



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

COMDTMIDNINST 1310.1H
OPS
MAY 05 2020

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1310.1H

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

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

Ref: (a) COMDTMIDNINST 5400.6V
(b) COMDTMIDNINST 4653.1Q
(c) COMDTMIDNINST 1710.14P
(d) COMDTMIDNINST 7041.1J
(e) COMDTMIDNINST 5721.1F
(f) DIRATHINST 1710.18
(g) DIRATHINST 1710.17
(h) COMDTMIDNNOTE 1710

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

1. Purpose. To detail the application and designation procedures and responsibilities for Officer and Enlisted Representatives of Extracurricular Activities (ECA), Musical Activities (MA), Varsity Sports, and Club Sports.

2. Cancellation. COMDTMIDNINST 1310.1G.

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. All Officer and Enlisted Representatives for each ECA, MA, Varsity Sport, and Club Sport are designated 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. At the beginning of every Academic Year, a training session to review the contents of this instruction, expectations with respect to fundraising, gifts, etc. shall be provided by the Midshipmen Welfare Fund (MWF) Manager, the Commandant of Midshipmen's Legal Advisor, and the Extracurricular Activities Officer (ECAO).

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5. Action

a. Officer and Enlisted Representative applications must be endorsed by the applicant's direct supervisor using enclosure (1) and (2), and shall be routed to the Commandant of Midshipmen for approval.

(1) All Varsity Sport Officer Representatives must be paygrade O-3 or higher and are required to re-apply every Academic Year.

(2) Varsity or Club Sport Officer Representatives are subject to NAAA Employee Conflict of Interest Policy, which prohibits relationships that can be perceived as a conflict to the Officer Representative obligations.

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

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

(2) The current listing of Varsity and Club 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.

c. Officer and Enlisted Representatives shall make resignation requests in writing to the Commandant of Midshipmen via the ECAO, Director of Musical Activities, or DA, prior to relinquishing duties as Officer or Enlisted Representative and provide reason(s). The Commandant of Midshipmen is the only authority for terminating or relieving any Officer or Enlisted Representative.

d. Off-going Officer and Enlisted Representatives are responsible for identifying their relief. They will conduct a thorough turnover to include a review of this instruction, inventory of any applicable equipment, and inspection of any applicable spaces. They shall document completion of turnover using enclosure (2), as appropriate, and the incoming shall submit an application via their direct supervisor using enclosure (1) per paragraphs 5.a and 5.b.

e. Every Officer and Enlisted Representative associated with an ECA, MA, Varsity Sport, or Club Sport must have a designation letter on file for the duration of their association with the activity. Each Varsity Sport or Club Sport will have one Officer and/or Enlisted Representative at any time. A coach who proposes to have more than one representative must receive approval from the DA.

6. Officer and Enlisted Representative Responsibilities. ECA, MA, 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 per reference (a).

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b. Tracking eligibility requirements and enforcing rules for each Movement Order (MO) per reference (b).

c. Assisting coaches and staffs in aligning their guidance with existing rules and policies in references (a) and (h), especially regarding 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.

e. Maintaining high standards of safety and cleanliness in spaces being used by the ECA, MA, Varsity Sport, or Club Sport. The Officer and Enlisted Representative shall perform monthly inspections of all activity spaces.

f. Informing midshipmen on MO 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, and eyesight, such as chest pain, severe bleeding, and 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: 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 of any significant medical issues.

(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 6 of this instruction, ECA Officer and Enlisted Representatives shall be responsible for the following:

a. Enforcing ECA regulations compliance set forth in reference (c).

b. Managing and accounting for finances and 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

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are not relieved of the financial management and the equipment accountability responsibilities. Officer and Enlisted Representatives shall 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 shall be submitted in writing to the Commandant's Operations Officer via the MWF Manager.

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

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

e. Reviewing and receiving approval from the MWF Manager for all items to be imprinted for distribution, such as t-shirts and posters. 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. Ensuring the membership roster is kept current in the MIDS and eligibility rules are upheld. Failure to update rosters via the MIDS on a monthly basis may result in suspension of the ECA per reference (c).

g. Ensuring special requests initiated by midshipmen are processed in a timely manner.

h. Reviewing all correspondence, speeches, social media, and material for good taste, quality and content including material classification that would reflect poorly on the author and the USNA prior to any releases, presentations or publications. The Officer and Enlisted Representative are directly responsible to the Commandant of Midshipmen for the demonstration of good judgment in editing.

i. Ensuring all guests are invited per reference (e).

j. Ensuring 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 6 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). An Officer Representative shall accompany their Varsity team on all MOs. If unable, another Officer Representative must travel in their stead. Deviations shall be approved by the Deputy Commandant of Midshipmen.

9. Club Sports Officer and Enlisted Representative Responsibilities. In addition to the guidance in paragraph 6 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).

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10. 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>.

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.

11. Review and Effective Date. Per OPNAVINST 5215.17A, the Commandant's Operations Officer will review this instruction annually on the anniversary of its 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. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the five year anniversary date, or an extension has been granted.



T. R. BUCHANAN

Distribution:
Non-Mids (Electronically)

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OFFICER/ENLISTED REPRESENTATIVE APPLICATION FORM

DD MMM YYYY

For Academic Year(s): _____

From: _____
 To: Commandant of Midshipmen, U.S. Naval Academy
 Via: (1) Extracurricular Activities Officer (As applicable)
 (2) Director of Athletics (As applicable)
 (3) Director of Musical Activities (As applicable)

Subj: APPLICATION FOR OFFICER/ENLISTED REPRESENTATIVE

1. I desire to be considered for the position of Officer/Enlisted Representative of the following Extracurricular Activity, Musical 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)

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DD Mmm YY

FIRST ENDORSEMENT

From: Head, _____ (Department)

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

Via: (1) Extracurricular Activities Officer (As applicable)

(2) Director of Athletics (As applicable)

(3) Director of Musical Activities (As applicable)

Subj: APPLICATION FOR OFFICER/ENLISTED REPRESENTATIVE

1. Forwarded, recommending approval/disapproval.

Signature (Applicant's Direct Supervisor)

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OFFICER/ENLISTED REPRESENTATIVE LETTER OF RELIEF

DD Mmm YY

From: _____ (Prospective Officer/Enlisted Representative)

To: Extracurricular Activities Officer (As applicable)
Director of Athletics (As applicable)
Director of Musical Activities (As applicable)

Via: Outgoing Officer Representative

Subj: OFFICER/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, and 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/Enlisted Representative, ____ (Activity) _____.

Signature

DD Mmm YY

FIRST ENDORSEMENT

From: Officer/Enlisted Representative, ____ (Activity) _____

To: Extracurricular Activities Officer (As applicable)
Director of Athletics (As applicable)
Director of Musical Activities (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 (2)

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(SAMPLE)

OFFICER REPRESENTATIVE/ENLISTED DESIGNATION LETTER

1301

From: Commandant of Midshipmen, U.S. Naval Academy
To: RANK First Last, USN or USMC

Subj: APPOINTMENT TO POSITION OF OFFICER / ENLISTED REPRESENTATIVE OF
THE (NAME OF ACTIVITY)

Ref: (a) COMDTMIDNINST 1310.1G
(b) COMDTMIDNINST 1710.14P
(c) COMDTMIDNINST 4653.1Q
(d) COMDTMIDNINST 5400.6V
(e) COMDTMIDNINST 7041.1J
(f) COMDTMIDNINST 5721.1F

1. Pursuant to reference (a), you are hereby appointed as Officer / Enlisted Representative for the (Name of Activity). 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.

T. R. BUCHANAN

Enclosure (3)