



DEPARTMENT OF THE NAVY

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

COMDTMIDNINST 1601.12C CH-1
APTITUDE
9 Dec 11

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1601.12C CHANGE TRANSMITTAL 1

Subj: BRIGADE STRIPER ORGANIZATION AND SELECTION PROCEDURES

1. Purpose. To publish change 1 to the basic instruction.
2. Action. Remove pages 2-2 and 2-3 of the basic instruction and replace with the revised pages provided in enclosure (1).

A handwritten signature in blue ink, appearing to read "RE", is positioned above the name R. E. CLARK II.

R. E. CLARK II

Distribution:
Non-Mids (Electronically)



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Ref: (a) COMDTMIDNINST 1600.4B
(b) USNAINST 1610.3H
(c) COMDTMIDNINST 5354.1A
(d) COMDTMIDNINST 5350.1C
(e) COMDTMIDNINST 1601.10F
(f) COMDTMIDNINST 1752.1E

1. Purpose. To provide billet descriptions and describe selection procedures for the Brigade organization.
2. Cancellation. COMDTMIDNINST 1601.12B. 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 Midshipman officer organization with officer mentorship, is responsible for the administration and proper functioning of the Brigade, enhancing the leadership opportunities and experiences available to Midshipmen.
 - b. The Midshipman officer organization shall be divided into two striper sets: First semester and second semester.
 - c. Leadership roles shall be inescapable. To the greatest extent possible, select Midshipmen officers for each semester to maximize leadership opportunities for the largest number of Midshipmen.

A handwritten signature in blue ink, appearing to read "RE", is located below the text of the third item in the list.

R. E. CLARK II

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TABLE OF CONTENTS

<u>SECTION</u>	<u>TOPIC</u>	<u>PAGE</u>
CHAPTER 1 -	ORGANIZATION	
101	Brigade Organization.....	1-1
CHAPTER 2 -	PRECEDENCE	
201	Precedence of Midshipmen.....	2-1
CHAPTER 3 -	STRIPER SELECTION	
301	Selection Procedures.....	3-1
CHAPTER 4 -	DUTIES AND RESPONSIBILITIES OF THE BRIGADE STAFF	
401	Brigade Commander.....	4-1
402	Brigade Executive Officer.....	4-1
403	Brigade Operations Officer.....	4-2
404	Brigade Assistant Operations/Academic Officer.....	4-2
405	Brigade Assistant Operations/Supply Officer.....	4-3
406	Brigade Drill Officer.....	4-3
407	Brigade Character Advisor.....	4-4
408	Brigade Assistant Character Advisor.....	4-4
409	Brigade Aptitude and Conduct Officer.....	4-4
410	Brigade Midshipmen Information Systems Liaison Officer (MISLO).....	4-5
411	Brigade Training Officer.....	4-5
412	Brigade Assistant Training Officer.....	4-6
413	Brigade Adjutant.....	4-6
414	Brigade Assistant Adjutant/Administration Officer....	4-6
415	Brigade Assistant Adjutant (Lifeguard Coordinator)....	4-7
416	Brigade Religious Program Officer.....	4-7
417	Brigade Physical Mission Officer/Intramurals Officer..	4-8
418	Brigade Sea Trials Commander.....	4-9
419	Brigade Sea Trials Executive Officer.....	4-9
420	Brigade Sea Trials Operations Officer.....	4-9
421	Brigade Sea Trials Phase Commanders.....	4-10
422	Brigade Alcohol and Drug Education Officer (ADEO)/ Command Managed Equal Opportunity Officer (CMEO)....	4-10
423	Brigade Assistant Alcohol and Drug Education Officer (ADEO) for Athletics.....	4-10
424	Brigade Sexual Assault Response Guidance Understanding Information Direction Education (SAR GUIDE).....	4-11
425	Brigade SAR Executive Officer.....	4-11
426	Brigade Sexual Harassment and Assault Prevention Education Program(SHAPE) Commander.....	4-11
427	Brigade SHAPE Program Executive Officer.....	4-12
428	Brigade SHAPE Program Operations Officer.....	4-12
429	Brigade Protocol Officer.....	4-12
430	Athletic Teams Commander.....	4-13
431	Varsity Athletic Team Captains.....	4-13
432	Brigade Safety Officer.....	4-14
433	Brigade Anti-Terrorism/Force Protection (AT/FP) Officer.....	4-14

434	Brigade Sergeant Major.....	4-14
435	Brigade Drill Sergeant.....	4-15
436	Brigade Character Sergeant.....	4-15
437	Brigade Training Sergeant.....	4-15
438	Brigade Assistant PMO.....	4-16
439	Brigade Sea Trials Sergeant.....	4-16
440	Naval Academy Foreign Affairs Conference (NAFAC) Midshipman Director.....	4-16
441	NAFAC Executive Officer.....	4-16
442	Leadership Conference Chairman.....	4-16
443	Leadership Conference Vice Chairman.....	4-17
444	Leadership Conference Operations Officer.....	4-17
445	Leadership Conference Logistics Officer.....	4-17
456	Leadership Conference Curriculum Officer.....	4-17
447	Leadership Conference Communications Officer.....	4-17
448	Leadership Conference Technology Officer.....	4-17
449	Brigade Public Affairs Officer.....	4-17
450	Brigade First Lieutenant.....	4-18
451	Brigade Midshipman Action Group (MAG) President.....	4-18
452	Brigade Men's Glee Club President.....	4-18
453	Brigade Woman's Glee Club President.....	4-18
454	Brigade Gospel Choir President.....	4-18

CHAPTER 5 - DUTIES OF THE REGIMENTAL STAFF

501	Regimental Commander.....	5-1
502	Regimental Executive Officer/Character Advisor.....	5-1
503	Regimental Operations Officer.....	5-3
504	Regimental Honor Advisor.....	5-3
505	Regimental Adjutant.....	5-3
506	Regimental Anti-Terrorism Force Protection (AT/FP) Officer.....	5-4
507	Regimental Drill Officer.....	5-4
508	Regimental Honor Advisor for Investigations.....	5-4
509	Regimental Protocol Advisor.....	5-4
510	Regimental Sergeant Major.....	5-5
511	Regimental Intramural Sports Boss.....	5-5
512	Regimental Drill Sergeant.....	5-6

CHAPTER 6 - DUTIES OF THE HONOR STAFF

601	Brigade Honor Advisor.....	6-1
602	Honor Investigations Advisor.....	6-1
603	Honor Development Advisor.....	6-1
604	Honor Remediation Advisor.....	6-1
605	Honor Faculty and Staff Liaison.....	6-1
606	Honor Secretary.....	6-1
607	Honor Board Coordinator.....	6-1
608	Honor Sergeant.....	6-1
609	Honor Development Assistant.....	6-1
610	Honor Remediation Assistant.....	6-1
611	Honor Secretary Assistant.....	6-1
612	Honor Investigating Officer.....	6-1

CHAPTER 7 - DUTIES OF THE BATTALION STAFF

701	Battalion Commander.....	7-1
-----	--------------------------	-----

702	Battalion Executive Officer.....	7-1
703	Battalion First Lieutenant.....	7-2
704	Battalion Administration Officer.....	7-2
705	Battalion Training Officer.....	7-2
706	Battalion Operations Officer.....	7-3
707	Battalion ADEO.....	7-4
708	Battalion Protocol Officer.....	7-4
709	Battalion Adjutant.....	7-4
710	Battalion PMO.....	7-4
711	Battalion Honor Advisor.....	7-5
712	Battalion Drill Officer.....	7-5
713	Battalion MISLO.....	7-5
714	Battalion Academic Officer.....	7-5
715	Battalion Safety Officer.....	7-6
716	Battalion AT/FP Officer.....	7-6
717	Battalion Aptitude/Conduct Officer.....	7-6
718	Battalion Sergeant Major.....	7-7
719	Battalion Administration Chief.....	7-7
720	Battalion Drill Sergeant.....	7-8
721	Battalion Intramural Sports Boss.....	7-8
722	Battalion Sea Trials Sergeant.....	7-8

CHAPTER 8 - DUTIES OF THE COMPANY STAFF

801	Company Organization.....	8-1
802	Company Commander.....	8-1
803	Company Executive Officer.....	8-1
804	Company Operations Officer.....	8-2
805	Company Training Officer.....	8-2
806	Company Honor Advisor.....	8-3
807	Company First Lieutenant.....	8-3
808	Company Administration Officer.....	8-4
809	Company Wardroom Representative.....	8-4
810	Company Drill Officer.....	8-5
811	Company Academic Officer.....	8-5
812	Company PMO.....	8-6
813	Company Safety Officer.....	8-6
814	Company ATFP/Security Officer.....	8-7
815	Company SAR Guide.....	8-7
816	Company Character Advisor.....	8-7
817	Company Aptitude/Conduct Officer.....	8-7
818	Company Adjutant.....	8-8
819	Company First Sergeant.....	8-9
820	Company Training Sergeant.....	8-9
821	Company Drill Sergeant.....	8-10
822	Company Administration Chief.....	8-10
823	Company ADEO.....	8-10
824	Company MISLO.....	8-10
825	Company Protocol Officer.....	8-10
826	Company Financial Officer.....	8-11
827	Platoon Organization.....	8-11
828	Platoon Commander.....	8-11
829	Platoon Sergeant.....	8-12
830	Squad Organization.....	8-12
831	Squad Leader.....	8-12

