



DEPARTMENT OF THE NAVY  
OFFICE OF THE COMMANDANT OF MIDSHIPMEN  
UNITED STATES NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS MARYLAND 21402-5107

COMDTMIDNINST 1310.1D  
OPS

JUL 13 2012

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1310.1D

Subj: APPLICATION, DESIGNATION, AND ASSUMPTION OF DUTIES FOR OFFICER AND ENLISTED REPRESENTATIVES OF EXTRACURRICULAR ACTIVITIES (ECA), VARSITY SPORTS, AND CLUB SPORTS

Ref: (a) COMDTMIDNINST 5400.6P  
(b) COMDTMIDNINST 4653.1K  
(c) COMDTMIDNINST 1710.14G  
(d) COMDTMIDNINST 7041.1H  
(e) COMDTMIDNINST 5721.1C  
(f) DIRATHINST 1710.18  
(g) DIRATHINST 1710.17  
(h) COMDTMIDNNOTE 1710

Encl: (1) Officer Representative Application Form  
(2) Enlisted Representative Application Form  
(3) Officer Representative Designation Letter  
(4) Enlisted Representative Designation Letter  
(5) Officer Representative Nomination Form  
(6) Enlisted Representative Nomination Form  
(7) Officer Representative Letter of Relief  
(8) Enlisted Representative Letter of Relief

1. Purpose. To issue data concerning the application and designation procedures and responsibilities for Officer and Enlisted Representatives of ECAs, varsity sports and club sports.

2. Cancellation. COMDTMIDNINST 1310.1C.

3. Information. An Officer Representative for each ECA, varsity sport and club sport is approved annually by the Commandant of Midshipmen. The Officer or Enlisted Representative is a commissioned officer or senior enlisted leader who assists the Operations Officer, Director of Athletics and the Commandant of Midshipmen in the leadership, organization, financial administration, and operation of each activity. Serving in the capacity of Officer or Enlisted Representative provides an excellent opportunity to further the professional development of Midshipmen in the context of ECAs, varsity sports, and club sports. At the beginning of every semester there will be a training session held by the Midshipmen Activities Officer (MAO) for all new Officer and Enlisted Representatives to cover the contents of this instruction. Naval Academy Athletic Association staff will participate in training sessions for Varsity and Club Officer Representatives.

4. Action

a. Applications for the position of Officer or Enlisted Representative of an ECA must be endorsed by the applicant's direct supervisor and submitted to the MAO, Yard Stop 3A, Bancroft Hall Room 3007, using enclosure (1) or enclosure (2), and will be forwarded to the Commandant of Midshipmen for approval.

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b. Applications for the position of Officer or Enlisted Representative of a varsity sport or club sport must be endorsed by the applicant's direct supervisor and submitted to the Director of Athletics, Yard Stop 4D, Fax: 3-8951, using enclosure (1) or enclosure (2), and will be forwarded to the Commandant of Midshipmen for approval.

(1) All varsity sport Officer Representatives must be paygrade O3 or higher.

(2) All varsity sport Officer Representatives will be required to re-apply every academic year.

c. All applicants will be notified of their selection/non-selection. Applicants selected to be Officer or Enlisted Representatives will receive enclosure (3) or enclosure (4) respectively, stating their designation.

(1) The current listing of ECA Officer and Enlisted Representatives is held by the MAO and can be accessed on the Midshipmen Information System (MIDS).

(2) The current listing of varsity sport Officer Representatives is held in the office of the Director of Athletics and can be accessed on MIDS via the "sports associates" module.

(3) The current listing of club sport Officer and Enlisted Representatives is held by the Associate AD for Administration, Club Sports, and Development and can be accessed on MIDS.

d. Officer and Enlisted Representatives are required to notify the MAO or Director of Athletics, as appropriate, in writing of their intentions to relinquish their duties as Officer or Enlisted Representatives and provide the reason(s) why they intend to relinquish their duties (i.e., PCS, lack of interest, etc).

(1) Officer and Enlisted Representatives who resign are required to nominate a replacement and complete enclosure (5) or enclosure (6) no less than 30 days prior to their departure.

