

ACTION/DECISION MEMO

DD Mmm YYYY

FOR: COMMANDANT OF MIDSHIPMEN, U.S. NAVAL ACADEMY

FROM: ORIGINATOR'S RANK NAME, DEPARTMENT OR DIVISION

SUBJECT: ALL CAPS, SHORT, AND DIRECT TO THE POINT

REFERENCE: (a) COMDTMIDNINST 1710.14S

DISCUSSION: Request to start "(New ECA Title)" for the purpose of "(Reason)." All supporting documents per reference (a) are attached.

BACKGROUND:

- a. Nature and purpose of the activity.
- b. Uniqueness of the activity. A statement addressing why existing ECAs are unable to achieve the same fundamental purpose.
- c. Number of midshipmen interested in the activity. Full list as Tab A. (Minimum of 20; waivers may be granted for the minimum number on a case-by-case basis).
- d. Facilities. A statement from the Officer or faculty member who supervises the facility requested shall be enclosed as Tab B. This statement shall describe the impact of approval on other programs using the facility. If requesting one, provide a memorandum with size request as Tab B.
- e. Organization and Officers of the proposed activity.
- f. Planned activities, such as trips, conferences, competitions and an estimate of the time commitment.
- g. Draft of proposed Constitution and/or by-laws is included as Tab C.
- h. All other necessary paperwork is enclosed as Tab D (O/E-Rep application and endorsement letters).
- i. If high risk, include a standing ORM and all applicable paperwork per ref (I) as TAB E. (Certification for all assistants, coaches, instructors, a DD 2793, Volunteer Agreement Form).

WAY AHEAD: Why it is necessary and/or acceptable for the Commandant of Midshipmen to approve or sign the recommended action?

(Prepared by: Rank Last Name, First Name, Title, Phone Number)

Enclosure (6)

RECOMMENDATION: Commandant of Midshipmen approves by initialing as appropriate.

Approve_____ Disapprove_____

ATTACHMENTS:

Tab (A): List of interested midshipmen

Tab (B): Facilities approval / request

Tab (C): Draft Constitution / By-Laws

Tab (D): O/E-Rep Application / Endorsement Letters

Tab (E): High Risk ORM / Credentials