1. **Purpose.** To publish the policies and procedures governing the 2018 Midshipmen Summer Training Program. This notice supplements references (a) and (b).

2. **Objectives.** Per reference (a), the objectives of the United States Naval Academy (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 is responsible for the
implementation and coordination of summer training. The Commandant will be informed of any midshipmen receiving less than 14 days of leave or greater than 35 days of leave.

b. Deputy Commandant of Professional Development (PRODEV). PRODEV shall supervise the scheduling and execution of summer training. PRODEV has the authority to approve individual summer training requests and shall keep the Commandant of Midshipmen advised. PRODEV will forward a list of midshipmen receiving less than 14 days of leave or greater than 35 days of leave to the Commandant of Midshipmen.

c. Training Officer. The Training Officer shall synchronize and schedule summer training events and ensure that qualified officers and senior enlisted are assigned and trained as Midshipmen Liaison Officers (MLO) to support summer training. The Training Officer will compile a list of midshipmen receiving less than 14 days of leave or greater than 35 days of leave and forward to PRODEV for submission to the Commandant of Midshipmen.

d. Class Training Officers. The Class Training Officers shall:

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

   (2) Ensure 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. Primary points of contact are Company Officers (CO), Senior Enlisted Leaders (SEL), and representatives from the Athletics and Academic Departments.

   (4) Compile a list, by class, of midshipmen receiving less than 14 days of leave or greater than 35 days of leave and forward to the Training Officer.

   (5) Act as approving officer for midshipmen travel orders in the Defense Travel System (DTS).

e. Summer Training Duty Officer (STDO). The STDO shall be a Training Department officer who is responsible 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 (OW). The STDO shall:

   (1) Carry the government issued STDO cell phone. The cell phone number shall be published on the Training Department intranet site. All midshipmen and MLOs will receive a Summer Training contact card at the respective departure briefing.

   (2) Represent USNA to fleet units and external entities as required to execute summer training. Contact all host units No Later Than (NLT) 96 hours prior to midshipmen embarkation via email with final midshipmen roster, contact, and travel information.
(3) Execute standardized departure briefs for midshipmen prior to departure for Aviation, Surface, and Submarine Fleet Cruises, and Professional Training of Midshipmen (PROTRAMID).

(4) Provide Program Managers with the necessary materials to execute standardized departure briefs for midshipmen prior to summer training events conducted away from USNA. This includes all Marine Corps, Explosive Ordnance Disposal, and SEAL Fleet Cruises. Contact all Program Managers NLT 96 hours prior to midshipmen departure via email with final midshipmen roster, contact, and travel information.

(5) Assign a senior Midshipman-in-Charge (MIC) for each Fleet Cruise group based on Order of Merit (OOM) and ensure responsibility awareness.

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

(7) Make ground transportation available from USNA to the airport for departing midshipmen if such transport is logistically feasible. If ground transportation is not available, midshipmen will be advised on their options for obtaining appropriate reimbursable travel 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; Hampton Roads, VA area (Norfolk-Virginia Beach); Camp Lejeune, NC; Fort Benning, GA; and Charleston, SC.

(9) Notify the Training Officer 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 summer training transient requirements are accurately identified.

(11) Assist the OOW with tracking midshipmen accountability.

f. Summer Training Travel Office

(1) Responsible for the creation, processing, and amending of all travel authorizations, vouchers, and local vouchers for summer training programs funded by the Commandant’s cost center.

(2) Coordinate all group travel booking and reservations with the SATO group desk and conduct weekly meetings with the Central Ticketing Office (CTO) management to inquire about the status of refunds, ticketing, and to brief new mission requirements.

(3) Upon request from the STDO or the Training Officer, cancel and rebook flights for travelers in order to meet mission requirements.
(4) Prepare and compile required orders and supporting documentation and participate in travel briefs prior to midshipmen departure.

(5) Collect and compile all receipts and other supporting documentation for voucher processing in order to facilitate Centrally Billed Account (CBA) reconciliation in a timely manner.

(6) Assist all Defense Travel System (DTS) approving officials with technical issues encountered during the initial review and approval process. Contact Defense Travel Management Office’s (DTMO) Travel Assistance Center for help with technical issues that cannot be resolved locally.

