From: Commandant of Midshipmen

Subj: MIDSHIPMEN SUMMER TRAINING PROGRAM

Ref: (a) USNAINST 1530.1C (Midshipmen Summer Training Program)
     (b) COMDTMIDNNOTE 1500 (Naval Academy Summer Program)
     (c) OPNAVINST 1530.8 (Midshipman Summer Training Program)
     (d) COMDTMIDNINST 1020.3B (Midshipmen Uniform Regulations)

Encl: (1) Summer Training Plan of Action and Milestones (POA&M)
      (2) Summer Training Departure Brief
      (3) Midshipmen Fleet Cruise Report

1. Purpose. To publish the policies and procedures governing the 2014
   Midshipmen Summer Training Program. This notice supplements references (a)
   and (b).

2. Objectives. Per reference (a), the objectives of USNA summer training
   are to:
   a. Familiarize Midshipmen with operational naval forces.
   b. Further the professional development of Midshipmen.
   c. Provide hands on leadership experience for upper class Midshipmen.
   d. Further incline Midshipmen towards careers in the Navy or Marine
      Corps.
   e. Stimulate regional and cultural awareness.
   f. Ensure Academic Year and Summer Training form a cohesive four year
      training continuum and accomplish the Professional Core Competencies (PCC).

3. Action
   a. Commandant of Midshipmen. The Commandant of Midshipmen shall be
      responsible for the implementation and coordination of summer training.
   b. Director, Character Development and Training. The Director, Division
      of Character Development and Training (CD&T) shall supervise the scheduling
      and execution of summer training. The Director of CD&T has the authority to
      approve individual summer training requests and shall keep the Commandant
      advised.
   c. Training Officer. The Training Officer shall synchronize and
      schedule summer training events and ensure that qualified officers and chief
petty officers are assigned and trained as Midshipmen Liaison Officers (MLO) to support summer training.

d. Class Training Officers. The Class Training Officers shall act as “detailers” for Midshipmen. Specifically they shall:

(1) Ensure that each Midshipman is assigned appropriate summer training events to ensure graduation requirements are met.

(2) Ensure that training is assigned in accordance with the priorities set forth in reference (a).

(3) Coordinate with key individuals across the Yard to meet individual requirements and de-conflict schedules. Their primary points of contact for this are Company Officers (CO) and Senior Enlisted Leaders (SEL), and representatives from the Athletics and Academic Departments.

e. Summer Training Duty Officer (STDO). The STDO shall be a Training Department O-3 who is responsible outside of normal office hours for urgent coordination of Midshipmen travel and accountability, communication with fleet units, and overall execution of the Summer Training Program. Routine issues should be handled during normal office hours via the chain of command (i.e. CO/SEL). Issues not pertaining to summer training should be handled via the Officer of the Watch (OOW). The STDO shall:

(1) Carry a government issued cell phone to facilitate 24-hour communication capability. The cell phone number shall be published on the Training Department intranet site and issued to all Midshipmen and MLOs prior to their departure for summer training. STDO shall:

(2) Represent USNA to fleet units and external entities as required to execute summer training.

(3) Execute standardized departure briefs for Midshipmen prior to departure for Aviation, Surface, and Submarine Fleet Cruises including SUBTRAMID and PROTRAMID.

(4) Coordinate with Program Managers to execute standardized departure briefs for Midshipmen prior to other summer training events conducted away from USNA. This includes all Marine Corps, Explosive Ordnance Disposal, and SEAL Fleet Cruises.

(5) Assign a senior Midshipman-in-Charge (MIC) for each Fleet Cruise group based on Military Order of Merit (MOOM) and brief them on their responsibilities.

(6) Ensure all Midshipmen are accounted for prior to departure on summer training.

(7) Ensure ground transportation is available from USNA to the airport.

(8) Ensure ground transportation is available for Midshipmen between USNA and destinations within the Ground Transportation Region (GTR). The GTR includes Newport, RI; Quantico, VA; Tidewater VA area (Norfolk-Virginia Beach); Camp Lejeune, NC; Fort Benning, GA; and Charleston, SC.
(9) Notify the Director of CD&T and coordinate with the OOW regarding any conduct issues that occur during summer training.

(10) Coordinate with the NASP AOIC and Bancroft Hall 1st LT as necessary to ensure they have accurate summer training transient requirements.

f. Supply Officer. The Supply Officer shall:

   (1) Be responsible for providing box lunches as required to support summer training. Box lunches shall be available to those Midshipmen using USNA ground or MILAIR transportation for summer training events that preclude the use of King Hall during meal hours. This is important as it reduces per diem requirements.

   (2) Coordinate with fleet units that require reimbursement for Midshipmen meals provided during summer training.

g. Naval Academy Summer Program (NASP) Officer in Charge (OIC). Reference (b) provides detailed information on NASP policy and procedures. In support of summer training the NASP OIC shall:

   (1) Be responsible for Midshipmen in Bancroft Hall.

