

U.S. Naval Academy Organization Manual





DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 5450.3G
Ser 28/COS
4 Apr 2017

USNA INSTRUCTION 5450.3G

From: Superintendent, U.S. Naval Academy

Subj: U.S. NAVAL ACADEMY ORGANIZATION MANUAL

Ref: (a) SECNAV M-5210.1

1. Purpose. To issue a revised U.S. Naval Academy (USNA) Organization Manual.
2. Cancellation. USNAINST 5450.3F dated 22 Mar 1996.
3. Scope and Applicability. This instructions applies to all personnel and subordinate Unit Identification Codes that report to the Superintendent.
4. Policy. The USNA organization manual contains the official description of USNA's organization. The chapters are organized by USNA's cost centers. The Senior Leadership Team (SLT) maintains responsibility for organizational structure and functional changes.
5. Records Management. Records created as a result of this instruction, regardless of media or format, shall be managed per reference (a).
6. Review and Effective Date. Per OPNAVINST 5215.17A, the SLT will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.
7. Forms. DD 2793, Volunteer Agreement for Appropriated Fund Activities, is available on DoD Forms Management Program, <http://www.dtic.mil/whs/directives/forms/dd/ddforms2500-2999.htm>. DD 214, Certificate of Release or Discharge from Active Duty, is available on DoD Forms Management Program, <http://www.dtic.mil/whs/directives/forms/dd/ddforms0001-0499.htm>.


W. E. CARTER, JR

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via USNA's Intranet Web site, <https://www.usna.edu/AdminSupport/Inst/>

TABLE OF CONTENTS

| | | |
|-----------|---|-----|
| Chapter 1 | OFFICE OF THE SUPERINTENDENT | 1-1 |
| | Exhibit 1-1 Organizational Chart for the Office of the Superintendent | 1-1 |
| Chapter 2 | OFFICE OF THE COMMANDANT OF MIDSHIPMEN | 2-1 |
| | Exhibit 2-1 Organizational Chart Detailing the Office of the Commandant of Midshipmen | 2-1 |
| | Exhibit 2-2 Organizational Chart Detailing the Deputy Commandant for Professional Development | 2-2 |
| | Exhibit 2-3 Organizational Chart Detailing the Deputy Commandant for Leadership and Character Development | 2-2 |
| Chapter 3 | OFFICE OF THE ACADEMIC DEAN AND PROVOST | 3-1 |
| | Exhibit 3-1 Organizational Chart for the Office of the Academic Dean and Provost | 3-1 |
| Chapter 4 | NAVAL ACADEMY ATHLETICS AND PHYSICAL EDUCATION | 4-1 |
| | Exhibit 4-1 Organizational Chart for the Naval Academy Athletics and Physical Education | 4-1 |
| Chapter 5 | INFORMATION TECHNOLOGY SERVICES DIVISION | 5-1 |
| | Exhibit 5-1 Organizational Chart for the Information Technology Services Division | 5-1 |
| Chapter 6 | OFFICE OF ADMISSIONS | 6-1 |
| | Exhibit 6-1 Organizational Chart for the Office of Admissions | 6-1 |
| Chapter 7 | OFFICE OF THE CHIEF FINANCIAL OFFICER AND DEPUTY FOR FINANCE | 7-1 |
| | Exhibit 7-1 Organizational Chart for the Office of the Chief Financial Officer and Deputy for Finance | 7-1 |
| | Exhibit 7-2 Organizational Chart for Naval Academy Business Services Division | 7-1 |

| | | |
|-----------|---|-----|
| Chapter 8 | NAVAL ACADEMY PREPARATORY SCHOOL | 8-1 |
| | Exhibit 8-1 Organizational Chart for the Naval Academy Preparatory School | 8-1 |

CHAPTER 1
OFFICE OF THE SUPERINTENDENT

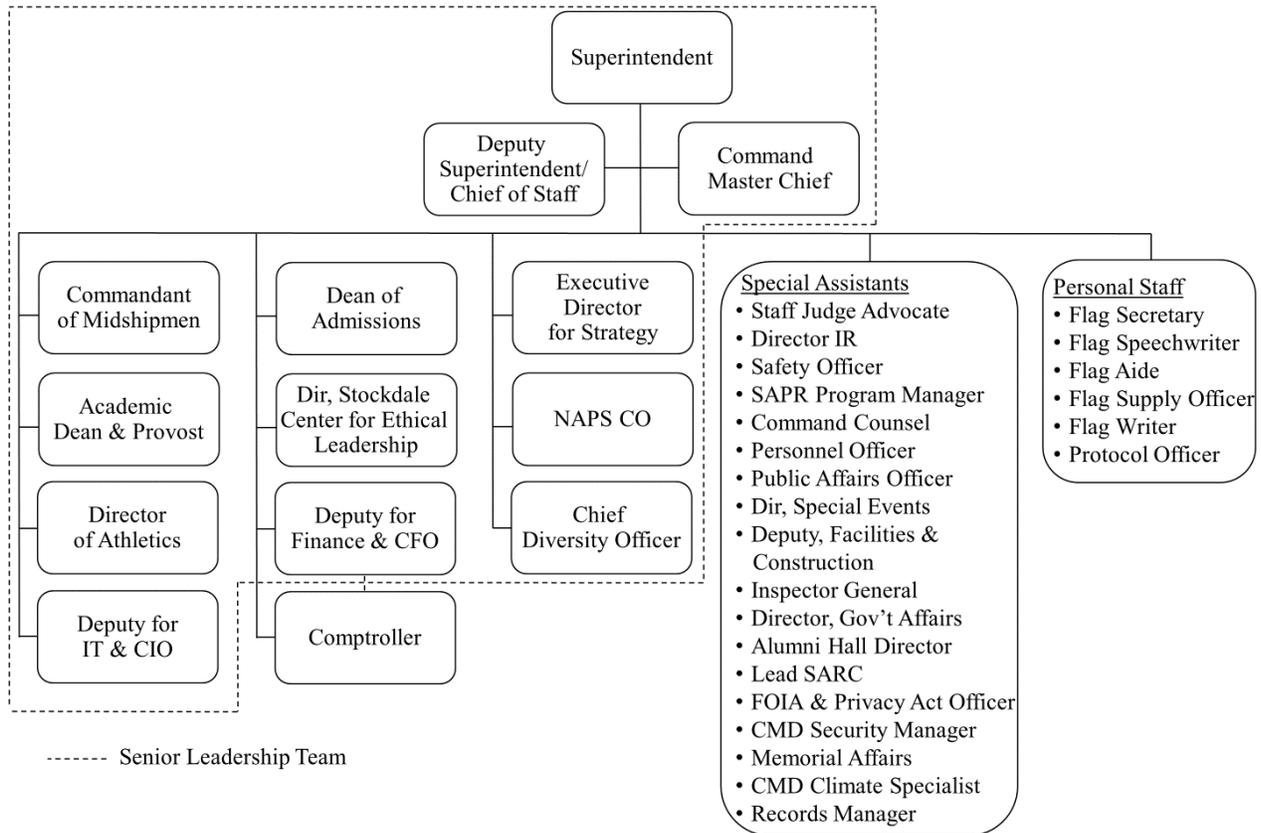


Exhibit 1-1 Organizational Chart for the Office of the Superintendent

1. Superintendent of the United States Naval Academy (USNA)

a. Mission: To serve as the Senior Officer at the Naval Academy and to develop, modify, and enforce policy.

b. Functions

(1) Faithfully execute the duties and responsibilities of the Office of the Superintendent.

(2) Report directly to the Chief of Naval Operations in executing USNA's Mission, Functions, and Tasks (MFT).

2. Deputy Superintendent/Chief of Staff

a. Mission. To assist the Superintendent as principal coordinator for command matters, advise the Superintendent on command policy, and coordinate staff operations.

4 Apr 2017

b. Functions

- (1) Serves as Acting Superintendent during periods of absence of the Superintendent.
- (2) Serve as principal advisor to the Superintendent on all command and policy matters.
- (3) Oversee and prioritize smooth and efficient operation of the Naval Academy's staff's daily routine.
- (4) Coordinate operations of the personal staff.
- (5) Serve as Rating Official and first-line supervisor for cost center heads, Executive Director of Strategy, Administrative Officer (FOIA, Privacy, and Forms Manager), Records Manager, Protocol Officer, Memorial Affairs Coordinator and Cemetery Administrator, Security Specialist, Alumni and Mahan Hall Manager, Inspector General, and Director, Stockdale Center, and others as directed by the Superintendent.
- (6) Serve as a member of the Superintendent's Senior Leadership Team (SLT).

3. Director of the Stockdale Center

a. Mission. The Stockdale Center empowers leaders to make courageous ethical decisions. The Center's primary audience is the Naval Academy community - midshipmen, staff, faculty, and coaches - yet the Center also shares ethical leadership insights with influential national and international leaders and organizations.

b. Functions

- (1) Provide overall leadership for the Stockdale Center for Ethical Leadership.
- (2) Develop a vision, budget, and strategic plan for the Stockdale Center.
- (3) Execute the Center's five primary responsibilities: research, consultation, innovation, dissemination, and oversight.
- (4) Serve as a member of the Superintendent's SLT.
- (5) Chair the Leadership Excellence Council.
- (6) Chair the Bancroft Award Selection Committee.
- (7) Chair the Larson Ethical Leadership Award Selection Committee.
- (8) Coordinate and organize Stockdale Center special events.

4 Apr 2017

(9) Liaise with the Naval Academy Alumni Association (NAAA) and Foundation to support their efforts to obtain private funding for the Center.

(10) Maintain a succession plan within the Center.

(11) Present ethical leadership lectures and seminars for midshipmen, staff, faculty, coaches, and external institutions.

(12) Mentor midshipmen, staff, faculty, and coaches to strengthen their leadership proficiency.

(13) Provide the Stockdale Center staff with opportunities to develop their job knowledge and skills.

(14) Provide advice and counsel to the Superintendent and Commandant on issues related to leadership, ethics, and character.

(15) Represent USNA on external committees and task forces.

(16) Interface with external organizations requesting support from USNA in the fields of leadership, character, and ethics.

(17) Perform additional duties as directed by the Superintendent.

4. Executive Director for Strategy

a. Mission. To serve as a principal assistant to the Superintendent to address matters of strategic importance to the Naval Academy enterprise, with specific involvement in all programs as necessary.

b. Functions

(1) Monitor the development and maintenance of USNA's strategic plan. Assist in setting strategic, operational, and tactical priorities in all enterprise areas.

(2) Represent the Naval Academy on boards, committees, and meetings with the federal government, Department of Defense (DoD), Department of the Navy (DON), and within educational and business communities.

(3) Assist in monitoring facilities management, military construction, maintenance, and repair of USNA structures.

(4) Assist the Superintendent with strategic resource allocation in areas of appropriated and gift finances, and in areas of military and civilian personnel.

(5) Serve as a member of the Superintendent's SLT.

5. Director, Institutional Research

a. Mission. To serve as the Superintendent's principle adviser for collecting, analyzing, and disseminating research data and statistical information regarding USNA candidates, midshipmen, and graduates as it relates to the mission.

b. Functions

(1) Obtain and maintain relevant data and metadata on the performance and achievements of midshipmen and graduates in a form that is easily accessed and retrieved.

(2) Serve as the official source of all statistics-based information distributed internally to, or externally from, USNA while ensuring all laws and regulations concerning the security and privacy of this information are obeyed.

(3) Disseminate data to the Superintendent and SLT in a routine and timely manner to assist in the decision-making process and resource allocation.

(4) Serve as a member of the Academy Effectiveness Board (AEB) with a focus on providing data required to support assessment responsibilities.

(5) Conduct or coordinate all surveys of midshipmen, faculty, and staff relating to the Naval Academy, its mission, or its operations.

6. Chief Diversity Officer

a. Mission. To serve as a principal advisor and special assistant to the Superintendent and the Naval Academy enterprise for diversity, inclusion, military equal opportunity, and civilian equal employment opportunity.

b. Functions

(1) Effectively manage diversity and foster inclusion among organizational stakeholders so that all individuals are valued, engaged, treated fairly and respectfully, and have equitable access to opportunities and resources.

(2) Provide active support of programs designed to attract, retain, and promote a diverse workforce.

(3) Provide active oversight and support of DON and USNA programs and policies as they relate to diversity and inclusion.

(4) Foster inclusive excellence to develop future ethical leaders of character from across the Nation to serve and lead Sailors and Marines in the fleet.

(5) Serve as a member of the Superintendent's SLT.

(6) Administer and supervise the military Command Climate Specialist/Equal Opportunity (CCS/EO) program and civilian Equal Employment Opportunity (EEO) program.

7. Staff Judge Advocate

a. Mission. To serve as principal uniformed legal advisor to the Naval Academy and Special Assistant to the Superintendent.

b. Functions

(1) Serve as Staff Judge Advocate to the Naval Academy, reporting directly to the Superintendent.

(2) Direct and oversee operation of the Office of the Staff Judge Advocate and assigned military and civilian personnel.

(3) Furnish legal advice and assistance to all elements of the Naval Academy.

(4) Serve as Ethics Counselor for all assigned personnel.

(5) Review and process general, summary, and special courts-martials, as required.

(6) Review and process courts of inquiry and investigations as appropriate.

(7) Review and process investigative reports and claims arising under the Federal Tort Claims Act and the Military Personnel Claims Act.

(8) Act on marine casualties and admiralty matters affecting the Naval Academy.

(9) Maintain close liaison with Command Counsel and Commandant's Legal Advisor for the purpose of furnishing coordinated legal advice and opinions.

(10) Act as liaison officer with federal, state, county, and municipal authorities on legal matters.

(11) Act as or provide government counsel at United States Magistrate's Courts, District of Maryland, for offenses occurring at USNA.

(12) Direct and supervise the performance of duties of other Judge Advocates assigned to the Naval Academy who are made available to the Staff Judge Advocate pursuant to policies issued by the Superintendent for the performance of additional legal duties and special projects.

(13) In the capacity of senior assigned Judge Advocate, provide career advice and mentoring to all Judge Advocates assigned to USNA as well as advice to their direct line supervisors regarding fitness reports and other career matters.

8. Safety Officer

a. Mission. To serve as advisor and special assistant to the Superintendent for all matters involving safety programs.

b. Functions

(1) Serve as the focal point for all USNA safety matters including: Navy Occupational Safety and Health (NAVOSH) program; Traffic and Driving Safety; Recreation and Home Safety; Fire Protection and Prevention; Heat Stress Control; and Operational Risk Management.

(2) Establish, coordinate, direct, and evaluate the effectiveness of USNA safety policies, plans, programs, and procedures.

(3) Conduct periodic safety evaluations and surveys of subordinate activity safety programs and procedures to determine the level of compliance with safety regulations, directives, and instructions; and to evaluate the effectiveness of safety programs and procedures.

(4) Conduct mishap investigations within the USNA domain that are required to be performed at the headquarters level, and provide mishap investigation support to other subordinate commands as required.

(5) Serve as USNA's representative on safety councils, committees, and working groups established by higher authority and the private sector.

(6) Increase safety awareness through appropriate promotional methods and communication channels.

9. Sexual Assault Prevention and Response (SAPR) Program Manager

a. Mission. To serve as the key advisor to the Superintendent on the USNA SAPR Program.

b. Functions

(1) Exercise administrative oversight of the USNA SAPR Program. Serve as the command SAPR point of contact, ensuring responsive command management of alleged sexual assaults and compliance of SAPR Program requirements.

(2) Oversee instruction management and the overall strategic training and education plan.

(3) Collaborate with the Lead Sexual Assault Response Coordinator (SARC) in matters involving response protocols for all first responders to include, but not limited to, watchstanders, SAPR Victim Advocates (VA), medical personnel, Chaplains, legal personnel, Base Security, Midshipmen Development Center (MDC) personnel, and Fleet and Family Services staff.

4 Apr 2017

(4) Enhance communication and information sharing regarding the SAPR program across USNA.

(5) Serve as liaison to DoD and DON authorities for matters related to the SAPR Program.

(6) Conduct outreach and collaboration with the local community to augment or enhance USNA's SAPR Program.

(7) Work with designated midshipmen providing Guidance, Understanding, Information, Direction, and Education (GUIDES) and Sexual Harassment and Assault Prevention Education (SHAPE) Peer Educators for outreach and training.

10. Command Counsel

a. Mission: To act as the principal civilian legal advisor to the Naval Academy and Special Assistant to the Superintendent.

b. Functions

(1) Serve as the Command Counsel to the Naval Academy, reporting directly to the Superintendent.

(2) Direct and oversee the operation of the Office of the Command Counsel.

(3) Furnish legal advice and assistance to all elements of the Naval Academy.

(4) Review all civilian personnel investigations and Command Inspector General Reports for legal sufficiency.

(5) Act as liaison with federal, state, and local authorities on civilian personnel and labor issues.

(6) Serve as DON representative and counsel for administrative and/or litigation purposes before the Equal Employment Opportunity Commission, Merit Systems Protection Board, Office of Special Counsel, Federal Labor Relations Authority, and the Department of Labor.

(7) Maintain close liaison with the Staff Judge Advocate for the purpose of furnishing coordinated legal advice and opinions.

11. Personnel Officer

a. Mission. To oversee administrative matters for military personnel and manage manpower for the Superintendent.

b. Functions

(1) Review and evaluate USNA's Manpower Authorization, ensuring that manpower requirements are accurately stated and identified by current classification codes. Direct and approve change requests to be initiated as necessary in Total Force Manpower Management System (TFMMS). Direct the preparation of personnel rosters and strength reports

(2) Manage the organization's military personnel programs to include in/out-processing, promotions, assignments, retirements and separations, leave, Individual Personnel Tempo (ITEMPO), General Military Training (GMT), military personnel information systems (Navy Standard Integrated Personnel System (NSIPS), Navy Family Accountability and Assessment System (NFAAS), Fleet Management & Planning System (FLTMPS), Navy Bureau of Naval Personnel Online (BOL), Navy Knowledge Online (NKO), NAVFIT, Navy Department Awards Web Services (NDAWS), Defense Travel System (DTS), Aircraft and Personnel Automated Clearance System (APACS), and Transaction Online Processing System (TOPS), military evaluation program, sponsor assignment, and related board processing. Supervise interview and assignment of personnel.

(3) Serve as principal advisor to faculty and staff for matters involving the DON Military Personnel Manual, Navy Pay and Procedures Manual, Joint Travel Regulations, Navy Travel Instructions, Department of Defense Military Pay and Entitlements Manual, Personnel Administrative Support Manual (PASSMAN), APACS, NSIPS System Manual, Navy Correspondence Manual, SECNAV Awards Instruction, applicable DoD and DON directives, and regulations and directives supplemented with USNA instructions.

(4) Advise USNA leadership, senior managers, supervisors, and military personnel throughout the organization on military personnel matters.

12. Public Affairs Officer

a. Mission. To serve as advisor and special assistant to the Superintendent for all matters involving public affairs.

b. Functions

(1) Direct and oversee the Public Affairs Office and serve as the primary spokesman for the Superintendent and USNA.

(2) Arrange for television, print, news service, motion pictures, and radio coverage of significant USNA and Naval Support Activity, Annapolis ceremonies, events, and programs.

(3) Prepare and conduct external and internal information programs for USNA in keeping with the Navy's national and international public affairs programs and objectives through the Media Relations Branch. Receive and respond to all requests from national and local media, Congress, and the general public.

4 Apr 2017

(4) Maintain liaison with the public affairs offices of DON, Naval District Washington, other Navy and armed services, and the Naval Academy Alumni Association and Foundation.

(5) Direct and oversee all community relations efforts to include liaison with local Chamber of Commerce and Annapolis, and Anne Arundel County, Conference and Visitors Bureau.

(6) Coordinate and oversee photographic support to the Superintendent, faculty, and staff.

(7) Produce and publish “eTrident” as the Naval Academy’s official electronic newspaper and primary internal information source.

(8) Direct and oversee the Publications Office that designs and produces various Naval Academy publications.

(9) Provide public affairs liaison to the Commandant of Midshipmen, Academic Dean and Provost, and other USNA officials.

(10) Maintain the informational content of exhibits and displays at the Naval Academy Visitor Center.

13. Director of Special Events

a. Mission. To oversee the planning, coordination, and execution of routine and special USNA events, including distinguished visits, conferences, retirements, and significant Yard-wide events.

b. Functions

(1) Act as overall coordinator for the following events: Commissioning Week, Plebe Parent’s Weekend, and the Distinguished Graduate Award (DGA) Ceremony.

(2) Via the USNA Master Scheduler, maintain a Master Calendar of events at USNA. Additionally, maintain a detailed Operations Report derived from USNA’s scheduling system.

(3) Serve as the initial point of contact for outside requests for visits, Very Important Person (VIP) tours, and using Naval Academy facilities.

(4) Coordinate or assist in coordinating, and when necessary, execute any of the following types of events: internal conferences, USNA Alumni Association and Foundation events, retirement ceremonies, or other designated ceremonies as approved by the Superintendent.

(5) Execute other duties as assigned and delineated in USNAINST 5200.7 series (The Office of Special Events) and USNAINST 11100.7 series (Policy and Instructions Governing the Use of Naval Academy Facilities).

14. Deputy for Facilities and Construction

a. Mission. To serve as the Superintendent's principal advisor for the entirety of the built environment at USNA.

b. Functions

(1) Formulate, evaluate, prioritize, advise on, communicate, and implement the short- and long-range facilities programs which directly impact USNA's mission effectiveness.

(2) Coordinate and build consensus among potentially conflicting internal and external entities and organizations involved in facilities projects, and make recommendations on final resolutions where consensus cannot be obtained.

(3) Assist the Superintendent with developing and executing input to the Strategic Plan and Priorities as related to facilities projects.

(4) Provide recommendations with respect to all facility procurement strategies, Request for Proposals (RFPs), and contract decisions for gift funded facilities projects.

(5) Manage the conceptualization, development, procurement, execution, and gift acceptance of all gift funded facilities projects from the Naval Academy Foundation and other private donors; serve as the principal manager for the entire gift life cycle, including the development of the project scope, phasing strategies, project schedule, and the timing and determination of funding requirements.

(6) Act as the Executive Director of the USNA Sea Level Rise Advisory Council and proactively seek out developing data, trends, and scientific analysis through a panel of faculty and national experts. Formulate and develop facilities projects to motivate and instigate the advancement of technical facilities solutions as a response to climate change.

(7) Represent the Superintendent and USNA on facility issues, including contacts with the State Historic Preservation Office, the Maryland Department of the Environment, the Naval Facilities Command, Navy leadership, members of Congress, and other outside organizations who are stakeholders in USNA facility programs.

(8) Review design documents, specifications, and performance reviews of critical material submittals during construction of all facilities projects.

(9) Act as USNA's Program Manager for the Weight Handling Program (Cranes).

15. Inspector General

a. Mission. To serve as Special Assistant to the Superintendent to oversee the Inspector General Hotline Program, Command Evaluation Program, Managers' Internal Control (MIC) Program, Command Inspection Program, and External Audit Liaison function. Provide an

independent, in-house assessment of command functions and processes and encourage activities to strengthen internal controls and safeguard command integrity.

b. Functions

- (1) Manage the Inspector General Hotline Program.
- (2) Develop and conduct Command Evaluation reviews to evaluate USNA programs.
- (3) Serve as the MIC Program Coordinator.
- (4) Serve as audit liaison for all audits by external audit agencies.
- (5) Develop and conduct inspections to evaluate programs at the Naval Academy Preparatory School.
- (6) Perform special reviews and procedural studies as necessary.

16. Director of Government Affairs

a. Mission. To serve as USNA's principal liaison with Congressional and local government officials, coordinating activities with USNA's Public Affairs Officer, as appropriate.

b. Functions

- (1) Act as USNA's primary liaison with the Navy's Office of Legislative Affairs (OLA).
- (2) Respond to and initiate legislative proposals which affect USNA.
- (3) Coordinate USNA responses to Congressional requests for information.
- (4) Arrange Congressional visits to USNA and conduct tours in conjunction with those visits.
- (5) Act as USNA's principal liaison to local government offices, coordinating USNA response to and interaction with local government officials and staffs.

17. Alumni Hall Director

a. Mission. To serve as the Superintendent's representative for planning, coordinating, and executing Alumni and Mahan Hall events, including distinguished visits, Change of Office and Command ceremonies, conferences, retirements, academic lectures, and significant Yard-wide events.

b. Functions

(1) Oversee the daily operational and administrative functions for Alumni and Mahan Halls.

(2) Organize, coordinate, and direct activities and events within Alumni and Mahan Halls. Plan and determine the best staging configurations, considering type of performance, desired effect, audience participation level, and seating arrangements.

(3) Develop operating programs; determine manpower, budget, and material needs in support of ongoing and proposed events. Review and evaluate the effectiveness of building management programs and their financial impact on annual budget projections. Develop and justify all documentation relating to Alumni Hall and Mahan Hall fiscal policy.

