



## DEPARTMENT OF THE NAVY

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

COMDTMIDNINST 1710.14F

OPS

22 Sep 11

### COMMANDANT OF MIDSHIPMEN INSTRUCTION 1710.14F

Subj: EXTRACURRICULAR ACTIVITIES (ECA)

Ref: (a) COMDTMIDNINST 4653.1K  
(b) COMDTMIDNINST 5400.6N  
(c) COMDTMIDNNOTE 1710 (SPORTS TEAMS AND ECA EXEMPTIONS AND EXCUSALS)  
(d) USNAINST 5720.3F  
(e) COMDTMIDNINST 5721.1C

Encl: (1) Operating Procedures for ECAs  
(2) List of Current ECAs  
(3) End of Year Report Format  
(4) Election Results Format  
(5) President's Letter of Relief Format  
(6) Inventory Report for Property (>\$250.00)

1. Purpose. To promulgate policy, procedures, and reports applicable to all ECAs. Enclosures (1) through (6) are germane.

2. Cancellation. COMDTMIDININST 1710.14E. This is an updated revision and should be reviewed in its entirety. Changes are not annotated in the margins.

3. Action. All ECAs will comply with the provisions listed herein.

4. Review Responsibility. The Midshipmen Activities Officer (MAO) is responsible for the annual review of this instruction.

A handwritten signature in blue ink, appearing to read "R. E. Clark II", is positioned above the printed name.

R. E. CLARK II

Distribution:  
All Non-Mids (Electronically)

OPERATING PROCEDURES FOR ECAs

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 United States Naval Academy will act as the "Officer Representative" for each ECA.

2. Mission. ECAs 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 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 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 the value to the Brigade, special consideration will be given for requests to participate in Movement Orders and excusals that require missing academic classes 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 based on a Midshipman's academic, professional, and PE performance records. Company Officers will pay particular attention to the number of ECAs a Midshipman is involved in to ensure he or she does not become over committed such that their participation detracts from the basic mission requirements. In general, plebes will be limited to three ECAs and upperclass Midshipmen will be limited to five ECAs. Exceptions to this may be extended to those Midshipmen on the Superintendent's, Dean's or Commandant's List 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

22 Sep 11

eligible to be on Movement Orders. Members who are not approved for Movement Orders may still practice and perform for events at the Naval Academy.

(3) Suspended. A Midshipmen 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 PE performance. Midshipmen in a restricted status fall into the suspended category.

c. In accordance with reference (b), ECAs can meet on Monday, Wednesday, and Friday from 1915-2000 and Tuesday, Thursday and Sunday from 1900-2000, subject to other scheduled mandatory events. Special requests to meet outside these times must be approved by Commandant Operations.

d. ECAs must have an Officer Representative or Enlisted Representative.

e. Rosters. The Officer/Enlisted Representative of each activity shall ensure the activity president has input the organization's roster into the MIDS program no later than two weeks following the return of the Brigade. Rosters are to be verified and 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 a non-member status in the MIDS database. Only members 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 during the games unless their activity supports the game (i.e., Philo, Cannoneers, etc.).

g. Size Restrictions. ECAs may be authorized to restrict the size of membership for reasons such as the nature of the club activities or available facilities; however, any restriction to club membership will be approved by the Commandant of Midshipmen via the MAO.

h. Intramural Exemptions. A listing of in-season periods, squad sizes, and intramural/drill exemption totals for ECAs is contained in reference (c). Midshipmen who are intramural exempt will be required to maintain individual physical conditioning programs during the sports season for which they are exempt. All ECAs listed in enclosure (2) with an asterisk are intramural exempt.

(1) Intramural exemptions are only valid during the in-season period of the ECA, as listed in reference (c). When not considered to be in-season, Midshipmen will participate in a Varsity, Club or Intramural sport.

(2) Intramural exemptions are only authorized for ECAs that practice during the intramural sports period from 1600 to 1800. Athletic ECAs are not automatically qualified for intramural exemptions.

