



## DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN  
U.S. NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS, MARYLAND 21402-5100

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COMDTMIDNINST 1601.12B  
APTITUDE OFC  
17 Aug 06

### COMDTMIDNINST 1601.12B

Subj: BRIGADE STRIPER ORGANIZATION AND SELECTION PROCEDURES

Ref: (a) USNAINST 1610.3G  
(b) COMDTMIDNINST 1752.1C  
(c) COMDTMIDNINST 5354.1A  
(d) COMDTMIDNINST 1601.10D  
(e) COMDTMIDNINST 1610.13  
(f) COMDTMIDNINST 5760.1A  
(g) COMDTMIDNINST 5350.1A

Encl: (1) Brigade Chain of Command  
(2) Brigade Staff Chain of Command  
(3) Regimental Staff Chain of Command  
(4) Battalion Staff Chain of Command  
(5) Company Staff Chain of Command  
(6) Company Chain of Command  
(7) Striper Board Evaluation Sheet

1. Purpose. To provide billet descriptions and describe selection procedures for the Brigade organization.

2. Cancellation. COMDTMIDNINST 1601.12A. This instruction is a complete revision and should be reviewed in its entirety; no special markings appear because changes are extensive.

3. Information.

a. The Midshipmen officer organization is responsible for the administration and proper functioning of the Brigade with officer oversight, enhancing the leadership opportunities available to Midshipmen.

b. The Midshipmen officer organization will be divided into two striper sets: first semester and second semester.

c. Leadership shall be inescapable. To the greatest extent possible, select Midshipmen officers for each semester to

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maximize leadership opportunities for the largest number of  
Midshipmen.



BRUCE E. GROOMS

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1. Brigade Organization

a. The Commandant of Midshipmen commands the Brigade of Midshipmen. He exercises this command through the Deputy Commandant, the Brigade Officers, and the Midshipmen commanders of the Brigade.

b. The Commandant of Midshipmen recommends, and the Superintendent, U.S. Naval Academy, appoints select Midshipmen officers of the Brigade organization. The Brigade Striper Board approves select Midshipmen officers of the Brigade organization and the appointment of the remaining officers is delegated to Battalion and Company Officers.

c. The Midshipmen officers of the Brigade, and other Midshipmen in special circumstances, are assigned appropriate authority and responsibility for the direction and administration of the Brigade. In the performance of their duties, these Midshipmen assume responsibilities and concurrent accountability of command, especially in the maintenance of discipline and in the direction of drills and other evolutions.

d. Senior Midshipmen may, in appropriate circumstances, delegate their assigned authority to their juniors, but, as is inherent at all echelons of command, they cannot delegate or divest themselves of their assigned responsibilities or accountability.

e. The Brigade of Midshipmen is organized as shown in enclosures (1) through (7).

2. Precedence of Midshipmen

a. Midshipmen officers and non-commissioned officers will assume the rank and responsibilities per the effective order appointing them as officers or non-commissioned officers of the Brigade organization.

b. Among Midshipmen of different classes, precedence is in the order of class designation (1/C, 2/C, 3/C, 4/C). Midshipmen will advance to the next class following the completion of the graduation ceremony.

c. Precedence among classmates is defined as follows:

(1) First Class Midshipmen will assume precedence in accordance with their rank as Midshipmen officers.

(2) Midshipmen in Ranks (MIRs) will assume precedence by class standing for the previous academic year.

(3) Second Class Midshipmen will assume precedence in accordance with their rank as non-commissioned officers, with Platoon Sergeants and Element Leaders assuming precedence by class standing for the previous academic year.

(4) Third Class Midshipmen will assume precedence by class standing for the previous academic year.

(5) Fourth class precedence is determined alphabetically.

d. In the absence of a Midshipman regularly or specifically detailed to take charge of a unit, responsibility for commanding the unit will devolve upon the senior Midshipman present.

e. The numbers and titles of Midshipmen officers and non-commissioned officers, and their precedence in the Brigade organization, are listed below. Precedence by billets is in the order listed. Among those Midshipmen officers or non-commissioned officers holding the same billet, precedence will be by class standing at the end of the preceding academic year.

GRADE	OFFICER/NCO BILLET	NO.
MIDN CAPTAIN	Brigade Commander	1
MIDN COMMANDER	Brigade Executive Officer	1
	Chief of Staff	1
	Brigade Operations Officer	1
	Brigade Honor Advisor	1
	Brigade Character Advisor	1
	Regimental Commander	2
MIDN LIEUTENANT COMMANDER	Brigade First Lieutenant/Admin Officer	1
	Brigade Aptitude Officer	1
	Brigade Training Officer	1
	Brigade Physical Mission Officer	1
	Brigade Adjutant	1

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	*	Naval Academy Foreign Affairs Conference Midshipman Director	1
	**	Brigade Sea Trials Commander	1
		Regimental Executive Officer	2
		Regimental Operations Officer	2
		Regimental Honor Advisor	2
		Regimental Honor Advisor for Investigations	2
		Regimental Honor Advisor for Remediation	2
		Regimental Character Advisor	2
		Brigade Support Activities Battalion Commander	1
		Brigade Athletic Teams Battalion Commander	1
		Battalion Commander	6
MIDN	**	Sea Trials Executive Officer	1
LIEUTENANT	**	Sea Trials Operations Officer	1
		Brigade Conduct Officer	1
		Brigade Academic Officer	1
		Brigade Supply Officer	1
		Brigade Sexual Assault Victim Intervention Guide	1
		Brigade Alcohol and Drug Education Officer	1
		Brigade Command Managed Equal Opportunity Officer	1
		Brigade Protocol Officer	1
		Brigade Assistant Operations	2
		Brigade Intramural Officer	1
		Brigade PRT Officer	1
		Brigade Assistant Operations (Drill)	1
		Brigade MIS Liaison Officer	2
		Brigade Chapel Watchbill Coordinator	1
		Regimental Adjutant	2
		Regimental First Lieutenant/Admin	2
		Regimental Physical Mission Officer	2
		Battalion Executive Officer	6
		Battalion Operations Officer	6
		Battalion Training Officer	6
		Battalion Honor Advisor	6
		In-season Varsity Sports Team Captains	Varies

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		Brigade Support Activity Commanders	Varies
		Company Commander	30
MIDSHIPMAN		Brigade Assistant Adjutant	1
LIEUTENANT		Brigade Assistant Adjutant (Lifeguard Coordinator)	1
JUNIOR GRADE		Brigade Assistant Adjutant (Climbing Wall Coordinator)	1
		Brigade Assistant Adjutant (Crypt Watchbill Coordinator)	1
		Brigade Assistant Training	1
	**	Sea Trials Phase Commanders	5
		Regimental Honor Secretary	2
		Regimental Honor Board Coordinator	2
		Regimental Honor Academic Liaison	2
		Drum and Bugle Corps Executive Officer	1
		Drum and Bugle Corps Operations Officer	1
		Drum and Bugle Corps Platoon Commander	3
		Battalion First Lieutenant/Admin	6
		Battalion Adjutant	6
		Battalion Physical Mission Officer	6
		Battalion Academic Officer	6
		Battalion Sexual Assault Victim Intervention Guide	6
		Battalion Command Managed Equal Opportunity Officer	6
		Battalion Protocol Officer	6
		Battalion Alcohol and Drug Education Officer	6
		Battalion Drill Officer	6
		Battalion MIS Liaison Officer	6
	***	Battalion Investigating Officer	24
		Company Executive Officer	30
		Company Operations Officer	30
		Company Training Officer	30
		Company Honor Advisor	30
		Platoon Commander	120
MIDN ENSIGN		Drum and Bugle Corps Administrative Officer	1
		Drum and Bugle Corps Supply Officer	1
		Company Training Officer	30
		Company First Lieutenant/Admin	30

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		Company Adjutant	30
		Company Academic Officer	30
		Company Squad Leader	360
MIDN IN RANKS		Company Wardroom Representative	30
		Company Conduct Officer	30
		Company Drill Officer	30
		Company Sexual Assault Victim Intervention Guide	30
		Company Command Managed Equal Opportunity Officer	30
		Company Protocol Officer	30
		Company Security Officer	30
SERGEANT MAJOR		Brigade Sergeant Major	1
		Regimental Sergeant Major	2
		Battalion Sergeant Major	6
FIRST SERGEANT		Company First Sergeant	30
SERGEANT		Brigade Drill Sergeant	1
		Brigade Character Sergeant	1
		Brigade Training Sergeant	1
		Battalion Admin Chief	6
		Battalion Drill Sergeant	6
		Battalion Intramural Sports Boss	6
		Platoon Sergeant	120
		Company Training Sergeant	30
		Company Drill Sergeant	30
SECOND CLASS		Regimental Sports Boss	2
	***	Battalion Investigating Officer	24
		Company Alcohol and Drug Education Officer	30
		Company Admin Chief	30
		Company MIS Liaison	30

Notes: \*Filled both semesters by the same Midshipman.  
 \*\*Filled during the spring semester only.  
 \*\*\*Filled by First and Second Class Midshipmen.

3. Striper Selection Procedures

a. A Commandant of Midshipmen Notice will be published each academic year semester requesting nominations to fill striper billets.

b. When selecting Midshipmen to nominate, the chains of command will look for those Midshipmen who will best represent the Brigade as a whole. *Waypoints* will be used as a guide for selection; Midshipmen who set the example, make the chain of command work, delegate and supervise, and maintain the standards are the Midshipmen required. Academic, military, and physical performance should be heavily considered, but none should singularly be a disqualifier. Volunteers are encouraged, but shall NOT be the principal means by which striper candidates are identified. Candidates should be nominated based on an assessment of their potential to contribute to the success of the Brigade. All midshipmen should be challenged to take on higher positions of leadership and responsibility.

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c. Officer Representatives of athletic teams, brigade support activities and extra-curricular activities shall forward to the Battalion and Company Officers the names of Midshipmen recommended to be considered for striper positions.

d. Company Officers will convene and chair Company Striper Boards to select nominees from their Companies. Each Company Striper Board will include the Senior Enlisted Leader, and, in the spring, both Company Commanders and both Executive Officers. In the fall, the current Company Commander and Executive Officer will sit. The Board will nominate all qualified candidates for Midshipmen CAPT, CDR, LCDR and Sergeant Major billets. With this list of nominees, Company Officers will also submit their nominees for Company Commander to the Battalion Officer.

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e. Based upon Company Officer and Officer Representative recommendations, Battalion Officers will conduct boards, and or interviews as necessary and nominate a slate of midshipmen for appearance before the Brigade Striper Board.

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f. Battalion Officers will review and carefully consider the demographics of their battalion prior to conducting Battalion Striper Boards such that the nomination package fully

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represents Brigade demographics. The nomination package will be sent to the Brigade Striper Board, via the Aptitude Officer. The Aptitude Officer will compile the nominee's photographs, performance records and academic summaries, make copies, and distribute compiled nominee packages to the members of the Brigade Striper Board. Specific submission deadlines, Board schedules and minimum number of nominees from each battalion will be promulgated in the Commandant of Midshipmen notice.

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g. The Deputy Commandant will convene and chair the Brigade Striper Board. The Board will include the Battalion Officers, the Brigade Master Chief, and the Brigade Commander. For Honor Organization interviews and slating a representative from Officer Development will be invited to sit in. The Board will nominate Midshipmen to fill all Midshipman Lieutenant Commander and above billets, Brigade and Regimental Sergeants Major, and designated brigade sergeant billets. Generally, Brigade and Regimental Lieutenants and below will be assigned by the Battalion Officers, except those billets outlined in paragraph (i). The Aptitude Officer will record the Board's decisions. The Board will submit the complete slate to the Commandant for approval.

R

h. The Deputy Commandant will convene the Plebe Summer Striper Board at the start of the spring semester each year to nominate first class stripers in charge of the Fourth Class Regiment. The Plebe Summer Striper Board will be comprised of the same members as the Brigade Striper Board, plus the Assistant Dean of Admissions for Summer Seminar. For interviews for summer stripers the previous summer's Regimental Commanders will be invited to sit in. The slate of nominees will be approved by the Commandant.

i. Selection Procedures for Supporting Programs

(1) Honor Staff. The Director of Officer Development will nominate a slate of candidates utilizing the procedures in chapter 3 of reference (a). Having held a previous billet within the Honor Organization is not a prerequisite for a midshipman to be considered for an honor striper position.

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(2) Midshipmen Information System Liaison Officer (MISLO). The Midshipmen Information Systems (MIS) Officer will

conduct Striper selection boards for the Brigade MISLO billets and submit nominees to the Aptitude Officer. The Brigade Striper Board will review the nominations and either approve the first choices or return them to the MIS Officer for re-submission.

(3) Brigade Sexual Assault Victim Intervention (SAVI) Guide. The SAVI Program Coordinator will conduct Striper Selection Boards for Brigade SAVI Guide and Battalion SAVI Guide billets per the program's established application process.

(a) The SAVI Program Coordinator will submit two nominations to the Brigade Striper Board via the Aptitude Officer. The Brigade Striper Board will review the nominations and either approve the first or second choice or return them to the SAVI Program Coordinator for re-submission.

(b) The SAVI Program Coordinator will submit Battalion SAVI Guide nominations to the Aptitude Officer with copies to each Battalion and Company Officer.

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(4) Brigade Alcohol and Drug Education Officer (ADEO). The Midshipman Alcohol and Drug Abuse Prevention and Control Program Manager (Commandant Staff ADEO) will conduct Striper Selection Boards for Brigade and Battalion Alcohol and Drug Education Officer billets per the program's established application process.

(a) The ADEO will review applications and submit two nominations to the Brigade Striper Board via the Aptitude Officer. The Brigade Striper Board will review the nominations and either approve the first or second choice or return them to the ADEO for re-submission.

(b) The ADEO will submit Battalion ADEO nominations to the Aptitude Officer with copies to each Battalion and Company Officer.

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(5) Brigade Command Managed Equal Opportunity (CMEO) Officer. The Character Development Division CMEO Officer will conduct Striper Selection Boards for Brigade and Battalion CMEO Officer billets per the program's established application process.

(a) The CMEO Officer will submit two nominations to the Brigade Striper Board via the Aptitude Officer. The Brigade Striper Board will review the nominations and either approve the first or second choice or return it to the CMEO Officer for re-submission.

(b) The CMEO Officer will submit Battalion CMEO Officer nominations to the Aptitude Officer with copies to each Battalion and Company Officer.

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(6) Naval Academy Foreign Affairs Conference (NAFAC) Midshipman Director. The Faculty Director, NAFAC shall nominate one Midshipman for the position of NAFAC Midshipman Director. The Brigade Striper Board shall consider the nominated Midshipman at the regular meeting for fall semester billets, usually held in March of the preceding academic year. The board will either approve the nomination or return it to the NAFAC Faculty Director for re-submission.

