



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

COMDTMIDNINST 1601.11C

CMC

24 AUG 2005

COMDTMIDN INSTRUCTION 1601.11B

Subj: COMPANY CHIEF/GYSGT DUTIES AND RESPONSIBILITIES

Ref: (a) COMDTMIDNIST 5370.2A

Encl: (1) Chain of Command
(2) Daily Schedule

1. Purpose. To define the duties and responsibilities of the Navy and Marine Corps senior enlisted personnel assigned to the Commandant's Staff as Company Chiefs and Company Gunnery Sergeants.

2. Cancellation. COMDTMIDNIST 1601.11B

3. Discussion. Chief/Senior Chief Petty Officers (CPO) and Gunnery Sergeants (GYSGT) are assigned to the Office of the Commandant of Midshipmen to work in concert with Company Officers in the mentorship and development of the Brigade of Midshipmen. Company Chiefs and Gunnery Sergeants are first and foremost experienced professionals who are subject matter experts in operational and leadership matters. Their primary duties and responsibilities are to serve as an integral link in the chain of command in the Companies and to introduce midshipmen to the role of Chief/Senior Chief Petty Officers and Gunnery Sergeants. To that end, Company CPOs/GYSGTs will, by their personal example and experience, set the highest standards of appearance, professionalism and social conduct. Company CPOs/GYSGTs will serve as the daily role models and mentors who will have the most contact with midshipmen for primary professional development. The relationship between the Company Officer, Company CPO/GYSGT, and Company Commander will be similar to that of a Commanding Officer, Command Master Chief/Command Sergeant Major, and Department Head. The Company CPO/GYSGT will administer the daily operations of the Company via the Company Executive Officer and Company First Sergeant, and advise the Company Officer of progress and status of the Company.

4. Action. Company Officers have the overall responsibility for preparing midshipmen morally, mentally, and physically to become professional officers in the Naval Service. Company CPOs/GYSGTs, working with the Company Officers, are responsible

for the daily training and development of the Midshipmen within their companies. Duties and responsibilities include, but are not limited to the following:

a. Serve as the Senior Enlisted Leader within their Company, advising the Company Officer, Company Commander, and First-Class Midshipmen (1/C MIDN) chain of command on all administrative and operational matters within the Company, Battalion, and Brigade. Coach midshipmen on the importance of healthy, two-way communication up and down the chain of command, including the Brigade and Commandant Staff.

b. Serve as Acting Company Officer in the Company Officer's absence, as approved by the Battalion Officer.

c. Instruct 1/C Midshipmen in proper personnel and room inspection procedures. Conduct and document personnel and room inspections of Company 1/C Midshipmen to maintain standards. 1/C Midshipmen will then be responsible to conduct, document, and train to deficiencies within their Company.

d. Counsel, guide and mentor midshipmen regarding their military performance. Specifically, the Company CPOs/GYSGTs will be available to counsel midshipmen within their Company and document the performance in their midshipmen performance records. 1/C Midshipmen may be present during counseling for training.

e. Provide input to the Company Officer for Midshipman Academic Performance Reports (COMAPR) for those midshipmen with academic or physical education deficiencies.

f. Understand and enforce Naval Academy policies and regulations. Ensure all 1/C Midshipmen understand and enforce Naval Academy policies and regulations within the Company and Brigade.

g. Instruct 1/C Midshipmen on the proper conduct of morning formation ensuring proper military decorum is maintained, a proper muster is taken and reported, a personnel inspection is conducted by 1/C Midshipmen, and appropriate information and instructions are promulgated per the Plan of the Day.

h. Instruct and counsel midshipmen in the areas of personal finance, moral and ethical decision making, and problem solving.

