



## DEPARTMENT OF THE NAVY

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

Canc: Sep 12

COMDTMIDNNOTE 4050  
1st LT  
23 Apr 12

### COMMANDANT OF MIDSHIPMEN NOTICE 4050

Subj: MOVE OUT PROCEDURES FOR MIDSHIPMEN

Encl: (1) Class of 2012 Final Check-out Sheet  
(2) Authorization to Reside in Bancroft Hall  
(3) Company Area Checklist  
(4) Room Discrepancy/Check-out Sheet  
(5) Time-line of Key Events  
(6) Summer Status of Company Wardrooms

1. Purpose. To provide guidance for moving Midshipmen out of Bancroft Hall.
2. Responsibility. Battalion Officers are responsible for the execution of the procedures outlined herein.
3. Background

a. When a Class of 2012 Midshipman meets the necessary criteria and is expected to graduate on 29 May 2012, he/she may request authorization to move out of Bancroft Hall prior to the graduation ceremony. Midshipmen meeting the criteria may move out upon completion of their last final exam, but no earlier than 3 May 2012. Company Officers are the authorizing officer.

(1) First Class Midshipmen are eligible for early move out when the following criteria are met:

(a) All academic requirements, including projects and final exams are complete.

(b) Received no academic grade of F, Incomplete, or more than one D.

(c) CQPR and SQPR is at 2.0 or above, based upon most recent grades.

(d) Completed all PE requirements and received no grade of F or Incomplete.

(e) Not on Aptitude, Honor, or Conduct Probation and have no pending honor or conduct cases.

(f) Not in Weight Control Category V.

### 4. Action

a. First Class Midshipmen will complete sections 1 and 2 of enclosure (1) prior to move out. Completion will be verified by the Company Senior Enlisted Leader (SEL) or Company Officer. Delegation is not authorized.

b. First Class Midshipmen approved to move out of Bancroft Hall will retain watchstanding responsibilities until formal turnover.

(1) First Class Midshipmen that are authorized to move out will turn over assigned billet responsibilities to the designated Second Class Midshipmen (Class of 2013) prior to moving out of Bancroft Hall.

(2) Those designated Second Class Midshipmen will temporarily assume command billet responsibilities in the absences of the First Class Midshipmen. **Formal turnover will occur at 1205 on 25 May 2012.**

c. First Class Midshipmen will report for all required musters as designated by the Company Officer.

d. All First Class Duty Section personnel will reside in Bancroft Hall while on duty. A duty bunkroom will be provided in Bancroft Hall for those First Class Midshipmen that are approved to move out.

e. Ensign/2<sup>nd</sup> LT ID cards will be issued during the final muster with the Company Officer/SEL prior to the graduation ceremony. First Class Midshipmen who are not authorized liberty or are in a delayed graduation status will complete portions of enclosure (1) as designated by the Company SEL.

f. Midshipmen who desire to remain in Bancroft Hall until the morning of graduation or a date later than 13 May must complete enclosure (2) and will comply with all routine accountability requirements daily. Liberty will expire at 2400 each day.

g. Enclosure (3) will be completed for each company area by the Company Commander from the Class of 2013 no later than 27 May 2012. The SEL will ensure completion and inspect for cleanliness and material condition throughout his/her company area.

h. Enclosure (4) will be completed and signed by all Midshipmen (graduating and non-graduating), one form per room, prior to departing Bancroft Hall for leave, liberty, graduation, or summer training. Those departing early (Block 0 Training) will complete applicable portions as directed. A copy of the completed check-out sheet will be posted in each room and in the company 1st LT binder.

i. All swords/rifles will be returned to the Brigade Armory per the timeline established by the Drill Master. Each graduating Midshipman will return the sword/rifle that was issued to them. For graduating Midshipmen, enclosure (1) will be signed by the Company SEL upon completion of Company turn-in. For all other classes, MIDS will be used to track the return of remaining swords and rifles. A final report will be submitted to the company SEL from the company Drill Officer for the company when completed. Midshipmen that do not return sword/rifles issued to them may be subject to monetary recoupment.

