



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

USNAINST 5450.3G CH-3
COS
18 Feb 2022

USNA INSTRUCTION 5450.3G CHANGE TRANSMITTAL 3

From: Superintendent, U.S. Naval Academy

Subj: U.S. NAVAL ACADEMY ORGANIZATIONAL MANUAL

Encl: (1) Revised page 2-1
(2) Revised pages 2-8 through 2-10

1. Purpose. To publish change 3 to the basic instruction.

2. Action

a. Remove page 2-1 and pages 2-8 through 2-10 of the basic instruction and replace with enclosures (1) and (2).

b. Enclosures (1) and (2) have been incorporated into the basic instruction and posted to the website.

A handwritten signature in black ink, reading "Sean S. Buck".

S. S. BUCK

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/>.

5450.3G CH-3 Notable Changes:

USNAINST 5450.3G CH-3:

- New Organization chart in page 2-1, MIDPERS falls under Commandant's Admin Officer rank structure.
- Revised pages 2-8 through 2-10 changes function and mission paragraph for the Administrative Officer and Midshipmen Personnel..

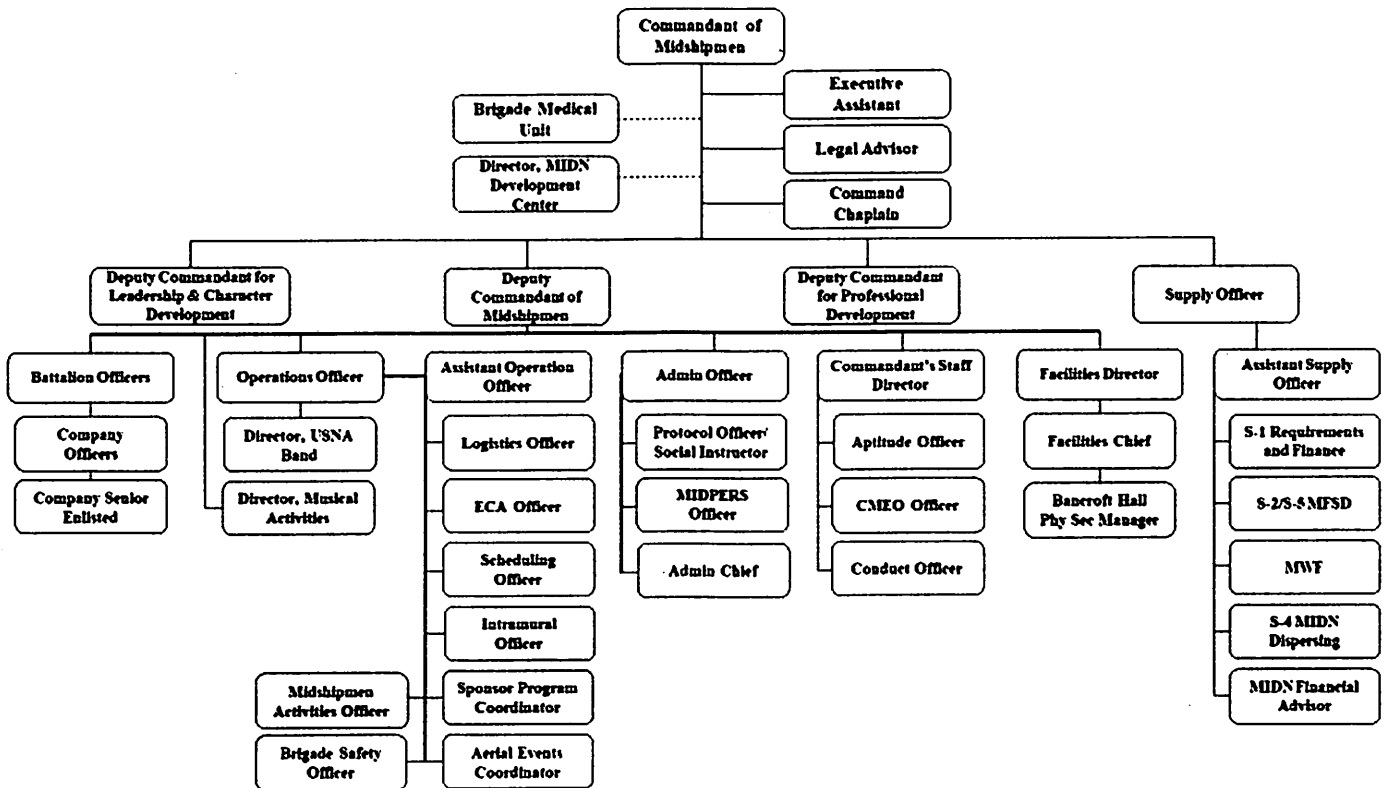
Enclosure (1)

