



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
COMMANDANT OF MIDSHIPMEN  
ANNAPOLIS MARYLAND 21402-1300

Canc: Sep 17

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OPS  
AUG 17 2017

COMMANDANT OF MIDSHIPMEN NOTICE 1000

From: Commandant of Midshipmen, U.S. Naval Academy

Subj: FORMATION OF THE BRIGADE OF MIDSHIPMEN FOR ACADEMIC YEAR  
2017-2018

Ref: (a) COMDTMIDNINST 5400.6T  
(b) COMDTMIDNINST 1020.3B  
(c) COMDTMIDNINST 1601.10L

1. Purpose. To promulgate policy for the formation of the Brigade of Midshipmen during the period of 16-20 August 2017 and for the Brigade to accomplish required tasks, conduct necessary training, and ensure a smooth transition from summer programs into the Academic Year (AY). The focus should be on accountability of the Brigade as well as the transition from old leadership to new. Billet holders shall review their new billet descriptions and requirements, unit Commanders shall begin the process of learning and developing their people, and the entire Brigade shall ensure the smooth transition of 4/C Midshipmen from Plebe Summer to the AY.

2. Background. The Reform schedule has been developed to achieve the following objectives:

a. Assemble the Brigade for the 2017-2018 AY and communicate the Commander's intent on all levels of the chain of command.

b. Educate the Brigade on services that are available to them throughout the AY.

c. Provide training on changes to policies and programs.

d. Train midshipmen on near-term class-specific events.

e. Cover all standard training topics prior to the commencement of classes.

3. Responsibilities

a. The Operations Officer is designated overall coordinator for the Reform of the Brigade.

b. Those officers, senior enlisted, and midshipmen personnel assigned tasks per this notice or the posted Reform schedule will take action as required. All requests for changes and

AUG 17 2017

modifications to the Reform schedule should be addressed to the Commandant of Midshipmen and submitted via the Operations Officer.

#### 4. Move-Out/Move-In Procedures

##### a. Wednesday, 16 August 2017:

(1) Naval Academy Summer Programs (NASP) will be responsible for billeting and accountability of all midshipmen at the United States Naval Academy not associated with Plebe Summer until 1200 on Wednesday, 16 August 2017. After which, all reporting will be routed through the normal AY chain of command.

(2) All NASP residents shall check out no later than 1200 on Wednesday, 16 August 2017. NASP Duty Officer will stand down as ordered but no earlier than 1800 on Wednesday, 16 August 2017. NASP residents may stage their belongings outside of their NASP rooms until move-in to their company areas is authorized. Midshipmen departing on leave prior to this time must have their rooms pass a Class BRAVO room inspection by a NASP Duty Officer before signing out. NASP Staff will de-conflict the move-out of these midshipmen with Plebe Summer Staff.

(3) The 4/C Regiment will move out of Plebe Summer spaces into their AY company spaces beginning at 1200, with targeted completion of 1745.

(4) Midshipmen 1/2/3/C are authorized to move into 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Wings no earlier than 0700 on Wednesday, 16 August 2017. Midshipmen assigned to 1<sup>st</sup>, 3<sup>rd</sup>, or 5<sup>th</sup> Wings shall begin moving in no earlier than 1600 on Wednesday, 16 August 2017 or after Plebe Summer personnel are completely moved out of associated wings. No non-Plebe Summer staff midshipmen are allowed to transit Plebe Summer spaces until 1600.

(5) Liberty and leave expiration for 1/C Midshipmen is 1800. Formation shall be held in company areas in Summer Whites.

##### b. Thursday, 17 August 2017:

(1) 2/C Midshipmen are authorized to drive onto the Yard from 0700 to 1500. Midshipmen will be permitted to temporarily park in loading zones close to Bancroft Hall not otherwise assigned to midshipmen for the purpose of loading or unloading their vehicles. The vehicle must not be left unattended during this time and shall not be left longer than 20 minutes. Hazard lights shall be used while loading/unloading. 2/C Midshipmen will also be authorized to drive onto the Yard from 1700, Friday, 18 August 2017 to 1700, Sunday, 20 August 2017. The same rules apply for loading/unloading their vehicle. **Due to limited parking availability, 2/C Midshipmen are encouraged to utilize the weekend time period to drive onto the Yard.**

(2) Liberty and leave expiration for 2/C and 3/C Midshipmen is 1600. Formation shall be held in company area in Summer Whites.

