



DEPARTMENT OF THE NAVY
OFFICE OF THE COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS MARYLAND 21402-5107

COMDTMIDNINST 1600.2F
APTITUDE
JUL 16 2012

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1600.2F

Subj: MIDSHIPMEN APTITUDE FOR COMMISSION SYSTEM

Ref: (a) USNAINST 1531.49B
(b) SECNAVINST 5211.5E
(c) COMDTMIDNINST 1610.3C
(d) DODINST 6130.03
(e) USNAINST 1734.1C
(f) COMDTMIDNINST 6110.1T
(g) COMDTMIDNINST 1920.1E
(h) U.S. Naval Academy Strategic Plan 2020
(i) COMDTMIDNINST 1600.4B

Encl: (1) Sample Aptitude for Commission Probation Letter
(2) Sample Statement of Understanding
(3) Sample Letter of Notification of Appearance
(4) Sample Letter of Instruction
(5) Aptitude for Commission History Form
(6) Counsel and Guidance Interview Record Form
(7) Brigade Aptitude for Commission Board Summary Format
(8) Aptitude Grade Descriptors

1. Purpose. To publish instructions for the administration and operation of the Midshipmen Aptitude for Commission System.

2. Cancellation. COMDTMIDNINST 1600.2E. This revision removes all paragraphs that refer to self or command referred mental health evaluations, and designates the Brigade Medical Officer as the intermediary between health care professionals and aptitude boards on all levels.

3. Background. U.S. Code Title 10, Section 6962 states the following:

a. The Superintendent of the Naval Academy shall submit to the Secretary of the Navy in writing a full report of the facts;

(1) whenever the Superintendent determines that the conduct of a Midshipman is unsatisfactory- or

(2) whenever the Academic Board unanimously determines that a Midshipman possesses insufficient aptitude to become a commissioned officer in the Naval Service.

a. Title 10, U.S. Code, Section 6962, charges the Superintendent with reporting to the Secretary of the Navy any Midshipman who possesses insufficient aptitude for commissioned service. The procedures established in this instruction will be utilized in evaluating each Midshipman's developing Aptitude for Commission within the Naval Academy's four-class system. All matters detailed in this instruction will be considered regarding suitability for commission.

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b. The endstate of the Naval Academy Aptitude for Commission Policy is a system that gains Midshipman ownership and accountability towards an effective measurement of Aptitude for Commission.

c. Per reference (a), Midshipmen must satisfactorily achieve the required standards in Aptitude for Commission to graduate and receive a degree.

d. Any document regarding Aptitude for Commission that bears the name of a Midshipman is categorized "FOR OFFICIAL USE ONLY."

e. Federal law restricts disclosure of personal information concerning an individual's Aptitude for Commission. Its use and disclosure is governed by reference (b).

f. Processing per the Aptitude for Commission system shall not substitute for processing Midshipmen for discharge who are unsatisfactory in conduct or who warrant processing using Medical Board procedures.

g. Through demonstrated Aptitude for Commission, it is possible to identify those Midshipmen who possess outstanding officer-like qualities and are best qualified to occupy positions of authority and responsibility within the Brigade. Midshipmen found to be weak in these qualities are identified by their poor performance and provided assistance for improvement through counseling, including review and guidance by Aptitude for Commission boards from the company to the Brigade level.

h. If, after a reasonable amount of time and counseling, a Midshipman continues to perform below standards, he/she may be referred to an Academic Board with a recommendation for discharge from the Naval Academy due to insufficient aptitude for commissioned service.

i. Notwithstanding the above policy encouraging remediation through review and counseling, Midshipmen who engage in behavior indicating lack of suitability for commissioning per relevant service standards and whose Aptitude for Commission or condition is not amenable to change or improvement with leadership intervention, or whose retention is inconsistent with relevant Department of Defense (DoD) and/or Chief of Naval Operations (OPNAV) policy, shall be processed for discharge.

4. Aptitude for Commission System Responsibilities. The Commandant of Midshipmen is responsible for the operation and administration of the Aptitude for Commission Policy and has charged the Aptitude Officer with overseeing its operation. The Brigade Officers are responsible to the Commandant for providing Midshipmen with advice, counsel and guidance to further the development of their Aptitude for Commission; to observe and evaluate their Aptitude for Commission in all areas; and to serve as examples for emulation by the midshipmen. Specifically, the following responsibilities apply:

a. Commandant

(1) Provide general and specific guidance for evaluating the Aptitude for Commission of all Midshipmen by Brigade Officers, Officer Representatives, faculty members, coaches, and the Brigade of Midshipmen.

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This guidance is specifically detailed in the Precept Convening the Aptitude for Commission System and Grade Assignment.

(2) Provide for the counseling and guidance of all Midshipmen.

(3) Provide for the selection of Midshipmen officers.

(4) Refer Midshipmen directly to Brigade or subordinate Aptitude for Commission Boards based on deficiencies identified by observation or review of a Midshipman's performance and conduct records.

(5) Reconvene the Brigade Aptitude for Commission Board or forward the case directly to the Academic Board recommending disenrollment from the Naval Academy if it is determined that a Midshipman has failed to meet the minimum standards of a Brigade Aptitude for Commission Board directed letter of instruction or if a Midshipman is declared an Aptitude Remediation Program failure.

(6) Assign an aptitude grade of D and assign Honor Probation, a grade of F (can be improved to D) and assign Honor Remediation, a grade of F and designate sanctions/corrective tasks, or a grade of F and forward the case to the Superintendent recommending disenrollment from the Naval Academy if a Midshipman is found in violation of the Honor Concept by the Brigade Honor Board. Assignment of an F in aptitude as a result of an honor violation will not by itself trigger an Aptitude for Commissioning Board, nor will it trigger a recommendation for separation based on insufficient aptitude.

(7) Make recommendations for discharge to the Academic Board in cases involving Midshipmen considered to possess insufficient aptitude to become commissioned officers in the Naval Service.

b. Deputy Commandant

(1) Maintain acceptable Aptitude for Commission standards within the Brigade.

(2) Refer Midshipmen directly to Brigade or subordinate Aptitude for Commission Boards based on deficiencies identified by observation or review of performance and conduct records.

(3) Preside as Senior Member at Brigade Aptitude for Commission Boards.

(4) Refer cases of Midshipmen who have not met acceptable Aptitude for Commission standards to the Commandant for review and possible referral to the Academic Board as applicable.

(5) Reconvene the Brigade Aptitude for Commission Board or forward the case directly to the Commandant for review and possible referral to the Academic Board if it is determined that a Midshipman has failed to meet the minimum standards of a Brigade Aptitude for Commission Board directed letter of instruction or if a Midshipman is declared an Aptitude Remediation Program failure.

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c. Battalion Officer

(1) Maintain acceptable Aptitude for Commission standards within the Battalion.

(2) Refer Midshipmen directly to Battalion or subordinate Aptitude for Commission Boards based on deficiencies identified by observation or review of performance and conduct records.

(3) Preside at Battalion Aptitude for Commission Boards.

(4) Refer a Midshipman who has not met acceptable aptitude standards to a Brigade Aptitude for Commission Board as applicable.

d. Company Officer

(1) Maintain acceptable Aptitude for Commission standards within the Company.

(2) Maintain supervisory responsibility for the administration of all counseling and guidance conducted within the Company.

(3) Counsel each First Class and Fourth Class Midshipman in the company on a semester basis to provide guidance to improve Aptitude for Commission.

(4) Identify Midshipmen who are performing poorly or who display weak Aptitude for Commission, determine their specific areas of weakness, and assist them in correcting their deficiencies. Provide special counsel and guidance at least once a month to those Midshipmen on Aptitude for Commission Probation. Assign additional responsibilities to those Midshipmen on Aptitude for Commission Probation to provide opportunity to evaluate their progress.

(5) Execute peer, upper-class, and Company Officer rankings through the Midshipmen Information System (MIDS) each semester in accordance with the Precept Convening the Aptitude for Commission System and Grade Assignment.

(6) Enter an overall Aptitude for Commission grade at the end of each semester for all Midshipmen in the company in accordance with the Precept Convening the Aptitude for Commission System and Grade Assignment.

(7) Prepare an end-of-semester Aptitude for Commission Evaluation on each Midshipman in accordance with the most recent COMDTMIDNNOTE 1600 and their final aptitude grades.

(8) Preside at Company Aptitude for Commission Boards.