CHAPTER 9 - DUTIES OF THE DRUM AND BUGLE CORPS STAFF	
901	Drum and Bugle Corps Commander.....9-1
902	Drum and Bugle Corps Executive Officer.....9-1
903	Drum and Bugle Corps Operations Officer.....9-1
904	Drum and Bugle Corps Administration Officer.....9-2
905	Drum and Bugle Corps Supply Officer.....9-2
906	Drum and Bugle Corps Platoon Commander.....9-2
907	Drum and Bugle Corps Platoon Sergeant.....9-3
908	Drum and Bugle Corps Squad Organization.....9-3
909	Drum and Bugle Corps Squad Leader.....9-3
CHAPTER 10 - DUTIES OF THE YARD PATROL CRAFT (YP) SQUADRON STAFF	
1001	YP Squadron Commodore.....10-1
1002	YP Squadron Vice Commodore.....10-1
CHAPTER 11 - LOSS OF MIDSHIPMAN OFFICER RANK	
1101	Procedures.....11-1
<u>APPENDIX</u>	<u>TOPIC</u>
A	Striper Board Evaluation Sheet

CHAPTER 1 - ORGANIZATION

101. 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 Midshipman officers of the Brigade.

b. The Midshipman officers of the Brigade, and other Midshipmen in special circumstances, are assigned appropriate authority and responsibility for the direction and administration of the Brigade. While executing their duties, these Midshipmen assume the responsibilities and accountability for the maintenance of discipline and the direction of drills and other evolutions.

c. 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.

CHAPTER 2 - PRECEDENCE

201. Precedence of Midshipmen

a. Midshipman officers and non-commissioned officers will assume their respective ranks and responsibilities per the effective Commandant's Notice appointing them as officers or non-commissioned officers of the Brigade organization or in the event of an in-semester replacement, when notified by their chain of command of their positions. Midshipman officers and non-commissioned officers will wear their respective ranks and execute their respective responsibilities only during the applicable semester(s). Unless specified otherwise, only those Midshipmen serving in leadership capacities involving Plebe Summer, Naval Academy Summer Seminar, STEM Program, or NAPS Detail will wear increased rank during the summer training period (from graduation until reform).

b. Amongst 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 Midshipman officers. Midshipman officers of the same rank will assume precedence by class standing for the previous academic year.

(2) Midshipmen in Ranks (MIR) 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 Midshipman 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 to the senior Midshipman present.

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

GRADE	NOTE	OFFICER/NCO BILLET	NO
MIDN CAPTAIN		Brigade Commander	1
MIDN COMMANDER		Brigade Executive Officer/Chief of Staff	1
	*	Brigade Honor Advisor	1
		Brigade Character Advisor	1

		Regimental Commander	2
MIDN		Brigade Operations Officer	1
LIEUTENANT COMMANDER		Brigade Training Officer	1
		Brigade Sexual Harassment and Assault Prevention Education (SHAPE) Program Commander	1
	*	Athletic Teams Commander	1
		Regimental Executive Officer/Character Advisor	2
	*	Regimental Honor Advisor	2
	*	Honor Investigations Advisor	1
	*	Honor Development Advisor	1
	*	Honor Remediation Advisor	1
		Battalion Commander	6
MIDN	**	Brigade Sea Trials Commander	1
LIEUTENANT			
	*	Brigade Alcohol and Drug Education Officer (ADEO)/Command Managed Equal Opportunity Officer (CMEO)	1
	*	Naval Academy Foreign Affairs Conference (NAFAC) Midshipman Director	1
	*	Leadership Conference Chairman	1
	*	Brigade Protocol Officer	1
		Brigade Assistant Character Advisor	1
		Brigade Assistant Operations/Supply Officer	1
		Brigade Assistant Operations/Academic Officer	1
		Brigade Drill Officer	1
	*	Brigade Anti-Terrorism/Force Protection Officer (ATFP)	1
	*	Brigade Safety Officer	1
		Brigade Aptitude/Conduct Officer	1
		Brigade Adjutant	1
		Brigade Physical Mission Officer (PMO)/Intramural Officer	1
		Brigade Sexual Assault Response (SAR) GUIDE Commander	1
		Brigade SHAPE Program Executive Officer	1
		Brigade Midshipman Information Systems Liaison Officer (MISLO)	2
		Brigade Assistant Adjutant/Administration Officer	1
		Brigade Public Affairs Officer	1
	*	Brigade First Lieutenant	1
		Midshipman Action Group (MAG) President	1
	*	Men's Glee Club President	1
	*	Women's Glee Club President	1
	*	Gospel Choir President	1
		Regimental Operations Officer	2
	*	Regimental Honor Advisor for Investigations	2
	*	Honor Faculty and Staff Liaison	1

	*	Honor Secretary	1
	*	Honor Board Coordinator	1
		Battalion Executive Officer	6
		Battalion Training Officer	6
		Battalion Honor Advisor	6
	*	Varsity Athletic Team Captains	34
		Drum and Bugle Corps Commander	1
		Company Commander	30
MIDSHIPMAN LIEUTENANT JUNIOR GRADE		Brigade Assistant Adjutant (Lifeguard Coordinator)	1
		Brigade Assistant Training	1
		Brigade Religious Programs Officer	1
		Brigade SAR Executive Officer	1
		Brigade Assistant ADEO For Athletics	1
	**	Sea Trials Executive Officer	1
	**	Sea Trials Operations Officer	1
	*	NAFAC Executive Officer	1
	*	Leadership Conference Vice Chairman	1
	*	Leadership Conference Operations Officer	1
	*	Leadership Conference Logistics Officer	1
	*	Leadership Conference Curriculum Officer	1
	*	Leadership Conference Communications Officer	1
	*	Leadership Conference Technology Officer	1
		Brigade SHAPE Program Operations Officer	1
	***	Honor Investigating Officer	Varies
		Regimental Protocol Advisor	2
		Regimental Drill Officer	2
	*	Regimental Anti-Terrorism/Force Protection Officer	2
		Regimental Adjutant	2
		Drum and Bugle Corps Executive Officer	1
		Drum and Bugle Corps Operations Officer	1
		Drum and Bugle Corps Platoon Commander	3
		Battalion Operations Officer	6
	*	Battalion First Lieutenant	6
		Battalion Admin Officer	6
		Battalion Adjutant	6
		Battalion Physical Mission Officer	6
		Battalion Academic Officer	6
		Battalion ADEO	6
		Battalion Drill Officer	6
		Battalion MIS Liaison Officer	6
		Battalion Safety Officer	6
		Battalion AT/FP Officer	6
		Battalion Aptitude/Conduct Officer	6
		Company Executive Officer	30
		Company Operations Officer	30
		Company Training Officer	30
		Company Honor Advisor	30
		Platoon Commander	120

MIDN ENSIGN	**	Brigade Sea Trials Phase Commanders	8
		Drum and Bugle Corps Administration Officer	1
		Drum and Bugle Corps Supply Officer	1
		Company First Lieutenant	30
		Company Admin Officer	30
		Company Adjutant	30
		Company Physical Mission Officer	30
		Company Academic Officer	30
		Company Safety Officer	30
		Company Aptitude/Conduct Officer	30
		Company ATFP/Security Officer	30
		Company ADEO	30
		Company Protocol Officer	30
	***	Company Squad Leader	360
MIDN IN RANKS		Company Wardroom Representative	30
		Company Drill Officer	30
		Company SAR Guide	30
		Company Character Advisor	30
		Company Financial Officer	30
	***	Honor Investigating Officer	Varies
SERGEANT MAJOR		Brigade Sergeant Major	1
		Regimental Sergeant Major	2
		Battalion Sergeant Major	6
FIRST SERGEANT		Regimental Intramural Sports Boss	2
		Company First Sergeant	30
SERGEANT		Regimental Drill Sergeant	2
		Brigade Drill Sergeant	1
		Brigade Character Sergeant	1
		Brigade Training Sergeant	1
		Brigade Assistant PMO	1
	**	Brigade Sea Trials Sergeant	1
		Battalion Admin Chief	6
		Battalion Drill Sergeant	6
		Battalion Intramural Sports Boss	6
		Battalion Sea Trials Sergeant	6
	*	Honor Sergeant	1
	*	Honor Development Assistant	2
		Platoon Sergeant	120
		Company Training Sergeant	30
		Company Drill Sergeant	30
		Drum and Bugle Corps Platoon Sergeants	3
SECOND CLASS	***	Honor Investigating Officer	Varies
	*	Honor Remediation Assistant	2
	*	Honor Secretary Assistant	2
		Company Admin Chief	30
		Company MIS Liaison	30
		Drum and Bugle Corps Squad Leaders	6

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

CHAPTER 3 - STRIPER SELECTION

301. Selection Procedures

a. A Commandant of Midshipmen Notice will be published each academic year semester requesting nominations to fill senior First Class and select Second Class brigade, regimental, battalion, and supporting programs 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. Reference (a) 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 desired. Academic, military, and physical performance should be heavily considered, but none should singularly be a disqualifier. Volunteers are encouraged, but volunteering 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.

c. Officer Representatives of athletic teams and extra-curricular activities shall forward to the Battalion and Company Officers the names of Midshipmen recommended 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 fall, the current Company Commander and Executive Officer. In the spring, both Company Commanders and Executive Officers will sit. The Board will nominate to the Battalion Officer all qualified candidates for Midshipman CAPT, CDR, LCDR and Sergeant Major billets. Company Officers will submit their nominees for Company Commander to the Battalion Officer following the Brigade Striper Board, utilizing names of Midshipmen interviewed but not selected for Midshipman CAPT, CDR, or LCDR billets.