(4) Develop long-range requirements for budget and other operating programs such as quantifying facility equipment repair and replacement costs based on projected usage and normal wear-and-tear.

(5) Enforce policies, regulations, and procedures governing the use of the facilities; recommend policy changes to the Superintendent on the use of the facilities. Monitor and promote the efficient use of facilities. Investigate complaints received for legitimacy and provide findings and recommendations to the Superintendent's Office as applicable. Take corrective action(s) as required.

(6) Oversee coordination for janitorial, concessionaire, security, and ticketing personnel, and maintenance performed by contractors and the Public Works Department personnel. Prepare contract specifications; participate in the evaluation of potential contractors; review and evaluate bids; inspect and make reports on the progress of work under contract and certify work completion for payment.

(7) Provide administrative and technical supervision over assigned staff responsible for the day-to-day operation of the facilities. Advise and monitor personnel responsible for maintaining plant equipment.

18. Flag Secretary

a. Mission. To provide administrative, clerical, and logistical support to the Superintendent.

b. Functions

(1) Supervise the administrative and clerical staff.

(2) Ensure proper preparation of all correspondence and directives requiring the Superintendent's signature.

(3) Serve as the Assistant Designated Federal Officer for the Naval Academy Board of Visitors (BOV).

(4) Serve as the primary action officer for BOV Meetings, Formal Parades, and Forrestal Lectures, and provide logistical support to football games and the Commissioning Ceremony. Serve as an action officer for VIPs as required.

(5) Serve as the primary conduit for DON's Tasking System.

(6) Serve as the liaison with Navy Gateway Inns and Suites for the Superintendent's three reserved suites.

19. Flag Speechwriter

a. Mission. To prepare the Superintendent for all speaking engagements and presentations and to assist in writing articles intended for a public audience.

b. Functions

(1) Prepare notes, outlines, slides, and/or scripts for the Superintendent's speaking engagements and presentations per the Superintendent's preference.

(2) Assist the Superintendent in writing articles intended for a public audience.

(3) Draft biweekly updates to the Secretary of the Navy and the Chief of Naval Operations.

(4) Support the Flag Aide with administrative duties as required.

(5) Ensure alignment with the Public Affairs Officer per the Superintendent's policies and priorities.

20. Protocol Officer

a. Mission. To coordinate all official social functions hosted by the Superintendent.

b. Functions

(1) Direct and oversee operations of the Protocol Office and assigned civilian personnel.

(2) Coordinate and ensure smooth execution of all official social functions hosted by the Superintendent.

21. Lead Sexual Assault Response Coordinator (SARC)

a. Mission. To serve as the Superintendent's consultant for all sexual assault issues.

4 Apr 2017

b. Functions

- (1) Manage the daily operations of USNA's Sexual Assault Response Office.
- (2) Oversee all response efforts including initial reports, watchbills, ongoing support for victims, case management, compliance with instructions, and completing tasking from the SAPR Program Manager.
- (3) Ensure that response is available 24/7 both by duty phone and in person.
- (4) Co-Chair the Superintendent's Sexual Assault Case Management Group (SACMG).
- (5) Coordinate and collaborate with the SAPR Program Manager on prevention education, training, and required briefings to ensure consistent communication.
- (6) Liaise with legal officers, NCIS, the Midshipmen Development Center, Chaplains, Victim's Legal Counsel, and the USNA chain of command on behalf of victims of sexual assault.

22. Flag Supply Officer

a. Mission. To maintain and administer the Superintendent's funds and perform all supply and financial duties associated with supporting the Superintendent.

b. Functions

- (1) Act as cost center financial manager for gift and appropriated funds.
- (2) Ensure proper maintenance and preservation of Buchanan House.
- (3) Direct and oversee the staff of Buchanan House.
- (4) Exercise oversight responsibility for the maintenance and operation of the Admiral's barge through the Naval Support Activity's Small Craft Repair Department.
- (5) Coordinate supply support for official functions sponsored by the Superintendent.
- (6) Work with the Protocol Officer to coordinate support for Superintendent-hosted functions.

23. Flag Aide

a. Mission. To serve as personal aide and scheduler for the Superintendent.

b. Functions

- (1) Maintain and execute the Superintendent's daily schedule.
- (2) Make all scheduling and travel arrangements for the Superintendent.
- (3) Serve as the initial point of contact for all proposed activities involving the Superintendent.
- (4) Coordinate personal correspondence requirements, working with the Flag Secretary and Flag Writer.
- (5) Consult with the Staff Judge Advocate to ensure compliance with ethics standards.

24. Freedom of Information Act (FOIA) and Privacy Act (PA) Officer

a. Mission. To act as command liaison for all matters pertaining to the FOIA and PA, Privacy, Forms Management, and Information Controls Programs.

b. Functions

- (1) Manage USNA's FOIA program and receive, coordinate, process, and respond to all FOIA requests on behalf of the Superintendent.
- (2) Act as the denial authority for all PA requests on behalf of the Superintendent.
- (3) Manage USNA's Privacy Program and respond to all USNA privacy breaches and complaints.
- (4) Manage USNA's Forms Program.
- (5) Manage USNA's Information Controls Program.
- (6) Coordinate and procure supplies for the Superintendent's Cost Center.

25. Records Manager

a. Mission. To serve as principal advisor on all matters relating to the USNA's Records Management Program.

b. Functions

- (1) Ensure USNA is in compliance with SECNAV M-5210.1 and 5210.2, and establish and maintain a USNA instruction if necessary.
- (2) Provide training to departmental records managers.

4 Apr 2017

(3) Create and review, at least annually, a USNA file plan and ensure departments are in compliance.

(4) Create a self-assessment standard and provide an assessment to the Manager's Internal Control Program for review and audit at least annually.

(5) Create and act as website administrator for the Administrative Records Management webpages.

(6) Oversee the Naval Academy Preparatory School's (NAPS) Records Management Program ensuring it conforms to SECNAV and USNA records management directives.

26. Command Security Manager

a. Mission. To serve as the primary advisor to, and direct representative of, the Superintendent in all matters pertaining to Personnel and Information Security.

b. Functions

(1) Supervise the Command Security Manager's staff.

(2) Communicate directly with the Office of Personnel Management, DoD Consolidated Adjudication Facility, and other offices of DoD and other Federal Government Agencies.

(3) Ensure command personnel achieve appropriate eligibility and access.

(4) Manage the completion of Personnel Security Investigation applications and submissions.

(5) Maintain Personnel Security databases.

(6) Document, control, and account for the possession of all classified material held by USNA.

27. Memorial Affairs Coordinator and Cemetery Administrator

a. Mission. To serve as the principal official for managing and administering USNA's Cemetery and Columbarium

b. Functions

(1) Develop, interpret, and apply the regulations for utilizing the USNA Chapel, Cemetery, and Columbarium.

(2) Schedule and supervise all interments and inurnments at USNA.

4 Apr 2017

(3) Schedule and supervise all funerals, memorial services, ship reunions, and committals at USNA.

(4) Maintain responsibility for the maintenance, repair, and enhancement of the cemetery and columbarium, its grounds, and the associated public affairs.

(5) Update the Cemetery Information Management System (CIMS) by RAMAKER in which all interment information is entered and updated.

27. Command Master Chief

a. Mission. To serve as a principal advisor to the Superintendent on command policy development and implementation, enlisted personnel management and career development, maintaining good order and discipline and overall organizational effectiveness.

b. Functions

(1) Serve as principal advisor to the Superintendent on command and policy matters, including (and with emphasis on) policies and practices involving enlisted personnel.

(2) Oversee programs and advise the Superintendent on issues that impact enlisted manning, career development, and training, and manage processes specific to good order and discipline.

(3) Assist the Admissions Department in meeting application goals for Navy and Marine Corps Fleet Accessions to USNA.

28. Command Climate Specialist

a. Mission. To promote positive command morale and quality of life by providing an environment in which all personnel are evaluated on individual merit, fitness, and capability, regardless of race, color, national origin, religion, sex, or sexual orientation.

b. Functions

(1) Act as a primary advisor and subject matter expert to the Chief of Staff, Command Managed Equal Opportunity managers, and other members in the chain of command for Equal Opportunity issues.

(2) Assist with Defense Equal Opportunity Climate Surveys (DEOCS), command assessments, and focus groups.

29. Flag Writer

a. Mission. To provide the Superintendent with clerical and administrative support for correspondence and matters of a personal nature.

b. Functions

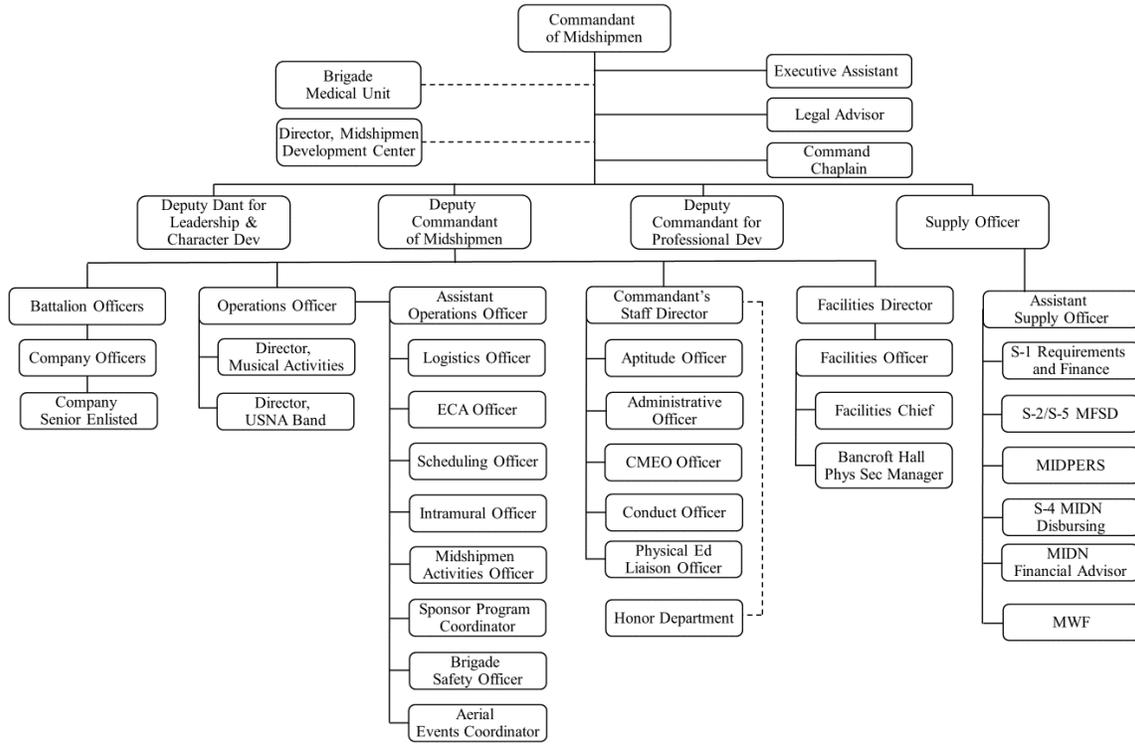
(1) Perform all administrative actions associated with the Superintendent's personal correspondence.

(2) Provide the Superintendent with personal clerical and administrative support, as required.

(3) Assist the Flag Aide in maintaining and executing the Superintendent's schedule.

(4) Assist the Flag Aide in scheduling and travel arrangements for the Superintendent.

CHAPTER 2
OFFICE OF THE COMMANDANT OF MIDSHIPMEN



**Exhibit 2-1 Organizational Chart for the Office of the Commandant of Midshipmen
Detailing the Deputy Commandant of Midshipmen**

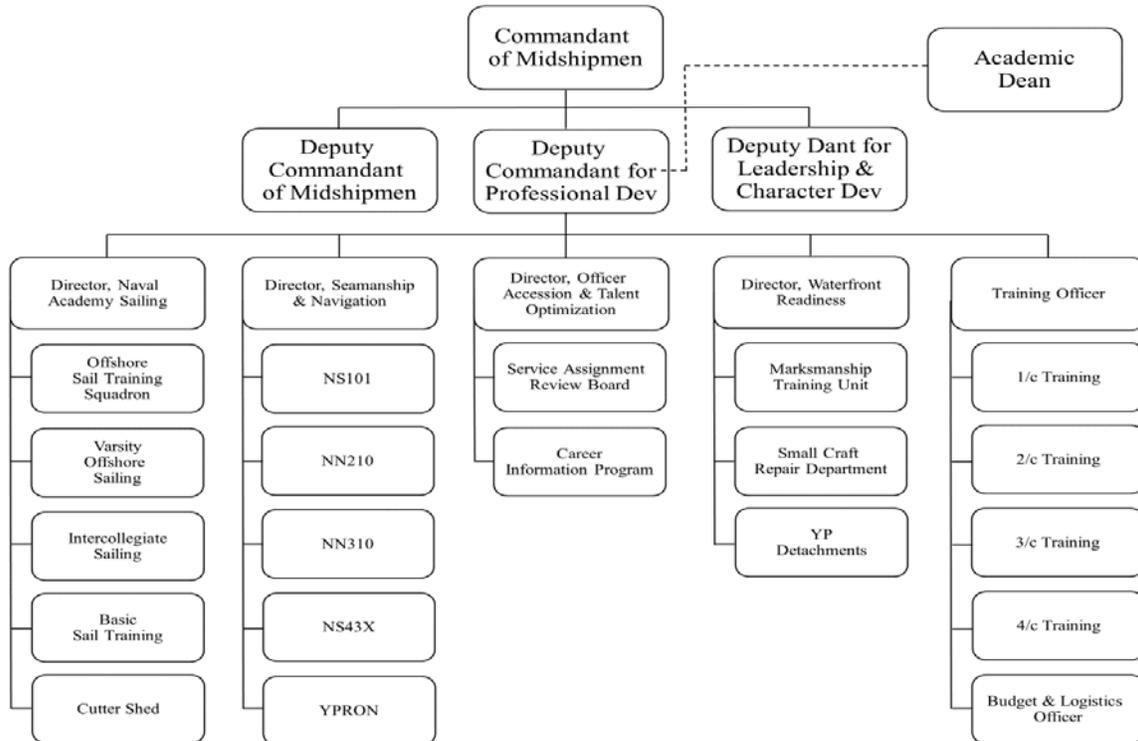


Exhibit 2-2 Organizational Chart for the Office of the Commandant of Midshipmen Detailing the Deputy Commandant for Professional Development

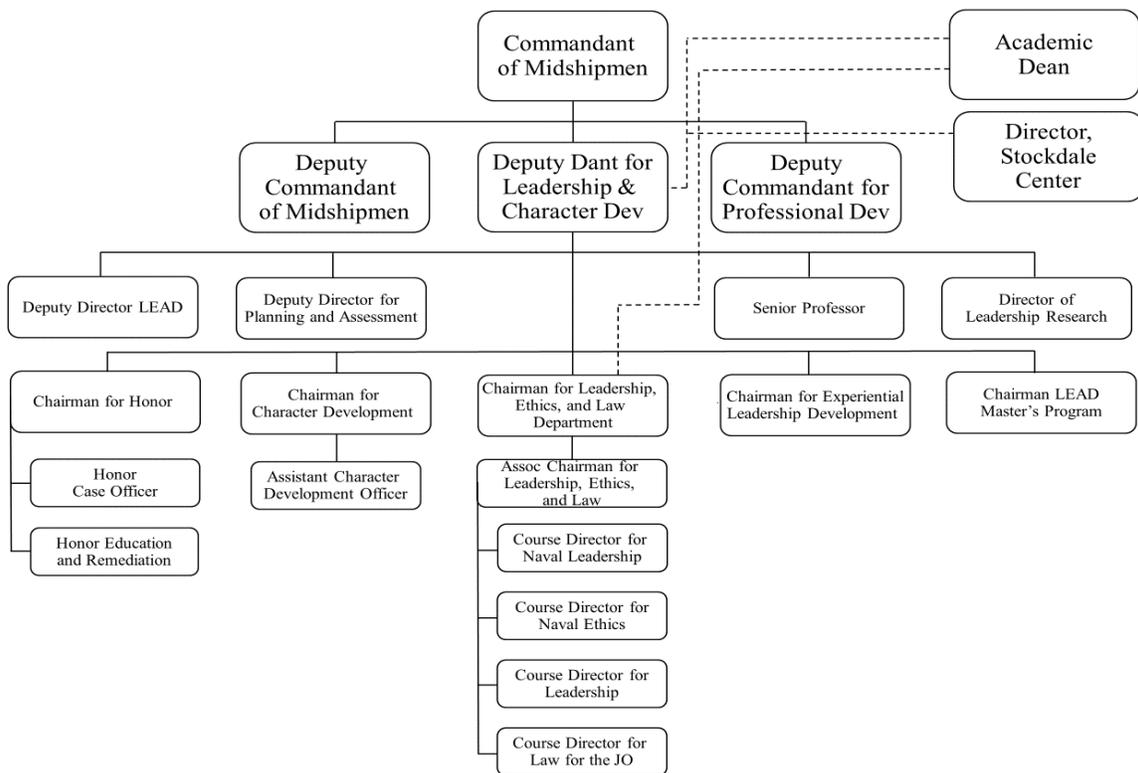


Exhibit 2-3 Organizational Chart for the Office of the Commandant of Midshipmen Detailing the Deputy Commandant for Leadership and Character Development

1. Commandant of Midshipmen

a. Mission: To develop midshipmen into leaders of character for the U.S. Navy and U.S. Marine Corps and establish a broad professional foundation in every midshipman that is grounded in the fundamentals of the Naval Service.

b. Functions

(1) Enable midshipmen to transition from civilian to military life in the Navy or Marine Corps service.

(2) Develop in midshipmen a professional competence exemplified by demonstrated knowledge of the basic principles of leadership. This competence should include a basic understanding of the naval profession, a foundation for intellectual expansion through professional study, as well as high standards in military bearing, personal appearance, and professional demeanor.

(3) Develop in midshipmen a high sense of personal honor, integrity, accountability, unqualified acceptance of responsibility, and duty to self, service, and country.

(4) Enable midshipmen to demonstrate physical conditioning sufficient to support maximum performance at the limits of physical endurance.

(5) Train midshipmen to demonstrate an exemplary command presence with poise, tenacity, self-discipline, and an ability to react under pressure even in the most fatiguing circumstances.

(6) Establish in midshipmen a broad professional foundation upon which to build an initial specific competence in a chosen warfare specialty and develop a sound basis for a career in the Navy or Marine Corps profession and future professional growth.

(7) Train midshipmen to perform satisfactorily under a rigorous system of military regulations.

(8) Train midshipmen to demonstrate satisfactory professional performance in a position of leadership within the Brigade of Midshipmen.

(9) Develop in midshipmen an effective basic leadership style and an understanding for the impact of that style on others.

(10) Develop in midshipmen the skills necessary to sustain outstanding performance in a competitive environment both as an individual and a member of a team.

(11) Develop in midshipmen an understanding of the proper relationships between officers and enlisted personnel and between junior and senior personnel.

(12) Develop in midshipmen a basic foundation and understanding of what is required to competently perform at sea; develop skills in navigation and piloting, ship handling, deck

seamanship, electronics and weapons systems, and propulsion systems; develop an understanding of basic safety precautions, damage control, and the proper procedures for standing a watch; and develop an understanding of basic shipboard organization.

(13) Develop within each midshipman a sense for high achievement in every endeavor. In support of this objective, the proper environment must be developed and maintained, particularly for the achievement of academic excellence.

(14) Train midshipmen to maintain the highest standards within the Bancroft Hall training environment, using it as the laboratory to develop midshipmen skills consistent with the best practices of the fleet.

2. Deputy Commandant of Midshipmen

a. Mission: To establish and foster an environment, culture, and structure for the Brigade of Midshipmen to develop into leaders of character.

b. Functions

(1) Execute the Commandant's policies and consult with and advise the Commandant on formulating such policies.

(2) Direct the Administrative Officer in executing the duties and responsibilities pertaining to personnel assignments and administrative support for the Commandant's staff.

(3) Direct the Commandant Facilities Division in executing the duties and responsibilities pertaining to the security, maintenance, and cleanliness of Bancroft Hall.

(4) Direct the Staff Director in executing the duties and responsibilities pertaining to: administering the military performance system for the Brigade of Midshipmen, coordinating and supervising the submission of periodic military performance evaluations by midshipmen, assigning military performance grades, and scheduling military performance board proceedings.

(5) Direct the Operations Officer in providing operational support of the Brigade of Midshipmen; planning and directing movements of all or parts of the Brigade of Midshipmen for sporting events and extracurricular activities; coordinating and directing activities of the Director of Musical Activities and Leader of Naval Academy Band.

(6) Directs the Battalion Officers in their duties and responsibilities.

3. Commandant's Staff Director

a. Mission: To assist the Commandant and Deputy Commandant in developing and executing policy; to coordinate staff functions within the Commandant's cost center; to provide liaison with other cost center staffs; to provide for the overall operation of the Conduct and Aptitude Offices and implement the Military Performance System for the Brigade of Midshipmen.

b. Functions

(1) Review documents for the Commandant and Deputy Commandant to ensure thoroughness, appropriate staffing, and appropriate orders development. In coordination with the Executive Assistant, direct the tasking of requests for information from the Commandant's Office.

(2) Develop initiatives that advance the Commandant's intent. On behalf of the Commandant, provide oversight of Commandant's initiatives through concept development, staffing, and decision. With the assistance of the Performance Office (Conduct, Physical Education Liaison Officer, and Aptitude) initiate thorough staffing of new Commandant-level initiatives that fall outside the cognizance of a single directorate.

(3) On behalf of the Commandant, assist the administration of Academic Boards to determine the commission eligibility of midshipmen.

(4) As Performance Officer, oversee the Commandant's policy, conduct, physical education, and aptitude staff to include stripper selection, conduct adjudications, conduct investigations, instruction review and modifications, and awards.

(5) Manage special projects and perform additional duties as designated.

4. Executive Assistant to the Commandant

a. Mission: To serve as aide and administrative assistant to the Commandant of Midshipmen.

b. Functions

(1) Maintain and direct the Commandant's daily schedule.

(2) Research background information for Commandant's briefs.

(3) Manage Museum and Gift Funds authorized under the Commandant (24C, 11D), including budgeting, expenditure, and accounting requirements.

(4) Coordinate Temporary Assigned Duties (TAD) itineraries and all details of official travel for the Commandant.

(5) Prepare notes, outlines, slides, and scripts for the Commandant's speaking engagements and presentations, per the Commandant's direction.

(6) Performs all other duties designated by the Commandant.

5. Legal Advisor

a. Mission: To serve as principal legal advisor and provide technical assistance to the Commandant of Midshipmen in the discharge of his duties, particularly in areas dealing with the Administrative Conduct System, Performance System, and Honor Concept.

b. Functions

- (1) Direct and oversee the duties of the Assistant Legal Advisor and other military personnel assigned to the Commandant's legal staff.
- (2) Prepare responses to congressional inquiries for issues under the Commandant's cognizance (including cases of midshipmen who have been involuntarily separated) and requests under the Privacy Act and Freedom of Information Act.
- (3) Prepare briefs for all cases arising under the Administrative Conduct System and Honor Concept which the Commandant is required to hear. Draft memoranda and reports associated with involuntarily separating midshipmen.
- (4) Prepare appointing orders, provide technical guidance, conduct reviews, and prepare endorsements for all investigations that are conducted pursuant to the Manual of the Judge Advocate General or the Department of the Navy Hotline program.
- (5) Act as liaison to the Midshipmen Counseling Center (where issues involve alcohol abuse or are conduct-related), Character Development Officer, Personnel Officer, Medical Administration, and Public Affairs Officer.
- (6) Initiate and supervise cases brought under the Uniform Code of Military Justice (liaison with counsel from Region Legal Service Office Naval District Washington for courts-martial).
- (7) Serve as liaison with the Naval Criminal Investigative Service.
- (8) Serve as principal advisor on standards of conduct issues and provide briefs to staff and midshipmen.
- (9) Review complaints of discrimination and sexual harassment which have been investigated by the Command-Managed Equal Opportunity Program.
- (10) Provide general advice on personnel issues, such as paternity policy and foreign national midshipmen (conduct or immigration).
- (11) Review employment and personal services contracts for the Midshipmen Welfare Fund and Operations office (e.g., concerts and employment).
- (12) Track and arrange appearances by midshipmen in civilian courts (as witnesses or parties).
- (13) Be available to the Staff Judge Advocate for additional duties which do not interfere with his responsibilities as principal legal advisor to the Commandant of Midshipmen.

6. Aptitude Officer

a. Mission: To supervise the Midshipmen Aptitude for Commission system per COMDTMIDNINST 1600.2F.

b. Functions

(1) Manage the submission of periodic midshipmen military performance evaluations and the assignment of military performance grades and rankings.

