From: Commandant of Midshipmen, U.S. Naval Academy

Subj: APPLICATION, DESIGNATION, AND ASSUMPTION OF DUTIES FOR OFFICER AND ENLISTED REPRESENTATIVES OF EXTRACURRICULAR ACTIVITIES (ECA), VARSITY SPORTS, AND CLUB SPORTS

Ref: (a) COMDTMIDNINST 5400.6T
(b) COMDTMIDNINST 4653.1Q
(c) COMDTMIDNINST 1710.14M
(d) COMDTMIDNINST 7041.1J
(e) COMDTMIDNINST 5721.1E
(f) DIRATHINST 1710.18C
(g) DIRATHINST 1710.17
(h) COMDTMIDNNOTE 1710

Encl: (1) Officer Representative Application Form
(2) Enlisted Representative Application Form
(3) Officer Representative Letter of Relief
(4) Enlisted Representative Letter of Relief
(5) Officer Representative Designation Letter
(6) Enlisted Representative Designation Letter

1. Purpose. To issue data concerning the application and designation procedures and responsibilities for Officer and Enlisted Representatives of ECAs, Varsity Sports, and Club Sports.

2. Cancellation. COMDTMIDNINST 1310.1E.

3. Scope and Applicability. All personnel assigned to the U.S. Naval Academy (USNA) shall familiarize themselves with the USNA application, designation, and assumption for duties for Officer and Enlisted Representatives of ECA regulations and policies listed in references (a) through (h).

4. Information. An Officer Representative for each ECA, Varsity Sport, and Club Sport is approved by the Commandant of Midshipmen. The Officer or Enlisted Representative is a commissioned officer or noncommissioned officer who assists the Operations Officer, Director of Athletics (DA), Academic Dean (AD), and Commandant of Midshipmen in the leadership, organization, financial administration, and operation of each activity. Serving in the capacity of Officer or Enlisted Representative provides an excellent opportunity to further the professional
development of midshipmen in the context of ECAs, Varsity Sports, and Club sports. At the beginning of every Academic Year, the Extracurricular Activities Officer (ECAO) will coordinate a training session for all Officer and Enlisted Representatives to review the contents of this instruction; the Judge Advocate Generals and Midshipmen Welfare Fund (MWF) Manager will discuss expectations with respect to fundraising, gifts, etc. U.S. Naval Academy Athletic Association staff will conduct training sessions for Varsity and Club Officer Representatives in coordination with Operations Office. Members of the Leadership, Education, and Development Division and Leadership Development and Research Division may also contribute, as requested.

5. Action

a. Applications for the position of Officer or Enlisted Representative of an ECA must be endorsed by the applicant’s direct supervisor and submitted to the ECAO, Yard Stop 3A, Bancroft Hall Room 3007, using enclosure (1) or (2), and will be forwarded to the Commandant of Midshipmen for approval.

b. Applications for the position of Officer or Enlisted Representative of a Varsity or Club Sport must be endorsed by the applicant’s direct supervisor and submitted to the DA, Yard Stop 4D, Fax: 3-8951, using enclosure (1) or (2), and will be forwarded to the Commandant of Midshipmen for approval.

   (1) All Varsity Sport Officer Representatives must be paygrade O3 or higher.

   (2) All Varsity Sport Officer Representatives are required to re-apply every Academic Year.

c. All applicants will be notified of their selection/non-selection. Applicants selected to be Officer or Enlisted Representatives will receive enclosure (3) or (4) respectively, stating their designation.

   (1) The current listing of ECA Officer and Enlisted Representatives is held by the ECAO and is accessible on the Midshipmen Information System (MIDS).

   (2) The current listing of Varsity Sport Officer Representatives is held in the office of the DA. Specific representatives are identified on MIDS via the “sports associates” module under the Physical Education tab.

   (3) The current listing of Club Sport Officer and Enlisted Representatives is held by the Associate Athletic Director for Administration, Club Sports, and Development and can be accessed on MIDS.

d. Officer and Enlisted Representatives shall notify the ECAO or Director of Athletics, as appropriate, in writing of intentions to relinquish duties as Officer or Enlisted Representatives and provide reason(s) why they intend to relinquish duties (i.e., PCS, lack of interest, etc).
(1) Outgoing Officer and Enlisted Representatives are responsible for identifying their relief no later than 30 days prior to departure. The incumbent will submit an application via his/her direct supervisor using enclosure (1) or (2), as appropriate.

(2) The outgoing and incumbent will conduct a thorough turnover to include a review of this instruction, inventory of any ECA equipment, and inspection of any ECA spaces. They will document completion of turnover using enclosure (3) or (4), as appropriate, and route to the ECAO or DA with previously completed and endorsed application.

