



DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN  
U.S. NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 1710.14E

Ops

12 Feb 10

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1710.14E

Subj: EXTRACURRICULAR ACTIVITIES (ECA) AND SPECIALIZED  
INTRAMURAL TEAMS (SIT)

Ref: (a) COMDTMIDNINST 4653.1J  
(b) COMDTMIDNINST 5400.6K  
(c) COMDTMIDNNOTE 1710  
(d) COMDTMIDNINST 5721.1B  
(e) COMDTMIDNINST 4064.1B  
(f) COMDTMIDNINST 7041.1C  
(g) COMDTMIDNINST 1310.1B

Encl: (1) Operating Procedures for ECAs and SITs  
(2) List of Current ECAs and SITs

1. Purpose. Promulgates policy, procedures, and reports applicable to all ECAs and SITs. Enclosures (1) and (2) are provided as examples of report format and a listing of USNA ECAs and SITs.

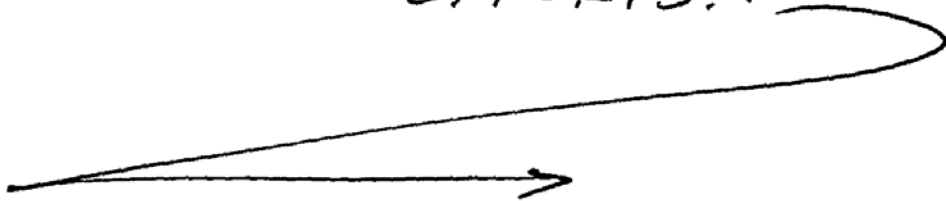
2. Cancellation. COMDTMIDNINST 1710.14D. This is a complete revision and should be reviewed in its entirety. Since changes are extensive, no special markings appear in the margins.

3. Action. All ECAs and SITs will comply with the provisions listed herein. Reports will be formatted per Enclosure (1).

  
MATTHEW L. KLUNDER

Distro:  
C-1(Electronically)

\* THANK YOU FOR YOUR  
DEDICATED EFFORTS!!



OPERATING PROCEDURES ECAs and SITs

Appendix: (1) End of the Year Format  
(2) Election Results  
(3) President's Letter of Relief  
(4) Inventory Report for Property (>\$250.00)

1. Responsibility. The Commandant of Midshipmen is responsible for all extracurricular activities. The Midshipmen Activities Officer (MAO) will act for the Commandant on all matters of routine administration of these activities. A commissioned or non-commissioned officer attached to the Naval Academy Complex will act as the "Officer Representative" for each ECA.

2. Mission. ECAs and SITs are those activities determined to add benefit to the Brigade of Midshipmen, the Naval Academy, or the United States Navy. They are established in order to allow midshipmen the ability to acquire special skills not available within the basic academic or athletic programs. ECAs and SITs are charged with carrying out official functions on behalf of the Superintendent, Commandant, and the Naval Academy in order to support the mission of the Naval Academy.

a. Participation in every ECA or SIT is voluntary and must complement, but not interfere with, the fundamental requirements and routines of the Brigade. Special procedures permitting deviations from the normal routine of the Brigade may be authorized on a case by case basis.

b. Due to their unique nature and value to the Brigade, special consideration will be given for requests to participate in movement orders and excusals that require the missing of class and mandatory events. Each specific movement order and request will be examined individually by Commandant Operations. Approval for one event does not grant approval for all.

c. Academic divisions or departments having purview in the specific area of an ECA will sponsor the ECA and provide its Officer Representative. Prior to establishing additional ECAs, concurrence of the Commandant of Midshipmen and Academic Dean must be obtained.