   (2) Ensure transient accommodations are available for those Midshipmen arriving and departing from USNA between summer training events and for any Midshipmen involved in local training that require berthing and/or meals. The latter shall include Midshipmen participating in:

   (a) Details

   (b) MSS/VSS

   (c) Powered Flight Program

   (d) Offshore Sailing Training Squadron (OSTS) or Varsity Offshore Sailing Team (VOST)

   (e) Yard Patrol Atlantic Patrol (LANTPAT) and Yard Patrol Oceanography (YP OCEANO)

   (f) Block 0 Marine Air Ground Task Force (MAGTF)

   (g) Restricted Line/Staff Corps PROTRAMID

h. Brigade Medical Officer. The Brigade Medical Officer shall coordinate with the Commanding Officer, Navy Health Clinic Annapolis, for required medical screenings at USNA for the Summer Training Program and the assignment of appropriate medical personnel to support LANTPAT. The use of medical personnel for other summer training evolutions shall be requested through the Commandant's Office to Commanding Officer, Naval Health Clinic Annapolis.

i. Academic Dean. The Academic Dean shall:

   (1) Be responsible for the scheduling of Mandatory Summer School (MSS) and Voluntary Summer School (VSS).
(2) Provide a list to the Director of CD&T in May that lists all Midshipmen requiring an Academic Board during the summer training period. This list will be updated as soon as possible following Block 2 to ensure synchronization of individual Midshipman return with Academic Board requirements. The Training Officer shall coordinate individual Midshipman training and travel to ensure that those on the list are scheduled to be at the Naval Academy no later than 24 hours prior to their Academic Board.

j. Director, International Programs Office (IPO). The Director, IPO shall be responsible for:

(1) Coordination of Foreign Exchange Cruises (FOREX).

(2) Coordination of summer training in the United States for foreign Midshipmen temporarily assigned to USNA.

(3) Assisting the Language and Cultures Department and Midshipmen with preparation for the Language Study Abroad Program (LSAP).

(4) Assisting individual faculty members and Midshipmen with preparation for Language Proficiency, Regional Expertise, Cultural Awareness (LREC) and Critical Language Scholarship (CLS) trips.

(5) Assisting the Training Department and designated Midshipmen with the submission of Official Passports in support of Forward Deployed Naval Force (FDNF) Fleet Cruises.

k. Special Assistant to the Director of Research and Scholarship. The Special Assistant shall be responsible for the development, coordination, scheduling, and implementation of all internships. Only those internships vetted and provided by the Special Assistant shall be used for the summer training program.

l. Company Officers (CO) and Senior Enlisted Leaders (SEL). Company Officers and SELs shall:

(1) Counsel Midshipmen on individual schedules and summer training priorities.

(2) Modify and/or approve Midshipmen summer training preferences.

(3) Coordinate with the Class Training Officers to ensure that Midshipmen are assigned appropriate training events and rescheduled when necessary.

(4) Inform the respective Class Training Officer of any unscheduled Midshipmen leave approvals (i.e., for unexpected gaps in training)

m. Midshipmen Liaison Officers (MLO). MLOs are designated O-3/4s who serve as forward coordinators for select Fleet Cruises and Professional Training Events (PTE). MLOs shall be designated for all events associated with Professional Training for Midshipmen (PROTRAMID).

(1) PROTRAMID MLO duties begin on location three days prior to block start date and end after all Midshipmen have completed training and turnover is complete. Total length of the assignment is approximately 35 days.
(2) The senior PROTRAMID MLO based on lineal number will be designated as MLO-in-charge (MLOIC) and shall be responsible for coordination with the other MLOs, fleet units, the Class Training Officer for Midshipmen Second Class, and the STDO. The MLOIC shall submit an after action report with lessons learned no later than 2 weeks after block completion.

(3) PROTRAMID MLOs shall:

(a) Receive appropriate training from the Training Department prior to execution of duties assigned.

(b) Carry a government issued cell phone to facilitate 24-hour communication capability. The cell phone number shall be published on the Training Department intranet site and issued to all Midshipmen and MLOs prior to their departure for summer training.

(c) Communicate with the Class Training Officer for Midshipmen Second Class to ensure transportation, lodging, and messing requirements are met.

(d) Make daily reports directly to the Class Training Officer for Midshipmen Second Class during normal office hours or the STDO outside of normal office hours.

(e) Ensure proper procedures are in place for musters and accountability for liberty expiration and training events.

(f) Maintain accountability and good order and discipline for all assigned Midshipmen, and report significant discrepancies.

(g) Coordinate with respective fleet units to ensure Midshipmen are present for training and that the training is of the highest quality. Feedback should be provided to the Training Office if the training is otherwise.

n. Program Managers. Program Managers are staff and faculty representatives responsible for oversight of all Fleet Cruises and PTEs. They shall:

(1) Coordinate with the Training Department on the requirements and execution of their respective program(s) to include funding, lodging, per diem, and transportation.

(2) Provide the Training Department an accurate number of billets available, a roster of selected Midshipmen (as applicable), and program dates (i.e. blocks or dates in which the training will be conducted) no later than 15 February. This information must be updated as it changes throughout the planning and execution of summer training.

(3) Provide Midshipmen with an event specific packing list.

(4) Conduct a departure brief for respective Midshipmen utilizing enclosure (2) as the baseline. Be familiar with the Departure Brief well in advance. Note: The STDO shall conduct the brief for all Aviation, Surface, and Submarine Fleet Cruises including SUBTRAMID and PROTRAMID.
(5) Identify a Midshipmen-in-Charge (MIC) and relay that information to the host or fleet unit POC. More on the MIC in paragraph u. below.

o. Navy Sailing Duty Officer (NSDO). The NSDO shall be manned by PRODEV personnel and shall be responsible for scheduling, planning, and executing the Naval Academy Summer Sailing Program. The NSDO shall act as a liaison between USNA and all SAILTRAMID craft and will maintain accountability of all Midshipmen assigned to the Naval Academy Summer Sailing Program. The NSDO shall provide a daily SAILTRAMID Status Report to the Yard Patrol Communications Watch Officer (YPCWO) for inclusion in the daily Comms Watch Officer Status Report.

p. Yard Patrol Communications Watch Officer (YPCWO). The YPCWO shall be manned by PRODEV personnel and is responsible for the tracking of all deployed Yard Patrol (YP) craft. The YPCWO shall act as a liaison between USNA and the YPs and will maintain accountability of all assigned Midshipmen. The YPCWO shall ensure that the SAILTRAMID Status Report is incorporated in the daily Comms Watch Officer Status Report.

