



DEPARTMENT OF THE NAVY
OFFICE OF THE COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS MARYLAND 21402-5100

COMDTMIDNINST 1710.14Q
OPS
OCT 14 2020

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1710.14Q

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

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

Ref: (a) COMDTMIDNINST 1310.1H
(b) COMDTMIDNINST 4653.1Q
(c) COMDTMIDNINST 5400.6W
(d) COMDTMIDNNOTE 1710
(e) USNAINST 5720.3F
(f) COMDTMIDNINST 5721.1F
(g) USNAINST 5721.2B
(h) COMDTMIDNINST 7041.1J
(i) COMDTMIDNINST 4730.1D
(j) COMDTMIDNNOTE 5320
(k) COMDTMIDNNOTE 4050
(l) COMDTMIDNINST 6110.4

Encl: (1) Turnover Report
(2) Inventory Report for Property
(3) Election Results
(4) President's Letter of Relief
(5) ECA Disposal Form
(6) Action/Decision Memo (Sample)

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

2. Cancellation. COMDTMIDNINST 1710.14P.

3. Scope and Applicability. All personnel assigned to the U.S. Naval Academy (USNA), contract support staff, and ECA/MA volunteers shall familiarize themselves with the USNA ECAs and MAs regulations and policies listed in references (a) through (l).

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

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5. Information. ECAs and MAs are those activities determined to add benefit to the Brigade of Midshipmen, USNA, or the U.S. Navy. They are established to provide midshipmen leadership opportunities, and some 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 and MA is voluntary and must complement, but not interfere with the fundamental requirements and routines of the Brigade. Special procedures permitting deviations from normal routine of the Brigade may be authorized on a case-by-case basis.

b. Brigade Support Activities (BSAs) are specific ECAs and MAs defined as those organizations whose existence is of special importance to USNA due to their representational value. BSAs retain higher status on the Table of Priorities in reference (c) and eligibility requirement per reference (b).

6. Responsibility. The Commandant of Midshipmen is responsible for all ECAs and MAs. The Extracurricular Activities Officer (ECAO) will act for the Commandant of Midshipmen on all matters of routine administration of ECAs and the Director of Musical Activities (DMA) for MAs. A commissioned or non-commissioned officer attached to USNA will act as the "Officer Representative" (O-Rep) or "Enlisted Representative" (E-Rep) for each 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

7. 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 physical education performance records per references (b) and (c). In general, plebes will be limited to two organizations and upper-class midshipmen will be limited to three organizations. 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.

Note: Religious ECAs do not count towards a midshipman's total.

b. ECAs and MAs shall meet during designated times per reference (c). Any special requests to meet outside of these times must be approved by the Commandant's Operations Office.

c. Volunteers. All non-USNA volunteers are subject to a background check in accordance with applicable USNA directives. They shall submit a DD 2793 – Volunteer Agreement Form and Volunteer Application Form to the ECAO/DMA, as applicable. Upon conclusion of the volunteer's service, they shall sign blocks 13 through 15 to terminate the existing agreement. DD 2793 may be terminated at any time.

d. 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 a month following the return of the

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Brigade. Rosters are to be verified and updated on a monthly basis in the MIDS. Failure to verify rosters for two consecutive months may result in disestablishment of that ECA.

e. 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/DMA. All requests shall be submitted in writing as a supplementary action memo to the group's Turnover Report. All requests shall be reviewed annually at the Spring ECA/MA Board.

f. Intramural Exemptions. A listing of in-season periods, sizes, and drill exemption total for Naval Academy Athletic Association, ECAs, and MAs are listed in reference (d). All ECA/MA intramural exemption requests, including those previously exempt, shall be submitted annually in writing as a supplementary action memo to the group's Turnover Report for the next academic year. All requests shall be reviewed annually at the Spring ECA/MA Board.

