



DEPARTMENT OF THE NAVY  
OFFICE OF THE COMMANDANT OF MIDSHIPMEN  
UNITED STATES NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS MARYLAND 21402-5107

COMDTMIDNINST 1306.1A  
BRIGADE MASTER CHIEF  
JAN 22 2015

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1306.1A

From: Commandant of Midshipmen

Subj: SENIOR ENLISTED LEADER PROGRAM

Ref: (a) MILPERSMAN 1306-954

1. Purpose. To provide formalized guidance of the Senior Enlisted Leaders (SELs) role in Midshipmen development at the U.S. Naval Academy.

2. Cancellation. COMDTMIDNINST 1306.1A.

3. Background. In the fall of 1994, the SEL Program was instituted at the U.S. Naval Academy to improve the leadership development of Midshipmen. The purpose of the program is to ensure that Midshipmen have direct interaction with senior enlisted Sailors and Marines during their development as junior officers. To facilitate this development, a Chief Petty Officer, Senior Chief Petty Officer, Staff Sergeant or Gunnery Sergeant is assigned to each of the 30 Companies in the Brigade. The SEL assists Midshipmen in the art of leadership and achieving excellence in their moral, mental and physical development. Additionally, SELs assist the Company Officer in the leadership of the company, creating a professional relationship through which both the SEL and Company Officer further develop their own leadership abilities.

a. SELs assigned to the U.S. Naval Academy come from diverse backgrounds and technical fields and are selected due to their years of sustained superior performance and experience in demanding leadership roles.

b. Above all, SELs must be highly principled, possess strong character, and personal and professional integrity.

c. Though the SEL position requires the prerequisite 9508 NEC Recruit Division Commander (Navy) or completion of a successful tour as a Senior Drill Instructor (Marine Corps), they do not serve in the capacity of a Recruit Division Commander, Class Chief, or Drill Instructor. Rather, these leadership prerequisites ensure that the assigned SELs have undergone extensive screening and have leadership in a training environment. SELs should demonstrate the highest ideals of leadership that Midshipmen should expect in the Fleet and operating

forces. They are present to develop and inspire Midshipmen into the finest Navy and Marine Corp Officers.

#### 4. Duty and Responsibility

##### a. Brigade Master Chief/Leading Chief Petty Officer (LCPO)

(1) The Brigade Master Chief reports directly to the Commandant, but will be consultative in all matters with the Deputy Commandant to ensure consistency and facilitate full situational awareness and understanding. Specific expectations of the Brigade Master Chief include:

(a) Assist the Commandant of Midshipmen in all matters pertaining to welfare, health, job satisfaction, morale, utilization, and training of enlisted personnel to promote traditional standards of good order and discipline.

(b) Assist the Commandant of Midshipmen in all matters pertaining to the moral, mental, and physical development of Midshipmen.

(c) Advise the Commandant of Midshipmen on formulation and implementation of changes in policy pertaining to Brigade staff and Midshipmen personnel.

(d) Screening/Selection and development of Company SELs.

(e) Participate in growth and development of Midshipmen.

(f) Mentor Brigade Staff and provide guidance and direction, when required.

(g) Provide input and recommendations to the Commandant of Midshipmen on Conduct and Honor cases.

(2) Act as Brigade SEL to the Commandant of Midshipmen, U.S Naval Academy, on all matters related to enlisted policy, functioning as an integral element of the Chain of Command.

(3) Act as the LCPO for the Company SELs, responsible to the Commandant on issues dealing with Midshipmen development and SEL development.

(4) Areas of authority and responsibility of the Brigade Master Chief include, but are not limited to the following:

(a) Maintain and promote the effectiveness and efficiency of the Chain of Command.

(b) Attend meetings as directed by the Commandant of Midshipmen to keep apprised of current issues and provide enlisted input.

(c) Participate in ceremonies honoring command members including reenlistment and award ceremonies.

(d) When appropriate, represent or accompany the Commandant of Midshipmen to official functions, inspections, and conferences.

(e) Participate in receptions and hosting of official visitors to the command.

(5) The Brigade Master Chief will manage or serve as an adviser for the following programs:

(a) Serve as the Brigade SEL to the Commandant and his/her staff.

(b) Manage Company SEL manning, qualifications, and training.

