overnight sheet during the week prior if they intend to use overnight liberty during the following weekend. Overnight sheets will be posted in platoon spaces by the Platoon XO on Monday morning and submitted to the Company Officer NLT 0800 on Thursday morning for review and approval.

c. Any Midshipman Candidate who elects to stay in Ripley Hall on overnight liberty status will be subject to Ripley Hall rules and regulations (with the exception of signing TAPS). Midshipman Candidates arriving after TAPS will go directly to their rooms and go to bed. Between TAPS and Reveille, quiet hours are enforced.

4. Weeknight liberty. Midshipman Candidates using weeknight liberty will depart NAPS grounds. Those who are entitled to weeknight liberty but choose not to leave NAPS grounds are subject to all NAPS rules and regulations (i.e. civilian clothes not allowed, doors must be open,

maintain quiet “library” atmosphere in Ripley Hall). Alcohol use is prohibited during weeknight liberty.

Rings of Liberty

Ring #	QPA ¹	PFA ^{2,3}	Military Performance ⁴	TUES ⁵	WED ⁵	THUR ⁵	FRI ⁶	SAT ⁷	SUN	Weekend Overnights (per MT)	Liberty Expires
1	≥ 3.40	PASS	A, B, C	X	X	X	X	X	X	4	Sunday 1800
2	3.39-2.80	PASS	A, B, C			X	X	X	X	3	Sunday 1800
3	2.79-2.40	PASS	A, B, C				X	X	X	2	Sunday 1800
4	2.39-2.00	PASS	A, B, C				X	X	X	1	Sunday 1800
5	<2.00	N/A	D, F				X	X	X	0	Sunday 1430
<ol style="list-style-type: none"> 1. “QPA” refers to the M/C’s most recent TQPA. Any “F” failing grade in any subject results in Ring 5 regardless of overall QPA. 2. M/Cs must have a passing score for the most recent PFA unless excused with a valid medical waiver. A failing grade on the most recent PFA results in Ring 5. M/Cs with a PFA failure can be restored to the appropriate ring by progressing out of remedial PT (passing two consecutive remedial PFAs). M/Cs with PFA failures must log 2 hours of PT in the Remedial PT Log on either Saturday or Sunday during liberty hours, regardless of overnight status. 3. M/Cs who are in Liberty Ring 5 solely due to a failing PFA shall have an 1800 Liberty expiration on Sunday. 4. M/Cs military performance will be evaluated by the Company SEL and Company Officer at the end of each MP. Any M/C who earns a recommendation of “Not Qualified” (D or F in Military Aptitude), will be automatically be placed in Liberty Ring 5. M/C who earned a D/F will be re-assessed at the MT for improvement in military performance and may attain the Ring of Liberty warranted by their Academic and Physical performance. 5. Weeknight liberty will be awarded at the beginning of MP2. Prior to the completion of MP1, weeknight liberty will be allowed on a case-by-case basis with an approved special request chit. Weeknight liberty is from 1800 until 2120. 6. Friday night liberty will be from 1800-2245. 7. Saturday overnight liberty will be awarded at the beginning of MP2. Prior to the completion of MP1, weekend overnight liberty will be allowed on a case-by-case basis with an approved special request chit. 											

Table 1-1

CHAPTER TWO

TABLE OF PRIORITIES

2.1 **TABLE OF PRIORITIES**

1. Midshipman 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. Medical appointments
3. Movement Orders approved by the Commanding Officer, Executive Officer, or Battalion Operations Officer
4. Mandatory meals while the galley is open.
5. Scheduled class.
6. Scheduled Extra Instruction appointments.
7. Scheduled Physical Readiness Test (PRT).
8. Orders to report to Company Officer or Senior Enlisted Leader
9. Extra Instruction Period.
10. Watch
11. Restriction muster, tours, and extra assigned duties.
12. Morning and Evening Study Periods
13. Organized sports period, practices, and physical training time.
14. Battalion physical training, drill, and military instruction.
15. Extracurricular activities and volunteer activities.
16. Liberty

2.2 **SPECIAL REQUESTS**

1. The right of any Midshipman Candidate to route a special request chit may not be denied nor restricted by any Staff Member or other Midshipman Candidate. If a Midshipman Candidate feels that special circumstances warrant an exception to any regulation or directive, that Midshipman 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. Requests for exchange of duty will be made only between Midshipman Candidates fully qualified to stand each other's watches. Exchanges of duty will be made for at least one full day.

d. 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.

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

f. A special request chit that requires missing class shall be routed via the affected professors, Academic Dean, Company Senior Enlisted Leader, Company Officer, Executive Officer, and to the Commanding Officer for Final Approval.

g. 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.

h. The Battalion Drill Instructor is required to sign any request chits for Midshipman Candidates on remedial PT when it will effect attendance at remedial PT.

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. Midshipman 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. Midshipman 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.

a. Commanding Officer:

(1) Any Travel outside the Contiguous United States (OCONUS) – requires taking leave.

(2) A chit that exceeds 48 hours absence from military obligations including class.

(3) Midshipman Candidate travel distance is greater than 400 miles.

(4) Emergency leave requests – delegated to the CDO if time is of the essence (CDO will notify the CO).

(5) Participation in inherently hazardous activities.

b. Executive Officer:

(1) Midshipman Candidate travel distance is greater than 300 miles but less than 400 miles.

(2) Excusals from any mandatory Battalion-level event, to include but not limited to battalion physical training (PT), military training, and any trips.

(3) Replacement of a lost/stolen ID card (second offense).

(4) Missing military obligations, including class, less than 48 hours.

(5) Irregular Overnights (i.e. not in accordance with the Rings of Liberty).

(6) Any special liberty for a Midshipman Candidate who has a TQPA of 2.00 or less with concurrence from all teachers, coaches, Athletic Director, and Academic Dean.

c. Command Duty Officer:

(1) Emergency leave request chits during non-working hours.

(2) Early Light Chits/Late Light Chits in special circumstances.

d. Company Officer and Senior Enlisted Leader:

(1) Midshipman Candidate travel distance is greater than 200 miles but less than 300 miles.

(2) Missing TAPS and liberty extensions up to 12 hours for Operational Risk Management (ORM) purposes.

(3) Special town liberty, including liberty to attend religious services at a house of worship located within the 35-mile radius.

(4) Excusal from military evolutions, including swimming and remedial PT, restriction musters, meals, and formations.

(5) Regular leave requests.

(6) Replacement of a lost/stolen ID card (first offense).

(7) Granting an overnight on a Friday night.

(8) Workout times earlier than 0600 for company personnel on an individual basis.

(9) Early Lights Chits/Late Lights chits.

(10) Authorization to carry cell phones within Perry Hall. Of note, this authorizes Midshipman Candidates to have their cell phone but does not authorize use within the classroom. If a situation arises that their phone must be used during class times, they must request permission from their professor based off individual classroom expectations. Midshipman Candidates must carry their approved special request chit with them whenever carrying their phones in Perry Hall.

