



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
COMMANDANT OF MIDSHIPMEN
ANNAPOLIS MARYLAND 21402-5100

COMDTMIDNINST 1710.14D
15 Nov 2002

COMDTMIDNINST 1710.14D

From: Commandant of Midshipmen

Subj: EXTRACURRICULAR ACTIVITIES (ECA)

Ref: (a) COMDTMIDNINST 4653.1F
(b) COMDTMIDNINST 5400.6B
(c) COMDTMIDNNOTE 1710
(d) COMDTMIDNINST 5721.1B
(e) COMDTMIDNINST 4064.1B
(f) COMDTMIDNINST 7041.1B
(g) COMDTMIDNINST 1310.1A CH-1

Encl: (1) Operating Procedures for Brigade Support Activities and
Extracurricular Activities
(2) Organization of Specific Brigade Support Activities
and Extracurricular Activities

1. Purpose. Enclosures (1) and (2) define support extracurricular activities and recreational extracurricular activities, and provide policy, procedures, and reports applicable to these activities.

2. Cancellation. COMDTMIDNINST 1710.14C. This instruction is a complete revision. Since changes are extensive, no special markings appear in the margins. Therefore, it should be read in its entirety.

3. Information. This instruction is published for information and compliance by members of each ECA.


M. A. TRABUN
By direction

Distro:
COMDT (1)
Deputy COMDT
OPS (6)
Performance (1)
Bn Ofcr
Co Ofcrs
ECA/BSA O-Reps
ECA/BSA President

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OPERATING PROCEDURES FOR EXTRA-CURRICULAR ACTIVITIES (ECAS)

1. Responsibility. The Commandant of Midshipmen is responsible for all extracurricular activities. The Midshipmen Activities Officer (MAO) will act for the Commandant on all matters of routine administration of these activities. A commissioned officer or Senior Enlisted Leader attached to the Naval Academy Complex will act as the "Officer Representative" for each ECA.

2. Support ECAs. Support ECAs are defined as those organizations whose existence is of special importance to the Naval Academy due to their representational value. Because of the unique demands and value of support ECAs, special procedures permitting deviations from the routine of the Brigade may be authorized on a case by case basis. Support ECAs may miss a maximum of three class days (or portions thereof) and three study hours (or portions thereof) per semester. These restrictions apply to both the organization and individual midshipmen (in the case of membership in more than one support ECA). A support ECA does not require a minimum number of members to operate and participation is entirely voluntary. Appendix (6) lists support ECAs.

3. Recreational ECAs. Recreational ECAs are defined as those activities established in order to allow midshipmen the ability to acquire special skills not available within the basic academic, professional, or physical education programs. Participation is voluntary and all recreational ECAs must complement, but not interfere with, the fundamental requirements and routine of the Brigade. Recreational ECAs are not authorized to miss any classes or mandatory events, and must have a minimum of 20 members. Appendix (6) lists recreational ECAs.

4. Rules and Regulations.

a. Membership and participation. Company Officers will grant final approval of membership and participation in ECAs based on the midshipman's academic, professional, and P.E. performance records.

(1) Plebes. Plebes are restricted to participating in a maximum of two ECAs. An exception to this regulation extends to those midshipmen on the Superintendent's or Commandant's List for the fall semester; they may be allowed to participate in three ECAs in the spring. Plebes are authorized two overnight recreational ECA movement orders per semester. Additionally, they may travel on overnight movement orders for support ECAs. Missing class requires approval by their professors.

(2) Upperclassmen. Membership in the number of ECAs is unrestricted. Upperclassmen are also authorized two overnight recreational ECA movement orders. Any additional overnight movement orders will be charged as a weekend.

b. Eligibility. Members of ECAs fall into one of three categories: fully eligible, not eligible for movement orders, and suspended.

(1) Fully eligible. Those members who meet the eligibility requirements for movement orders stipulated in reference (a).

(2) Not eligible for movement orders. Members who do not meet the weekend eligibility requirements delineated in reference (b), require Company Officer approval for movement orders. Members who are not approved for movement orders may practice and perform at the Naval Academy with their ECA.

(3) Suspended. A midshipman will be suspended from any and all participation with an ECA if the Commandant, Deputy Commandant, or the midshipman's Battalion or Company Officer deems it necessary due to poor academic, professional, or P.E. performance.

c. Recreational ECAs can meet on Sundays 1830-2030, Tuesdays, and Thursdays 1900-2000, and during town liberty. Support ECAs needing additional meeting/practice time may be allowed to do so on a case by case basis with approval of the Deputy Commandant of Midshipmen via the Operations Officer.

d. Requests. Outside activities requesting performance or participation by an ECA will submit such requests in writing to the Superintendent. No commitment for an ECA performance will be made without the approval of the Commandant of Midshipmen via the MAO and Operations Officer.