3. Rules and Regulations.

a. Membership and participation. Company Officers will grant final approval of membership and participation in ECAs and SITs based on the midshipman's academic, professional, and P.E. performance records. Company Officers will pay particular attention to the number of ECAs and SITs a midshipman is involved in to ensure midshipmen do not become over committed such that their participation detracts from the basic mission requirements. In general, Plebes will be limited to three ECAs or SITs upperclass midshipmen will be limited to five ECAs or SITs. Exceptions to this may be extended to those midshipmen on the Superintendent's, Dean's or Commandant's Lists or as deemed appropriate by the Company Officer.

b. Eligibility. Members fall into one of three categories: fully eligible, not eligible for movement orders, and suspended.

(1) Fully eligible. Those members who meet the eligibility requirements for movement orders stipulated in reference (a).

(2) Not eligible for movement orders. Members who do not meet the weekend eligibility requirements delineated in reference (a), are not eligible to be on Movement Orders. Members who are not approved for movement orders may still practice and perform events at the Naval Academy.

(3) Suspended. A midshipman will be suspended from any and all participation if the Commandant, Deputy Commandant, or the midshipman's Battalion or Company Officer deems it necessary due to poor academic, professional, or P.E. performance. Midshipmen in a restricted status fall into the suspended category.

c. ECAs and SITs can meet on Tuesdays 1845-2000, Thursdays and Sundays 1915-2000, and during liberty. Special requests to meet outside these times must be approved by Commandant Operations.

d. ECAs and SITs must have an Officer representative or an Enlisted representative.

e. Rosters. The Officer/Enlisted Representative of each activity shall ensure that the activity president has input the

organization's roster into the MIDS program not later than two weeks following the return of the Brigade. The rosters are to be verified and/or updated on a monthly basis in the MIDS system. Failure to verify rosters for two consecutive months may result in disestablishment. Changes to a midshipman's status, as deemed necessary by the Company officer, will be directed to the ECA president or to the MAO. Suspended members will be changed to non-member status in MIDS database. Only those members who are eligible for movement orders will be listed on an activity's roster.

f. Football Games. Attendance at all home football games is considered a military obligation and midshipmen will not be authorized to participate in ECAs or SITs during the games unless their activity supports the game (i.e. Philo, Cannoneers, etc.).

g. Size restrictions. ECAs and SITs may be authorized to restrict the size of membership for reasons such as the nature of club activities or available facilities; however, any restrictions to club membership will be approved by the Commandant of Midshipmen via the Midshipman Activities Officer.

h. Intramural Exemptions. A listing of in-season periods, squad sizes, and intramural/drill exemption totals for ECAs and SITs is contained in Commandant Notice 1710. Midshipmen who are intramural exempt will be required to maintain individual physical conditioning programs during the sports season for which they are exempt.

i. Guest Speakers. Per reference (c), invitations to visiting and/or guest speakers will be restricted to those times authorized for ECAs and SITs. Activities are reminded that prior approval will be obtained before inviting a guest speaker. Civilian DVs and 0-6 and above require Commandants approval via the MAO prior to invitation. Only authorized, standardized gifts for guest speakers may be purchased with MWF funds. (Contact MWF personnel for information on which gifts are authorized.)

j. Non-Academy Affiliations. Midshipmen involved with ECAs and SITs will not organize any form of local entertainment or amusement, nor will they affiliate themselves with any fraternal or secret association within or outside of the Naval Academy

without specific approval by the Commandant of Midshipmen. Any midshipman who is approached by a fraternal or secret association will report the matter immediately to his/her Company Officer.

k. Gratuity. No midshipman will accept any gratuity as a result of participation in an ECA or SIT.

l. End of Year Reports and Budgets. The MAO and the MWF Manager shall review the End of Year Reports and Budgets for each ECA or SIT. All End of Year Reports and Budgets are due to the MWF office by the 1<sup>st</sup> week of March. The proper format for the End of Year Report and budget are enclosed at the end of this document. Blank forms are available in the MWF office. If an ECA or SIT is determined to have discrepancies, the organization will be presented to the Operations Officer for review. The Operations Officer will then convene a Review Board to determine whether the organization will remain in an active status. The members of the Review Board shall include: Operations Officer, MAO, MWF Manager, and any other involved parties (Officer Representative, Club President, etc.). The Operations Office will forward a report of the board's findings and pertinent recommendations to the Commandant of Midshipmen.