(2) Once the nominated replacement has received enclosure (3) or (4) stating their designation as the incumbent Officer or Enlisted Representative, they must complete enclosure (7) or (8) with their predecessor and turn it into the MAO or Director of Athletics as appropriate.

e. Every Officer and Enlisted Representative associated with an ECA, varsity sport, or club sport must submit enclosure (1) or (2) and have enclosure (3) or (4) on file for the duration of their association with the activity. Each varsity sport and club sport will have one Officer and/or Enlisted Representative at any one time. A coach who proposes to have more than one Representative must provide the rationale to and receive approval from the Director of Athletics.

5. Officer and Enlisted Representative Responsibilities. In the performance of their duties ECA, varsity, and club sport Officer and Enlisted Representatives shall be responsible and accountable for the following:

a. Maintaining Naval Academy standards of honor and conduct, appearance of the Midshipmen, and enforcement of applicable Naval Academy rules and regulations in accordance with reference (a).

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b. Tracking eligibility requirements and enforcing rules for Movement Orders (MO) in accordance with reference (b).

c. Maintaining high standards of safety and cleanliness in spaces being used by the ECA, varsity sport, or club sport. The Officer and Enlisted Representative will perform monthly inspections of all activity spaces.

6. ECA Officer and Enlisted Representative Responsibilities. In the performance of their duties, ECA Officers and Enlisted Representatives shall be responsible and accountable for the following:

a. Compliance and enforcement of ECA regulations set forth in reference (c). To ensure ECA regulations are issued to Midshipmen members, Officer and Enlisted Representatives will personally explain the regulations governing ECA's at the first general meeting.

b. Financial management and accountability of equipment purchased through the Midshipmen Welfare Fund (MWF) as outlined in reference (d). The responsibilities will be exercised throughout the Midshipmen organization as defined by the ECA constitution and by-laws. The Officer and Enlisted Representative may delegate certain authority within the Midshipmen organization, but are not relieved of the financial management and the equipment accountability responsibilities by any such delegation of authority. Officer and Enlisted 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 MWF Board. Requests for an augmentation of funds or reallocation of approved funds will be submitted in writing to the Operations Officer via the MWF Manager.

c. Ensure reports applicable to the activity, contained in reference (c) and reference (d) are properly prepared and submitted in time to reach the Commandant of Midshipmen prior to the due date.

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

e. The Officer and Enlisted Representative will review and get approval from the MWF Manager for all items to be imprinted for distribution (i.e., t-shirts, website, posters, etc.). The Officer and Enlisted 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.

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

g. 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 MO are eligible in accordance with reference (b), and that the latest Projected Semester Quality Point Rating (PSQPR) is indicated on their chits.

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

i. Ensure all guests are invited in accordance with reference (e).

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

7. Varsity Sports Officer Representative Responsibilities. In the performance of their duties, varsity sport Officer Representatives shall be responsible and accountable for upholding and enforcing the additional guidelines set forth in reference (f) and reference (h).

8. Club Sports Officer and Enlisted Representative Responsibilities. In the performance of their duties, club sports Officer and Enlisted Representatives shall be responsible and accountable for upholding and enforcing the additional guidelines set forth in reference (g) and reference (h).

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



R. E. CLARK II

Distribution:  
Non-Mids (Electronically)

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**OFFICER REPRESENTATIVE APPLICATION FORM**

For Academic Year(s) \_\_\_\_\_ (Date) \_\_\_\_\_

From: \_\_\_\_\_  
To: Commandant of Midshipmen, United States Naval Academy  
Via: Midshipmen Activities Officer, Stop 3A (As applicable)  
Director of Athletics, Stop 4D (As applicable)

Subj: APPLICATION FOR OFFICER REPRESENTATIVE

1. I desire to be considered for the position of Officer Representative of the following extracurricular activity, varsity sport, or club sport:

\_\_\_\_\_

2. The following information is provided:

Name/Rank: \_\_\_\_\_

Division or Department: \_\_\_\_\_

Ext: \_\_\_\_\_ Yard Mail Stop number: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

Home number: \_\_\_\_\_

Email address: \_\_\_\_\_

Date reported to USNA: \_\_\_\_\_ PRD: \_\_\_\_\_

Qualifications/Reasons for interest:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

