



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
COMMANDANT OF MIDSHIPMEN  
ANNAPOLIS MARYLAND 21402-1300

COMDTMIDNINST 1710.14M  
OPS  
AUG 21 2017

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1710.14M

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

Subj: EXTRACURRICULAR ACTIVITIES (ECA)

Ref: (a) COMDTMIDNINST 1310.1E  
(b) COMDTMIDNINST 4653.1Q  
(c) COMDTMIDNINST 5400.6T  
(d) COMDTMIDNNOTE 1710  
(e) USNAINST 5720.3F  
(f) COMDTMIDNINST 5721.1E  
(g) USNAINST 5721.2B  
(h) COMDTMIDNINST 7041.1J  
(i) COMDTMIDNINST 4730.1D  
(j) COMDTMIDNNOTE 5320  
(k) MEMO OF 10 FEB 17, ECA Fundraisers and Competitions

Encl: (1) Operating Procedures for ECAs  
(2) List of Current ECAs  
(3) End of Year Report Format  
(4) Inventory Report  
(5) Election Results  
(6) President's Letter of Relief  
(7) ECA Disposal Form

1. Purpose. To promulgate policy, procedures, and reports applicable to all ECAs. Enclosures (1) through (7) are germane.
2. Cancellation. COMDTMIDNINST 1710.14L.
3. Action. All ECAs will comply with the provisions listed herein.
4. Review Responsibility. The Extracurricular Activities Officer (ECAO) is responsible for the annual review of this instruction.

R. B. CHADWICK

Distribution:  
Non-Mids (Electronically)

### OPERATING PROCEDURES FOR ECAs

1. Responsibility. The Commandant of Midshipmen is responsible for all extracurricular activities. The Extracurricular Activities Officer (ECAO) will act for the Commandant on all matters of routine administration of these activities. A commissioned or non-commissioned officer attached to the United States Naval Academy (USNA) will act as the "Officer Representative" (O-Rep) or "Enlisted Representative" (E-Rep) for each Extracurricular Activity (ECA). Officer/Enlisted Representatives will abide by policies and procedures set forth in reference (a).

2. Mission. ECAs are those activities determined to add benefit to the Brigade of Midshipmen, the Naval Academy, or the United States Navy. They are established in order to allow midshipmen another ability to acquire leadership skills. Some ECAs are charged with carrying out official functions on behalf of the Superintendent, Commandant, and the Naval Academy in order to support the mission of the institution.

### 3. Rules and Regulations

a. Membership and participation. Participation in every ECA is voluntary and must complement, but not interfere with, the fundamental requirements and routines of the Brigade. Special procedures permitting deviations from the normal routine of the Brigade may be authorized on a case-by-case basis. Company Officers will grant final approval of membership and participation in ECAs based on midshipman's academic, professional, and PE performance records. Company Officers will pay particular attention to the number of ECAs a midshipman is involved in to ensure he/she does not become over-committed such that his/her participation detracts from the basic mission requirements. In general, plebes will be limited to two ECAs and upper-class midshipmen will be limited to three ECAs. Religious Activities do not count towards a midshipman's total. Exceptions to the limitation on ECAs may be extended to those midshipmen on the Superintendent's, Dean's, or Commandant's List, or as deemed appropriate by the Company Officer.

b. Eligibility. Members fall into one of four categories: Fully eligible, not eligible for Movement Orders (MO), non-representation, and suspended.

(1) Fully eligible. Those members who meet the eligibility requirements for Movement Orders Stipulated in reference (b).

(2) Not eligible for movement orders. Members who do not meet the weekend eligibility requirements delineated in reference (c) are not eligible to be on MO. Members who are not approved for MO may still practice and perform for events at the Naval Academy.

(3) Non-Representation Status. A midshipman will be placed in non-representation status if the Commandant or Deputy Commandant deems it necessary due to poor professional performance. While in non-representation status, the midshipman can still attend routine ECA

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meetings and rehearsals. They are not allowed to participate in any events where they would be representing the Naval Academy on or off the Yard.

