

USNA INSTRUCTION 5450.3F

From: Superintendent,

Subj: UNITED STATES NAVAL ACADEMY (USNA) ORGANIZATION MANUAL

Encl: (1) Subject manual

1. Purpose. To issue a revised USNA organization manual.
2. Cancellation. USNA Instruction 5450.3E. This directive is a complete revision and should be reviewed in its entirety; no special markings appear because changes are extensive.
3. Scope. The USNA organization manual contains the official organization chart and charters (mission and function statements) describing the approved USNA organization.
4. Action. It is the responsibility of the USNA Executive Steering Committee (ESC) to effect organization structure and functional changes. Changes approved by the ESC will be issued as page replacements to enclosure (1).

C. R. LARSON

Distribution:
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5/DepMgmt
22 MAR 1996

UNITED STATES NAVAL ACADEMY
ORGANIZATION MANUAL

Enclosure (1)

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CHAPTER 1
INTRODUCTION

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UNITED STATES NAVAL ACADEMY

The Naval Academy is the Navy's primary undergraduate educational institution. The Superintendent is charged by the Chief of Naval Operations (CNO) with accomplishing the objectives of the institution as stated in the CNO's policy statement of 3 November 1975.

The Naval Academy is a Second Echelon Command. A Policy Advisory Board consisting of the Vice Chief of Naval Operations, the Deputy Chief of Naval Operations (Manpower Personnel and Training), and the Chief of Naval Education and Training assists in policy guidance and direction in Naval Academy matters.

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CHAPTER II
USNA PRINCIPAL OFFICIALS

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SUPERINTENDENT

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INSERT CHART 2

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SUPERINTENDENT OF THE UNITED STATES NAVAL ACADEMY

Mission: To serve as the senior officer at the Naval Academy and Annapolis Area Complex and to develop, modify, and enforce policy to accomplish the goals and mission of the Naval Academy.

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

Mission: To assist the Superintendent as principal coordinator for command matters, to advise the Superintendent on command policy, and to coordinate staff operations.

Functions:

1. Serves as principal advisor to the Superintendent on all command and policy matters.
2. Coordinates operations of the personal staff.
3. Oversees and prioritizes daily routine.
4. Exercises oversight responsibility for the Protocol Officer and protocol staff.

FLAG SECRETARY

Mission: To provide administrative and clerical support to the Superintendent.

Functions:

1. Supervises the administrative and clerical staff.
2. Ensures proper preparation of all correspondence requiring the Superintendent's signature.
3. Serves as Secretary to the Board of Visitors to the Naval Academy.
4. Exercises oversight responsibility for the Flag Writer and all personal correspondence.
5. Exercises oversight responsibility for the Flag Supply Officer.
6. Serves as division officer for all enlisted personnel assigned to the Superintendent's staff.

FLAG LIEUTENANT / AIDE TO THE SUPERINTENDENT

Mission: To serve as personal aide and scheduler for the Superintendent.

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Functions:

1. Maintains and executes Superintendent's schedule.
2. Makes all scheduling and travel arrangements for the Superintendent.
3. Serves as the initial point of contact for all proposed activities involving the Superintendent.
4. Coordinates personal correspondence requirements working in liaison with the Flag Secretary and Flag Writer.
5. Maintains Superintendent's Day Book.

PROTOCOL OFFICER

Mission: To coordinate all official social functions hosted by the Superintendent and all official visits to the Naval Academy by distinguished military and civilian dignitaries.

Functions:

1. Directs and oversees operations of the Protocol Office and assigned military and civilian personnel.
2. Coordinates and ensures smooth execution of all official social functions hosted by the Superintendent.
3. Coordinates and ensures smooth execution of all official visits to the Naval Academy by distinguished military and civilian dignitaries.
4. Serves as sole point of contact for all official guests (excluding cadets/midshipmen from foreign service academies) visiting the Naval Academy as representatives of foreign governments.

PUBLIC AFFAIRS OFFICER

Mission: To serve as advisor and special assistant to the Superintendent for all matters involving public affairs.

Functions:

1. Directs and oversees the Public Affairs Office and serves as the primary spokesman for the Superintendent and the Naval Academy.

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2. Arranges for adequate Navy, television, print, news service, motion pictures, and radio coverage of newsworthy Naval Academy and Naval Station ceremonies, events, and programs.
3. Prepares and conducts external and internal information programs for the Naval Academy in keeping with the Navy's national and international public affairs programs and objectives through the Media Relations Branch. Receives and responds to all requests from national and local media, congressional, and general public.
4. Maintains liaison with public affairs offices of the Navy Department, Naval District Washington, and other Navy and armed services as appropriate.
5. Directs and oversees all community relations efforts to include sitting on Chamber of Commerce Board of Directors; member of Business District Committee; member of Annapolis and Anne Arundel County Conference and Visitors Bureau.
6. Coordinates and oversees photographic support to the Superintendent, faculty, and staff through photographic laboratory in Nimitz Library.
7. Coordinates and conducts VIP/DV visits to the Naval Academy working in liaison with Protocol and the Flag Lieutenant.
8. Contracts, produces, and publishes "Trident" as the Naval Academy's internal information source.
9. Directs and oversees the Publications Office that designs and produces all Naval Academy publications.
10. Coordinates archival videotaping of Academy cultural, academic, and sporting events through Educational Resources Center.
11. Provides public affairs liaison to Commandant, Academic Dean and Provost, and other Academy officials.
12. Is responsible for informational content of all exhibits and displays at the Naval Academy Visitor Center.

FLAG SUPPLY OFFICER

Mission: To maintain and administer the Superintendent's funds and perform all supply and financial duties associated with the Office of the Superintendent.

Functions:

1. Maintains and administers the Superintendent's position allowance.

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2. Acts as cost center OPTAR manager.
3. Ensures proper maintenance and preservation of Buchanan House.
4. Directs and oversees the staff of Buchanan House.
5. Exercises oversight responsibility for the maintenance and operation of the Admiral's barge, through the Naval Station Small Craft Repair Department.
6. Coordinates supply support for official functions sponsored by the Superintendent. .

FLAG WRITER

Mission: To provide the Superintendent with clerical and administrative support for correspondence and matters of a personal nature.

Functions:

1. Performs all administrative actions associated with the Superintendent's personal correspondence.
2. Provides the Superintendent with personal clerical and administrative support, as required.

STAFF JUDGE ADVOCATE

Mission: To act as the principal advisor and Special Assistant to the Superintendent for all legal matters.

Functions:

1. Serves as Staff Judge Advocate to the Superintendent.
2. Directs and oversees operations of the Office of the Staff Judge Advocate and assigned military and civilian personnel.
3. Furnishes legal advice and assistance to all elements of the Naval Academy.
4. Reviews and processes general, summary, and special courts- martial, as required.
5. Reviews and processes courts of inquiry and investigations as appropriate.
6. Reviews and processes investigative reports and claims arising under the Federal Tort Claims Act and the Military Personnel Claims Act.
7. Acts on marine casualties and admiralty matters affecting the Naval Academy.

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8. Maintains close liaison with legal officers of subordinate commands for the purpose of furnishing such legal advice and opinions as may assist in the solution of legal problems.
9. Acts as liaison officer with federal, state, county, and municipal authorities on legal matters.
10. Provides legal assistance to Naval Academy military personnel and their dependents in accordance with directives from the Secretary of the Navy.
11. Serves as counsel in representing the U.S. Government in hearings pursuant to the Equal Employment Opportunity program and Merit Systems Protection Board.
12. Acts as or provides government counsel at United States Magistrate's Courts, District of Maryland, for offenses occurring on the Annapolis Area Complex.
13. Directs and supervises the performance of duties of other judge advocates assigned to the Naval Academy who are made available to the Staff Judge Advocate pursuant to policies issued by the Superintendent for the performance of additional legal duties and special projects.

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CHARACTER DEVELOPEMENT

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CHARACTER DEVELOPMENT DIVISION

DIRECTOR. CHARACTER DEVELOPMENT DIVISION

Mission: To research Character Development methodology and direct the integration of the Naval Academy's Character Development Program across all mission elements.

Functions:

1. Serves as the principal advisor to the Superintendent on all matters relating to the character development of midshipmen.
2. Develops, maintains, and integrates the Character Development Plan within the framework of the Naval Academy strategic Plan.
3. Coordinates the Academy-wide Character Development continuum.
4. Researches new Character Development methodology, theories and techniques.
5. Serves as Chair for the Character Development Board (CDB).
6. Acts as a voting member of the superintendent's Executive Board (SEB).
7. Provides primary oversight responsibility for the following programs:
 - a. Integrity Development seminars.
 - b. Honor Education Program.
 - c. Honor Remediation Program.
 - d. Human Relations Education Program.
 - e. Ethics-Across-the-Curriculum continuum.
 - f. Character Development Speakers Program.
 - g. Character Development Outcome Assessment Program.

EXECUTIVE ASSISTANT TO THE DIRECTOR. CHARACTER DEVELOPMENT

Mission: To assist the Director as principal coordinator for divisional matters, to advise the Director on divisional policy, and to coordinate staff operations.

Functions:

1. Acts on behalf of the Director, Character Development Division, as required.
2. Serves as the principal advisor to the Director on all command and policy matters.
3. Coordinates operations of staff personnel.
4. Oversees and prioritizes the daily routine.
5. Exercises oversight responsibility for the Executive Staff.
6. Coordinates activities of the Character Development Board.
7. Directs and oversees the Character Development Speakers Program.
8. Directs and oversees the public affairs efforts of the Character Development Division.
9. Acts as cost center OPTAR manager.

CHARACTER DEVELOPMENT DIVISION LEGAL OFFICER.

Mission: To act as the principal advisor to the Character Development Officer for all legal matters.

Functions: Furnishes legal advice and assistance to all elements of the Character Development Division.

INTEGRITY DEVELOPMENT DEPARTMENT

Mission: To act as the principal advisor to the Director, Character Development Division, for all matters involving the education and training of midshipmen and faculty/staff on integrity, ethics, honor and the Honor Concept at the Naval Academy.

Functions:

1. Acts as the primary advisor to the Director for issues involving the Honor Concept.
2. Directs and oversees the execution of the Honor Education Program for the Brigade of Midshipmen and faculty/staff at the Naval Academy.
3. Coordinates and supervises the Honor Remediation Program.
4. Is responsible for the development and execution of the Integrity Development Seminars.
5. Coordinates Plebe Summer Honor Training.

6. Coordinates, with the Commandant's Ethics Advisor, the training of midshipmen in the Honor Concept.
7. Monitors the Ethics-Across-the-Curriculum continuum.

HUMAN RELATIONS EDUCATION AND TRAINING DEPARTMENT

Mission: To coordinate and oversee the education, training and development of midshipmen and faculty/staff members on issues of human dignity and respect, including harassment and discrimination, and current leadership issues.

Functions:

1. Coordinates, implements, assesses, and maintains a four-year Human Relations Education Plan which maintains a healthy command atmosphere that reflects mutual respect and trust.
2. Implements, evaluates and improves an introductory human relations program during Plebe Summer.
3. Organizes and implements the Human Education Resource Officer (HERO) program for the Commandant of Midshipmen.
4. Monitors after-action compliance with all human relations elements of the CMEO Command Assessment within the Brigade of Midshipmen. Provides a member to the Commandant's Command Assessment Team and Command Training Team.
5. Monitors after-action compliance with all human relations elements of the annual reports of the Women Midshipmen's Study Group and Minority Midshipmen's Study Group. Provides a member to the executive committees of both groups.
6. Is responsible for the planning, execution, and assessment of the annual Inter-Service Academy Corbin Human Relations Seminar with assistance from the Commandant of Midshipmen.
7. Monitors and continually evaluates the command human relations climate as determined by the CMEO Command Assessment and the Department of Institutional Research.
8. As directed by the Superintendent and the Director, Character Development Division, provides USNA representation to designated organizational elements involved in policy making (e.g. DACOWITS, PERS-61, MRRO-6, etc.), in order to maintain real-time communication concerning EO decisions that will affect USNA operations and mission accomplishment.

CURRICULUM DEVELOPMENT DEPARTMENT

Mission: To coordinate and supervise curriculum development of Character Development issues within the Character Development Division and other academic areas.

Functions:

1. Coordinates and supervises curriculum development relating to Character Development issues.
2. Coordinates and supervises staff training relating to Character Development within the USNA curriculum.
3. Coordinates and supervises training designed to prepare faculty to teach Character Development within the USNA curriculum.

INSTITUTIONAL RESEARCH DEPARTMENT

Mission: To serve as a principal advisor to the Director, Character Development Division, for the collection, analysis, and dissemination of research data and information regarding candidates, midshipmen, and graduates of the Naval Academy as it relates to the mission of the Character Development Division. Secondarily to be responsible to the Senior Naval Academy leadership for all research conducted to support institutional planning, policy formation, and decision making.

Functions:

1. Obtains and maintains relevant data on the performance of midshipmen and graduates.
2. Provides a single source of evaluated information on midshipmen and graduates.
3. Maintains data in a form which is easily accessed and retrieved.
4. Disseminates research data to cognizant offices.
5. Develops assessment tools required to measure success of Character Development Initiatives.
6. Conducts periodic assessment of Character Development process at USNA.
7. Conducts or coordinates all surveys of midshipmen, faculty and staff relating to the Naval Academy or its operations.

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DEPUTY FOR MANAGEMENT

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DEPUTY FOR MANAGEMENT

Mission: To provide resources and management assistance needed by Naval Academy organizations to complete their missions.

Functions:

1. Executes the mission through the subordinate organizations of the Comptroller, Human Resources Department, and Command Evaluation.
2. Coordinates the Superintendent's Executive Board (SEB) and updates the Naval Academy Strategic Plan.
3. Chairs the Memorial and Gifts Advisory Board (MEGAB) and monitors the management of special funds, such as the Museum and Gift Funds. Maintain USNA's needs list.
4. Serves as the Superintendent's representative to the Alumni Association and the Naval Academy Athletic Association Board of Control.
5. Provides resource and requirements interface between USNA and the Assistant Vice Chief of Naval Operations (NO9B), Navy Comptroller, Board of Visitors, Congressional Staffers, Deputy Chief of Naval Operations (N8), and the Field Support Activity. Develops resource documentation and justification and coordinates budget issues with claimant, Chief of Naval Operations (OPNAV), Department of Defense (DOD), and congressional offices.
6. Provides Position Management (PM) function for the USNA.
7. Prepares required documentation in support of the Commercial Activities Program.
8. Provides guidance and direction to the following subordinate Deputy for Management organizations:

COMPTROLLER DEPARTMENT

Mission: To provide financial management services and guidance to Naval Academy organizations and obtain resources so they may accomplish their missions.

Functions:

1. Accomplishes the mission by maintaining working relationships and liaison with USNA Cost Centers, tenant commands, and higher organizations, i.e., Chief of Naval Operations, Navy Comptroller, Defense Finance and Accounting Offices, et. al.
2. Develops, justifies, consolidates, presents, and executes O&M,N, OPN, and M&GF Budgets supporting Naval Academy programs.

3. Provides technical financial guidance including explanations of policies and limitations.
4. Compiles narrative and statistical data relating to budget execution experience.
5. As directed, distributes funds to Academy Cost Centers.
6. Establishes accounting classification standards consistent with NAVCOMPT and DFAS guidance.
7. Ensures the financial integrity of the official accounting records maintained by DFAS.
8. Executes a civilian time keeping program for payroll processing by DFAS.
9. Executes travel and plant property programs.
10. Promotes economy and efficiency in the performance of USNA programs.
11. Maintains the Activity Manpower Document (AMD).
12. Prepares required documentation in support of the Efficiency Review Program.

HUMAN RESOURCES DEPARTMENT

Mission: To provide advice and support to managers in fulfilling their human resources management responsibilities. To develop and administer personnel/EEO programs needed by the Naval Academy work force and other populations serviced by the Human Resources Department.

Functions:

1. Develops, implements, and administers a comprehensive human resources program which includes staffing, labor and employee relations, employee development, wage and classification administration, and Equal Employment Opportunity.
2. Provides total personnel management advice and services to all levels of the Naval Academy complex.
3. Through the Deputy EEO Officer, serves as the principal advisor on all EEO matters, including the Federal Women's Program and the Hispanic Employment Program.
4. Provides programs to promote equal opportunities in employment and personnel policies and practices irrespective of race, color, religion, sex, national origin, marital status, age, political affiliation, and physical or mental handicap.
5. Manages the discrimination complaints process.

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6. Plans, develops, and administers the Worker's Compensation and Drug Free Workplace Programs.
7. Maintains and operates the Defense Civilian Personnel Data System.

COMMAND EVALUATION OFFICE

Mission: To provide an independent in-house assessment of command functions and processes and encourage activities to strengthen internal controls and safeguard command integrity.

Functions:

1. Conducts evaluations and reviews all Naval Academy resources including appropriated, nonappropriated, and gift funds through the Command Evaluation and Review Program.
2. Performs special reviews and procedural studies as directed.
3. Advises on new accounting procedures and changes in funding policies.
4. Escorts and acts as liaison with outside audit agencies to ensure compliance with findings and recommendations by those agencies.
5. Evaluates and documents the Naval Academy Management Control Program.
6. Coordinates the Naval Academy Hotline Program.
7. Coordinates Academy responses to Inspector General reviews.
8. Negotiates all support agreements between the Naval Academy and government activities or private organizations;

OFFICE OF INSTITUTIONAL RESEARCH. PLANNING AND ASSESSMENT

Mission: To serve as a principal advisor to the Superintendent for the collection, analysis and dissemination of research data and information regarding candidates, midshipmen and graduates of the Naval Academy. Secondarily responsible to the Senior Naval Academy leadership for all research conducted to support institutional planning, policy formation and decision making.

Functions:

1. Obtains and maintains relevant data on the performance of midshipmen and graduates.
2. Provides a single source of evaluated information on midshipmen and graduates.
3. Maintains data in a form which is easily accessed and retrieved.

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4. Disseminates research data to cognizant offices.
5. Develops assessment tools as required to measure success of USNA initiatives.
6. Supports periodic assessment of processes at USNA.
7. Conducts or coordinates all Surveys of Midshipmen, Faculty and Staff relating to the Naval Academy or its operations.
8. The Director of Institutional Research is a non-voting member of the SEB and will co-chair the Institutional Research Board with a representative from the Faculty Senate.

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DIVISION OF INFORMATION TECHNOLOGY

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DIVISION OF INFORMATION TECHNOLOGY SERVICES

Mission: To develop, manage, and integrate information technology systems at the Naval Academy. To provide information technology products, services, and capabilities for over 6,000 midshipmen, faculty, and staff involving educational systems, management information resources, life cycle management, budgeting, purchasing, maintenance, development, network capabilities, and technical consulting.

