



DEPARTMENT OF THE NAVY

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

Canc: Jan 09

COMDTMIDNNOTE 1600
N09G
3 Nov 2008

COMDTMIDN NOTICE 1600

Subj: REQUIREMENTS FOR SUBMISSION OF APTITUDE FOR COMMISSION
DATA FOR FIRST SEMESTER, ACADEMIC YEAR 2009

Ref: (a) COMDTMIDNINST 1610.3C (Midshipman Aptitude Evaluation
and Counseling System)
(b) COMDTMIDNINST 1600.2D (Midshipman Aptitude For
Commission System)

Encl: (1) Aptitude for Commissioning Lesson Plans
(2) Out-of-company striper positions for First Semester
Academic Year 2009
(3) Aptitude for Commission - Midshipman Evaluation
Instructions

1. Purpose. To issue a schedule for completion of Company Officer and Midshipmen rankings, Midshipmen Aptitude for Commission Evaluations, and the entering of aptitude for commission grades into the Midshipmen Information Data System (MIDS) for first semester, Academic Year 2009. Reference (a) contains guidance for the preparation of Midshipman evaluations. Reference (b) contains specific guidance for the assignment of aptitude for commission grades. Both instructions can be viewed by clicking on the COMDT Instructions link on the Commandant of Midshipman Homepage. Enclosure (1) contains lesson plans to be used for company training sessions.

2. Guidance

a. Per reference (b), Company Officers and Midshipmen will compile Midshipmen rankings within their company. Before and during the ranking period, Company Officers will ensure training is conducted with Midshipmen regarding the precept guidance provided in reference (b), using enclosure (1). Company Officers will assign Aptitude for Commission grades per reference (b).

b. Use the Aptitude for Commission-Midshipmen Evaluation module in MIDS to document Midshipmen aptitude for commissioning. Prepare and forward evaluations to officer counterparts and Company Officers, via the Midshipman chain of command.

3. Grade distribution. The following grade distribution will be used for each class when assigning grades:

Outstanding (A)	35%
Above Average (B)	45%
Average (C)	No limit
Below Average (D)	No limit

4. Out-of-Company Midshipmen. Midshipmen holding out-of-company striker positions as indicated in enclosure (2), and Midshipmen not in the brigade (i.e. exchange students and Midshipmen on medical leave), are not included in the ranking process. Aptitude grades for out-of-company strikers listed in enclosure (2) will be assigned by their staff officer counterparts. Grades for out-of-company strikers not included in enclosure (2) will be assigned grades by their Company Officers based on evaluations submitted by their staff commanders and in company ranking. Aptitude grades for exchange students will be assigned based on evaluations submitted by the hosting service academy. In the absence of evaluations a grade of A will be assigned unless there is a conduct or honor case pending, in which case the Company Officer will decide what grade to assign. The Aptitude for Commission grade can be changed if warranted after receiving the submitted evaluation or after adjudication of a conduct or honor case. Midshipmen on medical leave will not be assigned an Aptitude grade.

5. The timeline for implementing the Aptitude for Commission system is as follows:

a. November and December - Faculty, staff, and officer representatives of sports teams and extracurricular activities should submit Aptitude for Commission Evaluations and grade inputs on involved Midshipmen using the MIDS Midshipmen Aptitude for Commission - Midshipmen Evaluation module. Officer and Faculty Representatives for sports teams and extra curricular activities shall follow the guidance provided in the Aptitude for Commission - Midshipman Evaluation module. These inputs will be used by the member's Company Officer during the aptitude for commission grading process. Inputs should focus on the individual's aptitude for commission as a future officer in the U.S. Navy and Marine Corps. 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, Extra Curricular Activity, and voluntary service participation will also be considered. Officer and Faculty Representatives shall maintain a comparable grade distribution for recommendations as Company Officers. However, their grade recommendation distribution will not be limited by class. Additional guidance for Aptitude for Commission grade input by faculty, staff, and officer representatives is contained in enclosure (3).

