



DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
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NEWPORT, RI 02841-1519

NAPSINST 1710.14
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26 JUL 11

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 1710.14

From: Commanding Officer, Naval Academy Preparatory School

Subj: NAVAL ACADEMY PREPARATORY SCHOOL'S EXTRACURRICULAR ACTIVITIES (ECA)

Ref: (a) COMDTMINDNINST 1710.14E

Encl: (1) Audio-Visual ECA Charter dtd 26 JUL 11
(2) Dolphin ECA Charter dtd 26 JUL 11
(3) Marine Corps Appreciation Program ECA Charter dtd 26 JUL 11
(4) Sailing ECA Charter dtd 26 JUL 11
(5) Extracurricular Activities Annual Report

1. Purpose. To provide the policy, procedures, and reports applicable to all Extracurricular Activities (ECA) at the Naval Academy Preparatory School (NAPS). Enclosures (1) through (4) are the approved ECA charters.

2. Background. In addition to the academic and military curriculum, NAPS will incorporate a variety of student oriented extracurricular activities in order to enhance while not interfering with the training mission. If organized and conducted properly, the ECA program will foster camaraderie through teamwork, social responsibility through community service projects and provide another venue in which Midshipman Candidates can learn about the Navy and Marine Corps.

3. Action. All ECAs will comply with this guidance. Reports will be formatted and submitted in accordance to enclosure (5).

4. Responsibility. Only the NAPS Commanding Officer has the authority to establish a Midshipman Candidate ECA. All ECAs will have an approved charter. Additional responsibilities are outlined within this instruction.

a. ECA Staff Sponsor. A faculty and/or military staff member of NAPS will be officially designated in writing as the ECA's Staff Sponsor. The ECA Staff Sponsor is responsible for the following:

(1) Submission and annual review of the ECA Charter for approval by the Commanding Officer

(2) The notification and scheduling of all ECA meetings and events with the Battalion Officer (BnO)

(3) Submission of all ECA movement orders

(4) Submission of the ECA Annual Report.

b. Reporting

(1) ECA Charter. Each ECA will have an approved Charter. At a minimum it will outline the ECA's major activities for the year, to include the ECA's purpose and structure/organization. It will outline all ECA events to

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include meetings, social events, community service projects and any proposed trips that travel beyond the command's training area. Lastly, the ECA Charter must outline any membership criteria beyond those that are promulgated by this instruction.

(2) ECA Annual Report. Each ECA will submit this report to the Commanding Officer at the end of each academic year. The proper format and reporting criteria of the annual report is outlined in enclosure (5).

5. Membership. All NAPS Midshipman Candidate ECAs are to enhance and not interfere with the academic, physical and military training program. Membership is therefore a privilege and not a right. Midshipman Candidates must meet a minimum requirement in all three areas in order to maintain their membership in the ECA. Midshipman Candidates who would like to participate in an ECA must submit a special request chit to their Company Officer via the ECA Staff Sponsor. Both the ECA Staff Sponsor and the Company Officer must ensure that the following ECA membership requirements are met:

a. Academic. Midshipman Candidates must be in good academic standing. Members cannot be on academic probation or under academic review and must maintain a cumulative quality point average (CQPA) of 2.2 for the most recent marking period. Requests to be exempt from this academic requirement must be passed up the Midshipman Candidate's chain of command via a special request chit. The Academic Dean will have the final authority to approve or disapprove this exemption request. If a Midshipman Candidate improves their academic position, then they may return to participating in the ECA only after the Academic Dean has approved the request.

b. Military. Midshipman Candidates cannot have any outstanding conduct or honor violations. They cannot be on restriction nor have any awarded tours. Requests for exemptions from this military requirement must be routed up the Midshipman Candidate's chain of command via a special request chit. The BnO will have final authority to approve or disapprove the exemption request. After any conduct or honor violations have been resolved, the Midshipman Candidate may return to participating in the ECA only after the BnO has approved the request.

c. Physical Fitness. Midshipman Candidates must have passed their most recent physical fitness assessment (PFA). Requests to be exempt from this physical fitness requirement must be passed up the Midshipman Candidate's chain of command via a special request chit. The Athletic Director will have final authority to approve or disapprove the exemption request. After the Midshipman Candidate passes the PFA, then they may return to participating in the ECA only after the Athletic Director has approved the request.

6. Eligibility. Once approved for ECA membership, the Midshipman Candidate's membership eligibility can fall into one of two categories:

a. Fully eligible. Those Midshipman Candidates who meet the membership requirements are unrestricted in their participation.

b. Suspended. Those Midshipman Candidates, who fail to meet the ECA membership academic, military or physical fitness requirements and who have not received exemption for the requirement, may be suspended from

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participation. Reinstatement of participation privileges must be approved by special request chit.

7. Advisory Board. Although not required, it is highly recommended that each ECA has an independent advisory board. An advisory board will provide to the ECA Staff Sponsor recommendations, advice and subject matter expertise that could enhance the ECA's activities. All advisory board expectations and responsibilities will be written into the ECA's charter.

8. ECA Affiliation. ECAs will not organize any form of local entertainment or amusement, nor will they affiliate themselves with any fraternal or secret association within or outside of NAPS. Any Midshipman Candidate who is approached by a fraternal or secret association will report the matter immediately to his/her Company Officer.

9. ECA Activities. All ECA activities outside the normal academic schedule will be approved by the Executive Officer. Any overnight requests must be approved by the Commanding Officer. Requests will be routed by the ECA Staff Sponsor along with the appropriate documentation.

a. ECA Event write-up. The write-up must include the following:

- 1) Event Sponsor/Point of Contact
- 2) Who will participate
- 3) Where the activity is
- 4) Why is the ECA participating in this activity
- 5) What is the benefit of this activity for the Midshipman Candidates and/or the command?

b. Movement Order. A movement order must be generated at least three days prior to the day of the event.

10. Standards of Conduct. All ECA events, its members, sponsors and guests will observe all NAPS regulations to include its stipulations on conduct and dress. Each ECA and its members are a direct reflection of NAPS, the Navy and Marine Corps.

11. Disestablishment. ECAs will be disestablished by the Commanding Officer whenever the utility no longer warrants continued operation.


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