q. Director, Information Technology Services Division (ITSD). Director ITSD shall be responsible for maintaining and updating the Midshipmen Information Distribution System (MIDS) database and the Summer Training Preference Module.

r. Etiquette and Protocol Officer. The Etiquette and Protocol Officer shall be responsible for providing Cultural Awareness and Protocol (CAP) training to all Midshipmen assigned to foreign programs or FDNF Fleet Cruises.

s. Admissions Officer. The Admissions Officer shall be responsible for coordinating Naval Academy Summer Seminar (NASS) and Science, Technology, Engineering, Mathematics (STEM).

t. Deputy Director of Athletics. The Deputy Director of Athletics shall:

(1) Coordinate varsity athlete scheduling requirements.

(2) Provide Naval Academy Athletics Association (NAAA) “blocker” rosters to the Training Department for athletes who are assigned NCAA-sanctioned practice periods or competitions, and ensure these rosters are updated throughout the planning and execution of summer training.

u. Midshipman-in-Charge (MIC). A MIC shall be assigned by the STDO or Program Manager for each training event group. MIC shall be the Midshipman with the highest Military Order of Merit in the group. The MIC shall:

(1) Maintain a roster with current contact information for Midshipmen in his/her group. This roster should be provided by the STDO or Program Manager conducting the departure brief.

(2) Maintain accountability and muster Midshipmen as required during movement to/from the training event.

(3) Ensure box lunches are picked up (as required for ground transportation and MILAIR)
(4) Be the group leader and ensure good order and discipline are maintained throughout movement and the training event. The MIC will be identified as such to the fleet unit Midshipmen Training Officer by the Training Office or to the host POC by the Program Manager.

v. **Midshipmen.** Midshipmen shall:

(1) Complete the following no later than 14 February:

(a) Read and be familiar with paragraph 5 of this instruction

(b) Complete Combatting Trafficking in Persons Training (Annual)

(c) Complete Anti-Terrorism/Force Protection (ATFP) Training (Annual)

(d) Complete Survival Evasion Resistance and Escape (SERE) 100.1 Training (Triennial)

Note: Midshipmen shall ensure that their training is current through the summer training period and maintain possession of completion certificates for each course.

(2) Fully understand all of their summer training assignments including locations, report dates, program requirements, and points of contact.

(3) Check USNA e-mail accounts and the Summer Training Assignments page in MIDS regularly. Any summer training changes made to individual Midshipmen schedules are updated via these two methods. For changes within 96 hours of expected departure, the respective Class Training Officer or the STDO shall contact the affected Midshipmen by cell phone.

(4) Maintain current contact information in MIDS.

(5) Contact their CO/SEL first, then the Class Training Officer or the STDO as required if they become aware of a summer training scheduling conflict (i.e., a Midshipman is scheduled for both MSS and a Fleet Cruise during the same block) or have a question regarding their summer training schedule.

(6) Ensure a sea bag or civilian bag containing all items listed in the respective Fleet Cruise or PTE packing list is ready two weeks prior to scheduled departure.

(7) Obtain CO/SEL approval for any leave during the summer.

(8) Maintain expected standards of appearance and conduct throughout the summer training period.

w. **Positions External to USNA.** The following positions are critical to execution of the Summer Training Program and are provided for situational awareness:

(1) Midshipmen Embarkation/Debarkation Coordinator (MEDC). MEDCs for each coast (Atlantic and Pacific) function primarily as ship assignment coordinators. Upon receipt of ship nominations from the Fleet Commanders
approximately two weeks prior to each block, MEDCs will contact the USNA Training Office directly to initiate Midshipmen assignments and obtain security clearance and travel information.

(2) Midshipmen Embarkation/Debarkation Team (MEDT). MEDTs are responsible for the orderly embarkation and debarkation of Midshipmen participating in Surface Fleet Cruises. They are established at major airports in the following locations: Mayport, FL, Norfolk, VA, Seattle, WA and San Diego, CA.

(3) Midshipmen Training Officer (MTO). The MTO is responsible for developing and implementing his/her fleet unit’s Midshipmen training plan and is the Midshipmen’s primary point of contact. USNA maintains direct contact with each MTO to ensure training objectives are met and schedules are adjusted when necessary.

4. Guidelines and Business Rules

a. 2014 Summer Training Block dates are as follows:
   (1) Block 0: 9 May – 23 May
   (2) Block 1: 27 May – 20 June
   (3) Block 2: 23 June – 18 July
   (4) Block 3: 21 July – 15 August

b. Winter Inter-sessional Briefs. Class Training Officers shall present briefs to their respective classes in early January during the Inter-sessional Period. Each brief will provide guidance for summer training to include training objectives, available summer training events, the process and timeline for submitting summer training preferences, and the Training Department’s process and timeline for assigning summer training billets.

c. Midshipmen Summer Training Preference Module. Immediately following the Inter-sessional Period, the Training Department shall open the MIDS Module for Midshipmen to submit their preferences. The module shall remain open to Midshipmen for 7 days.

d. Company Officer/SEL Summer Training Preference Review. COs and SELs shall review the respective Midshipmen summer training preferences and modify and/or approve them. This shall be completed within 14 days after closure of the MIDS module to Midshipmen.

e. Summer Training Rosters. Program Managers for summer training events that require screening shall provide by-name rosters to the Training Department no later than 14 February.

f. Summer Training Assignments. Summer training billets shall be assigned in accordance with the Summer Training Continuum in reference (a). Assignments should be made available to Midshipmen no later than the Friday prior to Spring Break if possible. The following is taken into consideration when making individual assignments:
   (1) Graduation requirements
(2) Overall Order of Merit

(3) Midshipman preferences

(4) Screening completion (as applicable)

(5) Billet availability

g. Medical Screening and Aviation Physiology Training

(1) The Training Department shall coordinate with the Brigade Medical Officer (BMO) to schedule necessary medical screenings of Midshipmen for summer training.

