



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
COMMANDANT OF MIDSHIPMEN  
ANNAPOLIS MARYLAND 21402-1300

COMDTMIDNINST 6110.4  
OPS  
APR 02 2018

COMMANDANT OF MIDSHIPMEN INSTRUCTION 6110.4

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

Subj: HIGH RISK EXTRACURRICULAR ACTIVITIES

Ref: (a) USNAINST 1500.1  
(b) COMDTMIDNINST 1310.1F  
(c) COMDTMIDNINST 1710.14M  
(d) COMDTMIDNINST 5400.6T

Encl: (1) Operating Procedures for HR-ECA  
(2) List of Current HR-ECA  
(3) USNA High Risk Assessment Worksheet  
(4) ECA Official Credentials Memorandum

1. Purpose. To promulgate policy, procedures, and reports applicable to all High Risk Extracurricular Activities (HR-ECA). Enclosures (1) through (4) are germane.
2. Scope and Applicability. All personnel assigned to the U.S. Naval Academy (USNA) shall familiarize themselves with the HR-ECA regulations and policies listed in references (a) through (d).
3. Action. All HR-ECA will comply with the provisions listed herein.
4. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.
5. Review and Effective Date. The Extracurricular Activities Officer (ECAO) 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 the effective date unless reissued or otherwise canceled prior to the five-year anniversary date, or an extension has been granted.

R. B. CHADWICK

Distribution:  
Non-Mids (Electronically)

## OPERATING PROCEDURES FOR HR-ECA

### 1. High Risk ECA

a. HR-ECA are those ECAs deemed to pose a greater-than-average risk of bodily harm or injury to participating midshipmen. Refer to enclosure (2) for current listing.

b. HR-ECAs have specific requirements:

(1) An Officer Representative, Enlisted Representative, Coach, Safety Observer, Certified Trainer, Range Safety Officer, or Lifeguard who is qualified by the appropriate governing authorities for that particular activity and must be present at all times during practices, scrimmages, and competitions.

(2) Each HR-ECA is required to submit Standing Operational Risk Management (ORM) procedures, as outlined in enclosure (3), to the ECAO on an annual base. Standing ORM clarifies procedures for regularly occurring events within that HR-ECA.

(3) For those events not covered under Standing ORM, the HR-ECA leadership shall submit an ORM memorandum which details the risks and mitigating factors set in place, per enclosure (3). An ORM memorandum approval/disapproval will be promulgated in the HR-ECA's Movement Order (MO) request in the Multi-Functional Information Distribution System.

(4) Each HR-ECA is required to submit credentials for Coach/Supervisor/Representative on an annual basis and ensure currency. HR-ECA leadership is responsible for ensuring credential currency. Refer to enclosure (4).

2. Responsibility. The Commandant of Midshipmen is responsible for all HR-ECA. The ECAO will act for the Commandant of Midshipmen on all matters of routine administration of these activities. A commissioned or non-commissioned officer attached to the U.S. Naval Academy will act as the "Officer Representative" for each HR-ECA. Officer Representatives will abide by policies and procedures set forth in reference (b).

3. Rules and Regulations. HR-ECAs will follow all instructions defined in reference (c) and will be subject to follow all changes contained therein.

**LIST OF CURRENT HR-ECAS**

Alpine Ski Team  
Cannoneers  
Combat Arms Team  
Endurance Team  
Equestrian Team  
Infantry Skills Team  
Jiu Jitsu  
Mountaineering  
Navy Spirit  
Offshore Sailing Training Squadron\*\*  
Parachute Team  
Rock Climbing  
Scuba Club  
Semper Fi Society  
Service Rifle and Pistol  
Special Operations Team  
Taekwondo  
Trap and Skeet  
VT-NA (Flight Team)  
Water Polo  
Women's Gymnastics  
YP Squadron\*\*