(9) Refer any Midshipman who received an end-of-semester grade of D in aptitude to a Battalion Aptitude for Commission Board prior to the 8-week point of the subsequent semester or 4-week point if it pertains to a First Class Midshipman during spring semester.

(10) Serve as Recorder for Battalion Aptitude for Commission Boards for Midshipmen referred from the company.

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(11) Retain all Aptitude for Commission related documents in the Midshipman Performance Jacket.

e. Senior Enlisted Advisor. Provide counseling for Second Class and Third Class midshipmen in the company on a semester basis to provide guidance to improve Aptitude for Commission.

5. Grading Policy and Evaluation Periods. Refer to paragraphs 13 through 23 regarding Aptitude for Commission grade assignment. The Commandant's precept gives general and specific guidance to the Brigade of Midshipmen, Commandant's staff, academic faculty, coaches, and Officer Representatives regarding standardized criteria upon which the semester Aptitude for Commission grade shall be based. No other vehicle for grade assignment is permitted.

6. Aptitude for Commission Probation

a. A Midshipman is placed in a probationary status if that Midshipman is:

(1) Assigned an Aptitude for Commission grade of D at the end of a semester by the Company Officer.

(2) Assigned an interim Aptitude for Commission grade of D for the current semester by the Battalion Officer at a Battalion Aptitude for Commission Board. A Midshipman whose case is forwarded by the Battalion Officer to the Brigade Aptitude for Commission Board, with a recommendation for discharge, is automatically assigned an interim grade of D.

(3) Assigned an interim Aptitude for Commission grade of D for the current semester by the Deputy Commandant at a Brigade Aptitude for Commission Board. A Midshipman whose case is forwarded by the Deputy Commandant to the Commandant with a recommendation for discharge is automatically assigned an interim D.

(4) Assigned an Aptitude for Commission grade of D as a plebe in the first set of Plebe Summer. These Midshipmen are on special Aptitude Probation. Those who receive a D in Aptitude for Commission for both sets are deficient and shall be automatically referred to a Fourth Class Regiment Aptitude for Commission Board.

(5) Assigned to Aptitude Remediation. A Midshipman assigned to Aptitude Remediation shall be on probation until the end of the semester in which that Midshipman completed the remediation program.

b. Midshipmen on Aptitude Probation are considered deficient in their Aptitude for Commission development. Company Officers shall conduct and document counseling sessions for Midshipmen in a probationary status once a month.

c. A Midshipman is removed from probation by one of the following:

(1) Assigned an Aptitude for Commission grade of C or higher at the end of a semester by the Company Officer.

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(2) Terminated case (i.e., deficiency is unsubstantiated or has been corrected) by the Battalion Board, Brigade Board, or the Commandant. Additionally, for terminated cases, the assigned interim grade of D is removed.

(3) Perform satisfactorily as a plebe during second set of Plebe Summer.

d. Midshipmen may be assigned a final semester Aptitude for Commission grade higher than the assigned interim grade based on demonstrated improved Aptitude for Commission. Prior approval must be obtained from the Battalion Officer or Deputy Commandant, as appropriate, and a Battalion Officer letter removing the Midshipman from Aptitude Probation must be forwarded as described below.

e. Battalion Officers issue Aptitude for Commission Probation letters. Letters will be prepared by Company Officers to place Midshipmen on probation based on end of semester Aptitude for Commission grades. Midshipmen will be removed from probation after review by a Battalion Aptitude for Commission Board or as outlined in subparagraph 6c above. Copies of letters placing Midshipmen on, or removing them from, probation will be provided to the Aptitude Officer and filed under Tab D of the Midshipman Service Record. A sample Aptitude for Commission Probation letter is provided as enclosure (1).

7. Discharge Criteria

a. Midshipmen who do not perform to standards or possess certain traits that are undesirable in commissioned officers are subject to review under the Aptitude for Commission System. If, after a reasonable amount of time and counseling, a Midshipman still has not demonstrated the ability or desire to meet standards or is considered misplaced in the Naval Service, the Midshipman may be referred to Aptitude for Commission Boards from the Company to the Brigade level. Such processing may ultimately lead to referral to the Academic Board with a recommendation for discharge from the Naval Academy due to a Midshipman possessing insufficient aptitude to become a commissioned officer in the Naval Service.

b. The following is a list of reasons for which Midshipmen may be processed for discharge due to insufficient aptitude for commissioned naval service. This list should not be construed as all encompassing. It merely provides examples of what may be perceived as insufficient Aptitude for Commission or undesirable traits:

(1) Failure to demonstrate expected qualities of leadership required of a Midshipman.

(2) Failure to achieve or maintain expected standards of proficiency required of a Midshipman. This may be demonstrated by consistent substandard performance in scheduled professional courses or, in the case of Fourth Class Midshipmen, by repeated poor performance on weekly pro-quizzes.

(3) Failure to properly discharge duties.

(4) Failure to satisfactorily complete any course of training, instruction, or indoctrination that a Midshipman has been required to

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undergo. This includes but is not limited to failure to meet satisfactory standards of the Naval Academy Weight Control Program per reference (f), and summer cruise training.

(5) A record of marginal Aptitude for Commission demonstrated through Company Officer or striper evaluations.

(6) Failure to meet Plebe Summer minimum Aptitude for Commission standards in key areas, including physical education, professional knowledge, and professional military performance.

c. The problems listed below are sufficient in and of themselves to warrant processing for discharge from the Naval Academy. If there is reasonable basis to believe such a condition/problem exists, the Commandant of Midshipmen, the Deputy Commandant of Midshipmen, or the Battalion Officer shall refer the case directly to a Brigade Aptitude for Commission Board. If the Brigade Aptitude for Commission Board concurs, the case shall be referred to the Commandant with a recommendation that the Midshipman be discharged. The list below is not all-inclusive but rather provides examples of matters that severely limit a Midshipman's ability and potential for commissioned service.

(1) A Midshipman who has been referred to a program of rehabilitation for alcohol abuse may be discharged for failure, through inability or refusal, to participate in or successfully complete such a program. Completion of a program includes strict observance of after-care treatment specified by the program or specified by the Commandant following consultation with the Senior Medical Officer, Navy Medical Clinic, Annapolis, Maryland.

(2) Self-referral for drug abuse for which disciplinary processing is not deemed appropriate.

(3) A determination, as a result of an admission physical upon reporting to the Academy, a Midshipman has been exposed to the Human Immunodeficiency Virus prior to entry into the Naval Academy.

(4) Intentional or grossly negligent mismanagement or discreditable management of personal affairs, including financial affairs.

(5) A pattern of discreditable involvement with military or civilian authorities, even though such misconduct has not resulted in judicial or non-judicial punishment or punishment under the Naval Academy's Administrative Conduct System.

(6) Conviction by civilian authorities (foreign or domestic) or action taken that is tantamount to a finding of guilty that, had it been service connected, would amount to an offense under the UCMJ.

(7) Attempted suicide, committing a suicidal gesture, or chronic suicidal ideation.

(8) Pregnancy or parental responsibility as provided in paragraph 8.

(9) Fraudulent induction or enlistment.

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(10) Medical conditions resulting in observed Aptitude for Commission problems, as outlined in reference (d), for which the Senior Medical Officer, Naval Medical Clinic, Annapolis, Maryland, determines processing for medical discharge is not warranted. In assessing these criteria, the opinion of a clinical psychologist or physician shall be obtained as to:

(a) The existence of the medical condition.

(b) If the medical condition exists, its relationship to any observed Aptitude for Commission problems, personality conflicts, or problems in conducting himself or herself in consonance with the standards of behavior expected of a Midshipman or officer.

(c) Assuming Aptitude for Commission problems are related to the medical condition, the likelihood reasonable treatment will correct the problem before commissioning and early enough such an impact upon performance as a Midshipman will not occur.

(d) With this information available, discharge shall be recommended if it is probable observed Aptitude for Commission problems and the expected duration of continued problems will noticeably interfere with the performance of the Midshipman while at the Naval Academy or after commissioning.

d. For cases involving exposure to the Human Immunodeficiency Virus prior to entry, suicidal behavior, alcohol abuse rehabilitation failure, fraudulent induction or enlistment, and medical conditions described in paragraph 7c(10) above, the Commandant may waive review by the Brigade Aptitude for Commission Board. For cases referred directly to the Academic Board, the referral letter shall be sent directly from the Commandant to the Board. The Aptitude Officer shall serve the Midshipman with a copy of the referral letter.

