COMMANDANT OF MIDSHIPMEN INSTRUCTION 1601.12F

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

Subj: BRIGADE STRIPER ORGANIZATION AND SELECTION PROCEDURES

Ref: (a) USNAINST 1610.3M
     (b) COMDTMIDNINST 5093.1A
     (c) COMDTMIDNINST 5350.1D
     (d) COMDTMIDNINST 1601.10S
     (e) COMDTMIDNINST 6100.2D
     (f) USNAINST 1752.2J
     (g) COMDTMIDNINST 1600.2K

1. Purpose. To provide billet descriptions and describe selection procedures for Brigade leadership positions and organization.

2. Cancellation. COMDTMIDNINST 1601.12E.

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 ("Striper") Organization is responsible for the leadership, accountability, and administration of the Brigade. This structure enhances the leadership opportunities and experiences available to midshipmen and is an essential element to the smooth operation of the Brigade.

   b. The Striper Organization is divided into Fall and Spring sets, but some specialty billets are designated as year-long.

   c. To the greatest extent possible, midshipmen officers for each semester will be selected to maximize leadership opportunities for the largest number of midshipmen. Accordingly, midshipmen in semester billets cannot hold consecutive 4-striper or higher positions from Plebe Summer through the Academic year.
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 (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

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 canceled 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 not 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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CHAPTER 1 – ORGANIZATION

101. Brigade Organization

1. The Commandant of Midshipmen exercises command of the Brigade through the Deputy Commandant of Midshipmen, the Battalion Officers, the Company Officers and Senior Enlisted Leaders (SEL), and the Midshipman Officers.

2. 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 authority, responsibility and accountability for the good order and discipline of all midshipmen under their supervision.

3. The Naval Service is founded on a concept of “command.” As USNA is a training command with a mostly parallel active duty and midshipman chain of command, great care and coordination is required to effectively lead the Brigade and properly train midshipmen for their future roles as officers. To that end, the following diagram shows the necessary “reporting” and “coordinating” organization. Open communication in a general sense is required for organizational success, but Figure 1.1 is meant to join the midshipman chain of command with the staff chain of command at each level. When too many people issue uncoordinated orders, the Brigade cannot function effectively. In general, Midshipman Officers should not issue “directions” (orders) without being joined with their “reports to” active duty members first. How this communication occurs can vary widely, but Company Officers should not be surprised by Company Commander actions, Battalion Officers should not be surprised by Battalion Commander actions, and so on.

![Figure 1.1: Reporting and Coordinating Lines of Communication](image-url)
CHAPTER 2 – PRECEDENCE

201. Precedence of Midshipmen

1. Midshipman Officers and midshipman 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 midshipman non-commissioned officers will wear their respective ranks and execute their respective responsibilities only during the applicable semester(s) or summer training program.

2. Amongst midshipmen of different classes, rank 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.

3. Precedence among classmates, when needed, is defined as follows:

   a. 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.

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

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

   d. 3/C Midshipmen assume precedence by class standing for the previous Academic Year.

   e. Until fall semester grades are processed and class standing is determined, 4/C Midshipmen precedence is determined alphabetically.

   f. In the absence of a midshipman regularly or specifically detailed to take charge of a unit, the midshipman with the highest precedence shall assume responsibility for commanding the unit.

   g. The numbers and titles of Midshipman Officers and non-commissioned officers, 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. By exception, and as managed by the staff member in the left-hand column, some 2/C may be required to hold some 1/C billets.
**BOLD are primary positions.** Unbolded are collateral duties. *Italics are yearlong positions (# of Stripes)*

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*Figure 2-1: Alignment of Midshipman Officers at the 4-Striper Level*
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<td>Academics (2)</td>
<td>Academics (1)</td>
</tr>
<tr>
<td>DepDant for LEAD</td>
<td><em>LEAD</em> (3)</td>
<td>—</td>
<td>—</td>
<td>LEAD (1)</td>
</tr>
<tr>
<td>Brigade Drill Master</td>
<td>Drill Officer (3)</td>
<td>Drill Officer (2)</td>
<td>Drill Officer (1)</td>
<td>Drill Officer (1)</td>
</tr>
<tr>
<td>Dant’s ATFP</td>
<td>AT/FP Officer (3)/XO (2)</td>
<td>AT/FP Officers (2)</td>
<td>AT/FP (2)</td>
<td>—</td>
</tr>
<tr>
<td>Dant’s Safety Officer</td>
<td>Safety Officer (3)</td>
<td>—</td>
<td>—</td>
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</tr>
<tr>
<td>Assistant SWO</td>
<td>Adjutant (3)</td>
<td>Adjutant (2)</td>
<td>Adjutant (1)</td>
<td>Adjutant (1)</td>
</tr>
<tr>
<td>PE Director</td>
<td>Physical Mission (3)</td>
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<td>PMO (2)</td>
<td>PMO (1)</td>
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<tr>
<td>Dant Admin Officer</td>
<td>Admin Officer (3)</td>
<td>—</td>
<td>—</td>
<td>Admin (1)</td>
</tr>
<tr>
<td>PAO</td>
<td>Public Affairs (3)</td>
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<td>Public Affairs (1)</td>
<td>—</td>
</tr>
<tr>
<td>Facilities Director</td>
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<td>—</td>
<td>First LT (2)</td>
<td>First LT (1)</td>
</tr>
<tr>
<td>ITSD Rep.</td>
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<td>MISLO (1)</td>
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<td>Command Chaplain</td>
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<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Director, IPO</td>
<td>Intl. Programs Officer (2)</td>
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<td>—</td>
</tr>
<tr>
<td>Sea Trials OIC</td>
<td><em>Sea Trials</em> (3) / XO (2) / OPS (2)</td>
<td>—</td>
<td>Phase Commander (1)</td>
<td>—</td>
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</table>

Figure 2-2: Alignment of Midshipman Officers at the 3-Striper Level
2/C Billets. **BOLD are primary positions.** Unbolded are collateral duties. *Italics are yearlong positions (# of Stripes)*

<table>
<thead>
<tr>
<th>Main Alignment to:</th>
<th>Brigade</th>
<th>Regiments</th>
<th>Battalions</th>
<th>Companies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brigade Master Chief</td>
<td>Sergeant Major</td>
<td>Sergeants Major</td>
<td>Sergeants Major</td>
<td>First Sergeant</td>
</tr>
<tr>
<td>Training Officer</td>
<td>Training Sergeant</td>
<td></td>
<td>Training Sergeant</td>
<td>—</td>
</tr>
<tr>
<td>Brigade Drill Master</td>
<td>Drill Sergeant</td>
<td>Drill Sergeant</td>
<td>Drill Sergeant</td>
<td>Drill Sergeant</td>
</tr>
<tr>
<td>Sea Trials OIC</td>
<td>Sea Trials Sergeant</td>
<td></td>
<td>Sea Trials Sergeant</td>
<td></td>
</tr>
<tr>
<td>Supply Officer</td>
<td>Supply Sergeant</td>
<td></td>
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<tr>
<td>Staff ADEO</td>
<td></td>
<td>ADEO Sergeant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dant Admin Officer</td>
<td>Admin Chief</td>
<td></td>
<td>Admin Chief</td>
<td></td>
</tr>
<tr>
<td>Dant’s ATFP</td>
<td></td>
<td>AT/FP Sergeant</td>
<td>AT/FP Representative</td>
<td></td>
</tr>
<tr>
<td>Honor Officer</td>
<td>Honor Sergeant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Affairs Officer</td>
<td></td>
<td>PA Sergeant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Int’l Programs Officer</td>
<td></td>
<td>Int’l Programs Sergeants</td>
<td>Company Representatives</td>
<td></td>
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</tbody>
</table>

### Company Leadership Structure

<p>| | | | | |</p>
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<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Company Commander</td>
<td>Platoon Commander</td>
<td>Squad Leader</td>
<td>Fireteam Leader</td>
<td>Youngster Mentor</td>
</tr>
</tbody>
</table>

*Figure 2-3: Alignment of 2/C Billets and Company Leadership Structure*
CHAPTER 3 – STRIPER SELECTION

301. Selection Procedures

1. 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 striper billets.

2. 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 striper 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.

3. Officer Representatives (O-Reps) of athletic teams and Extracurricular Activities (ECAs) may forward recommended midshipmen to Company Officers for consideration.

4. Company Officers will convene and chair Company Striper Boards to select nominees from their companies. Each Company Striper Board will also include the SEL. In the fall, the current Company Commander and Executive Officer should sit as members of the board. In the spring, both fall and spring Company Commanders and Executive Officers should be members. Prior to submitting the list of candidates to the Battalion officer, Company Officers and SEL’s will seek in-company 1/C peer evaluations of the nominated midshipmen. The Board will nominate all qualified candidates per the applicable Striper Notice. Company Officers will submit their nominees for Company Commander to the Battalion Officer following the completion of Brigade process Striper Board, taking into consideration those midshipmen interviewed but not selected by the Brigade board.