(7) Maintain and compile historic travel data for after action review and future program improvements.

(8) Build DTS profiles for the Class of 2021.

g. Logistics Officer. The Logistics Officer shall:

(1) Be responsible for coordinating box lunches as required to support summer training. Box lunches shall be available to those midshipmen using USNA ground transportation for summer training events that preclude the use of King Hall during meal hours. Use of box lunches reduces per diem costs.

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

(3) Coordinate with local lodging to reserve midshipmen rooms, as required. Preference will be given to local Department of Defense lodging establishments.

(4) Accept SATO flight proposals for midshipmen travel itineraries.

h. Naval Academy Summer Program (NASP) Officer-in-Charge (OIC). Reference (b) provides detailed information on NASP policy and procedures. NASP OIC is responsible for midshipmen in Bancroft Hall who are participating in summer training and summer school, transient persons in any status, and those personnel, excluding plebes, who are separating for any reason. Specific summer training programs that require berthing in Bancroft Hall under NASP’s purview are:

(1) Anti-Terrorism/Force Protection (ATFP)

(2) Mandatory Summer School/Voluntary Summer School

(3) Powered Flight Program (PFP)/Air-Ground Instructor (AGI)

(4) Offshore Sailing Training Squadron (OSTS) or Varsity Offshore Sailing Team (VOST)
(5) Yard Patrol Atlantic Patrol (LANTPAT) and Yard Patrol Oceanography (YP OCEANO)

(6) Leatherneck

(7) Local area academic internships

(8) Midshipmen participating in Naval Academy Athletic Association (NAAA) events

(9) Summer Heroes Youth Program (SHYP)

(10) Weapons Detail

i. 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.

j. 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 Training Officer in May of 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 those on the list are at the Naval Academy no later than 24-hours prior to their Academic Board.

k. 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.

(6) Providing the Training Department the roster of midshipmen selected to participate in IPO summer programs.

i. Special Assistant to the Director of Research and Scholarship. The Special Assistant, as the USNA Internship Coordinator, shall be responsible for:

(1) The development, coordination, scheduling, and implementation of all academic internships. Only internships vetted and approved by the Superintendent's Review Panel (SRP) shall be scheduled during the summer training program.

(2) Providing the Training Department a roster of midshipmen selected to participate in SRP approved internships.

m. CO and SEL. COs and SELs shall:

(1) Counsel midshipmen on individual schedules and summer training priorities and assist in summer training schedule conflict resolution.

(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 are rescheduled when necessary.

(4) Inform the respective Class Training Officer of any unscheduled midshipmen leave approvals (i.e., for unexpected gaps in training). Specifically, midshipmen receiving less than 14 days of leave or more than 35 days of leave.

(5) Ensure respective company leave requests are approved or denied throughout the summer.

n. MLO. MLOs are designated officers and senior enlisted who serve as forward coordinators for select Fleet Cruises and Professional Training Events (PTEs). MLOs shall be designated for all events associated with 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 Midshipmen Liaisons Officer-in-Charge (MLOIC) and shall be responsible for coordination with the other MLOs, fleet units, the Second Class Training Officer, and the STDO. The MLOIC shall submit an after action report with lessons learned no later than two 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 Second Class Training Officer to ensure transportation, lodging, and messing requirements are met.

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

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

   (f) Coordinate with respective fleet units to ensure midshipmen are present for training and that the training is of the highest quality. Feedback shall be provided to the Training Office if any training does not meet this standard.

   (g) Berth in designated government housing arranged by the Training Department.

O. Program Managers. Program Managers are staff and faculty representatives responsible for oversight of all Fleet Cruises and Professional Training Events (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 5 February 2018. This information shall be updated as it changes throughout the planning and execution of summer training.

   (3) Ensure midshipmen assigned to each program have received a medical screening as required.

   (4) Provide midshipmen with an event specific packing list.

   (5) Conduct a departure brief for respective midshipmen. Be familiar with the departure brief well in advance. Note: The STDO shall conduct the brief for all Aviation, Surface, and Submarine Fleet Cruises.

