

## APPENDIX A

### SAMPLE SHIP'S NOTICE FOR MIDSHIPMEN SUMMER TRAINING

USS UNDERWAY NOTICE 1533

Subj: MIDSHIPMEN SUMMER TRAINING PROGRAM

Ref: (a) Midshipmen Summer Training Manual (NAVEDTRA 37300 Series)  
(b) Midshipmen Summer Training Handbook (NAVEDTRA 37301 Series)  
(c) OPNAVNOTE 1530

Encl: (1) Training Objectives for First and Second Class Midshipmen  
(2) Personnel Assignments  
(3) Outline of Welcome Aboard Presentation  
(4) Contents of Arrival Package  
(5) Guides for Running Mates of Second Class Midshipmen  
(6) Guides for Running Mates of First Class Midshipmen  
(7) Plan of Action and Milestones

1. Purpose. To define the objectives, procedures, and responsibilities for the conduct of USS UNDERWAY the Midshipmen Summer Training Program as indicated in references (a) through (c).

2. Background.

a. Midshipmen First Class and Second Class of the Naval Academy and NROTC units throughout the country annually participate in summer cruise programs designed to enhance their professional development. The assignment of these midshipmen to operational fleet units during the summer provides them with valuable motivational and instructional experiences not attainable in their normal classroom environment.

b. While the USS UNDERWAY's operating schedule will have a decided effect on our training program, the greatest effect on midshipmen training and motivation is a concerned, helpful ship's company. Operational commitments notwithstanding, it is of great importance that USS UNDERWAY make every effort to maximize this practical training experience for these future officers.

3. Objectives. The objectives of Midshipmen Summer Training are to further the professional development of midshipmen, introduce them to the operations of the Navy and Marine Corps, reinforce their academic year programs, instill a sense of pride in their identification with the Navy and to pique their interest in the operations of the fleet. The goals established to meet these summer afloat training goals are contained in enclosure (1).

4. Training Structure. Each midshipman will have a cruise handbook that provides basic cruise information (reference (b)). These journals are to be utilized as guides to summer training, only. It is desirable that midshipmen 1/C or 2/C work toward qualifying at watchstations using the applicable fleet PQS.

5. Action. USS UNDERWAY has been selected to participate in midshipmen summer training. All personnel assigned responsibilities by this notice are directed to review their below stated responsibilities and take such action as necessary to ensure that midshipmen training levels achieved are commensurate with the high standards of USS UNDERWAY. References (a) through (c) and this notice provide guidance for the training program. Running mates are crucial to a successful program. Get your midshipmen involved - the more hands-on training, the better.

6. Assignments. Collateral duty assignments are contained in enclosure (2).

7. Procedure. Upon each embarkation, all midshipmen will be assembled on the mess decks for a welcome aboard presentation and general briefing on administrative and training procedures as outlined in enclosure (3). The briefing will be followed by an introduction of the running mates to their midshipmen and a tour of the ship. For all subsequent days, midshipmen administration and training will be accomplished through normal shipboard procedures and the provisions of this notice.

#### 8. Assignment Scheduling

a. The Abandon Ship station for all midshipmen will be assigned by the First Lieutenant.

b. Schedules for the following will be published separately:

(1) Duty stations and watch assignments.

(2) Sea and Anchor Detail assignments.

(3) Underway replenishment assignments.

(4) General quarters assignments.

(5) Dinner with the Commanding Officer for First Class Midshipmen.

c. Midshipmen First Class. The concept of embarking First Class Midshipmen in fleet units was developed to provide functional training in the duties and responsibilities of afloat junior officers. Therefore, they will be afforded the opportunity to closely observe and participate in the day-to-day operation of their running mate's division. Since Midshipmen First Class will remain assigned to their running mate's division throughout the cruise, their daily schedules must permit the accomplishment of training in the other departments by assigning them watches and general quarters stations in the Operations, Combat Systems, and Navigation and Engineering Departments. They specifically must not be assigned the duty of supervision of a group of Second Class Midshipmen. Midshipmen First Class will be treated as junior officers and as such will be berthed in staterooms, as feasible, subsist in the wardroom, stand junior officer watches, and be expected to conduct themselves in a manner befitting a junior officer.

d. Midshipmen Second Class. For most Second Class Midshipmen, this summer cruise will be their first exposure to the operating Navy. They are embarked in fleet units to experience life aboard a Navy ship and their impressions of USS UNDERWAY will dominate their impression of the fleet. Midshipmen Second Class will be assigned to duties normally assigned to second-

and third-class petty officers so that they may gain an appreciation of the tasks and responsibilities typical of that position as well as the relationship between the division officer, the workcenter supervisor, and division personnel. They should participate in enlisted tasks which offer some challenge and truly represent a learning experience. No assignment to such tasks as paint chipping and bilge cleaning will be made for extended periods. They will be berthed in the same compartment throughout the cruise, but are encouraged to rotate through at least two of the ship's Operations, Combat Systems, Navigation, or Engineering Departments, being assigned a new running mate within each department. This rotation is optional and is designed to expose Midshipmen Second Class to the responsibilities and duties inherent to other major departments. Midshipmen Second Class will wear dungarees during their entire cruise. They will berth in enlisted spaces and mess in the enlisted galley.