FIRST ENDORSEMENT

Date \_\_\_\_\_

From: Head, \_\_\_\_\_ (Department)  
To: Commandant of Midshipmen, United States Naval Academy  
Via: Midshipmen Activities Officer, Stop 3A (As applicable)  
Director of Athletics, Stop 4D (As applicable)

1. Forwarded, recommending approval/disapproval.

Signature \_\_\_\_\_  
(Applicant's Direct Supervisor)

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**ENLISTED REPRESENTATIVE APPLICATION FORM**

For Academic Year(s) \_\_\_\_\_ (Date) \_\_\_\_\_

From: \_\_\_\_\_  
To: Commandant of Midshipmen, United States Naval Academy  
Via: Midshipmen Activities Officer, Stop 3A (As applicable)  
Director of Athletics, Stop 4D (As applicable)

Subj: APPLICATION FOR ENLISTED REPRESENTATIVE

1. I desire to be considered for the position of Enlisted Representative of the following extracurricular activity, varsity sport, or club sport:

\_\_\_\_\_

2. The following information is provided:

Name/Rank: \_\_\_\_\_

Division or Department: \_\_\_\_\_

Ext: \_\_\_\_\_ Yard Mail Stop number: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

Home number: \_\_\_\_\_

Email address: \_\_\_\_\_

Date reported to USNA: \_\_\_\_\_ PRD: \_\_\_\_\_

Qualifications/Reasons for interest:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signature)

FIRST ENDORSEMENT

Date \_\_\_\_\_

From: Head, \_\_\_\_\_ (Department)  
To: Commandant of Midshipmen, United States Naval Academy  
Via: Midshipmen Activities Officer, Stop 3A (As applicable)  
Director of Athletics, Stop 4D (As applicable)

1. Forwarded, recommending approval/disapproval.

Signature \_\_\_\_\_  
(Applicant's Direct Supervisor)

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1301

From: Commandant of Midshipmen, United States Naval Academy  
To: NAME, USN

Subj: APPOINTMENT TO THE POSITION OF OFFICER REPRESENTATIVE OF THE UNITED STATES NAVAL ACADEMY (USNA) NAME OF TEAM

Ref: (a) COMDTMIDNINST 1310.1D  
(b) COMDTMIDNINST 1710.14G  
(c) COMDTMIDNINST 4653.1K  
(d) COMDTMIDNINST 5400.6P  
(e) COMDTMIDNINST 7041.1H  
(f) COMDTMIDNINST 5721.1C

1. Pursuant to reference (a), you are hereby appointed as Officer Representative for the USNA Name of Team. You shall familiarize yourself with references (a) through (f) and uphold the regulations and policies set therein. It is your responsibility to maintain Naval Academy standards of conduct and appearance on the team. Specifically, it is your duty to supervise enforcement and compliance with Naval Academy rules, regulations, and guidelines.

2. If you have any questions or concerns about your responsibilities you should contact the Midshipmen Activities Officer, the Operations Officer, or the Deputy Commandant of Midshipmen.

R. E. CLARK II

-----  
Date

FIRST ENDORSEMENT

From: NAME, USN  
To: Commandant of Midshipmen, United States Naval Academy

1. I have read and understand my responsibilities as an Officer Representative as laid out in references (a) through (f).

Signature Block

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1306

From: Commandant of Midshipmen, United States Naval Academy  
To: NAME, USN

Subj: APPOINTMENT TO THE POSITION OF ENLISTED REPRESENTATIVE OF THE UNITED STATES NAVAL ACADEMY (USNA) NAME OF TEAM

Ref: (a) COMDTMIDNINST 1310.1D  
(b) COMDTMIDNINST 1710.14G  
(c) COMDTMIDNINST 4653.1K  
(d) COMDTMIDNINST 5400.6P  
(e) COMDTMIDNINST 7041.1H  
(f) COMDTMIDNINST 5721.1C

1. Pursuant to reference (a), you are hereby appointed as Enlisted Representative for the USNA Name of Team. You shall familiarize yourself with references (a) through (f) and uphold the regulations and policies set therein. It is your responsibility to maintain Naval Academy standards of conduct and appearance on the team. Specifically, it is your duty to supervise enforcement and compliance with Naval Academy rules, regulations, and guidelines.

2. If you have any questions or concerns about your responsibilities you should contact the Deputy Commandant of Midshipmen, the Operations Officer or the Legal Advisor.

