DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
COMMANDANT OF MIDSHIPMEN
ANNAPOLIS MARYLAND 21402-1300

COMDTMIDNINST 1600.2J
APTITUDE
AUG 0 3 2018

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1600.2J

From: Commandant of Midshipmen, U.S. Naval Academy

Subj: MIDSHIPMEN APTITUDE FOR COMMISSIONING SYSTEM

Ref: (a) USNAINST 1531.49B
(b) SECNAVINST 5211.5E
(c) DODINST 6130.03
(d) USNAINST 1734.1C
(e) COMDTMIDNINST 1920.1H
(f) COMDTMIDNINST 3120.1P
(g) COMDTMIDNINST 5400.6U
(h) USNAINST 5420.24G
(i) COMDTMIDNINST 1610.2H
(j) USNAINST 1610.3k
(k) COMDTMIDNNOTE 1650
(l) USNAINST 1531.51B
(m) COMDTMIDNINST 1600.3A
(n) OPNAVINST 5350.4D

Encl: (1) 1/C Midshipmen Development Report
(2) 2/C Midshipmen Development Report
(3) 3/C Midshipmen Development Report
(4) 4/C Midshipmen Development Report
(5) Sample Midshipmen Development Report
(6) Sample Letter of Instruction
(7) Sample Letter of Notification of Appearance
(8) Sample PCA Failure Probation Letter
(9) Brigade Aptitude for Commission Board Summary Format
(10) Sample Probation Letter
(11) Out-Of-Company Rated Positions
(12) Remediation Program Structure and Requirements
(13) Aptitude for Commission History Form
(14) Counsel and Interview Record

1. Purpose. To publish instructions for the administration and operation of the Midshipmen Development System to evaluate Aptitude for Commissioning.

2. Cancellation. COMDTMIDNINST 1600.2H and COMDTMIDNINST 1610.3C. This instruction is a complete revision and should be reviewed in its entirety.

3. Background. U.S. Code Title 10, Section 6962, charges the Superintendent with reporting to the Secretary of the Navy any midshipman who possesses insufficient aptitude for commissioned service. The procedures established in references (a) through (h) and this directive will be utilized in evaluating each midshipman's developing Aptitude for Commission (hereinafter Aptitude) within the Naval Academy's four-class system. All matters detailed in this instruction will be considered regarding suitability for commission.

a. The Aptitude grade is designed to measure each midshipman's aptitude for commissioned service. Aptitude is measured by a midshipman's development of Officer qualities within the Naval Academy's four-class system towards an end-state of specific Midshipman Development Traits defined below. It is measured through the use of Midshipman Development Reports (MDR), see enclosures (1) through (4) and discussion below.

b. Per reference (a), a midshipman must satisfactorily achieve the required standards in Aptitude to graduate and receive a degree.

c. This instruction gives general and specific guidance to the Brigade of Midshipmen and the Commandant's staff regarding the standardized criteria upon which the semester Aptitude grade shall be based. The instruction is the only guidance for grade assignment. No other vehicle for grade assignment is permitted.

d. Any document regarding Aptitude that bears the name of a midshipman is categorized "FOR OFFICIAL USE ONLY."

e. Federal law restricts disclosure of personal information concerning an individual's Aptitude. Its use and disclosure are governed by reference (b).

4. Discussion. The MDR is meant to reflect the fitness report systems used in the United States Navy and Marine Corps. Each midshipman will be evaluated on five (5) traits by a Rater; who is generally the first 1/C in their chain of command, see table 4.1 and enclosure (11). A Senior Rater, generally the next 1/C in the chain of command, then assigns a letter grade based on the midshipman's performance in the five traits relative to their peers. Finally, the Company Officer assigns a letter grade based on the midshipman's performance in the five traits. The letter grades of the Senior Rater and Company Officer will be combined to determine an overall Aptitude Grade, detailed discussion is below. Those midshipmen playing on a Varsity Athletics team will also receive evaluations and letter grades from 1/C team leadership and the Officer Representative for the team. In cases where the squad leader is a 2/C, there are no 1/C on a Varsity team, or as directed in this instruction, 2/C may serve as Raters and Senior Raters.

a. Midshipmen Development Traits. The following are the Midshipmen Development Traits being evaluated for each class in the MDRs:

(1) Leadership. Demonstrate ability to effectively lead and develop subordinates by

establishing and achieving goals that support the mission, providing clear and timely communication, and setting a positive example for others to follow.