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.

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 represents Brigade demographics. The nomination package will be sent to the Brigade Striper Board via the Aptitude Officer. The Aptitude Officer will compile the nominees' photographs, performance records and academic summaries, and distribute 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 applicable Commandant of Midshipmen notice.

g. The Deputy Commandant will convene and chair the Brigade Striper Board. The Board will include the Battalion Officers, the Brigade Senior Enlisted Leader, and the Brigade Commander. The Board will nominate

Midshipmen to fill all Midshipman Lieutenant Commander and above billets, Brigade and Regimental Sergeants Major billets, 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 301i. Copies of Appendix A will be distributed to provide a common reference for Board members' evaluations. Regardless of individual grading methods, each Board member will be required to submit a prioritized list of the striper nominees to the Aptitude Officer. The Aptitude Officer will aggregate the Board members' inputs prior to the slating. Following the slating, the Board will submit the complete slate to the Commandant for approval.

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 include the Battalion Officers, the Brigade Senior Enlisted Leader, the Director, Strategic Outreach for Admissions, and both Fourth Class Regiment Commanders from the previous summer. The slate of nominees will be approved by the Commandant.

i. Selection Procedures for Supporting Programs

(1) Honor Staff. The Director of Character Development and Training will submit a slate of candidates directly to the Commandant per reference (b).

(2) Brigade Sexual Harassment and Assault Prevention Education (SHAPE) Program Commander. The SARC will conduct Striper Selection Boards for the Brigade SHAPE Program Commander billet per the program's established application process. The SARC will submit two nominations to the Brigade Striper Board via the Aptitude Officer. The Brigade Striper Board will interview and slate one of the nominees for the Brigade SHAPE Program Commander billet or return the nominations to the SARC Coordinator for re-submission.

(3) Athletic Teams Commander. Following the selection and approval of the Varsity Team Captains, the Naval Academy Athletic Director will forward the name of the Athletic Teams Commander to the Commandant for approval.

(4) Varsity Team Captains. Nominations for Varsity Team Captains are submitted to the Superintendent in a joint letter from the Athletic Director and Commandant of Midshipmen. Once the nominations are approved by the Superintendent and the names are published, the Midshipmen are entered into their striper billets.

(5) Brigade Physical Mission Officer (PMO)/Intramurals Officer. The Director of Physical Education shall nominate two Midshipmen for the position of Brigade PMO/Intramurals Officer. The Brigade Striper Board will review the nominations and approve one of the nominees for the PMO billet or return the nominations to the Director of Physical Education for re-submission.

(6) Brigade Sexual Assault Response (SAR) Guide. The Naval Academy Sexual Assault Response Coordinator (SARC) will conduct Striper Selection

Boards for the Brigade SAR Guide and Battalion SAR Guide billets per the program's established application process. The SARC will submit two nominations to the Brigade Striper Board via the Aptitude Officer. The Brigade Striper Board will review the nominations and approve one of the nominees for the Brigade SAR Guide billet or return the nominations to the SARC for re-submission.

(7) Brigade Safety Officer. The Commandant Staff Safety Officer shall submit one nomination for the position of Brigade Safety Officer. The Brigade Striper Board will review the nomination and approve the nominee for the Brigade Safety Officer billet or return the nomination to the Commandant Staff Safety Officer for re-submission.

(8) Brigade Anti-Terrorism/Force Protection (AT/FP) Officer. The Commandant Staff AT/FP Officer shall submit one nomination for the position of Brigade AT/FP Officer. The Brigade Striper Board will review the nomination and approve the nominee for the Brigade AT/FP Officer billet or return the nomination to the Commandant Staff AT/FP Officer for re-submission.

(9) Brigade Drill Officer. The Brigade Drill Master will conduct Striper Selection Boards for the Brigade Drill Officer billet per the program's established application process. The Brigade Drill Master shall submit two nominations for the Brigade Drill Officer billet to the Brigade Striper Board via the Aptitude Officer. The Brigade Striper Board will review the nominations and approve one of the nominees for the Brigade Drill Officer or return them to the Brigade Drill Master for re-submission.

(10) Midshipmen Information System Liaison Officer (MISLO). The Midshipmen Information Systems (MIS) Officer will conduct Striper selection boards for the Brigade MISLO billets and submit two 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.

(11) Brigade Alcohol and Drug Education Officer (ADEO)/Command Managed Equal Opportunity Officer (CMEO). The Character Development and Training Division ADEO and CMEO will conduct Striper Selection Boards for Brigade and Battalion ADEO/CMEO billets per the programs' established application processes. The Staff ADEO and CMEO will submit two nominations for the Brigade ADEO/CMEO position 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 and CMEO for re-submission.

(12) Naval Academy Foreign Affairs Conference (NAFAC) Midshipman Director. The NAFAC Faculty Director shall nominate one Midshipman for the position of NAFAC Midshipman Director via the Aptitude Officer. 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.

(13) Naval Academy Leadership Conference Chairman. The Leadership Conference Coordinator, via his/her chain of command, shall nominate one Midshipman for the position of Leadership Conference Chairman via the Aptitude Officer. 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 Leadership Conference Coordinator for re-submission.

(14) Brigade Sea Trials Commander. The Sea Trials Officer-in-Charge shall nominate one Midshipman for the position of Brigade Sea Trials Commander for the Spring Semester via the Aptitude Officer. The Brigade Striper Board will review the nomination and either approve it return it to the Sea Trials OIC for re-submission.

(15) Brigade Protocol Officer. The Character Development and Training Division Training Officer shall submit two nominations for the Brigade Protocol Officer billet 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 Character Development and Training Officer for re-submission.

(16) Brigade Religious Program Officer. The Senior Chaplain (or designee) shall submit two nominations for the Brigade Religious Program Officer billet 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 Senior Chaplain for re-submission.

(17) Brigade Public Affairs Officer. The Public Affairs Office (PAO) Leading Chief Petty Officer (LCPO) shall submit two nominations for the Brigade Public Affairs Officer billet 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 PAO LCPO for re-submission.

(18) Midshipman Action Group (MAG) President. The MAG Officer Representative shall submit the name of the MAG President to the Brigade Striper Board via the Aptitude Officer. The Board will either approve the nomination or return it to the MAG Officer Representative for re-submission.

(19) Men's Glee Club, Women's Glee Club, and Gospel Choir Presidents. The Director of Musical Activities shall submit the names of the Men's Glee Club, Women's Glee Club, and Gospel Choir Presidents to the Brigade Striper Board via the Aptitude Officer. The Board will either approve all of the nominations or return any in question to the Director of Musical Activities for re-submission.

(20) Yard Patrol (YP) Craft Squadron Commodore. The Chairman, Seamanship and Navigation Department (or designee) shall submit the name of the YP Commodore to the Brigade Striper Board via the Aptitude Officer. The Board will either approve the nomination or return it for re-submission.

(21) Drum and Bugle Corps (D&B) Commander. The D&B Officer Representative shall submit the name of the D&B Commander to the Brigade Striper Board via the Aptitude Officer. The Board will either approve the nomination or return it to the D&B Officer Representative for re-submission.

j. Brigade Striper Board Interviews. The Aptitude Officer will brief all candidates on the purpose and mechanics of the Board. 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, and SgtMaj and select Sgt 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 providing the names of the slate. After the announcement of the names and release of the slate by the Commandant, Battalion and Company Boards will reconvene to nominate Midshipmen to fill the remaining billets in the striper organization.

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

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

m. 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.

n. 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.

CHAPTER 4 - DUTIES AND RESPONSIBILITIES OF THE BRIGADE STAFF

401. Brigade Commander

a. 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.

b. Specific duties and responsibilities

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

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

(3) 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.

(4) Sits on Brigade Striper, Aptitude, and Honor Boards.

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

(6) Supervises the turnover process of new stripers.

(7) Supervises the Brigade Sergeant Major.

402. Brigade Executive Officer/Chief of Staff

a. Basic function. Second in command of the Brigade. Supports the Brigade Commander as an advisor regarding issues concerning Brigade policy. Responsible to the Brigade Commander for the efficient operation of the Brigade Staff. Plans and conducts Brigade Staff meetings and supports the goals and policies of the Brigade Commander.

b. Specific duties and responsibilities

(1) Responsible for overseeing the proper execution of the Academic Year Fourth Class Development System.