   (6) Identify a MIC and relay midshipmen contact information to the host or fleet unit POC.

P. 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.

q. 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.

r. 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.

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 NCAA “blocker” rosters to the Training Department, in accordance with enclosure (3), 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. 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 Order of Merit in the group. The MIC shall:

(1) Maintain a roster with current contact information for midshipmen in their 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).

(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 point of contact by the Program Manager.

v. Midshipmen. Midshipmen shall:

(1) Enter passport data into MIDS no later than 7 February 2018 to be considered for an
OCONUS cruise.

(2) If selected for an OCONUS cruise, complete the following prior to departure:

(a) Read and be familiar with this instruction and in particular, enclosures (1) and (2).

(b) Complete Anti-Terrorism/Force Protection (ATFP) Level 1 Training (Annual)

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

(d) Complete an Isolated Personnel Report (ISOPREP)

(e) Complete any other country specific requirements required by reference (c).

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

(3) Fully understand individual summer training assignments including locations, report dates, program requirements, and points of contact.

Note: Midshipmen are required to understand and comply with all requirements in the Foreign Clearance Guide per reference (c) for Contiguous United States (OCONUS) cruises.

(4) Check USNA e-mail accounts and the Summer Training Assignments page in MIDS regularly, but at least once every three days when on leave, and during the summer. Notifications of summer training changes made to individual midshipmen schedules are updated via these two methods. The respective Class Training Officer or the STDO shall contact the affected midshipmen by cell phone if any changes are made within 24-hours of expected departure.

(5) Maintain current contact information in MIDS.

(6) Contact CO/SEL first, then the Class Training Officer or the STDO as required if summer training scheduling conflicts arise (i.e., a midshipman is scheduled for both MSS and a Fleet Cruise during the same block) or questions regarding summer training schedules arise.

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

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

(9) Immediately notify CO/SEL and Class Training Officer of any change in medical status.

(10) Maintain expected standards of appearance and conduct throughout the summer training period.
(11) Check into NASP no later than close of business on the day of their departure brief if not on approved leave. Properly check out of NASP prior to departing for training.

(12) Report to USNA immediately upon completion of training via provided transportation to file a travel claim, unless approved for independent travel.

(13) For any specific circumstances requiring extra consideration, submit a chit to PRODEV via the Midshipmen chain of command, Company Officer, Battalion Officer, Class Training Officer, and Training Officer.

(14) Complete all required medical paperwork prior to embarkation. This may include, but is not limited to, extra inoculations, submarine embarkation physicals, or flight physicals. Failure to complete these will preclude embarkation on the applicable cruise and will require a change in summer training schedule.

(15) Attend the appropriate cruise departure brief. If unable to attend, the STDO must be contacted for guidance on an appropriate make-up brief.

(16) Route a summer training medical excusal recommendation form through the Brigade Medical Officer to the appropriate Class Training Officer in the event a medical condition will preclude participation in a summer training event.

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 their fleet unit’s midshipmen training plan and is the midshipman’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. Per reference (a), every midshipman shall be assigned two training events. At a minimum, each midshipman shall participate in one fleet training event and one PTE. In general the Fleet training event consists of a surface or submarine cruise for 3/C, PROTRAMID for 2/C, and a
Fleet cruise pertaining to potential service assignment for 1/C. Midshipmen may submit a request to be exempt from a 3/C Fleet cruise if previous enlisted service satisfies the 3/C Fleet cruise requirement. Midshipmen may submit a request to be exempt from a 1/C Fleet cruise if early service assignment has occurred during the previous semester. Requests will be routed through the midshipmen chain of command to the Training Department for approval by the Deputy Commandant of Midshipmen for PRODEV.

b. 2017 Summer Training Block dates are as follows:

(1) Block 0: 11 May – 25 May
(2) Block 1: 29 May – 22 June
(3) Block 2: 25 June – 20 July
(4) Block 3: 23 July – 15 August

c. Winter Inter-sessional Briefs. Class Training Officers shall present briefs to each respective class during the January 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.

d. Midshipmen Summer Training Preference Module. Immediately following the Inter-sessional Period, the Training Department shall open the MIDS Module for midshipmen to submit preferences. The module shall be open for seven days.