(7) Brigade Physical Mission Officer. The Director of Physical Education shall nominate Midshipmen for the position of Brigade Physical Mission Officer (PMO). The Brigade Striper Board will interview and slate one of the nominees for the PMO billet or return the nominations to the Director of Physical Education for re-submission.

(8) Brigade Support Activities (BSA) Battalion Commander. The Commandant Staff Operations Officer shall nominate Midshipmen for the position of Brigade Support Activities (BSA) Battalion Commander. The Brigade Striper Board will interview and slate one of the nominees for the BSA Battalion Commander billet or return the nominations to the Commandant Staff Operations Officer.

(9) Brigade Athletic Teams Battalion Commander. Following the selection and approval of the Varsity Team Captains, the Director of Physical Education shall forward the name of the Brigade Athletic Teams Battalion Commander to the Commandant for approval.

(10) Brigade Sea Trials Commander. The Sea Trials Officer-in-Charge shall nominate midshipmen for the position of Brigade Sea Trials Commander for the Spring Semester. The Brigade Striper Board will interview and slate one of the

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nominees for the Brigade Sea Trials Commander billet or return the nominations to the Sea Trials OIC.

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j. Brigade Striper Board Interviews. The Aptitude Officer will brief all candidates on the purpose and mechanics of the Board. During individual interviews, Board members will rank each candidate in specified categories using enclosure (7). Upon conclusion of all interviews, each Board member will rank all candidates as a group. The Board Recorder will use the Board members' rankings to compile an overall ranking that will be used by the Board to nominate a slate of Midshipmen to fill six, five, and four stripe billets in the upcoming academic semester. Results of the Board slating will be forwarded to the Commandant for revision or approval. After the Commandant's review the Aptitude Officer will prepare a memo to the Superintendent requesting approval of the slate. Upon approval of the candidates by the Superintendent, Battalion and Company Boards will reconvene to nominate Midshipmen to fill the remaining billets in the striper organization.

k. The names of Midshipmen nominated for striper positions will not be released until such time as the selections have been approved.

l. Battalion and Company billet organizations (except for Battalion Commander) will be determined at their respective levels.

m. The Commandant's Operations Officer and Brigade Drill Gunnery Sergeant will fill the Brigade Staff drill positions. The Brigade Drill Gunnery Sergeant will submit Battalion Drill position nominations to each Battalion Officer.

n. If a Battalion or Company Officer relieves a Midshipman officer, that Battalion or Company Officer must submit the changes to the Aptitude Officer in order for the Midshipman Information Database System (MIDS) to be updated. If an out-of-company striper is relieved, then the unit commander, Officer Representative, or program manager must notify the Aptitude Office so that MIDS and the Striper List can be updated.

p. The Aptitude Office will publish billet entry date requirements for Battalion and Company billet assignments. Battalion Officers will provide the Aptitude Officer with the

names of Midshipmen to fill their designated Brigade and Regimental Staff striper positions. The Aptitude Office will update MIDS for out-of-battalion stripers.

4. Duties and Responsibilities of the Brigade Staff

a. Brigade Commander -

(1) Basic function. The senior Midshipman in the Brigade organization, who commands the Brigade. The Brigade Commander will execute the policies of the Commandant of Midshipmen, ensure mutual respect for all Midshipmen, maintain the Brigade in the highest state of efficiency, be sensitive to the state of morale, be accountable for the conduct of the Brigade, keep the Commandant of Midshipmen informed regarding any deficiencies, and recommend corrective action to be taken. The Brigade Commander will assign collateral duties to members of the Brigade staff and Regimental Commanders as required.

(2) Specific duties and responsibilities

(a) Coordinates the drafting of the goals from the Brigade that support the mission of USNA and the goals and objectives of the Commandant.

(b) Represents the Midshipmen chain of command at meetings with the Commandant and at policy boards.

(c) Uses the Midshipmen chain of command to promulgate and enforce new directives. Ensures timely communication of new policies to both the Midshipmen and Brigade officer chains of command.

(d) Sits on Brigade Stripper, Aptitude, and Honor Boards. Serves as Adjudicating Authority at Conduct Hearings.

(e) Plans and carries out the events of the Brigade in coordination with the Operations Department and the chain of command.

(f) Supervises the turnover process of new strippers.

(g) Supervises the Brigade Sergeant Major.

b. Brigade Executive Officer -

(1) Basic function. Second in command of the Brigade. Supports the Brigade Commander in an advisory manner in issues concerning Brigade policy.

(2) Specific duties and responsibilities

(a) Responsible for overseeing the proper execution of the Plebe Indoctrination System.

(b) Fulfills the duties of the Brigade Commander in his/her absence.

(c) Maintains close contact with the Deputy Commandant and acts as an intermediary between the Brigade Staff and the Deputy Commandant's staff.

(d) Responsible for ensuring the proper image and good conduct of the Brigade.

(e) Acts as official host for all guests visiting the Naval Academy in an official capacity and coordinates all details of protocol.

c. Brigade Chief of Staff -

(1) Basic function. Responsible to the Brigade Commander for the efficient operation of the entire Brigade Staff. Plans and conducts Brigade staff meetings and supports the goals and policies of the Brigade Commander.

(2) Specific duties and responsibilities

(a) Works with the Brigade Executive Officer in support of the Brigade Commander. Responsible for staff and policy issues concerning the members of Brigade Staff, while the Brigade Executive Officer is responsible for vertical chain-of-command issues.

(b) Maintains close contact with the Deputy Commandant and acts as an intermediary between the Brigade Staff and the Deputy Commandant's staff.

(c) Fulfills the duties of the Brigade Commander in his/her absence if the Brigade Executive Officer is unavailable.

(3) Organizational Relationship. The Brigade Chief of Staff is the third highest ranking Midshipman in the chain-of-command and reports to the Brigade Commander.

d. Brigade Operations Officer -

(1) Basic function. Responsible for the organization, planning, and execution of all operations involving the Brigade of Midshipmen. The Brigade Operations Officer reports directly to the Brigade Commander and works in concert with the Commandant Operations Officer.

(2) Specific duties and responsibilities

(a) Keeps the Brigade Commander and the Brigade Staff informed of upcoming events.

(b) Responsible for making host arrangements for visiting cadets from other service academies. Coordinates

Midshipmen hosts, arranges berthing accommodations, and maintains liaison with other service academies when visiting and exchange cadets arrive.

(c) Works closely with the Logistics Officer to create and promote upcoming movement orders and to ensure all movements are completed in a timely manner.

(d) Coordinates escorts for all official visitors to USNA (visiting educators, candidates, foreign officers, dignitaries, etc.).

(e) Coordinates all special activities throughout the semester, to include but not limited to: concerts, pep rallies, parties, Forrestal lectures, and spirit activities.

(f) Acts as the midshipman parking representative by assisting in the enforcement of parking stipulations and the dissemination of parking instructions to First and Second Class Midshipmen.

e. Brigade Assistant Operations Officer -

(1) Basic function. Accountable to the Brigade Operations Officer. Assists in operations of the Brigade as required.

f. Brigade Assistant Operations Officer (Drill) -

(1) Basic function. Responsible to the Commandant's Operations Officer, Brigade Drill Gunnery Sergeant, and Brigade Operations Officer for all matters relating to military drill. The Brigade Assistant Operations Officer (Drill) shall receive reports from the Brigade Drill Sergeant.

(2) Specific duties and responsibilities

(a) Supervises the scheduling and execution of all parades, football march-overs, outside formations, and other ceremonies.

(b) Assists the Brigade Drill Gunnery Sergeant with rifle and sword inventory, including distribution and collection.

(c) Supervises the Brigade Drill Sergeant and assists with the selection, training, and employment of judges for all drill evolutions.

g. Brigade Honor Advisor -

(1) Basic function. Senior Midshipman in the Honor Organization that advises the Brigade Commander and Director of Officer Development on brigade-wide honor issues.

(2) Duties and responsibilities of the Brigade Honor Advisor are outlined in reference (a).

h. Brigade Character Advisor -

(1) Basic Function. The Brigade Character Advisor is the senior Midshipman in the Character Staff and advises the Brigade Commander and Director of Officer Development and the on brigade-wide character issues. The Brigade Character Advisor directs the Character Staff and is ultimately responsible for the training and supervision of all Company Character Representatives.

(2) Specific duties and responsibilities

(a) Gathers data on the culture and climate of the Brigade and provides updates as requested by the Commandant of Midshipmen, Director of Officer Development, and the Brigade Commander.

(b) Acts as a liaison with the chain of command in support of ADEO, CMEO, and SAVI Programs and initiatives.

(c) Advises on policies and programs affecting the Brigade of Midshipmen.

(d) Provides overall guidance and coordination for Character Programs.

(e) Serves as a member of boards and panels addressing character and culture at the United States Naval Academy.

(f) Supervises the Brigade Character Sergeant.

i. Brigade Aptitude Officer -

(1) Basic function. Responsible to the Brigade Commander for all matters involving the requirements of the Midshipmen Aptitude for Commissioning System. Serves as a liaison between the Aptitude Officer and the Brigade.

(2) Specific duties and responsibilities

(a) Serves as primary information source for Brigade, Battalion and Company Staff members regarding matters relating to Aptitude for Commission boards at all levels, and regarding the Aptitude for Commission System in general. Keeps the Brigade Commander and Brigade Staff informed on the performance of the Brigade.

(b) Publishes, via the Aptitude Officer, the memorandum delineating Aptitude for Commission Evaluation submission requirements for out-of-company strippers.

(c) Coordinates with the Brigade Training Officer to train the Brigade on the Precept Convening the Aptitude for Commission System and Grade Assignment, and calculation of the Military Order of Merit.

j. Brigade Conduct Officer -

(1) Basic function. Responsible for all matters involving Midshipman conduct. Reports to the Brigade Chief of Staff and serves as a liaison between the Conduct Officer and the Brigade.

(2) Specific duties and responsibilities

(a) Maintains liaison with Company Conduct Officers to ensure smooth operation of the conduct system.

(b) Assists in all Brigade level Conduct Hearings.

(c) Keeps the Brigade Commander and Brigade Staff informed on the conduct of the Brigade and briefs unit commanders on their duties under the Administrative Conduct System.

(d) Coordinates with the Brigade Training Officer to train the Brigade on any changes to the Conduct System.

k. Midshipmen Information Systems Liaison Officer (MISLO) -

(1) Basic function. Maintains computer software and designs computer programs in support of the Brigade of Midshipmen. Reports to the Brigade First Lieutenant/Administrative Officer.

(2) Specific duties and responsibilities: executes duties as assigned by the Midshipmen Information Systems Officer.

l. Brigade Supply Officer -

(1) Basic function. Reports to the Brigade Chief of Staff and is responsible for the flow of communications between the Brigade of Midshipmen and the Midshipmen Supply Department.

(2) Specific duties and responsibilities

(a) Supervises and coordinates all interfaces between USNA Supply Department and the Brigade of Midshipmen and performs duties as required by the USNA Supply Officer.

(b) Supervises the preparation of wardroom seating plans and coordinates counts of Midshipmen dining at both weekend and holiday meals. Ensures that the Midshipman Food Services Officer is made aware of any schedule changes that may impact meal hours.

(c) Coordinates surveys on King Hall services with the Midshipmen Food Service Officer.

(d) Organizes special meals for the Brigade in support of special events upon confirmation that the event has been approved by the Commandant and a date provided by the Commandant's Operations Officer.

(e) Coordinates the Midshipmen Store Board with the Deputy Director of the Non-Appropriated Fund Division.

(f) Organizes the Midshipmen Uniform Board and sits on the Officers' and Faculty Club Advisory Board.

m. Brigade First Lieutenant/Administrative Officer -

(1) Basic function. Responsible to the Brigade Commander for the material condition and cleanliness of all public and Midshipmen spaces in Bancroft Hall. Responsible for performing the administrative functions of the Brigade and supervising the administration of the Main Office, including all files, records and reports.

(2) Specific duties and responsibilities

(a) Works closely with the Bancroft Hall First Lieutenant in the operation of the Self Help Program in the Brigade to support the material upkeep of Bancroft Hall.

(b) Coordinates berthing issues within Bancroft Hall.

(c) Acts as liaison between the Brigade and the Commandant's Administrative Office. Updates and distributes all Brigade publications and maintains adequate supplies of necessary forms.

(d) Creates and maintains the Striper Phone List.

(e) Coordinates with the Commandant's Administrative Officer to distribute any non-electronic Commandant of Midshipmen instructions and change transmittals as they are produced, and ensures subject instructions are updated throughout the Brigade.

n. Brigade Training Officer -

(1) Basic function. Responsible to the Brigade Commander for developing and disseminating the training plan for the Brigade of Midshipmen. Works closely with Division of Professional Development and Officer Development to design and implement training that will enhance the professional awareness of the Brigade.

(2) Specific duties and responsibilities.

(a) Maintains liaison with Battalion Training Officers. Conducts regular meetings to promulgate information

and receive feedback from Battalion and Company Training Officers.

(b) Responsible for generating and executing the Saturday Morning Training plan.

(c) Responsible for producing the Plebe Professional Manual, Professional Knowledge Quizzes, Professional Knowledge Exam and for the overall conduct of Plebe professional training.

(d) Coordinates the use of Training Assets including the Confidence Course, the Endurance Course, and the Obstacle Course. Assist in acquiring training support from medical, transportation, and athletics (i.e. lifeguards) as necessary.

(e) The Brigade Training Officer is assisted by the Assistant Training Officer (Webmaster) and the Brigade Assistant Training Officer (Climbing Wall Coordinator).

(f) Manage 4/C participation at the various Distinguished Artist Series events.

o. Brigade Assistant Training Officer -

(1) Basic function. Responsible to and assists the Brigade Training Officer, primarily in an administrative capacity. Works closely with the Company Training Officers and the Company Training Sergeants.

(2) Specific duties and responsibilities

(a) Record the results of all Professional Knowledge Quizzes and Exams. Monitor the progress of each company and provide remediation guidance if necessary.

(b) Maintain Training Website to include current rosters, instructions, and relevant training curriculums and information.

(c) Manage the funds for the Fall Bulletin Board Set-up. Ensure Boards are tasteful and appropriate.

(d) Assist the Brigade Training Officer with any additional tasking.

p. Brigade Academic Officer -

(1) Basic function. Responsible for making academic assistance information available to Midshipmen. Reports to the Brigade Chief of Staff and the Commandant Staff Academic Officer.

(2) Specific duties and responsibilities

(a) Ensures academic assistance information is explained to all Midshipmen.

(b) Ensures academically deficient Midshipmen are identified and their progress tracked by the Company Academic Officers.

(c) Ensures the Academic Accountability System is properly executed.

(d) Provides a liaison between the Commandant's Academic Officer and the Midshipmen chain of command.