Refer midshipmen to appropriate professional counselors and agencies as necessary.

i. Monitor and supervise military events such as close order drill, parades and ceremonies. Provide additional training as required utilizing appropriate assets (Drill Master, Company Drill Officer, etc).

j. Utilize OPNAV Instruction 6110.1 (series) to instruct midshipmen on the proper submission of fitness reports, the importance of accuracy, and specific feedback and counseling procedures.

k. Supervise and guide 1/C Midshipmen serving in the following Company command and staff billets utilizing all applicable instructions, policies and regulations: Company Commander, Company Executive Officer, Platoon Commanders, Squad Leaders, Adjutant, Administrative Officer, 1ST LT, Wardroom Officer, Training Officer, Alcohol and Drug Education Officer (ADEO), Physical Mission Officer (PMO), Human Education Resource Officer (HERO).

l. Monitor the health and welfare of any midshipmen hospitalized or designated sick-in-room.

m. Perform duties in support of summer programs as directed by the Commandant of Midshipmen, Deputy Commandant of Midshipmen, Command Master Chief, and the Plebe Regiment Officer-in-Charge. All Company Chief/Senior Chiefs and Gunnery Sergeants will be assigned a Company during Plebe Summer at least once during their tour.

n. Perform collateral duties as assigned by the Commandant of Midshipmen, Deputy Commandant of Midshipmen and Command Master Chief. Collateral duties will be limited to not more than two to ensure collateral duties do not interfere with the proper administration and operation of the Company.

o. Stand duty as Staff Duty Officer (SDO) to train and monitor in proper watch standing procedures in the Bancroft Hall Main Office and throughout Bancroft Hall; and monitor evolutions at the discretion of the Officer of the Watch (OOW). SDO duties and responsibilities are promulgated via SEPCOR.

p. Establish and update a turn-over folder to include a daily schedule, guidelines for specific events, Company roster, to include year group and billet assigned.

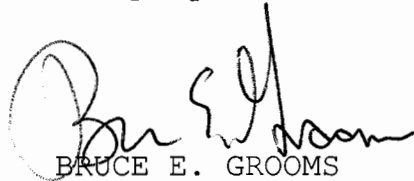
q. Be proficient in the MIDS System to include ad hoc queries.

r. Maintain a regimented physical fitness program in order to maintain physical fitness, endurance, and proper weight standards to ensure maximum mission readiness and set the example to midshipmen.

5. Battalion (BATT) Leading Chief Petty Officer (LCPO).

Battalion Officers will select one of their Senior Chief Petty Officers to serve as the Battalion LCPO. Battalion LCPOs are directly responsible to the Battalion Officer for the day-to-day operation of the five Companies within their Battalion. He/she will serve as the link between the Battalion Officer and the Company CPOs/GYSGTs within the Battalion. BATT LCPOs will meet weekly with the Command Master Chief to provide information and present recommendations for the operation of the Brigade and is responsible for the dissemination of information from the Office of the Commandant of Midshipman and Brigade Commander.

6. Recommendations. Recommendations regarding the contents of this instruction are invited and should be submitted to the Commandant of Midshipmen via the Deputy Commandant of Midshipmen and Command Master Chief.