8. Discharge Criteria for Pregnancy or Parental Responsibility

a. Pregnancy, being responsible for the pregnancy of another, or being a parent or legal guardian creates significant responsibilities. Such responsibilities are incompatible with the stringent demands placed upon individuals by the Naval Academy's training program and severely interfere with a Midshipman's ability to concentrate full attention and energy to his or her academic, professional, physical, and military duties.

b. Midshipmen who are pregnant or have incurred the obligations of parenthood may submit a voluntary resignation if they desire to leave the Naval Academy, or if they choose not to resign, they may request a leave of absence as specified in Midshipmen Regulations.

c. Midshipmen who are pregnant or have incurred the obligations of parenthood and choose not to resign or request a leave of absence shall be referred directly to the Academic Board. The following procedures apply:

(1) All Midshipmen processed under this section shall be advised at the outset of the availability of counseling by a Chaplain or the Midshipmen Development Center. Every Midshipman who receives counseling regarding pregnancy or parental responsibility at the Midshipman Development Center

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shall be considered a self-referral, as defined in reference (e), for purposes of confidentiality.

(2) A Midshipman processed for separation under this section will be afforded the opportunity to submit a voluntary resignation in lieu of further processing.

9. Aptitude for Commission Boards

a. General

(1) Some Midshipmen perform at a level that is unacceptable for receipt of a commission in the U.S. Navy and Marine Corps. In these cases, their Aptitude for Commission is required to be reviewed by a panel of officers at an Aptitude for Commission Board. The following procedures are used to assist Midshipmen in achieving their full potential and to document Aptitude for Commission deficiencies for use by the Academic Board in determining whether discharge of the Midshipman is warranted.

(2) Midshipmen with substandard or unsatisfactory Aptitude for Commission may be referred to one of three boards: Company, Battalion, or Brigade. Midshipmen appearing before a Brigade Aptitude for Commission Board are required to read and sign a Statement of Understanding prior to the Board. A sample is provided as enclosure (2). Although not all inclusive, the following guidelines have been set concerning the appearance of Midshipmen before Battalion and Brigade Aptitude for Commission Boards:

Midshipman's Background

Receives a D in Aptitude for Commission for the previous semester.

Receives a D in Aptitude for Commission for the fall semester of their first class year.

During spring semester of first class year and is in the aptitude remediation program, or under an LOI issued by the Senior Member of the Brigade Aptitude Board.

Receives less than a C for summer training.

Receives two consecutive Ds in Aptitude for Commission.

Commandant or Deputy Commandant, upon review of Midshipman's record, refers Midshipman for evaluation for insufficient aptitude.

Battalion Officer, upon review of Midshipman's record, refers Midn for evaluation for insufficient aptitude.

Board Referral

Must be reviewed by a Battalion board prior to 8-week point of subsequent semester.

Must be reviewed by a Battalion board prior to 4-week point of the spring semester.

Must be reviewed by Deputy Commandant prior to 4-week point of spring semester.

Battalion Board

Brigade Board. (Should already have been to a Battalion Board as a result of the first D.)

Brigade or subordinate Board

Battalion or subordinate Board

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Midshipman's Background

Midshipman exceeds annual or career demerit limit.

Board Referral

Battalion Board

Plebes who receive two consecutive Ds in Aptitude for Commission for Plebe Summer.

Fourth Class Regiment Board.

b. Aptitude for Commission Board Procedures

(1) Board proceedings shall be conducted in a formal manner. The Midshipman being evaluated ("Respondent") will be permitted to sit. Spectators are not permitted; personnel making statements will be excused when their statements are concluded. The Respondent's Midshipman Service Record will be available for review by board members as required.

(2) All boards shall reach decisions by secret ballot.

(3) The Respondent appearing before the board may introduce documentary evidence and call witnesses to appear before the board to provide testimony concerning the Respondent's Aptitude for Commissioning. The Respondent is responsible for securing the presence of such witnesses and documentary evidence. At least 24 hours prior to the board, the Recorder shall be provided with a copy of documentary evidence and a listing of witnesses along with a short statement explaining what information they will provide.

(4) In the event discharge processing is warranted, all members of the chain of command shall ensure the following:

(a) Clear documentation of noted deficiencies.

(b) Reasonable attempts were made to provide guidance and those attempts were unsuccessful.

(c) No actions were taken by the chain of command that significantly hindered the Respondent's ability to improve.

(5) A Respondent may not be accompanied by a lawyer in Aptitude for Commission Board proceedings but may consult with a lawyer prior to the proceedings, as desired.

(6) The Senior Member of the board shall appoint a Recorder whose duties include:

(a) Arranging time, date, location, and uniform for the board.

(b) Notifying the Respondent, in writing, of the administrative details and the upcoming board proceedings. A sample Notification of Aptitude for Commission Board letter is provided as enclosure (3).

(c) Taking notes of board proceedings.

(d) Providing any other administrative assistance as directed by the senior member of the board.

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(e) In the case of Brigade Aptitude for Commission Boards, arranging for the tape recording of the boards.

(7) The Senior Member of the board shall:

(a) In the case of Battalion or Brigade Aptitude for Commission Boards, make sure members have not had prior contact with the Respondent that could reasonably affect impartiality.

(b) Make sure the Respondent understands the purpose of the board. The Respondent shall be given an opportunity to ask questions at that time.

c. Company Aptitude for Commission Board

(1) The Company Aptitude for Commission Board is used solely to develop a course of action to improve the performance of a marginal or substandard performing Midshipman. The Company Aptitude for Commission Board consists of the Company Officer or Company Commander as Senior Member with one vote, the Company Senior Enlisted Leader or Company Executive Officer with one vote, two company staff members with one vote, and the Respondent's Platoon Commander with one vote.

(2) The Company Aptitude for Commission Board meets when the Company Officer believes counseling at lower levels will not be effective to correct deficient professional Aptitude for Commission. As deemed appropriate, the Company Officer may refer a Midshipman to a Battalion Aptitude for Commission Board without convening a Company Aptitude for Commission Board.

(3) The Respondent's Squad Leader shall present the case and act as Recorder, without a vote. The Squad Leader shall prepare and brief the Respondent's professional performance and current Aptitude for Commission. The Respondent's service record shall be available for review by board members, as required.

(4) If applicable to the case, the Brigade Medical Officer (BMO) will consult with psychological Subject Matter Experts (SMEs) (e.g., Midshipmen Development Division (MDC) Director or Mental Health Department Head) to provide input to the board as part of the Medical Record Review.

(5) After hearing all available information, the board shall vote, by simple majority, for one of the following three courses of action:

(a) Dismiss the proceedings, determining that the problem is resolved; or,

(b) determine a deficient condition exists, but that remedial action at the company level is appropriate. If this option is selected, the board shall prepare a Letter of Instruction using the format of enclosure (4), signed by the Company Officer. The Letter of Instruction must include a listing of specific deficiencies. A copy of the Letter of Instruction will be forwarded to the Battalion Officer. The Aptitude for Commission History form (enclosure (5)), shall be annotated upon completion of each board action; or,

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(c) refer the matter to a Battalion Aptitude for Commission Board with a recommendation for assignment of a grade of F in Aptitude for Commission and discharge from the Naval Academy.

(6) Company Aptitude for Commission Boards may attempt to resolve problems for up to 90 days. Unresolved problems must be referred to the Battalion Aptitude for Commission Board. For cases in which the Company Aptitude for Commission Board recommends referral to the Battalion Aptitude for Commission Board, the Respondent shall be notified in the format of enclosure (3).

(7) The Midshipman's Squad Leader will counsel the Midshipman weekly during an interim period of evaluation, as specified by a Letter of Instruction. The results of these counseling sessions will be recorded on the Counsel and Interview Record, enclosure (6), and filed in the Midshipman's service record. Specific achievements and deficiencies will be recorded.

d. Battalion Aptitude for Commission Board

(1) The Battalion Aptitude for Commission Board consists of the Battalion Officer as Senior Member, a Company Officer from a company other than the Respondent's with one vote, a Senior Enlisted Leader from a company other than the Respondent's with one vote, the Battalion Commander or Executive Officer with one vote, and one Company Commander from a company other than the Respondent's company with one vote.

(2) The Squad Leader and/or the Company Officer of the Midshipman appearing before the Board shall present the case. The Respondent's Company Officer shall act as Recorder without a vote. The Midshipman's service record shall be available for review by board members, as desired.

(3) If applicable to the case, the BMO will consult with psychological SMEs (e.g., MDC Director or Mental Health Department Head) to provide input to the board as part of the Medical Record Review.