(2) All medical screenings with exception of those for OCONUS Fleet Cruises shall be conducted by battalion during the two weeks following Spring Break.

(3) Because OCONUS Fleet Cruises are finalized within two weeks of Midshipmen embarkation, the associated medical screenings shall be conducted as soon as practical and NLT two days prior to embarkation. The BMO shall ensure necessary medical personnel are available to conduct these time critical screenings. In some cases this may require medical personnel to be available on weekends.

(4) The Training Department shall coordinate group screenings for Midshipmen assigned to the same OCONUS unit to the max extent practical.

(5) The Training Department shall coordinate with Aviation Survival Training Center (ASTC) Patuxent River to ensure that all Midshipmen assigned to summer training involving flight in naval aircraft (e.g., Aviation Fleet Cruises and PROTRAMID) complete the required aviation physiology training course. Training dates shall commence immediately after completion of medical screening and continue throughout the month of April.

h. Fleet Cruise Assignments. The Class Training Officers shall begin assigning Midshipmen to specific fleet units for their summer training blocks immediately upon receipt of billets from the MEDCs. These billets are normally provided to USNA two weeks prior to block start.

i. Spring Inter-sessional Briefs. The Class Training Officers shall present briefs to their respective classes in mid-May during the Inter-sessional Period. Each brief shall provide guidance for summer training to include training objectives and expectations, Fleet Cruise and PTE reporting procedures, pre-departure brief information, travel procedures, and NASP berthing arrangements.

j. Fleet Unit Embarkation Notification. The Training Department shall contact fleet unit MTOs via e-mail 5 days prior to Midshipmen embarkation on OCONUS cruises and 4 days prior for cruises in CONUS and Hawaii. In this e-mail, the Training Department shall:

(1) Confirm the USNA Midshipmen roster, identify the MIC, and provide specific Midshipmen travel information.

(2) Confirm the fleet unit’s contact info for the Commanding Officer and Executive Officer.
(3) Provide the Midshipmen Fleet Cruise Report in enclosure (3) to facilitate invaluable feedback directly from fleet units.

k. Fleet Unit Contact List. Prior to the start of each block, the Class Training Officers shall provide to the Director of CD&T and the Training Officer a contact list of all fleet unit Commanding Officers, Executive Officers, and MTOs.

l. Departure Briefs

1. For CONUS and Hawaii Fleet Cruises (Aviation, Surface, Submarine, SUBTRAMID, and PROTRAMID), the Training Department shall conduct briefs to Midshipmen at 1200L one day prior to embarkation.

2. For OCONUS Fleet Cruises, the Training Department shall conduct briefs to Midshipmen at 1200L four days prior to embarkation.

3. Briefs shall be conducted in Luce Hall Planetarium unless otherwise stated on the Summer Training intranet site.

4. Midshipmen unable to attend the scheduled brief shall contact their respective Class Training Officer or the STDO as soon as possible to coordinate an alternate brief time and location.

5. Program Managers for all other summer training events shall conduct a departure brief with their assigned Midshipmen utilizing enclosure (2) at a time and location of their choice. They are responsible for communicating this information to the Midshipmen.

6. Midshipmen should receive their orders and travel information NLT the departure brief.

5. Midshipmen Guidelines. The following are common questions and potential pitfalls during summer training. These are generally in chronological order.

a. Training Events Requiring Screeners. Midshipmen desiring to participate in a summer training event requiring screening must successfully complete the screener in order to be eligible. This ensures that Midshipmen assigned that training event have qualified, been selected, and are aware of any special requirements (e.g., packing list).

b. Submarine Community Early Service Assignment. Midshipmen who elect early service assignment for the Submarine Community, and who have completed a Fleet Cruise previously may request to have their 1/C Fleet Cruise waived by routing a special request chit.

c. Special Request Chits. Chits regarding summer training shall be routed as follows:

1. Faculty/staff sponsor for the summer training event (as required)

2. Company SEL

3. Company Officer

4. Battalion Officer
(5) Training Officer

(6) Director, Character Development and Training

(7) Commandant of Midshipmen (if necessary)

d. **Fleet Cruise and PTE Swaps.** Midshipmen are not authorized to swap training events. The Training Department expends a significant amount of effort to accommodate the preferences of every Midshipman. Swaps subvert that holistic effort and add additional administrative actions.

e. **Orders and Vouchers.** Midshipmen participating in any summer training event will do so with approved funded or unfunded permissive orders. Travel vouchers must be accompanied by receipts.

(1) **Unfunded Orders for Training Activities.** Midshipmen desiring unfunded orders for faculty/staff sponsored training events during their leave time must submit a special request chit. The chit must explain the activity being requested and include contact information for the host unit/command/organization. The Director of CD&T shall approve/deny requests for unfunded orders and forward approvals to the Commandant’s Budget Office for the issuance of unfunded orders. Midshipmen are responsible for picking up unfunded orders from the Summer Training Duty Office.

Note: If summer training schedules change, participation in an unfunded event will be subordinate to completing scheduled Naval Academy funded programs.

(2) **Internship Travel Orders.** These travel orders shall be coordinated through the Academic Department. All internship travel vouchers shall be submitted through the Academic Department.

