

PHYSICAL MISSION TIMELINES FISCAL YEAR 2007-2008

MAY 2007

Week 1

- **Phys Ed:** - Verify graduation requirements on registrar's system. Update as necessary
- **Phys Ed:** - Send out 1/c tracker of PE deficiencies
- **Phys Ed:** - Conduct PERB
- **Phys Ed:** - Draft and issue all Letters of Warning and Letters of Probation
- **Phys Ed:** - Compile and transmit AcBoard package to Admissions and Performance Office
- **Phys Ed Budget:** - Submit Contracts through June for Rising FY (Lifeguard, Laundry & Dry Cleaning, Fitness Equip. Management, Crew Shell Maintenance)
- **NAAA:** Submit Complete List of Winners for Prizes and Awards Ceremony for Approval
- **NAAA:** Scheduling - Enter Varsity Letter Awards (Spring Sports)
- **NAAA:** Scheduling – LMT Budget Varsity Sports

Week 2

- **Phys Ed:** - Present Cases to AcBoard
- **Club Sports:** - Update PE Mark (final)
- **Club Sports:** - Director's End of Year Report Due
- **NAAA:** Scheduling - All awards must be entered for Order of Merit Computation

Week 3

- **NAAA:** Begin Process to Submit Complete List (Including Spring) of New Varsity Team Captains to Dant and Supe for Approval

Week 4

- **Club Sports:** Submit Team Presidents for Next Year to AD

**PHYSICAL MISSION TIMELINES
FISCAL YEAR 2007-2008**

JUNE

Week 1

- **Phys Ed:** - Repaint/verify PRT course
- **NAAA:** Scheduling – 1710 Input to Commandant

Week 2

Week 3

Week 4

- **NAAA:** Finalize Selection of Officer and Faculty Reps for Upcoming Year

**PHYSICAL MISSION TIMELINES
FISCAL YEAR 2007-2008**

JULY

Week 1

- **Phys Ed:** - Print out Plebe Summer Swim Cards
- **Phys Ed:** - I-Day Plebe Weigh-ins
- **NAAA:** Scheduling – Fall Sports Coaches Update Travel Itinerary

Week 2

- **Phys Ed:** - Plebe Summer PRT
- **NAAA:** - Submit 1710 Notice for Approval of O- and Fac-Reps

Week 3

- **NAAA:** Semi-annual review of Instructions in Policy Manual
- **NAAA:** - Select Team Winner of Athletic Director's Cup Trophy

Week 4

PHYSICAL MISSION TIMELINES

FISCAL YEAR 2007-2008

AUGUST

Week 1

- **Phys Ed:** - Brigade Reform Weigh-ins
- **Phys Ed:** - Parent's Weekend
- **Phys Ed:** - Football, W Soccer, W Volleyball Team PRT Pre-tests
- **Phys Ed:** - Conduct PEEB if necessary
- **Phys Ed:** - Conduct PERB, one week before AcBoard
- **Phys Ed:** - Brief Company PMO Officers
- **Phys Ed Budget:** - Present/justify rising FY budget, if necessary, to appropriate authorities. Current FY requisition cutoff dates – determined by comptroller.
- **NAAA:** Operations – Meet with Fall Sport Coaches re: Event Operations Needs

Week 2

- **Phys Ed:** - Present cases to AcBoard
- **Phys Ed:** - 2nd Plebe Summer PRT
- **Club Sports:** Request to Foundation for money for fall, winter and spring brochures and posters

Week 3

- **Club Sports:** O-Rep and Club President Brief. Distribute handbooks and medical kits
- **NAAA:** Annual Team Captain/O-Rep/Fac-Rep Brief

Week 4

- **NAAA:** Athletic Department Annual Meeting

PHYSICAL MISSION TIMELINES FISCAL YEAR 2007-2008

SEPTEMBER

Week 1

- **Phys Ed:** - Coordinate Brigade PRT details with: Base Security, Medical Dept, Transportation, OPS, PE Dept.
- **Phys Ed Budget** - Proposed phasing plan of rising FY.
- **Phys Ed Budget** – Execution of Yearend funds as available.
- **NAAA:** Ticketing – Submit Request for Berthing in Bancroft Hall for Camps
- **NAAA:** Operations and Scheduling – Meet re: athletic event schedules for Fall 2008.
- **NAAA:** Liaison with Dant to ensure Brigade Spirit at athletic events

Week 2

- **Club Sports:** Final Fall Schedules, Rosters, and Coaches' Contracts due to Club Sports Director
- **Club Sports:** Fall Sports Posters Due
- **NAAA:** Compliance – Certificate of Compliance for Institution
- **NAAA:** Scheduling – Winter Sport Coaches Update Travel Itineraries

Week 3

Week 4

- **Phys Ed:** - Weight Control Review Board

**PHYSICAL MISSION TIMELINES
FISCAL YEAR 2007-2008**

OCTOBER

Week 1

- **Phys Ed:** - Administer Brigade PRT
- **Phys Ed:** - Compile PRT Statistical Summary
- **NAAA:** DepAD keep coaches and admin. informed of Bancroft Hall issues

Week 2

Week 3

Week 4

PHYSICAL MISSION TIMELINES FISCAL YEAR 2007-2008

NOVEMBER

Week 1

- **Phys Ed:** - Weight Control Evaluation Board
- **Phys Ed:** Conduct PEEB
- **Phys Ed:** Send out LOWs from PEEB
- **Club Sports:** O-Rep and Club President Brief
- **NAAA:** Operations – Meet with Winter Sport Coaches re: Event Operations Needs
- **NAAA:** Prepare Army/Navy Game Brief for Superintendent