5. Battalion Officers will conduct boards and interviews as necessary and nominate a slate of midshipmen to the Brigade Striper Board.

   a. Battalion Officers will review and consider the demographics of their Battalion prior to conducting Battalion Striper Boards.

   b. 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.

6. 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 positions listed in the Striper Selection Notice.
Brigade and Regimental Lieutenants and below will be assigned by Battalion Officers, except those billets outlined below in paragraph h. 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.

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

8. Selection Procedures for Supporting Programs

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

   b. Captain of Captains. 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.

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

   d. All other billets listed in Tables 2-1, 2-2 and 2-3 will be submitted and approved per the applicable Striper Selection Notice.

9. Brigade Striper Board Interviews. The aptitude officer will brief all candidates on the purpose and mechanics of the board. The selection board processes will be promulgated in each Striper Board Notice. 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.

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

11. The Commandant’s Operations Officer (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.

12. 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 Midshipmen Information System (MIDS) for out-of-Battalion striper assignments.
CHAPTER 4 – DUTIES AND RESPONSIBILITIES OF THE BRIGADE STAFF

401. Brigade Commander (BC)

1. The BC is the senior midshipman, commands the Brigade, and 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 readiness and professionalism, be sensitive to the state of morale, be accountable for the conduct and training of the Brigade, keep the Commandant of Midshipmen informed regarding any deficiencies, and recommend corrective action to be taken. The BC may assign collateral duties to members of the Brigade staff and Regimental Commanders as required.

2. Specific duties and responsibilities:

   a. 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.

   b. Represent the midshipmen chain of command at meetings with the Commandant of Midshipmen and policy boards.

   c. Sit as a member on Brigade Striper, Aptitude, and Honor Boards.

   d. Supervise the turnover process of new stripers.

   e. Supervise the Brigade Sergeant Major.

402. Brigade Executive Officer (BXO)

1. The BXO is second in command of the Brigade and acts as an advisor to the BC for issues concerning implementation, enforcement, and changes to Brigade policies. The BXO is responsible to the BC for the efficient operation of the Brigade Staff. The BXO plans and conducts Brigade staff meetings to support the goals and policies of the Brigade Commander.

2. Specific duties and responsibilities:

   a. Responsible for overseeing the proper execution of the Midshipman Training Program and the general professional conduct of the Brigade.

   b. Fulfill the duties of the Brigade Commander in his/her absence.

   c. Serve as the Chief of Brigade Staff. Responsible for facilitating weekly meetings between the Brigade Staff and Battalion Commanders.

   d. Review all policies drafted by the Regimental Commanders and serve as an advisor to the BC.
e. 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.

403. **Brigade Honor Advisor.** Duties and responsibilities of the Brigade Honor Staff are described in reference (a).

404. **Brigade Honor Advisor for Investigations.** Duties and responsibilities of the Brigade Honor Staff are described in reference (a).

405. **Brigade Character Development Officer.** Duties and responsibilities of the Brigade Honor Staff are described in reference (a).

406. **Brigade Operations Officer (BOPS)**

1. Brigade Operations Officer (BOPS) is responsible for organization, planning, and execution of all operations involving the Brigade of Midshipmen. BOPS is aligned to the Commandant of Midshipmen Operations Officer.

2. Specific duties and responsibilities:
   
   a. Keep the Brigade and Stripers informed of upcoming events, via meetings, email, and the Google Calendar in accordance with the latest Brigade Calendar guidance. This includes coordinating all special activities throughout the semester, to include but not limited to: concerts, pep rallies, Forrestal lectures, and spirit activities.

   b. Coordinate midshipman host arrangements and berthing for visiting cadets from other service academies.

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

   d. Work closely with the Midshipman Activities Officer on the delegation, issuing, and maintenance of midshipmen parking. Assist the Brigade Conduct Officer on parking enforcement and patrolling in Midshipman lots.

407. **Brigade Deputy Operations Officer**

1. Accountable to the BOPS.

2. Specific duties and responsibilities:

   a. Attend meetings with officer operations staff in support of BOPS and brigade operations in general.

   b. Assist the BOPS in all operations matters as they see fit.
408. Brigade Training Officer (BTO)

1. The BTO is accountable to the BC for developing and promulgating the training plan for the Brigade. The BTO is aligned to the Training Department staff to design and implement training that enhances the professional knowledge of the Brigade.

2. Specific duties and responsibilities:

   a. Responsible for creating and establishing the Midshipman Training Program to include the vision and tangible steps on how to achieve effective training of the Brigade.

   b. Conduct regular meetings to promulgate information and process feedback from Battalion Training Officers and Company Stripers.

   c. Responsible for producing the Plebe Professional Manual, Professional Knowledge Quizzes, Professional Knowledge Exam, Professional Competency Boards, and the overall execution of plebe professional training.

409. Brigade Aptitude and Conduct Officer

1. The Brigade Aptitude and Conduct Officer is aligned to the Deputy Commandant, but with direct assistance from the Conduct Officer and Aptitude Officer.

2. Specific duties and responsibilities:

   a. Serve as the primary information source regarding matters relating to the Aptitude for Commission System and train all Battalion and Company Conduct Officers in their duties and how to operate MIDS as it pertains to conduct offenses.

   b. Act as a liaison between the Conduct Office and Battalion and Company Conduct Officers to enhance consistency in the administration of the Conduct System within the Brigade, thereby enhancing good order and discipline at USNA.

   c. Coordinate an investigation report review with the accused at least 24 hours prior to their adjudication.

   d. For Commandant of Midshipmen and Deputy Commandant of Midshipmen adjudications:

      1) Schedule, set up the venue (Conference Room or alternate venue), and attend all Deputy adjudications.

      2) Ensure the accused midshipman and the accused midshipman’s midshipman Chain of Command (i.e., Squad Leader, Platoon Commander, Company Commander, Battalion Commander, and Varsity/club sport team captain, or ECA President, as applicable) are prepared for the adjudication. If they cannot attend the adjudication, they may submit a written statement on their behalf.
(3) For “non-sensitive” cases (not sexual or intensely personal issues), ensure that six (6) observers are present for Commandant of Midshipmen and Deputy Commandant of Midshipmen adjudications/hearings (i.e., one (1) midshipman present from each Battalion, one (1) midshipman present from each class, and one (1) midshipman from the varsity/club sport team or ECA of the accused, if applicable).

e. Prepare XYZ case studies for review by the Commandant of Midshipmen per semester.

f. Advise and assist the Commandant's Conduct Officer and the Commandant's Legal Advisors in the dissemination of the Transparency Memos.

g. Facilitate the operational readiness of Shore Patrol Midshipmen Regulations watch from the Deputy Commandant to Conduct Staff.

h. 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.

i. Coordinate training of all unit commanders on their duties related to the Aptitude Grading Systems.

410. Brigade Supply Officer

1. The Brigade Supply Officer is aligned with the Commandant’s Supply Officer (SUPPO) and is responsible for effective communications to the Brigade on supply matters.

2. Specific duties and responsibilities:

   a. Works directly with the SUPPO and the USNA Supply Department in support of Midshipman quality of life as it pertains to the Supply Department.

   b. Organize special meals for the Brigade in support of events in coordination with BOPS and SUPPO.

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

   d. Sit on the Uniform and Quality of Life Boards.

   e. Maintain accountability of the Battalion Supply Officers and Company Wardroom representatives.

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

   g. Coordinate the Financial Education and Literacy curriculum with the BTO and the Commandant of Midshipmen's Financial Officer.
h. Oversee proper usage of King Hall television and audio equipment.

411. Brigade Alcohol and Drug Education Officer (ADEO)

1. The Brigade ADEO is aligned to the Commandant’s ADEO and is responsible for the alcohol and drug-related training, including Department of Defense (DOD), U.S. Navy, USNA or Brigade-wide policies. Manages the Brigade “Own Your Limits” campaign, aligned with the DOD education campaign of the same name designed to help service members learn to drink responsibly, if they choose to drink alcohol.

2. Specific duties and responsibilities:

   a. Ensure alcohol distribution and consumption at Brigade events (or lower) are properly requested, approved and executed in accordance with USNAINST 1700.7A and COMDTMIDNINST 1531.1B.

   b. 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.

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

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

   e. Plan and execute Alcohol Awareness Week activities to take place the week prior to Spring Break annually.

   f. Coordinates with other programs in the Brigade that could involve an alcohol-related component (i.e. Drug and Alcohol Program Advisors (DAPA), SAPR, Midshipmen Development Center (MDC), etc.) to ensure ADEO training aligns with all other initiatives.

