COMMANDANT OF MIDSHIPMEN INSTRUCTION 1710.14P

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

Subj: EXTRACURRICULAR ACTIVITIES (ECA) AND MUSICAL ACTIVITIES (MA)

Ref: (a) COMDTMIDNINST 1310.1F
(b) COMDTMIDNINST 4653.1Q
(c) COMDTMIDNINST 5400.6V
(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) COMDTMIDNNOTE 4050
(l) USNAINST 5141.1A
(m) MEMO OF 10 Feb 17, ECA Fundraisers and Competitions

Encl: (1) Operating Procedures for ECAs
(2) Turnover Report Format
(3) Inventory Report
(4) Election Results
(5) President’s Letter of Relief
(6) ECA Disposal Form

1. Purpose. To promulgate policy, procedures, and reports applicable to all Extracurricular Activities (ECAs) and Musical Activities (MA). Enclosures (1) through (6) are germane.

2. Cancellation. COMDTMIDNINST 1710.14N.

3. Scope and Applicability. This instruction applies to all midshipmen at the U.S. Naval Academy (USNA) comprising of the Brigade of Midshipmen and ECA volunteers.

4. Action. All ECAs and MAs will comply with the provisions listed herein.
5. Record Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

6. Review and Effective Date. The Commandant’s Operations Officer is responsible for the annual review of this instruction. This instruction will automatically expire five years after the effective date unless reissued or otherwise canceled prior to the five-year anniversary date, or an extension has been granted.

T. R. BUCHANAN

Distribution:
Non-Mids (Electronically)
OPERATING PROCEDURES FOR ECAs

1. **Responsibility.** The Commandant of Midshipmen is responsible for all ECAs. 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 U.S. 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). The ECAO will appoint one ECA President as the “ECA Commander” who will liaise with all other ECA Presidents in matters of ECA administration and operations.

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

   a. 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.

   b. Per reference (1), MAs are defined and separate from ECAs.

   c. Brigade Support Activities (BSAs) are specific ECAs or MAs defined as those organizations whose existence is of special importance to USNA due to their representational value. Updates will be published in reference (d) as necessary. BSAs priorities are codified in reference (c).

3. **Rules and Regulations**

   a. Membership and participation. Company Officers will grant final approval of membership and participation in ECAs and MAs based on a midshipman’s academic, professional, and PE performance records. Company Officers will pay particular attention to the number of organizations a midshipman is involved in to ensure they do not become over-committed such that their participation detracts from basic mission requirements. In general, Plebes will be limited to two organizations and Upper-class Midshipmen will be limited to three organizations. Religious Activities do not count towards a midshipman’s total. Exceptions to the limitation may be extended to those midshipmen on the Superintendent’s, Commandant’s, or Dean’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, 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 MOs may still practice and perform for events at USNA.

(3) Non-Representation Status. A midshipman will be placed in non-representation status if the Commandant of Midshipmen or Deputy Commandant of Midshipmen deems it necessary due to poor professional performance. While in non-representation status, the midshipman can still attend routine organizational meetings and rehearsals. They are not allowed to participate in any events where they would be representing USNA on or off the Yard.

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

c. Per reference (c), ECAs and MAs can meet, subject to other scheduled mandatory events. Special requests to meet outside these times must be approved by the Commandant’s Operations Office.

d. ECAs and MAs 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’s Operations Officer (OPSO). Upon conclusion of the volunteer’s service by the volunteer supervisor, he/she must sign blocks 13 through 15 to terminate the existing agreement. DD 2793, Volunteer Agreement Form, may be terminated at any time.

e. Background checks. All non-USNA volunteers are required to submit to a background check in accordance with applicable USNA directives.

f. Rosters. The O-Rep of each activity shall ensure the ECA/MA President has input the organization’s roster into the MIDS database 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 organization’s president or to the ECAO. Non-representation and suspended members will be changed to non-member status on the activity’s respective roster in the MIDS database. Unless a midshipman is suspended, they will be listed on the roster.

g. Football Games. Attendance at all home football games is considered a military obligation and midshipmen will not be authorized to participate in organizations 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 proper authority.

h. Size Restrictions. Organizations 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 membership must be approved by the Commandant of Midshipmen via the ECAO. All requests are reviewed annually at the Spring ECA/MA Board. Organizations may submit either a revised
Constitution outlining their method of size restriction (continued tryouts) or a supplementary Action Memo with the group’s Turnover Report (groups expecting to limit size for only one year).

i. Intramural Exemptions. A listing of in-season periods, squad sizes, and intramural/drift exemption totals for ECAs/MAs 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/MAs that practice during the intramural sports period from 1600 to 1800. Additionally, organizations must have access to the practice facility during sports period for practices. Another consideration may be that the practice space that an organization 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/MAs must be of a competitive nature, similar to intramural teams. All organizations, including those previously exempt, must submit requests annually with their Turnover Report. Exemptions will be published in reference (d) annually.

