



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

COMDTMIDNINST 1531.5L

06 MAR 2007

COMDTMIDN INSTRUCTION 1531.5L

Subj: PLEBE SPONSOR PROGRAM

Ref: (a) COMDTMIDNINST 5400.6J (Midshipmen Regulations)

Encl: (1) Sample letter to prospective sponsors from the Commandant of Midshipmen
(2) Sample letter to individuals who have been selected to participate in the Plebe Sponsor Program from the Plebe Sponsor Coordinator
(3) Sample notice of sponsor training and sponsor assignment day from the Plebe Sponsor Coordinator

1. Purpose. To issue procedures for the United States Naval Academy Plebe Sponsor Program.

2. Cancellation. COMDTMIDNINST 1531.5K

3. Background. The Plebe Sponsor Program has been established to provide an opportunity for Fourth Class Midshipmen to benefit from an informal relationship with members of the United States Naval Academy faculty, staff, and local community families.

4. Responsibilities

a. Plebe Sponsor Program Officer in Charge (OIC): The Operations Officer for the Commandant of Midshipmen is designated as the Plebe Sponsor Program OIC, specifically assigned the responsibility for the supervision and administration of the program and is the approving authority for sponsor assignment.

b. Plebe Sponsor Program Coordinator. The Plebe Sponsor Program Coordinator will oversee the day-to-day operation of the Plebe Sponsor Program. The Coordinator is responsible for mailing all correspondence to sponsors, plebe/sponsor matching, sponsor briefs, receptions, and "sponsor assignment" day. The Plebe Sponsor Program Coordinator has the following responsibilities:

(1) Project Officer for updates of this instruction.

(2) Liaison with Information Technology Services for Plebe Sponsor Program data requirements, including the Plebe Sponsor Questionnaire (Plebe's submission of information) and the Sponsor Application (Sponsor's submission of information).

(3) Coordinator of publicity/advertisement and liaison with the Public Affairs Office and the Trident staff with regards to the Sponsor Program.

(4) Liaison with the United States Naval Academy Alumni Association with regards to the Sponsor Program.

(5) Supervisor for distribution of Friends of the Naval Academy (FONA) passes to allow vehicle access on the yard for new and returning sponsors.

(6) Responsible for Plebe Sponsor Appreciation and Recognition.

(a) Project Officer for Plebe Sponsor Appreciation Weekend, generally held in January/February.

(b) Coordinator for the Sponsor of the Month program.

(c) Responsible for promulgating information concerning the Plebe Summer turnover parade in August, which recognizes sponsors for their support of the Brigade of Midshipmen.

(d) Responsible for generating a list of worthy Sponsors to be recognized with a letter from the Superintendent's Office.

(e) Responsible for issuing service pins to sponsors having five years or more of service (in further five year increments) at appropriate Sponsor Recognition events.

(7) Supervisor for continuous/periodic updates to the Plebe Sponsor Program website.

(8) Responsible for the dissemination of general information concerning the Plebe Sponsor Program to all qualified parties that are interested in becoming sponsors.

c. Midshipmen. This program presents an opportunity for Midshipmen to benefit from an informal relationship with a family in the community, and at the same time demands from Midshipmen a responsibility to always maintain the highest standards of social behavior and etiquette.

d. Company Officers. Company Officers should communicate with plebe sponsors in any case where such communication would be beneficial to the overall development of the Midshipman.

5. Criteria for Plebe Sponsor Selection. Sponsors must reside within 22 miles of the United States Naval Academy. Military personnel assigned to USNA and civilian faculty members are encouraged to participate as sponsors in this program. Retired military or faculty members, officers assigned elsewhere but living in the local area,

local parents that currently have Midshipmen attending the Naval Academy, and civilians residing in the area may volunteer to participate in the Plebe Sponsor Program. The policies for assignment of sponsors to Fourth Class Midshipmen are as follows:

a. Sponsors must complete the Sponsor Application by the required deadline to be considered for participation in the Plebe Sponsor Program. Prospective sponsors may request a Midshipman by name, however, Midshipmen requests will take precedence if a different sponsor is desired. Applicants to the sponsor program will receive a prospective sponsor letter upon receipt of their application, enclosure (1).

b. Only the adult members (parents) of a family will be considered for assignment as sponsors.

c. Sponsors may request to sponsor up to four Plebes per year.

d. Guidelines for sponsors are contained in the Plebe Sponsor Program Frequently Asked Questions, enclosure (2), and will be sent to all prospective sponsors. Sponsors will be notified via letter, enclosure (3), when they have been selected to participate in the Plebe Sponsor Program. Subsequent reminders of required training for sponsors, enclosure (4), will also be mailed out.



MARGARET D. KLEIN

Distribution:
C-1 (electronically)

MONTH DAY, 20XX

Dear Prospective Sponsor:

Thank you for your interest in the Naval Academy's Plebe Sponsor Program. Whether you are a first-time sponsor or a veteran of the program, your time and efforts in providing a "home away from home" and support of our Midshipmen are greatly appreciated.

Information explaining the purpose of the Plebe Sponsor Program and sponsor selection criteria is enclosed. Please review the new online application at www.usna.edu/sponsor/index.htm. If you decide you would like to sponsor a Midshipman or Midshipmen from the Class of 20XX, please complete all portions of the application and provide all information requested by DAY MONTH. If you are currently sponsoring Midshipmen from the Classes of 20XX, 20XX or 20XX and do not wish to sponsor a Plebe from the Class of 20XX, but do wish to renew your Friends of the Naval Academy (FONA) pass to drive onto the Yard, please complete the application online.

