COMMTMIDNINST 1601.12E
APTITUDE
AUG 3 1 2021

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1601.12E

From: Commandant of Midshipmen, U.S. Naval Academy

Subj: BRIGADE STRIPER ORGANIZATION AND SELECTION PROCEDURES

Ref: (a) USNAINST 1610.3L
     (b) COMMTMIDNINST 5093.1A
     (c) COMMTMIDNINST 5350.1D
     (d) COMMTMIDNINST 1601.10N
     (e) COMMTMIDNINST 6100.2D
     (f) USNAINST 1752.2H

1. Purpose. To provide billet descriptions and describe selection procedures for the Brigade Striper organization.

2. Cancellation. COMMTMIDNINST 1601.12D.

3. Scope and Applicability. This instruction applies to midshipmen at the U.S. Naval Academy (USNA) comprising the Brigade of Midshipmen.

4. Information

   a. The Midshipman Officer Organization is responsible for the administration and proper functioning of the Brigade and enhances the leadership opportunities and experiences available to midshipmen.

   b. The Midshipman Officer Organization shall be divided into two striper sets, one each for First and Second Semester.

   c. To the greatest extent possible, midshipmen officers for each Semester will be selected to maximize leadership opportunities for the largest number of midshipmen.

5. Records Management

   a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager.

6. Review and Effective Date. Per OPNAVINST 5215.17A, the Aptitude Officer will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

J. P. MCDONOUGH III

Releasability and distribution: This instruction is cleared for public release and is available electronically via the USNA Commandant Web Page, https://www.usna.edu/Commandant/comdinst.php
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- Battalion Sergeant Major
- Battalion Drill Sergeant
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- Battalion Sea Trials Sergeant
- Battalion Administrative Chief
- Battalion Intramural Sports Boss

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<td>Company Training Officer</td>
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<td>Company First Lieutenant</td>
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CHAPTER 1 – ORGANIZATION

101. Brigade Organization

    a. The Commandant of Midshipmen commands the Brigade of Midshipmen. He exercises this command through the Deputy Commandant of Midshipmen, the Brigade Officers, and the Midshipman Officers of the Brigade of Midshipmen.

    b. The Midshipman Officers of the Brigade, and other midshipmen in special circumstances, are assigned appropriate authority and responsibility for the direction and administration of the Brigade. While executing their duties, these midshipmen assume the responsibilities and accountability for the maintenance of discipline and the direction of drills and other evolutions.

    c. Senior midshipmen may, in appropriate circumstances, delegate their assigned authority to their juniors, but, as is inherent at all echelons of command, they cannot delegate or divest themselves of their assigned responsibilities or accountability.
201. **Precedence of Midshipmen**

a. Midshipman Officers and non-commissioned officers will assume their respective ranks and responsibilities per the effective Commandant of Midshipmen’s Notice or in the event of an in-semester replacement, when notified by their chain of command. Midshipman Officers and non-commissioned officers will wear their respective ranks and execute their respective responsibilities only during the applicable semester(s). Unless otherwise specified, only midshipmen serving in leadership capacities involving Plebe Summer, USNA Summer Seminar, Science, Technology, Engineering and Math (STEM) Program, or USNA Preparatory School Detail will wear increased rank during the summer training period (from graduation until August reform).

b. Amongst midshipmen of different classes, precedence is the order of class designation (1/C, 2/C, 3/C, 4/C). Midshipmen advance to the next class following the completion of the commissioning ceremony.

c. Precedence among classmates is defined as follows:

(1) 1/C Midshipmen will assume precedence in accordance with their rank as Midshipman Officers. Same rank Midshipman Officers assume precedence by class standing the previous Academic Year.

(2) Midshipmen in Ranks (MIR) assume precedence by class standing the previous Academic Year.

(3) 2/C Midshipmen assume precedence in accordance with their rank as non-commissioned officers, with Platoon Sergeants and Fire Team Leaders (FTL) assuming precedence by class standing for the previous Academic Year.

(4) 3/C Midshipmen assume precedence by class standing for the previous Academic Year.

(5) 4/C Midshipmen precedence is determined alphabetically.

d. In the absence of a midshipman regularly or specifically detailed to take charge of a unit, responsibility for commanding the unit will devolve to the senior midshipman present.

e. The numbers and titles of Midshipman Officers and non-commissioned officers, and their precedence in the Brigade organization, are listed below. Precedence by billet is the order listed. Among those Midshipman Officers or non-commissioned officers holding the same billet, precedence will be by class standing at the end of the preceding Academic Year. The following notes apply: * Filled both semesters by the same midshipman, ** Filled by 1/C and 2/C Midshipmen, (S) Filled in the spring semester only, @ reference the current
COMDTMIDNNOTE 1710 (Sports Teams, Extracurricular Activities, and Musical activities Exemptions and Excusals) for listing of approved BSAs.

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301. Selection Procedures

a. A Commandant of Midshipmen Notice will be published each Academic Year semester requesting nominations to fill senior 1/C and 2/C Brigade, Regimental, Battalion, and supporting program striker billets.

b. When selecting midshipmen to nominate, the chains of command will look for those midshipmen who will best represent the Brigade as a whole. Example midshipmen utilize the chain of command, delegate and supervise, and set and uphold standards. Academic, military, and physical performance should be heavily considered, but none should singularly disqualify. Volunteers are encouraged, but volunteering shall not be the principal means by which striker candidates are identified. Candidates are nominated based on an assessment of their potential to contribute to the success of the Brigade. All midshipmen should be challenged to take on higher positions of leadership and responsibility.

c. Officer Representatives (O-Reps) of athletic teams and ECA shall forward to the Battalion and Company Officers the names of midshipmen recommended for striker positions.

d. Company Officers will convene and chair Company Striper Boards to select nominees from their companies. Each Company Striper Board will also include the Senior Enlisted Leader (SEL). In the fall, the current Company Commander and Executive Officer will sit as members of the board. In the spring, both fall and spring Company Commanders and Executive Officers will be members. The Board will nominate all qualified candidates for Midshipman Captain (CAPT), Commander (CDR), Lieutenant Commander (LCDR) and Sergeant Major (SMAG) billets to the Battalion Officer. Company Officers will submit their nominees for Company Commander to the Battalion Officer following the completion of the Brigade Striper Board process, taking into consideration those midshipmen interviewed but not selected for Midshipman CAPT, CDR, or LCDR billets.

e. Based upon Company Officer and O-Rep recommendations, Battalion Officers will conduct boards and interviews as necessary and nominate a slate of midshipmen to the Brigade Striper Board.

(1) Battalion Officers will review and carefully consider the demographics of their Battalion prior to conducting Battalion Striper Boards, such that the nomination package fully represents Brigade demographics.

(2) The nomination package will be sent to the Brigade Striper Board via the Aptitude Officer. The Aptitude Officer will compile nominees' photographs, performance records and academic summaries, and distribute nominee packages to the members of the Brigade Striper Board. Specific submission deadlines, Board schedules, and minimum number of nominees from each battalion will be promulgated in the applicable Commandant of Midshipmen Notice.
f. The Deputy Commandant of Midshipmen will convene and chair the Brigade Striper Board. The Board will include the Battalion Officers, the Brigade SEL, and the Brigade Commander. The Board will nominate midshipmen to fill all Midshipman Lieutenant Commander and above billets, Brigade and Regimental Sergeants Major billets, and designated Brigade Sergeant billets. Brigade and Regimental Lieutenants and below will be assigned by Battalion Officers, except those billets outlined in paragraph 301.h. Copies of Appendix A will be distributed to board members to provide a standardized reference for evaluation. Each board member will be required to submit a prioritized list of the striper nominees to the Aptitude Officer. The Aptitude Officer will aggregate the board members’ inputs prior to the slating. Following the slating, the board will submit the complete slate to the Commandant of Midshipmen for approval.

g. The Deputy Commandant of Midshipmen will convene the Plebe Summer Striper Board at the start of the spring semester to nominate 1/C striper. The Plebe Summer Striper Board will include the Battalion Officers, the Brigade SEL, an Admissions Officer Representative, and both 4/C Regiment Commanders from the previous summer. The proposed slate of nominees will be approved by the Commandant.

h. Selection Procedures for Supporting Programs

(1) Honor Staff. Reference (a) describes the selection process for midshipmen serving on the Honor Staff.

(2) Brigade SHAPE Program Commander. The SAPR Director of Prevention Education will submit two nominations to the Brigade Striper Board via the Aptitude Officer. The Brigade Striper Board will interview and slate one of the nominees for the Brigade SHAPE Program Commander billet or return the nominations to the SAPR Director of Prevention Education for re-submission.

(3) Athletic Teams Commander. Following the selection and approval of the varsity team captains, the USNA Athletic Director will forward the name of the Athletic Teams Commander to the Commandant of Midshipmen for approval.

(4) Varsity Team Captains. Nominations for varsity team captains are submitted for approval to the Superintendent in a joint letter from the Athletic Director and Commandant of Midshipmen.

(5) Brigade PMO. The Physical Education (PE) Department Marking Officer will submit a primary and alternate nomination to the Brigade Striper Board via the Aptitude Officer. The Brigade Striper Board will approve one of the nominees for the PMO billet or return the nominations to the Marking Officer for re-submission.

(6) Brigade Intramural Officer. The Operations Department Intramurals Officer will submit a primary and alternate nomination to the Brigade Striper Board via the Aptitude Officer. The Brigade Striper Board will approve one of the nominees for the Brigade Intramurals Officer billet or return the nominations to the Intramurals Officer for re-submission.
(7) **Brigade SAPR GUIDE Commander.** The USNA SAPR Training Specialist will submit a primary and alternate nomination to the Brigade Striper Board via the Aptitude Officer. The Brigade Striper Board will approve one of the nominees for the Brigade SAPR GUIDE Commander billet or return the nominations to the SAPR Training Specialist for re-submission.

(8) **Brigade Anti-Terrorism/Force Protection Officer.** The Commandant of Midshipmen staff AT/FP Officer shall submit one nomination for the position of Brigade AT/FP Officer to the Brigade Striper Board via the Aptitude Officer. The Brigade Striper Board will review the nomination and approve the nominee for the Brigade AT/FP Officer billet or return the nomination to the Commandant of Midshipmen staff AT/FP Officer for re-submission.

(9) **Brigade Drill Officer.** The Brigade Drill Master will submit a primary and alternate nomination to the Brigade Striper Board via the Aptitude Officer. The Brigade Striper Board will approve one of the nominees for the Brigade Drill Officer or return the nominations to the Brigade Drill Master for re-submission.

(10) **Brigade MISLO.** The Deputy Director Information Technology Services Division (ITSD) for Client Services will submit two primary and one alternate nomination to the Brigade Striper Board via the Aptitude Officer. The Brigade Striper Board will approve two of the nominees for the two MISLO billets.

(11) **Brigade ADEO.** The staff ADEO will submit two nominations for the Brigade ADEO position to the Brigade Striper Board via the Aptitude Officer. The Brigade Striper Board will interview and slate one of the nominees for the Brigade ADEO billet or return the nominations to the staff ADEO for re-submission.

(12) **Brigade Sea Trials Commander.** The Sea Trials Officer-in-Charge (OIC) shall nominate one midshipman for the position of Brigade Sea Trials Commander for the spring semester to the Brigade Striper Board via the Aptitude Officer. The Brigade Striper Board will review the nomination and either approve it or return it to the Sea Trials OIC for re-submission.

(13) **Brigade Protocol Officer.** The Commandant’s Social Director will submit a primary and alternate nomination to the Brigade Striper Board via the Aptitude Officer. The Brigade Striper Board will approve one of the nominees for the Brigade Protocol Officer or return the nominations to the Commandant of Midshipmen’s Social Director for re-submission.

(14) **Brigade Religious Program Officer.** The senior Chaplain (or designee) shall submit one nomination for the Brigade Religious Program Officer billet to the Aptitude Officer for submission.