(3) ECAO or DA will then route application and letter of relief to the Commandant of Midshipmen for final review. Once approved, the incumbent will receive designation via enclosure (5) or (6).

e. Every Officer and Enlisted Representative associated with an ECA, Varsity Sport, or Club Sport must submit enclosure (1) or (2) and have enclosure (5) or (6) on file for the duration of their association with the activity. Each Varsity Sport and Club Sport will have one Officer and/or Enlisted Representative at any one time. A coach who proposes to have more than one representative must provide the rationale to and receive approval from the DA.

6. Officer and Enlisted Representative Responsibilities. In the performance of their duties ECA, Varsity, and Club Sport Officer and Enlisted Representatives shall be responsible and accountable for the following:

a. Maintaining USNA standards of Honor and Conduct, appearance of the midshipmen, and enforcement of applicable USNA rules and regulations in accordance with reference (a). This responsibility is especially important while representing USNA on movement orders (MO).

b. Tracking eligibility requirements and enforcing rules for MO in accordance with reference (b).

c. Assisting coaches and staffs in aligning their guidance with existing rules and policies in references (a) and (h). Midshipmen participating in sports and ECAs will sometimes receive conflicting guidance from multiple authority figures. Officer and Enlisted Representatives can bridge communication gaps and productively resolve conflicts so that midshipmen are not trapped by differing requirements. All Officer and Enlisted Representatives should be knowledgeable about the Table of Priorities in reference (a) and special guidance for their particular activity in reference (h).

d. Assisting their midshipmen’s chain-of-command in adjudicating Conduct or Honor offenses. Though the Officer and Enlisted Representatives do not decide guilt or innocence, they can support the process by providing character references and inputs to remediation plans.

e. Maintaining high standards of safety and cleanliness in spaces being used by the ECA, Varsity Sport, or Club Sport. The Officer and Enlisted Representative will perform monthly inspections of all activity spaces.
f. All Officer Representatives and Enlisted Representatives need to ensure midshipmen on MO are aware of how to obtain healthcare while away from USNA.

(1) Access to Care Guidelines (Active Duty must possess a valid military identification).

   (a) In case of emergency: Considered a threat to life, limb, eyesight i.e., chest pain, severe bleeding, convulsions. Call 911 or seek care at the nearest civilian facility. You must call the Primary Care Manager (PCM) within 24 hours to report the visit or you may receive charges.

   (b) In case of non-emergency: Considered routine and same-day care. Authorization is required by your PCM prior to receiving care from civilian sources.

   (c) In case of out of area care first call the Health Care Finder for assistance in obtaining non-emergency care, then call your PCM for authorization. Notify the USNA Duty Officer (410) 293-5001 or any significant medical issues while on MO.

(2) Points of contact include:

   (a) PCM (after hours): 410-293-1758

   (b) TRICARE/Health Care Finder: 1-877-TRICARE

   (c) Customer Advocate: 410-293-CARE

7. ECA Officer and Enlisted Representative Responsibilities. In addition to the guidance in paragraph 5 of this instruction, ECA Officers and Enlisted Representatives shall be responsible and accountable for the following in the performance of their duties:

   a. Compliance and enforcement of ECA regulations set forth in reference (c). To ensure ECA regulations are issued to midshipmen members, Officer and Enlisted Representatives will personally explain the regulations governing ECA’s at the first general meeting.

   b. Financial management and accountability of equipment purchased through the MWF as outlined in reference (d) as well as by the ECA constitution and by-laws. The Officer and Enlisted Representative may delegate certain authority within the midshipmen organization, but are not relieved of the financial management and the equipment accountability responsibilities. Officer and Enlisted Representatives will ensure that no approval is given for the expenditure of funds exceeding the amounts allocated to the activity’s account and that no approval is given for purposes other than those authorized by the MWF board. Requests for an augmentation of funds or reallocation of approved funds will be submitted in writing to the Operations Officer via the MWF Manager.

   c. Ensure reports applicable to the activity, contained in reference (c) and (d) are properly prepared and submitted in time to reach the Commandant of Midshipmen prior to the due date.

   d. Track midshipmen ECA MO eligibility and the number of missed mandatory event MOs each midshipmen has been on. The abuse or loss of accountability for midshipmen traveling on
missed mandatory events MO for ECAs will result in the ECA losing all privileges.

e. The Officer and Enlisted Representative will review and get approval from the MWF manager for all items to be imprinted for distribution (i.e., t-shirts, website, posters, etc.). The Officer and Enlisted Representative will ensure the items to be distributed are of good taste, professional, and are representative of the USNA mission, midshipmen attributes, and Navy Core Values.