e. Banquets. ECA banquets shall normally be held on Saturdays during town liberty; however, if sufficient justification exists, they may be held on the Yard or at the Clipper Club on Friday night with Deputy Commandant approval. As an alternative to a banquet, an ECA may request once per academic year to receive a normal evening meal in the Chesapeake-Patuxent Room by submitting a Special Request Chit to the Commandant via Midshipmen Food Services, MAO, and Operations Officer. Requests are to be submitted three weeks prior to the event. ECAs must fund all banquets, regardless of venue, from their reserve accounts.

f. Club rosters. The Officer Representative of each ECA shall ensure the ECA president has input the organization's roster into the MIDS program not later than two weeks following the return of the Brigade. The rosters are to be verified/updated on a monthly basis. Failure to verify rosters for two consecutive months may result in disestablishment. Changes to a midshipman's status, as deemed

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necessary by the Company officer, will be directed to the MAO who will inform the Officer Representative and ECA president. Suspended members will be changed to non-member status in MIDS database. Only those members who are eligible for movement orders will be listed on an activity's roster.

g. Attendance at all home football games is considered a military obligation and midshipmen will not be authorized to miss a home football game in lieu of competition or performance without approval of the Deputy Commandant.

h. ECA size restrictions. ECAs may be authorized to restrict the size of membership for reasons such as the nature of club activities or available facilities; however, any restrictions to club membership will be approved by the Commandant of Midshipmen.

i. A listing of in-season periods, squad sizes, and intramural/drill exemption totals for sports teams and ECAs is contained in reference (b). Midshipmen who are intramural exempt will be required to maintain individual physical conditioning programs during the sports season for which they are exempt. Approval of requests for exemptions from normal intramural routine or other activities to permit training, study and competition for a unique event will be made only if the following criteria are met:

(1) The activity supports the mission of the Naval Academy,

(2) The activity has no impact on academics, and

(3) The midshipmen involved have been solicited by a recognized organization to compete in national or international-level competition.

j. Per reference (c), invitations to visiting and/or guest speakers will be restricted to those times authorized for ECAs. Activities are reminded that prior approval will be obtained before inviting a guest speaker. Elected Officials, civilian celebrities, and military personnel 0-6 and above require Commandant approval prior to invitation. Only authorized, standardized gifts for guest speakers may be purchased with MWF funds. (Contact MWF personnel for information on which gifts are authorized.)

k. Midshipmen will not organize any form of local entertainment or amusement, nor will they affiliate themselves with any fraternal or secret association within or outside of the Naval Academy without specific approval by the Commandant of Midshipmen. Any midshipman who is approached by a fraternal or secret association will report the matter immediately to his/her Company Officer.

i. No midshipman will accept any emolument or gratuity as a result of participation in ECAs.

m. The MAO and the MWF Manager shall review the End of Year Reports and other pertinent reports for each ECA. If an ECA is determined to have discrepancies, the organization will be presented to the Operations Officer for review. The Operations Officer will then convene an ECA Review Board to determine whether the ECA will remain in an ECA status. The members of the ECA Review Board shall include: Operations Officer, MAO, MWF Manager, and any other involved parties (Officer Representative, Club President, etc.). The Operations Office shall forward a report of the board's findings and pertinent recommendations to the Commandant of Midshipmen.

n. Each ECA shall have a constitution and/or by-laws (sample copies may be obtained from the MAO). ECAs receive official recognition and authorization for their existence from their constitution and by-laws as approved by the Commandant of Midshipmen.

o. A request for a new ECA must be made in writing to the Commandant of Midshipmen via the MAO and Operations Officer. These requests must include the following:

- (1) Nature and purpose of the activity.
- (2) Approximate number and names of midshipmen interested in the activity.
- (3) Financial assistance required and justification.
- (4) Facilities required. A statement from the officer or faculty member who supervises the facility requested shall be enclosed. This statement shall describe the impact of approval on other programs using the facility.
- (5) Organization and officers of the proposed activity.
- (6) Trips, privileges or other support required.
- (7) Draft of proposed by-laws.
- (8) Criteria for terminating the activity.
- (9) An explanation of the uniqueness of the proposed ECA.

Additionally, a statement addressing why existing similar ECAs are unable to achieve the same fundamental purpose or a statement providing recommendations for deletions of existing similar ECAs must be included. If an ECA deletion is recommended, a statement from the Officer Representative of the affected ECA must be enclosed. This statement should evaluate the proposed ECA's ability to better serve the fundamental purpose of the existing ECA.

(10) An estimate of the time commitment of the individuals who would be involved in the proposed ECA.

(11) Certification that all assistants, coaches, instructors, etc., are midshipmen or are members of the Naval Academy staff or faculty. (The only exceptions permitted are for musical production support for the Drum and Bugle Corps, the Glee Club Musical, the Masqueraders, and contracted technical support associated with complex equipment.)

p. ECAs proposed during the second semester and subsequently approved will not commence operations until the next academic year.

q. ECAs will be disestablished by the Commandant of Midshipmen when any of the following occur: an ECA's utility no longer warrants continued operation (as determined by the Commandant); membership drops below 20 midshipmen; or failure to submit required reports, schedule activities, or expend designated funds indicates the ECA has become inactive.