- Revised page 2-1

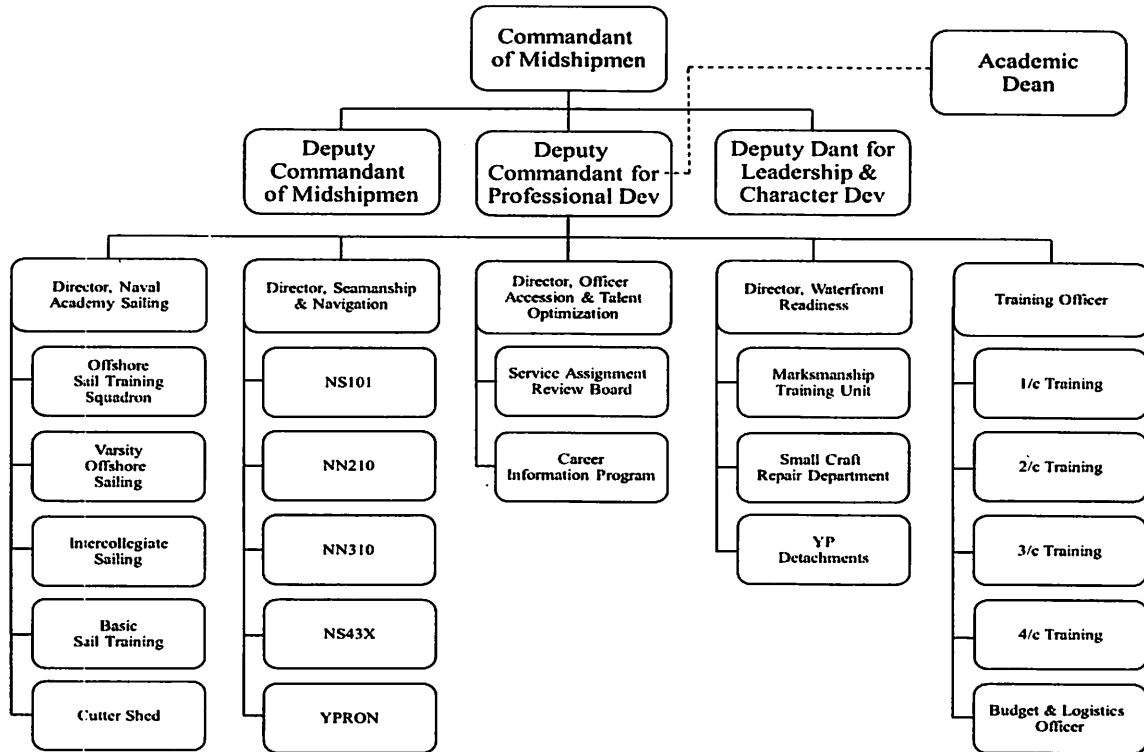
● Enclosure (2)