b. 14 November - Squad Leaders submit fitness reports and evaluations for all Midshipmen in their squads to Platoon Commanders.

c. 21 November - Platoon Commanders submit fitness reports and evaluations on Squad Leaders and the Platoon Sergeant to Company Commanders, along with fitness reports and evaluations previously prepared by Squad Leaders.

d. 21 November 9 December - Company Officers and Midshipmen complete rankings.

e. 26 November - Company Commanders will submit fitness reports on Platoon Commanders and company staff members, plus all other previously completed fitness reports and evaluations, to Company Officers.

f. 26 November - Designated out-of-company strippers submit evaluations on Midshipmen they have been directed to evaluate to the Brigade Aptitude Officer. Completed evaluations on all out-of-company strippers that are not included in enclosure (2) are to be forwarded electronically to Company Officers.

g. 9 December to 17 December - Company Officers, and only Company Officers, have access to final rankings in order to input grades.

h. 17 December - Company Officers will input aptitude for commission grades into MIDS. Company Officers shall maintain strict adherence to the grade distribution in paragraph 3 above.

i. 26 December - All Aptitude for Commission Evaluations are in MIDS. This facilitates the utilization of the evaluations by the Academic Board which convenes 5 January 2009.

6. Changes in Final Semester Grades. After final semester grades have been submitted, no changes will be accepted unless they are accompanied by a written statement from the Company Officer that an error was made in the assignment of the grade. The change of grade must also be approved by the Battalion Officer before submission to the Registrar. The Aptitude Office will submit all aptitude grade changes to the Registrar. Grade changes must be submitted within six months of the end of the semester in which they are assigned.

7. Grievances Concerning Grades. To be valid, any grievance must be based on demonstrated prejudice or incompetence on the part of the staff member(s) involved. The following procedure will be used to resolve such complaints:

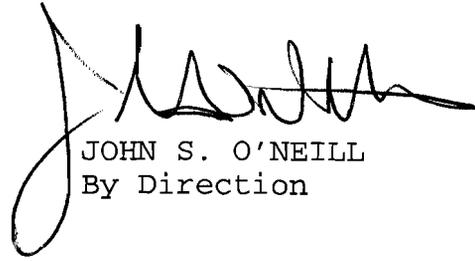
a. The grievant will first discuss the matter with the Company Officer. If this discussion does not resolve the issue, or if the grievance comes from a source other than a Midshipman, it will be immediately directed to that Company Officer's Battalion Officer. The handling of the complaint will include the following:

- (1) Strict confidentiality.
- (2) Early notice to the parties involved.
- (3) Timely action.
- (4) Timely response to the grievant.

b. Every attempt shall be made to settle disputes about grades at the lowest possible level. Only when a resolution cannot be affected at one level shall it be forwarded to the next level in the chain of review. This chain is the Deputy Commandant, Commandant, and the Superintendent.

8. I cannot overstress the importance of accuracy in the submission of Aptitude for Commission data. The schedule has been established to provide realistic preparation times as close to the end of the marking period as possible.

COMDTMIDNNOTE 1600
N09G
3 Nov 2008



JOHN S. O'NEILL
By Direction

Electronic Distribution:
C-2
Officer and Faculty Reps, Sports Teams
Officer and Faculty Reps, ECAs

Aptitude for Commissioning Training

First Lesson

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-. . .

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

The Aptitude for Commissioning Grade is designed to give Midshipmen input in determining the ability of our classmates and subordinates. Midshipmen are the insiders and therefore can provide valuable insight to the Commandant, Academic Board, and others regarding our peers and their progress towards the graduate attributes set forth in the Naval Academy Strategic Plan. Those attributes are as follows:

- 1) Prepared to lead in combat;
- 2) Courageous leaders who take responsibility for their personal and professional decisions and actions;
- 3) Role models of ethical behavior and moral conduct;
- 4) Exemplars of academic, technical and tactical competence;
- 5) Individuals with a passion and commitment to lifelong learning and physical fitness;
- 6) Highly effective communicators;
- 7) Leaders who recognize and value individual excellence regardless of gender or cultural and ethnic background;
- 8) Able to understand and integrate geopolitical complexities in their decision making across the spectrum of military operations;
- 9) Patriots who epitomize the rich heritage, honor and traditions of the Navy, Marine Corps, and our country.