412. Brigade Executive ADEO

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

2. Specific duties and responsibilities:

   a. Execute ADEO policies through continuous communication between ADEO Staff regarding ARI incentives and prevention of ARIs.

   b. Coordinate with the BTO to execute a continuing program for educating the Brigade with respect to alcohol and drug abuse and communicating feedback from the Brigade to improve the Education Program.
c. Facilitate regular meetings with all ADEO staff members to relay information regarding education, training, and policy changes related to alcohol and drug abuse.

d. Maintaining overall organization of the program between ADEO billets, training, and program account management through Midshipmen Welfare Fund (MWF), including program budget.

413. Brigade Sexual Harassment and Assault Prevention Education (SHAPE) Commander

1. The SHAPE Program Commander is aligned to the Director of Prevention Education.

2. Specific duties and responsibilities:

   a. Coordinate the execution of training with BOPS and the BTO to ensure the entire Brigade received required training.

   b. Act as the midshipman point of contact for all SHAPE matters.

   c. Oversee the SHAPE peer educator team accountability, communications, and operations.

   d. Coordinate and supervise the training and preparedness of all peer educators.

414. Brigade SHAPE Program Executive Officer

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

2. Specific duties and responsibilities:

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

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

   c. Ensure accountability through a master attendance program ensuring 100% completion of training for all midshipmen.

   d. Provide input to the SHAPE subject matter experts for improvements of the course curriculum.

415. Brigade SHAPE Program Operations Officer

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

2. Specific duties and responsibilities:
a. Logistics and planning of SHAPE peer educator meetings, training, and special events.

b. Ensure all venues for Brigade-wide SHAPE sessions and team events are scheduled.

416. Brigade Sexual Assault Prevention and Response (SAPR) GUIDE Commander

1. The Brigade SAPR GUIDE Commander is aligned to the SAPRO.

2. Specific duties and responsibilities:
   a. Provides training, preparation, and coordination to Company SAPR GUIDEs to act as a SAPR resource within each Company.

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

418. Brigade Resilience Officer

1. The Brigade Resilience Reports to the MDC Director to meet the needs of the Brigade on topics surrounding mental health for individuals and developing skills needed as a junior officer.

2. Specific duties and responsibilities:
   a. Ensure the Brigade is aware of services offered by the MDC and ensure the MDC is meeting the developmental needs of the Brigade.
   
   b. Liaise with the MDC staff to provide any administrative support as required, to include marketing programs, scheduling facilities, disseminating information, developing training programs, etc.
   
   c. 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.
   
   d. Attend MDC Staff meetings and MDC Performance Improvement Committee meetings, as directed.
   
   e. Serve as the Head of the Peer Advisor Program and aid the MDC director in providing mental health education and response training to the Peer Advisor team.

419. Brigade Resilience Executive Officer

1. The Brigade Resilience XO reports to and assists the Brigade Resilience Officer.

2. Specific duties and responsibilities:
a. Help plan and execute tasks as assigned by the MDC Director.

b. Help communicate and align Peer Advisors.

c. Other duties as assigned.

420. Brigade Dignity and Respect Officer (BDRO)

1. The BDRO is aligned to the Chief Diversity Officer and is responsible to the BC for fostering an inclusive campus that treats all midshipmen with the same dignity, honor and respect regardless of race, ethnicity, culture, gender, sexual orientation, gender identity or socio-economic background.

2. Specific duties and responsibilities:

   a. Coordinates all efforts under the guidance of the Chief Diversity Officer.

   b. Responsible for the coordination and execution of all Dignity and Respect initiatives involving midshipmen, deconflicting training and activities including Dignity and Respect Officers and the Naval Academy Athletic Association Council for Racial Equity.

   c. Responsible for the creation and direction of a leadership team to oversee the three pillars listed in paragraph b(2) to ensure all projects are conducted within the legal and ethical confines of USNA Instruction.

   d. Responsible for the training development and qualification of the Diversity Peer Educators.

   e. Communicate with the training staff to ensure attendance at scheduled dignity and respect trainings.

   f. Serve as representative for the USNA at applicable events.

421. Brigade Dignity and Respect Executive Officer

1. The Brigade Dignity and Respect Executive Officer reports to the BDRO.

2. Specific duties and responsibilities:

   a. Oversees the Dignity and Respect Program (DRP) and works directly with the BDRO and DRP Program Manager on behalf of the Office of Diversity, Equity, and Inclusion.

   b. Responsible for the flow of communication between the Brigade and DRP.

   c. Serve as the Senior DRO and program representative to the BDRO.
d. Appoints and manages DRO representatives in each battalion, company, ECA, and varsity/club sport team.

e. Manage continuing education and training programs for all current and prospective DROs in the Brigade (est. 80-120 Midshipmen).

4.22. Brigade Command Managed Equal Opportunity (CMEO) Representative

1. The Brigade CMEO Rep is aligned to the Brigade CMEO and works to ensure the Brigade understands how and when to use CMEO procedures to resolve appropriate issues.

2. Specific duties and responsibilities:

   a. Coordinate with the BTO to prepare and schedule training materials for training at the Battalion and/or Company level.

   b. Provide periodic feedback to the Brigade in the form of XYZ cases on effective use of the CMEO process.

4.23. Brigade Captain of Captains

1. 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.

2. Specific duties and responsibilities:

   a. Liaise between the Brigade staff and varsity team captains.

   b. Provide guidance and direction to varsity team captains in performance of their duties.

   c. Disseminate policy regarding athletic programs.

4.24. Varsity Athletic Team Captains

1. 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 Captain of Captains for matters involving Brigade activities and reports to the O-Rep and Coach for internal team matters.

2. Specific duties and responsibilities:

   a. Provide general professional counseling for team members.
b. Serve as observers at aptitude boards, conduct hearings, and honor hearings for team members (as required).

425. Brigade Honor Secretary and Board Coordinator. Duties and responsibilities of the Brigade Honor Staff are described in reference (a).

426. Brigade Honor Faculty and Staff Liaison. Duties and responsibilities of the Brigade Honor Staff are described in reference (a).

427. Brigade Academics Officer

1. The Brigade Academics Officer is aligned with the Assistant Provost for Academic Affairs (APAA) to ensure the Brigade is prepared for all academic milestones throughout the Academic Year.

2. Specific duties and responsibilities:
   a. Coordinate with the BOPS to add all major academic milestones (preregistration, major selection, etc.) to the Google Calendar.
   b. Advise classes of academic information via the daily email (grades due, capstone day, preregistration) as directed by the APAA.

428. Brigade Leadership and Development Officer (LEAD)

1. The Brigade LEAD Officer is aligned with the Deputy Commandant for LEAD.

2. Specific duties and responsibilities:
   a. Coordinate with the BTO to align Luce Hall and LEAD initiatives with the Brigade Training Program for the semester.
   b. Coordinate with the Brigade Operations officer to schedule all applicable training for LEAD topics.

429. Brigade Protocol Officer

1. The Brigade Protocol Officer is aligned to the Commandant’s Protocol Officer and is responsible for all protocol-related training and development within the Brigade.

2. Specific duties and responsibilities:
   a. Assist with the organization, planning, and execution of all events and training involving etiquette and protocol.
   b. Coordinate protocol training and event planning with the BOPS and BTO.
c. Coordinate invitation lists and RSVP lists for official Brigade functions.

430. Brigade Drill Officer

1. The Brigade Drill Officer is aligned to the Brigade Drill Master and is responsible for all matters relating to military drill.

2. Specific duties and responsibilities:

   a. Coordinate the scheduling and execution of all parades, football march-overs, outside formations, and other ceremonies with BOPS.

   b. Assist the Brigade Drill Master with rifle and sword inventory, distribution and collection.

   c. Supervise the Regimental Drill Officers and Brigade Drill Sergeant and assist with the selection, training, and employment of evaluators for drill evolutions. Receives all drill reports.

   d. Manage the armory, ceremonial weapons, and USNA equipment.

431. Brigade Anti-terrorism and Force Protection (AT/FP) Officer

1. Responsible to the BOPS and Commandant of Midshipmen staff AT/FP Officer for executing policies, conducting training, and maintaining security conditions related to AT/FP.

2. Specific duties and responsibilities:

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

   b. Act as team leader for all AT/FP drills and exercises.

   c. Ensure Brigade-wide required AT/FP training is conducted in coordination with BTO.

   d. 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.