(15) **Brigade PAO.** The USNA PAO will submit a primary and alternate nomination to the Brigade Striper Board via the Aptitude Officer. The Brigade Striper Board will approve one of the nominees for the Brigade PAO billet or return them to the USNA PAO for re-submission.

(16) **Brigade First Lieutenant.** The Commandant Facilities Director (CFD) will submit two nominations for the Brigade First Lieutenant position to the Brigade Striper Board via the
Aptitude Officer. The Brigade Striper Board will interview and slate one of the nominees for the Brigade First Lieutenant billet or return the nominations to the CFD for re-submission.

(17) Brigade Dignity and Respect Officer (BDRO). The USNA Chief Diversity Officer (CDO) will submit a primary and alternate nomination to the Brigade Striper Board via the Aptitude Officer. The Brigade Striper Board will approve one of the nominees for the BDRO billet or return the nominations to the CDO for re-submission.

(18) Brigade IPO. The Director of the IPO shall submit one nomination for the Brigade IPO billet to the Aptitude Officer for submission.

(19) BSAs. The designated Officer/Faculty Representative will submit a primary and alternate nomination to the Brigade Striper Board via the Aptitude Officer. For music ensemble BSAs, the USNA Director of Musical Activities will submit primary and alternate nominations to the Brigade Striper Board via the Aptitude Officer. The Brigade Striper Board will approve one of the nominees for the BSA President position or return the nominations to the Officer/Faculty Representative for re-submission.

i. Brigade Striper Board Interviews. The aptitude officer will brief all candidates on the purpose and mechanics of the board. Upon conclusion of all interviews, each board member will rank all candidates as a group. The board recorder will use the rankings to compile an overall ranking that will be used by the board to fill midshipmen Captain, Commander, Lieutenant Commander, Sergeant Major and select Sergeant billets for the upcoming Academic Semester. Results of the board slating will be forwarded to the Commandant of Midshipmen for approval or revision. After the Commandant’s review, the Aptitude Officer will prepare a memo to the Superintendent providing the names of the slate. After the announcement of the names and release of the slate by the Commandant, Battalion and Company Boards will reconvene to nominate midshipmen to fill the remaining billets in the striper organization.

j. Battalion and Company billet organizations (except for Battalion Commander) will be determined at their respective levels.

k. The Commandant’s OPSO and Brigade Drill Master will fill the Brigade Staff drill positions. The Brigade Drill Master will submit Battalion drill position nominations to each Battalion officer.

l. If a Battalion or Company Officer relieves a midshipman officer, that Battalion or Company Officer must submit the changes to the Aptitude Office to update the Midshipman Information Database System (MIDS). If an out-of-Company striper is relieved, then the unit commander, O-Rep, or program manager must notify the Aptitude Office so that MIDS and the Striper List are updated.

m. The Aptitude Office will publish billet entry date requirements for Battalion and Company billet assignments. Battalion officers will provide the Aptitude Officer with the names of midshipmen to fill their designated Brigade and Regimental Staff fair share striper positions. The Aptitude Office will update MIDS for out-of-Battalion stripers.
CHAPTER 4 – DUTIES AND RESPONSIBILITIES OF THE BRIGADE STAFF

401. Brigade Commander

a. The senior midshipman in the Brigade organization who commands the Brigade. The Brigade Commander will execute the policies of the Commandant of Midshipmen, ensure mutual dignity and respect for all midshipmen, maintain the Brigade in the highest state of efficiency, be sensitive to the state of morale, be accountable for the conduct of the Brigade, keep the Commandant of Midshipmen informed regarding any deficiencies, and recommend corrective action to be taken. The Brigade Commander will assign collateral duties to members of the Brigade staff and Regimental Commanders as required.

b. Specific duties and responsibilities:

(1) Coordinate the drafting of goals that support the mission of USNA and align with the goals and objectives of the Commandant of Midshipmen.

(2) Represent the midshipmen chain of command at meetings with the Commandant of Midshipmen and policy boards.

(3) Utilize the midshipmen chain of command to promulgate and enforce new directives. Ensure timely communication of new policies to both the midshipmen and Brigade officer chains of command.

(4) Sit as a member on Brigade Striper, Aptitude, and Honor Boards.

(5) Plan and carry out events in coordination with the Operations Department and chain of command.

(6) Supervise the turnover process of new stripers.

(7) Supervise the Brigade Sergeant Major.

402. Brigade Executive Officer

a. Second in command of the Brigade. Acts as an advisor to the Brigade Commander in issues concerning implementation, enforcement, and changes to Brigade policies. Responsible to the Brigade Commander for the efficient operation of the Brigade Staff. Plans and conducts Brigade staff meetings to support the goals and policies of the Brigade Commander.

b. Specific duties and responsibilities:

(1) Responsible for overseeing the proper execution of the Academic Year 4/C Development System.

(2) Fulfill the duties of the Brigade Commander in their absence.
(3) Maintain close contact with the Deputy Commandant of Midshipmen and act as an intermediary between the Brigade staff and the Deputy Commandant of Midshipmen’s staff.

(4) Responsible for the reputation and conduct of the Brigade.

403. Brigade OPSO

a. Responsible for organization, planning, and execution of all operations involving the Brigade of Midshipmen. The Brigade OPSO reports to the Brigade Executive Officer and works in concert with the Commandant of Midshipmen’s OPSO.

b. Specific duties and responsibilities:

(1) Keep Brigade leadership and Brigade staff informed of upcoming events.

(2) Responsible for making host arrangements for visiting cadets from other service academies. Coordinate midshipmen hosts, arrange berthing accommodations, and maintain liaison with other service academies when visiting and exchange cadets arrive.

(3) Work closely with the logistics officer to create and promote upcoming movement orders and ensure all movements are completed in a timely manner.

(4) Coordinate escorts for all official visitors to USNA (e.g. visiting educators, candidates, foreign officers, dignitaries, etc.).

(5) Coordinate all special activities throughout the semester, to include but not limited to: concerts, pep rallies, Forrestal lectures, and spirit activities.

(6) Act as midshipman parking representative by assisting in the enforcement of parking stipulations and dissemination of parking instructions.

404. Brigade Assistant OPSO/Academic Officer

a. Accountable to the Brigade OPSO. Responsible for making academic assistance information available to midshipmen. Reports to the Commandant of Midshipmen Staff Academic Officer.

b. Specific duties and responsibilities:

(1) Ensures academic assistance information is explained to all midshipmen.

(2) Ensures academically deficient midshipmen are identified and their progress tracked by the Company Academic Officers.

(3) Ensures the Academic Accountability System is properly executed.
(4) Provides a liaison between the Commandant's Academic Officer and the midshipmen chain of command.

(5) Reports to and assists the Commandant's Academic Officer in preparing and maintaining a current list of academically deficient midshipmen.

405. Brigade Training Officer

a. Responsible to the Brigade Executive Officer for developing and promulgating the training plan for the Brigade. Works closely with the Training Department staff to design and implement training that enhances the professional knowledge of the Brigade.

b. Specific duties and responsibilities:

(1) Responsible for the training of midshipmen.

(2) Conduct regular meetings to promulgate information and process feedback from Battalion and Company Training Officers.

(3) Responsible for developing and executing the Saturday Morning Training (SMT) Plan.

(4) Responsible for producing the Plebe Professional Manual, Professional Knowledge Quizzes, Professional Knowledge Exam, and the overall execution of plebe professional training.

406. Brigade Assistant Training Officer

a. Responsible to the Brigade Training Officer, primarily in an administrative capacity. Works closely with the Company Training Officers and the Company Training Sergeants to ensure completion of the training plan.

b. Specific duties and responsibilities:

(1) Set Midshipmen Qualification Standards (MQS) timeline and track completion progress.

407. Brigade First Lieutenant

a. Responsible to the CFD and Brigade Executive Officer for the material condition and cleanliness of all public and midshipmen spaces in Bancroft Hall.

b. Specific duties and responsibilities:

(1) Work closely with the CFD in the operation of the Self Help Program in the Brigade to support the material upkeep of Bancroft Hall.

(2) Assist in the coordination of berthing issues within Bancroft Hall.
(3) Serve as the midshipman chain of command member for the Brigade Recycling Sergeant Major.

408. Athletic Teams Commander

a. Responsible for setting and maintaining the highest professional standards for athletic teams and communicating and executing policies of the Commandant of Midshipmen and Athletic Director. Reports to the Brigade Executive Officer for matters involving Brigade activities and to the Naval Academy Athletic Association for team matters.

b. Specific duties and responsibilities:

(1) Liaise between the Brigade staff, varsity team captains, and the Intramural Officer.

(2) Provide guidance and direction to all varsity team captains and Intramural Officer in performance of their duties.

(3) Disseminate policy regarding athletic programs.

(4) Submit a formal “State of Intercollegiate Athletics within the Brigade Report” to the Commandant of Midshipmen and the Athletic Director upon the completion of each season.

409. Varsity Athletic Team Captains

a. Responsible and accountable for the appearance and conduct of their team members at all practices, meals, movements, and competitions. Responsible and accountable for setting and maintaining the highest professional standards for the team, maintaining high morale among team members, and communicating and executing policies of the Commandant of Midshipmen and athletic director. Reports to the Athletic Teams Commander for matters involving Brigade activities and reports to the O-Rep and Coach for internal team matters.

b. Specific duties and responsibilities:

(1) Provide general professional counseling for team members.

(2) Serve as observers at aptitude boards, conduct hearings, and honor hearings for team members (as required).

410. Brigade SHAPE Program Commander

a. Responsible to the Brigade Executive Officer and the SAPR Director of Prevention Education.

b. Specific duties and responsibilities:

(1) Coordinate the execution of training.
(2) Midshipmen POC for all SHAPE matters.

(3) Responsible for coordination of the SHAPE Training Schedule with the SAPR Director of Prevention Education and Brigade training staff.

(4) Oversee the SHAPE peer educator team accountability, communications, and operations.

(5) Coordinate and supervise the training and preparedness of all peer educators.

(6) Responsible for ensuring the entire Brigade of Midshipmen receives required training.

(7) Communicate with training staff to ensure attendance at scheduled trainings.

411. Brigade SHAPE Program Executive Officer

a. Assist the Brigade SHAPE Program Commander in executing the SHAPE program training and mission.

b. Specific duties and responsibilities:

(1) Assist with training and act as a resource for SHAPE related issues.

(2) Ensure adequate venue support is requested and prepared in support of upwards of 500 midshipmen per session.

(3) Ensure accountability through master attendance program ensuring 100% completion of training for all midshipmen.

(4) Provide input to the SHAPE subject matter experts for improvements of the course curriculum.

(5) Aid SHAPE Commander in all duties and assume the duties of the SHAPE Commander in their absence.

412. Brigade SHAPE Program OPSO

a. Responsible to the Brigade SHAPE Program Executive Officer to assist in logistical requirements in execution of the SHAPE syllabus and team support.

b. Specific duties and responsibilities:

(1) Logistics and planning of SHAPE peer educator meetings, training, and special events.

(2) Ensure all venues for Brigade-wide SHAPE sessions and team events are scheduled.
413. Brigade ADEO

a. Responsible to the Brigade Executive Officer for alcohol and drug-related training, adjudications, and tracking of alcohol related incidents. Manages the Brigade “Keep What You’ve Earned” campaign.

b. Specific duties and responsibilities:

(1) Execute an alcohol and drug prevention plan by creating a year-long campaign to educate the Brigade on the abuse of alcohol and create responsible alcohol use practices.

(2) Ensure communication and cooperation between the Drug and Alcohol Program Advisors (DAPA) and the midshipmen ADEO staff.

(3) Ensure Company completion of the Midnight Teachable Moments Bystander Intervention Training Program to be completed by each Company once every two years.

(4) Utilize ADEO staff to disseminate information, provide training, and track Company alcohol related incidents and associated administrative requirements.

