From: Commandant of Midshipmen

Subj: PROCEDURES FOR HOSTING/BERTHING OF NAAA-SPONSORED CANDIDATES AND VISITORS IN BANCROFT HALL

Ref: (a) COMDTMIDNINST 1601.8K

1. Purpose. To define the procedures for hosting and berthing approved visitors in Bancroft Hall.

2. Cancellation. COMDTMIDNINST 11100.2J

3. Information. The Commandant of Midshipmen will periodically grant permission for visitors to remain in Bancroft Hall as guests of the Brigade. These visitors include recruits being sponsored by the Naval Academy Athletic Association (NAAA), Cadets from other service academies, and other groups whose presence supports the mission of the Naval Academy. Such visitors will be assigned a host based on class, gender, and affiliation. The host will be responsible for the visitor for the duration of the visit. Visitors from other service academies will normally be granted the same privileges as the host and will adhere to the same routine. Hosts should make every effort to ensure the guests are treated courteously and are afforded every opportunity to observe Naval Academy routine. Information on hosting qualified candidates from Candidate Guidance is contained in reference (a).

4. Action (NAAA-Sponsored Candidates)

a. The Office of the Senior Associate Director of Athletics for Compliance will: Provide the Midshipmen Activities Officer with the names of visiting candidates at least three working days prior to arrival.

b. The Midshipmen Activities Officer will: Provide the Battalion Officer, Company Officer, Food Services Officer, and the Bancroft Hall First Lieutenant with the names of visiting candidates upon receipt from NAAA.

c. Midshipmen Escorts

(1) Assignment of Midshipmen escorts will normally be arranged by the Office of the Senior Associate Director of Athletics for Compliance, with concurrence of the Midshipmen chain of command.

(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. Escorts are also to be held responsible for the cleanliness of their rooms.

(3) Midshipmen who have watch or other official duties during the visit will not be assigned to host a visitor; however, should a person on the
watchbill volunteer to host a visitor, it is their responsibility to find a relief.

(4) 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.

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

d. Messing

(1) Candidates will normally mess in King Hall and may be accompanied by coaches designated by the Director of Athletics. The Director of Athletics in advance will purchase meal tickets through the Midshipmen Food Service Division.

(2) If purchase of meal ticket is not done prior to the visit, the Midshipmen Food Services Officer shall bill the Naval Academy Athletic Association for all meals for recruited Midshipmen candidates and guests.

e. Miscellaneous

(1) Normally, the program will be conducted on weekends. Any change to the NAAA visit roster after dissemination will be sent by the Midshipmen Activities Officer to the appropriate assigned personnel and their chain of command.

(2) The Operations Officer shall act for the Commandant as action officer for this program. The Office of the Senior Associate Director of Athletics for Compliance will be the point of contact for NAAA.

5. Action (other visitors)

a. The Midshipmen Activities Officer will:

(1) Accept requests for visitors and seek approval from the Commandant of Midshipmen. Requests will include the class and gender of the visitor, and the proposed arrival and departure time.

(2) Ensure proper hosts are assigned.

(3) Inform hosts of their duties and responsibilities and provide them with a visit schedule.

(4) In the case of high visibility visits prepare a 5050 series notice.

b. The Brigade Operations Officer will:

(1) Assign Midshipmen of the appropriate class and gender to act as hosts. Hosts will not have weekend privileges or be in a duty status, but may exercise normal class liberty.
(2) Forward list of hosts to the Midshipman Activities Officer as soon as possible after the receipt of request.

c. The First Lieutenant will: Ensure a sufficient number of cots are available for all visitors.

d. Midshipmen Escorts will:

(1) Obtain a cot and bedding for the candidate, as appropriate. Cots shall be rigged and made ready for the candidate prior to their arrival. Escorts are also to be held responsible for the cleanliness of their rooms.

(2) 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.

(3) Be familiar with this instruction.

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

R. L. SHEA
By direction

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