DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
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NAPSINST 1600.1B
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15 Oct 20

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 1600.1B

From: Commanding Officer, Naval Academy Preparatory School

Subj: STANDARDS OF CONDUCT FOR NAVAL ACADEMY PREPARATORY SCHOOL MILITARY STAFF

Ref: (a) DoDI 1304.33
(b) DoD Form 2982

Encl: (1) Standards of Conduct for NAPS Military Staff
(2) NAPS Military Staff Code of Conduct

1. Purpose. In accordance with reference (a) this instruction delineates policy for the Naval Academy Preparatory School (NAPS) concerning proper military behavior and standards of conduct by military staff members when interacting with, or instructing, Trainees. For the purpose of this instruction, the term "Trainee" applies to anyone under the supervision or training of NAPS military staff, including, but not limited to, midshipman candidates, cadet candidates, midshipmen, cadets, Sea Cadets, and Boy Scouts.

2. Cancellation. NAPSINST 1600.1A.

3. Discussion. Due to the inherent trust and responsibilities afforded to NAPS military staff and the resulting potential for Trainee maltreatment, it is imperative that clear expectations regarding military staff standards of conduct be promulgated. Military staff members must respect the dignity and rights of the Trainees and provide an environment that is free from abuse, commensurate with established rules of good order and discipline. Therefore, it is essential that military staff members strictly avoid any behavior that is abusive, cruel, harassing, or unduly familiar. Such behavior must be immediately detected and corrected by those in the chain of command. This policy shall be upheld, to the highest standard.

4. Policy. NAPS military staff must be meticulous in their personal behavior, military bearing, demeanor, and actions, projecting a professional and positive image of the command. Enclosure (1) contains command policy concerning Standards of Conduct expected of all NAPS military staff members regardless of rank, paygrade, or position. All NAPS staff, whether permanent, temporary, or volunteer, shall sign reference (b) prior to any interactions with trainees.

5. Action: This Instruction is directive in nature and will be promulgated to all NAPS military staff members. Military staff shall be thoroughly familiar with this instruction and its enclosures. Failure to abide by its content may result in administrative and/or disciplinary action. The NAPS administrative staff will provide copies of this instruction to newly reporting military personnel.

6. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 52 10.1 of September 2019.

6. Review and Effective Date. Per OPNAVINST 5215.17A, the NAPS Executive Officer will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or 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

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via USNA's Intranet Web site, https://www.usna.edu/AdminSupport/Inst/ and NAPS Intranet Web site, \\ward-rufs-01\NAPS-Working\Application Window Documents\WebPage\instructions.htm

STANDARDS OF CONDUCT FOR NAPS MILITARY STAFF

1. Each year, approximately 275 midshipman and cadet candidates pass through NAPS, making this their first impression of the Navy, Marine Corps, and Coast Guard. NAPS sets the standard for these prospective officers entering the Naval and Coast Guard Academies and it is our job to set the highest standards of Honor, Courage, and Commitment. All NAPS military staff members are an example to the midshipman and cadet candidates and must always be aware of their personal behavior, military bearing, and demeanor.

2. Standards of Conduct. The following Standards of Conduct shall be adhered to by all NAPS military staff members:

a. Sexual Contact. Any sexual contact between military staff and midshipman and cadet candidates or midshipmen/cadets is strictly prohibited and will not be tolerated. Military staff/Trainee relationships must remain professional at all times whether on or off duty. Sexual contact with Trainees undermines the positions of leadership and authority, which in turn is detrimental to good order, morale, and discipline. This prohibition is applicable to current and former midshipman candidates.

b. Sexual Harassment. Sexual harassment is prohibited. Any unwelcome behavior that is sexual in nature including sexually explicit jokes, the display of sexually suggestive pictures, making sexual requests, and communicating sexually suggestive language orally or in writing will not be tolerated at NAPS. Military staff members will not ask Trainees about their sexual experiences, leer, make sexually suggestive gestures or make sexual comments.

c. Fraternization. Fraternization is an unduly familiar relationship, that does not respect differences in the military staff/Trainee relationship, and that are prejudicial to good order and discipline. This boundary ensures that military staff members receive due respect and will enhance their ability to act as appropriate role models for midshipman candidates. This requirement is applicable to midshipman candidates and midshipmen. Conduct that is unduly familiar includes, but is not limited to, the following activities:

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

(2) Engaging in private business activities.

