COMMANDANT OF MIDSHIPMEN INSTRUCTION 1531.5R

From: Commandant of Midshipmen

Subj: PLEBE SPONSOR PROGRAM

Ref: (a) COMDTMIDNINST 5400.6Q

Encl: (1) Sponsor Application
(2) Sample Letter to Prospective Sponsors from the Commandant of Midshipmen
(3) Sample Letter to Individuals Selected to Participate in the Plebe Sponsor Program from the Plebe Sponsor Coordinator
(4) Mandatory Sponsor Training Acknowledgement

1. Purpose. To issue procedures for the United States Naval Academy Plebe Sponsor Program.

2. Cancellation. COMDTMIDNINST 1531.5Q.

3. Background. The Plebe Sponsor Program has been established to provide a “home away from home” and an opportunity for Fourth Class Midshipmen to relax and benefit from an informal relationship with members of the United States Naval Academy faculty, staff, and local community area families.

4. Responsibilities

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

   b. Plebe Sponsor Program Coordinator. The Plebe Sponsor Program Coordinator will oversee the day-to-day operation of the Plebe Sponsor Program. The Coordinator is responsible for mailings to sponsors, plebe/sponsor matching, sponsor briefs and receptions, and “sponsor assignment” day. The Plebe Sponsor Program Coordinator has the following responsibilities:

      (1) Project Officer for updates of this instruction.

      (2) Liaison with Information Technology Services for Plebe Sponsor Program data requirements, including the Plebe Sponsor Questionnaire (Plebe’s submission of information) and the Sponsor Application (Sponsor’s submission of information).
(3) Coordinator of publicity/advertisement and liaison with the Public Affairs Office and the Trident staff with regards to the Sponsor Program.

(4) Liaison with the United States Naval Academy Alumni Association with regards to the Sponsor Program.

(5) Supervisor for gathering information from sponsors, responsible for the printing and annual distribution of passes to allow vehicle access on the Yard for new and returning sponsors.

(6) Responsible for Plebe Sponsor Appreciation and Recognition.
   
   (a) Project Officer for Plebe 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) Responsible for creating and distributing a “Certificate of Appreciation” to the sponsors for their years as an active participant in the program. The first will be given at the five year mark and every five years thereafter.

   (c) Responsible for promulgating the August Plebe Summer turnover parade information, which recognizes sponsors for their support of the Brigade of Midshipmen.

(7) Supervisor for continuous/periodic updates to the Plebe Sponsor Program website.

(8) Responsible for dissemination of general information concerning the Plebe Sponsor Program to all qualified parties that are interested in becoming sponsors.

(9) Responsible for creating and emailing the sponsor newsletter monthly.

c. Midshipmen. This program presents an opportunity for Midshipmen to benefit from a social relationship with a family in the community, and at the same time demands from Midshipmen a responsibility to always maintain the highest standards of social behavior and etiquette. Every Plebe will be assigned a Plebe Sponsor.

5. Criteria for Plebe Sponsor Selection. Sponsors must reside within the Tri-City Metropolitan Area (Baltimore, Washington, Annapolis including localities on the Eastern Shore). Sponsors must be at least 28 years old. Military personnel with a rank/rate of E-6 or O-3 and above assigned to USNA and civilian faculty members are encouraged to
participate as sponsors in this program (exceptions noted below). 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. The policies for assignment of sponsors to Fourth Class Midshipmen are as follows:

a. Sponsors must complete a sponsor application per enclosure (1) by the required deadline to be considered for participation in the Plebe Sponsor Program. An electronic submission can be completed at the following web address: http://www.usna.edu/Sponsor/Application.php Prospective sponsors may request a Midshipman by name. However, Midshipmen requests will take precedence if a different sponsor is desired. Applicants to the sponsor program will receive a prospective sponsor letter upon receipt of their application, enclosure (2).

b. Only the adult members (parents) of a family will be considered for assignment as sponsors.

c. Sponsors may request to sponsor up to four plebes per year.