(c) Mentor and develop Battalion/Company SELs, the Midshipmen Brigade Sergeant Major, and Midshipmen.

(d) Attend Confirmation Briefs.

(e) Awards Board member (Midshipmen).

(f) Brigade Striper Board member.

(g) Brigade Aptitude Board member.

(h) Midshipmen Regulations Board member.

(i) Midshipmen Uniform Board.

(j) USNA Sailor of the Year Board member.

(k) USNA Career Development Board member.

(l) USNA Disciplinary Review Board member.

(6) As the Brigade SEL, coordinate efforts with the USNA Command Master Chief, Senior Enlisted Leadership in the Naval Academy Band, Naval Health Clinic Annapolis, Waterfront Readiness, and Naval Support Activity Annapolis with regards to the morale, welfare, quality of life, personal and professional growth, and development of Sailors across USNA.

b. Battalion LCPOs:

(1) Battalion LCPOs serve as a critical member of the unit's command team. Battalion LCPOs together with the Battalion Officers model the cohesive, complimentary relationship that exists at every

unit. The combined leadership experience and open communication between the Battalion Officer and Battalion LCPO inspires cohesion and camaraderie down to the lowest levels, setting the example for the unit as a whole. The unit will emulate the values and actions of its leaders, and that is the reason Senior Enlisted Leaders are paired with Officers at every level at the U.S. Naval Academy. This command team relationship should be fostered and encouraged between the Midshipmen Commanders and their Midshipmen Enlisted counterparts. As the SEL within their Battalion, coordinate efforts with the Brigade Master Chief with regards to the morale, welfare, quality of life, personal and professional growth, and development of Midshipmen and Company SELs.

(2) Battalion LCPOs act as principal enlisted assistant to the Battalion Officer and are charged with ensuring active communication throughout the Chain of Command. They report to the Battalion Officer on the status of matters pertaining to the efficient operation of the Battalion. The Battalion LCPO has direct access to the Battalion Officer on matters pertaining to the following:

(a) The development of Company SELs.

(b) Participate in growth and development of Midshipmen (lectures, briefings, guest speaking, classes, and other Midshipmen events/activities).

(c) Mentor Battalion and Midshipmen Battalion Staff and provide guidance and direction, when required.

(d) Assist the Battalion Executive Officer in coordination of Battalion Aptitude Boards and Battalion Striper Boards.

(e) Provide input and recommendations to the Battalion Officer at Midshipmen Conduct and Honor Hearings/cases.

(3) They are responsible for keeping apprised of all policies and leading the alignment efforts of the Company Senior Enlisted Leaders with the Superintendent, Commandant, Deputy Commandant, Battalion Officer and Brigade Master Chief's intent. Act as SEL to the Battalion Officer in the dissemination and promotion of Battalion policy. He/She will function as an integral element of the Chain of Command and will be responsible to the Battalion Officer on issues dealing with Midshipmen development.

(4) The Battalion LCPOs provide leadership to their Company Senior Enlisted Leaders and advise Battalion Officers in partnership with the Battalion Executive Officer in the dissemination and promotion of Battalion policy and on issues dealing with Midshipmen development. The authority and responsibilities of the Battalion LCPO include, but are not limited to the following:

(a) Maintain and promote the effectiveness and efficiency

of the Staff and Midshipmen Chain of Command.

(b) Assist the Battalion Officer in all matters pertaining to welfare, health, job satisfaction, morale, utilization, and training of enlisted personnel to promote traditional standards of good order and discipline.

(c) Assist the Battalion Officer in all matters pertaining to the moral, mental, and physical development of Midshipmen.

(d) Advise the Battalion Officer on formulation and implementation of changes in policy pertaining to enlisted personnel and Midshipmen.

(e) Attend meetings as directed by the Battalion Officer to keep apprised of current issues and provide a representative enlisted input.

(f) When appropriate, represent or accompany the Battalion Officer to official functions, inspections, and conferences.

(5) The Battalion LCPO will provide counsel to subordinate chief petty officers and staff noncommissioned officers as required to promote professional and personal growth to improve the general effectiveness and efficiency of the Battalion.