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

j. Internet Protocol. Every ECA/MA will ensure respective USNA websites are updated at the beginning and end of each semester. Per reference (e), organizational websites separate from these USNA websites, including those on social media, are designated as “supplemental USNA websites maintained in an official capacity.” Personnel acting in their official capacity shall liaise with public affairs and the Commandant’s Operations staff to ensure faculty, staff, and Brigade awareness of activities, events, and opportunities.

k. Guest Speakers. Per reference (f), invitations to visiting and/or guest speakers will be restricted to those times authorized for ECAs/MAs. Activities are reminded that prior approval will be obtained before inviting a guest speaker. Civilian DVs and O-6 and above require Commandant of Midshipmen’s approval via the ECAO and OPSO prior to invitation; high visibility guests and VIPs will require further approval from the Superintendent per reference (g). The requesting organization must submit their request to the ECAO 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.)

l. Non-Academy Affiliations. Midshipmen involved with ECAs/MAs 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 their Company Officer.

m. Fundraising and Gifts. Detailed guidance is contained in reference (m). 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.
n. Gratuity. No midshipman will accept any gratuity as a result of participation in an ECA/MA.

o. Turnover Report. The ECAO shall review Turnover Reports for each ECA. The Music Department Director will review Turnover Reports for all Musical Activities and forward them to the ECAO. Organizations may complete and submit Turnover Reports **no earlier than the week following Winter Break and no later than the week following Spring Break**. This revised “turnover window” ensures the various organizations are able to synchronize the turnover process with their respective schedules and also provides those midshipmen assuming leadership roles the necessary mentorship and supervision from outgoing midshipmen leaders prior to graduation. The proper format for the Turnover Report and its enclosures are contained in enclosures (2) through (5); electronic copies are available on the ECA intranet page. If an organization is determined to have discrepancies, the organization will be presented to the OPSO for review. The 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.). The OPSO will forward a report of the board’s findings and pertinent recommendation to the Commandant of Midshipmen. Following the review of Turnover Reports for each organization, an election of ECA/MA President’s memorandum per enclosure (4) will be forwarded to the OPSO.

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

q. New ECA/MAs. A request for a new ECA/MA must be made in writing to the Commandant of Midshipmen via the ECAO and the OPSO. Requests are reviewed annually by the OPSO and the 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:


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 organization. Additionally, a statement addressing why existing ECAs/MAs are unable to achieve the same fundamental purpose or a statement providing recommendations for deletions of existing similar organizations must be included. If a deletion is recommended, a statement from the O-Rep of the affected organization must be enclosed. This statement should evaluate the proposed organization’s 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 organization.

(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 the OPSO.

r. Suspension. Organizations 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. Organizations in suspended status will be allowed to meet only to complete required paperwork that is due during their suspended status. Organizations 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 organization 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, turnover 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. Organizations 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 the OPSO.

s. Disestablishment. There are two ways an organization can be disestablished: at the request of the organization or at the direction of the Commandant of Midshipmen. Some reasons the Commandant of Midshipmen 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.

t. Championships. Because ECAs/MAs are “extracurricular,” MOs may not always be approved – even for championship events.
(1) Factors that may affect approval of championship events for ECAs are academic commitments (especially AcReserve weeks), other military obligations, number of days requested to be absent from USNA, and 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.

(2) Requests (i.e. Action Memos) to participate in ECA championships will be submitted to the Associate Dean for Academic Affairs via Commandant Operations at the earliest possible date (i.e. as soon as championship dates are finalized and published). Even if a team has not yet qualified and/or does not know if they will qualify for the championship events, they should still submit a request. This advance request enables teams, knowing whether or not consideration will be given for ECA championship MOs, to better prepare financially and logistically for their season. 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 (1st LT). Organizations requiring additional space or modifications to existing spaces may submit requests in writing to the 1st 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 1st LT or having one made at the Midshipmen Store. These allotted spaces are to be used for official ECA/MA activities only.

b. Access. Only midshipmen who are listed on the membership roster in MIDS are authorized access to the assigned spaces. The privilege of using 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/MA Midshipmen Officers.