Functions:

1. Is responsible for managing and operating the central computing facility (NATS), the Naval Academy Data Network (NADN), major academic, professional training, and administrative software systems, computer equipment maintenance, and the Naval Academy telecommunications system. Ensures continued operation of the central facility computing environment for information technology hardware resources on a daily basis.
2. Is responsible for all information technology functions supporting the academic administrative management systems, business decision support systems, office automation systems, and institutional research.
3. Is responsible for the financial management and life cycle management program for all Naval Academy information technology resources and other major investment resources. Manages the acquisition and procurement for all Naval Academy information technology resources and other major investment resources.
4. Prepares and manages the budget for all Naval Academy information technology and non-information technology investment funds. Provides detailed accounting for expenditure of all Naval Academy information technology funds.
5. Provides consulting to midshipmen, faculty, and staff. Provides academic computing development, education, and training for specific educational technologies. Supports faculty integration of technology into the curriculum. Manages the Information Resources Center, the consulting facility for most customers.
6. Manages the midshipmen microcomputer initiative and manages the midshipmen computing environment.
7. Is responsible for asset management and audit of all information technology resources. Asset management and periodic audits form the foundation for determining maintenance, upgrade, and replacement requirements. Maintains all information technology hardware resources by managing maintenance contracts or performing the actual maintenance function.
8. Maintains security standards for all information technology resources. Coordinates and manages all information technology security initiatives, including hardware, software, and customer training.

9. Designs, develops, manages, and maintains the information technology software required to support the current operations of multi-user systems. Installs system software, implements standard system administration procedures, and develops and maintains system software. Develops and implements system and information security policy.

10. Manages and operates various local area networks and gateways to external networks connected to the Naval Academy.

11. Manages and operates the Naval Academy telephone communications system. Upgrades telephone systems to meet user requirements, develops techniques to utilize the capabilities of the digital systems technology, maintains and upgrades the extensive cable plant, and operates the local telephone office.

12. Designs, develops, and implements information technologies to move the Naval Academy into the future.

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DEAN OF ADMISSIONS

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ADMISSIONS DEPARTMENT

Mission: To support the Strategic Plan of the Naval Academy by identifying, recruiting and selecting candidates best suited for the demanding Naval Academy program and who show potential for leadership in the naval service.

DEAN OF ADMISSIONS

Mission: To serve as the principal assistant to the Superintendent in all matters relating to the recruiting, guidance and selection of candidates for admission to the Naval Academy and the Naval Academy Preparatory School, and for the preparation and maintenance of the official candidate records.

Functions:

1. Implements Naval Academy Admissions policy and guidance.
2. Guides and supervises the Admissions, Candidate Guidance, and Nominations and Appointments Programs.
3. Represents the Naval Academy at meetings of professional organizations concerned with Admissions.
4. Serves as Secretary of the Academic Board.
5. Serves as a member of the Admissions Board.
6. Serves as a member of the Superintendent's Executive Board.
7. Maintains a close liaison with the Directors of Admissions at the other service academies.
8. Provides members of Congress with current, information regarding vacancies available for nomination, nominating and admissions procedures, and status of candidates.
9. Maintains quotas of appointed midshipmen in accordance with U.S. Code, Title 10, and Navy Department directives, and guidance from the Secretary of the Navy.
10. Assembles and mails forms, documents, instructions, and Permits to Report to candidates offered appointments.
11. Is responsible for oversight and management of the Naval Academy Preparatory School, Newport, Rhode Island.

DIRECTOR OF ADMISSIONS

Mission: To serve as principal assistant to the Dean of Admissions in all matters relating to the recruiting, guidance, selection and notification of candidates for admission to the United States Naval Academy and the Naval Academy Preparatory School.

Functions:

1. Manages the Naval Academy Admissions policy and provides guidance for all aspects of marketing and recruiting efforts for the Naval Academy.
2. Guides and supervises the Candidate Guidance, and Nominations and Appointments Functions.
3. Serves as a member of the Admissions Board.
4. Represents the Naval Academy at meetings of professional organizations concerned with high education admissions issues.
5. Assists with the preparation and maintenance of all permanent nominations and appointment records of applicants and appointees.
6. Manages the assembly and mailing of all forms, documents and instructions and Permits to Report to candidates offered appointments.
7. Is responsible for oversight and management of the Naval Academy Preparatory School, Newport, Rhode Island.
8. Is responsible for oversight and management of the Naval Academy Information Officer (Blue and Gold) Program.

ASSOCIATE DIRECTOR OF ADMISSIONS

Mission: To serve as the primary assistant for the Director of Admissions in the areas of selection, automated data and information systems planning and operation, and implementation of Naval Academy Admissions policy.

Functions:

1. Determines the ADP/AIS functions and responsibilities of persons or organizational entities within Admissions.
2. Manages the daily operation of on-line ADP data collection and retrieval for Admissions.
3. Implements and coordinates forms analysis and development within Admissions.

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4. Receives, reviews, and processes secondary school and College transcripts, extracurricular records, school officials' evaluations, physical aptitude test reports, medical records, and College entrance examination scores of candidates for admission.
5. Communicates with sponsors, candidates, and parents to answer inquiries and resolve problems and discrepancies in candidate records.
6. Prepares records of candidates for referral to the Admissions Board, notifies candidates of their qualifications status, and makes initial recommendation for letters of assurance and offers of appointment.
7. Serves as Chairman of the Vice President's Nomination Screening Selection Committee screening the records of all Vice- Presidential applicants and selecting the most highly qualified to recommend to the Vice-President for nomination.
8. Serves as Secretary and Legal Counsel to the Admissions Board and as an alternate member of the Admissions Board.
9. Serves as Budget Officer for Cost Center.
10. Plans and manages the operation of the admissions program.

SENIOR MEDICAL OFFICER

Mission: To serve as the principal medical advisor to the Superintendent and the Dean of Admissions of the Naval Academy, and to certify which candidates are medically acceptable for admission and for which officer communities all Naval Academy graduates are medically qualified.

Functions:

1. Serves as primary contact regarding medical issues for candidates and their families, doctors, and Congressional staffs, and maintains liaison with supporting agencies such as the Department of Defense Medical Examination Review Board (DODMERB) and the Bureau of Medicine and Surgery (BUMED).
2. Provides medical input to the admissions process, approving or disapproving waiver of physical standard requests for candidates found medically disqualified by DODMERB.
3. Conducts research into the impact of medical decisions made in the admissions/commissioning process on the attrition and performance of candidates as midshipmen and subsequently as officers in the naval service.
4. Oversees medical aspects of the Plebe induction process.

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5. Provides input to the Academic Board on cases in which a medical condition might have predisposed midshipmen to scholastic failure.
6. Serves as the Superintendent's principal medical advisor in such matters as disposition of midshipmen recommended for separation by a medical board and response to outside inquiries.
7. Serves as a member of the Admissions Board.
8. Provides advice and consultation to the Naval Medical Clinic staff regarding ill or injured midshipmen.
9. Provides certification of the commissioning medical status of every Naval Academy graduate by overseeing and attesting to the quality of the commissioning physical examination process, maintaining liaison with supporting agencies, and recommending waivers of the medical standard, as appropriate, for commissioning and for entry of graduates into special duty fields.

CANDIDATE GUIDANCE OFFICE

Mission: To serve as the primary assistant to the Director of Admissions in implementing the admissions policies and objectives of the Naval Academy, and to assist applicants in understanding the admissions process by coordinating visits and special functions, and by maintaining contact via mail, telephone, and direct interviews with field liaison representatives.

Functions:

1. Implements admissions policies and objectives.
2. Identifies prospective candidates and provides them with information regarding the Naval Academy.
3. Counsels candidates and parents on admissions procedures.
4. Administers the Naval Academy Information Program, including Operation Information, Educator Orientation Visits, Naval Academy Summer Seminar, Naval Academy Information Days, and other recruitment/information programs.
5. Coordinates the activities of the Candidate Guidance/Admissions Office mail room, specifically the information supplied to candidates, educators, congressmen, and Naval Academy Information Officers.
6. Screens records of candidates on active duty in the Navy and Marine Corps who are applying to the Naval Academy Preparatory School to determine their qualifications for admission

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7. Provides management and implementation of planning, liaison, execution and post-event evaluation for annual marketing, recruiting and promotional programs of the Naval Academy's Candidate Guidance Office.

8. Manages and coordinates all elements associated with the following programs:

- a. Naval Academy Summer Seminar
- b. Naval Academy Information Officer Summer and Hub Training
- c. Naval Academy Information Officer Area Coordinators Conference
- d. Admissions Information Day
- e. Bancroft Hall Candidate Visit Weekend Program
- f. Educator Orientation Visits
- g. Midshipman Operation Information (OPINFO) Program.

9. Develops and prepares materials and art work (with PAO support) to promote and publicize each program as required.

NOMINATIONS AND APPOINTMENTS

Mission: To serve as primary assistant to the Director of Admissions in initiating and controlling the admissions cycle for each incoming class of midshipmen, and to conduct all necessary liaison with members of Congress and other nominating Sources to ensure the proper charging of appointments according to current law and regulations.

Functions:

1. Provides members of Congress with current information regarding vacancies available for nomination, nominating and admissions procedures, and status of candidates.
2. Prepares and maintains all permanent nomination and appointment records of nominees and appointees.
3. Assembles and mails forms, documents, instructions, and Permits to Report to candidates offered appointments.
4. Maintains quotas of appointed midshipmen with the stipulations of the U.S. Code, Title 10, and Navy Department guidelines.
5. Administers the DOD Service Academy Foreign Student Program.

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6. Conducts ongoing liaison with members of Congress to assist in their nomination process, to build a strong staff awareness of Naval Academy policies and practices, and to inform them of the educational and career opportunities available for their constituents.
7. Processes all nominations from all nominating sources.
8. Prepares and processes Letters of Assurance, Offers of Appointment, and other correspondence relating to nominations and appointment decisions.
9. Serves as the principal monitor of incoming class size.

NAVAL ACADEMY PREPARATORY SCHOOL

Mission: To strengthen the academic, physical, and social backgrounds of candidates selected to compete for appointments to the U.S. Naval Academy, the U.S. Coast Guard Academy, and the U.S. Merchant Marine Academy so that they may successfully matriculate and complete the required curriculum of their sponsoring academy.

Functions:

1. Conducts an extensive academic, military, and physical curriculum which will provide midshipmen candidates with the necessary background to successfully become career officers through commissioning from the Naval, Coast Guard, or Merchant Marine Academies.
2. Evaluates the performance of midshipmen candidates to assess their potential for service as career naval officers. Recommends disenrollment for those who fail to maintain satisfactory academic, physical or military standards of achievement or aptitude.
3. Maintains academic and military records for all midshipmen candidates, and, acting in accordance with the provisions of the Privacy Act, informs cognizant authorities of their progress towards graduation.
4. Provides each midshipman candidate with necessary counseling on military, academic, physical, financial, and personal matters.
5. Maintains a balanced varsity and intramural sports program.
6. Provides recreation facilities and extracurricular activities of interest to the midshipmen candidates.

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COMMANDANT OF MIDSHIPMEN

Enclosure (1)

INSERT CHART 7

COMMANDANT OF MIDSHIPMEN

Mission: To provide primary oversight, under the direction of the Superintendent, for the military/professional development programs of midshipmen with emphasis on practical application and personal examples of leadership and their principles by staff and midshipmen officers on a day-to-day basis, supplemented by more formal training as required by higher authority; but the basic tenet of leadership training at the Naval Academy will be the creation of a realistic military environment by precept and example.

Functions:

1. Develops in midshipmen a professional competence exemplified by demonstrated knowledge of the basic principles of leadership. This competence should include a basic understanding of the naval profession, a foundation for intellectual expansion through professional study as well as high standards in military bearing, personal appearance, and professional demeanor.
2. Develops in midshipmen a high sense of personal honor, integrity, accountability, unqualified acceptance of responsibility, and duty to self, service, and country.
3. Has midshipmen demonstrate physical conditioning sufficient to support maximum performance at the limits of physical endurance.
4. Has midshipmen demonstrate an exemplary command presence with poise, tenacity, self-discipline, and an ability to react under pressure even in the most fatiguing of circumstances.
5. Has the midshipmen complete the transition from civilian to military life in the naval service.
6. Establishes in the midshipmen a broad professional foundation upon which to build an initial specific competence in a chosen warfare specialty. Develops a sound basis for a career in the naval profession and future professional growth.
7. Has midshipmen demonstrate the ability to perform satisfactorily under a rigorous system of military regulations.
8. Has midshipmen demonstrate satisfactory professional performance in a position of leadership within the Brigade of Midshipmen.
9. Develops in midshipmen an effective basic leadership style and an understanding for the impact of that style on others.
10. Develops in midshipmen the skills necessary to sustain outstanding performance in a competitive environment both as an individual and as a member of a team.

11. Develops in midshipmen an understanding of the proper relationships between officers and enlisted personnel and between junior and senior personnel.

12. Develops in midshipmen a basic foundation and understanding of what is required to perform competently in the at-sea environment. Develops skills in navigation and piloting, shiphandling, deck seamanship, electronics and weapons systems, and propulsion systems. Develops an understanding of basic safety precautions, damage control, and the proper procedures for standing a watch. Develops an understanding of basic shipboard organization.

13. Develops within each midshipman a sense for high achievement in every endeavor. In support of this objective the proper environment must be developed and maintained, particularly for the achievement of academic excellence.

14. Has midshipmen maintain the highest standards within the training environment in Bancroft Hall, using it as the laboratory for midshipmen skill development with the practices which are consistent with the best practices of the fleet.

ADMINISTRATIVE ASSISTANT TO THE COMMANDANT

Mission: To serve as aide and administrative assistant to the Commandant of Midshipmen.

Functions:

1. Maintains and directs the Commandant's daily schedule.
2. Researches background information for Commandant's briefs.
3. Manages Museum and Gift Funds authorized under the Commandant (24C, 11D), including budgeting, expenditure, and accounting requirements.
4. Coordinates TAD itineraries and all details of official travel for the Commandant.
5. Supervises the Commandant's secretary.
6. Performs all other duties designated by the Commandant.

DEPUTY COMMANDANT OF MIDSHIPMEN

Mission: To serve as advisor and consultant to the Commandant of Midshipmen involving the day-to-day routine of the Brigade; to provide oversight of the Brigade Officers and Support Staff; to assume the duties as Commandant of Midshipmen during the Commandant's absence.

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Functions:

1. Executes the Commandant's policies and consults with and advises the Commandant on the formulation of such policies.
2. Heads the Planning Board for Training.
3. Directs the Administrative Officer in his/her duties and responsibilities pertaining to the personnel assignments, correspondence and administrative support of the Commandant's staff.
4. Directs the First Lieutenant in his/her duties and responsibilities pertaining to the security, maintenance, and cleanliness of Bancroft Hall.
5. Directs the Performance Officer in his/her duties and responsibilities pertaining to: the administration of the military performance system for the Brigade of Midshipmen, the coordination and supervision of the submission of periodic military performance evaluations by midshipmen, the assignment of military performance grades, and the scheduling of military performance board proceedings.
6. Directs the Operations Officer in his/her duties and responsibilities for operational support of the Brigade of Midshipmen; plans and directs movements of all or parts of the Brigade of Midshipmen for sporting events and extracurricular activities; coordinates and directs activities of the Director of Musical Activities, Training Officer, and Leader of Naval Academy Band.
7. Directs the Academic Officer in his/her duties and responsibilities for tracking and reporting of those midshipmen who are academically deficient.
8. Directs the Midshipmen Information Systems Officer in his/her duties and responsibilities for the planning, improving, coordinating, and managing the overall Automatic Data Processing (ADP) requirements, internal functions, and the ADP budget.
9. Directs the Battalion Officers in their duties and responsibilities.

BATTALION OFFICERS

Mission: To provide oversight for the training, counseling, and guidance of midshipmen through their 4 years of development at the Naval Academy.

Functions:

1. Have line responsibility for every facet of performance of their respective battalions.
2. Direct their respective Company Officers and Battalion Master Chief/Sergeants Major in the duties and responsibilities pertaining to those companies under their cognizance.

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3. Are members of the Planning Board for Training.
4. Are members of the Commandant's Policy and Planning Group.
5. Perform other duties as required by the Commandant.

COMPANY OFFICERS

Mission: To train, counsel, and guide midshipmen in their development into superior Naval leaders.

Functions:

1. Are directly responsible to Battalion Officers for every facet of performance and training of their respective companies and Company Chief Petty Officer/Gunny.
2. Demonstrate the highest caliber of professionalism, conduct, demeanor, and military bearing; set superior personal standards; enforce regulations; and display the utmost initiative in executing the Naval Academy mission.
3. By personal example, uphold Navy/Naval Academy policies with fair and equal opportunity/treatment for all midshipmen; eliminate all practices which would adversely affect morale, discipline, or quality of life.
4. Comply fully with all USNA/Commandant directives, performing all duties with dispatch and efficiency.
5. Perform other duties as required by the Commandant of Midshipmen, Deputy Commandant, or Battalion Officers.

OPERATIONS DEPARTMENT

OPERATIONS OFFICER

Mission: To plan, coordinate, and execute all non-academic and non-athletic events which involve the Brigade of Midshipmen.

Functions:

1. Supervises the Assistant Operations Officer, Schedules Coordinator, Midshipman Activities Officer, Logistics Officer, Training Officer, Naval Academy Band Leader, and Director of Musical Activities.
2. Manages a budget over \$750,000.

ASSISTANT OPERATIONS OFFICER

Mission: To support the Operations Officer in all areas assigned.

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Functions:

1. Serves as Coordinator for Forrestal Lecture Series Support.
2. Is Brigade concert coordinator (Annual Budget \$210,000).
3. Is Officer Representative for Brigade Social Affairs Committee.
4. Coordinates formal/informal hops and 2/C Ring Dance.
5. Is Commissioning Week Ticket Chairman.
6. Plans and executes delayed graduation ceremonies.
7. Coordinates requests for midshipmen escorts.
8. Performs all other duties as assigned by the Operations Officer.

SCHEDULES COORDINATOR

Mission: To schedule all non-academic events involving midshipmen.

Functions:

1. Publishes schedules in the Plan of the Day, This Week at USNA, This Month at USNA Events In The Yard (Monthly), and Annual Calendar.
2. Publishes Reform the Brigade notice.
3. Publishes Commissioning Week notice.
4. Publishes May and January Intersessional notices.
5. Coordinates annual NAPS visit.
6. Is Plebe Sponsor Program Coordinator.

MIDSHIPMEN ACTIVITIES OFFICER

Mission: To coordinate and supervise all Brigade Extracurricular Activities.

Functions:

1. Coordinates pep rallies and all other spirit-related activities.
2. Supervises and coordinates Brigade color competition.
3. Plans and coordinates care, feeding, and movement of the Navy goat.

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4. Coordinates the Herndon Monument Ceremony and the Prizes and Awards Ceremony during Commissioning Week.
5. Is Officer Representative for Brigade Activities Committee.

