



DIRATHINST 1710.18G  
NAVAL ACADEMY ATHLETIC ASSOCIATION 13 August 20

DIRECTOR OF ATHLETICS INSTRUCTION 1710.18G

Subj: INSTRUCTIONS TO VARSITY ATHLETIC TEAM OFFICER  
REPRESENTATIVES

Ref: (a) COMDTMIDNINST 1310.1 Series  
(b) COMDTMIDNNOTE 1710  
(c) COMDTMIDNINST 4653.1 Series  
(d) COMDTMIDNINST 1610.3 Series  
(e) COMDTMIDNINST 5400.6 Series

Encl: (1) NCAA Information for Officer Representatives  
(2) Movement Order and Excusal Information  
(3) U. S. Naval Academy Bus Specifications for  
Contracted Buses  
(4) Points of Contact for the 2020-2021 Academic Year

1. Purpose. To issue data concerning the responsibilities of Officer Representatives of varsity/JV athletic teams, supplemental to Reference (a).

2. Cancellation. DIRATHINST 1710.18F.

3. Information. Officer Representatives of the United States Naval Academy varsity teams shall ensure compliance with the provisions of references (a) through (e). Officer Representatives (OREPS) are to act as role models. The OREP is responsible to maintain Naval Academy standards of honor and conduct, appearance for the Midshipmen and enforcement of applicable USNA and NCAA rules and regulations. As such, they are required to be in the uniform of the day during all sport contests. During inclement weather, discretion is authorized for foul weather gear. The importance of your example to the midshipmen of being in the proper, authorized uniform at all times, at home and on away trips, is emphasized. You are expected to maintain high standards of personal appearance and demand the same from your team.

a. Midshipmen student-athletes shall present an appearance in keeping with the highest traditions of the Naval Academy. Officer Representatives must impress upon Midshipmen student-athletes that they always represent the Navy both in and out of uniform at all times. Midshipmen shall remain clean shaven

and maintain professional grooming standards at all times. The uniform of the day shall be the expected attire for all team travel. In accordance with reference (c), all Midshipmen shall travel in the uniform of the day unless traveling on a Varsity/JV MO over four hours by ground, on an All-Navy chartered flight, or if there is NOT an adequate changing facility at the destination.

Any request for an exception must be made by the Officer Representative prior to the day of the trip. If the Officer Representative approves team travel in warm-ups, the following process must be utilized: The Officer Representative will e-mail the Brigade Operations Officer, Military Deputy Athletic Director and the Senior Associate AD for Scheduling and Team Support to notify each that the team will travel in warm-ups. The notification should provide a detailed reason as to why travel in team warm-ups vice uniform of the day is warranted.

Team warm-ups, if approved, are the only alternative to traveling in the uniform of the day. Unless authorized by Brigade Operations, no other options (civilian clothes, "blue-over-khaki," etc.) shall be worn. An inspection is required prior to departure from the Naval Academy on an athletic team movement order. The Officer Representative is considered in a "duty status" while on Movement Orders with athletic teams. He or she will remain in uniform and with the squad at all times when it is assembled as a group.

(b) The team's Faculty Representative is responsible for maintaining liaison with the Academic Departments. To assist the student-athletes, the Officer Representative will communicate with and assist the team's Faculty Representative in maintaining liaison and good relationships with the Academic Departments. The Officer Representative will track the academic and military performance of all team members.

(1) All matters pertaining to schedules and all arrangements for practice contests must be approved by the Director of Athletics. Officer Representatives should not obligate the Naval Academy or the Athletic Department in any way with regard to the scheduling of any sport contests, practice, or otherwise.

(2) Morning Colors (0800) and Evening Colors (Sunset) are observed at three locations on the Yard - Administration Bldg, Tecumseh Court and Naval Health Clinic. Midshipmen who are participating in outside practices and/or meetings are expected to stop, stand at attention, and face the nearest flag during the

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playing of Colors. Midshipmen participating in intercollegiate competition are excused from observance of colors.

(3) To maintain a consistently effective level of communication between the Athletic Department and the Office of the Commandant of Midshipmen, all requests concerning matters pertaining to athletic squads, such as meetings, excusals, etc., must be made by the Head Coach or Officer Representative, in writing, via the Senior Associate Director of Athletics for Scheduling and Team Support, to the Director of Athletics. The Military Deputy Athletic Director will support OREPs in de-conflicting other matters as required.