c. Turnover Action. Upon completing turnover, the departing president will secure the spaces and turn all keys over to the incoming president. The departing president will submit a Turnover Report per enclosure (2) and a list of midshipmen (including email addresses) authorized access to their spaces during holidays (winter, spring break, summer). Lock replacement and duplicate key requests may be submitted by memorandum to the 1st LT via the O-Rep and the ECAO. Costs for these services will be charged to the organization. Following Commissioning Week but no later than the second week of June, the 1st LT will change cipher lock combinations. The ECAO will report new combinations to organizational leadership and those authorized access during summer months.

d. Cleanliness. All 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 forfeiture of space ownership.
(1) O-Reps shall inspect spaces on a monthly basis and make reports to the ECAO and 1st LT. The ECAO will inspect spaces quarterly, and the OPSO and 1st LT will inspect spaces semi-annually.

(2) All spaces will conduct alpha inspection with the OPSO, ECAO, and 1st LT during the final week of April.

(3) Organizational 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 various spaces.

e. Repair. Spaces in need of repair shall be reported to the 1st LT via the ECAO. Officer/Enlisted Representatives will instruct ECA/MA 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.

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 by-semester basis.

5. Elections

a. Organizations will elect their presidents during the flexible turnover window, as their training and competition schedule allows. Elections shall be held no earlier than the week following Winter Break and no later than the week following Spring Break. Election results shall be reported to the ECAO via enclosure (4) which will be submitted in conjunction with Turnover Reports. All active members are entitled to one vote. Elections may be held in person or via online voting. Any other method of voting must be approved by the OPSO.

b. Due to their nature, the following organizations have continuing permission from the OPSO to appoint a president and/or other officials without an election. Notification of a new president should be made to the ECAO via a modified version of enclosure (4).

(1) Organizations 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 rising 1/C Midshipmen who are performance satisfactory across academics, athletics, etc. If an ECA has no rising 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/MA Presidents is the Commandant of Midshipmen. The ECAO will present a consolidated list of ECA/MA 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 the organization’s Constitution and By-Laws or have prior approval of the OPSO.

6. Inventories for Equipment Custody

a. Individual items valued at $250 or more 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 (3). A hard copy of the inventory will be submitted to the ECAO. The Fall inventory will be submitted before the beginning of the 6-Weeks Academic Reserve Period. The Spring inventory will be conducted jointly by the incoming and outgoing Presidents, as part of their turnover process, and submitted in conjunction with the Turnover 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 DD200 can be obtained online. Specific instructions for the DD200 are:

(1) Initiating the Investigation - The President is the initiator and will complete blocks 1 through 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 – the OPSO is the approving authority and will approve or disapprove the disposal action by completing block 14.

(5) Disposal Action – the ECAO disposes of material in accordance with the OPSO’s decision.
d. Equipment requiring preventive maintenance shall be maintained as necessary. ECAs/MAs shall establish and maintain a proper Preventive Maintenance Schedule (PMS) in order to properly maintain their equipment.

e. Enclosure (6) should be used to document the disposal of items listed on an activity’s inventory. 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 / Athletic Performance (ATHPER) Score

   a. ECAs and MAs designated in reference (d) as Brigade Support Activities are authorized the following ECA marks to mirror the ATHPER score system:

      (1) 3 - ECA President

      (2) 2 - ECAOs

      (3) 1 - ECA Active Members

      (4) 0 - Non-Member

   b. The intramural-exempt sports ECAs listed in reference (d) do not receive any ATHPER scores. The ECA mark is designed to mimic the ATHPER score. For each of these ECAs, not to include BSAs, the ECAO will enter the ECA “1” mark in the MIDS system at the end of the semester.

   c. To ensure each midshipmen is given due credit, each O-Rep shall submit proper rosters in the MIDS System, designating ECA/MA President, Officers, and active members.
From: President, (Activity Name)  
To: Commandant of Midshipmen, U.S. Naval Academy  
Via: (1) Officer Representative  
(2) Extracurricular Activities Officer  

Subj: TURNOVER REPORT  

Ref: (a) COMDTMIDNINST 1710.14N  
Encl: (1) Inventory Report  
(2) Election results  
(3) President's turnover letter  
(4) List of members authorized summer access to Spaces (as applicable)  

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 (4) 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 organization'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
INVENTORY REPORT FOR PROPERTY (Replacement Cost>$250.00)

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

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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)

Enclosure (3)
ELECTION RESULTS

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

Subj: MIDSHIPMEN OFFICER ELECTION RESULTS

Ref: (a) COMDTMIDNINST 1710.14N

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

Enclosure (4)
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 constitution, 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  

FIRST ENDORSEMENT  

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
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

Enclosure (6)