



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

COMDTMIDNINST 1531.12A
PRODEV

11 OCT 2005

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Subj: CAREER INFORMATION PROGRAM

1. Purpose. To define and assign responsibilities necessary for execution of the Career Information Program (CIP). The Career Information Program spans the four years of each Midshipman's Naval Academy experience. The program is administered by the Department of Professional Programs and is designed to provide a baseline of professional information to Midshipmen regarding the warfare specialties of the Naval Service. It culminates with Service Assignment, a process which assigns each Midshipman to a warfare community based on a "best qualified" criteria established by the Superintendent.

2. Cancellation. COMDTMIDNINST 1531.12

3. Background

a. Understanding the various components of the Naval Service and how they operate is a key step in the professional development of Midshipmen. Regardless of the ultimate community selection of Midshipmen, this broad understanding is necessary in order that they become effective officers upon graduation. This professional knowledge will form a foundation upon which Midshipmen will build throughout their career. The CIP is designed to provide this knowledge over a four year period.

b. Community Selection is a highly visible process of key interest to both Midshipmen and to the various communities within the Naval Service. In order to provide the necessary information for Midshipmen to make an informed decision at Community Selection, a significant amount of information is required. Additionally, close liaison with the Bureau of Naval Personnel is required as the new officer accession plan is developed each year. The CIP provides centralized management for the service assignment process, ensuring both the desires of the Midshipmen and officer manning requirements are met to the greatest extent possible.

4. Goals. The primary objectives of the Career Information Program are:

a. To provide Midshipmen an understanding of the missions, tasks, and capabilities of all components of the Naval Service.

b. To provide sufficient career pattern and career opportunity information so that each Midshipman can make an informed community selection.

c. To place program emphasis on the needs of the Naval Service and to manage Naval Service requirements.

d. To provide Midshipmen the opportunity to gain further professional knowledge, insight and orientation through participation in open professional forums and official functions.

e. To conduct the Service Assignment process.

f. To provide consolidated points of contact both within the Yard and for external organizations concerning the Career Information Program.

5. Action

a. The Director, Division of Professional Development, will be responsible to the Commandant of Midshipmen for the Career Information Program. Specific responsibilities include:

(1) To develop and execute a consolidated CIP plan for each Naval Academy Class. This plan will be updated annually.

(2) To designate personnel to collateral duty assignments in support of program planning and execution. Collateral duties will be designated in writing annually and will include assignments to represent all Naval service communities.

(3) To act as a point of contact for external organizations in regards to requests for major CIP policy changes, requirements and data analysis.

b. The Chairman of Professional Programs will assist the Director, Division of Professional Development, in the planning and execution phases of the program.

c. The Career Information Officer (CIO) will act as the CIP program manager and will report to the Chairman of Professional Programs. The CIO will also manage the Career Information Program Fund. Specific responsibilities include:

(1) The CIO will conduct advance planning for the CIP and will ensure program elements are properly aligned to its goals. The CIO will control the daily operations of CIP, will monitor overall program execution and evaluation, and manage the overall CIP budget.

(2) The CIO will ensure all CIP events are properly scheduled and publicized, lecturers are assigned as appropriate, and logistic arrangements are made to properly support CIP events. The CIO will liaison with the CIP coordinators to coordinate program requirements.

(3) The CIO will manage the Community Selection Program and will perform all required analysis and coordination in support of the community selection process.

(4) The CIO will coordinate the overall screening process for all new accession communities in support of determining the qualification status of Midshipmen for community selection options.

d. Warfare CIP representatives will report to the Director, Professional Development via the CIO and Chairman of Professional Programs.

(1) Warfare CIP representatives will maintain liaison with the appropriate external organizations within their warfare community to coordinate functions and requirements.

(2) Warfare CIP representatives will approve all presentations and designate qualified briefers for events under their cognizance. They will coordinate with the CIO for all logistic requirements for scheduled events.

(3) The Warfare CIP representatives will provide advisory information to the CIO concerning ship and submarine visit schedules, aviation and USMC equipment static displays.

(4) The Warfare CIP representatives will request CIP funding from the CIO. Priority for this funding will go to those communities that are under subscribed, ie. less Midshipmen are interested than the required quotas to fill.

e. All communities eligible for Community Selection will be represented by CIP representatives and will manage the elements of the CIP related to their communities. They will normally report to the Director of Professional Development via the CIO and Chairman of Professional Programs.

f. Communities not represented on the Yard will normally be represented by the Career Information Officer.

g. CIP representatives will keep the CIO informed of program status for events under their cognizance. They will also maintain liaison with the appropriate external organizations within their community to coordinate functions and requirements, including preparation of all lesson plans and briefers for events.

h. Invitations for guest speakers must be coordinated through the CIO to ensure Superintendent notification for flag officer and distinguished guest visits.


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Distribution:
C-1 (Electronically)