LOGISTICS OFFICER

Mission: To coordinate logistical support for all Movement Orders and Excusal lists.

Functions:

1. Plans and executes all special and Brigade movement orders.
2. Promulgates all movement orders/excusal lists.
3. Prepares and publishes fall, winter, and spring sports plan.
4. Plans and coordinates the Blue Angels air show for Commissioning Week.
5. Coordinates Mitscher Hall movies.

TRAINING OFFICER

Mission: To coordinate all Midshipman Training with PRODEV and Commandant Staff.

Functions:

1. Works for Professional Development Division but due to amount of interface required with the Commandant Staff, reports to Operations Officer for Midshipmen Training.
2. Coordinates Weekday Training.
3. Coordinates Saturday Training Evolutions.
4. Coordinates Planner Board for Training.

NAVAL ACADEMY BAND LEADER

Mission: To provide musical support to Naval Academy Activities as requested.

Functions:

1. Organizes, trains and maintains musical units of the Band.
2. Supervises the appearance, discipline, and general efficiency of the Band.

DIRECTOR OF MUSICAL ACTIVITIES

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Mission: To coordinate all vocal efforts of Midshipmen and to organize and arrange performances.

Functions:

1. Auditions midshipmen for and directs the Glee Club, Protestant Chapel Choir, and Catholic Chapel Choir.
2. Directs and produces the annual theatrical musical production.
3. Conducts the annual Messiah performance.
4. Provides Chapel music for Sunday services, weddings, funerals and special Chapel activities.
5. Coordinates, plans, and executes annual Glee Club tours.

PERFORMANCE OFFICER

Mission: To provide for the overall operation of the Performance, Conduct, ADEO, and Honor Offices and implementation of the Military Performance System for the Brigade of Midshipmen.

Functions:

1. Manages the submission of periodic midshipmen military performance evaluations and assignment of military performance grades and rankings.
2. Schedules Brigade Military Performance Boards, provides Board documentation to members, serves as Board recorder for the proceedings, and prepares Board reports and additional documentation.
3. Manages the selection of midshipmen officers and publication of the listing of midshipmen officers.
4. Manages the process to nominate midshipmen for the Secretary of the Navy Distinguished Midshipmen Graduates' Program. Identifies midshipmen to receive prizes and awards under the cognizance of the Commandant of Midshipmen.
5. Serves as the Academic Board liaison between the Office of the Commandant and Academic Dean.
6. Drafts responses to official correspondence.
7. Manages special projects and performs additional duties as designated.

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ETHICS ADVISOR TO THE COMMANDANT

Mission: To serve as liaison with the Character Development Officer and act as an advisor to the Honor Chair.

Functions:

1. Ensures compliance with all guidelines set forth in the Honor Concept.
2. Keeps the Commandant and Character Development Officer informed of the operation of the Honor Committee and the status of individual cases.
3. Approves candidates for selection to the Honor Committee prior to elections.
4. Recommends to the Commandant the time for transfer of duties to the Second Class Honor Committee in the spring of each year.
5. Reviews all completed Brigade Honor Board hearings for compliance with provisions of the Honor Concept, noting any errors in those cases forwarded to the Commandant of Midshipmen.
6. Destroys all case records when appropriate.
7. Assists and advises the Character Development Officer and Honor Committee in preparation of changes to the Honor Concept.
8. Briefs all faculty members scheduled to appear at Honor hearings on the procedures and functions of the hearing.

CONDUCT OFFICER

Mission: To provide for the supervision of the Commandant's Conduct System in accordance with COMDTMIDNINST 1610.2.

Functions:

1. Tracks conduct offenses through adjudication.
2. Maintains computer database (NATS) and hard copy files for all midshipmen.
3. Originates and processes all separation-level offenses.
4. Assigns conduct grades for all midshipmen.
5. Processes all midshipmen that become UNSATISFACTORY or DEFICIENT in conduct.

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6. Answers inquiries from midshipmen, officers, staff and faculty regarding the Conduct System.
7. Serves as the Brigade of Midshipmen and Commandant's Staff Urinalysis Coordinator.
8. Researches responses to Freedom of Information Act requests for data concerning conduct offenses.
9. Serves as a point of contact for all questions or problems regarding the Conduct System.

ALCOHOL/DRUG EDUCATION OFFICER

Mission: To advise the Commandant of Midshipmen on issues concerning the consumption of alcohol within the Brigade of Midshipmen.

Functions:

1. Performs alcohol-use evaluations on those midshipmen who are involved in alcohol-related incidents.
2. Instructs Level I Alcohol Education Course, at a minimum, for those midshipmen who commit alcohol-related offenses.
3. Schedules midshipmen found to be abusive or dependent on alcohol into the appropriate Level II or Level III program.
4. Supervises the 42 midshipmen who act as Company and Battalion DAPA's, offering counseling and training materials.
5. Assists in developing alcohol-related education/training for presentation to the Brigade of Midshipmen.
6. Performs all other duties designated by the Performance Officer.

BANCROFT HALL FIRST LIEUTENANT OFFICE

Mission: To provide for the maintenance and security of Bancroft and Mitscher Halls.

Functions:

1. As building key sub-custodian, maintains keys to all spaces. Conducts monthly inventories; reports and tracks security violations (broken doors, windows, locks, etc.).
2. Reports and tracks all building discrepancies.
3. Coordinates with Public Works for support requirements for special events.

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4. Coordinates and plans the berthing schedule for all summer programs in Bancroft Hall.
5. Serves as primary point of contact for nonmechanical renovation issues.
6. Is responsible for distribution and maintenance of all demilitarized weapons and swords used for Midshipmen Drill.
7. Serves as Representative for the Commandant in matters of Safety, Disaster Preparedness, and Security.

ADMINISTRATIVE OFFICER

Mission: To provide administrative support to the Commandant of Midshipmen and the Commandant's staff.

Functions:

1. Is responsible for all action correspondence received by the Commandant of Midshipmen.
2. Maintains files of correspondence, instructions, and notices for the Commandant.
3. Is responsible for the proper preparation, printing, and distribution of all notices and instructions for the Commandant.
4. Maintains leave file for the Commandant's staff.
5. Prepares, publishes, and distributes the Plan of the Day.
6. Maintains liaison with Officer Personnel to ensure correct manning of the Commandant's staff.
7. Recommends to the Deputy Commandant assignment of personnel with the staff of the Commandant.
8. Other duties as assigned by the Deputy Commandant and Commandant of Midshipmen.

MANAGEMENT INFORMATION SYSTEMS OFFICER (MIS Officer)

Mission: To provide information technology (IT) support to the Commandant of Midshipmen and his staff, and to manage and protect the integrity of all midshipmen information in the Midshipmen Information System (MIS) database.

Functions:

1. Serves as Automatic Data Processing (ADP) technical advisor to the Commandant and his ADP representative at the Naval Academy.

2. Plans, develops, and administers the overall on-going and long-range ADP budget programs and the Life Cycle Management programs.

3. Is responsible for defining the IT mission and functions, delineating responsibilities of all entities involved within and outside of the Office of the Commandant exercising management control over these entities as pertain to the MIS data base.

4. Establishes policy, procedures, and functions; authorizes electronic access; and defines the IT mission and responsibilities concerning all aspects of the Midshipmen Information System --computer records held on all midshipmen while at the Naval Academy for 4 years.

5. Performs analyses on ADP circuitry, equipment, and IT needs.

6. Analyzes, controls, and manages numerous IT-related programs.

7. Serves as the Privacy Act authority and ADP Security Advisor.

8. Manages production control unit for the Commandant.

9. Determines ADP hardware and software requirements. Develops procedures for maintenance, supports the ADP Inventory, and determines and implements all environmental or physical controls as required.

10. Provides supervision and guidance to a number of individuals assisting in various ADP projects.

BUDGET OFFICER TO THE COMMANDANT

Mission: To serve as the financial officer to the Commandant of Midshipmen.

Functions:

1. Manages the Commandant's appropriated budget.

2. Oversees the operation of two FASTDATA sites where material spending is tracked.

3. Prepares spreadsheets for sub-cost center financial managers and conducts monthly meetings to update sub-cost centers on financial issues.

4. Acts as advisor to the Commandant and the Deputy Commandant on financial issues.

5. Researches and prepares for the Commandant supporting documentation and official responses to budgetary inquiries.
6. Supervises two Accounting Technicians.
7. Performs all other duties designated by the Commandant.

LEGAL ADVISOR

Mission: To serve as principal advisor and provide technical assistance to the Commandant of Midshipmen in the discharge of his duties, particularly in areas dealing with the Administrative Conduct System, Performance System, and Honor Concept.

Functions:

1. Prepares responses to congressional inquiries for issues under his cognizance (including cases of midshipmen who have been involuntarily separated) and requests under the Privacy Act and Freedom of Information Act.
2. Prepares briefs for all cases arising under the Administrative Conduct System and Honor Concept which the Commandant is required to hear. Also drafts memoranda and reports associated with the involuntary separation of midshipmen.
3. Prepares appointing orders, provides technical guidance, conducts reviews and prepares endorsements for all investigations that are conducted pursuant to the Manual of the Judge Advocate General or the Department of the Navy Hotline program.
4. Acts as liaison to the Midshipmen Counseling Center (where issues involve alcohol abuse or are conduct-related), Character Development Officer, Personnel Officer, Medical Administration, Performance Officer (unusual performance issues/processes), and Public Affairs Officer.
5. Initiates and supervises cases brought under the Uniform Code of Military Justice (liaison with counsel from Naval Legal Service Office National capital Region for courts-martial).
6. Serves as liaison with the Naval Criminal Investigative Service.
7. Is principal advisor on standards of conduct issues and provides briefs to staff and midshipmen.
8. Reviews complaints of discrimination and sexual harassment which have been investigated by the Command-Managed Equal opportunity Program.
9. Provides general advice on personnel issues, such as homosexuality policy, paternity policy, and foreign national midshipmen (conduct or immigration) .

10. Provides command legal assistance (e.g. powers of attorney).
11. Serves as the Superintendent's liaison to the Naval Academy sailing Foundation (admiralty issues).
12. Reviews employment and personal services contracts of the Midshipmen Welfare Fund and Operations office (e.g. concerts and employment).
13. Tracks and arranges appearances by midshipmen in civilian courts (as witnesses or parties).
14. Is available to the Staff Judge Advocate for additional duties which do not interfere with his responsibilities as principal legal advisor to the Commandant of Midshipmen.

COMMAND CHAPLAIN

Mission: To serve as the principal advisor to the Commandant in all matters pertaining to the spiritual, moral, and ethical development of midshipmen and to implement the Command Religious Program (CRP).

Functions:

1. Directs and coordinates the CRP for the Superintendent.
2. supervises the CRP staff of chaplains, Religious Program Specialists, and civilian personnel; is responsible for CRP budget submissions; is responsible for the planning and execution of the CRP including Divine Worship Services, training, pastoral care, religious education; and is liaison with civilian religious bodies.

MIDSHIPMEN PERSONNEL

Mission: To provide administrative personnel support to the Brigade of Midshipmen and Commandant of Midshipmen.

Functions:

1. Is responsible for the proper administration of all midshipmen separations-Voluntary/Involuntary/Academic.
2. Maintains until graduation approximately 900 enlisted service records for all midshipmen with prior service.
3. Is responsible for the following administrative areas for the graduating class:
 - a. Establishing Ensign Officer Service Records and ID cards.
 - b. Processing First Duty Orders and Endorsements.

- c. Obtaining Oaths of Office and Commissioning certificates.
 - d. Initiating all Port Calls.
4. Is responsible for the following administrative areas for the for the Brigade:
- a. Initiating requests for National Agency Security Requests for all incoming plebes and Background Investigations and SBI's for midshipmen participating in certain areas of summer training and for all graduating midshipmen selecting Nuclear Power, Cryptology, or Intelligence designator.
 - b. OUTCONUS leave requests.
 - c. Midshipmen death or serious injury.
 - d. Providing a mess ration count to Midshipmen Food Services Division and Disbursing Officer.
 - e. Maintaining Officer Candidate Accounting Record System (OCARS).
 - f. Custody/control/issuance of I.D. cards.
 - g. Maintaining Brigade Roster computer files.
 - h. Providing daily onboard count of the Brigade.
 - i. Releases from active duty to attend USNA for all incoming midshipmen with prior service.

BRIGADE SENIOR ENLISTED PERSONNEL

Mission: To assist the chain of command in carrying out the mission of the Naval Academy by providing counsel, technical expertise and the benefit of years of military experience.

Functions:

1. Is responsible to serve as a role model, counselor, supervisor/teacher, and leader.

MIDSHIPMEN COUNSELING CENTER

Mission: To provide the highest quality counseling and psychological services to the Brigade of Midshipmen and to provide the finest possible psychological consultation and training to Naval Academy staff that is responsible for midshipmen development. These services are rendered to promote and enhance the adjustment, maturity, well-being, character, and decision making of midshipmen.

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Functions:

1. Offers the following services:
 - a. Individual therapy
 - b. Group therapy/support groups
 - c. Command referrals for psychological evaluations
 - d. Medical evaluations for psychiatric disorders
 - e. Consultations to brigade officers on individual midshipmen
 - f. Program consultations
 - g. Lectures and training
 - h. Psychological follow-up to disasters/losses
 - i. Emergency psychological evaluations of midshipmen.
2. Addresses these important areas of service:
 - a. Decisions to resign
 - b. Suicide/psychiatric conditions
 - c. Sexual assault/harassment
 - d. Alcohol-use patterns
 - f. Eating Disorders.

DIRECTOR OF PROFESSIONAL DEVELOPMENT

Mission: To serve as principal advisor to the Commandant on matters concerning the supervision, coordination, and evaluation of academic and practical professional courses and training.

Functions:

1. Conducts courses of study in leadership, ethics, law, navigation, seamanship, strategy, and tactics.

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2. Is responsible to the Academic Dean and Provost for the administration of all academic courses.
3. Plans, coordinates, and executes summer training programs.
4. Coordinates Service Assignment procedures.
5. Coordinates the Ship visit Program.
6. Reviews the content of and coordinates all professional presentations and lectures to the midshipmen.
7. Recommends civilian faculty for appointment and promotion.

Head of Physical Education Department
Vice President -Naval Academy Athletic Association
Deputy Director of Athletics

Mission: To develop the physical fitness, athletic skills, and competitive spirit of all midshipmen in order that they may be capable of enduring severe physical hardship, be proficient in training and instruction of others, and acquire useful habits for a lifetime of fitness.

Functions:

1. Serves as Department Head for Physical Education Department.
2. Serves as Deputy Director of Athletics, Naval Academy Athletic Association.
3. Advises and coordinates with the Director of Athletics, Naval Academy Athletic Association, on the management and evaluation of all NAAA staff members involved in the Physical Education, Intramural and Club Sports. Advises and coordinates with the Director of Athletics, Naval Academy Athletic Association on the management of USNA employees assigned to the Physical Education Department who also have duties (e.g., coach or trainer) associated with the intercollegiate athletic program.
4. Coordinates with the Director of Athletics, Naval Academy Athletic Association, regarding the utilization of athletic facilities for varsity sports.
5. Assists in the monitoring of assigned non-revenue varsity sports program; supporting all varsity head coaches in the fielding of fully competitive teams in every intercollegiate sport.
6. Maintains liaison between NAAA and the Commandant of Midshipmen and his staff on physical education and athletic matters where appropriate.

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7. Manages and supports all strength and conditioning coaches and the athletic trainers to aid coaches in the preparation of their athletes for competition.
8. Is a member of the Naval Academy Golf Association Advisory Board and acts as liaison to the Director of Athletics and Commandant of Midshipmen regarding the Naval Academy Golf Association.
9. Recommends civilian faculty for appointment and promotion.
10. Manages the Brigade Intramural and Club Sports Programs.
11. Supervises the Facilities Manager in the maintenance and utilization of all athletic fields and facilities in support of midshipmen athletic activities and contests.
12. Supervises preparation of academic grade reports for the department.
13. Coordinates medical services in support of the physical training program.
14. Directs the faculty professional development program for the department.
15. Is responsible to the Academic Dean and Provost for academic administration.

MIDSHIPMEN SUPPLY DEPARTMENT
BRIGADE SERVICES DIVISION

Brigade Services Division consists of Midshipmen Disbursing, Midshipmen Financial Advisor, Brigade Non-Appropriated Fund Organization, and Midshipmen Trust Fund.

MIDSHIPMEN DISBURSING

Mission: To be responsible for the upkeep of approximately 4,000 pay accounts, settlement of travel claims and the handling of financial matters of separating midshipmen.

Functions:

1. Provides information on payroll and processes payroll for Direct Deposit and travel claims.
2. Maintains tax records and gift funds.
3. Separates midshipmen who are resigning.

MIDSHIPMEN FINANCIAL ADVISOR

Mission: To be responsible for the submission of the midshipmen annual budget, and to inform midshipmen about taxes, loans, real estate, investments, insurance and car buying.

Functions:

1. Prepares the midshipmen annual budget.
2. Advises midshipmen about the taxes, loans, real estate, investments, insurance, and car buying.
3. Manages the Midshipmen Investment Fund.

BRIGADE NON-APPROPRIATED FUND ORGANIZATION

Brigade Non-Appropriated Fund Organization consists of the Midshipmen Recreational Activities organization and the U.S. Naval Academy Store.

MIDSHIPMEN RECREATIONAL ACTIVITIES ORGANIZATION

Mission: To provide leisure time activities, facilities, and support the extracurricular activities and club sports of the Brigade of Midshipmen.

Functions:

1. Operates two restaurants, the Drydock and the Steerage.
2. Operates Dahlgren Hall Ice Rink.
3. Operates all of the concessions at special events (excluding sporting events) throughout the Yard.
4. Underwrites most of the extracurricular activities and club sports.
5. Establishes priorities for the Midshipmen Welfare Fund.
6. Provides financial assistance to those activities who are chosen to represent the Naval Academy at tournaments and special events.
7. Meets the ever-changing leisure needs of the Brigade.

U.S. NAVAL ACADEMY STORE

Mission: To provide personal service support and a source of clothing, supplies, and equipment to the Brigade of Midshipmen, faculty, and staff of the U.S. Naval Academy.

Functions:

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1. Provides, through profits, a source of funds to be used for the welfare and recreation of the Brigade of Midshipmen.
2. Is responsible for the ordering and sale of textbooks and books for supplementary reading or enjoyment.
3. Is responsible for the selection, sale, and/or issue of all non-book items stocked by the Midshipmen Store.
4. Provides various personalized services (name tags, door plates, desk plates) for the Brigade, faculty, and staff.

MIDSHIPMEN TRUST FUND

Midshipmen Trust Fund currently consists of Midshipmen Services, Midshipmen Dairy Farm, USNA Laundry and Drycleaning, and the Midshipmen Store.

