



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY

121 BLAKE ROAD

ANNAPOLIS, MARYLAND 21402-5000

COMDTMIDNINST 11100.3F

10 JUN 1992

COMDTMIDN INSTRUCTION 11100.3F

From: Commandant of Midshipmen

Subj: REQUESTS FOR USE OF BERTHING AND MESSING FACILITIES IN
BANCROFT HALL BY AUTHORIZED PERSONNEL

1. Purpose. To define the procedure for authorized personnel to request berthing and/or messing at Bancroft Hall.

2. Cancellation. COMDTMIDNINST 11100.3E

3. Information. During the summer months, Bancroft Hall berthing and messing facilities are available for limited groups of officers or civilians engaged in conferences or activities hosted by the U.S. Naval Academy. These groups are accepted on a not-to-interfere basis with normal operations. Bancroft Hall messing and berthing facilities are not available during the academic year.

4. Action. Berthing assignments will be coordinated as follows:

a. Written requests for accommodations will be submitted to the Commandant of Midshipmen prior to 31 March each year. The request should indicate the number of personnel in party, desired accommodations, length of stay and whether messing privileges are desired. The lead time is necessary to coordinate berthing requests with planned maintenance.

b. Prior to or upon arrival, a list of names of personnel will be submitted by the Officer Sponsor of the group to the Command Duty Officer, Midshipman Food Service Officer, and watch organization in the wing assigned. Prior to arrival of the group, the Officer Sponsor must contact the First Lieutenant in Bancroft Hall to obtain a block of room assignments and specific instructions. It is the responsibility of the Officer Sponsor to ensure an orderly check-in.

c. Officer Sponsor will ensure that guests are aware of the following:

(1) Entrance doors to be utilized, desired routes, and areas of the Hall that are off-limits as specified by the First Lieutenant.

(2) Security in Bancroft Hall for monies or pilferable items left unattended is not available. Guest are advised to bring their own combination or key locker.

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(3) Linen and towels will not be provided, but beds are required to be made.

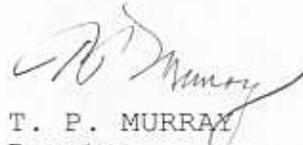
(4) Individuals must maintain cleanliness of their own rooms. Trash should be placed outside their rooms prior to 0730.

(5) No alcoholic beverages are permitted in Bancroft Hall.

(6) Fire procedures. Officer sponsors are required to hold at a minimum one fire drill. Each guest must be briefed as to where they will muster.

d. Officer Sponsors will ensure that visitors are familiar with the standard of dress required in the midshipmen dining facility (King Hall). This is considered to be slacks and sport shirts.

5. Adherence to these requirements (para 4) by all Officer Sponsors and the visiting groups will lay the groundwork for a pleasant stay in Bancroft Hall.


T. P. MURRAY
Deputy

Distribution:
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