m. Constitution and By-Laws. ECAs and SITs receive official recognition and authorization for their existence from the constitution and by-laws approved by the Commandant of Midshipmen. Each will have a constitution and/or by-laws (sample copies may be obtained from the MAO).

n. New ECAs or SITs. A request for a new ECA or SIT must be made in writing to the Commandant of Midshipmen via the MAO and Operations Officer. Requests are due to the Midshipmen Activities Officer by April 15<sup>th</sup>. Request must include the following:

- (1) Nature and purpose of the activity.
- (2) Approximate number and names of midshipmen interested in the activity (minimum of 20 - waivers may be granted for the minimum number on a case basis).
- (3) Financial assistance required and justification.

(4) Facilities required. A statement from the officer or faculty member who supervises the facility requested shall be enclosed. This statement shall describe the impact of approval on other programs using the facility.

(5) Organization and officers of the proposed activity.

(6) Trips, privileges or other support required.

(7) Draft of proposed by-laws.

(8) Criteria for terminating the activity.

(9) An explanation of the uniqueness of the proposed ECA or SIT. Additionally, a statement addressing why existing ECAs or SITs are unable to achieve the same fundamental purpose or a statement providing recommendations for deletions of existing similar ECAs or SITs must be included. If a deletion is recommended, a statement from the Officer Representative of the affected ECA or SIT must be enclosed. This statement should evaluate the proposed ECA or SIT's ability to better serve the fundamental purpose of the existing club.

(10) An estimate of the time commitment of the individuals who would be involved in the proposed ECA or SIT.

(11) Certification that all assistants, coaches, instructors, etc., are midshipmen or are members of the Naval Academy staff or faculty. The only exceptions permitted are for musical production support for the Drum and Bugle Corps, the Glee Club Musical, the Masqueraders, or those approved by the Commandant of Midshipmen.

o. Disestablishment. ECAs and SITs will be disestablished by the Commandant of Midshipmen whenever the utility no longer warrants continued operation (as determined by the Commandant); membership drops below 20 midshipmen; or failure to submit required reports, schedule activities, or expend designated funds indicates the club has become inactive.

#### 4. Facilities.

a. Assignment. On the authorization of the Commandant of Midshipmen, office and workshop space is assigned through the

MAO by the Bancroft Hall First Lieutenant. ECAs or SITs requiring additional space or modifications to existing spaces may submit requests in writing to the Bancroft Hall First Lieutenant via the MAO. Door tags are required on each allotted space at all times. These tags may be obtained by submitting a memorandum request to the First Lieutenant or having one made at the Midshipmen Store.

b. Access. Only midshipmen who are listed on the membership roster held by the MAO are authorized access to the assigned spaces. The privilege is denied automatically to any midshipman whose name is removed from the roster of the activity. **Spaces are to be used only during authorized times.** Whenever the assigned space is to be left unoccupied, it will be secured by the last exiting midshipman. At the commencement of the academic year, the president of each club assigned a space will be issued the key or cipher lock combination to their space by the MAO. The president is responsible for the distribution and control of keys and **cipher lock combinations. Combinations shall only be given out to activity officers.**

c. End of Year Action. At the end of the academic year, but prior to Commissioning Week, the succeeding president will secure the club spaces and return all keys to the MAO. **Cipher lock combinations shall be changed with turnover and new combinations will be reported to the MAO.** The succeeding president will submit in the End of Year Report (Appendix (1)) a list of midshipmen authorized summer access to their spaces.

d. Locks. Lock replacement and duplicate key requests will be submitted by memorandum to the Bancroft Hall First Lieutenant via the Officer Representative and MAO. Costs for these services will be charged to the club.

e. Cleanliness. All club spaces must be clean and orderly. Spaces are inspected periodically by the Deputy Commandant, Bancroft Hall First Lieutenant, MAO, Officer Representative, OOW, and Fire Marshal. Personal clothing or equipment extraneous to the organization's purpose will not be left in assigned spaces at any time.

f. Repair. Club spaces in need of repair shall be reported to the Bancroft Hall First Lieutenant via the MAO. Officer Representatives will instruct club presidents to submit work

requests for damaged facilities to the spaces. Failure to submit the appropriate work request(s) for repairs will result in the loss of use of the space/facility.

