



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
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COMDTMIDNIST 5260.1L
9 August 1996

COMDTMIDN INSTRUCTION 5260.1L

Subj: MANAGEMENT AND ADMINISTRATION OF THE MIDSHIPMEN
INFORMATION SYSTEM (MIS)

Ref: (a) Midshipmen Information System User Documentation
(MISDC) (NOTAL)

Encl: (1) Specific Responsibilities

1. Purpose. This instruction outlines responsibilities and procedures for the management and administration of the Midshipmen Information System (MIS).

2. Cancellation. COMDTMIDNINST 5260.1K

3. Background. The MIS Information System is a computerized system devised to reduce the administrative workload and provide selective information on each midshipmen. The system currently resides on the mainframe in Ward Hall. The information on each midshipman includes: admission statistics, personal information, academic and professional performance record, athletic, and extracurricular activities while at the U.S. Naval Academy (USNA).

4. Responsibilities. The MIS Officer has overall management and administration of the Midshipmen Information System. Specific responsibilities of the MIS Officer and responsibilities of input by other officers under the Commandant of Midshipmen are listed in enclosure (1). Specific guidance on the operation and control of the system and its associated subsystems is contained in reference (a).


G. M. FARRELL
By direction

Distribution:

C-1
Computer Service (8)
Academic Dean (3)
Registrar (3)
MISO (15)

Specific Responsibilities

1. Specific responsibilities for the operation, control, and input of data to the Midshipmen Information System (MIS) follows:

a. The MIS Officer is responsible for:

(1) Assuring that all MIS functions are performed accurately and on the time by exercising MIS management control over all personnel performing MIS functions.

(2) Verifying data received which changes existing MIS data. The data will be verified with the responsible activity having the most accurate information concerning the items to be changed. If the information needs correction, it will be entered either directly, utilizing any micro connected to the Naval Academy Data Network (NADN) for those items maintained in the system, or by sending a Midshipmen Record Change Card to the Registrar in the case of grades changes. Changes to midshipmen data such as name, social security number, and ethics/race code will only be entered into the main frame system upon approval by the Registrar.

(3) Control of access to BRIGREAD***, Midshipmen Performance Records in MIDPERF***, CKADD***, and production of labels and listing for various work units within the Commandant's organization and organizations throughout the Naval Academy.

(4) Setting priorities and approving action for the Commandant of Midshipmen on all desired changes to the system or its subsystems.

(5) Collecting all changes to the MIS database and entering the changes into the portion of the system maintained in the main frame system utilizing appropriate procedures.

(6) Ensuring that all responsible activities input data to the MIS utilizing appropriate procedures.

(7) Running two copies of the Midshipmen Performance Record of the current graduating class. One copy of these records is given to the Archivist for inclusion in the Midshipman's permanent record; the other copy is provided to the Performance Officer for inclusion in graduated midshipmen performance jackets.

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(8) Designing, providing assistance and planning in all ADP matters; e.g., budget, equipment, training, etc., for the Commandant of Midshipmen and staff.

(9) Establishing and exercising custodial and security procedures for privacy and ethical control for all information stored in the MIS.

(10) Exercising custodial control and maintenance inventory of all ADP hardware and software in the Office of the Commandant.

(11) The Privacy Act Disclosure selections for each incoming Plebe class is Processed by the MIS Officer with the help of 4th Class Regiment. Later changes are directed to Midshipman Personnel to make entries to BROSTER. The original form is then given to Company Officers for retention in each Midshipman Performance Jacket.

(12) Run one copy of the Midshipman Performance Record for each upper class midshipman on or about 25 August each year. These records are given to the respective Company Officers for filing in Midshipman Performance Jacket.

b. The Performance Officer is directly responsible for all information pertaining to the military and conduct performance of the Brigade of Midshipmen. Specific responsibilities are:

(1) Ensuring that the striper and company officer ranking are entered into the MIS at the appropriate times.

(2) Ensuring that major offenses are entered into the system in a timely manner.

(3) Ensuring that the striper organization information is entered into the system in a timely manner and that the striper data base is maintained.

(4) Ensuring that the conduct and military performance grades and total demerits for the semester are entered into the MIS at the end of each semester prior to the beginning of the Academic Boards and that updates are made appropriately.

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(5) Each year, during the first week of March, determine companies to be switched for third class midshipmen redistribution. Publish information with a wide distribution to the Academy via Commandant Notice.

(6) Publishing Commandant Notice for all changes of company.

c. The Midshipmen Personnel Officer is responsible for ensuring that the following specific information is entered into the MIS:

(1) Officer Candidate Accounting and Reporting System (OCARS).

(2) Service Assignment information for the graduating class.

(3) BROSTER program BRIGREAD*** database information and corrections to this file in order to ensure that information is accurate and up to date. Midshipman listings are also provided upon request. (BRIGREAD***, MIDNPERF***, and CLASS*** files are also provided automatically updated from BROSTER.)

(4) The redistribution of third class midshipmen during the month of May each year, switching companies as designated.

(5) Privacy Act Disclosure changes will be made to BROSTER upon request.

d. The Midshipmen Activities Officer is responsible for ensuring that the roster of each Extra Curricular Activity (ECA) authorized by the Naval Academy in which midshipmen participate is accurate and entered into the MIS.

e. The Physical Education Marking Officer is responsible for ensuring that an accurate file is maintained on midshipmen physical education status, including physical education deficiencies, and ensuring that information is entered into the MIS.

f. Professional Development, Training Officer is responsible for maintaining an accurate file on midshipmen summer training participation in the main frame system. He also ensures that information is entered into the MIS at the end of each summer.

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g. The Intramural Officer is responsible for maintaining an accurate file of midshipmen participation in sports activities and ensuring that the information is entered into the MIS.

h. The Midshipmen Training Officer is responsible for:

(1) Ensuring that the individual Professional Competency Review (PCR) grades are entered into the MIS for each class year.

i. Company Officers are responsible for:

(1) Ordering company midshipmen to review their Performance Record utilizing MIDNPERF*** and ensuring that all changes are accomplished in accordance with the MIS Officer instructions. One copy of each current performance record will be maintained in the individual midshipman's Performance Jacket under Tab A. As soon as a revised record is obtained and filed in the respective midshipman's Performance Jacket, the old record should be properly destroyed in accordance with regulations for protection of Privacy Act information.

(2) Producing one copy of each midshipmen's grades utilizing MIDGRADE*** and filing it in the Midshipman Performance Jacket under Tab A.

(3) Reviewing and/or producing the Company Academic Accountability Report and the High Absence Report from ABSENT***, each day to assist Company Academic Officers with the support of the Academic Accountability System and tracking purposes.

j. Professional Development ASTB Officer is responsible for ensuring that the individual Aviation Standard Test Battery (ASTB) grades are entered into the MIS each year prior to final Service Selection by the First Class.