(4) Suspended. A midshipman will be suspended from any and all participation if the Commandant, Deputy Commandant, or the Midshipman's Battalion or Company Officer deems it necessary due to poor academic, professional, or PE performance.

c. ECAs can meet in accordance with reference (c), subject to other scheduled mandatory events. Special requests to meet outside these times must be approved by Commandant Operations.

d. ECAs must have an O-Rep. Any non-USNA volunteer must submit a DD 2793, Volunteer Agreement Form, to the ECAO for approval by the Commandant Operations Officer (OPSO).

e. Rosters. The O-Rep of each activity shall ensure the activity president has input organization's roster into the Midshipmen Information Database System (MIDS) program no later than two weeks following the return of the Brigade. Rosters are to be verified and updated on a monthly basis in the MIDS system. Failure to verify rosters for two consecutive months may result in disestablishment of that ECA. Changes to a midshipman's status, as deemed necessary by the Company officer, will be directed to the ECA President or to the ECAO. Non-representation and suspended members will be changed to non-member status in MIDS database. Unless a midshipman is suspended, they will be listed on the roster.

f. Football Games. Attendance at all home football games is considered a military obligation and midshipmen will not be authorized to participate in ECAs during the games unless their activity supports the game (e.g., Navy Spirit, Drum & Bugle Corps, Cannoneers, etc.), or has been authorized by their chain of command, Commandant Operations, or other authority.

g. Size Restrictions. ECAs may be authorized to restrict the size of membership for reasons such as the nature of the club activities or available facilities; however, any restriction to club membership will be approved by the Commandant of Midshipmen via the ECAO.

h. Intramural Exemptions. A listing of in-season periods, squad sizes, and intramural/drill exemption totals for ECAs is contained in reference (d). Midshipmen who are intramural exempt will be required to maintain individual physical conditioning programs during the sports season for which they are exempt.

(1) General Criteria for additional intramural exemption requests. Intramural exemptions are only authorized for ECAs that practice during the intramural sports period from 1600 to 1800. In addition, organizations must have access to the practice facility during sports period for practices. Another consideration may be that the practice space that an ECA uses is only available during sports period and not during the evening activity period. Athletic ECAs are not automatically qualified for intramural exemptions. Additionally, to be intramural exempt, ECAs must be of a competitive nature, similar to intramural teams. Navy Spirit, Drum & Bugle Corps, Pipes & Drums, Silent Drill Team, YP Squadron, and Masqueraders are not normally required to submit annual intramural exemption requests. **All other ECAs must submit requests annually with their End Of Year Report.** Exemptions will be published in reference (d) annually.

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(2) Intramural exemptions are only valid during the in-season period of the ECA, as listed in reference (d). When not considered to be in-season, midshipmen will participate in a Varsity, Club, or Intramural sport.

i. Internet Protocol. Per reference (e), ECA websites are designated as, "Supplemental USNA websites maintained in an official capacity." Personnel acting in their official capacity shall maintain liaison with public affairs and operations staff to ensure staff and Brigade awareness of activities, events, and opportunities. Every ECA will ensure intranet websites are updated at the beginning and end of each semester.

j. Guest Speakers. Per reference (f), invitations to visiting and/or guest speakers will be restricted to those times authorized for ECAs. Activities are reminded that prior approval will be obtained before inviting a guest speaker. Civilian DVs and O-6 and above require Commandant's approval via the ECAO and OPSO prior to invitation; high visibility guests and VIPs will require further approval from the Superintendent IAW reference (g). The requesting ECA must submit their request to the ECA Officer **no later than 30 days prior** to the event. Only authorized, standardized gifts for guest speakers may be purchased with MWF funds. (Contact MWF personnel for information on which gifts are authorized.)

k. Non-Academy Affiliations. Midshipmen involved with ECAs will not organize any form of local entertainment or amusement, nor will they affiliate themselves with any fraternal or secret association within or outside of the Naval Academy without specific approval by the Commandant of Midshipmen. Any midshipman who is approached by a fraternal or secret association will report the matter immediately to his/her Company Officer.

