



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

COMDTMIDNINST 1650.5D  
OPS

JUN 27 2012

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1650.5D

Subj: BRIGADE OF MIDSHIPMEN COMMUNITY SERVICE AWARD

Encl: (1) Plan of Action and Milestones

1. Purpose. To establish policy concerning the nomination, selection and presentation procedures for the Brigade of Midshipmen Community Service Awards.

2. Cancellation. COMDTMIDNINST 1650.5C.

3. Background

a. The Brigade of Midshipmen Community Service Awards are intended to be given to Midshipmen who demonstrate initiative in designing viable, meaningful, and substantive involvement with community partner needs during at least two years at the Naval Academy. There are three major community service awards, the Military Outstanding Volunteer Service Medal as well as the USAA and Navy League Community Service Awards. These awards are meant to recognize superior service and to inspire the awardees to continue to serve the community by motivating and leading others to get involved and devote time, talent, and energy to community outreach programs in the Fleet and Fleet Marine Force.

b. The spirit of community service is one of volunteerism, service without expectation of reward or recognition, and resolute focus on mission accomplishment. The selected individuals should be the unsung heroes who, day-in and day-out, perform above and beyond what is expected and do so with the highest regards for the success of the project.

4. Eligibility for Award. Midshipmen who have demonstrated the drive for continued community service during at least two of their four years at the Naval Academy. In addition, nominees should not be deficient in performance, conduct, academics or physical education.

5. Method of Nomination and Selection

a. A member of the Commandant's Operations Staff, appointed by the Operations Officer, will be assigned the collateral duty of Brigade of Midshipmen Community Service Awards Coordinator. This individual, henceforth known as the Coordinator, will normally be the Midshipmen Activities Officer and will be responsible to the Operations Officer and the Commandant of Midshipmen for carrying out the guidance provided in the instruction. The coordinator will use the Plan of Action and Milestones provided in enclosure (1) of this instruction as a guide to assist in this task.

b. During the first week of February, the Coordinator will notify all faculty and staff of the selection criteria for respective nominees for the Brigade of Midshipmen Community Service Awards as exemplified in enclosure (1).

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c. All aspects of the nomination and selection process shall be confidential. The nominees will not be informed until interviews are required.

d. Nominations will be accepted from any source. Nominations will be forwarded, in confidence, directly to the nominee's Company Officer, who will screen the nominee for eligibility and forward all qualified nominations to their respective Battalion Officers. The Battalion Officers will then forward these names to the coordinator, who will maintain possession of the nominations until the review board has convened.

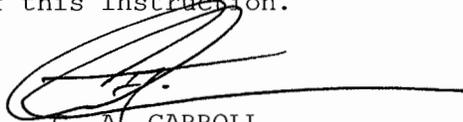
e. The Brigade of Midshipmen Community Service Awards Board composition is as follows: the Coordinator, the Officer Representative of the Midshipman Action Group, the Enlisted Representative of the Midshipman Action Group, and the Faculty Representative of the Midshipman Action Group.

f. If deemed appropriate by the selection board, the nominees shall be interviewed by the selection board and given the opportunity to highlight significant contributions and achievements not mentioned in the nomination package or to provide clarification to additional questions by members of the review board.

g. To ensure ample time is available to make arrangements for family and friends to attend the award ceremony, all awardees will be notified prior to the end of the Spring Academic semester.

h. The USAA Community Service Award will be presented as part of the Prizes and Awards Ceremony during Commissioning Week. The remaining awards, Navy League Award and Military Outstanding Volunteer Service Medals, will be awarded at the Community Service Awards Ceremony.

6. Review Responsibility. The Commandant's Operations Officer is responsible for the annual review of this instruction.



C. A. CARROLL  
By direction

Distribution:  
Non-Mids (Electronically)

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**BRIGADE OF MIDSHIPMEN COMMUNITY SERVICE AWARD  
PLAN OF ACTION AND MILESTONES**

<u>Action</u>	<u>Complete by</u> (Spring Semester)
1. Request nominations by email	1 <sup>st</sup> week of February
2. Forward all nominations to Company Officers	3 <sup>rd</sup> week of February
3. Collect all nominations from Battalion Officers	4 <sup>th</sup> week of February
4. Convene interview board	March
5. Select all awardees	Last week of March
6. Notify awardees via Company Officer	2 <sup>nd</sup> week in April
7. Award Ceremony	Commissioning Week