(2) Character. Behave and act in a manner consistent with the Navy and Marine Corps core values of Honor, Courage, and Commitment.

(3) Professionalism. Demonstrate initiative and competence to consistently produce quality results. Dedicated to the profession of arms, the traditions and values of the Naval Service, and the constitutional foundation of the United States.

(4) Team Driven. Value diversity of thought and contributes to team building and team results over personal achievement.

(5) Judgement and Tact. Demonstrate mental agility to effectively prioritize and solve complex problems, considering all of the consequences.

b. Relationship to Conduct System and Honor Program. Misconduct by midshipmen is normally handled through the Administrative Conduct System and Brigade Honor Program per references (i) and (j), respectively. The Aptitude System may not be used to bypass the processes established in reference (i) and (j). Accordingly, misconduct which may be appropriately handled by the Conduct System or Honor Program may not constitute the sole basis for referral to an Academic Board. However, Raters, Senior Raters, Company Officers, Officer Representatives, and board members may consider the facts underlying any misconduct in evaluating Midshipman Development Traits and overall Aptitude. See paragraph 14 for a non-exhaustive discussion of conduct-related issues which may result in referral to an Academic Board for insufficient Aptitude.

c. Rater

(1) Evaluate midshipmen based on the Midshipman Development Traits using the class-specific MDR on five-point scale (1-5), see enclosures (1) through (4) and example enclosure (5).

(2) MIDS will generate a midshipman development trait average and a class average for each Rater. For example, Midshipman 2/C Door receives a 3.5 evaluation from his Rater, who has a 3.2 trait average for all 2/C the Rater evaluated during that semester.

(3) Write overall comments for each midshipmen being rated. Write specific comments addressing a 1 in any trait; comments for a 5 in any trait are highly recommended.

(4) Direct Fire Team Leaders to provide an MDR draft on their team members as required.

(5) In cases of midshipmen eligible for awards per reference (k), the fact that the midshipman was nominated may be used for evaluation purposes as awards are determined after MDR grades close out.

(6) Debrief rated midshipmen after the Company Officer has assigned a grade.

d. Senior Rater

(1) Assign letter grade based on performance compared to peers in company, taking into consideration the Rater's evaluation compared to that Rater's class average. Senior Raters are limited to 40% "A"s within each class. There are no limits on "B"s, "C"s, or "D"s. "F"s may only be assigned by the Commandant when forwarding a midshipman to an Academic Board with a recommendation of separation or by the Commandant due to a Honor Violation.

(2) Provide comments for debrief.

(3) Provide recommendations on appropriate future midshipmen positions (e.g. Training Corporal, 1st Sergeant, Operations Officer, etc.).

(4) Specific positions may have no Rater, for those positions the Senior Rater will fill out the five-point evaluation and assign a letter grade. Designation of such company-level and battalion-level positions is based on Table 4.1 below; brigade-level positions are listed in enclosure (11).

e. Company Officer.

(1) Assign a letter grade based on performance compared to peers in company, taking into consideration the Rater's and Senior Rater's evaluations. Assess whether each midshipman's development is on track for commissioning. Company Officers are limited to 30% "A"s within each class. There are no limits on "B"s, "C"s, or "D"s. "F"s may only be assigned by the Commandant when forwarding a midshipman to the Academic Board for separation or by the Commandant due to a Honor Violation per reference (j).