432. Brigade AT/FP Executive Officer

1. The Brigade AT/FP XO works for the Brigade AT/FP Officer.

2. Specific duties and responsibilities:

   a. Complete duties as assigned and assist in managing watchbills for all AT/FP midshipmen.
433. Brigade Safety Officer

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

2. Specific duties and responsibilities:
   
   a. Utilize Battalion and Company Training Officers to disseminate relevant safety training to the Brigade in coordination with the BTO.
   
   b. Produce a variety of effective training messages on safety topics for the Brigade.
   
   c. Communicate with Brigade Medical to coordinate corpsmen for high-risk Brigade, Battalion, Company, and ECA evolutions.
   
   d. Organize and lead “body snatchers” during parades to safely and professionally remove midshipmen that pass out in formation. Train body snatchers in basic first aid and treating heat exhaustion and heat stroke. Coordinate with Drill Master for specific instructions during parades.
   
   e. Organize and support a group of prior Emergency Medical Technician midshipmen in providing first aid and cardiopulmonary resuscitation training to companies, Sea Trials staff, and Plebe Summer detailers.

434. Brigade Adjutant

1. Responsible to the BOPS and Senior Watch Officer, via the Assistant Senior Watch Officer, for the proper execution and administration of the midshipmen portion of the Bancroft Hall Watch Organization.

2. Specific duties and responsibilities:
   
   a. Responsible for the training of Midshipman Officer of the Watch (MOOW) watchstanders.
   
   b. Prepares MOOW and Assistant MOOW watch bills and approves any exchange of duty chits for those watchstanders.
   
   c. Ensures midshipmen at all levels are trained to carry out the duties of their respective watch.
   
   d. Supervise the Main Office Watch, including files, records, and reports.
   
   e. Supervise the Brigade Assistant Adjutant (Lifeguard Coordinator).
435. **Brigade Physical Mission Officer (PMO)**

1. Responsible to the Physical Education (PE) Department Director, Marking Officer, Human Performance Director, and BTO for all aspects of midshipman physical development, to include the Physical Readiness Test (PRT).

2. Specific duties and responsibilities:

   a. Maintain close liaison with the PE Department and the MWF office on all aspects of programs involved with the physical development of midshipmen.

   b. Coordinate with the Marking Office to assist in administering all PRTs, including assignment and oversight of score recording personnel.

   c. Assist with the PRT Remedial Program and the Brigade Training Team and track midshipmen participation requirements. Have Company PMOs report attendance to company leadership on a daily basis.

   d. Meet with the Director of Human Performance for guidance and oversight of Battalion PMOs to ensure company physical training plans are safe and effective.

436. **Brigade Administrative Officer**

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

2. Specific duties and responsibilities:

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

   b. Maintains the Brigade Administration Log to track correspondence for the Brigade and Regimental Staffs.

   c. Oversees and trains Battalion Administrative Chiefs and Company Administrative Officers on basic administrative tracking procedures.

437. **Brigade Public Affairs Officer (PAO)**

1. Responsible to the USNA PAO, the Public Affairs Office Staff, and the BOPS.

   a. Plans and runs the USNA Instagram with approval from Public Affairs office.

   b. Chooses Assistant Brigade PAO and Battalion PAOs.

   c. Meets weekly with the Public Affairs office on upcoming events and posting schedules.
d. Coordinates with Lucky Bag to have midshipmen photography coverage on major events.

e. Coordinates all Instagram Story takeovers.

f. Spot check USNA-affiliated social media accounts daily to ensure guidelines are followed.

2. Specific duties and responsibilities:

   a. Act as liaison between the USNA PAO’s office and the Brigade of Midshipmen.

   b. 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.

438. Brigade First Lieutenant

1. The Brigade First Lieutenant is aligned to the Commandant Facilities Director (CFD) for the material condition and cleanliness of all public and midshipmen spaces in Bancroft Hall.

2. Specific duties and responsibilities:

   a. Work closely with the CFD in the operation of the Self-Help Program in the Brigade to support the material upkeep of Bancroft Hall.

   b. Assist in the coordination of berthing issues within Bancroft Hall.

439. Brigade Sustainment Officer

1. The Brigade Sustainment Officer is aligned to the CFD.

2. Specific duties and responsibilities:

   a. Coordinate recycling programs across the Brigade.

   b. Develop/assess/coordinate other sustainment initiatives as applicable.

440. Brigade Midshipmen Information Systems Liaison Officer (MISLO)

1. Responsible to the Deputy Director Information Technology Services Division (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 BOPS.

2. Specific duties and responsibilities:
a. 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.

b. Maintain liaison with Battalion MISLOs. Conduct regular meetings to promulgate information and receive feedback from Battalion and Company MISLOs.

c. Maintain an Asset Security and Management Program for all Brigade-managed IT assets.

441. Brigade Religious Programs Officer

1. The Brigade Religious Programs Officer reports to the Command Chaplain, coordinates with BOPS for all religious events, and provides administrative support to the USNA Chaplain’s Center.

2. Specific duties and responsibilities:

   a. 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.

   b. Provide Chaplain administrative support as required, and act as liaison between the Chaplain’s Center and the Brigade.

   c. Attend Chaplain Center Staff Weekly Meetings.

442. Brigade International Programs Officer (IPO)

1. Responsible to the Director of the International Programs Office and staff, and coordinates with BOPS and BTO as necessary in support of international activities on the Yard.

2. Specific duties and responsibilities:

   a. Assist in the promotion and dissemination of information to the Brigade regarding the Semester Study Abroad, Faculty-led Cultural Opportunities and Language Study Abroad Programs.

   b. Acts as the peer representative of the International Programs Office for interactions with international students on four year and semester exchange.

   c. Responsible for ensuring the internationalization of the Brigade and developing cultural awareness within the Brigade.

   d. Coordinates with Brigade Protocol in assisting the International Programs Office with international visits onto the yard and high-visibility interactions with international officers and partners.
443. **Brigade Sea Trials Commander**

1. Responsible to the Sea Trials Officer in Charge (OIC) and the BOPS for the planning, coordination, and execution of Sea Trials.

2. Specific duties and responsibilities:
   
   a. Oversee all training evolutions and logistical support issues pertaining to Sea Trials.
   
   b. Submit nominations to Sea Trials OIC and assume supervisory authority over the Sea Trials Executive Officer, Operations Officer, and Phase Commanders.
   
   c. Ensure administrative, safety, and operational risk management requirements are met.

444. **Brigade Sea Trials Executive Officer**

1. Responsible to the Sea Trials Commander for assisting in the planning, coordination, and execution of Sea Trials.

2. Specific duties and responsibilities:

   a. Supervise the training, qualifications, and performance of all Sea Trials staff members.

   b. Ensure all necessary reporting is done correctly and in a timely manner.

445. **Brigade Sea Trials OPSO**

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

2. Specific duties and responsibilities:

   a. Coordinate the efforts of all Sea Trials Phase Commanders.

   b. Supervise support staff in their logistics, transportation, communications, and public affairs functions.

   c. Assist Phase Commanders in compiling supply requests and equipment lists.

   d. Act as primary liaison between the USNA Supply and Sea Trials supply requirements.

446. **Brigade Sergeant Major**

1. The senior 2/C Midshipman in the Brigade. Receives direction and supervision from the Brigade Commander.
2. Specific duties and responsibilities:

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

   b. Route recommendations to the Brigade Commander on issues concerning midshipmen.

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

   d. Attend all meetings held by the Brigade Commander.

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

447. Brigade Training Sergeant

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

2. Specific duties and responsibilities:

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

   b. Record results of all Professional Knowledge Quizzes and Exams. Monitor the progress of each Company and provide remediation guidance as necessary.

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

449. Brigade Sea Trials Sergeant

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

2. Specific duties and responsibilities:

   a. 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.

   b. Formulate a schedule and coordinate logistics to get every plebe to the obstacle/endurance course twice during the second semester. Supply each Company with materials required to run weekly Sea Trials workouts.
c. Organize the training of the Battalion Sea Trials Sergeants for the obstacle and endurance courses and their roles as safety observers.

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

450. Brigade Supply Sergeant

1. Responsible to the Brigade Supply Officer.

2. Specific duties and responsibilities:

   a. Drafts the agenda of General USNA Supply Department meetings prior to meetings and maintains a record of matters discussed during meetings.

   b. Attends and maintains a record of matters discussed during weekly Midshipmen Food Services Division (MFSD) meetings and bi-monthly NABSD meetings.

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

   d. Schedules and leads weekly Midshipmen Supply Team meetings.

   e. Writes Brigade Feedback in conjunction with respective Battalion Supply Officer liaison for Brigade Supply Officer review.

451. Brigade Administrative Chief

1. Responsible to the Brigade Administrative Officer.

2. Specific duties and responsibilities:

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

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

   c. 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.

452. Brigade Sea Trials Phase Commanders

1. Responsible to the Brigade Sea Trials OPSO for the planning, coordination, and execution of a designated phase of Sea Trials. Spring semester billets only.
2. Specific duties and responsibilities:
   a. Define specific goals and objectives of the designated phase.
   b. Oversee all training evolutions, logistical support, and safety for their respective phase.