MIDSHIPMEN SERVICES

Mission: To provide a wide variety of services to the Brigade of Midshipmen, faculty, and staff.

Functions:

1. Provides barber/beauty; tailor shop, cobbler (shoe repair) services for the Brigade, faculty, and staff.
2. Provides various vending and contract services (leisure travel, contract tailor, self-serve laundry, pay phone, copier) for the support of the Brigade, faculty, and staff.

MIDSHIPMEN DAIRY FARM

Mission: To provide milk and milk products to the Brigade of Midshipmen.

Functions:

1. Is responsible for livestock care, milking, and processing of milk.
2. Is responsible for planting, cultivating, and harvesting of grain and forage crops.
3. Is responsible for maintenance of Dairy Farm buildings and equipment.

USNA LAUNDRY & DRYCLEANING

Mission: To provide full laundry and drycleaning services to the Brigade of Midshipmen, faculty, and staff.

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Function:

1. Provides laundry and dry-cleaning services for the Brigade, faculty, and staff.

MIDSHIPMEN STORE

Mission: To provide midshipmen with all uniform items required during their four years at the Naval Academy.

Function:

1. Provides uniform items for the Brigade of Midshipmen.

MIDSHIPMEN FOOD SERVICES DIVISION

Mission: To provide for the Naval Academy, its midshipmen, and official guests a complete program of regular wardroom meals and food services as authorized and directed by the Superintendent.

Functions:

1. Plans menus that are highly acceptable, appetizing, economical, and nutritionally balanced. Meals shall be of such variety and quantity as to attempt to satisfy all recipients and promote health and morale of the Brigade of Midshipmen.
2. Properly procures, receives, stores, issues, and accounts for all subsistence items required in support of the menu, and provides the highest quality meals possible within financial constraints of the Midshipmen Subsistence Allowance.
3. Properly prepares and serves all food in a clean, attractive, and pleasant atmosphere so as to make participation in dining an enjoyable experience.
4. Procures and maintains the necessary food production and support equipment to most effectively provide for all scheduled requirements.
5. Provides special-event food service in support of official functions sponsored by the Superintendent or the Commandant of Midshipmen.
6. orients, trains, and instructs each employee to ensure they possess the necessary skills and knowledge to capably perform all assigned tasks in fulfillment of MFSD's mission.

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ACADEMIC DEAN AND PROVOST

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INSERT CHART 8

OFFICE OF THE ACADEMIC DEAN AND PROVOST

Mission: To establish and supervise an academic program and faculty that enables each midshipman (1) to meet the criteria for a baccalaureate degree and graduate school eligibility; (2) to acquire the technical and professional foundation for success in any of the career fields; (3) to develop a sense of duty, obligation, and honor to the Naval service and country; (4) to develop the morality and character required by the Nation's future leaders.

ACADEMIC DEAN AND PROVOST

Mission: To serve as the chief academic officer and principal advisor to the Superintendent in all matters relating to the academic program and faculty.

Functions:

1. Implements Naval Academy policy.
2. Guides and supervises the academic program.
3. Maintains the highest quality of individual performance by each member of the faculty.
4. Directs the faculty professional development program.
5. Recommends faculty for appointment.
6. Approves reappointments, non-reappointments, promotions, tenure, merit raises, performance awards, sabbaticals, and periods of leave without pay for the civilian faculty.
7. Approves hirings, promotions, quality step increases, performance awards, and special act awards for GS support personnel.
8. Supervises the Library, Educational Resources Center, Archives, Academic Center, and Registrar.
9. Appoints department chairs and other administrative faculty positions as required.
10. Supervises the Naval Academy's research and graduate study programs.
11. Supervises the summer intersessional activities for the entire faculty.
12. Participates as the senior academic member on the Superintendent's Executive Board, Facilities Planning Board, and Academic Board.
13. Provides academic oversight including curriculum, civilian faculty, promotion and tenure, and related matters for the Division of Professional Development.

14. Exercises responsibility for civilian faculty promotion and tenure considerations and related matters for the Department of Physical Education.

15. Provides academic oversight including quality of the curriculum and related matters for the Naval Academy Preparatory School, Newport, Rhode Island.

VICE ACADEMIC DEAN

Mission: To serve as the principal assistant to the Academic Dean and Provost for the leadership and management of the academic program and to be prepared to serve any of the roles or functions normally filled by the Academic Dean and Provost.

Functions:

1. Serves as Acting Academic Dean and Provost during periods of absence of the Academic Dean and Provost.
2. Serves as Chief of Staff to the Academic Dean and Provost.
3. Assists the Academic Dean and Provost with public relations functions such as academic briefings to foreign dignitaries, visiting educators, Blue and Gold Officers, etc.
4. Serves as the chair of ad hoc committees for specific studies requested by the Academic Dean and Provost.
5. Serves as the principal academic member on the Memorials and Gifts Advisory Board, Awards Board, and other boards and committees as assigned.
6. Supervises and administers planning and projects of a long range nature which are assigned to the Academic Dean and Provost. These include reaccreditations by outside agencies, the Academic Facilities Master Plan, and maintenance of the Faculty Handbook.

DIVISION DIRECTOR

Mission: To execute the academic program within the respective divisions.

Functions:

1. Exercises responsibility for the administration of the respective divisions as a senior naval officer reporting to the Academic Dean and Provost. This responsibility is analogous to that of a college dean within a university.
2. Implements academic objectives and policies relating to their respective divisions.

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3. Coordinates general curriculum planning among the chairs of the academic departments within the division.
4. Allocates resources to the academic departments within the division.
5. Recommends faculty for senior administrative posts within the department {e.g. department chair}.
6. Provides for security and upkeep of divisional spaces, facilities, equipment, and materials.
7. Evaluates department chairs, civilian and officer faculty, and other employees of the division.

DEPARTMENT CHAIR

Mission: To execute the academic program within the respective departments.

Functions:

1. Manages appropriate elements of the curriculum under the cognizance of the department, ensuring courses and institutional objectives are satisfied.
2. Coordinates interdisciplinary majors programs and professional courses with other department chairs.
3. Employs human, material, and space resources effectively within the department.
4. Evaluates departmental faculty annually.
5. Maintains an environment conducive to pedagogical improvement and scholarly activity.
6. Prepares and submits nominations for faculty, staff and midshipmen deserving of special recognition.

FACULTY

Mission: To carry out the academic program with emphasis on excellence in teaching and professional development.

Functions:

1. Develops curricular programs of classroom instruction and examinations to satisfy course objectives.

Enclosure (1)

2. Evaluates academic and military performance of midshipmen.
3. Fosters a classroom environment that stimulates student intellectual development, self discipline, and character building.
4. Enforces appropriate military regulations.
5. Provides both academic and professional counseling.
6. Enhances personal skills and academic expertise through continual research and professional development.
7. Keeps current in the appropriate academic discipline and constantly improves individual teaching techniques and skills.
8. Challenges students to reach their potential.
9. Provides extra instruction to students as required.
10. Provides extracurricular and service support for the institution as appropriate.

SUPPORTING STAFF
ASSOCIATE DEAN FOR FACULTY

Mission: To serve as the Academic Dean and Provost's principal assistant for the administration of faculty, support personnel, and budget matters.

Functions:

1. Supervises the Budget Director in the performance of his/her duties, as they apply to the faculty.
2. Responsible for the preparation of budget documents for submission to Naval Academy and Department of the Navy officials pertaining to the academic cost center.
3. Recommends the allocation of funds within the Academic Dean's cost center.
4. Administers the appointment of both military and civilian faculty as a representative of the Academic Dean and Provost.
5. Develops and implements faculty policies and regulations with the approval of the Academic Dean and Provost.
6. Serves as Co-Chair of the Faculty Promotion and Tenure Committee and the Faculty Performance Rating Board.

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7. Oversees maintenance of data bases pertaining to military faculty, civilian faculty, material funds, and the history of merit pay steps.
8. Provides for administration of faculty sabbaticals, faculty exchanges, leave without pay requests, all civilian faculty summer hire, and the merit pay step program.
9. Provides detailed arrangements for the annual graduation ceremony.

ASSOCIATE DEAN FOR ACADEMIC AFFAIRS

Mission: To serve as the Academic Dean and Provost's principal assistant for all matters concerning the curriculum and classroom instruction, including scheduling, registration, validation, academic advising, academic calendar, and academic accountability.

Functions:

1. Exercises, under the direction of the Academic Dean and Provost, the primary responsibility for academic planning.
2. Resolves day-to-day midshipmen problems concerning academic matters: scheduling of courses, change of academic majors, verification that midshipmen have fulfilled course requirements for graduation, etc.
3. Prepares and publishes the "Adviser's Handbook," "The Majors Program" booklet, and the Core Course Compendium.
4. Serves as Chair of the Advising, Counseling, Validation, and Majors Committee in support of Academic Board decisions.
5. Coordinates and implements the summer academic program.
6. Supervises the Midshipman Academic Accountability System.
7. Coordinates the Academic Exchange Program with the other service academies including approval of midshipmen and cadet schedules.
8. Serves as the Administration's representative on curricular committees.
9. Supervises the Registrar and the Director of the Academic Center.

DIRECTOR OF THE ACADEMIC CENTER

Mission: To provide all necessary forms of learning assistance to midshipmen.

Functions:

Enclosure (1)

1. Serves as the assistant to the Academic Dean and Provost via the Associate Dean for Academic Affairs for support of academically at-risk plebes or other midshipmen who require learning or study skills assistance.
2. Supervises the Plebe Intervention and Plebe Advising Programs.
3. Supervises the Academic Counseling Program.
4. Supervises the Learning Skills Program.
5. Supervises the Tutoring Program.

BUDGET DIRECTOR

Mission: To provide for the financial administration of the academic cost center with accuracy, foresight, and timeliness.

Functions:

1. Serves as the assistant to the Academic Dean and Provost via the Associate Dean for Faculty with responsibility for the budget and all financial aspects of the cost center.
2. Provides financial advice to senior sub-cost center officials.
3. Provides financial management for funds assigned to the cost center.
4. Supervises and coordinates preparation of the O&M,N and the Expense and Investment budgets for the Academic Dean and Provost.
5. Supervises the execution phase of the O&M,N and the Expense and Investment budgets, reviews funding utilization and recommends reprogramming actions within the cost center.
6. Supervises preparation of the Program Objective Memorandum (POM) for the cost center.
7. Executes primary staff responsibility for classification, recruiting, and promotion of the civil Service staff positions within the cost center.
8. Coordinates outside audit agency visits within the cost center with Deputy for Management personnel.

REGISTRAR

Mission: To serve as the assistant to the Academic Dean and Provost via the Associate Dean for Academic Affairs in maintaining official custody of academic records.

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Functions:

1. Maintains the official academic records of midshipmen, former midshipmen, and special students.
2. Prepares and forwards transcripts of academic records.
3. Directs and coordinates enrollment of incoming classes.
4. Conducts preregistration and registration required for academic programs.
5. Publishes summaries and reports of grades, enrollment, and separations from the Academy.
6. Prepares case histories of academically-deficient midshipmen for consideration of the Academic Board.
7. Schedules classes and examinations.
8. Serves as Chair of the Prizes and Awards Committee.

LIBRARIAN AND ASSOCIATE DEAN FOR INFORMATION

Mission: To support the mission of the Naval Academy by providing excellent library service on behalf of teaching, research, and other scholarly activity.

Functions:

1. Selects, acquires, maintains, and makes available the recorded information which is required to meet the academic needs of midshipmen and faculty.
2. Provides reference services, bibliographic access to necessary materials, and access to relevant information located elsewhere, including delivery of electronic information.
3. Maintains a collection of unique or rare materials with emphasis on the naval history of the United States.
4. Directs the administration, determines policy, develops the budget, and directs personnel programs for Nimitz Library and its staff.
5. Oversees the Educational Resources Center and the Naval Academy Archives. The Archives, which is administratively part of the Nimitz Library, is responsible for maintenance of the official and historical records of the Naval Academy.

DIRECTOR OF TEACHING AND LEARNING

Enclosure (1)

Mission: To provide administration support and advice to the Academic Dean and Provost on matters related to the development of teaching and learning and other issues as assigned.

Functions:

1. Provides support to faculty in developing the best possible academic instruction to the Brigade. This includes the organization of faculty teaching seminars and workshops, the development of a facility for self-improvement of teaching and a lending library of relevant materials, the dissemination to the faculty of current research on teaching and learning, and the aggressive pursuit and identification of faculty teaching and learning grants.
2. Directs the orientation and mentorship of newly arriving civilian and military faculty.
3. Oversees instructional feedback and evaluation of all Naval Academy academic classes. Includes student evaluation of instruction and courses, peer evaluation of instruction, self-evaluation of teaching and learning by faculty, assessment of new teaching and learning techniques, and development of curriculum assessment program.
4. Directs the solicitation, review, recommendation for approval, and outcome evaluation of faculty curriculum development projects.
5. Serves as Chair of the Civilian Faculty Teaching Excellence Award Committee and the Military Faculty Award Committee.
6. Serves as consultant to the Promotion and Tenure Committee on issues relating to the assessment of teaching and learning.
7. Coordinates the identification of Military Instructor Candidates.

DIRECTOR OF RESEARCH AND SCHOLARSHIP

Mission: To provide and maintain an environment in which research activities contribute to the professional growth of midshipmen and faculty.

Functions:

1. Serves as the primary manager for all research activities at the Naval Academy.
2. Provides services in support of program development, proposal preparation and processing, identification of funding sources, project administration, and dissemination of results.
3. Maintains administrative control over the disposition of all Naval Academy research funds and has cognizance of all other research support made to faculty members

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4. Seeks support for research at the Naval Academy from other government activities, educational institutions, and industry.
5. Serves as Technology Transfer Officer for the Naval Academy, and brings its faculty, facilities, and intellectual property to bear on technical problems of the nation's private sector.
6. Serves as Chair of the Faculty Research Excellence Committee and the Faculty Service Excellence Award Committee.
7. Directs the solicitation, review, recommendation for approval, and outcomes evaluation of faculty development projects.
8. Serves as consultant to the Promotion and Tenure Committee on issues relating to assessment of research and scholarship.

DIRECTOR, EDUCATIONAL RESOURCES CENTER (ERC)

Mission: To manage the audiovisual activities at the Naval Academy.

Functions:

1. Provides support to instructors and staff in the education and training of midshipmen.
2. Provides methods of communication for the dissemination of information, improvement of morale, and training of personnel in support of the Naval Academy mission.
3. Operates and maintains Navy Specific Training Devices and other educational resource methods and systems at the Naval Academy.

DEPUTY FOR OPERATIONS

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Enclosure (1)

DEPUTY FOR OPERATIONS

Mission: To act as a principal advisor to the Superintendent in matters relating to command policy and to provide administrative, public works, supply, base operations, and other services and support for the functioning of the Naval Academy as a Navy shore installation.

Functions:

1. Executes the mission through subordinate organizations –Base Operations; Public Works Department; Supply Department; Naval Medical Clinic, Annapolis; Branch Dental Clinic; and Personnel Support Activity Detachment, Annapolis.
2. Provides overall coordination for operations and activities affecting more than one major organizational component of the Naval Academy.
3. Provides administrative and logistical support, not assigned to the Commandant of Midshipmen or the Academic Dean and Provost, including, but not limited to: professional training and academic support services; Marine Corps security and ceremonial unit support; morale, welfare, and recreation services; Navy and Marine Corps military personnel and general administration; administrative support services; law enforcement; physical, personnel, and information security; fire prevention and protection; occupational safety and health; family services; operation of the Naval Academy Museum and the Naval Academy Cemetery and Columbarium; public works; and supply.
4. Conducts liaison with the Commanding Officer, Naval Medical Clinic, Annapolis; the Director, Branch Dental Clinic, Annapolis; and the Officer-in-Charge, Personnel Support Activity Detachment, Annapolis.
5. Represents the Superintendent as the Annapolis Area Coordinator and acts as the Naval Academy Liaison officer with area activities.
6. Directs the functions of the USNA Awards Board for the Superintendent.
7. Provides guidance and direction to the subordinate Deputy for Operations' organization.

Executive Assistant to the Deputy for Operations

Mission: To assist the Deputy for Operations in coordinating operations required to ensure proper functioning of the command as a shore installation.

Functions:

1. Assists the Deputy for Operations in the provision of administrative services and support, coordination and execution of special events, and management of facility use.

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2. Through the Base Operations Officer, acts as the fiscal manager for the Deputy for Operations; coordinates the development of Program Objective Memoranda, develops the annual budget, and monitors budget execution for the Deputy for Operations' organization.

3. Serves as division officer for enlisted personnel assigned to Base Operations.

Human Programs Officer

Mission: To direct the Naval Academy's human goals programs in support of equal opportunity and personal excellence.

Functions:

1. Acts as the principal adviser to the Deputy for Operations and Superintendent on matters relating to equal opportunity and personal excellence programs.

2. Exercises oversight of the Naval Academy's human goals programs; monitors execution of programs to ensure compliance with policies and guidance established by higher authority.

3. Coordinates with the Deputy Equal Employment Opportunity (EEO) Officer on EEO matters.

4. Prepares required reports.

BASE OPERATIONS

Mission: To act as the principal adviser to the Deputy for Operations and to provide services and support relating to military officer personnel management and administrative matters. To provide support services for the operation of the Naval Academy as a Navy shore installation.

Functions:

1. Acts as the assistant to the Deputy for Operations and serves as Acting Deputy for Operations in his/her absence.

2. Exercises oversight responsibility for Naval Academy administrative support services.

3. Acts as the single point of contact for responding to requests for the use of Naval Academy facilities for non-official functions received from both Academy and non-Academy organizations, groups, and individuals.

5. Coordinates Academy-wide special events not falling under the purview of the Commandant or Academic Dean and Provost (e.g., change of command ceremonies for the Chief of Naval Operations, swearing-in ceremonies for the Secretary of the Navy, and special military funerals).

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6. Administers the Naval Academy Duty Officer (NADO) organization through the NADO Senior Watch Officer.
7. Acts as the Superintendent's representative for disaster preparedness and Navy support to civil authorities in the Superintendent's capacity as Area Coordinator for Baltimore City and the 10 northern and western counties of Maryland.
8. Chairs the Naval Academy Mishap Review Board and Compensation Cost Reduction Committee.
9. Carries out the mission and functions of Base Operations through the following departments: Administrative, Personnel, Security, Fire, Safety, Museum, Family Service Center, and Alumni Hall.

Administrative Department

Mission: To provide administrative support services to the command and some area activities.