5. Key Events. Enclosure (5) provides a time-line of key events and will be strictly monitored.

a. Company Officers/SELs will pick-up cruise boxes from the 7<sup>th</sup> wing 1-2 May 2012. The number of boxes needed for each company will be provided to the Move-out Coordinator. No Midshipman is authorized to pickup his/her own cruise box.

b. Per the Household Goods (HHG) Brief, all graduating Midshipmen are required to attend individual counseling sessions to establish HHG moves as prescribed by enclosure (5). These sessions are mandatory.

c. The Brigade Adjutant and staff will provide a watchbill for the move-out/in of 7<sup>th</sup> and 8<sup>th</sup> Wing locker rooms.

d. Regimental Commanders are responsible for the daily cleanliness of 7<sup>th</sup> and 8<sup>th</sup> Wing locker rooms. Conduct field day at the end of each day. Inspection results will be forwarded to the Brigade Executive Officer. A final walk-thru will be conducted by the Brigade Executive Officer and Bancroft Hall 1st LT/staff who will accept custody of the spaces.

6. "0" Block Cruises. Companies with personnel departing on "0" Block cruises must check those personnel out of their rooms and provide them with an appropriate locker in either 7<sup>th</sup> or 8<sup>th</sup> Wing prior to their departure.

7. Wardrooms. Enclosure (6) establishes the availability of company wardrooms for summer use. Exceptions must be approved by Bancroft Hall 1st LT. All company wardrooms utilized for storage will be inspected weekly by the company Officer or SEL.

8. Final Inspection. Each Battalion Officer will conduct a final inspection of Bancroft Hall on 29 May 2012 (after graduation). The Company Officer and Senior Enlisted Leaders from each company, along with Midshipmen assigned to Block 0 (returning), block 1 Summer Training events at the Academy, and Block 1 leave will be present during this inspection.



C. A. CARROLL  
By direction

Distribution:  
Non-Mids (Electronically)

**CLASS OF 2012 FINAL CHECK OUT SHEET**

Name: \_\_\_\_\_

Room#: \_\_\_\_\_

**SECTION 1** - To be completed and approved prior to the commencement of post exam liberty. For those not authorized liberty, this must be approved NLT 28 May 12.

ACTION ITEM

APPROVAL\*\*/DATE

1. Assigned basement locker empty, lock removed. (NLT 27 Apr) \_\_\_\_\_
2. One chair and one mattress per rack (stowed @ 45 degrees). \_\_\_\_\_
3. Cruise box packed, sealed and delivered to designated company holding area:
  - For DITY moves: items being shipped in DITY move removed from room, either in a sealed cruise box or in a personal vehicle or another alternate storage location.
  - For those who have not received orders: Cruise box will be packed and sealed temporarily and remain in the room until orders received.
  - Contact with personal property (HHG) must happen regardless of cruise box intentions (see enclosure (5)). \_\_\_\_\_
4. Room (including lockers) empty except for the following:
  - 1 Sea bag size carry bag
  - 1 hanging/garment bag
  - 1 shower/shave kit
  - Necessary personal hygiene items \_\_\_\_\_

Approved/Disapproved for post exam liberty\*\*: \_\_\_\_\_

\*\*Company SEL

**SECTION 2** - To be completed prior to graduation day events.

1. Post office box key turned in. \_\_\_\_\_
2. Change of address card filled out. \_\_\_\_\_
3. Take possession of medical/dental record, pay record, service record and other pertinent transfer information. \_\_\_\_\_
4. Rifle or sword properly checked-in to armory. \_\_\_\_\_
5. Room in ALPHA Condition per MIDREGS, Chap. 4. \_\_\_\_\_
6. Enclosure (3) Check-in/Check-out Sheet completed. \_\_\_\_\_

Authorized to receive O-1 ID card\*\*: \_\_\_\_\_

\*\*Company SEL

DATE ISSUED: \_\_\_\_\_  
SER NUMBER: \_\_\_\_\_

**AUTHORIZATION TO RESIDE IN BANCROFT HALL**

NAME: \_\_\_\_\_ ALPHA: \_\_\_\_\_ CO: \_\_\_\_\_  
          LAST                  FIRST                  M.I.