(3) **Stipends and Expenses of Internships.** Consistent with the Joint Federal Ethics Regulation (DoD 5500.7-R) and the Code of Federal Regulations, Midshipmen are not authorized to accept stipends, direct reimbursement of expenses, or offer of payment of incurred expenses by an internship host. Expenditures associated with an internship must be determined prior to the internship, must be assigned to an internship host or to the Midshipman participating in the internship, and must be approved by the Special Assistant to the Director of Research and Scholarship.

f. **Midshipmen Information Distribution System (MIDS).** E-mail and MIDS are the two primary means of communication for summer training. MIDS will be updated frequently and Midshipmen should check their summer training assignments regularly.

g. **Midshipman Accountability.** Midshipmen shall be responsible for being present at the proper time and place and in the proper uniform/attire for evolutions such as departure briefs, travel, and training. In the event that a Midshipman anticipates an unauthorized absence (UA), he/she shall immediately contact their CO/SEL, Class Training Officer, STDO, MIC, or MTO as appropriate.

h. **Bancroft Hall.** Midshipmen shall check-in with the NASP Duty Officer and should spend the night in Bancroft Hall immediately prior to summer training departure. Midshipmen residing in Bancroft Hall at any time during the summer shall conduct themselves in accordance with reference (b).
i. Uniform for Departure Briefs. The prescribed uniform for all departure briefs is Summer Whites with proper rank insignia. Midshipmen First Class shall wear Midshipman in Ranks insignia.

j. Conduct. In accordance with reference (c), although all Midshipmen are subject to the Uniform Code of Military Justice when assigned to active duty, including under orders while attending Midshipmen summer training, the Chief of Naval Operations’ policy is to handle minor disciplinary infractions under the cognizance of the Naval Academy and not at the fleet command.

(1) Midshipmen suspected of a minor disciplinary infraction where administrative action such as non-judicial punishment (NJP) is appropriate, will be returned to the Naval Academy for disciplinary or administrative action.

(2) Midshipmen suspected of major misconduct where court martial may be appropriate may be retained at the fleet command following coordination with the Superintendent.

k. Leave

(1) Any regular leave taken during summer training shall be approved by the CO/SEL. CO/SEL will inform the respective Class Training Officer of any unscheduled leave approvals.

(2) Midshipmen who require emergency leave while on a Fleet Cruise shall notify their fleet unit MTO, the STDO, and their CO/SEL.

(a) Midshipmen should instruct family members to contact the local Red Cross Office in the event of a situation that they believe requires emergency leave. The Red Cross Office will send a notification message (AMCROSS) if emergency leave is warranted.

(b) The decision to terminate or temporarily suspend Midshipmen summer training shall be made by the Director of CD&T.

l. Special Warfare Fleet Cruise Drop-On-Request (DOR) Policy. When practical, Midshipmen who DOR from SPECWAR summer training for any reason will be reassigned to an alternative Fleet Cruise in the local area for the remainder of the training block. Consideration will be given to Midshipmen preferences and graduation requirements.

m. Sexual Assault Prevention and Response (SAPR) Program. During the summer, the USNA 24/7 Victim Advocate phone is manned and an Advocate is available for assistance. Although Midshipmen are eligible for and encouraged to utilize the SAPR resources at their summer training location, allowing the USNA SAPR team to coordinate support is highly recommended. Call 410-320-7343 to speak to the USNA Duty Victim advocate. The SAVI GUIDE program run by Midshipmen does not operate during summer training periods. Also available for use is the DoD SAFE Helpline. The Helpline can be accessed by dialing 877-995-5247; via the live chat room on the website (www.safehelpline.org) or via text message (CONUS: 55-247 or OCONUS 202-470-5546). The personnel at this site are trained civilian crisis hotline specialists who can either help a caller to receive civilian only assistance or can help with military provided assistance if requested.
6. **Travel**

   a. **Government Travel (Standard).** USNA funded training events include government funded travel to and from the training event, lodging, and per diem.

   b. **Independent Travel (Non-standard).** Independent travel means that a Midshipman has received approval to arrange their own transportation TO and/or FROM a Fleet Cruise or PTE for which government transportation is normally provided.

      (1) **Requests.** Midshipmen desiring independent travel shall submit a special request chit to the Training Office no later than two weeks prior to departure. Midshipmen who do not request independent travel by this deadline will have an airline ticket purchased in their name or will have ground transportation arranged. Only Midshipmen whose training event was assigned or changed within a week of departure may request independent travel within that window.

      (2) **Eligible Events.** Independent travel is available for PTEs and the following Fleet Cruises: Aviation, Surface, Submarine, EOD, SEAL, SUBTRAMID, Leatherneck, and CEC. Block 0 independent travel is only authorized for Fleet Cruises embarking in Norfolk or training events within 300 miles of USNA.

      (3) **Ineligible Events.** Independent travel is NOT available for PROTRAMID Lite, PROTRAMID, MAGTF, or OCONUS training events (excluding Hawaii and Alaska). Independent travel to OCONUS locations (excluding Hawaii and Alaska) will be considered if previously approved on an individual basis by the Superintendent prior to the deadline.

      (4) **Orders and Departure Briefs.** Independent travel orders will be ready for pick up in the Training Office between 3 and 5 days prior to the departure date.

         (a) Midshipmen on independent travel at USNA or in the immediate vicinity (within a 30 minute drive) on the day of their departure brief shall attend the brief and receive their orders.

         (b) Midshipmen on independent travel away from USNA shall review the Independent Travel Departure Brief on the Summer Training intranet site and then contact the STDO to confirm review and obtain orders. This is the responsibility of the Midshipman.

         (c) Midshipmen on independent travel must have the leave period indicated on their orders.

