



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY

121 BLAKE ROAD

ANNAPOLIS, MARYLAND 21402-5000

COMDTMIDNINST 1650.10

LE&L

24 MAR 2000

COMDTMIDN INSTRUCTION 1650.10

From: Commandant of Midshipmen

Subj: SENATOR MARGARET CHASE SMITH LEADERSHIP EXCELLENCE AWARD

Encl: (1) Plan of Action and Milestones  
(2) Request for Nominations Memorandum to Company Officers  
(3) Selection Board Results Letter  
(4) Recipient Notification Letter

1. Purpose. To establish policy concerning the nomination, selection and presentation procedures for the Senator Margaret Chase Smith Leadership Excellence Award.

2. Background

a. Margaret Chase Smith served for more than three decades in both houses of Congress representing the State of Maine. She was a five-term United States Representative and a four-term United States Senator. Throughout her political career, spanning the years 1940 to 1972, she earned a reputation for personal independence and integrity.

b. In November 1999, the Margaret Chase Smith Foundation offered to endow an award to recognize and enhance the accomplishments of women in the field of leadership and ethics. The Margaret Chase Smith Leadership Excellence Award was developed.

3. Eligibility. The Margaret Chase Smith Leadership Excellence Award will be presented annually to a first class female midshipman who has demonstrated conscience-driven leadership, dedicated service to the greater good, and personal independence and integrity, while displaying the highest standards of professionalism and personal conduct as an exemplary role model. Nominees will have no significant conduct or academic difficulties, and should demonstrate potential for an outstanding career of service upon graduation.

4. Method of Nomination and Selection

a. The Chairman, Department of Leadership, Ethics and Law, will appoint a Senator Margaret Chase Smith Leadership Award Coordinator. The coordinator will be responsible to the Chairman, Department of Leadership, Ethics and Law, and the Director, Division of Professional Development, for carrying out the procedures provided in this instruction. The coordinator will use enclosure (1) to assist in this task.

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b. During the sixth week of the spring semester, the coordinator will provide to each Company Officer enclosure (2).

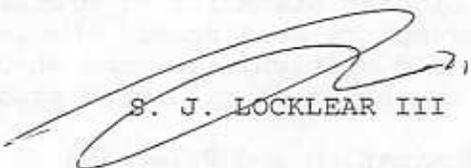
c. Company Officers will forward their top nomination to their respective Battalion Officers during the tenth week of the spring semester. Battalion Officers will screen nominees and forward their most competitive nominee to the coordinator during the twelfth week of the spring semester. The coordinator will hold the nominations until the selection board is convened.

d. The coordinator will obtain all the nominees' academic, performance, and conduct records from the respective Company Officers, and will coordinate additional requirements for the selection board as directed by the Deputy Commandant.

e. The Senator Margaret Chase Smith Leadership Excellence Award Selection Board composition is as follows: Deputy Commandant; Director, Division of Professional Development; Battalion Officers; Chairman, Department of Leadership Ethics and Law; two senior civilian faculty members in the Department of Leadership, Ethics and Law; and two junior officers from the Department of Leadership, Ethics and Law (normally the coordinator plus one other officer). The board will normally meet during the fourteenth week of the spring semester.

f. The Battalion Officers will brief his or her nominee's record, and any other significant contributions and achievements to the board. The junior officers will act as recorders for the board, and will be allowed to vote. The board will present their recommendations in writing (enclosure (3)) to the Commandant by the fifteenth week of the spring semester.

g. The Senator Margaret Chase Smith Award recipient will be notified of their selection by a letter from the Commandant, enclosure (4). This should be accomplished during the sixteenth week of the spring semester. The recipient will be presented an engraved sword by The Margaret Chase Smith Foundation during the Commissioning Week Prizes and Awards Ceremony.



S. J. LOCKLEAR III

**Senator Margaret Chase Smith Leadership Excellence Award  
Plan of Action and Milestones (Spring Semester)**

<u>ACTION</u>	<u>Complete By</u>	<u>Completed</u>
1. Distribute nomination instructions/memos to Company Officers.	Week 6	_____
2. Select review board members.	Week 8	_____
3. Remind Company Officers that nominations are due to their Battalion Officers during Week 10.	Week 8	_____
4. Remind Battalion Officers that their final nominee package is due to the coordinator during Week 12.	Week 10	_____
5. Collect nominations from Battalion Officers.	Week 12	_____
6. Schedule selection board during Week 15 with all board members.	Week 12	_____
7. Contact Schedules Officer to include award in the Commissioning Week Awards Ceremony.	14 April	_____
8. Conduct selection board (PRODEV Conference Room).	Week 15	_____
9. Notify Margaret Chase Smith Foundation of chosen recipient to provide engraved sword.	Week 16	_____
10. Notify awardee via memo from Commandant.	Week 16	_____
11. Contact Naval Academy Awards Coordinator.	Week 16	_____
12. Confirm engraved sword is ready for presentation.	2 Wks Prior to P&A Ceremony	_____
13. Present Senator Margaret Chase Smith Leadership Excellence Award.	P&A Ceremony	_____