AUG 17 2017

c. Midshipmen are **NOT** authorized to use elevators in Bancroft Hall during the move-in time period.

#### 5. Watch Organization

a. Plebe Summer Staff will assume and maintain all Main Office watch responsibilities from 0700 on Thursday, 17 August 2017 through 1600 on Friday, 18 August 2017. Plebe Summer Staff will also assume Colors Detail responsibilities through this time frame. The Brigade assumes the Main Office watchbill directly before Plebe Summer Turnover Parade, at 1600 on Thursday, 17 August 2017.

b. The Brigade Adjutant is responsible for standing up the normal AY Brigade Watch Organization that complies with reference (c) beginning at 1800 on Wednesday, 16 August 2017. Further, Battalions will stand up a Battalion Officer of the Watch (BOOW) and individual companies will stand up a Company Deck Officer (CDO) and Assistant Company Deck Officer (ACDO) at 1800 on Wednesday, 16 August 2017. Reduced Main Office watches, provided by Plebe Summer Staff, will be stationed with a Midshipman Officer of the Watch, a single Midshipmen in Charge of Main Office, and a single Main Officer Monitor (as employed throughout the summer) until 1600 on Thursday, 17 August 2017. The Brigade Adjutant is responsible for CDOs, BOOWs, a Company Midshipman of the Watch, and two Regimental Midshipmen of the Watch mustering at 1600 in the rotunda on Thursday, 17 August 2017 to provide safety, security, and Brigade accountability as well as publishing the Brigade 0800 Report.

c. Beginning 1800 on Wednesday, 16 August 2017, AY companies will be responsible for staffing CDOs and company duty section rovers. The Company Mate of the Deck (CMOD) in all Bancroft Hall company areas will be stationed by members of the 4/C Regiment starting 1800 on Thursday, 17 August 2016. The staffing of CMODs will require coordination between AY companies and Plebe Summer Companies. 3/C Midshipmen shall be rolled into the CMOD watchbill at 1600 until pipe down on 18 August 2016. This will facilitate maximum 4/C participation in the turnover parade.

#### 6. Action

a. The Brigade Supply Officer will report Brigade strength, and coordinate special circumstances to the Midshipmen Food Services Officer by 1600, Thursday, 17 August 2017. All meals will be served per the Reform schedule.

b. Company Administrative Officers shall ensure all midshipmen know how to locate the Plan of the Day (POD) and Reform Schedule. All midshipmen shall be trained on both locations:

(1) USNA Intranet Home Page for the POD listing;

(2) <http://intranet.usna.edu/Schedules/>, the Commandant Scheduling page where the Reform Schedule is posted. Company Administrative Officers should check the schedule daily



AUG 17 2017

for changes and ensure the information is delivered to the midshipmen as part of their training. Throughout the year, it is the responsibility of each midshipman to be aware of all activities on the POD.

c. All classes are scheduled for height and weight standards during Reform. Attendance at a scheduled height and weight standards period is mandatory and will be determined by the Company Officers. All standards must be completed prior to the end of Reform.

d. Individuals identified as Action Officers on the Reform schedule are responsible for obtaining equipment or support required to execute their respective tasks. Specifically, power point presentations and set ups for Alumni Hall and Mahan Hall should be coordinated with Keith Menz at extension 2234 or e-mail: menz@usna.edu.

## 7. Coordinating Instructions

a. Midshipmen 1/2/3/C will avoid contact with the Class of 2021 until after the 4/C Regiment has been formally transferred to the control of the Brigade, 1930 on Thursday, 17 August 2017. Only second set Plebe Regiment Detailers are allowed to interact and train the Class of 2021 until turnover is complete.

b. Any unassigned time on the evenings of 16-20 August 2017 is intended to be used in a constructive manner. Company Officers and Senior Enlisted Leaders have numerous administrative tasks to complete with their companies. Company Commanders, Platoon Commanders, and Squad Leaders will use available time to outline their expectations and objectives for the first semester with all subordinates. No activities shall be conducted as a rating and evaluation period of the 4/C Regiment's summer training effectiveness until Plebe Hello Night. The first come-around period will not occur before 1930 on Thursday, 17 August 2017.