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

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

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

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

403. Brigade Operations Officer

a. 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.

b. Specific duties and responsibilities

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

(2) 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.

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

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

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

(6) 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.

404. Brigade Assistant Operations/Academic Officer

a. Basic function. Accountable to the Brigade Operations Officer. Responsible for making academic assistance information available to Midshipmen. Reports to the Commandant Staff Academic Officer.

b. Specific duties and responsibilities. Assists in operations of the Brigade as required.

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

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

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

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

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

405. Brigade Assistant Operations/Supply Officer

a. Basic function. Accountable to the Brigade Operations Officer. Responsible for the flow of communications between the Brigade of Midshipmen and the Midshipmen Supply Department.

b. Specific duties and responsibilities. Assists in operations of the Brigade as required.

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

(2) 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.

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

(4) 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.

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

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

406. Brigade Drill Officer

a. Basic function. Responsible to the Commandant Operations Department Brigade Drill Master for all matters relating to military drill.

b. Specific duties and responsibilities

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

(2) Assists the Brigade Drill Master with rifle and sword inventory, including distribution and collection.

(3) Supervises the Regimental Drill Officers and Brigade Drill Sergeant and assists with the selection, training, and employment of judges for all drill evolutions. Receives all drill reports.

(4) Responsible for the management of the armory and all ceremonial weapons belonging to the Naval Academy.

407. Brigade Character Advisor

a. Basic Function. The Brigade Character Advisor is the senior Midshipman on the Character Staff and advises the Brigade Commander and Character Development and Training Officer on Brigade-wide character issues. The Brigade Character Advisor directs the Character Staff and is ultimately responsible for all character training.

b. Specific duties and responsibilities

(1) Duties and responsibilities are assigned by reference (c). In addition, provides updates on the culture and climate of the Brigade as requested by the Commandant of Midshipmen, Character Development and Training Officer, and the Brigade Commander.

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

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

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

(5) Supervises the Brigade Assistant Character Advisor and Brigade Character Sergeant.

408. Brigade Assistant Character Advisor

a. Basic Function. Accountable to the Brigade Character Advisor.

b. Specific duties and responsibilities. Assists in character programs for the Brigade as required.

409. Brigade Aptitude and Conduct Officer

a. Basic function. Responsible to the Brigade Commander for all matters involving Midshipman conduct and the requirements of the Midshipmen Aptitude for Commissioning System. Serves as a liaison between the Aptitude and Conduct Officers and the Brigade.

b. Specific duties and responsibilities

(1) 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.

(2) Publishes, via the Aptitude Officer, the memorandum delineating aptitude for commission evaluation submission requirements for out-of-company strippers.

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

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

(5) Assists in all Brigade level Conduct Hearings.

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

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

410. Midshipmen Information Systems Liaison Officer (MISLO)

a. Basic function. Maintains computer software and designs computer programs in support of the Brigade.

b. Specific duties and responsibilities. Reports to the Brigade Chief of Staff, and executes duties as assigned by the Midshipmen Information Systems (MIS) Officer.

411. Brigade Training Officer

a. Basic function. Responsible to the Brigade Commander for developing and disseminating the training plan for the Brigade. Works closely with the Character Development and Training Department Staff to design and implement training that will enhance the professional awareness of the Brigade.

b. Specific duties and responsibilities.

(1) Maintains liaison with Battalion Training Officers. Conducts regular meetings to promulgate information and receive feedback from Battalion and Company Training Officers.

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

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

(4) 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.

(5) The Brigade Training Officer is assisted by the Assistant Training Officer.

(6) Manage fourth class participation at the various Distinguished Artist Series events.

412. Brigade Assistant Training Officer

a. 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.

b. Specific duties and responsibilities

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

(2) Manage the funds for the bulletin board set-up. Ensure boards are tasteful and appropriate.

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

413. Brigade Adjutant

a. 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.

b. Specific duties and responsibilities

(1) Directly responsible for the indoctrination and training of the Midshipman Officer of the Watch (MOOW) watchstanders.

(2) Prepares MOOW and Regimental MOOW watchbills, as well as approving any exchange of duty chits for those watchstanders.

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

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

(5) Supervises the Brigade Assistant Adjutant/Administration Officer and Brigade Assistant Adjutant (Lifeguard Coordinator).

414. Brigade Assistant Adjutant/Administration Officer

a. Basic function. The Brigade Assistant Adjutant/Administration Officer provides administrative support to the Brigade Adjutant and is responsible to the Brigade Executive Officer for administrative functions of the Brigade. Supervises the administration of the Main Office, including all files, records and reports.

b. Specific duties and responsibilities

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

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

(3) Ensure all daily company and battalion reports are returned to their respective adjutants.

(4) Acts as liason between the Brigade and the Commandant's Administration Office. Updates and distributes all Brigade publications and maintains adequate supplies of necessary forms.

(5) Creates and maintains the Striper Phone List

(6) Coordinates with the Commandant's Administration 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.

415. Brigade Assistant Adjutant (Lifeguard Coordinator)

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

b. Specific duties and responsibilities

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

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

416. Brigade Religious Program Officer

a. Basic function. The Brigade Religious Program Officer reports to the Brigade Chief of Staff and provides administrative support to Naval Academy Chaplain's Center.

b. Specific duties and responsibilities

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

(2) Maintain contact with the USNA Chaplains and support personnel to provide any administrative support as required, and act as liaison between the Chaplain's Center and the Brigade.

(3) Attend Chaplain Center Staff weekly meeting.

417. Brigade Physical Mission Officer (PMO)/Intramurals Officer

a. Basic function. Responsible to the Brigade Commander for all aspects of Midshipman physical education development, to include intramurals, and the Physical Readiness Test (PRT). Responsible to the PE Department Director for the execution of the intramural program.

b. Specific duties and responsibilities

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

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

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

(4) Assists in all PRTs, including assignment and oversight of observers. Coordinates with the Marking Office.

(5) Assists with Midshipman participation in the PRT Remedial Program.

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

(7) Maintains close liaison with Regimental Sports Bosses on all aspects of the Intramural Program with particular emphasis on those areas that require command support. Provides direction to Intramural Sports Bosses in the performance of their duties.

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

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

(10) Conducts briefings and meetings with the Midshipman PMO's, Battalion Officers, Company Officers and Midshipmen in charge of events.

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

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

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

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

418. Brigade Sea Trials Commander

a. 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.

b. Specific duties

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

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

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

c. Organizational relationship. The Sea Trials Commander reports to the Sea Trials Officer in Charge and Assistant Officer in Charge.

419. Brigade Sea Trials Executive Officer

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

b. Specific Duties and responsibilities

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

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

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

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

420. Brigade Sea Trials Operations Officer

a. 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.

b. Specific duties and responsibilities

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

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

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

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

421. Brigade Sea Trials Phase Commanders

a. 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.

b. Specific duties

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

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

422. Brigade Alcohol and Drug Education Officer (ADEO)/Command Managed Equal Opportunity Officer (CMEO)

a. Basic function. Responsible to the Brigade Commander, Character Advisor, and Character Development and Training Division ADEO for alcohol and drug-related issues. Responsible to Character Development and Training Division CMEO regarding command climate and equal opportunity issues. Promotes equal opportunity and fair treatment of others throughout the Brigade. Executes the Brigade's Right Spirit Campaign.

b. Specific duties and responsibilities

(1) Primary duties and responsibilities of the Brigade ADEO are outlined in reference (d).

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

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

(4) Assigns duties to members of the ADEO/CMEO Staff as required.

(5) Sits on ADEO/CMEO selection boards.

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

a. 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.

b. Specific duties and responsibilities

(1) Executes ADEO policies.

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

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

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

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

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

424. Brigade Sexual Assault Response (SAR) Guide

a. Basic Function. Responsible to the Brigade Commander and the Naval Academy Sexual Assault Response Coordinator (SARC).

b. Specific duties and responsibilities

(1) The Brigade SAR Guide coordinates training and acts as a resource for sexual assault related issues for the SAR Staff.

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

425. Brigade SAR Executive Officer. Responsible to the Brigade SAR Guide in support of Sexual Assault and Response Program related issues.

426. Brigade Sexual Harassment and Assault Prevention Education Program (SHAPE) Commander

a. Basic function. Responsible to the Brigade Commander and the Naval Academy Sexual Assault Response Coordinator (SARC).

b. Specific duties and responsibilities

(1) Coordinates the execution of training and acts as a resource for SHAPE program related issues.

(2) Single Midshipmen POC for all SHAPE matters.

(3) Responsible for coordination and deconfliction of the SHAPE training schedule with the SARC, SAPRO Training Specialist and Brigade Training Staff.

(4) Creation and direction of a leadership team to oversee the SHAPE peer educator team accountability, communications, and operations.

(5) Coordinates, supervises and responsible for the training and preparedness of 70(+) peer educators.

(6) Responsible for maintaining accountability of and ensuring that the entire Brigade of Midshipmen received the required training.

(7) Communicates with training staff to ensure attendance at scheduled trainings.

(8) Representative for the Naval Academy at events.