(5) Plan Alcohol Awareness Week activities to take place the week prior to Spring Break annually.

414. Brigade Assistant ADEO

a. The Brigade Assistant ADEO will assist the Brigade ADEO in positively affecting the culture of the Brigade with respect to alcohol and drug abuse.

b. Specific duties and responsibilities:

(1) Execute ADEO policies.

(2) Develop a continuing program for educating the Brigade with respect to alcohol and drug abuse.

(3) Facilitate at least one meeting per semester with all ADEO staff members to relay information regarding education, training, and policy changes related to alcohol and drug abuse.

415. Brigade Supply Officer

a. Accountable to the Commandant’s Supply Officer. Responsible for the flow of communications between the Brigade of Midshipmen and the Supply Department. Reports to the Brigade OPSO.

b. Specific duties and responsibilities:
(1) Works directly with the Commandant of Midshipmen's Supply Officer and the USNA Supply Department.

(2) Responsible for the flow of communications between the Brigade of Midshipmen and the USNA Supply Department.

(3) Organize special meals for the Brigade in support of events upon confirmation that the event has been approved by the Commandant of Midshipmen and a date provided by the Commandant's OPSO.

(4) Coordinate the Midshipmen Store Board with the USNA Business Services Division.

(5) Sit on the Officers' and Faculty Club Advisory Board.

(6) Maintain accountability of the Battalion supply officers, Company supply officers, and Company wardroom representatives.

(7) Post Office management in coordination with the Commandant of Midshipmen's Postal Liaison Officer.

(8) Financial Education and Literacy curriculum dissemination in coordination with the Commandant of Midshipmen's Financial Officer.

(9) King Hall Opt-Out Program management to support food waste reduction efforts.

416. Brigade Assistant Supply Officer/Financial Officer

(1) Works directly with the Commandant of Midshipmen's Supply Officer and the USNA Supply Department with efforts specifically focused on Brigade Financial education and advisement.

(2) Assist the Brigade Supply Officer in all supply matters.

(3) Lead Brigade Financial Education Management and Development efforts in coordination with the Commandant of Midshipmen's Financial Officer.

417. Brigade Sea Trials Commander

a. Responsible to the Sea Trials OIC and the Brigade OPSO for the planning, coordination, and execution of Sea Trials. Spring semester billet only.

b. Specific duties and responsibilities:

(1) Develop specific goals and objectives of Sea Trials.
(2) Submit nominations to Sea Trials OIC and assumes supervisory authority over the Sea Trials Executive Officer, OPSO, and Phase Commanders.

(3) Oversee all training evolutions and logistical support issues pertaining to Sea Trials.

(4) Ensure administrative, safety, and operational risk management requirements are met.

418. Brigade Sea Trials Executive Officer

a. Responsible to the Sea Trials Commander for assisting in the planning, coordination, and execution of Sea Trials. Spring semester billet only.

b. Specific duties and responsibilities:

(1) Supervise the training, qualifications, and performance of all Sea Trials staff members.

(2) Ensure all necessary reporting is done correctly and in a timely manner.

(3) Schedule and preside over necessary meetings and training events for staff members.

419. Brigade Sea Trials OPSO

a. Responsible to the Sea Trials Executive Officer for operational and logistical requirements pertaining to the entire Sea Trials evolution. Spring semester billet only.

b. Specific duties and responsibilities:

(1) Coordinate the efforts of all Sea Trials Phase Commanders.

(2) Supervise support staff in their logistics, transportation, communications, and public affairs functions.

(3) Assist Phase Commanders in compiling supply requests and equipment lists.

(4) Act as primary liaison between the USNA Supply Department and Sea Trials supply requirements.

420. Brigade Sea Trials Phase Commanders

a. Responsible to the Brigade Sea Trials OPSO for the planning, coordination, and execution of a designated phase of Sea Trials. Spring semester billets only.

b. Specific duties and responsibilities:

(1) Define specific goals and objectives of the designated phase.
(2) Oversee all training evolutions, logistical support, and safety for their respective phase.

421. Brigade Protocol Officer

a. Responsible to the Brigade OPSO and Commandant’s Protocol Officer / Social Director for protocol-related training and development within the Brigade.

b. Specific duties and responsibilities:

1) Assist with the organization, planning, and execution of all events and training involving etiquette and protocol.

2) Accountable to the Brigade Executive Officer for the conduct of the Protocol staff.

3) Coordinate protocol training and event planning with the Commandant’s Protocol Officer.

4) Define deficiencies within the Brigade and work with the Commandant’s Protocol Officer to correct those deficiencies within the four-year curriculum.

5) Coordinate invitation lists and RSVP lists for official Brigade functions.

422. Brigade Resilience Officer

a. Reports to the Brigade Training Officer to meet the needs of the Brigade on topics surrounding mental health for individuals and developing skills needed as a junior officer.

b. Specific duties and responsibilities:

1) Ensure the Brigade is aware of services offered by the Midshipmen Development Center (MDC) and ensure the MDC is meeting the developmental needs of the Brigade.

2) Liaise with the MDC staff to provide any administrative support as required, to include marketing programs, scheduling facilities, disseminating information, developing training programs, etc.

3) Interact with related striper billets (e.g. training staff, religious programs officer, SAPR GUIDE Commander, SHAPE Commander, ADEO, training officer) to facilitate discussion of overlapping responsibilities and opportunities.

4) Attend MDC Staff meetings and MDC Performance Improvement Committee meetings, as directed.

423. Brigade Drill Officer

a. Responsible to the Brigade OPSO and the Commandant of Midshipmen Operations
Department Brigade Drill Master for all matters relating to military drill.

b. Specific duties and responsibilities:

(1) Supervise the scheduling and execution of all parades, football march-overs, outside formations, and other ceremonies.

(2) Assist the Brigade Drill Master with rifle and sword inventory including distribution and collection.

(3) Supervise the Regimental Drill Officers and Brigade Drill Sergeant and assist with the selection, training, and employment of judges for all drill evolutions. Receives all drill reports.

(4) Responsible for the management of the armory and all ceremonial weapons belonging to the USNA.

424. Brigade AT/FP Officer

a. Responsible to the Brigade OPSO and Commandant of Midshipmen staff AT/FP Officer for executing policies, conducting training, and maintaining security conditions, all in the best interest of the Brigade in regards to AT/FP.

b. Specific duties and responsibilities:

(1) Ensure all Battalion and Company AT/FP Officers receive the required training and are performing their duties.

(2) Act as team leader for all AT/FP drills and exercises.

(3) Ensure Brigade-wide required AT/FP training is conducted.

(4) Ensure the physical security of Bancroft Hall is not compromised and that it is clear to every member of the Brigade how to report breaches of security or security violations.

425. Brigade Safety Officer

a. Responsible to the Brigade OPSO and Commandant of Midshipmen staff Safety Officer for updating and implementing safety instructions and policies, and disseminating safety information and training.

b. Specific duties and responsibilities:

(1) Utilize Battalion and Company Safety Officers to disseminate relevant safety training to the Brigade.
(2) Produce a variety of training tools (e.g. emails, flyers, etc.) on safety topics and distribute to the Brigade.

426. Brigade Aptitude and Conduct Officer

a. Responsible to the Brigade Training Officer for all matters involving midshipman conduct and the requirements of the Midshipmen Aptitude for Commissioning System. Serves as a liaison between the staff Aptitude and Conduct Officers and the Brigade.

b. Specific duties and responsibilities:

(1) Serve as primary information source regarding matters relating to the Aptitude for Commission System.

(2) Responsible to the Aptitude Office for completion of out of Company striper Midshipmen Development Reports (MDRs).

(3) Utilize Battalion and Company Conduct officers to ensure expeditious operation of the conduct system, disseminate policy changes, and elicit feedback for changes to the system.

(4) Assist in all Brigade level Conduct Hearings.

(5) Keep the Brigade Commander and Brigade staff informed on the conduct of the Brigade and brief unit commanders on their duties under the Aptitude and Conduct Systems.

427. Brigade Adjutant

a. Responsible to the Brigade OPSO and Senior Watch Officer for the proper execution and administration of the midshipmen portion of the Bancroft Hall Watch Organization.

b. Specific duties and responsibilities:

(1) Responsible for the training of Midshipman Officer of the Watch (MOOW) watchstanders.

(2) Prepares MOOW and Assistant MOOW watch bills and approves any exchange of duty chits for those watchstanders.

(3) Ensures midshipmen at all levels are trained to carry out the duties of their respective watch.

(4) Supervise the Main Office Watch, including files, records, and reports.

(5) Supervise the Brigade Assistant Adjutant (Lifeguard Coordinator).
428. **Brigade Assistant Adjutant (Lifeguard Coordinator)**

a. Provides administrative support to the Brigade Adjutant by coordinating all aspects of lifeguard operations.

b. Specific duties and responsibilities:

   (1) Create lifeguard watchbills, ensure proper lifeguard training, and monitor the material condition of USNA pools. Maintain records of all qualifications and provide the means for qualifying.

   (2) Ensure that all Lifeguards on the watchbill are fully qualified and assigned to duty sections.

429. **Brigade Administrative Officer**

a. Provides administrative support to the Brigade and is responsible to the Commandant of Midshipmen’s Staff Administrative Officer and Brigade OPSO.

b. Specific duties and responsibilities:

   (1) Acts as liaison between the Brigade and the Commandant of Midshipmen’s Staff Administration Office.

   (2) Maintains the Brigade Administration Log to track correspondence for the Brigade and Regimental Staffs.

   (3) Oversees and trains Battalion Administrative Chiefs and Company Administrative Officers on basic administrative tracking procedures.

430. **Brigade PMO**

a. Responsible to the PE Department Director, Marking Officer, and Brigade Training Officer for all aspects of midshipman physical development, to include the Physical Readiness Test (PRT).

b. Specific duties and responsibilities:

   (1) Maintain close liaison with the PE Department and the Midshipmen Welfare Fund office on all aspects of programs involved with the physical development of midshipmen.

   (2) Coordinate with the Marking Office to assist in administering all PRTs, including assignment and oversight of observers.

   (3) Assist with the PRT Remedial Program and the Brigade Training Team, and track midshipmen participation requirements.
(4) Foster an attitude throughout the midshipmen chain of command regarding the importance of the physical mission.

431. **Brigade Intramurals Officer**

   a. Responsible to the Commandant of Midshipmen Operations Intramurals Officer and the Brigade Athletic Commander for all aspects of intramurals participation and organization.

   b. Specific duties and responsibilities:

      (1) Establish and disseminate policies pertaining to the intramural and club sport programs.

      (2) Ensure accuracy and timeliness of required reports and compliance with the provisions of these policies, with particular emphasis on accountability and safety.

      (3) Serve as the Chair of the Intramural Protest Board.

      (4) Ensure color Company points for intramurals are recorded, records maintained, and media and public relations are in coordination.

432. **Brigade MISLO**

   a. Responsible to the Deputy Director ITSD for Client Services for the coordination, management, training, quality assurance, and good user practices on all information technology (IT) matters pertaining to the Brigade. Also reports to the Battalion officer appointed as the Commandant’s N6 and the Brigade OPSO.

   b. Specific duties and responsibilities:

      (1) Coordinate with ITSD on IT matters including but not limited to the services provided, quality of those services, network and information security, network use, social media use and policies, and changes or future developments. Communicate, monitor, and support the compliance of ITSD policy and good user practices within the Brigade.

      (2) The MISLO will work in concert with the Information Warfare Community Representative and the ITSD zone leader for the Commandant of Midshipmen Staff (Zone 3) for developing, executing, and tracking computer literacy and training plans and requirements for the Brigade.

      (3) Maintain liaison with Battalion MISLOS. Conduct regular meetings to promulgate information and receive feedback from Battalion and Company MISLOS.

