



DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
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NAPSINST 5450.3A
XO
15 Feb 2023

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 5450.3A

From: Commanding Officer, Naval Academy Preparatory School

Subj: NAVAL ACADEMY PREPARATORY SCHOOL STANDARD ORGANIZATION MANUAL

Ref: (a) USNAINST 5450.3G CH-3
(b) SECNAV M-5210.1
(c) OPNAVINST 3120.32D W CH-1

Encl: (1) Naval Academy Preparatory School Standard Organization

1. Purpose. To provide an organizational manual for the Naval Academy Preparatory School (NAPS) and to delineate duties and responsibilities among staff members.
2. Cancellation. NAPSINST 5450.3
3. Scope and Applicability. This instruction applies to all military and civilian employees at NAPS.
4. Policy. The United States Naval Academy (USNA) maintains responsibility for the overall organizational structure of NAPS; however, this instruction delineates roles and responsibilities that have not been previously outlined in reference (a). The Commanding Officer is responsible for managing the internal organization and functional changes within NAPS.
5. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.
6. Review and Effective Date. Per OPNAVINST 5215.17A, the NAPS Executive Officer will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



J. D. BAHR

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via USNA's Intranet Web site, <https://www.usna.edu/AdminSupport/Inst/> and NAPS Intranet Web site, \\ward-rufs-01\NAPS-Working\Application Window Documents\WebPage\instructions.html

