



## DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN  
U.S. NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 1620.2C  
APTITUDE  
23 Jun 11

### COMMANDANT OF MIDSHIPMEN INSTRUCTION 1620.2C

Subj: FRANK M. ADAMS JUNIOR OFFICER LEADERSHIP AWARD

Encl: (1) Format for Statement of Qualifications of Nominees

1. Purpose. To promulgate procedures for the nomination, selection, and awards process for the Frank M. Adams Junior Officer Leadership award.
2. Cancellation. COMDTMIDNINST 1620.2B
3. Background. The Commandant of Midshipmen has a special interest in ensuring the Brigade of Midshipmen is exposed to the highest quality of leadership exhibited by the junior officers assigned to his/her staff. A memorial fund in honor of Captain Frank M. Adams, USN (Ret), Class of 1947, was established to support an annual award to be presented to the junior officer who, by personal example and professional performance, best characterizes the principles of excellence in leadership. This fund is managed by the Alumni Association.
4. Description
  - a. The Frank M. Adams Junior Officer Leadership Award is bestowed annually upon that junior officer selected from the Commandant's staff whose contributions to the leadership, professional and moral development of midshipmen reflect the highest principles of excellence in professionalism and leadership development.
  - b. The award consists of a mounted ship's bell clock or suitable equivalent and a plate on which the recipient's name is inscribed. The recipient will also be submitted for a Navy and Marine Corps Achievement Medal.
5. Eligibility
  - a. Any military officer, O-3 and below, who has served at USNA for more than 12 months is eligible for nomination.

b. Individuals who receive the award are not eligible for subsequent participation.

6. Action

a. Department Directors within the Commandant's Cost Center will:

(1) Ensure their military members are aware of this award.

(2) Select their department's nominee for the award and submit enclosure (1) and a completed OPNAV 1650/3 (Personal Award Recommendation) for their nominee by the second week of April each year.

b. Deputy Commandant of Midshipmen, Director of Character Development and Training, Director of Professional Development, Senior Chaplain, Supply Officer, Commandant Operations Officer, and Battalion Officers comprise the Award Selection Committee. The Award Selection Committee will:

(1) Review the qualifications of the nominees and establish a priority listing, recommending a recipient of the award.

(2) Submit the priority listing to the Commandant of Midshipmen for his/her review by the third week of April of each awarding year.

c. The Commandant of Midshipmen will review the recommendation of the Award Selection Committee and select the award recipient by 1 May of each year.

d. The Deputy Commandant will provide the Alumni Association the name of the officer selected for the Captain Frank M. Adams Junior Officer Leadership Award. The Alumni Association will purchase the ship's bell clock to be presented. Presentation of the award will be part of the Dedication Ceremony at the beginning of Commissioning Week.



R. E. CLARK II

Distribution:  
Non-Mids (Electronically)

**FORMAT FOR STATEMENT OF QUALIFICATIONS OF NOMINEES**

1. Name and Rank:
2. Department:
3. Date Reported to USNA:
4. Primary Duty:
5. Collateral Duties:
6. Education: (degrees, dates, institutions)
7. Leadership Teaching Ability: (as evidenced by the vitality of classroom presentation, the thoroughness of preparation, interest in students, and capacity to impart knowledge and evoke response).
8. Participation in Leadership Oriented Activities: (include papers presented at professional meetings, research activities, Leadership counseling, etc.)
9. Participation in Midshipmen Activities: (service as officer representative, etc.)
10. Participation in Other Activities: (performance of departmental duties, service on departmental and general committees, service in civic groups, etc.)
11. Personal Attributes: (such as cooperation, initiative, integrity,, etc.)
12. Value to USNA: (how nominee contributes to overall mission)