Functions:

1. Prepares and issues the Weekly Administrative Bulletin.
2. Manages correspondence procedures and quality control of same to include proofreading all correspondence received for signature by Base Operations, Deputy for Operations, and Superintendent.
3. Manages Official Mail Program, including metering all official outgoing mail for the Naval Academy and some area commands.
4. Manages Directives Program to include preparation, control, and maintaining central directives system.
5. Receives, routes, and distributes incoming official mail; prepares ticklers for overdue replies on correspondence.
6. Administers Forms, Reports, Reprographic, and Records Management Programs.
7. Coordinates Freedom of Information Act and Privacy Act.
8. Distributes/delivers directives, publications, and yard mail.
9. Operates Message Branch which oversees GATEGUARD system for message receipt/transmittal. Provides for message distribution throughout the command and some area activities.

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10. Coordinates/reviews/approves requests from Naval Academy staff offices for duplicating and printing services from the Defense Printing Service Detachment Branch Office, Annapolis.

Officer Personnel Department

Mission: To provide services and support to the command relating to military officer personnel management.

Functions:

1. Manages Naval Academy military officer personnel manning.
2. Maintains and prepares changes to military officer manpower authorization documents; maintains organizational slates, seniority lists, officer data information records, and officer personnel locator.
3. Coordinates the selection and placement of officers for duty at the Naval Academy.
4. Manages the check-in and check-out of officers.
5. Prepares welcome aboard letters and coordinates the Sponsor Program for officers reporting to the Naval Academy for duty.
7. Manages the placement of newly-commissioned Navy ensigns and Marine Corps second lieutenants for temporary duty at the Naval Academy.
8. Prepares instructions and notices pertaining to officers.
9. Conducts liaison with Personnel Support Activity Detachment, Annapolis, on matters relating to assigned officer personnel.
10. Provides recording secretary services to the Naval Academy Awards Board.
11. Functions as the Casualty Assistance Calls Officer (CACO) for the command and administers the CACO Program.

Security Department

Mission: To provide for the protection of personnel and property against unlawful acts and the hazards of fire, and to provide for the preservation of good order and discipline.

Functions:

1. Enforces regulations and State and Federal laws within the jurisdiction of the Superintendent.

Enclosure (1)

2. Manages the Physical Security Program and the Loss Prevention Program.
3. Coordinates the operational employment of Marine Barracks, Annapolis personnel and directs operations of the auxiliary security force.
4. Provides fire prevention and protection programs for all Navy activities in the Annapolis Area Complex.
5. Manages the Naval Academy's Personnel and Information Security Program.
6. Coordinates and provides security and crash and rescue support for aviation landing and launch operations conducted at the Naval Academy by helicopters and vertical take-off and landing aircraft.
7. Conducts liaison with Federal, State, and local law enforcement agencies, fire departments, and emergency preparedness agencies; and provides mutual aid services to these agencies and departments, when appropriate.
8. Provides guidance and direction to subordinate department organizations, which are:

Police Division

Mission: To provide for the protection of personnel and property against unlawful acts, and to provide for the preservation of good order and discipline.

Functions:

1. Enforces regulations and State and Federal laws aboard the Naval Academy.
2. Conducts police investigations within the jurisdiction of the Security Department.
3. Manages the issuance and control of non-government vehicle registration permits and personnel identification badges and passes for civilian employees, contractor personnel, and visitors.
4. Provides security support for aviation landing and launch operations.
5. Conducts liaison with the Naval Criminal Investigative Service (NCIS) and other military and civil law enforcement agencies.
6. Provides training in law enforcement and related subjects for personnel engaged in law enforcement and security duties.

Administrative Branch

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Mission: To provide administrative services and support for the operation of the Security Department.

Functions:

1. Provides administrative support associated with the security Department.
2. Develops, maintains, manages, and executes the Physical Security Program and the Loss Prevention Program.
3. Issues and controls personnel identification badges and passes for civilian employees, contractor personnel, and visitors.
4. Issues and controls non-government vehicle registration permits.
5. Conducts emergency preparedness and disaster control planning, and provides assistance in the coordination of emergency/disaster response for the Naval Academy and Annapolis Area Complex activities.

Operations Branch

Mission: To provide protection for personnel and property against unlawful acts.

Functions:

1. Maintains police visibility and presence to deter crime.
2. Responds to calls for assistance and reports of criminal activity, provides timely response to non-criminal service demands, and provides information and assistance to persons in need.
3. Enforces laws, regulations, and directives within the Naval Academy Complex.
4. Apprehends and processes suspects.
5. Enforces traffic regulations.
6. Provides security support for aviation landing and launch operations.
7. Provides escorts.
8. Conducts liaison with the Naval Criminal Investigative Service (NCIS) and other military and civil law enforcement agencies.

Investigations Branch

Enclosure (1)

Mission: To provide police investigative services. Functions:

1. Conducts investigations within the jurisdiction of the Security Department.
2. Prepares investigative reports.
3. Maintains liaison with NCIS and other military and civil law enforcement agencies.
4. Refers appropriate investigative matters to NCIS.

Security Manager

Mission: To provide for the development and management of the Naval Academy's information and personnel security program.

Functions:

1. Ensures storage and accountability of classified material.
2. Requests and receives personnel clearances from the Department of the Navy Central Adjudication Facility; receives and takes action on all derogatory information concerning all personnel.
3. Conducts required information and personnel security training and briefings, including those for visits to foreign countries.
4. Informs the Deputy for Operations, through the security Officer and Base Operations Officer, of all identified or suspected security violations.
5. Forwards security clearance information on all Naval Academy personnel visiting other commands or agencies, and verifies clearances on personnel visiting the Academy from other commands or agencies.

Fire Department

Mission: To protect life and property against the hazard of fire and similar emergencies. This is accomplished by maintaining a continuous fire prevention program with the inspection of all buildings and structures throughout the Annapolis Naval Complex and U.S. Naval Academy Dairy Farm. The department's emergency responses include: fires, hazardous materials, confined space rescues, medical emergencies, and other requests for emergency services.

Functions:

1. Conducts fire protection inspections of all Annapolis Complex and Dairy Farm buildings.

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2. Inspects and tests all installed fire protection equipment (i.e., interior fire alarm systems; heat and smoke detection systems; alarm boxes; fire mains; hydrants and water control valves; and fire suppression systems).
3. Responds to fire alarms and reports of fire or flooding, and performs structural and dewatering operations.
4. Provides crash and rescue support for aviation landing and launch operations, involving helicopter and fixed-wing vertical take-off and landing aircraft, conducted at the Naval Academy.
5. Maintains liaison with local civilian fire departments, and provides assistance to these departments under established mutual aid agreements
6. Operates the Naval Academy's emergency ambulance service, manned by trained and qualified emergency medical technicians.
7. Trains Naval Academy Complex personnel in general fire prevention and fire protection concepts.
8. Operates the Naval Academy's emergency Hazardous Material response unit manned by trained and qualified hazardous materials' technicians.
9. Operates the Naval Academy's Confined Space Rescue service, manned by trained and qualified confined space rescue technicians.

Safety Department

Mission: To provide for enhanced operational readiness and command mission accomplishment through an effective and aggressive occupational safety and health program that will create and maintain a safe and healthful living and working environment, to the maximum extent feasible, designed to reduce occupational illness, injuries, property damage, and death.

Functions:

1. Manages the Navy Occupational Safety and Health (NAVOSH) Program within the Naval Academy Complex.
2. Conducts safety surveys, inspections, and risk assessments.
3. Conducts accident/mishap investigations.
4. Coordinates occupational health/industrial hygiene surveys, inspections, and clinical services with Naval Medical Clinic, Annapolis.

Enclosure (1)

5. Provides oversight of hazardous material (HAZMAT) operations, traffic safety, workers compensation, laser safety, radiation safety and confined space entry.
6. Performs safety reviews of contracts, plans, and specifications associated with the procurement of equipment and materials, and with the construction or modification of facilities.
7. Provides oversight for the NAVOSH Programs of subordinate commands.
8. Administers the Recreation, Athletics, and Home Safety Program for the Naval Academy.

Family Service Center

Mission: To provide assistance, information, services and programs designed to meet the special challenge of Navy life and to contribute towards job performance, enhanced quality of life, enhanced combat readiness, and the retention of qualified personnel.

Functions:

1. Serves as consultant to Annapolis Area Complex commands on issues of personal, family and community support.
2. Provides information and services to single and married military personnel and their family members to help them adapt to the unique challenges of the military lifestyle.
3. Provides counseling services, including individual, marital, and family counseling, to help resolve crises, overcome adjustment reactions, or attend to financial, deployment, or family separation concerns.
4. Administers the Family Advocacy Program (FAP) and coordinates the Sexual Assault Victim Intervention (SAVI) Program.
5. Provides non-military, non-job-related training which furnish skills for living and enrich the quality of life of military members and their families.
6. Provides various individual and family assistance programs, including information and referral services, spouse employment and relocation assistance for personnel moving in or out of the area.
7. Manages the Transition Assistance Program which prepares separating and retiring personnel and their families to transition to civilian life and locate new employment.

Alumni Hall

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Mission: To operate a multi-purpose facility for the use of the Brigade of Midshipmen, Naval Academy staff members, and official guests of the Naval Academy.

Functions:

1. Manages the facility and provides staff support for special events, lectures and training of general interest, sporting events, and fine arts performances.
2. Coordinates with the Musical Director for the use of practice and rehearsal rooms by individual midshipmen and midshipmen musical groups.
3. Coordinates with the Naval Academy Athletic Association for the use of offices, dressing rooms, and the arena by the Naval Academy men's and women's basketball teams.
4. Coordinates with the Officers' and Faculty Club, Midshipmen Food Services, and Superintendent's Protocol Officer for the use of the Bo Coppedge dining room for VIP/catered functions.
5. Works with the Public Works Department and Resident Officer- in-Charge to ensure facility maintenance and upgrades are coordinated professionally and efficiently.

Naval Academy Museum

Mission: To serve the Brigade of Midshipmen by providing a repository for works of art, documents, ship models, and other objects pertaining to the history of the U.S. Navy and the Naval Academy.

Functions:

1. Collects, records, preserves, and displays objects, documents, and works of art of historical interest.
2. Administers study programs, making items of historical interest available for research.
3. Serves as an educational and inspirational resource for the Brigade of Midshipmen, other students of American naval history, and visitors.
4. Provides collections and items of historical interest for exhibit by other museums.

PUBLIC WORKS DEPARTMENT

Mission: To provide a safe, comfortable, fully functional living and working environment for the Naval Academy. To provide facilities maintenance, acquisition, transportation, utilities, family housing, engineering, environmental and life cycle management services. To provide quality products and services in a responsive, professional manner.

Enclosure (1)

Functions:

1. Provides full life cycle real property maintenance and facility engineering services from acquisition to disposal. This includes all facility master plans, designs, contract and inspection services, maintenance, repairs, and eventually demolition and removal actions.
2. Produces and/or provides utility systems and services such as water, sewage, electrical distribution, heating and air conditioning. Promotes the conservative use of energy through designated programs. Manages the Academy's hazardous waste and environmental resource, restoration, and conservation programs.
3. Provides family housing and housing referral services to eligible members.
4. Provides vehicle transportation services in support of Brigade and Academy operations. Maintains a fleet of buses, trucks, cars, and support vehicles and contract services for non-fleet requirements.
5. Provides program, budget, personnel and equipment requirements to the Deputy for Operations for execution of above.

Administrative Division

Mission: To administer and coordinate all" departmental management actions and personnel services; to coordinate the preparation, provide contract administration support to the ROICC and submission of departmental financial budgets and reports; to administer and coordinate the Minor and ADP Property Programs; coordinate and maintain Local Area Network (LAN); act as liaison for the department with other departments and offices.

Functions:

1. Develops, prepares, coordinates and administers all management and organizational affairs of the department (including training, management and organizational analysis, work flow, personnel utilization, and maintenance of statistical data, records and reports).
2. Provides office services and paperwork management for the department (distribution of departmental mail, correspondence, records, and reports).
3. Coordinates and manages all personnel matters (timekeeping, personnel actions) and acts as liaison between other departments and offices in related matters.
4. Develops, prepares, and submits all financial reports and budgets for the department and represents the department in all such affairs.
5. Coordinates and manages the Minor Property Program. Establishes PWD procedures and provides each Division Minor Property Representative with regulatory guidance

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governing property control. This includes the ADP Program, Office Equipment, Furniture and Tool Control Programs, requests inventories, and conducts periodic inspections to ensure compliance.

6. Coordinates and manages systems administration support based on local area network. Coordinates maintenance of hardware and software, maintains up-to-date software documentation, provides introductory training for users on new software and hardware.

Facilities Management Engineering Division

Mission: To plan, program, budget, coordinate, and evaluate all Public Works Department real property maintenance actions. The division is responsible for the receipt, generation, planning, and execution oversight of all work performed by the department.

Functions:

1. Establishes and executes a Shore Facilities Inspection Program to identify maintenance and repair requirements and to prepare the type "A" Annual Inspection Summary and the Shore Base Readiness Report.
2. Develops annual and long-range maintenance plans.
3. Determines requirements for maintenance and construction budgets for funding of special maintenance, alteration, and repair projects.
4. Receives, screens, and classifies all work requests including inspection reports and emergency/service calls and approves maintenance work.
5. Prepares job plans for in-house accomplishment of work.
6. Prepares shop load plans and schedules and issues work authorizations to support those plans.
7. Identifies work for contract performance, develops contract performance work statements, and coordinates accomplishments with the Resident Officer-in-Charge of Construction (ROICC) and the Facilities Support Contract Division and monitors progress.
8. Provides customer liaison on facilities maintenance and advises customers of status of work.
9. Evaluates work performance and analysis of work not conforming to plans and estimates.
10. Identifies and manages productivity initiatives for facility maintenance and advises the Public Works Officer of the potential for improvements.

Enclosure (1)

11. Manages a weight handling equipment, vertical transportation equipment (WHE/VTE), fire/unfired pressure vessel, and cross connection control maintenance programs.
12. Manages the NAC Preventive Maintenance Program for all dynamic/static equipment.
13. Prepares requisitions and issues documents for Department material support.
14. Serves as overall facilities maintenance advisor to the

Public Works Officer.

Engineering Division

Mission: To provide all facilities planning, engineering, and designs required to support the Naval Academy Complex.

Functions:

1. Provides technical expertise in the engineering disciplines including engineering studies and reports in all matters pertaining to facilities and utilities.
2. Provides preliminary designs and estimates, including project justification and documentation for Special Projects.
3. Provides designs, plans, and specifications for construction accomplishment.
4. Reviews contract plans and specifications prepared by others.
5. Maintains technical library, records, drawings, and files.
6. Administers architect-engineer (A&E) contracts.
7. Provides engineering support to the Resident Officer-in-charge of Construction (ROICC), Annapolis.
8. Maintains and operates departmental drafting and reproduction facilities.
9. Maintains real estate records including plot assignments and burials in the Naval Academy cemetery.
10. Develops activity master plans.
11. Develops Military Construction Program Submissions.
12. Determines facility collateral equipment requirements.

13. Prepares reports and studies related to facility planning.
14. Coordinates Master, Mobilization, Emergency, and Disaster Control Plans for the Public Works Department.
15. Reviews and monitors space utilization.
16. Maintains Class I and II Property Record Cards. Maintains Class III and IV Property Inventory.
17. Conducts liaison with customer activities.
18. Consults with interior designers to ensure overall decor of the Naval Academy is maintained.

Maintenance Division

Mission: To provide quality, professional, and responsive service through in-house forces in support of facility/infrastructure maintenance and repair, disaster recovery, and special events for the Brigade of Midshipmen and Naval Academy Complex.

Functions:

1. Responds to emergency and routine service calls on demand.
2. Performs scheduled preventive maintenance, recurring work, standing job orders, and specific work.
3. Provides all facilities related support for special events (to include provision of chairs, tables, public address system, and other related equipment).

Utilities Operations Division

Mission: To provide continuous utility services and energy management in support of the Brigade of Midshipmen and the Naval Academy Complex.

Functions:

1. Provides efficient, continuous high temperature hot water and low pressure steam to be used for facility heating and domestic hot water.
2. Provides an uninterruptible supply of potable water at the Naval Academy, and in accordance with all federal, state, and local drinking water standards.
3. Provides an uninterruptible sewage treatment service at Naval station, Annapolis in accordance with all federal, state, and local sewage treatment and discharge regulations.

4. Provides efficient, continuous chilled water to be used for facility cooling and monitors facility space temperatures in accordance with energy conservation regulations.
5. Provides constant high-voltage electrical distribution system maintenance and operation.
6. Provides energy efficient primary utilities distribution systems and equipment operation and maintenance.
7. Ensures energy conservation goals are met through development and implementation of policies and procedures which reduce energy consumption, application of energy efficient systems, and management of energy consumption.

Transportation Division

Mission: To provide transportation services in support of the Brigade of Midshipmen and the Naval Academy Complex.

Function:

1. Provides the Naval Academy with the typical range of transportation related services, including but not limited to:

General repair and maintenance to all USNA vehicles, transient vehicle maintenance services, towing and emergency road services, Customer-drive C-pool, NMCL bus shuttle services, scheduled and unscheduled bus services, mail courier services, construction equipment services, WHE services, street sweeping services, construction waste collection and disposal services, snow removal services, material pick-up services, fuel oil deliveries, and vehicle rental and lease management.

Environmental Division (ED)

Mission: To provide the Naval Academy Complex with responsive, quality, cost-effective environmental management through highly qualified and dedicated people. This results in compliance with Federal, State, and local environmental regulations.

Functions:

1. Develops and implements an ongoing environmental awareness program which includes personnel training, community outreach, and partnering with other local, State, and Federal agencies. Provides support to other divisions and departments to ensure their missions are carried out in an environmentally sound manner.
2. Implements the Pollution Prevention Plan. Implementation of this plan will ensure the Naval Academy Complex meets all pollution prevention goals and initiatives in the solid

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waste, hazardous materials, hazardous waste, and ozone-depleting substances program areas. Pollution prevention applies to requirements set forth by law for protection of the environment and good business practices.

3. Develops and implements the Integrated Natural Resources Management Plan for the Naval Academy Complex. This plan will ensure protection of our natural resources, institute wildlife habitat restoration projects, provide for an education center, and detail opportunities for partnering with other agencies.

4. Manages air, drinking water, storm water, waste water, and hazardous waste programs that ensure compliance with the Clean Air Act, Clean Water Act, the Resource Recovery and Conservation Act, and Chesapeake Bay Initiatives.

Housing Division

Mission: To provide excellent customer service and high quality housing for our military members and their families. We are committed to "Neighborhoods of Excellence," a quality of life management approach to the way we do business in Navy family housing.

Facilities support Contracts Division

Mission: To administer service and maintenance contracts at the Naval Academy Complex, which sustains a quality living and working environment, contributing to more efficient and effective Naval Academy Complex mission accomplishment.

Functions:

1. Contract Administration: Conducts pre-performance conferences and performance evaluation meetings with customers and contractor representatives; reviews and approves submittals; prepares delivery orders for work; verifies and certifies invoices for payment; prepares amendments and modifications; and evaluates contractor performance.