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NAVAL ACADEMY PREPARATORY SCHOOL STANDARD ORGANIZATION

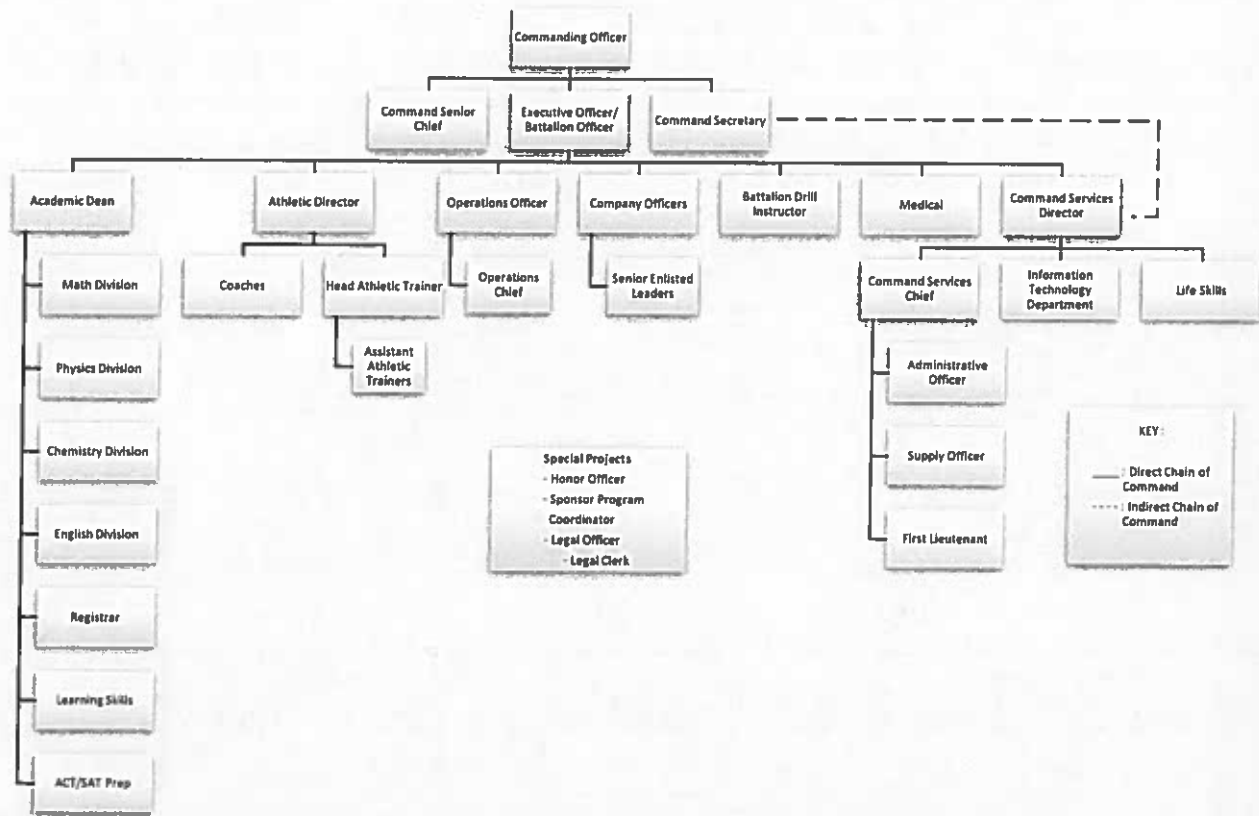


Exhibit 1-1: Organizational Chart for the Naval Academy Preparatory School

1. Command Suite.

a. Commanding Officer (CO).

(1) Function. To serve as the Senior Officer at NAPS and to develop, modify, and enforce policy.

(2) Duties, Responsibilities, and Authority.

(a) Execute the duties and responsibilities as Commanding Officer.

(b) Report directly to the Superintendent of the United States Naval Academy in the execution of NAPS mission, functions, and tasks.

b. Executive Officer (XO).

(1) Function. To assist the CO as principal coordinator for command matters, advise the CO on command policy, coordinate staff operations, and oversee the Battalion of Midshipmen and Cadet Candidates (M/C and C/C).

(2) Duties, Responsibilities, and Authority.

(a) Serve as the Acting CO during periods of absence by the CO.

(b) Serve as the principal advisor to the CO on all command and policy matters.

(c) Oversee and prioritize smooth and efficient operation of the staff's daily routine.

(d) Serve as the Reporting Senior for the Marines on Staff, and the Reviewing Officer for the M/Cs and C/Cs as applicable. Serve as Reporting Senior for Navy enlisted staff members, E5 and below.

(e) Serve as the Battalion Officer and lead the Operations Officer and Company Officers in the execution of their duties.

(f) Promulgate the Plan of the Day (POD).

c. Command Senior Enlisted Leader.

(1) Function. Serve as a principal advisor to the CO on command policy development and implementation, enlisted personnel management and career development, maintaining good order and discipline and overall organizational effectiveness.

(2) Duties, Responsibilities, and Authority.

(a) Serve as a principal advisor to the CO on command and policy matters, including policies and practices involving enlisted personnel.

(b) Oversee programs and advise the CO on issues that impact enlisted manning, career development and training, and manage processes specific to good order and discipline.

(c) Assist the CO and the Battalion Officer in carrying out the mission of NAPS by providing counsel and oversight on all matters concerning M/Cs and C/Cs.

(d) Coordinate with the USNA Manpower Officer for manpower and personnel issues to include Activity Manpower Document (AMD) maintenance and upkeep. Advise NAPS personnel on manpower and personnel matters.

d. Command Secretary.

(1) Function. To serve as the Executive Secretary to the CO providing administrative, clerical, and scheduling support.

(2) Duties, Responsibilities, and Authority.

(a) Perform routine administrative and clerical work associated with command administration and the CO's personal correspondence. Maintain associated files and perform other office management functions as directed by the CO.

(b) Maintain the CO's daily and long-range schedules.

(c) Serve as primary point of contact for NAPS civilian employees for payroll and human resources matters.

(d) Serve as the NAPS point of contact for all telecommunications matters. Coordinate with the NAVSTA Newport communications officer.

(e) Serve as a mail orderly for NAPS. Ensure all mail is handled as per federal postal directives.

(f) Serve as Government Purchase Cardholder and check writer. Work with the NAPS Supply Officer in carrying out these responsibilities.

2. NAPS Battalion Staff.

a. Operations Officer.

(1) Function. To provide primary oversight, counseling, training, and guidance, under the direction of the CO, for the military and professional development of M/Cs and C/Cs.

(2) Duties, Responsibilities, and Authority.

(a) Be a liaison for communication between the Battalion Staff and all other departments.

(b) Direct the Company Officers and Battalion Drill Instructor in the duties and responsibilities pertaining to their companies and M/Cs and C/Cs.

(c) Plan, organize, and execute all major events for the Battalion as the Officer in Charge, or designate another Officer in Charge from Battalion Staff.