(e) Reports to and assists the Commandant's Academic Officer in preparing and maintaining a current list of academically deficient Midshipmen.

q. Brigade Adjutant -

(1) Basic function. Responsible to the Brigade Commander and Senior Watch Officer for the proper execution and administration of the Midshipmen portion of the Bancroft Hall Watch Organization.

(2) Specific duties and responsibilities

(a) Directly responsible for the indoctrination and training of the MOOW watchstanders.

(b) Prepares Midshipman Officer of the Watch and Regimental Midshipman Officer of the Watch watchbills, as well as approving any exchange of duty chits for those watchstanders.

(c) Ensures Midshipmen at all levels are trained to carry out the responsibilities of duty and watch.

(d) Supervises the Main Office watch, including files, records, and reports.

(e) Prepares and outlines security policies for the Senior Watch Officer and Deputy Commandant.

(f) Supervises the Brigade Lifeguard Coordinator, Climbing Wall Coordinator, Chapel Watchbill Coordinator and Crypt Watchbill Coordinator.

r. Brigade Assistant Adjutant -

(1) Basic function. The Brigade Assistant Adjutant provides administrative support to the Brigade Adjutant.

(2) Specific duties and responsibilities

(a) Ensure that all forms, notices and instructions utilized by the Main Office Watch Team are current and available.

(b) Ensure that the Brigade 0800 Reports are delivered to the Naval Academy Archivist at Nimitz Library.

(c) Ensure all daily Company and Battalion Reports are returned to their respective adjutants.

s. Brigade Assistant Adjutant (Lifeguard Coordinator) -

(1) Basic function. The Brigade Assistant Adjutant (Lifeguard Coordinator) provides administrative support to the Brigade Adjutant, specifically, coordinating all aspects of lifeguard operations.

(2) Specific duties and responsibilities

(a) Ensure that all Lifeguards currently on the watchbill are fully qualified and assigned to duty sections.

(b) Create watchbills, ensure proper training and monitor the material condition of USNA pools. Maintain records of all qualifications and provide means for qualification.

(3) Organizational Relationship. The Lifeguard coordinator reports to the Brigade Adjutant.

t. Brigade Assistant Adjutant (Climbing Wall Coordinator) -

(1) Basic function. The Brigade Climbing Wall Coordinator provides administrative support to the Brigade Adjutant, specifically, coordinating all aspects of Climbing Wall operations.

(2) Specific duties and responsibilities

(a) Ensure the safe operation of the climbing wall. This includes ensuring all equipment and facilities meet all current safety regulations.

(b) Ensure all Midshipmen who use and operate the climbing wall are properly trained and qualified.

(c) Maintain records of all qualifications and provide means for qualification.

(3) Organizational Relationship. The Climbing Wall Coordinator reports to the Brigade Adjutant.

u. Brigade Assistant Adjutant (Crypt Watch Coordinator) -

(1) Basic function. The Brigade Assistant Adjutant (Crypt Watch Coordinator) provides administrative support to the Brigade Adjutant, specifically, the John Paul Jones Crypt Watch. This is a year long billet.

(2) Specific duties and responsibilities

(a) Train watchstanders and create watchbills for Crypt Watch standers. Ensure that Main Office has a copy of the watchbill.

(b) Ensure the Crypt is clean.

v. Brigade Assistant Adjutant (Chapel Watch Coordinator) -

(1) Basic function. The Brigade Assistant Adjutant (Chapel Watch Coordinator) provides administrative support to the Brigade Adjutant, specifically, for oversight of the Chapel Duty Section.

(2) Specific duties and responsibilities

(a) Divide chapel watchstanders into duty sections to ensure at least the minimum number of people are present to serve as ushers, greeters, and provide service support.

(b) Maintain contact with the USNA Chaplains to ensure watchstanders are providing appropriate assistance.

w. Brigade Physical Mission Officer (PMO) -

(1) Basic function. Responsible to the Brigade Commander for all aspects of Midshipman physical education development, to include intramurals, and the Physical Readiness Test (PRT).

(2) Specific duties and responsibilities

(a) Establishes and disseminates policies pertaining to the intramural and club sport programs.

(b) Provides direction to the Brigade Intramural and PRT Officers on performance of their duties.

(c) Ensures accuracy and timeliness of required reports and compliance with the provisions of these regulations, with particular emphasis on accountability and safety.

(d) Maintains close liaison with the Physical Education Department and the Midshipmen Welfare Fund (MWF) office on all aspects of programs involved with the physical education development of Midshipmen.

(e) Fosters an attitude throughout the Midshipmen chain of command on the primacy of the Physical Mission.

x. Brigade Intramural Officer -

(1) Basic function. Responsible to the Physical Mission Officer for the execution of the intramural program.

(2) Specific duties and responsibilities

(a) Maintains close liaison with the Brigade PMO on all aspects of the Intramural Program with particular emphasis on those areas that require command support.

(b) Coordinates with the PE Intramural Director on all aspects of the Intramural Program.

(c) Conducts or supervises seasonal coaching and officiating clinics for the intramural program.

(d) Conducts briefings and meetings with the Midshipmen PMOs, Battalion Officers, Company Officers and the Midshipmen in charge of events.

(e) Ensures accuracy and timeliness of required reports and compliance with these regulations with particular emphasis on accountability, safety, eligibility, and participation requirements.

(f) Serves as the Chair of the Intramural Protest Board.

(g) Provides direction to the Intramural Sports Bosses in the performance of their duties.

(h) Ensures company color points for intramurals are recorded, records maintained, and media and public relations are in operation.

(i) Ensures deconfliction of schedules, fields, and athletic facilities.

y. Brigade PRT Officer -

(1) Basic function. Oversees and plans all PRTs. Reports to Brigade Physical Mission Officer.

(2) Specific duties and responsibilities

(a) Organizes and plans all PRTs, including assignment and oversight of observers. Coordinates with the Marking Office.

(b) Coordinates Midshipman participation in the PRT Remedial Program.

z. Brigade Sea Trials Commander -

(1) Basic function. Responsible to the Sea Trials Officer in Charge and the Brigade Commander for the planning, coordination, and execution of Sea Trials. This is a spring semester billet only.

(2) Specific duties

(a) Defines specific goals and objectives of Sea Trials.

(b) Submits nominations to Sea Trials Officer in Charge and assumes supervisory authority over the Sea Trials Executive Officer, Operations Officer, and Phase Commanders.

(c) Oversees all training evolutions and logistical support issues.

(3) Organizational relationship. The Sea Trials Commander reports to the Sea Trials Officer in Charge and Assistant Officer in Charge.

aa. Brigade Sea Trials Executive Officer -

(1) Basic function. Responsible to the Sea Trials Commander for the planning, coordination, and execution of Sea Trials. This is a spring semester billet only.

(2) Specific Duties and responsibilities

(a) Supervises the training, qualifications, and performance of all Sea Trials staff members.

(b) Ensures all reporting is done correctly and on time.

(c) Schedules and presides over necessary meetings and training events involving staff members.

(d) Ensures administrative, safety, and Operational Risk Management requirements are met.

ab. Brigade Sea Trials Operations Officer -

(1) Basic function. Responsible to the Sea Trials Commander for operational and logistical requirements pertaining

to the entire Sea Trials evolution. This is a spring semester billet only.

(2) Specific duties and responsibilities

(a) Coordinates the efforts of all Sea Trials Phase Commanders to eliminate conflicts and duplicate efforts.

(b) Supervises support staffs in their logistics, transportation, communications, and public affairs issues.

(c) Assists Phase Commanders in compiling supply requests and equipment lists.

(d) Acts as the primary liaison between USNA/Bancroft Hall Supply departments and Sea Trials supply efforts.

ac. Brigade Sea Trials Phase Commanders -

(1) Basic function. Each Phase Commander is responsible to the Brigade Sea Trials Commander for the planning, coordination, and execution of a phase of Sea Trials. These are spring semester billets only.

(2) Specific duties

(a) Defines specific goals and objectives of the phase.

(b) Oversees all training evolutions, logistical support issues and safety for the phase.

ad. Brigade Alcohol and Drug Education Officer (ADEO) -

(1) Basic function. Responsible to the Brigade Commander and Character Advisor for alcohol and drug-related issues. Controls the Brigade's Right Spirit Campaign.

(2) Specific duties and responsibilities

(a) Primary duties and responsibilities of the Brigade ADEO are outlined in reference (g).

(b) Accountable to the Brigade Commander and Character Advisor for the conduct of the ADEO staff.

(c) Serves as a member of the Alcohol Working Group.

(d) Assigns duties to members of the ADEO staff as required.

(e) Sits on ADEO selection boards.

ae. Brigade Assistant Alcohol and Drug Education Officer (ADEO) for Athletics -

(1) Basic Function. Responsible to the Brigade ADEO for alcohol and drug related issues pertaining to the athletic community at USNA. Also, responsible for the promotion of the Brigade's Right Spirit Campaign to the athletic community.

(2) Specific duties and responsibilities.

(a) Executes ADEO policies.

(b) Develop a continuing program for educating the Athletic community with respect to alcohol and drugs.

(c) Conduct at least one meeting per semester with all in-season team captains from varsity and club sports to relay information regarding the Brigades Right Spirit Program and changes to policies related to alcohol and drugs.

(d) Executes the Right Spirit Campaign and other command initiatives within the Athletic department and within all athletic buildings.

(e) Serves as a member of the Alcohol Working Group.

(f) Carries out other duties as assigned by the Brigade ADEO.

af. Brigade Sexual Assault Victim Intervention (SAVI) Guide

(1) Basic Function. Responsible to the Brigade Commander, Character Advisor and Brigade SAVI Coordinator for SAVI Program related issues.

(2) Duties and responsibilities are assigned by reference (b). In addition:

(a) The Brigade SAVI Guide coordinates training and acts as a resource for sexual assault related issues for Company Character Representatives.

ag. Brigade Command Managed Equal Opportunity (CMEO) Officer -

(1) Basic function. Responsible to the Brigade Commander, Character Advisor the Commandant Staff CMEO for CMEO Program related issues.

(2) Duties are assigned by reference (c). In addition:

(a) Coordinates training and acts as a resource for equal-opportunity related issues for Company Character Representatives.

(b) Provides Character Organization and the Brigade Commander with updates on Brigade climate.

(c) Trains First Class Character Representatives to fulfill duties required by the Officer Development Department.

ah. Brigade Protocol Officer -

(1) Basic function. Responsible to the Brigade Chief of Staff for protocol-related issues.

(2) Specific duties and responsibilities.

(a) Executes Brigade protocol policies.

(b) Responsible for assisting with the organization, planning, and execution of all events and training involved with etiquette and protocol.

(c) Accountable to the Brigade Commander for the conduct of the protocol staff.

(d) Assigns duties to members of the protocol staff as required.

- (e) Sits on Protocol Officer selection boards.
- (f) Coordinates protocol training with the Brigade Training Staff.
- (g) Coordinates event planning with the Social Director.
- (h) Provides protocol guidance to the Battalions.
- (i) Seeks out areas of uncertainty within the brigade and works with the Social Director to correct those deficiencies within the four-year curriculum.
- (j) Coordinates invitation lists and RSVP lists for official Brigade functions.

ai. Athletic Teams Battalion Commander -

(1) Basic function. Responsible and accountable for setting and maintaining the highest professional standards for the teams, and communicating and executing policies of the Commandant of Midshipmen and the Athletic Department.

(2) Specific duties and responsibilities

(a) Act as a liaison between the Brigade Staff and the Varsity Team Captains.

(b) Provide guidance and direction to all Varsity Team Captains in the performance of their duties.

(c) Disseminate policy regarding athletic programs.

(d) Submit a formal "State of Intercollegiate Athletics within the Brigade" report to the Commandant of Midshipmen and the Director of Athletics upon the completion of each season.

(3) Organizational relationships. The Athletic Team Commander reports to the Second Regiment Commander for matters involving Brigade activities, and reports to the Naval Academy Athletic Association for team matters.

aj. Varsity Athletic Team Captains -

(1) Basic function. Responsible and accountable for the appearance, conduct, and accountability of their squads at all practices, meals, movements, and competitions. Responsible and accountable for setting and maintaining the highest professional standards for the team, maintaining high morale among team members, and communicating and executing policies of the Commandant of Midshipmen and the Athletic Department.

(2) Specific duties and responsibilities

(a) Provide general professional counseling for their team members.

(b) Serve as observers at Aptitude Boards, Conduct Hearings, and Honor Hearings for team members (as required).

(c) Stand duty as assigned by the Brigade Adjutant.

(3) Organizational relationships. The Varsity Team Captains report to the Athletic Teams Battalion Commander for matters involving Brigade activities, and report to the Officer Representative and Coach for intra-squad matters.

ak. BSA Battalion Commander -

(1) Basic function. Responsible to the First Regiment Commander for executing policies of the Commandant of Midshipmen. Works with the Commandant Staff Operations Officer and Midshipmen Activities Officer in maintaining all Brigade Support Activities (BSAs) at the highest possible state of efficiency.

(2) Specific duties and responsibilities

(a) Act as a liaison between the Brigade Staff and the BSA Commanders.

(b) Provide guidance and direction to all BSA Commanders in the performance of their duties.

(c) Oversee and ensure BSA participation is accurately tracked and documented.

(d) Foster throughout the chain of command an attitude of support for participation in BSAs by Midshipmen in all classes.

(e) Assist the Midshipmen Activities Officer in planning and coordination of events requiring BSA support to include pep rallies and other spirit-related activities.

(3) Organizational relationships. The BSA Battalion Commander reports to the First Regiment Commander and to the Commandant Staff Operations Officer and Midshipman Activities Officer for matters involving Brigade activities.

al. BSA Commanders -

(1) Basic function. Responsible and accountable for the appearance, conduct, and accountability of their activities at all practices, movements, competitions, and performances. Responsible and accountable for setting and maintaining the highest professional standards for the BSA, maintaining high morale among roster members, and communicating and executing policies of the Commandant of Midshipmen and the Operations Officer.

(2) Specific duties and responsibilities

(a) Provide general professional counseling for their activity members.

(b) Submit after action reports for all movement orders to the BSA Battalion Commander.

(c) Ensure the efficient management of their activity both operationally and administratively.

(d) Stand duty as assigned by the Brigade Adjutant.

(3) Organizational relationships. The BSA Commanders report to the BSA Battalion Commander for matters involving Brigade Support Activities, and reports to the Officer Representatives and BSA Directors as required by their activities.

am. Brigade Sergeant Major -

(1) Basic function. The senior second class Midshipman in the Brigade. Receives direction and supervision from the Brigade Commander.

(2) Specific duties and responsibilities

(a) Supervises the execution of the policies and standards pertaining to the performance, training, appearance, and conduct of underclass Midshipmen.

(b) Initiates recommendations to the Brigade Commander on issues concerning the underclass.