(3) Any non-professional social relationship of a personal nature.

(4) Gambling or borrowing money.

(5) Establishing social media relationships with trainees.

d. Hazing. Hazing is strictly prohibited. Any physical, verbal, or psychological conduct whereby a military member causes another military member to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful will not be

tolerated. Actual or implied consent to acts of hazing does not eliminate culpability of the perpetrator. Hazing can include, but is not limited to, the following activities:

(1) Forced hydration or the unlawful withholding of hydration or meals or meals, unless directed by medical authority.

(2) Instructional Training Exercise (ITE) that exceeds the NAPS guidelines or other physical exercise beyond what is required to meet training standards.

(3) Unreasonable withholding of head use.

(4) Threatening, offering violence or bodily harm.

e. Address of Midshipman Candidates. The use of vulgar, obscene, profane, sexually oriented, denigrating, or racially/ethnically pejorative language to address or refer to a Trainee directly or indirectly is prohibited.

f. Isolation. Only during one-on-one counseling will a Trainee be physically isolated with a single NAPS military staff member. When feasible, having a second staff member present during private counseling may be prudent, but is not a requirement. At no time will a Trainee be removed from their assigned place of duty and taken to an isolated location for counseling, ITE, errand, or any other activities not specifically specified in the military training schedule.

g. Personal Services. Any attempt to use a Trainee as a personal servant is prohibited.

h. Physical Contact. When touching a midshipman or cadet candidate for any reason, the amount of physical contact, including extent of contact and force of contact, will not exceed the minimum necessary to accomplish that purpose and shall not be made in the area of the buttocks, groin, or breasts. Additionally, whenever feasible, the purpose of the contact will be audibly voiced before, or during, the physical contact. Examples of some authorized physical contact include:

(1) Correct a midshipman or cadet candidate's position or movement in drill or athletics.

(2) Adjust the arrangement of a midshipman or cadet candidate's clothing or equipment.

(3) Conduct an inspection of a midshipman or cadet candidate's person, clothing, or equipment.

(4) Conduct a demonstration during authorized training.

(5) Prevent injury to a midshipman or cadet candidate.

(6) Attend to an injured midshipman or cadet candidate.

(7) Defend oneself from an assault by a midshipman or cadet candidate.

(8) Greeting/congratulating during public awards ceremonies or other personal interactions.

i. Alcoholic Beverages. NAPS military staff must be free from the effects of alcohol for a minimum of 12 hours prior to reporting to work or assuming duty. There will be a few select events during the NAPS year at which alcohol consumption in moderation by those of legal age will be permitted by the Commanding Officer. These events will provide an opportunity for those who choose to consume alcoholic beverages to demonstrate that they can do so responsibly. Alcohol consumption is never an acceptable excuse for misconduct or poor judgment. At no point, under any circumstance will a staff member provide alcohol to a trainee.

Naval Academy Preparatory School Military Staff Code of Conduct

I

I will maintain the highest standard of professionalism at all times and I will train my Sailors, Marines, and Coast Guardsman to the best of my abilities, setting a positive example for all to follow.

II

I will not demean, mistreat, nor haze any Sailors, Marines, or Coast Guardsman under my charge and I will instill in them the knowledge and character that we value, while ensuring that they will do the same.

III

I will utilize every possible avenue to ensure that the health and safety of my Sailors, Marines, and Coast Guardsman is maintained and I will make every effort to report any unsafe situation, while doing everything in my power to make it safe.

IV

I will adhere to and be responsible for my understanding of all policies and instructions set forth by my Chain of Command.

V

I will always have a clear mind; I will never waver from the course I have set for myself, and I will control my emotions regardless of the situation.

VI

I will not participate in illegal or unethical behavior, nor will my integrity be compromised; causing me to waver in the face of adversity.

VII

I will act impartially with everyone under my charge and I will not let my personal beliefs cloud my judgment.