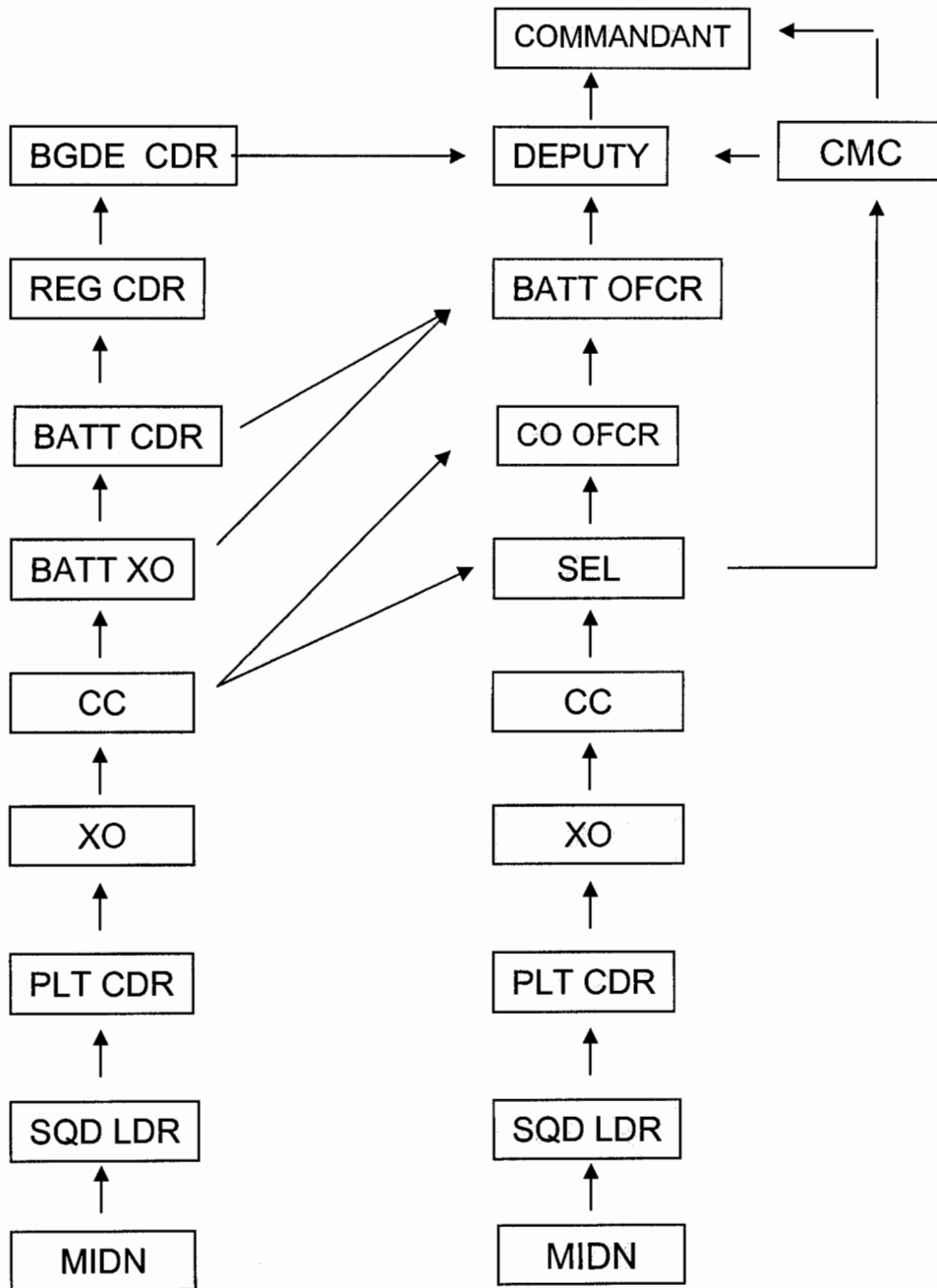
BRUCE E. GROOMS

Distribution:
C-1 (Electronically)

BRIGADE CHAIN OF COMMAND

Operational

Administrative



DAILY ROUTINE

0630 Midshipmen Reveille
(King Hall opens for breakfast until ____)
0710 Morning Formation (Quarters for muster, instruction
and inspection)
0750 1st Academic Period
TBD Meeting with Company Officer
TBD Meeting with Company Commander
TBD 1/C MIDN room inspections
TBD Admin Time
0850 2nd Academic Period
0950 3rd Academic Period
1050 4th Academic Period
TBD Midshipman counseling
1200 Noon Meal Formation (Brigade)
1220 Noon Meal (Brigade)
TBD PT
1250 Midshipmen Training time (Encl (2))
1320 5th Academic Period
1420 6th Academic Period
1545 Athletic Period
1900 Evening meal
TBD Random Urinalysis (unannounced)
TBD Random Breathalyzer (unannounced)