COMMANDANT OF MIDSHIPMEN INSTRUCTION 1601.8K

From: Commandant of Midshipmen

Subj: ESCORTING AND BERTHING OF QUALIFIED CANDIDATES

Encl: (1) Escort Assignment Timeline

1. Purpose. To define the procedures for escorting and berthing qualified Naval Academy candidates in Bancroft Hall.

2. Cancellation. COMDTMIDNINST 1601.8J

3. Discussion. The Director of Admissions offers qualified candidates the opportunity to observe the daily routine of a Midshipman Fourth Class at the U.S. Naval Academy. A qualified candidate is defined as an applicant who has met the Naval Academy’s minimum scholastic and physical entrance requirements. The candidate will observe the routine of his/her escort for a day and a half, from 2100 on Thursday until 1100 on Saturday of selected weekends.

4. Action
   a. Strategic Outreach Office
      (1) Invite qualified candidates to observe the daily routine at the Naval Academy.
      (2) Provide the Brigade Operations Officers and Midshipmen Activities Officer with the number of escorts required for each selected weekend.
      (3) Provide the Midshipmen Food Service Division with the number of candidates dining in King Hall for each selected weekend.
      (4) Brief candidates and parents on arrival regarding the program’s schedule of events and the regulations of the Naval Academy.
      (5) Provide the Officer-of-the-Watch with a list of candidates and their escort’s name and company for each weekend visit.
   b. Commandant of Midshipmen Operations Officer. The Midshipman Activities Officer will coordinate with Brigade and Company Operations Officers for escort assignment as delineated in enclosure (1).
   c. Company Operations Officer
      (1) When tasked, obtain highly motivated and professional Midshipmen volunteers for escort duties. Submit escort list to Company Officer for approval.
(2) Midshipmen selected must not be deficient in performance, conduct, academics, or physical education.

(3) Assign one 1/C Midshipman from each company to serve as senior escort. This escort shall meet all the candidates assigned to their respective company, bring them to company area and introduce them to their assigned escort. This function is intended to ensure a positive first impression on parents and escorts as well as alleviate potential congestion in the pick up locations.

d. Midshipman Escort

(1) Be familiar with the contents of this instruction.

(2) Obtain a cot and bedding for the candidate, as appropriate. Cots shall be rigged and made ready for the candidate prior to their arrival. One cot per company shall be rigged and prepared as standby in case extra candidates arrive or if an escort can no longer fully comply with this instruction.

(3) Ensure candidate adheres to the escort's routine and conforms to appropriate Midshipmen Regulations. The escort will accompany the candidate at all times in Bancroft Hall.

e. First Lieutenant Bancroft Hall. Ensure sufficient cots are available to accommodate candidates.

f. Bancroft Hall Medical Duty Officer. Coordinate emergency medical treatment for any candidate injured while visiting the U.S. Naval Academy.

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

R. L. SHEA
By direction

Distribution:
Non-Mids (Electronically)
Brigade (Electronically)
ESCORT ASSIGNMENT TIMELINE

14 days prior. The Strategic Outreach Officer will forward the number of escorts required for each selected weekend to the Brigade Operations Officer and Midshipmen Activities Officer.

13 days prior. Brigade Operations Officer will distribute weekend candidate number to appropriate Company Operations Officer via Regimental and Battalion Operations Officers. Company Operations Officers shall assign highly motivated and professional Midshipmen for escort duties and submit escort list to Company Officer for approval.

Four days prior. Company Operations Officers will notify Brigade Operations Officer of completion via Battalion and Regimental Operations Officers.

Three days prior. Brigade Operations Officer will send final escort list to the Strategic Outreach Officer and Midshipmen Activities Officer.

Two days prior. Midshipmen Activities Officer will send the final list to the Company Officers and Battalion Officers.

Thursday by TAPS. Brigade Operations Officer will make any changes due to no shows or more candidates arriving and forward to the Midshipmen Officer of the Watch.

Of note, there are multiple last week/day additions, no-show, and people that show without being signed up. Flexibility is necessary to support this and sometimes the timeline might be impacted. All lists will be finalized Thursday after candidates arrive and sent out by the Officer of the Watch.