4. Home Contests/Visiting Teams.

a. Officer Representatives will assist the Head Coach in the administration of home contests and will ensure the appropriate military bearing of all midshipman student-athletes, with the understanding that the Head Coach is the ultimate decision maker regarding the Team.

b. Officer Representatives should ensure a team representative meets visiting teams. The Officer or Faculty Representative, a Coach, or a Manager can perform this function. The key is to provide host support, useful information, and be ready to assist visiting teams as required.

c. The Officer Representative shall ensure that team guarantees, if applicable, and officials' fees are picked up the day before each event from the Business Office in Ricketts Hall, if necessary.

5. Away Contests/Trips.

a. Officer Representatives, in conjunction with the Sr. Associate AD for Scheduling and Team Support, will assist the Head Coach with travel coordination and administration. Officer Representatives should conduct a pre-sail brief with the Sr. Associate Director of Athletics for Scheduling and Team Support (3-8727) prior to commencing his/her first road trip. Officer Representatives will travel with the team unless excused by the Director of Athletics or his designated representative. Officer Representatives travel with the team to away contests to assist the Head Coach and follow his/her lead in travel coordination and administration.

b. Officer Representatives will report the team's departure from the Academy and its return to the Academy to the Officer of the Watch, Bancroft Hall (410-293-5001/2/3). If a late return is anticipated, advise the Officer of the Watch, Bancroft Hall, as soon as possible. Be sure that the Midshipmen traveling are listed on the MO. If there are Midshipmen not traveling who are on the MO, inform the Duty Officer who is not traveling for accountability purposes.

c. Officer Representatives should notify, in a timely manner, the Sr. Associate Director of Athletics for Scheduling and Team Support (3-8727) if Faculty Representative, tutors and/or academic counselors intend to travel with the team.

Every attempt should be made to follow the times listed on the movement order. Excessive delays after the contest for whatever reason (e.g., post-game tailgate) are not permitted. Movement Order itineraries may not be changed without permission from the Director of Athletics or his designated representative.

d. Only the Midshipmen listed on the movement order are permitted to travel with the squad to and from athletic events held away from the Naval Academy. Officer Representatives should review the list of Midshipmen to ensure accuracy. Any deletions can be communicated to the OOW when reporting team departure. These changes must also be reported to Joanne Setzer to ensure MIDS information is correct and up to date. Team members must stay with the team until Movement Order completes unless there is prior approval.

e. Transportation (airline/train) tickets should not be distributed among the individual Midshipmen on the trip, but shall remain in the possession of the Officer Representative. The only exceptions are in the case of Midshipmen having authorized weekend liberty and returning to Annapolis independent of the main party or when directed by FAA or airline authority/directives.

f. Midshipmen on an athletic MOVORD may not leave the team travel party unless they are granted weekend privileges for that particular weekend and receive prior approval from the Officer Representative and the Coach. As a general policy, Midshipmen 1/C and 2/C should be encouraged to take their weekend privileges on weekends other than those on which their squad is scheduled to compete. Team members should be advised of this policy at the very outset of the sports season and carefully guided by it throughout the season. It is the responsibility of

the Officer Representative and the Coach to ensure that the Midshipmen desiring to take advantage of these privileges during the season obtain approval prior to submitting their requests in accordance with USNA Regulations. **Prior to leaving the team party, Midshipmen must check out with the Officer Representative.**

g. On MOVORDS, the Officer Representative and Head Coach may impose liberty hour restrictions at their discretion. On evenings when there is no scheduled contest the next day, the Officer Representative and the Head Coach will assess all factors regarding granting liberty. The granting of liberty does not authorize independent travel back to the Academy.

h. Officer Representatives and Coaches will act as official representatives of the Naval Academy while visiting other institutions for intercollegiate competitions. All necessary steps should be taken to ensure the Midshipmen of their squads utilize the facilities of the host institutions in the same manner visiting teams are expected to use the facilities at the Academy.

i. The USNA Alumni Association and the NAAA have agreed that varsity sports teams on the road may be asked to attend or appear at local chapter events in order to represent USNA when on the road. This in no way requires you or your respective team to attend. Only if the opportunity presents itself and it does not interfere with preparing for competition or your return to Annapolis, please consider this as a step towards improving public relations among Alumni who follow all of our teams coast-to-coast.

j. Under no circumstances shall spouses, friends, guests, or dependents of an Officer Representative travel with the team to an away contest.

k. As soon as possible after returning to the Naval Academy, and in no event more than five (5) days after returning, the Officer Representative should complete the trip report and expense report (signed) covering the details of the trip and submit the two reports to the athletic department Business Office (Joanne Setzer).