ROOM: \_\_\_\_\_

PERIOD AUTHORIZED TO RESIDE IN BANCROFT HALL:

ARRIVAL TIME: \_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_

ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_

REASON:       \_\_\_\_\_ RESTRICTION       \_\_\_\_\_ ATHLETE (SPORT)  
              \_\_\_\_\_ VOLUNTARY       \_\_\_\_\_ WATCH  
              \_\_\_\_\_ OTHER

COMPANY OFFICER/SENIOR ENLISTED

SIGNATURE \_\_\_\_\_

(ENSURE ONE COPY IS PLACED ON THE INSIDE OF YOUR DOOR AND THE OTHER IS  
ROUTED TO THE SENIOR WATCH OFFICER VIA THE COMPANY OFFICER)

**COMPANY AREA CHECK LIST**

TO BE COMPLETED BY 2013 COMPANY COMMANDER PRIOR TO COMPANY LIBERTY ON 29 MAY.  
COMPLETE ITEMS EARLY. PROGRESS INSPECTIONS COMMENCE 25 MAY, FORMAL INSPECTION  
COMMENCE 28 MAY, WITH FINAL WALK-THROUGH ON 29 MAY.

ACTION ITEMS

APPROVAL\*\*/DATE

1. All recyclable materials collected and removed. All company recycling bins empty, clean, & secured. \_\_\_\_\_
2. Wardroom field day completed:
  - Clean under refrigerator \_\_\_\_\_
  - Reefer defrosted, cleaned, & unplugged \_\_\_\_\_
  - Microwave cleaned & unplugged \_\_\_\_\_
  - Food items removed or adequately sealed \_\_\_\_\_
  - Food preparation areas clean \_\_\_\_\_
  - All lockers & cabinets cleaned out \_\_\_\_\_
  - Electronic equipment moved out/secured as desired \_\_\_\_\_
  - Trash can empty and thoroughly cleaned \_\_\_\_\_
  - Wardroom Class 'A' Condition \_\_\_\_\_
  - Company computers stored with complete inventory sheet turned into Brigade MISLO \_\_\_\_\_
3. Common area field day completed:
  - Bulletin boards empty except pertinent information \_\_\_\_\_
  - Transoms clean \_\_\_\_\_
  - Storage areas clean & stowed \_\_\_\_\_
  - Mates' desk, network printers, & mailboxes cleaned and Orderly \_\_\_\_\_
  - All ceiling tiles in place or noted as deficiency \_\_\_\_\_
4. Other common areas cleaned as assigned by Battalion. \_\_\_\_\_
5. All company areas free of debris, cast-off items, donation boxes, cleaning gear. Passageways clear. \_\_\_\_\_

**NOTE**

**All Midshipmen are responsible for removing excess trash to designated dumpsters. All recyclables will be placed in appropriate recycle bins.**

ADMINISTRATIVE ACTION ITEMS

1. Room deficiency lists compiled and reported to 1st LT via Company Officer.
2. List of common area material deficiencies compiled and reported to 1st LT via Company Officer.
3. Room assignment lists and initial muster sheets for Fall semester submitted to Company Officer.
4. MWF Inventory for Wardroom completed.
5. All rifles & swords returned to armory (verified in MIDS).

Approved/Disapproved for liberty\*\*:

\_\_\_\_\_

\*\*must be Company SEL

**ROOM DISCREPANCY/CHECK-OUT SHEET**

Type of occupant:  
 Midshipmen \_\_\_\_\_ Candidate \_\_\_\_\_ Visitor \_\_\_\_\_ Other \_\_\_\_\_  
 Battalion \_\_\_\_\_ Company \_\_\_\_\_ Room # \_\_\_\_\_ # of Racks \_\_\_\_\_ Date \_\_\_\_\_

Complete entire Room Check-In/Check-Out Sheet and return to Company 1st Lieutenant.  
 ICOR Initial in the far right column as indicated, if satisfactory. Inspect each item  
 for cleanliness, structural integrity, and minor damage (scratches and scuffs).  
 Report discrepancies in detail in the space provided. Attach additional sheets as  
 necessary.

	CO/SEL/1st LT Initials (IN):	CO/SEL/1st LT Initials (OUT):
<b>Door:</b>		
Door will lock and unlock		
Opens and closes smoothly		
Automatic door closer closes door fully		
Mirror secured to back of door		
Door stop present in room		
Friction pad serviceable		
Discrepancies:		
<b>Lighting:</b>		
In room overhead light(s) all work/ diffusion cover(s) in place		
Above sink light works/ diffusion cover in place		
Shower light works/ diffusion cover in place		
Desk light works diffusion cover in place		
Discrepancies:		
<b>Electrical Outlets: (Test with issued fan)</b>		
Outlets under desk work		
Outlets above rack work		
Outlets near sink work		
Discrepancies:		
<b>Closet:</b>		
Hook on right door		
Hook at back of right side		
Rifle securing location right side		
Three removable shelves left side		
Four shelf pegs per shelf		
Four shoe racks left door		
Cabinet doors open and close smoothly		
Discrepancies:		
<b>Confidential Locker:</b>		
Three shelves		
Four shelf pegs per shelf		
Door locking device works		
Cabinet doors open and close smoothly		
Discrepancies:		
<b>Bunk and Desk:</b>		
Mattress (1 per rack)		
Two removable shelves above and below desk top		
Four shelf pegs per shelf		
Top and Bottom drawers operates smoothly		
Chair for each desk (in good repair)		
Bulletin board not damaged or missing		
Desk edge trim		
Discrepancies:		