427. Brigade SHAPE Program Executive Officer

a. Basic function. Responsible to the Brigade SHAPE Program Commander for SHAPE Program related issues.

b. Specific duties and responsibilities

(1) Assists with training and acts as a resource for SHAPE related issues.

(2) Ensures that adequate venue support is requested and prepared in support of upwards of 500 Midshipmen per session.

(3) Ensures accountability of stragglers through the master attendance program ensuring 100% completion of training for all Midshipmen.

(4) Provides inputs to the SHAPE subject matter experts for improvements in the course curriculum.

(5) Offers insight to the SARC in regards to the execution of SHAPE goals.

(6) Aids SHAPE Commander in all duties and assumes the duties of the SHAPE Commander in his/her absence.

428. Brigade SHAPE Program Operations Officer

a. Basic function. Responsible to the Brigade SHAPE Commander for SHAPE Program related issues.

b. Specific duties and responsibilities. Assists in operations of SHAPE Program as required.

429. Brigade Protocol Officer

a. Basic function. Responsible to the Brigade Executive Officer and Character Development and Training Officer for protocol-related issues.

b. Specific duties and responsibilities.

(1) Executes Brigade protocol policies.

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

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

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

- (5) Sits on Protocol Officer selection boards.
- (6) Coordinates protocol training with the Character Development and Training Officer and Social Director.
- (7) Coordinates event planning with the Social Director.
- (8) Provides protocol guidance to the Battalions.
- (9) Seeks out areas of uncertainty within the brigade and works with the Social Director to correct those deficiencies within the four-year curriculum.
- (10) Coordinates invitation lists and RSVP lists for official Brigade functions.

430. Athletic Teams Commander

a. Basic function. Responsible and accountable for setting and maintaining the highest professional standards for athletic teams, and communicating and executing policies of the Commandant of Midshipmen and Athletic Director.

b. Specific duties and responsibilities

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

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

(3) Disseminate policy regarding athletic programs.

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

c. Organizational relationships. The Athletic Teams Commander reports to the Brigade Commander for matters involving Brigade activities and reports to the Naval Academy Athletic Association for team matters.

431. Varsity Athletic Team Captains

a. Basic function. Responsible and accountable for the appearance, conduct, and accountability of their teams 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 Athletic Director.

b. Specific duties and responsibilities

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

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

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

432. Brigade Safety Officer

a. Basic function. Responsible to the Brigade Commander and Commandant Staff Safety Officer for executing policies, conducting training, and maintaining conditions, all in the best interest of the safety of the Brigade.

b. Specific duties and responsibilities

(1) Ensure all Battalion and Company Safety Officers are performing their duties and are properly training.

(2) Brigade expert on issues of safety, acting as senior lecturer as necessary. Produce alternate training methods (emails, flyers, etc.) and distribute to the Brigade.

433. Brigade Anti-Terrorism/Force Protection (AT/FP) Officer

a. Basic function. Responsible to the Brigade Commander and Commandant Staff AT/FP Officer for executing policies, conducting training, and maintaining conditions, all in the best interest of the Brigade in regards to anti-terrorism/force protection.

b. Specific duties and responsibilities

(1) Ensure all Battalion and Company AT/FP Officers received the required training and are performing their duties.

(2) Act as Team Leader for all AT/FP drills and exercises.

(3) Ensure all Brigade wide required AT/FP training is conducted.

(4) Ensure the physical security of Bancroft Hall is not compromised and that it is clear to every member of the Brigade how to report breaches of security or security violations.

434. Brigade Sergeant Major

a. Basic function. The senior Second Class Midshipman in the Brigade. Receives direction and supervision from the Brigade Commander.

b. Specific duties and responsibilities

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

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

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

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

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

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

(7) Meets with the Deputy Commandant and Brigade Senior Enlisted Leader on a regular basis to discuss issues and concerns.

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

(9) Coordinates the standing of watches when Second Class assume First Class watches.

435. Brigade Drill Sergeant. The Second Class Midshipman who is the primary assistant to the Brigade Drill Officer and performs all duties as directed by that Midshipman.

436. Brigade Character Sergeant

a. Basic function. The Character Sergeant is the senior Second Class Midshipman on the Character Staff. Receives direction and supervision from the Brigade Character Advisor.

b. Specific duties and responsibilities

(1) Reviews Second Class feedback with the Brigade Sergeant Major in order to identify areas of concern for the Character Staff.

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

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

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

437. Brigade Training Sergeant

a. Basic Function. The Second Class Midshipman who is the primary assistant to the Brigade Training Officer.

b. Specific duties and responsibilities. Acts as a liaison between the Company Training Sergeants and the Brigade Training Staff.

438. Brigade Assistant Physical Mission Officer (PMO). The Second Class Midshipman who is the primary assistant to the Brigade PMO/Intramurals Officer in performing the duties listed in paragraph 417.

439. Brigade Sea Trails Sergeant

a. Basic Function. The Second Class Midshipman who is the primary assistant to the Brigade Sea Trials Officer.

b. Specific duties and responsibilities

(1) Help form the battalion and company level staff that will be responsible for physically preparing the plebes for sea trials, and subsequently help run them through the sea trials evolution.

(2) Formulate a schedule and coordinate logistics to get every plebe to the obstacle/endurance course twice during second semester. Supply each company with materials required to run weekly sea trials workouts.

(3) Organize the training of the Battalion Sea Trials Sergeants for the obstacle and endurance courses, and to act as safety observers.

(4) Serve as the obstacle and endurance courses Officer in Charge and carry out pre-arranged actions in case of emergency or injury.

440. Naval Academy Foreign Affairs Conference (NAFAC) Midshipman Director

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

b. Specific Duties and Responsibilities

(1) 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.

(2) 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.

441. NAFAC Executive Officer. Supports the NAFAC Midshipman Director in all aspects of the preparation for and execution of the conference.

442. Leadership Conference Chairman

a. Basic Function. Supports the Leadership Conference staff officers and leads the Midshipman participation.

b. Specific Duties and Responsibilities. Oversees development, coordination and execution of plans, schedules, agendas, itineraries, bookings, and all other arrangements assigned, and any other requirements which may arise.

443. Leadership Conference Vice Chairman. Supports the Leadership Conference Chairman all aspects of the preparation for and execution of the conference.

444. Leadership Conference Operations Officer

a. Basic Function. Supports the Leadership Conference Chairman and Vice Chairman.

b. Specific duties and responsibilities. Responsible for all areas of operations in regards to preparation for and execution of the conference.

445. Leadership Conference Logistics Officer

a. Basic Function. Supports the Leadership Conference Chairman and Vice Chairman.

b. Specific duties and responsibilities. Responsible for logistics in regards to preparation for and execution of the conference.

446. Leadership Conference Curriculum Officer

a. Basic Function. Supports the Leadership Conference Chairman and Vice Chairman.

b. Specific duties and responsibilities. Responsible for the curriculum in preparation for and execution of the conference.

447. Leadership Conference Communications Officer

a. Basic Function. Supports the Leadership Conference Chairman and Vice Chairman.

b. Specific duties and responsibilities. Responsible for all areas of communications in regards to preparation for and execution of the conference.

448. Leadership Conference Technology Officer

a. Basic Function. Supports the Leadership Conference Chairman and Vice Chairman.

b. Specific duties and responsibilities. Responsible for all areas of technology in regards to preparation for and execution of the conference.

449. Brigade Public Affairs Officer

a. Basic Function. Responsible to the Public Affairs Office (PAO) Leading Chief Petty Officer in support of the *Trident* Staff.

b. Specific duties and responsibilities

(1) Serve as conduit for information from Brigade Staff to *Trident* Staff, ensuring consistent and clear communication.

(2) Ensures *Trident* Staff maintains situational awareness of positive Midshipman actions and events for both internal and external release.

450. Brigade First Lieutenant

a. Basic function. Responsible to the Bancroft Hall First Lieutenant and Brigade Executive Officer for the material condition and cleanliness of all public and Midshipmen spaces in Bancroft Hall.

b. Specific duties and responsibilities

(1) 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.

(2) Coordinates berthing issues within Bancroft Hall.

451. Midshipman Action Group (MAG) President. Responsible to the MAG Officer Representative for the leadership of the MAG.

452. Men's Glee Club President. Responsible to the Men's Glee Club Officer Representative and Musical Activities Director for the leadership of the Men's Glee Club.

453. Women's Glee Club President. Responsible to the Women's Glee Club Officer Representative and Musical Activities Director for the leadership of the Women's Glee Club.

454. Gospel Choir President. Responsible to the Gospel Choir Officer Representative and Musical Activities Director for the leadership of the Gospel Choir.

CHAPTER 5 - DUTIES OF THE REGIMENTAL STAFF

501. Regimental Commander

a. 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 Commander will be supported and advised by the senior Battalion Officer in that Regiment.

b. Specific duties and responsibilities

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

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

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

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

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

(6) Coordinates the inception of new policy and regulations into the Regiment by using the Midshipman 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.

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

(8) Responsible for the Company Assessment Program.

