



DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
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NAPSINST 5200.1
14 Apr 14

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 5200.1

Subj: BATTALION MILITARY STAFF DUTIES AND RESPONSIBILITIES

1. Purpose. To define the duties and responsibilities of the Navy and Marine Corps military personnel assigned to the Naval Academy Preparatory School (NAPS) Staff as Company Officers, Company Senior Enlisted Leaders (SEL), or as the Battalion Drill Instructor (BDI).

2. Cancellation. NAPSINST 5200

3. Discussion. The mission of NAPS is to enhance midshipman candidates' moral, mental, and physical foundations to prepare them for success at the United States Naval Academy. The purpose of the Battalion staff is to act as the primary facilitators of this mission by serving as role models and mentors to the midshipman candidates (M/C).

4. Responsibilities. Battalion military staff will work in conjunction with one another to set the highest standards of appearance, professionalism, and social conduct across the Battalion of M/Cs.

a. Company Officers have the overall responsibility for the M/Cs personal development. They are to embody what the M/Cs aspire to become in the future, so they must emulate professionalism and demonstrate dedication to their role as leaders and mentors. Duties and responsibilities include, but are not limited to the following:

(1) Understand and enforce NAPS policies and regulations.

(2) Plan, organize, and execute all major events for the M/Cs as the Officer in Charge.

(3) In concert with the Company SEL, train, mentor, and ensure the welfare and discipline of the M/Cs in all aspects of their military, academic, and physical readiness performance.

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(4) Serve as an academic counselor and learning skills coordinator to strengthen the academic foundation of individual M/Cs.

(5) Provide guidance to the Battalion staff stripers in the carrying out of their duties.

(6) Work with the Company SELs to provide a formal evaluation of an M/Cs performance in cases of performance boards, conduct hearings, etc.

(7) Ensure the timely submission of evaluations, awards, special requests, and all other administrative requirements.

b. Company SELs work in concert with the Company Officers in the mentorship and academic development of the NAPS M/Cs. SELs are experienced professionals who are subject matter experts in operational and leadership matters and as such, they serve as an integral link in the company chain of command and provide the M/Cs with an introduction to the role of staff non-commissioned officers. Duties and responsibilities include, but are not limited to the following:

(1) Administer the daily operations of the Company via the Company Executive Officer and Company Master-at-Arms (MAA).

(2) Advise the Company Officer of progress and status of the Company while guiding the Company Commander and other M/Cs in the chain of command on administrative and operational matters within the Company and Battalion.

(3) Instruct M/Cs on proper personnel and room inspection procedures. Conduct, document, and train Midshipman Candidates on room inspections.

(4) Counsel, guide, and mentor Midshipman Candidates regarding their military, academic, and physical readiness performance.

(5) Work with the Company Officer to provide a formal evaluation of an M/Cs performance in cases of performance boards, conduct hearings, etc.

(6) Understand and enforce NAPS policies and regulations. Educate and assist Stripers in enforcing NAPS policies and regulations within the Company and Battalion.

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(7) Instruct Midshipman Candidate Stripers on the proper use of chain of command, conduct of formations, military decorum, conducting and reporting accurate muster, and the dissemination of appropriate information and instructions promulgated per the Plan of the Day (POD).

(8) Serve as Acting Company Officer in the Company Officer's absence.

b. The BDI is an essential member of the Battalion military staff. The BDI works across the Battalion with all Company Officers and SELs in the character development and discipline of the M/Cs. Duties and responsibilities include, but are not limited to the following:

(1) With the assistance of the Company SELs, the BDI instructs and inspects the conduct of drill ensuring all ceremonies and/or events representing NAPS are executed in a precise and military fashion.

(2) Provide the M/Cs with familiarization of military customs and courtesies.

(3) Progressively develop the physical capabilities of the M/Cs throughout the academic year by designing and conducting physical training.

(4) Understand and enforce NAPS policies and regulations. Assist the Company Officers and SELs with maintaining good order and discipline while remaining within the guidelines of all NAPS instructions.


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