## 6. Injuries/Medical Information.

a. Officer Representatives are expected to report any serious injuries of team members to the Bancroft Hall Medical Department Duty Officer, Bancroft Hall OOW, and NAAA - Military Deputy Athletic Director as soon as possible but not later than

upon return to the Naval Academy. Additionally, any hospitalization will be reported immediately to the same three agents: Bancroft Hall Medical Duty Officer(410-293-2273), Bancroft Hall OOW(410-320-9721/410-293 5001/2/3), and NAAA.

b. All Midshipmen shall travel with their Military ID card and should have their TRICARE card in possession.

**c. EMERGENCIES/URGENT CARE:** If there is a need for emergency or urgent medical care for a **midshipman**, the first call should be to the Naval Medical Clinic, Annapolis at 410-293-1758 from 0600-2000 EST. During these hours, you will be able to discuss your options with a medical staff member. After these hours, call the automated line at 410-293-2273. The system will guide you through the proper procedures. It is important that the call be made to ensure the care is documented into the medical system. After the initial phone call to the Annapolis Clinic, you can contact an urgent care facility in the local area for treatment and to determine whether or not the facility takes TRICARE. **OREPS should be the member of the travel party to accompany Midshipmen to any hospital or urgent care facility. Should a Midshipmen need to be hospitalized, the OREP should plan on remaining at the care facility until properly relieved.**

(1) If there is a need for emergency or urgent medical care for **an NAAA coach or support staff** member traveling with the team, this should be reported to the NAAA Director of Human Resources (Elise Winder 410-293-8732) as soon as possible upon return from a trip so that the proper workers' compensation insurance paperwork can be processed in a timely manner.

## 7. Financial Matters.

a. Officer Representatives and Coaches should handle all official financial transactions for the Midshipmen of the squad. Incidentals, such as long distance telephone calls, pay TV, valet services, etc., shall not be charged to the Midshipmen's rooms and are the responsibilities of the individual. Upon hotel check out, the Officer Representative will review the bill to ensure that incidentals charged against the rooms **are paid by the individuals responsible prior to departure.** In addition, s/he should review banquet/meal charges for appropriateness. When signing any bill, clearly indicate the team name.

b. Officer Representatives and Coaches are not authorized to furnish individuals or groups of Midshipmen with funds for any purpose other than those specifically approved by the NAAA in advance.

c. For away trips, cash advances are made and expense statements are required. The statements must be returned within five days after your return to facilitate reimbursement. Strict accounting is required. Examples of prohibited expenses are magazines, movies, alcoholic beverages, personal convenience items, etc. Phone calls by the Officer Representative and coaching staff for official NAAA business (report results, injuries, etc.) may be placed on the hotel bill. All other phone calls will be the responsibility of the Officer Representative. Officer Representatives are responsible for reviewing the hotel bill for accuracy and unauthorized charges.

d. Meals should be selected from the regular breakfast, lunch and dinner menus rather than a la carte. When possible, it is recommended to pre-arrange team meals to facilitate service and keep costs within budget. Arranged team meals may be directly billed with hotel rooms. There are many occasions when giving a flat rate to each midshipman to cover meal expenses is not only convenient, but also necessary. NCAA rules restrict institutions from providing per diem for a meal when an outside group or parent provides that meal. Additionally, under no circumstances may you give a parent/booster group cash to reimburse them for a meal. All receipts must be returned to the NAAA for reimbursement. If in doubt as to what to do on a specific trip, check with the Sr. Assoc. AD for Scheduling and Team Support before departing on the trip.

Following are the prices for individual meals:

Breakfast.....	\$ 5.00
Lunch.....	\$10.00
Dinner.....	\$15.00

Prices may be higher in some locations and the Officer Representatives will have to use his or her judgment under these circumstances. Officer Representatives should do the tipping for the entire group. Fifteen percent (15%) of the bill is considered adequate.

e. When on the road, Officer Representatives should ascertain whether Bus Drivers' meals are gratis. Some restaurants provide gratis meals or reduced prices to bus drivers traveling with athletic teams.

f. Review hotel invoices on overnight stays. Ensure all miscellaneous expenses are paid by midshipmen prior to check out.