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

453. Brigade Health Officer

1. This midshipman acts as a liaison between the Brigade and the Brigade Medical Officer (BMO) for all things related to the overall health and wellness of the Brigade. This should include higher order discussion of health policy as well as specific concerns regarding lapses in care of any kind:

2. Specific duties and responsibilities:
   a. Meeting regularly with the BMO to discuss the general state of midshipman care at Brigade Medical Unit (BMU) and other medical clinics and Brigade regarding medical care.
   b. Act as midshipman subject matter expert for common midshipmen or be able to identify who is for any administrative tasks that involve medical staff approval, including OCONUS paperwork, high risk screening, and other required or optional interface with BMU, orthopedics, physical therapy, optometry, or the Concussion Center of Excellence.
   c. Update the Brigade on matters regarding their medical care and any other significant changes in policy or procedure regarding BMU and other medical clinics.
CHAPTER 5 – DUTIES OF THE REGIMENTAL STAFF

501. Regimental Commander

1. Responsible to the BC via the BXO for executing the policies of the Commandant of Midshipmen in maintaining the Regiment in the highest possible state of efficiency.

2. Specific duties and responsibilities:
   a. Responsible for general cleanliness, maintenance, and appearance of the Regimental area.
   b. Serve as special projects officer to the BC.
   c. Attend Brigade Aptitude Boards and Conduct Adjudications as the Brigade Commander’s representative, as required.
   d. 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.
   e. Supervise the Regimental Sergeant Major in the performance of duties.
   f. Responsible for the Color Company Program and Company Culture Stand Downs.

502. Regimental Executive Officer

1. 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.

2. Specific duties and responsibilities:
   a. Make frequent inspections of spaces, personnel, and administrative items and take remedial action to correct discrepancies, consistent with current policy and directives.
   b. Monitor staff personnel accountability.
   c. Supervise staff functions to ensure efficiency in all staff tasking.
   d. Serve as the interface between the Regimental staff and the Brigade and Battalion staffs.
   e. Fulfill the duties of the Regimental Commander in their absence.
   f. Responsible for ensuring the good order and discipline of the Regiment.
g. Coordinate the Color Company Program and Company Culture Stand Downs under the direction of the Regimental Commander.

503. Regimental Honor Advisor. Duties and responsibilities of the Brigade Honor Staff are described in reference (a).

504. Regimental Honor Advisor for Investigations. Duties and responsibilities of the Brigade Honor Staff are described in reference (a).

505. Regimental Aptitude and Conduct Officer

1. Assist the Brigade Aptitude and Conduct Officer in all aptitude and conduct matters.

2. Specific duties and responsibilities:

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

   b. Assign the Midshipmen Regulations Shore Patrol watchstanders daily tasks in accordance with command instructions and staff direction.

   c. Coordinate with BOPS to enforce the command parking instruction.

   d. Ensure the timeline of events is followed for Midshipmen Development Reports (MDRs) and aptitude rankings in accordance with the Aptitude for Commission System.

506. Regimental Supply Officer

1. Works directly with the SUPPO and the Supply Department with efforts specifically focused on Brigade Financial education.

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

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

4. Manage the Brigade Supply Team, the Brigade Supply Sergeant, and their projects.

5. As needed, coordinate company tailgates and company picnics.

507. Regimental Protocol Officer

1. The Regimental Protocol Officers work for the Brigade Protocol Officer.

2. Specific duties and responsibilities:
a. Assists in properly completing billet-related tasks in support of protocol training and protocol evaluation at assigned events.

508. Regimental Drill Officer

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

2. Specific duties and responsibilities:

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

   b. Assist the Brigade Drill Master with rifle and sword inventory, including distribution and collection within the Regiment.

   c. Supervise the Regimental Drill Sergeant and assist with the selection, training, and employment of evaluators for all drill evolutions.

509. Regimental AT/FP Officers

1. The Regimental AT/FP Officers work for the Brigade AT/FP Officer.

2. Specific duties and responsibilities:

   a. Assists in properly completing billet-related tasks in support of AT/FP requirements.

510. Regimental Adjutant

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

2. Specific duties and responsibilities:

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

   b. Coordinates watch bill assignments as directed by the Brigade Adjutant.

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

   d. Organizes and coordinates training procedures for duty section watchstanders.

   e. Performs weekly spot checks of watchstanders to verify they are properly standing the watches and monitors watchstander adherence to security procedures.
511. **Regimental Sergeants Major**

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

2. Specific duties and responsibilities:

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

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

   c. Attend all meetings held by the Regimental Commander.

   d. March in the Regimental Staff at all parades.

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

   f. Organize the Midshipmen of the month program and coordinate selections with Battalion Sergeants Major.

   g. Assist the Brigade Sergeant Major in coordinating the standing of watches when 2/C assume 1/C watches.

512. **Regimental Drill Sergeant.** The 2/C Midshipman responsible to the Regimental Drill Officer and performs all duties as directed.

513. **Regimental Honor Sergeant.** Duties and responsibilities of the Brigade Honor Staff are described in reference (a).

514. **Regimental International Programs Sergeants**

1. The Regimental International Programs Sergeants work for the Brigade IPOr.

2. Specific duties and responsibilities:

   a. Assists in properly completing billet-related tasks in support of international programs and events.
CHAPTER 6 – DUTIES OF THE BATTALION STAFF

601. Battalion Commander

1. 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. Although the Battalion Commander is aligned to the Battalion Officer, the Battalion Commander should act as though they have full responsibility for the Battalion and will lead the Battalion while ensuring the Commandant's and Brigade Commander's policies are instituted and upheld.

2. Specific duties and responsibilities:
   a. Represent the midshipmen chain of command at meetings with the Battalion Officer.
   b. Ensure timely communication of new policies to both the midshipmen and officers of the Battalion.
   c. Sit on Battalion Striper Boards.
   d. Serve as a Battalion representative at Battalion Officer, Deputy Commandant of Midshipmen, and Commandant of Midshipmen level adjudications.
   e. Supervise the Battalion Sergeant Major in the performance of duties.
   f. Supervise morning watch turnover in the Battalion.

602. Battalion Executive Officer

1. 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.

2. Specific duties and responsibilities:
   a. Make frequent inspections of Battalion Areas of Responsibility, personnel and administrative items, and take remedial action to correct discrepancies.
   b. Supervise staff personnel to ensure the staff's efforts directly support the objectives and tasking of the Companies.
   c. Responsible for overseeing the proper execution of the Midshipmen Training Program in the Battalion.
   d. Serve as the Battalion Commander in their absence.
e. Ensure Company Commanders and Executive Officers adhere to Battalion Commander’s intent within their own policies and execution of such policies.

603. Battalion Honor Advisors

1. Duties and responsibilities of the Brigade Honor Staff are described in reference (a).

604. Battalion Character Development Officers

1. The Battalion Character Development Officers work for the Brigade Character Development Officer.

2. Specific duties and responsibilities:

   a. Assists in properly completing billet-related tasks in support of the Character Development Program.

605. Battalion Operations Officer

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

2. Specific duties and responsibilities:

   a. Maintain a semester schedule of Battalion activities and ensure Battalion events are updated on the Brigade Google Calendar.

   b. Coordinate the scheduling of Battalion movements and meetings.

   c. Execute ship visit procedures when in host Battalion capacity.

   d. Brief Battalion Staff and Company Commanders on all operations tasks from the Brigade Staff.

   e. Serve as Battalion point of contact for all fund drives.

606. Battalion Training Officer

1. 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. Coordinates with the Regimental Executive Officer for matters at the Regimental level.

2. Specific duties and responsibilities:
a. Oversee the proper execution of the Midshipmen Training Program in the Battalion.

b. Assist in the development of the training qualifications required of each class.

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

d. Support the Battalion executive officer in the proper execution of the Academic Year 4/C Development System in the Battalion.

e. Serve as the Battalion Commander's representative on any Brigade training committee.

f. Support all training matters for the Battalion Honor Advisor.

607. Battalion Aptitude and Conduct Officer

1. Responsible to 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.

2. Specific duties and responsibilities:

   a. 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.

   b. 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, MDR submission, and calculation of the Military Order of Merit (MOM).

   c. Liaison with Company Conduct Officers for smooth operation of the conduct system.

   d. Assist in all Battalion level conduct hearings.

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

   f. Coordinate with the Battalion Training Officer on any changes to the Conduct System.

608. Battalion Supply Officer

1. The Battalion Supply Officer is a collateral duty chosen from a Company Supply Officer within the Battalion. 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.
2. Specific duties and responsibilities:

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

   b. 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.

   c. Participates in Uniform Board initiatives.

   d. Assists in writing brigade feedback for respective liaison managerial focus areas.