502. Regimental Executive Officer/Character Advisor

a. Basic Function. The Regimental Executive Officer/Character Advisor 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.

b. Specific duties and responsibilities

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

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

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

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

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

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

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

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

(9) 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.

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

c. First Regimental Executive Officer/Character Advisor. Responsible for all staff and policy issues concerning members of the Character Staff. Responsible to the First Regiment Commander on Character Program issues.

(1) Organizes and oversees selection board for representatives.

(2) Works with the Second Regiment Executive Officer/Character Advisor in support of the Brigade Character Advisor.

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

(4) Completes all related administrative requirements to include assisting in updating Character Program publications.

d. Second Regimental Executive Officer/Character Advisor. Responsible for all character education activities within the Brigade of Midshipmen. Responsible to the Second Regiment Commander on Character Program issues.

(1) Works with the First Regiment Executive Officer/Character Advisor in support of the Brigade Character Advisor.

(2) Acts as Midshipman liaison between the Character Staff and Officer Development and Training Department Character Education Program.

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

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

503. Regimental Operations Officer

a. 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.

b. Specific duties and responsibilities

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

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

(3) Maintains a semester schedule of Regimental activities.

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

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

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

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

505. Regimental Adjutant

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

b. Specific duties and responsibilities

(1) Upholds watch and duty policies as directed by reference (e).

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

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

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

(5) 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.

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

(7) Assists the Brigade Adjutant as necessary.

506. Regimental Anti-Terrorism/Force Protection (AT/FP) Officer

a. Basic function. Responsible to the Brigade AT/FP Officer for executing policies, conducting training, and maintaining conditions, all in the best interest of the Regiment in regards to anti-terrorism/force protection.

b. Specific duties and responsibilities

(1) Ensure all Battalion and Company AT/FP Officers received the required training and are performing their duties.

(2) Act as Team Leader in regimental spaces for all AT/FP drills and exercises.

(3) Ensure all Brigade wide required AT/FP training is conducted within the Regiment.

(4) Ensure the physical security of the regimental spaces in Bancroft Hall is not compromised and that it is clear to every member of the Regiment how to report breaches of security or security violations.

507. Regimental Drill Officer

a. Basic function. Responsible to the Brigade Drill Officer for all matters relating to military drill with the Regiment.

b. Specific duties and responsibilities

(1) Supervises the Regiment in the execution of all parades, football march-overs, outside formations, and other ceremonies.

(2) Assists the Brigade Drill Master with rifle and sword inventory, including distribution and collection within the Regiment.

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

508. Regimental Honor Advisor for Investigations. The duties and responsibilities of the Regimental Honor Advisor for Investigations are contained in reference (b).

509. Regimental Protocol Advisor

a. Basic function. Responsible to the Brigade Protocol Advisor.

b. Specific duties and responsibilities. Assists Brigade Protocol Advisor with all protocol related issues.

510. Regimental Sergeant Major

a. Basic function. The senior Second Class Midshipman in the Regiment. Receives direction and supervision from the Regimental Commander and the Brigade Sergeant Major.

b. Specific duties and responsibilities

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

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

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

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

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

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

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

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

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

(10) Assists the Brigade Sergeant Major in coordinating the standing of watches when Second Class assume First Class watches.

511. Regimental Intramural Sports Boss

a. Basic function. Responsible to the Brigade PMO/Intramurals Officer and Assistant PMO for ensuring the sports programs under their authority are administered in compliance with the regulations.

b. Specific duties and responsibilities

(1) Meets with the PE Intramural Director prior to assignment of Midshipmen to sports programs.

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

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

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

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

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

(7) Submits to the Brigade PMO an absentee report and a competition results report.

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

512. Regimental Drill Sergeant. The Second Class Midshipman who is responsible to the Regimental Drill Officer and performs all duties as directed by that Midshipman.

CHAPTER 6 - DUTIES OF THE HONOR STAFF

601. Brigade Honor Advisor

a. Basic function. Senior Midshipman in the Honor Organization that advises the Commandant, Director of Officer Development and Training, and Brigade Commander on Brigade-wide honor issues.

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

602. Honor Investigations Advisor. The duties and responsibilities of the Honor Investigations Advisor are contained in reference (b).

603. Honor Development Advisor. The duties and responsibilities of the Honor Development Advisor for Remediation are contained in reference (b).

604. Honor Remediation Advisor. The duties and responsibilities of the Honor Remediation Advisor are contained in reference (b).

605. Honor Faculty and Staff Liaison. The duties and responsibilities of the Honor Faculty and Staff Liaison are contained in reference (b).

606. Honor Secretary. The duties and responsibilities of the Honor Secretary are contained in reference (b).

607. Honor Board Coordinator. The duties and responsibilities of the Honor Board Coordinator are contained in reference (b).

608. Honor Sergeant. The duties and responsibilities of the Honor Sergeant are contained in reference (b).

609. Honor Development Assistant. The duties and responsibilities of the Honor Development Assistant are contained in reference (b).

610. Honor Remediation Assistant. The duties and responsibilities of the Honor Remediation Assistant are contained in reference (b).

611. Honor Secretary Assistant. The duties and responsibilities of the Honor Secretary Assistant are contained in reference (b).

612. Honor Investigating Officer. The duties and responsibilities of the Honor Investigating Officer are contained in reference (b).

CHAPTER 7 - DUTIES OF THE BATTALION STAFF

701. Battalion Commander

a. 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. 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.

b. Specific duties and responsibilities

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

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

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

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

(5) Sits on Battalion Striper Boards.

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

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

(8) Supervises morning watch turnover in the Battalion.

702. Battalion Executive Officer

a. 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.

b. Specific duties and responsibilities

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

(2) Maintains high morale within the command.

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

(4) Responsible for overseeing the proper execution of the Academic Year Fourth Class Development System in the Battalion.

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

703. Battalion First Lieutenant

a. Basic function. Responsible for the material condition of all spaces and equipment in the Battalion.

b. Specific duties and responsibilities

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

(2) Executes the Brigade zone inspection policy.

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

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

704. Battalion Administration Officer

a. Basic function. Acts as the Administrative Assistant to the Battalion Executive Officer.

b. Specific duties and responsibilities

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

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

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

(4) Reviews staff paperwork for administrative correctness.

(5) Supervises the Battalion Administration Chief in the performance of duties.

705. Battalion Training Officer

a. 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.

b. Specific duties and responsibilities.

(1) Provides input into any revisions to the *Midshipmen Training Program*.

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

(3) 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.

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

(5) Supports the Battalion Executive Officer in the proper execution of the Academic Year Fourth Class Development System in the Battalion..

(6) Coordinates Battalion efforts for continuing training of upperclass.

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

(8) Serves as the Battalion Commander's representative on any Brigade training committee.

(9) Supports all training matters for the Battalion Honor Advisor.

706. Battalion Operations Officer

a. 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 events. Receives reports from Company Operations Officers when directed by the Battalion Commander and Executive Officer.

b. Specific duties and responsibilities

(1) Maintains a semester schedule of Battalion activities.

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

(3) Executes ship visit procedures when in host Battalion capacity.

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

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

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

707. Battalion ADEO

a. Basic function. Responsible to the Battalion Executive Officer for all matters concerning alcohol and drug awareness in the Battalion. Works with the Brigade and Commandant Staff ADEOs to promote the Superintendent's and Commandant's policies on alcohol use and drug abuse. He/she will provide a central point of contact for the Battalion.

b. Additional duties and responsibilities are outlined in reference (d).

708. Battalion Protocol Officer

a. 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.

b. Specific duties and responsibilities

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

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

(3) Coordinates protocol at battalion events.

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

(5) Reports areas of uncertainty within the Battalion to the Battalion Executive Officer and up to the Brigade Protocol Officer.

709. Battalion Adjutant

a. 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.

b. Specific duties and responsibilities

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

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

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

710. Battalion PMO

a. Basic function. Serves as the liaison between the Brigade PMO and the Company PMOs. Executes the intramural program within the Battalion.

b. Specific duties and responsibilities

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

(2) 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.

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

(4) Validates all Company submissions prior to being forwarded to the Brigade PMO.

(5) Responsible for equipment issue within the Battalion.

(6) 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 Brigade PMO.

711. Battalion Honor Advisor. The duties and responsibilities of the Battalion Honor Advisor are contained in reference (b).

712. Battalion Drill Officer

a. Basic function. Responsible to the Battalion Commander for the training of Battalion Staffs, Company Staffs, and Companies on matters of drill.

b. Specific duties and responsibilities

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

(2) Assists the Brigade and Regimental Drill Officers in the execution of all formal and practice parades.

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

713. Battalion MISLO. Acts as a liaison between the Brigade MISLO and the Company MISLOs. Specific duties are variable and will be as assigned by the Brigade MISLO.

714. Battalion Academic Officer

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

b. Specific duties and responsibilities

(1) 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.

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

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

715. Battalion Safety Officer

a. Basic function. Responsible to the Battalion Commander, Brigade Safety Officer and Commandant Staff Safety Officer for executing policies, conducting training, and maintaining conditions, all in the best interest of the safety of the Battalion.

b. Specific duties and responsibilities

(1) Ensure all Company Safety Officers are performing their duties and are properly training.