      (4) Maintain an Asset Security and Management Program for all Brigade-managed IT assets.
433. Brigade PAO

a. Responsible to the USNA PAO, the Public Affairs Office Staff, and the Brigade OPSO.

b. Specific duties and responsibilities:

(1) Act as liaison between the USNA PAO’s office and the Brigade of Midshipmen.

(2) Work with the USNA public affairs team to manage programs in the areas of media relations, community relations, internal information, publications, and photographic services for all events concerning the Brigade.

(3) Supervise and advise Regimental PAOs in the performance of their duties.

434. Brigade SAPR GUIDE Commander

a. Responsible to the Brigade Training Officer and the USNA SAPR Program Manager via the SAPR Training Specialist.

b. Specific duties and responsibilities:

(1) Provides training, preparation, and coordination to Company SAPR GUIDEs to act as a SAPR resource within each Company.

435. Brigade SAPR GUIDE Executive Officer. Responsible to the Brigade SAPR GUIDE Commander in support of the GUIDE program logistics, administrative requirements, and communication.

436. Brigade Dignity and Respect Officer

a. Responsible to the Brigade Commander and the Chief Diversity Officer for all diversity, equity and inclusion (DEI) initiatives within the Brigade. The BDRO is responsible for fostering an inclusive campus that treats midshipmen with the same dignity, honor and respect where everyone feels they belong and have equitable opportunity for success regardless of race, ethnicity, culture, gender, sexual orientation, gender identity or socio-economic background.

b. Specific duties and responsibilities:

(1) Serve as the single Midshipman POC for all matters of DEI. Coordinates all efforts under the guidance of the Chief Diversity Officer.

(2) Responsible for the coordination and execution of all DEI initiatives involving midshipmen, deconflicting training and activities including, but not limited to four (4) major pillars: the Midshipman Diversity Team (MDT), Diversity Peer Educators (DPE), Inclusion and Diversity Council (I&D) and the Naval Academy Athletic Association (NAAA) Council for Racial Equity (CRE).
(3) Responsible for the creation and direction of a leadership team to oversee the four pillars listed in paragraph b(2) to ensure all projects are conducted within the legal and ethical confines of USNA Instruction.

(4) Responsible for the training development and qualification of the Diversity Peer Educators.

(5) Communicate with the training staff to ensure attendance at scheduled trainings.

(6) Serve as representative for the USNA at applicable events.

437. Brigade Religious Programs Officer

a. The Brigade Religious Programs Officer reports to the Brigade Training Officer and provides administrative support to the USNA Chaplain’s Center.

b. Specific duties and responsibilities:

(1) Divide chapel watchstanders into duty sections to ensure at least the minimum number of midshipmen are present to serve as ushers, greeters, and service support.

(2) Maintain contact with USNA Chaplains and support personnel to provide administrative support as required, and act as liaison between the Chaplain’s Center and the Brigade.

(3) Attend Chaplain Center Staff Weekly Meeting.

438. Brigade International Programs Officer

a. Responsible to the Director of the International Programs Office and staff and to the Brigade Training Officer.

b. Specific duties and responsibilities:

(1) Assist in the dissemination of information to the Brigade regarding the Semester Abroad and Language Study Abroad Programs.

(2) Acts as the peer representative of the IPO for interactions with international students on four year and semester exchange.

439. Brigade Sergeant Major

a. The senior 2/C Midshipman in the Brigade. Receives direction and supervision from the Brigade Commander.

b. Specific duties and responsibilities:
(1) Supervise the execution of the policies and standards pertaining to the performance, training, appearance, and conduct of midshipmen.

(2) Route recommendations to the Brigade Commander on issues concerning midshipmen.

(3) Submit a weekly feedback report to the Brigade Commander that highlights pertinent issues, concerns, questions, and praises from the Brigade.

(4) Attend all meetings held by the Brigade Commander.

(5) Assist the Brigade Commander during inspections, as directed.

(6) Meet regularly with the Regimental and Battalion Sergeant Majors to discuss recommendations, concerns or issues.

(7) Meet with the Deputy Commandant of Midshipmen and Brigade SEL on a regular basis to discuss current issues and concerns.

(8) Keep the Brigade informed on policy changes, decisions, answers to their questions, and what is being done to address their concerns.

(9) Coordinate the standing of watches when 2/C assume 1/C watches.

440. Brigade Recycling Sergeant Major. Coordinate the recycling program responsibilities between the Brigade of Midshipmen, the Regimental Recycling Representatives, and the USNA Recycling Manager. Assign and conduct periodic observation and recording of recycling progress in Bancroft Hall. Duties and responsibilities of the Brigade Recycling Sergeant Major are outlined in reference (b).

441. Brigade Drill Sergeant. The 2/C Midshipman who is the primary assistant to the Brigade Drill Officer and performs all duties as directed.

442. Brigade Training Sergeant

   a. Responsible to the Brigade Training Officer. Oversees training and progress of Midshipmen. Assists in any additional duties as directed by the midshipmen training staff.

   b. Specific duties and responsibilities:

      (1) Responsible for producing the Plebe Professional Manual, Professional Knowledge Quizzes, and Professional Knowledge Exam and for the overall execution of plebe professional training.

      (2) Record results of all Professional Knowledge Quizzes and Exams. Monitor the progress of each Company and provide remediation guidance as necessary.
443. **Brigade Sea Trials Sergeant**

   a. The 2/C Midshipman who is the primary assistant to the Brigade Sea Trials Commander.

   b. Specific duties and responsibilities:

   (1) Help form the Battalion and Company level staff responsible for physically preparing plebes for Sea Trials, and subsequently help run them through the Sea Trials evolution.

   (2) Formulate a schedule and coordinate logistics to get every plebe to the obstacle/endurance course twice during second semester. Supply each Company with materials required to run weekly Sea Trials workouts.

   (3) Organize the training of the Battalion Sea Trials Sergeants for the obstacle and endurance courses and their roles as safety observers.

   (4) Serve as the obstacle and endurance courses OIC and carry out pre-arranged actions in case of emergency or injury.

444. **Brigade Administrative Chief**

   a. The 2/C Midshipman who is the primary assistant to the Brigade Administrative Officer.

   b. Specific duties and responsibilities:

   (1) Assist the Brigade Administrative Officer with maintaining the Brigade Administration Log to track correspondence for the Brigade and Regimental Staffs.

   (2) Serve as a liaison facilitating communication between the Brigade Administrative Officer, Battalion Administrative Chiefs, Company Administrative Officers, and Company Administrative Chiefs.

   (3) Collaborate with the Midshipmen Sergeant Major team in order to ensure proper formatting of all action and decision memoranda submitted to the Commandant of Midshipmen.

445. **Brigade Assistant PMO Sergeant**. The 2/C Midshipman who is the primary assistant to the Brigade PMO in performing their duties.

446. **Brigade Supply Sergeant**

   a. Responsible to the Brigade Supply Officer.

   b. Specific duties and responsibilities:

   (1) Drafts the agenda of General USNA Supply Department meetings prior to meetings and maintains a record of matters discussed during meetings.
(2) Attends and maintains a record of matters discussed during weekly Midshipmen Food Services Division (MFSD) meetings and bi-monthly Naval Academy Business Services Division (NABSD) meetings.

(3) Directs the creation and data collection of the King Hall and Brigade Fueling Station menu selection surveys.

(4) Schedules and leads weekly Midshipmen Supply Team meetings.

(5) Writes Brigade Feedback in conjunction with respective Battalion Supply Officer liaison for Brigade Supply Officer review.
CHAPTER 5 – DUTIES OF THE REGIMENTAL STAFF

501. Regimental Commander

a. Responsible to the Brigade Commander via the Brigade Executive Officer for executing the policies of the Commandant of Midshipmen in maintaining the Regiment in the highest possible state of efficiency.

b. Specific duties and responsibilities:

(1) Responsible for general cleanliness, maintenance, and appearance of the Regimental area.

(2) Serve as special projects officer to the Brigade Commander.

(3) Lead the Regimental staff in dress parades and march-ons.

(4) Attend Brigade Aptitude Boards and Conduct Adjudications as the Brigade Commander’s representative, as required.

(5) Coordinate the drafting of goals for the Regiment that support the mission of the USNA and the goals and objectives of the Brigade Commander.

(6) Coordinate the inception of new policy and regulations into the Regiment by using the midshipman chain of command to promulgate and enforce the new directives. Ensure timely communication of new policies to both the midshipmen and Brigade Officer chains of command.

(7) Supervise the Regimental Sergeant Major in the performance of duties.

(8) Responsible for the Company Assessment Program.

502. Regimental Executive Officer

a. The Regimental Executive Officer is the second in command of the Regiment and is the direct representative of the Regimental Commander. The Regimental Executive Officer shall be primarily responsible for the organization, performance of duty, and good order and discipline of the entire Regiment. The Regimental Executive Officer supervises all staff officers.

b. Specific duties and responsibilities:

(1) Make frequent inspections of spaces, personnel, and administrative items and takes remedial action to correct discrepancies, consistent with current policy and directives.

(2) Monitor staff personnel accountability.

(3) Supervise staff functions to ensure efficiency in all staff tasking.
(4) Supervise the execution of the 4/C Development System.

(5) Establish and monitor an inspection program for Plebe indoctrination.

(6) Serve as interface between the Regimental staff and the Brigade and Battalion training staffs.

(7) Fulfill the duties of the Regimental Commander in their absence.

(8) Responsible for ensuring the good conduct of the Regiment.

(9) Act as official host for all guests visiting the USNA in an official capacity and coordinates all details of protocol as required to assist the Brigade Executive Officer.

(10) Coordinate the Company Assessment Program under the direction of the Regimental Commander.

(11) Specifically works with the Brigade training officer to coordinate SMT sessions.

503. **Regimental OPSO**

a. The Regimental OPSO is responsible to the Regimental Executive Officer for scheduling and executing regimental functions, missions, and movements. In addition, the Regimental OPSO shall report to the Brigade OPSO for the execution of Brigade of Midshipmen events. Receives reports from Battalion OPSOs when directed by the Regimental Commander and Executive Officer.

b. Specific duties and responsibilities:

   (1) Ensure the Regiment properly executes all special activities and collateral assignments from Brigade Operations.

   (2) Execute operations event planning and coordination as directed by the Brigade OPSO or the Regimental Commander.

   (3) Maintain a semester schedule of Regimental activities.

   (4) Coordinate the scheduling of Regimental movements and meetings.

   (5) Brief staff and Battalion Commanders on all operations tasks assigned by Brigade staff.

   (6) Serve as Regimental point of contact for all fund drives.

504. **Regimental ADEO**

a. Reports to the Regimental Executive Officer.
b. Specific duties and responsibilities of the First Regiment ADEO:

(1) Assist the Brigade and Assistant ADEO in executing policies.

(2) Manage the Alcohol and Drug Education Training Curriculum Program.

(3) Ensure the ADEO staff and Brigade are educated in the effects, signs, prevention, and treatments associated with alcohol and drug abuse.

(4) Conduct at least one meeting per month per semester with all Regiment ADEO staff members to relay information regarding education, training, and policy changes related to alcohol and drug abuse.

(5) Carry out additional duties as assigned by the Brigade ADEO.

c. Specific duties and responsibilities of the Second Regiment ADEO:

(1) Assist the Brigade and Assistant ADEO in executing policies.

(2) Ensure the proactive application of the Guardian Angels Program, Keeping What You’ve Earned Campaign, and Big Brother, Big Sister Program.

(3) Develop and execute the plan for Alcohol and Drug Education Awareness Week.

(4) Conduct at least one meeting per month per semester with all Regiment ADEO staff members to relay information regarding education, training, and policy changes related to alcohol and drug abuse.

(5) Carry out additional duties as assigned by the Brigade ADEO.

505. Regimental Protocol Advisor. Responsible to the Brigade Protocol Officer and assists in all protocol related trainings and activities. Reports to the Regimental OPSO.

