



DEPARTMENT OF THE NAVY  
COMMANDANT OF MIDSHIPMEN  
UNITED STATES NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS, MARYLAND 21402-5100

Canc: Mar 08

COMDTMIDNOTE 1300  
**FEB 10 2008**

COMMANDANT OF MIDSHIPMEN NOTICE 1300

Subj: CLASS OF 2008 ORDERS ASSIGNMENT NIGHT

Ref: (a) COMDTMIDINST 5350.1B (Midshipmen Alcohol and Drug Abuse Prevention and Control)

Encl: (1) Community Reception Locations  
(2) Schedule of Events  
(3) Sample Proxy Letter Format

1. Purpose. To establish plans and specific responsibilities for execution of the Class of 2008 Orders Assignment Night on 21 Feb 08.

2. Background. The Class of 2008 Orders Assignment Night will be held on 21 Feb 08. Community receptions to welcome assigned Midshipmen will be held in conjunction with the orders assignment process. Distinguished visitors and military and civilian guests from outside the Yard will be invited to the receptions.

3. Procedure. Orders Assignment Night will be executed as outlined below.

a. Format.

(1) Midshipmen will choose their class date or ship in order of Overall Order of Merit (OOM).

(2) Refreshments will be provided at each community reception, to include gourmet cheeses, potato chips, pretzels, and beer, wine, and soda. The location of each community reception is provided in enclosure (1).

b. Schedule. A schedule of events is provided in enclosure (2).

c. Uniform. Uniform will be Service Dress Blue (USN) or

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service equivalent. Senior community representatives may specify an alternate uniform to be worn by officers manning processing stations.

d. Watch. The Class of 2009 will relieve the Class of 2008 of watchstanding duties in the following manner:

(1) 2/C Midshipmen will assume duty and all 1/C watches from the Class of 2008 with a formal turnover at 1600, 21 Feb 08. ACDOs will stand CDO, MCBOs will stand BOOW, the AMCMO from the duty company will stand MCMO in Main Office, and the senior 2/C (Brigade and Regimental SMAJs) will stand MOOW, RMOOW, and CMOOW. 2/C will also be designated to stand Shore Patrol and Gate Guard.

(2) The 2/C duty section will be formally relieved from duty at 1215, 22 Feb 08 by the 1/C assigned to duty and watch that day.

(3) 1/C Midshipmen will not be in a duty status on Orders Assignment Night.

e. Liberty. All 1/C Midshipmen, including Restricttees, are authorized town liberty from LMO, 21 Feb 08, until 2330, 21 Feb 08. There will be a Restriction Muster in the Rotunda at 2400.

f. Alcohol. Alcohol will be purchased by the Career Information Fund. 1/C Midshipmen of legal age and not on restriction will be permitted to consume alcohol, if desired. It is the responsibility of all attendees to prevent illegal consumption. All policies regarding alcohol consumption remain in effect. Responsible drinking is always the right answer.

g. No USNA-procured organizational issue items will be distributed in connection with Orders Assignment Night.

#### 4. Responsibilities.

a. Director, Division of Professional Development. The Director, Division of Professional Development is responsible for Orders Assignment Night as Service Assignment program manager.

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b. Chairman, Department of Professional Programs. The Chairman, Department of Professional Programs is responsible for supervising the execution of Orders Assignment Night.

c. Career Information Officer (CIO). The CIO is responsible for, and will manage, the logistics, coordination, and execution of Orders Assignment Night.

(1) As beer and wine is planned to be served at community receptions, the CIO will ensure the Responsible Alcohol Use Checklist of reference (a) is submitted to the Alcohol and Drug Education Officer for approval.

d. Career Information Program (CIP) Coordinators. CIP Coordinators, in support of Orders Assignment Night, will:

(1) Staff their respective community areas.

(2) Coordinate with their respective detailers to ensure that the detailer is prepared to attend Orders Assignment Night activities and to provide the personnel support adequate to accomplish the community processing station tasks.

(3) Establish administrative procedures to ensure good order is maintained and to track ship or duty station assignments, class convening dates, etc., of each Midshipman who is assigned to their communities.