(c) Submits a weekly feedback report to the Brigade Commander that highlights pertinent issues, concerns, questions, and praises from the Brigade.

(d) Attends all meetings held by the Brigade Commander.

(e) Marches in the Brigade Staff at all parades.

(f) Assists the Brigade Commander during inspections (as required).

(g) Periodically meets with the Regimental and Battalion Sergeants Major to discuss issues/concerns they may have.

(h) Organizes and conducts selection process for the Midshipmen of the Semester Program.

(i) Meets with the Deputy Commandant and Brigade Master Chief on a regular basis to discuss issues and concerns.

(j) Keeps the Brigade informed on policy changes, decisions, answers to their questions, and what is being done to address their concerns.

(k) Coordinates the standing of watches when second class assume first class watches.

an. Brigade Drill Sergeant -

Basic Function. The second class Midshipman who is the primary assistant to the Brigade Assistant Operations Officer (Drill), performs all duties as directed by that Midshipman, and normally assumes the billet of the Brigade Assistant Operations Officer (Drill) during first class year.

ao. Brigade Character Sergeant -

(1) Basic function. The Character Sergeant is the senior Second Class Midshipman in the Character Staff. Receives direction and supervision from the Brigade Character Advisor.

(2) Specific duties and responsibilities

(a) Reviews second class feedback with the Brigade Sergeant Major in order to identify areas of concern for the Character Staff.

(b) Runs the Character Feedback Program for the Brigade, including informational notices regarding focus groups, Character Council meetings and weekly table gouge.

(c) Records minutes for all Character Staff and Character Council meetings.

(d) Attends Faculty Senate meetings on a designated basis.

ap. Brigade Training Sergeant -

(1) Basic Function. The second class Midshipman who is the primary assistant to the Brigade Training Officer. Acts as a liaison between the Company Training Sergeants and the Brigade Training Staff.

aq. Naval Academy Foreign Affairs Conference (NAFAC) Midshipman Director -

(1) Basic Function. Supports the NAFAC Executive Council. The NAFAC Midshipman Director directs and oversees all Midshipmen who participate in NAFAC.

(2) Specific Duties and Responsibilities

(a) Assumes the rank of Midshipman Lieutenant Commander for the entire year.

(b) Oversees development, coordination and execution of plans, schedules, agendas, itineraries, bookings, and all other arrangements assigned by the NAFAC Executive Council and any other requirements which may arise.

(c) Ensures "lessons learned" are captured in after action reports and ensures other documents, which may facilitate future conferences, are archived and made readily accessible to future NAFAC Directors.

5. Duties of the Regimental Staff

a. Regimental Commander -

(1) Basic function. Responsible to the Brigade Commander for executing the policies of the Commandant of Midshipmen in maintaining the Regiment in the highest possible state of efficiency. Each Regiment shall be divided into three Battalions. The Regimental Staff organization is provided as enclosure (3). The Regimental Commander will be supported and advised by the senior Battalion Officer in that Regiment.

(2) Specific duties and responsibilities

(a) Responsible for general cleanliness, maintenance, and appearance of the Regimental area.

(b) Serves as Special Projects Officer to the Brigade Commander.

(c) Convenes Brigade Honor Boards for "not guilty" pleas per reference (a). Recommends sanctions and remediation for cases found "in violation" or "guilty" pleas.

(d) Leads the Regimental Staff in dress parades and march-ons.

(e) Attends Brigade Aptitude Boards and Conduct Adjudications as the Brigade Commander's representative (as required).

(f) Coordinates the drafting of goals for the Regiment that support the mission of USNA and the goals and objectives of the Brigade Commander.

(g) Coordinates the inception of new policy and regulations into the Regiment by using the Midshipmen chain of command to promulgate and enforce the new directives. Ensures timely communication of new policies to both the Midshipmen and Brigade officer chains of command.

(h) Supervises the Regimental Sergeant Major in the performance of duties.

(i) Responsible for the Company Assessment Program.

b. Regimental Executive Officer -

(1) Basic Function. The Regimental Executive Officer is the second in command of the regiment and is the direct representative of the Regimental Commander. The Regimental Executive Officer shall be primarily responsible for the organization, performance of duty, and good order and discipline of the entire Regiment. The Regimental Executive Officer supervises all staff officers.

(2) Specific duties and responsibilities

(a) Makes frequent inspections of spaces, personnel, and administrative items and takes remedial action to correct discrepancies.

(b) Monitors staff personnel, maintaining accountability procedures for the staff.

(c) Supervises staff functions to ensure efficiency in all staff tasking.

(d) Supervises the execution of the Fourth Class Development System.

(e) Establishes a monitor and inspection program for Plebe indoctrination.

(f) Serves as interface between the Regimental Staff and the Brigade and Battalion Training Staffs.

(g) Fulfills the duties of the Regimental Commander in his/her absence.

(h) Responsible for ensuring the proper image and good conduct of the Regiment.

(i) Acts as official host for all guests visiting the Naval Academy in an official capacity and coordinates all details of protocol as required to assist the Brigade Executive Officer.

(j) Coordinates the Company Assessment Program under the direction of the Regimental Commander.

(k) Performs such other duties as assigned.

c. Regimental First Lieutenant/Administration -

(1) Basic function. Responsible for the material condition of all spaces and equipment in the Regiment. Serves as the administrative assistant to the Regimental Executive Officer.

(2) Specific duties and responsibilities

(a) Performs frequent inspection of Regimental common areas to ensure they are properly maintained.

(b) Responsible for coordinating fire bills and conducting fire drills.

(c) Monitors Company efforts in self-help to ensure maximum benefits from the Self-Help Program.

(d) Coordinates the issue and control of major material items required for the upkeep of living spaces.

(e) Performs duties as required by the Supply Department as ordered through the chain of command.

(f) Verifies the efficiency of Battalion administrative procedures through inspections conducted at least once a semester.

(g) Assists in execution of the Company Assessment Program.

(h) Reviews staff paperwork for administrative correctness.

(i) Reviews all outgoing documents prior to publication.

d. Regimental Operations Officer -

(1) Basic function. The Regimental Operations Officer is responsible to the Regimental Executive Officer for scheduling and executing regimental functions, missions, and movements. In addition, the Regimental Operations Officer shall report to the Brigade Operations Officer for the execution of Brigade of Midshipmen events. Receives reports from Battalion Operations Officers when directed by the Regimental Commander and Executive Officer.

(2) Specific duties and responsibilities

(a) Ensures the Regiment properly executes all special activities and collateral assignments from Brigade Operations.

(b) Executes operations event planning and coordination as directed by the Brigade Operations Officer or the Regimental Commander.

(c) Maintains a semester schedule of Regimental activities.

(d) Coordinates the scheduling of Regimental movements and meetings.

(e) Briefs Staff and Battalion Commanders on all operations tasks assigned by Brigade Staff.

(f) Serves as Regimental point of contact for all fund drives.

e. Regimental Honor Advisor -

(1) Basic function. The duties and responsibilities of the Regimental Honor Advisor are contained in reference (a).

f. Regimental Honor Advisor for Investigations -

Basic function. The duties and responsibilities of the Regimental Honor Advisor for Investigations are contained in reference (a).

g. Regimental Honor Advisor for Remediation -

Basic function. The duties and responsibilities of the Regimental Honor Advisor for Remediation are contained in reference (a).

h. Regimental Character Advisor (First) -

(1) Basic Function. The First Regiment Character Advisor is responsible for all staff and policy issues concerning members of the Character Staff, including all character representatives. Responsible to the First Regiment Commander on Character Program issues.

(2) Specific duties and responsibilities

(a) Organizes and oversees selection board for representatives.

(b) Works with the Second Regiment Character Advisor in support of the Brigade Character Advisor.

(c) Responsible for planning and coordinating character meetings and the Character Council.

(d) Advises the Brigade Aptitude for Commissioning Officer on updates to Waypoints.

(e) Fulfills the duties of the Brigade Character Advisor in his/her absence. Completes all related administrative requirements to include maintaining and updating notices and instructions.

i. Regimental Character Advisor (Second) -

(1) Basic Function. The Second Regiment Character Advisor is responsible for all character education activities within the Brigade of Midshipmen. Responsible to the Second Regiment Commander on Character Program issues.

(2) Specific duties and responsibilities

(a) Coordinates ADEO, CMEO, and SAVI education and training efforts, including the First Class Character Representative training and education program.

(b) Works with the First Regiment Character Advisor in support of the Brigade Character Advisor.

(c) Acts as midshipman liaison between the Character Staff and Officer Development Division Character Education Program.

(d) Supports organizers of conferences and extra-curricular character related activities within the Brigade, including the Corbin Leadership Summit and the Leadership Conference; specifically provides updates on current character issues and ongoing training and education.

(e) Responsible for coordinating all Plebe Summer character lessons with Plebe Summer Commanders.

(f) Specifically works with Brigade Training Officer to coordinate character related Saturday Morning Training (SMT) sessions.

j. Regimental Adjutant -

(1) Basic function. The Regimental Adjutant is responsible for the proper execution of watch and duty functions within the Regiment.

(2) Specific duties and responsibilities

(a) Upholds watch and duty policies as directed by reference (d).

(b) Coordinates watch bill assignments as directed by the Brigade Adjutant.

(c) Performs weekly inspections of randomly selected companies to ensure duty section procedures are properly completed.

(d) Organizes and coordinates training procedures for duty section watchstanders.

(e) Performs weekly spot checks of watchstanders to verify they are properly standing the watches. Results of these inspections will be forwarded in writing to the Regimental Commander.

(f) Monitors watchstander security efforts and promotes security procedures within the Regiment.

(g) Assists the Brigade Adjutant as necessary.

k. Regimental PMO -

(1) Basic function. The Regimental PMO is responsible to the Regimental Commander for execution of all physical education programs at the Regimental level.

(2) Specific duties and responsibilities

(a) Organizes, administers, and conducts the Regimental intramural program.

(b) Evaluates the qualifications of Midshipmen nominated for Midshipmen-in-Charge (MIC), coaching, and officiating assignments before approval.

(c) Maintains close liaison with the Brigade Intramural Officer on all aspects of the intramural program.

(d) Supervises the day-to-day operation of the intramural program through the Battalion PMOs and the Intramural Sports Bosses.

(e) Checks Battalion Record of Participation reports for accuracy and forwards to the Intramural Officer.

(f) Completes all end-of-season and annual reports as required.

(g) Ensures Company PMOs track all PE, PRT, and weight control deficient Midshipmen.

1. Regimental Sergeant Major -

(1) Basic function. The senior second class Midshipman in the Regiment. Receives direction and supervision from the Regimental Commander and the Brigade Sergeant Major.

(2) Specific duties and responsibilities

(a) Supervises the execution of the policies and standards pertaining to the performance, training, appearance, and conduct of underclass Midshipmen.

(b) Initiates recommendations to the Regimental Commander on issues concerning the underclass.

(c) Submits a weekly feedback report to the Brigade Sergeant Major that highlights pertinent issues, concerns, questions, and praises from the Regiment.

(d) Attends all meetings held by the Regimental Commander.

(e) Marches in the Regimental Staff at all parades.

(f) Assists the Regimental Commander during inspections (as required).

(g) Periodically meets with the Battalion Sergeant Majors to discuss issues/concerns they may have and to disseminate feedback from higher.

(h) Keeps the Regiment informed on policy changes, decisions, answers to their questions, and what is being done to address their concerns.

(i) Assists the Brigade Sergeant Major with the Midshipmen of the Semester program.

(j) Assists the Brigade Sergeant Major in coordinating the standing of watches when second class assume first class watches.

m. Regimental Intramural Sports Boss -

(1) Basic function. Responsible to the Regimental PMO for ensuring the sports programs under their authority are administered in compliance with the regulations.

(2) Specific duties and responsibilities

(a) Meets with the PE Intramural Director prior to assignment of sports program.

(b) Coordinates with the Intramural Sports Boss of the sister Regiment regarding drawing vehicles, equipment and set up for specific sport programs or events.

(c) Holds organizational meetings with coaches, officials and support staff under his/her purview to outline policies for administration and conduct of sports.

(d) Allocates space and provide expertise and assistance for company practices prior to events.

(e) Ensures that all teams enter and leave the activity site as a group.

(f) Ensures that all contests begin on time, Midshipmen are in proper uniform, and officials are assigned to activities.

(g) Submits to the Regimental PMO an absentee report and a competition results report.

(h) Submits a seasonal and a year-end after action report to the Regimental PMO.

6. Duties of the Battalion Staff

a. Battalion Commander -

(1) Basic function. The Battalion Commander is responsible for the safety, well-being, and efficiency of the Battalion. The Battalion Commander is also responsible for the general cleanliness, maintenance, and appearance of the Battalion area. Each Battalion will be composed of a Battalion Staff and five Companies. The Battalion Staff organization is

provided as enclosure (4). Although the Battalion Commander is supported and advised by the Battalion Officer, the Battalion Commander should assume full responsibility for the Battalion and will lead the Battalion while ensuring the Commandant's and Brigade Commander's policies are instituted and upheld.

(2) Specific duties and responsibilities.

(a) Assigns collateral duties to members of the Battalion Staff as required.

(b) Coordinates the drafting of goals for the Battalion that support the mission of USNA and the goals and objectives of the Battalion Officer.

(c) Represents the Midshipmen chain of command at meetings with the Battalion Officer.

(d) Ensures timely communication of new policies to both the Midshipmen and officers of the Battalion.

(e) Sits on Battalion Striper Boards.

(f) Serves as a Battalion representative at Battalion Officer adjudications.

(g) Serves as the adjudicating officer for designated adjudications.

(h) Supervises the Battalion Sergeant Major in the performance of duties.

(i) Supervises morning watch turnover in the Battalion.

(j) Conducts honor hearings for accusations forwarded by their Company Commanders, and dismisses, counsels, remediates, or forwards them to the Regimental Commander as appropriate.

b. Battalion Executive Officer -

(1) Basic function. The Battalion Executive Officer is the direct representative of the Battalion Commander. The Battalion Executive Officer shall be primarily responsible for

the organization, performance of duty, and good order and discipline of the entire Battalion. The Battalion Executive Officer supervises all staff officers.

(2) Specific duties and responsibilities

(a) Makes frequent inspections of spaces, personnel, and administrative items and takes remedial action to correct discrepancies.

(b) Maintains high morale within the command.

(c) Supervises staff personnel to ensure the staff's efforts directly support the objectives and tasking of the Companies.

(d) Responsible for overseeing the proper execution of the Plebe Indoctrination System in the Battalion.

(e) Serves as the Battalion Commander in his/her absence.

(f) Performs other such duties as assigned.

c. Battalion First Lieutenant/Administration -

(1) Basic function. Responsible for the material condition of all spaces and equipment in the Battalion. Acts as the administrative assistant to the Battalion Executive Officer.

