From: Commandant of Midshipmen
Subj: REQUESTS FOR MIDSHIPMEN ESCORTS

Ref: (a) COMDTMIDNINST 1601.8K
     (b) COMDTMIDNINST 11100.2K

1. Purpose. To promulgate procedures for processing requests for Midshipmen escorts for educators, candidates, and other guests of the Brigade.

2. Cancellation. COMDTMIDNINST 1601.7H.

3. Responsibilities
   a. The Midshipmen Activities Officer (MAO), Commandant’s Operations Department, is responsible for the coordination of escort requirements. The MAO will task the Brigade Operations Officer to provide escorts as requested.
   b. The Brigade Operations Officer will assign the Midshipmen chain of command to obtain the escorts and will provide a list of escorts to the MAO prior to the event.
   c. The Officer of the Watch, Main Office is responsible for obtaining escorts in short notice situations and when the MAO is not available after hours and on weekends.
   d. In accordance with reference (a) and this instruction, escorts are to be assigned via the MAO with the exception of Naval Academy Athletic Association sponsored candidates. Escort assignments in those cases will be per reference (b).

4. Action
   a. Divisions and Departments requesting Midshipmen escorts are responsible for contacting the MAO via email at least two weeks in advance of the event.
   b. The Commandant Operations Officer may refuse escort assignments should the request not be made two weeks in advance or be in alignment with the Naval Academy mission.

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

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