



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

COMDTMIDNINST 1531.5Q
OPS

JUL 02 2012

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1531.5Q

Subj: PLEBE SPONSOR PROGRAM

Ref: (a) COMDTMIDNINST 5400.6P

Encl: (1) Sample Letter to Prospective Sponsors from the Commandant of Midshipmen
(2) Sample Letter to Individuals Selected to Participate in the Plebe Sponsor Program from the Plebe Sponsor Coordinator.
(3) Sponsor Training Acknowledgement

1. Purpose. To issue procedures for the United States Naval Academy Plebe Sponsor Program.

2. Cancellation. COMDTMIDNINST 1531.5P.

3. Background. The Plebe Sponsor Program has been established to provide a "home away from home" and an opportunity for Fourth Class Midshipmen to relax and benefit from an informal relationship with members of the United States Naval Academy faculty, staff, and local community area families.

4. Responsibilities

a. Plebe Sponsor Program Officer in Charge (OIC). The Operations Officer for the Commandant of Midshipmen is designated as the Plebe Sponsor Program OIC and is assigned the responsibility for the supervision and administration of the program. The Plebe Sponsor Program OIC is the approving authority for sponsor assignment.

b. Plebe Sponsor Program Coordinator. The Plebe Sponsor Program Coordinator will oversee the day-to-day operation of the Plebe Sponsor Program. The Coordinator is responsible for mailings to sponsors, plebe/sponsor matching, sponsor briefs and receptions, and "sponsor assignment" day. The Plebe Sponsor Program Coordinator has the following responsibilities:

(1) Project Officer for updates of this instruction.

(2) Liaise with Information Technology Services for Plebe Sponsor Program data requirements, including the Plebe Sponsor Questionnaire (Plebe's submission of information) and the Sponsor Application (Sponsor's submission of information).

(3) Coordinator of publicity/advertisement and liaison with the Public Affairs Office and the Trident staff with regards to the Sponsor Program.

(4) Liaise with the United States Naval Academy Alumni Association with regards to the Sponsor Program.

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(5) Supervisor for gathering information from sponsors, responsible for the printing and annual distribution of passes to allow vehicle access on the Yard for new and returning sponsors.

(6) Responsible for Plebe Sponsor Appreciation and Recognition.

(a) Project Officer for Plebe Sponsor Appreciation Weekend. This event allows Plebes to show their appreciation to Sponsors for support given through the academic year. Sponsors receive two shopping passes to the Midshipmen Store and attend a special dinner in King Hall.

(b) Sponsor of the Month Program Coordinator. Sponsors of the Month are nominated by their First and Second Class Midshipmen. A signed photo with the Commandant, the sponsor family and the Midshipmen will be displayed in Drydock with a special Sandwich of the Month in honor of the sponsor.

(c) Responsible for promulgating the August Plebe Summer turnover parade information, which recognizes sponsors for their support of the Brigade of Midshipmen.

(7) Supervisor for continuous/periodic updates to the Plebe Sponsor Program website.

(8) Responsible for dissemination of general information concerning the Plebe Sponsor Program to all qualified parties that are interested in becoming sponsors.

(9) Responsible for creating and emailing the sponsor newsletter monthly.

c. Midshipmen. This program presents an opportunity for Midshipmen to benefit from a social relationship with a family in the community, and at the same time demands from Midshipmen a responsibility to always maintain the highest standards of social behavior and etiquette. Every Plebe will be assigned a Plebe Sponsor.

5. Criteria for Plebe Sponsor Selection. Sponsors must reside within 30 miles of the United States Naval Academy or within the Tri-City Metropolitan Area (Baltimore, Washington, Annapolis). Military personnel assigned to USNA and civilian faculty members are encouraged to participate as sponsors in this program (exceptions noted below). Retired military or faculty members, officers assigned elsewhere but living in the local area, local parents that currently have Midshipmen attending the Naval Academy, and civilians residing in the area may volunteer to participate in the Plebe Sponsor Program. The policies for assignment of sponsors to Fourth Class Midshipmen are as follows:

a. Sponsors must complete the Sponsor Application by the required deadline to be considered for participation in the Plebe Sponsor Program. Prospective sponsors may request a Midshipman by name; however, Midshipmen requests will take precedence if a different sponsor is desired. Applicants to the sponsor program will receive a prospective sponsor letter upon receipt of their application, enclosure (1).

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b. Only the adult members (parents) of a family will be considered for assignment as sponsors.

c. Sponsors may request to sponsor up to four plebes per year.

d. Naval Academy faculty and staff whose sponsorship could be viewed as a conflict of interest are not eligible to sponsor Midshipmen. This includes Division Directors, Superintendent's Personal Staff, and those members sitting on Academic, Conduct or Admissions Boards.