(2) Specific duties and responsibilities

(a) Performs frequent inspection of Battalion common areas to ensure they are properly maintained.

(b) Executes the Brigade zone inspection policy.

(c) Monitors Company efforts to ensure maximum benefits from the Self-Help Program.

(d) Acts as the liaison for the Battalion with the Bancroft Hall First Lieutenant.

(e) Performs duties as required by the Supply Department as ordered through the chain of command.

(f) Ensures the Battalion Office and each Company has required publications, forms and supplies for Battalion business.

(g) Ensures blank forms are available for Battalion use.

(h) Reviews staff paperwork for administrative correctness.

(i) Supervises the Battalion Administrative Chief in the performance of duties.

d. Battalion Training Officer -

(1) Basic function. The Battalion Training Officer is responsible to the Battalion Executive Officer for the coordination and execution of Battalion training objectives. In addition, the Battalion Training Officer shall report to the Brigade Training Officer on matters pertaining to the Brigade Training Committee. The Battalion Training Officer shall receive reports from the Battalion Honor Representative and Battalion Drill Officer.

(2) Specific duties and responsibilities.

(a) Assists in the development and publication of the Professional Fourth Class Reference Manual.

(b) Assists in the development of the training qualifications required of each class.

(c) Reviews all Saturday Morning Training Plans for content and quality. Briefs the Battalion Officer weekly on the Saturday Morning Training Plans for each company within the Battalion.

(d) Performs other duties and responsibilities as directed by the Brigade Training Officer.

(e) Ensures all companies in the Battalion properly execute the Plebe indoctrination programs.

(f) Coordinates Battalion efforts for continuing training of upper-class.

(g) Serves as a liaison to the Division of Professional Development and Officer Development on all training matters affecting the Battalion.

(h) Serves as the Battalion Commander's representative on the Brigade Training Committee.

(i) Coordinates all training matters for the Battalion Honor Representative.

(j) Supervises drill exercises.

e. Battalion Operations Officer -

(1) Basic function. The Battalion Operations Officer is responsible to the Battalion Executive Officer for the scheduling and execution of Battalion functions, missions, and movements. In addition, the Battalion Operations Officer shall report to the Brigade and Regimental Operations Officers for the execution of Brigade of Midshipman events. Receives reports from Company Operations Officers when directed by the Battalion Commander and Executive Officer.

(2) Specific duties and responsibilities

(a) Maintains a semester schedule of Battalion activities.

(b) Coordinates the scheduling of Battalion movements and meetings.

(c) Executes ship visit procedures as host Battalion.

(e) Briefs Battalion Staff and Company Commanders on all operations tasks from the Brigade Staff.

(f) Serves as Battalion point of contact for all fund drives.

(g) Ensures the Battalion properly executes all special activities and collateral assignments from Brigade Operations.

f. Battalion ADEO -

(1) Basic function. Responsible to the Battalion Executive Officer for all matters concerning alcohol and drug awareness in the Battalion. He/she will provide a central point of contact for the Battalion.

(2) Duties and responsibilities are outlined in reference (g).

g. Battalion SAVI Guide -

Duties are assigned by reference (b). In each Battalion, the Battalion SAVI Guide is the point of contact for the Battalion Commander, the Brigade SAVI Guide and Company SAVI Guides in the Battalion.

h. Battalion CMEO Officer -

Duties are assigned by reference (c), and the Brigade CMEO Officer. In each Battalion, the Battalion CMEO Officer is the point of contact for the Battalion Commander, the Brigade CMEO Officer and Company Character Representatives.

i. Battalion Protocol Officer -

(1) Basic Function. The Battalion Protocol Officer is the point of contact for all protocol related issues for the Battalion Commander, the Brigade Protocol Officer and the Company Protocol Officers in the Battalion.

(2) Specific duties and responsibilities

(a) Performs duties as assigned by the Brigade Protocol Officer.

(b) Provides guidance to other Midshipmen on the proper protocol for functions and events.

(c) Coordinates resources amongst the companies.

(d) Coordinates protocol at battalion events.

(e) Coordinates protocol training with the Battalion Training Officer.

(f) Reports areas of uncertainty within the battalion to the Battalion XO and up to the Brigade Protocol Officer.

(g) Seeks guidance from the Brigade Protocol Officer when necessary.

j. Battalion Adjutant -

(1) Basic function. The Battalion Adjutant is responsible to the Battalion Commander, Regimental Adjutant and Brigade Adjutant for the proper execution of watch and duty functions within the Battalion.

(2) Specific duties and responsibilities

(a) Upholds watch and duty policies as directed by the Bancroft Hall Watch Organization Instruction, reference (e).

(b) Approves and promulgates BOOW/MCBO, Shore Patrol, Gate Watch and Shipmate Safe-Ride watchbills and assigns company responsibilities for battalion watches.

(c) Ensures each Company has required forms for Battalion and Company business.

k. Battalion PMO -

(1) Basic function. Serves as the liaison between the Regimental PMO and the Company PMOs. Executes the intramural program within the Battalion.

(2) Specific duties and responsibilities

(a) Evaluates the qualifications of Midshipmen nominated for officiating assignments. Approves assignment of officials.

(b) Ensures that all Midshipmen who are required to participate in intramurals are signed up for a sport or activity, including Midshipmen exiting other activity programs.

(c) Assists the Regimental PMO in the performance of duties with particular emphasis on assisting in the organization of Regimental and Brigade championships.

(d) Validates all Company submissions prior to being forwarded to the Regimental PMO.

(e) Responsible for equipment issue within the Battalion.

(f) At least monthly, reports the status of all PE deficient and Weight Control Category V Midshipmen within the Battalion to the Battalion Officer and the Regimental PMO.

1. Battalion Honor Advisor -

(1) Basic function. Per reference (a), serves as the primary advisor to the Battalion Commander regarding decisions involving honor within the Battalion.

(2) Specific duties and responsibilities

(a) Keep the Battalion Commander informed of all honor related issues in the Battalion.

(b) Ensure overall adherence to the Honor Concept (reference (a)).

(c) Coordinate with Regimental Honor Staff and report the progress of honor offenses in their respective Battalion.

(d) Ensure timeliness in the honor process.

(e) Maintain consistency within the Battalion.

m. Battalion Drill Officer -

(1) Basic function. Responsible to the Battalion Commander through the Operations Officer for the training of Battalion Staffs, Company Staffs, and Companies on matters of drill.

(2) Specific duties and responsibilities

(a) Prepares Battalion Staff and Company Staff for parades, football march-ons, and all outdoor formations.

(b) Assists the Brigade Drill Officer in the execution of all formal and practice parades.

(c) Supervises the Battalion Drill Sergeant in the execution of duties.

n. Battalion MISLO -

Basic Function. Acts as a liaison between the Brigade MISLO and the Companies. Specific duties are variable and will be as assigned by the Brigade MISLO.

o. Battalion Academic Officer -

(1) Basic Function. Responsible to the Battalion Commander and Brigade Academic Officer for the overall academic performance of the Battalion.

(2) Specific duties and responsibilities

(a) Ensures academic assistance information is explained to all midshipmen. Act as a liaison for the Brigade Academic Officer to the Academic Center, Writing Center and the Nimitz Library.

(b) Ensures academically deficient midshipmen are identified and their progress tracked by the Company Academic Officers.

(c) Ensures the Academic Accountability System is properly executed.

p. Battalion Sergeant Major -

(1) Basic Function. Responsible to the Battalion Commander for executing the policies and standards pertaining to the performance, training, appearance, and conduct of the underclass. Will keep the underclass in the Battalion informed on issues and policies affecting them. Will meet with the Battalion Commander and Battalion Officer weekly to keep the Battalion Commander and Battalion Officer informed on all issues and concerns of the underclass in the Battalion.

(2) Specific duties and responsibilities

(a) Attends all meetings held by the Battalion Commander.

(b) Marches in the Battalion Staff at all parades, formations, march-overs, etc.

(c) Assists in the dissemination of information, approved policies, and details necessary for the daily operations of the Battalion.

(d) Assists the Battalion Commander with inspections of the Battalion (as required).

(e) Periodically meets with the Company First Sergeants to relay information and receive feedback on issues and concerns from their Companies.

(f) Meets with the Regimental Sergeant Major as requested.

(f) Performs other duties as may be required.

q. Battalion Administrative Chief -

Basic Function. Responsible to the Battalion Administrative Officer for the performance of duties. Receives guidance and supervision from the Battalion First Lieutenant/Administrative Officer.

r. Battalion Drill Sergeant -

Basic Function. Responsible to the Battalion Drill Officer for the performance of duties. Receives guidance and supervision from the Battalion Drill Officer.

s. Battalion Intramural Sports Boss -

(1) Basic function. Responsible to the Battalion PMO for ensuring sports programs are administered in compliance with the regulations.

(2) Specific duties and responsibilities

(a) Meets with the PE Intramural Director prior to assignment of sports program.

(b) Coordinates with the Intramural Sports Bosses of the sister Battalions in the Regiment regarding vehicles, equipment, and set up for specific sport programs or events.

(c) Coordinates space and provides expertise and assistance for Company practices prior to events.

(d) Ensures that all teams enter and leave the activity site as a group.

(e) Ensures that all contests are started on time, Midshipmen are in proper uniform, and officials are assigned to activities.

(f) Submits to the Battalion PMO an absentee report and a competition results report.

(g) Submits a seasonal and a year-end report to the Battalion PMO.

(h) Receives all intramural sports results within the Battalion. Reviews the reports for accuracy before submission to the Brigade Intramural Officer.

(i) Reviews Company intramural sign-ups to ensure rosters are correct and the coach, official, and manager positions are properly assigned.

## 7. Duties of the Company Staff

### a. Company Organization -

(1) The Company organization is provided as enclosures (5) and (6).

(2) Each Company is divided into four platoons, each led by a Platoon Commander. Each platoon is subdivided into three squads.

(3) All first class (except Company Commander, Executive Officer, and Operations Officer), as well as all underclass (except First Sergeant) will be assigned to a squad for muster and drill purposes. Company Staff personnel will be the responsibility of the Company Executive Officer for all matters except accountability at formation.

(4) Out-of-Company strippers may be directed by the Company Commander to perform duties as specified by the Company Officer.

b. Company Commander -

(1) Basic function. The Company Commander is responsible for the safety, well-being, and efficiency of the Company. The Company Commander is also responsible for the general cleanliness, maintenance, and appearance of the Company area. Although the Company Commander is supported and advised by the Company Officer, the Company Commander assumes full responsibility and accountability for the Company.

(2) Specific duties and responsibilities. The duties and responsibilities of the Company Commander are established by Naval Academy instructions, traditions, and customs.

(3) Organizational relationship. The Company Commander reports to the Battalion Commander. The Company Commander shall receive reports from the Company Executive Officer and Platoon Commanders.

c. Company Executive Officer -

(1) Basic function. The Company Executive Officer is the direct representative of the Company Commander. The Company Executive Officer shall be primarily responsible for the organization, performance of duty, and good order and discipline of the entire Company. The Company Executive Officer supervises all staff officers.

(2) Specific duties and responsibilities

(a) Makes frequent inspections of spaces, personnel, and administrative items and takes remedial action to correct discrepancies.

(b) Maintains high morale within the Company.

(c) Supervises and coordinates the work, exercises, training, and education of Company personnel.

(d) Supervises the scheduling and planning of Company evolutions.

(e) Ensures safety and security measures are understood and observed.

(f) Directs the Fitness Report and Evaluation and Aptitude for Commissioning programs within the Company.

(g) Maintains overall supervision of training for all classes, including the Plebe indoctrination program.

(h) Performs other such duties as assigned.

(3) Organizational relationship. The Company Executive Officer is responsible to the Company Commander. All Platoon Commanders report to the Company Executive Officer regarding internal administrative matters. The Company Executive Officer controls the flow of all administrative matters within the Company. The Company Executive Officer serves as the link between the administrative staff and the operational organization.

d. Company Operations Officer -

(1) Basic function. The Company Operations Officer is responsible to the Company Executive Officer for the collection and dissemination of all information regarding Company missions and assigned tasks, except where those duties are specifically assigned to another officer. Additionally, responsible to the Battalion Operations Officer in the planning and execution of Battalion events.

(2) Specific duties and responsibilities

(a) Coordinates all support for Company evolutions (i.e., Dining-ins, picnics, tailgaters, Company sport nights, etc.).

(b) Verifies proper planning for all Company movements.

(c) Supervises additional programs such as blood drives, spirit contests, Navy Relief, Combined Federal Campaign,

visitor escorts, community service projects, and other tasks assigned for the Company to complete.

(d) Supervises the Company security program.

(f) Coordinates Company meetings and lectures through a Company Plan of the Week and Company semester schedule.

e. Company Training Officer -

(1) Basic function. The Training Officer assists the Company Executive Officer in the formulation and administration of the unit training program.

(2) Specific duties and responsibilities.

(a) Coordinates with Company Operations to schedule all training evolutions.

(b) Generates high quality semester plans for Saturday Morning Training and ensures all training lectures are properly prepared and executed for Plebe indoctrination and Saturday morning training sessions.

(c) Executes the Plebe professional knowledge- quiz program.

(d) Ensures Plebe indoctrination training is in accordance with current instructions and regulations.

(e) Ensures each Plebe's professional knowledge manual book is properly completed by 1300 on Friday of each week.

(f) Supervises bulletin board preparation to verify all displays meet with current Company objectives.

(g) Coordinates all summer cruise planning and provides a central point of contact for all Brigade issues with the Summer Training Officer in the Department of Professional Programs. Serves as the primary point of contact for any training policies or programs dictated by the Department of Professional Programs throughout the fall semester and early spring (During the spring semester, the Company Training

Sergeant assumes the role of coordinating summer cruise planning for the Company).

(h) Maintains documentation of all training in the Company. Ensures all members of the Company receive required training.

(i) Monitors requests for Extra Military Instruction (EMI) to ensure it is conducted per COMDTMIDNINST 1610.13, reference (e). Maintains a file of all EMI requests for one year.

(j) Supervises Saturday morning training.

(k) Supervises the intercessional training of the Company.

(l) Maintains a library of reference material in the Company.

(m) Ensures training aides are available for training evolutions.

f. Company First Lieutenant/Administration -

(1) Basic function. Responsible to the Company Executive Officer for monitoring and maintaining the material condition of Company spaces, to include Midshipmen rooms and common spaces. Aids the Company Executive Officer in specific matters of administration.

(2) Specific duties and responsibilities

(a) Performs daily cleanliness inspections of all heads, wardroom spaces, food supplies, and Company passageways.

(b) Actively investigates damage to government property to ensure the government is reimbursed for negligent damage caused by Company personnel.

(c) Ensures an up-to-date Company Discrepancy Log is maintained.

(d) Submits discrepancy lists to the Battalion First Lieutenant/Admin Officer.