22 Sep 11

i. Internet Protocol. Per reference (d), ECA websites are designated as "Supplemental USNA websites maintained in an official capacity." Personnel acting in their official capacity shall maintain liaison with Public Affairs and Operations Security staff to ensure organizational awareness. Every ECA will ensure its website is updated on a monthly basis.

j. Guest Speakers. Per reference (e), invitations to visiting and/or guest speakers will be restricted to those times authorized for ECAs. Activities are reminded that prior approval will be obtained before inviting a guest speaker. Civilian DVs and O-6 and above require Commandant's 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).

k. Non-Academy Affiliations. Midshipmen involved with ECAs 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.

l. Gratuity. No Midshipman will accept any gratuity as a result of participation in an ECA.

m. End of Year Report. The MAO and MWF Manager shall review the End of Year Report and Budget for each ECA. All End of Year Reports are due to the MWF office by the first week of April. Enclosure (3) contains the proper format for the End of Year Report. If an ECA 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 recommendation to the Commandant of Midshipmen.

n. Constitution and By-Laws. ECAs receive official recognition 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).

o. New ECAs. A request for a new ECA must be made in writing to the Commandant of Midshipmen via the MAO and Operations Officer. Requests are due to the MAO by 20 April. Requests 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-by-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. Additionally, a statement addressing why existing ECAs are unable to achieve the same fundamental purpose or a statement providing recommendations for deletions of existing similar ECAs must be included. If a deletion is recommended, a statement from the Officer Representative of the affected ECA must be enclosed. This statement should evaluate the proposed ECA's ability to better serve the fundamental purpose of the existing ECA.

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

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

p. Disestablishment. ECAs 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 workshop space is assigned through the MAO by the Bancroft Hall First Lieutenant. ECAs 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 by having one made at the Midshipmen Store.

b. Access. Only Midshipmen who are listed on the membership roster in MIDS 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. Key or cipher lock combination to each space should be turned over from one president to the next. The current president is

22 Sep 11

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 outgoing president will secure the club spaces and turn all keys over to incoming president. Cipher lock combinations shall be changed with turnover and new combinations will be reported to the MAO. The outgoing president will submit in the End of Year Report (enclosure (3)) 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.

g. Additional Spaces. ECAs that require the use of a field or indoor space for practice are required to obtain prior approval for all practice times from the Athletic Facilities Manager. Facility availability and allocation will be re-verified on a semester basis.

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 notification to all members stating the date, time, and place of the election meeting will be distributed two weeks prior to the election. The election meeting will be scheduled during authorized ECA 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.

22 Sep 11

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.

g. The results of ECA elections are to be forwarded to the Commandant via the ECA's Officer Representative and the MAO using the format provided in enclosure (4).

h. The ECA's outgoing president will submit a letter of relief to the Commandant via his or her relief and the Officer Representative using the format provided in enclosure (5).

#### 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 with their reserve account funds. Equipment requiring preventive maintenance shall be maintained as necessary. ECAs 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 may result in the disestablishment of the ECA.

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

22 Sep 11

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 (enclosure (6)). 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. All equipment valued at \$50 or more which must be removed from the ECA's inventory record (lost, destroyed, worn out, etc.) must be accounted for on a Financial Liability Investigation of Property Loss form (DD-200). The purpose of this form is to officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of property. 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 Operations 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 MAO 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.

22 Sep 11

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 Team
- (4) Pipes & Drums
- (5) YP Squadron
- (6) Field Hockey
- (7) Fencing Club
- (8) Masqueraders
- (9) Men's Lacrosse
- (10) Men's Soccer
- (11) Martial Arts Club
- (12) Infantry Skills Team

