



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 1650.1
31/Stockdale

6 APR 2015

USNA INSTRUCTION 1650.1

From: Superintendent

Subj: THE CLASS OF 1958 ADMIRAL CHARLES R. LARSON ETHICAL LEADERSHIP
EXCELLENCE AWARD

Encl: (1) Larson Award Nomination Package
(2) Committee Nomination Package for the Superintendent

1. Purpose. To promulgate procedures for selecting the Class of 1958 Admiral Charles R. Larson Ethical Leadership Excellence Award recipient.
2. Cancellation. N/A
3. Background. Admiral Charles R. Larson was a 1958 graduate of the United States Naval Academy. An accomplished naval leader, he had a distinguished 40-year naval career, to include command of all military forces in the Pacific, service in the White House, and appointment as the Superintendent of the Naval Academy on two occasions. During his second tour of duty as the Superintendent, Admiral Larson renewed the Academy's focus on character development, instituted a new leadership curriculum and ethics course, established a Distinguished Chair of Leadership and a Distinguished Chair in Ethics, and strengthened the Brigade's ownership of the Academy's Honor Concept. Throughout his life, he embodied professionalism, integrity, moral courage, selflessness, and devotion to duty.
4. Description of Award. The Class of 1958 Admiral Charles R. Larson Ethical Leadership Excellence Award will be an annual award consisting of a citation and \$4,058 check that identifies the Naval Academy Class of 1958 as the sponsor of this award. The awardee's name will be listed on a permanent plaque in the VADM James B. Stockdale Center for Ethical Leadership. The award will be presented at the annual Ethics Essay Award Dinner.
5. Selection Criteria for Award. The recipient of this award shall be an individual who:
 - a. Is a civilian or military member of the Naval Academy faculty or staff, or a Naval Academy Athletic Association (NAAA) administrator or coach.
 - b. Has contributed significantly to the Academy's mission to graduate ethical leaders for the Navy, Marine Corps, and nation by modeling, through word and deed, Admiral Larson's lifelong principles to "uphold the standards, be a person of integrity, lead by example, strive for excellence without arrogance and treat everyone with dignity and respect."
 - c. Has not previously received this award.
6. Selection Process.
 - a. The Director of the Stockdale Center will establish a selection committee by 15 January of each year.
 - b. The committee will be chaired by the Director, VADM James B. Stockdale Center for Ethical Leadership. The committee will consist of the following representatives:

6 APR 2015

- (1) A senior representative from the Superintendent's Office
- (2) A senior representative from the Commandant's Office
- (3) A senior representative from the Academic Dean's Office
- (4) A senior representative from the Athletic Director's Office
- (5) The Distinguished Chair in Ethics
- (6) The Distinguished Chair in Leadership
- (7) The Command Master Chief

c. The committee will solicit nominees from the Naval Academy's Senior Leadership Team.

d. The committee will meet, as required, to screen nominees and provide the Superintendent with a recommended recipient no later than 1 July of each year.

7. Roles and Responsibilities. The nomination process includes meeting select criteria and following a detailed selection process to ensure the most thorough assessment of all potential nominees. The following offices are responsible for the selection process:

a. Superintendent. The Superintendent will:

- (1) Appoint one member to the selection committee.
- (2) Make the final selection of the award recipient.
- (3) Present the award annually at the Ethics Essay Award Dinner.

b. Chief of Staff. The Chief of Staff will serve as the liaison between the Superintendent and the Chairman of the selection committee.

c. Commandant of Midshipmen. The Commandant will:

- (1) Identify a senior representative to serve on the selection committee.
- (2) Provide potential nominees, as appropriate, to the Chairman of the selection committee.

d. Academic Dean and Provost

- (1) Identify a senior representative to serve on the selection committee.
- (2) Provide potential nominees, as appropriate, to the Chairman of the selection committee.

e. Director, Stockdale Center for Ethical Leadership

- (1) Chair the selection committee.
- (2) Solicit nominees from the Senior Leadership Team.

6 APR 2015

(3) Coordinate with the Chief of Staff to provide the recommended recipient to the Superintendent for approval.

f. The Athletic Director

(1) Identify a senior representative to serve on the selection committee.

(2) Provide potential nominees, as appropriate, to the Chairman of the selection committee.

g. The Distinguished Chair in Ethics. Serve as a member of the selection committee.

h. The Distinguished Chair in Leadership. Serve as a member of the selection committee.

i. Command Master Chief. Serve as a member of the selection committee.

8. Selection Timeline. The Committee will adhere to the following milestones:

a. 15 January: Committee is appointed by the Director of the Stockdale Center.

b. 1 February through 15 April: Nomination packages received by committee.

c. 15 April through 15 June: Committee meets as required to deliberate and recommended a recipient.

d. 1 July: Chairman sends the recommendation to the Superintendent's Office.

e. 30 July: Superintendent selects recipient.

f. Early August: Recipient informed of selection.

g. September: Recipient receives award at Ethics Essay Award Dinner.



W. E. CARTER, JR

Distribution:

All Non Mids (electronically)

6 APR 2015

LARSON AWARD NOMINATION PACKAGE

1. Overview. Members of the Senior Leadership Team who nominate an individual for this award must submit a three page package to the Chairman of the selection committee, consisting of a one page Executive Summary and a two page Narrative.

2. Format of Nomination Package

a. Executive Summary

- (1) Name of nominee
- (2) Current position and USNA organization
- (3) Date arrived at USNA
- (4) Brigade of Midshipmen-related activities
- (5) Previous awards received while at USNA
- (6) New nomination or resubmission
- (7) One paragraph summary providing justification for the nomination

b. Narrative. Provide a concise summary of how the nominee has demonstrated the following principles that guided Admiral Larson's life and leadership. Use specific examples to address each principle.

- (1) Uphold the standards.
- (2) Be a person of integrity.
- (3) Lead by example.
- (4) Strive for excellence without arrogance.
- (5) Treat everyone with dignity and respect.

6 APR 2015

COMMITTEE NOMINATION PACKAGE TO THE SUPERINTENDENT

1. Overview. The Chairman of the Selection Committee will provide the Superintendent a six-page package with background information on the recommended recipient.

2. Format

- a. Cover Letter from the Chairman of the Selection Committee (1 page)
- b. Executive Summary (1 page from Nomination Package)
- c. Narrative (2 pages from Nomination Package)
- d. Recommended Recipient's Official Biography (1 page)
- e. Recommended Recipient's Official Photograph (1 page)