(e) Coordinates the assignment of Midshipmen rooms.

(f) Plans field day assignments to keep Company spaces and areas of responsibility clean.

(g) Pursues an active self-help program to minimize the workload on Public Works. Provides training to all Company personnel regarding the program.

(h) Maintains inventory and control of the Company toolbox.

(i) Develops and implements a Company firebill.

(j) Maintains a file of all current notices, instructions, and memos pertinent to the Company.

(k) Trains all members of the chain of command on the proper attendance and use of performance jackets and on correct correspondence format.

(l) Responsible for writing the Company's incident reports.

g. Company Wardroom Representative -

(1) Basic function. The Company Wardroom Representative is responsible to the Company Operations Officer for control of all wardroom equipment and interface with the USNA Supply Department.

(2) Specific duties and responsibilities

(a) Maintains a log of Company funds, keeping a ledger of all receipts and expenditures.

(b) Publishes a bimonthly report of Company wardroom fund status.

(c) Ensures cleanliness and operability of wardroom equipment and spaces, including food storage and preparation areas.

(d) Coordinates with the Company Operations Officer on Company evolutions requiring Supply Department support.

Serves as the liaison between the Company and the Midshipmen Food Service Division Catering Manager.

(e) Monthly, receives wardroom food supply issue from King Hall.

(f) Trains all personnel on Company wardroom policies.

(g) During the third week of each month, reconciles wardroom account with Midshipmen Welfare Fund.

(h) Serves as the liaison between the Company and the alumni sponsor class (when applicable).

h. Company Drill Officer -

(1) Basic function. Assistant to the Training Officer, responsible for all matters concerning Drill. Accountable to the Company Commander for Company drill performance.

(2) Specific duties and responsibilities

(a) Maintains an accountability list for all Company rifles, to include serial numbers, discrepancies, and changes. At least twice a semester, inspects rifles for cleanliness and proper ownership.

(b) Acts as parade judge during all parades.

(c) Liaisons with the Battalion Drill Officer.

(d) Maintains the general military appearance of the Company at formations and parades, ensuring all Midshipmen understand all drill evolutions.

(e) Briefs all Midshipmen on parade results and holds training aimed at improving deficiencies.

(f) Directly responsible to the Company Commander and Company Officer through the Training Officer for all matters of drill, to include parades, football march-ons and outdoor formations.

(g) Trains guidon bearers and sword bearers.

(h) Serves as the Company expert on all drill matters.

(i) Supervises the Company Drill Sergeant in the execution of duties.

i. Company Academic Officer -

(1) Basic function. The Company Academic Officer is responsible to the Company Commander for the overall academic performance of the Company.

(2) Specific duties and responsibilities

(a) Ensures the chain of command is informed of the academic status of all Midshipmen.

(b) Ensures all Midshipmen enter class excuses in MIDS. Takes appropriate conduct action for infractions or unauthorized absences.

(c) Monitors all academic evolutions to ensure prompt completion of such programs (to include majors briefs, pre-registration, and registration.)

(d) Counsels all Midshipmen experiencing academic difficulty.

(e) Maintains study skill tracking of all academically deficient Midshipmen.

(f) Trains all Squad Leaders on programs in place to assist academically deficient Midshipmen.

(g) Coordinates a Company tutoring program.

(h) When interim or final grades are issued, develops a list of weekend ineligible Midshipmen and briefs the chain of command and the staff on their status.

(i) Using output from MIDS available through the Company Officer, tracks for those Midshipmen experiencing academic difficulties.

j. Company PMO-

(1) Basic function. The Company PMO is responsible to the Company Executive Officer for all matters pertaining to physical education.

(2) Specific duties and responsibilities

(a) Updates the Company deficiency report and reconciles the report with the Marking Officer.

(b) Posts information on PE schedules, test dates, and regulations.

(c) Maintains attendance records for remedial PE.

(d) Provides weekly feedback to Squad Leaders on any Midshipmen who have failed PE tests or are coming off of medical waivers.

(d) Reports, at least weekly, the status of all PE deficient and Weight Control Category V Midshipmen to the Company Officer and Battalion PMO. Ensures each Midshipman who is deficient in PE or is in Weight Control Category V initials a report acknowledging that Midshipman's status.

(f) Conducts height and weight measurements of Midshipmen as necessary. Refers all Midshipmen not meeting weight standards to the Company Officer.

k. Company Security Officer -

(1) Basic function. The Company Security Officer is responsible to the Company Commander for the physical security of the Company area and associated equipment.

(2) Specific duties and responsibilities

(a) Performs frequent inspections to ensure all valuables are properly secured.

(b) Promotes personal security awareness through training lectures and awareness drills.

(c) Notifies Base Security and the Bancroft Hall Main Office if any articles are stolen from the Company area.

(d) Ensures the Company printer is secured each night.

(e) Implements lockup and security procedures for leave periods.

(f) Ensures 1/C and 4/C Security Questionnaire forms are completed.

l. Company SAVI Guide - Duties are assigned by reference (b). In each Company, the Company SAVI Guide is the point of contact for the Company Commander, the Battalion SAVI Guide and Midshipmen in the Company.

m. Company CMEO Officer/First Class Character Representative

(1) CMEO Officer duties are assigned by references (c), and the Battalion CMEO Officer. In each Company, the Company CMEO Officer of contact for the Company Commander, the Battalion CMEO Officer and any and all Midshipmen in the Company.

(2) Per Officer Development Division guidance, Character Representatives are assigned in each class, in each company. The Company CMEO is the First Class Character Representative. The Company ADEO is the Second Class Character Representative. The Company CMEO Officer/First Class Character Representative will interview and assign, at a minimum, one Third Class, and one Fourth Class Midshipman to act as their class representatives.

n. Company Protocol Officer -

(1) Basic Function. The Company Protocol Officer is the point of contact for the Company Commander, the Battalion Protocol Officer and any and all Midshipmen in the Company. Duties are assigned by the Brigade Protocol Officer.

(2) Specific duties and responsibilities

(a) Provides guidance to other Midshipmen on the proper protocol for functions and events.

(b) Builds and maintains, as part of the wardroom library, authoritative references on protocol and etiquette.

(c) Coordinates events, such as dining-outs, with the Wardroom Representative.

(d) Coordinates protocol training with the Company Training Officer.

(e) Reports areas of uncertainty within the Company to the Company XO and up to the Battalion Protocol Officer.

(f) Seeks guidance from the Battalion Protocol Officer when necessary.

o. Company Conduct Officer -

(1) Basic function. The Company Conduct Officer is the assistant to the Company First Lieutenant/Administrative Officer and is responsible for the proper implementation and documentation of the Administrative Conduct System within the Company.

(2) Specific duties and responsibilities

(a) Ensures the chain of command is notified of Midshipmen Conduct Reports.

(b) Ensures the complete and comprehensive investigation of all reported minor conduct offenses.

(c) Ensures the Company's Conduct records in MIDS are up to date.

(d) Counsels new restrictees as to restriction policies.

(e) Refers off-going restrictees for counseling by the chain of command.

(f) Ensures the prompt routing of all major conduct offenses to the Commandant's Conduct Officer.

(g) Coordinates the scheduling of conduct hearings.

(h) Verifies all conduct grades and reports discrepancies to the Commandant's Conduct Officer (Form 1A's).

p. Company Adjutant -

(1) Basic function. The Company Adjutant is responsible to the Company Executive Officer for all Company musters, watch bills, and duty assignments.

(2) Specific duties and responsibilities

(a) Prepares monthly watch bills and submits them via the chain of command.

(b) Assigns Midshipmen to duty sections and assigns duty section rotation for the semester.

(c) Posts all watch bills and duty roster lists.

(d) Posts the calendar for duty sections well in advance.

(e) Trains Platoon Sergeants on proper accountability procedures.

(f) Ensures proper routing of all change of watch/duty chits.

(g) Personally verifies all personnel assigned to watch during a leave period understand their duties, responsibilities, and assignments.

(h) Weekly, posts weekend lists for sign-up. On Thursday, removes the lists and reviews to ensure all personnel are weekend eligible and none have duty. Forwards the list to the Company Commander.

(i) Ensures weekend muster boards are prepared and updated to reflect those personnel to be absent due to weekends, excusals, and movement orders.

(j) Ensures all Company Duty Officers and duty sections are trained on proper turnover procedures.

(k) Inspects and monitors Company Mates of the Deck (CMODs) to ensure they are standing proper watches. Holds frequent training to maintain proficiency of watchstanders.

(1) Maintains accountability for surveys assigned to the Company.

q. Company First Sergeant -

(1) Basic function. The Company First Sergeant is a second class Midshipman who is responsible to the Company Commander for the execution of policies and standards pertaining to the performance, training, appearance, and conduct of the underclass in the Company. The Company Commander will task and guide the Company First Sergeant.

(2) Specific duties and responsibilities

(a) Receives and distributes feedback from Platoon Sergeants.

(b) Attends all meetings held by the Company Commander.

(c) Assists in the dissemination of information, approved policy, and details necessary for the daily operation of the Company.

(d) Establishes and maintains liaison with the Battalion Sergeant Major.

(e) Assists the Company Commander with inspections of the Company area.

(f) Performs other duties as may be assigned.

(g) Directs the Midshipman of the Semester Program within the Company.

r. Company Training Sergeant -

(1) Basic Function. The Company Training Sergeant is a second class Midshipman who assists the Company Training Officer in the execution of policies and training evolutions for the fourth class and the Company.

(2) Specific duties and responsibilities

(a) Assists the Company Training Officer in scheduling, planning, and documenting Company training activities.

(b) Supervises the fourth class at Saturday morning training evolutions, morning training, and weeknight Blue and Gold.

(c) Coordinates all summer cruise planning and serves as a central point of contact for all company issues with the Summer Training Office in the Department of Professional Programs in the spring semester.

(d) Serves as a point of contact among second and third class Midshipmen for the training and development of the fourth class in the Company; assists the Company Training officer to ensure that plebe indoctrination training is conducted in accordance with current instructions and regulations.

(e) Coordinates review sessions for plebe professional quizzes.

(f) Coordinates with the Company First Sergeant in the execution of policies and standards pertaining to the performance, appearance, and conduct of the fourth class in the Company.

s. Company Drill Sergeant -

Basic Function. The Company Drill Sergeant is a second class Midshipman who assists the Company Drill Officer with all Company drill related matters. This includes the training of personnel on drill procedures, evaluation of parade results to identify and improve deficiencies, and the accountability and maintenance of rifles and bayonets for the Company.

t. Company Administrative Chief -

Basic function. The Company Administrative Chief is a second class Midshipman who assists the Company First Lieutenant/Admin Officer.

u. Company Alcohol and Drug Education Officer (ADEO) -

(1) Basic function. Per Officer Development Division guidance, the Company AEDO is the Second Class Character Representative reporting to the First Class Character Representative for proper execution of elements of the Character Program. Per reference (g), the Company AEDO is supervised by and responsible to the Company Officer, Senior Enlisted Leader, and Commandant Staff AEDO for proper execution of the Midshipman Alcohol and Drug Abuse Prevention and Control Program.

(2) Specific duties and responsibilities

(a) Acts as Company liaison to the Command AEDO.

(b) Provides frequent training on drug and alcohol issues.

(c) Ensures all Midshipmen receive a safety briefing before each long weekend or leave period.

(d) Ensures all conduct offenses involving alcohol are referred to the Command AEDO for counseling and tracking.

(e) Closely monitors Company personnel for potential alcohol problems. Makes referrals to the Command AEDO as required.

(f) Maintains a bulletin board stressing the proper use of alcohol.

(g) Ensures the chain of command properly completes all counseling and documentation required for any Company personnel in a Level I, II, or III aftercare program.

v. Platoon Organization -

Platoons are divided into three squads. All platoon members, with the exception of the Platoon Commander, are assigned to a squad. One second class is assigned as Platoon Sergeant for the platoon. In the absence of the Platoon Commander, the senior Squad Leader in the platoon will assume the duties of Platoon Commander.

w. Platoon Commander -

(1) Basic function. The Platoon Commander is the representative of the Company Commander in matters pertaining to the platoon. All persons assigned to the platoon are subordinate to him/her. The Platoon Commander ensures all subordinates conform to the policies of the Company.

(2) Specific duties and responsibilities

(a) Supervises the work, training, and conduct of members of the platoon.

(b) Makes frequent inspections of the personnel, material, and assigned spaces, and corrects deficiencies.

(c) Responsible for the cleanliness and material condition of assigned spaces, and correcting deficiencies.

(d) Maintains standards of performance and conduct; evaluates performance through drills, inspections, and other means; makes recommendations to the Company Executive Officer concerning disciplinary matters.

(e) Coordinates with the other Platoon Commanders to make thoughtful recommendations to the Company Commander on matters of policy to ensure full Company coordination.

(f) Makes recommendations on special request chits.

(3) Organizational relationships. The Platoon Commander reports to the Company Commander on operational matters and to the Company Executive Officer on all administrative items. Squad Leaders and the Platoon Sergeant are subordinate to the Platoon Commander.

x. Platoon Sergeant -

(1) Basic function. The Platoon Sergeant is a second class Midshipman who assists the Platoon Commander in executing platoon objectives.

(2) Specific duties and responsibilities

(a) Obtains accurate musters at each formation.

(b) Acts as a recorder for all inspections of the platoon; reports discrepancies to the Platoon Commander for resolution.

(c) Assists the First Sergeant with the Midshipman of the Semester Program.

(d) Gathers feedback to give to the First Sergeant.

y. Squad Organization -

Each squad is commanded by a Squad Leader. In the Squad Leader's absence, the senior Midshipman in the squad will assume those duties and responsibilities.

z. Squad Leader -

(1) Basic function. The Squad Leader is assigned by the Company Commander to exercise authority and control over a squad.

(2) Specific duties and responsibilities

(a) Responsible, under the Platoon Commander, for duties assigned to the squad, for the conduct, academics, and personal issues of subordinates, and for following the regulations and orders of the Company Commander and other superiors.

(b) Keeps informed of the capabilities and needs of each subordinate.

(c) Through frequent inspections, ensures squad members maintain high standards of uniform appearance and room cleanliness.

(d) Supervises squad training, particularly in the area of Plebe indoctrination.

(e) Knows and understands Waypoints goals for each member of the squad. Ensures all Midshipmen are working towards these goals.

(f) Reports to the Company Executive Officer, via the Platoon Commander, infractions of regulations, orders, and instructions that warrant disciplinary action.

(g) Makes recommendations on special requests from subordinates.

(h) Maintains a Squad Leader's Notebook, identifying and documenting the performance of each squad member. Uses the Notebook to guide him/her in performance of Squad Leader duties.

(i) Initiates fitness reports or evaluations on each squad member at the end of the semester.

(j) Keeps the chain of command informed of any personal problems requiring special attention.