506. Regimental Drill Officer

a. Responsible to the Brigade Drill Officer for all matters relating to military drill. Reports to the Regimental OPSO.

b. Specific duties and responsibilities:

(1) Supervise the Regiment in the execution of all parades, football march-overs, outside formations, and other ceremonies.

(2) Assist the Brigade Drill Master with rifle and sword inventory, including distribution and collection within the Regiment.
(3) Supervise the Regimental Drill Sergeant and assist with the selection, training, and employment of judges for all drill evolutions.

507. Regimental AT/FP Officer

a. Responsible to the Brigade AT/FP Officer for executing policies, conducting training, and maintaining conditions, all in the best interest of the Regiment in regards to AT/FP. Reports to the Regimental OPSO.

b. Specific duties and responsibilities:

   (1) Ensure all Battalion and Company AT/FP Officers receive required training and are performing their duties.

   (2) Act as team leader in regimental spaces for all AT/FP drills and exercises.

   (3) Ensure all Brigade-wide required AT/FP training is conducted within the Regiment.

   (4) Ensure the physical security of the Regimental spaces in Bancroft Hall is not compromised and that it is clear to every member of the Regiment how to report breaches of security or security violations.

508. Regimental Adjutant

a. Responsible to the Brigade Adjutant while overseeing the respective Battalion and Company Adjutants. Reports to the Regimental OPSO.

b. Specific duties and responsibilities

   (1) Upholds watch and duty policies as directed by reference (d).

   (2) Coordinates watch bill assignments as directed by the Brigade Adjutant.

   (3) Performs weekly inspections of randomly selected companies to ensure duty section procedures are properly completed.

   (4) Organizes and coordinates training procedures for duty section watchstanders.

   (5) Performs weekly spot checks of watchstanders to verify they are properly standing the watches. Results of these inspections will be forwarded in writing to the Regimental Commander.

   (6) Monitors watchstander security efforts and promotes security procedures within the Regiment.

   (7) Assists the Brigade Adjutant as necessary.
509. **Regimental PAO**

a. Responsible to the Brigade PAO while overseeing the respective Battalion PAOs and Company Public Affairs Sergeants. Reports to the Regimental OPSO.

b. Specific duties and responsibilities:

   (1) Train the Regiment on appropriate behavior and language in social media and interviewing situations.

   (2) Train each Company on the responsibilities and duties of the PAO.

   (3) Write articles and identify midshipmen to write articles for the PAO’s office.

510. **Regimental Sergeant Major**

a. The senior 2/C Midshipman in the Regiment. Receives direction and supervision from the Regimental Commander and the Brigade Sergeant Major.

b. Specific duties and responsibilities:

   (1) Supervise the execution of the policies and standards pertaining to the performance, training, appearance, and conduct of midshipmen.

   (2) Forward recommendations to the Regimental Commander on issues concerning the Regiment.

   (3) Submit a weekly feedback report to the Brigade Sergeant Major that highlights pertinent issues, concerns, questions, and praises from the Regiment.

   (4) Attend all meetings held by the Regimental Commander.

   (5) March in the Regimental Staff at all parades.

   (6) Assist the Regimental Commander during inspections, as directed.

   (7) Periodically meet with the Battalion Sergeant Majors to discuss issues or concerns they may have and to disseminate information from higher.

   (8) Keep the Regiment informed on policy changes, decisions, answers to their questions, and what is being done to address their concerns.

   (9) Assist the Brigade Sergeant Major with the midshipmen of the Semester Program.

   (10) Assist the Brigade Sergeant Major in coordinating the standing of watches when 2/C assume 1/C watches.
511. **Regimental Drill Sergeant.** The 2/C Midshipman responsible to the Regimental Drill Officer and performs all duties as directed.

512. **Regimental Intramural Sports Boss**

   a. Responsible to the Brigade Intramurals Officer and PMO for ensuring the sports programs under their authority are administered in compliance with regulations.

   b. Specific duties and responsibilities:

      (1) Meet with the PE Intramural Director prior to assignment of midshipmen to sports programs.

      (2) Coordinate with the Intramural Sports Boss of the sister Regiment regarding drawing vehicles, equipment, and set up for specific sport programs or events.

      (3) Hold organizational meetings with coaches, officials, and support staff under their purview to outline policies for administration and conduct of sports programs.

      (4) Allocate space and provide expertise and assistance for company practices prior to events.

      (5) Ensure that all teams enter and leave the activity site as a group.

      (6) Ensure that all contests begin on time, midshipmen are in proper uniform, and officials are assigned to activities.

      (7) Submit to the Brigade PMO an absentee report and a competition results report.

      (8) Submit seasonal and year-end after action reports to the Brigade PMO.

513. **Regimental Recycling Representative**

   a. Responsible to the Brigade Recycling Sergeant Major for the coordination and oversight of the Bancroft Hall Recycling Program in their respective Regiment.

   b. Specific duties:

      (1) Per reference (b), work directly with Company Recycling Coordinators to ensure the successful implementation of each Company Recycling Program.

      (2) Communicate continuously with the Brigade Recycling Sergeant Major about the concerns and suggestions of the Company Recycling Coordinators.
601. Battalion Commander

a. The Battalion Commander is responsible for the safety, well-being, and efficiency of the Battalion. The Battalion Commander is also responsible for the general cleanliness, maintenance, and appearance of the Battalion area. Each Battalion will be composed of a Battalion Staff and five Companies. Although the Battalion Commander is supported and advised by the Battalion Officer, the Battalion Commander should assume full responsibility for the Battalion and will lead the Battalion while ensuring the Commandant’s and Brigade Commander’s policies are instituted and upheld. Battalion Commanders report to the respective Regimental Executive Officer.

b. Specific duties and responsibilities:

  (1) Coordinate the drafting of goals for the Battalion that support the mission of the USNA and the goals and objectives of the Battalion Officer.

  (2) Represent the midshipmen chain of command at meetings with the Battalion Officer.

  (3) Ensure timely communication of new policies to both the midshipmen and officers of the Battalion.

  (4) Sit on Battalion Striper Boards.

  (5) Serve as a Battalion representative at Battalion Officer and Deputy Commandant of Midshipmen level adjudications.

  (6) Supervise the Battalion Sergeant Major in the performance of duties.

  (7) Supervise morning watch turnover in the Battalion.

602. Battalion Executive Officer

a. The Battalion Executive Officer is the direct representative of the Battalion Commander. The Battalion Executive Officer shall be primarily responsible for the organization, performance of duty, and good order and discipline of the entire Battalion. The Battalion executive officer supervises all Battalion staff officers.

b. Specific duties and responsibilities:

  (1) Make frequent inspections of spaces, personnel and administrative items, and takes remedial action to correct discrepancies.

  (2) Supervise staff personnel to ensure the staff’s efforts directly support the objectives and tasking of the Companies.
(3) Responsible for overseeing the proper execution of the Academic Year 4/C Development System in the Battalion.

(4) Serve as the Battalion Commander in their absence.

603. Battalion OPSO

a. Responsible to the Battalion Executive Officer for the scheduling and execution of Battalion functions, missions, and movements. The Battalion OPSO shall report to the Regimental OPSO for the execution of Brigade events. Receive reports from Company OPSOs when directed by the Battalion Commander and Executive Officer.

b. Specific duties and responsibilities:

(1) Maintain a semester schedule of Battalion activities.

(2) Coordinate the scheduling of Battalion movements and meetings.

(3) Execute ship visit procedures when in host Battalion capacity.

(4) Brief Battalion Staff and Company Commanders on all operations tasks from the Brigade Staff.

(5) Serve as Battalion point of contact for all fund drives.

(6) Ensure the Battalion properly executes all special activities and collateral assignments from Brigade Operations.

604. Battalion Training Officer

a. Responsible to the Battalion Executive Officer for the coordination and execution of Battalion training objectives. The Battalion Training Officer shall report to the Brigade Training Officer on matters pertaining to the Brigade Training Committee. Coordinates with the Regimental OPSO for matters at the Regimental level.

b. Specific duties and responsibilities:

(1) Provide input to revise the Midshipmen Training Program.

(2) Assist in the development of the training qualifications required of each class.

(3) Review all SMT plans for content and quality. Brief the Battalion Officer weekly on the SMT plans for each Company within the Battalion.

(4) Perform other duties and responsibilities as directed by the Brigade Training Officer.
(5) Support the Battalion executive officer in the proper execution of the Academic Year 4/C Development System in the Battalion.

(6) Coordinate Battalion efforts for continuing training of midshipmen.

(7) Serve as the Battalion Commander's representative on any Brigade training committee.

(8) Support all training matters for the Battalion Honor Advisor.

605. Battalion First Lieutenant

a. Responsible to the Brigade First Lieutenant for the material condition of all spaces and equipment in the Battalion. Reports to the Battalion OPSO.

b. Specific duties and responsibilities:

   (1) Perform frequent inspections of Battalion common areas.

   (2) Execute the Brigade zone inspection policy.

   (3) Monitor Company efforts to ensure maximum benefits from the Self-Help Program.

   (4) Act as the Battalion liaison to the CFD.

606. Battalion ADEO

a. Responsible to the Battalion Training Officer for all matters concerning alcohol and drug awareness in the Battalion. Works with the Brigade and Commandant of Midshipmen Staff ADEO to promote the Superintendent’s and Commandant’s policy on alcohol use and drug abuse.

b. Additional duties and responsibilities are outlined in reference (c).

607. Battalion Supply Officer

a. Support the Midshipmen Brigade Supply Team in Company Supply management. Each Battalion Supply Officer will hold a specific management role in support of Brigade Supply operations.

b. Specific duties and responsibilities:

   (1) Ensures the Battalion Office and each Company has required publications, forms and supplies for Battalion business and events.

   (2) Each Battalion Supply Officer will hold one of the following specific management roles in support of Brigade Supply operations:
(a) Postal Liaison: Surveys satisfaction and collects discrepancies regarding post from the Brigade.

(b) Midshipmen Personnel Office (MIDPERS) & Disbursing Liaison: Helps create trainings and provides direction on matters relating to commuted rations (COMRATS), held pay, and midshipmen pay.

(c) King Hall Liaison: Disseminates information regarding King Hall events, assists in the data collection and creation of King Hall menu surveys, and assists in the planning, administration and execution of the King Hall Opt-Out Plan. POC for Company Supply Officers regarding specific questions about King Hall.

(d) Midshipman Welfare Fund (MWF) Liaison: Coordinates with MWF to provide the proper training and materials required of midshipmen looking to hold events.

(e) MFSD Liaison: Coordinates with MFSD for event planning support to include the procurement of spaces, food and supplies for Battalion and Company events.

(f) NABSD Liaison: POC regarding all matters related to laundry, the tailor shop, the cobbler shop, uniform issue, Drydock, Steerage, and other NABSD related functions.

(3) Maintain accountability of Company Supply Officers and Company Wardroom Representatives, and ensure each Company participates in required financial training, Food Service Surveys, and other Supply Department requirements.

(4) Participates in Uniform Board initiatives.

(5) Assists in writing brigade feedback for respective liaison managerial focus areas.

608. Battalion Protocol Officer

a. The Battalion Protocol Officer is the point of contact for all protocol related issues for the Battalion Commander, the Brigade Protocol Officer, and the Company Protocol Officers in the Battalion. Reports to the Battalion OPSO.

b. Specific duties and responsibilities:

(1) Provide guidance to other midshipmen on the proper protocol for functions and events.

(2) Coordinate protocol at Battalion events.

(3) Coordinate protocol training with the Battalion Training Officer.

(4) Report areas of uncertainty within the Battalion to the Battalion Executive Officer and up to the Brigade Protocol Officer.
609. Battalion Drill Officer

a. Responsible to the Battalion OPSO for the training of Battalion Staff, Company Staffs, and Companies on matters of drill.

b. Specific duties and responsibilities:

(1) Prepare Battalion Staff and Company Staff for parades, football march-ons, and all outdoor formations.