2.3 MOVEMENT ORDERS AND EXCUSALS

1. For accountability purposes, a movement order must be submitted to allow Midshipman Candidates to miss normally scheduled events in order to attend other events, even during normal liberty time.

2. Midshipman Candidates shall not depart on movement order prior to attaining approval from the appropriate approval authorities.

3. 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 Midshipman Candidates are subject to the Uniform Code of Military Justice (UCMJ) which further describes standards of acceptable behavior. Midshipman Candidates will treat each other with dignity and respect and will conduct themselves with the utmost professionalism in all interpersonal interactions at all times.
2. When in doubt, a Midshipman Candidate should consult their chain of command, a chaplain, or a trusted mentor for further guidance on acceptable interpersonal interactions.

3.2 HAZING

1. SECNAVINST 1610.2A 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 Midshipman Candidate may engage in hazing or consent to acts of hazing being committed upon them.
 - b. No Midshipman Candidate, will condone or ignore hazing. Every Midshipman 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 DISCRIMINATION

1. 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.

2. Regulations regarding discrimination:

a. Midshipman Candidates will neither individually or collectively discriminate against another individual or group.

b. Midshipman Candidates will not condone or ignore discrimination of which he or she has knowledge or has reason to have knowledge.

c. Midshipman 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.

3. Reporting and resolution. The Navy's policy is to resolve issues of discrimination or harassment at the lowest effective level. Midshipman 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. Commanding Officer is notified and conducts an investigation. CO deems grievance is unsubstantiated and dismissed; or substantiated and outcome is based on CO's determination.

The CMEO Advisor files grievances for hazing, fraternization, sexual harassment, and discrimination of gender, race, national origin, sexual orientation, color, and religion.

Discrimination and harassment will not be tolerated at NAPS. If at any time a Midshipman 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.

3.4 SEXUAL HARASSMENT

1. 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:

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

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

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

2. Regulations regarding sexual harassment:

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

b. Midshipman Candidates will not condone or ignore sexual harassment of which he or she has knowledge or has reason to have knowledge.

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

3. Reporting and resolution. A sexual harassment grievance will be reported in the same manner as DISCRIMINATION above.

3.5 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, and it tends to excite sexual desire or deprave morals with respect to sexual relations.

b. Midshipman Candidates shall not: engage in sexual misconduct, hold hands while in uniform, exchange intimate contact, such as backrubs, at NAPS or while in uniform, display inappropriate or excessive affection in public.

c. Indecent conduct includes observing, or making 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. Only Midshipman Candidates of the same sex are allowed in each other's rooms. One member assigned to the room must be present when those not assigned are present and doors must remain open.

3. Midshipman Candidates will not have intimate or sexual relationships with classmates who are in the process of separating from NAPS.

4. Intimate or sexual relationships between Midshipman 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.

5. Intimate or sexual relationships between Midshipman Candidates and Midshipman at the United States Naval Academy are prohibited.

6. Reporting procedures. Upon becoming aware of any incident involving sexual misconduct by a Midshipman Candidate should notify his/her Chain of Command.

3.6 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 USNAINST 5354.5C and to encourage victims to seek help, an option for confidential disclosure called "restricted reporting" is available. Midshipman Candidates may confidentially disclose sexual assaults to specified personnel without triggering an official investigation and 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. To make a restricted report, victims must disclose to one of the following: SARC, 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 Response, Guidance, Understanding, Information, Direction, and Education (SAPR GUIDE) – SAPR GUIDEs are volunteer Midshipman 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 USNAINST 5354.5C

3.7 FRATERNIZATION

1. Fraternalization 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 midshipman candidates are strictly prohibited. While it is expected that NAPS staff and faculty members will develop strong professional relationships with midshipman 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.

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

4. Midshipman 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 Midshipman Candidates shall submit a chit through their chain of command. Dating couples will be moved to separate platoons.

5. Mentors and sponsors. Midshipman Candidates will be encouraged to engage in the mentorship and sponsorship program at NAPS. This program allows Midshipman 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 Midshipman Candidates and their sponsors/mentors do not constitute fraternization as long as they observe the bounds of acceptable behavior as described in this instruction.

6. Reporting procedures. When reporting any incident involving fraternization by a Midshipman 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, Midshipman Candidates shall:
 - a. Remain covered during indoor formations.
 - b. Remain covered when outdoors, including while seated.
 - c. In a vehicle a cover is mandatory when entering or within a military base, unless wearing the cover is impractical or hazardous.
 - d. Remove covers and civilian headgear indoors.
 - e. Remain covered when standing watch.
 - f. Stow covers in an appropriate manner when proper stowage is provided.
2. In regard to offering salutes, Midshipman Candidates shall render and return salutes and appropriate greetings as required by proper service etiquette. Exceptions to rendering salutes include:
 - a. At crowded gatherings or in congested areas, only a Midshipman 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. Persons operating moving motor vehicles should not render or return salutes. Passengers will render and return salutes.
 - e. When a medical condition precludes the rendering of a salute (such as when the right arm/shoulder is affected), a Midshipman Candidate will come to attention and render an appropriate greeting.
3. In regard to rendering honors and other signs of respect, all Midshipman Candidates shall:
 - a. Call "Attention on Deck," at first sight of any mid-grade, field grade, general or flag officer (0-4 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. Show deference to officers at all times by recognizing their presence and employing a courteous and respectful bearing and mode of speech toward them.

c. 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.

(3) An officer joins the mess.

(4) A professor enters or departs the classroom.

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

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

a. Sit in seats reserved for their particular platoon.

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

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

d. When asking a question, come to attention and state "Sir/Ma'am Midshipman 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, Midshipman Candidates will not smoke, chew tobacco, chew gum, eat, drink beverages, place hands in pockets, use headphones (including wireless), or publicly display affection.

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

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

- a. Knock and state “Midshipman 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 Candidate (Last Name) reporting as ordered”
 - (2) “Sir/Ma’am, Midshipman Candidate (Last Name) request permission to speak”
 - 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 Midshipman Candidate will come to attention and “Request permission to go ashore.” When the senior grants permission to leave, the Midshipman Candidate will answer “Aye Aye Sir/Ma’am.” The Midshipman Candidate will make proper facing movement and exit the most direct route.
8. Midshipman Candidates will display conduct on the quarterdeck that reflects the decorum, dignity, and professional pride of NAPS. Loitering on the quarterdeck is prohibited.
9. Midshipman 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. Midshipman Candidates are only authorized to occupy their assigned rack.
 - b. The Midshipman Candidates assigned rack is the only authorized place to sleep.
 - c. Doors will always remain open while sleeping 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.

4.2 PHYSICAL FITNESS

1. Every Midshipman Candidate is required to PT every weekday during sports period unless excused by a coach, trainer, or military staff in their chain of command.
2. Midshipman Candidates must pass each marking period (official) PRT. All personnel who fail any official PRT must participate in Remedial Programs in accordance with NAPSINST 6100. Midshipman Candidates with physical education (PE) deficiencies who fail to attend remedial training will be reported as Unauthorized Absence (UA) and will be held accountable in

accordance with the conduct system. Further information on the PRT and Physical Fitness can be found in NAPSINST 6100.