(k) Ensures the proper conduct of the squad at all formations and in King Hall.

(p) Maintains knowledge of the duty status of each Midshipman in the squad.

aa. Element Organization -

Each squad is divided into elements. Ideally, each element will contain one or two second, third, and fourth class Midshipmen. The Squad Leader determines the most appropriate divisions for his/her squad. All Element Leaders are first or second class Midshipmen under the supervision of the Squad Leader.

ab. Element Leader -

(1) Basic Function. The Element Leader is responsible to the Squad Leader. The Element Leader ensures all subordinates conform to the policies of the command. To enhance the training of all members of the element, the composition of the element shall normally remain constant throughout each semester.

(2) Specific duties and responsibilities

(a) Responsible for all duties assigned to the element, for the conduct of subordinates, and for following the regulations and orders of the Squad Leader or other supervisors.

(b) Keeps informed of the capabilities and needs of each subordinate.

(c) Through frequent inspections, ensures element members maintain high standards of uniform appearance and room cleanliness.

(d) Supervises all training within the element, particularly in the area of Fourth Class Development.

(e) Maintains knowledge of the duty status of each Midshipman in the team.

(f) Knows and understands Waypoints goals for each member of the element. Ensures all Midshipmen are working towards these goals.

## 8. Duties of the Drum and Bugle Corps Staff

### a. Drum and Bugle Corps Commander -

(1) Basic function. Reports to the BSA Battalion Commander and is responsible for all military operations of the Drum and Bugle Corps and for carrying out the policies of the Commandant of Midshipmen.

#### (2) Specific duties and responsibilities

(a) Responsible to the Commandant of Midshipmen for the preparation of all outside formations, field shows, and performances for performance with the highest possible degree of efficiency.

(b) Runs and organizes the Corps staff; delegates tasks and collateral duties as necessary.

(c) Supervises cleanliness and maintenance of instruments and equipment.

(d) Accountable for conduct and performance of members of the Corps.

(e) Acts as a representative of the Drum and Bugle Corps in whatever capacity required.

b. Drum and Bugle Corps Executive Officer -

(1) Basic function. Reports to and advises the Drum and Bugle Corps Commander.

(2) Specific duties and responsibilities

(a) Assists the Corps Commander in all matters concerning the functioning and management of the Corps.

(b) Responsible for the Corps' financial management.

(c) Takes charge of the Corps in the Commander's absence.

c. Drum and Bugle Corps Operations Officer -

(1) Basic function. Responsible to the Drum and Bugle Corps Executive Officer for the operations of the Corps.

(2) Specific duties and responsibilities

(a) Prepares excusal lists, movement orders, and scheduled competitions.

(b) Coordinates transportation, meals, and accommodation requirements for the Corps.

(c) Plans and coordinates events as directed by the Commander or Executive Officer.

d. Drum and Bugle Corps Administrative Officer -

(1) Basic function. The Drum and Bugle Corps Administrative Officer is the administrative assistant to the Drum and Bugle Corps Executive Officer and is responsible for all administrative documents within the Corps.

(2) Specific duties and responsibilities

(a) Supervise the administration of watch and duty procedures.

(b) Maintain a file of active Drum and Bugle Corps Notices and Instructions.

(c) Review staff paperwork for administrative correctness.

(d) Review all outgoing documents prior to publication.

(e) Supervise website construction and content within guidelines of ITSD

e. Drum and Bugle Corps Supply Officer -

(1) The Drum and Bugle Corps Supply Officer is responsible to the D&B Executive Officer for the flow of communication between the Drum and Bugle Corps and the Brigade Supply Officer, via the MWF Manager.

(2) Specific duties and responsibilities

(a) Maintain financial ledger following procedures of Midshipmen Welfare Fund.

(b) Generate purchase order requests for approval by Corps Commander or Officer Representative.

(c) Collect and file invoices and receipts to maintain accurate accounting

(d) Maintain accurate inventory of equipment and address repair and/or periodic replacement of equipment

f. Drum and Bugle Corps Platoon Commander -

(1) Basic function. The Platoon Commander is the representative of the Corps Commander in matters pertaining to the platoon.

(2) Specific duties and responsibilities

(a) Supervises the work, training, and conduct of members of the platoon.

(b) Makes frequent inspections of the personnel, equipment, and assigned spaces, and corrects deficiencies.

(c) Responsible for the cleanliness and material condition of assigned spaces, and correcting deficiencies.

(d) Maintains standards of performance and conduct; evaluates performance through drills, inspections, and other means; makes recommendations to the Corps Executive Officer concerning disciplinary matters.

(3) Organizational relationships. The Platoon Commander reports to the Corps Commander on operational matters and to the Corps Executive Officer on all administrative items.

g. Drum and Bugle Corps Platoon Sergeant -

(1) Basic function. The Platoon Sergeant is a second class Midshipman who assists the Platoon Commander in executing platoon objectives.

(2) Specific duties and responsibilities

(a) Obtains accurate musters at each formation, performance, and rehearsal.

(b) Generates rosters for specific movement orders.

(c) Acts as a recorder for all inspections of the platoon; reports discrepancies to the Platoon Commander for resolution.

h. Drum and Bugle Squad Organization -

Each squad is commanded by a Squad Leader. In the Squad Leader's absence, the senior Midshipman in the squad will assume those duties and responsibilities.

i. Drum and Bugle Corps Squad Leader -

(1) Basic function. The Squad Leader is assigned by the Corps Commander to exercise authority and control over a squad.

(2) Specific duties and responsibilities

(a) Responsible, under the Platoon Commander, for duties assigned to the squad, for the musical and drill performance of the squad, and for following the regulations and orders of the Corps Commander and other superiors.

(b) Keeps informed of the capabilities and needs of each subordinate.

(c) Through frequent inspections, ensures squad members maintain high standards of uniform appearance and equipment cleanliness, reporting any deficiencies to the Platoon Commander.

(d) Knows and understands Waypoints goals for each member of the squad. Ensures all Midshipmen are working towards these goals.

(e) Reports to the Corps Executive Officer, via the Platoon Commander, infractions of regulations, orders, and instructions that warrant disciplinary action.

(f) Makes recommendations on special requests from subordinates.

(g) Maintains a Squad Leader's Notebook, identifying and documenting the performance of each squad member. Uses the Notebook to guide him/her in performance of Squad Leader duties.

(h) Initiates fitness reports or evaluations on each squad member at the end of the semester.

(i) Keeps the chain of command informed of any personal problems requiring special attention.

(j) Ensures the proper conduct of the squad at all formations.

(k) Maintains knowledge of the duty status of each Midshipman in the squad.

9. Duties of the Yard Patrol Craft (YP) Squadron Staff

a. YP Squadron Commodore -

(1) Basic function. Responsible to the BSA Battalion Commander and acts as the BSA Commander for all Midshipmen in the YP Squadron. The Commodore is responsible for the training and professional development of squadron members, and is the administrative and operational assistant to the Seamanship and Navigation Department Officer Representative. The YP Squadron Commodore must have been designated a YP Commander by the Director of Professional Development and should normally be a qualified Craftmaster.

(2) Specific duties and responsibilities

- (a) Recruits members for the YP Squadron.
- (b) Coordinates, plans, and executes daily operations of the squadron.
- (c) Coordinates, plans, and executes weekend training exercises.
- (d) Maintains YP Squadron website.
- (e) Makes recommendations to the officer representative regarding the YPCO qualification program.
- (f) Observes and evaluates the progress of crews and makes recommendations to the officer representative regarding qualifications, awards, and billet assignments.
- (g) Acts as the primary contact for all matters regarding the YP Squadron.
- (h) Maintains tactical command of the YP Squadron while underway.

b. YP Squadron Vice Commodore -

(1) Basic function. The YP Squadron Vice Commodore acts as the BSA Vice President for all Midshipmen in the YP Squadron.

(2) Specific duties and responsibilities

(a) Responsible for the training and professional development of the squadron members; assists the Commodore in all operational and administrative functions of the squadron.

(b) Assumes the duties of the YP Squadron Commodore in his/her absence.

(c) Coordinates and manages all activities of the YP Squadron staff.

(d) Tracks the qualification levels of all Midshipmen in the YP Squadron and makes weekly reports to the Commodore.

(e) Prepares and submits after action reports to the Commodore upon completion of weekend training cruises.

(f) Observes and evaluates progress of crews and makes recommendations to the Commodore regarding qualifications, awards, and billet assignments.

(g) Prepares and submits draft evaluations on all third class Midshipmen.

#### 10. Duties of the Academic Section Leader

a. Academic Section Leaders and alternate Section Leaders are designated by the instructor for each section. They are members of the senior class assigned to the section.

##### b. Section Leader duties and responsibilities

(1) Ensures accurate accountability is maintained within the section. At the commencement of the recitation period, the Section Leader calls the section to attention and reports to the instructor. Those Midshipmen who are absent are reported by name. Midshipmen arriving after the commencement of the period are recorded as tardy and the time of their arrival is noted.

(2) Notifies the course Department Chairman's office if the instructor is absent from a scheduled recitation in excess of ten minutes. Midshipmen assigned to the class remain in the assigned recitation room and utilize this period as a course study period until the arrival of a substitute instructor or the end of the academic period.

(3) Responsible for the decorum of the class in the absence of an instructor.

11. Duties and Responsibilities of the Class Officers.

The Brigade Class Officer organization, and the duties and responsibilities of the Class Officers, are outlined in reference (f).

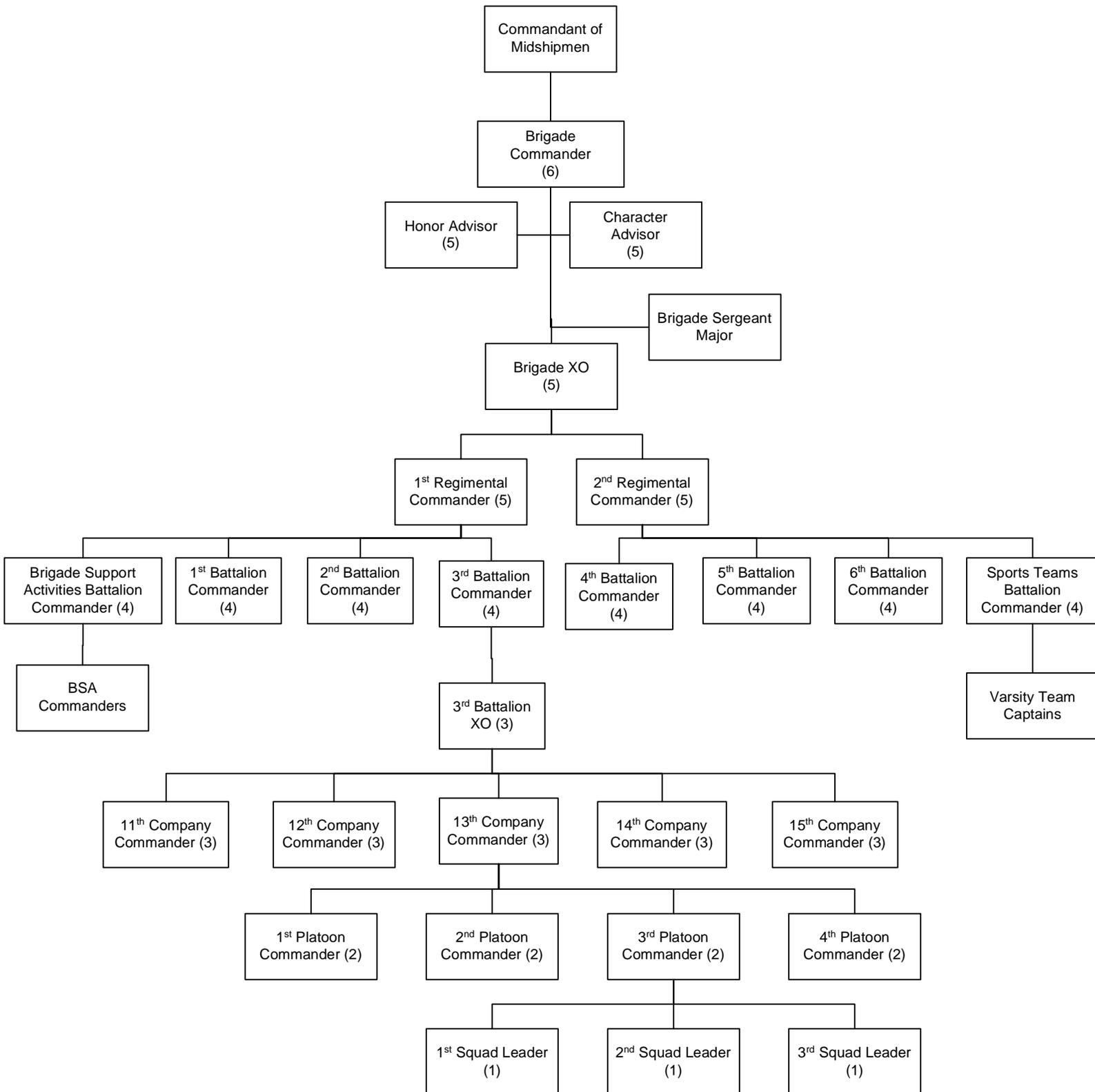
12. Loss of Midshipmen Officer Rank

a. All first class Midshipmen who hold Midshipmen officer rank and are placed on Conduct, Aptitude, or Honor Probation are normally removed from positions of leadership for the duration of probation, or longer, as determined by the adjudicating authority. Those who commit major conduct violations may be removed from positions of leadership, regardless of whether probation is assigned, for a period determined by the Adjudicating Authority. A position of leadership is any position carrying the rank of Midshipman Ensign or higher. Midshipmen removed from a leadership position revert to Midshipmen-in-Ranks (MIR) status and wear the MIR insignia. Those Midshipmen may be tasked to perform duties as required by their chain of command, but do not hold Midshipmen Officer rank as a result of the tasking.