5. Telephones. Charges for phone calls regarding club business will be covered by the club's reserve account.

6. Elections. To ensure all members of an activity will be allowed to participate in the nomination and election process for electing their respective activity's midshipmen officers, the following criteria apply to all elections:

a. E-mail notes to all members stating the date, time, and place of the election meeting will be run two weeks prior to the elections. The election meeting will be scheduled during authorized ECA or SIT time when a majority of members will be available to attend.

b. Each active member who has been on the roster for at least one semester during the academic year will be entitled to one vote.

c. A majority of the members eligible to vote must be present at an election meeting to validate the proceedings.

d. Each member is entitled to a nomination.

e. Members of the most senior class available should serve as presiding officers.

f. Activities that have committees, sub-committees, or other internal groups will elect members to these committees. Election procedures for these committees will conform to those prescribed for election of presiding midshipmen officers.

7. Equipment Custody.

a. Strict accountability of equipment and property is required to preclude inadvertent loss or theft and to provide a continuous record of accountability from the time of receipt or purchase until the item is surveyed or expended. Items will be considered accountable if they are valued at \$250 or more, or if they cost less than \$250 but are highly pilferable.

b. The Officer Representative will have ultimate responsibility for the accountability of activity equipment and will ensure timely inventories are conducted, custody equipage cards are properly maintained and equipment is afforded proper care and security. Officer Representatives are to further ensure the annual activity equipment inventory report is properly submitted and major discrepancies concerning equipment are submitted in a timely manner to the MAO.

c. The Officer Representative is ultimately responsible for damaged, destroyed, or missing equipment. Damaged, destroyed or missing equipment will be replaced by the ECA or SIT with their reserve account funds. Equipment requiring preventive maintenance shall be maintained as necessary. ECAs and SITs shall establish and maintain a proper Preventive Maintenance Schedule (PMS) in order to properly maintain their equipment. Failure to properly maintain equipment or to repair/replace damaged, destroyed, or missing equipment will result in the disestablishment of the ECA or SIT.

d. Individual custody records will be prepared for each item of property or equipment held by the activity for which accountability is required.

e. An activity is to develop its own custody record cards and maintain a current file of all equipment. As a minimum, record cards should include item description (with serial number as applicable), quantity, and date of purchase or receipt.

f. The Officer Representative will ensure the equipage custody cards are maintained on a current basis. New cards will be prepared for new property which qualifies for accountability control. Lost or expended property will be surveyed and a report of the survey submitted to the MAO.

g. Once each quarter (September, December, February and May), a sight inventory will be conducted to include all items on the inventory report (Appendix (4)). Other items which are considered appropriate for inclusion as permanent custody are to be added.

(1) The first inventory in September will be conducted jointly by the President for the academic year and the Officer Representative.

(2) The final inventory in May will be conducted jointly by the incumbent president and the newly elected president. Should the relieving procedure be conducted mid-year, the inventory will be conducted mid-year as appropriate.

h. The purpose of a property loss form, listed in Appendix (5) is to officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of property. A Property Loss Form is required for all equipment valued at \$50 or more which must be removed from the ECA's inventory record (lost, destroyed, worn out, etc.). Basic steps for the survey procedure are as follows:

(1) Initiating the Investigation - The president is the initiator and will complete blocks 1 through 11.

(2) Reviewing Authority - The Officer Representative is the reviewing authority and will review blocks 1-10 and complete block 12.