c. The Uniform of the Day is Summer Whites and the working uniform is Working Blues. Uniform of the Day will be worn by each class when attending the Superintendent and Commandant Calls. Uniform for the Plebe Turnover Parade on Thursday, 17 August 2017 is Uniform of the Day for Midshipmen 1/2/3/C.

d. Midshipmen assigned to the 4/C Regiment will follow the Plebe Summer POD until Thursday, 17 August 2017 when the 4/C will be included in the Reform schedule and AY POD. The Plebe Summer Detailers will attend mandatory Reform briefs, arriving in a timely manner. Any conflicts will be addressed via the Plebe Summer Officer in Charge to Commandant Operations Officer.

e. All midshipmen 1/2/3/C must access their academic schedules on Midshipmen Information Database System (MIDS) before going to the bookstore. Midshipmen must see their Company Officers or Company Senior Enlisted Leaders for instructions or problems encountered with MIDS.

AUG 17 2017

f. Mandatory participation in scheduled events is indicated by an (\*) asterisk in front of the participant codes. Codes include:

A = Midshipmen 1/C, 2/C, 3/C  
B = All midshipmen  
C = Officers  
D = Faculty  
E = Enlisted  
F = Guests  
G = General Public  
H = Staff

**NOTE:** Midshipmen must consult their chain of command for any conflicts with mandatory events.

g. Midshipmen are responsible for attending to administrative matters not scheduled (e.g., haircuts, room clean-up, etc.)

h. Times during which specific evolutions are not scheduled are reserved for the Commandant, Battalion Officers, Company Officers, Senior Enlisted Leaders, and Company Commanders to conduct personnel and room inspections, or other training as desired.

#### 8. Liberty Policy

a. Midshipmen may be authorized liberty Saturday, 19 August 2017, no earlier than 1700 and after Evening Muster/Accountability Formation at the discretion of the Battalion Officer. Liberty will expire no later than 2359 for all 3/4/C Midshipmen and no later than 0100 on Saturday, 19 August 2017 for all 1/2/C Midshipmen.

b. The uniform for Town and Yard Liberty is appropriate civilian attire for 1/2/C Midshipmen and Summer Whites for 3/4/C Midshipmen.

c. Prior to the start of liberty, the following pre-conditions shall be met:

- (1) Brigade leadership has accurate accountability for all members of the Brigade.
- (2) All midshipmen rooms have passed a Class Bravo condition inspection.
- (3) All midshipmen have passed a Summer Whites uniform inspection.
- (4) 2/C, 3/C, and 4/C Midshipmen have been assigned to a Duty Section.
- (5) Summer Training travel claims completed and filed with Training Department.
- (6) All midshipmen read Midshipman Regulations and familiarize themselves with the new changes to the document.

**AUG 17 2017**

(7) All midshipmen shall complete Navy Knowledge Online - Active Shooter Training.

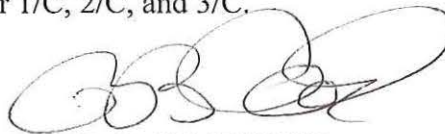
d. Overnight liberty for second set Plebe Summer Detailers is authorized at the discretion of Battalion Officers; this authority may be delegated down to Company Officers at Battalion Officer discretion.

e. On Sunday, normal liberty will commence according to class specific rates detailed in Midshipman Regulations; however, end-of-liberty formation will occur at 1745 due to First Night.

(1) 1/C, 2/C and 3/C Midshipmen: Town Liberty commences at 0800 and expires at 1745 with an Evening Meal Formation in Company area. Uniform for liberty expiration is Summer Whites.

(2) 4/C Midshipmen: Yard Liberty is authorized. At 1745, 4/C Midshipmen will muster at the Evening Meal Formation in Company area, in Summer Whites.

f. Following the Evening Meal Formation, all midshipmen should proceed to Farragut Field for First Night, where evening meal will be served. Uniform will be Regulation Physical Training Gear; Spirit Gear is authorized for 1/C, 2/C, and 3/C.

A handwritten signature in black ink, appearing to read 'R. B. Chadwick', with a large, stylized flourish at the end.

R. B. CHADWICK

Distribution:  
Non-Mids (Electronically)  
Brigade (Electronically)