(2) Schedule Brigade Aptitude Boards, provide Board documentation to members, serve as Board recorder for the proceedings, and prepare Board reports and additional documentation.

(3) Manage the selection and publication of midshipmen officers.

(4) Manage the process to nominate midshipmen for the Secretary of the Navy Distinguished Midshipmen Graduates' Program. Identify midshipmen to receive prizes and awards under the cognizance of the Commandant of Midshipmen.

(5) Serve as the Academic Board liaison between the Office of the Commandant and Academic Dean.

7. Conduct Officer

a. Mission: To supervise the Commandant's Conduct System per COMDTMIDNINST 1610.2 series.

b. Functions

(1) Track conduct offenses through adjudication and keep the Commandant informed of the status of all major and 6K Level conduct offenses.

(2) Track separation-level conduct offenses through final disposition.

(3) Assign conduct grades for all midshipmen through the Midshipmen Information System (MIDS) module.

(4) Process all midshipmen that become UNSATISFACTORY or DEFICIENT in conduct.

(5) Answer inquiries from midshipmen, officers, staff, and faculty regarding the Conduct System.

(6) Serve as a point of contact for all questions or problems regarding the Conduct System.

(7) Assist Federal Investigators assigned to the Office of Personnel Management (OPM) on their background investigations of current and former midshipmen's conduct records, when presented with the appropriate release form signed by the current or former midshipmen of interest authorizing the investigation.

(8) Brief all accused midshipmen scheduled to appear before the Deputy Commandant for a conduct adjudication and their chain of command on the procedures of the adjudication.

(9) Initiate conduct “XYZ Cases” on all Deputy Commandant adjudications and publish them to the Conduct Website for the edification of the Brigade.

(10) Coordinate and supervise the Conduct Remediation Program.

(11) Execute Plebe Conduct Training during Plebe Summer.

(12) Review all completed Conduct adjudications for compliance with the Administrative Performance and Conduct System Manual and addresses any errors in the Form-2 on MIDS prior to validating.

8. Physical Education Liaison Officer

a. Mission: To enhance communication, coordination, tracking, and awareness of the Physical Education (PE) mission to Brigade Leadership.

b. Functions

(1) Act as the primary point of contact and information conduit between the Commandant’s staff and the Athletic Director’s staff.

(2) Provide all PE related information as necessary and requested by the Commandant in order to facilitate improved tracking and compliance within Bancroft Hall to include Physical Fitness Assessment (PFA) data, PE academic class data, remedial attendance (Swim and PFA), and progress tracking.

(3) Assist the Commandant and PE Department in PE Academic Review Board preparation to include providing individual midshipmen case information, end-to-end Academy career PE deficiency tracking on individual midshipmen, coordination with Brigade Medical and assistance in scheduling Physical Education Evaluation Boards (PEEB), Physical Education Review Boards (PERB), and Athletic Director/Commandant Review Boards (AD/DANT).

(4) Maintain communication with the Commandant’s staff regarding at-risk 1/C midshipmen nearing graduation as well as at-risk 3/C midshipmen who are up for the “2 for 7” commitment due to PE-related issues.

9. Administrative Officer

a. Mission: To provide administrative support to the Commandant of Midshipmen and the Commandant's staff.

b. Functions

4 Apr 2017

(1) Maintain responsibility for all action correspondence received by the Commandant of Midshipmen.

(2) Maintain files of correspondence, instructions, and notices for the Commandant.

(3) Prepare and distribute all notices and instructions for the Commandant.

(4) Maintain liaison with Officer and Enlisted Personnel and Human Resources Office to ensure correct manning of the Commandant's staff.

(5) Recommend personnel assignments to the Deputy Commandant for the Commandant's staff.

(6) Supervise the Commandant's and Deputy Commandant's Secretaries.

(7) Execute other duties as assigned by the Commandant and Deputy Commandant of Midshipmen.

10. Command Managed Equal Opportunity Officer

a. Mission: To advise the Commandant of Midshipmen on issues concerning discrimination and sexual harassment within the Brigade of Midshipmen as well as file formal and informal Equal Opportunity complaints on behalf of midshipmen.

b. Functions

(1) Conduct training for the Brigade of Midshipmen on USNA Equal Opportunity policies and means of handling complaints.

(2) Supervise the 42 midshipmen acting as Character Advisors, providing training and guidance on Equal Opportunity topics.

(3) Conduct an annual Command Climate Survey for the Brigade of Midshipmen and submit results for review.

(4) Serve as a point of contact for all questions, concerns, or complaints regarding discrimination, hazing, fraternization, and sexual harassment for the Brigade of Midshipmen.

(5) Coordinate with the Sexual Assault Prevention and Response (SAPR) program to educate midshipmen on sexual harassment.

(6) Reports all formal complaints and survey data to the USNA Command Climate Specialist.

11. Command Chaplain

a. Mission: To serve as the principal advisor to the Commandant in all matters pertaining to the spiritual, moral, and ethical development of authorized personnel, and to implement the Command Religious Program (CRP).

b. Functions

- (1) Direct and coordinate the CRP for the Commandant.
- (2) Train and supervise the CRP staff.
- (3) Exercise responsibility for CRP manpower and budget submissions.
- (4) Coordinate the maintenance of all CRP facilities and advise the Superintendent on facilities requirements.
- (5) Plan and execute the CRP including worship services, training, pastoral care, and religious education.
- (6) Direct religious ministry support for command ceremonies, functions, and memorial affairs.
- (7) Serve as liaison with civilian religious bodies.

12. Director, Midshipmen Development Center (MDC)

a. Mission: To promote and enhance the emotional and behavioral adjustment, well-being, and professional development of midshipmen, and to provide psychological and nutritional consultation and training to USNA staff and faculty responsible for midshipman development and education.

b. Functions

(1) Provide individual counseling, group counseling, and support groups to help with midshipmen well-being, adjustment, and performance of midshipmen. Most counseling is routine and voluntary; however, emergency and walk-in psychological evaluations are provided when necessary. Counseling addresses the following areas:

- (a) Psychological and nutritional adjustment to USNA.
 - (b) Psychological concerns including relationship problems, stress management, psychiatric conditions, sexual assault and harassment, alcohol-use patterns, and eating problems.
 - (c) Nutritional concerns including weight loss and gain, disordered eating, supplements, and special dietary concerns.
 - (d) Performance enhancement including both sports psychology and sports nutrition.
- (2) Provide psycho-educational and nutritional workshops to the Brigade of Midshipmen on a variety of topics designed to help midshipmen navigate many of the life challenges that they are likely to face at the USNA and as future leaders in the fleet.

(3) Provide consultations to staff and faculty regarding individual midshipmen and on best practices for midshipmen development.

(4) Provide prevention services to include both outreach to faculty, staff, and midshipmen and in center relaxation and stress management resources to include somatron chairs and bed and massage chairs available on a walk-in basis when MDC is open.

13. Battalion Officer

a. Mission: To provide oversight for training, counseling, and guiding midshipmen through their 4 years of development at USNA.

b. Functions

(1) Exercise line responsibility for every facet of performance within their respective battalions.

(2) Direct their respective Company Officers and Senior Enlisted Leaders (SEL) in the duties and responsibilities pertaining to those companies under their cognizance.

(3) Serve as contributing members of the Brigade Update Meetings.

(4) Serve as members of the Commandant's Policy and Planning Group.

(5) Perform other duties as required by the Commandant.

14. Company Officer

a. Mission: To train, counsel, and guide midshipmen throughout their development into superior naval leaders.

b. Functions

(1) Maintain responsibility to Battalion Officers for every facet of performance and training of their respective companies and Company Chief Petty Officer or Staff Non-Commissioned Officer.

(2) Demonstrate the highest caliber of professionalism, conduct, demeanor, and military bearing; set superior personal standards; enforce regulations; and display the utmost initiative in executing USNA's mission.

(3) By personal example, uphold Navy and USNA policies with fair and equal treatment for all midshipmen; eliminate all practices which would adversely affect morale, discipline, or quality of life.

(4) Comply fully with all USNA and Commandant directives, performing all duties with dispatch and efficiency.

(5) Perform other duties as required by the Commandant of Midshipmen, Deputy Commandant, or Battalion Officers.

15. Brigade Senior Enlisted Leader (SEL)

a. Mission: To ensure midshipmen have direct interaction with senior enlisted Sailors and Marines during their development as junior officers.

b. Functions

(1) Assist midshipmen in learning the art of leadership and achieving excellence in their moral, mental, and physical mission.

(2) Assist the company officer in leading the company, creating a professional relationship through which both the SEL and company officer further develop their own leadership abilities.

16. Facilities Director

a. Mission: To act as the liaison between Public Works and the Commandant of Midshipmen for all repairs, maintenance, and enhancements to Commandant Facilities.

b. Functions

(1) Manage the maintenance, safety, and physical security of all assigned Commandant Facilities, including Bancroft Hall (King, Mitscher, and Levy Halls) Luce Hall, and Water Front Readiness facilities.

(2) Serve as the primary point of contact for all sustainment, construction, and renovation projects within the Commandant's Cost Center.

(3) Serve as representative for the Commandant in matters of Safety, Disaster Preparedness, and Physical Security.

(4) Supervise the Facilities Officer, Facility Chief, and assigned staff. Assist all assigned 1st LT's (Robert Crown, Water Front, Luce Hall).

(5) Maintain responsibility for space management.

17. Facilities Officer

a. Mission: To train, counsel, and guide midshipmen in the day-to-day maintenance and repair of assigned areas of responsibility.

b. Functions

(1) Guide midshipmen through daily submitting and tracking routine services such as clogged sinks, window blind repairs, and burnt out lights.

- (2) Maintain responsibility for zone and sanitation inspections.
- (4) Serve as the Custodial and Pest Control Project liaison.
- (5) Coordinate and plan the berthing schedule for all summer programs in Bancroft Hall.

18. Facilities Chief

a. Mission: To manage projects, safety programs, utilities, and preventative maintenance, and guide midshipmen involved with these projects and programs.

b. Functions

- (1) Supervise all assigned civilian staff.
- (2) Serve as Physical Security, Fire, and Safety Manager.
- (3) Track all building discrepancies and projects.
- (4) Assist non-Brigade personnel with maintenance issues.

19. Bancroft Hall Physical Security Manager

a. Mission: To provide for the safety of midshipmen and staff residing in Bancroft Hall.

b. Functions

(1) Maintain area security to include a daily walking through of Bancroft Hall to ensure that all perimeter security doors are secure and functioning correctly. This includes basic maintenance on access control card readers.

(2) Maintain access control to include granting access to midshipmen, military, and civilian personnel to certain areas within Bancroft Hall based on their justification or need. Ensure all midshipmen, military, DON civilians, DoD contractors, custodians, and food specialists have appropriate access to Bancroft Hall. Ensure Bancroft Hall visitors are given the proper visitor's badge and wear the badge at all times.

(3) Maintain 24 hour a day video surveillance. Monitor and maintain the cameras that are part of the system that scans entry and exit points that are recording

20. Operations Officer

a. Mission: To plan, coordinate, and execute all non-academic events involving the Brigade of Midshipmen.

b. Functions

(1) Supervise the Assistant Operations Officer, Schedules Coordinator, Midshipman Activities Officer, Extra-Curricular Activities Officer, Intramural Officer, Naval Academy Band Leader, Logistics Officer, and Sponsor Program Coordinator.

(2) Coordinate closely with the Director of Musical Activities.

21. Assistant Operations Officer

a. Mission: To support the Operations Officer in all assigned areas and to act in the Operations Officer's absence.

b. Functions

(1) Serve as ticket coordinator for Forrestal Lecture Series, vehicle vetting authority, and Commissioning Week Ticket Chairman.

(2) Plan and execute delayed graduation ceremonies.

(3) Coordinate support for the Distinguished Graduate Award Ceremony.

(4) Coordinate briefing requirements for all large scale Brigade events, to include all football games, and reform.

(5) Perform all other duties assigned by the Operations Officer.

22. Scheduling Officer

a. Mission: To schedule all non-academic events involving midshipmen.

b. Functions

(1) Publish schedules in the Plan of the Day, This Week at USNA, Master Calendar, "Reform of the Brigade" notice, Commissioning Week notice, and May and January Intersessional notices.

(2) Perform emergent and short and long range scheduling for the Brigade of Midshipmen.

23. Midshipmen Activities Officer

a. Mission: To coordinate and supervise all Brigade special activities.

b. Functions

(1) Coordinate pep rallies and all other spirit-related activities.

(2) Supervise and coordinate the Brigade Color Competition.

(3) Serve as Brigade Concert Coordinator and Officer Representative for the Brigade Activities Committee and Brigade Social Affairs Committee.

(4) Coordinate 2/C Ring Dance.

(5) Coordinate requests for midshipman escorts.

(6) Coordinate Brigade blood drives.

(7) Coordinate Head and Striper Table requests in King Hall for distinguished visitors.

24. Extracurricular Activities (ECA) Officer

a. Mission: To support the extracurricular activities program.

b. Functions

(1) Coordinate and compile all ECA special requests including guest speaker requests, conference requests, and intramural exemptions.

(2) Maintain the USNA intranet and public ECA webpages.

(3) Maintain a detailed listing of all ECA inventory over \$250.

(4) Maintain copies of each ECA's constitution and by-laws.

(5) Track all ECA volunteers and coaches via the Department of Defense Form 2793 (DD 2793), Volunteer Agreement for Appropriated Fund Activities and Non Appropriated Fund Instrumentalities, and initiate background checks on new volunteers and coaches.

(6) Compile and submit requests for vehicle access passes for all ECA related activities.

(7) Manage all requests for officer and enlisted representatives and maintain contact information for current representatives.

(8) Maintain COMDTMIDNINST 1710.14, Extracurricular Activities, and COMDTMIDNNOTE 1710, Sports Teams and ECA Exemptions and Excusals.

(9) Performs all other duties as assigned by the Operations Officer.

25. Intramural Officer

a. Mission: To coordinate a Brigade Intramural Sports program that provides athletic competition for those members of the Brigade not on varsity or in-season club sports rosters.

b. Functions

- (1) Develop game schedules for each intramural season.
- (2) Provide direction to midshipmen officers to plan and execute intramural events.
- (3) Conduct seasonal coaching and officiate clinics.
- (4) Maintain all equipment and fields owned by the Intramural Program.
- (5) Coordinate with the U.S. Military and Air Force Academies to hold annual extramural competitions.

26. Director, USNA Band

a. Mission: To provide musical support for the Brigade of Midshipmen, and for official functions of the U.S. Naval Academy. Additionally, the band represents the Department of the Navy in a musical capacity, promoting community relations and enhancing the Navy's image.

b. Functions

- (1) Organize, train, and maintain the Band's musical units.
- (2) Supervise the Band's appearance, discipline, and general proficiency.
- (3) Coordinate Band support for formal parades, march-overs for football games, graduation, retirement ceremonies, Noon Meal Formation, pep-rallies, Church Call, decedent affairs, and other events as appropriate.
- (4) Liaise with the U.S. Navy Band, Washington D.C. to augment support for large scale USNA events.

27. Logistics Officer

a. Mission: To coordinate logistical support for all movement orders and excusal lists.

b. Functions

- (1) Plan all special and Brigade movement orders and excusals.
- (2) Distribute all movement orders and excusal lists.
- (3) Maintain COMDTMIDNINST 3121, Midshipmen Procedures for Football Season, and COMDTMIDNINST 4653.1, Movement Orders and Excusal Lists. Coordinate with the Naval Academy Athletic Association to provide inputs to COMDTMIDNNOTE 1710, Sports Teams and ECA Exemptions and Excusals.
- (4) Liaise with the Transportation Office for vehicular support.
- (5) Maintains the Operations Officer's B-pool van.

28. Sponsor Program Coordinator

a. Mission: To match all plebes with families in the community.

b. Functions

- (1) Gather all sponsor and plebe information and match plebes with suitable sponsors.
- (2) Coordinate facilities, logistics, and participation for all sponsor related activities and events.
- (3) Coordinate all correspondence with sponsors.
- (4) Facilitate background investigations and access passes for sponsors.
- (5) Maintain the Plebe Sponsor Program website.
- (6) Coordinate Sponsor Program activities with USNA and external entities.
- (7) Plan and execute the Graduation Ball.

29. Brigade Safety Officer

a. Mission: To coordinate safety training and mishap reporting for the Brigade of Midshipmen.

b. Functions

- (1) Execute the responsibilities of Brigade Safety Officer as a collateral duty.
- (2) Report to the USNA Safety Officer in the Superintendent's Office.
- (3) Work with the Midshipman Safety Officer, a designated 1/C midshipman, to disseminate and document required training across the Brigade of Midshipmen.
- (4) Work with Company Officers, Senior Enlisted Leaders, and Brigade Medical to ensure that mishaps are reported accurately.

30. Aerial Events Coordinator. Assigned to a pilot or Naval Flight Officer.

a. Mission: To coordinate all aerial events and fly-bys.

b. Functions

- (1) Execute the responsibilities of Aerial Events Coordinator as a collateral duty.

(2) Plan and coordinate the Blue Angels Airshow for Commissioning Week.

(2) Plan and coordinate all other fixed-wing aircraft flyovers including flyovers for football games.

31. Director of Musical Activities

a. Mission: To serve as the principal advisor to the Superintendent and Commandant for matters pertaining to music and coordinate and manage the staff of Musical Activities.

b. Functions

(1) Direct or provide guidance to all midshipman musical organizations.

(2) Provide midshipman musical support for USNA command activities.

(3) Manage the Distinguished Artist Series.

(4) Serve as the senior advisor for music, fine arts education, high-visibility events, and strategic outreach where music is involved.

(5) Coordinate music for Chapel services, weddings, funerals, and special activities.

(6) Supervise and direct all personnel employed in support of Musical Activities.

(7) Propose and develop activities, programs, and procedures that encourage midshipmen support and participation in music.

(8) Submit the Musical Activities' budget.

(9) Serve as deputy chair of USNA Creative Arts Committee.

32. Supply Officer

a. Mission: To provide strategic direction and guidance, ensuring fiscal accountability and operational readiness are maintained to ensure the Brigade of Midshipmen is properly trained to become naval officers.

b. Functions

(1) Supervise and manage all aspects of the Midshipmen Supply Department. The Midshipmen Supply Department consists of the Requirements and Finance Division (S-1), Midshipmen Food Service Division (MFSD) (S-2), Midshipmen Disbursing Division (S-4), Midshipmen Wardroom Operations (S-5), Midshipmen Financial Advisor, Midshipmen Personnel Division (MIDPERS), and Midshipmen Welfare Fund (MWF).

4 Apr 2017

(2) Serve as the principal advisor to the Commandant on all budget, material, and fiscal policy matters. Plan, coordinate, and execute all budget decisions within the Commandant's Cost Center.

(3) Supervise the management and execution of the Commandant's appropriated, non-appropriated, and Gift Fund budgets.

33. Assistant Supply Officer. Support the Supply Officer in all functional areas and act during the Supply Officer's absence.

34. S-1 Requirements and Finance

a. Mission: To serve as the financial officer to the Commandant of Midshipmen.

b. Functions

(1) Manage the Commandant's appropriated, reimbursable, and gift fund budgets.

(2) Oversee the operation of two Funds Administration and Standardized Document Automation System (FASTDATA) sites where material spending is tracked.

(3) Research and prepare supporting documentation and official responses to budgetary inquiries.

(4) Ensure material requirements are ordered, tracked, expedited, and received.

(5) Ensure travel requests are properly processed in the Defense Travel System (DTS).

(6) Perform all other duties designated by the Commandant.

35. S-2/S-5 Midshipmen Food Service Division/Midshipmen Wardroom Operations

a. Mission: To provide for the Naval Academy, midshipmen, and official guests a complete program of regular wardroom meals and food services as authorized and directed by the Superintendent.

b. Functions

(1) Plan menus that are highly acceptable, appetizing, economical, and nutritionally balanced. Meals shall be of such variety and quantity as to attempt to satisfy all recipients and promote the health and morale of the Brigade of Midshipmen.

(2) Properly procure, receive, store, issue, and account for all subsistence items required in support of the menu, and provide the highest quality meals possible within the financial constraints of the Midshipmen Ration Account (MRA).

(3) Properly prepare and serve all food in a clean, attractive, and pleasant atmosphere to make participation in dining an enjoyable experience.

(4) Procure and maintain the necessary food production and support equipment to most effectively provide for all scheduled requirements.

(5) Provide special-event food service in support of official functions sponsored by the Commandant of Midshipmen.

(6) Orient, train, and instruct each employee to ensure they possess the necessary skills and knowledge to capably perform all assigned tasks in fulfillment of MFSD's mission.

36. Midshipmen Personnel

a. Mission: To provide administrative personnel support to the Brigade of Midshipmen and Commandant of Midshipmen.

b. Functions

(1) Properly administer all midshipmen separations: Voluntary, Involuntary, Academic, or mission related.

(2) Maintain until graduation approximately 900 plus enlisted service records for all Navy midshipmen with prior service.

(3) Fulfill the following administrative areas for the graduating class:

(a) Establish Ensign Officer Service Records and Identification (ID) cards for the graduating class.

(b) Receive and endorse First Permanent Change Station (PCS) Orders.

(c) Obtain Oaths of Office and Commissioning certificates for over 1,100 graduates.

(d) Initiate all required Port Calls for follow-on travel.

(4) Fulfill the following administrative areas for the Brigade:

(a) Process all Outside Continental United States (OCONUS) leave requests requiring approval through the Aircraft and Personnel Automated Clearance System (APACS) and or normal leave in countries not requiring approval through APACS.

(b) Assume Casualty Assistance Calls Officer (CACO) duties for the Brigade involving a death or serious injury of a midshipman.

(c) Provide a mess ration report to the MFSD and Disbursing Officer.

(d) Process all commuted ration entitlements for all midshipmen.

(e) Maintain custody, control, and issuance of all midshipmen military Common Access Cards (CAC).

(f) Maintain Brigade roster computer files.

(g) Process all Statement of Services for midshipmen.

(h) Process all Department of Defense Form 214s (DD 214), Certificate of Release or Discharge from Active Duty, for all incoming midshipmen with prior Navy enlisted service.

37. S-4 Midshipmen Disbursing

a. Mission: To maintain approximately 4,400 pay accounts, settle travel claims, and handle financial matters for all midshipmen.

b. Functions

(1) Provide information on payroll and process payroll for Direct Deposit and travel claims.

(2) Maintain tax records and gift funds.

(3) Process midshipmen who are resigning or separating.

38. Midshipmen Financial Advisor

a. Mission: To submit the midshipmen annual budget and continually update and inform midshipmen regarding taxes, loans, real estate, investments, insurance, and car buying.

b. Functions

(1) Prepare the midshipmen annual budget.

(2) Advise midshipmen on issues regarding taxes, loans, real estate, investments, insurance, and car buying.

39. Midshipmen Welfare Fund (MWF)

a. Mission: To support the Brigade of Midshipmen by providing opportunities for structured extracurricular involvement in recreational or other constructive activities at the individual, company, or battalion level. The MWF functions in a similar manner to campus support organizations, including student unions and recreational organizations, at civilian institutions of higher education.

b. Functions

(1) Provide funding in support of extracurricular activities, Brigade support activities, club sports, and away football movement orders.

- (2) Operate a ticket office to sell discounted tickets to area attractions.
- (3) Work with the Midshipmen Activities Officer and Brigade leadership to plan and execute pep rallies and other spirit activities.
- (4) Plan and execute the 2nd Class Ring Dance, Youngster Luau, and Zero Block Party.
- (5) Work with the Midshipmen Activities Officer to produce Brigade Concerts.
- (6) Establish priorities for the MWF.
- (7) Provide financial assistance and travel assistance to those activities that are chosen to represent USNA at tournaments and special events.
- (8) Meet the leisure needs of the Brigade.

40. Deputy Commandant for Professional Development (PRODEV)

a. Mission: To educate and train midshipmen in the knowledge and skills to excel as leaders in the maritime environment and provide service and community career information in order to commission technically and tactically proficient leaders in the Naval Service.

b. Functions

- (1) Conduct courses of study in navigation, seamanship, and warfare community practicums.
- (2) Be responsible to the Academic Dean and Provost for administering academic courses.
- (3) Plan, coordinate, and execute summer training aboard Yard Patrol (YP) and sail craft.
- (4) Coordinate Service Assignment procedures.
- (5) Coordinate the Ship visit Program and serve as USNA Harbor Master.
- (6) Coordinate and review all professional presentations and lectures to midshipmen.
- (7) Plan and execute the maintenance and repair of YP, sailing, and small craft.
- (8) Plan, coordinate, and execute all competitive sailing programs.
- (9) Manage and operate all small arms ranges and associated programs.
- (10) Coordinate the Academic Year Training and Summer Training Programs (STP).

41. Training Officer

a. Mission: To coordinate professional training for midshipmen during the academic year and summer.

b. Functions

(1) Maintain a robust professional training continuum through updates to the Midshipmen Training Program (MTP) and the STP.