g. Guest Speakers. Requests shall be submitted per reference (f) prior to any invitation. Civilian DVs and O-6 and above requires the Commandant of Midshipmen's approval; high visibility guests and VIPs require approval from the Superintendent per reference (g). Invitations to visiting and/or guest speakers will be restricted to authorized times per reference (f).

h. Non-Academy Affiliations. Midshipmen shall not organize any form of local entertainment or amusement, nor affiliate themselves with any fraternal or secret association within or outside of USNA without specific approval from the Commandant of Midshipmen. Any midshipman who is approached by a fraternal or secret association will report the matter immediately to their Company Officer.

i. Fundraising and Gifts acceptance procedures must be followed per reference (h).

j. Gratuity. Midshipmen shall not accept any gratuity as a result of ECA/MA participation.

k. Constitution and By-Laws. All ECAs shall receive official recognition authorization for their existence from the constitution and By-Laws approved by the Operations Officer (OPSO).

l. Turnover Report. The ECAO shall review Turnover Reports for each ECA and the DMA shall review Turnover Reports for all Musical Activities and forward them to the ECAO. Organizations shall complete and submit Turnover Reports **no earlier than the week following Winter Break and no later than the first Monday in April**. The proper format for the Turnover Report and its enclosures are contained in enclosures (1) through (5); electronic copies are available on the ECA intranet page. All contents of the report will be reviewed annually at the Spring ECA/MA Board.

m. New ECA/MAs. A request for a new ECA/MA shall be made in writing to the Commandant of Midshipmen via the ECAO and the OPSO by the **third Friday in April** each year. Requests are reviewed annually at the Spring ECA/MA Board by the ECAO, OPSO, and the Commandant of Midshipmen. Requests shall follow the format in enclosure (6).

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n. Suspension. Organizations in a suspended status shall not meet as a group, travel, conduct any business, hold team practices, scrimmages, or games and any pending Movement Orders (MO) shall be denied. Suspended organizations shall only be allowed to meet to complete required paperwork that is due during their suspended status. Any two suspensions within one academic year will add an additional 12 month suspension. An organization may be suspended for any of the following reasons:

(1) Failure to represent USNA in a good light while on MO per reference (b). Reasons include but are not limited to, being unprofessional, having members out of proper uniform, or alcohol incidents.

(2) Failure to turn-in required reports on time, such as turnover reports and inventory reports.

(3) Failure to follow invitation guidelines per reference (f) for guest speakers or visitors.

(4) Failure to have a Commandant-assigned O-Rep. Organizations without an O-Rep shall only be removed from suspended status when they have an O-Rep approved by the Commandant of Midshipmen. Not having an O-Rep will not count toward the two suspensions in one Academic Year.

(5) At the discretion of the OPSO and/or the Commandant of Midshipmen.

o. Disestablishment. The Commandant of Midshipmen may direct disestablishment if membership drops below 20, the ECA fails to submit required reports, or upon indications that the ECA is inactive. A request for ECA disestablishment shall be made in writing to the Commandant of Midshipmen via the ECAO and the OPSO.

p. Championships. Request to participate in National Championship events will be considered case by case.

(1) Factors that affect approval of championship events for ECAs are academic commitments, other military obligations, number of days requested to be absent from USNA, and type of championship.

(2) Requests to participate in ECA championships shall be submitted to the ECAO no later than the start of each semester. Procedures are outlined in reference (d). Approval may be rescinded at any time, if deemed necessary.