(2) There are circumstances under which a Company Officer may feel that the forced grade distribution is unfair to one or more midshipman and requests extra grades that will exceed the maximum limit. In these instances, the Company Officer must submit a request to their Battalion Officer, with justification for exceeding the competitive category limit for that particular class. If approved by the Battalion Officer, grade change requests will be forwarded to the Aptitude Program Administrator who will enter a grade change and submit to the Registrar.

(3) Prepare an end-of-semester MDR Evaluation with comments for debrief and record.

f. Varsity Athletes. Those participating in Varsity Sports will also receive evaluations and grades from their Varsity Team. Depending on team organization and size, each Officer Representative will assign the leader who will fulfill the roles of both Rater and Senior Rater. The Officer Representative will fulfill the role of the Company Officer. Upon completion, a copy of the MDR will be sent to the midshipmen's Company Officer. Each individual midshipman on the team will be debriefed on their evaluation by the Senior Rater.

Table 4.1

IN COMPANY

RATED	RATER	SENIOR RATER
4/C , 3/C, 2/C	Squad leader	Platoon Commander
1st Sergeant	Executive Officer	Company Commander
Platoon Sergeant	Platoon Commander	Executive Officer
Training Sergeant	Training Officer	Executive Officer
1/C Staff ENS & MIR	Squad Leader	Executive Officer
Squad Leaders	Platoon Commander	Company Commander
Platoon Commanders, Staff LTJG (Training/Honor)	Executive Officer	Company Commander
Executive Officer / Operations Officer	N/A	Company Commander
Company Commander	Battalion Executive Officer	Battalion Commander

Note: No limit on "A" grade for Company Commanders by Battalion Commanders or Battalion Officers. All 1/C Company Staff Ensigns must be assigned to a squad. 2/C squad leaders will be evaluated against 2/C, not 1/C squad leaders.

OUT OF COMPANY

RATED	RATER	SENIOR RATER
Battalion Staff (Ops, Conduct, Aptitude)	Battalion XO	Battalion Commander
Battalion Honor Advisor	N/A	Regimental Honor Advisor
Battalion Sergeant Major	Brigade Sergeant Major	Battalion Executive Officer
Battalion Executive Officer	N/A	Battalion Commander
Battalion Commander	Regimental Commander	Brigade Commander
Regimental Staff	Regimental XO	Regimental Commander
Regimental XO	Brigade XO	Regimental Commander
Brigade Staff	See encl (11)	See encl (11)

Note: Those Battalion Positions not mentioned will be handled in Company by the Company Officer. For a detailed list of out-of-company midshipmen and their raters, see enclosure (11). Brigade CDR and XO will be debriefed by the Commandant and Deputy Commandant, respectively.

f. Aptitude Grade Assignment

(1) The Aptitude grade will be comprised of a combination of the letter grades from the Senior Rater and Company Officer. The letter grade from the Senior Rater will account for 25% of the overall grade and the letter grade for the Company Officer will account for 75%.

(2) For Varsity athletes, the Varsity sport input will account for 30% of the final Aptitude grade, 75% of that rating will come from the Officer Representative, and 25% from the Senior Rater for that midshipman.

(3) The final Aptitude grade will feed into the Military Order of Merit for each midshipman per reference (l).

(4) For calculations, "A"s are worth 4.0, "B"s 3.0, "C"s 2.0, "D"s 1.0, and "F"s 0.0. Sample Calculations are below.