(2) Plan and execute the Brigade Update Meetings to synchronize efforts on the MTP and STP.

(3) Maintain responsibility for the overall synchronization and scheduling of the STP.

(4) Plan and execute Fleet Cruises.

42. First, Second, Third, and Fourth Class Training Officers

a. Mission: To provide action officer level support to the MTP and STP.

b. Functions

(1) Maintain professional material (i.e., Midshipmen Qualification Standards and Professional Knowledge Books and references) in support of the MTP.

(2) Plan and execute 1/2/3/C Professional Competency Assessments (PCA), 4/C Professional Competency Boards (PCB), and 4/C pro-quizzes and examinations.

(3) Coordinate with Company Officers, SELs, and Program Managers to “detail” midshipmen to Fleet Cruises and Professional Training Events (PTE).

(4) Coordinate all support necessary to execute Fleet Cruises.

(5) (2/C Training Officer) Coordinate, schedule, and track all logistics associated with the Professional Training for Midshipmen (PROTRAMID) event.

(6) Serve as DTS authorizing officials (AO) for the STP.

43. Budget and Logistics Officer

a. Mission: To manage and execute the budget and logistics associated with the STP and MTP.

b. Functions

4 Apr 2017

(1) Plan, manage, and execute the Officer Development and Summer Training Budgets (AC and AG sub-cost centers respectively).

(2) Schedule and track execution of ground transportation associated with Fleet Cruises (other than PROTRAMID) and some PTE.

(3) Serve as an Authorizing Official (AO) for the STP.

44. Director of Officer Accessions and Talent Optimization

a. Mission: To synchronize USNA community efforts with Navy and Marine Corps manpower staffs in matching highly motivated, well qualified midshipmen with service requirements to provide the right officers for the right job.

b. Functions

(1) Lead and coordinate the service assignment process for all 1/C midshipmen.

(2) Coordinate the career information program for all midshipmen.

(3) Coordinate briefings and events to provide midshipmen with valuable and relevant career information

(4) Maintain historic service assignment data in a form which is easily accessed and retrieved.

(5) Conduct annual briefings and surveys on midshipmen career interests.

45. Service Assignment Review Board

a. Mission: To make recommendations to the Superintendent on those midshipmen who are best qualified and projected to be most successful serving in each individual community as well achieve the annual Navy and Marine Corps accessions requirements established by CNO (N1).

b. Functions

(1) Review initial service assignments based on the recommendations of the screening boards.

(2) Review midshipmen records to identify the best fit assignments for midshipmen in an excess status and qualified candidates to fill the shortfalls in requirements

46. Career Information Program

a. Mission: To educate midshipmen during their first 36 months at USNA regarding the different communities available for Service Assignment

b. Functions

(1) Schedule and organize Junior Officer Forums to provide access in one location to the Brigade of Midshipmen to various communities.

(2) Schedule operational briefs for communities to give to the Brigade of Midshipmen.

(3) Conduct annual career interest surveys to gauge the interest of the Brigade.

47. Director of Waterfront Readiness

a. Mission: To serve as principal advisor to the Director, Professional Development on matters concerning the maintenance, repair, and overhaul of associated YP, sailing, and various utility craft.

b. Functions

(1) Plan and execute the maintenance and repair for YP, sailing, and small craft.

(2) Assist in the planning, manning, and execution of YP craft events to include midshipmen summer training, movement orders, Seamanship and Navigation labs, static displays, and special events.

(3) Maintain, store, and operate the Superintendent's barge.

(4) Oversee the operation and maintenance of small arms ranges and associated programs.

(5) Manage and supervise the appearance, discipline, and career guidance for the largest complement of enlisted personnel stationed at USNA.

48. Marksmanship Training Unit

a. Mission: Basic and advanced marksmanship training and qualification with the M16A3 service rifle as well as the M9 and M11 service pistols.

b. Functions

(1) Qualify midshipmen during Plebe Summer.

(2) Host advanced shooting sports: Combat Arms, Trap & Skeet, High Power Rifle, International Pistol, Varsity Rifle, and Infantry Skills.

49. Small Craft Repair Department

a. Mission: To conduct local intermediate/depot level maintenance repairs on all craft assigned to USNA.

b. Functions

- (1) Conduct all hull, mechanical, and electrical preventative and corrective maintenance.
- (2) Maintain a working travel lift that can raise craft out of the water for repair.

50. YP Detachments

a. Mission: To conduct the training and maintenance required to educate and train midshipmen in YPs.

b. Functions

- (1) Conduct preventative and corrective maintenance to systems onboard.
- (2) Conduct the training and qualification onboard YPs to be appropriately manned to safely conduct academics labs and out of area movements.

51. Director, Seamanship and Navigation (SEANAV) Department

a. Mission: To educate, train, and mentor future officers ready to lead, work, and fight in a maritime environment. By setting the highest professional standards throughout academic and practical training, experienced fleet instructors develop mariners and leaders anchored in the traditions on the naval service. SEANAV is located in Luce Hall and is part of the PRODEV Division.

b. Functions

- (1) Deliver tailored and well-resourced classroom and simulator-based instruction to 85 sections during the fall semester and 95 sections during the spring semester.
- (2) Employ YPs to provide underway training in a dynamic maritime environment.
- (3) Train and mentor officers through the qualification process to enable out of area operations with the YP Squadron, both during the summer period and throughout the academic year.

52. Naval Science 101 (NS101)

a. Mission: To provide the basic maritime background in general ship characteristics, ship handling, and international and inland navigational rules.

b. Functions

- (1) Conduct at-sea labs on 108 foot YPs.
- (2) Conduct shore-based bridge simulator labs.
- (3) Conduct classroom lectures on basic maritime skills.

53. Basic Navigation (NN210)

a. Mission: To provide a comprehensive introduction to basic navigation concepts and voyage planning.

b. Functions

(1) Conduct at-sea labs on 108 foot YPs.

(2) Conduct classroom lectures on basic navigation.

54. Advanced Navigation (NN310)

a. Mission: To provide expansion on the foundations learned in NS101 and NN210 to reinforce piloting skills and navigation principles.

b. Functions

(1) Conduct at-sea labs on 108 foot YPs.

(2) Conduct shore-based bridge simulator labs.

(3) Conduct classroom lectures on basic maritime skills.

55. Junior Officer Practicum (NS43X)

a. Mission: Provide information about the duties and responsibilities required of a junior officer in the community to which a 1/C midshipmen has been assigned.

b. Functions

(1) Conduct classroom lectures on approved community topics.

(2) Conduct practical exercises correlating to professional community activities.

56. YP Squadron

a. Mission: Provide members an opportunity to enhance themselves professionally through experiences in leadership, seamanship, and navigation.

b. Functions

(1) Midshipmen crews practice onboard YPs.

(2) Execute out of area movement orders to eastern seaboard ports.

57. Director, Naval Academy Sailing (DMAS)

a. Mission: To make competent leaders and seaman of midshipmen while developing endurance, self-reliance, and the will to win in the maritime environment in which they will serve.

b. Functions

(1) Foster teamwork and present an experiential leadership opportunity under the controlled stress of close quarters living in small boats while contending with the forces of nature.

(2) Provide an opportunity for midshipmen to develop navigation and seamanship skills in a small unit laboratory setting, including uncontrollable ship handling forces such as wind and current; Rules of the Road; weather awareness; basic to advanced sailing; and basic knot tying.

(3) Administers six distinct sailing programs:

(a) Basic Sailing Training instruction for all plebes (Plebe Summer).

(b) Offshore Sail Training Squadron (OSTS) summer cruise Professional Training Events (PTE).

(c) Intercollegiate Varsity Dinghy Sailing Team (IC).

(d) Intercollegiate Varsity Offshore Sailing Team (VOST).

(e) Recreational sailing instruction for midshipmen, staff, and faculty.

(f) Sailing extra-curricular activity (ECA).

(4) Provides unit-level maintenance for a fleet of 140 plus Sail Training Craft.

58. Offshore Sail Training Squadron (OSTS)

a. Mission: To train midshipmen in ocean sailing, seamanship, and navigation as well as serve as a leadership laboratory.

b. Functions

(1) Conduct classroom training with the midshipmen.

(2) Conduct on the training in the local area.

(3) Have midshipmen assist in voyage planning.

(4) Conduct transits to ports on the eastern seaboard.

59. Varsity Offshore Sailing

a. Mission: To train midshipmen on leadership, teamwork, and seamanship skill.

b. Functions

(1) Represent USNA in national and international regattas.

(2) Conduct summer training for races focused on long distances.

60. Intercollegiate Sailing

a. Mission: To provide an opportunity for midshipmen to learn about competitive sailing while developing their seamanship and navigation skills.

b. Functions

(1) Train midshipmen during athletic training periods.

(2) Compete in annual collegiate events

61. Basic Sail Training

a. Mission: To introduce midshipmen to the maritime environment and serve as their initial block of professional mariner development at USNA.

b. Functions

(1) Conduct classroom training on the fundamentals of seamanship and sailing.

(2) Conduct at-sea training to reinforce their mariner skills learned in the classroom.

62. Cutter Shed

a. Mission: To assist the Small Craft Repair Division in conducting local intermediate and depot level maintenance repairs on all sail craft assigned to USNA.

b. Function: Assist in sail craft preventative and corrective maintenance.

63. Deputy Commandant for Leadership and Character Development

a. Mission: To provide the education needed to develop junior officers that are leaders of superior moral character who are effective combat leaders in the Navy and Marine Corps upon graduation from USNA.

b. Functions

4 Apr 2017

(1) Serve as the Leadership Education and Development (LEAD) Division Director, in order to direct curricular and co-curricular programs, in support of the USNA mission.

(2) Educate and develop midshipmen as leaders of character who aspire to be professional officers in the naval service.

(3) Direct the assessment and continuous improvement of curricular and co-curricular programs in its charge.

(4) Direct an academic and developmental program that emphasizes understanding of human relationships and behavior in military settings.

(5) Provide academic and experiential curricula that demonstrate and integrate the moral and ethical dimensions of leadership in wartime and in peace.

(6) Inspire and develop in midshipmen the following knowledge, skills and attributes:

(a) Understand the dynamics of human relationships and behavior and the science and art of leadership in the military;

(b) Understand the roles, responsibilities, and values midshipman and junior officer leaders;

(c) Demonstrate analytical and critical thinking related to leadership in the military;

(d) Apply elements of personal character, ethics, and the responsibilities of military officership;

(e) Exercise essential individual, interpersonal, and organizational leadership skills and abilities;

(f) Express motivation for continued professional development as officers in the Naval Service.

64. Deputy Director for Leadership Education and Development (LEAD)

a. Mission: To advise the LEAD Division Director on administrative and operational matters required to deliver curricular and co-curricular programs, in support of the USNA mission.

b. Functions

(1) Assist in developing and executing policy, to coordinate staff functions within the Deputy Commandant for Leadership and Character Development sub-cost center.

(2) Act as a liaison with other academic and service staffs, in order to ensure synchronization and standardization of leadership, character, and honor curricular and co-curricular programs.

4 Apr 2017

(3) Plan, coordinate, and execute current operations to facilitate unity of efforts, enhance situational awareness, and provide integrated assessment and tracking ongoing initiatives.

(4) Provide strategic direction and guidance, while ensuring fiscal accountability and operational readiness are maintained.

(5) Manage Museum and Gift Funds authorized, per USNAINST 4001.2 series; including budgeting, expenditures, and account terms as set forth within gift agreements.

(6) Liaison with the Commandant's Administrative Officer for administrative support associated with: awards, correspondence, and personnel assignments.

(7) Liaison with the Commandant's Legal Advisor for cases brought under the Uniform Code of Military Justice (UCMJ).

65. Deputy Director for Planning and Assessment

a. Mission: To ensure continuity between the current and future operations, assessments, plans, and initiatives required to deliver curricular and co-curricular programs.

b. Functions

(1) Assist the Deputy Commandant for Leadership and Character Development in determining the shape and character of potential future operations. Ensure current and future operations remain aligned with the mission and desired end state.

(2) Plan and modify based of the current situation, and develop strategic initiatives, policies, and instructions for execution.

(3) Develop and assess leader and character development, per USNA's mission and strategic documents. Provide recommendations or revisions to current and projected academic and service initiatives.

(4) Organize planning and assessment working groups to focus and design educational and developmental outcomes applicable to leader and character development. Ensure integration of appointed liaisons and subject matter experts required to synchronize all efforts across the university.

66. Senior Professor

a. Mission: To serve as the principal advisor to Division Directors on issues including academic, financial, pedagogical, and administrative matters.

b. Functions

(1) Serve as key advisor on all matters relating to civilian faculty to include hiring and recruitment, performance, merit pay appraisals, teaching loads, and faculty mentoring and counseling in support of promotion and tenure.

(2) Serve as an advisor to the LEAD Division department chair, and participate in annual performance reviews and program assessments.

(3) Reinforce the Deputy Director for Planning and Assessment activities within the division.

(4) Assist the Leadership, Ethics, and Law (LEL) Department Chair and Associate Chair with academic assessment of core and elective courses within LEL academic course catalog. Coordinate actions relating to curricular reviews and modifications of the core curriculum.

(5) Advise the Division Director regarding recommendations of faculty for senior administrative posts within the division (e.g., department chairs and key committee positions), while making recommendations, in collaboration with department chairs and the Division Director, to the Promotion and Tenure (P&T) Committee regarding civilian faculty tenure and civilian and Permanent Military Professor faculty academic promotion.

(6) By assignment of the Dean, serve as a member of key administrative boards and committees; coordinate with other division Senior Professors on inter-divisional issues.

(7) Maintain teaching, research and scholarship, and other responsibilities in your role as an LEL faculty member.

(8) Facilitate effective communication between the Division Director and the Dean's Office, while performing other duties as assigned by the Division Director or Dean's Office.

67. Director of Leadership Research

a. Mission: To coordinate efforts to achieve and maintain an institutional leadership research program

b. Functions

(1) Chair the Admiral Jay Johnson Professorship selection committee.

(2) Coordinates the LEAD Master's program research requirements.

(3) Serve as the LEAD Division liaison to the Institutional Review Board (IRB) and the Human Research Protection Program (HRPP) office.

(4) Track research efforts of and liaison with LEL department PMP's completing PhDs.

(5) Act as primary LEAD Division liaison with the Office of Institutional Research

(6) Coordinate a research lab to foster cooperation between LEAD division faculty, LEAD Master's students and midshipmen interested in leadership research.

(7) Coordinates LEL department submissions for Naval Academy Research Council (NARC) grants.

(8) Publishes academic scholarship achievements by LEAD division faculty.

68. Chairman for Honor

a. Mission: To implement and uphold the procedures and standards commensurate with the Honor Concept of the Brigade of Midshipmen. The Honor Officer is the primary advisor to the Commandant and Deputy Commandant for Leadership and Character Development for issues involving the Honor Concept.

b. Functions

(1) Supervise the Brigade Honor Staff and Honor Congress.

(2) Ensure each honor proceeding is in compliance with all guidelines and each case is processed expeditiously, fairly, and is consistent with the goals set forth in the honor instruction.

(3) Brief the Commandant of Midshipmen and Deputy Commandant for Leadership and Character Development on Brigade Honor Staff actions, status of individual cases, and remediation concerns.

(4) Direct and oversee the execution of the Honor Education Program for the Brigade of Midshipmen, faculty, and staff.

(5) Coordinate and supervise the Honor Remediation Program.

(6) Evaluate the results of these efforts through periodic surveys.

(7) Oversee the selection and turnover of the Brigade Honor Staff.

(8) Mentor the Brigade Honor Advisor.

69. Honor Case Officer

a. Mission: To serve as the principal assistant to the Honor Officer in overseeing the proper investigation and conduct of Brigade Honor Boards.

b. Function: Mentor the Brigade Honor Advisor and Brigade Honor Advisor for investigations in the execution of their duties.

70. Honor Education and Remediation Officer

a. Mission: To serve as the principal assistant to the Honor Officer in overseeing education efforts and the honor remediation program.

b. Function:

- (1) Mentor the Regimental Honor advisors, faculty, and staff liaisons.
- (2) Serve as the liaison between Senior Officer Remediators and the Honor Officer.

71. Chairman for Character Development

a. Mission: Educate and develop midshipmen as leaders of character who aspire to be professional officers in the Naval Service.

b. Functions

- (1) Principal advisor to Deputy Commandant for Leadership and Character Development on the overall character development of curriculum for the Brigade of Midshipmen.
- (2) Teaches and interacts with midshipmen forty-eight hours per semester, in order to directly influence and prepare midshipmen to be professional officers in the Naval Service.

72. Assistant Character Development Officer

a. Mission: To support the Deputy Commandant for Leadership and Character Development in educating and developing midshipmen as leaders of character who aspire to be professional officers in the Naval Service.

b. Functions Assist the Chairman for Character Development to plan and organize character seminars and guest speaker series, guided by the USNA Graduate Attributes and the Navy's Professional Core Competencies.

73. Chairman for Leadership, Ethics, and Law (LEL) Department

a. Mission: To provide a core education program to midshipmen that consists of formal instruction by military and civilian professionals in leadership, philosophy and ethics, human behavior, and law; complemented by the practical knowledge and real-time fleet experiences of Navy and Marine Corps leaders. Through core courses in leadership, ethics, and law, and the opportunity to study specialized electives in law, philosophy, psychology, and sociology, midshipmen come to better conceptualize and understand what it means to be a military leader.

b. Functions

- (1) Provide an academic curriculum that emphasizes the development and understanding of personal strengths, values, and opportunities for growth as a foundation to understand leadership.
- (2) Through a curriculum that examines classical and contemporary moral theory, demonstrate how the fundamental ideas of moral philosophy can be applied to the service of the professional military officer.

(3) Through curricula that combines literature from the fields of social psychology and organizational behavior, enable students to understand the factors that influence leadership in a military context.

(4) Through examining operational law concepts, equip midshipmen with the knowledge and tools they will need to recognize sensitive legal issues. In providing midshipmen a broad exposure to legal principles, improve the organizational effectiveness of future officers by enhancing their ability to safeguard the good order, discipline, and morale of their units.

74. Associate Chairman for Leadership, Ethics, and Law (LEL) Department

a. Mission: To assist the Chairman for LEL Department with academic assessment of core and elective courses within LEL academic course catalog. Coordinate actions relating to curricular reviews and modifications of the core curriculum.

b. Functions

(1) Serve as an advisor to the Chairman for LEL Department and participate in annual performance reviews and program assessments.

(2) Organize and plan faculty development for new and returning faculty, while collaborating with the USNA Faculty Development Center to enhance faculty performance.

(3) Coordinate the LEL teaching mentor program to educate and train new faculty on the best methodology for developing leaders.

(4) Archive core and elective course syllabi and policy statements within LEL academic course catalog for each semester to maintain accreditation standards.

(5) Assist the Chairman for LEL Department with the validation and registration of LEL elective course. Annually audit elective courses (to include experimental elective courses) for curricular reviews, modifications, and educational relevance associated with core courses.

75. Chairman for Experiential Leadership Development (ELD) Department

a. Mission: To coordinate efforts to integrate, expand, and assess the myriad ELD programs offered to midshipmen across the four-year continuum. ELD is the bridge between LEAD Division curricular programs and USNA experiential leader programs, such as Plebe Detail, Offshore Sail training, Yard Patrol (YP) cruises, and National Outdoor Leadership School (NOLS) wilderness expeditions.

b. Functions

(1) Prepare midshipmen for the imminent ELD experience through seminar-style courseware focused on leader role clarification and key domain-specific challenges.

4 Apr 2017

(2) Provide guided reflection for select ELD programs, culling developmental lessons from experiences during the program.

(3) Partner with organizations external to USNA to provide midshipmen with the opportunity to participate in leader-focused activities as part of their normal summer training.

(4) Assess ELD programs as leader development experiences.

(5) Research behavioral science and contemporary leadership scholarship to enhance the quality and relevance of instruction in LEAD programs.

76. Chairman, Leadership, Education, and Development (LEAD) Master's Program

a. Mission: To oversee the Special Education Program representative for UNSA's LEAD Masters Program and prepare members to serve as Company Officers.

b. Functions

(1) Serve as the Contract Officer Representative (COR) for the master's program to ensure performance work statement quality control.

(2) Liaison with the LEAD Program university responsible for the master's program and ensure program initiatives align with USNA desired end states.

(3) Foster collaboration and relationship with a high quality university whose profile in conjunction with a distinctive master's program in leadership will attract the highest quality Officers from the Navy and Marine Corps to complete a one-year program.

77. Course Director for Naval Leadership (NL) 110, Preparing to Lead

a. Mission: To provide a foundation for future leadership development while examining the abstract concept of leadership and associated fundamental ideas and theories. Leadership is defined in dozens of ways—for our purposes, it is “using personal influence to get oneself and others to do more than they would otherwise do.”

b. Functions

(1) Increase students self-awareness and help shape their understanding of how to navigate self-governance.

(2) Equip students with tools necessary for fostering healthy, productive relationships while educating on the interwoven nature of relationships and leadership.

(3) Demonstrate the highest caliber of professionalism, conduct, demeanor, and military bearing; set superior personal standards; enforce regulations; and display the utmost initiative in executing USNA's mission.

(4) Perform other duties as required by the Deputy Commandant for Leadership and Character Development and Chairman for LEL Department.

78. Course Director for Naval Ethics (NE) 203, Ethics and Moral Reasoning for the Naval Leader

a. Mission: To deliver an applied ethics course using the theoretical readings of classic and contemporary moral philosophers to discuss case studies of dilemmas the midshipmen will encounter in their careers.

b. Functions

(1) Use current and historical case studies to show how these fundamental ideas can be applied to the service of the professional military leader.

(2) Train and certify senior officers providing the military application to fundamental ideas of moral philosophy.

(3) Demonstrate the highest caliber of professionalism, conduct, demeanor, and military bearing; set superior personal standards; enforce regulations; and display the utmost initiative in executing USNA's mission.

(4) Perform other duties as required by the Deputy Commandant for Leadership and Character Development and Chairman for LEL Department.

79. Course Director for NL 310, Leadership: Theory and Applications

a. Mission: To provide a course that develops midshipmen to be leaders of superior moral character and who are ready to be effective warriors and operators in the Navy and Marine Corps upon graduation and commissioning.

b. Functions

(1) Design and improve course curriculum to build upon the concepts presented in NL110, and examine critical thinking and the theory of the contingent and dynamic process of leadership through the Interactional Framework.

(2) Combine literature from fields of social psychology and organizational behavior, as well as current military and civilian case studies to improve understanding of the factors that influence leadership in a military context.

(3) Demonstrate the highest caliber of professionalism, conduct, demeanor, and military bearing; set superior personal standards; enforce regulations; and display the utmost initiative in executing USNA's mission.

(4) Perform other duties as required by the Deputy Commandant for Leadership and Character Development and Chairman for LEL Department.

80. Course Director for NL400, Law for the Junior Officer

a. Mission: To provide a broad survey of military law applicable to the junior officer, while exploring a variety of military justice topics including: constitutional issues such as search and seizure and self-incrimination, judicial and non-judicial forums, investigations, and the administrative separation of enlisted service members from the Navy and Marine Corps. Additionally, teach international and operational law concepts to include the Law of Armed Conflict, Law of the Sea, the Geneva Conventions, the UN Charter, and rules of engagement.

b. Functions

(1) Design educational outcomes which examine military justice, administrative law, and international and operational law concepts.

(2) Train and certify military law instructors and adjunct instructors

(3) Demonstrate the highest caliber of professionalism, conduct, demeanor, and military bearing; set superior personal standards; enforce regulations; and display the utmost initiative in executing USNA's mission.

(4) Perform other duties as required by the Deputy Commandant for Leadership and Character Development and Chairman for LEL Department.