(d) Maintain the Operations Calendar and other associated calendars to ensure accuracy to the greatest extent possible. Deconflict events to create clear expectations for staff and students.

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Staff.

(e) Plan and coordinate on behalf of the NAPS Battalion with entities outside of the NAPS

(f) Guide the Battalion Strippers in the execution of their duties.

(g) Perform short and long-range scheduling for the battalion.

b. Operations Chief.

(1) Function. To assist the Operations Officer in providing oversight, counseling, training, and guidance, under the direction of the CO, for the military and professional development of M/Cs and C/Cs.

(2) Duties, Responsibilities, and Authority.

(a) Be a liaison for communication between the Battalion Staff and all other departments.

(b) Assist the Operations Officer in the planning, organizing, and execution of all major events for the Battalion as the Officer in Charge, or designate another Officer in Charge from Battalion Staff.

(c) Assist the Operations Officer in maintaining the Operations Calendar and other associated calendars to ensure accuracy to the greatest extent possible. Deconflict events to create clear expectations for staff and students.

(d) Draft and finalize the Plan of the Week and release it to the faculty and staff.

Staff. (e) Plan and coordinate on behalf of the NAPS Battalion with entities outside of the NAPS

(f) Guide the Battalion Strippers in the execution of their duties.

(g) Perform short and long-range scheduling for the battalion.

c. Company Officer.

(1) Function. To train, counsel, and mentor M/Cs and C/Cs in their overall development as future Midshipmen and Cadets at the United States Naval Academy and Coast Guard Academy.

(2) Duties, Responsibilities, and Authority.

(a) Maintain responsibility to the Battalion Officer for every facet of performance and training of their respective companies and Senior Enlisted Leaders.

(b) Demonstrate the highest caliber of professionalism, conduct, demeanor, and military bearing; set superior personal standards; enforce regulations; and display the utmost initiative in executing NAPS mission.

(c) Understand, embody, and enforce all Navy and NAPS policies, orders, and regulations fairly and equally with all M/Cs and C/Cs. Eliminate practices which would adversely affect morale, quality of life, or that are prejudicial to good order and discipline.

(d) Guide the Company Staff Strippers in the execution of their duties.

(e) Work with the Company SELs to provide a formal evaluation of M/Cs and C/Cs performance at the end of each Marking Period to the registrar and other times as directed in the regulations manual.

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

(g) Administer the daily operations of the company via the Company Commander and Executive Officer.

(h) Perform other duties as required by the CO or XO.

d. Company Senior Enlisted Leaders (SEL).

(1) Function. To assist the Company Officers in carrying out the mission of NAPS by providing counsel, technical expertise, and deckplate leadership. SELs provide the battalion with initial exposure to the role of a fleet senior enlisted leader.

(2) Duties, Responsibilities, and Authority.

(a) Responsible to serve as a role model, counselor, supervisor, and leader. Specific areas of emphasis include:

1. Drill and the maintenance of proper decorum.
2. Military customs and courtesies.
3. Uniform issue, wear, and maintenance.
4. Ensure the Company executes the POD.
5. Enforce room standards and cleanliness.

(b) Assist the Company Officer in leading the company, creating a professional relationship through which both the SEL and Company Officer further develop their own leadership abilities.

(c) Assist M/Cs and C/Cs in learning the art of leadership and achieving excellence in the moral, mental, and physical mission areas.

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

(e) Instruct M/C and C/C Strippers on the proper use of the chain of command, conduct of formations, military decorum, conducting and reporting accurate musters, and the dissemination of appropriate information and instructions promulgated per the POD.

e. Battalion Drill Instructor.

(1) Function. To assist the Battalion Officer in carrying out the mission of NAPS by providing counsel, technical expertise, and the benefit of years of military experience. Work with Company Officers and Company SELs in the character development and discipline of M/Cs and C/Cs.

(2) Duties, Responsibilities, and Authority.

(a) Perform duties as Battalion Physical Training Instructor. Plan, coordinate, and execute all battalion physical training in conjuncture with the Athletic Director. Assist the Athletic Director in the execution of remedial physical training for M/Cs and C/Cs to prepare them to pass the PRT.

(b) Perform duties as the Battalion Drill Instructor, ensuring the battalion is properly trained in the fundamentals of drill during the Indoctrination period, and maintain that ability during the school year.