f. Ensure the membership roster is kept current in the MIDS program and eligibility rules are upheld. Failure to update rosters via the MIDS program on a monthly basis may result in suspension of the ECA.

g. Ensure special requests initiated by midshipmen are processed in a timely manner. All request chits will be individually certified by the Company Officer or Senior Enlisted Leader, verifying that midshipmen requesting to go on MO are eligible in accordance with reference (b), and that the latest Projected Semester Quality Point Rating is indicated on their chits.

h. Review all correspondence, speeches, social media, and material for good taste, quality and content that would reflect creditably on the author and USNA prior to any releases, presentations or publications. In addition, the classification of the material must be reviewed. The Officer and Enlisted Representative are directly responsible to the Commandant of Midshipmen for a discriminating review and the demonstration of good judgment in editing.

i. Ensure all guests are invited in accordance with reference (e).

j. Ensure midshipmen do not devote an excessive amount of time to the activity to the detriment of their academic curriculum.

8. Varsity Sports Officer Representative Responsibilities. In addition to the guidance in paragraph 5 of this instruction, Varsity Sport Officer Representatives shall be responsible and accountable for upholding and enforcing the guidelines set forth in references (f) and (h).

9. Club Sports Officer and Enlisted Representative Responsibilities. In addition to the guidance in paragraph 5 of this instruction, Club Sports Officer and Enlisted Representatives shall be responsible and accountable for upholding and enforcing the guidelines set forth in references (g) and (h).

10. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

11. Review Responsibility. The Commandant’s Operations Officer is responsible for the annual review of this instruction.

R. B. CHADWICK

Distribution:
Non-Mids (Electronically)
OFFICER REPRESENTATIVE APPLICATION FORM

(Date)

For Academic Year(s) ______

From: Commandant of Midshipmen, United States Naval Academy
To: Commandant of Midshipmen, United States Naval Academy
Via: Extracurricular Activities Officer, Stop 3A (As applicable)
      Director of Athletics, Stop 4D (As applicable)

Subj: APPLICATION FOR OFFICER REPRESENTATIVE

1. I desire to be considered for the position of Officer Representative of the following extracurricular activity, varsity sport, or club sport:

2. The following information is provided:

Name/Rank: __________________________

Division or Department: __________________________

Ext: ___________ Yard Mail Stop number: ___________

Home address: __________________________________

Home number: __________________________

Email address: __________________________

Date reported to USNA: ___________ PRD: ___________

Qualifications/Reasons for interest:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(Signature)

Enclosure (1)
FIRST ENDORSEMENT

From: Head, _______________ (Department)
To: Commandant of Midshipmen, United States Naval Academy
Via: Extracurricular Activities Officer, Stop 3A (As applicable)
      Director of Athletics, Stop 4D (As applicable)

Subj: APPLICATION FOR OFFICER REPRESENTATIVE

1. Forwarded, recommending approval/disapproval.

Signature (Applicant’s Direct Supervisor)
ENLISTED REPRESENTATIVE APPLICATION FORM

(Date)

For Academic Year(s)________

From: ______________________________
To: Commandant of Midshipmen, United States Naval Academy
Via: Extracurricular Activities Officer, Stop 3A (As applicable)
      Director of Athletics, Stop 4D (As applicable)

Subj: APPLICATION FOR ENLISTED REPRESENTATIVE

1. I desire to be considered for the position of Enlisted Representative of the following extracurricular activity, varsity sport, or club sport:

2. The following information is provided:

Name/Rank: ______________________________
Division or Department: ______________________________
Ext: __________ Yard Mail Stop number: __________
Home address: ______________________________________________________
Home number: ______________________________________________________
Email address: ______________________________________________________
Date reported to USNA: __________ PRD: __________

Qualifications/Reasons for interest:

______________________________________________________________
______________________________________________________________
______________________________________________________________

(Signature)

Enclosure (2)
FIRST ENDORSEMENT

From: Head, ________ (Department)
To: Commandant of Midshipmen, United States Naval Academy
Via: Extracurricular Activities Officer, Stop 3A (As applicable)
      Director of Athletics, Stop 4D (As applicable)

Subj: APPLICATION FOR ENLISTED REPRESENTATIVE

1. Forwarded, recommending approval/disapproval.

Signature (Applicant’s Direct Supervisor)
From: __________________ (Incumbent Officer Representative)  
To: Extracurricular Activities Officer, Stop 3A (As applicable)  
Director of Athletics, Stop 4D (As applicable)  
Via: Outgoing Officer Representative

Subj: OFFICER REPRESENTATIVE LETTER OF RELIEF

1. In company with my predecessor, I have reviewed all financial records, next year’s budget request, the activity constitution, all files, sighted all accountable equipment, and inspected the assigned spaces.