You will be notified in July of acceptance into the program. If you are accepted to sponsor a member of the Class of 20XX and you are a first-time sponsor or have not sponsored since the Class of 2007's Plebe year (Academic Year 2003-2004), you will be required to attend one of three offered mandatory orientation briefings prior to becoming an official sponsor and being assigned a Midshipman. The briefings will be offered on two weekday evenings and one Saturday morning to provide a choice of time that will best fit your calendar. Please plan on approximately two and one half hours for this training. The briefings will be held in Mahan Hall, United States Naval Academy, on DAY, DATE at TIME P.M., DAY, DATE at TIME, and DAY, DATE at TIME P.M.

Sponsor assignments will be made in July and August. A reception hosted by the Naval Academy will be in Alumni Hall on DAY, DATE, at which time you will meet your assigned Midshipman or Midshipmen. Additional details will be provided in a separate e-mail.

If you have any questions about the sponsor program, please contact the Plebe Sponsor Coordinator at sponsor@usna.edu or 410-293-7031.

Sincerely,

MARGARET D. KLEIN
Captain, U.S. Navy
Commandant of Midshipmen

Enclosure (1)

MONTH DAY, YEAR

Dear Plebe Sponsor:

Congratulations! We have received your application and you have been selected as a Plebe Sponsor for the Class of 20XX, pending your completion of required sponsor training. Whether you are a first-time sponsor or you are a veteran of the program, your time and efforts in support of our midshipmen are greatly appreciated.

As a first-time sponsor or a returning sponsor who has not sponsored since the Class of 2006's plebe year or earlier, you are required to attend one of three offered training sessions before you are assigned a member of the Class of 20XX to sponsor. The sessions will be held at the Naval Academy on **day, date at time, day, date at time, and day, date at time**. The training will be in Mahan Hall's main auditorium, and should last about 3 hours. This training will familiarize you with the rules and regulations governing the sponsor program, as well as other major policies that may affect you and your Plebe, as well as provide an opportunity to answer any questions you may have about the sponsor program. The doors to Mahan will be open 30 minutes prior to the training sessions for registration.

For those of you who do not ordinarily have access to the Naval Academy by car, presenting **this letter** to the sentry at the gate will provide you one-time access to the yard. Parking is available in the parking lots of both Alumni Hall and Mahan Hall inside Gate 3 off of Maryland Avenue. Guards will be able to direct you.

Sponsors who submitted an application for a "Friends of the Naval Academy" (FONA) pass will be able to pick up their passes at the reception or after DATE at the Pass & Tag office located at Gate 1. Please bring proof of vehicle registration and a photo ID, as they will be required to pick up your pass. The Pass & Tag office can be reached at 410-293-4022. Their normal hours of operation are Mon. - Fri. 0630 - 1600.

Sponsors will meet their assigned plebe(s) for the first time at a reception in Alumni Hall, the afternoon of DAY, DATE. Details will follow in a separate mailing. Plebe Parents' weekend is scheduled for DATE.

If you have any questions at all, please feel free to contact me at 410-293-7031, or via e-mail at sponsor@usna.edu. We look forward to working with you during the next four years.

Sincerely,

ROSE CLARK
Plebe Sponsor Coordinator

Enclosure (2)

MONTH DAY, 20XX

Dear Class of 20XX Sponsor Families:

Thank you for supporting our Plebe Sponsor Program for the Class of 20XX. This is just a reminder that the Plebe/Sponsor reception will be held in Alumni Hall on DAY, DATE at TIME PM. It is not necessary to be there promptly at the start, since registration and sponsor notification will be ongoing throughout the event and the registration area is limited in size. You may want to plan to arrive a few minutes after the doors open at TIME PM to avoid waiting in a large crowd. This will still give you plenty of time to meet your Plebe(s) during the reception.

This is a family event, to which sponsors are welcome to bring their children. This will be a good time for the whole family to visit with your new Midshipman and get to know him/her. Make sure you ask your Plebe for their parents' information, (name, phone number & e-mail address) so you can make contact and perhaps have a chance to meet during Plebe Parents Weekend (DATE), if this meets the desires of the Plebe.

Since this is a first-time meeting for many plebes and sponsors, we ask that all sponsor families remain inside Alumni Hall once you meet your assigned Plebe(s). We also ask that you refrain from bringing gifts, baked goods, personal items, etc to your plebe during this meeting. The Plebes are still in Plebe Summer training at this time and have follow-on events to march to and attend and they cannot carry additional items with them. My staff is unable to accept these articles on their behalf at this event.

Finally, we realize this event may not fit everyone's schedule. For those who know you will not be able to join us for the reception, please contact the Plebe Sponsor Coordinator at sponsor@usna.edu or (410) 293-7031 before DATE. We will notify your assigned Plebe(s) that you are unable to attend when we give them with their sponsor assignment sheet. If you miss the reception, the Sponsor Coordinator will contact you by email or phone after DATE to inform you of the name(s) of the Midshipmen assigned to your family.

As an additional service to you, Friends of the Naval Academy (FONA) passes will be available for pick-up in the lobby during registration and throughout the reception. Only registered sponsors who are sponsoring members for the Class of 20XX will be able to pick up their passes on DATE. You must bring a **picture ID as well as vehicle registration** in order to pick up your passes. For sponsors who are unable to attend the reception, FONA passes will be available at the Pass & Tag office located at Gate 1 at the Naval Academy after DATE. The Pass & Tag Office hours are Monday-Friday 6:30 AM-4:00 PM.

Thank you again for supporting our Plebes in the Class of 20XX.

Sincerely,

ROSE CLARK
Plebe Sponsor Coordinator

Enclosure (3)