8. Facilities

a. Assignment. A space is assigned through the ECAO by the OPSO. Organizations requiring additional space or modifications to existing spaces shall submit requests in writing to the 1st Lieutenant (1st LT) via the ECAO. Each space shall have a door tag, which can be obtained by submitting a written request to the 1st LT or having one made at the Midshipmen Store. These spaces are to be used for official ECA/MA activities only. The 1st LT will change cipher lock combinations following Commissioning Week but no later than second week of June

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and the ECAO shall provide new combinations to organizational leadership and those authorized access during summer months.

b. Access. Only midshipmen who are listed on the membership roster in MIDS are authorized access to the assigned spaces. Spaces shall only be used during authorized times. Whenever the assigned space is to be left unoccupied, it shall be secured. Key or cipher lock combinations to each space shall be turned over from one president to the next. The current president shall be 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 turnover, the outgoing president will secure spaces and turn all keys over to the oncoming president. The outgoing president shall list midshipmen, including email addresses, requiring access to spaces during holidays. Lock replacement and duplicate key requests shall be submitted by written request to the 1st LT via the O-Rep and the ECAO. Costs for these services will be charged to the organization.

d. Cleanliness. All spaces shall be clean and orderly. **Personal clothing or equipment shall 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. The ECAO shall inspect spaces quarterly, and the OPSO and 1st LT shall inspect spaces semi-annually.

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

(3) Organizational spaces shall NOT to be used for summer storage of personal belongings.

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 shall 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 shall obtain prior approval for all practice times from the Athletic Facilities Manager. Facility availability and allocation shall be re-verified on a by-semester basis.

9. Elections

a. Organizations shall elect their presidents **no earlier than the week following Winter Break and no later than the week following the first Monday in April.** Election results shall be reported to the ECAO via enclosure (3) as a part of 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.

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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 (3).

(1) Religious ECAs

(2) All Musical Activities

(3) Organizations whose officers hold striper positions (designated via striper selection process)

c. Presidents should be a rising 1/C Midshipman whose performance is satisfactory across all areas. An ECA without a rising 1/C Midshipman who are qualified and/or willing to hold the position, may have an underclassman 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 annually at the Spring ECA/MA Board.

e. All election procedures shall be delineated in the organization's Constitution and By-Laws or have prior approval of the OPSO, with the exception of those listed in paragraph 9.b above.

f. Activities that have committees, sub-committees, or other internal groups shall elect members to these committees. Election procedures for these committees shall conform to those prescribed for election of presiding midshipmen officers.

10. Inventories for Equipment Custody

a. Individual items valued at \$1,000 or more will be considered accountable and listed on the ECA's and MA's inventory. Each item shall be labeled with an inventory sticker supplied by the ECAO. A sight inventory shall be conducted each semester for all necessary items on the inventory report per enclosure (2). A hard copy of the inventory will be submitted to the ECAO or DMA for MAs. The fall inventory shall be submitted before the **second Monday in November** and the spring inventory shall be conducted jointly by the incoming and outgoing Presidents, as part of their turnover process, and submitted in conjunction with the Turnover Report by **no earlier than the week following Winter Break and no later than the first Monday in April**.

b. The inventory report is separate from all financial reports due to Midshipmen Welfare Fund. For all financial reporting procedures, refer to reference (f).

c. The O-Rep shall have ultimate responsibility for the accountability of property. O-Reps shall 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 shall 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 shall complete blocks 1 through 11.

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

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

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

(5) Disposal Action – the O-Rep disposes of material in accordance with the OPSO’s decision.

d. Enclosure (5) shall be used to document the disposal of items listed on an activity’s inventory. Property shall be disposed of using the following hierarchy:

(1) Sell or transfer to another Morale, Welfare, and Recreation organization including Naval Academy Business Services Division.

(2) Properly disposed.

11. ECA Mark/Athletic Performance (ATHPER) Score

a. ECAs and MAs designated in reference (d) as Brigade support activities shall receive the following ECA marks to mirror the ATHPER score system:

(1) 3 – ECA/MA President

(2) 2 – ECA/MA Officers

(3) 1 – ECA/MA Active Members

(4) 0 - Non-Member

b. Other intramural exempt ECAs/MAs listed in reference (d) shall receive “1” ECA mark in MIDS at the end of the semester.

12. Records 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>.

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

13. Review and Effective Date. The Commandant's Operations Officer will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.