The Precept Convening the Aptitude for Commission System, as found in the COMDTMIDNINST 1600.2D, is the only guidance for grade assignment. No other vehicle for grade assignment is permitted. Therefore, EVERY MIDSHIPMAN MUST READ THIS PRECEPT before completing the Aptitude Module in MIDS.

The Numbers: Grade composition and limits

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

A 35%

B 45%

C No limit

D No limit. Initiates Aptitude Board process.

F May only be assigned by Academic Board in culmination of Aptitude Board process or by the Commandant for violation of the Honor Concept.

Enclosure (1)

Aptitude for Commissioning Training

Second Lesson

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-. . .

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

The Aptitude for Commissioning Grade is designed to give Midshipmen input in determining the ability of our classmates and subordinates. Midshipmen are the insiders and therefore can provide valuable incite to the Commandant, Academic Board, and others regarding our peers and their progress towards the graduate attributes set forth in the Naval Academy Strategic Plan.

In addition to the strategic plan, the *Midshipman Leadership Development Guide* identifies the major goals expected of Midshipmen for each year and then quantifies these goals into specific, measurable objectives. As an evaluator, you must carefully weigh an individual's achievement level in each of these objectives while conducting your Midshipman rankings. A summary of these objectives follows:

Fourth Class Year:

- 1) Listening Skills and Criticism
- 2) Pride and attitude
- 3) Personal Conduct and Standards
- 4) Self-Discipline
- 5) Professional Knowledge
- 6) Leader-Follower Relationship and Respect for Authority

- 6) Supervision
- 7) Provides Feedback

Third Class Year:

- 1) Teacher
- 2) Guide
- 3) Motivator
- 4) Sponsor
- 5) Role model

Second Class Year:

- 1) Coach
- 2) Counselor
- 3) Competent Professional
- 4) Judge and Disciplinarian
- 5) Staff Member

First Class Year:

- 1) Understanding your role and defining the roles of your subordinates
- 2) Vision setting
- 3) Makes the Chain of Command Work
- 4) Enthusiasm and proactiveness
- 5) Delegate

The *Midshipman Leadership Development Guide*, coupled with the ranking standards identified in paragraph 8 of the Precept Convening the Aptitude for Commission System, serves as the basis for evaluating the aptitude qualities necessary for a commission from the U.S. Naval Academy. (Note: Later training will include paragraph 8)

Final Notes:

*All Midshipmen shall rank their peers with respect to their classmates in the same company.

*2/C Midshipmen shall rank the 3/C and 4/C individually by class with respect to their classmates in the same company.

*1/C Midshipmen shall rank the 2/C, 3/C, and 4/C individually by class with respect to their classmates in the same company.

*All Midshipmen shall also provide descriptor bullets on the top three and bottom three Midshipmen ranked in each group.

*Out of Company Stripers listed in enclosure (2) will not participate in rankings.

Aptitude for Commissioning Training

Third Lesson

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-. . .

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

The Aptitude for Commissioning Grade is designed to give Midshipmen input in determining the ability of classmates and subordinates. Midshipmen are the insiders and therefore can provide valuable incite to the Commandant, Academic Board, and others regarding our peers and their progress towards the graduate attributes set forth in the Naval Academy Strategic Plan.

Towards the conclusion of each semester, each Midshipman shall receive an evaluation report per COMDTMIDNINST 1610.3C, Midshipmen Aptitude Evaluation And Counseling System. The purpose of these evaluations is to document each Midshipman's progress towards the desired endstate. These documents contain the following descriptors for the areas of aptitude being evaluated. Midshipmen should keep these in mind when evaluating their peers and subordinates.

