



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-5000

COMDTMIDNINST 1600.3
11 JUL 1997

COMDTMIDN INSTRUCTION 1600.3

From: Commandant of Midshipmen

Subj: MIDSHIPMAN SERVICE RECORD

1. Purpose. To provide procedures for the preparation, maintenance and storage of the Midshipman Service Record.
2. Cancellation. COMDTMIDNINST 5400.5A (CSORM), Section 6, Chapter 4.
3. Background

a. The Midshipman Service Record is an official file of material compiled on each individual midshipman while attending the Naval Academy. The information maintained within the Service Record is "For Official Use Only" and is not made available to individuals or agencies outside the Naval Academy unless specifically authorized. Except when forwarded for review by higher authority, or otherwise by the Commandant of Midshipmen, the record is to be retained within Bancroft Hall. The Midshipman Service Record is not a part of an Ensign or Second Lieutenant's permanent service record.

b. The Midshipman Service Record will be prepared under the supervision of each Fourth Class Regiment Company Officer per amplifying instructions published by the Officer-in-Charge of the Fourth Class Regiment. The record, when initially prepared, will consist of the following documents:

(1) A 9 x 12 manila folder with the midshipman's name printed on the tab.

(2) A Midshipman Service Record Index on each side as the first document will be visible when the folder is opened. Tabs as indexed should be included in the record.

4. Action

a. The responsibility for maintaining Midshipmen Service Records rests with each Company Officer. At the end of fourth class summer, the Fourth Class Service Record will be forwarded to the academic year Company Officer, who will ensure the records are complete. Copies of correspondence and reports related to a midshipman which are forwarded to or go through the Company Officer, will be filed in the record under the appropriate tab as indicated in the index and filing instructions which are contained within each Midshipman Service Record. The Company Administrative Officer will supervise the upkeep and maintenance of company Service Record files. Squad Leaders are required to maintain the Service Record.

b. When a Midshipman Service Record is forwarded for review, the Company Officer will ensure the record is complete and current, all documents are properly filed under the correct tab and current academic and performance summary sheets are run on the computer and filed in the record.

c. Disclosure of personal information concerning an individual's military performance is restricted by the Privacy Act of 1974. Its use and disclosure is governed by SECNAVINST 5211.5. A midshipman's general and specific consent to disclosure of information contained in his/her Service Record, as well as the Record of Disclosure, will be filed in that order on the left side of the record on top of all tabs on that side. Entries in the Record of Disclosure will be per the instructions listed on the form.

d. All Midshipmen Service Records shall be stored in file cabinets, capable of being locked, and located within the Company Officer's office throughout the year.

e. The Performance Officer shall be the custodian of all Midshipmen Service Records for midshipmen who have departed the Naval Academy.

(1) Midshipmen Service Records for previously graduated midshipmen will be retained in the Company Officer's office until May of each year at which time they will be turned in and stored under the cognizance of the Performance Officer. Specific instructions for preparing and turning in these records will be published by the Performance Office. The Service Records will be retained by the Performance Officer for two years following the graduation of each class. After two years, the records will be destroyed.

(2) Service Records for midshipmen who do not graduate will be retained separately by the Performance Officer and destroyed with those of the midshipman's graduating class.


R. L. SNEAD
By direction

Distribution:
Commandant
Deputy Commandant
Battalion Officers
Company Officers
Company Chiefs/Gunnys
Brigade Commander
Brigade Admin Officers
Regimental Commanders
Regimental Admin Officers
Battalion Commanders
Battalion Admin Officers
Company Commanders
Company Admin Officers
Midshipmen Personnel Office (3)
Performance Office (5)
Comdt Admin Files (10)
Archives