(4) After hearing all available information, the board shall vote, by simple majority, for one of the following three courses of action:

(a) Dismiss the proceedings, determining that the problem is resolved; or,

(b) determine a deficient condition exists, but remedial action at the Battalion level is appropriate. If this option is selected, the board shall prepare a Letter of Instruction, signed by the Battalion Officer using the format of enclosure (4). The Aptitude for Commission History form, enclosure (5), shall be annotated upon completion of each board action; or,

(c) refer the matter to a Brigade Aptitude for Commission Board with a recommendation for assignment of a grade of F in Aptitude for Commission and discharge from the Naval Academy.

(5) Battalion Aptitude for Commission Boards may attempt to resolve problems for up to 90 days. Unresolved problems shall be referred to a Brigade Aptitude for Commission Board.

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(6) In addition to one of the three courses of action listed above, the Battalion Officer may elect to award an interim Aptitude for Commission grade of D for the current semester.

e. Brigade Aptitude for Commission Board

(1) The Brigade Aptitude for Commission Board consists of five voting members: The Deputy Commandant (or a Battalion Officer alternate) as Senior Member with one vote, two Battalion Officers (or Company Officer alternates), the Brigade Master Chief (or Senior Enlisted Leader Alternate), and Brigade Commander (or a Midshipman Commander alternate) with one vote. The Respondent's Senior Enlisted Leader, Company Commander, Platoon Commander, and Squad Leader shall attend the proceedings as nonvoting members if available. The Aptitude Officer shall act as Recorder without a vote. The Respondent's Battalion Officer shall attend the Board as an observer.

(2) At the discretion of the Deputy Commandant and especially upon request from the Respondent, nonvoting members and observers may be excused from the hearing while sensitive matters are being discussed.

(3) The Respondent shall be notified in writing of Board procedures and his/her administrative rights at least 72 hours prior to commencement of the Board.

(4) The Respondent's Company Officer shall prepare and present a chronological record of the Midshipman's demonstrated Aptitude for Commission using the Brigade Board Summary format, enclosure (7). All pertinent documents such as counseling records, Letters of Instruction, fitness reports, evaluations, conduct reports, etc., will be included in the Brigade Aptitude for Commission Board package.

(5) If applicable to the case, the BMO will consult with psychological SMEs (e.g., MDC Director or Mental Health Department Head) to provide input to the board as part of the Medical Record Review.

(6) At the conclusion of the presentation of evidence, the board shall vote, by simple majority, for one of the following courses of action:

(a) Dismiss the proceedings, determining the problem is resolved;
or

(b) determine a deficient condition exists, but remedial action at the Battalion level is appropriate. In this case, the Company Officer shall prepare a Letter of Instruction to the Respondent. The Battalion Officer shall sign this letter; or

(c) determine a deficient condition exists, but remedial action at the Brigade level is appropriate. In this case, the board shall prepare a Letter of Instruction to the Respondent. The Deputy Commandant (or Senior Member in his absence) shall sign this letter. In addition to a Letter of Instruction, the respondent may be referred to the Aptitude Remediation Program; or

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(d) refer the matter to the Commandant, with a recommendation for award of an F in Aptitude for Commission and discharge from the Naval Academy.

(7) If the Board refers the matter to the Commandant, the Aptitude Officer shall endorse the Brigade Board Summary, providing as enclosures the Recorder's Report, and a copy of the signed Acknowledgement of Rights/Statement of Understanding. A copy of the Aptitude Officer's endorsement, the basic letter, and all enclosures shall then be provided to the respondent. Any statement made by the respondent in response to the Brigade Board Summary shall be included as an enclosure to the Deputy Commandant's endorsement.

(8) A Respondent recommended for discharge shall be provided four working days to prepare any statement he or she wishes to make.

(9) In addition to actions discussed above, the Deputy Commandant may elect to:

(a) Assign an interim aptitude grade of D for the current semester and place the Respondent on Aptitude Probation.

(b) Reassign the Respondent to a different company, assuming both of the following criteria exist:

1. Factors within the Respondent's present company would complicate Aptitude for Commission improvement, and

2. Those factors result from matters other than the Respondent's deficient Aptitude for Commission.

(9) Upon referral of a case to the Commandant of Midshipmen, the Commandant may:

(a) Dismiss the proceedings, determining the problem is unsubstantiated or resolved.

(b) Return the matter to the Brigade Board directing further remedial action.

(c) Refer the Midshipman to the Aptitude Remediation Program.

(d) Refer the matter to the Academic Board recommending a grade of F be assigned in Aptitude for Commission and that the Respondent be discharged from the Naval Academy.

f. The Brigade Aptitude Board may refer plebes to the Academic Board during Plebe Summer. The members shall include at least one battalion officer, two company officers, a Senior Enlisted Leader and a Midshipman Commander. Higher ranking individuals may also serve (e.g., three battalion officers and no company officers or some other combination). Plebe Summer staff members should not sit on the board.

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g. Academic Board Review for Deficient Aptitude for Commission.

(1) Upon referral by the Commandant, the Academic Board may retain the Midshipman at the Naval Academy or:

(a) Assign a grade of F in Aptitude for Commission and refer the matter to the Secretary of the Navy with a recommendation for discharge. A unanimous vote by the Academic Board is required.

(b) Assign a grade of F in Aptitude for Commission but retain the Respondent for one semester for further evaluation. In this case, the matter is immediately returned to the Brigade Board for supervision of remedial action.

(c) Refer the Midshipman to the Aptitude Remediation Program.

(2) The following procedures shall be followed for Midshipmen recommended for discharge from the Naval Academy due to insufficient Aptitude for Commission:

(a) The Aptitude Office will prepare for the Respondent a Statement of Understanding that documents official notification of the recommendation for discharge, the discharge process, rights in regards to making a statement, and rights in regard to disclosure of information concerning disenrollment. The Respondent shall also receive a Notice of Rights Concerning Recommendation For Discharge from the Staff Judge Advocate, which will include as an enclosure a copy of the Superintendent's Memorandum Report for the Secretary of the Navy that explains the case in detail.

(b) The Respondent shall be briefed by the Aptitude Office and informed of the options available.

(c) Upon receipt of a copy of the Memorandum Report and the Superintendent's Recommendation for Discharge, the Respondent shall be given 24 hours to decide whether or not to submit a Show Cause Statement to the Secretary of the Navy outlining reasons why the Superintendent's Recommendation for Discharge should not be approved.

(d) A Midshipman who elects to submit a Show Cause Statement has five working days to submit it to the Aptitude Officer.

(e) The Superintendent will prepare a cover letter that forwards the case to the Secretary of the Navy.

(f) Upon completion of the check-out sheet and the submission of the Show Cause Statement to the Secretary of the Navy, the Midshipman will normally depart the Naval Academy on discharge pending leave, if authorized, pending the decision by the Secretary of the Navy. Reference (g) pertains.

(g) If the Secretary of the Navy accepts the recommendation for discharge, transfer of the Respondent to civilian or enlisted status shall be affected as directed. The Midshipmen Personnel Office will prepare the DD214 and other necessary documents to discharge the Respondent from the Naval Academy. If the recommendation is not approved, the Respondent shall be reinstated into the academic routine.

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(h) The processing time for insufficient Aptitude for Commission discharges, from the time the case is forwarded to the Secretary of the Navy until a decision is received, varies depending upon the complexity of the case.

g. Letters of Instruction (LOI)

(1) In addition to various options available to the boards, as discussed in other paragraphs of this instruction, a board that decides to take remedial action at its level shall always prepare a Letter of Instruction, enclosure (4), to the Respondent that includes the following elements:

(a) A listing of specific deficiencies noted.

(b) A listing of specific actions that the Respondent must take to correct the deficiencies. These requirements must be logically associated with the listed deficiencies.

(c) A listing of people who are available to assist the Respondent.

(d) A time limit during which improvements in aptitude must be made.

(e) A warning that failure to make improvements could result in further administrative or disciplinary action, including dismissal. At the conclusion of the specified time limit, the Company and Battalion Boards shall reconvene and review the Respondent's aptitude for commissioning. The Board may elect to take any of the three basic courses of action, except Company and Battalion level Boards are required to refer problems to the next higher level Board if the aptitude deficiencies have not been resolved within 45 days of the first Board's action. If the LOI was issued by the Deputy Commandant, he may elect to reconvene the Brigade Aptitude for Commission Board, or refer the case directly to the Commandant for review and possible referral to the Academic Board.