(a) Non-Varsity Athlete: Midshipman Door receives a 3.5 against a Rater average of 3.2, a grade of "A" from their Senior Rater, and a grade of "B" from their Company Officer:

$$4.0 * (.25) + 3.0 * (.75) = 3.25$$

(b) Varsity Athlete: In company, Midshipman Gish receives a 2.7 against a Rater average of 3.0, a grade of "C" from their Senior Rater and a grade of "B" from their Company Officer. On the team, Midshipman Gish receives a 3.3 against a Rater average of 3.0, a grade of "A" from their Senior Rater and a grade of "B" from their Officer Representative:

$$0.7 * (2.0 * (.25) + 3.0 * (.75)) + 0.3 * (4.0 * (.25) + 3.0 * (.75)) = 2.9$$

5. Midshipmen Development Report Responsibilities. The Commandant of Midshipmen is responsible for the operation and administration of the MDR System to evaluate Aptitude, and has charged the Aptitude Officer with overseeing its implementation. Company and Battalion Officers are responsible to the Commandant for providing midshipmen with advice, counsel, and guidance to further the development of their Aptitude for Commission; to observe and evaluate their Aptitude in all areas; and to serve as examples for emulation by the midshipmen. Specifically, the following responsibilities apply:

a. Commandant of Midshipmen

(1) Provide general and specific guidance on the Aptitude program and the MDRs to Battalion Officers, Company Officers, Senior Enlisted Leaders, Officer Representatives, military staff, faculty members, coaches, and the Brigade of Midshipmen.

(2) Provide for the counseling and guidance of all midshipmen.

(3) Approve the selection of midshipman officers.

(4) Refer midshipmen to the Academic Board for Aptitude based on deficiencies identified by a review of a midshipman's performance and conduct records at a Brigade Aptitude for Commission Board or based on special criteria as discussed in paragraph 14 below.

(5) Reconvene the Brigade Aptitude for Commission Board or forward the case to the Academic Board recommending disenrollment from the Naval Academy if it is determined that a midshipman has failed to meet the minimum standards of a directed letter of instruction or if a midshipman is declared an Aptitude Remediation Program failure.

(6) If a midshipman is found in violation of the Honor Concept by the Brigade Honor Board, assign Aptitude grade and other sanctions per reference (j). Assignment of an Aptitude grade of "F" as a result of an honor violation will not result in the case being forwarded to the Academic Board, as separation procedures for an honor offense are contained in reference (h). however, the "F" and the underlying facts may be considered by any level aptitude board, to include the Academic Board, when reviewing the record of a midshipman before it.

(7) Make recommendations for separation to the Academic Board in cases involving midshipmen considered to possess insufficient aptitude to become commissioned officers in the Naval Service.

b. Deputy Commandant

(1) Maintain acceptable Aptitude standards within the Brigade.

(2) Refer midshipmen directly to Brigade Aptitude for Commission Boards based on deficiencies identified by observation or review of performance and conduct records.

(3) Review all midshipmen receiving an Aptitude grade of "D" from their Company Officer and all midshipmen receiving an Aptitude grade of "C" and who are subsequently referred by their Battalion Officer. Consult with the respective Battalion Officer in order to take one of the following actions:

(a) Convene a Brigade Aptitude for Commission Board to determine if a midshipman possesses sufficient Aptitude for commission in to the Naval Service. As a result of a Brigade Aptitude Board, the Deputy Commandant may:

(b) Issue a Letter of Instruction.

(c) Change the Aptitude grade to any grade except for "F."

(d) Take no further action.

(4) Preside as Senior Member at Brigade Aptitude for Commission Boards.

(5) Refer cases of midshipmen who have not met acceptable Aptitude standards to the Commandant for review and possible referral to the Academic Board as applicable.

(6) Reconvene the Brigade Aptitude for Commission Board or forward the case directly to the Commandant for review and possible referral to the Academic Board if it is determined that a midshipman has failed to meet the minimum standards of a Brigade Aptitude for Commission Board letter of instruction or if a midshipman, is declared an Aptitude Remediation Program failure by the Commandant after input from the remediator.

c. Battalion Officer

(1) Maintain acceptable Aptitude standards within the Battalion.

(2) Provide recommendations to the Deputy Commandant regarding any midshipmen in their Battalion receiving an Aptitude grade of "D" from their Company Officer.

