



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

COMDTMIDNINST 6110.4A CH-1  
OPS

**AUG 22 2023**

COMMANDANT OF MIDSHIPMEN INSTRUCTION 6110.4A CHANGE TRANSMITTAL 1

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

Subj: HIGH RISK EXTRACURRICULAR ACTIVITIES

Encl: (1) Revised Pages 1, and 2

1. Purpose. To transmit change 1 to the basic instruction, which removes the High Risk Assessment worksheet and provides standing Operational Risk Management (ORM) procedures for high risk events.

2. Action

- a. Remove pages 1 and 2 which encompass section 5.C of the basic instruction and replace with enclosure (1).
- b. Enclosure (1) of the basic instruction has been removed.
- c. Renumber Enclosure (2) of the basic instruction to Enclosure (1).

  
L. P. MCDONOUGH III

Releasability and distribution:

This instruction is cleared for public release and is available electronically via the USNA Commandant Web Page, <https://www.usna.edu/Commandant/comdinst.php>



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

Subj: HIGH-RISK EXTRACURRICULAR ACTIVITIES

Ref: (a) USNAINST 1500.1  
(b) COMDTMIDNINST 1310.1J  
(c) COMDTMIDNINST 1710.14S  
(d) COMDTMIDNINST 5400.6Z  
(e) COMDTMIDNNOTE 1710

Encl: (1) ECA Official Credentials Memorandum

1. Purpose. To detail policy, procedures, and reports applicable to all High-Risk Extracurricular Activities (HR-ECA).
2. Cancellation. COMDTMIDNINST 6110.4.
3. Scope and Applicability. All personnel supporting Extra-Curricular Activities at the U.S. Naval Academy (USNA) shall familiarize themselves with the HR-ECA regulations and policies listed in references (a) through (d).
4. Action. All HR-ECA will comply with the provisions listed herein.
5. Operating Procedures
  - a. HR-ECAs are those ECAs deemed to pose a greater-than-average risk of bodily harm or injury to participating midshipmen. List of HR-ECAs will be published in reference (e).
  - b. An Officer Representative, Enlisted Representative, Coach, Certified Supervisor and/or Trainer who is qualified by the appropriate governing authorities for that particular activity shall be present at all times during practices, scrimmages, and competitions.
  - c. Each HR-ECAs shall submit a Standing Operational Risk Management (ORM) procedures and credentials for Representative/Coach/Supervisor/Trainer for each academic year via Joint Risk Assessment (JRAT) to be approved by the Brigade Safety Officer. A Standing ORM shall clarify procedures for regularly occurring events within that HR-ECA.

**Note:** For events not covered under approved Standing ORM, the HR-ECA shall submit an ORM via JRAT.

6. Responsibility. The Commandant of Midshipmen is responsible for all HR-ECAs. The Commandant of Midshipmen's Operations Officer will act for the Commandant of Midshipmen on all matters of routine administration of these activities.

7. 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.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the Commandant of Midshipmen's Operations Officer 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 five years after effective date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted.



J. P. MCDONOUGH III

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HR-ECA OFFICIAL CREDENTIALS MEMORANDUM

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MEMORANDUM

From: MIDN (Rank) First Last, USN, (HR-ECA Title)  
To: Commandant Operations Officer  
Via: (1) Commandant Extracurricular Activities Officer  
(2) ECA Officer Representative

Subj: HR-ECA COACH/SUPERVISOR/REPRESENTATIVE CREDENTIALS

Ref: (a) COMDTMIDNINST 6110.4A

Encl: (1) Certificate from the Governing Authority

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

2. Name of the Individual: \_\_\_\_\_

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

b. Qualification/Certification: (Organization Name)

Very respectfully,

F. M. LAST

Enclosure (1)