(3) Appointing Authority - The MAO is the appointing authority and will review the findings and indicate approval/disapproval action in Block 13.

(4) Approving Authority - The Operations Officer is the approving authority and will approve or disapprove the disposal action by completing block 14.

(5) Disposal Action - MAO disposes of material in accordance with the Operation Officer's decision.

i. Equipment no longer in use shall be disposed of using the following hierarchy and all transfers will be approved by the Midshipmen Activities Officer prior to transfer.

(1) Sell or transfer to another MWR (including NABSD)

(2) Sell in an open manner to the following: midshipmen, USNA family, public.

#### 8. ECA Mark

a. The ECA mark is a program designed to supplement the PE mark to those ECAs who do not participate in Intramurals or Varsity/JV/Club Sport.

b. Per reference (c), the following ECAs are intramural exempt and do not receive a PE Mark but should be awarded ECA mark:

- (1) Drum & Bugle Corps
- (2) Cheerleaders
- (3) Silent Drill
- (4) Pipes & Drums
- (5) YP Squadron

c. The Aptitude Officer will be responsible for entering all ECA participants' ECA mark.

d. To assure each Midshipmen is given due credit, each Officer Representative shall submit proper rosters in the MIDS System, designating who is ECA President, ECA Officers, and ECA active members.

e. Points are assigned for participation level as outlined in 1-4 below:

- (1) 3 - ECA President
- (2) 2 - ECA Officers
- (3) 1 - ECA active Members
- (4) 0 - No sport or ECA

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**END OF YEAR FORMAT**

From: President, \_\_\_\_\_ (Activity Name)  
To: Commandant of Midshipmen  
Via: (1) Officer Representative  
(2) Midshipmen Activities Officer

Subj: END OF YEAR REPORT

Ref: (a) COMDTMIDNINST 1710.14E

Encl: (1) Midshipmen Welfare Inventory Report  
(2) Yearly Statement (omit if not applicable)  
(3) Election results  
(4) President's turnover letter  
(5) List of members authorized summer access to ECA  
Spaces (omit if not applicable)  
(6) Telephone Request (omit if not applicable)  
(7) Work Request for repair of ECA assigned spaces  
(omit if not applicable)

1. All club equipment, as listed at enclosure (1), has been personally sighted and all custody record cards are current. Discrepancies are/are not noted and have/have not been corrected.

2. The constitution and by-laws have been reviewed. Revision is/is not necessary. (If applicable, briefly state when revision will be completed.)

3. In the past year, the \_\_\_\_\_ has (BRIEF description of your ECA's activities during the past year. Include vital statistics, i.e., competition results, lectures sponsored, etc.).

4. Next year (BRIEF description of proposed activities/plans for next year).

5. Next year the Officer Representative will be \_\_\_\_\_.

Very respectfully,

Signature  
Printed Name

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**ELECTION RESULTS**

From: Midshipman  
To: Commandant of Midshipmen  
(Attn: Midshipmen Activities Officer)  
Via: Officer Representative, \_\_\_\_\_ (Activity Name)  
Subj: MIDSHIPMEN OFFICER ELECTION RESULTS  
Ref: (a) COMDTMIDNINST 1710.14E

1. Elections were conducted for officers per COMDTMIDNNOTE 1710.
2. A majority of current members eligible to vote were present.
3. The election results were as follows:
  - a. List candidates for each position and committee. Include number of votes for each candidate.)
  - b. (List separately the names and positions of elected ECA officers.)
  - c. (List names of members present.)

Very respectfully,

Signature  
Printed Name

**PRESIDENT'S LETTER OF RELIEF**

From: Midshipman  
To: Commandant of Midshipmen  
(Attn: Midshipmen Activities Officer)  
Via: President, \_\_\_\_\_  
Subj: LETTER OF RELIEF

1. In company with my predecessor, I have reviewed all financial records, next year's budget request, the construction, and all files. I have sighted all accountable equipment and inspected the assigned space.
2. All files, including the construction, membership roster, and copies of reports have been turned over to me.
3. No discrepancies were found. (Or describe the discrepancies found as specifically applies to financial records, files, accountable equipment or spaces.)
4. I hereby relieve Midshipman \_\_\_\_\_ as President.

