



DEPARTMENT OF THE NAVY
OFFICE OF THE COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS MARYLAND 21402-5107

COMDTMIDNINST 11100.2L
OPS
SEP 23 2019

COMMANDANT OF MIDSHIPMEN INSTRUCTION 11100.2L

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

Subj: PROCEDURES FOR HOSTING/BERTHING/ESCORTING CANDIDATES AND VISITORS IN BANCROFT HALL

Ref: (a) COMDTMIDNINST 5400.6V

1. Purpose. To define procedures for hosting, berthing, and escorting the U.S. Naval Academy candidates, Naval Academy Athletic Association (NAAA) candidates, and visitors and guests of the Brigade.
2. Cancellation. COMDTMIDNINST 1601.7J, COMDTMIDNINST 1601.8K, and COMDTMIDNINST 11100.2K.
3. Scope and Applicability. This instruction applies to all midshipmen at the U.S. Naval Academy comprising the Brigade of Midshipmen.
4. Discussion. The Commandant of Midshipmen will periodically grant permission for visitors to remain in Bancroft Hall as guests of the Brigade. These visitors include qualified U.S. Naval Academy candidates sponsored by the Director of Admissions, recruits sponsored by the NAAA, cadets from other service academies, and other groups whose presence supports the mission of the U.S. Naval Academy. Each visitor will be assigned a midshipmen host based on class, gender, and affiliation. The host will be responsible for the visitor for duration of their stay. Visitors from other service academies will normally be granted the same privileges as the host and will adhere to the same routine.
5. General Procedures for Escorting Visitors/Guests. Service academy cadets, Reserve Officer Training Corps (ROTC) students, foreign military students, U.S. Naval Academy admissions candidates, and Naval Academy Preparatory School (NAPS) candidates are the only personnel who may be authorized to reside in Bancroft Hall. Midshipmen may also escort other guests including visiting speakers or participants of large events at the U.S. Naval Academy to King Hall if approved by the Commandant's Operations Officer. Specific instructions for escorting the U.S. Naval Academy admissions candidates and NAAA candidates are discussed in paragraphs 5 and 6.

a. Sponsoring Department or Activity

(1) Sponsor or Officer Representatives shall submit an action memorandum requesting midshipmen escorts to the Midshipmen Activities Officer (MAO) at least two weeks in advance, detailing the following items:

(a) Description of the event.

(b) Designation of the Officer in Charge/point of contact for the event.

(c) Number of visitors attending.

(d) Expected date(s) of the event.

(e) List of expected meals and number eating in King Hall and a point of contact for payment to Midshipmen Food Service Division (MFSD). (ex. 11 May: breakfast, lunch; 36)

(f) If visitors are residing in Bancroft Hall, attach a list of each visitor with name, rank, gender, and their midshipmen escort's name, rank, gender, and room number.

(2) The sponsor or Officer Representative shall coordinate with the Brigade Operations Officer to obtain midshipmen escorts for visitors if requesting to reside in Bancroft Hall.

(3) In case of high visibility visits, submit a 5050 series notice with the information stated in paragraph 4.a.(1). See Commandant's Administrative Office for a template.

NOTE: Visitors shall NOT be invited to Bancroft Hall or King Hall until approved by the Commandant's Operations Officer.

b. Midshipmen Activities Officer

(1) Coordinate with the Brigade Operations Officer to assign proper escorts as necessary for the visit. If after hours or on a weekend, the Officer of the Watch will be responsible for obtaining escorts.

(2) Forward action memorandums to the Commandant of Midshipmen for approval. Once approved, forward the memorandum to MFSD, as required.

c. Brigade Operations Officer

(1) Coordinate with the sponsoring activity to assign midshipmen escorts of the appropriate class and gender (if residing in Bancroft Hall). Escorts will not have weekend privileges or be in a duty status, but may exercise normal class liberty.

(2) Forward list of escorts to the MAO once completed.

d. Midshipmen Escort

(1) Obtain a cot and bedding for the visitor, if applicable. Cots shall be rigged and made ready for the visitor prior to their arrival.

(2) Ensure the visitor adheres to their escort's routine and follows the same regulations as the midshipman in accordance with reference (a). Escorting a visitor does not authorize a midshipman to deviate from Midshipmen Regulations.

(3) The escort will accompany the visitor at all times in Bancroft Hall and King Hall.

(4) Coordinate with the appropriate chain of command in the event of injury or incidents involving visitors.

(5) In the event that the midshipmen escort cannot fulfill their duties, find a relief to escort their visitor, and gain approval of Commandant Operations.

6. Specific Procedures for Escorting U.S. Naval Academy Admissions Candidates. A U.S. Naval Academy candidate is defined as an applicant who has met the U.S. Naval Academy's minimum scholastic and physical entrance requirements. The candidate will observe the routine of their escort from 2100 Thursday until 1100 Saturday of the selected weekend. In addition to paragraph 4, the following actions shall be taken:

a. Strategic Outreach Office

(1) Invite qualified candidates to observe the daily routine at the U.S. Naval Academy.

(2) Provide the Brigade Operations Officer, MAO, and the Bancroft Hall First Lieutenant with the number of escorts required 14 days prior to the selected weekend.

(3) Provide MFSD with the number of candidates dining in King Hall for the selected weekend.

(4) Brief candidates and parents on arrival regarding the program's schedule of events and the regulations of the U.S. Naval Academy.

b. Midshipmen Activities Officer. The MAO will coordinate with the Brigade Operations Officer to assign escorts for the U.S. Naval Academy candidates and promulgate the final list two days prior to the selected weekend to the Company Officers (CO), Senior Enlisted Leaders (SEL) and Officer of the Watch (OOW).

c. Brigade Operations Officer

(1) Obtain highly motivated and professional midshipmen volunteers for escort duties. Submit escort list to their CO for approval. These midshipmen shall not be deficient in

performance, conduct, academics, or physical education, nor have watch or other official duties during the visit.

(2) Assign one 1/C Midshipmen from their Company to serve as senior escort. This escort shall meet all the candidates assigned to their respective Company and bring them to their Company spaces to introduce them to their assigned escort.

7. Specific Procedures for Escorting NAAA Candidates. In addition to paragraph 4, the following actions shall be taken:

a. The Office of the Senior Associate Director of Athletics for Compliance

(1) Assign midshipmen escorts with concurrence of the midshipmen chain of command.

(2) Provide the MAO with the names of the visiting candidates at least three days prior to their arrival.

(3) Purchase King Hall meal tickets from MFSD for candidates.

(4) Forward any changes to the NAAA visit roster to the MAO for dissemination.

(5) Act as the NAAA point of contact for candidate visits.

b. Midshipmen Activities Officer. Provide the list of NAAA candidates and their escorts to the Battalion Officers, COs/SELs, MFSD, and Bancroft Hall First Lieutenant once received from NAAA.

8. 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/Vorgs/DUSNM/DONAA/DRM/Recordsand-Information-Management/ Approved%20Record%20Schedules/Forms/ AllItems.aspx](https://portal.secnav.navy.mil/Vorgs/DUSNM/DONAA/DRM/Recordsand-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 the USNA records manager or the DON/AADRMD program office.

9. Review and Effective Date. Per OPNAVINST 5215.17A, 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. 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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