



DEPARTMENT OF THE NAVY

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

COMDTMIDNINST 11100.2J
27 Dec 10

COMMANDANT OF MIDSHIPMENT INSTRUCTION 11100.2J

Subj: PROCEDURES FOR HOSTING/BERTHING OF NAAA-SPONSORED
CANDIDATES AND VISITORS IN BANCROFT HALL

Ref: (a) COMDTMIDNINST 1601.8J

Encl: (1) NAAA Candidate Visit Form

1. Purpose. To define the procedures for hosting and berthing approved visitors in Bancroft Hall.
2. Cancellation. COMDTMIDNINST 11100.2H
3. Information. The Commandant of Midshipmen will periodically grant permission for visitors to remain in Bancroft Hall as guests of the Brigade. These visitors include recruits being sponsored by the Naval Academy Athletic Association (NAAA), Cadets from other service academies, and other groups whose presence supports the mission of the Naval Academy. Such visitors will be assigned a host based on class, gender, and affiliation. The host will be responsible for the visitor for the duration of the visit. Visitors from other service academies will normally be granted the same privileges as the host and will adhere to the same routine. Hosts should make every effort to ensure the guests are treated courteously and are afforded every opportunity to observe Naval Academy routine. Information on hosting qualified candidates from Candidate Guidance is contained in reference (a).
4. Action (NAAA-Sponsored Candidates)
 - a. The Director of Athletics will: Provide the Commandant's Operations Officer, Food Services Officer, Battalion Officers, Company Officers, and the Bancroft Hall First Lieutenant, with the names of visiting candidates utilizing enclosure (1) at least four working days prior to arrival.
 - b. Escorts
 - (1) Assignment of midshipmen escorts will normally be arranged by the Director of Athletics, with concurrence of the Commandant.

(2) Midshipmen escorts shall arrange for cots for the visiting candidates and be responsible for the cleanliness of their rooms.

(3) Midshipmen who have watch or other official duties during the visit will not be assigned to host a visitor; however, should a person on the watchbill volunteer to host a visitor, it is their responsibility to find a relief.

(4) Midshipmen shall be responsible for the conduct of assigned candidates.

c. Messing

(1) Candidates will normally mess in King Hall and may be accompanied by coaches designated by the Director of Athletics. The Director of Athletics will make advanced, written messing and billing arrangements with the Midshipmen Food Services Officer regarding both candidates and coaches.

(2) The Midshipmen Food Services Officer shall bill the Naval Academy Athletic Association for all meals for recruited midshipmen candidates and guests.

d. Miscellaneous

(1) Normally, the program will be conducted on weekends. Any change to enclosure (1) after dissemination will be sent by the Midshipmen Activities Officer to the appropriate assigned personnel.

(2) The Operations Officer, Office of the Commandant, shall act for the Commandant as action officer for this program. The Office of the Associate Director of Athletics for Admissions will be the point of contact for NAAA.

5. Action (other visitors)

a. The Midshipmen Activities Officer will:

(1) Accept requests for visitors and seek approval from the Commandant of Midshipmen. Requests will include the class and gender of the visitor, and the proposed arrival and departure time.

(2) Ensure proper hosts are assigned.

(3) Inform hosts of their duties and responsibilities and provide them with a visit schedule.

b. The Brigade Assistant Operations Officer for Logistics will:

(1) Assign midshipmen of the appropriate class and gender to act as hosts. Hosts will not have weekend privileges or be in a duty status, but may exercise normal class liberty.

(2) Forward list of hosts to the Midshipmen Activities Officer as soon as possible after the receipt of request.

c. The First Lieutenant will: Ensure a sufficient number of cots are available for all visitors.

d. Midshipmen Hosts will:

(1) Be familiar with this instruction.

(2) Arrange for use of an empty bunk or draw a cot from the cot storage room and arrange proper bedding is available.

(3) Report in person to the designated location 15 minutes prior to arrival time.

(4) Return cot and bedding NLT the next working day after the departure of the visitor.

(5) Contact the Midshipmen Activities Officer or OOW if any problems or questions arise.

6. Review Responsibility. The Commandant's Operations Officer is responsible for the annual review of this instruction.



B. P. O'DONNELL
By direction

Distribution:
Non-Mids (Electronically)

(Date)

MEMORANDUM

From: Director of Athletics
To: Commandant of Midshipmen
Subj: NAAA CANDIDATE VISIT FORM

1. The following candidate(s) will arrive and depart USNA at the times indicated:

<u>Candidate</u>	<u>Arr Date & Time</u>	<u>Depart Date & Time</u>
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2. We request that the above listed candidate(s) be allowed to stay in Bancroft Hall with their assigned escort and eat the following meals in King Hall:

Breakfast: _____

Lunch: _____

Supper: _____

3. We also request that the following Midshipmen be excused from the meal formations indicated above so they can meet the candidate(s) and escort them into King Hall:

<u>Midshipmen Escort</u>	<u>Class</u>	<u>Co</u>	<u>Room #</u>	<u>Candidate's Name</u>
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4. Coach(es) _____ will be in overall charge of the candidate(s) and will ensure they meet Midshipmen Escorts in time to attend meals.

Enclosure (1)