4.3 FINANCIAL ACTIVITIES

1. Midshipman Candidates will not, without proper authority, either for themselves or as agents, engage in any business activity, financial dealing, or introduce any article for purpose of trade within the limits of the NAPS. Specifically, Midshipman 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. Midshipman Candidates may not gamble for money with playing cards, dice, or other apparatus or methods, in violation of local, state, or federal laws.

3. Midshipman Candidates may not incur outstanding debts when there is no reasonable expectation of repaying them. Midshipman 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 the Naval Academy.

4. Midshipman Candidates will not bounce checks.

5. Midshipman 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.

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

4.4 VEHICLES AND OTHER PERSONAL POSSESSIONS

1. All Midshipman Candidates will notify their Company Staff when initially bringing their privately owned vehicles (POV) aboard NAVSTA Newport. Midshipman Candidates will

provide the make, year, model, color, current registration, current license plate number, current insurance, and current driver's license.

a. Midshipman Candidates are not authorized use of POVs unless in a liberty status or specifically authorized by the Company Officer or SEL.

b. POVs will be parked in the authorized parking area only (See Figure 4-1). The specifically authorized parking area for Midshipman Candidates is the area directly south of the Chapel (excluding the small main parking area to the left of the chapel entrance). Refer to Snow removal plan for inclement weather parking. (Fig 4-1 identify.)

c. 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.

d. 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.

e. POVs are subject to health and comfort inspections by NAPS military staff members in order to maintain safety and good order and discipline.

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

a. All Midshipman Candidates may:

(1) Own a bicycle, but only store it in the outdoor storage lockers.

(2) Use public transportation.

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

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

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

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

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

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

6. Midshipman 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. Cell Phones are prohibited within Perry Hall at all times. They are to remain within Ripley Hall during all academic periods to include, but not limited to: class, EI periods, and study hall. If a Midshipman Candidate has an extenuating circumstance requiring them to keep their phone with them during the class day, a special request must be routed through their chain of command and, if approved by their Company Officer, must be carried with them while carrying their cell phone within Perry Hall. Regardless of the approval of their request, cell phones are NEVER to be used within class. The first violation of this order will result in a Minor Conduct Offense to be adjudicated by company leadership. Any subsequent incidents will result in Major Conduct Offenses to be adjudicated by the XO or CO.

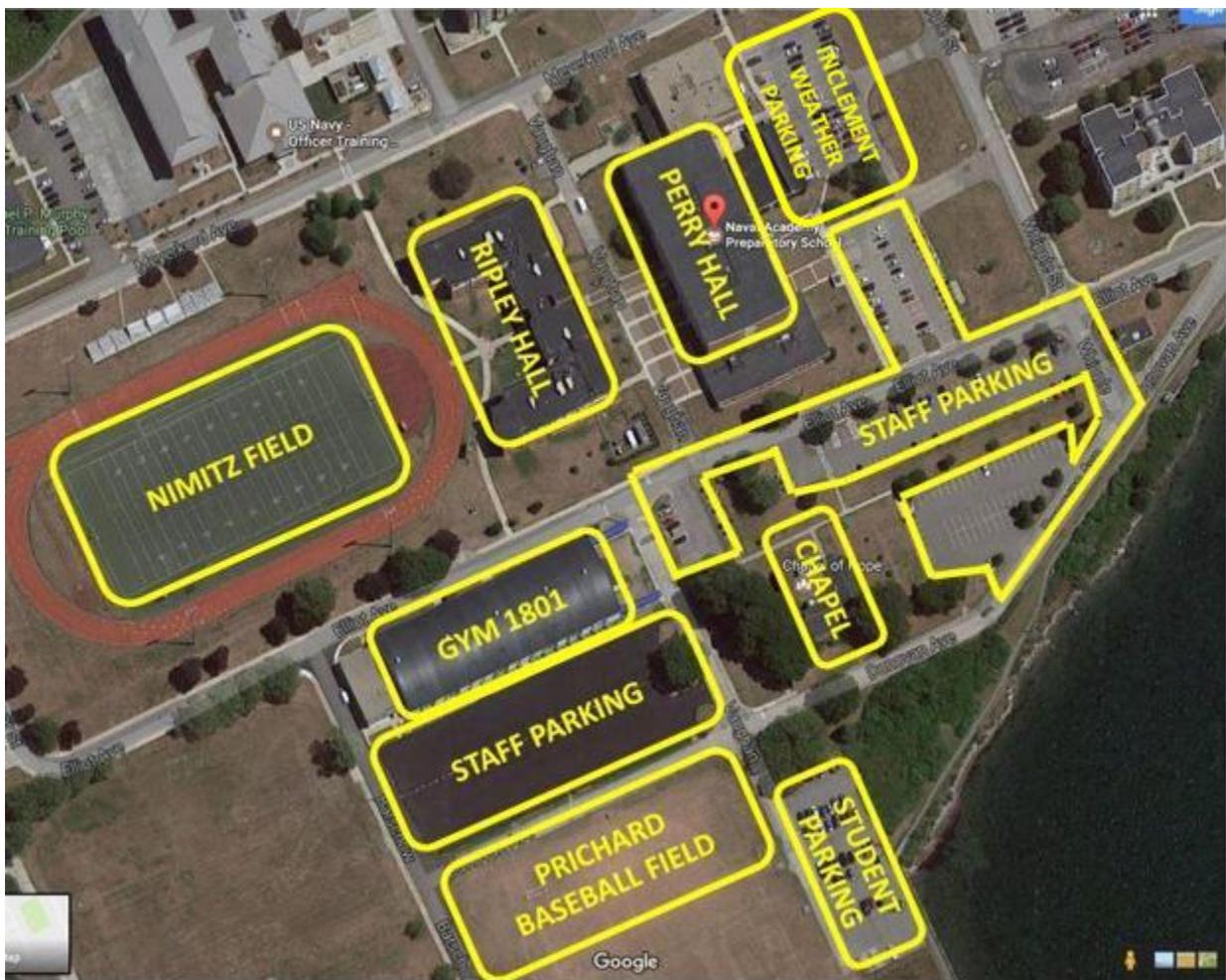


FIGURE 4-1

4.5 CONTROLLED SUBSTANCES

1. Regarding the use of alcohol:

a. Alcohol is prohibited anywhere on NAPS grounds and in the NAVSTA Newport Training Country (including inside Midshipman Candidate vehicles). NAPS personnel are subject to all NAVSTA Newport regulations regarding the consumption or possession of alcoholic beverages, as well as local and state laws.

b. Midshipman Candidates under the age of 21 shall not purchase, possess, or consume alcohol.

c. Midshipman Candidates who are age 21 or over may consume alcohol, but must conduct themselves in a mature and responsible manner to include:

(1) Compliance with all local and state regulations regarding drinking and driving.

