



## DEPARTMENT OF THE NAVY

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

COMDTMIDNINST 1650.10A

LEL

13 Sep 10

### COMMANDANT OF MIDSHIPMEN INSTRUCTION 1650.10A

Subj: SENATOR MARGARET CHASE SMITH LEADERSHIP EXCELLENCE AWARD

Encl: (1) Plan of action and Milestones  
(2) Request for Nomination 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. Cancellation. COMDTMIDNINST 1650.10.

3. 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.

4. Eligibility. The Margaret Chase Smith Leadership Excellence Award will be presented annually to a female First Class 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.

5. 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 for carrying out the procedures provided in this instruction. A Plan of Action and Milestones (POA&M) is provided in enclosure (1).

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

c. Company Officers will forward a nominee to respective Battalion Officers during the tenth week of the spring semester. Battalion Officers will screen nominees and forward the 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; 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. Each Battalion Officer 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 forward recommendations in writing (enclosure (3)) to the Commandant of Midshipmen 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 of Midshipmen, enclosure (4). This shall be accomplished during

COMDTMIDNINST 1650.10A  
13 Sep 10

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.

6. Review Responsibility. The Chairman, Leadership, Ethics and Law is responsible for the annual review of this instruction.



B. P. O'DONNELL  
By direction

Distribution:  
Non Mids (Electronically)

COMDTMIDNINST 1650.10A  
13 Sep 10

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

Enclosure (1)

COMDTMIDNINST 1650.10A  
13 Sep 10

1650  
(Date)

MEMORANDUM

From: Midshipmen Leadership Award Coordinator  
To: Company Officers

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

Ref: (a) COMDTMIDNINST 1650.10A

1. Per reference (a), complete the attached Senator Margaret Chase Smith Leadership Excellence Award Nominee Information Sheet on the female First Class Midshipman in your company who best demonstrates those qualities described in paragraph 3 of this memorandum. Provide one copy of the nominee's academic/performance record ("query academic information" option in MIDS). Forward this package 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 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 shall be female First Class Midshipmen who best 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.

A. B. SEA

Copy to:  
Commandant of Midshipmen  
Chmn, LEL Dept  
Battalion Officers

Enclosure (2)

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

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

Nominee's eligibility for award:

Sports or ECA 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 1650.10A  
13 Sep 10

1650  
(Date)

From: Deputy Commandant of Midshipmen  
To: Commandant of Midshipmen

Subj: SENATOR MARGARET CHASE SMITH LEADERSHIP EXCELLENCE AWARD

Ref: (a) COMDTMIDNINST 1650.10A

1. Per 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 female First Class 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.

I. M. DEPUTY

Enclosure (3)

COMDTMIDNINST 1650.10A  
13 Sep 10

(Commandant's Letterhead)

1650  
(Date)

MEMORANDUM

From: Commandant of Midshipmen  
To: Midshipman First Class (Full name)  
Subj: 20XX SENATOR MARGARET CHASE SMITH LEADERSHIP EXCELLENCE  
AWARD  
Ref: (a) COMDTMIDNINST 1650.10A

1. I take great pleasure in informing you that you have been selected as the 2011 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 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 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 Prize 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.

I. M. COMMANDANT

Enclosure (4)