(2) Requirements listed in an LOI must be reasonable. Once the LOI is signed, further actions by superior boards will be taken only if the LOI requirements are not met or if new or different types of deficiencies are observed.

10. Action. All Brigade Officers and Midshipmen shall familiarize themselves with the contents of this instruction and follow the procedures set forth herein for the operation and administration of the Midshipmen Aptitude for Commission System.

11. Honor Violations. Assignment of a grade of D or F in aptitude as a result of an honor violation will not by itself trigger an Aptitude for Commission Board or aptitude probation, nor will it initiate a recommendation for separation. An assignment of a D or F in aptitude for a violation of the Honor Concept does not prohibit the commencement of an Aptitude for Commission Board for substandard or unsatisfactory aptitude for commissioning independent of the Honor Concept violation and subsequent disposition.

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12. Precept Convening the Aptitude for Commission System and Grade Assignment

a. From 1890 to 1976, the Aptitude for Service System was the vehicle with which the Naval Academy Superintendent measured Midshipmen Aptitude for Commission in order to comply with U.S. Code Title 10, Section 6962 requirements. In 1976, the Aptitude for Service System's title was changed to the more familiar Military Performance System that remained in effect until 2002.

b. On the authority of this precept, the identity of the Military Performance System changed to the "Aptitude for Commission System." Military Performance Boards are now referred to as Aptitude for Commission Boards. The intent and components of the system remains the same and in accordance with U.S. Code Title 10, Section 6962 requirements.

c. The Aptitude for Commission grade is designed to measure each Midshipman's developing aptitude for commissioned service. Aptitude for Commission is measured by a Midshipman's development of officer-like qualities within the Naval Academy's four-class system towards an endstate of specific graduate attributes defined in the Naval Academy Strategic Plan 2020 (reference (h)). The Strategic Plan seeks to create graduates who are:

(1) Selfless - Selfless leaders who value diversity and create an ethical command climate through their example of personal integrity and moral courage.

(2) Inspirational - Mentally resilient and physically fit officers who inspire their team to accomplish the most challenging missions and are prepared to lead in combat.

(3) Proficient - Technically and academically proficient professionals with a commitment to continual learning.

(4) Innovative - Critical thinkers and creative decision makers with a bias for action.

(5) Articulate - Effective communicators.

(6) Adaptable - Adaptable individuals who understand and appreciate global and cross-cultural dynamics.

(7) Professional - Role models dedicated to the profession of arms, the traditions and values of the Naval Service and the constitutional foundation of the United States.

13. Precept Convening Aptitude for Commission System and Grade Assignment. This precept is a document that gives general and specific guidance to the Brigade of Midshipmen and Commandant's staff regarding standardized criteria upon which the semester Aptitude for Commission grade shall be based. The precept is the only guidance for grade assignment. No other vehicle for grade assignment is permitted.

14. Aptitude Qualities. The principal qualities that are measured within the four-class system in determining Aptitude for Commission reflect the

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mission of the Naval Academy as well as the performance traits identified in reference (h). These aptitude qualities are listed below. As you consider a Midshipman's aptitude, consider the following:

a. Leadership - The ability to:

(1) Effectively stimulate growth and development in subordinates in accordance with the four-class system described in the Midshipman Training Program (reference (i)).

(2) Set and achieve useful, realistic goals in support of the Naval Academy mission.

(3) Communicate clearly and in a timely manner.

(4) Ensure the safety of fellow Midshipmen and Naval Academy equipment.

(5) Organize and implement process improvements and efficiencies in support of the Naval Academy mission.

b. Command Climate - The ability to demonstrate an attitude that:

(1) Promotes positive leadership in support of the mission of the Naval Academy.

(2) Demonstrates a positive influence on the Naval Academy and naval service manifested by interest, motivation and cooperation.

c. Bearing and Dress - The ability to:

(1) Display the dignity, respect, etiquette, and conduct of a naval officer.

(2) Display the uniform correctness and excellent personal appearance of a naval officer.

(3) Achieve or surpass the Naval Academy physical readiness test (PRT) standards.

d. Character - The ability to live up to the Navy Core Values of Honor, Courage and Commitment.

e. Teamwork - The ability to:

(1) Reinforce others' efforts and meet personal commitments to the team.

(2) Understand team goals and employ good teamwork techniques within the four-class system.

(3) Accept and offer team direction.

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f. Mission Accomplishment and Initiative - The ability to:

(1) Take the initiative to meet development goals in accordance with the four-class system described in reference (i).

(2) Plan and prioritize effectively.

g. Professional Expertise - The ability to meet professional knowledge standards in accordance with the four-class system described in reference (i).

h. Growth Potential - The capacity to:

(1) Handle jobs of increasing scope and greater responsibility.

(2) The ability to learn, and to profit by experience.

(3) Inherent personality.

(4) Self-improvement efforts.

(5) Special abilities.

(6) Promise of accomplishments on the basis of current and past performances.

15. Aptitude for Commission Grade

a. In the past, the Company Officer was tasked as the singular authority to determine a Midshipman's semester Aptitude for Commission grade. Although Midshipmen and Naval Academy staff provided grade recommendations regarding peers and subordinates by various means throughout the Brigade, no tangible metrics or direction existed for the Company Officer to determine a final grade assignment. Therefore, Company Officers did not have a measurable means of explaining the reason for an assigned grade to a Midshipman.

b. Upon completion of a formal working group designed to address the issues in the previous paragraph, a quantifiable process designed to gain Midshipmen ownership towards an effective measurement of Aptitude for Commission was established to determine grade assignment. The working group involved over 98 Midshipmen, 13 faculty/staff, and nine Company Officers/Senior Enlisted Leaders. The formal process incorporates quantifiable aptitude rankings involving Company Officers, Officer Representatives, Midshipman peers, and upper-class Midshipmen with specific assessment direction detailed herein.

16. Aptitude Ranking

a. Aptitude rankings on all Midshipmen are conducted semi-annually in December and April. Company Officers rank each of their Midshipmen. First Class Midshipmen rank each of the Midshipmen in their company. Second Class and Third Class Midshipmen rank their peers and subordinates. Fourth Class Midshipmen rank their peers.

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b. Each rater will have access to an online Midshipmen Information System (MIDS) module that allows him or her to accomplish the required Midshipman ranking process.

c. In addition to submitting his or her required rankings, each rater shall include one-word descriptor bullets on the top three and bottom three Midshipmen ranked. A word bank of descriptors is available to the raters within the online MIDS module and is included as enclosure (8). The descriptor bullets provided will be used for counseling and guidance purposes as well as a valuable tool for the Academic Board.

17. Responsibilities

a. The Company Officer or officer counterpart, in assessing Aptitude for Commission, is to be guided in ranking his or her Midshipmen by weighing the demonstrated development of aptitude qualities in the following three major areas in an equal manner:

(1) Demonstrated Aptitude for Commission within Bancroft Hall in accordance with the ranking standard detailed in paragraph 15 (personal observation).

(2) Demonstrated Aptitude for Commission within the classroom (i.e., accountability, appearance, speaking ability, execution of assignments, teamwork, leadership, effort, growth potential) (evaluations provided by civilian and military academic faculty through MAPRs).

(3) Demonstrated aptitude qualities within Naval Academy activities (i.e., accountability, appearance, speaking ability, execution of duty, teamwork, leadership, effort, growth potential) - summer training programs, varsity athletics, club sports, intramurals, voluntary service, and extracurricular activities (evaluations provided by Officer Representatives, faculty, coaches, and staff).

(a) Officer and Faculty Representatives shall provide Company Officers with evaluations and comments on a Midshipman's demonstrated aptitude qualities toward development as a commissioned officer. Officer and Faculty Representatives for sports teams and extracurricular activities shall follow the guidance provided in the Aptitude for Commission - Midshipman Evaluation module in MIDS. Academic faculty and staff that wish to provide comments on a Midshipman's aptitude for commission, should submit them in memorandum format.