(2) Providing alcohol to anyone under the age of 21 is prohibited.

(3) Consumption of alcohol within 8 hours of assuming any watch or duty is prohibited.

(4) Consumption of alcohol during the academic week (Sunday evening through Friday class day is prohibited).

(5) Reporting to a military obligation under the influence of alcohol is prohibited.

(6) Engage in irresponsible drinking, which includes but not limited the use of excessive profanity, aggressive and/or disrespectful behavior, excessive stumbling or falling down, and/or vomiting is prohibited.

(7) Consuming alcohol while on a restricted status is prohibited.

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. Midshipman 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.

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

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

e. 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 midshipman candidate. Prior to consuming any dietary supplements, Midshipman Candidates must submit a special request chit to their company officer via 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 midshipman candidate's closet door.

f. Over-the-counter multivitamins are authorized throughout the year, to include the INDOC period.

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. Midshipman 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. Midshipman 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 mean), fireworks, hunting knives, air/CO2 guns, brass knuckles, switchblades, or blackjacks.

b. Midshipman 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. Midshipman 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 PSD to replace it.

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

b. Midshipman 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.

(8) Carry military identification in their armband during INDOC or Battalion PT.

5.2 GOVERNMENT OWNED PROPERTY

1. In regard to government owned property, Midshipman 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 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, Midshipman Candidates shall:

a. Operate a government owned vehicle only when specifically designated to do so, and then only for official business.

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

c. Ride in government vehicles for official business only.

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. Midshipman 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 Midshipman Candidate computer rooms as well as the computers in the Midshipman Candidates' rooms.

(3) Safeguard files containing private information about individuals.

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

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

b. Midshipman 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) Publically 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.

(13) Load or play any video games on any government owned computer. This includes “Flash” and browser-based games. Users 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 Midshipman 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.

2. Ripley Hall printer rooms are open and available for use between reveille and TAPS. If a printer is not functioning properly, Midshipman 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. Midshipman Candidates are responsible for the cleanliness and organization of the printer rooms.

5.4 PERSONAL SECURITY

1. Midshipman Candidates shall:

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

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 judgement while using social media. Content shall not include PII, compromise personal or unit security, or bring discredit to NAPS or the Naval Academy.

2. Midshipman 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. Lock possessions in personal closet.

5.5 PHYSICAL SAFETY

1. Midshipman 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, nor the Quarterdeck door without explicit permission from NAPS Staff or in the case of an emergency.

- c. Wear reflective belts and gear when conducting workouts after sunset (evening colors) and before sunrise.

2. At any time, Midshipman Candidates shall not:

- a. Visit or patronize any establishment or area listed as "off limits" to members of the armed services.

- 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 the 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, Midshipman 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, Midshipman 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. Midshipman 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	Academic Supervisors	Coach/Trainer/Physical Education Supervisor
Superintendent, USNA	Professor/Instructor	
Commanding Officer, NAPS		
Executive Officer		
Company Officer		
Senior Enlisted Leader (SEL)		

Table 6-1

6.2 MIDSHIPMAN CANDIDATE ORGANIZATION

1. Midshipman Candidate Officers (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 2.0 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.

a. Battalion Commander is the senior striper 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 Midshipman 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 Midshipman 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 Midshipman 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 Midshipman Candidates in the Battalion. Additional duties and responsibilities are as follows:

(1) Coordinate with the NAPS Drill Instructor 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 report to the NAPS Drill Instructor and 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 Honor Advisor reports directly to the Honor Officer. The Battalion Honor Advisor oversees the Midshipman Candidate Honor Staff and helps implement the Honor Concept and honor education. This is a year-long position in order to provide continuity to the Battalion.

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

a. Company Commander is the senior striper 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 Midshipman 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 Midshipman 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 Midshipman 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 Midshipman Candidates accused of honor offenses. This is a year-long position.

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 Midshipman 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 Midshipman 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 Midshipman 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.

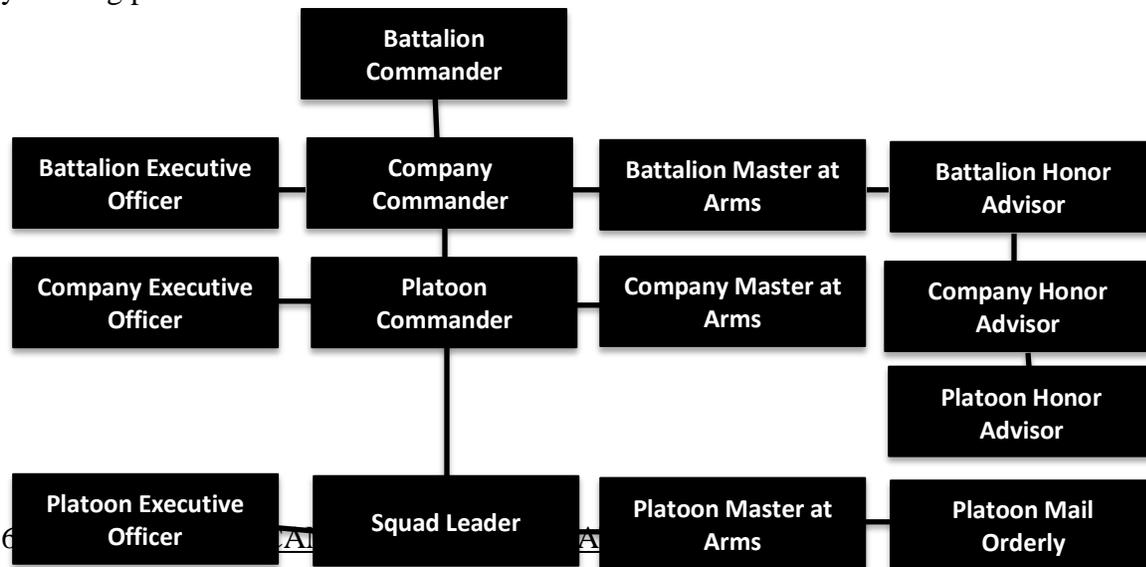
(2) Record all material discrepancies within respective platoon area and make reports to the Company MAA.

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

h. Platoon Honor Advisor will be selected by their peers to represent their platoon among the Honor Staff. They will be eligible to join Battalion Honor Boards, to educate their platoons on the Honor Concept, and to act as representatives and counsel for those Midshipman Candidates accused of honor offenses. This is a year-long position.

i. 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 Platoon 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 position.



1. It is expected that by the end of the year Midshipman 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 service.
- e. Exhibit behavior and actions consistent with the core values of the Navy.
- 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.

2. To receive favorable consideration for graduation from NAPS, Midshipman Candidates must:

- a. Achieve and maintain a 2.0 Cumulative Quality Point Average (CQPA) with no failing grades.
- b. Achieve and maintain a passing PFA score.
- c. Gain the CO's endorsement by displaying aptitude for admission to USNA. This is comprised of satisfactory military performance, conduct, and honorable behavior.