609. Battalion ADEO

1. Responsible to the Battalion Commander and 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.

2. Ensure timely routing of Battalion-level alcohol requests in accordance with USNAINST 1700.7A and COMDTMIDNINST 1531.1B.

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

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

611. Battalion Peer Advisor

1. The Battalion Peer Advisors work for the Regimental Peer Advisors and provide resources as necessary for Company Peer Advisors.

2. Specific duties and responsibilities:

   a. Obtain feedback from companies to share with Regimental and Brigade Officers on program effectiveness.

3. Ensure company representatives have relevant training materials and are appropriately engaged with their company chain of command in support of training.

612. Battalion DRO

1. The Battalion DRO works for the BDRO and provides resources as necessary for Company DROs.
2. Specific duties and responsibilities:
   a. Obtain feedback from companies to share with Regimental and Brigade Officers on program effectiveness.
   
   b. Ensure company representatives have relevant training materials and are appropriately engaged with their company chain of command in support of training.

613. Battalion CMEO Representative

1. The Battalion CMEO Representative works for the Brigade CMEO and provides resources as necessary for Company CMEO representatives.

2. Specific duties and responsibilities:
   a. Obtain feedback from companies to share with Regimental and Brigade Officers on program effectiveness.
   
   b. Ensure company representatives have relevant training materials and are appropriately engaged with their company chain of command in support of training.

614. Battalion Academic Officer

1. Responsible to the Battalion Commander and Brigade Academic Officer for the overall academic performance of the Battalion.

2. Specific duties and responsibilities:
   a. Ensure academic assistance information is explained to all midshipmen. Act as a liaison for the Brigade Academic Officer to the Academic and Writing Centers and the Library.
   
   b. Ensure academically deficient midshipmen are identified and their progress is tracked by the Company Academic Officers.
   
   c. Ensure the Academic Accountability System is properly executed and that each company is enforcing an academic accountability policy to prevent unauthorized absences.

615. Battalion Protocol Officer

1. The Battalion Protocol Officer is the point of contact for all protocol related issues for the Battalion Commander and the Brigade Protocol Officer. Reports to the Battalion OPSO.

2. Specific duties and responsibilities:
   a. Provide guidance to other midshipmen on the proper protocol for functions and events.
b. Coordinate protocol at Battalion events.

c. Coordinate protocol training with the Battalion Training Officer.

d. Report areas of uncertainty within the Battalion to the Battalion Executive Officer and up to the Brigade Protocol Officer.

616. Battalion Drill Officer

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

2. Specific duties and responsibilities:

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

   b. Assist the Brigade and Regimental Drill Officers in the execution of all formal and practice parades.

   c. Supervise the Battalion Drill Sergeant in the execution of duties.

617. Battalion AT/FP Officer

1. Responsible to the AT/FP Commander 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. The Battalion AT/FP Officer is a collateral duty chosen from a Company AT/FP Officer within the Battalion.

2. Specific duties and responsibilities:

   a. Ensure all Company AT/FP Officers receive required training and perform their duties.

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

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

   d. 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.

618. Battalion Adjutant

1. 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.

2. Specific duties and responsibilities:
a. Uphold watch and duty policies as directed by reference (d).

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

c. Ensure each Company has required forms for Battalion and Company business.

619. Battalion PMO

1. 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.

2. Specific duties and responsibilities:
   a. Evaluate the qualifications of midshipmen nominated for officiating assignments. Approve assignment of officials.
   b. Ensure all midshipmen who are required to participate in intramurals are signed up for a sport or activity, including midshipmen exiting other activity programs.
   c. Assist the Brigade PMO in the performance of duties with particular emphasis on assisting in the organization of Regimental and Brigade championships.
   e. Validate all Company submissions prior to being forwarded to the Brigade PMO.
   f. Responsible for equipment issue within the Battalion.
   g. At least monthly, report the status of all PE deficient, Physical Fitness Assessment (PFA) (Body Composition Assessment (BCA) and PRT) failed midshipmen within the Battalion to the Battalion Officer and the Brigade PMO.

620. Battalion PAO

1. 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.

2. Specific duties and responsibilities:
   a. Liaison with Company PAO Sergeants for coordination on public affairs activities.
   b. Assist higher level PAOs with maintenance of official USNA social media platforms.
621. **Battalion First Lieutenant**

1. The Battalion First Lieutenant is a collateral duty chosen from a Company First Lieutenant within the Battalion. Responsible to the Brigade First Lieutenant for the material condition of all spaces and equipment in the Battalion. Reports to the Battalion OPSO.

2. Specific duties and responsibilities:
   
   a. Perform frequent inspections of Battalion common areas.
   
   b. Execute the Brigade zone inspection policy.
   
   c. Monitor Company efforts to ensure maximum benefits from the Self-Help Program.
   
   d. Act as the Battalion liaison to the CFD.

622. **Battalion MISLO**

1. 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.

2. Specific duties and responsibilities:
   
   a. Ensures all Company MISLOs are performing their duties and are properly trained.
   
   b. Ensures computer and network assistance is available to all midshipmen and all required training is completed.
   
   c. Provides guidance for midshipmen as to where to receive further assistance.
   
   d. Ensures that Brigade IT assets are properly managed and maintained.

623. **Battalion Sergeant Major**

1. 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 affecting midshipmen in the Battalion. 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.

2. Specific duties and responsibilities:
   
   a. Attend all meetings held by the Battalion Commander.
   
   b. March in the Battalion Staff at all parades, formations, march-overs, etc.
c. Assist in the dissemination of information, approved policies, and details necessary for the daily operations of the Battalion.

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

624. Battalion Training Sergeant

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

2. Specific duties and Responsibilities:

   a. Periodically attend and supervise company morning workouts to enforce training and safety standards.

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

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

626. Battalion Sea Trials Sergeant

1. Responsible to the Brigade Sea Trials Commander and Brigade Sea Trials Sergeant for the performance of duties.

2. Specific duties and responsibilities:

   a. 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.

   b. Define Battalion goals to meet the intent of the Brigade Sea Trials Sergeant in regards to Sea Trials workout frequency, duration, and benchmarks.

   c. Monitor the Sea Trials workouts of the companies in the Battalion.

   e. Serve as obstacle course instructor and safety observer when their Companies attend the obstacle and endurance courses.

627. Battalion AT/FP Sergeant

1. The Battalion AT/FP Representative works for the Regimental AT/FP officer and provides guidance and tasking to the Battalion when necessary, normally via Company Executive Officers.

2. Specific duties and responsibilities:

   a. Planning and execution of AT/FP tasking as assigned.
CHAPTER 7 – DUTIES OF THE COMPANY STAFF

Company Organization

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

2. All Midshipmen (except the Company Commander, Executive Officer, and 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.

3. Out-of-Company stripers remain accountable to their company for documentation of all mandatory training and administrative requirements.

701. Company Commander

1. The Company Commander is responsible for the safety, well-being, and training and performance 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 and the Senior Enlisted Leader, the Company Commander shall act as though they have full authority, responsibility, and accountability for the Company. They have final midshipman authority on company policy and company recommendations at adjudications and aptitude boards.

2. The Company Commander reports to the Company Officer and Senior Enlisted Leader and coordinates all orders and plans with the Battalion Commander. The Company Commander shall receive reports from the Company Executive Officer and Platoon Commanders on the readiness and morale of the company.

702. Company Executive Officer

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

2. Specific duties and responsibilities:

   a. Make frequent inspections of spaces, personnel, and administrative items and take remedial action to correct discrepancies.

   b. Maintain overall supervision of training for all classes, including the Midshipmen Training Program. The Executive Officer shall ensure plebe indoctrination training is supported by the midshipman chain of command down to the squad level, and in accordance with current instructions and regulations.
c. Serves as the primary point of contact for any training policies or programs dictated by the Professional Development Division Training Department.

d. Supervise Company Operations in the scheduling and planning of all Company evolutions.

e. Ensure Midshipman Development Reports are submitted as directed.

f. Plan and execute a weekly Company-wide Blue and Gold event that highlights positive performance in the Company over the past week.

703. Company Honor Advisor

1. Duties and responsibilities of the Brigade Honor Staff are described in reference (a).

704. Company Character Development Officer

1. The Company Character Development Officer works with the Battalion Character Officer and Company XO to enhance the company training program as it pertains to character development and assessment.

705. Company Operations Officer

1. The Company OPSO is responsible to the Company Executive Officer for the collection and dissemination of all information regarding Company missions and assigned tasks. Additionally, the Company OPSO is responsible to the Battalion OPSO in the planning and execution of coordinated Battalion events.