e. CO/SEL Summer Training Preference Review. COs and SELs shall review the respective midshipmen summer training preferences and modify and/or recommend approval. This shall be completed within 14 days after closure of the MIDS module to midshipmen.

f. Summer Training Rosters. Program Managers for summer training events that require screening shall provide by-name rosters to the Training Department no later than 6 February 2018.

g. Summer Training Cruise Assignment Process. Summer training billets shall be assigned in accordance with the Summer Training Continuum in reference (a). Assignments will be made available to midshipmen prior to Spring break. The following is taken into consideration when making individual assignments:

(1) Graduation requirements
(2) Selection to special details
(3) Overall Order of Merit
(4) Community Preferences

(5) Screening completion

(6) Midshipmen preference

(7) Billet availability

h. Summer Training PTE Assignment Process. PTEs shall be grouped according to priority. Group 0 PTEs are mission critical. Groups 1 and 2 PTEs are mission essential. All other PTE groups are mission enhancing. Midshipmen will be assigned at least one PTE in accordance with the detailing considerations listed above. Additionally, all higher priority PTE’s requirements must be met before filling lower priority PTE. Midshipmen assigned a lower priority PTE may be reassigned if needed to meet higher ranked PTE requirements. Descriptions of each PTE group are listed as follows:

(1) Group 0 PTEs include all Naval Academy Programs and programs directly supporting Naval Academy operations.

(2) Group 1 PTEs include all training events that provide fleet exposure, better inform midshipmen for their service assignment preferences, and enhance seamanship skills.

(3) Group 2 PTEs include scholarship programs, funded tier 1 and 2 internships, and USNA Strategic Plan 2020 events.

(4) Group 3 PTEs include fleet and inter-service schools.

(5) Group 4 PTEs include leadership events at other service academies and tier 3 unfunded federal internships.

(6) Group 5 PTEs include civilian leadership events and non-federal internships.

i. 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. Specific cruises requiring screenings include, but are not limited to, Submarine Cruises, Aviation Cruises, and PROTRAMID.

(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 maximum 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.

j. Fleet Cruise Assignments. The Class Training Officers shall begin assigning midshipmen to specific fleet units immediately upon receipt of billets from the MEDCs. These billets are normally provided to USNA two weeks prior to block start.

k. Spring Inter-sessional Briefs. The Class Training Officers shall present briefs to each respective class during the spring 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.

l. Fleet Unit Embarkation Notification. The Training Department shall contact fleet unit MTOs via e-mail four days prior to midshipmen embarkation. In this e-mail, the Training Department shall:

(1) Confirm the USNA midshipmen roster, identify the MIC, and provide specific midshipmen travel information. If specific travel information is not yet available four days prior to embarkation, it will be provided once available.

(2) Confirm the Fleet unit’s contact info for the Commanding Officer, and Executive Officer, and Midshipman Training Officer or MIC.

m. Fleet Unit Contact List. Prior to the start of each block, the Class Training Officers shall provide to PRODEV and the Training Officer a contact list of all Fleet unit Commanding Officers.

n. Departure Briefs

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

(2) For PROTRAMID, the Training Department shall conduct briefs to midshipmen at 1400L one day prior to departure.

(3) For OCONUS Fleet cruises, the Training Department shall conduct briefs to midshipmen at 1200L four days prior to embarkation.
(4) Briefs shall be conducted in Luce Hall Planetarium unless otherwise communicated.

(5) Midshipmen unable to attend the scheduled brief shall contact the STDO as soon as possible to coordinate an alternate brief time and location.

(6) Program Managers for all other summer training events shall conduct a departure brief with assigned midshipmen utilizing enclosure (2).

(7) Midshipmen shall receive orders and travel information at the departure brief.

R. B. CHADWICK

Distribution:
Non-Mids ( Electronically)
Brigade ( Electronically)
SUMMER TRAINING GUIDANCE FOR MIDSHIPMEN

1. Training Events Requiring Screeners. Midshipmen desiring to participate in a summer training event requiring screening (ex. SOAS cruise) 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).