T. R. BUCHANAN

Distribution:
Non-Mids (Electronically)

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TURNOVER REPORT

DD Mmm YY

From: MIDN First Last, President of (Activity Name)
To: Commandant of Midshipmen, U.S. Naval Academy
Via: (1) Rank First Last, USN/USMC, Officer Representative
(2) Extracurricular Activities Officer
(3) Director of Musical Activities

Subj: TURNOVER REPORT

Ref: (a) COMDTMIDNINST 1710.14Q

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 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
F. M. LAST

Enclosure (1)

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INVENTORY REPORT FOR PROPERTY (Replacement Cost>\$1000.00)

DD Mmm YY

(Extracurricular Activity / Musical 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:

Custody Signatures:

Officer Representative: _____

MIDN President: _____

Incoming MIDN President: _____

(Spring Only)

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ELECTION RESULTS

DD Mmm YY

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

Subj: MIDSHIPMEN OFFICER ELECTION RESULTS

Ref: (a) COMDTMIDNINST 1710.14Q

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
F. M. LAST

Enclosure (3)

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PRESIDENT'S LETTER OF RELIEF

DD Mmm YY

From: MIDN First Last, Incoming President, (Activity Name)
To: Commandant of Midshipmen (Attn: Extracurricular Activities Officer)
Via: MIDN First Last, Outgoing President, (Activity Name)

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

F. M. LAST

FIRST ENDORSEMENT

DD Mmm YY

From: MIDN First Last, Outgoing President, (Activity Name)
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

F. M. LAST

Enclosure (4)

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ECA DISPOSAL FORM

Item _____

Reason _____

Disposition (check one)

Transfer to another activity (list activity)

 Sale to authorized patron (list patron)

 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 Inventory

MWF Document 110912

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ACTION/DECISION MEMO (SAMPLE)

DD Mmm YYYY

FOR: COMMANDANT OF MIDSHIPMEN, U.S. NAVAL ACADEMY (ALL CAPS)

FROM: ORIGINATORS RANK NAME, DEPARTMENT OR DIVISION

SUBJECT: ALL CAPS, SHORT, AND DIRECT TO THE POINT

REFERENCE: (a) COMDTMIDNINST 1710.14Q

DISCUSSION: Request to start "(New ECA Title)" for the purpose of "(Reason)." All supporting documents per reference (a) are attached.

BACKGROUND:

- a. Nature and purpose of the activity.
- b. Uniqueness of the activity. A statement addressing why existing ECAs/MAs are unable to achieve the same fundamental purpose.
- c. Number of midshipmen interested in the activity. Full list as Tab A. (Minimum of 20; waivers may be granted for the minimum number on a case-by-case basis).
- d. Facilities. A statement from the Officer or faculty member who supervises the facility requested shall be enclosed as Tab B. This statement shall describe the impact of approval on other programs using the facility. If requesting one, provide a memorandum with size request as Tab B.
- e. Organization and Officers of the proposed activity.
- f. Planned activities, such as trips, conferences, competitions and an estimate of the time commitment.
- g. Draft of proposed Constitution and/or by-laws is included as Tab C.
- h. All other necessary paperwork is enclosed as Tab D (O/E-Rep application and endorsement letters).
- i. If high risk, include a standing ORM and all applicable paperwork per ref (1) as TAB E. (Certification for all assistants, coaches, instructors, a DD 2793, Volunteer Agreement Form).

WAY AHEAD: Why it is necessary and/or acceptable for the Commandant of Midshipmen to approve or sign the recommended action?

RECOMMENDATION: Commandant of Midshipmen approves by initialing as appropriate.

Approve _____ Disapprove _____

Enclosure (6)

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ATTACHMENTS:

Tab (A): List of interested midshipmen

Tab (B): Facilities approval / request

Tab (C): Draft Constitution / By-Laws

Tab (D): O/E-Rep Application / Endorsement Letters

Tab (E): High Risk ORM / Credentials