1650  
(date)

**MEMORANDUM**

From: Midshipman Leadership Award Coordinator  
To: Company Officers

Subj: REQUEST FOR NOMINATIONS FOR THE SENATOR MARGARET CHASE SMITH LEADERSHIP EXCELLENCE AWARD

Ref: (a) COMDTMIDNINST 1650.10

1. In accordance with reference (a), please complete the attached Senator Margaret Chase Smith Leadership Excellence Award Nominee Information Sheet on the first class woman midshipman in your company who best demonstrates those qualities described in paragraph 3 of this memorandum. Additionally, please provide one copy of the nominee's academic/performance records (from the "query academic information" option on MIDS. This package should be forwarded to your battalion officer by 31 March.
2. Margaret Chase Smith served for more than three decades in both houses of Congress representing the State of Maine. She was a five-term United States Representative and a four-term United States Senator. Throughout her political career, spanning the years 1940 to 1972, she earned a reputation for personal independence and integrity. In November 1999, the Margaret Chase Smith Foundation offered to endow an award to recognize and enhance the accomplishments of women in the field of leadership and ethics. The Margaret Chase Smith Leadership Excellence Award was developed.
3. Nominees should be first class women midshipmen who demonstrate conscience-driven leadership, dedicated service to the greater good, and personal independence and integrity, while displaying the highest standards of professionalism and personal conduct as an exemplary role model. In addition the nominee should have no significant conduct or academic difficulties, whether documented or pending, and should demonstrate the potential for an outstanding career of service upon graduation.
4. Upon forwarding your nominations, Battalion Officers will screen the nominees and decide which one is most deserving of this award. Battalion officers will then submit this package to the coordinator, who will maintain possession until the selection board is convened. Selection board composition is outlined in reference (a).
5. The Senator Margaret Chase Smith Leadership Excellence Award will be presented during the Commissioning Week Awards Ceremony. Thank you for your support.

Very respectfully,

A. C. NAME

Copy to:  
Comdt of Midn  
Dir, Pro Dev  
Chmn, LEL Dept  
Batt Ofcra

Enclosure (2)

**Senator Margaret Chase Smith Leadership Excellence Award Nominee Information Sheet**

Name: \_\_\_\_\_ Company: \_\_\_\_\_ Alpha: \_\_\_\_\_

Nominee's eligibility for award:

Sports or ECAs accomplishments:

Participation in company events:

Community involvement:

Leadership billets and accomplishments:

Other relevant information/general comments:

Academic, performance, or conduct deficiencies (documented or pending):

Nomination forwarded by: \_\_\_\_\_, \_\_\_\_\_ Company Officer

Signature/Date: \_\_\_\_\_

COMDTMIDNINST 1650.10  
24 MAR 2000

1650  
(date)

From: Deputy Commandant of Midshipmen  
To: Commandant of Midshipmen

Subj: SENATOR MARGARET CHASE SMITH LEADERSHIP EXCELLENCE AWARD

Ref: (a) COMDTMIDNINST 1650.10

1. In accordance with reference (a), a board was convened on XX April to determine the 20XX winner of the Senator Margaret Chase Smith Leadership Excellence Award. The nominees are first class female midshipmen, nominated by their Company Officers, who have demonstrated conscience-driven leadership, dedicated service to the greater good, and personal independence and integrity, while displaying the highest standards of professionalism and personal conduct as an exemplary role model. The board selected Midshipman First Class (first/last name), (alpha/company), as this year's award recipient.

N. G. SCHLAICH

Enclosure (3)

(Commandant's Letterhead)

1650  
(date)

MEMORANDUM

From: Commandant of Midshipmen  
To: Midshipman First Class (Full Name)  
Subj: 2000 SENATOR MARGARET CHASE SMITH LEADERSHIP EXCELLENCE  
AWARD  
Ref: (a) COMDTMIDNINST 1650.10

1. I take great pleasure in informing you that you have been selected as this year's winner of the Senator Margaret Chase Smith Leadership Excellence Award.
2. Margaret Chase Smith served for more than three decades in both houses of Congress representing the State of Maine. She was a five-term United States Representative and a four-term United States Senator. Throughout her political career, spanning the years 1940 to 1972, she earned a reputation for personal independence and integrity.
3. Your accomplishments have distinguished you as an individual who performs above and beyond what is expected, and does so with the highest regard for the success of the unit. This award recognizes your conscience-driven leadership, dedicated service to the greater good, and personal independence and integrity, while displaying the highest standards of professionalism and personal conduct as an exemplary role model.
4. Your award, consisting of an engraved sword, will be presented during the Commissioning Week Prizes and Awards Ceremony by members of the Senator Chase Smith Foundation. Your family and friends are cordially invited to attend.
5. I congratulate you on this outstanding achievement, and wish you the best of luck in future endeavors.

S. J. LOCKLEAR III

Enclosure (4)