



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

COMDTMIDNINST 4064.1D
NABSD
30 MAR 2021

COMMANDANT OF MIDSHIPMEN INSTRUCTION 4064.1D

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

Subj: USE OF SELF-SERVE LAUNDROMAT IN 4TH AND 5TH WINGS OF
BANCROFT HALL

Ref: (a) COMDTMIDNINST 5400.6W

1. Purpose. To promulgate instructions concerning the responsibilities, requirements, and procedures for the operation and use of the Laundromat facility in Bancroft Hall.
2. Cancellation. COMDTMIDNINST 4064.1C.
3. Scope and Applicability. This instruction applies to midshipmen at the U.S. Naval Academy (USNA) comprising the Brigade of Midshipmen.
4. Background. The Laundromats in Bancroft Hall is for the sole use and benefit of the Brigade of Midshipmen. It is operating only to provide a service to the Brigade and is not intended to replace or supplant the laundry service provided by the USNA Laundry.
5. Responsibilities
 - a. The Naval Academy Business Services Division (NABSD) is responsible for the negotiation and administration of the contract for the Laundromat facilities.
 - b. The Public Works Department is responsible for the structural, electrical, and plumbing upkeep and maintenance of the facilities.
 - c. The contractor is responsible for the maintenance and upkeep of all equipment to ensure proper working order at all times.
 - d. Midshipmen should conduct themselves in a responsible manner with regards to the facilities, equipment, and other midshipmen using the facilities.
6. Authorization. Midshipmen of all classes are authorized to use the Bancroft Hall Laundromats, per reference (a).

a. Priority of Use. Laundromat use has no priority over other requirements such as formations, meals, study hour, and lights out.

b. Articles to be laundered. The Laundromats may be used by midshipmen for personally owned and/or non-issued articles which include:

- (1) Under garments
- (2) Athletic clothing
- (3) Cap covers (washable)
- (4) Civilian clothing
- (5) Towels and bed linens (except linen exchange)

c. Unauthorized Items/Use

- (1) White Works
- (2) Khakis
- (3) Tropical Whites
- (4) Service Dress Whites, including White High-Rise trousers/Dinner Dress White jacket
- (5) Uniform white shirts (Service Dress Blue/Dinner Dress)
- (6) Color dyeing of clothing or other articles
- (7) Washing of painted sheet signs

7. Hours of Operation. The Laundromats will operate daily from 0600 to 2400.

8. Points of Contact. Should problems arise with the Laundromats, contact the following:

- a. Equipment related (during working hours): NABSD Contracting Officer at X3807.
- b. Equipment related (after working hours): Bancroft Hall 1st Lieutenant at X7701.
- c. Structural/plumbing related (during and after working hours): Bancroft Hall 1st Lieutenant at X7701.

9. 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.

10. Review and Effective Date. The Director, Naval Academy Business Services Division 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.



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