



DEPARTMENT OF THE NAVY  
COMMANDANT OF MIDSHIPMEN  
UNITED STATES NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 11100.2H

19 FEB 2007

COMDTMIDN INSTRUCTION 11100.2H

Subj: PROCEDURES FOR HOSTING/BERTHING OF NAAA CANDIDATES  
AND VISITORS IN BANCROFT HALL

Encl: (1) NAAA Candidate visit Form

1. Purpose. To define the procedures for hosting and berthing approved visitors in Bancroft Hall.

2. Cancellation. COMDTMIDNINST 11100.2G

3. Information. The Commandant of Midshipmen will periodically grant permission for visitors to remain in Bancroft Hall, as guests of the Brigade. These visitors include potential Midshipmen who are being sponsored by the Naval Academy Athletic Association (NAAA), Cadets from other service academies, and other groups whose presence supports the mission of the Naval Academy. Such visitors will be assigned a host based on class, sex, and affiliation. The host will be responsible for the visitor for the duration of the visit. Visitors from other service academies will normally be granted the same privileges as the host, and will adhere to the same routine. Hosts should make every effort to ensure the guests are treated courteously and are afforded every opportunity to observe Naval Academy routine. Information on hosting qualified candidates from Candidate Guidance is contained in COMDTMIDN Instruction 1601.8.

4. Action (NAAA Candidates)

a. The Director of Athletics will provide the Commandant's Operations Officer, Food Services Officer, Battalion Officers, Company Officers, and the First Lieutenant, Bancroft Hall, with the names of visiting candidates utilizing enclosure (1) at least four working days prior to arrival.

b. Escorts

(1) Assignment of Midshipmen escorts will normally be arranged by the Director of Athletics, with concurrence of the Commandant.

(2) Midshipmen escorts shall arrange for cots for the visiting candidates and be responsible for the cleanliness of their rooms.

(3) Personnel who have a watch or other official duty during the visit will not be assigned to host a visitor. However, should a person on the watchbill volunteer to host a visitor, it is their responsibility to find a relief.

(4) Midshipmen escorts shall be responsible for the conduct of their assigned candidates.

c. Messing

(1) Candidates will normally mess in King Hall and may be accompanied by coaches designated by the Director of Athletics. The Director of Athletics will make advanced, written messing and billing arrangements with the Midshipmen Food Services Officer regarding both candidates and coaches.

(2) The Midshipmen Food Services Officer shall bill the NAAA for all meals furnished Midshipmen candidates and guests covered by this instruction.

d. Miscellaneous

(1) Normally, the program will be conducted on weekends. Any change to enclosure (1) after dissemination will be sent by the Midshipmen Activities Officer to the appropriate assigned personnel.

(2) The Operations Officer, Office of the Commandant, shall act for the Commandant as action officer for this program. The Office of the Associate Director of Athletics for Admissions will be the point of contact for NAAA.

5. Action (other visitors)

a. The Midshipmen Activities Officer will:

(1) Accept requests for visitors and seek approval from the Commandant of Midshipmen. Requests will include the class and sex of the visitor and the proposed arrival and departure time.

(2) Inform hosts of their duties and responsibilities and provide them with a visit schedule.

b. Brigade Assistant Operations Officer for Logistics:

(1) Will assign Midshipmen of the appropriate class and sex to act as hosts. Hosts will not have weekend privileges nor be in a duty status, but may exercise normal class liberty.

(2) Forward list of hosts to the Midshipmen Activities Officer as soon as possible after the receipt of request.

c. First Lieutenant: Will provide a bunk/cot for the visitor during the visit.

d. Midshipmen Host:

(1) Will be familiar with this instruction.

(2) Will arrange for use of an empty bunk or draw a cot from the 1st LT, ext 3-7700.

(3) Will report in person to the designated location 15 minutes prior to arrival time.

(4) Will return cot and bedding NLT the next working day after the departure of the visitor.

(5) Contact the Midshipmen Activities Officer or OOW if any problems or questions arise.

6. Adherence to these procedures should provide for a interesting and enlightening experience for Naval Academy visitors.

  
MARGARET D. KLEIN

Distribution:  
C-1

\_\_\_\_\_  
(Date)

MEMORANDUM

From: Director of Athletics  
To: Commandant of Midshipmen  
Subj: NAAA CANDIDATE VISIT FORM

1. The following candidate(s) will arrive and depart USNA at the times indicated:

<u>Candidate</u>	<u>Arr Date &amp; Time</u>	<u>Depart Date &amp; Time</u>

2. We request that the above listed candidate(s) be allowed to stay in Bancroft Hall with their assigned escort and eat the following meals in King Hall:

Breakfast: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lunch: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supper: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. We also request that the following Midshipmen be excused from the meal formations indicated above so they can meet the candidate(s) and escort them into King Hall:

<u>Midshipmen Escort</u>	<u>Class</u>	<u>Co</u>	<u>Room #</u>	<u>Candidates name</u>

4. Coach(es) \_\_\_\_\_ will be in overall charge of the candidate(s) and will ensure they meet midshipmen escorts in time to attend meals.