3. Midshipman Candidates must comply with the spirit and intent of all lawful rules, orders, regulations, directives, and instructions. Midshipman 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. Midshipman Candidates found to be unsatisfactory in conduct may be dis-enrolled if it is decided that their retention will not be in the best interests of the U.S. Navy.

- a. The NAPS conduct system is intended to correct and educate rather than be legalistic and punitive. Its purpose is to teach Midshipman 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 Midshipman 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 Midshipman Candidates are further subject to the provisions of U.S. Navy Regulations and applicable instructions and notices.

4. The NAPS Midshipman 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 Midshipman 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. Midshipman Candidates are not entitled to an expectation of privacy in their rooms except limited privacy in personal closets when locked.
2. Midshipman Candidates are expected to maintain Ripley and Perry Halls in a condition that reflects the high standards of cleanliness and professionalism exemplified by naval officers.
3. Midshipman 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. Midshipman Candidates shall not enter or use any space which is locked or known to be a restricted area except as authorized.
5. Midshipman Candidates shall not use elevators anywhere on NAPS grounds unless in possession of a medical chit authorizing elevator use. Midshipman Candidates may be authorized use of elevators with permission from Company Staff, such as taking trash barrels out of Ripley Hall.
6. Cell phones are prohibited in Perry Hall. Additionally, to maintain respect, professionalism, and decorum Midshipman Candidates shall not use cell phones at the galley or during military training.
7. Midshipman Candidates shall not use personal devices and drive or use personal devices and walk while in uniform.
8. Midshipman 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. Midshipman Candidates will report to Nimitz Field. Firefighting equipment will not be used, except in an actual fire.
9. Midshipman 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 unoccupied. Unoccupied rooms will have all lights off, curtains open, and door fully open.
 - c. Secure all valuables and prescription medicines in their locked closet. Each Midshipman 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. Keep all food in containers, labeled with date the food was placed in the refrigerator.
 - h. Display only white sheets, white pillow cases, blue bedsheet, and a white shower curtain.
 - i. Possess only furniture issued by Ripley Hall.
 - j. Post personal material in good taste on their bulletin board.
 - k. Maintain locker stowage per NAPSINST 1020.
 - l. Not smoke, dip tobacco, or vape except in designated outdoor areas, outlined in Chapter 4, section 4.5 Controlled Substances.
 - m. 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 door with deadbolt forward.
 - n. At all times keep occupants' last name inserted in appropriate holder on the door.
 - o. Keep curtains closed while a Midshipman Candidate is dressing or undressing.
10. Midshipman Candidates may:
- a. Lock their doors when all occupants are absent during a leave period.
 - b. Order food and have it delivered to Ripley Hall during the following times: 1) Monday-Thursday between the start of evening meal and the end of evening study period; 2) Friday-Saturday between liberty call and liberty expiration; 3) Sunday anytime until the end of study period. All delivery personnel will be met outside of Ripley Hall.
 - c. Escort visitors onto NAVSTA Newport. Midshipman 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).
 - d. Have the following items in their room:

(1) Clock radio is authorized. Alarm clocks will be turned off once reveille has been sounded.

(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. These systems may only be used while on liberty. During weekday liberty (Sun-Thurs) these systems shall not be used in Ripley Hall or Perry Hall study spaces. Outside of liberty hours, Midshipman Candidates will secure gaming systems in their locked closets.

(4) Tablet computer and smart phones 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. Food will be marked with date the food was placed in refrigerator. 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.

11. Midshipman 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.
- 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. Cook food in their rooms, including brew coffee, tea, soup, etc.

f. Keep the following items in their rooms:

(1) Microwaves, televisions, toaster ovens, coffee makers, blenders, hot plates, portable grills, rice cookers, or any other electrical appliances used for cooking purposes.

(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) Bicycles. Bicycles should be placed in appropriate bike lockers outside of Ripley Hall.

7.2 USE OF MIDSHIPMAN CANDIDATE FACILITIES

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

2. While in academic and recreation buildings:

a. Midshipman Candidates may:

(1) Drink water or coffee in a closed, reusable container in class at the discretion of the instructor. Soda, energy drinks, and other beverages in open and/or non-reusable containers are not allowed.

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

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

b. Midshipman 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. Use of a conference room as a lounge is prohibited during study hours.

7.3 NEY HALL

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

2. Midshipman 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 in Ney Hall.

3. Midshipman 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 maybe seen as an improvised explosive threat.

d. Sit idly at the table with an empty plate. Once finished eating Midshipman Candidates should walk outside and begin to form up with their platoon to march back.

7.4 MIDSHIPMAN CANDIDATE ROOM INSPECTION STANDARDS

1. Midshipman Candidates rooms will be subjected to Super Bravo inspection multiple times during each Marking Period. Super Bravo inspection can be found in NAPSINST 1020.

2. Bravo Condition. This condition will be maintained whenever the room is not occupied. Rooms shall be inspected in Bravo Condition at least weekly. Expectations for Bravo Condition can be found in NAPSINST 1020.

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 also be inspected.
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.
3. Only approved hazardous material (HAZMAT) is to be kept in specifically assigned HAZMAT lockers. A list of approved HAZMAT materials will be located on the door of the HAZMAT locker.
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 Midshipman Candidates.
5. Community trash and recycling shall be taken out and emptied in the dumpsters three times a day including weekends.
6. The Ripley Hall main ladderwell will be maintained by each company. 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. Midshipman 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. Midshipman Candidates shall keep soiled laundry in hampers stowed in their closet. Midshipman Candidates shall not allow their hampers to overflow. Unsatisfactory and unhygienic upkeep of laundry may result in discipline per the NAPS Conduct System.
3. Midshipman Candidates using the clothes driers shall clean the lint trap after each dryer use.

7.7 BICYCLE STORAGE LOCKERS. Midshipman Candidates will keep all bicycles in designated bicycle storage lockers, located outside Ripley Hall near the pull-up bars.

CHAPTER EIGHT

ADMINISTRATION

8.1 **REQUIRED READING**

1. All Midshipman Candidates shall read the Plan of the Day (POD) each day and are responsible for attending the mandatory events outlined therein.
2. All Midshipman Candidates shall read and understand the following publications:
 - a. Performance Manual
 - b. Uniform Instruction
 - c. Watchstanding Instruction
 - d. Conduct Manual
 - e. Honor Instruction

8.2 **LEAVE PROCEDURES**

1. **Annual Leave**

a. Midshipman Candidates will ordinarily 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 Midshipman Candidates going on leave must:

(1) Submit a leave chit and an Operational Risk Management (ORM) worksheet no less than one week 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 Midshipman Candidates staying in Ripley Hall.

(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) Sign out with the CO, SEL, Company Commander, or CDO directly before departure on leave.

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

(5) 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.

(6) 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.

(7) Any departures or arrivals inside the times in paragraphs (6) and (7) above require prior approval of Company Officer before purchasing airline tickets.