- I. Professional Development - The ability to meet professional knowledge standards per the four-class system described in *Midshipman Leadership Development Guide*.
- II. Personal and Physical Development - The ability to:
 - A. Display the dignity, respect, etiquette, and conduct of a naval officer;
 - B. Display the uniform correctness and excellent personal appearance of a naval officer;
 - C. Achieve or surpass the Naval Academy physical education and physical readiness test (PRT) standards.
- III. Leadership - The ability to:
 - A. Effectively stimulate growth and development in subordinates per the four-class system described in the *Midshipman Leadership Development Guide*;
 - B. Set and achieve useful, realistic goals in support of the USNA mission;
 - C. Communicate clearly and in a timely manner;
 - D. Ensure the safety of fellow Midshipmen and Naval Academy equipment;
 - E. Organize and implement process improvements and efficiencies in support of the Naval Academy mission.
- IV. Academic Development - The ability to:
 - A. Satisfactorily progress academically per the standards prescribed by the Academic Dean, Naval Academy faculty, and Academic Advisors while developing the all other aspects of the "whole" Midshipman.

Aptitude for Commissioning Training

V. Performance and Recommendation for Leadership Position - The ability to:

- A. Perform in an overall manner that maintains the standards, develops officer-like qualities and demonstrates a successful progression through the four-class system.
- B. Display the attributes of a Midshipman that is ready to assume the leadership role and responsibilities of the next class.
- C. Handle jobs of increasing scope and greater responsibility; the ability to learn, and to profit by experience; inherent personality; self-improvement efforts; special abilities; promise of accomplishments on the basis of current and past performances.

Aptitude for Commissioning Training

Fourth Lesson

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-. . .

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

The Aptitude for Commissioning Grade, Ranking and Evaluation are designed to give Midshipmen input in determining their performance as "whole" Midshipmen. Midshipmen are the insiders, and through rankings and evaluation inputs, can provide valuable insight to the Company and Battalion Officers, Commandant, Academic Board, and others regarding their peers' and subordinates' progress towards the graduate attributes set forth in the Naval Academy Strategic Plan.

The aptitude grade is not merely an assessment of a Midshipman's performance within the structure of a company or brigade. Rather it encompasses more, such as the following, which pertain to the Midshipman as a whole person.

1) PRT scores and conduct grades are indicators of a Midshipman's commitment to institutional standards and aptitude for commission. Therefore, you shall consider a Midshipman's underlying personal behavior reflected in major conduct offenses and PRT scores during the semester period. For example, a Midshipman who commits a major conduct offense or otherwise becomes unsatisfactory in conduct during the current grading period should normally be assigned no greater than a C in aptitude.

2) 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. You shall consider a Midshipman's dedication to the company as manifested in their role.

3) Participation in varsity athletics, club sports, and voluntary service helps to 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. You shall consider a Midshipman's involvement in one or more of these activities.

4) Extracurricular Activities. Although for the majority the overall time commitment is not in the same category of varsity athletics and club sports, these activities provide leadership challenges that support the mission of the Naval Academy. You shall consider a Midshipman's involvement in one or more of these activities.

If in doubt, consult the Precept Convening the Aptitude for Commission System.