(6) Battalion LCPOs are accountable to the Battalion Officer for all aspects of good order and discipline, task and mission accomplishment, health & welfare of assigned staff and Midshipmen. They assist The Battalion Officer in clerical and administrative matters; training functions and the employment of the task force assignments; logistic functions such as room assignments; inspections and investigations; personnel management; and daily routine. Additionally they are over all responsible to the Battalion Officer for cleanliness and good repair of assigned Battalion spaces and assume other duties designated by the Battalion Officer.

c. Company SELs:

(1) Company Senior Enlisted Leaders are the tactical and administrative advisors for Company Officers at the tactical level of the Naval Academy. This command team is a crucial role for the Midshipmen to observe. The high level of communication, cooperation and team work between the Company Officer and the Senior Enlisted Leader is a model for every Midshipman to learn and demonstrate as future officers. This command team relationship should be fostered and encouraged between the Midshipmen Commanders and their Midshipmen Enlisted counterparts.

(2) Company Senior Enlisted Leaders act as principal enlisted assistant to the Company Officer and are charged with ensuring active communication throughout the Company and Battalion Chain of

Command. They report to the Company Officer on the status of matters pertaining to the efficient operation of the Company.

(3) They are accountable to the Battalion Officer, Company Officer, and Battalion LCPO for all aspects of good order and discipline, task and mission accomplishment, health & welfare of assigned staff and Midshipmen.

(4) They assist the Company Officer in clerical and administrative matters; training functions and the employment of the task force assignments; logistic functions such as room assignments; inspections and investigations; personnel management; and daily routine. Additionally they are over all responsible for cleanliness and good repair of assigned Company spaces and assume other duties designated by the Company and Battalion Officer.

(5) The Senior Enlisted Leader provides counsel to Midshipmen and the Midshipmen Chain of Command to promote professional and personal growth to improve the general effectiveness and efficiency of the Company.

(6) The Senior Enlisted Leader provides leadership and mentorship to the Company's Midshipmen, Midshipmen Chain of Command and advises Company Officers in the dissemination and promotion of Company /Battalion policy on issues dealing with Midshipmen development.

(7) Company Officers and SELs are expected to work together as a "leadership team" and emulate the relationship witnessed in the Fleet between Commanding Officers and Command Master Chiefs/Sergeants Major.

(8) Though an SEL is in a position of authority and are responsible for Midshipmen development, it is imperative that SELs do not adjudicate Midshipmen due to their unique leadership and mentorship role. Adjudicating authority will reflect Fleet procedures to where the SEL advises the Chain of Command and makes recommendations based on leadership experience and regulations.

(9) The SEL relationship to the Company and Midshipmen Chain of Command will reflect that of the role of Command Master Chief or Sergeant Major's to the Wardroom of a Fleet command and not as such of an Executive Officer to the Company.

(10) The authority and responsibilities of the Company SEL include, but are not limited to the following:

(a) Maintain and promote the effectiveness and efficiency of the Chain of Command.

(b) Assist the Company Officer in all matters pertaining to promoting the traditional standards of good order and discipline within the Company.

(c) Assist the Company Officer in all matters pertaining to the moral, mental, and physical development of Midshipmen.

(d) Mentor Company staff and provide guidance and direction, when required.

(e) Attend official functions, inspections, and Brigade, Battalion and Company events.

(f) Assist the Company Officer with the Alcohol Detection Device and Company Urinalysis program.

(g) Serve on Battalion Aptitude Boards and Striper Boards as required.

(11) As the SEL within their Company, coordinate efforts with the Battalion LCPO with regards to the morale, welfare, quality of life, personal and professional growth, and development of Midshipmen.

(12) The Company SEL has direct access to the Battalion Officer on matters pertaining to the following:

(a) Provide input and recommendations to the Battalion Officer at Midshipmen Conduct and Honor Hearings/cases.

(b) Provide input in regards to the morale, welfare, quality of life, personal and professional growth, and development of Midshipmen.

5. In execution of these duties, the Brigade Master Chief, Battalion LCPOs, and SELs assigned to the U.S. Naval Academy must continually demonstrate superior leadership, mentorship, and physical readiness. They must set a personal example of military professionalism. Leadership shall be instilled in their core set of values and they must demonstrate loyalty, dependability, enthusiasm, initiative, integrity, and judgment.



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