2. Quality Assurance: Coordinates contract work with customers; performs inspections in accordance with Quality Assurance Plans and Inspection Guide; verifies safe and satisfactions performance; calculates deduction for non-performance; and documents contractor performance level.

3. Specification Maintenance: Revises Performance Work statements from previous contracts; develops and revises Quality Assurance Plans and Inspection Guide; and develops detailed Government Cost Estimates.

4. Technical Expertise for Changes: Verifies, makes recommendations, and initiates action to correct equipment deficiencies discovered during preventative maintenance inspections.

Bancroft Hall Renovation Program Office

Enclosure (1)

Mission: To renovate Bancroft Hall in order to provide modern housing and support facilities, including food services, to the Brigade or Midshipmen.

Functions:

1. Correct primary deficiencies in the mechanical/electrical infrastructure which is at the end at its useful life.
2. Renovates/replaces exterior masonry, roof and windows to provide a sound, energy efficient working environment.
3. Corrects life safety deficiencies (i.e. total sprinkler coverage, construction of required evacuation exit stairs, etc.)
4. Removes or abate hazardous material including asbestos, PCB's and lead paint.

CONSTRUCTION BATTALION UNIT 403

Mission: To maintain capability of rapid assimilation into the Naval Fleet Hospital force in the event of a protracted contingency; to conduct a vigorous military and technical skills training program to sustain military readiness; to perform recovery assistance during emergency or disaster situations; and to perform technically challenging construction projects in support of the United States Naval Academy's Public Works Department

Functions:

1. Provides high-quality construction to the United States Naval Academy Complex through a construction operations organization structured within Naval Construction Force guidelines and employing unit integrity at all times. The Construction Program integrates project planning and estimating material procurement, training, safety, quality control, and construction upon receipt of project scope and funding, from the Public Works Department's Facilities Management Engineering Division (FMED) and the procurement of approved plans and specifications from Public Works Department's Engineering Division.
2. Provides for the absolute safety, military readiness, and the professional and personal development of each individual assigned to Naval Construction Battalion unit 403.
3. Ensures complete military readiness of every professional Seabee to meet contingency requirements of Naval Fleet Hospital EIGHT, and for future assignments in a Naval Mobile Construction Battalion upon completion of their tour at Naval Construction Battalion Unit 403.

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4. Provides recovery assistance to the United Naval Academy Complex during emergency or disaster situations.
5. Supports the Self-Help Program by providing technical assistance, on-the-job supervision, and project planning.
6. Performs snow and ice removal operations for roadways and parking lots throughout Naval Station Annapolis.

SUPPLY DEPARTMENT

Mission: To provide logistics support to the Brigade of Midshipmen and the Naval Academy complex, while ensuring the highest Quality of Life for our employees.

Planning and Administrative Division

Mission: To provide total administrative support to the Department.

Functions:

1. Provides Total Quality Management.
2. Conducts inventories for all warehouse stock.
3. Processes civilian personnel actions.
4. Provides budgeting support for the Department.

Control Division

Mission: To procure the needed supplies and services to support the Brigade of Midshipmen, faculty, and staff through the purchase of supplies and services, the processing of material requisitions, the provision of an imprest fund, the certification for payment of commercial bills for materials and services received, and the pick-up and delivery of excess and received material.

Functions:

1. Procures the materials and supplies needed by USNA departments from commercial supplier through competitive bids and blanket purchase agreements not in excess of \$100,000.
2. Provides contract administration functions.

Enclosure (1)

3. Certifies and pays dealer's invoices under the Prompt Pay Act for supplies and services procured by the Naval Academy.
4. Maintains a technical library and screens incoming requisitions to determine interchangeable or substitute items.
5. Maintains an Imprest Fund for requirements not met from open market purchases or from inventory. The Imprest Fund administers and dispenses funds for purchases needed to meet immediate needs.
6. Maintains active and inactive purchase order/ contract files.
7. Provides status information and initiates follow-up action on outstanding requisitions and purchase orders.
8. Issues purchase orders for supplies and services to support the command's mission. Competitive bids are taken from three vendors on orders over \$2,500.
9. Prepares documentation for orders over \$100,000 and forwards to Fleet and Industrial Supply Center (FISC) Washington, D.C., for procurement.
10. Establishes Blanket Purchase Agreement (BPAs) for local vendors used frequently. These agreements enable us to place orders over the phone, eliminating the need for a purchase order.
11. Conducts an annual audit of the BPAs to check for possible splitting of orders or exceeding limits without competition. At the annual audit, it is also decided if we should add new BPAs or cancel existing agreements due to lack of use.
12. Establishing Indefinite Delivery Contracts (IDCs) for electrical items, air conditioning and heating items, automotive supplies And plumbing items. This allows Public Works to obtain items directly from the vendors,
13. Maintains a Government Credit Card program for use by certain departments. Users must attend mandatory training classes and comply to credit card regulations. The credit card program eliminates the need for a purchase order and items can be ordered immediately. A semiannual audit is done for credit card use.
14. Screens DD Forms 1348/1250 for required data fields to process order for standard stock material.
15. Processes off-line orders through standard Military Standard Requisitioning and Issue Procedures (MILSTRIP) .
16. Maintains outstanding document file, posting status, receipts and cancellations.

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17. Notifies customers and accounts on confirmed cancellations.
18. Imprest funds -Issues Government funds within prescribed guidelines.
19. Processes requisitions through the Base Operated Support System (BOSS) or Dace Automated Message Exchange System (DAMES), and all status and maintenance related to the requisition.
20. Screens each item on the DD Form 1149 to ensure that the item is not available through the Navy Supply System, General Services Administration Agency (DLA) prior to processing for local procurement.
21. Organizes and maintains the technical library.
22. Assists customers in determining the most economical means of procuring items.
23. Maintains open and closed files on requisitions until completion.
24. Administers and maintains various contracts in the Branch which include Purchase Orders, "600" contracts, blanket purchase agreements (BPAs) , gasoline credit card purchases, libraries, rentals, maintenance agreements, indefinite delivery type contracts (IDTC), bank credit card purchases, advance payments and certain DLA Contracts.
25. Provides information regarding status and initiates follow-up action on outstanding requisitions and contracts.
26. Offloads and receives, checks, and inspects incoming material from vendors. Segregate, re-pack, mark and forward material to the proper departments.
27. Arrange shipments of all commodities, domestic and international, from USNA departments, plus ex-midshipmen personal effects and cruise boxes for the graduating class.
28. Coordinates with various departments the disposal of all excess property for turn-in at Defense Reutilization and Marketing Office, Fort Meade, Maryland. The functions of the Material Branch located in Building 234 on the Naval station, are currently contracted out to a private contractor whose operation is overseen by the Contracting Officer's representative.

Personal property Division

Mission: To be responsible for transportation of household goods and personal effects in and out of Anne Arundel County for all Navy and Marine Corps personnel. Navy personnel assigned to Fort Meade, Maryland are processed as a courtesy. This office is also responsible for members from other branches of the military who are assigned as instructors to the Naval Academy.

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Functions:

1. Arranges for pickup, delivery, packing, unpacking shipment and storage of personal property, mobile homes and boats under the automated Transportation operational Personal Property Standard System (TOPS) computer system.
2. Provides information on shipment of privately owned vehicles.
3. Provides assistance in the processing of personal property loss or damaged claims.
4. Provides entitlement information through counseling regarding incoming or outgoing shipments of personal property, privately-Owned vehicles, boats, Do-It-Yourself Move, and mobile homes.
5. Maintains and accomplishes Government bills of lading and auxiliary paperwork related to shipment of personal property, privately-owned vehicles, boats, or mobile homes.
6. Administers actions between the Government and commercial carriers/contractors.
7. Certifies and processes contractor's/vendor's invoices for payment.

Minor Property Division

Mission: To establish and maintain accountability for Minor Property Assets throughout the Naval Academy.

Functions:

1. Provides administrative support for Minor Property transactions throughout the Naval Academy.
2. Provides necessary training and customer support for the implementation and maintenance of a standard data base.
3. Schedules and publishes inventories.
4. Maintains a master file of Minor Property Records for the entire Naval Academy.

NAVAL MEDICAL CLINIC. ANNAPOLIS, MARYLAND

Mission: To provide ambulatory care services primarily for the Brigade of Midshipmen, active duty Navy and Marine Corps personnel and active duty members of other Federal Uniformed Services. Subject to the availability of space, facilities, and other resource capabilities, to provide ambulatory care services for other authorized persons as

prescribed by Title 10, U.S. Code and other current directives. To provide clinic specialty and subspecialty services as directed. To provide coordinated health care services for all military facilities and activities assigned and exercise local coordination of other functions as directed. To ensure that all assigned military personnel are properly trained and aware of their assigned contingency and wartime duties. To ensure that the Clinic is maintained in a proper state of material and personnel readiness to fulfill wartime and contingency mission plans. To ensure that the requirements for the requisite quality of health care standards are maintained. To provide, as directed, health care services in support of the operation of the Navy and Marine Corps shore activities and units of the operating forces to ensure the highest possible degree of operational and Navy Occupational Safety and Health readiness of these forces and activities. To conduct appropriate education programs for assigned military and civilian personnel to ensure that appropriate standards of conduct and performance and health care delivery are achieved and maintained. To participate as an integral element of the Navy and Tri-Service Regional Health Care System. To interact with military and civilian agencies in health matters of mutual concern.

Command Relationships: The Naval Medical Clinic, Annapolis, Maryland, is a shore activity in an active (fully operational) status under a Commanding Officer, under the military command of the Superintendent, U. S. Naval Academy, (Responsible Line Commander (RLC)), and under the management and technical control of the Bureau of Medicine and Surgery (BUMED).

Categories of Eligible Beneficiaries: The Naval Medical Clinic provides health care services for the following categories of personnel in accordance with the provisions of Title 10, U.S. Code, and other current directives:

Active duty members of the uniformed services who are entitled to medical and dental care in any facility of the uniformed services.

Dependents of active duty members of the uniformed services who are on active duty for a period of more than 30 days, and dependents of active duty members who died while on active duty, who are entitled to the medical care prescribed in Section 1077 of Title 10, U.S. Code, in facilities of the uniformed services, subject to the availability of space, facilities, and the capabilities of the medical staff as determined by the Commanding Officer whose decision is conclusive.

Retired members of the uniformed services, who may be given medical care in any facility of any uniformed service, subject to the availability of space, facilities, and the capabilities of the medical staff as determined by the Commanding Officer whose decision is conclusive.

Dependents of retired members and deceased retired members of the uniformed services who may be given the medical care prescribed in Section 1077 of Title 10, U.S. Code, in facilities, of the uniformed services, subject to the availability of space, facilities, and the capabilities of the medical staff as determined by the Commanding Officer whose decision is conclusive.

Department of the Navy civilians employed in industrial settings who in their work place may be exposed to biological, physical, or chemical hazards and may therefore require treatment for job-related illnesses or injuries.

Functions: As directed by the superintendent:

1. Provides comprehensive ambulatory medical care services to Navy and Marine Corps units of the operating forces, shore activities, and other authorized beneficiaries as prescribed by Title 10, U.S. Code.
2. Directs and coordinates the operation of subordinate medical care activities, if assigned.
3. Trains and maintains designated personnel in an operationally ready status for augmentation of the operating forces as directed.
4. Develops, operates, and manages administrative and logistical plans and programs in compliance with current directives.
5. Maintains liaison with shore commands and units of the operating forces receiving medical care from the command.
6. Conducts a patient education and public relations program to promote consumer awareness and satisfaction.
7. Maintains standards of health care for accreditation and recognition as required by government and civilian agencies and commissions.
8. Operates an effective Quality Assurance/Improvement Program, as directed, to assess and improve the delivery of health care.
9. Provides drawing facilities and donor referrals to support the whole blood programs of nearby naval hospitals as required.
10. Provides on-the-job, inservice, certification, and operational and readiness training for staff corps officers, hospital corpsmen, and other assigned personnel.
11. Provides a command indoctrination program for all reporting personnel.
12. Conducts an ongoing program to promote and maintain the clinical skills of Advanced Hospital Corpsmen (HM 8425) and Nuclear Submarine Medicine Technicians (HM 8402) by means of assignments to clinical departments and divisions, a structured inservice education program, frequent and periodic evaluations of clinical performance, and other mechanisms, as necessary.

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13. Conducts selective rotation of personnel for education and training purposes and to achieve more efficient and effective use of health care assets.
14. Negotiates and executes memoranda of understanding (MOU) and interservice support agreements (ISSA) for purposes of mutual education, training, or support services.
15. Conducts the Decedent Affairs Program under the general supervision of BUMED as outlined in current directives.
16. Performs aviation, Department of Defense Medical Examination Review Board, precommissioning, reenlistment, and other physical exams as required.
17. Operates an Equal Opportunity Program under existing laws and regulations.
18. Maintains liaison with and provides naval representation to various committees, groups, and organizations of a military, government, commercial, scientific, or professional nature with regard to health care and related subjects, as required.
19. Integrates naval medical selected reserve units and personnel into command activities to enhance the mobilization training and mutual support contribution while establishing a credentialing base.
20. Provides or undertakes other appropriate functions as may be directed by higher authority.

BRANCH DENTAL CLINIC, ANNAPOLIS

Mission: To provide dental services to those active duty service members aboard the Naval Academy. This includes midshipmen, officers, and enlisted personnel on the staff at the Academy and those other military personnel attached to the Annapolis Area Complex.

Command Relationship: The Branch Dental Clinic, U.S. Naval Academy, is an echelon four activity under the direct command and control of the National Naval Dental Center, Bethesda, Maryland, which provides technical, fiscal, and supply support. Currently, the Director serves as principal advisor to the Superintendent and the Commandant of Midshipmen on matters pertaining to the dental health of the Brigade and other assigned military members in the Annapolis Area Complex.

Functions:

1. Provides a wide spectrum of dental care for the Annapolis Area Complex including orthodontics, periodontics, endodontics, prosthodontics, oral surgery, general dentistry, and dental hygiene.

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2. Serves as a source of referral for dental patients from isolated naval facilities in the region.
3. Advises and assists admissions personnel in determining the dental suitability of prospective candidates.
4. Maximizes quality of life and customer satisfaction.
5. Ensures that all Branch Dental personnel are trained, ready, and equipped to accomplish their mission.
6. Augments the military medical effort during periods of mass casualty and other contingencies.

PERSONNEL SUPPORT ACTIVITY DETACHMENT. ANNAPOLIS. MARYLAND

Mission: To maintain the personnel and pay records, to provide consolidated pay and personnel service to assigned officer and enlisted naval personnel, and to provide passenger transportation services to all Navy-sponsored travelers in the Annapolis area; to provide commands and activities with pay, personnel, and passenger transportation management information and other related support; and to perform such other functions and tasks as directed by higher authority.

Command Relationship: The Personnel Support Activity Detachment, Annapolis is under the military command and management control of the Resident Officer-in-Charge, who is under the military command and management control of the Commanding Officer, Personnel Support Activity, Washington, DC. The Officer-in-Charge reports to the Superintendent for additional duty.

Functions:

1. Provides for interpretation of personnel, pay, and transportation directives and instructions.
2. Maintains officer and enlisted service and pay records for activities within the greater Annapolis area and reserve centers in Baltimore, MD and Lewes, DE.
3. Provides for identification cards and DEERS enrollment/updates for active duty and reserve personnel and their dependents.
4. Maintains ODCR/EDVR for customer commands.
5. Inputs to Source Data System computer for entry, adjustments, corrections, or deletion of information relating to personnel administration and pay entitlements.
6. Conducts yearly VHA/BAQ surveys.

7. Prepares all documents relevant to receipts, permanent change-of-station transfers, separation from active duty, and retirements.
8. Maintains service/pay records and documentation for limited duty personnel and tracks medical boards.
9. Processes approved leave and tracks assigned leave control numbers of customer commands.
10. Provides briefings to midshipmen on entitlements as officers prior to graduation.
11. Processes requests for meal passes/COMRATS/RIK.
12. Conducts Page 2, Emergency Data, and SGLI election and verification.
13. Conducts area indoctrination in pay and personnel functions for all incoming Naval Academy area complex customers.
14. Initiates/terminates special pay actions, allotments, direct deposit.
15. Provides Leave and Earning Statement (LES) to members.
16. Forecasts separation pay computation for officer and enlisted personnel.
17. Conducts overpayment recoupment.
18. Is responsible for payday execution.
19. Provides for payment of Temporary Lodging Allowance, Cost of Living Allowance, Dislocation Allowance, and Family Separation Allowance where applicable.
20. Collects and disburses public vouchers, pays local bills.
21. Verifies employment on member's whose service records are serviced by the PSD.
22. Processes travel advances and travel claims for active duty and reserve officer and enlisted and civilian personnel under permanent change of station/temporary additional duty.
23. Provides W-2/W-4 forms to service members.
24. Performs as liaison with Chief of Naval Education and Training, Naval Education and Training Program Development Center, Bureau of Naval Personnel, Navy Campus for achievement, education offices at other activities within the PASS system,

Washington, DC, as well as civilian educational institutions in the Baltimore/Washington, DC area.

25. Administers ASVAB and DLAB exams, DANTES, and CLEP exams. Acts as test administrator for high school and college level exams.

26. Provides advancement notification and documentation for enlisted personnel.

27. Orders, grades, and documents enlisted and officer correspondence courses.

28. Performs Educational Services Officer (ESO) counseling.

29. Documents military experience for accreditation at civilian institutions. Liaisons with officials of county, state, and federal educational and accrediting organizations.

30. Provides and is accountable for ordering, maintaining, administering, transferring, and destroying in-rate, navy-wide exams.

31. Provides members/primary advisor to local examining boards in administering navy-wide exams. Administers FN/A/SN exams.

32. Orders and maintains in-rate and professional manuals and off-duty educational materials.

33. Conducts MGI Bill enrollment.

34. Prepares and validates exam worksheets and AELs.

35. Processes tuition assistance applications.

36. Documents schools and courses attended in service records.

37. Provides traveler support for officer, enlisted, and civilian personnel whose commands are serviced by the PSD.

38. Makes airline reservations and provides tickets to individuals traveling under permanent change of station or temporary additional duty orders.

39. Provides official passport services through a passport agent.

40. Processes overseas screening and requests port calls on transferring military personnel.

41. Arranges for lodging accommodations and car rentals for personnel on official travel.

42. Provides ad hoc reports with useful data to customer commands.

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43. Prepares and submits daily and monthly financial returns and U.S. Treasurer checking accounts returns.

44. Provides advice and assistance regarding all federal and FICA taxes deducted.

45. Serves DOD activities in the Annapolis Area Complex and is responsible for making payments of military and civilian payrolls, public vouchers, advances and settlements of travel claims, collections, taxes, accountability, daily reporting and monthly financial returns submitted to Navy Regional Finance Center and U.S. Treasury.