(8) If Midshipman Candidates intend to use an airport other than Boston Logan or T.F. Green, they should consult their Company Officer or SEL regarding proper scheduling.

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

(10) Midshipman Candidates shall wear Service Dress Blues when traveling domestically on leave. Midshipman Candidates traveling on international flights may be authorized to wear civilian clothes by the Anti-Terrorism Officer (ATO) and their Company Officer/SEL. See paragraph 2 below.

(11) Leave will be generated using the NSIPS system for all Midshipman Candidates. Prior Marine Midshipman Candidates will utilize their Marine Online accounts to generate their leave.

(12) Any failure of a Midshipman Candidate to meet academic, conduct, or physical readiness standards could result in the forfeiture of leave/liberty periods for remediation.

2. Outside Continental United States (OCONUS) Leave. Midshipman 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. Midshipman 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 Midshipman 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 Midshipman Candidates are encouraged to seek guidance from the ATO as soon as their travel location is known.

3. Residing in Ripley Hall

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

b. Midshipman 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. Emergency Leave

a. When an emergency, such as a serious illness or death, affects a Midshipman Candidate's immediate family, the Midshipman Candidate will be entitled to request emergency leave. Emergency leave requests during working hours should be initiated with the respective 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. If a Midshipman Candidate needs to initiate emergency leave outside of normal working hours, they should inform the CDO immediately.

5. Special Liberty. Special liberty 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 the chain-of-command.

8.3 HONORS LISTS

1. Honors lists are published at the end of each marking period.

2. Midshipman Candidates meeting the following criteria will be placed on the Superintendent's List and are entitled to wear a gold star on their uniform.

a. Academic GPA of 3.70 (MPQPA) or higher with no single course grade below a B.

b. Passed the most recent marking period PRT (or valid medical waiver).

c. Completed the marking period in good military standing with no major conduct offense or honor offense.

d. See Chapter 3, Paragraph 5 of the uniform regulation for instructions on proper wear.

3. Midshipman Candidates meeting the following criteria will be placed on the Commanding Officer's List and are entitled to wear a silver star on their uniform.

a. Academic GPA of 3.40 (MPQPA) or higher with no single course grade below a B.

- b. Passed the most recent marking period PRT (or valid medical waiver).
 - c. Completed the marking period in good military standing with no major conduct offense or honor offense.
 - d. See Chapter 3, Paragraph 5 of the uniform regulation for instructions on proper wear.
4. Midshipman Candidates meeting the following criteria will be placed on the Dean's List and receive a Commanding Officer's Certificate.
- a. Academic GPA of 3.00 (MPQPA) or higher with no single course grade below a C+.
 - b. Passed the most recent marking period PRT (or valid medical waiver).
 - c. Completed the marking period in good military standing with no major conduct offense or honor offense.
5. At the end of the academic year, Midshipman Candidates who have met the requirements of the honors lists will receive recognition in the printed program for graduation exercises. End of the year honors lists will be determined using cumulative course grades (CQPA), passing score on the MP3 PRT (or valid medical waiver with previous passing score), and good military standing with no outstanding conduct or honor offense. For the graduation ceremony, students wear the star corresponding to the higher of their MP3 or end-of-year recognition.

8.4 MEDICAL AND DENTAL CARE

1. While at Naval Academy Preparatory School (NAPS), Midshipman 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. Midshipman 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. Midshipman 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 Midshipman 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 Midshipman 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 to avoid undue cost to the Midshipman Candidate.

b. Midshipman 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 Midshipman Candidates should consult with Battalion Medical Staff. Elective care without a proper TRICARE referral may lead to undue cost to the Midshipman Candidate.

3. Any Midshipman 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 Midshipman 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, Midshipman Candidates will be confined to their rooms.

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 Midshipman Candidate's possession at all times during the period of limited duty. Midshipman Candidates will provide a copy to their Company Officer/SEL.

4. Midshipman 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 once a day and recommended after every meal and before bed. The use of toothpaste is mandatory.

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

c. Uniforms shall be washed at least once a week.

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

b. Midshipman Candidates may not marry or be married.

8.6 ABSENCE FROM CLASS/TARDINESS

1. If a Midshipman Candidate must miss or be late to class, they will notify their instructor prior to the class and coordinate to make up missed work. Whenever possible assigned work will be submitted in advance of the class to be missed. Please consult the table of priorities when determining if it is acceptable to miss class.

2. Midshipman Candidates will not enter classrooms late without first receiving permission from the instructor. Midshipman Candidates will ask permission to come aboard when arriving late.

8.7 RECORD REVIEWS AND PERFORMANCE BOARDS

1. Midshipman Candidates whose academic performance, physical readiness, or military aptitude is found to be deficient may be recommended for a Record Review. The Record Review can only result in a recommendation for retention or a referral to a Performance Board for further review.

2. Academic Record Review (ARR)

a. An ARR can be called for any Midshipman Candidate with a recent TQPA and/or overall CQPA under 2.2.

b. An ARR can be called for any Midshipman Candidate with a failing grade in any subject.

c. An ARR can be called for any Midshipman Candidate with a decline in academic performance.

3. Physical Record Review (PRR)

a. A PRR can be called for any Midshipman Candidate who fails a marking period PRT.

b. A PRR can be called for any Midshipman Candidate who fails to consistently attend remedial training or who does not show sufficient effort and progress in remedial training.

4. Military Record Review (MRR)

- a. An MRR can be called for any Midshipman Candidate who receives a Midshipman Development grade of “Not Qualified (D)” on a Midshipman Development Report.
 - b. An MRR can be called for any Midshipman Candidate who exhibits a significant decline in military performance and is not responding to counseling and improvement measures.
5. Only the Commanding Officer has authority to convene a Performance Board in order to review the military, physical, and academic aptitude of Midshipman Candidates who are performing below accepted standards in any of the three areas where remediation has failed to improve performance. Therefore, a Performance Board will recommend either retention or dismissal of the deficient Midshipman Candidate.
6. Further information on Record Reviews and Performance Boards can be found in the NAPSINST 1531.2.

8.8 DROP ON REQUEST AND DISENROLLMENT

1. Midshipman Candidates may request voluntary disenrollment from NAPS.
2. Midshipman 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 1531.3.

8.9 WATCH

1. All Midshipman Candidates are expected to professionally stand a military watch.
2. Watchstanding procedures and information can be found in the NAPSINST 1601. This is required reading for all Midshipman Candidates.

8.10 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. Rewarded one weekday liberty (Tues-Thurs).
 - b. Athletic Streamer: Awarded to the platoon with the highest average score on the PRT. The streamer is displayed on the platoon guidon. Rewarded track suits for a day.
 - 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. Rewarded exemption from the next field day inspection.
 - d. Drill Streamer: Awarded to the platoon with the highest score in drill. The streamer is displayed on the platoon guidon. Rewarded pizza party during one noon meal.
 - 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 Friday overnight liberty.
 - 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 additional overnight liberty.