<b>Windows:</b>		
Top and Bottom sashes opens and closes		
One screen in place for each window and in good repair		
Blinds go fully up and down		
Blind closing rod installed		
Blinds open and close		
Discrepancies:		
<b>Wall surfaces in good repair:</b>		
No nails, holes, or tape		
No paint peeling/missing		
Walls are clean/unmarred		
Receptacle plates not loose or missing		
Vent covers in good repair		
Discrepancies:		
<b>Ceiling:</b>		
All tiles in place		
No damaged/stained tiles		
No damage to supporting track		
No items stowed in overhead		
Discrepancies:		
<b>Shower:</b>		
Hot and Cold water		
Flow control lever operates		
No leaks when turned off		
Shower basin drains (Run shower for 1 minute basin should drain)		
Shower curtain with curtain hooks		
Soap dish installed and serviceable		
Discrepancies:		
<b>Sink area:</b>		
Hot and Cold water		
No leaks around faucet		
No leaks when turned off		
Drain stopper operates		
No leaks in drain lines (below sink)		
Cabinet doors open and close smoothly		
Medicine cabinet door operates smoothly		
Medicine cabinet has two shelves		
Two bath towel bars across from sink		
Two hand towel bars located across from medicine cabinet		
Mirror not cracked or scratched		
Discrepancies:		
<b>Deck:</b>		
No Stains		
No loose or missing tiles		
Computer internet connection established with one of two outlets below desk.		
Discrepancies:		
<b>Thermostat and tamper seal intact:</b>		
<b>Trash can in room:</b>		
<b>Recycling can in room:</b>		

Occupants'  
Name/ Alpha #

\_\_\_\_\_

Print/Date

\_\_\_\_\_

Print/Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature

\_\_\_\_\_

Print/Date

\_\_\_\_\_

Print/Date

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Signature

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Signature

\_\_\_\_\_

Print/Date

\_\_\_\_\_

Print/Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature

Inspector's  
Name, Title:

\_\_\_\_\_

Print/Date

Signature

**SENIOR ENLISTED/COMPANY OFFICER FINAL INSPECTION**  
**CHECK OUT SHEET**

Room #: \_\_\_\_\_

To be posted inside each room door. Most items should be completed early. Progress inspections commence 19 May. Final Inspections commence 23 May, followed by locking the room door.

**Section 1** - To be completed and approved prior to departure of any Midshipman assigned to the room from Bancroft Hall on May 24th for leave, liberty, or summer training. Those departing early will complete applicable portions as directed in cooperation with roommates.

<u>Action Items</u>	<u>Approval**/Date</u>
1. Key turned in, or paid for. Room deficiencies reported to CO 1st LT. Midshipman will be charged for items damaged or missing due to negligence or abuse.	_____
2. One chair and one mattress per rack.	_____
3. Ceiling tiles in good repair and in place.	_____
4. Deck stripped and cleaned.	_____
5. Coffins below racks clean and dust free.	_____
6. Rooms in Alpha condition (per Alpha Room inspection chit).	_____
7. Desk drawers empty and dusted.	_____
8. Trash can empty and scrubbed clean.	_____
9. Windows: - Clean on inside. - Blinds cleaned and dust free, and at half-mast. - Window screens and frames intact, in place. - Sills free of dirt. - Windows shut.	_____
10. Shower and sink area: - Shower/curtain free of mildew and soap residue. - Brightwork clean and spotless. - Mirrors free of streaks and spots. - Washbasin and sink clean. - Cabinets empty, clean, and left open.	_____
11. Room completely empty: - Lockers (doors left open). - Coffins. - Walls, bulletin boards, and desks bare. - Cabinets (doors left open).	_____
12. Rifle turned into armory.	_____
Final room inspection/lock-up**:	_____

