



DEPARTMENT OF THE NAVY
COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 1650.5B

08 FEB 2007

COMDTMIDN INSTRUCTION 1650.5B

Subj: BRIGADE OF MIDSHIPMEN COMMUNITY SERVICE AWARDS

Encl: (1) General Plan of Action and Milestones

1. Purpose. To establish policy concerning the nomination, selection and presentation procedures for the Brigade of Midshipmen Community Service Award.
2. Cancellation. COMDTMIDNINST 1650.5A.
3. Background.

a. The Brigade of Midshipmen Community Service Awards are intended to be given to Midshipmen who demonstrate initiative in designing viable, meaningful, and substantive involvement with community partner needs during at least two years at the Naval Academy. There are three community service awards; the USAA, the Touchdown Society, and the Navy League Community Service Awards. The spirit of these awards are to inspire the awardees to continue to serve their community, not only at the Academy, but afterwards, when they join the Fleet or Fleet Marine Force by motivating and leading others to get involved and devote time, talent, and energy to community outreach programs.

b. The procedures contained in this instruction were developed by the Commandant's Operations Department to appeal to the whole person concept and to utilize a process of an open nomination. The model of an open selection is an ideal process for selecting and recognizing Midshipmen who consistently meet this responsibility and does so without consideration of reward. The spirit of community service is one of voluntarism, service without expectation of reward or recognition, and resolute focus on mission accomplishment. The selected individuals should be the unsung heroes who, day-in and day-out, perform above and beyond what is expected and does so with the highest regard for the success of the project.

4. Eligibility for Award. Midshipmen who have demonstrated the drive for continued community service during at least two of their four years at the Naval Academy. In addition, the nominee should have no significant conduct or academic difficulties, documented or pending.

5. Method of Nomination and Selection.

a. A member of the Commandant's Operations Staff, appointed by the Operations Officer, will be assigned the collateral duty of Brigade of Midshipmen Community Service Awards Coordinator. This individual, henceforth known as the coordinator, will normally be the Midshipmen Activities Officer and will be responsible to the Operations Officer and the Commandant of Midshipmen for carrying out the guidance provided in this instruction. The coordinator will use the Plan of Action and Milestones provided in enclosure (1) of this instruction as a guide to assist in this task.

b. The first week of February, the coordinator will send an email to all faculty and staff describing the suggested selection criteria for respective nominees for the Brigade of Midshipmen Community Service Awards as exemplified in enclosure (1).

c. All aspects of the nomination and selection process shall be held as confidential. The process should be a surprise to the awardee up until an interview is requested.

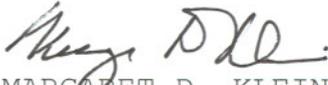
d. Nominations will be accepted from any source. Nominations will be forwarded, in confidence, directly to the nominee's Company Officer, who will screen the nominee for eligibility, and forward all qualified nominations to their respective Battalion Officers. The Battalion Officers will then forward these names to the coordinator, who will maintain possession of the nominations until the review board is convened.

e. The Brigade of Midshipmen Community Service Awards Board composition is as follows: the coordinator, the Officer Representative of the Midshipman Action Group, and the Assistant Operations Officer.

f. Nominees will be interviewed by the selection board and given the opportunity to highlight significant contributions and achievements not mentioned in the nomination package or to provide clarification to additional questions by members of the review board.

g. To ensure ample time is available to make arrangements for family and friends to attend the award ceremony, the awardee will be notified prior to the end of the Spring Academic semester.

h. The USAA Community Service Award will be presented as part of the Prizes and Awards ceremony during Commissioning Week. The Touchdown Society and Navy League Community Service Awards will be presented in a separate ceremony during Commissioning week.


MARGARET D. KLEIN

Distribution:
C-1 (Electronically)

**Brigade of Midshipmen Community Service Award
Plan of Action and Milestones**

ACTION

Complete By
(Spring Semester)

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| 1. Request nominations via email | 1st week of February |
| 2. Forward all nominations to Company Officers | 3rd week of February |
| 3. Collect all nominations from Battalion Officer | 4th week of February |
| 4. Convene interview board | March |
| 5. Select all awardees | Last week of March |
| 6. Notify awardee via Company Officer | 2nd week in April |
| 7. Award Ceremony | Commissioning Week |