d. Naval Academy faculty and staff whose sponsorship could be viewed as a conflict of interest may sponsor Midshipmen, but must disclose this relationship for any proceeding which could impact the retention of a Midshipman at USNA. In addition, they shall not use their position to give any special benefits to the Midshipman which they sponsor. This includes Division Directors, Superintendent’s personal staff, and those member sitting on Academic, Conduct, or Admission Boards.

e. In order to ensure the safety of Midshipmen, prospective sponsors will be subject to a background investigation before gaining entry into the program. The background checks will be run through Been Verified, Maryland Judiciary Case Search and United States Department of Justice National Sex Offender Public Website.

f. Sponsors will be notified via letter, enclosure (3), when they have been selected to participate in the Plebe Sponsor Program.

g. Sponsors will be required to attend one of three mandatory orientation briefings prior to being accepted into the program and assigned a Midshipman. The briefings will be offered on two weekday evenings and one Saturday morning. Sponsor must attend and orientation brief no less than once every three years; failure to attend briefing will result in termination from the program.

h. Upon arriving at the training brief, Sponsors will be required to sign the “Mandatory Sponsor Training Acknowledgement” form, enclosure (4), acknowledging that failure to uphold the rules and
regulations outlined in reference (a) will result in the removal of assigned plebe(s), and their being barred from future participation in the Plebe Sponsor Program.

6. Review Responsibility. The Operations Officer is responsible for annual review of this instruction.

W. D. BYRNE, JR.

Distribution:
Non-Mids (Electronically)
USNA Sponsor Application

Collection of this information comes under the Privacy Act Statement. Click here for Application Instructions.

We appreciate your interest in the Sponsor Program at the U.S. Naval Academy. Please read the Application Instructions thoroughly and complete each section in the space provided. This application will be evaluated for the current sponsor year. Sponsors must be at least 28 years old and live within the Tri-City Metropolitan Area (Baltimore, Washington, D.C., Annapolis including localities on the Eastern Shore) in order to be considered. In addition, active duty military must have a rank/rate of E-6 or O-3 and above.

If you have questions, please contact the Sponsor Program Office via email or call 410-293-7031.

Personal Information

Title: _____________________________________________
First Name: _______________________________________
Preferred Name: _________________________________
Last Name: _______________________________________
Name Suffix: ______________________________________
Gender: __________________________________________
Birth Date: _____-____-____ (required)
Marital Status: _________________________________
Home Address: ______________________________________
City: ___________________________________________
State: ___________________________________________
Zip Code: _______________________________________
Email Address: ___________________________________
Home Phone Number: _____________________________
Work Phone Number: _____________________________
Email Address: ____________________________ (Required)
Home Phone Number: ____________________________ (Required)
Work Phone Number: ____________________________
Cell Phone Number: ____________________________

If you are on Active Duty, in the Reserves, or Retired from the U.S. Armed Forces, please indicate the Military Branch, Rank/Rate, and current Military Status.

Military Branch: ____________________________
Rank/Rate: ____________________________
Military Status: ____________________________
Current Employer: ____________________________
Employer Address: ____________________________
(Employer Address is limited to 255 characters)
Employer Phone Number: ____________________________
Occupation: ____________________________
Sponsor Status: ____________________________ (Required)
Can you speak a language besides English?: ____________________________ (Required)

If Yes, please indicate the language. If you speak more than one or if you speak a language that is not listed, select "Multiple" or "Other" and specify the name of the language in Additional Comments:

Have you ever been convicted of a felony, domestic violence, drug-related offense, sex offense, DWI/DUI, or had your driver's license revoked?: ____________________________ (Required)

If yes, give a complete description of the incident(s). State where and when each incident occurred, the nature of the offense(s) and the date and disposition of the case(s).
(Limited to 255 characters)

Provide a Statement of Interest as to why you would like to be a part of the Sponsor Program and what you feel you have to offer.
Spouse Information

If married, please provide the following information concerning your spouse. This information is required so that your household can be accurately evaluated for participation. All information is Required, except Spouse Employer Information and Occupation.