(c) Plan, coordinate, and execute ceremonies, drill events, and special functions with the assistance of the Battalion Operations Officer.

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

(e) 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.

f. Battalion Corpsmen.

(1) Function. To provide ambulatory care services for the NAPS Battalion, conduct sick call, and manage referrals for further medical and dental care.

(2) Duties, Responsibilities, and Authority.

(a) Serve as the medical representative for NAPS, coordinating all medical and dental services for M/Cs and C/Cs.

(b) Conduct daily sick call.

(c) Keep the CO and XO apprised of all medical and dental issues which could impact the NAPS mission.

(d) Work with medical trainers for sports medicine issues and musculo-skeletal injuries.

g. Honor Officer.

(1) Function. To train, implement, and uphold the procedures and standards commensurate with the Honor Concept. The Honor Officer is the primary advisor to the Commanding Officer for issues involving the Honor Concept.

(2) Duties, Responsibilities, and Authority.

(a) Direct and oversee the execution of the NAPS Honor Program.

(b) Supervise the Honor Staff.

(c) Ensure each honor proceeding follows all guidelines and each case is processed expeditiously, fairly, and is consistent with the goals set forth in the honor instruction.

(d) Brief the CO and XO on Honor Staff actions, status of individual cases, and remediation concerns.

(e) Coordinate and supervise the Honor Remediation Program.

(f) Mentor the Battalion Honor Advisor.

h. Sponsor Program Director.

(1) Function. Oversee the administrative and day-to-day operation of the NAPS Sponsor Program. The Sponsor Program Director is responsible for communication with sponsors, student/sponsor matching, and sponsor briefs and events.

(2) Duties, Responsibilities, and Authority.

(a) Management and updates to NAPSINST 1740.2A.

(b) Coordinator of publicity/advertisement and liaison with units on NAVSTA Newport, USNA Alumni Association, and the local community.

(c) Gathering information from sponsors and coordinating with Athletic Director to obtain base access passes to allow vehicles on NAVSTA Newport for new and returning sponsors.

(d) Initial matching and possible rematches for all M/Cs and C/Cs in the Battalion as required.

(e) Sponsor appreciation and recognition.

(f) Responsible for creating and distributing a "Certificate of Appreciation" to the sponsors for their years as an active participant in the program. The first will be given at the first-year mark, then 5-year mark, 10-years, 25-years, 30-years, and so on.

(g) NAPS Sponsor Appreciation Event. This event allows NAPS students to show their appreciation to Sponsors for support given through the academic year. Sponsors attend a special dinner in Ney Hall (galley) and sporting event.

i. Legal Officer.

(1) Function. Act as the principle advisor to the Commanding Officer and Executive Officer concerning the interpretation and application of NAPSINST 1610.1G, UCMJ, the Manual for Courts-Martial (MCM), JAGINST 5800.7G (JAGMAN), and other military laws and regulations.

(2) Duties, Responsibilities, and Authority.

(a) Draft charge sheets, the orders convening courts martial, and the appointing orders of those assigned to conduct investigations in accordance with JAGINST 5800.7 (series).

(b) Consult with USNA Staff Judge Advocate on complex legal matters.

(c) Supervise the technical and clerical preparation of all documents related to legal matters.

(d) Ensure that officers and enlisted personnel assigned to courts-martial, investigations, and other legal duties are familiar with those duties.

(e) Participate, as required, in processing cases involving non-judicial punishment and recommend that appropriate cases be referred to trial by courts-martial.

(f) Refer personnel needing assistance with personal legal matters to the attending Region Legal Service Office, Defense Service Office, or nearest Armed Forces legal office, as appropriate. (See JAG Manual, Chapter VII.)

(g) Ensure students, military staff, and civilian faculty are adhering to the provisions of the Naval Academy Preparatory School Conduct System in accordance with NAPSINST 1610.1 (series).

(h) Provide Battalion Staff with advice concerning the conduct system and offer recommendations to enhance consistency when required.

(i) When the Adjudicating Authority for a conduct violation is the Commanding Officer or Executive Officer provide a complete adjudication package, and maintain necessary records following adjudication.

j. Legal Clerk.

(1) Function. To assist the Legal Officer in the administration of the command legal program.

(2) Duties, Responsibilities, and Authority.