2. Specific duties and responsibilities:

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

   b. Schedule all training evolutions and generate an effective semester training plan with the Platoon Commanders to ensure all morning, noon, and Saturday trainings are properly prepared and executed.

   c. Schedule 2/C to proctor the Plebe Professional Knowledge Quizzes.

   d. Verify proper planning for all Company movements.

   e. Supervise the Company Security Program.
706. **Company Aptitude and Conduct Officer**

1. The Company Aptitude/Conduct Officer is responsible to the Company Executive Officer and responsible for the proper implementation and documentation of the Aptitude for Commissioning and Conduct Systems within the Company.

2. Specific duties and responsibilities:
   
   a. Serve as the primary information source in the Company for matters relating to Aptitude for Commission Boards and the Aptitude for Commissioning System.
   
   b. Coordinate with the Company Executive 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.
   
   c. Ensure the chain of command is notified of Midshipmen Conduct Reports.
   
   d. Ensure the complete and comprehensive investigation of all reported minor conduct offenses.
   
   e. Ensure the Company's conduct records in MIDS are up to date.
   
   f. Counsel new restrictees as to restriction policies.
   
   g. Ensure the prompt routing of all major conduct offenses to the Commandant's Conduct Officer.

707. **Company Supply Officer**

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

2. Specific duties and responsibilities:
   
   a. Maintain a log of Company funds, keeping a ledger of all receipts and expenditures and reconciles the Company wardroom account with MWF.
   
   b. Point of contact for issues regarding King Hall, USNA Business Services Division, and the Brigade Post Officer, regarding questions and event planning.
   
   c. Ensure cleanliness and operability of wardroom equipment and spaces, including food storage and preparation areas.
   
   d. 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.

e. Publish a bimonthly report of Company wardroom fund status.

f. Reconcile the wardroom account as directed by the Midshipmen Welfare Fund office.

708. Company ADEO

1. 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 Executive Officer.

2. Specific duties and responsibilities:

   a. Coordinate with Company OPSO to provide relevant monthly training on drug and alcohol topics as tasked by the Battalion ADEO.

   b. Coordinate with the Company Commander to ensure all midshipmen receive a safety briefing before each long weekend or leave period.

   c. Advise and educate midshipmen and chain of command for Company and Battalion level adjudications involving alcohol use.

   d. Maintain a regular company-wide dissemination of statistics and safety information concerning alcohol and drug use.

   e. Ensure timely routing of company-level alcohol requests IAW USNAINST 1700.7A and COMDTMIDNINST 1531.1B.

   f. Ensure timely routing of all screening paperwork for incident referrals.

709. Company SHAPE Educators

1. The Company SHAPE Educator is responsible to the SHAPE Executive Officer and the Company Commander to manage all company-wide SHAPE training evolutions. Advise company staff on culture and climate relating to sexual violence prevention.

2. Specific duties and responsibilities:

   a. Communicate all upcoming SHAPE training, guest speakers and opportunities for further education.

   b. Report all session accountability to the SHAPE XO and manage potential company excusals.
3. Review all company SHAPE feedback with CC to improve awareness of climate and culture.

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

711. **Company Peer Advisor**

1. The Company Peer Advisor.

2. Specific duties and responsibilities:
   
   a. Coordinate and provide regular training regarding mental health-related topics at the company level, as guided by the BRO and MDC Director.

3. Ensure that the company’s Peer Advisor staff is known to the company and that each member of the staff is engaged and ready to provide support or resources on mental health concerns as they arise within a company.

4. Track that each member of their staff in the company attends regular MDC Peer Advisor training and is a Midshipman subject matter expert on what is delivered.

712. **Company Dignity and Respect Officer**

1. Supports the moral mission of the Naval Academy by facilitating small group conversations that educate and inform Midshipmen, Faculty, and Staff. The DRP fosters a culture of inclusion across the Yard, resulting in resilient teams ready to exert maximal performance and win the Naval Service’s battles.

2. Facilitates at least two small group discussions a month with either their company, extracurricular activity (ECA), or sports team. The DRP strives to contact at least 25% of the Company per month via dignity and respect related discussions.

3. Supports the Commandant of Midshipmen and Midshipmen Training Program by conducting the required, monthly dignity and respect training.

4. Required to complete the necessary training via Personnel Qualification Standards (PQS) checklist prior to conducting live discussions with Midshipmen.

5. Required to attend monthly General Body Meetings (GBM) for continuing education and Professional Military Education (PME).

6. Required to participate or attend the annual Diversity and Inclusion Conference and assist with the planning and execution of ODEI led events at USNA.
713. **Company CMEO Representative**

1. The Company CMEO Representative supports the Company Commander and fellow companymates in understanding and processing CMEO procedures.

2. Specific duties and responsibilities:
   
   a. Coordinates with the chain of command to provide company training.

3. Assists company mates with filing informal and formal CMEO claims in conjunction with staff CMEO.

714. **Company Athletic Liaison Officer**

1. The Company Athletic Liaison Officer will be a 1/C varsity athlete representing all athletes in the Company and monitors the culture between athletes and non-athletes within the Company.

2. Specific duties and responsibilities:
   
   a. Advise the Company Commander on any cultural issues resulting from either athletes or non-athletes.

   b. Ensures athletic involvement is communicated to the Platoon Commander prior to aptitude grades being submitted to the Company Officer.

   c. Communicate information to the Company staff that has been promulgated from the Captain of Captains.

   d. Verify excuses as recorded by the Company First Sergeant.

   e. Schedule and execute training related to 1710 excuses, athlete mentorship, and cultural divide issues.

715. **Company Academic Officer**

1. The Company Academic Officer is responsible to the Company Executive Officer for the overall academic performance of the Company.

2. Specific duties and responsibilities:
   
   a. Ensure the chain of command is informed of the academic status of all midshipmen.

   b. Ensure all midshipmen enter class excuses in MIDS. Take appropriate conduct action for infractions and for all unauthorized absences.
c. Monitor all academic evolutions to ensure prompt completion by deadlines (registration, etc.).

d. Counsel all midshipmen experiencing academic difficulty.

e. Maintain study skill tracking of all academically deficient midshipmen.

f. Train all Squad Leaders on programs in place to assist academically deficient midshipmen.

g. 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.

716. Company LEAD Officer

1. The Company LEAD Officer coordinates with the Company XO and Brigade LEAD Officer to enhance the company training program with leadership initiatives and approaches from Luce Hall.

717. Company Protocol Officer

1. The Company Protocol Officer is accountable to the Battalion Protocol Officer and should be the company exemplar of protocol and professionalism.

2. Specific duties and responsibilities:

   a. Plan and facilitate company level protocol training as directed by Brigade/Battalion Protocol

   b. Maintain accountability for all protocol training as well as pass information as directed by Brigade/Battalion Protocol.

718. Company Drill Officer

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

2. Specific duties and responsibilities:

   a. Maintain an accountability list for all Company rifles, to include serial numbers, discrepancies, and changes. Inspect rifles for cleanliness and proper ownership on a monthly basis.

   b. 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.
c. Maintain the general military appearance of the Company at formations and parades, ensuring all midshipmen understand all drill evolutions.

d. Brief all midshipmen on parade results and hold training when required.

e. Serve as the Company expert on all drill matters.

f. Act as parade evaluator during all parades.

719. **Company Adjutant**

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

2. Specific duties and responsibilities:

   a. Prepare monthly watchbills and submit them via the chain of command.

   b. Assign midshipmen to duty sections and assign duty section rotation for the semester.

   c. Post all watch bills and duty roster lists and calendar of duty sections two well in advance. Coordinate proper routing of all change of watch/duty chits.

   d. Train Platoon Sergeants on proper accountability procedures.

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

   f. 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.

   g. Ensure weekend muster boards are prepared and updated to reflect those personnel to be absent due to weekends, excusals, and movement orders.

   h. Ensure all Company Duty Officers and duty sections are trained on proper turnover procedures.

   i. Inspect and monitor CMODs to ensure they are standing proper watches. Hold frequent training to maintain proficiency of watchstanders.

   j. Maintain accountability for surveys assigned to the Company.
720. Company PMO

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

2. Specific duties and responsibilities:

   a. Update the Company Deficiency Report and reconcile the report with the CO/SEL and Marking Officer.

   b. Post information on PE schedules, test dates, and regulations.

   c. Maintain attendance records for remedial PE.

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

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

   f. 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.

721. Company Administrative Officer

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

2. Specific duties and responsibilities:

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

   b. Maintain documentation of all training in the Company. Ensure all members of the Company receive required training, including General Military Trainings (GMTs).

   c. Reports to the Brigade Administrative Officer.

   d. Ensure proper routing of the weekend list, applicable incentive trackers, and spirit pass accountability.
e. Responsible for the training and administrative duties of the Company Administrative Chief.