5. Facilities

a. On the authorization of the Commandant of Midshipmen, office and workshop space is assigned through the MAO by the Bancroft Hall First Lieutenant. ECAs requiring additional space or modifications to existing spaces may submit requests in writing to the Bancroft Hall First Lieutenant via the MAO. Door tags are required on each allotted space at all times. These tags may be obtained by submitting a memorandum request to the First Lieutenant or having one made at ERC.

b. At the commencement of the academic year, the president of each ECA assigned a space will be issued the keys to their space by the MAO. The president is responsible for the distribution and control of all keys to the ECA spaces. **Spaces are to be used only during authorized ECA times and for ECA specific activities.** Access to assigned spaces shall be strictly controlled and only those midshipmen listed on the membership roster held by the MAO are authorized access to the assigned spaces. The privilege is denied automatically to any midshipman whose name is removed from the roster of the activity. Whenever the assigned space is to be left unoccupied, it will be secured by the last exiting midshipman.

c. Any changes to cipher locks must be reported to the MAO. At the end of the academic year, but prior to Commissioning Week, the succeeding president will secure the ECA spaces and return all keys to the MAO. The succeeding president will submit in the End of Year Report (Appendix (1)) a list of midshipmen authorized summer access to their spaces.

d. Lock replacement and duplicate key requests will be submitted

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by memo to the Bancroft Hall First Lieutenant via the Officer Representative and MAO. Costs for these services will be charged to the ECA.

e. All ECA spaces must be clean and orderly. Spaces shall be inspected periodically by MAO, Operations Officer, the Deputy Commandant, Bancroft Hall First Lieutenant, Officer Representative, OOW, and Fire Marshal. Personal clothing or equipment extraneous to the organization's purpose shall not be left in assigned spaces at any time.

f. Equipment or facilities that are lost or damaged must be reported immediately to the Commandant via the MAO or the OOW. Failure to report damaged or stolen property or submit the appropriate work request(s) for repairs may result in the loss of use of the space/facility or administrative conduct action. ECA spaces in need of repair shall be reported to the Bancroft Hall First Lieutenant via the MAO. Officer Representatives will instruct ECA presidents to submit work requests for damaged facilities to the First Lieutenant.

6. Telephones. Charges for phone calls regarding ECA business will be covered by the ECA's reserve account.

7. Provisions for free distribution. Provisions will be made in the appropriate budgets to provide free distribution of publications and mementos for posterity and official review as indicated below:

<u>Item</u>	<u>Gratis Distribution</u>	<u>Quantity</u>
Lucky Bag	*President of the United States	1 item
	*Secretary of Defense	1 item
	*Secretary of the Navy	1 item
	Chief of Naval Operations	1 item
	Chief of Naval Personnel	1 item
	*Superintendent	1 item
	*Academic Dean	1 item
	*Commandant	1 item
	*Deputy Commandant	1 item
	*Officer Representative	1 item
	*Lucky Bag	10 items
	**Library	9 items
	Navy Department Library	1 item
	USNA Archives	1 item
	USNA Museum	1 item
	Candidate Guidance	3 items
USNA Alumni Association Library	2 items 2 items	
Reef Points	Superintendent	1 item
	Commandant	1 item

	Library	1 item
Class Ring	Museum	1 item
Class Crest	Museum	1 item

Notes: *Presentation copy
 **Three copies for retention and six for distribution
 to each academy (United States Military, United States
 Air Force, United States Coast Guard, United States
 Merchant Marine, United States Navy Post Graduate
 School, United States Air University.)

8. Musical and Masquerader Performances

a. Ticket Sales

(1) For civilians, ticket sales for all non-varsity athletic events will be processed by phone, internet, or in person by contacting the MWF ticket office in Bancroft Hall. Midshipmen can use the same ticket procedures as civilians. However, if midshipmen desire discounted prices, they must come to the MWF ticket office.

(2) Mail orders will be used for select events only. If requests are received by mail, the customer should include a phone number to be utilized in the event tickets for the requested performance are sold out.

(3) Tickets will be mailed to the customers (if time permits) or the tickets will be made available at the Ticket Sales Window prior to the performance. All tickets remaining unsold on the day of the performance will be open for purchase. Tickets will not be mailed to any midshipman mailbox.

b. To prevent crowd confusion and congestion, no musical activity will conduct two performances on the same evening.

c. VIP Seating for Musical Activities

(1) The Superintendent's Protocol Officer will coordinate VIP seating requirements with the MWF ticket office representative. The respective officer representative will contact the MWF ticket office with any additional VIP requirements.

(2) If VIP seating is not confirmed two nights prior to a performance the seats will be resold.

d. Ushers

(1) Ushers will be responsible for ensuring all midshipmen are

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in the proper uniform, ensure attendees have tickets to the performance, and escort attendees to their seats.