46. Is responsible for overall operation of a Customer Service Desk providing a full range of personnel and disbursing services to the AEGIS Combat Systems Center remotely located at Wallops Island, VA.

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COMMANDING OFFICER, NAVAL STATION

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NAVAL STATION, ANNAPOLIS

Mission: To support the United States Naval Academy (USNA) by providing a positive and aggressive training environment and resources in support of midshipmen professional development including: quality personnel, equipment, and services for total quality education, physical and professional development of midshipmen.

Functions:

1. Provides professional development training resources and services:
 - a. Craft, crew, and repair services for USNA midshipmen and fleet units.
 - b. Administrative, technical, and procedural services, training, and personnel in support of USNA total quality education.
2. Provides traditional naval station functions including services to enhance morale, improve quality of life, safeguard professional and personal enrichment, and provide physical and moral well-being of all personnel using station facilities: active/inactive/retired military, their dependents, and DOD civilian employees.
3. Provides administrative support to all enlisted personnel assigned to the U.S. Naval Academy complex.
4. Provides and maintains small craft for midshipmen professional development training:
 - a. Repair--emergency repair, depot, and intermediate level maintenance for Yard Patrol, sail, and other craft assigned to the Naval Academy.
 - b. Program Management--Naval Academy Sailing. Plans and executes all facets of Naval Academy sailing program including competitive sailing, basic and off-shore training programs.
 - c. Scheduling--customer interface to fulfill USNA requests or craft used in support of midshipmen training and development.
 - d. Operating and manning--qualified and professional crews for safe and efficient operation of assigned craft.
 - (1) Administer sailing qualifications and certification program for safe and effective operation of professional development summer cruises and competitive sailing leading to appropriate qualification and certification.
 - (2) Recruit, train, and qualify members of Naval Academy Sailing Squadron, the volunteer organization which comprises the non-pay staff of the sailing program.
5. Provides other midshipmen education and training support:

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- a. Conducts CNET required officer accession sail training program (P-100) .
 - b. Sailing Center Support--operates Santee Basin, Vandergrift Cutter Shed facility and the Robert Crown Sailing Center as a secure haven for sail training craft. Provides proper storage, safe dock areas and efficient training facilities to support the training and competitive programs.
 - c. Small Arms--instruction and facilities for safe and efficient weapons qualifications.
 - d. Instructors--qualified and highly motivated classroom, laboratory, and professional support instructors for USNA professional and academic education needs.
 - e. Plans and conducts 3/C and 1/C midshipmen offshore leadership Seamanship and Navigation training cruises under sail.
 - f. Administrative and technical support staff—highly skilled professionals to support USNA administrative and technical needs.
6. Provides logistic, maintenance, security, training, and personnel support to insure critical resources are consistently at the highest state of readiness:
- a. Small craft for training.
 - b. Robert Crown Sailing Center and Santee basin; associated midshipmen recreational sailing program fleet and facilities.
 - c. Weapons and ammunition.
 - d. Personnel professional/administrative support.
7. Provides quality of life service for: active, inactive, retired military and their dependents, and DOD civilian employees.
8. Provides logistics, maintenance, security, training, and personnel to insure significant resources are consistently at the highest state of readiness:
- a. Other personnel support services.
 - b. Facilities and equipment.
 - c. Information technology.
9. Provide support services for special evolutions as required.

EXECUTIVE DEPARTMENT

Mission: To manage the safety, well-being, and efficiency of the command. The Executive Department consists of the Commanding Officer, Executive Officer, Command Master Chief (CM/C), and Executive Assistants. The Commanding Officer is Total Quality Leadership (TQL) leader and chairperson of the Naval Station Executive Steering Committee (ESC). The executive Officer is the direct representative of the Commanding officer. The CM/C is the enlisted advisor to the Commanding officer. Executive Assistants are normally officers, senior petty officers, or commensurate level civilian personnel with management and/or oversight responsibilities for infrastructure and programs with significant command impact.

Functions:

1. The Legal Officer advises and assists the Commanding Officer in the interpretation and application of all military and civilian laws, and in general legal matters, including civilian personnel, claims and investigations.
2. The Safety Manager coordinates implementations of a comprehensive safety program based on objectives established by the Commanding Officer, promotes maximum cooperation in safety matters at all levels, ensures accuracy and timeliness, and maintains appropriate safety records and statistics.
3. The Command Chaplain provides appropriate ministries to support the religious needs and preferences of all Naval station personnel, eligible family members, and other authorized personnel throughout the command.
4. The ADP Officer plans and manages information systems resources to insure adequate information resources for all command functions.
5. The First Lieutenant monitors the maintenance and cleanliness of the Naval Station and advises the command on policies and programs inherent to the First Lieutenant ashore.
6. The Training Officer formulates and administers the Command Training Program.
7. The Command Career Counselor is the primary advisor for command career information program management.
8. The Manpower Coordinator informs the Commanding Officer and manpower claimants regarding manpower situations to insure the number of billets, including skills, pay grades, and special qualifications reflected in manpower authorizations are the minimum military requirements necessary to support the mission, tasks, and functions of the command; and prepares and maintains the Naval station civilian labor budget and provides command support for all areas of civilian personnel matters.

NAVAL ACADEMY SAILING DEPARTMENT

Mission: To execute the Naval Academy Sailing Program consisting of competitive athletic teams, officer leadership and professional development under sail, officer accession sail

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training, and midshipmen recreation and instructional sailing. To conduct summer leadership, seamanship and navigation training in consonance with the objectives prescribed for Naval Academy midshipmen and to act as the custodian of all sail training craft assigned to or operating by the Naval Academy, and as functional support officer for organizational level repair and maintenance.

Functions:

1. Plans and executes all facets of the Naval Academy Sailing Program.
2. Administers sailing qualifications, certification and procedures for safe and effective operation of sail training and competitive sailing.
3. Programs for and executes budget in support of depot level maintenance and repair of large off-shore sail training craft.
4. Conducts CNET required officer accession sail training program (P-100).
5. Provides support for, and operates Santee Basin, Vandergrift Cutter Shed and the Robert Crown Sailing Center, providing proper storage, safe dock areas and efficient training facilities for the sail training and competitive sailing program elements.
6. Serves as Commodore, Naval Academy Sailing Squadron, overseeing recruitment, training, and qualification of volunteer organization which comprises the non-pay staff of the sailing program.
7. Is responsible for all sailing related activities involving midshipmen, including members' conduct while ashore and while embarked during summer race/cruises.
8. Plans and conducts 3/C and 1/C midshipmen offshore leadership Seamanship and Navigation training cruises under sail.
9. Issues policy and guidance for the safe operation of assigned sail training craft.
10. Serves as Executive Secretary of USNA FALES Committee.

ADMINISTRATIVE DEPARTMENT

Mission: To provide complete administrative services for the Naval station, including maintaining central files and promulgating current command directives, maintaining liaison with the Personnel Support Activity Detachment, Annapolis, and the Human Resource Management Department, U.S. Naval Academy, and providing public affairs support.

Functions:

Enclosure (1)

1. Responsible for the administration and accountability of the command's correspondence and directives and for the maintenance of the reports control and forms management programs.
2. Supervises receipt, screening, routing, and filing of command correspondence, directives, and messages. Initiates a Correspondence Action Route Sheet to maintain continuous management of incoming action correspondence.
3. Supervises accounting of assigned officer and enlisted personnel, maintenance of Officer Distribution Control Report (ODCR) and Enlisted Distribution and Verification Report (EDVR).
4. Supervises processing of Enlisted Performance Evaluations Reports, Leave Request/Authorizations, and Special Request\ Authorizations.
5. Supervises preparation of the Plan of the Week and other printed matter.
6. Manages command's Operational Target (OPTAR) travel fund and issue Temporary Additional Duty (TAD, less than 90 days) and Temporary Additional Duty (TEMMADD, over 90 days) orders for military and civilian personnel.
7. Observes and reports on implementation and effectiveness of administrative policies, procedures, and regulations of the command.
8. Maintains a record of required periodic reports, to include a "tickler file" system to ensure continuous management of recurring reports.
9. Reviews all correspondence and directives written for the signature or review of the Commanding Officer and Executive Officer with the attention to policies expressed, so as to advise the Executive Officer of the correctness of the contents.
10. Maintains current "master" copies of pertinent regulations, publications, and directives.
11. Manages overall command security program.
12. Manages overall command mail program.
13. Manages command Casualty Assistance Calls Programs (CACP).
14. Manages command public affairs program.

SMALL CRAFT REPAIR DEPARTMENT

Mission: To provide HM&E support to Yard Patrol and sail craft used to promote the Naval Academy's "Excellence at Sea" programs.

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Functions:

1. Coordinates and liaisons with Director, Naval Academy Sailing and Naval Station operations Department Head to develop a regular overhaul (ROH) and restricted availability (RAV) schedule for all craft employed by both the Sail Training Center and Division of Professional Development, U.S. Naval Academy.
2. Develops fiscal year budgets for operating and repair costs that reflect current and out-year expenditures.
3. Maintains and conducts man-hour and material audits conforming to procedures and policies established by the Deputy for Management.
4. Ensures performance appraisals and position descriptions of Department of Defense (DOD) civilian personnel assigned to SCRD are in place and accurate on an annual basis.
5. Recommends to the Commanding Officer "new hires" for SCRD DOD personnel.
6. Ensures a healthy, vigorous safety training program is carried out for both military and DOD civilian personnel assigned to SCRD.
7. Maintains an accurate account of labor and material expenditures for reimbursable accounts established by SCRD.

OPERATIONS DEPARTMENT

Mission: To support the professional development of midshipmen at the U.S. Naval Academy.

Functions:

1. Schedules, operates, and maintains all power craft.
2. Fills logistic requirements by direction of the Commanding Officer.
3. Plans and schedules operations, coordinating academic requirements with Planned Maintenance Systems (PMS), Material Readiness Inspection, maintenance, and overhaul requirements.
4. Ensures all PMS reports are complete, accurate, and timely.
5. Ensures that all assigned personnel are properly trained and that all Yard Patrol (YP) craft are assigned qualified craft masters and engineers.

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6. Coordinates with the Director, Division of Professional Development, U.S. Naval Academy, the training and qualification of the officers who will act as Officer-in-Charge of YP craft during class periods.

SUPPLY DEPARTMENT

Mission: To provide logistics support to the Naval Station, maintain assigned non-appropriated fund accounts, coordinate with the U.S. Naval Academy Supply Department, and provide a General Mess for assigned personnel and berthing for bachelor enlisted personnel. To develop and maintain a plan for optimum utilization of resources allocated by the Superintendent and maintain a requisition Operating Target (OPTAR) ledger as required. To provide logistical Operations and Maintenance, Navy (O&M,N) funds support to the Marine Barracks.

Function:

1. Maintains OPTAR accounting records for the Naval Station's Sub-Cost Centers.
2. Coordinates the overall O&M,N and OPN budget submission for Cost Center K.
3. Provides the Commanding Officer with factual data essential for effective financial management.
4. Advises and assists Sub-Cost Center Heads in all financial matters.
5. Maintains Cost Center K plant property records and survey procedures.
6. Manages Naval station General Mess.
7. Manages Naval Station BEQ operation (BEQ 168, 298, 46, 47, 51, 71, and 272).
8. Coordinates and directs logistics operations at the Small Craft Repair Facility.
9. Manages USNA complex BOQ operation.

MORALE. WELFARE. AND RECREATION & NAVY EXCHANGE (MWRLNEX) DEPARTMENT

Mission: To enhance the morale, physical well-being, and general welfare of all eligible customers: active duty military personnel and their dependents, military retirees and their dependents, and civilian employees of the Department of Defense (DOD) assigned to or living near the u.s. Naval Academy Complex by providing a comprehensive range of services. These include: athletic programs and facilities; fitness center; competitive intramural sports program; recreational activities; tours and tickets to area entertainment attractions and historical sites; hobby crafts; water sports center; clubs providing food,

beverage, and entertainment; a youth-program; a comprehensive child care and home care program for pre-teen dependent children of active duty military and DOD civilian employees; Navy Exchange retail items for sale to authorized customers. MWR programs emphasize providing creative activities which promote friendship, family values, and sportsmanship among active duty personnel assigned to or living within the Naval Academy Complex and surrounding communities. MWR and NEX includes eight operational divisions which interface with/provide services directly to, customers (Officers' and Faculty Club, Clipper Recreation Center, Athletics/Hobby Shops, Water Sports Center, Youth Center, Child Development Center, Resource and Facilities Division, Marketing and Promotions, Navy Exchange) .

Functions:

1. Develops and executes comprehensive Quality of Life (QOL) programs, including fitness and recreation, athletics, single sailor, youth, child development, club, entertainment, tours, and discount tickets to area events, which directly support the Naval Academy's and the Naval Station's missions.
2. Supervises the administration of MWR Fund, USNA Complex, including custody and accountability of the Funds financial resources, equipment, and property (both fixed and moveable).
3. Directs procurement and maintenance of all department vehicles in support of MWR programs and services.
4. Develops in-year (short-term) and out-year (long-term) budgets and financial plans for both Appropriated Fund and Non-Appropriated Fund resources in support of MWR programs, activities, personnel, and facilities.
5. Ensures all MWR facilities are properly cleaned and maintained with refurbishment/upgrade plans developed for each facility as necessary.
6. Continually informs or advises the Commanding Officer, Naval Station, Annapolis, and Supply Officer, U.S. Naval Academy on all matters involving MWR and NEX Department's financial status, current operations, large contractual commitments, or significant expenditures (while at the proposal stage) , future resource requirements, recreational interests of patrons/patron groups as they are known, significant reductions/expansion or changes in operating hours or services offered to patrons, and significant events or incidents (including those involving personnel injury or serious damage/loss of equipment and assets) which may impact on the operations or reputation of MWR, Naval Station, and the U.S. Naval Academy Complex.
7. Ensures professional development of MWR Department personnel, and that equal opportunity/equal employment opportunity programs of the Department of the Navy are fully supported.

8. Provides authorized Exchange resale items for sale to authorized customers to enhance the quality of life in response to the needs of authorized customers by providing goods and services at a savings and/or convenience in modern and well- maintained facilities; generation of sufficient profit to maintain the financial soundness of the Exchange; through Exchange operations, a reliable source of funds for MWR activities; promotion of morale through well-managed resale operations; such other functions and tasks as may be directed by higher authority.

SMALL ARMS TRAINING DEPARTMENT

Mission. To provide for the professional training of midshipmen and others in the use of small arms, with particular emphasis on safety and proficiency. The Small Arms Training Department (SATD) maintains and operates saluting batteries to support U.S. Naval Academy and Naval Station honors requirements.

Function:

1. Provides safe, efficient, and meaningful small arms training and other forms of ordnance support to the U.S. Naval Academy, Naval Station, and other designated users.
2. Provides rifle, pistol and shotgun marksmanship instruction to midshipmen, Naval Station personnel, and other active duty, reserve, and police units as practical.
3. Advises the U.S. Naval Academy's programs of midshipmen instruction, training and competition in rifle, pistol, and shotgun marksmanship.
4. Coordinates and supports Midshipmen Fourth Class Summer Small Arms Training and the Secretary of the Navy Trophy Small Arms Competition each year as directed by the U.S. Naval Academy.
5. Encourages and assists competitive marksmanship programs, as practical, and as means of improving small arms knowledge and proficiency.
6. Maintains and provides range facilities and equipment for the support of small arms training programs.
7. Supervises stowage, inventory, and record keeping of weapons, ammunition and pyrotechnics used to support small arms and small craft training of midshipmen and other approved activities.
8. Plans and budgets for the overall conduct of the SATD and the training of its members.

SECURITY DEPARTMENT

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Mission: To protect life and property, enforce laws and regulations, and preserve good order and discipline on board Naval Station, Annapolis. To ensure physical security and train personnel as necessary to accomplish this function.

Functions:

1. Maintains physical security program to prevent malicious damage and the theft of government and personal property.
2. Coordinates all case legalities with the Legal Officer.
3. Supervises, directs, and employs assets of the Security Department.
4. Determines adequacy of physical security of the Naval Station and provide recommendations to the Commanding Officer for improving physical security.
5. Prepares a command Physical Security Plan to identify material, spaces, and equipment that require protection; identifies specific resources (personnel, systems, funds); recognizes constraints in resource application; and develops a concept of operations for contingencies and potential threats.
6. Enforces U.S. Navy Regulations with respect to the use or introduction of controlled substances on board. Coordinates the efforts and scheduling of drug detection dogs.
7. Organizes and directs the security force in providing a positive law enforcement program to include both patrol and investigative functions. Monitors traffic enforcement on board the station.
8. Maintains liaison with local, state, and federal security and law enforcement authorities, both military and civilian.
9. Ensures police patrols are established to maintain a level of security that will protect the station from any disruption.
10. Provides guidance and assistance to the Commanding Officer on crime prevention/loss prevention and its impact on the quality of life.
11. Prepares the Station's loss prevention plan, to include loss reporting (Missing, Lost, Stolen and Recovery Report), loss analysis, use of investigative and police resources, disciplinary action, and use of loss prevention equipment.
12. Organizes, directs, and trains a viable Auxiliary Security Force.
13. Instructs police patrols to carry out the above procedures.

SMALL CRAFT OPERATIONS DEPARTMENT

Enclosure (1)

Mission: To provide and maintain required maintenance support of motorcraft and sailcraft and to man all 50 foot utility boats, the Captain's Gig, and the Admiral's barge in support of the professional, academic, and athletic development of the midshipmen, to include the USNA Sailing, Rowing, P-100, and Ship visit programs.

Functions:

1. Responsible for the maintenance and upkeep of all sailing vessels and small craft used for midshipmen training.
2. Provides port services and logistics support for all ship visits to the Annapolis area.
3. Ensures that all assigned personnel are fully qualified for all positions.
4. Reviews and approves all PMS quarterly boards. Conducts spot checks to monitor PMS progress and accountability.
5. Coordinates all assets available to the department to ensure all operational requirements for the individual departments and teams are accommodated.

COMMANDING OFFICER. NAVAL ACADEMY COMPANY
MARINE BARRACKS

Mission: To provide security, ceremonial, and administrative support to the U.S. Naval Academy.

Functions:

1. Provides security guards for the U.S. Naval Academy.
2. Provides a ceremonial guard for the Superintendent, U.S. Naval Academy.
3. Provides an emergency response force to the Annapolis Area Complex as directed and per SECNAVINST 5530.4.
4. Is prepared to provide one 15-man security team for disaster control.
5. Provides supply and administrative support for personnel carried on the rolls of Marine Barracks.
6. Provides administrative support for other Marine Corps personnel in the area, as directed by the Commandant of the Marine Corps.
7. Performs such other duties as may be assigned by the Superintendent, U.S. Naval Academy.