Week 2

- **Club Sports:** Winter Schedules, Rosters and Posters due to Director

Week 3

- **Club Sports:** Update PE Mark for Fall Sports

Week 4

- **Phys Ed:** Active Duty Navy PRT

PHYSICAL MISSION TIMELINES

FISCAL YEAR 2007-2008

DECEMBER

Week 1

- **Phys Ed:** - Conduct PERB
- **Phys Ed:** - Generate LOPs from PERB
- **Club Sports:** - Fall Sport Letter Winners due to Director
- **NAAA:** Scheduling – Spring Sport Coaches Update Travel Itineraries

Week 2

- **Phys Ed:** - Transmit AcBoard memo to: Performance Office, Admissions Office, Company Officers
- **Phys Ed:** - Administer AcBoard PRT
- **Phys Ed:** - Present Cases to AcBoard
- **NAAA:** - Notify Fall Sports to Submit Award Winners' names for Prizes and Awards Ceremony
- **NAAA:** Semi-annual review of Instructions in Policy Manual

Week 3

- **NAAA:** - Distribute Varsity Team Captain Election Forms/Instructions to Fall Sports

Week 4

- **NAAA:** - Begin Process to Submit New Fall Varsity Team Captains to Dant and Supe for Approval

PHYSICAL MISSION TIMELINES FISCAL YEAR 2007-2008

JANUARY

Week 1

- **Phys Ed:** - Brigade Reform Weigh-ins
- **Phys Ed:** - Brief Company PMO Officers
- **NAAA:** Operations and Scheduling – Meet re: athletic event schedules for Winter 2008.

Week 2

Week 3

Week 4

PHYSICAL MISSION TIMELINES

FISCAL YEAR 2007-2008

FEBRUARY

Week 1

- **Phys Ed:** - Coordinate Brigade PRT details with: Base Security, Medical Dept, Transportation, OPS, PE Dept.
- **Phys Ed:** - Administer Brigade PRT
- **Phys Ed:** - Conduct PEEB for 1/c cases
- **Club Sports:** - O-Rep and Club President Brief
- **NAAA:** Operations – Meet with Spring Sport Coaches re: Event Operations Needs

Week 2

- **Club Sports** – Update PE Mark for Winter sports
- **Club Sports** - Spring Schedules, Rosters and Posters due to Director
- **Phys Ed:** - Conduct PERB for 1/c cases

Week 3

- **Club Sports** – Memo to Club Presidents and O-Rep re: Next-year Budgets are Due 1 March.
- **Phys Ed:** - Present 1/c cases to AcBoard
- **NAAA:** Compliance – NCAA Membership Requirement Certification

Week 4

PHYSICAL MISSION TIMELINES

FISCAL YEAR 2007-2008

MARCH

Week 1

- **Phys Ed:** - Continue Brigade PRT. Compile PRT Statistical Summary.
- **Phys Ed:** - Send out 1/c tracker of PE deficiencies
- **Club Sports:** - Deadline for teams to submit budgets
- **Club Sports:** - Add/Delete teams between now and Supe's approval of Budget in May/June
- **NAAA:** Operations and Scheduling – Meet re: athletic event schedules for Spring 2008.
- **NAAA:** - Notify Winter Sports to Submit Winners names for Prizes and Awards Ceremony

Week 2

- **Phys Ed Budget** – Development of curriculum requirements from Committee Heads (Aquatics, Combatives, Climbing, etc.)
- **NAAA:** Ticketing – Army/Navy Tix on Sale for Mids

Week 3

- **Club Sports:** - Budget Review Board Meets

Week 4

- **Club Sports:** - Winter Letter Winners Due
- **NAAA:** - Distribute Varsity Team Captain Election Forms/Instructions to Winter Sports

PHYSICAL MISSION TIMELINES FISCAL YEAR 2007-2008

APRIL

Week 1

- **Phys Ed:** - Conduct PEEB for underclass
- **Phys Ed:** - Transmit PERB memo to Deputy
- **Phys Ed:** - Schedule all PRTs for next year
- **Phys Ed:** - Send out 1/c tracker of PE deficiencies
- **Phys Ed Budget:** - O&M,N Budget Call
- **Phys Ed Budget:** - LCM (Investment) Budget Call
- **Phys Ed Budget:** - Gift Fund Budget Call
- **NAAA:** - Distribute Materials to All Varsity Teams for Nominations for the Top 3 Athletic Awards for the Year

Week 2

- **NAAA:** - Begin Process for Filling Open Slots in Officer and Faculty Rep Positions for Upcoming Year
- **NAAA:** - Prepare Home and Away Football Game Briefs for Supe

Week 3

- **Club Sports:** - Club Sport Athlete of the Year Nominations Due to Director

Week 4

- **Club Sports:** - Vote on Club Sport Athlete of the Year – one male one female
- **Club Sports:** - Medical kits, handbooks, End of Year Reports to Director
- **Club Sports:** - Spring Letter Winners, All-Americans to Director
- **Club Sports:** - Ledgers to MWF
- **Phys Ed:** Active Duty Navy PRT
- **NAAA:** - Distribute Nominations to Athletic Council Members
- **NAAA:** - Hold Annual BOC Athletic Council Meeting for the Selection of Suggested Recipients of Top 3 Athletic Awards for Year
- **NAAA:** - Notify Spring Sports to Submit Winners Names for Prizes and Awards Ceremony

Cont'd...

APRIL, Cont'd.

- **NAAA:** - Distribute Varsity Team Captain Election Forms/Instructions to Spring Sports
- **NAAA:** - Begin Process to Submit New Winter Varsity Team Captains to Dant and Supe for Approval
- **NAAA:** Business Affairs – Review with Midshipman Disbursing the appropriate level for Midshipman Activity Fee.
- **NAAA:** Business Affairs - Review with USNA CFO and Comptroller the appropriate control dollars available for NAAA.

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