(2) Once the performance starts, ushers will not escort any persons to their seats until a break or intermission.

e. Uniform Policy. All midshipmen will wear the uniform of the day.

9. Elections. To ensure all members of an activity will be allowed to participate in the nomination and election process for electing their respective activity's midshipmen officers, the following criteria apply to all elections:

a. E-mail notes to all members stating the date, time, and place of the election meeting will be run two weeks prior to the elections. The election meeting will be scheduled during authorized ECA time when a majority of members of the ECA will be available to attend.

b. Each active club member who has been on the roster for at least one semester during the academic year will be entitled to one vote.

c. A majority of the members eligible to vote must be present at an election meeting to validate the proceedings.

d. Each member is entitled to a nomination.

e. Members of the most senior class available should serve as presiding officers.

f. Activities that have committees, sub-committees, or other internal groups will elect members to these committees. Election procedures for these committees will conform to those prescribed for election of presiding midshipmen officers.

g. Club Presidents will include the election results in the End of Year Report and submit in the format provided at Appendix (2) by the first Friday in May.

h. Elections will be conducted prior to the first Friday in May.

10. Reports. The following reports are established as the minimum necessary to control and administer the ECA program. The required reports will be forwarded to the Commandant of Midshipmen via the MAO. ECAs that do not submit required reports or fail to update their rosters in MIDS on a monthly basis will be placed on probation. Further lack of activity by an ECA on probation will result in disestablishment.

a. Semester Schedules. All activities will submit a schedule of the upcoming year's events to the MAO by the first Friday in September and be updated mid-year by the second Friday in January if necessary. Schedules are to remain current at all times (this will eliminate last minute scheduling and movement problems).

b. Membership Rosters

(1) All activities will ensure their rosters are current at the beginning of the academic year or whenever changes occur in the MIDS program. Rosters are to be verified on MIDS on at least a monthly basis. Failure to update/verify roster for two consecutive months may result in disestablishment.

(2) Rosters are to remain current at all times. All club officers, officer representatives, and faculty representatives will have access to MIDS to update the rosters. It will be the responsibility of the president to ensure that it is completed.

c. All activities will submit a President's Letter of Relief in the format provided at Appendix (3), and include it with the End of Year Report.

d. End of Year Report. By the first Friday in May, all activities will submit to the MAO, end of year reports in the format provided at Appendix (1).

e. Files. At the termination of the presiding midshipman's incumbency, they will update, close out, and transfer all activity files to their relief. The Officer Representative will, if relinquishing their position, deliver the files either to their relief or to the MAO for retention until a relief is appointed.

(1) The MAO will maintain on file the following for each activity:

- (a) Current constitution and by-laws.
- (b) Membership roster.
- (c) Correspondence (retained for the current and preceding academic year).
- (d) End of Year Report (retained for three years).
- (e) Inventory Reports.
- (f) Audit and any other financial reports.

(g) President's Letter of Relief.

(2) Each activity will retain the following records on file for three years at which time they may be destroyed:

(a) Activity correspondence.

(b) Any such files considered necessary by the Officer Representative for the effective functioning of the activity.

11. Midshipman Welfare Fund Budget Requests. All Officer Representatives and midshipmen officers shall familiarize themselves with the budget requests and financial procedures provided in reference (e).

12. Equipment Custody

a. Strict accountability of equipment and property is required to preclude inadvertent loss or theft and to provide a continuous record of accountability from the time of receipt or purchase until the item is surveyed or expended. Items will be considered accountable if they are valued at \$50 or more, or if they cost less than \$50 but are highly pilferable.

b. The Officer Representative retains ultimate responsibility for the accountability of activity equipment and will ensure timely inventories are conducted, custody equipage cards are properly maintained and equipment is afforded proper care and security. Officer Representatives are to further ensure the annual equipment inventory report is properly submitted and major discrepancies concerning club equipment are submitted in a timely manner to the MAO.

c. The Officer Representative is ultimately responsible for damaged, destroyed, or missing equipment. Damaged, destroyed or missing equipment will be replaced by the ECA with their reserve account funds. Equipment requiring preventive maintenance shall be maintained as necessary by the ECA. ECAs shall establish and maintain a proper Preventive Maintenance Schedule (PMS) in order to properly maintain their equipment. Failure to properly maintain equipment or to repair/replace damaged, destroyed, or missing equipment will result in the disestablishment of the ECA.

d. Individual custody records will be prepared for each item of property or equipment held by the activity for which accountability is required.

e. An activity is to develop its own custody record cards and maintain a current file of all equipment. As a minimum, record cards

should include item description (with serial number as applicable), quantity, and date of purchase or receipt.

f. The Officer Representative will ensure the equipage custody cards are maintained on a current basis. New cards will be prepared for new property which qualifies for accountability control. Lost or expended property will be surveyed and a report of the survey submitted to the MAO.

g. Once each quarter (September, December, February and May), a sight inventory will be conducted to include all items on the inventory report (Appendix (4)). Other items which are considered appropriate for inclusion as permanent custody are to be added.