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DIRECTOR OF ATHLETICS

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DIRECTOR OF ATHLETICS
PRESIDENT, NAVAL ACADEMY ATHLETIC ASSOCIATION

Mission: To direct and supervise the Naval Academy's intercollegiate athletic program in accordance with the policy of the Superintendent and within the guidelines set by the National Collegiate Athletic Association (NCAA).

Functions:

1. Reports directly to and advises the Superintendent on all issues pertaining to the intercollegiate athletic programs.
2. Establishes budget and funding requirements of the department and supervises through the Associate Athletic Director, Business Manager, the management and control of the approved operating budget for intercollegiate athletics, the visitor Center, tour guide operations and the Naval Academy Golf Course.
3. Monitors admissions, academics, and NCAA compliance through the Assistant Athletic Director for Admissions and Academics and the Director for NCAA Compliance. .
4. Advises and coordinates with the Deputy Director of Athletics (Head of Physical Education Department) on the management and evaluation of all NAAA staff members involved in the Physical Education, Intramural and Club Sports. Advises and coordinates with the Deputy Director of Athletics (Head of Physical Education Department) on the management of USNA employees assigned to the Physical Education Department who also have duties (e.g., coach or trainer) associated with the intercollegiate athletic program.
5. Coordinates with Deputy Director of Athletics (Head of the Physical Education Department) regarding the utilization of athletic facilities for varsity athletics.
6. Oversees the scheduling of all varsity intercollegiate athletic contests through the Assistant Athletic Director for Scheduling.
7. Oversees the promotions/marketing, ticketing and operations management of all varsity sports and activities through the Assistant Athletic Directors for External Relations and Operations.
8. Oversees the operation of Sports Information through the Assistant Athletic Director for External Relations.

DEPUTY DIRECTOR OF ATHLETICS
HEAD OF PHYSICAL EDUCATION DEPARTMENT
VICE PRESIDENT, NAVAL ACADEMY ATHLETIC ASSOCIATION

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Mission: To serve as principal advisor to the Director of Athletics regarding issues involving the Physical Education Department (including Intramural and Club Sports) and facilities as they relate to the Naval Academy's intercollegiate athletic program.

Functions:

1. Serves as Department Head of the Physical Education Department, which includes Intramural and Club Sports.
2. Maintains liaison between NAAA and the Commandant of Midshipmen and his physical education staff.
3. Advises and coordinates with the Director of Athletics on the management of NAAA employees who also have duties associated with the Physical Education Department.
4. Manages and supports all strength and conditioning coaches and USNA athletic trainers to aid coaches in the preparation of their athletes for competition.
5. Serves as Vice President of the Naval Academy Golf Association Advisory Board and acts as liaison to the Director of Athletics regarding the Naval Academy Golf Association.
6. Serves as Vice President and member of the Board of Control for the NAAA.
7. Performs other duties as assigned by the Director of Athletics.

ASSOCIATE ATHLETIC DIRECTOR
BUSINESS MANAGER/TREASURER NAAA

Mission: To serve as chief advisor to the Director of Athletics on all of the Naval Academy's intercollegiate varsity athletic programs' financial, contractual, personnel matters, and assigned NAAA operational responsibilities.

Functions:

1. Monitors assigned sports.
2. Is responsible for all financial matters of the Naval Academy intercollegiate varsity athletic programs.
3. Directs employees' procedures and benefit programs through the payroll/benefits supervisor.
4. Oversees the functions of the Naval Academy Visitor Center and tour guide operations.
5. Oversees the financial concerns of the Naval Academy Golf Course, through the Head Golf Professional and Greens Superintendent of the Naval Academy Golf Course.

Enclosure (1)

6. Performs all other duties as assigned by the Director of Athletics.

ASSISTANT ATHLETIC DIRECTOR
ADMISSIONS/ACADEMICS

Mission: To serve as principal advisor to the Director of Athletics on the recruiting and admission of prospective midshipmen student-athletes and on the academic progress and success of varsity student-athletes.

Functions:

1. Represents the Director of Athletics on the Admissions Board. Prepares and presents all student-athlete admission records and coordinates and prepares all correspondence to prospective midshipmen student-athletes dealing with the admission and nomination process.
2. Oversees the recruiting efforts of all coaches to ensure the integrity of Naval Academy standards.
3. Monitors the academic progress of all varsity student-athletes. Evaluates any possible problems and arranges for extra instruction or tutoring as needed. Briefs the Director of Athletics on varsity student-athletes who are scheduled to appear before the Academic Board. Sits on the Academic Board for the Director of Athletics in his absence.
4. Assists varsity student-athletes in resolving final exam and academic reserve period conflicts. Processes summer school and summer training requests for varsity teams and/or individual student/athletes. Coordinates registration requests for varsity sports squads.
5. Monitors assigned intercollegiate varsity sports programs.

ASSISTANT ATHLETIC DIRECTOR
SCHEDULING/SECRETARY NAAA

Mission: To serve as principal advisor to the Director of Athletics in all issues concerning schedules for all intercollegiate sports.

Functions:

1. Monitors assigned intercollegiate varsity programs.
2. Facilitates the scheduling of all intercollegiate athletic contests making all necessary contractual agreements for all home and away contests with the exception of football and men's basketball.

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3. Makes arrangements for all intercollegiate athletic contests, except varsity football (travel arrangements, accommodations, official party, movement orders, excusal lists, officials, etc.).
4. Prepares and coordinates all correspondence pertaining to the Commandant of Midshipmen Notice 1710 on Intercollegiate Sport Squad Routines and Lists.
5. Administers the midshipmen's athletic awards program and the election of captains and managers for all varsity teams.
6. Performs other duties as assigned by the Director of Athletics.

ASSISTANT ATHLETIC DIRECTOR
OPERATIONS

Mission: To serve as principal advisor to the Director of Athletics in all issues concerning the operation of intercollegiate varsity sporting events hosted by Naval Academy Sports Teams.

Functions:

1. Monitors assigned intercollegiate varsity sports programs.
2. Supervises Navy/Marine Corps Stadium, parking contracts and concessions.
3. Facilitates the operation of all intercollegiate varsity sporting events hosted by Naval Academy sports teams.
4. Supervises all sports camps.
5. Performs all other duties assigned by the Director of Athletics.

ASSISTANT ATHLETIC DIRECTOR
EXTERNAL RELATIONS

Mission: To serve as principal advisor to the Director of Athletics in all issues concerning media relations and distribution of intercollegiate varsity athletic sports information, promotions and marketing, sales, ticket operations, photography, and video operations.

Functions:

1. Monitors assigned intercollegiate sports.
2. Compiles, maintains and disburses all information pertaining to intercollegiate varsity sporting events.

Enclosure (1)

3. Acts as liaison with all media and non-athletic department parties concerning all intercollegiate varsity sports information.
4. Promotes and markets all varsity sports, and oversees sales staff necessary for implementation.
5. Supervises photographer and video coordinator assignments and operations for varsity sports.
6. Supervises ticket office operations and ticket office sales staff.
7. Performs all other duties as assigned by the Director of Athletics.

NCAA COMPLIANCE DIRECTOR

Mission: The Athletics Compliance Director reports to the Director of Athletics and works closely with the Faculty Athletics Representative to the NCAA and the Assistant Director of Athletics for Admissions/Academics. The Athletics Compliance Director keeps the Director of Athletics aware of progress and issues related to maintaining institutional compliance with NCAA, Patriot League, Naval Academy and Naval Academy Athletic Association rules, as well as reporting the discovery of any and all violation of those rules to the Director of Athletics.

Functions:

1. Coordinates and maintains the Naval Academy's comprehensive compliance program
2. Maintains and coordinates procedures for compliance with NCAA, Patriot League and Naval Academy regulations.
3. Serves as a compliance liaison to the NCAA and Patriot League offices.
4. Coordinates Naval Academy policy and procedures for responding to rules violations.
5. Performs other duties as assigned by the Director of Athletics.

SENIOR WOMEN'S ADMINISTRATOR

Mission: To serve as principal advisor to the Director of Athletics in all issues pertaining to women's athletics and the implementation of Title 9 and Gender Equity.

Functions:

1. Serves on the Director of Athletics Executive Board.

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2. Represents all women's issues for varsity athletics as they pertain to Title 9 and Gender Equity.
3. Monitors all women's issues via communication with all women's head coaches, NCAA exit interviews, and NAAA Gender Equity Committee.
4. Performs all other duties as assigned by Director of Athletics.

CHAPTER III
U.S. NAVAL ACADEMY MANAGEMENT BOARDS

NAVAL ACADEMY MANAGEMENT COMMITTEES/BOARDS

I. INTRODUCTION

A. This section defines the role of the Naval Academy Management Committees/Boards, which are key elements of the integrated management system, and publishes their membership, charters, and standard operating procedures.

B. The management committees/boards operate to assure strategic alignment of the major organizational components in the development of policy, the approval of goals, strategies and objectives, and the approval of major decisions in the resource allocation process.

II. ESTABLISHMENT OF MANAGEMENT COMMITTEES/BOARDS. The following management boards are established. The membership, charter, and standard operating procedures for each are prescribed on the following pages.

Superintendent's Executive Board (SEB)
Facilities Planning Board
Memorials and Gifts Advisory Board
Position Management Board

III. RESPONSIBILITIES

A. Schedule. The Deputy for Management will schedule all SEB, Position Management Board and Memorials and Gifts Advisory Board meetings. The Public Works Officer will schedule meetings of the Facilities Planning Board.

B. Agenda. Each board chairperson, deputy chairperson, or secretary will prepare the agenda and will present the matters under consideration to the committees/board. Any board member may recommend items for inclusion on the agenda. The agenda will be approved by the chairperson and will be distributed as far in advance as possible prior to each meeting to permit members to obtain an understanding of the subject matter. In this way, any discussions during the meeting can be directed to the substance of the agenda items rather than to gaining an understanding of what is intended.

C. Reports. Each deputy chairperson will submit to the Superintendent, a memorandum report of each meeting. The board secretary will prepare this report. The report will list those present, outline briefly matters discussed, briefings given, pertinent comments by members, decisions reached, future action required, and the designated action officers.

D. Decisions. Decisions reached at management board meetings will be briefly but clearly stated. Endorsement approval by the Superintendent formalizes board decisions. These board memoranda represent the authoritative record of Naval Academy

management decisions and policy. Endorsement approval of decisions may be signed only by the Superintendent.

SUPERINTENDENT'S EXECUTIVE BOARD (SEB)

I. MEMBERSHIP

Chairperson: Superintendent

Members: Commandant
Academic Dean & Provost
Dean of Admissions
Character Development Officer
Deputy for Operations
Deputy for Management (Secretary)
Deputy for Information
Technology Services
Director of Athletics
Command Chaplain

Invited Attendees: President, Faculty Senate
Staff Judge Advocate
Public Affairs Officer
Director, Institutional Research
Executive Assistant to the Superintendent

II. CHARTER. The superintendent's Executive Board (SEB) will:

A. Provide advice to the Superintendent regarding matters of policy relative to the management of the Naval Academy.

B. Serve as a forum for direct communications to ensure the senior staff is well informed on current issues and all are supportive of the efforts to move the Naval Academy forward.

C. Manage manpower and material resources in alignment with the USNA strategic plan.

D. Interface with the Board of Visitors as required to ensure appropriate oversight of the Naval Academy.

III. STANDARD OPERATING PROCEDURES

A. The SEB will normally meet weekly on Wednesday.

B. Principal members normally attend. Substitutes should be kept to a minimum.

C. SEB agenda items will be provided to the Deputy for Management as early as possible prior to the next scheduled SEB meeting. Point papers and associated data are to be provided as required.

D. The Deputy for Management will publish the SEB agenda (and associated point papers and data) prior to the scheduled SEB meeting.

E. The SEB will participate with the Superintendent to develop strategic planning goals. When appropriate, the SEB will form teams consisting of those members in the chain of command who can implement changes necessary to advance the Naval Academy's goals.

F. The Secretary will publish minutes of decisions made by the Superintendent at the SEB and monitor progress of taskings initiated by the Superintendent.

FACILITIES PLANNING BOARD
MEMBERSHIP, CHARTER, AND STANDARD OPERATING PROCEDURES

I. MEMBERSHIP

Chairperson:	Superintendent
Deputy Chairperson:	Public Works Officer
Secretary:	Assistant Deputy for Management
Members:	Commandant of Midshipmen
	Academic Dean and Provost
	Deputy for Operations
	Deputy for Management
	Director of Athletics
	Commanding Officer, Naval station
	Deputy for Information Technology Services

II. CHARTER. The Facilities Planning Board is responsible for reviewing the utilization of existing facilities, reviewing programs for new construction required to support the mission of the Naval Academy and the Naval Station, and reviewing the material condition of the existing physical plant. The Facilities Planning Board will consider revisions to current assignment of facilities, changes to master plans and military construction programming, and the priorities for the accomplishment of major repair and alterations and improvement work. The Board will provide a broad-based judgment on the adequacy of facilities plans and the effectiveness of facilities management programs. It is recognized that the Naval Academy/Naval Station exists in community with the Naval Surface Warfare Center, the Naval Medical Clinic, and other area tenants and activities. Representatives of these activities are invited to attend meetings of the Facilities Planning Board to contribute their opinions when appropriate and to remain aware of Naval Academy/Naval Station planning in the facilities area.

III. STANDARD OPERATING PROCEDURES

A. The Public Works Officer shall regularly present to the Facilities Planning Board a list of new alteration and improvement work requests estimated to cost in excess of \$100,000 for approval. The Public Works Officer will recommend a priority for each of these projects to the Board. As a result of these procedures, an integrated priority list of major alteration and improvement projects will be maintained. Any member may recommend changes in priorities of projects and any cost center head may appear before the Board to recommend such changes. In addition, the Public Works Officer maintains a listing of all major repair projects in excess of \$1 million that normally are funded from the special project fund included in the Naval Academy's annual O&M,N budget, copies of the current lists will be provided at each meeting for review. The Board may select high priority items from these priority lists and recommend they be presented to the Superintendent's Executive Board as unfounded requirements for possible reprogramming of funds available at the Naval Academy.

B. The Facilities Planning Board will periodically review the approved Master Plan for the Naval Academy to assure that it is consistent with current requirements. Incident to this, the Board will review the proposed program for accomplishment of military construction projects for the Naval Academy and Naval station.

C. In an effort to streamline the functioning of the full Board and increase its productivity, a subcommittee shall be convened at the call of its Chairperson to discuss agenda issues for consideration by the Board. The subcommittee shall consist of:

Chairperson:	PW Business Manager
Secretary:	Dir, Facilities Management Engineering Div, PWD
Members:	Vice Academic Dean Assistant Deputy for Management Commandant's Operations Officer and 1st LT Base Operations Assistant Supply Officer Executive Officer, Naval station Executive Officer, PE Department Executive Director, Information Technology Services Executive Officer, Medical Clinic Other unofficial members as requested by the subcommittee chairperson to provide functional area expertise.

MEMORIALS AND GIFTS ADVISORY BOARD
MEMBERSHIP, CHARTER, AND STANDARD OPERATING PROCEDURES

I. MEMBERSHIP

Chairperson: Deputy for Management
Secretary: Deputy for Management Staff Assistant

Members: Commandant of Midshipmen
Academic Dean and Provost (Vice Dean)
Public Affairs Officer
Staff Judge Advocate
Flag Secretary
Deputy for operations
Public Works Officer
Commanding Officer, Naval station
Comptroller
Registrar
Librarian
Museum Director
*Director of Athletics
*Executive Vice President Naval Academy

Associates
*President & CEO USNA Alumni Association
*Executive Director Naval Academy Foundation
*Ex officio

II. CHARTER. The Memorials and Gifts Advisory Board (MEGAB) serves to advise the superintendent and acts as a clearing house and coordinating body for private funds and Naval Academy requirements. The Board develops policy, subject to the approval of the Superintendent, for the fulfillment of those requirements and for all aspects of memorials and gifts.

III. STANDARD OPERATING PROCEDURES

A. 10 U.S.C. § 6973 and § 6974 authorizes the acceptance of gifts given to the Naval Academy and the Naval Academy Museum. SECNAVINST 4001.2G outlines the procedures for the Naval Academy to follow in implementing these laws.

B. The MEGAB will review gift offers in conjunction with requirements/needs for the Naval Academy. The purpose of the will be to coordinate requirements/needs and offers, and advise the Superintendent on all matters concerning memorials, gifts, and Museum and Gift Fund supported programs and projects.

C. The Board will recommend the Naval Academy's requirements/needs to the Superintendent, which are not expected to be funded through appropriated funds. These

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needs, when approved by the Superintendent, will be incorporated into the Needs List that the Deputy for Management's Office maintains. The Deputy for Management will make the Needs List available to donors who ask how they can support the Naval Academy. Unless specifically authorized by the Secretary of the Navy, Department of the Navy individuals will not initiate requests for gifts (or contributions) for the Naval Academy. The Naval Academy will not accept gifts initiated contrary to this policy.

D. The Board will meet as necessary.

IV. PRIVATE SOURCE OF SUPPORT

A. The following private organizations provide a source of support to aid the Naval Academy in carrying out its mission:

Naval Academy Athletic Association
Naval Academy Associates
Naval Academy Foundation
Naval Academy Alumni Association
Naval Academy Sailing Foundation, Inc.

B. The Superintendent strongly desires that all organizations soliciting private funds in support of the Academy should coordinate their efforts through the MEGAB to avoid duplication. Any solicitation of funds from alumni should first be coordinated through the Naval Academy Alumni Association.

V. ANNUAL MUSEUM AND GIFT FUND BUDGET. The Board will review the annual Museum and Gift Fund budget as submitted by the Deputy for Management and provide its recommendations to the Superintendent before fiscal year execution.

POSITION MANAGEMENT BOARD
MEMBERSHIP, CHARTER, AND STANDARD OPERATING PROCEDURES

I. MEMBERSHIP

Chairperson:	Superintendent
Deputy Chairperson:	Deputy for Management
Secretary:	Human Resources Director
Members:	SEB
	Comptroller (nonvoting)

II. CHARTER. The position Management Board is responsible for:

A. Establishing USNA position management policy and guidelines to ensure the effective and proper use of personnel resources and conformity to position management criteria provided by higher authority.

B. Reviewing and approving the proposed distribution of labor dollars, FTE work years, and high grade resources, annually or as necessary to accommodate changing priorities and program requirements.

C. Reviewing and approving proposed reorganizations.

D. Reviewing and approving changes to the Activity Manpower Document (AMD).

E. Directing special studies and reviews.

III. STANDARD OPERATING PROCEDURES

A. The Deputy for Management will approve agenda items and call meetings as deemed appropriate.

B. SEB members may submit recommended agenda items directly to the Director of Human Resources.

C. Minutes shall be prepared by the Secretary of the position Management Board and submitted to the Deputy for Management for approval prior to distribution.