OUT-OF-COMPANY STRIPER POSITIONS FOR FIRST SEMESTER ACADEMIC YEAR 2009

BRIGADE STAFF

Midn CAPT SAMUEL KIM	(23)	COMMANDER
Midn CDR BENJAMIN ZINTAK	(03)	EXECUTIVE OFFICER
Midn CDR ANDREW POULIN	(27)	CHIEF OF STAFF
Midn CDR ROBERT LONG	(20)	OPERATIONS OFFICER
Midn CDR NICHOLAS JACKSON	(20)	HONOR ADVISOR
Midn CDR KYLE CHECCHI	(15)	CHARACTER ADVISOR
Midn LCDR NICHOLAS RAHALL	(09)	TRAINING OFFICER
Midn LCDR ELVIN VASQUEZ	(21)	ADJUTANT
Midn LCDR MEGAN SELBACH ALLEN	(18)	APTITUDE AND CONDUCT OFFICER
Midn LCDR DUNCAN HAMILTON	(04)	PHYSICAL MISSION OFFICER (PMO)
Midn LCDR JENNIFER VELASQUEZ	(13)	ASSISTANT OPERATIONS OFFICER
Midn LCDR ANDREW TORMEY	(02)	ATHLETIC TEAMS COMMANDER
Midn LCDR MERSHA DODDS	(04)	SAFETY OFFICER
Midn LCDR DANE THORLEIFSON	(02)	AT/FP OFFICER
Midn LCDR ASHLEY SKAHAN	(10)	SAVI/CMEO COORDINATOR
Midn LCDR JOSHUA FOXTON	(04)	SHAPE COMMANDER
Midn LCDR ERIC GERSTNER	(15)	DRILL OFFICER
Midn LT TAYLOR LATHAM	(22)	ARMORY OFFICER
Midn SMAJ J RIX - 2/C	(01)	SERGEANT MAJOR
Midn SGT A STROUD - 2/C	(17)	DRILL SERGEANT
Midn SGT W RESAVY - 2/C	(10)	CHARACTER SERGEANT
Midn SGT J RUBIN - 2/C	(21)	TRAINING SERGEANT

FIRST REGIMENTAL STAFF

SECOND REGIMENTAL STAFF

Midn CDR KERRY HANNON	(10)	CDR	Midn CDR DERIK ROTHCHILD	(29)	CDR
Midn LCDR GARDEA CHRISTIAN	(14)	EXEC OFCR	Midn LCDR ELAINE CASSITY	(21)	EXEC OFCR
Midn LCDR ZACHARY EDGE	(12)	OPS	Midn LCDR MATTHEW FORMAN	(24)	OPS
Midn LCDR CAELYN LEBLANC	(13)	HONOR ADVISOR	Midn LCDR BENJAMIN GALLO	(26)	HONOR ADVISOR
Midn LCDR ANDREW TREAT	(09)	CHARACTER ADVISOR	Midn LCDR ALLISON BURNS	(27)	CHARACTER ADVISOR
Midn LT PAUL HERDENER	(05)	AT/FP OFFICER	Midn LT MARTIN DINEEN	(22)	AT/FP OFFICER
Midn LT JEREMIAH MCCLOUD	(11)	DRILL OFFICER	Midn LT DWIGHT CORNISH	(25)	DRILL OFFICER
Midn 2/C JACQUELINE JUHN	(04)	SGT MAJ	Midn 2/C JIMMY HOUSLEY	(18)	SGT MAJ

1ST BATTALION

Midn LCDR BUEHN, TIMOTHY A	(03)	BATTALION CDR
Midn LT FROST, MARGARETE E	(01)	BATTALION EXEC OFCR

2ND BATTALION

Midn LCDR RAUSA, NICHOLAS J	(10)	BATTALION CDR
Midn LT ANDERSON, HUGH E	(06)	BATTALION EXEC OFCR

3RD BATTALION

Midn LCDR BENNETT, MICHAEL P	(11)	BATTALION CDR
Midn LT DOBISESKY, JACOB P	(13)	BATTALION EXEC OFCR

4TH BATTALION

Midn LCDR ABDULLAH, JOSEPH M	(16)	BATTALION CDR
Midn LT LAMB, NATHANIEL C	(20)	BATTALION EXEC OFCR

5TH BATTALION

Midn LCDR DRISCOLL, DARBY C	(23)	BATTALION CDR
Midn LT BUNCE, JAMIE W	(25)	BATTALION EXEC OFCR

6TH BATTALION

Midn LCDR CARTER, ANTOINETTE M	(30)	BATTALION CDR
Midn LT DEWITT, JONATHAN E	(29)	BATTALION EXEC OFCR

**Aptitude for Commission - Midshipman Evaluation and
Company Officer Midshipmen Evaluation**

I. ECA Officer Faculty Representatives: To create your rosters in MIDS, have a list of your team member's alpha codes. From the MIDS home page, click:

1. Click Commandant's staff
2. ECAs - Maintain Rosters
3. Select your ECA (if you have more than one)
4. Click Insert New Record
5. Type the alpha code (you do not need to type in alpha codes of Midshipmen you added in previous semesters).
6. Select Class status
7. Click Insert
8. You should see a green "Success!" in the upper left corner.
9. Click Insert New Record
10. Repeat steps 5 through 9 until complete.
11. For any Midshipman you added in a previous semester, you will need to update the status. From ECAs - Maintain Rosters, click
 - a. Find
 - b. Click on the desired alpha code
 - c. Add the desired status by year and description
 - d. Remove the old status
 - e. Click the back button on your browser three times.
 - f. Repeat steps a. through e. until all Midshipmen are in their current status.
12. For any Midshipman no longer in the team/activity, you will need to delete that Midshipman from the roster. From ECAs - Maintain Rosters, click
 - a. Find
 - b. Click on the desired alpha code
 - c. Click Delete
 - d. Click OK
 - e. Click the back button on your browser three times.
 - f. Repeat steps a. through e. until all Midshipmen are in their current status

II. Company Officer Midshipman Evaluations. Midshipmen required to write evaluations will draft evaluations using the electronic form below and route it electronically through the chain of command.

III. To input the evaluations on your Midshipmen, from the MIDS home page, click:

1. Commandant's staff.
2. Aptitude for Commission - Midshipmen Evaluation or Aptitude for Commission - Company Officer Midshipmen Evaluation.
3. Insert new record.
4. Click on the list icon to the right of the Activity/Team field or select Academic Year Company and your company number. A pop-up window will open.
5. Click on your activity, team or company.
6. Click on the list icon to the right of the Alpha field. A pop-up window will open.
7. Click on an alpha. The system will fill in a variety of information.
8. For Officer Representatives enter a recommended letter grade. Company Officers and the Aptitude Officer will assign grades using the module Aptitude for Commission - Maintain Grades.
9. Assign a numerical ranking if applicable (3 of 8, 17 of 23, etc)
10. Write comments.
11. Click Insert.
12. Click the back button on your browser.
13. Repeat steps 7 through 12 until complete.

EVALUATION FORM FOR ROUTING WITHIN BRIGADE CHAIN OF COMMAND

Aptitude for Commission - Midshipman Evaluation

O-Reps Select an activity from the list of values.

Company Officers and Senior Enlisted Leaders select alpha number from list.

Activity/Team:	XX TH COMPANY
Alpha:	
Last Name:	
First Name:	
Class:	1/C, 2/C, 3/C, or 4/C
Company:	XX
Ac Yr Ending:	2008
Sem:	FALL
Blk Nbr:	Disregard.
Directions:	At the minimum, Officer Representatives must provide comments for all Midshipmen that are recommended for an A or D in overall performance within their organization. Company Officers should ensure that evaluations are commensurate with final aptitude grades. All company evaluations must include comments.
Recommended Letter Grade:	Disregard for Company Officer semester evaluations.
Ranking:	For O-Reps rank Midshipmen within the unit, within the class [optional]. Ranking by Company Officers is optional and should only be within the small unit, i.e. squad, platoon, company staff.
Comments:	Enter evaluations comments in this block under the listed headings: PROFESSIONAL DEVELOPMENT: <A few sentences> PERSONAL AND PHYSICAL DEVELOPMENT: <A few sentences> LEADERSHIP AND CHARACTER DEVELOPMENT: <A few sentences> ACADEMIC DEVELOPMENT: <A few sentences> PERFORMANCE AND RECOMMENDATION FOR LEADERSHIP POSITION: <A few sentences>