(2) Assist the Brigade and Regimental Drill Officers in the execution of all formal and practice parades.

(3) Supervise the Battalion Drill Sergeant in the execution of duties.

610. Battalion AT/FP Officer

a. Responsible to the Regimental AT/FP officer for executing policies, conducting training, and maintaining conditions, all in the best interest of the Battalion in regards to AT/FP. Reports to the Battalion OPSO.

b. Specific duties and responsibilities:

(1) Ensure all Company AT/FP Officers receive required training and are performing their duties.

(2) Act as team leader in Battalion spaces for all AT/FP drills and exercises.

(3) Ensure all Brigade-wide required AT/FP training is conducted within the Battalion.

(4) Ensure the physical security of the Battalion spaces and that it is clear to every member of the Battalion how to report breaches of security or security violations.

611. Battalion Safety Officer

a. Responsible to the Battalion OPSO, Brigade Safety Officer, and Commandant of Midshipmen Staff Safety Officer for executing policies, conducting training, and maintaining conditions, all in the best interest of the safety of the Battalion.

b. Specific duties and responsibilities:

(1) Ensure all Company Safety Officers are performing their duties and are providing relevant and useful training.

(2) Battalion expert on issues of safety, acting as lecturer for any required training. Produce alternate training methods (e.g. emails, flyers, etc.) and distribute to the Brigade.
612. Battalion Aptitude/Conduct Officer

a. Responsible to the Battalion Training Officer and Brigade Aptitude and Conduct Officer for all matters involving midshipman conduct and the requirements of the Midshipmen Aptitude for Commissioning System. Serves as a point of contact for the Company Aptitude/Conduct Officers.

b. Specific duties and responsibilities:

(1) Serve as the primary information source for Battalion and Company Staff members regarding matters relating to Aptitude for Commission Boards at the Brigade and Company levels, and regarding the Aptitude for Commission System in general.

(2) Coordinate with the Battalion Training Officer to train the Battalion on the Aptitude for Commissioning Review to include criteria for grades and rankings, grade assignment, Midshipman Development Report (MDR) submission, and calculation of the Military Order of Merit (MOM).

(3) Maintain liaison with Company Conduct Officers to ensure smooth operation of the conduct system.

(4) Assist in all Battalion level conduct hearings.

(5) Brief Company Commanders and Company Aptitude/Conduct officers on their duties under the Aptitude for Commissioning and Conduct Systems.

(6) Coordinate with the Battalion Training Officer to train the Battalion on any changes to the Conduct System.

613. Battalion Adjutant

a. The Battalion Adjutant is responsible to the Battalion OPSO, Regimental Adjutant, and Brigade Adjutant for the proper execution of watch and duty functions within the Battalion.

b. Specific duties and responsibilities:

(1) Uphold watch and duty policies as directed by reference (d).

(2) Approve and promulgate Battalion Officer of the Watch, Shore Patrol, Gate Watch, and Shipmate Safe-Ride watchbills and assign Company responsibilities for Battalion watches.

(3) Ensure each Company has required forms for Battalion and Company business.
614. Battalion PMO

a. Serves as the liaison between the Brigade PMO and the Company PMOs. Executes the intramural program within the Battalion. Reports to the Battalion Training Officer.

b. Specific duties and responsibilities:

(1) Evaluate the qualifications of midshipmen nominated for officiating assignments. Approve assignment of officials.

(2) Ensure all midshipmen who are required to participate in intramurals are signed up for a sport or activity, including midshipmen exiting other activity programs.

(3) Assist the Brigade PMO in the performance of duties with particular emphasis on assisting in the organization of Regimental and Brigade championships.

(4) Validate all Company submissions prior to being forwarded to the Brigade PMO.

(5) Responsible for equipment issue within the Battalion.

(6) At least monthly, report the status of all PE deficient, PFA failed and BCA failed midshipmen within the Battalion to the Battalion Officer and the Brigade PMO.

615. Battalion MISLO

a. Responsible to the Battalion OPSO and Brigade MISLO for the coordination, management, training, quality assurance, and good user practices on all IT matters pertaining to the Battalion.

b. Specific duties and responsibilities:

(1) Ensures all Company MISLOs are performing their duties and are properly trained.

(2) Ensures computer and network assistance is available to all midshipmen and all required training is completed.

(3) Provides guidance for midshipmen as to where to receive further assistance.

(4) Ensures that Brigade IT assets are properly managed and maintained.

616. Battalion PAO

a. Responsible to the Battalion OPSO and Regimental PAO for the management of the public affairs presence of their Battalions, and dissemination of information to their Company PAO Sergeants.
b. Specific duties and responsibilities:

(1) Maintain liaison with Company PAO Sergeants to ensure smooth operation of the Public Affairs system.

(2) Assist the Regimental and Brigade PAOs with maintenance of the official USNA social media platforms.

(3) Coordinate with the Battalion Commander and staff to ensure proper publicizing of Battalion events.

617. Battalion SAPR GUIDE. Responsible to the Brigade SAPR GUIDE Commander in support of the GUIDE program training, administrative requirements, logistics, and communication. Reports to the Battalion Training Officer.

618. Battalion Academic Officer

a. Responsible to the Battalion Training Officer and Brigade Academic Officer for the overall academic performance of the Battalion.

b. Specific duties and responsibilities:

(1) Ensure academic assistance information is explained to all midshipmen. Act as a liaison for the Brigade Academic Officer to the Academic Center, Writing Center, and Nimitz Library.

(2) Ensure academically deficient midshipmen are identified and their progress is tracked by the Company Academic Officers.

(3) Ensure the Academic Accountability System is properly executed.

619. Battalion Sergeant Major

a. Basic Function. Responsible to the Battalion Commander for executing the policies and standards pertaining to the performance, training, appearance, and conduct of the Battalion. Will keep the Battalion informed on issues and policies affecting them. Will meet with the Battalion Commander and Battalion Officer weekly to keep the Battalion Commander and Battalion Officer informed on all issues and concerns of the Battalion.

b. Specific duties and responsibilities:

(1) Attend all meetings held by the Battalion Commander.

(2) March in the Battalion Staff at all parades, formations, march-overs, etc.
(3) Assist in the dissemination of information, approved policies, and details necessary for the daily operations of the Battalion.

(4) Assist the Battalion Commander with inspections of the Battalion, as directed.

(5) Periodically meet with the Company First Sergeants to relay information and receive feedback on issues and concerns from their Companies.

(6) Meet with the Regimental Sergeant Major, as required.

620. Battalion Drill Sergeant. Responsible to the Battalion Drill Officer for the performance of duties. Receives guidance and supervision from the Battalion Drill Officer.

621. Battalion Training Sergeant

a. Basic function. Responsible to the Battalion Training Officer to ensure the execution of the Battalion’s training requirements and objectives.

b. Specific duties and Responsibilities:

(1) Assist in coordinating and disseminating Professional Knowledge Quizzes to the Company training staffs.

(2) Periodically attend and supervise company morning workouts to enforce training and safety standards.

(3) Serve as a liaison between the Battalion and the Training Department for all matters pertaining to training.

622. Battalion Sea Trials Sergeant

a. Basic Function. Responsible to the Brigade Sea Trials Commander and Brigade Sea Trials Sergeant for the performance of duties.

b. Specific duties and responsibilities:

(1) Pick the Company Sea Trials Commanders and Executive Officers for each Company in the Battalion and oversee the selection process of the 3/C Company Sea Trials Squad Leaders.

(2) Define Battalion goals that are equal to or surpass the standards of the Brigade Sea Trials Sergeant in regards to Sea Trials workout frequency, duration, and benchmarks.

(3) Monitor the Sea Trials workouts of the companies in the Battalion.

(4) Serve as obstacle course instructor and safety observer when their Companies attend the obstacle and endurance courses.
(5) Work with Sea Trials leadership coordinating the Sea Trials run-through.

623. Battalion Administrative Chief

a. Provides administrative support to the Battalion and is responsible to the Brigade Administrative Officer and Battalion OPSO.

b. Specific duties and responsibilities:

(1) Acts as liaison between the Battalion and the Brigade Administrative Officer, and the Commandant of Midshipmen’s Staff Administration Office.

(2) Tracks Battalion administrative and correspondence action items in the Brigade Administration Log.

(3) Participates in training with Company Administrative Officers on basic administrative tracking procedures.

624. Battalion Intramural Sports Boss

a. Basic function. Responsible to the Battalion Training Officer and Regimental Intramural Sports Boss for ensuring sports programs are administered in compliance with the regulations.

b. Specific duties and responsibilities:

(1) Meet with the PE Department Intramural Director prior to assignment of midshipmen sports programs.

(2) Coordinate with the Intramural Sports Bosses of the sister Battalions in the Regiment regarding vehicles, equipment, and set up for specific sport programs or events.

(3) Coordinate space and provide expertise and assistance for Company practices prior to events.

(4) Ensure that all teams enter and leave the activity site as a group.

(5) Ensure that all contests start on time, midshipmen are in proper uniform, and officials are assigned to activities.

(6) Submit to the Regimental Intramural Sports Boss an absentee report and a competition results report.

(7) Receive all intramural sports results within the Battalion. Reviews the reports for accuracy before submission to the Regimental Intramural Sports Boss.
(8) Review Company intramural sign-ups to ensure rosters are correct and the coach, official, and manager positions are properly assigned.
701. **Company Organization**

   a. Each Company is divided into four platoons, each led by a Platoon Commander. Each Platoon is subdivided into three squads.

   b. All 1/C Midshipmen (except the Company Commander, Executive Officer, and OPSO), as well as all Underclass (except First Sergeant) will be assigned to a Squad for accountability and drill purposes. Company Staff personnel will be the responsibility of the Company Executive Officer for all matters except accountability at formation.

   c. Out-of-Company stripers may be directed by the Company Commander to perform duties as specified by the Company Officer.

702. **Company Commander**

   a. The Company Commander is responsible for the safety, well-being, and efficiency of the Company. The Company Commander is also responsible for the general cleanliness, maintenance, and appearance of the Company area. Although the Company Commander is supported and advised by the Company Officer, the Company Commander assumes full responsibility and accountability for the Company.

   b. The Company Commander reports to the Battalion Commander. The Company Commander shall receive reports from the Company Executive Officer and Platoon Commanders.

703. **Company Executive Officer**

   a. The Company Executive Officer is the direct representative of the Company Commander. The Company Executive Officer shall be primarily responsible for the organization, performance of duty, and good order and discipline of the entire Company. The Company Executive Officer supervises all Company staff officers.

   b. Specific duties and responsibilities:

      (1) Make frequent inspections of spaces, personnel, and administrative items and takes remedial action to correct discrepancies.

      (2) Monitor morale within the Company.

      (3) Supervise and coordinate the work, exercises, training, and education of Company personnel.

      (4) Supervise the scheduling and planning of Company evolutions.
(5) Ensure safety and security measures are understood and observed.

(6) Ensure Midshipman Development Reports are submitted as directed.

(7) Maintain overall supervision of training for all classes, including the Plebe Indoctrination Program.

c. Organizational Relationship. The Company Executive Officer is responsible to the Company Commander. All Platoon Commanders report to the Company Executive Officer regarding internal administrative matters. The Company Executive Officer controls the flow of all administrative matters within the Company. The Company Executive Officer serves as the link between the administrative staff and the operational organization.

704. Company OPSO

a. The Company OPSO is responsible to the Company Executive Officer for the collection and dissemination of all information regarding Company missions and assigned tasks, except where those duties are specifically assigned to another officer. Additionally, the Company OPSO is responsible to the Battalion OPSO in the planning and execution of Battalion events.

b. Specific duties and responsibilities:

   (1) Coordinate all support for Company evolutions (e.g., Dining-ins, picnics, tailgaters, Company sport nights, etc.).

   (2) Verify proper planning for all Company movements.

