



DEPARTMENT OF THE NAVY

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

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COMMANDANT OF MIDSHIPMEN NOTICE 1302

Subj: DESIGNATION OF SENIOR COMMUNITY REPRESENTATIVES AND RESPONSIBILITIES FOR MIDSHIPMEN SERVICE ASSIGNMENT AND CAREER INFORMATION, ACADEMIC YEAR 2012-2013

Ref: (a) USNAINST 1301.5C
(b) COMDTMIDNINST 1531.12B

Encl: (1) Expectations for Community Service Assignment Dinners

1. Purpose. To establish senior Navy and Marine Corps representatives of academic year 2012-2013 for the planning and execution of Midshipmen service assignment and career information programs.

2. Background. References (a) and (b) direct required actions for senior Navy community and Marine Corps representatives in the planning, coordination, and execution of community-specific elements of Midshipmen service assignment and career information.

3. Organization. The following personnel are designated as the senior Navy community and Marine Corps representative and the respective principal assistant for the purpose of service/community-specific matters. O-6 level principal assistants for Surface Warfare, Aviation, Nuclear, and Marine Corps are also eligible to serve as Service Assignment Review Board (SARB) members for their respective communities.

a. Navy Unrestricted Line

(1) Surface Warfare

(a) CAPT Stan Keeve (Director, Professional Development Division)

(b) Principal Assistant: CDR Doyle Hodges
(Chairman, Seamanship and Navigation Department)

(2) Nuclear Accessions

(a) CAPT John O'Neill (Director, Division of Mathematics and Science)

(b) Principal Assistant: CAPT Andy Jarrett (5th Battalion Officer)

(3) Naval Aviation

(a) CAPT Kenneth Ham (Chairman, Aerospace Engineering Department)

(b) Principal Assistant: CAPT Michael Michel (Director, Character Development and Training Division)

(4) Special Warfare: LT Niko Sidiropoulos (Leadership, Ethics, and Law Department)

(5) Explosive Ordnance Disposal: LT Jake Keefe (29th Company Officer)

b. Navy Surface Warfare Options, Restricted Line, and Staff Corps

(1) Engineering Duty

(a) CAPT Jay Bitting (Director, Division of Engineering and Weapons)

(b) Principal Assistant: LCDR Todd Greene (Weapons and Systems Engineering Department)

(2) Information Dominance Corps

(a) CAPT Sarah Standard (Center for Cyber Security Studies)

(b) Principal Assistant: CDR Patrick Murray (Deputy Director, Mathematics and Science Division)

(3) Oceanography

(a) CDR Patrick Murray (Deputy Director, Mathematics and Science Division)

(b) Principal Assistant: LCDR John Woods
(Oceanography Department)

(4) Information Professional: CAPT Sarah Standard
(Center for Cyber Security Studies)

(5) Information Warfare: LCDR Jennie Wood (Electrical
Engineering)

(6) Intelligence

(a) CAPT Paul Tortora (Center for Cyber Security
Studies)

(b) Principal Assistant: LCDR Brian Harpuder
(Political Science Department)

(7) Medical/Dental Students: Prof. Chris Kinter
(Chemistry Department)

(8) Civil Engineering Corps: CAPT Scott Bernotas
(Public Works Officer)

(9) Supply Corps

(a) CAPT Douglas Borrebach (Midshipmen Supply
Officer)

(b) Principal Assistant: LT Ben Biles (Midshipman
Food Services Division)

c. Marine Corps

(1) COL Paul Montanus (Director, Humanities and Social
Sciences Division)

(2) Principal Assistant: LTC Daniel Healey (2nd
Battalion Officer)

d. The Department of Career Information and Officer
Accessions shall act as the coordinating authority for
midshipmen service assignment and career information.

(1) CDR Paul Nylund (Chairman)

- (2) LT Jessica Pachter (Service Assignment Officer)
- (3) LT Chris Rogers (Career Information Officer)

4. Action

a. Navy community representatives and the Marine Corps representative and their designated assistants shall:

(1) Familiarize themselves with their specific responsibilities established in references (a) and (b) for the planning, coordination, and execution of midshipmen service assignment and career information, to include the semi-annual Junior Officer Forums.

(2) Participate in career information planning sessions as scheduled by the Director, Professional Development Division in order to develop a consolidated career information plan per reference (b).