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8. NCAA-Funded Trips. For all NCAA Championship funded trips, the NCAA puts a limit on the size of the traveling party. Normally, this limit is reached with Midshipmen members of the squad and coaches. The NAAA does not budget for any travel to NCAA competition and normally will not allow additional travelers above the NCAA limit. Exceptions to this policy will be on a case-by-case basis as determined by the Director of Athletics. Additionally, NCAA competitions further reduce the number of team support personnel allowed on the court/field with the team during competitions. Based on the sport, OREPs may not be authorized to be with the team on the playing surface and may be required to remain in the stands.

9. Gasoline for NAAA Vehicles. Gasoline for all NAAA vehicles is to be obtained from commercial sources and costs submitted with the trip voucher. Use of a government source of gasoline is not authorized for NAAA vehicles.

10. Government Bus Drivers.

a. Officer Representatives should review the route of travel to assist the bus drivers, if required. By Interstate Commerce Commission regulation, bus drivers are limited to a 15-hour duty day, of which they can drive a maximum of 10 hours. Furthermore, a Union agreement dictates that USNA drivers be assigned to standard working shift hours. All drivers are assigned to a 0730-1530 shift, 0830-1630 shift, and 0930-1730 shift. Workweeks run Monday through Friday, Tuesday through Saturday, or Wednesday through Sunday, respectively, depending upon the driver. All of this is done in an attempt to balance the requirements of the drivers supporting the Academy during the week (they drive more than buses) and supporting the Academy's teams. Drivers begin their workday just prior to picking up a team in the morning or at the start of their normal workday, whichever is earlier, even if it's their normal "off" day, e.g., Sunday. Similarly, they go "off the clock" shortly after dropping a team off at night or at the end of their regular workday, whichever is later. Upon return to the Academy, the driver goes off the clock after dropping off the team. On the road, if a driver does not need to be retained during the day, he/she should be released to rest up for the return trip. Repairs for mechanical problems of government buses are the responsibility of USNA. If a major breakdown occurs, notify the NAAA to discuss alternatives.

b. USNA drivers receive a per diem allowance for personal room and board expenses incurred during away athletic contests. Do not pay any of these type expenses for them. Bus drivers

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should pay for their hotel rooms. Do not charge the cost of hotel rooms or incidentals of government bus drivers to the NAAA.

c. DoD regulations and most state laws limit the speed of vehicles to a maximum of 65 MPH. Do not ask drivers to drive any faster than the posted speed limit. Transit times are determined based on a 65-MPH speed limit, as applicable en route.

d. The Officer Representative should ensure that the buses are reasonably clean, especially upon return. Have all trash placed in receptacles provided by the driver. Buses are not to be used for sightseeing or "night on the town" events.

e. Upon return to the Naval Academy, the Officer Representative must verify the driver's trip ticket for the entire trip. Supplemental instructions regarding government buses will be issued to all Officer Representatives.

#### 11. Responsibilities for Academic Issues.

a. In addition to coordinating registration for Midshipmen student-athletes, the Sr. Associate Director of Athletics for Admissions and Academics and the Assistant AD for Academic Support Services are available to help each Officer Representative and Coach with any academic problems that might arise, such as scheduling, exam conflicts, changes of major, etc. See enclosure (4) for NAAA Points of Contact.

b. Early Alert - Officer Representatives must be proactive in identifying midshipmen who are struggling as early as possible, even prior to the six-week grades. For some midshipmen with serious academic difficulty, six weeks (first marking period) may be too late for effective academic assistance. Active intervention must be used to insure that extra instruction is being utilized. At a minimum, Officer Representatives and Faculty Representatives should monitor grades on a weekly basis for the first two marking periods.

If extra instruction fails to remedy the situation, the Athletic Department will assist in requesting intervention from the Academic Center. Your squad's grades are accessible via MIDS. If you experience any difficulty in attaining your squad's grades, please contact the Assistant AD for Academic Support Services at 3-8747.

#### 12. Military Aptitude for Commissioning System.

a. Military performance comprises almost 18% of a midshipman's overall Order of Merit. Military performance is reflective of the grades that the Company Officer assigns

midshipman on their Fitness Report (FITREP) or Evaluation (EVAL). To allow Coaches and Officer Representatives the ability to provide input to the performance grades, you will have the opportunity to submit Aptitude for Commission performance information into the MIDS system for consideration by the Company officer into a Midshipman's Aptitude grade. Per reference (d), OREP inputs may account for up to 40% of the Midshipmen's Grades.

b. The Commandant will disseminate periodic notices in addition to ref (d) related to entering the Aptitude for Commissioning data into MIDS. Officer Representatives are to be familiar with these notices and follow the appropriate reporting periods. Unless otherwise directed, all feeder input FITREPS are to be submitted twice a year for all Midshipmen assigned to your team. Due dates are 1 November and 1 April, regardless of sport season.