   (3) Supervise additional programs such as blood drives, spirit contests, Navy Relief, Combined Federal Campaign, visitor escorts, community service projects, and other tasks assigned to the Company for completion.

   (4) Supervise the Company security program.

   (5) Coordinate Company meetings and lectures through a Company Plan of the Week and Company semester schedule.

705. Company Training Officer

a. The Training Officer assists the Company Executive Officer in the formulation and administration of the unit training program.

b. Specific duties and responsibilities:

   (1) Coordinate with Company Operations to schedule all training evolutions.
(2) Generate high quality semester plans for SMT and ensure all training lectures are properly prepared and executed for Plebe indoctrination and SMT sessions.

(3) Execute the Plebe Professional Knowledge Quiz Program.

(4) Ensure plebe indoctrination training is in accordance with current instructions and regulations.

(5) Ensure each Plebe's professional knowledge manual is properly completed by 1300 on Friday of each week.

(6) Supervise bulletin board preparation to verify all displays support current Company objectives.

(7) Serves as the primary point of contact for any training policies or programs dictated by the Professional Development Division Training Department.

(8) Maintain documentation of all training in the Company. Ensure all members of the Company receive required training.

(9) Monitor requests for Extra Military Instruction (EMI) to ensure it is conducted. Maintain a file of all EMI requests for one year.

(10) Supervise SMT.

(11) Maintain a library of reference material in the Company.

(12) Ensure training aides are available for training evolutions.

706. **Company First Lieutenant**

   a. Responsible to the Company OPSO for monitoring and maintaining the material condition of Company spaces, to include midshipmen rooms and common spaces.

   b. Specific duties and responsibilities:

      (1) Perform daily cleanliness inspections of all heads, wardroom spaces, food supplies, and Company passageways.

      (2) Actively investigate damage to government property to ensure the government is reimbursed for negligent damage caused by Company personnel.

      (3) Ensure an up-to-date Company Discrepancy Log is maintained.

      (4) Submit discrepancy lists to the Battalion First Lieutenant.
(5) Coordinate the assignment of midshipmen rooms.

(6) Plan field day assignments to keep Company spaces and areas of responsibility clean.

(7) Pursue an active self-help program to minimize the workload on Public Works. Provide training to all Company personnel regarding the program.

(8) Maintain inventory and control of the Company toolbox.

(9) Develop and implement a Company firebill.

707. Company ADEO

   a. Per reference (c), the Company ADEO is supervised by and responsible to the Company Officer, SEL, midshipman ADEO staff, and Staff ADEO for proper execution of the Midshipman Alcohol and Drug Abuse Prevention and Control Program. Reports to the Company Training Officer.

   b. Specific duties and responsibilities:

      (1) Provide relevant weekly training on drug and alcohol topics.

      (2) Coordinate with the Company Safety Officer to ensure all midshipmen receive a safety briefing before each long weekend or leave period.

      (3) Attend Company and Battalion level adjudications involving alcohol use.

      (4) Maintain a bulletin board with relevant training and safety information concerning alcohol and drug use.

      (5) Maintain a list of ‘Keep What You’ve Earned’ participants and monitor their progress.

      (6) Ensure timely routing of all screening paperwork for incident referrals.

708. Company Supply Officer

   a. The Company Supply Officer is responsible to the Company OPSO for control of all wardroom equipment and interfaces with the USNA Supply Department.

   b. Specific duties and responsibilities:

      (1) Maintain a log of Company funds, keeping a ledger of all receipts and expenditures and reconciles the Company wardroom account with MWF.

      (2) Point of contact for issues regarding King Hall, USNA Business Services Division, and the Brigade Post Officer, regarding questions and event planning.
(3) Ensure cleanliness and operability of wardroom equipment and spaces, including food storage and preparation areas.

(4) Coordinate with the Company OPSO for Company evolutions requiring Supply Department support. Serves as the liaison between the Company and the MFSD, keeping the Battalion Supply Officer informed of any changes in the Company’s daily schedule with regards to King Hall.

(5) Publish a bimonthly report of Company wardroom fund status.

(6) During the third week of each month, reconcile the wardroom account with the Midshipmen Welfare Fund.

709. **Company Protocol Officer**

   a. The Company Protocol Officer is the point of contact for all midshipmen in the Company on matters regarding protocol. Reports to the Company OPSO.

   b. Specific duties and responsibilities:

      (1) Provide guidance to other midshipmen on the proper protocol for functions and events.

      (2) Build and maintain, as part of the wardroom library, authoritative references on protocol and etiquette.

      (3) Coordinate events, such as dining-outs, with the Wardroom Representative.

      (4) Coordinate protocol training with the Company Training Officer.

      (5) Report areas of deficiency or uncertainty within the Company to the Company Executive Officer and up to the Battalion Protocol Officer.

710. **Company Drill Officer**

   a. Responsible to the Company OPSO for all matters concerning drill. Accountable to the Company Commander for Company drill performance.

   b. Specific duties and responsibilities:

      (1) Maintain an accountability list for all Company rifles, to include serial numbers, discrepancies, and changes. At least twice a semester, inspect rifles for cleanliness and proper ownership.

      (2) Act as parade judge during all parades.

      (3) Act as liaison to the Battalion Drill Officer.
(4) Maintain the general military appearance of the Company at formations and parades, ensuring all midshipmen understand all drill evolutions.

(5) Brief all midshipmen on parade results and hold training aimed at improving deficiencies.

(6) Directly responsible to the Company Commander and Company Officer through the OPSO for all matters of drill, to include parades, football march-ons and outdoor formations.

(7) Train guidon bearers and sword bearers.

(8) Serve as the Company expert on all drill matters.

(9) Supervise the Company Drill Sergeant in the execution of duties.

711. **Company AT/FP/Security Officer**

   a. The Company AT/FP/Security officer is responsible to the Company OPSO for the physical security of Company personnel, Company area, and associated equipment.

   b. Specific duties and responsibilities:

      (1) Promote AT/FP and personal security awareness through training lectures and awareness drills.

      (2) Notify base security and the Bancroft Hall Main Office of any security violations.

      (3) Supervise lockup and security procedures for leave periods.

712. **Company Safety Officer**

   a. The Company Safety Officer is responsible to the Company OPSO for the personal safety of Company personnel and for the safe conditions of the Company area.

   b. Specific duties and responsibilities:

      (1) Perform inspections to ensure that there are no safety violations in the Company area.

      (2) Coordinate with the Company Training Officer to conduct required training in all areas of safety.

713. **Company Aptitude/Conduct Officer**

   a. The Company Aptitude/Conduct Officer is responsible to the Company Training Officer and responsible for the proper implementation and documentation of the Aptitude for Commissioning and Conduct Systems within the Company.
b. Specific duties and responsibilities:

(1) Serve as the primary information source in the Company for matters relating to Aptitude for Commission Boards and the Aptitude for Commissioning System.

(2) Coordinate with the Company Training Officer to train the Company on the Aptitude for Commissioning Review to include criteria for grades and rankings, grade assignment, and calculation of the military order of merit.

(3) Ensure the chain of command is notified of Midshipmen Conduct Reports.

(4) Ensure the complete and comprehensive investigation of all reported minor conduct offenses.

(5) Ensure the Company's conduct records in MIDS are up to date.

(6) Counsel new restrictees as to restriction policies.

(7) Ensure the prompt routing of all major conduct offenses to the Commandant's Conduct Officer.

714. Company Adjutant

a. The Company Adjutant is responsible to the Company OPSO for all Company musters, watchbills, and duty assignments.

b. Specific duties and responsibilities:

(1) Prepare monthly watchbills and submit them via the chain of command.

(2) Assign midshipmen to duty sections and assign duty section rotation for the semester.

(3) Post all watch bills and duty roster lists.

(4) Post the calendar for duty sections well in advance.

(5) Train Platoon Sergeants on proper accountability procedures.

(6) Ensure proper routing of all change of watch/duty chits.

(7) Personally verify all personnel assigned to stand watch during a leave period understand their duties, responsibilities, and assignments.

(8) Post weekend sign up list weekly. On Thursday, remove the list and review it to ensure all personnel are weekend eligible and none have duty. Forward the list to the Company Commander.
(9) Ensure weekend muster boards are prepared and updated to reflect those personnel to be absent due to weekends, excusals, and movement orders.

(10) Ensure all Company Duty Officers and duty sections are trained on proper turnover procedures.

(11) Inspect and monitor Company mates of the deck to ensure they are standing proper watches. Hold frequent training to maintain proficiency of watchstanders.

(12) Maintain accountability for surveys assigned to the Company.

715. Company Administrative Officer

a. The Company Administrative Officer aids the Company Executive Officer in matters of administration.

b. Specific duties and responsibilities:

   (1) Train all members of the company chain of command on the proper use of performance jackets and on correct correspondence format.

   (2) Reports to the Brigade Administrative Officer.

   (3) Responsible for the training and administrative duties of the Company Administrative Chief.

716. Company Academic Officer

a. The Company Academic Officer is responsible to the Company Training Officer for the overall academic performance of the Company.

b. Specific duties and responsibilities:

   (1) Ensure the chain of command is informed of the academic status of all midshipmen.

   (2) Ensure all midshipmen enter class excuses in MIDS. Take appropriate conduct action for infractions or unauthorized absences.

   (3) Monitor all academic evolutions to ensure prompt completion of such programs (to include majors briefs, pre-registration, and registration).

   (4) Counsel all midshipmen experiencing academic difficulty.

   (5) Maintain study skill tracking of all academically deficient midshipmen.
(6) Train all Squad Leaders on programs in place to assist academically deficient midshipmen.

(7) Coordinate a Company tutoring program.

(8) When interim or final grades are issued, develop a list of weekend ineligible midshipmen and brief the chain of command and the staff on their status.

(9) Using output from MIDS available through the Company Officer, track those midshipmen experiencing academic difficulties.

717. **Company PMO**

   a. The Company PMO is responsible to the Company Training Officer for all matters pertaining to physical education.

   b. Specific duties and responsibilities:

      (1) Update the Company Deficiency Report and reconcile the report with the Marking Officer.

      (2) Post information on PE schedules, test dates, and regulations.

      (3) Maintain attendance records for remedial PE.

      (4) Provide weekly feedback to Squad Leaders on any midshipmen who have failed PE tests or are coming off of medical waivers.

      (5) Report, at least weekly, the status of all midshipmen that are PE deficient, PFA failures and BCA failures to the Company Officer and Battalion PMO. Ensure each midshipman initials a report acknowledging that midshipman's status.

      (6) Conduct height and weight measurements of midshipmen as required.

      (7) Per reference (e), perform all duties as directed to support the Brigade of Midshipmen Intramural Sports Program. These duties include but are not limited to assigning each midshipman in company to a varsity, club, or intramural sport depending on their participation level. All midshipmen must be entered into their sport in MIDS by no later than one week after the start of the intramural season each academic semester.

718. **Company MISLO**

   a. Responsible for the coordination, management, training, quality assurance, and good user practices on all IT matters within the Company.

   b. Specific duties and responsibilities:
(1) Serve as the first point of contact for managing IT issues.

(2) Provide guidance for midshipmen as to where to receive further assistance if necessary.

(3) Ensure all Brigade wide IT training is completed within the Company as required.

(4) Report IT issues and feedback to the Battalion MISLO.

(5) Responsible to maintain and manage all Company IT assets.

719. Company SAPR GUIDE. Duties are assigned by reference (e). In each Company, the Company SAPR GUIDE is the point of contact for the Company Commander and the SAPR Staff.

720. Company Financial Officer

a. The purpose of this position is to stimulate a robust Financial Education Program.

b. Specific duties and responsibilities:

   (1) Work directly with the Midshipmen Financial Advisor and Brigade Assistant Supply/Financial Officer to facilitate the Naval Academy Financial Education and Literacy curriculum which will instruct midshipmen on topics such as held pay, pay deductions, MyPay (Leave and Earning Statements), travel claims, budgeting, investing, career starter loans, taxes, and the Thrift Savings Plan.