l. Fundraising and Gifts. Detailed guidance is contained in reference (k). The ECAO will ensure that training is provided once a semester for all O-Reps to cover the processes and ethical considerations related to fundraising, gifts, donations, and competitions.

m. Gratuity. No midshipman will accept any gratuity as a result of participation in an ECA.

n. End of Year Report. The ECAO shall review the End of Year Report for each ECA. All End of Year Reports are due to the ECAO by the **1<sup>st</sup> week of April**. The proper format for the End of Year Report and its enclosures are contained in enclosures (3) through (6); electronic copies are available on the ECA intranet page. If an ECA is determined to have discrepancies, the organization will be presented to OPSO for review. OPSO will then convene a Review Board to determine whether the organization will remain in an active status. The members of the Review Board shall include: OPSO, ECAO, and any other involved parties (O-Rep, Club President, etc.). OPSO will forward a report of the board's findings and pertinent recommendation to the Commandant of Midshipmen. Following the review of End of Year Reports for each ECA, an election of ECA President's memorandum per enclosure (7) will be forwarded to OPSO.

o. Constitution and By-Laws. ECAs receive official recognition authorization for their existence from the constitution and by-laws approved by OPSO. Each will have a constitution and/or by-laws (sample copies may be obtained from the ECAO).

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p. New ECAs. A request for a new ECA must be made in writing to the Commandant of Midshipmen via ECAO and OPSO. Requests are reviewed annually by OPSO and ECAO as well as the Associate Dean of Academic Affairs and Military Deputy to the Athletic Director, when appropriate. Requests must be submitted to the ECAO by the third Friday in April and include the following:

- (1) Nature and purpose of the activity.
- (2) Approximate number and names of midshipmen interested in the activity (minimum of 20 – waivers may be granted for the minimum number on a case-by-case basis).
- (3) Financial assistance required and justification.
- (4) Facilities required. A statement from the officer or faculty member who supervises the facility requested shall be enclosed. This statement shall describe the impact of approval on other programs using the facility.
- (5) Organization and officers of the proposed activity.
- (6) Trips, privileges, or other support required.
- (7) Draft of proposed Constitution and/or by-laws.
- (8) Criteria for terminating the activity.
- (9) An explanation of the uniqueness of the proposed ECA. Additionally, a statement addressing why existing ECAs are unable to achieve the same fundamental purpose or a statement providing recommendations for deletions of existing similar ECAs must be included. If a deletion is recommended, a statement from the O-Rep of the affected ECA must be enclosed. This statement should evaluate the proposed ECAs ability to better serve the fundamental purpose of the existing ECA.
- (10) An estimate of the time commitment of the individuals who would be involved in the proposed ECA.
- (11) Certification that all assistants, coaches, instructors, etc., are midshipmen or members of the Naval Academy staff or faculty, or have submitted a DD 2793, Volunteer Agreement Form, for approval by OPSO.

q. Suspension. ECAs in a suspended status shall not meet as a group, travel, conduct any business, hold team practices, scrimmages, or games. Any pending MOs will be disapproved. ECAs in suspended status will be allowed to meet only to complete required paperwork that is due during their suspended status. ECAs will be disestablished for the remainder of the Academic Year and all of the following Academic Year if they are suspended twice in an Academic Year. An ECA may be suspended for any of the following reasons:

(1) Failure to represent the USNA in a good light while on MO by, but not limited to, being unprofessional, having members out of proper uniform and alcohol incidents.

(2) Failure to turn in required reports on time, including but not limited to, end of year reports and inventory reports. In addition, guest speaker requests for VIPs and O-6s must be submitted no less than 30 days prior to the event. Failure to do so will result in a warning. A second time in the same Academic Year will result in a suspension.

(3) Does not have a Commandant-assigned O-Rep or E-Rep. ECAs without an O-Rep or E-Rep will only be removed from suspended status when they have an O-Rep or E-Rep approved by the Commandant. Not having an O-Rep or E-Rep will not count towards the two suspensions in one Academic Year.