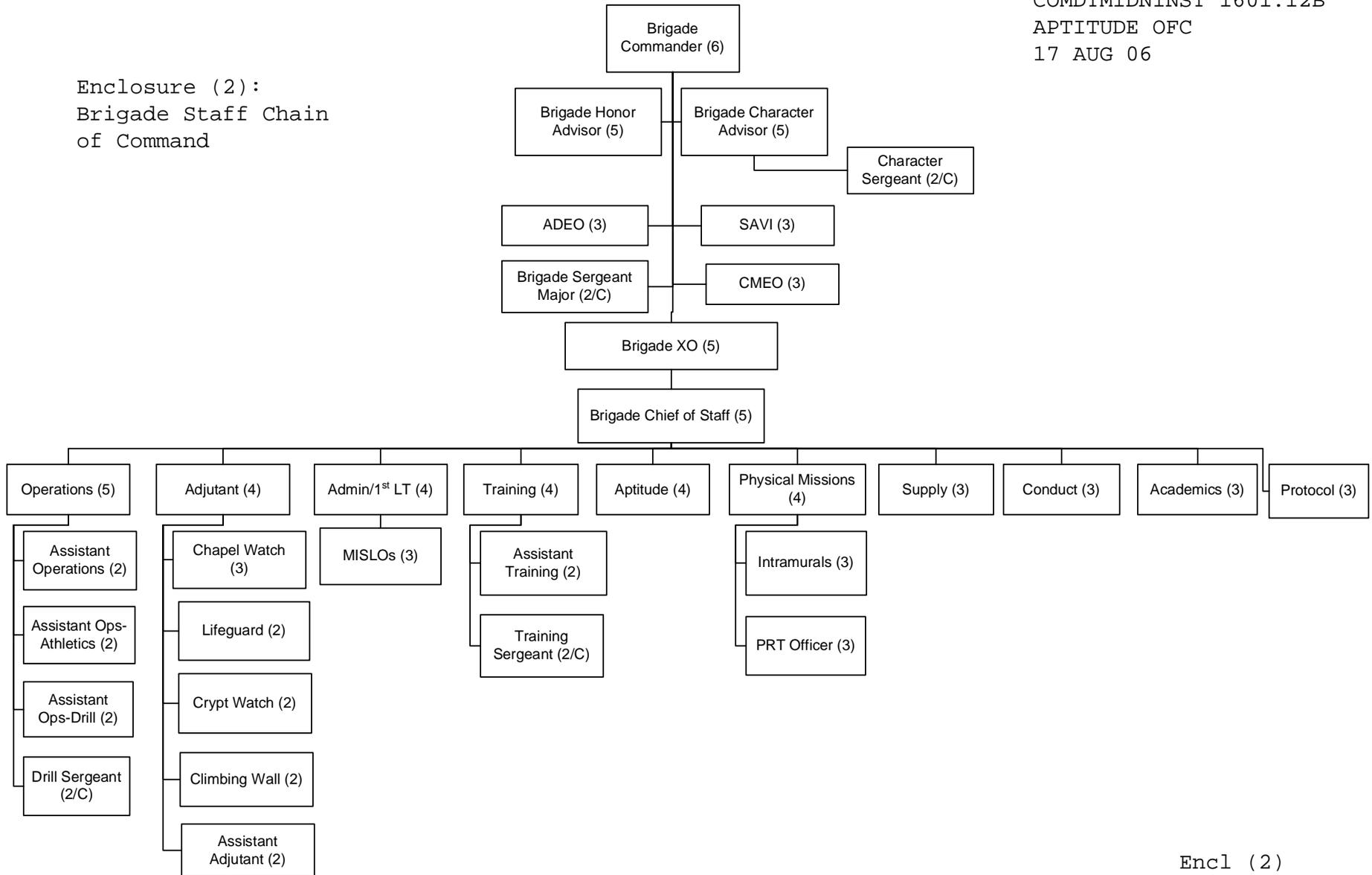
b. Company Officers notify the Aptitude Officer when Midshipmen are removed from positions of leadership.

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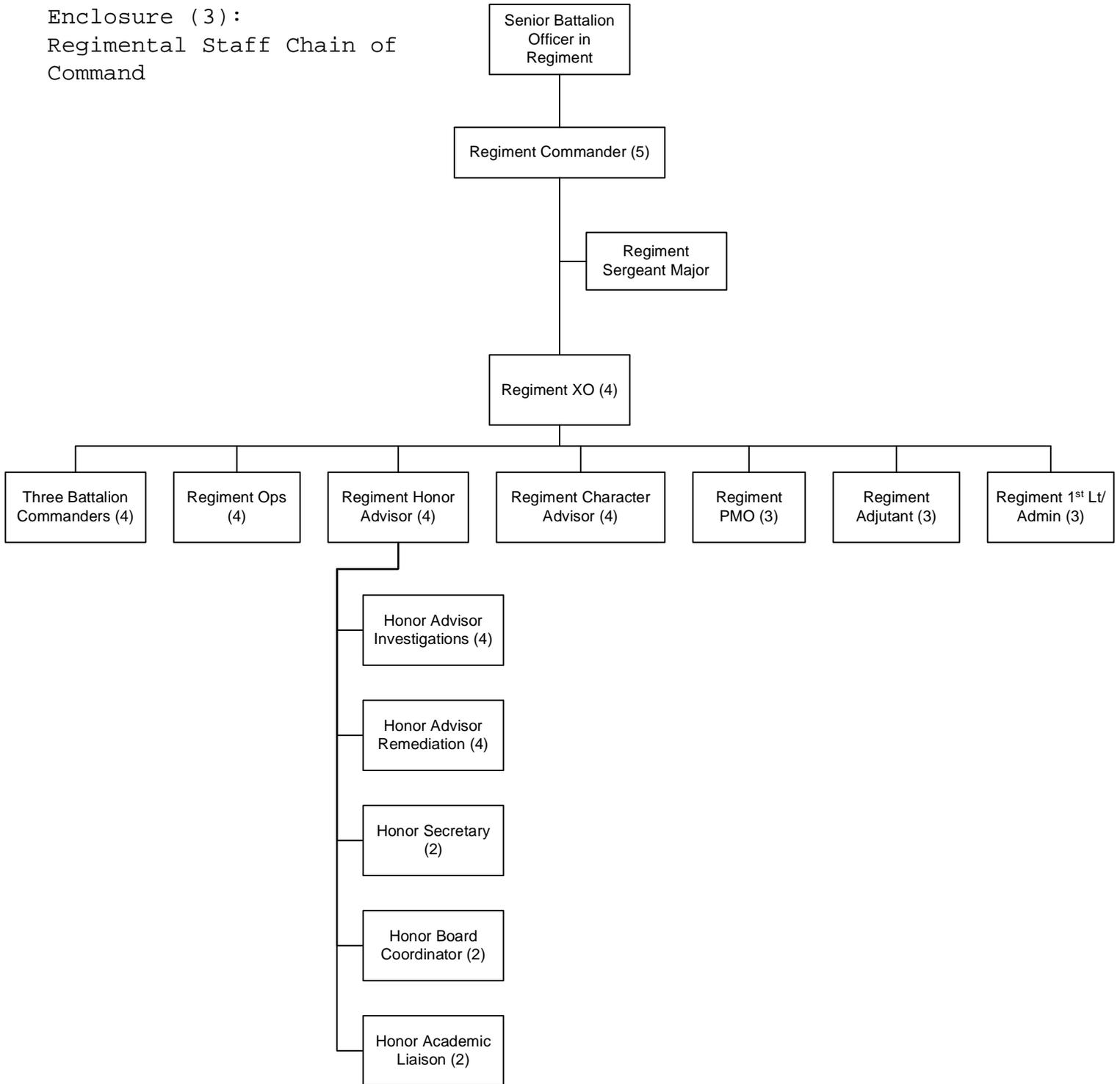
## Enclosure (1): Brigade Chain of Command



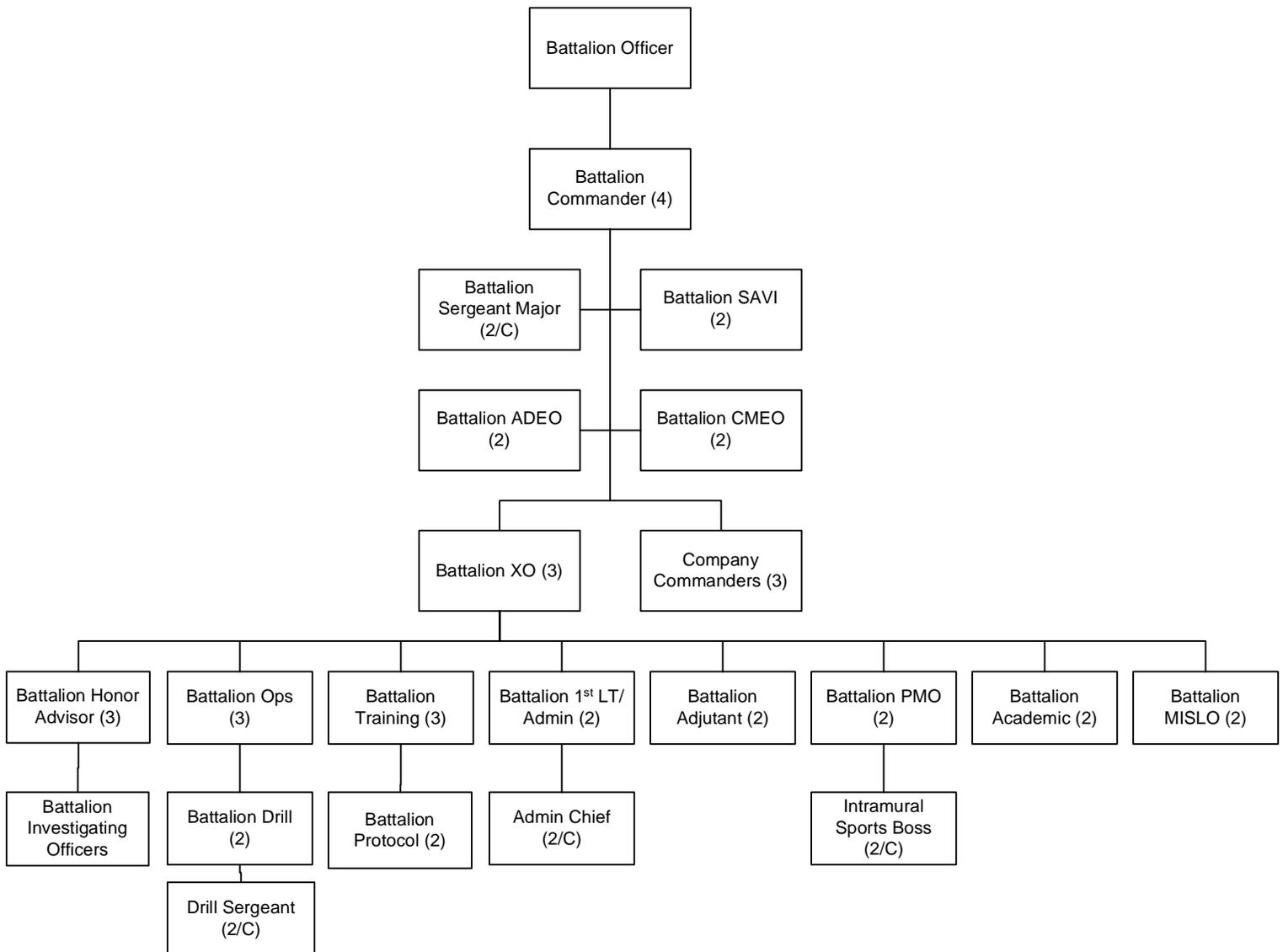
Enclosure (2):  
Brigade Staff Chain  
of Command



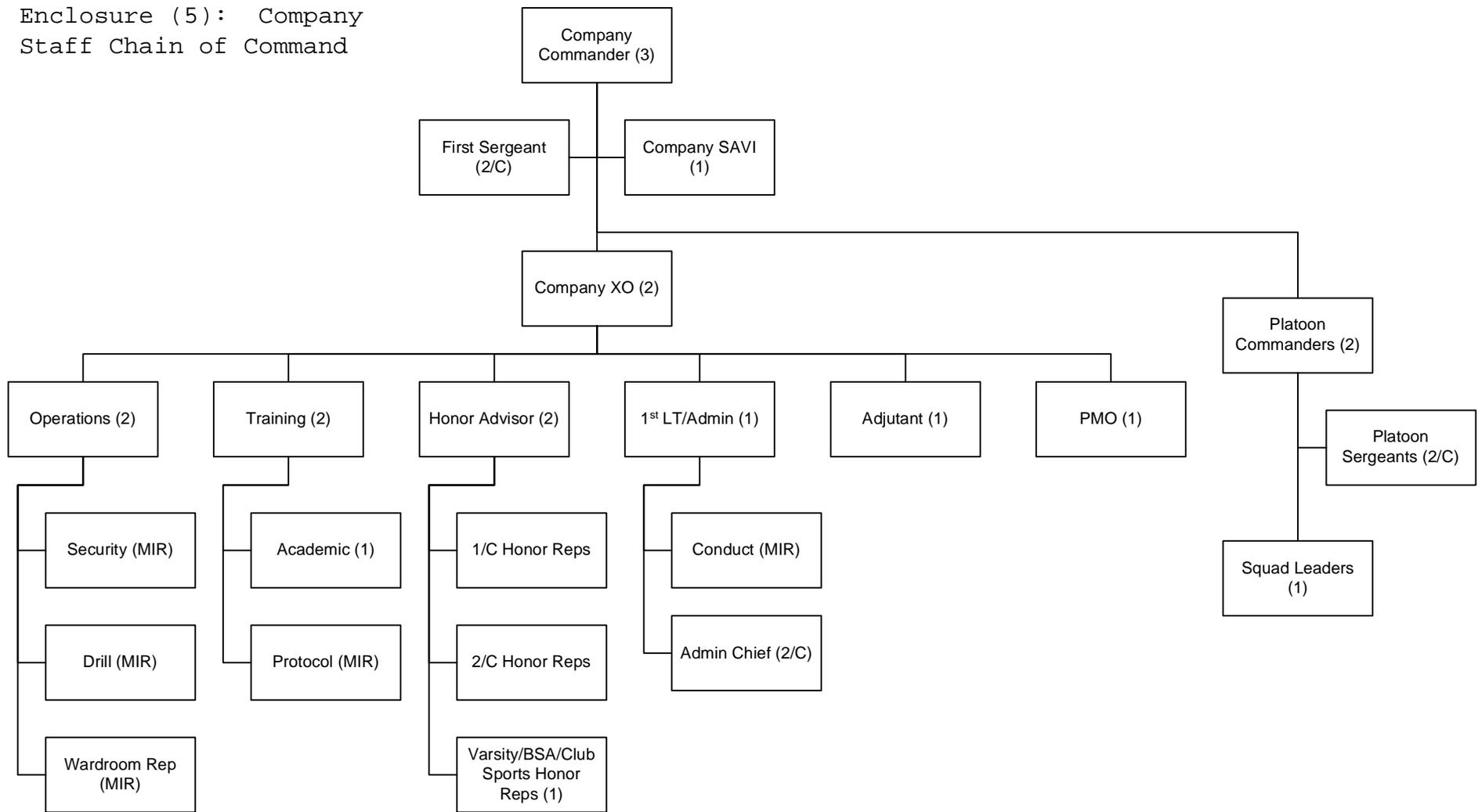
Enclosure (3):  
Regimental Staff Chain of  
Command



Enclosure (4): Battalion  
Staff Chain of Command



Enclosure (5): Company  
Staff Chain of Command



Enclosure (6): Company  
Chain of Command