- Revised pages 2-8 through 2-10

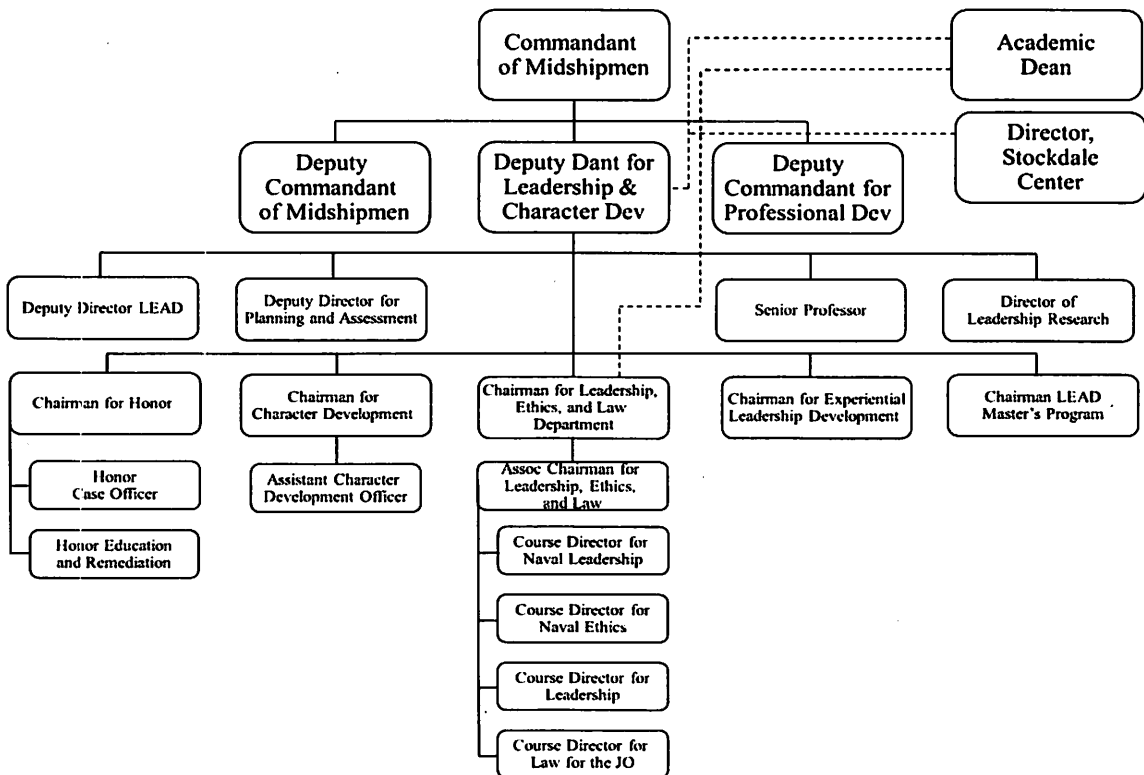
CHAPTER 2
OFFICE OF THE COMMANDANT OF MIDSHIPMEN



**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 striper 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.

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

(4) Fulfill the following administrative functions 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 Administrative Officer 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.

11. 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.

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b. Functions

(1) Supervises and manages all aspects of the Commandant's Administrative Department. The Commandant's Administrative Department consists of the Admin Chief, Protocol Office, Midshipmen Personnel Division, and front office staff.

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

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

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

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

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

(7) Provide operational and administrative oversight to the Midshipmen Personnel Officer and Midshipmen Personnel staff.

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

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

10. Midshipmen Personnel Officer

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

b. Functions

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

(2) Maintain until graduation all enlisted service records for Navy midshipmen with prior enlisted service

(3) Fulfill the following administrative functions 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 all graduates.

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

12. 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.

13. 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.

14. 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.

15. 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.

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(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.

16. 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.

17. 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.

18. 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.

19. 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.

20. 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.

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(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

21. 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.

22. 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.

23. 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.

24. 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.

25. 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.

26. 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.

27. 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.

28. 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.

29. 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.

30. 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.

31. 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.

32. 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.

33. 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, and Midshipmen Welfare Fund (MWF).

(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.

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

35. 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.

36. 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.

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

(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.

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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

(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.

(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.

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(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,

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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.

(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.

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(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.