(4) At the discretion of OPSO.

r. Disestablishment. There are two ways an ECA can be disestablished: at the request of the ECA; or, at the direction of the Commandant. Some reasons the Commandant may direct disestablishment include: membership drops below 20; failure to submit required reports; two suspensions in one Academic Year; or, indications that the club is inactive.

s. Championships. Because ECAs are “extracurricular,” MOs may not always be approved – even for “championship events.” Factors that may affect the approval of “championship” events for ECAs are academic commitments (especially AcReserve weeks), other military obligations, the number of days requested to be absent from USNA, and the “type” of championship. For example, championships whose only qualification for participating is paying a fee (a “pay-to-play” championship vice qualifying to compete) might not be readily approved. Requests to participate in ECA championships will be submitted to Commandant Operations through the Associate Dean for Academic Affairs IAW the below timelines.

(1) To better plan for ECAs “championships,” ECAs must submit request for attendance at championships well in advance – this policy includes championships for which teams must qualify. For example, a team might not know if they will make it to their sports “championship” but they still need to request attendance well in advance, to prepare for the eventuality that they will qualify.

(2) The following timelines will be used:

(a) Requests for attendance at championships during the Fall Semester must be requested no later than Graduation Day in May of the preceding year.

(b) Requests for attendance at championships during the Spring Semester must be submitted no later than 15 October of the preceding fall semester.

(c) This advance request enables teams to enter their season knowing whether or not consideration will be given for ECA championship MOs. Approval may be rescinded at any time, if deemed necessary.

#### 4. Facilities

a. Assignment. On the authorization of the Commandant of Midshipmen, office workshop space is assigned through the ECAO by the Bancroft Hall First Lieutenant (1<sup>st</sup> LT). ECAs requiring additional space or modifications to existing spaces may submit requests in writing to the 1<sup>st</sup> LT via the ECAO. Door tags are required on each allotted space at all times. These tags may be obtained by submitting a memorandum request to the 1<sup>st</sup> LT or having one made at the Midshipmen Store.

b. Access. Only midshipmen who are listed on the membership roster in MIDS are authorized access to the assigned spaces. The privilege of using ECA spaces is denied automatically to any midshipman whose name is removed from the roster of the activity. Spaces are to be used only during authorized times. Whenever the assigned space is to be left unoccupied, it will be secured. Key or cipher lock combinations to each space should be turned over from one president to the next. The current president is responsible for the distribution and control of keys and cipher lock combinations. Combinations shall only be given out to ECA O-Reps, E-Reps, and ECA Midshipmen Officers.

c. End of Year Action. At the end of the Academic Year, but prior to Commissioning Week, the succeeding president will secure the club spaces and turn all keys over to incoming president. The succeeding president will submit an End of Year Report per enclosure (3) and a list of midshipmen (including email addresses) authorized access to their spaces during summer. Lock replacement and duplicate key requests will be submitted by memorandum to the 1<sup>st</sup> LT via the O-Rep and ECAO. Costs for these services will be charged to the club. Following Commissioning Week but no later than the second week of June, 1<sup>st</sup> LT will change cipher lock combinations. ECAO will report new combinations to ECA leadership and those authorized access during summer months.

d. Cleanliness. All ECA spaces must be clean and orderly. Personal clothing or equipment extraneous to the organization's purpose will not be left in assigned spaces at any time. Failure to maintain spaces may result in the ECA forfeiting their spaces.

(1) O-Reps shall inspect spaces on a monthly basis and make reports to ECAO and 1<sup>st</sup> LT. ECAO will inspect spaces quarterly, and OPSO and 1<sup>st</sup> LT will inspect spaces semi-annually.

(2) All ECA spaces will conduct alpha inspection with OPSO, ECAO, and 1<sup>st</sup> LT during final week of April.

(3) ECA spaces are NOT to be used for summer storage. Rather, they should be left in a condition that allows for prompt vacating during the summer months in order to support necessary maintenance or reallocation of ECA spaces.

e. Repair. ECA spaces in need of repair shall be reported to the 1<sup>st</sup> LT via the ECAO. Officer/Enlisted Representatives will instruct ECA Presidents to submit work requests for damaged facilities or spaces. Failure to submit the appropriate work request(s) for repairs in a timely manner will result in the loss of use of the space/facility.