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 - Non Member

LIST OF ECAS

Alcohol and Drug Education Office	Golden Key National Honor Society
Adventure Racing Team	Gospel Choir
Alliance Linking Leaders and Education in the Services	Halloween Concert
Alpine Ski Team	High Power Rifle
Amateur Radio Club	* Infantry Skills Team
American Institute of Aeronautics	Instrumental Ensemble
American Nuclear Society	International Midshipmen Club
Art Club	Investment Club
Association of Computing Machinery	Italian-American Midshipmen Club
Astronomy Club	Japanese American Club
Baptist Campus Ministries	Jewish Midshipmen Club
Bill the Goat (2 Leg)	Joy Bright Hancock Group
Campus Crusade for Christ	Korean-American Midshipmen Association
Cannoneers	Labyrinth
Catholic Chapel Choir	Latin American Studies Club
Catholic Daughters of America	Latter Day Saints Club
Catholic Midshipmen Club	Lucky Bag
* Cheerleaders	* Martial Arts Club
Chemistry Club	Maritime Engineering Club
Chinese American Club	* Masqueraders
Color Guard	Math Club
Combat Arms Team	Men's Glee Club
Dance Club	* Men's Lacrosse
Debate Team	* Men's Soccer
Dolphin Club	Middle Eastern Studies Association
* Drum & Bugle Corps	Midshipmen Action Group
Engineers without Borders	Midshipmen Black Studies Club
Etta Kappa Nu	Model UN
Fellowship of Christian Athletes	Mountaineering Club
* Fencing Club	Muslim Midshipmen Club
* Field Hockey	National Eagle Scout Association
Filipino-American Club	National Society of Black Engineers
French Club	Naval Academy Foreign Affairs Conference
German Club	

\* = Awarded ECA Mark

Naval Academy Leadership Conference	USNA Knights of Columbus
Naval Academy Winter Musical	Upsilon Pi Epsilon
Navigators	VT-NA
Oceanography Club	Water Polo
Officer Christian Fellowship	Women's Glee Club
One in Four	Women's Ice Hockey
Omicron Delta Epsilon	* YP Squadron
Paintball Club	
Parachute Team	
Phi Alpha Theta	
Phi Kappa Phi	
Pi Tau Sigma	
* Pipes & Drums	
Protestant Choir	
Protestant Midshipmen Club	
Radio Station (WRNV)	
Rock Climbing Club	
Russian Studies Club	
Scuba Club	
Semper Fedelis	
* Silent Drill Team	
Society of American Military Engineers	
Society of Hispanic Professional Engineers	
Socratic Society	
Special Operations Team	
Surface Navy Association	
Tau Beta Pi	
Team Awesome	
Team Bill	
Team Philo	
The Log Magazine	
Trap & Skeet	
Trident Brass	
Ultimate Frisbee Team	

COMDTMIDNINST 1710.14F  
22 Sep 11

END OF YEAR REPORT FORMAT

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

Subj: END OF YEAR REPORT

Ref: (a) COMDTMIDNINST 1710.14F

Encl: (1) Midshipmen Welfare Inventory Report  
(2) Yearly Statement  
(3) Election results  
(4) President's turnover letter  
(5) List of members authorized summer access to ECA Spaces  
(6) Telephone Request  
(7) Work Request for repair of ECA assigned spaces

1. All club equipment listed in enclosure (1), has been personally sighted and all custody record cards are current. Discrepancies are/are not noted and have/have not been corrected. Enclosures (2) through (7) are provided for informational purposes.

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 (name of ECA) 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

Enclosure (3)

COMDTMIDNINST 1710.14F  
22 Sep 11

ELECTION RESULTS FORMAT

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

Subj: MIDSHIPMEN OFFICER ELECTION RESULTS

Ref: (a) COMDTMIDNINST 1710.14F

1. Elections were conducted for officers per reference (a).
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

PRESIDENT'S LETTER OF RELIEF

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

Subj: LETTER OF RELIEF

1. In company with my predecessor, I have reviewed all financial records, next year's budget request, the constitution, and all files. I have sighted all accountable equipment and inspected the assigned space.
2. All files, including the constitution, 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 of \_\_\_\_\_.

Very respectfully,

Signature

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FIRST ENDORSEMENT

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

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 have been turned over to my relief.
3. I stand relieved as President, \_\_\_\_\_.

Very respectfully,

Signature

**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: \_\_\_\_\_