(4) Coordinate Distinguished Visitor visits to the Yard for their specific community receptions. Additionally, CIP representatives will assist the CIO in the execution and coordination of Orders Assignment Night as required.

(a) Visits by Flag/General Officers. On Orders Assignment Night, flag and general officers traditionally make informal visits to the Yard to talk to Midshipmen after they have received their assignment. The following policies regarding flag and general officers are established:

1 The Superintendent will approve all proposed flag and general officer attendees. Each community will provide a proposed flag/general officer invitation list to the CIO. The

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Director, Division of Professional Development will submit the proposed list to the Superintendent for approval.

2 CIP Coordinators will ensure that flag and general officers are escorted by an officer assigned to the Naval Academy from the moment he/she arrives at the Yard until he/she departs. Each community is responsible for the itinerary and activities of their respective Distinguished Visitor.

e. Operations Officer. The Operations Officer will direct the Scheduling Officer to reserve the spaces of enclosure (2) for execution of Orders Assignment Night.

f. First Lieutenant. The First Lieutenant, through Public Works, will provide tables, chairs, extension cords, and electrical power as specified by the CIO. The First Lieutenant will ensure that Public Works delivers and sets up the requested items no later than 1600, 21 Feb 08.

g. Company Officers. Company Officers will ensure that a Midshipman with an authorized absence from Orders Assignment Night provides written authorization per enclosure (3) to a specific classmate for that classmate to select a ship or class convening date for the absent Midshipmen.

h. Midshipmen First Class. All Midshipmen First Class, with the exception of foreign nationals, will participate in Orders Assignment Night. Midshipmen with authorized absences (movement orders, semester exchanges, etc.) will designate in writing per enclosure (3) a classmate authorized to serve as a proxy for ship/school selection. The proxy will report in place of the absent Midshipman at the appropriate time with a copy of the proxy letter in hand.

i. Public Affairs Office (PAO). Any media interest in Orders Assignment Night will be handled by the PAO.



MARGARET D. KLEIN

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Distribution:

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ComdtMidn

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CIPCoords

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**COMMUNITY RECEPTION LOCATIONS**

Community	Location	Notes
Navy Pilot / NFO	Alumni Hall (Arena - East)	1
Marine Corps	Alumni Hall (Bo Coppedge Room)	2
Medical Corps	Alumni Hall (Arena - West)	1
Supply Corps	Alumni Hall (Arena - West)	1
Surface Warfare (Conventional / Nuclear)	Memorial Hall	3
Submarines	Smoke Hall	3
IW	Commandant's Conf Room	3
Intel	Commandant's Conf Room	3
SEAL	Chesapeake Room	4
EOD	Chesapeake Room	4

Notes:

- (1) Food & bar service located in Alumni Hall (floor)
- (2) Food & bar service located in Alumni Hall (concourse)
- (3) Food & bar service located in Rotunda
- (4) Food & bar service located in Chesapeake-Severn Rooms

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SCHEDULE OF EVENTS

21 Feb 08

1600	2/C Midshipmen relieve 1/C Midshipmen watches
1730-1845	Superintendent's Flag/General Officer Reception (Buchanan House)
1815	Brigade Evening Meal Formation (King Hall)
1900	Visitors and 1/C Midshipmen assemble at community locations for opening remarks by senior flag/general officers
1915 (NLT)	Commence Orders Assignment process
2200 (Approx)	Orders Assignment process complete
2330	1/C Midshipmen liberty expires

Enclosure (2)

**SAMPLE PROXY LETTER FORMAT**

Date

From: Midshipman 1/C \_\_\_\_\_, USN  
To: < Applicable CIP Coordinator >  
Via: < Company Officer >

Subj: PROXY AUTHORIZATION FOR ORDERS ASSIGNMENT

1. I authorize Midshipman 1/C \_\_\_\_\_ to stand in my place for the purpose of selecting ship/ship type/homeport and class convening dates on Orders Assignment Night.

2. My preference for ship/ship type/homeport follows, from highest to lowest preference:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

< continue as necessary >

3. My preference for class convening dates follows, from highest to lowest preference:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

4. Amplifying information: (add pertinent information that will be helpful to the officers writing your orders).

< Signature >  
W. T. DOOR

Enclosure (3)