      (5) **Refundable Tickets.** Summer training assignments and embark/debark dates change often due to dynamic fleet operational schedules. Midshipmen should purchase refundable tickets when making plans for independent travel during the summer.

      (6) **Travel Vouchers.** Following a training event, all Midshipmen will submit a travel voucher with the Commandant’s Budget Office.

         (a) Travel vouchers should be submitted within 5 working days of returning. In some cases, a Midshipman may not be able to submit the travel
voucher within 5 working days due to back-to-back training events or independent travel and leave. In any case, Midshipmen shall submit summer training travel vouchers within 5 days of returning from Reform.

(b) Vouchers shall include a copy of the orders, all paid or zero balance receipts for air/ground transportation, and any other qualifying miscellaneous expenses paid for by the Midshipman. Voucher questions should be directed to the Commandant’s Budget Office.

(c) Reimbursement will only be up to what it would have cost the government to transport a Midshipman from USNA to the training location or vice versa. If group travel was utilized by USNA, the government cost will likely be zero and a Midshipman will not be entitled to reimbursement. Ticket costs above and beyond the government cost will be incurred by the Midshipman.

c. Travel Attire. In accordance with reference (c), the prescribed uniform for all Midshipmen reporting to or departing from a CONUS training event is summer whites.

(1) Midshipmen traveling to/from Hawaii, Alaska, or U.S. Territories shall also travel in Summer Whites.

(2) Midshipmen traveling to foreign destinations shall travel in appropriate civilian attire in accordance with Chapter 4 of reference (d).

d. Training Outside of the U.S.. Complexity and risk is generally higher when traveling outside of the U.S or its territories. Midshipmen participating in this training shall:

(1) Use luggage that collapses such as duffel bags and that does not overtly identify them as U.S. service members.

(2) Expect to incur additional incidental expenses and should carry enough cash to meet food and taxi requirements at a minimum (e.g., $150 USD).

(3) Complete the Official Travel to International Locations checklist on the IPO intranet site prior to receiving their orders.

(4) Present a completed copy of the checklist in order to receive approved OCONUS orders.

e. Passports. All Midshipmen shall:

(1) Obtain a tourist passport.

(2) Obtain an official no-fee passport when necessary for participation in Critical Language Scholarships (CLS); Language, Regional Experience, and Culture (LREC) trips; Language Study Abroad Program (LSAP); Foreign Exchange (FOREX) cruises; and FDNF Fleet Cruises. These Midshipmen shall report to IPO or the Training Office (FDNF Fleet Cruises only) with the following items:

(a) Two passport photos

(b) Tourist passport and completed State Department form DS-82 or Certified Birth Certificate and completed/unsigned State Department form DS-11.
(3) Maintain updated passport information in MIDS.

(4) Have a passport in their possession at all times while OCONUS.

f. Logistics

(1) Transportation from USNA to USNA-Funded Training Events

(a) Midshipmen shall be provided ground transportation from USNA to departure airports or directly to training locations within the GTR.

(b) Any Midshipman who is UA is required to coordinate transportation to the departure airport or training location at his/her expense. Midshipmen will not be reimbursed for these expenses.

(2) Transportation from USNA-Funded Training Events to USNA

(a) Midshipmen who complete training within the GTR shall be provided ground transportation back to USNA.

(b) Midshipmen who complete training outside of the GTR and return via commercial air will not be provided ground transportation from the airport to USNA. However, these Midshipmen are entitled to reimbursement up to the cost of a Super Shuttle or taxi to USNA.

(c) Return transportation for Midshipmen shall be booked prior to departure from USNA unless independent travel has been authorized. In the event that changes to return travel are necessary, a Midshipman shall promptly contact their Class Training Officer or the STDO in order to coordinate the change.

(3) Non-USNA-Funded Training Events. Funding and transportation may be provided by:

(a) Another federal source.

(b) The Naval Academy Foundation.

(c) The event host via Gift of Travel approval from the Superintendent.

(d) The Midshipman.

(4) Government Messing.

(a) Midshipmen provided meals by fleet units will be required to provide the local mess facility a copy of their orders.

(b) The Training Department shall provide an MFSD Memorandum to fleet MEDCs so that individual units are able receive reimbursement by certifying to Navy Supply Systems Command the number of Midshipmen who subsisted in the mess facility.
(5) Rental Cars. Midshipmen are not authorized government-funded rental cars except when participating in specifically identified internships.

Distribution:
Non-Mids (Electronically)
Brigade (Electronically)
SUMMER TRAINING PLAN OF ACTION AND MILESTONES (POA&M)

December

1 Dec: Training Department submit Draft STP Instruction and Note to the Commandant
15 Dec: Senior Community Representatives submit to the Training Department a list of priority rising 1/2/C Midshipmen for Official Passports

January

3-6 Jan: Training Department conducts Inter-sessional Briefs
6-13 Jan: Training Department opens MIDS Summer Training Preference Module
10 Jan: Training Department briefs CO/SELs and other applicable personnel on summer training assignment process
14-27 Jan: CO/SELs review and approve Midshipmen preferences in MIDS
21 Jan: Senior Community Representatives submit to the Training Department a list of priority rising 3/C Midshipmen for Official Passports
NLT Jan: Designated Midshipmen submit Official Passport requests to IPO

February

14 Feb: Program Managers provide by-name rosters to the Training Department for Fleet Cruises and PTEs that require screening
14 Feb: NAAA provide “blocker” rosters to the Training Department
15 Feb-07Mar: Training Department assigns Midshipmen to summer training

March

7 Mar: Training Department releases summer training assignments
17-28 Mar: Brigade Medical Officer conducts medical screenings