9. Responsibilities. The overall responsibility for midshipmen summer training lies with the Commanding Officer. Final fitness reports will be signed by the commanding officers or the executive officer.

a. Executive Officer

(1) Act as the Commanding Officer's representative for midshipmen related matters not requiring the personal attention of the Commanding Officer.

(2) Maintain close liaison with the fleet commander's midshipmen liaison officers during their visits aboard ship.

(3) Designate an officer as midshipmen training officer to serve as the executive officer's assistant for all midshipmen related matters.

(4) Ensure prompt submission of all required reports pertaining to midshipmen.

(5) Through the chain of command, POD notes, etc., emphasize to the officers and crew their contribution to the professional development of embarked Midshipmen.

(6) Establish midshipmen assignments to departments and ensure the orderly change of assignments when scheduled.

(7) Designate and brief personnel assigned as running mates.

(8) Ensure that each First Class Midshipman requiring a pre-commissioning or flight physical as indicated on his/her individual orders receives same. These physicals should be coordinated with the local MEDT if ship is in port.

b. Senior Watch Officer

(1) Brief in port and underway watch supervisory personnel (CDO, QDWO, POOW, OOD, JOOD, CICWO, EOOW, BMOW, QMOW, etc.) emphasizing the importance of on watch midshipmen training and the general guidelines for the conduct of such training.

(2) Assign first and second class midshipmen to in port duty sections and respective officer/enlisted watches both underway and in port and underway watch sections (JOOW U/I). Ensure that midshipmen actively participate in watchstanding.

c. Midshipmen Training Officer

(1) Act as the primary assistant to the Executive Officer for all midshipmen related matters.

(2) Through close contact with the midshipmen, monitor their training progress, and present observations and recommendations to the Training Progress and Aptitude Evaluation Board.

(3) Prepare an arrival package to be given to each midshipman on embarkation day. The arrival package should include information as outlined in enclosure (4).

(4) Supervise the midshipmen indoctrination and orientation. If in port, arrange reciprocal tours of ships of different classes.

(5) Review the guidelines for First Class and Second Class Midshipmen running mates and assist the running mates in the understanding of their duties.

(6) Assist the Department Heads and Division Officers in the preparation of midshipmen aptitude and fitness reports.

(7) Prepare the end of training report for the review of the Executive Officer.

(8) Ensure NROTC midshipmen travel claims are liquidated and documentation of payment provided to midshipmen prior to debarkation

(9) Ensure midshipmen complete the Midshipmen Debrief Sheet prior to debarkation.

e. Department Heads (Operations, Engineering, Combat Systems, Navigation)

(1) Review those sections of references (a) through (c) pertaining to the training objectives of the midshipmen while assigned to their departments. Schedule ship-wide evolutions with the Planning Board for Training and make internal departmental plans to achieve the other objectives. Each Department Head is responsible for the quality of midshipmen training within his department.

(2) Determine GQ and emergency bill station assignments of midshipmen assigned.

(3) Specify and coordinate in port and underway watches to be stood by Second Class Midshipmen.

(4) Review Second Class Midshipmen fitness reports submitted by Division Officers.

(5) Prepare First Class Midshipmen fitness reports.

f. Division Officers

(1) Supplement the division Watch, Quarter, and Station Bill and other divisional duties and responsibilities with assigned midshipmen.

(2) Review applicable sections of the safety chapter in the Midshipman Handbook with midshipmen assigned to you at earliest possible time after they report to your division.

(3) Prepare Second Class Midshipmen fitness reports covering the period they are assigned to your division.

(4) Assign Second Class Midshipmen to in port and underway watch stations.

g. Supply Officer

(1) Since the midshipmen will not rotate through the Supply Department for training, establish a group training program for supply related training objectives.

(2) Review the applicable sections of references (a) through (c) concerning pay, travel, messing, etc.

h. Medical Department Representative

(1) Screen NROTC orders and roster lists for NROTC First Class Midshipmen who require pre-commissioning or flight physicals. Physical exams are to be coordinated with MEDTs when the ship is in port.

(2) Schedule required pre-commissioning physicals for designated NROTC First Class Midshipmen.

(3) Ensure COMPLETE pre-commissioning or flight physicals are accomplished for designated NROTC First Class Midshipmen (including visual, audio, and dental portions).

(4) Administer required shots, as necessary.

(5) Provide training program to Nurse Option Midshipmen embarked.

i. Wardroom Mess Treasurer. Ensure midshipmen mess bills are processed in accordance with paragraph 212 of reference (a). Brief First Class Midshipmen on meal in port sign up lists, etc.

j. Running Mates

(1) See enclosure (5) for guidelines for running mates of Second Class Midshipmen.

(2) See enclosure (6) for guidelines for running mates of First Class Midshipmen.