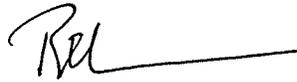
e. In order to ensure the safety of Midshipmen, prospective sponsors will be subject to a background investigation before gaining entry into the program. The background checks will be run through Been Verified, Maryland Judiciary Case Search and United States Department of Justice National Sex Offender Public Website.

f. Sponsors will be notified via letter, enclosure (2), when they have been selected to participate in the Plebe Sponsor Program.

g. Sponsors will be required to attend one of three mandatory orientation briefings once every three years prior to being assigned a Midshipman. The briefings will be offered on two weekday evenings and one Saturday morning.

h. Upon arriving at the training brief, Sponsors will be required to sign the "Mandatory Sponsor Training Acknowledgement" form, enclosure (3), acknowledging that failure to uphold the rules and regulations outlined in Reference (a) will result in the removal of assigned plebe(s), and their being barred from future participation in the Plebe Sponsor Program.

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



R. E. CLARK II

Distribution:
Non-Mids (Electronically)

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DEPARTMENT OF THE NAVY

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

Dear Prospective Sponsor:

Thank you for your interest in the Naval Academy's Plebe Sponsor Program. Whether you are a first-time sponsor or a veteran of the program, your time and efforts in providing a "home away from home" and support of our Midshipmen are greatly appreciated.

The Plebe Sponsor Program is now online with all information going directly to the Sponsor Coordinator on a secured website. Please review the new online application at www.usna.edu/sponsor/index.htm. If you decide you would like to sponsor one or more Midshipmen from the Class of ____, please complete all portions of the application by _____. If you are a returning sponsor from the Class of ____ and wish to sponsor a Plebe from the Class of ____ please visit the website for instructions to renew your sponsor application and/or Friends of the Naval Academy (FONA) pass. Your assigned sponsor number is located at the bottom of this letter. In order to assure the safety of our Midshipmen, prospective sponsors may be subject to a background check before gaining entry into the program.

You will be notified in July on acceptance into the sponsor program for the Class of _____. If you are a first-time sponsor or have not sponsored since the Class of ____'s plebe year (Academic Year ____-____), you will be required to attend one of three mandatory orientation briefings prior to becoming an official sponsor and being assigned a Midshipman. The briefings will be offered on two weekday evenings and one Saturday morning to provide a choice of time that will best fit your calendar. Please plan on approximately two hours for this training. The briefings will be held in Mahan Hall, United States Naval Academy, on _____, _____ at 5:00 P.M., _____, _____ at 5:00 P.M. and _____, _____ at 9:00 A.M.

Sponsor assignments will be made in July and August. A reception hosted by the Naval Academy will be in Alumni Hall on _____, _____, at which time you will meet who you are assigned and receive your FONA passes. Additional details will be provided in a separate e-mail.

If you have any questions about the sponsor program, please contact the Plebe Sponsor Coordinator at sponsor@usna.edu or 410-293-7031.

Sincerely,

Commandant of Midshipman

Enclosure (1)

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Dear Plebe Sponsor:

Congratulations! We have received your application and you have been selected as a Plebe Sponsor for the Class of _____, pending your completion of required sponsor training. Whether you are a first-time sponsor or you are a veteran of the program, your time and efforts in support of our Midshipmen are greatly appreciated.

As a first-time sponsor or a returning sponsor who has not attended training since the Class of _____'s plebe year (_____) or later, you are required to attend one of three offered training sessions before you are assigned a member of the Class of _____ to sponsor. If you are not required to attend the training, you are also invited, and more than welcome to attend the training that will be provided. The briefings will be held in Mahan Hall, United States Naval Academy, on _____, _____ at 5:00 P.M., _____, _____ at 5:00 P.M., and _____, _____ at 9:00 A.M. Sponsors can attend any session without prior registration and should expect it to take approximately two hours. This training should familiarize you with the rules and regulations governing the sponsor program, as well as other major policies that may affect you and your Plebe, as well as provide you an opportunity to answer any questions you may have about the Sponsor Program. The doors to Mahan Hall will open 30 minutes prior to the training sessions for registration.

For those of you who do not ordinarily have access to the Naval Academy by car, print out **this email** and present it at the gate for one-time access to the Yard. Parking is available in the parking lots of both Alumni Hall and Mahan Hall inside Gate 3 off Maryland Avenue and Gate 8 off Route 450. Guards will be able to direct you.

Sponsors who submitted their vehicle information for renewal of a "Friends of the Naval Academy" (FONA) pass and are not sponsoring a Plebe from the Class of 2012 will have their passes mailed to them after August 5th.

Sponsors will meet their assigned plebe(s) for the first time at a reception in Alumni Hall, the afternoon of _____, _____. Details will follow in a separate e-mail.

If you have any questions at all, please feel free to contact me at 410-293-7031, or via e-mail at HUsponsor@usna.edu. We look forward to working with you during the next four years.

Rose Clark
Director, Sponsor Program
US Naval Academy

Enclosure (2)

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MANDATORY SPONSOR TRAINING ACKNOWLEDGEMENT

I/we certify that I/we have attended the mandatory sponsor training this date for the class of _____. In signing the below, I/we agree to uphold and adhere to all USNA rules and regulations of the Sponsor Program. These rules include but are not limited to alcohol usage, civilian clothing, transportation, and fraternization. I/we acknowledge that failure to uphold the rules and regulations will result in the removal of assigned plebe(s), and my/our being barred from future participation in the Plebe Sponsor Program.

Print Name

Sign and Date

Print Name

Sign and Date