(1) The first inventory in September will be conducted jointly by the President for the academic year and the Officer Representative.

(2) The final inventory in May will be conducted jointly by the incumbent president and the elected president. Should the relieving procedure be conducted mid-year, the inventory will be conducted mid-year as appropriate.

(3) The results of the inventories conducted in December and February will be reported in writing to the Officer Representative. Discrepancies will be reported to the MAO with comments regarding corrective action(s) taken.

h. The purpose of a property loss form (Appendix (5)) is to officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of property. A Property Loss Form is required for all equipment valued at \$50 or more which must be removed from the club's inventory record (lost, destroyed, worn out, etc.). Basic steps for the survey procedure are as follows:

- | | |
|------------------------------------|--|
| (1) Initiating the Investigation - | The club president is the initiator and will complete blocks 1 through 11. |
| (2) Reviewing Authority - | The Officer Representative is the reviewing authority and will review blocks 1-10 and complete block 12. |
| (3) Appointing Authority - | The MAO is the appointing authority and will review the findings and indicate approval/disapproval action in Block 13. |

(4) Approving Authority -

The Operations Officer is the approving authority and will approve or disapprove the disposal action by completing block 14.

(5) Disposal Action -

MAO disposes of material in accordance with the Operation Officer's decision.

14. Movement Order/Excusal Lists. Movement Order/Excusal lists will be completed in accordance with reference (a).

15. Passenger Van Usage. Fifteen passenger vans will be limited to 12 passengers. A movement order with 15 passengers or more will be required to reserve a fifteen passenger van along with as many seven or fifteen passenger vans needed to accommodate the group within these restrictions. The primary drivers of passenger vans must be officer representatives or first class midshipmen. Before operating a fifteen passenger van all drivers must attend safety training conducted by the Command Master Chief. On an exceptional basis, second class midshipmen may be allowed to drive pending the following requirements:

- a) An approval chit routed through the officer representative and logistics officer to the operations officer,
- b) Attendance of safety training session with CMC, Review of driving status, military performance, and conduct standing.

ORGANIZATION OF SPECIFIC SUPPORT ECAs

1. Several support ECAs, because of their representational value and required practice time, have been given special consideration.

a. Choirs and Glee Clubs. The mission of the choirs and glee clubs is to provide musical support for the Brigade of Midshipmen and to act as ambassadors of good will and recruiters for the Naval Academy when performing in public. The following activities are included in the choirs and glee clubs: Catholic Choir; Protestant Choir; Gospel Choir; Men's Glee Club; and Women's Glee Club.

b. Glee Club Musical. On the days of performances, Glee Club Musical participants are excused from all events, with the exception of classes, that conflict with the performances. On performance days, normal class liberty privileges are in effect. An excusal/movement order will be submitted if more time is required. Underclass may be transported to post performance functions by first class midshipmen, Officer Representatives, faculty members, or sponsors.

c. Masqueraders. The mission of the Masqueraders is to provide entertainment for the Brigade of Midshipmen to promote and stimulate interest in the theater, and to support the Plebe English curriculum. On the days of performances, the Masqueraders are excused from all events, with the exception of classes, that conflict with the performance. On performance days, normal class liberty privileges are in effect for members of the BSA. The Commandant may authorize Plebes to attend evening performances. However, no member of the Brigade shall be compelled to attend a performance.

d. Brigade Social Affairs Committee (BSAC) and Ring Dance Committee

(1) The Brigade Social Affairs Committee is responsible for all official dances (excluding the "N" Dance and the International Ball). Committee members will perform duties outlined in the BSAC's constitution, to include monitoring the behavior of midshipmen and guests during these events.

(2) The Ring Dance Committee will be composed of BSAC members of the class concerned and will be supplemented, as required, by midshipmen drawn from the class at large. A chairman will be elected from those serving on the BSAC by the committee members of the class concerned.

(3) The Assistant Operations Officer will serve as Officer Representative of the BSAC and Ring Dance committee.

e. Ring and Crest Committee. This organization is responsible for providing a means by which the members of each class can select a class emblem or design for their own class, contract the creation of ring and crest jewelry and other products, purchase the subsequently made products, and have them delivered in a secure and timely manner.

f. Right Spirit Campaign. The Right Spirit ECA will be led by the Alcohol and Drug Education Officer (ADEO). The Right Spirit Campaign works to support the Naval Academy's mission to educate midshipmen about the dangers of improper alcohol usage and encourage them to use alcohol responsibly. The Right Spirit ECA hosts numerous alcohol-free tailgaters and other special events throughout the academic year to help advertise their message.

g. Cheerleaders. The mission of the Cheerleaders is to provide spirit support at men's and women's varsity athletic events to include pep rallies, team send offs, bell ringing ceremonies, etc.

