



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 1531.59
1/OPS
22 Sep 2022

USNA INSTRUCTION 1531.59

From: Superintendent, U.S. Naval Academy

Subj: PLEBE SPONSOR PROGRAM

Ref: (a) SECNAVINST 5213.16
(b) SECNAV M-5214.1
(c) SECNAVINST 5500.35
(d) DoD Manual 8910.01

Encl: (1) Sample Letter to Individuals Selected to Participate in the Plebe Sponsor Program
(2) Sample Sponsor Training Acknowledgement

1. Purpose. To issue policy and responsibilities for the U.S. Naval Academy (USNA) Plebe Sponsor Program, and prescribe the use of forms/information collection associated with the program per references (a) and (b).

2. Cancellation. COMDTMIDNINST 1531.5S.

3. Scope and Applicability. This instruction applies to USNA and any person participating in or interested in participating in the Plebe Sponsor Program.

4. Background. The Plebe Sponsor Program (referred to throughout as the Sponsor Program) was established to provide an opportunity for Fourth Class Midshipmen to relax and benefit from an informal relationship with members of the USNA faculty and staff as well as interested families in the local community area, where they can provide a "home away from home" for the midshipmen throughout their time at USNA.

5. Responsibilities

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

b. Sponsor Program Director. The Sponsor Program Director will oversee the day-to-day operation of the Sponsor Program. The Director is responsible for sponsor notifications,

plebe/sponsor matching, sponsor briefs and receptions, and “sponsor assignment” day. The Sponsor Program Director will:

(1) Review this instruction annually and recommend any changes to the Sponsor Program OIC.

(2) Liaise with Information Technology Services for any Sponsor Program data requirements.

(3) Coordinate with the Public Affairs Office concerning upcoming Sponsor Program Activities and information that may be of USNA or public interest for distribution.

(4) Liaise with the USNA Alumni Association and Naval Academy Business Services Division regarding the Sponsor Program.

(5) Supervise the periodic collection of required information from new and returning sponsors.

(6) Ensure sponsors are recognized and rewarded for their voluntary service.

(a) Plan and execute 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, attend a special dinner in King Hall, and receive discounts on tickets to sporting events.

(b) Create and distribute “Certificates of Appreciation” to the sponsors for their years of service as an active participant in the program. Certificates will be awarded after 5 years, 10 years, 25 years, 30 years, and 35 years and above of service to the Sponsor Program.

(7) Update the Sponsor Program website as necessary.

(8) Disseminate information concerning the Sponsor Program to anyone interested in becoming a sponsor.

(9) Draft and distribute the sponsor newsletter monthly.

(10) Coordinate with the USNA Information Management Control Officer and USNA Privacy Officer to ensure all information collection and privacy requirements are met including triennial renewal of the Office of Management and Budget (OMB) 0703-0054 Sponsor Program Application approval.

(11) Respond to all inquiries or audits concerning the Sponsor Program by any auditing office or program to include the USNA Inspector General’s Office.

(12) Make any necessary sponsor rematches for midshipmen in the Brigade.

(13) Respond promptly to emergent incidents concerning the Sponsor Program to include answering the Sponsor Program emergency cell and accessing the sponsor database as needed to help locate missing midshipmen.

(14) Coordinate sponsor background checks.

(a) Facilitate the submission of SECNAV 5512/1 Department of the Navy Local Population ID Card/Base Access Pass Registration Base Access form for prospective sponsors not in possession of a Common Access Card (CAC), military ID, or Defense Biometric Identification System (DBIDS) card for a background check for base access suitability and issuance of a DBIDS card per reference (c).

(b) Conduct additional background checks as necessary to ensure initial and continued sponsor suitability for midshipmen placement. These checks should focus on ensuring the sponsor home is a safe environment for midshipmen. Any information that could potentially affect a sponsor relationship should be brought to the attention of the Sponsor OIC.