2. Submarine and Surface Warfare (Nuclear) Community Early Service Assignment. Midshipmen who elect early service assignment for the Submarine or Surface Warfare (Nuclear) Communities, and who have completed a Fleet cruise previously, may request to have their I/C Fleet cruise waived by routing a special request chit.

3. Special Request Chits. Chits regarding summer training shall be routed as follows:
   a. Faculty/staff sponsor for the summer training event (as required)
   b. Company SEL
   c. Company Officer
   d. Battalion Officer
   e. Class Training Officer
   f. Training Officer
   g. Deputy Commandant for Professional Development
   h. Commandant of Midshipmen (if necessary)

4. 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.

5. Orders and Vouchers. Midshipmen participating in any summer training event will do so with approved funded or unfunded permissive orders. Travel vouchers shall be accompanied by receipts. Upon returning to the Naval Academy, midshipmen are required to report to the travel office in order to submit their travel voucher. Vouchers shall be completed within **five business days** of returning to the Naval Academy, before the next training event, or before taking leave. Failure to do so will result in that midshipman being recalled from leave or possible conduct action. If a midshipman is unable to file a travel claim within the appropriate amount of time due to some extenuating circumstance, the class training officer and the travel office must be notified as soon as possible.
   a. Unfunded Orders for Training Activities. Midshipmen desiring unfunded orders for faculty/staff sponsored training events during 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. PRODEV shall approve/deny requests for unfunded orders and forward approvals to the Summer Training Travel Office for issuance of unfunded orders. Midshipmen are responsible for picking up unfunded orders from the Summer Training Duty Officer.

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

b. Internship Travel Orders. These travel orders shall be coordinated through the Academic Department. All internship travel vouchers shall be submitted through the Academic Department.

c. 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 and approved 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. Travel expenses of the internships will be handled through official travel orders.

d. Independent Travel Requests. Midshipmen desiring independent travel shall request it through the Training Office via the online request form (provided in early spring). Midshipmen who do not request independent travel by the set deadline will be required to use the transportation arranged for them from USNA. Only midshipmen whose training event was assigned or changed within a week of departure or after the independent travel module has closed may request independent travel outside of the normal process. Regardless, all requests will only be approved when it makes logistical sense. Special request chits shall be routed to the Training Officer as described above. If approved for independent travel, the midshipman is still responsible for contacting the STDO for their departure brief.

6. 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 shall check summer training assignments at least every three days, including while participating in summer school, summer training, or on leave.

7. 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), they shall immediately contact the CO/SEL, Class Training Officer, STDO, Midshipman-in-Charge (MIC), or MTO as appropriate. Midshipmen are responsible for ensuring leave has been entered and approved in MIDS. All midshipmen not on a training evolution or checked into NASP must have leave properly documented and approved. Failure to do so will result in that midshipman being considered UA and subject to a conduct offense.
8. Bancroft Hall. Midshipmen shall check-in with the NASP Duty Officer on the day of the departure brief if not in a leave status. If not on approved leave, midshipmen shall spend the night in Bancroft Hall immediately prior to summer training departure. Midshipmen still on approved leave are not required to check into NASP, but are still required to attend any briefings and training departures on time. Midshipmen residing in Bancroft Hall at any time during the summer shall conduct themselves in accordance with reference (b).

9. Uniform for Departure Briefs. The prescribed uniform for all departure briefs is Summer Whites with proper rank insignia. Midshipmen 1/C shall wear midshipman in ranks insignia.

10. Conduct. In accordance with reference (d), 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.

   a. 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.

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

11. Leave

   a. 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.

   b. Midshipmen who require emergency leave while on a Fleet cruise shall notify their fleet unit MTO, the STDO, and their CO/SEL.

      (1) 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.

      (2) The decision to terminate or temporarily suspend midshipmen summer training shall be made by PRODEV.

12. 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, timing of the DOR, and graduation requirements.