   (2) Receive training from the Midshipman Financial Officer regarding the limitations of advice that can be given to midshipmen.

   (3) Manage matters related to the Midshipmen Personnel Office and facilitate procedures and mediums for filing commuted rations discrepancies.

721. Company First Sergeant

a. The Company first sergeant is a 2/C Midshipman who is responsible to the Company Commander for the execution of policies and standards pertaining to the performance, training, appearance, and conduct of the Company. The Company Commander will task and guide the Company First Sergeant.

b. Specific duties and responsibilities:

   (1) Receive and distribute feedback from Platoon Sergeants.

   (2) Attend all meetings held by the Company Commander.
(3) Assist in the dissemination of information, approved policy, and details necessary for the daily operation of the Company.

(4) Establish and maintain liaison with the Battalion Sergeant Major.

(5) Assist the Company Commander with inspections of the Company area.

(6) Perform other duties as may be assigned.

(7) Direct the midshipman of the Semester Program within the Company.

722. **Company Drill Sergeant.** The Company Drill Sergeant is a 2/C Midshipman who assists the Company Drill Officer with all Company drill related matters. This includes the training of personnel on drill procedures, evaluation of parade results to identify and resolve deficiencies, and the accountability and maintenance of rifles and bayonets for the Company.

723. **Company Training Sergeant**

   a. Basic Function. The Company Training Sergeant is a 2/C Midshipman who assists the Company Training Officer in the execution of policies and training evolutions for the Company.

   b. Specific duties and responsibilities:

      (1) Assist the Company Training Officer in scheduling, planning, and documenting Company training activities.

      (2) Supervise the 4/C at SMT evolutions, morning training, and weeknight Blue and Gold.

      (3) Serve as a point of contact among 2/C and 3/C Midshipmen for the training and development of the 4/C in the Company; assist the Company Training Officer to ensure that plebe indoctrination training is conducted in accordance with current instructions and regulations.

      (4) Coordinate review sessions for plebe professional quizzes.

      (5) Coordinate with the Company First Sergeant in the execution of policies and standards pertaining to the performance, appearance, and conduct of the Company.

724. **Company Administrative Chief.** The Company Administrative Chief is a 2/C Midshipman responsible to the Company Administrative Officer for providing administrative support to the Company. Duties and responsibilities are as required by the Administrative Officer.

725. **Company Public Affairs Sergeant**

   a. A 2/C or 3/C Midshipman responsible to the respective Regimental PAO. The
midshipman selected to be the Company PAO Sergeant will be approved by the Company Officer.

b. Specific Duties and Responsibilities:
   (1) Distribute public affairs materials from the PAO chain of command.

   (2) Submit weekly reports on company stories, events, and photos to the Regimental PAO.

   (3) Assist in the management of official USNA social media websites to build and maintain connections among alumni, private citizens, and midshipmen.

   (4) Provide training on the proper use of social media.

726. Platoon Organization. Platoons are divided into three Squads. All Platoon members, with the exception of the Platoon Commander, are assigned to a Squad. One 2/C is assigned as Platoon Sergeant for the Platoon. In the absence of the Platoon Commander, the senior Squad Leader in the Platoon will assume the duties of Platoon Commander.

727. Platoon Commander

   a. The Platoon Commander is the representative of the Company Commander in matters pertaining to the Platoon. All persons assigned to the Platoon are subordinate to them. The Platoon Commander ensures all subordinates conform to the policies of the Company. Reports to the Company Executive Officer.

   b. Specific duties and responsibilities:

      (1) Supervise the work, training, and conduct of members of the Platoon.

      (2) Make frequent inspections of the personnel in the Platoon, correcting any noted deficiencies.

      (3) Responsible for the cleanliness and material condition of assigned spaces and correcting deficiencies.

      (4) Maintain standards of performance and conduct; evaluates performance through drills, inspections, and other means. Makes recommendations to the Company Executive Officer concerning disciplinary matters.

      (5) Coordinate with the other Platoon Commanders to make thoughtful recommendations to the Company Commander on matters of policy to ensure full Company coordination.

      (6) Make recommendations on special request chits.

      (7) Draft Company Officer Aptitude for Commission Evaluations on each Squad leader and the Platoon Sergeant at the end of the semester.
728. **Platoon Sergeant**

   a. The Platoon Sergeant is a 2/C Midshipman who assists the Platoon Commander in executing Platoon objectives.

   b. Specific duties and responsibilities:

      (1) Obtain accurate musters at each formation.

      (2) Act as a recorder for all inspections of the Platoon; report discrepancies to the Platoon Commander for resolution.

      (3) Assist the First Sergeant with the Midshipman of the Semester Program.

      (4) Gather feedback to give to the First Sergeant.

729. **Squad Organization.** Each Squad is commanded by a Squad Leader. In the Squad Leader's absence, the senior midshipman in the Squad will assume those duties and responsibilities.

730. **Squad Leader**

   a. The Squad Leader is assigned by the Company Commander to exercise authority and control over a Squad. The Squad Leader position will primarily be filled by 1/C Midshipmen. 2/C Midshipmen may only be assigned as Squad Leaders when all other 1/C Midshipmen in the Company have been assigned a leadership role.

   b. Specific duties and responsibilities:

      (1) Responsible, under the Platoon Commander, for duties assigned to the Squad, for the conduct, academics, and personal issues of subordinates, and for following the regulations and orders of the Company Commander and other superiors.

      (2) Keep informed of the capabilities and needs of each subordinate.

      (3) Through frequent inspections, ensure Squad members maintain high standards of uniform appearance, room cleanliness and conduct.

      (4) Supervise Squad training, particularly in the area of Plebe indoctrination.

      (5) Know and understand Waypoints goals for each member of the Squad. Ensure all midshipmen are working toward these goals.

      (6) Report to the Company Executive Officer, via the Platoon Commander, infractions of regulations, orders, and instructions.
(7) Make recommendations on special requests from subordinates.

(8) Maintain a Squad Leader's Notebook, identifying and documenting the performance of each Squad member. Use the notebook to guide them in the performance of Squad Leader duties.

(9) Draft Company Officer Aptitude for Commission evaluations on each Squad member at the end of the semester.

(10) Keep the chain of command informed of any issues requiring special attention.

(11) Ensure the proper conduct of the Squad at all formations, in King Hall and at all times.

(12) Maintain knowledge of the duty status of each midshipman in the Squad.
CHAPTER 8 – DUTIES OF THE HONOR STAFF

801. Brigade Honor Staff. Duties and responsibilities of the Brigade Honor Staff are described in reference (a).
CHAPTER 9 – DUTIES OF BSA/ECA/MA STAFFS

901. BSAs

a. Due to their status as organizations of special importance to the USNA, BSAs are entitled to, but will have no more than, three midshipman striper billets: President, Vice President, and OPSO. Individual BSAs may use alternative nomenclature for their leadership positions as appropriate for their organization (e.g. Commander, Executive Officer, OPSO). These positions will be MIDN LTs, LTJGs, and ENSs respectively. BSAs may designate additional positions as required for the effective operation of their organization. However, no midshipman positions other than those listed above will be stripers.

b. A list of active BSAs are published in the current COMDTMIDNNOTE 1710 (Sports Teams, Extracurricular Activities, and Musical activities Exemptions and Excusals).

902. BSA President

a. Responsible and accountable for the appearance and conduct of the members of their specific BSA at all practices, meals, movements, events and competitions. Responsible and accountable for setting and maintaining the highest professional standards for the BSA, maintaining high morale among BSA members, and communicating policies of the Commandant of Midshipmen. Reports to the ECA Commander for matters involving Brigade activities and to the applicable O-Rep or other designated staff/faculty leadership for internal matters.

b. Specific duties and responsibilities:

(1) Run and organize the BSA staff; delegate tasks and collateral duties as necessary.

(2) Accountable for conduct and performance of members of the BSA.

(3) Provide general professional counseling for BSA members.

903. BSA Vice President

a. Report to and advise the BSA President.

b. Specific duties and responsibilities:

(1) Assist the BSA President in all matters concerning the functioning and management of the BSA.

(2) Responsible for the BSA’s financial management.

(3) Take charge of the BSA in the Commander’s absence.
904. **BSA OPSO**

   a. Responsible to the BSA Vice President for the operations of the BSA.

   b. Specific duties and responsibilities:

      (1) Prepare excusal lists, movement orders, and scheduled competitions.

      (2) Coordinate transportation, meals, and accommodation requirements for the BSA via the O-Rep or applicable staff/faculty member.

      (3) Plan and coordinate events as directed by the President or Vice President.

905. **ECAs and MAs not designated as BSAs.** Those ECA/MAs not identified as a BSA will also identify midshipman filling leadership roles within the organization to facilitate their effective operation. ECA/MAs are not limited to the number of functional roles within the ECA/MA. However, no position within the ECA/MA will be assigned a striper rank.
1001. Procedures

a. A position of leadership is any position carrying the rank of Midshipman Ensign or higher. All 1/C Midshipmen who hold Midshipmen Officer rank and are placed on Conduct, Aptitude, or Honor Probation are normally removed from positions of leadership for the duration of probation, or longer, as determined by the adjudicating authority. Those who commit major conduct violations or are found in violation of the Honor Concept may be removed from positions of leadership, regardless of whether probation is assigned, for a period determined by the Adjudicating Authority. Midshipmen removed from a leadership position revert to Midshipmen-in-Ranks (MIR) status and wear the MIR insignia.

b. Company Officers shall notify the Aptitude Office when midshipmen are removed from positions of leadership.
1101. Procedures

a. Occasionally, there may be a desire to create or remove a striper position or modify an existing one. In these cases, the proposal memo shall be drafted utilizing the format of Appendix B and routed through the Aptitude Office for approval. Proposals may be submitted by midshipmen or members of the faculty and staff.

b. An annual review board will staff all proposals submitted since the prior year’s board. The board will normally be held early in the spring semester.

(1) Board membership will include the Deputy Commandant of Midshipmen (Chairman), Director for Musical Activities, Deputy Athletic Director for Military, a Battalion Officer, OPSO, Aptitude Officer (recorder), and the Brigade Master Chief.

(2) The board will discuss each proposal and make a recommendation based on their considerations. Additionally, the board will independently review the Brigade Striper Organization as a whole and make their own recommendations for the addition of striper billets or removing or altering existing positions.

(3) The board will consolidate all recommendations via a memo to the Commandant of Midshipmen who will then approve or disapprove each proposal. The Aptitude Office will then act as required to update MIDS and to modify this instruction.

c. In the event a proposal is deemed critical and time sensitive, the initiator may opt to request that the proposal be staffed outside of the annual review process. This should be clearly stated in the proposal as well as a justification explaining the special circumstances requiring immediate review.
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<th>APPEARANCE/POISE</th>
<th>COMMAND PRESENCE</th>
<th>COMMUNICATION SKILLS</th>
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Appendix A
SAMPLE

STRIPER ORGANIZATION CHANGE PROPOSAL MEMO FORMAT

DD Mmm YY

From: MIDN LT Jon Smith, USN, 1st Company Commander
To: Commandant of Midshipmen, U.S. Naval Academy
Via: (1) Officer Responsible For The Billet
(2) Deputy Commandant of Midshipmen

Subj: PROPOSAL TO PROMOTE COMPANY SUPPLY OFFICERS

Ref: (a) COMDTMIDNINST 1601.12E

1. This proposal is submitted, as required by reference (a), to recommend the promotion of Company Supply Officer to the rank of MIDN LTJG.

2. This proposal requires/does not require immediate staffing. (Include a description of any special circumstances if proposal vetting is required outside of the annual review process)

3. (Include a discussion here describing relevant background information supporting the proposal)

F. M. LAST

Copy to:
Aptitude Office