2. All pertinent files have been turned over to me.

3. No discrepancies were found to exist (or describe the discrepancies found as specifically applies to financial records, files, accountable equipment or spaces).

4. I hereby relieve _____________ as Officer Representative, ______ (Activity) ______.

______________________________  
Signature

FIRST ENDORSEMENT  
Date: ______

From: Officer Representative, ______ (Activity) ______  
To: Extracurricular Activities Officer (As applicable)  
Director of Athletics, Stop 4D (As applicable)

1. In company with relief, I have reviewed all records and files, including the financial records and the constitution. I have sighted with my relief all accountable equipment and jointly inspected the assigned spaces.

2. All records, files, and equipment data have been turned over to my relief.

______________________________  
Signature
From: ______________________ (Incumbent Enlisted Representative)
To: Extracurricular Activities Officer, Stop 3A (As applicable)
     Director of Athletics, Stop 4D (As applicable)
Via: Outgoing Enlisted Representative

Subj: ENLISTED REPRESENTATIVE LETTER OF RELIEF

1. In company with my predecessor, I have reviewed all financial records, next year’s budget request, the activity constitution, all files, sighted all accountable equipment, and inspected the assigned spaces.

2. All pertinent files have been turned over to me.

3. No discrepancies were found to exist (or describe the discrepancies found as specifically applies to financial records, files, accountable equipment or spaces).

4. I hereby relieve ________________ as Enlisted Representative, ______ (Activity) ______.

______________
Signature

FIRST ENDORSEMENT

Date: ______

From: Enlisted Representative, _____ (Activity) ______
To: Extracurricular Activities Officer (As applicable)
     Director of Athletics, Stop 4D (As applicable)

1. In company with relief, I have reviewed all records and files, including the financial records and the constitution. I have sighted with my relief all accountable equipment and jointly inspected the assigned spaces.

2. All records, files, and equipment data have been turned over to my relief.

______________
Signature

Enclosure (4)
From: Commandant of Midshipmen, United States Naval Academy  

To: NAME, USN  

Subj: APPOINTMENT TO THE POSITION OF OFFICER REPRESENTATIVE OF THE UNITED STATES NAVAL ACADEMY NAME OF TEAM  

Ref: (a) COMDTMIDNINST 1310.1F  
(b) COMDTMIDNINST 1710.14M  
(c) COMDTMIDNINST 4653.1Q  
(d) COMDTMIDNINST 5400.6T  
(e) COMDTMIDNINST 7041.1J CH-1  
(f) COMDTMIDNINST 5721.1E  

1. Pursuant to reference (a), you are hereby appointed as Officer Representative for the U.S. Naval Academy Name of Team. You shall familiarize yourself with references (a) through (f) and uphold the regulations and policies set therein. It is your responsibility to maintain U.S. Naval Academy standards of conduct and appearance on the team. Specifically, it is your duty to supervise enforcement and compliance with U.S. Naval Academy rules, regulations, and guidelines.  

2. If you have any questions or concerns about your responsibilities you should contact the Extracurricular Activities Officer, the Operations Officer, or the Deputy Commandant of Midshipmen.  

R. B. CHADWICK
From: Commandant of Midshipmen, United States Naval Academy
To: NAME, USN

Subj: APPOINTMENT TO THE POSITION OF ENLISTED REPRESENTATIVE OF THE UNITED STATES NAVAL ACADEMY NAME OF TEAM

Ref: (a) COMDTMIDNINST 1310.1F
(b) COMDTMIDNINST 1710.14M
(c) COMDTMIDNINST 4653.1Q
(d) COMDTMIDNINST 5400.6T
(e) COMDTMIDNINST 7041.1J CH-1
(f) COMDTMIDNINST 5721.1E

1. Pursuant to reference (a), you are hereby appointed as Enlisted Representative for the U.S. Naval Academy Name of Team. You shall familiarize yourself with references (a) through (f) and uphold the regulations and policies set therein. It is your responsibility to maintain U.S. Naval Academy standards of conduct and appearance on the team. Specifically, it is your duty to supervise enforcement and compliance with U.S. Naval Academy rules, regulations, and guidelines.

2. If you have any questions or concerns about your responsibilities you should contact the Extracurricular Activities Officer, the Operations Officer, or the Deputy Commandant of Midshipmen.

R. B. CHADWICK

Enclosure (6)