h. Drum and Bugle Corps. The mission of the Drum and Bugle Corps is to provide musical support at Brigade events such as parades, meal formations, ceremonies, football game march-ons, half-time shows, pep rallies, etc. Because of the high visibility with the public, the Drum and Bugle Corps members are ambassadors of good will and recruiters for the Naval Academy.

i. Silent Drill Team and Color Guard. The mission of the Silent Drill Team and Color Guard is to support and or represent the Brigade of Midshipmen through performance at parades, official functions, and sporting events.

j. Cannoneers, Team Bill, and PHILO. These are spirit ECAs that exist to support Navy athletic events, to include varsity competitions and pep rallies. Members of these ECAs are excused from varsity football march-on formations during games they are supporting.

k. Pipes and Drums. The purpose of the USNA Pipes and Drums is to provide musical support to the Brigade and the surrounding community. They also serve as representatives for the Brigade and Naval Academy recruiters at community events. This support will be in the form of performances by both the full band, portions thereof, and solo bagpipers.

l. Reef Points Committee. The purpose of the Reef Points Committee is to publish an annual handbook, primarily for the new

fourth class, concerning the background, customs and the traditions of the Naval Academy and the Naval Service.

m. Lucky Bag Yearbook Staff

(1) The Lucky Bag staff is responsible for the production of the Naval Academy's yearbook. Individual staff members will perform duties as prescribed in the Lucky Bag's constitution.

(2) The officer representative and the previous editor will select the incoming editor. The editor will be responsible for monitoring all scheduled work sessions, logging the staff's progress and providing progress reports to the Officer Representative. The editor, with the approval of the Officer Representative, will choose other staff positions.

(3) Bids for publishing contracts will be opened in the fall. Selection committees will be chaired by the editor and will include members of each class. Bids for the photography contract will be opened in the spring. The selection committee will be chaired by the Second Class Midshipman who has been selected to be the next editor of the Lucky Bag. The committee will include members of each of the underclass.

n. Midshipmen Action Group (MAG)/Community Service

(1) The Midshipmen Action Group Officer Representative is responsible for the coordination of all community service type events and projects conducted by midshipmen.

(2) The individual project officers are responsible for keeping the MAG Officer Representative advised of their activities, to include the submission of a Request for Midshipman Participation in Community Service for new projects. This request is required only when a new community service is started, not each time an event occurs.

(3) Participating midshipmen must ensure their individual absence is approved either on a Movement Order, Excusal List, or company approved sign out. Participation in a community service event does not excuse midshipmen from watch, military obligations, or intramural sports and under no circumstance will classes be missed. Community service should be conducted in accordance with class privileges.

(4) The following are guidelines for participation in community service:

OFF THE YARD

During Academic Week

- Upperclass only (1st semester)
- Movement Order or Company Sign Out required

Weekend/Holiday with Town or Yard Liberty Status

- All classes may participate
- Weekend eligibility waived with Company Officer approval
- Movement Order or Company Sign Out required

ON THE YARD

During Academic Week

- All classes may participate
- Excusal list or chain of command approval required if missing a scheduled event

Weekend/Holiday with Town or Yard Liberty

- All classes may participate
- No eligibility requirements
- Excusal list or chain of command approval required if missing a scheduled event

AT ALL TIMES

- Under no circumstance will classes be missed to participate in community service.
- Generally, community service events should be scheduled during periods of town liberty when the event is conducted off the Yard, or of Yard liberty when the event is conducted on the Yard. Community service should not interfere with scheduled required events such as home football games, announced personnel inspections, intramural sports, drill, etc. Exceptions may be granted only on the approval of the Commandant of Midshipmen and must be submitted in writing via the chain of command.
- Project Officers are responsible for the conduct of their program and the accountability of midshipmen participating in the program.
- Midshipmen must be in the Uniform of the Day unless special circumstances warrant the wearing of other clothing. Any variation from the Uniform of the Day must be requested by the Project Officer and approved on the Movement Order or Excusal List.
- Fourth Class Midshipmen may ride in vehicles driven by upperclass midshipmen, government provided transportation, or project host transportation. In the case of projects being conducted off the yard during non-town liberty periods, midshipmen will go directly to the project location and

return directly to USNA following completion of the event.
-Midshipmen may not accept gifts for community service.
Mementos may be accepted after notice to the Project Officer.
Midshipmen may accept meals and transportation of a
reasonable value in kind.

(7) The chain of command with regard to midshipman participation in community service is as follows:

Commandant of Midshipmen
Deputy Commandant of Midshipmen
Operations Officer
Midshipmen Activities Officer
Midshipmen Action Group Officer Representative
Project Officer/ECA Officer Representative
Midshipman Coordinator
Participating Midshipmen

(8) Depending on the situation, approval for midshipmen to participate in community service events and projects must be accomplished by one of the following methods. (Failure to abide by these rules will result in discontinuation of the program for that particular group.)

(a) Movement Order/Excusal Lists. For approved major community service activities when specific time, place, participants, etc., are known in advance, the preferred method of obtaining permission for individual events is via a movement order or excusal list. All requests must be submitted at least seven calendar days in advance of the scheduled event.