**\*\* All requirements maintained by Professional Development Department**

USNA RISK ASSESSMENT WORKSHEET

Activity:				Prepared By:				Signature/Date:			
Date (s) of Activity:				Approved By:				Signature/Date:			
Step 1. Identify Hazards		Step 2. Assess Hazards		Step 3. Make Risk Decisions			Step 4. Implement Controls		Step 5. Supervise		
Activity Phases	Hazards: What are the hazards? Causes of hazards?	Mishap Severity and Probability	Initial RAC	Develop Controls: What controls (safeguards) will counter the hazard?	Residual Severity and Probability	Residual RAC	How will controls be implemented?	Who will supervise the controls and how are they qualified? (Name of Individual, not by position).			
<i>Example:</i>  <i>1 Mile Run</i>  <i>(*no alternate route available)</i>	<i>Falls due to potholes</i>	<i>C</i>	<i>III</i>	<i>4</i>	<i>1. All potholes will be identified and covered along route. 2. Safety Observers 3. Safety Brief</i>	<i>D</i>	<i>IV</i>	<i>5</i>	<i>Orange cones will be placed over potholes. Seven Safety Observers (SO's) will monitor runners and potholes. Safety Observers and participants will receive safety brief and map of route with potholes. SO's will walk route one day prior to event. Event Coordinator will provide safety brief and ride in safety vehicle to monitor route and maintain communication with SO's during event.</i>		<i>All Safety Observers (SO's) are prior run participants and ACFL qualified (include names of Safety Observers). Senior Chief Hard runner, Event Coordinator, is the overall supervisor and is CFL qualified.</i>

ACTIVITY RISK (BASED ON HIGHEST RESIDUAL RISK LEVEL): _____ (example: Moderate – 3)									
Preparer Comments:					Approver Comments:				

**Step 1. Identify Hazards.** List the major steps involved in the activity. Identify the conditions with the potential to cause damage, injury or mission degradation and list the hazards and the causes of the hazards.

**Step 2. Assess hazards.** For each hazard identified, determine the associated degree of risk in terms of probability and severity. Use the matrix below to assign each hazard identified in Step 1 with a hazard severity category and a mishap probability rating. Use these to determine a Risk Assessment Code.

Hazard Severity Category Matrix:

- I Death, loss or grave damage
- II Severe injury damage or inefficiencies
- III Minor injuries, damage, or inefficiencies
- IV Minimal Threat to personnel and property

Mishap Probability Sub-Category Matrix:

- A. Likely to occur immediately
- B. Probably will occur in time
- C. May occur in time
- D. Unlikely to occur

**Hazard Severity + Mishap Probability Rating = Risk Assessment Code**

Risk Assessment Matrix		PROBABILITY			
		Frequency of Occurrence Over Time			
		A Likely	B Probable	C May	D Unlikely
SEVERITY EFFECT ON MISSION	I	1	1	2	3
	II	1	2	3	4
	III	2	3	4	5
	IV	3	4	5	5

Risk Assessment Codes  
1 - Critical    2 - Serious    3 - Moderate    4 - Minor    5 - Negligible

**Step 3. Risk Decisions.** List the risk controls and determine the “Residual RAC” with controls in place. This will be based on the Residual mishap probability rating and severity category. Assess if benefit of the mission outweighs the new risk levels. If risks outweigh benefits, seek further risk reduction.

**Step 4. Implement Controls --** When risks are reduced to acceptable levels, implement the appropriate control measures. List how the controls will be implemented. Provide details.

**Step 5. Supervise –** List who will supervise the execution of the controls. What are their qualifications to supervise the evolution/controls?

**HR-ECA OFFICIAL CREDENTIALS MEMORANDUM**

Date: \_\_\_\_\_

MEMORANDUM

From: ECA President  
To: Commandant Operations Officer  
Via: (1) Commandant Extra Curricular Activities Officer  
(2) ECA Officer Representative

Subj: HR-ECA COACH/SUPERVISOR/REPRESENTATIVE CREDENTIALS

1. ECA: \_\_\_\_\_

2. Coach Name: \_\_\_\_\_

a. Governing Authority (if applicable): \_\_\_\_\_

b. Qualification/Certification: \_\_\_\_\_

Very respectfully,

Signature