13. Memorial Trophies or Awards. Any inquiries received by the Officer Representative or Coach regarding the potential establishment of a memorial award or trophy for former members of the Naval Academy teams shall be referred to the Director of Athletics for resolution. Make no commitment on behalf of the organization.

14. Recommendations for Athletic Awards (Letters). IAW COMDTMIDNINST 1650.1, at the end of your sport's regular season, the Officer Representative, with the Head Coach's concurrence, shall make written recommendations to the Director of Athletics for the proper athletic awards (Letters). A special form will be provided for this purpose (see tab I). When submitting this form, you are required to attach appropriate justification. The justification should leave no doubt as to which Midshipmen meet the criteria. You shall submit the worksheet (grid or chart) used in determining qualification. As stated in COMDTMIDNINST 1650.1, recommendations for waivers can be submitted for special circumstances by memo to the Athletic Director, via the Sr. Assoc. AD for Scheduling and Team Support.

15. Election of Team Captains. The election of the team's captain for the following season shall take place immediately after the season is completed, unless approved by the Director of Athletics. The Director of Athletics will provide separate election instructions at the end of your season. Normally, 1/C varsity letter winners, all 2/C and 3/C, and 4/C varsity letter winners and the coach are eligible to vote for the team captain (see tab K). ***The Officer Representatives for spring season sports must be particularly attentive to electing team captains prior to the Brigade departing for summer programs.*** Elected team Captains

will participate in the Leadership Training offsite during the summer training period.

16. Alcoholic Beverages/Tobacco and Dip. Alcoholic beverages are strictly prohibited for all personnel while on a Movement Order and may not be carried in any vehicle associated with the team or coaches' travel. No alcoholic beverages are to be purchased with Naval Academy Athletic Association funds during team trips. This pertains to pre-meal cocktails, as well as beverages with meals, and applies equally to Officers, Coaches, and Midshipmen. All personnel associated with athletic teams are forbidden to use chewing tobacco/dip. This includes Officer and Faculty Representatives, Coaches, managers, and student-athletes. Any violation of this policy should be reported to the Compliance Office immediately.

17. Tattoos. For Midshipmen with pre-existing tattoos, Associate AD for Sports Medicine Jim Berry (3-8717) has information on an over-the-counter cosmetic cover-up that is available for purchase by Midshipmen.

18. Conduct, Honor, and Performance Board Cases. Officer Representatives will be notified when one of the midshipmen on their team has been forwarded to the Commandant for a conduct, honor, or performance board. This notification will be coordinated with the Military Deputy Athletic Director, the Senior Associate AD for Academics, Admissions and Compliance, and the Commandant's Staff representative. Notification will normally be via e-mail to the Head Coach and Officer Representative. The Officer Representative, working in conjunction with the Head Coach, should contact the Company Officer and effect the necessary coordination to assist in reviewing the issue. It is vitally important that the Company Officer, Head Coach, Officer Representative and Team Captain maintain effective communication regarding the case and that the Head Coach, Team Captain, and Officer Representative attend the Conduct, Honor, and/or Performance Board.

19. Electronic O-Rep Binder. A binder containing information for Varsity Team Officer Representatives will be emailed to Officer Representatives in August.



CHET GLADCHUK

Distribution:  
Non-Mids (Electronically)

Enclosure 1

**NCAA INFORMATION FOR OFFICER REPRESENTATIVES**

There are situations that may occur in the course of your Officer Representative responsibilities where NCAA rules come into play, especially in the area of Extra Benefits. **An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletics interest to provide a student-athlete or the student-athlete's relatives or friends a benefit not expressly authorized by NCAA legislation.** Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA bylaws if it is demonstrated that the same benefit is generally available to all midshipmen or their relatives or friends. Some other situations to be aware of are:

1. As an Officer Representative you may visit with prospects off-campus (i.e., at a restaurant or contest site) regarding the Academy generally. If a prospect calls you, the conversation should be limited to aspects of the Navy and the Naval Academy. Anything regarding athletics should be referred to a coach or department member.
2. You should not allow a parent, sibling or friend of a player to ride the team bus at any time.
3. Parents or family members are not allowed to participate in team meals. At informal meals after a contest, the parents or family members may eat with their student-athlete as long as the family members pay their own way. Their expenses may not appear on the team's bill.
4. Be wary of situations where a vendor or restaurant is attempting to provide meals or snacks at no cost or a reduced price to the team. You are provided adequate funds for all meals. If a restaurant or vendor normally offers group discounts to ANY groups, athletic or non-athletic, then you may take advantage of the discount. If in doubt, don't do it.
5. Don't let the exuberance after a big win, such as a victory over Army, lead to some well-meaning alumnus or fan of the Academy providing the team with a souvenir or memento- this is expressly forbidden.

6. If an alumni group or parents club wishes to host the team for a meal, NCAA rules allow this PROVIDED the meal is at the individual's home (it may be catered) not at a restaurant, club or any other location. Parents may provide meals to their student-athlete and other team members post game, at any location. That meal must count as one of the team's three daily meals and the squad members can NOT receive per diem for that meal.
7. NCAA rules only permit a certain number of coaches for each sport. **As an O-Rep you cannot coach, give instruction or conduct any athletic related activity at any time.**
8. Tobacco products are not allowed during any practice or game by ANY coach, staff member or student-athlete. If you see someone with tobacco in their mouth please ensure it is removed and report the incident to the Compliance Office.
9. Gambling on sports in which the NCAA conducts a championship are expressly forbidden by all coaches, staff and student-athletes. No item of tangible value should ever be wagered. Also information about team members should not be shared with those involved in organized gambling.

**If you are uncertain about NCAA rules you should contact  
Loretta Lamar, Senior Associate Athletic  
Director/Compliance/SWA at [compliance@usna.edu](mailto:compliance@usna.edu), 410.293.8936  
or 443-995-1012 (cell). We would rather you ask about a  
situation before acting to limit the possibility of committing  
an NCAA rules violation.**

MOVEMENT ORDER AND EXCUSAL INFORMATION

Coaches submit itinerary proposals to the Senior Associate AD for scheduling and Team Support (Carl Tamulevich), who makes adjustments, if required, and forwards the information to the Team Support Coordinator (Joanne Setzer). The Team Support Coordinator inputs the information into MIDS and imports the entire roster that resides within MIDS. Coaches and OREPS should monitor and update the team rosters as required. Provide any additions or deletions to the Team Support Coordinator before departing on the MO. The Team Support office submits teams' ground transportation requirements to USNA Public Works transportation office for scheduling.

All names of individuals on Movement orders and excusals should be submitted at least eight (8) calendar days in advance.

Movement Orders and Excusals are entered into the MIDS program found on the web ([www.usna.edu/MIDS](http://www.usna.edu/MIDS)). Within the MIDS site Officer Representatives or Coaches can enter "LOGISTICS" queries to view status, travel squad members, approvals/disapprovals and other pertinent logistics information. OREPs shall ensure all information is correct and current and should travel with at least one copy of the Movement order while traveling. It is imperative that the information provided by coaches and/or OREPs is accurate and done well in advance.

Officer Representatives should pick up a Check, expense and trip report and any other required information in Ricketts Hall prior to departure on a movement order. The Business Office accountant, Nancy McMahon, will provide you with the check and expense report. **Once the check is picked up from the business office, the funds become the OREP's responsibility against loss or theft.**

Prior to departure the officer Representative should ensure all MIDN are inspected in their travel uniform. The Officer Representative shall call the Bancroft Hall Main Office (410-293-5001/5002/5003) or the Officer of the Watch (410-293-8936) to report departure. The outbound departure call should relay the following information:

- MO Number
- Name of Group
- Total Number of MIDN traveling (report any UA or last minute personnel deletions)
- Departure time

Upon return from the Movement Order, the OREP shall report back to Main Office/OOW that the movement is complete.

- MO Number
- Name of Group
- Return Time

**\*\* Note:** report any incidents or problems that need to be reported to the Chain of Command

Officer Representatives SHALL submit expense reports and return unused funds (in the form of a personal or cashier's check) to the team Support Coordinator, Joanne Setzer, within five (5) working days. Ensure all receipts accompany the expense/trip report (even direct bill hotel receipts). If there will be any delays in being able to complete the expense report on time, contact the Team Support Coordinator.