CHAPTER 3
OFFICE OF THE ACADEMIC DEAN AND PROVOST

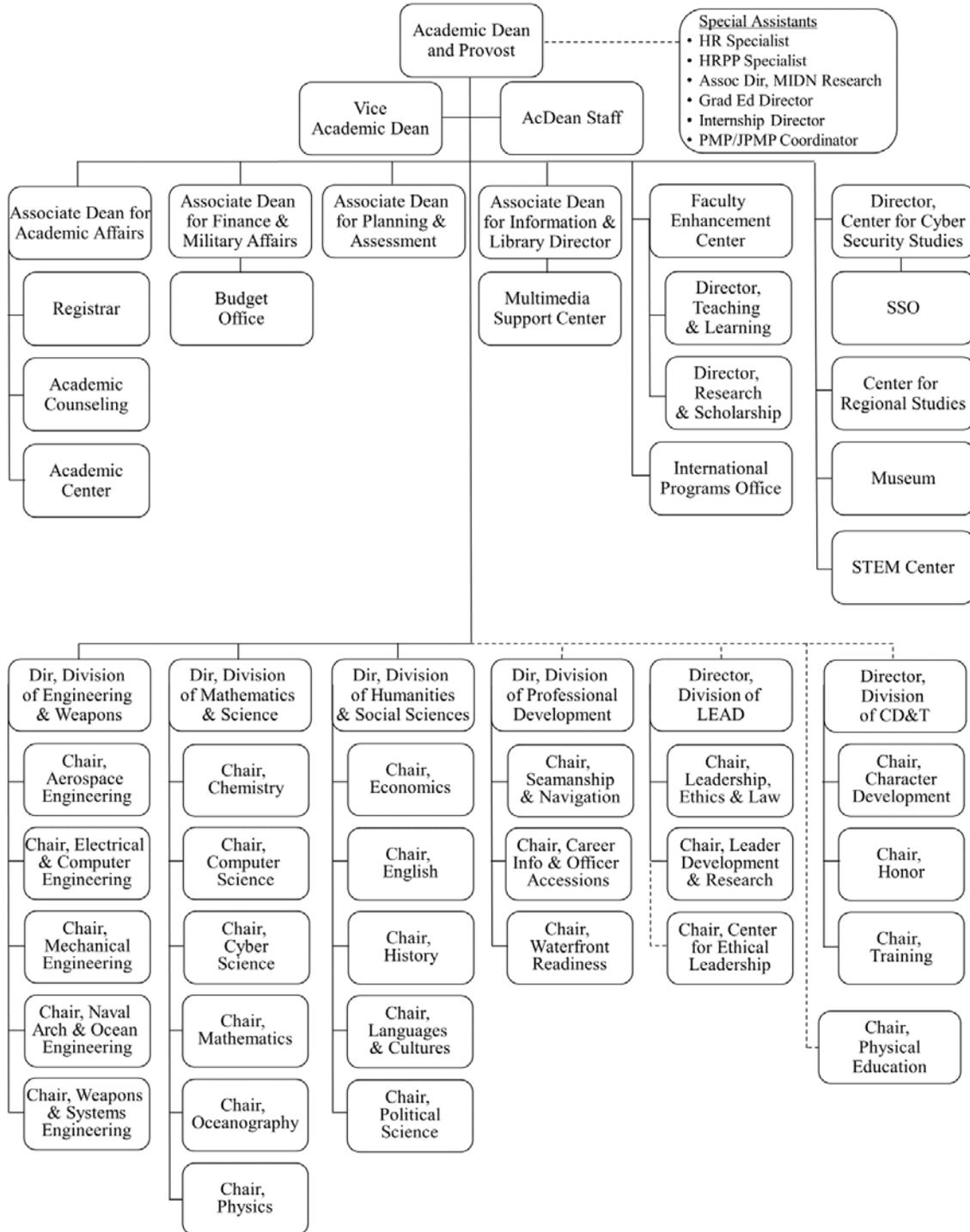


Exhibit 3-1 Organizational Chart for the Office of the Academic Dean and Provost

1. Academic Dean and Provost

a. Mission: To serve as the chief academic officer and principal advisor to the Superintendent in all matters relating to the academic program and faculty. The duties include developing and leading a faculty of distinguished military and civilian instructors and academic staff; shaping a curriculum that will provide the essential academic foundations for future Navy and Marine Corps officers, serving as a member of the Superintendent's senior leadership team by providing wise counsel on achieving every aspect of USNA's mission; and assisting in making the case to the Navy leadership for the resources that are essential for accomplishing our mission—to develop midshipmen morally, mentally, and physically and to imbue them with the highest ideals of duty, honor, and loyalty in order to graduate leaders who are dedicated to a career in the naval service.

b. Functions

- (1) Implement USNA policy.
- (2) Provide strategic goals and vision for the academic program.
- (3) Guide and supervise the implementation of the academic program.
- (4) Promote and maintain the highest quality of individual performance by each member of the faculty.
- (5) Recruit and recommend faculty for appointment.
- (6) Approve reappointments, non-reappointments, promotions, tenure, merit raises, performance awards, sabbaticals, and periods of leave without pay for the civilian faculty.
- (7) Direct the faculty professional development program.
- (8) Approve hiring, promotions, quality step increases, performance awards, and special act awards for General Schedule (GS) support personnel.
- (9) Supervise the Vice Academic Dean, the Associate Dean for Academic Affairs, the Associate Dean for Finance and Military Affairs, the Associate Dean for Planning and Assessment, the Director of the Division of Engineering and Weapons, the Director of the Division of Mathematics and Science, the Director of the Division of Humanities and Social Sciences, the Associate Dean for Information and Director of the Library, and the Directors of the Center for Cyber Security Studies, Center for Regional Studies, Research and Scholarship, Teaching and Learning, Naval Academy Museum, and International Programs Office.
- (10) Appoint department chairs and other administrative faculty positions as required.
- (11) Supervise the Naval Academy's research and graduate study programs.
- (12) Supervise the summer intersessional activities for the entire faculty.

4 Apr 2017

(13) Participate as the senior academic member on the Superintendent's Senior Leadership Team and the Academic Board.

(14) Provide academic oversight including curriculum, civilian faculty, promotion and tenure, and related matters for the Division of Leadership Education and Development and the Division of Professional Development.

(15) Exercise responsibility for civilian faculty promotion and tenure considerations and related matters for the Department of Physical Education.

(16) Provide academic oversight including quality of the curriculum and related matters for the Naval Academy Preparatory School, Newport, Rhode Island.

2. Vice Academic Dean

a. Mission. To serve as the principal assistant to the Academic Dean and Provost for the leadership and management of the academic program and to be prepared to serve any of the roles or functions normally filled by the Academic Dean and Provost.

b. Functions

(1) Serve as Acting Academic Dean and Provost during periods of absence of the Academic Dean and Provost

(2) Supervise long-range planning and projects, including re-accreditation by agencies external to USNA.

(3) Maintain instructions relating to faculty matters.

(4) Supervise the Visiting Committees Program.

(5) Co-Chair and serve as managing director of the Academy Effectiveness Board.

(6) Co-Chair the Academic Review Council.

(7) Supervise the Director of the Center for Regional Studies.

(8) Oversee the midshipmen internships program.

(9) Oversee the full spectrum of activities relating to the civilian career faculty and gift-funded faculty chairs, including hiring, reappointment, promotion and tenure, merit-based pay step awards, and other matters relating to faculty development.

(10) Serve as Co-Chair of the Yard-wide Promotion and Tenure Committee.

(11) Lead ad hoc committee efforts for specific studies requested by the Academic Dean and Provost.

(12) Provide recommendations for strategic initiatives relating to the academic programs or faculty matters.

(13) Perform other tasks that emerge or are assigned by the Academic Dean and Provost.

3. Associate Dean for Academic Affairs

a. Mission. To serve as the Academic Dean and Provost's principal assistant for all matters concerning the curriculum and classroom instruction, including scheduling, registration, validation, academic advising, academic calendar, and academic accountability.

b. Functions

(1) Exercise, under the direction of the Academic Dean and Provost, the primary responsibility for academic planning.

(2) Resolve day-to-day midshipmen problems concerning academic matters: scheduling courses, changing academic majors, verifying that midshipmen have fulfilled course requirements for graduation, etc.

(3) Prepare and publish Advising and Curricular reference materials.

(4) Serve as Chair of the Advising, Counseling, Validation, and Majors Committee in support of Academic Board decisions.

(5) Coordinate and implement the summer academic program.

(6) Supervise the Midshipman Academic Accountability System.

(7) Coordinate the Academic Exchange Program with the other service academies and international institutions including approving midshipmen and cadet schedules.

(8) Serve as the Administration's representative on curricular committees.

(9) Supervise the Registrar and the Director of the Academic Center.

4. Associate Dean for Finance and Military Affairs

a. Mission. To serve as the principal assistant to the Academic Dean and Provost for financial management and military staffing of the academic program.

b. Functions

(1) Administer all matters relating to military instructors, including regular rotational officers, recalled reservists, Graduate Education + Teaching (GE+T) officers, and Permanent Military Professors (PMPs), including maintaining instructions relating to military faculty matters.

(2) Supervise the Budget Director's performance, as it applies to the cost center.

(3) Administer and oversee all financial matters in support of the USNA's academic program, including appropriated labor and material budgets at both the expense and investment levels, gift fund budget accounts, and, in close coordination with the Research Office, all reimbursable funding matters.

(4) Prepare budget documents for submission to USNA and DON officials pertaining to the cost center.

(5) Administer the appointment of military faculty as a representative of the Academic Dean and Provost.

(6) Oversee the maintenance of data bases pertaining to military faculty, civilian faculty, material funds, and the history of merit pay steps.

(7) Oversee the civilian faculty summer hire and adjunct instructor programs.

(8) Oversee the hiring and staffing processes for General Schedule (GS) and Wage Grade (WG) employees.

(9) Perform other tasks that emerge or are assigned by the Academic Dean and Provost.

5. Associate Dean for Planning and Assessment

a. Mission. To serve as part of the Academic Dean and Provost's staff responsible for facilitating activities related to matters of assessment, accreditation, and strategic academic planning.

b. Functions

(1) Facilitate strategic planning efforts among departments, divisions, and the USNA academic program.

(2) Monitor academic department and division strategic planning efforts.

(3) Assist in developing and implementing assessment of student learning plans.

(4) Consult with faculty and staff on assessment issues, methods, and tools.

(5) Facilitate the collection, analysis, and interpretation of assessment data.

(6) Develop resources and educational activities related to assessment of student learning for faculty and administrators.

(7) Serve as a liaison with external professional academic accreditation organizations (e.g., Middle States Commission on Higher Education (MSCHE) and ABET), individuals, and activities.

(8) Direct the solicitation, review, and recommendation for approval of faculty curriculum improvement projects.

(9) Facilitate the work of the Academy Effectiveness Board (AEB).

6. Associate Dean for Information and Library Director

a. Mission. To provide excellent library service on behalf of teaching, research, and other scholarly activity.

b. Functions

(1) Select, acquire, maintain, and make available the recorded information which is required to meet the academic needs of midshipmen and faculty.

(2) Provide reference services, bibliographic access to necessary materials, and access to relevant information located elsewhere, including delivering electronic information.

(3) Maintain a collection of unique or rare materials with an emphasis on the naval history of the United States.

(4) Direct the administration, determine policy, develop the budget, and direct personnel programs for Nimitz Library and its staff.

(5) Oversee the Educational Resources Center and the Naval Academy Archives. The Archives, which is administratively part of the Nimitz Library, is responsible for maintaining USNA's official and historical records.

7. Director of Teaching and Learning

a. Mission. To provide administration support and advice to the Academic Dean and Provost on matters related to developing teaching and learning and other issues as assigned.

b. Functions

(1) Provide support to faculty in developing the best possible academic instruction to the Brigade. This includes organizing faculty teaching seminars and workshops, developing a facility for self-improvement teaching and a lending library of relevant materials, disseminating current research on teaching and learning to the faculty, and aggressively pursuing and identifying faculty teaching and learning grants.

(2) Direct the orientation and mentorship of newly arriving civilian and military faculty.

(3) Oversee instructional feedback and evaluation of all USNA academic classes, including student evaluations of instruction and courses, peer evaluation of instruction, self-evaluation of teaching and learning by faculty, assessments of new teaching and learning techniques, and developing curriculum assessment programs.

(4) Serve as Chair of the Civilian Faculty Teaching Excellence Award Committee and the Military Faculty Award Committee.

(5) Serve as consultant to the Promotion and Tenure Committee on issues relating to assessing teaching and learning.

(6) Coordinate the identification of Military Instructor Candidates.

8. Director of Research and Scholarship

a. Mission. To provide and maintain an environment in which research activities contribute to the professional growth of midshipmen and faculty

b. Functions

(1) Serve as the primary manager for all research activities at USNA.

(2) Provide services in support of program development, proposal preparation and processing, identifying funding sources, project administration, and disseminating results.

(3) Maintain administrative control over the disposition of all USNA research funds and cognizance of all other research support made to faculty members.

(4) Seek support for research at USNA from other government activities, educational institutions, and industry.

(5) Serve as Technology Transfer Officer for USNA and bring its faculty, facilities, and intellectual property to bear on technical problems of the Nation's private sector.

(6) Serve as Chair of the Faculty Research Excellence Committee and the Faculty Service Excellence Award Committee.

(7) Direct the solicitation, review, recommendation for approval, and outcomes evaluation for faculty development projects.

(8) Serve as a consultant to the Promotion and Tenure Committee on issues relating to assessment of research and scholarship.

9. Registrar

a. Mission. To serve as the assistant to the Academic Dean and Provost via the Associate Dean for Academic Affairs in maintaining official custody of academic records.

b. Functions

- (1) Maintain the official academic records of midshipmen, former midshipmen, and special students.
- (2) Prepare and forward transcripts of academic records.
- (3) Direct and coordinate enrollment of incoming classes.
- (4) Conduct preregistration and registration required for academic programs.
- (5) Publish summaries and reports of grades, enrollment, and separations from USNA.
- (6) Prepare case histories of academically-deficient midshipmen for the Academic Board's consideration.
- (7) Schedule classes and examinations.
- (8) Serve as Chair of the Prizes and Awards Committee.

10. Division Director

a. Mission. To oversee all aspects of the academic programs and resources in the Division, and to lead and manage the administration of the Division.

b. Functions

- (1) Exercise responsibility for administering their respective divisions as a senior naval officer reporting to the Academic Dean and Provost. This responsibility is analogous to that of a college dean within a university.
- (2) Implement academic objectives and policies relating to their respective divisions.
- (3) Oversee and coordinate military and civilian manpower requirements and administration for the division to include hiring, performance appraisal, officer fitness reports, and award recommendations for all personnel within their administrative span.
- (4) Coordinate general curriculum planning among the chairs of the academic departments within the division.
- (5) Allocate resources to the academic departments within the division (expense and investment accounts).
- (6) Recommend faculty for senior administrative posts within the division (e.g., department chair and senior professor). Also, in collaboration with department chairs, make

recommendations to the Promotion and Tenure Committee regarding civilian faculty tenure and civilian and PMP faculty academic promotion.

(7) Provide for security, upkeep, and inventory of divisional spaces, facilities, equipment (OP,N + O&M,N) and materials.

(8) Serve as liaison to the Public Works Department (PWD) for maintaining and renewing their respective division's space. Provides annual input, via the Academic Dean and Provost, to USNA-wide MAP, SAP, and R&M planning documents.

(9) In collaboration with faculty and administrators within the division, evaluate senior professors, department chairs, civilian and officer faculty, and other employees of the division.

(10) Serve as a member of key administrative boards and committees such as the Admissions Board, Academic Board, Service Assignment Review Board, and the PMP continuation review board.

(11) Facilitate effective communication between departments in the division and the Academic Dean and Provost's Office.

(12) Other duties as assigned by the Academic Dean and Provost.

11. Department Chair

a. Mission. To provide leadership to the faculty and manage the administration of all aspects of the academic programs and resources within the respective department.

b. Functions

(1) In collaboration with department faculty, manage all elements of the department curriculum, ensuring curricula are well managed and institutional objectives are satisfied.

(2) Oversee and coordinate military and civilian manpower requirements and administration for the department to include tenure line and adjunct faculty hiring, performance appraisal, officer fitness reports, and award recommendations.

(3) Coordinate interdisciplinary majors programs and professional courses with other department chairs.

(4) Oversee and coordinate the academic assessment of all majors, minors, tracks, and interdisciplinary programs within the department.

(5) Ensure personnel, equipment, material, and space resources are effectively used within the department.

(6) Evaluate departmental faculty annually.

(7) Make recommendations to the Promotion and Tenure Committee regarding civilian faculty tenure and civilian and PMP faculty academic promotion.

(8) Maintain an environment conducive to midshipman learning, pedagogical improvements, and scholarly activity.

(9) Prepare and submit nominations for faculty, staff, and midshipmen deserving of special recognition.

(10) Oversee leadership and management of all departmental personnel.

(11) Oversee the process of departmental recommendations for the subsequent chair.

(12) Maintain teaching, research, and scholarship responsibilities in the department, albeit with a reduced workload.

(13) Facilitate effective communication between the department, the Division Director, and the Academic Dean and Provost's Office.

(14) Other duties as assigned by the Division Director.

CHAPTER 4
NAVAL ACADEMY ATHLETICS AND PHYSICAL EDUCATION

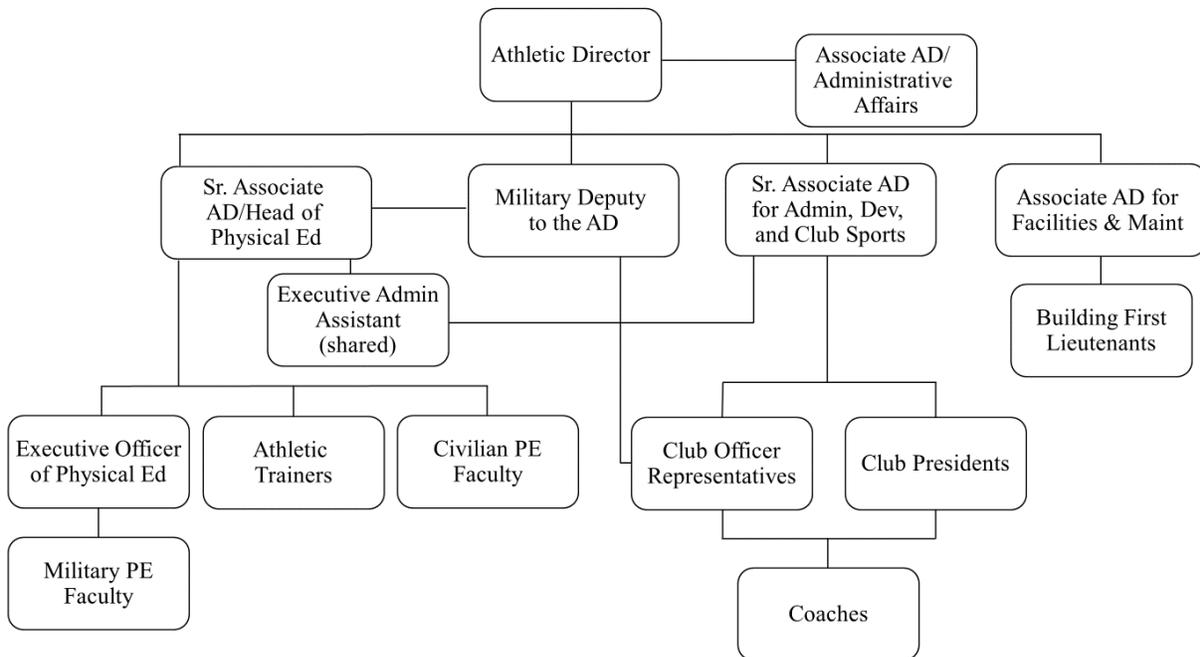


Exhibit 4-1 Organizational Chart for Naval Academy Athletics and Physical Education

1. Athletic Director

a. Mission: The Athletic Director (AD) is responsible for the overall administration and management supervision of the U.S. Naval Academy's physical mission, including the Physical Education (PE) department, the Naval Academy Athletic Association (NAAA) and its programs, the Club Sports program, and the Naval Academy Golf Association (NAGA). The AD serves as the President of the Naval Academy Athletic Association and President of the Naval Academy Golf Association.

b. Functions

(1) Direct and supervise the administration of varsity athletics programs and all administrative, operational, and business functions of the NAAA, per the NAAA Constitution and the Board of Control and as approved by the Superintendent.

(2) Serve as the Senior Leadership Team member responsible for administering USNA's PE department.

(3) Direct and supervise the administration of USNA's Club Sports program.

(4) Establish policies and procedures to ensure compliance with National Collegiate Athletic Association (NCAA), Patriot League, and any other conference or athletic association to which USNA belongs, as well as USNA rules and regulations.

(a) Oversee the compliance of all aspects of the NAAA with USNA policies and procedures, conference requirements, and NCAA rules and regulations.

(b) Represent USNA at community, conference, NCAA, and other national meetings in coordination with the NCAA Institutional Athletic Representative;

(c) Direct the scheduling of all intercollegiate athletic events.

(d) Maintains a liaison with athletic department staff members across the country.

(5) Ensure that coaching and administrative staffs actively support the PE Department and USNA's joint commitment to athletic and academic achievement for each student-athlete.

(a) Organize, direct, and participate in activities which promote the prestige of USNA and NAAA.

(b) Plan and develop, in consultation with the NAAA Board of Control, specific policies, programs, and methods to implement USNA's athletic philosophy and policies.

(6) Maintain fiscal control over revenues and expenditures to ensure that NAAA operates within its established budget.

(a) Promulgate budget guidelines and approve final submissions for each area.

(b) Monitor conformance to the budget for all USNA intercollegiate sports.

(c) Oversee PE Department marketing operations.

(d) Direct long-term planning to determine the necessity and feasibility of constructing or upgrading athletic facilities.

(7) Provide overall supervision for professional, coaching, and classified personnel.

(a) Establish and periodically refine the PE Department's organizational structure.

(b) Monitor the evaluations of PE Department personnel;

1. Perform salary reviews and recommend salary levels for all PE Department personnel.

2. Ensure PE Department staff members adhere to USNA personnel policies and procedures.

3. Recruit professional and coaching staff, and approve all hiring and termination decisions.

(8) Serve as the primary spokesperson for USNA's intercollegiate athletics program. Exercise responsibility for public relations with faculty, staff, students, alumni, sports media, and the general public.

(9) Oversee the PE Department's public relations efforts.

(a) Speak to civic groups to inform the public about NAAA programs and activities.

(b) Attend seminars and conferences.

(c) Work with various media organizations.

(d) Address the interests of alumni, fans, and the general public for NAAA activities.

(e) Serve on USNA or other related committees that involve intercollegiate athletics.

2. Associate AD/Administrative Affairs

a. Mission: To provide direct support to the AD in administration of the USNA Physical Mission and the 33-sport varsity athletic program. Employ authority to make independent decisions with regards to interpreting or implementing policies.

b. Functions

(1) Serve as liaison between the AD's office and the NAAA departmental offices, as well as offices of USNA administration and business and community leaders.

(2) Screen and prioritize calls, correspondence, and emails, and provide assistance as needed or redirect as necessary.

(3) Draft correspondence as required for the AD's or Superintendent's signature.

(4) Coordinate travel arrangements and process expense reports.

(5) Maintain the daily calendar: schedule appointments, meetings, and special functions and provide appropriate reference materials for background.

(6) Assist in the administering the budgetary process for special events and purchases within the department.

(7) Manage special projects as requested by the AD.

4 Apr 2017

(8) Oversee the coordination of all meetings and special events involving coaches, staff, VIP guests, and USNA administrators including annual, monthly, and weekly meetings, training sessions, social functions, and special awards.

(9) Serve as a member of the Executive Athletic Council (EAC). Coordinate meetings, disseminate information as appropriate, and represent the interests of the administrative support staff.

(10) Coordinate monthly coaches' meetings and arrange for speakers as requested by the AD.

(11) Oversee and supervise the duties and responsibilities of the administrative support staff for Olympic sport coaches.

(a) Conduct staff meetings as needed to disseminate information to Assistant AD (Camps, Special Operations & Administration), administrative assistants, and receptionists, providing an opportunity for input and an exchange of ideas.

(b) Follow up on issues and concerns.

(12) Administer contracts for all NAAA employees and maintain personnel files for the AD's Office.

(13) Administer the "Performance Evaluation Review" process and "Merit Increase" procedures for NAAA administration, coaches, and staff.

(14) Coordinate NAAA Board of Control meetings and serve as recorder. Maintain permanent record of all minutes.

3. Senior Associate Athletic Director, Head of Physical Education

a. Mission: To provide, as the senior civilian staff member, leadership, subject matter expertise, and administrative continuity for USNA to accomplish physical mission.

b. Functions

(1) Serve as the department head of the PE program.

(2) Serve as the program administrator for the Men's and Women's Track and Field Team.

(3) Maintain liaison between civilian government positions and NAAA.

(4) Maintain liaison between the PE Department and the Academic Dean.

(5) Supervise and evaluates all civilian employees in the PE Department and recommend civilian faculty for appointment and promotion.

- (6) Supervise preparation of all academic grade reports for the department.
- (7) Responsible to the Academic Dean and provost for academic administration of the department.
- (8) Serve as member of PE Academic Board.
- (9) Be responsible for all PE, Academic Board and Physical Readiness Training (PRT) Instructions.
- (10) Supervise the purchase, receipt, inventory, and distribution of all PE Department equipment and supply.
- (11) In conjunction with the NAAA Budget Director, maintain fiscal control over departmental expenditures. Maintain oversight of the PE Materials and Labor budget.
- (12) Be responsible for the Plebe Summer PE and Physical Education Program (PEP) curriculums.
- (13) Supervise the administration of the Brigade PRT.
- (14) Establish the civilian Faculty summer hiring schedule.
- (16) Coordinate with the Deputy Athletic Director for all PE Department functions requiring military staffing.