(a) Assist the legal officer in the preparation of all documents related to legal matters.

(b) Ensure the results of all adjudications, non-judicial punishments, and courts martial are properly documented in the accused member's service record.

3. Academic Department.

a. Academic Dean.

(1) Function. To coordinate, evaluate, and refine the NAPS academic program; maintain and enhance faculty effectiveness and evaluate their performance.

(2) Duties, Responsibilities, and Authority.

(a) Provide direction and guidance for the academic program to prepare candidates for admission to USNA and Coast Guard Academy.

(b) Serve as principal advisor to the CO, USNA Provost, and the Superintendent regarding all educational functions of NAPS.

(c) Provide guidance to the Chemistry, English, Math, and Physics Division Supervisors and to the Learning Skills faculty in the execution of their duties, providing feedback, direction and intent as necessary.

(d) Through the Division Supervisors, supervise the academic faculty. Adhere to the personal and professional standards of conduct required of all NAPS faculty as referenced in the USNA Faculty Handbook.

(e) Contribute to the overall NAPS mission by sharing in responsibility for M/C and C/C education, training, military discipline, and appearance.

(f) Represent all academic issues to other mission elements at NAPS and with functional customers at USNA.

(h) Serve as rating official for all academic faculty.

(i) Monitor standardized tests and examinations (e.g., ACT testing).

b. Registrar.

(1) Function. Maintain institutional academic, demographic, assessment records, and provide administrative support for the Academic Dean.

(2) Duties, Responsibilities, and Authority.

(a) In compliance with Privacy Act requirements, maintain appropriate records on current, dis-enrolled, and graduated students; prepare, authenticate, and transmit transcripts, letters of enrollment and similar documents; prepare reports as required. Specific items include Academic Record Review packages, Honor student lists, and grade summaries.

(b) Coordinate data collection and retention with USNA Records Management Department.

(c) Provide administrative support to the Academic Dean and CO.

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(d) Lead training and monitoring for compliance with Personally Identifiable Information (PII) protection requirements.

c. Academic Division Supervisors (Math, English, Physics, Chemistry).

(1) Function. Coordinate, evaluate, and refine the respective Division's academic program; maintain and enhance faculty effectiveness and evaluate their performance.

(2) Duties, Responsibilities, and Authority.

(a) Demonstrate Classroom Effectiveness: Serve as an exemplary classroom instructor. Establish and maintain a positive classroom environment; engage students in intellectual effort; positively motivate individuals to excel, provide context for, and stimulate interest in the subject, facilitate learning with rule enforcement, and openness to questioning. Prepare and provide clear instruction while adapting pace and depth to maximize learning.

(b) Provide Supervision of Division Personnel: Supervise, mentor, coach, delegate assignments, observe, provide feedback, motivate, evaluate, develop, correct as necessary, and assign instructors and tutors. Balance faculty focus among the critical elements as directed by the supervisor. Meet administrative tasks in a professional fashion, to include documenting performance. Serve on the academic leadership team. Support EEO program policies and objectives. Support high school graduates with extremely diverse backgrounds (academically, economically, morally, and culturally).

(c) Maintain Curriculum Vitality: Guide maintenance of the curriculum. Use multiple levels of difficulty to challenge well prepared students and provide successful experiences for all. Assessment is essential but must be accomplished with minimal disruption to learning.

(d) Support School-wide Mission: Provide leadership for curricular and extracurricular activities as assigned. Participate in suitable professional development.

4. Command Services Department.

a. Command Services Director.

(1) Function. To oversee the full-spectrum of support services which enable the successful accomplishment of the NAPS mission.

(2) Duties, Responsibilities, and Authority.

(a) Oversee all facility management functions including short and long range projects and day to day upkeep and maintenance. Coordinate with NAVFAC for work accomplishment and oversee the 1ST Lieutenant Division work center for self-help projects.

(b) Supervise the administrative and clerical staff ensuring proper preparation of all command correspondence and the accomplishment of all administrative tasking.

(c) Function as Personnel Officer. Serve as principal advisor to faculty and staff for matters involving military pay, travel, IT Security, awards, and applicable DoD, DON, and USNA directives and regulations.

(d) Serve as the lead management representative in interactions with the bargaining unit, including discussions, correspondence, negotiations, grievances, and agreements.