(15) Coordinate with the International Programs Office to match incoming International Plebes with sponsor families as well as events concerning sponsors and International midshipmen.

c. Midshipmen. Midshipmen must be familiar with and are subject to the rules and regulations regarding sponsors in Commandant of Midshipmen Instruction (COMDTMIDNINST) 5400.6 Series Midshipmen Regulations Manual of 16 August 2021 and must always maintain the highest standards of social behavior and etiquette while participating in the Sponsor Program. Midshipmen will:

(1) Fill out USNA 1531/11 Plebe Sponsor Questionnaire as part of the Permit to Report Candidate Application package to indicate sponsor preferences. Midshipmen choosing not to participate in the program only need to fill out sections I and II of USNA 1531/11 to ensure all midshipmen are given the opportunity to participate.

(2) Report any incidents of abuse, criminal activity, violation of law or regulation, or any activities not aligning with the mission of the Naval Academy involving a sponsor or a sponsor's residence immediately to the Sponsor Coordinator or Sponsor OIC.

(3) Send requests for changes to assigned sponsors to the Sponsor Coordinator.

d. Sponsors/Prospective Sponsors. Sponsors/Prospective Sponsors must:

(1) Complete USNA 1531/12 Sponsor Application by the required deadline to be considered for participation in the Sponsor Program. Applicants to the Sponsor Program will receive a computer-generated message assigning them a sponsor number. Assignment of a sponsor number is not indicative of acceptance into the program.

(2) Submit to background checks. New sponsors not in possession of a CAC, military ID, or DBIDS card must complete and submit SECNAV 5512/1 to the Sponsor Coordinator for base access and issuance of a DBIDS card.

(3) Attend a mandatory orientation briefing after receiving notice of tentative acceptance for the program and no less than once every three years. Sponsors will be notified of selection for the program via e-mail from the Sponsor Program Director, a sample letter of acceptance is contained in enclosure (1).

(4) Sign a Mandatory Training Acknowledgement documenting training was received pertaining to the sponsor program and midshipmen rules and regulations and acknowledging that failure to adhere to any governing Department of Defense, Navy, or USNA rules and regulations could result in the removal of assigned midshipmen and sponsor revocation, sample in enclosure (2).

(5) Sign USNA 1531/5 Gratuitous Service Agreement acknowledging services provided while participating in the Sponsor Program are completely voluntary in nature with no expectation of pay, entitlement, or other benefit (i.e. no reimbursements will be made for incidentals such as gas, food, lodging expenses occurred while participating in the program).

(6) Disclose to USNA any relationship where sponsorship could be viewed as a conflict of interest especially in situations potentially impacting the retention of a midshipman at USNA. In addition, sponsors must not use their official position to give any special benefits to midshipmen which they sponsor.

6. Policy

a. Sponsor Criteria:

(1) Sponsors must reside within the Tri-City Metropolitan Area (Baltimore, Washington, Annapolis, and localities on the Eastern Shore).

(2) Sponsors must be at least 28 years old.

(3) Military personnel with a rank/rate of E-6 or O-3 and above assigned to USNA and civilian faculty members may, and are encouraged to, participate as sponsors in this program.

(4) 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.

b. Prospective sponsors may request a midshipman by name; however, midshipmen requests will take precedence if a different sponsor is desired.

c. Sponsors will receive training no less than once every three years, failure of which will result in the sponsor's deactivation or termination from the program.

d. Sponsors may request and sponsor up to four midshipmen per year.

e. In order to ensure the safety of the midshipmen, background checks will be conducted on prospective sponsors before acceptance into the program.

f. Sponsorship may be terminated at any time for any reason by the sponsor or USNA per USNA 1531/5.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for per the records disposition schedules located on the Department of the Navy/ Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records custodian or the USNA Records Manager.

8. **Review and Effective Date.** Per OPNAVINST 5215.17A, the Commandant's Operations Officer will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 review of instruction. This instruction will be in effect for 10 years, unless revised or canceled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need or cancellation is known following the guidance in OPNAV Manual 5215/16.