\*\*must be Comp SEL

**TIME-LINE OF KEY EVENTS**

DATE/ TIME	EVENT	RESPONSIBILITY
9-19 Apr  0900 - 1500	Arrange HHG shipment (must have orders to process) <u>SMOKE HALL</u> 09 Apr - 1 <sup>st</sup> Batt      10 Apr - 2 <sup>nd</sup> Batt 11 Apr - 3 <sup>rd</sup> Batt      16 Apr - 4 <sup>th</sup> Batt 17 Apr - 5 <sup>th</sup> Batt      18 Apr - 6 <sup>th</sup> Batt 19 Apr - Stragglers (until 1200)	Mandatory for all graduating MIDN regardless of transfer status to include those conducting DITY moves.
01-02 May	Empty cruise box delivery.	7 <sup>th</sup> Wing CO/SEL Pick-up
25-27 Apr	Vacate 8th Wing lockers. Final inspection will be conducted with the Brigade XO, Bancroft Hall 1st LT and Deputy Commandant	All graduating MIDN. Regimental Commanders will provide a 1/C watchbill for watchstanders and Field Day teams.
30 Apr - 02 May	Move-in Period for 8 <sup>th</sup> Wing lockers. Final inspection will be conducted with the Brigade XO, Bancroft Hall 1st LT, and Deputy Commandant	13 MIDN. Regimental Commanders will provide a 2/C watchbill for watchstanders and Field Day teams.
16 Apr - 04 May	SDB Jacket/Reefer/O Coat Turn In 16APR-20APR - Companies 1-10 23APR-27APR - Companies 11-20 30APR-04MAY - Companies 21-30	15, 14 & 13 MIDN
3-5 May	Move-in Period for 7 <sup>th</sup> Wing lockers. Final inspection will be conducted with the Brigade XO, Bancroft Hall 1st LT, and Deputy Commandant.	15 MIDNs. Regimental Commanders will provide a 4/C watchbill for watchstanders and Field Day teams.
11 May	Summer Storage, Cruise Bags	15, 14 & 13 MIDN
Upon last exam or NLT 28 May	Complete Sections 1 and 2 of Check-out Sheet	All graduating MIDN desiring to move-out of Bancroft Hall prior to graduation.
18 May	Computer Storage - Company Areas (to be designated by Bancroft Hall 1st LT and CO SELs)	15, 14, 13, *Design 08. ALL Summer School MIDN must store their computers in Bancroft.
21 May	Preliminary Detailed Room/Company Area Inspection	All MIDN and CO SELs
23 May	Progress Room/Company Area Inspection/ Fill-out Room Check-Out Sheet	12/13 CO CDR, CO Officer, and SELs
27 May	Battalion Officer Company Space Inspection	12/13 CO CDR, CO Officer, and SELs
24 May	FDB Jacket Turn-in (upon completion of Formal Parade) (no make-up date)	15,14, & 13 MIDN
29 May 0600	Final Check-out of Rooms	Remaining Graduating MIDN

DATE/ TIME	EVENT	RESPONSIBILITY
29 May	Formation (for Accountability and Final Inspection). Room Inspection Check-out Sheets verified	15,14, & 13 MIDN
30-31 May	Cruise Boxes Removed from Company Areas	Melwood

SUMMER STATUS OF COMPANY WARDROOMS

Company	Status		Storage
	May 25 - Jun 23	Jun 24 - Aug 14	
1	Locked	Locked	Yes
2	Locked	Locked	Yes
3	Locked	Locked	Yes
4	Locked	Locked	Yes
5	Locked	Locked	Yes
6	Locked	Locked	Yes
7	Locked	Locked	Yes
8	Locked	Locked	Yes
9	Locked	Locked	Yes
10	Locked	Locked	Yes
11	Locked	Locked	Yes
12	Locked	Locked	Yes
13	Locked	Locked	Yes
14	Locked	Locked	Yes
15	Locked	Locked	Yes
16	Locked	Open	No
17	Locked	Open	No
18	Locked	Open	No
19	Locked	Open	No
20	Locked	Open	No
21	Locked	Open	No
22	Locked	Open	No
23	Locked	Open	No
24	Locked	Open	No
25	Locked	Open	No
26	Locked	Locked	Yes
27	Locked	Locked	Yes
28	Locked	Locked	Yes
29	Locked	Locked	Yes
30	Locked	Locked	Yes

\*1<sup>st</sup> and 3<sup>rd</sup> Wing will undergo SAP, access limited during summer training.