(b) Additionally, the Company Officer shall also provide descriptor bullets on the top three and bottom three Midshipmen ranked per class.

b. First Class Midshipmen shall rank the second, Third, and Fourth class individually by class with respect to their classmates in the same company, in accordance with the ranking standard detailed in paragraph 15. First Class Midshipmen shall also provide descriptor bullets on the top three and bottom three Midshipmen ranked per class.

c. Second Class Midshipmen shall rank the Third and Fourth Class individually by class with respect to their classmates in the same company,

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in accordance with the ranking standard detailed in paragraph 15. Second Class Midshipmen shall also provide descriptor bullets on the top three and bottom three Midshipmen ranked per class.

d. Third Class Midshipmen shall rank the Fourth Class individually with respect to their classmates in the same company, in accordance with the ranking standard detailed in paragraph 15. Third Class Midshipmen shall also provide descriptor bullets on the top three and bottom three Midshipmen ranked in the Fourth Class.

e. All Midshipmen shall rank their peers with respect to their classmates in the same company, in accordance with the ranking standard detailed in paragraph 15. All Midshipmen shall also provide descriptor bullets on the top three and bottom three Midshipmen ranked.

18. Ranking Standard. The Aptitude for Commission grade is designed to effectively measure a Midshipman's aptitude for commissioned service. The Aptitude grade is not merely an assessment of a Midshipman's performance within structure of the company or Brigade. The rater shall consider carefully and weigh, without prejudice or partiality, the semester performance of each Midshipman towards the development of aptitude for commissioned service. Although Midshipmen are evaluated relative to classmates in their companies, Midshipmen who fail to meet the basic standards supporting eventual commissioned service will be additionally evaluated through the Aptitude Board process. The following direction applies to the assessment of a Midshipman's Aptitude for Commission:

a. Midshipman Leadership Development Guide (MLDG). The Midshipman Leadership Development Guide (enclosure (1) within reference (i)) is designed to provide a general guide for leadership expectations for First, Second, and Third Class Midshipmen, and to provide Fourth Class Midshipmen guidance on following upper class leadership intelligently. The MLDG identifies goals expected of Midshipmen for each class and then quantifies these goals into specific, measurable objectives. Evaluators should weigh an individual's achievement level in each of these objectives while ranking Midshipmen within their respective classes.

b. Collateral effect of Physical Readiness Test (PRT) scores and Conduct grades. Midshipmen are graded separately in the areas of Physical Education and Conduct. Notwithstanding the separate grades, you shall consider a Midshipman's underlying personal behavior reflected in Major-level conduct offenses and PRT scores during the semester period, as these are both indicators of commitment to institutional standards and Aptitude for Commission. For example, a Midshipman who commits a Major-level conduct offense or otherwise becomes unsatisfactory in conduct during the current grading period should normally be assigned no greater than a C in Aptitude.

c. Striper leadership roles within company. Midshipmen who participate in striper leadership roles within company represent the core structure of the Brigade in a unique manner that incorporates leadership and teamwork challenges above and beyond the duties of a Midshipman in ranks. Company Officers shall evaluate a company striper's demonstrated aptitude qualities toward development as a commissioned officer.

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d. Participation in varsity athletics, club sports, extracurricular activities, and voluntary service. Midshipmen who participate in varsity athletics, club sports, extracurricular activities, and voluntary service represent the Naval Academy in a unique manner that incorporates leadership and teamwork challenges while in the public eye. Such participation requires a great commitment of time and mental energy. Company Officers shall weigh recommended grades from Officer Representatives of varsity athletics as 40% of their grade. If an Officer Representative recommended grade does not result in a whole grade change, the Company Officer's grade will stand. Grade averages may be rounded up if deemed appropriate by the Company Officer. Club sport, select Extra Curricular Activity, and voluntary service participation will also be considered. These representatives shall evaluate and comment on a Midshipman's demonstrated aptitude qualities toward development as a commissioned officer. These representatives shall maintain a comparable grade distribution for recommendations as Company Officers; however, their grade recommendation distribution will not be limited by class.

e. Recreational Extracurricular Activities (ECAs). Although the overall time commitment is not generally equivalent to that of varsity athletics, club sports, and certain other ECAs, these activities provide leadership challenges that support the mission of the Naval Academy. Company Officers shall consider and weigh input from Officer Representatives, faculty, and staff responsible for the supervision of recreational extracurricular activities. These representatives shall evaluate and comment on a Midshipman's demonstrated aptitude qualities toward development as a commissioned officer. These representatives shall maintain a comparable grade distribution for recommendations as Company Officers; however, their grade recommendation distribution will not be limited by class.

19. Final Ranking Assignments. After the Company Officer, Midshipmen, and peer rankings have been entered, an online MIDS module in accordance with the ratios shown below to yield the final semester rankings, will combine this data:

Class	Company Officer	1/C	2/C	3/C	4/C
1	70%	30%	0%	0%	0%
2	60%	25%	15%	0%	0%
3	60%	17%	13%	10%	0%
4	60%	15%	12%	8%	5%

20. Authorized Grade Distribution

a. The total number of Midshipmen who may be assigned grades in each competitive category within their unit shall be the number set forth in the percentages below. Company Officers will enter final Aptitude grades into the MIDS System. Aptitude grades equate to the "Promotion Recommendation" blocks of the Navy Fitness Reports and Evaluations as indicated.

A (Early Promote)	35% maximum
B (Must Promote)	45% maximum
C (Promotable)	No limit

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- | | |
|--------------------------|--|
| D (Significant Problems) | No limit. Initiates Aptitude Board process.
May also be assigned by Commandant for honor violation independent of Aptitude Board process. |
| F (Failure) | May only be assigned by Academic Board in culmination of Aptitude Board process, or by the Commandant of Midshipman as a result of an honor violation. |

b. Aptitude grade changes. There are circumstances under which a Company Officer may feel that the forced grade distribution was unfair to one or more Midshipmen, and would like to request extra grades that will exceed the maximum limit. In these instances the Company Officer must submit a request to his/her Battalion Officer, with justification for exceeding the competitive category limit for that particular class. If approved by the Battalion Officer, aptitude grade change requests will be forwarded to the Aptitude Program Assistant who will enter a grade change and submit it to the Registrar. If, per paragraph 19d, a recommended grade submitted by a varsity sport team Officer Representative raises or lowers an aptitude grade, grade changes will be submitted to the Aptitude Program Assistant immediately after grades have been posted by the Registrar.

21. Out-of-Company Stripers

a. For the purpose of Aptitude for Commission grades and evaluations, Out-of-Company Stripers are divided into two categories; those that are out-of-company for grades and evaluations, and those that are in-company for grades and evaluations. Midshipmen in the former category are also not ranked within company, and their grades do not affect in-company grade percentages. A COMDTMIDN NOTICE will be disseminated each semester that includes an enclosure that lists the names and striper positions of all Midshipmen that are out-of-company for grades and evaluations. Evaluations on all Out-of-Company Stripers will be submitted per paragraph 21.b below. Midshipmen enrolled in the Voluntary Graduate Education Program (VGEP) during their First Class year will be treated as Out-of-Company Stripers for purposes of aptitude grades and evaluations, and are not ranked. Aptitude for Commission grades and evaluations for VGEP scholars will be entered by the Aptitude Program Assistant, and will be consistent with the average aptitude grade the Midshipmen have received during their Naval Academy careers.

b. Each semester the Brigade Aptitude and Conduct Officer will publish a memorandum that outlines procedures for submission of Aptitude For Commission - Company Officer Midshipmen Evaluations for Out-of-Company Stripers. The memorandum will list by position which Out-of-Company Stripers are evaluation writers, which Out-of-Company Stripers they are required to submit evaluations on, and what the due date is. The Brigade Aptitude and Conduct Officer will also ensure that all evaluation writers have the electronic evaluation template. Midshipman evaluation writers are directed to submit completed evaluations electronically. Evaluations on Out-of-Company Stripers that are designated in the current notice as out-of-company for grades and evaluations, will be forwarded to the Brigade Conduct and Aptitude Officer.

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Evaluations on Out-of-Company Strippers that are not listed in the current notice as out-of-company for grades and evaluations, will be forwarded to the midshipmen's respective Company Officers. The Brigade Aptitude and Conduct Officer will forward all evaluations for Midshipmen that are out-of-company for grades and evaluations to the Aptitude Program Assistant. The Aptitude Program Assistant will enter grades and evaluations for Midshipmen that are out-of-company for grades and evaluations.

22. Unsatisfactory Aptitude for Commission Grades. Battalion Aptitude for Commission Boards will be conducted prior to the 8-week point of subsequent semester or 4-week point during spring semester if pertaining to a First Class Midshipman, upon a Midshipman's assignment of a D in Aptitude for Commission. Battalion Aptitude for Commission Boards will also be conducted for Midshipmen that receive less than a C on summer training evaluations. Brigade Aptitude for Commission Boards will be conducted immediately upon a Midshipman's assignment of two consecutive D's in Aptitude for Commission.