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f. Additional Spaces. ECAs that require the use of a field or indoor space for practice are required to obtain prior approval for all practice times from the Athletic Facilities Manager. Facility availability and allocation will be re-verified on a semester basis.

## 5. Elections

a. ECAs will elect their presidents during the Spring semester. Elections shall be held no later than the week following Spring Break. Election results shall be reported to the ECAO via enclosure (5), submitted in conjunction with End-of-Year Reports during the first week of April. All active members are entitled to one vote. The election may be held in person or via online voting. Any other method of voting must be approved by OPSO.

b. Due to their nature, the following ECAs have continuing permission from OPSO to appoint a president and/or other officials without an election. Notification of new President should be made to the ECA Officer via a modified version of enclosure (5).

(1) ECAs whose presidents hold striper billets.

(2) Religious ECAs.

(3) Music Department / Brigade Support Activities.

(4) The LOG.

(5) Lucky Bag.

(6) Silent Drill Team.

(7) Navy Spirit.

c. Presidents should be current or rising 1/C Midshipmen who are performance satisfactory across academics, athletics, etc. If an ECA has no 1/C Midshipmen who are qualified members and/or willing to hold the position, then an underclassmen may serve as President.

d. The final approval authority for ECA Presidents is the Commandant of Midshipmen. The ECAO will present a consolidated list of ECA Presidents for his approval.

e. Activities that have committees, sub-committees, or other internal groups will elect members to these committees. Election procedures for these committees will conform to those prescribed for election of presiding midshipmen officers. All election procedures must be delineated in ECA Constitution and By-Laws or have prior approval of OPSO.

## 6. Inventories for Equipment Custody

a. Property valued at \$250 or more that is durable and lasting will be considered accountable and listed on the ECA's inventory. Each item will be labeled with an inventory sticker, supplied by the ECAO. Once a semester, a sight inventory will be conducted to include all items on the inventory report per enclosure (4). A hard copy of the inventory will be submitted to the ECAO.

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**The Fall inventory will be submitted before the beginning of the 6-weeks Academic Reserve Period. The Spring inventory will be submitted before the beginning of Spring Break.** The Spring inventory will be conducted jointly by the incoming and outgoing Presidents, as part of their turnover process and submitted in conjunction with End-of-Year Report.

b. The inventory report is separate from all financial reports due to MWF. For all financial reporting procedures, refer to reference (g).

c. The O-Rep will have ultimate responsibility for the accountability of property. O-Reps will ensure the semi-annual inventory report is properly submitted. O-Reps are responsible for damaged, destroyed, or missing equipment. In the event that property is damaged, destroyed, or missing, the O-Rep will ensure a Property Loss Form (DD Form 200) is filled out. The DD Form 200 can be obtained online. Specific instructions for the DD Form 200 are:

(1) Initiating the Investigation - The President is the initiator and will complete blocks 1-11.

(2) Reviewing Authority - The O-Rep is the reviewing authority and will review blocks 1-10 and complete block 12.

(3) Appointing Authority - The ECAO is the appointing authority and will review the findings and indicate approval/disapproval action in Block 13.

(4) Approving Authority - OPSO is the approving authority and will approve or disapprove the disposal action by completing block 14.

(5) Disposal Action - ECAO disposes of material in accordance with OPSO's decision.

d. Equipment requiring preventive maintenance shall be maintained as necessary. ECAs shall establish and maintain a proper Preventive Maintenance Schedule (PMS) in order to properly maintain their equipment.

e. Enclosure (7) should be used to document the disposal of property valued at \$250 or more. Property can be disposed of because it is no longer in use due to normal wear and tear or lack of need. Property shall be disposed of using the following hierarchy:

(1) Sell or transfer to another Morale, Welfare, and Recreation organization (including NABSD).

(2) Sell in an open manner to the following: midshipmen, USNA family, public.

(3) Properly disposed.

## 7. ECA Mark

a. The intramural-exempt ECAs listed in reference (d) do not receive PE marks. The ECA mark is designed to supplement the PE mark. For each of these ECAs, the ECAO will enter the ECA mark in the MIDS system at the end of the semester, using the following point scale.

