

**ACTION MEMO**

July 12, 2012

FOR: DEPUTY COMMANDANT OF MIDSHIPMEN, U.S. NAVAL ACADEMY *J. Shank*

FROM: CDR Julie Shank, Commandant Operations Officer *JAS*

SUBJECT: COMDTMIDNINST 1500.1M Company Wardroom Program

BLUF: Instruction is being revised to account for new changes in policy and procedures.

Background:

- TAB A is proposed COMDTMIDNINST 1500.1M
- TAB B COMDTMIDNINST 1500.1L – Instruction contained old terminology and practices.
- Changes have been made to the instruction based upon lessons learned and feedback.

Changes:

- Para 6.a.(3) IAW reference (b) of this instruction, wardroom dues can no longer come from car washes. It is inappropriate to use water from the Base for a fundraising event.
- 6.a.(5) Company Commanders must check with the MAO to determine whether or not they have a sponsoring alumni class because not all wardrooms have one at this time.
- 6.e Midshipmen Welfare Fund Administrator was changed to Midshipmen Welfare Fund Office.
- Enclosure (1) The Midshipmen Activities Officer was included as one of the people that receives copies of the paperwork submitted during a wardroom turnover. The MAO must keep copies of these documents in order to conduct an accurate annual review for the Commandant.
- Enclosure (1, Tab B) The Wardroom Financial Statement was changed to the End of Year/Semester Turnover Report to take into account changes made in Ref (b).
- Enclosure (2) The location of the list of wardroom class sponsors was changed to the MWF Office.

RECOMMENDATION: That the Deputy Commandant of Midshipman approves by signing TAB A.

ATTACHMENTS: As Stated

Prepared By: LT Marie S. Din, Midshipmen Activities Officer, 3-7135