8.11 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. Midshipman Candidates so recognized will be those who are most representative of the highest standards of the school. 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, judgement, effort, and attitude. Midshipman 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 Midshipman 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. Midshipman 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 Midshipman 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 Midshipman Candidates to demonstrate their aptitude to become USNA Midshipman. All NAPS faculty and staff have a role in developing the military aptitude of Midshipman 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. Midshipman Candidates who fail to perform duties to the requisite standard will be remediated and trained by Midshipman Candidate strippers 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 10-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 Midshipman Candidate can use as feedback to improve performance. The Company Officer and SEL will maintain all forms in the respective Midshipman Candidate's file.

c. Extra Military Instruction (EMI). EMI is designed to assist or retrain a Midshipman 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 Midshipman 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 MIDSHIPMAN DEVELOPMENT REPORT (MDR).

1. The MDR (Figure 9-B) is used to formally evaluate the military aptitude of a Midshipman Candidate. It enables Company Officers / SELs to track each candidate's progression toward the desired traits and behaviors of a Midshipman, and ultimately recommend whether the Midshipman Candidate possesses the aptitude to be admitted to USNA. The MDR evaluates qualities of a Midshipman Candidate across eleven grading criteria, scored on a 1-5 scale. The major traits are **Leadership, Character, Professionalism, Team Driven, Judgment, and Tact.** The resultant score is the Midshipman Candidate Development Trait Average.

2. All Midshipman Candidates will receive an MDR no less than three times at NAPS, coinciding with the end of each Marking Period. Company Officers and SELs will receive a verbal debrief from the INDOC Squad Leaders at the end of INDOC describing the Candidates strengths, weaknesses, and overall performance. This information will set the foundation of performance at NAPS and Company Officers / SELs may use this information when considering a Candidates performance during MP1. All MDRs will be completed by the respective Company Officer / SEL. The Company Officer, or senior rater, will debrief each MDR in person, providing formal feedback and counseling to the subject Midshipman Candidate.

3. Special MDRs may be used to annotate a decline or improvement in performance. Students receiving a grade of "Not Qualified (D)" on an MDR will receive an additional MDR at the MT to re-evaluate their performance. A student who received a grade of "Qualified (C)", "Highly Qualified (B)", or "Exceptionally Qualified (A)" and experiencing a significant decrease in performance that is uncorrected through informal counseling, formal counseling, and EMI may receive a Special MDR to formally document unsatisfactory performance and, will result in a Record Review. A grade of "Not Qualified (D)" in Military Performance shall trigger re-categorization of liberty ring.

4. Company Officers will assign grades according to the following guidance:

- a. Grade A - No more than 30% of the company.
- b. Grades B, C - No limit.

c. Grade D - No limit. This grade is "Not Qualified." If assigned on a mid-year MDR, it will trigger an aptitude review. If assigned on an end-of-year MDR, the company officer is not recommending that the candidate progress to USNA for reason of unsatisfactory military aptitude. A "D" grade must be substantiated by a written record of counseling, adjudications, and/or aptitude performance reviews.

d. Grade F - Not to be assigned by company staff. Only the NAPS CO can assign this grade. If assigned during the year, the CO is recommending separation for unsatisfactory aptitude, which may include an honor offense and/or conduct offense. If assigned at the end of the year, the CO is not recommending that the candidate progress to USNA based on unsatisfactory aptitude, which may include an outstanding conduct or honor offense.

RECORD OF COUNSELING

Date:

PRIVACY ACT STATEMENT:

The authority for requesting the following information is contained in 10 USC 8012 and EO 9397. The data will be used to document quality force counseling actions not prescribed in other directives. When completed, the form may or may not become a source document to support administrative separation. Data is also releasable to higher headquarters officials when used to support administrative separation or UCMJ actions. Completion of this form by the counselor is mandatory; however, disclosure of information or facts by the counselee is voluntary. Failure to disclose information or facts may not be in the counselee's best interest in the event of administrative, disciplinary or separation action is subsequently deemed warranted by the counselee's commander.

<u>Name (LAST, FIRST, MI)</u>	<u>Rate:</u>	<u>Alpha:</u>
<u>Organization:</u> Naval Academy Preparatory School	<u>Company / Platoon</u>	<u>Name/Grade of Counselor:</u>

REASON FOR COUNSELING

	PERFORMANCE		PRIVATE INDEBTEDNESS
	PERSONAL BEHAVIOR		MILITARY BEARING
	EXECUTION OF DUTIES		RESPONSIBILITIES
	SUBSTANDARD DRESS/APPEARANCE		OTHER (SPECIFY IN REMARKS)

RESUME OF REASONS WHICH CAUSED THE COUNSELING REQUIREMENT (Give details, facts, dates, names and sequence of events):

STATEMENT OF WITNESS: (Give name and what part you had in the incident)

Solution that you and the counselee developed and discussed to overcome the problem(s) and preclude future involvement. Outline all solutions and indicate which ones the individual freely elected.

COUNSELEE'S COMMENTS

The following statement is of my own accord and understand that this Counseling is considered corrective in nature or is being utilized a documented appraisal of your contribution/ performance.

Member Initial: _____ I have no statement or comment to submit at this time

SEL/CoO COMMENTS:

SEL:

CoO:

Counselee's signature and Date:

Counselors signature:

Figure 9-A

Midshipmen Candidate Development Report		
Midshipman Candidate Name: _____	Position: _____	
Rater (Direct Supervisor): _____	Position: _____	
Senior Rater (Rater's Rater): _____	Position: _____	
Rater: Performance		
A. LEADERSHIP. Demonstrated ability to effectively lead and develop subordinates by establishing and achieving goals that support the mission, providing clear and timely communication, and setting a positive example for others to follow.		
1. Sets Positive Example. Serves as a role model for all others; personal actions demonstrate the highest standards of conduct, ethical behavior, fitness and appearance.		
Below Standard	Meets Standard	Exceeds Standard
Personal conduct is inconsistent with expectations, either on or off duty. Lacks professionalism and a dedication to duty.	Satisfactory personal appearance, demeanor and conduct. Sustains required level of physical fitness.	Personal conduct on and off duty reflects the highest standards of integrity and bearing. Dedication to duty and professional example inspires others.
2. Clear and Timely Communication. Efficient and effective transmission and receipt of thoughts that enable and enhance leadership, including listening, speaking, writing and critical reading skills.		
Below Standard	Meets Standard	Exceeds Standard
Ineffective communicator, challenged with receiving and conveying information. Inarticulate in verbal and written communication. Speaks with apprehension, failing to convey purpose or intent.	Skilled in receiving and conveying information (verbal and written) in a timely manner. Keeps chain of command informed. Effectively conveys purpose or intent. Encourages and considers contributions of others.	Highly developed verbal and written communication skills. Combines presence with verbal capacity to instill confidence and achieve understanding. Displays exceptional sense of when and how to listen.
B. CHARACTER. Behavior and actions consistent with Navy and Marine Corps core values of honor, courage and commitment.		
1. Honor. Being truthful and forthright in all personal and professional matters and remaining fully accountable for decisions and actions. Demonstrating integrity by the consistent alignment of one's actions with the values, standards, and expectations of USNA.		
Below Standard	Meets Standard	Exceeds Standard
Bends or ignores rules when convenient; demonstrates a "rate what you skate" attitude. At times, dishonest, deceitful or deceptive. Tends to make excuses for missteps.	Displays integrity, truthfulness and accountability for words and actions without regard for personal consequences. Represents the ideals and values of naval service on and off duty.	Lives a life of integrity beyond reproach. Serves as an honorable role model for others. Moral convictions align with Navy values.
2. Courage. Possessing the moral, mental and physical strength to overcome challenges, demonstrate the highest standards of personal conduct, and make tough decisions under stress regardless of personal consequences.		
Below Standard	Meets Standard	Exceeds Standard
Fails to take responsibility for actions. Follows rules when convenient. Rarely seeks responsibility or takes on new challenges.	Does what is right. Demonstrates ability to overcome difficulty and strives to improve. Accepts greater responsibility. Holds self and others accountable for the highest standards of conduct and behavior.	Consistently acts on principles without regard for personal consequences. Readily seeks opportunities to lead.
3. Commitment. Doing one's duty in all things at all times with fidelity. Selflessly devoting oneself to our institution and heritage. Aspiring to achieve excellence without arrogance.		
Below Standard	Meets Standard	Exceeds Standard
Lacks sense of duty as a service member. Exhibits behavior that discredits USNA. Settles for mediocrity. Ambivalent about our institution and heritage.	Takes pride in USNA and our heritage. Loyal to the values and standards of USNA. Motivated intrinsically. Demonstrates persistence and a strong work ethic. Conduct on liberty reflects discipline and self-control.	Achieves positive change, putting mission and ideals above self. Demonstrates resilience in the face of difficulty or failure. Consistently strives to exceed standards; motivated by excellence and not reputation.
C. PROFESSIONALISM. Demonstrated initiative and competence to consistently produce quality results. Dedicated to the profession of arms, the traditions and customs of the Naval Service and the constitutional foundation of the U.S.		

1. Traditions & Customs. Maintains knowledge of naval traditions, history and customs. Integrates naval traditions and courtesies into daily practices and leadership decisions.		
Below Standard	Meets Standard	Exceeds Standard
Lacks knowledge and understanding of naval customs and traditions. Fails to adhere to naval traditions, customs, and courtesies in decisions, training and daily leadership.	Good understanding of naval customs and traditions. Integrates naval traditions, customs and courtesies into decisions, training, and leadership.	Thorough understanding and respect of naval customs and traditions. Proactively teaches naval traditions and customs, and increases the professional naval knowledge of peers and subordinates.
2. Competence. The ability to complete tasks effectively and efficiently. Demonstrates a sufficiency of knowledge that enables one to act in a variety of situations.		
Below Standard	Meets Standard	Exceeds Standard
Lacks sufficient knowledge to perform effectively. Requires constant supervision to perform basic tasks. Does not perform tasks as requested or to standard.	Has thorough professional knowledge. Demonstrates initiative and competently performs both routine and new tasks. Steadily improves skills, achieves timely qualifications and milestones.	Recognized expert. Can be relied upon to complete the most difficult tasks efficiently and thoroughly with little or no supervision. Imparts and shares knowledge with others. Contributes to the overall development of other midshipmen.
D. TEAM DRIVEN. Values diversity of thought and contributes to team building and team results over personal achievement.		
1. Values Diversity of Thought		
Below Standard	Meets Standard	Exceeds Standard
Demonstrates lapses in self-awareness when interacting with others. Fails to listen to or value others' opinions.	Interacts well with others. Actively listens. Supports ideas and needs of peers and subordinates.	Demonstrates proficient interaction with others. Values the thoughts and input of others and actively engages in discussions with open-mindedness and tact.
2. Contributes to Team Building and Team Results over Personal Achievement		
Below Standard	Meets Standard	Exceeds Standard
Most concerned with self. Never around to help or participate. Does not take direction well.	Readily participates as a team member and supports team efforts. Pulls his/her share of the load. Always lends a hand to others.	A highly sought after and valued team member. Inspires cooperation and progress. Selflessly gives time and support to others. Places success of team above self.
E. JUDGMENT AND TACT. Demonstrated mental agility to effectively prioritize and solve complex problems, considering all consequences.		
1. Decision Making. Decisions reflect the balance between an optimal solution and a satisfactory, workable solution. Decisions are made within the context of the commander's established intent and the goal of mission accomplishment.		
Below Standard	Meets Standard	Exceeds Standard
Struggles to make timely and/or viable decisions. Demonstrates over- or under-analysis, leading to delays. Makes decisions without considering consequences or for selfish reasons. Does not accept responsibility for decisions.	Makes sound decisions leading to mission accomplishment. Actively collects and evaluates information and weighs alternatives to achieve timely results. Confidently approaches problems; accepts responsibility for outcomes.	Demonstrates mental agility; effectively prioritizes and solves complex problems. Analytical abilities enhanced by experience, education, and intuition. Anticipates problems and implements viable solutions. Steadfast, willing to make difficult decisions.
2. Interpersonal Tact. Effectively interacts with others based on others' reactions. Interpersonal tact combines the following skills: recognizing diversity, displaying self-control, balance and stability in all situations.		
Below Standard	Meets Standard	Exceeds Standard
Struggles to empathize with peers or subordinates. Does not recognize social cues and responds to issues either with too much emphasis on self or too little consideration for others. Does not display due consideration for others. Fails to recognize context and/or circumstance.	Maintains appropriate relations with peers and subordinates. Able to diagnose issues and respond positively without exacerbating problem. Sensitive to context and/or circumstance. Raises issues appropriately, without fanfare.	Controls emotions and displays proper sensitivity and compassion for others' feelings while still effectively communicating the desired message. Remains open to cultural diversity and potential differences in perceptions. Encourages feedback from others.

Midshipman Candidate Development Trait Average: _____ Rater's Summary Group Average: _____
Comments (mandatory for "Below Standard" assessments):
Senior Rater: Performance and Potential for Increased Responsibility
Performance compared to peers in company: _____ Not Qualified (F) _____ Not Qualified (D) _____ Qualified (C) _____ Highly Qualified (B) _____ Exceptionally Qualified (A) - 40%
The next two positions I would recommend this Midshipman Candidate for are: 1. _____ (Ready) 2. _____ (Broadening)
Comments (mandatory for D/F assessments):
Company Officer Overall Assessment
Is this Midshipman Candidate's professional development on track for admission to the USNA? _____ Yes _____ No
Performance and potential compared to peers in company: _____ Not Qualified (F) _____ Not Qualified (D) _____ Qualified (C) _____ Highly Qualified (B) _____ Exceptionally Qualified (A) - 30%
Comments/plans for remediation:

Figure 9-B