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- (1) 3 – ECA President
- (2) 2 – ECA Officers
- (3) 1 – ECA Active Members
- (4) 0 – Non-Member

b. To ensure each midshipmen is given due credit, each O-Rep shall submit proper rosters in the MIDS System, designating ECA President, Officers, and active members.

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LIST OF CURRENT ECAS

ALLIES/Civil Military Relations	Filipino-American Club
Alpine Ski Team	Freethinkers and Atheists
Amateur Radio Club	French Club
American Sign Language (ASL)	German Club
Arabic Club	*Gospel Choir
Baptist Collegiate Ministries	Green Classroom Club
Bodybuilding Team	Golf
Cannoneers	*Halloween Concert
*Catholic Chapel Choir	Honor Societies
Catholic Daughters of America	Infantry Skills Team
Catholic Midshipmen Club	Information Warfare Group
Chess Club	*Instrumental Ensemble
Chinese Culture Club	International Midshipmen Club
Christian Science Organization	Investment Club
Color Guard	Italian-American Midshipmen Club
Constitutional Society	Japanese American Club
Crossfit	Jewish Midshipmen Club
Cru	Joy Bright Hancock Group
Dance Club	Korean-American Midshipmen Association
*Drum and Bugle Corps	Labyrinth
Debate Team	Latin American Studies Club
Dolphin Club	Latter Day Saints Club
Equestrian Team	Lucky Bag
Endurance Team	M-STEM
Engineering Abroad	Marksmanship Training Teams
Entrepreneurship	Martial Arts Club
Fellowship of Christian Athletes	Masqueraders
Field Hockey	

\*Men's Glee Club  
Men's Ice Hockey  
Men's Soccer  
Midshipmen Action Group  
Midshipmen Black Studies Club  
Midshipmen Fishing and Conservation Club  
Midshipmen for Life  
Midshipmen Volleyball Club (MVC)  
Model UN  
Mountaineering Club  
Muslim Midshipmen Club  
National Eagle Scout Association  
Native American Club  
Naval Academy Foreign Affairs  
Conference  
Naval Academy Leadership Conference  
\*Naval Academy Winter Musical  
Navigators  
Navy Beats  
Navy Paintball  
Navy Spectrum  
Navy Spirit  
Next Generation  
Officer Christian Fellowship  
Offshore Sail Training Squadron  
Omicron Delta Epsilon  
Orienteering Team  
Parachute Team  
\*Pipes and Drums  
\*Protestant Choir  
Protestant Midshipmen Club  
Rock Climbing Club  
Russian Studies Club  
Scuba Club  
Semper Fidelis  
Silent Drill Team  
Special Operations Team  
Stage Magician's ECA  
Strategic War Gaming  
Surface Navy Association  
Technology and Multimedia  
The Log Magazine  
\*Trident Brass  
Ultimate Frisbee Team  
USNA Knights of Columbus  
Vietnamese American Midshipmen Club  
VT-NA  
Water Polo  
\*Women's Glee Club  
Women's Gymnastics Club  
Women in Cybersecurity and Computing  
Yoga Club  
YP Squadron  
Young Life College  
*\* Indicates Musical Activities Department*

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**END OF YEAR REPORT FORMAT**

Date: \_\_\_\_\_

From: President, (Activity Name)  
To: Commandant of Midshipmen, U.S. Naval Academy  
Via: (1) Officer Representative  
(2) Extracurricular Activities Officer

Subj: END OF YEAR REPORT

Ref: (a) COMDTMIDNINST 1710.14M

Encl: (1) Inventory Report  
(2) Election results  
(3) President's turnover letter  
(4) List of members authorized summer access to ECA Spaces  
(5) Telephone Request  
(6) Work Request for repair of ECA assigned spaces

1. Per reference (a), all club equipment, as listed in enclosure (1), has been personally sighted and all custody record cards are current. Discrepancies are/are not noted and have/have not been corrected. Enclosures (2) through (6) are provided for review.
2. The constitution and by-laws have been reviewed. Revision is/is not necessary. (If applicable, briefly state when revision will be completed.)
3. In the past year, the (name of ECA) has (BRIEF description of your ECA's activities during the past year. Include vital statistics, i.e., competition results, lectures sponsored, etc.).
4. Next year (BRIEF description of proposed activities/plans for next year).
5. Next year the Officer Representative will be \_\_\_\_\_.