Very respectfully,

Signature Printed Name

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**FIRST ENDORSEMENT**

From: President  
To: Commandant of Midshipmen  
(Attn: Midshipmen Activities Officer)  
Via: Officer Representative, \_\_\_\_\_

1. In company with my relief, I have reviewed all records and files, including the financial records and the constitution. I have sighted with my relief all accountable equipment and jointly inspected the assigned spaces.
2. All records, files, and equipment custody cards accountable have been turned over to my relief.
3. I stand relieved as President, \_\_\_\_\_.

Very respectfully,

Signature Printed Name

**INVENTORY REPORT FOR PROPERTY (>\$250.00)**

(Extracurricular Activity)

(Date of Inventory)

(Officer Representative)

Page \_\_\_\_ of \_\_\_\_

<u>Inventory No.</u>	<u>Item Nomenclature</u>	<u>Qty.</u>	<u>Unit Cost</u>	<u>Condition</u>
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REMARKS: (Include an explanation accounting for any items on the last report NOT appearing on this report)

Custody Signatures:

Officer Representative: \_\_\_\_\_ MIDN President: \_\_\_\_\_

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**List of ECAs**

Semper Fi	Surface Navy Association
Combat Arms Team	Dolphin Club
Infantry Skills Team	YP Squadron
Naval Academy Aviation Society	Upsilon Pi Epsilon
Association of Comp Mach	Labyrinth
Chemistry	Marine Technology
Collegiate Scholars	Math Club
Golden Key Honor Society	Model United Nations
IEEE	Debate
National Society of Black	Physics
Engineers	AIAA
Omicron Delta Epsilon	NAFAC
Phi Alpha Theta	Joy Bright Hancock
Phi Kappa Phi	American Nuclear Society
Phi Sigma Alpha	SAE
Pi Tau Sigma	American Society of
Sigma Tau Delta	Mechanical Engineers
Society of American Military	American Society of
Engineers	Automotive Engineers
Society of Naval Architects	Oceanography Club
Society of Women Engineers	American Society of Naval
Socratic Society	Engineers
Tau Beta Pi	Society of Hispanic
Midshipmen Group Study	Professional Engineers
Program	Men's Glee Club
Astronomy Club	Gospel Choir
Alliance Linking Leaders in	Catholic Choir
Education and the Services(ALLIES)	Trident Brass
Women's Glee Club	LOG Magazine
Glee Club Musical	Trident
Protestant Choir	Color Guard
Silent Drill	Team Cannoneers
Lucky Bag	Team Bill
Team Philo	Rock Climbing Club
Cheerleading	Drum and Bugle Corps
Pipes and Drums	Campus Girl Scouts
Masqueraders	Chess Club
Art Club	Alpine Ski Team
NESA	German Club
Chinese American Club	Korean Midshipmen Club
Equestrian Club	Mountaineering Club
Filipino-American Club	Shooting Club
International MIDN Club	Martial Arts Club
French Club	Scuba Club
Japanese American Club	

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Black Studies Club	Amateur Radio Club
Latin American Studies Club	WRNV
Midshipmen Action Group	USNA Special Operations
Middle Eastern Studies Club Team	Russian Studies Club
USNA Scuba Club	
Brigade Media Production Group	Italian American Midshipmen Club

**List of SITs**

Fencing Club  
Adventure Racing Team  
Jiu Jitsu  
Judo  
Paintball  
Brigade Men's Lacrosse  
Brigade Men's Soccer  
Brigade Women's Field Hockey  
Brigade Women's Ice Hockey  
Brigade Women's Golf  
Gung Fu/T'ai Chi