R. E. CLARK II

-----  
Date

FIRST ENDORSEMENT

From: NAME, USN  
To: Commandant of Midshipmen, United States Naval Academy

1. I have read and understand my responsibilities as an Enlisted Representative as laid out in references (a) through (f).

Signature Block

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OFFICER REPRESENTATIVE NOMINATION FORM

Date \_\_\_\_\_

From: \_\_\_\_\_  
To: Commandant of Midshipmen, United States Naval Academy  
Via: Midshipmen Activities Officer, Stop 3A (As applicable)  
Director of Athletics, Stop 4D (As applicable)

Subj: OFFICER REPRESENTATIVE NOMINATION FORM

1. I am relinquishing my duties as Officer Representative of the following extracurricular activity, varsity sport, or club sport:

\_\_\_\_\_

2. I nominate the following Officer Representative to assume my duties:

Name/Rank: \_\_\_\_\_

Division or Department: \_\_\_\_\_

Ext: \_\_\_\_\_ Yard Mail Stop number: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

Home number: \_\_\_\_\_

Email address: \_\_\_\_\_

Date reported to USNA: \_\_\_\_\_ PRD: \_\_\_\_\_

Qualifications/Reasons for interest:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

FIRST ENDORSEMENT

Date \_\_\_\_\_

From: Head, \_\_\_\_\_ (Department)  
To: Commandant of Midshipmen, United States Naval Academy  
Via: Midshipmen Activities Officer, Stop 3A (As applicable)  
Director of Athletics, Stop 4D (As applicable)

1. Forwarded, recommending approval/disapproval.

Signature \_\_\_\_\_  
(Applicant's Direct Supervisor)

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ENLISTED REPRESENTATIVE NOMINATION FORM

Date \_\_\_\_\_

From: \_\_\_\_\_  
To: Commandant of Midshipmen, United States Naval Academy  
Via: Midshipmen Activities Officer, Stop 3A (As applicable)  
Director of Athletics, Stop 4D (As applicable)

Subj: ENLISTED REPRESENTATIVE NOMINATION FORM

1. I am relinquishing my duties as Enlisted Representative of the following extracurricular activity, varsity sport, or club sport:

\_\_\_\_\_

2. I nominate the following Enlisted Representative to assume my duties:

Name/Rank: \_\_\_\_\_

Division or Department: \_\_\_\_\_

Ext: \_\_\_\_\_ Yard Mail Stop number: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

Home number: \_\_\_\_\_

Email address: \_\_\_\_\_

Date reported to USNA: \_\_\_\_\_ PRD: \_\_\_\_\_

Qualifications/Reasons for interest:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

FIRST ENDORSEMENT

Date \_\_\_\_\_

From: Head, \_\_\_\_\_ (Department)  
To: Commandant of Midshipmen, United States Naval Academy  
Via: Midshipmen Activities Officer, Stop 3A (As applicable)  
Director of Athletics, Stop 4D (As applicable)

1. Forwarded, recommending approval/disapproval.

Signature \_\_\_\_\_  
(Applicant's Direct Supervisor)

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\_\_\_\_\_  
Date

From: \_\_\_\_\_ (Incumbent Officer Representative)  
To: Midshipmen Activities Officer, Stop 3A (As applicable)  
Director of Athletics, Stop 4D (As applicable)  
Via: Outgoing Officer Representative

Subj: LETTER OF RELIEF

1. In company with my predecessor, I have reviewed all financial records, next year's budget request, the activity constitution, all files, sighted all accountable equipment, and inspected the assigned spaces.
2. All pertinent files have been turned over to me.
3. No discrepancies were found to exist (or describe the discrepancies found as specifically applies to financial records, files, accountable equipment or spaces).
4. I hereby relieve \_\_\_\_\_ as Officer Representative,  
\_\_\_\_\_ (Activity).

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FIRST ENDORSEMENT

\_\_\_\_\_  
Date

From: Office Representative, \_\_\_\_\_ (Activity)  
To: Midshipmen Activities Officer (As applicable)  
Director of Athletics, Stop 4D (As applicable)

1. In company with 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 data have been turned over to my relief.

\_\_\_\_\_  
Signature