13. 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 443-336-2637 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 001-202-470-5546). 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.
SUMMER TRAINING TRAVEL GUIDANCE FOR MIDSHIPMEN

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

2. **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.

   a. **Requests.** Midshipmen desiring independent travel shall request it through the Training Office via the online request form (provided in early spring). Midshipmen who do not request independent travel by the set deadline will have an airline ticket purchased in their name or will have ground transportation arranged. **Completing the independent travel request form does not guarantee independent travel. The request form must be approved.** Only midshipmen whose training event was assigned or changed within a week of departure or after the independent travel module has closed may request independent travel outside of the normal process. Requests will only be approved when it makes logistical sense. Special request chits shall be routed through the midshipman’s chain of command to the Battalion Officer, then to the Class Training Officer and Training Officer for approval. If approved for independent travel, the midshipman is still responsible for contacting the STDO for their departure brief.

   b. **Eligible Events.** Independent travel is available for PTEs and the following Fleet cruis es: Aviation, Surface, Submarine, EOD, SEAL, SUBTRAMID, and CEC. Just because independent travel is approved, it does NOT necessarily mean that your POV will be allowed to park on the base for the duration of your cruise. Since ship schedules are subject to change while embarked, there is a potential that the cruise debark location will differ from the embark location the vehicle was left, resulting in additional costs to retrieve it. The midshipmen is solely responsible for this expense. Also, while underway, there is no guarantee that your vehicle or possessions will remain secure.

   c. **Ineligible Events.** Independent travel is NOT available for PROTRAMID east, Leatherneck, or MAGTF east. Independent travel is NOT available for OCONUS training events unless approved on an individual basis by the Superintendent prior to departure for training.

3. **Orders and Departure Briefs.** During the standard departure brief, independent travel orders will be provided to the Midshipman-in-Charge (MIC) of each training event and will be subsequently turned over to the independent traveler upon arrival at the training destination. An independent departure brief will be emailed to the Brigade prior to the start of Block 0.

   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. Additionally, upon arrival at their training destination, they shall retrieve their orders from the MIC. This is the responsibility of the midshipman on independent travel.

Enclosure (2)
4. **Travel Vouchers.** Following a training event, all midshipmen shall submit a travel voucher with the Summer Training Travel Office.

   a. **Travel Voucher.** Travel vouchers shall be submitted within **five working days** of returning, before going on leave, or before the next training event (whichever is first). In some cases, a midshipman may not be able to submit the travel voucher within five working days due to immediate back-to-back training events. These midshipmen shall submit summer training travel vouchers within five days of returning to USNA.

   b. **Independent Traveler Voucher.** Upon returning to the Naval Academy, midshipmen are required to report to the travel office in order to submit their travel voucher. Vouchers shall be completed within five business days of returning to the Naval Academy.

   c. 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 Summer Training Travel Office.

   d. 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. Travel expenses above the government cost will be covered by the midshipman. (i.e. midshipmen who would normally ride on a USNA bus to an East Coast location would **NOT** be reimbursed gas or mileage because there is no cost to the government for using government vehicles.)

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 and leave during the summer. All ticket receipts are required for voucher processing purposes and must be presented to the summer travel office upon return to USNA.

6. **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.

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

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

7. **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:

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

   b. Expect to incur additional incidental expenses and should carry enough cash to meet food and taxi requirements at a minimum (e.g., $150 USD).
c. Ensure they are in full compliance with reference (c).

8. Passports. All midshipmen shall:

   a. Obtain a tourist passport in order to be considered for an OCONUS cruise. There will be a ‘passport fair’ coordinated in February – March. Midshipmen are HIGHLY encouraged to submit their passport application before this time. Once a passport has been obtained, this information must be updated in MIDS. The passport shall be in the possession of the midshipman when reporting to the cruise departure brief.

   b. 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.

9. Logistics

   a. Transportation from USNA to USNA-Funded Training Events

      (1) Midshipmen will be provided ground transportation from USNA to departure airports or directly to training locations within the Government Transportation Request (GTR) if financially and logistically feasible. For all training events requiring travel by air or train, ground transportation will be provided when it is logistically and financially appropriate. When ground transportation is not provided, midshipmen shall be briefed on appropriate transportation options to the required location.

      (2) Any midshipman who is UA is required to coordinate transportation to the departure airport or training location at their expense. Midshipmen will not be reimbursed for these expenses.

   b. Transportation from USNA-Funded Training Events to USNA

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

      (2) 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 for ground transportation to USNA.

