



**DEPARTMENT OF THE NAVY**  
UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 1306.1A  
1/CMC

21 MAY 2007

USNA INSTRUCTION 1306.1A

From: Superintendent

Subj: DUTIES AND RESPONSIBILITIES OF THE COMMAND MASTER CHIEF

Ref: (a) OPNAVINST 1306.2D  
(b) OPNAVINST 3120.32

1. Purpose. To delineate the duties and responsibilities of the U.S. Naval Academy Command Master Chief.
2. Cancellation. USNA/AACINST 1306.1
3. Authority. References (a) and (b) provide guidance and information on the authority of the Command Master Chief.
  - a. As the Senior Enlisted Leader to the Superintendent, United States Naval Academy, on all matters relating to enlisted policy, the Naval Academy Command Master Chief reports directly to the Superintendent via the Deputy Superintendent/ Chief of Staff in the dissemination and promotion of command policy. He/She will function as an integral element of the chain of command and will be responsible for approximately 400 enlisted Sailors.
  - b. As an additional duty, the Command Master Chief is responsible to the Commandant of Midshipmen on issues dealing with midshipmen development.
  - c. Authority and responsibilities of the Command Master Chief include, but are not limited to the following:
    - (1) Maintain and promote the effectiveness and efficiency of the chain of command.
    - (2) Assist the Superintendent in all matters pertaining to welfare, health, job satisfaction, morale, utilization, and training of enlisted personnel to promote traditional standards of good order and discipline.
    - (3) Assist the Commandant of Midshipmen in all matters pertaining to the moral, mental, and physical development of midshipmen.
    - (4) Advise the Superintendent on formulation and implementation of changes in policy pertaining to enlisted personnel.
    - (5) Attend meetings as directed by the Superintendent to keep apprised of current issues and provide a representative enlisted input.
    - (6) Participate in ceremonies honoring command members including all reenlistment and award ceremonies.
    - (7) When appropriate, represent or accompany the Superintendent to official functions, inspections, and conferences.
    - (8) Participate in receptions and hosting of official visitors to the command.

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(9) Coordinating promotion/frocking/advancement of SELs/enlisted in the Annapolis Complex.

(10) Upon invitation, and as approved by the Superintendent, represent the command and the Navy at community and civic functions.

d. As the Senior Enlisted Leader within the Annapolis Area Complex, coordinate efforts with the Command Master Chiefs/Senior Enlisted Leadership in the Naval Academy Band, Naval Health Clinic Annapolis, and Naval Support Activity Annapolis with regards to the morale, welfare, quality of life, personal and professional growth, and development of sailors within the Annapolis Area Complex.

4. Duties and Responsibilities

a. The Command Master Chief will chair or be responsible for following programs:

(1) Indoctrination Program

(2) Command Sponsor Program

(3) Prospective Chief Petty Officer Leadership Continuum/Transition training

(4) Career Development Board (Chairman)

(5) Command Retention Team

(6) Awards Board (concerning enlisted personnel)

(7) CPO Season of the Chief

(8) Sailor of the Year/Quarter Boards (Chairman)

(9) Family Programs (OMBUDSMAN, Transition/Relocation Assistance Coordinating Committee, and FFSC Liaison)

(10) Family Advocacy Program

(11) Bachelor Enlisted Quarter (BEQ) Program

(12) Disciplinary Review Board (Chairman)

(13) Master Training Specialist Program

(14) Commissary and Navy Exchange Advisory Boards

(15) Humanitarian Reassignment/Hardship Discharge Screening Boards

(16) Command Physical Readiness Program

(17) Recreation Advisory Boards

(18) Career Information Program Management

(19) Command Managed Equal Opportunity (CMEO) Program

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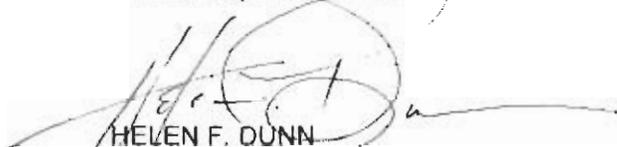
(20) Command Assessment Team

(21) Command Training Team

(22) Single Sailor Programs.

5. Organizational Relationship. The Command Master Chief reports to the Deputy Superintendent/ Chief of Staff, but has direct access to the Superintendent. Additionally, the Command Master Chief will report to the Commandant of Midshipmen, via the Deputy Commandant on matters pertaining to the following:

- a. Screening/Selection and development of Company Senior Enlisted Leaders.
- b. Participate in growth and development of midshipmen (lectures, briefings, guest speaking, classes, and other midshipmen events/activities).
- c. Conduct CMC briefings to each midshipmen class during Reform of the Brigade.
- d. Mentor Brigade Staff and provide guidance and direction, when required.
- e. Serve as a member of the Aptitude Board, Striper Board, and Body Alteration Review Board (BARB).
- f. Provide input and recommendation to the Commandant at Midshipmen Conduct and Honor Hearings.



HELEN F. DUNN  
Deputy Superintendent/Chief of Staff

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