Signature  
W. T. DOOR

Enclosure (3)

**INVENTORY REPORT FOR PROPERTY (Replacement Cost>\$250.00)**

Date: \_\_\_\_\_

(Extracurricular Activity)  
(Date of Inventory)  
(Officer Representative)

Page \_\_\_ of \_\_\_

<u>Inventory No.</u>	<u>Item Nomenclature</u>	<u>Qty.</u>	<u>Replacement Cost</u>	<u>Condition</u>	<u>Current Value</u>
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REMARKS: (Include an explanation accounting for any items on the last report NOT appearing on this report)

Custody Signatures:

Officer Representative: \_\_\_\_\_ MIDN President: \_\_\_\_\_

Incoming MIDN President: \_\_\_\_\_  
(Spring Only)

ELECTION RESULTS

Date: \_\_\_\_\_

From: Midshipman \_\_\_\_\_  
To: Commandant of Midshipmen (Attn: Extracurricular Activities Officer)  
Via: Officer Representative, (Activity Name)

Subj: MIDSHIPMEN OFFICER ELECTION RESULTS

Ref: (a) COMDTMIDNINST 1710.14M

1. Elections were conducted for officers per reference (a).
2. Method of election was: *show of hands, anonymous ballot at meeting, online form.*
3. Number of active members:
4. Number who participated in voting:
5. The candidates for election were as follows:
  - a. President:  
2/C Josephine Midshipman  
2/C Joe Midshipman
  - b. Treasurer:  
2/C Josephine Midshipman  
2/C Joe Midshipman
6. The election results were as follows:
  - a. President: 2/C Josephine Midshipman – received 70% of the vote
  - b. Treasurer: 2/C Jose Midshipman – received 75% of the vote

Signature  
W. T. DOOR

**PRESIDENT'S LETTER OF RELIEF**

Date: \_\_\_\_\_

From: Midshipman (Incoming President)  
To: Commandant of Midshipmen (Attn: Extracurricular Activities Officer)  
Via: President, (Outgoing President)

Subj: LETTER OF RELIEF

1. In company with my predecessor, I have sighted all accountable equipment and inspected the assigned space.
2. All files, including the construction, membership roster, and copies of reports have been turned over to me.
3. No discrepancies were found. (Or describe the discrepancies found as specifically applies to financial records, files, accountable equipment or spaces.)
4. I hereby relieve Midshipman \_\_\_\_\_ as President of \_\_\_\_\_.

Signature  
W.T. Door

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FIRST ENDORSEMENT

Date: \_\_\_\_\_

From: President  
To: Commandant of Midshipmen (Attn: Extracurricular Activities Officer)  
Via: Officer Representative, (Activity Name)

1. In company with my relief, I have reviewed all records and files, including the inventory and the constitution. I have sighted with my relief all accountable equipment and jointly inspected the assigned spaces.
2. All records, files, and equipment custody cards accountable have been turned over to my relief.
3. I stand relieved as President of \_\_\_\_\_.

Signature  
W. T. DOOR

**ECA DISPOSAL FORM**

Item \_\_\_\_\_

Reason \_\_\_\_\_

Disposition (check one)

0 Transfer to another activity (list activity)

\_\_\_\_\_

0 Sale to authorized patron (list patron)

\_\_\_\_\_

0 Trash

\_\_\_\_\_  
O'Rep Signature/Date  
Transfer/Disposal

\_\_\_\_\_  
O'Rep Signature/Date  
Receiving

\_\_\_\_\_  
Midshipmen Rep Signature/Date  
Transfer/Disposal

\_\_\_\_\_  
Midshipmen Rep Signature/Date  
Receiving

\_\_\_\_\_  
ECAO Signature/Date

**ECA/Wardroom Inventory**

**MWF Document 110912**