4. Military Deputy to the Director of Athletics

a. Mission: To serve as the primary military advisor to the AD and NAAA Staff. Oversees areas of Yard-wide military administrative interaction and acts as the primary military officer relating to the USNA's physical mission.

b. Functions

(1) Provide strategic advice and oversight to the AD and Senior NAAA Staff regarding the military personnel assignments in support of the Physical Mission.

(2) Serve as the principal Military Advisor to the AD.

(3) Provide military oversight and coordination on behalf of NAAA Athletic department including:

(a) Assist the NAAA Associate AD for Operations in NAAA and USNA coordination of the Commandant Instruction 1710 and all other instructions pertaining to NAAA, USNA, and midshipman student athletes, athletic facilities, and coordination with the Commandant's office.

4 Apr 2017

(b) Support military requirements of Varsity and Club Sports for large, high visibility movements (Army-Navy, Bowl Games, and other significant events.)

(c) Coordinate with the senior staff as a liaison to the Commandant's staff regarding accurate and consistent monitoring and follow-up for all midshipmen student-athletes who have physical mission deficiencies or Conduct or Honor probation issues.

(4) Supervise the Officer Representative Program and assist with the Faculty Representative Program.

(5) Supervise the Team Captain Program.

(6) Supervise the selection process for USNA athletic awards.

(7) Assist the Director of Facilities in scheduling, coordinating, de-conflicting, and using USNA athletic facilities and equipment for select local, scheduled sports and special events.

(8) Conduct all assigned duties per NCAA, Conference, and USNA rules and regulations.

(9) Duties and Responsibilities for NAAA:

(a) Serve on the USNA Athletic Association's Executive Athletic Council (EAC) and accept other committee assignments.

(b) Serve as a voting member of the NAAA Board of Control.

(c) Assist the AD in the administration of NAAA and other related areas of the physical mission as required by the AD.

(10) Represent the AD/President on the NAGA Advisory Board. Attend monthly meetings, assist in monitoring golf operations, and coordinate recommendations of the Advisory Board for the AD/President.

(11) Perform other duties and functions as assigned by the AD to support the physical mission, intercollegiate athletic programs, and midshipmen student athletes.

5. Senior Associate AD for Administration, Development, and Club Sports

a. Mission: To administer all aspects of USNA's Club Sports Program, coordinate all varsity football travel and related football operations, assist the AD in administering the football program, and manage the Blue & Gold membership program.

b. Functions

(1) Direct all club sport programs for the Brigade of Midshipmen, offering opportunities through the club sports program to develop leadership and related skills as directed by the AD, NAAA Instruction 1710, and the Superintendent's guidance.

(2) Direct and monitor the annual elections of club sports officers, and work with them on all aspects of the program.

(3) Hire and supervise all club sport coaches and administer their contracts, conduct, and duties; evaluate their effectiveness; and oversee their support staffs.

(4) Direct each club's budget planning process, and monitor all budgets throughout the year to ensure fiscal responsibility.

(5) Coordinate the facility scheduling process with the Associate AD for Facilities and coordinate with the other programs that also use the physical mission facilities.

(6) Coordinate all activity as necessary with Brigade Operations.

(7) Assist club programs with scheduling games, transportation, and meal and lodging coordination.

(8) Oversee the day-to-day operating function and the overall institutional compliance of USNA's club sports program.

(9) Assist the AD in administering the football program, including budget, logistics, travel, and operations.

(10) Coordinate all travel for the varsity football team in conjunction with the football office staff and administrative support team.

(11) Serve as the primary business contact with outside vendors (hotel, air, bus, and restaurants) for all related football travel and accommodations.

(12) Serve as a liaison with the host institution's operations staff to ensure the football team's requirements are satisfactorily met.

(13) Serve as the NAAA's primary operations contact and administrator for all neutral site games, the annual Army-Navy contest, and post season bowl games.

(14) Coordinate operations per American Athletic Conference (AAC) policy and bylaws.

(15) Serve as the Executive Director of the Blue and Gold Program.

(16) Increase the overall membership and annual revenue of the Blue and Gold Program.

- (17) Maintain consistent communication with the membership throughout the year.
- (18) Implement and successfully execute membership fulfillment.
- (19) Coordinate development activities including campaigns, gift solicitations, special events, and stewardship with the U.S. Naval Academy Foundation.
- (20) Act as the AD's primary liaison to select donors as determined by the Director of Athletics.
- (21) Coordinate and steward select support and alumni groups. Work closely and effectively with all personnel in the ticket office and ensure a highly coordinated effort towards advancing Blue and Gold membership.
- (22) Assist the AD as a lead administrator to successfully conduct select events sponsored by the NAAA such as bowl games, concerts, and outside use of USNA facilities for major events.
- (23) Serve as a member of the NAAA Executive Athletic Council.
- (24) Assist the AD in a wide range of administrative duties, as appropriate and as assigned by the AD.
- (25) Oversee the administration of a varsity program(s) as assigned by the AD. Assist the assigned head coach to effectively operate and comply with NAAA and USNA policies and procedures.

6. Associate AD for Facilities and Maintenance

a. Mission: to manage, supervise, and oversee all building and facility maintenance and services required to USNA's physical mission. Serve as the physical mission's principal staff officer and liaison to the Public Works Department (PWD) for facility maintenance, service, and life cycle management issues. Develop the maintenance and service requirements of all NAAA and PE facilities and coordinate the work through the PWD or various contractors. Ensure adequate custodial, refuse, and ground maintenance services.

b. Functions

- (1) Ensure a safe and healthful working environment for the Brigade of Midshipmen, NAAA and PE Staff, customers, contractors, and visitors by implementing local policy and an NAAA safety plan. Daily remove impediments to safe facility conditions and assist in all safety investigations.
- (2) Responsible for the daily dynamic inspections of all athletic facilities and for identifying and cataloging discrepancies for further action and remediation.

(3) Develop maintenance and project plans in response to identified discrepancies. Ensure that physical mission requirements are prioritized and vetted to ensure that limited resources are applied to the most critical requirements.

(4) Ensure that all physical mission facility requirements are submitted to PWD or the appropriate NAAA contractors for execution. Tracks the status of work requests and facility issues to a successful completion.

(5) Coordinate schedules with PWD Facility Management Specialist (FMS) Support and Project Management and Engineering (PME) branches to allow efficient access to building for repairs, maintenance, alterations, and improvements. Maintain first line responsibility to coordinate all access from PWD and NAAA contractors. Remove impediments to work flow.

(6) Review, authorize, and maintain daily work schedules for utility shutdowns, PWD Service requirements, PWD Contractor QC requirements, and NAAA contractors.

(7) Apply various methods of investigation and analysis to institute corrective actions. Provide technical input to PWD's process to remove discrepancies. Work closely with the PWD FMS staff to ensure best approach and accountability.

(8) Provide technical and administrative advice to the Senior Associate AD for Facilities and the PWD FMS Branch.

(9) Provide consistent feedback to the PWD Helpdesk and FMS Branch coordinator on all building discrepancies.

(10) Serve as the first line liaison to the physical mission customer base for all NAAA and PWD staff and contractors.

(11) Enforce building use and management requirements as defined by the Senior Associate AD. Enforce effective quality assurance and understand the impact of maintenance to building operations.

(12) Coordinate special events schedules; act as a liaison to the USNA Special Events staff and the PWD Special Event Coordinator.

(13) Maintain responsibility for the physical mission Minor Property Inventory.

(14) Attend all pre-performance and pre-construction conferences for athletics-related facilities.

(15) Assure quality administration for all NAAA contracts once awarded.

(16) Assist the Senior Associate AD in preparing and negotiating contracts, and developing plans, specifications, cost estimates, sketches, and drawings.

4 Apr 2017

(17) Identify and coordinate requirements for PWD to approve all building permits prior to NAAA contract start dates.

(18) Monitor operations and make prompt and knowledgeable decisions on field related engineering and practicality problems which may avert NAAA and PWD contractor delays.

(19) Resolve conflict between customers, staff; and NAAA contractors. Liaison responsibility to the PWD FMS Branch to resolve conflict with PWD contractors.

(20) Manage the daily operations of the NAAA Self Help Program.

(21) Prepare and monitor all facility maintenance budgets, under the supervision of the Senior Associate AD for Facilities.

(22) Supervise Assistant Directors of Maintenance and Building 1st Lieutenants. In addition to direct supervision, provide technical supervision in the areas of maintenance and services to all divisions of the physical mission.

(23) Coordinate all maintenance aspects of the Navy-Marine Corps Memorial Stadium on football and lacrosse game days.

(24) Coordinate all maintenance aspects of other events as assigned.

7. Executive Administrative Assistant: To provide administrative support to Physical Education, Club Sports, and Facilities Management Departments.

8. Building First Lieutenants

a. Mission: To administer and supervise athletic facilities maintenance and events within each assigned facility.

b. Functions

(1) Assist, plan, direct, and manage the operations, coordination, maintenance, improvement, new construction, and repair of facilities and utility systems.

(2) Serve as the liaison for all facility users and occupants to the physical mission administration.

(3) Responsibilities extend to all facilities, general office areas, weight rooms, grounds, and fields under the purview of the Associate AD for Facilities and Maintenance.

(4) Provide oversight for the cleanliness of all the above, including physical therapy facilities, where basic medical treatment is rendered.

4 Apr 2017

(5) Serve as staff advisor for building maintenance and management and the infrastructure program that supports the overall physical mission and functions as directed by the Associate AD of Facilities and Maintenance.

(6) Develop both short and long range programs for building maintenance, repair, renovations, and construction.

(7) Assist in budget preparation and financial management for assigned facilities.

(8) Maintain responsibility for technical aspects, reviews, and analysis of facilities use, needs, and lifecycle costs.

(9) Perform initial design scopes and outline initial designs to meet requirements and refer projects for PWD personnel for all assigned facilities.

(10) Inspect projects to evaluate contractor performance and ensure the data integrity and conformity to administrative, legal, and regulatory requirements.

(11) Initiate reviews and coordinate and monitor all work requests and service calls for all assigned facilities.

(12) Identify actions appearing on the preventative maintenance and PWD's long-range maintenance plan.

(13) Attend all zone inspections.

(14) Communicate building cleanliness to the PWD to achieve maintain sanitation requirements.

(15) Prepare preliminary documentation (Permit Request) to the PWD for Self-Help projects.

(16) Collateral duties as assigned by the chain of command.

9. Executive Officer of Physical Education

a. Mission: To support the Deputy to the AD by managing administrative functions; preparing and reviewing correspondence for the Deputy to the AD and Head of PE; supporting the Head of PE by providing military guidance and supervision for PE day-to-day operations; and maintaining liaison between the NAAA Facilities and Fields Department and the building first lieutenants.

b. Functions

(1) Oversee military personnel, to include billeting, evaluating, and counseling.

4 Apr 2017

(2) Serve as an instructor for eight upper level PE classes each semester and as an Adjunct instructor for the USNA professional Development Department as required.

(3) Serve as a liaison between the PE Department and the Commandant of Midshipmen staff on issues requiring coordination.

(4) Implement the PE remedial programs.

(5) Supervise and coordinate assignments of Temporary Assigned Duty (TAD) personnel to the physical mission summer program. Coordinate the summer PEP program approved by the Head of PE.

(6) As the military Senior Watch Officer, coordinate the PE Duty Officer Schedule and summer TAD assignments for department personnel.

(7) Update and distribute annual departmental ORM policies and instructions.

(8) Conduct other duties as assigned by the Head of PE and Deputy to the Director of Athletics.

10. Athletic Trainers: To prevent, diagnose, and intervene in cases of emergency, acute, and chronic medical conditions. USNA staff athletic trainers are health care professionals who hold Bachelor's and Master's degrees, are certified by a national board (the Board of Certification for the Athletic Trainer), and are licensed by the State of Maryland.

11. Club Officer Representatives (O-REP):

a. Mission: To enforce and promote USNA standards of conduct. Only commissioned officers or senior enlisted members attached to the Naval Academy complex will be appointed to serve as an O-REP of each club sport. Members shall not be appointed to serve as O-REP for more than one club or varsity sport.

b. Functions

(1) Report all injuries to the Club Sports Office in written form within 1 working day of the injury by using the Injury Report Form.

(2) Be responsible for the financial management and accountability of the resources to support the club sport to include procurement approval of all funds maintained by the club, budget execution of the annual operating budget and team reserve account, and equipment inventory with custody cards for record purposes.

(3) Prepare and submit all reports on time.

4 Apr 2017

(4) Submit all Movement Orders (MOs) and ensure all participants are in correct uniform and mustered for inspection at the appropriate time and place. Ensure midshipmen are aware of departure and return times and modes of authorized transportation.

(5) Act as USNA's representative while on travel. Responsibilities include safety of personnel and equipment, standards of decorum, taking on scene action to protect life and property, submitting report to proper authorities, and checking out with and reporting return to the Officer of the Watch (OOW) at Main Office.

(6) Ensure club members meet criteria for being placed on MO and for participating in a club sport.

(7) Ensure special request chits initiated by midshipmen are promptly processed.

(8) Submit signed requests for Alcohol Chits to the Commandant Operations Officer at least seven days prior to event. Alcohol consumption is not allowed on MOs, but for special designated events, consuming beer or wine on MO can be approved by the Deputy Commandant. The O-REP must be present at event where alcohol consumption occurs on MO.

(9) Keep the club's roster current and follow eligibility rules. Maintain this roster in the MIDS module.

(10) Ensure the accountability of midshipmen during all practices and competitions.

(11) Review and sign the attendance muster monthly and submit it to the Associate AD for Club Sports.

(12) Review all correspondence, speeches, and material for good taste, inadvertent inclusion of classified material, and for quality and content that reflects creditability on the author and USNA before any releases, presentations, or publications.

(13) Ensure club spaces are clean and orderly.

(14) Ensure that no obligation, other than those authorized by the approved club budget and schedule, is incurred and no invitation is extended by the club without prior written approval from Director of Athletics via the Associate AD for Club Sports.

(15) Prepare and submit competition schedules to the Associate AD for Club Sports for approval.

(16) Supervise the establishment of custody records for all equipment and maintain a continuous inventory with club president.

(17) Notify the Associate AD for Club Sports and midshipmen of all additions or deletions to the program's roster using the Drop and Add to Roster Form.

12. Club Presidents

a. Mission: To preside over and coordinate all club meetings and functions and be responsible in all matters to the club's O-REP and the Associate AD for Club Sports. Each club shall elect a Club President or Team Captain. Voting members shall be those who were club letter winners of the second, third, and fourth class on the team. Nominees should be preapproved by the O-REP prior to voting.

b. Functions

(1) Ensure that all required forms and documentation are properly submitted to the O-REP for approval.

(2) Ensure that all club members attend practices per club sport policies.

(3) Ensure every intramural date is a club sport meeting date.

(4) Ensure daily attendance is recorded and submitted monthly using the Daily Attendance Form. Attendance Forms are due to the Club Sports Office by the first business day of the following month.

(5) Prior to each season, submit a team schedule of events that has been coordinated with the USNA Master Calendar, the Brigade schedule of events, and Associate AD for Club Sports.

(6) Prepare and submit a yearly budget request to the Associate AD for Club Sports via the O-REP using the appropriate budget forms.

(7) Manage expenditures of NAAA operating and reserve account funds with the O-REP's approval.

(8) Review monthly budget reports with the O-REP and club treasurer.

(9) Coordinate all travel arrangements with the O-REP's approval.

(10) Ensure that all game reports are turned in on time. Reports are due to the Club Sports Office via email by 0800 each Monday.

(11) Update the club's constitution for approval by membership, as necessary.

(12) Promote and ensure that all members abide by all USNA rules and regulations.

(13) Assign appropriate club related duties to other club officers and members, such as the secretary and treasurer.

(14) Submit initial rosters and changes using the Drop and Add Form.

(15) Comply with any other duties tasked by the Associate AD for Club Sports.

13. Club Coaches:

a. Mission: To develop and improve the skills of the midshipmen club members.

b. Functions

(1) Conduct all practices and competitions. All games and practices will be attended by the coach, assistant coach, or officer representative.

(2) Assist club officers in scheduling games.

(3) Develop and employ safety precautions.

(4) Set the highest standards of honor, courage, commitment, fair play, and sportsmanship both on and off the field and foster those ideals in midshipmen.

(5) Coordinate equipment, facility, and supply usage with the Club Sports Office, officer representative (O-REP), and club president.

(6) Abide by and actively support all USNA rules and regulations. Comply with any additional duties tasked by the Associate Athletic Director for Club Sports.

(7) Have a club sports contract on file in the Club Sports Office before any competition.

14. Civilian and Military Physical Education Instructors

a. Mission: To instruct midshipmen in PE and athletics.

b. Functions

(1) Instruct midshipmen in the importance of maintaining a lifetime of physical fitness to ensure their successful performance as Navy and Marine Corps Officers.

(2) Act as a safety observer and intervene as necessary to minimize physical injury of midshipmen.

(3) Ensure midshipmen attendance, participation, and enforce uniform standards per guiding instructions.

(4) Lead instructors shall manage each class to complete the course curriculum as provided by the PE Department.

(5) Lead instructors shall enter grades into the MIDS system at the completion of each semester.

CHAPTER 5
INFORMATION TECHNOLOGY SERVICES DIVISION

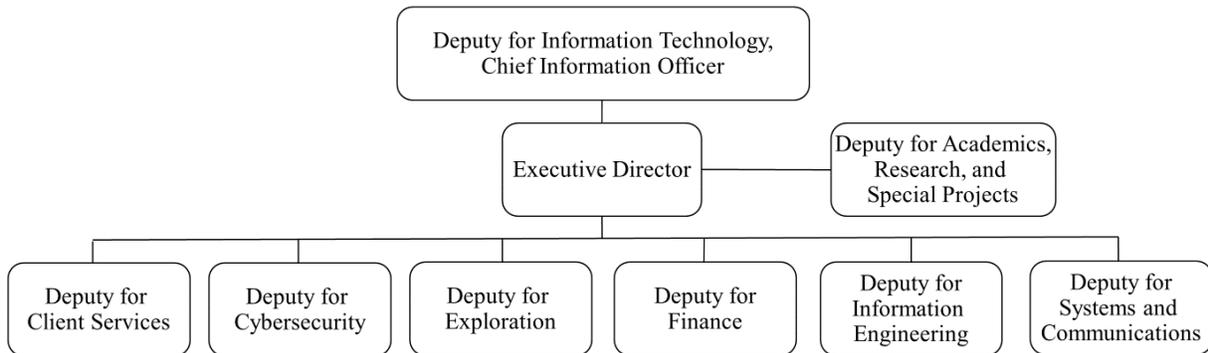


Exhibit 5-1 Organizational Chart for the Information Technology Services Division

1. Deputy for Information Technology (IT) Services Division (ITSD), Chief Information Officer

a. Mission: To provide IT products, services, and capabilities for over 7,000 computer users on the Yard and well over 30,000 computer users “enterprise wide,” involving educational systems, management information resources, life cycle management, purchasing, maintenance, development, network capabilities, and technical consulting.

(1) The entire customer profile consists of 7,000 midshipmen, faculty, and staff, 2,000 Blue and Gold Officers, over 2,500 Naval Academy Summer Seminar participants, over 20,000 applicants, 1,000 Congressional staff, and over 1,000 Naval Reserve Officers Training Corps (NROTC) students. This profile describes a diverse customer base reaching far beyond the walls of the Yard.

(2) Also, the “computing enterprise” provides a robust wired mission network and wireless mission and guest networks, consisting of 48,000 wall outlets and data ports supporting numerous virtual local area networks, 450+ wireless access points supporting all midshipmen, faculty, and staff, selected television channels, provides telephone service for the 293 exchange, and several video teleconference sites across the Yard. ITSD supports numerous web-based (intranet and extranet) systems including over 500,000 files and 15,000 web pages of the USNA public and intranet web sites alone.

(3) Finally, as an “.edu”, USNA has unique software and hardware requirements. At last count, over 470 discipline-specific software applications and five enterprise software systems (e.g., MIDS, AIS, NSTAR) were supported.

b. Functions

(1) Develop and maintain systems designed to meet USNA's mission requirements.

(2) Support the network infrastructure, administrative and academic applications, web services, Yard-wide life cycle management and maintenance of computing devices, and the telephone system.

(3) Provide support for the midshipman microcomputer procurement as well as all other investment procurements.

(4) Design and develop technologies to move USNA into the future.

(5) Even though USNA is different as an “.edu”, ITSD leaders must understand and abide by DoD and DON guidance and requirements for procurement, accreditation, certification, and maintenance of all information technology systems and components. Some boundary conditions include:

(a) Prohibitions and restrictions regarding the use of smart devices, flash media, and wireless computing;

(b) Consolidation and inventory controls of hardware;

(c) Procurement and certification guidelines and policies for systems and components;

(d) Cybersecurity requirements; and

(e) Reporting requirements to higher authority.

(6) Work with external organizations to explain “why USNA is different” as an “.edu” and why solutions are pursued differently than within other DON organizations.

2. Executive Director/Chief Operating Officer for Information Technology Services Division

a. Mission. To oversee, monitor, and review the planning, management, and administration for implementing and operating the IT systems and related programs throughout USNA.

b. Functions

(1) Provide executive leadership to plan and coordinate ITSD’s day-to-day activities that are required to support the Chief Information Officer (CIO).

(2) Assist senior USNA leaders and middle managers to explore new technologies, validate emergent information technology needs, and identify appropriate technology solutions to resolve issues.

(3) Coordinate input to develop the ITSD Work Force Loading Plan (WFLP), necessary to provide technology requirements and manage programs to support USNA’s mission.

(4) Validate and acquire essential resources necessary to support USNA's daily IT operations.

3. Deputy for Finance

a. Mission: Manage the USNA Life Cycle Management (LCM) Program

b. Functions

(1) Be responsible for all information technology and other major equipment including integrated planning, programming, budgeting, procurement, licensing, receipt, payment, accounting, maintenance, support, and inventory management of all hardware and software in conjunction with other educational support equipment to meet documented organizational needs.

(2) Maintain liaison with external entities including tenant commands and oversight authorities.

(3) Manage special enterprise projects by representing USNA IT interests and coordinating execution across multiple internal and external entities including but not limited to GSA/WITS, NAVSUP/FLC, NAVFAC/PWD, CNIC/NSAA, USNA Architect, and commercial vendors.

(4) Provide general business support for the Division including travel, training, payroll, office supplies, and similar services.

4. Deputy for Information Engineering

a. Mission: Enterprise software engineering essential to performing the day-to-day operations of USNA and the Naval Academy Preparatory School (NAPS).

b. Functions

(1) Develop, maintain, integrate, administer, enhance, and provide customer support for enterprise-wide Enterprise Resource Planning Systems and Databases supporting academic, military, management, and administrative requirements.

(2) Design, develop, modify, document, test, and provide operational maintenance support of new or existing custom developed Oracle based educational applications, specifically, Midshipmen Information System, Admissions Information System, and NAPS Scholastic Tracking and Accountability Record System.

(3) Administer the Relational Database Management System based Oracle and MySQL databases. Develop and administer the Enterprise Operational Data Store and Warehouse.

5. Deputy for Exploration

a. Mission: Research and prototype new information technology products, services, and capabilities in support of midshipmen, faculty, and staff. Provide Web, Enterprise Learning Management, Event Management, Resource Scheduling, Business Intelligence, and Enterprise Video services.

b. Functions

(1) Explore research and prototype leading information technology which can be applied at USNA.

(2) Design, develop, and support all USNA Public (External) and Intranet (Internal) websites and services.

(3) Manage and support online course management, content system management, and community information portal system for the Enterprise Learning Management System.

(4) Provide event management, event registration, resource scheduling, and contact relationship management services.

(5) Provide ad-hoc querying and reporting on all USNA Enterprise Resource Planning System transactional data systems.

(6) Manage the USNA enterprise video system for distribution of television and on demand enterprise video content.

6. Deputy for Client Services

a. Mission: To provide a seamless user experience on all endpoint devices.

b. Functions

(1) Deploy and redeploy end point devices in support of USNA faculty and staff.

(2) Provide break and fix services to USNA faculty and staff.

(3) Provide software support services to all USNA users.

(4) Provide Help Desk support via the Information Technology Services Center.

7. Deputy for Cybersecurity

a. Mission: Ensure the rigorous application of cybersecurity policies, principles, and practices in the delivery of network services.

b. Functions

(1) Interpret and comply with DoD and DON cybersecurity directives, including USNA network certification and accreditation per DoD's Risk Management Framework.

(2) Ensure the secure configuration of all information technology assets, software, and services on the USNA network.

(3) Oversee the risk management process and associated security controls to assure that new starts or changes integrate with existing secure baseline configurations.

(4) Regularly scan and monitor the USNA network to assure compliance with established cybersecurity guidance.