(e) Function as NAPS Finance Director. Administer NAPS annual material, labor, and Gift Fund budgets per direction and controls provided by USNA's Comptroller.

(f) Function as Information Technology (IT) Director responsible for planning, organizing, and executing all IT functions in support of NAPS staff and student requirements. Coordinate with USNA ITSD to carry out these responsibilities.

(g) Carry out public affairs functions including drafting and publishing releases on command activities via social media, on-line, and print publications; maintain liaison with USNA and NAVSTA Newport Public Affairs Officers; oversee community service efforts; coordinate and oversee photographic support for the command.

(h) Serve as Battalion Activity Fund manager overseeing the budgeting, accounting, and execution of the annual non-appropriated fund in support of midshipman candidate required goods and services.

(i) Support School-wide Mission: Provide leadership for curricular and extracurricular activities as assigned/required.

b. Supply Officer.

(1) Function. To maintain and administer NAPS funds and perform all supply and financial duties associated with NAPS command functions.

(2) Duties, Responsibilities, and Authority.

(a) Serve as financial manager for gift and appropriated funds and the primary POC for all NAPS staff regarding budget planning and execution, procurement actions, receipt processing, and financial record keeping. Coordinate with USNA Comptroller personnel for direction and guidance.

(b) Serve as the Primary Command Financial Management System Consolidated operator at NAPS. Process documents, receipts, expenditures, and transactions. Coordinate with USNA Comptroller personnel for direction and guidance.

(c) Serve as the Approving Official/Certifying Officer (AO/CO) for the NAPS Government Purchase Card program. Oversee two NAPS Purchase Card Holders in the execution of all purchases. Perform all functions as directed by applicable instructions and guidance provided by the USNA Agency Program Coordinator (APC).

(d) Serve as the primary minor property custodian for NAPS and oversee departmental custodians and coordinate with USNA custodian to ensure proper accountability of NAPS property.

(e) Serve as the NAPS Official Mail Manager (OMM). Oversee operations of the NAPS mail room and coordinate with NAVSTA Postmaster to ensure compliance with all postal regulations.

(f) Coordinate supply support for NAPS official functions.

(g) Serve as Leading Chief Petty Officer for the Command Services Department, providing leadership and mentorship to departmental enlisted personnel.

(h) Assume duties as Company SEL during periods of extended absence of the assigned SEL. During such periods carry out the functions outlined in paragraph 2.c above.

(i) Support the NAPS mission. Provide leadership for curricular and extracurricular activities as assigned or required.

c. Administrative Officer.

(1) Function. To provide administrative, clerical, and personnel support to NAPS.

(2) Duties, Responsibilities, and Authority.

(a) Perform all administrative actions associated with NAPS command correspondence, directives, and records management.

(b) Provide clerical and administrative support to NAPS staff and students, as required.

(c) Ensure proper preparation of all correspondence requiring the CO's signature.

(d) Manage NAPS Privacy Program and respond to all NAPS Privacy Breaches and Complaints.

(e) Manage NAPS Forms Program.

(f) Manage the organization's military personnel programs to include in and out-processing, promotions, assignments, retirements, separations, leave, Individual Personnel Tempo (ITEMPO), military personnel information systems (Navy Standard Integrated Personnel System [NSIPS], Fleet Management & Planning System [FLTMPS], Navy Bureau of Naval Personnel Online [BOL], NAVFIT, Navy Department Awards Web Services [NDAWS], Defense Travel System [DTS], and Salesforce), military evaluation program, sponsor assignment, and related board processing.

(g) Carry out all liaison functions with Training Support Center (TSC) Great Lakes.

d. First Lieutenant.

(1) Function. To coordinate all facility management functions for buildings and spaces utilized by NAPS.

(2) Duties, Responsibilities, and Authority.

(a) Maintain the Work Request program to ensure timely work request submissions to NAVFAC for repairs to NAPS occupied spaces. Track jobs through completion and coordinate with Public Works to ensure full understanding of the work required.

(b) Conduct routine inspections of all NAPS facilities to ascertain conditions and identify required maintenance or repairs.

(c) Plan and execute self-help projects to improve the appearance and functionality of the NAPS facilities. Order and maintain a stock of tools and consumables to support the self-help capabilities. Maintain accountability of all tools and supplies.