23. Review Responsibility. The Aptitude Officer is responsible for the annual review of this instruction.



R. E. CLARK II

Distribution:
Non-Mids (Electronically)

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SAMPLE APTITUDE FOR COMMISSION PROBATION LETTER

(Date)

From: Battalion Officer
To: Respondent

Subj: APTITUDE FOR COMMISSION PROBATION

Ref: (a) COMDTMIDNINST 1600.2F

1. Per reference (a), you are placed on Aptitude for Commission Probation due to your assigned Aptitude for Commission grade of D at the end of last semester.
2. You are directed to improve your Aptitude for Commission. Specifically you should: (specify deficiencies and requirements).
3. You may be removed from probation by one of the following:
 - a. Assigned an Aptitude for Commission grade of C or higher at the end of this semester by your Company Officer.
 - b. Terminated case (i.e., problem is determined to have been corrected) by the Battalion Board, Brigade Board or the Commandant of Midshipmen.
4. At no later than the eight week point of the following full semester, your case will be referred to the Battalion Aptitude Board for review. If not terminated or continued on probation, your case may be further referred to the Brigade Aptitude Board with a recommendation of disenrollment from the Naval Academy. If you receive a D in aptitude for a second consecutive semester, your case will be automatically forwarded to the Brigade Aptitude Board with a recommendation of disenrollment from the Naval Academy.

(SIGNATURE OF BATTALION OFFICER)
(TYPED NAME OF BATTALION OFFICER)

Copy to:
Company Officer
Aptitude Officer

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SAMPLE STATEMENT OF UNDERSTANDING

DD Mmm YY

From: Midshipman _____ Class _____, U.S. Navy,
Class of _____
To: Aptitude Officer
Subj: STATEMENT OF UNDERSTANDING

1. I understand that the below listed paragraphs pertaining to the Aptitude for Commission System are provided for my information:

a. The concept of the Aptitude for Commission System is as follows: In carrying out the mission of the Naval Academy, it is essential that each graduating Midshipman possess not only the basic education for and knowledge of the naval profession, but also develop sufficient Aptitude for Commission. The Aptitude for Commission System shall provide a composite evaluation of desirable qualities that are considered prerequisites to service as a commissioned officer in the U.S. Navy or Marine Corps, including: performance of duty, attitude, leadership, bearing and dress, and the potential for growth.

b. If, after a reasonable amount of time and counseling, a Midshipman still has not demonstrated the ability or desire to meet the established standards, or is obviously misplaced in the Naval Service, provisions are made for consideration of discharge.

c. The Brigade Aptitude for Commission Board has the authority to take one of the following courses of action:

(1) Dismiss the proceedings, determining that the problem is resolved.

(2) Determine that a deficient condition exists but remedial action at the Brigade level is appropriate. In this case, the board shall prepare a letter of instruction to the Midshipman signed by the Deputy Commandant. In addition to a Letter of Instruction, the respondent may be referred to the Aptitude Remediation Program.

(3) Refer the matter to the Commandant, with a recommendation for award of an F in Aptitude for Commission and discharge from the Naval Academy.

d. In addition to actions discussed above, the Deputy Commandant may elect to:

(1) Assign an interim Aptitude for Commission grade of D for the current semester and place the Midshipman on Aptitude Probation.

(2) Reassign the Midshipman to a different Company, assuming that both of the following criteria exist:

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Subj: STATEMENT OF UNDERSTANDING

(a) Factors within the Midshipman's present company would complicate Aptitude for Commission improvement, and

(b) Those factors result from matters other than the Midshipman's deficient Aptitude for Commission.

e. Upon referral of a case to the Commandant of Midshipmen, the Commandant may:

(1) Dismiss the proceedings, determining that the problem is resolved.

(2) Return the matter to the Brigade Aptitude for Commission Board and direct that further remedial action be taken.

(3) Refer the Midshipman to the Aptitude Remediation Program.

(4) Refer the matter to the Academic Board with the recommendation to assign a grade of F in Aptitude for Commission and that the Midshipman be disenrolled from the Naval Academy.

2. I hereby acknowledge that I have read the above paragraphs and understand their content.

(Signature)

Witnessed:

(Date)

Copy to:
Company Officer

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SAMPLE LETTER OF NOTIFICATION OF APPEARANCE

DD Mmm YY

From: (Board Recorder)
To: (Midshipman Concerned)

Subj: NOTIFICATION OF APTITUDE FOR COMMISSION BOARD

1. A (Company, Battalion, Brigade) Aptitude for Commission Board will meet to review your aptitude for continued service as a Midshipman. The following administrative matters pertain:

- a. Date:
- b. Time:
- c. Location:
- d. Uniform:

2. Indicate by your initials that you are aware of the following:

- a. _____ I have the right to consult with a lawyer, but a lawyer may not accompany me to the Aptitude for Commission Board.
- b. _____ I acknowledge that I was notified of the Aptitude for Commission Board 72 or more hours in advance.
- c. _____ I have been provided with a copy of the Aptitude for Commission Board Procedures.

3. You are authorized to present documentary evidence and call witnesses who can provide testimony concerning your Aptitude for Commission. Should you elect to do so, 24 hours prior to the commencement of the board, you must submit the following to me:

- a. A listing of witnesses along with a short statement indicating what they will contribute.
- b. Copy of documentary evidence you wish to submit for the Board's consideration.

4. The board shall review documents listed below. A copy of each has been provided to you. Indicate by your signature that you acknowledge receipt of the documents listed below. You shall be provided with a copy of any other documentary evidence as soon as it is determined that any additional documents will be presented to the Board.

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Subj: NOTIFICATION OF APTITUDE FOR COMMISSION BOARD

Document Listing

(Enter list of documents)

(SIGNATURE OF BOARD RECORDER)
(TYPED NAME OF BOARD RECORDER)

Copy to:
Senior Board Member
Company Officer

Indicate by your signature that you have reviewed this notification letter
carefully and understand its contents.

(Signature of Midshipman) (Date)

Witnessed:

(Date)

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SAMPLE LETTER OF INSTRUCTION

Mmm YY

From: (Senior Board Member)
To: (Midshipman Concerned)

Subj: LETTER OF INSTRUCTION

1. A (Company, Battalion, Brigade) Aptitude for Commission Board met on (date) to review your Aptitude for Commission. The following specific deficiencies were determined to exist:

a. (List deficiencies)

2. You are directed to improve your Aptitude for Commission. In particular, I expect you to:

a. (List expectations)

3. Your Company Officer (in the case of Brigade Board issued LOIs via the Battalion Officer) will report in writing to me in (number) days your progress and adherence to this letter of instruction.

4. Assistance in achieving the improvement in Aptitude for Commission I require you to make can be obtained from:

a. (List resources available)

5. Should you require additional assistance, or if any factors whatsoever develop that hinder your ability to improve your Aptitude for Commission, you are directed to inform me immediately.

6. Failure to improve your Aptitude for Commission in the manner I have specified above may result in my recommending that further administrative or disciplinary actions be taken, including recommendation that your case be directly forwarded to the next level with a recommendation for disenrollment.

(SIGNATURE OF SENIOR MEMBER)
(TYPED NAME OF SENIOR MEMBER)

Acknowledged: (Signature of Midshipman) (Date)

Witnessed: (Signature of Board Recorder) (Date)

Copy to:
Battalion Officer
Performance Jacket
Aptitude Officer

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COUNSEL AND GUIDANCE INTERVIEW RECORD

Date: _____

1. Midshipman _____ Class _____ Company _____

2. Areas discussed: () Academic () Conduct
() Aptitude for Commission () Other

3. Trend of Aptitude for Commission: () Improving () Declining
() Consistent () N/A

4. Pertinent observations/comments:

STRENGTHS

WEAKNESSES

5. Narrative summary (problems discussed and recommended courses of action, evaluation of Aptitude for Commission, etc.):

Reviewer Initial Date

Co Ofcr _____

Sqd Ldr _____

Midn _____

Interviewer

(Continue on back if necessary)

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BRIGADE APTITUDE FOR COMMISSION BOARD SUMMARY FORMAT

1. Referral to the Brigade Aptitude for Commission Board shall be made via a letter from the Battalion Officer, or Company Officer via the Battalion Officer, to the Senior Member of the Brigade Aptitude for Commission Board, copy to the affected Midshipman. This letter will contain the information defined below:

a. Basic Letter. An executive summary of the major reasons the Midshipman has been referred to the Brigade Aptitude for Commission Board (see paragraph 1h below).

