



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

COMDTMIDNINST 11100.3G

1<sup>st</sup> LT  
SEP 13 2018

COMMANDANT OF MIDSHIPMEN INSTRUCTION 11100.3G

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

Subj: REQUESTS FOR USE OF BERTHING AND MESSING FACILITIES IN BANCROFT HALL BY AUTHORIZED PERSONNEL

1. Purpose. To define the procedure for authorized personnel to request berthing and/or messing at Bancroft Hall.
2. Cancellation. COMDTMIDNINST 11100.3F.
3. Scope and Applicability. This instruction applies to all midshipmen at the United States Naval Academy (USNA) comprising of the Brigade of Midshipmen and staff.
4. Information. During the summer months, Bancroft Hall berthing and messing facilities are available for limited groups of officers or civilians engaged in conferences or activities hosted by USNA. These groups are accepted on a not-to-interfere basis with normal operations. Such visiting groups include the Naval Academy Summer Seminar, Naval Academy Athletic Association Summer Camps, and Blue & Gold Officer Conferences. Bancroft Hall messing and berthing facilities are not available during the Academic Year.
5. Action. Berthing assignments will be coordinated as follows:
  - a. Written requests for accommodations will be submitted to the Commandant of Midshipmen prior to 31 March each year. The request should indicate the number of personnel in party, desired accommodations, length of stay, and whether messing privileges are desired. The lead time is necessary to coordinate berthing requests with planned maintenance.
  - b. Prior to or upon arrival, a list of names of personnel will be submitted by the Officer Sponsor of the group to the Command Duty Officer, Officer of the Watch, Midshipman Food Service Officer, and watch organization in the wing assigned. Prior to arrival of the group, the Officer Sponsor must contact the Commandant Facilities Office in Bancroft Hall to obtain a block of room assignments and specific instructions. It is the responsibility of the Officer Sponsor to ensure an orderly check-in.
  - c. Officer Sponsor will ensure that guests are aware of the following:

(1) Entrance doors to be utilized, desired routes, and areas of the Hall that are off-limits as specified by the Facilities Officer.

(2) Security in Bancroft Hall for monies or pilferable items left unattended is not available. Guests are advised to bring their own combination or key locker.

(3) Linens and towels will not be provided, but beds are required to be made.

(4) Individuals must maintain cleanliness of their assigned rooms. Trash should be placed outside their rooms prior to 0730.

(5) No alcoholic beverages are permitted in Bancroft Hall.

(6) Fire procedures. Officer sponsors are required to hold at a minimum one fire drill. Each guest must be briefed as to where they will muster.

(7) Material condition. Under no circumstances will guests remove overhead tiles. The use of hot water bottles to “trick” the thermostat into actuation of the room’s air conditioner is prohibited. The Officer Sponsor and staff (as assigned) will periodically inspect rooms for cleanliness and compliance and will report material discrepancies to the Commandant Facilities Office.

(8) Any food stored inside any room shall be nonperishable and stored inside a resealable container (e.g., Tupperware).

d. Officer Sponsors will ensure that visitors are familiar with the standard of dress required in the midshipmen dining facility (King Hall). This is considered to be slacks and sport shirts.

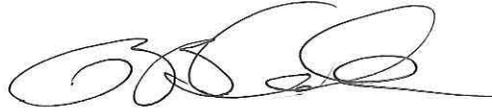
Note: Adherence to the above requirements by all Officer Sponsors and visiting groups will lay the groundwork for a pleasant stay in Bancroft Hall.

## 6. 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.

7. Review and Effective Date. Per OPNAVINST 5215.17A, the Facilities Office 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 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



R. B. CHADWICK

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