(d) Coordinate the set-up and breakdown for all NAPS events and ceremonies. Maintain ceremonial gear and sound systems for use during these events. Coordinate with other NAVSTA Newport commands for supply and set-up support.

(e) Coordinate working parties consisting of staff and students to accomplish specific tasking.

(f) Serve as Transportation Officer for NAPS. Coordinate with NAPS staff and NAVSTA Newport Transportation Officer to ensure adequate vehicles are obtained to meet transportation needs. Ensure NAPS assigned vehicles are serviced and maintained in safe conditions. Ensure all drivers are trained per regulations.

(g) Coordinate snow removal efforts with the CDO, staff, and students. Ensure safe access is maintained to all NAPS facilities.

(h) Coordinate the disposal of excess and non-functional equipment with Defense Reutilization and Marketing Office (DRMO).

e. Information Technology Specialist.

(1) Function. To manage, integrate, and maintain IT systems at the NAPS and to provide IT products, services, and capabilities to all NAPS staff and students.

(2) Duties, Responsibilities, and Authority.

(a) Provide day-to-day support of the NAPS IT systems to include repair and maintenance to network equipment and computer hardware, software, and peripherals. Coordinate closely with the USNA Information Technology Support Department (ITSD) for all network maintenance actions.

(b) Monitor IT system usage to ensure compliance with security and application processes established by USNA ITSD.

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(c) Coordinate the efforts of NAPS Client Service Support contractors in meeting the requirements of the contract in force.

(d) Implement and maintain a trouble call system to receive IT trouble reports and track corrective actions through completion.

(e) Oversee all IT procurement actions to include hardware, software, peripherals, consumables and service or maintenance contracts. Annually, when requested from USNA ITSD, prepare the Abbreviated Systems Decision Paper (ASDP).

(f) Maintain an inventory of all IT equipment. Ensure all new equipment is promptly entered on the inventory and all replaced equipment is properly disposed of through DRMO.

(g) Provide training to students and NAPS staff on IT policies and responsibilities.

(h) Function as Information Assurance Technician (IAT) Level 2 for all computer systems and networks at NAPS. Maintain Security (+) certification.

(j) Track Information Systems training requirements and user compliance.

f. Life Skills Instructor.

(1) Function. To provide social and emotional life skills instruction to the NAPS Battalion to meet the needs of the student body.

(2) Duties, Responsibilities, and Authority.

(a) Provide resources to meet the social, emotional, and developmental needs of the NAPS Battalion.

(b) Provide life skills instruction to the battalion that addresses, at a minimum: resiliency, coping skills, adjustment, anger management, healthy relationships, anxiety, and depression.

(c) Provide feedback to the CO on the overall wellbeing of the NAPS Battalion.

5. Athletic Department.

a. Athletic Director.

(1) Function. To provide direction and leadership to the athletic and physical readiness programs at NAPS to prepare M/Cs and C/Cs physically for success at USNA and the USCGA.

(2) Duties, Responsibilities, and Authority.

(a) Serve as the principal advisor to the CO for conduct, supervision, administration, coordination, and evaluation of all athletic and physical mission functions at NAPS.

(b) Supervise athletic coaches and athletic trainers, ensuring the safe and proper execution of their respective programs.

(c) Serve as rating official for all Athletic Department civilian staff.

(d) Contribute to the overall NAPS mission by sharing in responsibility for M/C and C/C education, training, military discipline, and appearance.

(e) Support the academic achievement of M/Cs and C/Cs by providing advice and engagement with the academic faculty.

(f) Through coordination with the Battalion Drill Instructor, lead remedial fitness personnel through a rigorous training program to prepare them for success in the PRT.

(g) Function as NAPS Command Pass Coordinator (CPC).

b. Coaches.

(1) Function. To provide direction and leadership of their respective sport(s), under the direction of the Athletic Director, in order to develop M/Cs and C/Cs in their athletic disciplines for success at USNA and USCGA.

(2) Duties, Responsibilities, and Authority.

(a) Provide clear instruction and guidance to NAPS athletes and monitor academic and physical progress of athletes throughout the academic year.

(b) Serve as an advisor in the area of athletic development and team recruitment.

(c) Plan, organize, and coordinate all team practices and competitions to include travel.