(b) Company Sign Out. In situations where the nature of the approved community service activity makes movement orders and excusal lists impractical (i.e., individual midshipmen participating at various times in company-sponsored school tutor program during the week) the Company Officer and Company Commander may establish a Company Sign Out policy in the company area.

o. Naval Academy Foreign Affairs Conference (NAFAC)

(1) The NAFAC Director and three Deputy Directors are granted intramural exemptions during the spring season. As needed, midshipmen may be drill exempt the week of NAFAC in order to perform escort and other official duties. Names must be submitted for approval to the Operations Officer via the appropriate Company and Battalion Officer two weeks prior to the conference.

(2) The missing of classes and study hour and the extension

of taps requires Academic Dean and Commandant approval and may be requested via an Excusal List.

(3) Yard Liberty is authorized from after the last scheduled class or military obligation until taps to permit midshipmen participation in Yard social events which support NAFAC. Requests are to be submitted via Excusal List Program to the Operations Officer. Town Liberty is not normally authorized; special requests, based on essential, official business, are to be submitted via Excusal using MIDS.

p. Model United Nations. The Model UN provides Midshipmen the opportunity to learn more about international politics and the United Nations through field trips and conferences where the Midshipmen can take part as delegates to the convention representing a wide variety of nationalities and ethnicities.

q. International Ball Committee. The purpose of the International Ball Committee is to plan and host the Naval Academy International Ball during the spring semester. The leader of this group is the committee chairman, who supervises his/her staff in every aspect of this event, to include: invitations, publicity, live and recorded entertainment, food, VIP accommodations, and any other necessary logistical concerns.

r. Debate Team. The purposes of the Forensic Activity are to develop and improve the public speaking abilities of its midshipmen members and to provide favorable public exposure of the Naval Academy, through intercollegiate debating and other public speaking competition.

s. Yard Patrol (YP) Squadron. Upperclassmen are authorized to miss Friday evening study hour three times per semester in conjunction with YP Squadron weekend trips. Midshipmen Fourth Class are authorized to miss Friday evening study hour if they maintain the weekend eligibility criteria specified in Midshipmen Regulations. The three 'sessions' per semester criterion applies to fourth class in the YP Squadron. The fourth class may only go on a movement order with the approval of their Company Officer.

t. Class Organizations. Led by the class president, the class organizations provide a voice for the class to the administration as well as organization and planning for events such as the Commissioning Week Youngster Picnic, "2 For 7" tailgater, First Class Parents Weekend, and various mess nights.

2. Academic activities

a. Academic divisions or departments having purview in the

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specific area of an ECA will sponsor the ECA and provide its Officer Representative. Prior to establishing additional Academic ECAs, review, and approval of the constitution and bylaws must be obtained from the Commandant of Midshipmen and Academic Dean.

b. Academic ECAs may request a luncheon or noon meeting twice per semester for the purpose of having a speaker or distinguished guest who would not be available during the normal evening meeting period. The meetings are to commence after the midshipmen attend noon formation. Requests must be approved by both the Commandant and the Academic Dean.

3. Religious activities.

a. The mission of the religious activities is to enhance the spiritual development of the participating midshipmen.

b. Fourth-Class midshipmen may take one weekend movement order per year with one of their religious ECAs. The midshipmen must be weekend eligible as per reference (a). Midshipmen not weekend eligible require company officer approval.

c. The religious activities include: the Baptist Student Union, Fellowship of Christian Athletes, Latter-Day Saint Student Association, Navigators, Officer's Christian Fellowship, Protestant Midshipmen Club, Campus Crusade for Christ, Catholic Midshipmen Club, and Jewish Midshipmen Club.

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END OF YEAR FORMAT

From: President, _____ (Activity Name)
To: Commandant of Midshipmen
Via: (1) Officer Representative
(2) Midshipmen Activities Officer

Subj: END OF YEAR REPORT

Ref: (a) COMDTMIDNINST 1710.14D
Encl: (1) Midshipmen Welfare Inventory Report
(2) Yearly Statement (omit if not applicable)
(3) Election results
(4) President's turnover letter
(5) List of members authorized summer access to club spaces (omit if not applicable)
(6) Telephone Request (omit if not applicable)
(7) Work Request for repair of ECA assigned spaces (omit if not applicable)

1. All club equipment, as listed at enclosure (1), has been personally sighted and all custody record cards are current. Discrepancies are/are not noted and have/have not been corrected.

2. The constitution and by-laws have been reviewed. Revision is/is not necessary. (If applicable, briefly state when revision will be completed.)

3. In the past year, the _____ has ... (BRIEF description of your club's activities during the past year. Include vital statistics, i.e., competition results, lectures sponsored, etc.).