Spouse First Name: 

Spouse Preferred Name: 

Spouse Last Name: 

Birth Date:  
(DD-MON-YYYY, e.g. 02-FEB-1988)

Spouse Employer: 

Spouse Employer Address:  
(Limited to 255 Characters)

Spouse Employer Phone Number:  

Spouse Occupation:  

Has your spouse ever been convicted of a felony, domestic violence, drug-related offense, sex offense, DWI/DUI, or had their driver's license revoked? 

If yes, give a complete description of the incident(s). State where and when each incident occurred, the nature of the offense(s) and the date and disposition of the case(s).  
(Limited to 255 Characters.)
Household and General Midshipman Preferences

To assist the Sponsor Program Office in matching you with suitable Midshipman, please indicate your general household information and midshipman preferences.

Children: [ ] (Required)

Pets: [ ] (Required)

Allow Smoking: [ ] (Required)

Number of Midshipmen You Wish to Sponsor: [ ] (Required)
(Limited to 4 per class year):

Midshipman Gender: [ ] (Required)

Midshipman Home State: [ ] (Required)

Midshipman Military Background: [ ] (Required)

Do you prefer non smoker?: [ ] (Required)

Midshipman Varsity Sport Affiliation: [ ] (Required)

Indicate your top interests from the following categories:
(Select up to five.)

Sports
- [ ] Baseball
- [ ] Football
- [ ] Ice Skating
- [ ] Skiing
- [ ] Volleyball
- [ ] Basketball
- [ ] Golf
- [ ] Lacrosse
- [ ] Soccer
- [ ] Water Polo
- [ ] Bowling
- [ ] Gymnastics
- [ ] Martial Arts
- [ ] Swimming
- [ ] Weightlifting
- [ ] Boxing
- [ ] Hockey
- [ ] Running
- [ ] Tennis
- [ ] Wrestling

Outdoor Activities
- [ ] Auto Racing/Cars
- [ ] Flying/Aeronautics
- [ ] Horses
- [ ] Roller Blading
- [ ] Sky Diving
- [ ] Gardening
- [ ] Hunting/Shooting
- [ ] Scuba/Skin Diving
- [ ] Water Sports
- [ ] Hiking/Camping

Crafts/Hobbies
- [ ] Antiques
- [ ] Collecting
- [ ] Cooking
- [ ] Photography
- [ ] Woodworking
- [ ] Art/Drawing
- [ ] Computers

Music
- [ ] All Music
- [ ] Classical
- [ ] Country
- [ ] Rhythm And Blues
- [ ] Rock

Other

Enclosure (1)
Please prioritize, from the pull-down list, your preferences for selecting midshipman below. Preferences should be ranked from highest, Priority 1, to lowest, Priority 5.

Priority 1: [ ] (Required)
Priority 2: [ ] (Required)
Priority 3: [ ] (Required)
Priority 4: [ ] (Required)
Priority 5: [ ] (Required)

Specific Midshipman Request

If you wish to Sponsor particular midshipman, please enter their information in the following section. If unavailable, assignment will be addressed by general household information and midshipman preferences. All information is Required.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Home State</th>
<th>Is Midshipman Aware of Your Request?</th>
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Gate and Vehicle Pass Information

Please enter your vehicle information for Friends of the Naval Academy (FONA) Pass. Information for at least one vehicle must be entered. All vehicle information must be entered.

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Color</th>
<th>State Registered</th>
<th>License Plate Number</th>
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Training Information

Sponsors are required to attend training every three years. Please indicate which training session you will be attending.
Session One:  
(Required) Click Here for Session Dates

Session Two:  
(Required)

Session Three:  
(Required)

Additional Comments and Special Considerations

Please enter any additional comments, special considerations or other information you desire to provide:
(If you answered "OTHER" in any section, please explain in this section. Limited to 2000 Characters.)

PRIVACY ACT STATEMENT

AUTHORITY: Title 5 U.S.C. S301.

PRINCIPLE PURPOSE: To assist the Naval Academy to manage the USNA Sponsor program.