8. Deputy for Systems and Communications

a. Mission: Maintain a flexible, maintainable, and extendible network and computing infrastructure to meet USNA's current and projected needs.

b. Functions

(1) Provide, maintain, and update a data and telephone networking infrastructure that enables and enhances USNA's internal and external communications.

(2) Provide a server and storage infrastructure that provides necessary compute and data manipulation capacity and performance.

(3) Provide a directory services infrastructure that establishes a platform for access to, and interoperability of, internal and external systems.

9. Deputy for Academics and Research and Special Projects

a. Mission: Serve as the liaison and focal point for interacting with the Academic Dean's cost center and other internal entities. Orchestrate the strategic communications and outreach from ITSD to users. Oversee special projects assigned by the CIO and Executive Director.

b. Functions

(1) Coordinate communications and outreach between the Division and internal entities including, but not limited to, announcements, updates, requests, and advisories.

(2) Liaise with and attend Academic Dean, Academic Assembly, Faculty Senate, and other customer-focused meetings to facilitate Division engagement and support.

(3) Manage special projects assigned by the Deputy for IT/CIO and Executive Director.

CHAPTER 6
OFFICE OF ADMISSIONS

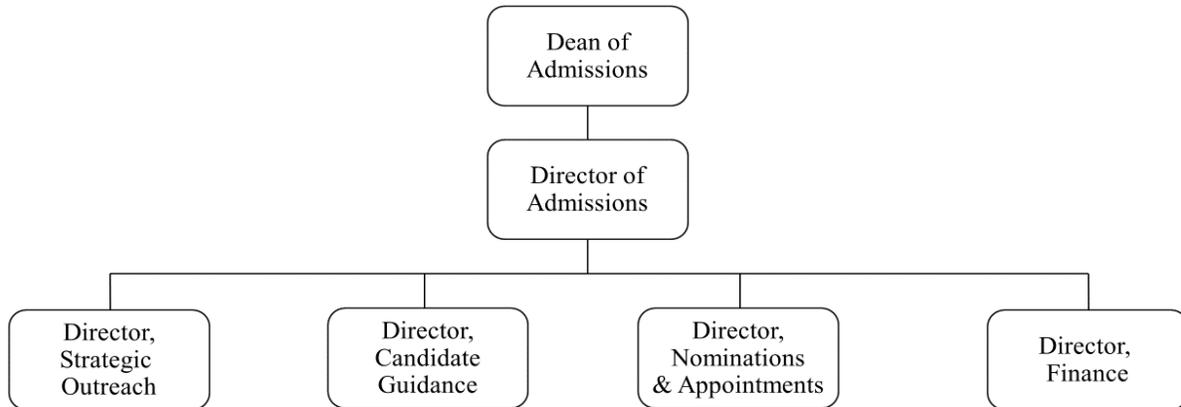


Exhibit 6-1 Organizational Chart for the Office of Admissions

1. Dean of Admissions

a. Mission: To develop policies and administration to recruit, qualify, and select candidates for admission to USNA, the Naval Academy Preparatory School (NAPS), and Naval Academy Foundation schools.

b. Functions

(1) Develop, implement, and execute initiatives and recruiting goals that align with USNA's strategic goals.

(2) Support the requirements of the naval services by attracting future leaders capable and ready to lead Sailors and Marines.

(3) Provide guidance on recruitment strategies tied to the national goals of meeting Title 10 U.S.C. and the needs of the naval service.

(4) Develop and execute a budget that optimizes appropriate and non-appropriated lines of accounting

(5) Partner with members of the U.S. Congress to select and admit candidates from every Congressional district across the United States and its territories.

(6) Coordinate with over 2,200 Blue and Gold Officers, guidance counselors, and other influencers to educate and assist candidates in completing their applications.

(7) Work with nominating sources to identify and receive nominations for the best qualified candidates.

4 Apr 2017

(8) Coordinate with NAPS and Naval Academy Foundation for candidates selected for a preparatory program.

2. Director of Admissions

a. Mission: To coordinate the development and implementation of all national admissions policies for USNA's national program; report directly to the Dean of Admissions; and direct the Office of Admissions activities.

b. Functions

(1) Maintain responsibility for military administrative requirements to include screening proposed staff members, fitness reports, awards, and in and out processing requirements.

(2) Work with Human Resources to properly and adequately staff the civilian workforce. Ensure timely submission of performance assessments and awards.

(3) Maintain liaison with external stakeholders to ensure the Office of Admissions can properly execute its myriad programs.

3. Director, Strategic Outreach

a. Mission: To develop, implement, and assess outreach programs that identify the best-qualified candidates for USNA.

b. Functions

(1) Develop programs that penetrate under-represented Congressional districts and under-served populations.

(2) In collaboration with other Office of Admissions departments, execute all outreach programs including Naval Academy Summer Seminar, "STEM Camp," "OPINFO," Candidate Visit Weekends, and Admissions forums.

(3) Maintain relationships with internal and external USNA stakeholders who are partners in executing the outreach strategy.

(4) Evaluate the efficacy of programs and refine the outreach strategy as necessary.

4. Director, Candidate Guidance

a. Mission: To coordinate all application-related and outreach business processes.

b. Functions

(1) Lead and manage the activities of the Admissions Regional Teams

(2) Oversee the Naval Academy Information Program (Blue and Gold Officers).

(3) Develop and coordinate Admissions' information technology processes with the Information Technology Services Division.

(4) Serve as the Secretary to the Admissions Board.

5. Director, Nominations and Appointments

a. Mission: To ensure appointments to USNA are in compliance with Title 10 U.S.C.

b. Functions

(1) Ensure all candidate nominations are verified for accuracy and appointments are accurately charged to the nomination category.

(2) Liaise with Congressional staffs and provide guidance on nominating candidates.

(3) Coordinate with the International Programs Office to admit international students into the Brigade of Midshipmen.

(4) Oversee medical waivers and qualifications.

6. Director, Finance

a. Mission: To ensure budgeting and execution for the multiple lines of accounting necessary to execute the Office of Admissions' mission.

b. Functions

(1) Ensure compliance with DoD financial regulations.

(2) Ensure all travel executed by the Office of Admissions staff and external stakeholders are in compliance with the Joint Travel Federal Regulations.

CHAPTER 7
CHIEF FINANCIAL OFFICER AND DEPUTY FOR FINANCE

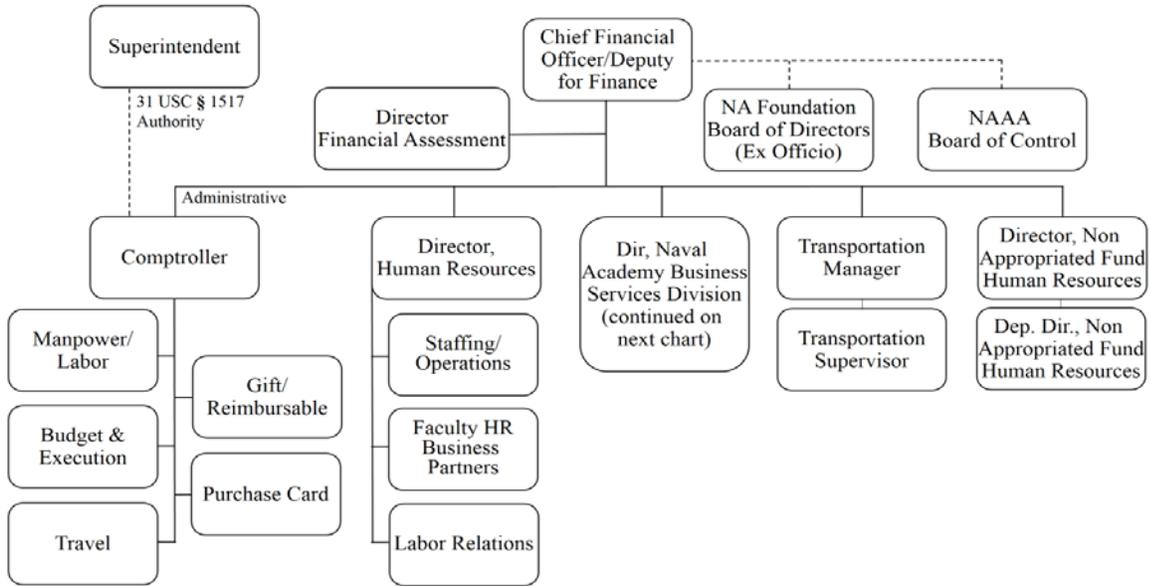


Exhibit 7-1 Organizational Chart for the Office of the Chief Financial Officer and Deputy for Finance

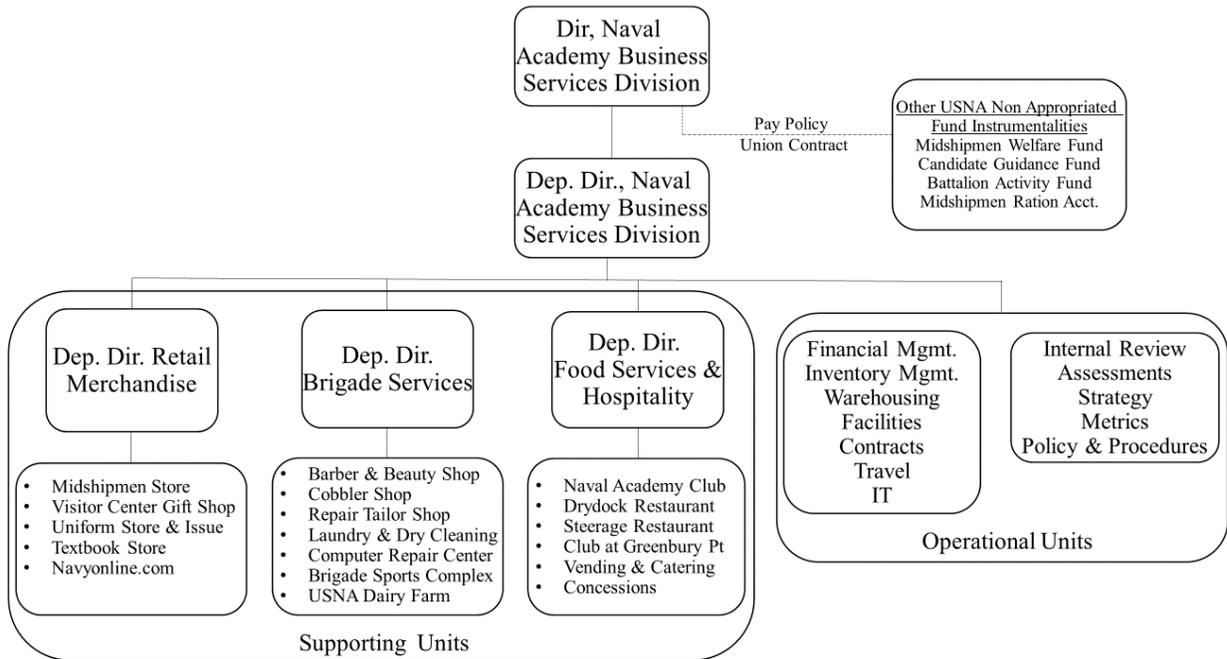


Exhibit 7-2 Organizational Chart for Naval Academy Business Services Division

1. Chief Financial Officer/Deputy for Finance

a. Mission: To serve as principal advisor to the Superintendent on all command financial and resource policy matters including financial and human resources providing: a) tactical and strategic advice to the Superintendent on resource management policy issues; b) oversight of all USNA financial and resource administration matters; and c) the strategic vision necessary to focus USNA organizations on institutional goals and initiatives.

b. Functions

(1) Execute the mission through the subordinate organizations of the Comptroller, Human Resources Department, Naval Academy Business Services Division (NABSD), Non-Appropriated Fund (NAF) Human Resources Department, and Transportation Department.

(2) Serve as the Superintendent's representative to the boards of control for the Alumni Association and Naval Academy Foundation and the Naval Academy Athletic Association.

(3) Chair the NAF Advisory Group and oversee the five NAF instrumentalities, ensuring the group meets twice a year (February and August) to review and approve budgets and pricing.

(4) Provide resource and requirements interface between USNA and the Deputy Chief of Naval Operations (Manpower, Personnel, Training Education/N1).

(5) Provide guidance and direction to the following subordinate organizations.

2. Director, Financial Assessments

a. Mission: To assist the Deputy for Finance in analyzing organizational structure efficiencies and processes to efficiently and effectively manage and execute USNA resources.

b. Functions

(1) Provide process analysis and make recommendations on procedures to ensure efficient, compliant, and customer friendly processes for providing resource related customer support and execution of resource mission.

(2) Provide analysis and recommendation on organizational structures as required to support USNA cost centers.

(3) Support human relations departments in union matters and union negotiations as required.

(4) Provide analysis and management support to Deputy for Finance in resource management matters including resource leveling, labor/overtime control, benchmarking and best practices.

3. Comptroller/Deputy Comptroller

a. Mission: To provide sound financial resource management oversight and accountability for all USNA financial assets in order to best support the Superintendent, faculty, staff, and midshipmen.

b. Functions

- (1) Be responsible to the Superintendent for 31 USC 1517 fiscal authority.
- (2) Maintain working relationships and liaison with Navy leadership including offices of the Chief of Naval Operations, Navy comptroller, Defense Finance and Accounting Offices, and major claimants to ensure USNA complies with all laws and Navy regulations and policy.
- (3) Liaise with cost centers to provide advice and oversight regarding financial matters including budget programming and execution.
- (4) Provide cost estimates and analysis in support of Program Objective Memorandum (POM), Program Review (PR), Baseline Assessment Memorandum (BAM), and Capability Plan (CP) submissions to higher authority.
- (5) Develop, justify, consolidate, present, and execute budgets for USNA appropriations, including Operations and Maintenance Funds, Navy (OMN); Other Procurement, Navy (OPN); Official Representation Funds (ORF).
- (6) Approve and execute budgets for private gift funds; reimbursable funding; and non-appropriated funds.
- (7) Establish accounting classification standards consistent with Navy comptroller and Defense Finance and Accounting Services (DFAS) guidance.
- (8) Distribute funding to cost centers based on approved allocations.
- (9) When directed, manage the Commercial Activities (CA) Program, coordinating A-76 studies with cost centers and preparing CA inventory and required reports.
- (10) Gather financial information from tenant activities and prepare reports for cost per graduate, cost of education, and USNA's submission to the Integrated Postsecondary Education Data System (IPEDS).
- (11) Coordinate data collection, formulation, and format for responding to financial data calls.

4. Manpower and Labor Branch Supervisor

a. Mission: To ensure efficient, effective operation and execution of civilian pay and maintain official records pertaining to USNA manpower.

4 Apr 2017

b. Functions

- (1) Execute the civilian time keeping program for payroll processing in DFAS;
- (2) Provide customer service to resolve USNA employee payroll issues;
- (3) Maintain the Activity Manpower Document (AMD);
- (4) Prepare and submit Total force Manpower Management Change Application (TMMCA) packets for approval by the Major Claimant;
- (5) Maintain a current Total Force Management System (TFMMS).

5. Gift Fund and Reimbursable Branch Supervisor

a. Mission: To oversee and execute USNA's Museum and Gift funds as well as reimbursable funds to USNA per applicable U.S. code and SECNAV policies.

b. Functions

- (1) Receive and maintain gift registers for all gifts received by USNA.
- (2) Draft correspondence for official Navy gift acceptances to USNA.
- (3) Draft correspondence to donors for gift acceptance.
- (4) Provide gift fund budget formulation and execution including NAVCOMPT interface.
- (5) Allocate gift funds to USNA cost centers per approved budgets and in compliance with the donor's wishes.
- (6) Certify financial statements and reconcile them with DFAS, Cleveland.
- (7) Execute investments in Treasury Securities through the Bureau of Public Debt.
- (8) Liaise with the USNA Foundation, donors, financial institutions, and law firms as required regarding gifts to USNA.
- (9) Manage reimbursable programs and issue and accept funding documents which obligate direct appropriations or customer funds.
- (10) Liaise with DFAS Charleston, USNA cost centers, and fund grantors to execute reimbursable funding.
- (11) Coordinate Inter-Service Support Agreements (ISSA), memorandums of understanding (MOU), and memorandums of agreement (MOA) with external organizations.

6. Budget and Execution Branch Supervisor

a. Mission: To provide fiscal planning and execution oversight for USNA's annual appropriated funding resources.

b. Functions

(1) Coordinate with cost centers to develop annual budget requirements and cost center controls.

(2) Monitor processes and execution during the execution year in close coordination with cost centers to ensure proper execution of the annual budget.

(3) Identify USNA's future requirements and incorporate them into POM input to the Major Claimant.

(4) Certify the completeness and accuracy of transactions and information included in DFAS financial statements and reports on behalf of USNA.

(5) Submit an end of fiscal year management representation letter to the Major Claimant.

(6) Manage balances of prior year appropriations during the expenditure period, until the appropriation closes and unexecuted balances are returned to the Treasury's general fund (i.e., 5-years following the one year obligation period for OMN).

(7) Execute the Personal Property Program; maintain an inventory of USNA's capital assets in the Defense Property Accountability System (DPAS).

(8) Liaise with Naval Supply Systems Command and Fleet Logistics Command to execute procurement actions as required.

7. Purchase Card Branch Supervisor

a. Mission: To oversee and manage USNA's government purchase card program.

b. Functions

(1) Coordinate with Naval Supply Systems Command and Fleet Logistics Command to ensure USNA's program complies with Navy policy and regulation.

(2) Provide training for approving officials and purchase card holders per applicable laws and regulations.

(3) Disseminate policy and procedures as required by Navy leadership.

(4) Review and approve USNA purchase card transactions per Navy and USNA policy.

8. Travel Branch Supervisor

a. Mission: To oversee and support travel requirements for USNA personnel.

b. Functions

(1) Execute USNA's Travel Program to include approving travel orders for faculty and staff.

(2) Liaise with cost center representatives to execute Defense Travel System (DTS) travel for USNA personnel and assist in travel support services.

(3) Liaise with the Personnel Support Detachment (PSD) to liquidate claims.

(4) Provide an Agency Program Coordinator (APC) for the government travel charge card.

(5) Administer the Transportation Incentive Program (TIP) for USNA employees.

9. Director, Human Resources (HR) (Appropriated)

a. Mission: To serve as the principal advisor and technical authority to the Superintendent, Senior Leadership Team, managers, and supervisors on all civilian (appropriated) HR programs and policies, including workforce planning.

b. Functions

(1) The HR Director is responsible for the overall HR mission including collaboration with managers to attract, retain, and reward high-performing USNA faculty and staff.

(2) Serve as the principal HR advisor and technical authority for complex civilian (appropriated) HR issues which are often unique to a higher education environment. As needed, provide reports and analysis regarding the appropriated civilian workforce.

(3) Establish HR programs as directed by the Chief Financial Officer/Deputy for Finance, and as appropriate for an undergraduate environment. Programs include, but are not limited to: Classification, Compensation, Performance Management, Worker's Compensation, Drug-Free Workplace, On-boarding, and Workforce Shaping.

(4) Collaborate with the Office of Civilian Human Resources Operations Center to provide end-to-end HR services for all staffing and personnel actions.

10. Staffing/Operations Specialist

a. Mission: To provide expertise and execute personnel action across USNA's spectrum of requirements.

b. Functions

(1) Implement and execute USNA and Navy policy regarding Classification, Compensation, Performance Management, Worker's Compensation, Drug-Free Workplace, On-boarding, and Workforce Shaping.

(2) Arrange necessary command-wide training for civilian (appropriated) faculty and staff. Ensure that the workforce has access to mandated DON HR training.

11. Labor Relations Specialist

a. Mission: To provide advice and expertise on labor relations issues and maintain communication between USNA management and union representation.

b. Functions

(1) Provide Labor Relations for bargaining unit employees.

(2) Provide Employee Relations for non-bargaining unit employees.

(3) Assist the management in meeting and communicating with unions.

(4) Provide advice and expertise to the management on issues related to employee labor relations.

12. Faculty Business Partner HR Specialist

a. Mission: To provide expertise and direct support to the Academic Dean's Cost Center for all HR actions.

b. Functions

(1) Provide advice and expertise to the Academic Dean for all personnel actions including Classification, Compensation, Performance Management, Worker's Compensation, On-boarding, and Workforce Shaping.

(2) Support all personnel action dealing with administratively determined (AD) employees for whom the Academic Dean has responsibility.

13. Transportation Manager

a. Mission: To provide safe, efficient transportation services to the Brigade of Midshipmen, staff, and faculty.

b. Functions

(1) Responsible for overall execution of transportation resources and operations.

(2) Maintain, operate, and oversee USNA's organic transportation assets and the fleet of Government Services Administration (GSA) rental assets to support USNA's transportation requirements.

(3) Ensure safe operations and compliance with the Department of Transportation's safety guidelines.

(4) Advise USNA leadership on transportation policy, including using in-house drivers, charter capabilities, and Public Works contract resources to achieve safe, efficient transportation service.

14. Transportation Supervisor

a. Mission: To manage operations and execute transportation services to support the Brigade of Midshipmen, staff, and faculty.

b. Functions

(1) Schedule full and part time USNA drivers to support transportation requirements

(2) Schedule all USNA sourced transportation actions in conjunction with cost center customers, ensuring maximum support while staying within budgetary constraints and safety limitations.

(3) Supervise USNA full time and part time drivers.

(4) Support the transportation manager in fulfilling maintenance, safety, and administrative requirements.

15. Director, Human Resources (Non-Appropriated Fund (NAF))

a. Mission: To guide and support all USNA NAF managers in fulfilling their HR management responsibilities.

b. Functions

(1) Maintain responsibility for all HR support to USNA's NAF instrumentalities.

(2) Develop, implement, and administer a comprehensive HR program, which includes payroll, recruitment, staffing, employee relations, training, classification, benefit administration, and equal opportunity employment.

(3) Provide total HR management advice and counseling at all levels of NAF staff.

(4) Provide training to develop the NAF workforce both as a group and as individuals.

16. Deputy Director, Human Resources (NAF)

a. Mission: To provide guidance and support to all USNA NAF managers in fulfilling their HR management responsibilities.

b. Functions

(1) Oversee HR assistants.

(2) Provide support to managers for recruitment processing, staffing, payroll, labor relations, and benefits administration.

17. Labor Relations Specialist, Human Resources (NAF)

a. Mission: To provide guidance and support to all USNA NAF employees considered bargaining unit eligible, NAF Managers, and the Vice President of AFGE, Local #1923.

b. Functions

(1) Assist bargaining union employees (full time, part time, and flexible) with personnel issues

(2) Assist the management in meeting and communicating with union.

(3) Provide advice and expertise to the management on employee labor relation issues.

18. Director, Naval Academy Business Services Division (NABSD)

a. Mission: To serve as the principal advisor to the Deputy for Finance for Non-Appropriated activities under the Superintendent's purview.

b. Functions

(1) Manage and oversee NABSD and provide support to other USNA NAF activities.

(2) Formulate and promulgate NAF policy to properly manage all activities, to include formulating NAF operational procedures unique to USNA, personnel management policy, financial management policy, business plan formulation, and overall budget formulation and execution.

(3) Implement local pay and incentive policy for all USNA NAF activities per USNAINST 7010.3 series.

(4) Develop the NABSD Strategy, ensuring profitability is properly aligned to support the

Midshipmen Welfare Fund (MWF).

(5) Ensure retail inventories are conducted periodically and per the frequency directed in USNAINST 7010.3 series.

(6) Establish the business plans for NABSD. This includes both near-term (typically 1-2 years) as well as long-term (typically 5-10 years) planning programs to include detailed projected financial (profit and loss) estimates.

(7) Maintain adequate funds, in approved financial institutes, to meet routine operating expenses and transfer funds above that requirement to Commander, Naval Installations Command (CNIC) so they may be included in their long-term investment portfolio.

(8) Ensure the NABSD retirement account is properly funded to the full requirement or at a level reflecting that full funding will be achieved by no longer than 10 years from any point.

19. Deputy Director for Retail Merchandise

a. Mission: To manage the retail merchandising plan and establish the overall strategic vision to support the Brigade while supporting faculty, staff, alumni, and the general public.

b. Functions

(1) Ensure security, material receipt, and control of all material ordered and received to maintain accountability at all times.

(2) Establish and maintain effective inventory transfer processes and metrics.

(3) Serve as the primary assistant to the Director of NABSD, ensuring the design, merchandise selection, and location are such that they create excitement and allow patrons to shop in a manner that is positive and appealing.

(4) Supervise and direct several managers who oversee their stores and departments, ensuring they effectively utilize assigned personnel and resources to sell retail merchandise such as civilian and imprint clothing, gifts, jewelry, general merchandise, food, sporting goods, electronics, and computers. Additionally, the incumbent will work closely with other NABSD managers to ensure warehousing, purchasing, and record-keeping are conducted effectively and efficiently per best practices and operating policies and procedures.