**NOTE:** MIDN may be approved to deviate from the Movement Order's prescribed mode of transportation (i.e. return from trip with parents or remain behind on approved weekend liberty) if they have a copy of their signed weekend liberty chit and sign a release of liability form (found in OREP binder). They are considered to be on leave/liberty and forfeit USNA per diem for the remaining portion of the MO.

**U.S. NAVAL ACADEMY BUS SPECIFICATIONS**  
**FOR CONTRACTED BUSES**

1. The Bus Contractor shall provide all insurance, fuel, state permits, parking, tolls and all other expenses incidental to the charter.
2. The Contractor shall provide air conditioned, restroom equipped coaches in like new condition.
3. The Contractor shall provide rested, alert, qualified and properly attired (company uniform or dress shirt, tie, appropriate slacks and blazer) drivers for the trip. The contractor shall ensure that the drivers are equipped with a cell phone and that phone number and driver's name is provided to the Naval Academy Transportation Department at least thirty-six (36) hours prior to initial pick up. The contractor shall also provide all expenses related to the driver.
4. There shall be no refueling or servicing while en route to destination or returning to the U.S. Naval Academy. The bus shall be actively monitored during the loading and unloading of passengers and luggage. All doors, entrance and luggage bay, shall be locked if the bus is left unattended for any reason.
5. Driver's questions concerning pick up points, departure and arrival times, routes traveled, etc., shall be directed to the Officer in Charge. Drivers shall be at the pick up point at least fifteen minutes prior to departure time, and the passenger area of the coach shall be at a comfortable temperature; warm in the winter months and cool in the summer months.
6. In the event of mechanical failure, the Contractor shall repair or replace the coach immediately. If replacement is required, it shall be with a coach of the same quality from the Contractor's fleet or a local sub contractor. This will be done at the Contractor's expense, no part of which is to be borne by the passengers or by the U.S. Naval Academy.
7. Once the contract has been accepted, the Contractor may not sub-contract without permission from the USNA Transportation Supervisor or designated personnel
8. Please address any questions concerning this charter to Ms. Yvonne Graham, U.S. Naval Academy Transportation Operations Manager 410-293-5751 during normal working hours or 443-924-7658 if no answer after hours.

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**NOTE FOR USNA PERSONNEL:** If your bus and/or driver does not meet the above specifications please send an email to: [ygraham@usna.edu](mailto:ygraham@usna.edu) which details the problem, the date, time, name of the driver, name of the company and destination (or as much info as you can get). Positive comments are appreciated also.

**Vans:** Government vans are scheduled through IAP. The POC is Krissy Barbatos (410-293-5724) or [Kristina.n.rullman@iapws.com](mailto:Kristina.n.rullman@iapws.com) For any maintenance issues while on the road, follow the instructions attached to the vehicle key ring. The emergency number is 800-400-0

ENCLOSURE 4

<b>NAAA Staff Points of Contact</b>			
Director of Athletics	Chet Gladchuk	410-293-8910	gladchuk@usna.edu
Deputy Director of Athletics (Military)	CAPT Mike Riggins	410-293-5832	riggins@usna.edu
Deputy Director of Athletics	Eric Ruden	410-293-8748	ruden@usna.edu
Senior Associate A.D./Physical Mission	Jay Antonelli	410-293-5830	jantone1@usna.edu
Senior Associate A.D./Scheduling and Team Support	Carl Tamulevich	410-293-8727	tam@usna.edu
Deputy Director of Athletics/Administration	Robb Dunn	410-293-8776	rdunn@usna.edu
Senior Associate A.D./Compliance & Senior Woman Administrator	Loretta Lamar	410-293-8936	lamar@usna.edu
NCAA Faculty Representative	Christine Copper	410-293-6621	ccopper@usna.edu
Team Support Coordinator/Purchasing Coordinator	Joanne Setzer	410-293-8728	setzer@usna.edu
Accountant	Nancy McMahon	410-293-8733	mcmahon@usna.edu
Senior Associate A.D./Admissions and Academics	John O'Neill	410-293-8914	jsoneill@usna.edu
Assistant A.D./Academic Support Services	DeDe Duncan-White	410-293-8747	duncanwh@usna.edu
Associate A.D. for Sports Medicine	Jim Berry	410-293-8717	jberry@usna.edu
Associate A.D./Facilities & Maintenance	Tom McKavitt	410-293-8770	tmckavit@usna.edu
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