ROUTINE USE: This information is used to assign midshipmen to sponsors, to maintain a record of the names and addresses of families assigned as sponsors or who are interested in the Sponsor Program, and to contact sponsors either by phone or written correspondence. The Naval Academy will also use the information to conduct background checks available through national, state, local agency and NCIC databases.

DISCLOSURE: Disclosure is voluntary. Failure to provide the requested information will result in the Naval Academy's inability to endorse you as a sponsor.

Select 'Submit' to submit completed application to the Sponsor Program office.
Select 'Print' to print a copy for your records.
Select 'Exit' to exit without saving.
Dear Prospective Sponsor:

Thank you for your interest in the Naval Academy’s Plebe Sponsor Program. Whether you are a first-time sponsor or a veteran of the program, your time and efforts in providing a “home away from home” and support of our Midshipmen are greatly appreciated.

The Plebe Sponsor Program application is now online with all information going directly to the Sponsor Coordinator on a secure website. Please review the new online application at www.usna.edu/sponsor/index.htm. If you decide you would like to sponsor one or more Midshipmen from the Class of _____, please complete all portions of the application by __________. If you are a returning sponsor from the Class of ____ and wish to sponsor a Plebe from the Class of ____ please visit the website for instructions to renew your sponsor application and/or Friends of the Naval Academy (FONA) pass. Your assigned sponsor number is located at the bottom of this letter. In order to assure the safety of our Midshipmen, prospective sponsors may be subject to a background check before gaining entry into the program.

You will be notified in July on acceptance into the sponsor program for the Class of ____. If you are a first-time sponsor or have not sponsored since the Class of ____’s plebe year (Academic Year ____-____), you will be required to attend one of three mandatory orientation briefings prior to becoming an official sponsor and being assigned a Midshipman. The briefings will be offered on two weekday evenings and one Saturday morning to provide a choice of time that will best fit your calendar. Please plan on approximately two hours for this training. The briefings will be held in Mahan Hall, United States Naval Academy, on ________, ________ at 5:00 P.M., ________, ________ at 5:00 P.M. and ________, ________ at 9:00 A.M.

Sponsor assignments will be made in July and August. A reception hosted by the Naval Academy will be in Alumni Hall on ________, ________, at which time you will meet who you are assigned and receive your FONA passes. Additional details will be provided in a separate e-mail.

If you have any questions about the sponsor program, please contact the Plebe Sponsor Coordinator at sponsor@usna.edu or 410-293-7031.

Sincerely,

W. D. BYRNE, JR.
Captain, U.S. Navy
Commandant of Midshipman
Dear Plebe Sponsor:

Congratulations! We have received your application and you have been selected as a Plebe Sponsor for the Class of ____ , 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 or a returning sponsor who has not attended training since the Class of ____ ’s plebe year (____) or later, you are required to attend one of three training sessions before you are assigned a member of the Class of ____ to sponsor. If you are not required to attend the training, you are also invited, and more than welcome to attend the training that will be provided. The briefings will be held in Mahan Hall, United States Naval Academy, on _______, _______ at 5:00 P.M., ________, _______ at 5:00 P.M., and ______, ______ at 9:00 A.M. Sponsors can attend any session without prior registration and should expect it to take approximately two hours. This training should 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 you an opportunity to answer any questions you may have about the Sponsor Program. The doors to Mahan Hall will open 30 minutes prior to the training sessions for registration.

For those of you who do not ordinarily have access to the Naval Academy by car, print out this email and present it at the gate for one-time access to the Yard. Parking is available in the parking lots of both Alumni Hall and Mahan Hall inside Gate 3 off Maryland Avenue and Gate 8 off Route 450. Guards will be able to direct you.

Sponsors who submitted their vehicle information for renewal of a “Friends of the Naval Academy” (FONA) pass and are not sponsoring a Plebe from the Class of 2012 will have their passes mailed to them after August 5th.

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

If you have any questions at all, please feel free to contact me at 410-293-7031, or via e-mail at sponsor@usna.edu. We look forward to working with you during the next four years.

Rose Clark
Director, Sponsor Program
US Naval Academy
MANDATORY 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 and sponsors will be removed from the program.

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

Enclosure (4)