(5) Measure customer satisfaction on a regular basis; create and implement improvement plans based on the feedback; and measure effectiveness.

(6) Organize, plan, and direct the store's long term, seasonal, and day to day activities. This includes budgeting, forecasting and analysis, and properly managing manpower, funds, and equipment using analytics and industry benchmarks to track and monitor performance.

4 Apr 2017

(7) Coordinate procuring, issuing, and accounting for all supplies required by the Brigade of Midshipmen in support of Induction Day (when the new class arrives and is outfitted).

20. Deputy Director for Brigade Services

a. Mission: To manage the Brigade Services (Laundry, Uniform Issue, I-Day Outfitting, Barbershop, Repair Tailor, and Cobbler) which ensure the Brigade's personal health and welfare needs are readily available as well as each midshipman's ability to maintain military standards per Midshipmen Regulations.

b. Functions

(1) Compile and maintain historical issue data and ordering information, including quantity and statistics, to determine the ideal procurement needs and ensure the maximum possible material is available to the customer while minimizing inventory holding costs and deficiencies.

(2) Procure materials for both mandatory issues to the Brigade of Midshipmen and other customers consistent with USNA NABSD procurement policies.

(3) Coordinate uniform issues in conjunction with the Repair Tailor Shop schedule.

(4) Determine the priority of work and set the production pace to optimally meet the Brigade's requirement.

(5) Properly execute Services policies and procedures, including merchandising, pricing, inventory management, and customer service.

(6) Conduct market research to ensure pricing is competitive (compared to local vendors) and provide midshipmen the best value.

(7) Coordinate Plebe Summer issues and other mandatory issue evolutions through the year. This includes hiring additional staff to support I-Day and issue weeks.

21. Deputy Director for Food Service and Hospitality

a. Mission: To provide direction and leadership in the management and enhancement of all NABSD food service venues, including catering.

b. Functions

(1) Deliver high-quality dining services, facilities, and food, to midshipmen, faculty, staff, alumni, Club members, and the general public.

(2) Prepare accurate production forecasts and control product inventories to ensure efficiency and responsible financial performance.

(3) Implement and maintain high standards of sanitation per Health Department regulations.

(4) Develop, test, and implement new recipes, research catering trends, and new menus.

(5) Maintain and improve physical facilities, emphasizing a social and living environment that encourages quality interaction and service.

(6) Pursue service innovations and technological improvements which increase labor and finance efficiency and optimize production and customer flow.

22. Operational managers are supported by a group of senior managers aligned with business functions across the NABSD enterprise.

a. They include Financial Management; Inventory Management and Warehousing; Facilities; Contracting; Travel; and Information Technology.

b. Additionally, planning, assessment, accountability, and compliance functions are supported across the enterprise by several senior managers: Internal Review; Assessments; Strategy; Metrics; and Policy and Procedures.

CHAPTER 8
NAVAL ACADEMY PREPARATORY SCHOOL

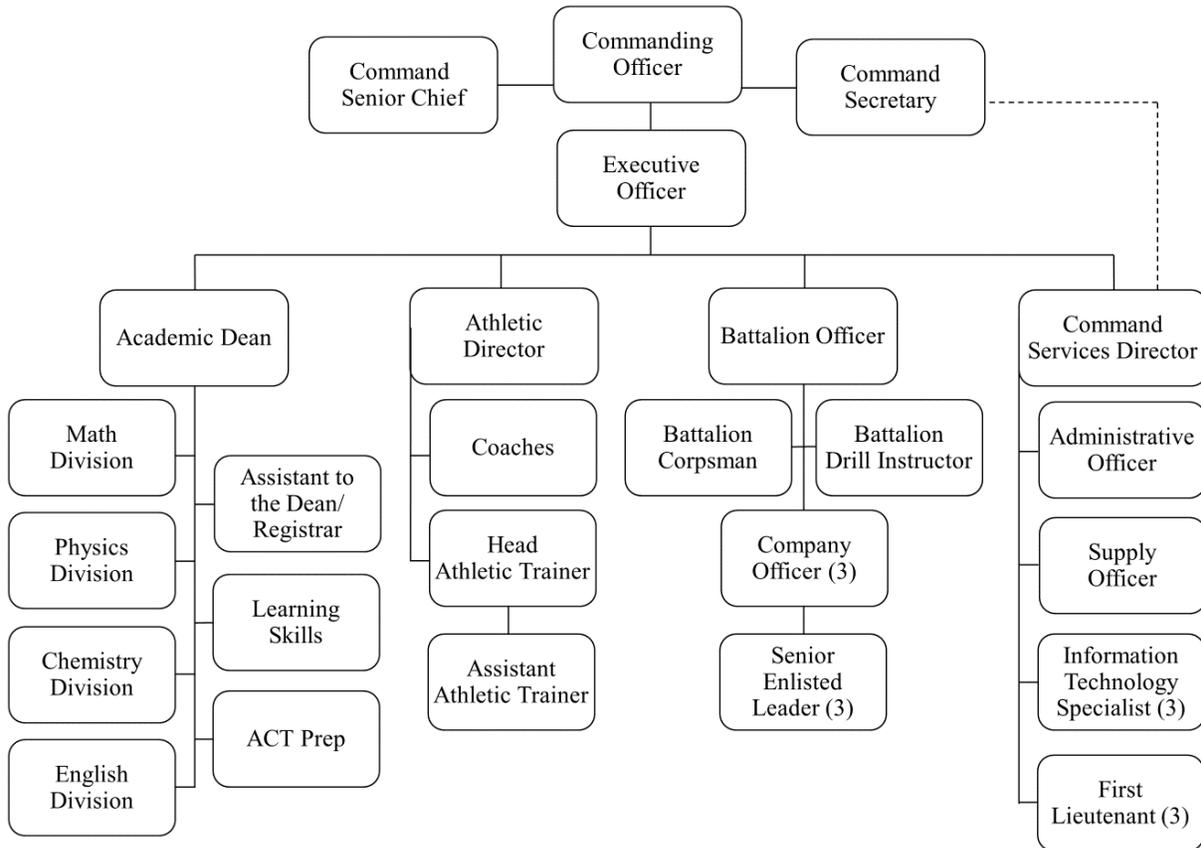


Exhibit 8-1 Organizational Chart for the Naval Academy Preparatory School

1. Command Suite

a. Commanding Officer (CO), Naval Academy Preparatory School (NAPS)

(1) Mission: To serve as the Senior Officer at the Naval Academy Preparatory School and to develop, modify, and enforce policy.

(2) Functions

(a) Faithfully execute the duties and responsibilities as CO.

(b) Report directly to the Superintendent, U.S. Naval Academy (USNA) in the execution of NAPS' mission, functions, and tasks.

b. Executive Officer

(1) Mission. To assist the CO as principal coordinator for command matters, advise the CO on command policy, and coordinate staff operations.

(2) Functions

- (a) Serve as principal advisor to the CO on all command and policy matters.
- (b) Oversee and prioritize smooth and efficient operation of the staff's daily routine.
- (c) Serve as Reporting Senior for the Marines on Staff, and the Reviewing Officer for the midshipman candidates as applicable. Serve as Senior Rater for all Navy enlisted staff.
- (d) Perform duties as Battalion Officer (mission and functions in para 2.a. below)
- (e) Perform duties as Security Manager.
- (f) Serve as a member of the Executive Board to advise the CO on all strategic institutional issues.

c. Command Senior Chief

(1) Mission. Serve as a principal advisor to the CO on command policy development and implementation, enlisted personnel management and career development, maintaining good order and discipline and overall organizational effectiveness.

(2) Functions

- (a) Serve as a principal advisor to the CO on command and policy matters, including (and with emphasis on) policies and practices involving enlisted personnel.
- (b) Oversee programs and advise the CO on issues that impact enlisted manning, career development and training, and manage processes specific to good order and discipline.
- (c) Assist the CO and the Battalion Officer in carrying out the mission of the NAPS by providing counsel and oversight on all matters concerning midshipman candidates.
- (d) Serve as a member of the Executive Board to advise the CO on all strategic institutional issues.

d. Command Secretary

(1) Mission. To serve as Executive Secretary to the CO providing administrative, clerical, and scheduling support.

(2) Functions

- (a) Perform routine administrative and clerical work associated with command administration and the CO's personal correspondence. Maintain associated files. Perform other office management functions as directed by the CO.
- (b) Maintain the CO's daily and long range schedules.

4 Apr 2017

(c) Serve as primary point of contact for NAPS civilian employees for payroll and human resources matters.

(d) Serve as NAPS point of contact for all telecommunications matters. Coordinate with the NAVSTA Newport communications officer.

(e) Serve as a mail orderly for NAPS. Ensure all mail is handled per postal directives.

(f) Serve as Special Events Coordinator for major annual events: Induction Day, Parents' Weekend and Graduation week. Coordinate invitations and VIP arrangements and provide support for receptions.

(g) Serve as a Government Purchase Cardholder and check writer. Work with NAPS Supply Officer in carrying out these responsibilities.

2. NAPS Battalion

a. Battalion Officer

(1) Mission. To provide primary oversight, counseling, training, and guidance, under the direction of the CO, for the military and professional development of midshipman candidates.

(2) Functions

(a) Have line responsibility for every facet of the NAPS Battalion.

(b) Direct the Company Officers and Battalion Drill Instructor in the duties and responsibilities pertaining to their companies and midshipman candidates.

b. Company Officers (3)

(1) Mission. To train, counsel, and guide midshipman candidates in their development to attain USNA's moral, mental, and physical requirements and keep them motivated to get there.

(2) Functions. Responsible to serve as a role model, counselor, supervisor, teacher and leader. Some specific areas of emphasis include: conduct, honor, nominations, and ensuring the company makes required musters and executes the plan of the day.

c. Company Senior Enlisted Leaders (SEL) (3)

(1) Mission. To assist the Company Officers in carrying out the mission of NAPS by providing counsel, technical expertise and the benefit of years of military experience.

(2) Functions

(a) Responsible to serve as a role model, counselor, supervisor, teacher, and leader. Some specific areas of emphasis include:

1. Drill and the maintenance of proper decorum.
2. Uniform issue, marking, wear, and maintenance
3. Ensure the Company makes required musters and executes the plan of the day.

d. Battalion Drill Instructor

(1) Mission. To assist the Battalion Officer in carrying out the mission of NAPS by providing counsel, technical expertise, and the benefit of years of military experience.

(2) Functions

(a) Perform duties as Battalion Physical Training Instructor. Plan, coordinate, and execute all battalion physical training. Conduct necessary remedial physical training for midshipman candidates to prepare them to pass the PRT.

(b) Perform duties as Battalion Drill Instructor, ensuring the Battalion is properly trained in the fundamentals of drill during the Indoctrination period, and maintain that ability during the school year.

(c) Plan, coordinate, and execute ceremonies, drill events, and special functions.

e. Battalion Corpsman

(1) Mission. To provide ambulatory care services for the NAPS Battalion, conduct sick call, and manage referrals for further medical and dental care.

(2) Functions

(a) Serve as the medical representative for NAPS, coordinating all medical and dental services for midshipman candidates.

(b) Conduct daily sick call. Maintain the daily limitation report and the Sick in Quarters (SIQ) Tracker.

(c) Keep the CO and Executive Officer apprised of all medical and dental issues which could impact the NAPS mission.

(d) Work with medical trainers for sports medicine issues and musculo-skeletal injuries.

3. Academic Department

a. Academic Dean

(1) Mission. To coordinate, evaluate, and refine the NAPS academic program; maintain and enhance the faculty and their level of performance.

(2) Functions

(a) Provide direction and leadership for the academic program to prepare selected candidates for admission to USNA.

(b) Serve as consultant and principal advisor to the CO and the Superintendent with responsibility for the entire spectrum of activities encompassing the conduct, supervision, administration, coordination, evaluation, and implementation of necessary modifications for all educational functions of NAPS.

(c) Oversee Division Supervisors of math, English, chemistry, and physics.

(d) Through the Division Supervisors, supervise the academic faculty. Adhere to the personal and professional standards of conduct required of all USNA and NAPS faculty and referenced in the USNA Faculty Handbook. Supervise faculty with diverse backgrounds and experience (high school or college teaching, B.S. to Ph. D.)

(e) Share in responsibility for student education, training, military discipline, and appearance in the classroom.

(f) Represent all academic issues to other mission elements at NAPS and with functional customers at USNA.

(g) Serve as a member of the Executive Board to advise the CO on all strategic institutional issues.

b. Assistant to the Dean/Registrar

(1) Mission. Maintain institutional academic, demographic, and assessment records, and provide administrative support for the Academic Dean.

(2) Functions

(a) In compliance with Privacy Act requirements, maintain appropriate records on current, dis-enrolled, and graduated students; prepare, authenticate, and transmit transcripts, letters of enrollment and similar documents; prepare reports as required. Specific items include Academic Record Review packages, Honor student lists, and grade summaries.

(b) Monitor standardized tests and examinations (e.g., ACT testing).

(c) Coordinate data collection and retention with USNA IR Department

(d) Provide administrative support to the Academic Dean and CO.

(e) Prepare briefs for visitors to NAPS; requires collection, organization, and processing of substantial amounts of varied electronic data.

(f) Maintain presentations summarizing the performance of NAPS graduates at USNA.

c. Academic Division Supervisors (Math, English, Physics, Chemistry, Learning Skills)

(1) Mission. Coordinate, evaluate, and refine the respective Division's academic program; maintain and enhance the faculty and their level of performance.

(2) Functions

(a) Demonstrate Classroom Effectiveness: Serve as an exemplary classroom instructor. Establish and maintain a positive classroom environment; engage students in intellectual effort; positively motivate individuals to excel, provide context for, and stimulate interest in the subject, facilitate learning with rule enforcement, and openness to questioning. Prepare and provide clear instruction while adapting pace and depth to maximize learning.

(b) Provide Supervision of Division Personnel: Supervise, delegate assignments, observe, provide feedback, motivate, evaluate, develop, and correct as necessary, assigned instructors and tutors. Faculty balance their focus among the critical elements as directed by the supervisor. Meet administrative tasks in a professional fashion, to include documenting performance. Serve on the academic leadership team. Support EEO program policies and objectives. Supports high school graduates with extremely diverse backgrounds (academically, economically, morally, and culturally). Peers are teachers of diverse experience and backgrounds (high school or college teaching, B.S. to Ph. D.)

(c) Maintain Curriculum Vitality: Guide maintenance of the curriculum. Use multiple levels of difficulty to challenge well prepared students and provide successful experiences for all. Assessment is essential but must be accomplished with minimal disruption to learning.

(d) Support School-wide Mission: Provide leadership for curricular and extracurricular activities as assigned. Participate in suitable professional development.

4. Command Services Department

a. Command Services Director

(1) Mission. To oversee the full-spectrum of support functions which enable the successful accomplishment of the NAPS mission.

(2) Functions

(a) Oversee all facility management functions including short and long range projects and day to day upkeep and maintenance. Coordinate with NAVSTA Newport Public Works for work accomplishment and oversee the 1st Lieutenant shop for self-help projects.

(b) Supervise the administrative and clerical staff ensuring proper preparation of all command correspondence and the accomplishment of all administrative tasking.

(c) Function as Personnel Officer. Coordinate with the USNA Manpower Officer for manpower and personnel issues to include Activity Manpower Document (AMD) maintenance and upkeep. Advise NAPS personnel on manpower and personnel matters. Serve as principal

4 Apr 2017

advisor to faculty and staff for matters involving military pay, travel, IT Security, awards, and applicable DoD, DON, and USNA directives and regulations.

(d) Serve as the lead management representative in interactions with the bargaining unit, including discussions, correspondence, negotiations, grievances, and agreements.

(e) Function as NAPS Finance Director. Administer NAPS annual material, labor, and Gift Fund budgets per direction and controls provided by USNA's Comptroller.

(f) Function as Information Technology (IT) Director responsible for the planning, organizing, and executing all IT functions in support of NAPS staff and student requirements. Coordinate with USNA ITSD to carry out these responsibilities.

(g) Carry out public affairs functions including drafting and publishing releases on command activities via social media, on-line, and print publications; maintain liaison with USNA and NAVSTA Newport Public Affairs Officers; oversee all community service efforts; coordinate and oversee photographic support for the command.

(h) Serve as Battalion Activity Fund manager overseeing the budgeting, accounting, and execution of the annual non-appropriated fund in support of midshipman candidate required goods and services.

(i) Serve as a member of the Executive Board to advise the CO on all strategic institutional issues.

(j) Support School-wide Mission: Provide leadership for curricular and extracurricular activities as assigned/required.

b. Supply Officer

(1) Mission. To maintain and administer NAPS funds and perform all supply and financial duties associated with NAPS command functions.

(2) Functions

(a) Serve as financial manager for gift and appropriated funds and the primary POC for all NAPS staff regarding budget planning and execution, procurement actions, receipt processing, and financial record keeping. Coordinate with USNA Comptroller personnel for direction and guidance.

(b) Serve as the Primary Funds Administration and Standardized Document Automation System (FASTDATA) operator at NAPS. Process documents, receipts, expenditures, and transactions. Coordinate with USNA Comptroller personnel for direction and guidance.

(c) Serve as the Approving Official/Certifying Officer (AO/CO) for the NAPS Government Purchase Card program. Oversee two NAPS Purchase Card Holders in the

4 Apr 2017

execution of all purchases. Perform all functions as directed by applicable instructions and guidance provided by the USNA Agency Program Coordinator (APC).

(d) Serve as the primary minor property custodian for NAPS and oversee departmental custodians and coordinate with USNA custodian to ensure proper accountability of NAPS property.

(e) Serve as the NAPS Official Mail Manager (OMM). Oversee operations of the NAPS mail room and coordinate with NAVSTA Postmaster to ensure compliance with all postal regulations.

(f) Coordinate supply support for NAPS official functions.

(g) Serve as leading chief petty officer for the Command Services Department, providing leadership and mentorship to departmental enlisted personnel.

(h) Assume duties as Company SEL during periods of extended absence of the assigned SEL. During such periods carry out the functions outlined in paragraph 2.c above.

(i) Carry out duties as Command Duty Officer (CDO). As CDO ensure the proper execution of daily routine per the POD and specific guidance from NAPS leadership. Provide leadership and mentorship to midshipman candidates through duties as CDO.

(j) Support the NAPS mission. Provide leadership for curricular and extracurricular activities as assigned or required.

c. Administrative Officer

(1) Mission. To provide administrative, clerical, and personnel support to NAPS.

(2) Functions

(a) Perform all administrative actions associated with NAPS command correspondence, directives, and records management.

(b) Provide clerical and administrative support to NAPS staff and students, as required.

(c) Ensure proper preparation of all correspondence requiring the CO's signature.

(d) Manage NAPS' Privacy Program and respond to all NAPS Privacy Breaches and Complaints.

(e) Manage NAPS' Forms Program.

(f) Manage the organization's military personnel programs to include in and out-processing, promotions, assignments, retirements, separations, leave, Individual Personnel Tempo (ITEMPO), military personnel information systems (Navy Standard Integrated Personnel System [NSIPS], Fleet Management & Planning System [FLTMPS], Navy Bureau of Naval

Personnel Online [BOL], Navy Knowledge Online [NKO], NAVFIT, Navy Department Awards Web Services [NDAWS], Defense Travel System [DTS], and Transaction Online Processing System [TOPS]), military evaluation program, sponsor assignment, and related board processing.

(g) Function as NAPS Command Pass Coordinator (CPC), carrying out all liaison functions with Personnel Support Detachment (PSD) Newport.

(h) Carry out duties as CDO.

d. First Lieutenant

(1) Mission. To coordinate all facility management functions for buildings and spaces utilized by NAPS.

(2) Functions

(a) Maintain the NAPS Work Request program ensuring timely work request submissions to NAVFAC for repairs to NAPS occupied spaces. Track jobs through completion and coordinate with Public Works shops to ensure full understanding of the work required.

(b) Conduct routine inspections of all NAPS facilities to ascertain conditions and identify required maintenance or repairs.

(c) Plan and execute self-help projects to improve the appearance and functionality of the NAPS facilities. Order and maintain a stock of tools and consumables to support the self-help capabilities. Maintain accountability of all tools and supplies.

(d) Coordinate the set-up and breakdown for all NAPS events and ceremonies. Maintain ceremonial gear and sound systems for use during these events. Coordinate with other Newport commands for supply and set-up support.

(e) Coordinate working parties consisting of staff and midshipman candidates to accomplish specific tasking.

(f) Serve as Transportation Officer for NAPS. Coordinate with NAPS staff and NAVSTA Newport transportation officer to ensure adequate vehicles are obtained to meet transportation needs. Ensure NAPS assigned vehicles are serviced and maintained in safe conditions. Ensure all drivers are trained per regulations.

(g) Coordinate snow removal efforts with the CDO, staff, and midshipman candidates. Ensure safe access is maintained to all NAPS facilities.

(h) Coordinate the disposal of excess and non-functional equipment with Defense Reutilization and Marketing Officer (DRMO).

(i) Carry out duties as CDO.

e. Information Technology Specialist

(1) Mission. To manage, integrate, and maintain IT systems at the NAPS and to provide IT products, services, and capabilities to all NAPS staff and midshipman candidates.

(2) Functions

(a) Provide day to day support of the NAPS IT systems to include repair and maintenance to network equipment and computer hardware, software, and peripherals. Coordinate closely with the USNA Information Technology Support Department (ITSD) for all network maintenance actions.

(b) Monitor IT system usage to ensure compliance with security and application processes established by USNA ITSD.

(c) Coordinate the efforts of NAPS Client Service Support contractors in meeting the requirements of the contract in force.

(d) Implement and maintain a trouble call system to receive IT trouble reports and track corrective actions through completion.

(e) Oversee all IT procurement actions to include hardware, software, peripherals, consumables and service or maintenance contracts. Annually, when requested from USNA ITSD, prepare the Abbreviated Systems Decision Paper (ASDP).

(f) Maintain an inventory of all IT equipment. Ensure all new equipment is promptly entered on the inventory and all replaced equipment is properly disposed of through Defense Reutilization and Marketing Office (DRMO).

(g) Provide training to midshipman candidates and NAPS staff on IT policies and responsibilities.

(h) Function as Information Assurance Technician (IAT) Level 2 for all computer systems and networks at NAPS. Maintain Security (+) certification.

5. Athletic Department

a. Athletic Director

(1) Mission. To provide direction and leadership of the athletic and physical readiness programs at NAPS to prepare midshipman candidates physically for success at USNA.

(2) Functions

(a) Serve as the principal advisor to the CO for conduct, supervision, administration, coordination, and evaluation of all athletic and physical mission functions at NAPS.

(b) Supervise athletic coaches and athletic trainers, ensuring the safe and proper execution of their respective programs.

(c) Serve as rating official for all athletic department civilian staff.

(d) Contribute to the overall NAPS mission by sharing in responsibility for midshipman candidate education, training, military discipline, and appearance.

(e) Support the academic achievement of midshipman candidates by providing advice and engagement with the academic faculty.

(f) Serve as a member of the Executive Board to advise the CO on all strategic institutional issues.

b. Coaches

(1) Mission. To provide direction and leadership of their respective sport(s), under the direction of the Athletic Director, in order to develop midshipman candidates in their athletic disciplines for success at USNA.

(2) Functions

(a) Provide clear instruction and guidance to NAPS athletes and monitor academic and physical progress of athletes throughout the NAPS year.

(b) Serve as an advisor in the area of athletic development and team recruitment.

(c) Plan, organize, and coordinate all team practices and competitions to include travel.

(d) Effectively manage inventory, facilities, budget, and other administrative matters.

(e) Support the academic achievement of midshipman candidates by providing advice and engagement with the academic faculty.

(f) Carry out other duties as assigned by the Athletic Director.

c. Head Athletic Trainer

(1) Mission. Provide direction and oversight of all athletic training operations at NAPS to meet the physical mission and safety requirements. Receive guidance and direction from the Athletic Director and an assigned physician at Naval Health Clinic New England (NHCNE).

(2) Functions

(a) Provide athletic training services to the midshipman candidates. Services fall under the following domains:

1. Injury and illness prevention and wellness protection.

2. Clinical evaluation and diagnosis.
3. Immediate and emergency care.
4. Treatment and rehabilitation.
5. Organizational and professional health and well-being.

(b) Supervise the assistant athletic trainers in the execution of their duties.

(c) Maintain certification through the National Athletic Trainers Association.

d. Assistant Athletic Trainer

(1) Mission. Provide athletic training services to midshipman candidates, under the direction of the Head Athletic Trainer and the assigned physician from NHCNE.

(2) Functions

(a) Provide athletic training services to the midshipman candidates. Services fall under the following domains:

1. Injury and illness prevention and wellness protection.
2. Clinical evaluation and diagnosis.
3. Immediate and emergency care.
4. Treatment and rehabilitation.
5. Organizational and professional health and well-being.

(b) Maintain certification through the National Athletic Trainers Association.