(2) Battalion expert on issues of safety, acting as lecturer for any training. Produce alternate training methods (emails, flyers, etc.) and distribute to the Brigade.

716. Battalion AT/FP Officer

a. Basic function. Responsible to the Regimental AT/FP Officer for executing policies, conducting training, and maintaining conditions, all in the best interest of the Battalion in regards to anti-terrorism/force protection.

b. Specific duties and responsibilities

(1) Ensure all Company AT/FP Officers received the required training and are performing their duties.

(2) Act as Team Leader in Battalion spaces for all AT/FP drills and exercises.

(3) Ensure all Brigade wide required AT/FP training is conducted within the Battalion.

(4) Ensure the physical security of the Battalion spaces and that it is clear to every member of the Battalion how to report breaches of security or security violations.

717. Battalion Aptitude/Conduct Officer

a. Basic function. Responsible to the Battalion Commander and Brigade Aptitude and Conduct Officer for all matters involving Midshipman conduct and the requirements of the Midshipmen Aptitude for Commissioning System. Serves as a point of contact for the Company Aptitude/Conduct Officers.

b. Specific duties and responsibilities

(1) Serves as primary information source for Battalion and Company Staff members regarding matters relating to aptitude for commission boards at the Battalion and Company levels, and regarding the aptitude for commission system in general.

(2) Coordinates with the Battalion Training Officer to train the Battalion on the Precept Convening the Aptitude for Commission System, grade assignment, and calculation of the Military Order of Merit.

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

(4) Assists in all Battalion level conduct hearings.

(5) Briefs Company Commanders and Company Conduct Officers on their duties under the Administrative Performance and Conduct System.

(6) Coordinates with the Battalion Training Officer to train the Battalion on any changes to the Conduct System.

718. Battalion Sergeant Major

a. 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.

b. Specific duties and responsibilities

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

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

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

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

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

(6) Meets with the Regimental Sergeant Major as required.

719. Battalion Administration Chief. Responsible to the Battalion Administration Officer for the performance of duties. Receives guidance and supervision from the Battalion Administration Officer.

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

721. Battalion Intramural Sports Boss

a. Basic function. Responsible to the Battalion Executive Officer and Regimental Intramural Sports Boss for ensuring sports programs are administered in compliance with the regulations.

b. Specific duties and responsibilities

(1) Meets with the PE Department Intramural Director prior to assignment of Midshipmen sports programs.

(2) 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.

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

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

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

(6) Submits to the Regiment Intramural Sports Boss an absentee report and a competition results report.

(7) Receives all intramural sports results within the Battalion. Reviews the reports for accuracy before submission to the Regimental Intramural Sports Boss.

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

722. Battalion Sea Trials Sergeant

a. Basic Function. Responsible to the Brigade Sea Trials Commander and Brigade Sea Trials Sergeant for the performance of duties.

b. Specific duties and responsibilities

(1) Picks the Company Sea Trials Commanders and Executive Officers for each company in the Battalion and oversee the selection process of the Third Class Company Sea Trials Squad Leaders.

(2) Define Battalion goals that are equal to or surpass the standards of the Brigade Sea Trials Sergeant in regards to Sea Trials workout frequency, duration, and benchmarks.

(3) Monitors the Sea Trials workouts of the Companies in the Battalion.

(4) Serve as obstacle course instructor and safety observer when their companies attend the obstacle and endurance courses.

(5) Work with the Sea Trials leadership coordinating the Sea Trials run-throughs.

CHAPTER 8 - DUTIES OF THE COMPANY STAFF

801. Company Organization

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

b. 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.

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

802. Company Commander

a. 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.

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

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

803. Company Executive Officer

a. 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.

b. Specific duties and responsibilities

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

(2) Maintains high morale within the Company.

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

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

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

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

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

(8) Performs other such duties as assigned.

c. 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.

804. Company Operations Officer

a. 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.

b. Specific duties and responsibilities

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

(2) Verifies proper planning for all Company movements.

(3) 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.

(4) Supervises the Company security program.

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

805. Company Training Officer

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

b. Specific duties and responsibilities

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

(2) 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.

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

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

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

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

(7) Coordinates all summer cruise planning and provides a central point of contact for all Brigade issues with the Character Development and Training Division Training Department . Serves as the primary point of contact for any training policies or programs dictated by the Character Development and Training Division 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).

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

(9) Monitors requests for Extra Military Instruction (EMI) to ensure it is conducted. Maintains a file of all EMI requests for one year.

(10) Supervises Saturday morning training.

(11) Supervises the intercessional training of the Company.

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

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

806. Company Honor Advisor. The duties and responsibilities of the Battalion Honor Advisor are contained in reference (b).

807. Company First Lieutenant

a. 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.

b. Specific duties and responsibilities

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

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

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

(4) Submits discrepancy lists to the Battalion First Lieutenant Officer.

(5) Coordinates the assignment of Midshipmen rooms.

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

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

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

(9) Develops and implements a Company firebill.

808. Company Administration Officer

a. Basic function. Aids the Company Executive Officer in specific matters of administration.

b. Specific duties and responsibilities

(1) Maintains a file of mandatory paper copy notices, instructions, and memos pertinent to the Company.

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

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

809. Company Wardroom Representative

a. 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.

b. Specific duties and responsibilities

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

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

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

(4) 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.

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

(6) Trains all personnel on Company wardroom policies.

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

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

810. Company Drill Officer

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

b. Specific duties and responsibilities

(1) 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.

(2) Acts as parade judge during all parades.

(3) Liaisons with the Battalion Drill Officer.

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

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

(6) 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.

(7) Trains guidon bearers and sword bearers.

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

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

811. Company Academic Officer

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

b. Specific duties and responsibilities

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

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

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

(4) Counsels all Midshipmen experiencing academic difficulty.

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

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

(7) Coordinates a Company tutoring program.

(8) 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.

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

812. Company PMO

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

b. Specific duties and responsibilities

(1) Updates the Company Deficiency Report and reconciles the report with the Marking Officer.

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

(3) Maintains attendance records for remedial PE.

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

(5) 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.

(6) Conducts height and weight measurements of Midshipmen as required.

813. Company Safety Officer

a. Basic function. The Company Safety Officer is responsible to the Company Commander for the personal safety of Company personnel and for the safe conditions of the Company area.

b. Specific duties and responsibilities

(1) Performs inspections to ensure that there are no safety violations in the Company area.

(2) Coordinates with the Company Training Officer to conduct required training in all areas of safety.

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

814. Company ATFP/Security Officer

a. Basic function. The Company ATFP/Security Officer is responsible to the Company Commander for the physical security of Company personnel, Company area and associated equipment.

b. Specific duties and responsibilities

(1) Promotes anti-terrorism, force protection, and personal security awareness through training lectures and awareness drills.

(2) Notifies Base Security and the Bancroft Hall Main Office of any security violations.

(3) Supervises lockup and security procedures for leave periods.

815. Company SAR Guide. Duties are assigned by reference (b). In each Company, the Company SAR Guide is the point of contact for the Company Commander and the SAR Staff.

816. Company Character Advisor

a. Company Character Advisor duties are assigned by reference (c), and the Regimental Character Advisor. In each Company, the Company Character Advisor is the point of contact for the Company Commander and Midshipmen in Company for all character related issues.

b. As needed, perform actions of Company CMEO per reference (c).

817. Company Aptitude/Conduct Officer

a. Basic function. The Company Aptitude/Conduct Officer is responsible to the Company Executive Officer and responsible for the proper implementation and documentation of the Administrative Performance and Conduct System within the Company.

b. Specific duties and responsibilities

(1) Serves as primary information source in Company regarding matters relating to aptitude for commission boards and the aptitude for commission system in general.

(2) Coordinates with the Company Training Officer to train the Fourth Class on the Precept Convening the Aptitude for Commission System, grade assignment, and calculation of the Military Order of Merit.

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

- (4) Ensures the complete and comprehensive investigation of all reported minor conduct offenses.
- (5) Ensures the Company's Conduct records in MIDS are up to date.
- (6) Counsels new restrictees as to restriction policies.
- (7) Ensures the prompt routing of all major conduct offenses to the Commandant's Conduct Officer.
- (8) Coordinates the scheduling of conduct hearings.

818. Company Adjutant

a. Basic function. The Company Adjutant is responsible to the Company Executive Officer for all Company musters, watchbills, and duty assignments.

b. Specific duties and responsibilities

- (1) Prepares monthly watchbills and submits them via the chain of command.
- (2) Assigns Midshipmen to duty sections and assigns duty section rotation for the semester.
- (3) Posts all watch bills and duty roster lists.
- (4) Posts the calendar for duty sections well in advance.
- (5) Trains Platoon Sergeants on proper accountability procedures.
- (6) Ensures proper routing of all change of watch/duty chits.
- (7) Personally verifies all personnel assigned to stand watch during a leave period understand their duties, responsibilities, and assignments.
- (8) Each week 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.
- (9) Ensures weekend muster boards are prepared and updated to reflect those personnel to be absent due to weekends, excusals, and movement orders.
- (10) Ensures all Company Duty Officers and duty sections are trained on proper turnover procedures.
- (11) Inspects and monitors Company Mates of the Deck (CMOD) to ensure they are standing proper watches. Holds frequent training to maintain proficiency of watchstanders.
- (12) Maintains accountability for surveys assigned to the Company.

