



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY
COMMANDANT OF MIDSHIPMEN
ANNAPOLIS MARYLAND 21402-5000

COMDTMIDNINST 1650.11
Aptitude
11 Feb 04

COMDTMIDN INSTRUCTION 1650.11

Subj: NAVY MARINE ASSOCIATION LEADERSHIP AWARDS

Encl: (1) Navy Marine Association Leadership Award Ballot
(2) Navy Marine Association Leadership Award Report

1. Purpose. To provide procedures to nominate and select individuals for the Navy Marine Association Leadership Awards.
2. Background. The Navy Marine Association annually supports its awards program within an ever growing number of Navy commands. Their intent is to encourage discussion and consideration of the highest ideals embodied in great leadership traits through a peer-nominated award program. This instruction is designed to provide specific clarification for administration of the program within the Brigade of Midshipmen.
3. Description of Award. The award is a "peer selected" award by class. Each candidate for the award will be nominated on the basis of his or her personal example of excellence in leadership. The Commandant, in conjunction with the Navy Marine Association, will present 24 awards based on the categories in para(4).
4. Award Cycle and Eligibility. The award cycle is from the day of graduation until the end of the aptitude ranking window of the following spring. Selection is made by each class in each battalion.
5. Nomination and Selection Procedures. The process to award deserving candidates is in two parts. The initial nomination process is based on aptitude for commission rankings. The top two to four in each class in each company will be nominees for the battalion awards. The second process is "voting" where Battalion Award Coordinators distribute ballots to all nominees from each company in each class. These voters will conduct another peer vote to select the final four winners in each battalion.
6. The Nomination Process. The following steps are to be used to determine each company's nominees for each class:
 - a. Each Battalion Officer will select a midshipman officer to act as award coordinator.
 - b. The award coordinators will become familiar with this instruction.
 - c. Award coordinators will determine which midshipmen are nominees by soliciting the company officers for the top two midshipmen by aptitude rank from the fall and spring semesters. It is possible that the top two in the fall will be ranked the top two in the spring. In this case, the company will have two names, but they should be identified on ballots (paragraph 7) as having been selected for the fall and spring.

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7. The Final Voting Process. Each battalion award coordinator will produce the required ballots for the final voting process, using enclosure (1). The battalion award coordinator must ensure each ballot includes the appropriate submission deadline for the year. These ballots will be sent directly to each company's nominees in each class, who now become the voting members for each class competition. Each nominee will receive a ballot listing the nominees in each class from every company in the battalion. The voters are to select three individuals on the ballot, indicating first, second, and third choice. Completed ballots should be submitted to the battalion award coordinator. In the event of a tie, the midshipman with the higher military order of merit shall win.

8. Reporting Responsibilities. Coordinators must ensure voter confidentiality through appropriate discretion. Additionally, they must seek 100% voter turnout but do not delay submissions for individuals on leave or travel. Rapid response and turnaround is vital to the success of this process. Seek to expedite where ever possible. Battalion award coordinators must report the winners within their battalions to the Commandant's Aptitude Officer. Coordinators must ensure the names of awardees remain confidential until the awards are presented.

9. Presentation of Awards. Awards will normally be presented at the Anchor during noon meal.



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Distribution:
C-1 (Electronically)

NAVY-MARINE ASSOCIATION LEADERSHIP AWARD REPORT

1. Procedures. The goal of the voting process is to select a winner from each award category. Send reports to the Commandant's Aptitude Officer. Electronic reporting is encouraged.

	Last Name	First Name	Company	Alpha
Fourth-class winner				
Third-class winner				
Second-class winner				
First-class winner				