(d) Effectively manage inventory, facilities, budget, and other administrative matters.

(e) Support the academic achievement of M/Cs and C/Cs by providing advice and engagement with the academic faculty.

(f) Carry out other duties as assigned by the Athletic Director.

c. Head Athletic Trainer.

(1) Function. Provide direction and oversight of all athletic training operations at NAPS. Receive guidance from the Athletic Director and an assigned physician at Navy Medicine Readiness and Training Command New England (NMRTCNE).

(2) Duties, Responsibilities, and Authority.

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(a) Provide athletic training services to the M/Cs and C/Cs in the following areas:

- (1) Injury and illness prevention and wellness protection.
- (2) Clinical evaluation and diagnosis.
- (3) Immediate and emergency care.
- (4) Treatment and rehabilitation.
- (5) Organizational, professional health, and well-being.

(b) Supervise the Assistant Athletic Trainers in the execution of their duties

(c) Maintain certification through the National Athletic Trainers Association.

d. Assistant Athletic Trainer.

(1) Function. To assist the Head Athletic Trainer in executing athletic training operations at NAPS.

(2) Duties, Responsibilities, and Authority.

(a) Provide athletic training services to the M/Cs and C/Cs as described above.

(b) Maintain yearly training requirements through the National Athletic Trainers Association.

6. NAPS Standing Meetings.

a. Department Head Meeting.

(1) Function. To foster communication and cooperation across NAPS departments and improve situational awareness across all aspects of NAPS leadership.

(2) Frequency. The department head meeting shall occur weekly.

(3) Meeting Members.

- a. Commanding Officer (Chair)
- b. Executive Officer
- c. Command Senior Enlisted Leader
- d. Command Secretary
- e. Command Services Director
- f. Academic Dean
- g. Athletic Director
- h. Operations Officer

b. Dean's Council.

(1) Function. To provide a venue for the Academic Dean and Academic Division supervisors to review upcoming operational events which will impact the academic calendar, to collaborate on curriculum changes across academic levels, and to address any other items of interest that impact the Academic Department.

(2) Frequency. The Dean's Council shall occur weekly.

(3) Council Members.

- a. Academic Dean (Chair)
- b. Chemistry Division Supervisor
- c. English Division Supervisor
- d. Math Division Supervisor
- e. Physics Division Supervisor
- f. Commanding Officer (attendance as desired by the Academic Dean)

c. Military Staff Meeting.

(1) Function. To provide a venue for all military components within the command to offer status updates, input to upcoming events, and ensure shared common understanding up the chain of command.

(2) Frequency. The military staff meeting will occur biweekly and alternate with the battalion staff meeting.

(3) Meeting Members.

- a. Executive Officer (Chair)
- b. Command Senior Enlisted Leader
- c. Operations Officer
- d. Operations Chief
- e. Company Officers
- f. Company Senior Enlisted Leaders
- g. Command Services Leading Chief Petty Officer
- h. Mail Clerk
- i. Administrative Officer
- j. Athletics Director
- k. Independent Duty Corpsman
- l. First Lieutenant Leading Petty Officer
- m. Assistant Athletic Trainers

d. Battalion Staff Meeting.

(1) Function. An informal venue for battalion staff to discuss upcoming events, ideas, and concerns within the battalion.

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(2) Frequency. The Battalion Staff Meeting shall occur meeting will occur biweekly and alternate with the Military Staff Meeting.

(3) Meeting Members.

- a. Executive Officer (Chair)
- b. Command Senior Enlisted Leader
- c. Operations Officer
- d. Operations Chief
- e. Company Officers
- f. Company Senior Enlisted Leaders

e. Operations Calendar Meeting.

(1) Function. To review short and mid-range events to ensure shared knowledge and common understanding across the command. It shall additionally serve to deconflict overlapping requirements in order to provide clear guidance to NAPS faculty, staff, and students on upcoming requirements.

(2) Frequency. The operations calendar meeting shall occur once per month.

(3) Meeting Members.

- a. Commanding Officer (Chair)
- b. Executive Officer
- c. Command Senior Enlisted Leader
- d. Operations Officer
- e. Operations Chief
- f. Company Officers
- g. Company Senior Enlisted Leaders
- h. Command Services Director
- i. Academic Dean
- j. Athletic Director