      (3) 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.

   c. Non-USNA-Funded Training Events

      (1) Funding and transportation may be provided by:

Enclosure (2)
(a) Another federal source.

(b) The Naval Academy Foundation.

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

(d) The midshipman.

10. **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 Midshipmen Food Service Division Memorandum to Midshipmen and 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.

11. **Rental Cars.** Midshipmen are not eligible for government-funded rental cars except when participating in specifically identified internships and as approved by the faculty coordinator of the internship. If approved for a rental car, it must be booked through SATO/CTO, it must be included on the midshipman’s official travel orders, and it must be approved by the DTS Approving Official responsible for internship travel orders. Reimbursement for rental car expenses must follow federal travel regulations.
SUMMER TRAINING PLAN OF ACTION AND MILESTONES (POA&M)

December 2017
15 Dec PTE list approved by Commandant (midshipmen not identified)
15 Dec Academic Internship list approved by Superintendent’s Review Panel (midshipmen not identified)

January 2018
3-5 Jan Training Department briefs CO/SEls and other applicable personnel on summer training assignment process
5-8 Jan Training Department conducts Inter-sessional Briefs
9-15 Jan Training Department opens MIDS Summer Training Preference Module
15 Jan 4/C completed DTS self-registration profiles
16-28 Jan CO/SEls review and approve midshipmen preferences in MIDS
31 Jan Special request chits (early selects/prior enlisted cruise excusals) due to Training Office
NLT Jan Training Department conducts Summer Training 2017 Mid Planning Brief (MPB)

February
5 Feb Program Managers provide by-name rosters to the Training Department for Fleet Cruises and PTEs that require screening (includes academic internships and IPO)
5 Feb NAAA provide “blocker” rosters to the Training Department
5 Feb Academic Dean provides tentative MSS roster
5 Feb Initial Plebe Summer Detail list submitted
5 Feb Program Managers submit TAD PTE worksheets to Training Officer
6 Feb-3 Mar Training Department assigns midshipmen to summer training
NLT Feb Cruise billet requests submitted to NSTC

March
1 Mar MLOs identified/finalized
9 Mar Training Department releases summer training assignments
19-30 Mar Conflict resolution requests by midshipmen/COs/SEls
19-30 Mar Brigade Medical Officer conducts medical screenings

April
2 Apr High risk forms complete and collected with Training Department
2 Apr All Training Department officers complete AO qualification
9 Apr-1 May Designated midshipmen complete Aviation Physiology Training
13 Apr Training Department confirms dates for all Block 0 events
16 Apr Training Department finalizes Fleet cruise requirements with NSTC
20 Apr Training Department finalizes housing and transportation contracts

May
1 May Independent travel request due
10 May Training Department confirms dates for all Block 1 events
NLT 11 May Academic Dean provides Academic Board List to the Training Department
14-18 May Training Department conducts Inter-sessional Briefs

Enclosure (3)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>June</td>
<td>Training Department confirms dates for all Block 2 events</td>
</tr>
<tr>
<td>6 Jun</td>
<td>Training Department confirms dates for all Block 3 events</td>
</tr>
<tr>
<td>July</td>
<td>Training Department confirms dates for all Block 3 events</td>
</tr>
<tr>
<td>5 Jul</td>
<td>Academic Dean provides Academic Board List to the Training Department</td>
</tr>
<tr>
<td>24 Jul</td>
<td>Training Department confirms dates for all Block 3 events</td>
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<tr>
<td>August</td>
<td>Last day in Summer Training Block</td>
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<tr>
<td>15 Aug</td>
<td>Training Department conducts Reform Briefs</td>
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<tr>
<td>17-19 Aug</td>
<td>Training Department opens Summer Training Survey Module</td>
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<tr>
<td>17-25 Aug</td>
<td>Training Department provides a Summer Training AAR to the Commandant</td>
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<tr>
<td>September</td>
<td>Training Department briefs NSTC during Summer Training Hot Wash</td>
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<tr>
<td>NLT Sep</td>
<td>Coordinate expected block dates for Summer 2019 with NSTC</td>
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<tr>
<td>NLT Sep</td>
<td>Training Department begins review of STP Instruction and Note for ST19</td>
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