b. Enclosure (1). Midshipman's academic summary. Obtained from the Midshipmen Information System (MIDS).

c. Enclosure (2). Midshipmen Performance Record. Obtained from MIDS to include adjudicated conduct and honor offense case print outs.

d. Enclosure (3). Write a chronological summary of the Midshipman's Aptitude for Commission, listing all factors pertinent to the Brigade Aptitude for Commission Board's evaluation of the Midshipman. Sample entries are shown below:

Fourth Class Year

Sep - Nov 20xx	Guilty of numerous Minor-level conduct offenses mainly involving tardiness and poor uniform appearance. See conduct record.
15 Sep 20xx	Appeared before a Company Aptitude for Commission Board.
15 Nov 20xx	Guilty of Major-level conduct offense, drinking in public. See enclosure (2) for a description of this incident.
10 Dec 20xx	Aptitude Evaluation Comments
Jan 20xx	Received unsatisfactory comments from three different professors.
10 Jan 20xx	Counseled by Company Officer concerning poor aptitude for commission during first semester.
23 Jan 20xx	Received Aptitude for Commission Probation letter. Counseled by Company Officer.

e. Enclosure (4). Chronological record of Aptitude for Commission Evaluations, LOIs, probation letters, related counseling forms, medical and/or mental health evaluations, etc.

f. The Performance Jacket will be available for the Board members to review.

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g. SAMPLE LETTER FORMAT

(Date)

From: First Company Officer
To: Commandant of Midshipmen
Via: (1) First Battalion Officer
(2) Aptitude Officer (N/A if not referred)
(3) Deputy Commandant of Midshipmen (N/A if not referred)

Subj: MIDSHIPMAN THIRD CLASS JUNIOR J. JONES, USN, XX1111

Ref: (a) COMDTMIDNINST 1600.2F

Encl: (1) MIDS Academic Summary
(2) MIDS Performance Record
(3) Chronological Summary
(4) Related Documentation (Aptitude for Commission Evaluations, LOI's, probation letters, medical and or mental health evaluations, etc.)

1. Per reference (a), a Battalion Aptitude Board was convened on xx xxxx xxxx, to review Midshipman Jones' Aptitude for Commission. By a majority vote the board found that Midshipman Jones does not possess sufficient Aptitude for Commission, and forwards the case to the Brigade Aptitude Board with a recommendation of assignment of a grade of F in aptitude and disenrollment from the Naval Academy.

2. The board based its decision on the following:

a. [Outline aspects of the Midshipman's lack of aptitude/ poor performance that the board based its decision on.]

3. [Closing paragraph/wrap-up].

(Company/Battalion Off Signature)

Copy to:
MIDN Jones

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APTITUDE GRADE DESCRIPTORS

POSITIVE WORD LIST

Analytical Skilled in using analysis, separates tasks into component parts.
Articulate Communicates readily, clearly and effectively.
Athletic Characteristic of an athlete, vigorous, active, mesomorphic.
Candid Communicates with sincere honesty and absence of deception.
Charismatic Having or exhibiting a special magnetic charm or appeal.
Civil Demonstrates habitual, positive, dignified, sincere and thoughtful consideration of others and ease of approach arising from awareness of one's training and demands of good manners, but surpassing the minimum observance of social requirements.
Compassionate Demonstrates deep sympathy and sorrow for another's suffering or misfortune and a desire to alleviate the pain or remove its cause.
Competent Capable; has all the requisite abilities and qualities.
Confident Full of assurance, conviction and certainty.
Courageous Possesses the quality of mind or spirit to face difficulty, danger, pain, etc with firmness.
Decisive Possesses the ability to decide with promptness and sureness.
Dedicated Devoted to a cause, ideal or purpose.
Dependable Capable of being relied upon.
Diligent Exhibits a steady, earnest and energetic effort to accomplish the mission.
Diplomatic Employs tact and sensitivity in dealing with others.
Energetic Active, operates with a marked vigor or effect.
Enthusiastic Filled with a strong passion or energy.
Ethical Strictly conforms to accepted professional standards of conduct.
Honest Honorable in principles, intentions and actions.
Industrious Hardworking; productive.
Innovative Tends to introduce new ideas, methods or devices.
Inspiring Possesses the ability to motivate and animate others.
Intuitive The direct perception of truth or keen, quick insight.
Judicious Possesses and exercises sound judgment.
Level-Headed Calm, unexcitable, possesses sound judgment.
Logical Seeks out, applies and articulates sound principles of reasoning.
Loyal Faithful not only to one's allegiances, but also to one's oaths, commitments and obligations.
Mature Possesses a personality that is fully developed, the final or desired state. Adult, not childish.
Methodical Habitually proceeds according to a predefined method.
Organized Uses a formal method to coordinate tasks and create order.
Polished Refined in manners or condition.
Practical Disposed to action as opposed to speculation or abstraction.
Principled Habitually devoted to right principles; high standards and morals.
Proactive Thinks ahead, anticipates situations and takes initiative.
Resilient Recovers quickly and easily from setbacks and surprises.
Resourceful Makes excellent use of information and materials at one's disposal.
Respectful Characterized by politeness or deference.
Responsible Answers for things within one's power or control.
Self-aware Knowledge of (-aware) the subject of experience (self-). Ego without hubris. Self-awareness is generally more outwardly observable while undertaking a decision-making process.
Self-Disciplined Capable of control of one's self or one's behavior, often for the sake of improvement.
Self-Reliant Has confidence in own efforts and abilities.
Team-Player Demonstrates the ability to work in a cooperative effort to accomplish the mission.
Thorough Performs tasks, addresses concerns, expresses and analyzes ideas completely.
Versatile In possession of a wide variety of skills, knowledge and abilities and is capable of turning with ease from one task to another.

NEGATIVE WORD LIST

Abrasive Irritating, not tactful.
Abusive Often displays wrong or improper use or action, physically injurious.
Apathetic Shows little or no feeling or emotion; spiritless, impassive.
Argumentative Controversial, given to disagreement.
Arrogant In possession of an exaggerated sense of own worth or importance.
Blunt Abrupt in speech or manner.
Careless Indifferent, unconcerned, negligent.
Complacent An attitude of unconcern, satisfied with one's own lot or standing.
Confrontational Seeks to confront for the sake of challenging, opposing or arguing.
Disorganized Does not maintain an ordered environment and schedule.
Egocentric Devotes excessive worth and attention to self.
Excitable Capable of being too readily roused to emotions or feelings.
Forgetful Fails to retain and recall information when needed.
Frivolous Devotes time and attention to unimportant, superficial or childish concerns and activities.
Gossip Someone who habitually reveals personal or sensational facts about others.
Impetuous Displays hasty or impulsive behavior.
Inattentive Habitually fails to pay attention; mind often wanders.
Inconsiderate Careless of the rights or feelings of others.
Incurious Disinclined to ask questions or pursue knowledge.
Indecisive Unable to reach conclusions without excessive equivocation.
Indifferent Unresponsive to needs, demands and interests of others or of the mission.
Inept Untrained; inefficient or incompetent.
Irresponsible Not responsible, speaks and acts with no sense of accountability.
Lackadaisical Lacks life, spirit and zest.
Lethargic Sluggish, indifferent, apathetic.
Mistrustful Habitually refuses to exercise faith in other's abilities or intentions.
Opportunistic Quick to take advantage of others for one's own benefit.
Overbearing Harshly and haughtily arrogant; domineering.
Panicky Subject to sudden overpowering fits of fright.
Passive Favors tasks that require little or no initiative, active participation or thought.
Ruthless Willing to harm others in the attainment of one's objective.
Scattered Does not focus on the essential problem at hand.
Sarcastic Intentionally inflicts pain or insult through the use of ironic or ridiculing remarks.
Selfish One way, concerned solely with personal needs, interests and desires.
Sleepy Ready to fall asleep at a moment's notice, usually in class.
Sloppy Slovenly, careless.
Stubborn Unreasonably or perversely unyielding.
Temperamental Marked by excessive sensitivity and frequent mood changes.
Uncommitted Not pledged or motivated to any cause, unit or decision.
Unpredictable Subject to frequent changes in mood, personality or actions; erratic.
Unprincipled Lacking in moral values or standards.
Unproductive Habitually does not produce required or needed results.
Untruthful Inclined to dissemble or lie.
Vague Fails to perceive or express exact ideas, problems or concepts.
Vain Having or showing undue or excessive pride in one's appearance or achievement.