(3) Consider the following elements, consistent with midshipmen professional military education objectives established by the Department of Midshipmen Training, in planning and executing career information events:

- (a) Platform/equipment roles and capabilities
- (b) Current Navy and Marine Corps operations
- (c) Community organization and homeports
- (d) Career paths, billet opportunities, and incentives

(4) Oversee the planning and execution of Service Assignment Dinners for their respective communities utilizing enclosure (1).



R. E. CLARK II

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EXPECTATIONS FOR COMMUNITY SERVICE ASSIGNMENT DINNERS

1. Purpose. To standardize the requirements and expectations for all community service assignment dinners held in the Spring Semester.

2. Objectives

a. Welcome Midshipmen into their assigned community in advance of graduation and commissioning in a formal setting.

b. Stimulate a sense of camaraderie and enthusiasm for their assigned service amongst Midshipmen.

c. Expose Midshipmen to unique aspects of their community's culture.

d. Facilitate the professional development of Midshipmen through interaction with more senior members of their community, to include USNA faculty, staff, and invited guests.

3. Organization

a. Location. Events will be held at an appropriately sized venue located on the Yard.

b. Guests. In accordance with the above objectives, notable members of the respective service or community (e.g. senior active duty officers, retired officers, or other personnel with significant ties to the service/community) should be invited to attend. Guest lists shall be coordinated through the USNA Protocol Office.

c. Event Format. Because the number of attendees will vary greatly by community, the event format (e.g. formal dinner, buffet-style dinner, cocktail reception, etc.) is at the discretion of the responsible Senior Community Representative. Basic format and a schedule of events will be approved by the Commandant prior to the end of the Fall Semester.

d. Alcohol. Any alcohol consumption must be approved and regulated in accordance with current USNA procedures.

e. Liberty. Town liberty will not be authorized as part of community assignment dinners/events; however, additional activities on the Yard are encouraged provided they are in keeping with the objectives outlined in paragraph 2 of this enclosure.

4. Action

a. Senior Community Representative

(1) Hold overall responsibility for planning and executing a community assignment dinner event for their respective selectees. This includes coordinating the attendance of a keynote speaker and senior community guests with USNA Protocol office.

(2) Identify a Master of Ceremonies.

(3) Ensure bio cards and a roster are provided to the Commandant's Office no less than 3 days in advance of the dinner for any Midshipmen seated at a head table (any table at which a Flag, General, or other Distinguished Visitor will be seated).

(4) Ensure a schedule of events is prepared for the evening and adequate preparation for the event is coordinated with the Commandant's Operations Office and/or the Superintendent's Protocol Office as needed.

b. Chairman, Career Information and Officer Accessions Department

(1) Primary point of contact to receive and promulgate lessons identified during the course of Service Assignment and ensure that any newly identified lessons are incorporated into revisions of this enclosure on a yearly basis.

(2) Act as initial liaison between Senior Community Representatives, Superintendent's Office, and Commandant's Operations Office for preliminary event briefing.

c. Commandant Operations Officer. Responsible for schedule coordination with USNA Protocol Office and Senior Community Representatives to ensure maximum participation from the Brigade

from Midshipmen and providing additional support to community representatives as required.

d. Master of Ceremonies. Responsible for ensuring the timeliness of the event, to include performance of color guard, invocation, seating, introducing speakers, event conclusion, and any other items included on the event schedule. Additionally be fully familiar with the operation of any microphones/PA/AV equipment that will be used during the event. Verify such equipment is operating properly in advance of the event.

e. Midshipmen Seated at Head Tables. Provide a bio card to the appropriate Senior Community Representative or their designated representative using the below template (items underline and in parentheses to be filled in):

(Full Name)	
	(<u>First Name</u>) is in (<u>NN</u>)th Company and is the (<u>Current Striper Billet</u>). S/he is from (<u>Hometown</u>), (<u>State</u>) and is a (<u>Major Name</u>) major. S/he has a (<u>N.NN</u>) CQPR and earned a (<u>NN.N</u>) on her/his last Physical Fitness Test. S/he is a member of the (<u>Name of Varsity Sport, Club, ECA, or Intramural</u>). (<u>First Name</u>) has been service assigned as a (<u>Community</u>).