April

1-30 Apr: Designated Midshipmen complete Aviation Physiology Training
25 Apr: Training Department finalizes Fleet Cruise requirements with NSTC
25 Apr: Training Department finalizes housing and transportation contracts

May

NLT 12 May: Academic Dean provides Academic Board List to the Training Department
12-16 May: Training Department conducts Inter-sessional Briefs
09-23 May: Block 0
27 May-20 Jun: Block 1

June

23 Jun-18 Jul: Block 2
July

21 Jul-15 Aug: Block 3
23 Jul: Academic Dean provides Academic Board List to the Training Department

August

16-18 Aug: Training Department conducts Reform Briefs and provides a quick look of summer training
18-25 Aug: Training Department opens Summer Training Survey Module

September

9 Sep: Office of Independent Research (OIR) provides Summer Training Survey results to the Training Department
19 Sep: Training Department provides a Summer Training AAR to the Commandant
NLT Sep: Training Department briefs NSTC during Summer Training Hot Wash
NLT Sep: Coordinate expected block dates for Summer 2015 with NSTC
NLT Sep: Training Department begins review of STP Instruction and Note

October

3 Oct: Training Department completes individual Fleet Cruise and PTE Survey Executive Summaries
10 Oct: Training Department submits request for changes to the Summer Training Survey OIR
31 Oct: PB4T completes review of STP Instruction and Note
NLT Oct: Training Department provides officer manning requirements for Summer 2015
NLT Oct: Training Department obtains budget planning factors from Supply Department and solicits inputs from Fleet Cruise and PTE Program Managers for Summer 2015

November

14 Nov: Training Department completes and submits Draft STP Instruction and Note to the Commandant
21 Nov: Training Department submits initial Fleet Cruise billet requirement (by type and block) to NSTC
NLT Nov: Training Department conducts Summer Training 2015 Initial Planning Brief (IPB)
Summer Training Departure Brief

1. This brief shall be given to or reviewed by every Midshipman prior to departing for a summer training event.
   a. For MIDN on independent travel, you must call the STDO after reviewing the brief.
   b. The STDO will ensure you understand the brief and provide you orders if you've not yet received them.

2. Assign a Midshipmen-in-Charge (MIC) for group travel accountability.
   a. MIC is the MIDN with the highest Military Order of Merit.
   b. Provide the MIC with a roster that includes MIDN cell phone #s.
   c. MIC needs to verify #s following the brief.
   d. MIC responsibilities are to ensure:
      (1) Box lunches are picked up (as required, see bullet 15.)
      (2) Accountability is maintained throughout travel to/from the training event.
      (3) Good order and discipline are maintained throughout movement and the training event.

3. Points of Contact
   a. Class Officer: M-F 0800-1600. Most issues can be handled during these times.
   b. Summer Training Duty Officer (STDO) is the primary USNA POC outside of normal working hours. Stress that the STDO cell is for issues that need to be handled outside of normal working hours (i.e. immediate or emergency issues).
   c. BOQ/Billeting: Call FIRST if unscheduled overnight lodging is required.
   d. SATO Travel Helpline: Call FIRST for commercial airline issues. If they are unable to rectify, call the Class Officer or STDO.
   e. Midshipmen Embarkation/Debarkation Teams (MEDT): Established at airports in Mayport, Norfolk, Seattle, and San Diego to coordinate Midshipmen arrival and link-up with fleet units. Be on the lookout for them.
   f. Other points of contact specific to a Professional Training Event (PTE) that should be covered are the USNA Program Manager/Faculty Sponsor and the host POC.

4. Training Objectives
   a. 1/C – Junior Officer (JO) Cruise and service assignment finalization
   b. 2/C – PROTRAMID for broad exposure to major unrestricted line communities and narrowing of service assignment preferences
   c. 3/C – Enlisted Cruise with Surface or Submarine units to introduce Midshipmen to underway life in the Navy
   d. Objectives specific to the PTE.
   e. (Fleet Cruise) Midshipmen Training Officer is the JO within the fleet unit who is responsible for organizing your training and ensuring you are taken care of. Keep them informed. They maintain direct communications with USNA and will contact the Training Office when significant issues come up.
   f. (Fleet Cruise) Running mate is a JO or enlisted that is your primary interface for training. Expectation is that he/she involves you in day-to-day tasks to the max extent practical. Talk to the Senior Enlisted (3/C) or Department Head (1/C) if this is not happening. Talk to the MTO if you want to switch running mates in order gain exposure to other shipboard departments.

5. First Rule of Summer Training: It’s what you make of it. Summer Training exists to familiarize you with operational naval forces, provide leadership opportunities, prepare you for commissioning and service assignment, and build upon Ac-Year experience.
   a. Stay motivated
   b. Stay engaged
   c. Stay professional

6. Avoid off-limits areas. Check with your MTO or host POC to confirm these areas.

7. Represent USNA
   a. Work hard, but take time to enjoy yourself.
   b. Impressions are important. USNA will be judged by your actions.
      (1) Wear a squared-away uniform or appropriate civilian attire and be professional. You now rate insignia that you’ll wear for the next Ac-Year.
      (2) Use good headwork. If it doesn’t seem right, don’t do it.
   c. Red Lines
      (1) UCMJ offenses
      (2) Alcohol related offenses
      (3) Any fraternization
   d. Bottom Line: Set the example.

8. (Fleet Cruise) Be a part of the crew.
   a. Use the chain of command
      (1) Running Mate
      (2) Senior Enlisted (3/C) or Department Head (1/C)
      (3) MTO
      (4) XO
      (5) CO
   b. Follow the orders and regulations of the fleet unit or host.

