



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MD 21402-5000

COMDTMIDNINST 1601.7G
OPS
6 Jun 00

COMDTMIDN INSTRUCTION 1601.7G

From: Commandant of Midshipmen

Subj: REQUESTS FOR MIDSHIPMEN ESCORTS

Encl: (1) Midshipman Escort Request Form

1. Purpose. To promulgate procedures for processing requests for midshipmen escorts for educators, candidates, and other guests of the Brigade.

2. Cancellation. COMDTMIDNINST 1601.1F.

3. Responsibilities

a. The Midshipmen Activities Officer (MAO), Operations Department, is responsible for the coordination of escort requirements. The MAO will task the Brigade Operations Officer to provide escorts as requested.

b. The Brigade Operations Officer will assign the midshipmen chain of command to obtain the escorts and will provide a list of escorts to the Midshipmen activities Officer prior to the event.

c. The Officer of the Watch, Main Office is responsible for obtaining escorts in short notice situations and when the MAO is not available after hours and on weekends.

4. Action. Divisions and Departments requesting midshipmen escorts are responsible for contacting the Midshipmen Activities Officer at least one week in advance of the event. After hours and on weekends, request should be directed to the Officer of the Watch. | R


S. J. LOCKLEAR III

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COMDTMIDNINST 1601.7G

OPS

6 Jun 00

MIDSHIPMEN ESCORT REQUEST FORM

Date: _____

From: _____

(Organization)

To: Midshipman Activities Officer

Subj: REQUEST FOR MIDSHIPMEN ESCORTS

1. Please provide midshipman escorts as follows:

EVENT: _____

DATE OF EVENT: _____

NUMBER OF ESCORTS: _____

MUSTER AT: _____

(Location)

(Time)

INFORMATION FOR ESCORTS: _____

SPECIAL REQUESTS: _____

2. Requesting organization point of contact:

Name

Phone

Enclosure (1)