819. Company First Sergeant

a. 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.

b. Specific duties and responsibilities

- (1) Receives and distributes feedback from Platoon Sergeants.
- (2) Attends all meetings held by the Company Commander.
- (3) Assists in the dissemination of information, approved policy, and details necessary for the daily operation of the Company.
- (4) Establishes and maintains liaison with the Battalion Sergeant Major.
- (5) Assists the Company Commander with inspections of the Company area.
- (6) Performs other duties as may be assigned.
- (7) Directs the Midshipman of the Semester Program within the Company.

820. Company Training Sergeant

a. 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.

b. Specific duties and responsibilities

- (1) Assists the Company Training Officer in scheduling, planning, and documenting Company training activities.
- (2) Supervises the Fourth Class at Saturday morning training evolutions, morning training, and weeknight Blue and Gold.
- (3) Coordinates all summer cruise planning and serves as a central point of contact for all company issues with the Character Development and Training Division Training Department in the spring semester.
- (4) 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.
- (5) Coordinates review sessions for plebe professional quizzes.

(6) 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.

821. Company Drill Sergeant. 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 resolve deficiencies, and the accountability and maintenance of rifles and bayonets for the Company.

822. Company Administration Chief. The Company Administration Chief is a second class Midshipman; duties are determined by the Company Administration Officer.

823. Company ADEO

a. Basic function. Per reference (d), the Company ADEO is supervised by and responsible to the Company Officer, Senior Enlisted Leader, Midshipman ADEO Staff, and Character Development and Training Division ADEO for proper execution of the Midshipman Alcohol and Drug Abuse Prevention and Control Program.

b. Specific duties and responsibilities

(1) Acts as Company liaison to the Character Development and Training Division ADEO

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

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

(4) Ensures all conduct offenses involving alcohol are referred to the Character Development and Training Division ADEO for counseling and tracking.

(5) Closely monitor Company personnel for potential alcohol problems. Makes referrals to the Character Development and Training Division ADEO as required.

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

(7) Ensure the chain of command properly completes all counseling and documentation required for any Company personnel in an alcohol treatment aftercare program.

824. Company MISLO. Specific duties are variable and will be as assigned by the Company Officer, Battalion MISLO, and Brigade MISLO.

825. Company Protocol Officer

a. Basic Function. The Company Protocol Officer is the point of contact for all Midshipmen in the Company on matters regarding protocol. Duties are assigned by the Battalion and Brigade Protocol Officer.

b. Specific duties and responsibilities

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

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

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

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

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

826. Company Financial Officer

a. Basic Function. The Company Financial Officer is the point of contact for all Midshipmen in the Company on matters regarding finance.

b. Specific duties and responsibilities

(1) Provide training when required Areas on Midshipman pay including held pay, pay deductions, MyPay/Leave and Earning Statements, travel claims, and career starter loans.

(2) Act as conduit for the communication of pay related and financial issues from the Midshipman Financial Advisor. Also directs Company Midshipmen to the Midshipman Financial Advisor website as required.

(3) Will be trained on financial institutions and investment products, but will not be authorized to act as a financial advisor.

827. 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.

828. Platoon Commander

a. 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.

b. Specific duties and responsibilities

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

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

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

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

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

(6) Makes recommendations on special request chits.

(7) Drafts Company Officer Aptitude for Commission Evaluations on each Squad Leader and the Platoon Sergeant at the end of the semester.

c. 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.

829. Platoon Sergeant

a. Basic function. The Platoon Sergeant is a Second Class Midshipman who assists the Platoon Commander in executing platoon objectives.

b. Specific duties and responsibilities

(1) Obtains accurate musters at each formation.

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

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

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

830. 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.

831. Squad Leader

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

b. Specific duties and responsibilities

(1) 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.

- (2) Keeps informed of the capabilities and needs of each subordinate.
- (3) Through frequent inspections, ensures squad members maintain high standards of uniform appearance and room cleanliness.
- (4) Supervises squad training, particularly in the area of Plebe indoctrination.
- (5) Knows and understands Waypoints goals for each member of the squad. Ensures all Midshipmen are working towards these goals.
- (6) Reports to the Company Executive Officer, via the Platoon Commander, infractions of regulations, orders, and instructions that warrant disciplinary action.
- (7) Makes recommendations on special requests from subordinates.
- (8) 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.
- (9) Drafts Company Officer Aptitude for Commission Evaluations on each squad member at the end of the semester.
- (10) Keeps the chain of command informed of any personal problems requiring special attention.
- (11) Ensures the proper conduct of the squad at all formations and in King Hall.
- (12) Maintains knowledge of the duty status of each Midshipman in the squad.

CHAPTER 9 - DUTIES OF THE DRUM AND BUGLE CORPS STAFF

901. Drum and Bugle Corps Commander

a. Basic function. Reports to the Brigade Operations Officer and is responsible for all military operations of the Drum and Bugle Corps and for carrying out the policies of the Commandant of Midshipmen.

b. Specific duties and responsibilities

(1) Responsible for the preparation of all Drum and Bugle Corps outside formations, field shows, and performances for performance with the highest possible degree of efficiency.

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

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

(4) Accountable for conduct and performance of members of the Drum and Bugle Corps.

902. Drum and Bugle Corps Executive Officer

a. Basic function. Reports to and advises the Drum and Bugle Corps Commander.

b. Specific duties and responsibilities

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

(2) Responsible for the Corps' financial management.

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

903. Drum and Bugle Corps Operations Officer

a. Basic function. Responsible to the Drum and Bugle Corps Executive Officer for the operations of the Corps.

b. Specific duties and responsibilities

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

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

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

904. Drum and Bugle Corps Administration Officer

a. Basic function. The Drum and Bugle Corps Administration Officer is the administrative assistant to the Drum and Bugle Corps Executive Officer and is responsible for all administrative documents within the Corps.

b. Specific duties and responsibilities

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

(2) Maintains the Drum and Bugle Corps publications.

(3) Reviews staff paperwork for administrative correctness.

(4) Reviews all outgoing documents prior to publication.

905. Drum and Bugle Corps Supply Officer

a. The Drum and Bugle Corps Supply Officer is responsible to the Drum and Bugle Corps Executive Officer for the flow of communication between the Drum and Bugle Corps and the Brigade Supply Officer, via the Midshipman Welfare Fund Manager.

b. Specific duties and responsibilities

(1) Maintain records and follow the procedures in accordance with the Organization And Financial Procedures For Midshipmen Welfare Fund Supported Activities.

(2) Generate purchase order requests for approval by the Drum and Bugle Corps Commander and/or Officer Representative.

(3) Collect and file invoices and receipts to maintain accurate accounting.

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

906. Drum and Bugle Corps Platoon Commander

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

b. Specific duties and responsibilities

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

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

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

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

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

907. Drum and Bugle Corps Platoon Sergeant

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

b. Specific duties and responsibilities

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

(2) Generates rosters for specific movement orders.

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

908. 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.

909. Drum and Bugle Corps Squad Leader

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

b. Specific duties and responsibilities

(1) 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.

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

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

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

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

(6) Makes recommendations on special requests from subordinates.

(7) 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.

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

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

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

CHAPTER 10 - DUTIES OF THE YARD PATROL CRAFT (YP) SQUADRON STAFF

1001. YP Squadron Commodore

a. Basic function. Responsible to the Brigade Operations Officer. 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.

b. Specific duties and responsibilities

- (1) Recruits members for the YP Squadron.
- (2) Coordinates, plans, and executes daily operations of the squadron.
- (3) Coordinates, plans, and executes weekend training exercises.
- (4) Monitor YP Squadron website.
- (5) Makes recommendations to the officer representative regarding the YPCO qualification program.
- (6) Observes and evaluates the progress of crews and makes recommendations to the officer representative regarding qualifications, awards, and billet assignments.
- (7) Maintains tactical command of the YP Squadron while underway.

1002. YP Squadron Vice Commodore

a. Basic function. The YP Squadron Vice Commodore acts as the ECA Vice President for all Midshipmen in the YP Squadron.

b. Specific duties and responsibilities

- (1) Responsible for the training and professional development of the squadron members; assists the Commodore in all operational and administrative functions of the squadron.
- (2) Assumes the duties of the YP Squadron Commodore in his/her absence.
- (3) Coordinates and manages all activities of the YP Squadron staff.
- (4) Tracks the qualification levels of all Midshipmen in the YP Squadron and makes weekly reports to the Commodore.
- (5) Prepares and submits after action reports to the Commodore upon completion of weekend training cruises.

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

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

LOSS OF MIDSHIPMEN OFFICER RANK

1101. Procedures

a. A position of leadership is any position carrying the rank of Midshipman Ensign or higher. 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. Midshipmen removed from a leadership position revert to Midshipmen-in-Ranks (MIR) status and wear the MIR insignia.

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

