



DEPARTMENT OF THE NAVY

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

COMDTMIDNINST 1310.1C
OPS
13 Aug 10

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1310.1C

Subj: APPLICATION AND ASSUMPTION OF DUTIES FOR OFFICER
REPRESENTATIVES OF EXTRACURRICULAR ACTIVITIES (ECA)

Ref: (a) COMDTMIDNINST 4653.1L

Encl: (1) Officer Representative Application Form
(2) Officer Representative Turnover Form

1. Purpose. To issue data concerning the application and selection procedures and responsibilities for Officer Representatives of extracurricular activities.

2. Cancellation. COMDTMIDNINST 1310.1B.

3. Information. An Officer Representative for each extracurricular activity is approved annually by the Commandant of Midshipmen. The Officer Representative is a commissioned or noncommissioned officer who assists the Operations Officer and the Commandant of Midshipmen in the financial administration, organization, and operation of each activity. Serving in the capacity of Officer Representative provides an excellent opportunity to associate with midshipmen outside the academic, athletic, and professional environment.

4. Action

a. Nominations will be based on the recommendations of the previous Officer Representative and will be forwarded by the Midshipmen Activities Officer to the Commandant of Midshipmen for approval.

b. Applications for the position of Officer Representative of an extracurricular activity must be forwarded to the Midshipmen Activities Officer, Yard Mail Stop 3A, Bancroft Hall Room 3007 using enclosure (1).

c. All applicants will be notified of their selection/non-selection. The current listing of all Officer Representatives is held by the Midshipmen Activities Officer and can be accessed on the Midshipmen Information System (MIDS).

d. Incumbent Officer Representatives are required to notify the Midshipmen Activities Officer in writing of their intentions to relinquish their duties as Officer Representatives and provide their reason(s) why they intend to relinquish their duties (i.e., PCS, lack of interest, etc.).

e. Officer Representatives who resign should coordinate with the midshipmen in the appropriate activity to nominate a replacement and complete enclosure (2).

5. Officer Representative Duties and Responsibilities include:

a. Maintenance of Naval Academy standards of conduct and appearance of the Midshipmen.

b. Financial management and accountability of equipment purchased through the Midshipmen Welfare Fund. The responsibilities will be exercised throughout the Midshipmen organization as defined by the ECA constitution and by-laws. The Officer Representative may delegate certain authority within the Midshipmen organization, but is not relieved of the financial management and the equipment accountability responsibilities by any such delegation of authority. Officer Representatives will ensure that no approval is given for the expenditure of funds exceeding the amounts allocated to the activity's account and that no approval is given for purposes other than those authorized by the Midshipmen Welfare Fund Board. Requests for an augmentation of funds or reallocation of approved funds will be submitted in writing to the Operations Officer via the Midshipmen Welfare Fund (MWF) Manager.

c. Supervise enforcement and compliance with Naval Academy rules, regulations, and guidelines. To ensure ECA regulations are issued to Midshipmen members, the Officer Representative will personally explain the regulations governing ECAs at the first general meeting.

d. Ensure reports applicable to the activity are properly prepared and submitted in time to reach the Commandant of Midshipmen prior to the due date.

e. Supervise the establishment of custody records for all the activity's equipment with a value of \$150 or more or that which is considered highly pilferable. The Officer Representative will be responsible for taking necessary initial joint inventories with each new president, ensuring custody records are prepared and properly maintained for all equipment,

and providing accountability and adequate security for equipment. The Officer Representative will establish a sign-in/sign-out procedure if equipment is kept in ECA space.

f. Signing all activity movement orders and ensure a commissioned or non-commissioned officer is assigned to serve as an escort officer if the Officer Representative is unable to go on the movement order. For all movement orders, the Officer Representative will ensure the midshipmen are inspected in their approved travel uniform prior to departure from the Naval Academy. Additionally, the Officer Representative or the escort officer must call the Officer-of-the-Watch (OOW) (x32701) prior to departure and relay the following information:

- (1) Movement order number
- (2) Name of the group
- (3) Inspection complete
- (4) Any Unauthorized Absences (UA)
- (5) Departure time

g. Upon completion of the movement order and arrival back at the Naval Academy, the Officer Representative or the escort officer shall call the OOW and relay the following information:

- (1) Movement order number
- (2) Name of the group
- (3) Return time
- (4) Any incidents/problems

h. In the event a movement order will not return at the previously scheduled time the Officer Representative shall call the OOW and explain the reason for delay and expected return time.

i. Track Midshipmen ECA movement order eligibility and the number of missed mandatory event movement orders each Midshipmen has been on. The abuse or loss of accountability for Midshipmen traveling on missed mandatory events movement orders for ECAs will result in the ECA losing all privileges.

j. Act as the Commandant's representative while the group is away from the Naval Academy. Responsibilities while away from USNA include:

(1) Safety of personnel and equipment.

(2) Maintenance of good order and USNA standards of decorum.

(3) Taking on-scene action in emergencies to protect life and property and making reports to proper authority.

(4) Reporting any discrepancies which may occur during the movement to the OOW.

k. Ensure special requests initiated by Midshipmen are processed in a timely manner. All request chits will be individually certified by the Company Officer or Senior Enlisted Leader, verifying that Midshipmen requesting to go on movement orders are eligible in accordance with reference (a), and that the latest Projected Semester Quality Point Rating (PSQPR) is indicated on their chits.

l. The Officer Representative will review and get approval from the MWF Manager for all items to be imprinted for distribution (i.e., t-shirts, websites, posters, etc.). The Officer Representative will ensure the items to be distributed are of good taste, professional, and are representative of the Naval Academy mission, Midshipmen attributes, and Navy Core Values.

m. Ensure the membership roster is kept current in the MIDS ECA module and eligibility rules are upheld. Failure to update rosters via MIDS on a monthly basis may result in disestablishment of the ECA.

n. Ensure Midshipmen do not devote an excessive amount of time to the activity to the detriment of their academic curriculum.

o. Review all correspondence, speeches, and material for good taste, quality and content that would reflect creditably on the author and the Naval Academy prior to any releases, presentations or publication. In addition, the classification of the material must be reviewed. The Officer Representative is directly responsible to the Commandant of Midshipmen for a discriminating review and the demonstration of good judgment in editing.

p. Ensure no obligation is incurred and no invitation is extended or accepted by the activity without prior **written approval from the Commandant of Midshipmen.**

q. Responsible for maintenance of high standards of safety and cleanliness in spaces being used by the ECA. The Officer Representative will perform monthly inspections of ECA spaces.

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



R. E. CLARK II

Distribution:
Non-Mids (Electronically)

OFFICER REPRESENTATIVE APPLICATION FORM

(Date)

From: _____
To: Operations Officer
Via: Midshipmen Activities Officer

Subj: APPLICATION FOR EXTRACURRICULAR ACTIVITY OFFICER
REPRESENTATIVE

1. I desire to be considered for the position of Officer
Representative of the following extracurricular activity:

2. The following information is provided:

Name/Rank: _____

Division or Department: _____

Ext: _____ Yard Mail Stop number: _____

Home address: _____

Home number: _____

Date reported to USNA: _____

PRD: _____

Qualifications/Reasons for interest:

(Signature)

OFFICER REPRESENTATIVE TURNOVER FORM

From: _____
To: Operations Officer
Via: Midshipmen Activities Officer

Subj: OFFICER REPRESENTATIVE TURNOVER FORM

1. I am relinquishing my duties as Officer Representative of the following extracurricular activity:

2. I have completed a thorough turnover and nominate the following Officer Representative to assume my duties:

Name/Rank: _____

Division/Rank: _____

Phone number: _____

(Signature)