



DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
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NAPSINST 1301.4
NAPS
16 Aug 18

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 1301.4

From: Commanding Officer

Subj: DISTRIBUTION AND MANAGEMENT OF U.S. NAVAL ACADEMY (USNA) TEMPORARY ASSIGNED DUTY (TAD) NAVY ENSIGNS (ENS) AND U.S. MARINE CORPS 2nd LIEUTENANTS (2NDLT) TO THE NAVAL ACADEMY PREPARATORY SCHOOL (NAPS)

Ref: (a) USNAINST 1301.4 Assignment, Distribution and Management Of U.S. Naval Academy Temporary Assigned Duty (TAD) Navy Ensigns and U.S. Marine Corps 2nd LTs

1. Purpose. To issue guidance and for the distribution and management of TAD ENS and 2ndLts assigned to NAPS.

2. Background. NAPS staff looks forward to receiving TAD officers from USNA to augment the staff during INDOC and the start of the academic year. Successful employment of the TAD officers has the potential to enhance the performance of the Battalion, sports teams, and the moral, mental, and physical development of Midshipman Candidates. Temporary assignment to NAPS also creates the opportunity for junior officers to learn professional skills that will benefit them later in their fleet tour. Effectively utilizing the TAD officers will better enhance the overall mission of NAPS and result in a meaningful first assignment in the Navy and Marine Corps.

3. Scope. This instruction applies to all NAPS staff.

4. Responsibility and Management.

a. Upon check in, the TAD officers will become part of the NAPS military staff. They will attend all military staff meetings and are part of the wardroom for the Commanding Officer. As such, their Department Head is the Executive Officer (XO). At the conclusion of their time at NAPS, the XO will ensure the TAD 2ndLts have an unobserved fitness report completed, the TAD ENS have a signed Performance Information Memorandum to return to USNA, and the PCS ENS have a fitness report. TAD officers will stand duty as the NAPS Command Duty Officer (CDO) throughout their assignment to NAPS.

b. During the pre-INDOC phase, TAD officers are required to complete the following tasks: 1. Qualify for duty as NAPS CDO. 2. Meet with the Dean and Academic Center learning skills instructors to learn about the roles and responsibilities of a study mentor and leading study groups. 3. Meet with the Athletic Director to learn about responsibilities for INDOC intramurals and sports period during the academic year. 4. Meet with the NAPS Command Senior Chief to be briefed on the appropriate trainee/trainer relationship.

16 Aug 18

c. During INDOC, the TAD officers will be assigned collateral duties to execute for INDOC by the Battalion Operations Officer. The TAD officers will actively participate in all Battalion physical training events and team building exercises. They will report to the Academic Dean for orientation and preparation related to academic duties they will have when classes begin. For intramurals, they will be tasked by the Athletic Director to facilitate intramural sports period. Their work day will mirror that of the INDOC schedule from the start of the first scheduled event to the last scheduled event.

d. Following INDOC, the normal daily work routine for TAD officers will be 1300-2100 Monday – Thursday. Friday’s work routine will be 0930-1730. The purpose of the alternate work schedule is to enable the TAD officers to focus their duties on EI, sports period, and evening study. The XO, Dean and Athletic Director will provide coordinated guidance that is more specific and individualized. Weekend hours will be at the discretion of their immediate supervisor and ultimately approved by the XO.

5. Action. Having just graduated from the Academy the TAD officers are expected to be more relatable and accessible to Midshipman Candidates. However, the relationship will remain professional at all times. They will be referred to as Ensign or 2ndLt by the Battalion.

6. Mission. All TAD officers will be study mentors and coaches for the Battalion.

a. Physically. The TAD officers will work with the coach of their assigned sport to develop the athletes toward the next level. TAD officers unassigned to a specific sport will work with the students in the remedial PRT program during the daily sports period. Depending on interest, TAD officers not assigned to a sport can expect to run an intramural sports program during sports period at the start of the year.

b. Mentally. The TAD officers will all serve as study mentors to the students. All TAD officers will assist the Academic Center learning-skills instructors to develop student study plans and advise them on college-level time management, study skills, and quiz/test preparation. TAD officers will ensure the students are taking advantage of EI and all academic assistance available. The Academic Dean will also work to organize select TAD officers as academic tutors and group study leaders.

c. Morally. The TAD officers will assist the permanent staff in the execution of character development and military instruction. The NAPS conduct and honor systems are very similar to USNA, and TAD officers will reinforce their meaning and importance to the Midshipman Candidates. Most importantly, TAD officers will set an example of leadership and ethical behavior for Midshipman Candidates to follow.

7. Endstate. The Battalion TAD officers serve as a catalyst to help Midshipman Candidates more effectively adjust to the rigors of NAPS. TAD officers set the example as scholar-athletes. The students are better prepared for academic success, the students embrace a culture of fitness and the teams are better prepared for athletics at the next level. The TAD officers report to their next command with more confidence and proven leadership experience from their time at NAPS.


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