



## DEPARTMENT OF THE NAVY

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

COMDTMIDNINST 1531.12B  
PRODEV  
11 Aug 10

### COMMANDANT OF MIDSHIPMEN INSTRUCTION 1531.12B

Subj: MIDSHIPMEN CAREER INFORMATION

Ref: (a) USNAINST 1301.5A

1. Purpose. To define and assign necessary duties and responsibilities for the planning and execution of the Midshipmen Career Information Program (CIP). The program spans the four years of each Midshipman's Academy experience, providing baseline information regarding professional Navy and Marine Corps career opportunities (designators). Ultimately, the program enables Midshipmen to indicate informed preferences during the service assignment process of reference (a).

2. Cancellation. COMDTMIDNINST 1531.12A. This instruction contains extensive revisions and should be read in its entirety.

### 3. Background

a. An understanding of the roles of the various Navy communities and Marine Corps specialties is vital to Midshipmen professional development. Regardless of their ultimate service assignment, this broad understanding contributes to their effectiveness as a Navy or Marine Corps Officer upon graduation.

b. Service assignment provides the best qualified Midshipmen to fill Navy and Marine Corps accessions requirements, with due consideration for Midshipmen aptitude and preferences. In order for Midshipmen to make well-informed decisions regarding career preferences, the CIP, in alignment with the Midshipmen four-class training program, must provide comprehensive information through professional forums and briefings, social events, and daily military staff/faculty interactions.

#### 4. Objectives

a. To provide Midshipmen with an understanding of the missions, roles, and operational capabilities of Navy communities and Marines Corps specialties.

b. To provide Midshipmen with an understanding of current community or specialty-specific career paths and opportunities.

c. To provide opportunities to Midshipmen to gain further professional knowledge, insight, and orientation through participation in professional forums and official functions.

d. To annually assess the Brigade of Midshipmen's career interests in order to provide Midshipmen awareness of relative competition for assignment to his/her top service preference and to provide CNO (N13) inputs for future fiscal year accessions planning.

e. To establish consolidated Academy points of contact for each Navy community represented on the annual CNO (N1) accessions plan and the Marine Corps.

#### 5. Action

a. The Director, Division of Professional Development is responsible to the Commandant of Midshipmen for the planning and execution of the CIP. He/she will develop and execute a consolidated career information plan for each academic year.

b. The Chairman, Department of Career Information and Officer Accessions shall assist the Director, Division of Professional Development in CIP planning and execution. Specific responsibilities are:

(1) Prepare an annual Commandant's notice designating senior Navy and Marine Corps representatives for the planning and execution of the CIP and Midshipmen service assignment. Navy communities not represented at the Academy will normally be represented by the Department of Career Information and Officer Accessions.

(2) Assist the Director, Division of Professional Development with the planning and generation of the annual career information path.

(3) Oversee the scheduling, logistics, and administration of the semi-annual Junior Officer Forum for the Brigade of Midshipmen.

(a) The fall Forum shall be scheduled between Brigade Reform and prior to 1/C Midshipmen entering service assignment preferences.

(b) The spring Forum will typically be scheduled prior to Midshipmen entering summer cruise preferences. (End of January to mid-February.)

(4) Oversee the Midshipmen Career Interest Survey. The survey is a substantive mechanism for Midshipmen service assignment, providing useful data to the Service Assignment Review Board as it considers Midshipmen preferences versus Navy and Marine Corps accessions requirements. Additionally, the survey provides a database for the Department of Midshipmen Training to use in making summer training assignments. Accordingly, Midshipmen participation in the survey is mandatory.

c. The Career Information Officer reports to the Chairman, Department of Career Information and Officer Accessions as the action officer for all CIP matters. Specific responsibilities are:

(1) Manage daily CIP operations, to include Junior Officer Forums and the Career Interest Survey.

(2) Assist senior Navy and Marine Corps representatives with the scheduling, logistics, and announcement of CIP events.

(3) Monitor overall program execution and provide evaluation to the Director, Division of Professional Development via the Chairman, Department of Career Information and Officer Accessions.

d. Senior Navy and Marine Corps representatives are responsible to the Director, Division of Professional Development for CIP matters. Specific responsibilities are:

(1) Maintain liaison with external organizations to coordinate community-specific CIP events.

(2) Approve all presentations and designate qualified briefers for community-specific events. They will coordinate with the Career Information Officer for requisite administrative and logistical support of the events and keep the Career Information Officer informed of the status of the events.

(3) They will provide advisory information to the Career Information Officer regarding guest speakers, platform visits (ship/submarine/aviation), and static displays.

(4) Ensure the Superintendent's office is notified of Flag Officer and distinguished guests related to career information events.

6. Review Responsibility. The Chairman, Officer Accessions is responsible for the annual review of this instruction.



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