722. **Company First Lieutenant**

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

2. Specific duties and responsibilities:
   
   a. Perform daily cleanliness inspections of all heads, wardroom spaces, food supplies, and Company passageways.
   
   b. Actively investigate damage to government property to ensure the government is reimbursed for negligent damage caused by Company personnel.
   
   c. Ensure an up-to-date Company Discrepancy Log is maintained and submit discrepancies to the Battalion First Lieutenant.
   
   d. Coordinate the assignment of midshipmen rooms.
   
   e. Plan field day assignments to keep Company spaces and areas of responsibility clean.
   
   f. Pursue an active self-help program to minimize the workload on Public Works. Provide training to all midshipmen in company regarding the program.
   
   g. Maintain inventory and control of the Company toolbox.
   
   h. Develop and implement a Company firebill.

723. **Company First Sergeant**

1. 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.

2. Specific duties and responsibilities:
   
   a. Receive and distribute feedback from Platoon Sergeants.
   
   b. Attend all meetings held by the Company Commander.
   
   c. Assist in the dissemination of information, approved policy, and details necessary for the daily operation of the Company.
d. Establish and maintain liaison with the Battalion Sergeant Major.

e. Assist the Company Commander with inspections of the Company area.

f. Hold company accountable to attending mandatory events along with sending daily formation accountability to Brigade Sergeant Major by taps

g. Maintain an updated company roster including complete organization and billets

724. 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.

725. Company ADEO Sergeant

1. The Company ADEO Sergeant is a 2/C Midshipman who assists the Company ADEO with the execution of the Company ADEO Program.

2. Specific duties and responsibilities:

   a. Assist the Company ADEO in conducting and tracking required training of personnel on ADEO matters.

3. Become readily familiar with USNA, Navy and DOD policies and campaigns pertaining to alcohol and drug usage, and be prepared to provide them to midshipmen in need of those resources.

4. Assist the Company ADEO in planning and executing events that include alcohol. Ensure that all procedures outlined in the approved Alcohol Chit are followed.

5. Any additional duties assigned by the Company ADEO.

726. 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.

727. Company AT/FP Representative

1. The Company AT/FP Representative works for the Battalion AT/FP Sergeant and completes duties as assigned.

728. Company Public Affairs Sergeant

1. 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.
2. Specific Duties and Responsibilities:

   a. Distribute public affairs materials from the PAO chain of command.

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

   c. Provide training on the proper use of social media, coordinated with Company OPSO.

729. **Company International Programs Representative**

1. The Company International Programs Representative works for the Regimental International Programs Sergeant to support planning and execution of International Programs tasking as assigned.

730. **Company MISLO**

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

2. Specific duties and responsibilities:

   a. Serve as the first point of contact for managing IT issues.

   b. Provide guidance for midshipmen as to where to receive further assistance if necessary.

   c. Ensure all Brigade-wide IT training is completed within the Company as required.

   d. Report IT issues and feedback to the Battalion MISLO.

   e. Maintenance and management of all Company IT assets.

**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.

731. **Platoon Commander**

1. The Platoon Commander is the representative of the Company Commander in matters pertaining to the Platoon, and they are responsible for the safety, well-being, and training and performance of 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 and reports to the Company Executive Officer.
2. Specific duties and responsibilities:

   a. Supervise the work, training, and conduct of members of the Platoon. Meets weekly with the Company Operations Officer to plan and schedule training.

   b. Make frequent inspections of the personnel in the Platoon, correct any noted deficiencies, and be thoroughly familiar with the duties and responsibilities assigned to PC’s in the Aptitude Instruction.

   c. Supervise 2/C leading training evolutions and ensure training aides are available for use by the Company.

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

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

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.

732. Squad Leader

1. The Squad Leader is assigned by the Company Commander to exercise authority and control over a Squad, the basic unit of organization in the Brigade. 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 and more squad leaders are still required.

2. Specific duties and responsibilities:

   a. Responsible, under the Platoon Commander, for duties assigned to the Squad, for the training, conduct, academics, physical performance, and personal issues of subordinates. Just as a Squad Leader is responsible for the entirely of performance of their unit over Plebe Summer, there is no change during the Academic Year (AY). While the AY Squad Leader is not afforded the same dedicated time in each day as they are during Plebe Summer, the pace of AY training and evolutions is commensurate with the AY time they are afforded.

   b. Through frequent inspections, ensure Squad members maintain high standards of uniform appearance, room cleanliness, and conduct. Ensure all squad members accomplish all “all hands” tasks assigned to the Brigade (GMTs, uniform issue, academic registrations, mandatory surveys, etc.).
c. 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.

d. Supervise all Squad training, including the 4/C Training Program.

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

f. Draft MDRs in support of Aptitude for Commission grades on each Squad member at the end of the semester.

g. Provide guidance to Fire Team Leaders and Youngster Mentors on the role they should fulfill under the Squad Leader. Examples include leading a squad training once in a 6-week period, recommending a member of the squad for recognition and preparing a Positive Form-1, preparing a Negative Form-1 and counseling if needed, and assisting in the planning of a squad inning or outing.

733. Fireteam Leader

1. The Fireteam Leader is assigned by the Squad Leader, to whom they directly report to. The Fireteam Leader position will be primarily filled by 2/C, but may include 1/C in the squad who are not the Squad Leader.

2. Specific duties and responsibilities:

   a. Report directly to the Squad Leader on the conduct, performance, and wellbeing of their subordinates.

   b. Execution of the Midshipmen Training Plan by leading training events as scheduled by the Platoon Commanders and Company Operations Officer. This includes, but is not limited to, Company workouts, noon meal trainings, and Saturday Morning Trainings.

   c. Shall be present and rate plebes at daily morning and noon chow calls.

   d. Meet with the Platoon Commander weekly as assigned to help create the weekly training plan for the Company.

   e. Proctor the Plebe Professional Knowledge Quiz as assigned by the Company Operations Officer and ensure all administrative requirements are met by the 4/C.

   f. Enforce Company policy as outlined by the Company Commander, Executive Officer, or Platoon Commanders.
g. Ensure the proper conduct of the Fireteam at all formations, in King Hall and at all times. A Fireteam leader shall be able to report on the accountability of their Fireteam at any given time.
734. **Youngster Mentor**

1. The Youngster Mentor is a resource to the 4/C to assist in the full transition to being a member of the military, and also provides 3/C an initial one-on-one leadership role.

2. Specific duties and responsibilities:

   a. Report directly to the Fireteam leader on the performance and wellbeing of the assigned 4/C, and seek guidance on leadership approaches when necessary.

   b. Provide anticipatory guidance to the 4/C for all major evolutions through the entire academic year and in preparation for summer training. The mentor should ensure the 4/C is professionally (uniform, conduct) and mentally and physically prepared for all 4/C requirements, as many of them will be “first time” evolutions for 4/C.

   c. Ensure their 4/C is prepared for weekly PROKNOW exams and prepared to pass their PCB.

735. **Platoon Sergeant**

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

2. Specific duties and responsibilities:

   a. Directly assist the Platoon Commander in planning and conducting training for 2/C and 3/C Midshipmen and for the training and development of the 4/C in the Company. This includes assisting the Platoon Commander to ensure that the requirements and intent of the Midshipmen Training Program is met in accordance with current instructions and regulations.

   b. Obtain accurate musters at each formation.

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

   d. Assist the First Sergeant with the Midshipman of the Semester Program.

   e. Gather feedback to give to the First Sergeant.
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

1. Due to their status as organizations of special importance to the USNA, BSAs are entitled to, but will have no more than, three midshipman stripers 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.

2. 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

1. 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.

2. Specific duties and responsibilities:
   a. Run and organize the BSA staff; delegate tasks and collateral duties as necessary.
   b. Accountable for conduct and performance of members of the BSA.
   c. Provide general professional counseling for BSA members.

903. BSA Vice President

1. Report to and advise the BSA President.

2. Specific duties and responsibilities:
   a. Assist the BSA President in all matters concerning the functioning and management of the BSA.
   b. Responsible for the BSA’s financial management.
   c. Take charge of the BSA in the Commander’s absence.
904. **BSA OPSO**

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

2. Specific duties and responsibilities:
   
   a. Prepare excusal lists, movement orders, and scheduled competitions.
   
   b. Coordinate transportation, meals, and accommodation requirements for the BSA via the O-Rep or applicable staff/faculty member.
   
   c. 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.
CHAPTER 10 – LOSS OF MIDSHIPMEN OFFICER RANK

1001. Procedures

1. All 1/C Midshipmen who hold Midshipmen Officer rank and 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 usually revert to Midshipmen-in-Ranks (MIR) status and wear the MIR insignia.

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