4. Next year ... (BRIEF description of proposed activities/plans for next year).

5. Next year the Officer Representative will be _____.

Very respectfully,

Signature
Printed Name

ELECTION RESULTS

From: Midshipman
To: Commandant of Midshipmen (Attn: Midshipmen Activities
Officer)
Via: Officer Representative, _____ (Activity Name)
Subj: MIDSHIPMEN OFFICER ELECTION RESULTS

Ref: (a) COMDTMIDNINST 1710.14D

1. Elections were conducted for club officers per COMDTMIDNNOTE 1710.

2. A majority of current members eligible to vote were present.

3. The election results were as follows:

a. (List candidates for each position and committee. Include number of votes for each candidate.)

b. (List separately the names and positions of elected club officers.)

c. (List names of club members present.)

Very respectfully,

Signature
Printed Name

PRESIDENT'S LETTER OF RELIEF

From: Midshipman
To: Commandant of Midshipmen (Attn: Midshipmen Activities
Officer)
Via: (1) President,
Subj: LETTER OF RELIEF

1. In company with my predecessor, I have reviewed all financial records, next year's budget request, the club construction, and all club files. I have sighted all accountable club equipment and inspected the club's assigned space.
2. All club files, including the club's construction, membership roster, and copies of reports have been turned over to me.
3. No discrepancies were found. (Or describe the discrepancies found as specifically applies to financial records, club files, accountable equipment or club spaces.)
4. I hereby relieve Midshipman _____ as
President,

Very respectfully,

Signature
Printed Name

FIRST ENDORSEMENT

From: President
To: Commandant of Midshipmen (Attn: Midshipmen Activities Officer)
Via: Officer Representative,

1. In company with my relief, I have reviewed all records and files, including the financial records and the club's constitution. I have sighted with my relief all accountable club equipment and jointly inspected the assigned ECA spaces.
2. All records, files, and equipment custody cards accountable have been turned over to my relief.
3. I stand relieved as President, _____.

Very respectfully,

Signature Printed Name

INVENTORY REPORT FOR PROPERTY (>\$50.00)

Extracurricular Activity _____ Date of
Inventory

Officer Representative _____ Page _____ of

MIDN President

Inventory

<u>Ser No.</u>	<u>Item Nomenclature</u> <u>Condition</u>	<u>Qty.</u>	<u>Unit Cost</u>
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REMARKS: (Include an explanation accounting for any items on the last report NOT appearing on this report!)

_____ Custody Signatures
Officer Representative

MIDN President

USNA CURRENT EXTRACURRICULAR ACTIVITIES

Support Activities

Brigade Activities Committee
Brigade Social Affairs Committee
Cannoneers
Catholic Chapel Choir
Cheerleaders
Class of 2003
Class of 2004
Class of 2005
Class of 2006
Color Guard
Debate Team (Forensics)
Drum and Bugle Corps
Glee Club (M)
Glee Club (W)
Glee Club Musical
Gospel Choir
International Ball Committee

Masqueraders
Midshipmen Action Group
Model United Nations
NAFAC
Philo
Pipes and Drums
Protestant Chapel Action Group
Reef Points
Right Spirit
Ring and Crest Committee
Silent Drill Team
Team Bill
Yard Patrol (YP) Squadron
WRNV (radio station)

Recreational Activities

Aikido Club
Alpine Racing Team
Amateur Radio
American Institute of Aeronautics
Art Club
American Nuclear Society
American Society of Mechanical
Engineers
American Society of Naval Engineers
Art Club
Association of Computing Machinery
Astronomy Club
Baptist Student Union
Black Studies Club
Campus Crusade for Christ
Campus Girl Scouts
Catholic Midshipmen Club
Chemistry Club
Chess Club
Chinese-American Club
Churchill Society
Dolphin Club
Fellowship of Christian Athletes
Filipino-American Midshipmen Club
French Club
German Club
Golden Key national Honor Society
High Power Rifle Team
Institute of Electrical & Electronic
Engineers
International Midshipmen Club
Japanese-American Midshipmen
Joy Bright Hancock Group
Korean-American Midshipmen
Association
Labyrinth
Latin American Studies Club
Latter Day Saints Student
Association
Marathon Club
Math Club

Midshipmen Extra-Curricular
Language Learning
Mountaineering Club
National Eagle Scout Association
Nation Society of Black
Engineers
National Society of Collegiate
Scholars
Naval Academy Dive Unit
Naval Academy Flying Squadron
Navigators
Oceanography Club
Officer's Christian Fellowship
Omicron Delta Epsilon
PaintBall Club
Phi Alpha Theta
Phi kappa Phi
Pi Sigma Alpha
Protestant Midshipmen Club
Racquetball Club
Scuba Club
Semper Fi
Sigma Pi Sigma
Sigma Tau Delta
Soccer Club (M)
Society of American Military
Engineers
Society of Automotive Engineers
Society of Naval Architects
& Marine Engineers
Italian Club
Society of Women Engineers
Tau Beta Pi
Trap and Skeet Club
Technical Productions Crew
Trident Brass
Ultimate Frisbee
Upsilon Pi Epsilon