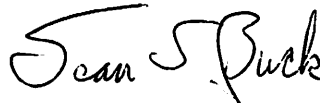
9. Forms and Information Management Control

a. SECNAV 5512/1 Department of the Navy Local Population ID Card/Base Access Pass Registration Base Access form can be found at the SECNAV Forms Issuances website at <https://www.secnav.navy.mil/doni/nfol/forms/allitems.aspx?RootFolder=%2Fdoni%2FNFOL%2FSECNAV%2FSECNAV%20Forms&FolderCTID=0x012000365D27B574A66144834C11A9CDABB889&View=%7BB4E89F14%2D5AE1%2D4D83%2DB85E%2DC63169BF9E34%7D> and will be sent to prospective sponsors by the Sponsor Coordinator. Forms should be returned to the Sponsor Coordinator.

b. USNA 1531/5 Gratuitous Service Agreement, USNA 1531/11 Plebe Sponsor Questionnaire, and USNA 1531/12 Sponsor Program Application can all be found on the USNA Forms Issuances website at <https://www.usna.edu/AdminSupport/FormsProgram>

/USNAOfficialFormsList.php. USNA 1531/5 and USNA 1531/11 should be returned directly to the Sponsor Coordinator and USNA 1531/12 should be completed and submitted directly online.

c. The information collection required in paragraph 5d(5) of this instruction is exempt from information collection control requirements in accordance with reference (d) enclosure (3) paragraph 8b(1). OMB 0703-0036 Candidate Application Package information collection is directed for use in paragraph 5c(1), and OMB 0703-0054 Sponsor Program Application information collection is directed for use in paragraph 5d(1). The information collection required in paragraph 5b(14)(a) and 5d(2) OMB 0703-0061 is directed for use in reference (c) Enclosure (4) paragraph 1b(1).



S. S. BUCK

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via USNA's Issuance website, <https://www.usna.edu/AdminSupport/Inst/index.php>

**SAMPLE LETTER TO INDIVIDUALS SELECTED TO PARTICIPATE IN THE PLEBE
SPONSOR PROGRAM**

Date

Dear Plebe Sponsor,

Congratulations! We have received your application and you have been selected as a Plebe Sponsor for the Class of XXXX, 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, you are required to attend one of several offered training sessions before you are assigned to sponsor a member of the Class of XXXX. The sessions will be held at the Naval Academy in Mahan Hall and the dates have been posted on the sponsor website, www.usna.edu/sponsor. Sponsors can attend any session without prior registration. The training should last about two (2) hours. This training will 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 an opportunity to answer any questions you may have about the sponsor program. The doors to Mahan Hall will be open 30 minutes prior to the training sessions for registration.

Parking is available in the parking lots of both Alumni Hall and Mahan Hall inside Gate 8 off of Route 450. Guards will be able to direct you to those locations.

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

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

J. P. JONES
Director, Sponsor Program
U.S. Naval Academy

Enclosure (1)

SPONSOR TRAINING ACKNOWLEDGEMENT

I/We certify that I/we have attended the mandatory sponsor training this date. In signing the below, I/we agree to uphold and adhere to all USNA rules and regulations of the Sponsor Program.

Prior to assignment of midshipmen to a sponsor family, each adult member of the family must receive initial training. Refresher training is required after three years. If three or more years have elapsed since original or refresher training, no new midshipmen will be assigned to a sponsor until refresher training is conducted.

I/We received training on the following topics:

- Overview of the purpose of the program, mission of USNA and background on the incoming class.
- Expectations, Midshipmen Regulations, and program administration. The regulations portion of the brief specifically includes policies on alcohol consumption, fraternization, prohibitions on renting properties specifically for midshipmen use, vehicle operation, civilian clothing, and liberty.
- Sexual Assault Prevention and Response Office. This brief includes information on command organization, sexual harassment, sexual misconduct, sexual assault, the programs available to victims, an overview of training provided to the Brigade, and what to do if something happens to your midshipman.

I/We acknowledge that failure to uphold the rules and regulations may result in the removal of assigned plebe(s) and midshipmen, and my/our being barred from future participation in the Plebe Sponsor Program.

Print Name

Sign and Date

Print Name

Sign and Date