9. Be on-time for all events/movements
   a. Look out for each other
   b. Use the buddy system
   c. Don’t miss the bus
   d. Don’t miss the ship

10. Pack the appropriate gear
    a. This should have already been done in accordance with the packing list for
Summer Training Departure Brief

2 May 14

b. your event.
c. The Fleet Cruise packing list is on the Summer Training intranet site.
d. Use collapsible luggage and restrict yourself to one checked bag (i.e. sea bag) and a carry-on.
e. Use civilian bags for travel outside the U.S. or its territories.

13. Travel attire
   a. CONUS/Hawaii: summer whites (per the ONNAV instruction, not up for debate)
   b. OCONUS: appropriate civilian attire

14. Outbound travel
   a. Bus/van to airport
   b. Bus/van to embark location within the Ground Transportation Region (Newport, RI; Quantico, VA; Tidewater VA area (Norfolk-Virginia Beach); Camp Lejeune, NC; Charleston, SC; Fort Benning, GA).
   c. When and where to meet the bus/van
   d. MIC shall ensure all are present and notify the STDO or Program Manager of UAs
   e. Upon arrival at your destination, contact the MEDT or host to coordinate link-up.
   f. (Fleet Cruise) If the MEDT is not there to meet you or is unreachable, Google the host unit’s quarterdeck number and work with them directly for link-up.

15. Box Luncnes
   a. Box lunches are provided to MIDN taking a bus/van to locations within the GTR. They are also provided MIDN on all NALO (MILAIR) flights.
   b. Box lunches are available for pick-up in the 4th wing basement MFSD.
   c. MIC should assign Midshipmen to pick-up box lunches on the morning of departure.

16. Return travel
   a. Independent travel: These Midshipmen should know who they are and already have approval to go on leave immediately following training. Travel plans and expenses are the responsibility of those Midshipmen. Reimbursement will be handled via travel voucher up to the government rate. That will be zero if government transportation (MILAIR, bus, or van) was offered. These Midshipmen do not need to return to USNA following training.
   b. Government travel: This is for all other Midshipmen, and it should already be arranged and indicated on their orders/ticket invoice.
      (1) Ground transportation from the training location will be arranged between the Training Department and the MTO.
      (2) COMAIR - Midshipmen should expect to fly into BWI, Ronald Reagan, or Dulles and have to arrange their own ground transportation back to USNA.
         (a) BWI - Super Shuttle
         (b) Reagan/Dulles - metro/cab
      In either case, Midshipmen will be reimbursed.
   c. Training and Leave - Midshipmen on summer training are either travelling, involved in training, or on CO/SEL approved leave. Regardless of the length of time, there is no self-authorized leave.

17. All MIDN check-in with NASP upon arrival at USNA.

18. Cash Advances/Travel Vouchers
   a. No cash advances
   b. Reimbursement of travel expenses will be through submission of a Travel Voucher following return to USNA
   c. Travel vouchers shall be completed within 5 days of Reform. It shall include a copy of the Midshipman’s orders, all paid or zero balance receipts for air/ground transportation, and any other qualifying miscellaneous expenses paid for by the Midshipman. The Commandant’s Budget Office is the primary point of contact for voucher questions.

19. Hand out orders packets

20. MIC verify cell phone numbers on the roster. (MIC can hand out orders packets while verifying cell phone numbers and designating MIDN for box lunch pick-up if required.)

21. Thoroughly review each block of the orders and the entire packet with the group.

22. Remember:
   a. Stay motivated
   b. Stay engaged
   c. Stay professional
   d. Represent USNA

23. Any questions?

24. Sidebar with the MIC to ensure he/she understands responsibilities and when/where to be for departure. (Fleet Cruise) The MTO will be provided this individual’s name as the MIC.
MIDSHIPMEN FLEET CRUISE REPORT

From: Commanding Officer, USS Ship (XXX-XXX)
To: USNA Director, Character Development and Training (CD&T)

Subj: MIDSHIPMEN FLEET CRUISE REPORT

Ref: (a) NSTC M-1533.5

1. The following information is submitted as feedback to USNA. This memo is modeled after the End of Training Report in reference (a).

   a. Fleet Cruise Summary

      | Days | Days | #1/C | #3/C | #1/C | #3/C |
      | Cruise dates | Underway | USNA | USNA | NROTC | NROTC |

   2. Rate the following items by circling the appropriate number for each (1=POOR, 2=ADEQUATE, 3=GOOD, 4=OUTSTANDING); please justify all items marked 1 or 2 in Part 3. If item is not applicable, please leave blank.

      a. Planning

         (1) Notification of assigned Midshipmen:
             1 2 3 4

         (2) Coordination with USNA Summer Training Office:
             1 2 3 4

      b. Preparedness of Midshipmen

         (1) Orders:
             1 2 3 4

         (2) Security Clearances:
             1 2 3 4

         (3) Physicals/Shots:
             1 2 3 4

         (4) Passports:
             1 2 3 4

         (5) Sea bag:
             1 2 3 4

      c. Embark/Debark

         (1) Midshipmen Embarkation/Debarkation Team:
             1 2 3 4
MIDSHIPMEN FLEET CRUISE REPORT

Subj: MIDSHIPMEN FLEET CRUISE REPORT

(2) Midshipmen Liaison Officer (MLO):
1 2 3 4

(3) USNA Summer Training Office:
1 2 3 4
d. Midshipmen Training

(1) Effectiveness of training:
1 2 3 4

(2) Midshipmen conduct/aptitude:
1 2 3 4

(4) Midshipmen motivation:
1 2 3 4

3. Noteworthy qualifications/training were completed by (specify Midshipmen by name):

4. Midshipmen fitness reports were completed on (specify Midshipmen by name):

5. General comments and recommendations:

SIGNATURE
BLOCK