(3) Review each midshipmen in their Battalion receiving an Aptitude grade of "C" from their Company Officer. Consult with the Company Officer in order to take one of the following actions:

(a) Direct a Company Aptitude Board be conducted.

(b) Issue a Letter of Instruction.

(c) Forward the midshipman to the Deputy Commandant of Midshipmen for review.

(d) Take no further action.

(4) If a Company Officer makes a request to assign more than 40% "A"s to a class, determine whether or not to grant an exception to the limit.

d. Company Officer

(1) Maintain acceptable Aptitude standards within the Company.

(2) Maintain supervisory responsibility for the administration of all counseling and guidance conducted within the Company.

(3) Counsel and train midshipmen in company on the MDRs and what is required per this reference.

(4) Counsel each First Class and Forth Class Midshipman in the company on a semester basis to provide guidance to improve his or her Aptitude.

(5) Preside as senior member of Company Aptitude Boards each semester to review midshipmen who are performing marginally or display weak Aptitude. Determine specific areas of weakness and establish guidelines for correcting the deficiencies.

(6) Issue Letters of Instruction recommended by a Company Aptitude Board or higher authority.

(7) Provide special counsel and guidance at least once a month to midshipmen on Aptitude Probation. Assign additional responsibilities to those midshipmen on probation to provide opportunity to evaluate their progress.

(8) Execute peer, upper-class, and Company Officer rankings through the Midshipman Information System (MIDS) each semester.

(9) Provide recommendations to the Deputy Commandant of Midshipmen and Battalion Officer for each midshipman receiving an Aptitude Grade of "C" or lower.

(10) Retain all Aptitude related documents in the Midshipman Performance Jacket per reference (m).

(11) Ensure midshipmen are debriefed each semester on their MDRs and Aptitude grade and development.

(12) Ensure midshipmen are entered into their company striper and squad billets in MIDS.

e. Senior Enlisted Advisor

(1) Advise and assist the Company Officer in maintaining acceptable Aptitude standards within the Company.

(2) Counsel each Second Class and Third Class Midshipman in the company on a semester basis to provide guidance to improve his or her Aptitude.

(3) Provide recommendations to the Deputy Commandant of Midshipmen and Battalion Officer for each midshipman receiving an Aptitude grade of "C" or lower..

f. PCA Failures. In the event a midshipman fails both the Professional Competency Assessment (PCA) and a subsequent re-take, both the 4/C Professional Examination (Pro-Exam) and a subsequent re-take, or fails three 4/C Professional Competency Boards (PCB), they shall be assigned an Aptitude grade of "D". This grade will take precedence over all other inputs, including Officer Representative grade recommendations. In this case, the deficient midshipman shall be issued a Probation Letter by their Battalion Officer and shall be placed on Aptitude Probation. A sample two-time PCA Failure Probation Letter is provided as enclosure (8) which should be modified for two-time Pro-Exam and three-time PCB failures. Midshipmen that are two-time Pro-Exam failures will be forwarded to the Midshipman Development Review Board. The Commandant shall publish policies and procedures governing two-time PCA and three-time PCB failures.

7. Leadership Positions

a. All midshipmen are required to hold and successfully execute a leadership position prior to graduation. Leadership positions are defined as an officially recognized billet responsible for the actions of other midshipmen and with the oversight of an Officer. Examples includes Squad Leader, Battalion Operations Officer, ECA President, and Varsity team captain.

b. Recommendations for future leadership billets will be listed on MDRs.

8. Midterm Counseling. Midterm counseling will be completed using the respective MDR as a guide. It should be used to determine if a midshipman is failing in one of the five Midshipman Development Traits and to give guidance to get back on track prior to the end of the semester. All midterm documentation shall be kept in the midshipman's Performance Jacket per reference (m). Company Officers, Senior Enlisted Leaders, and midshipmen conducting mid-term counseling may consider utilizing the feedback given to individual midshipmen through the 360 degree Midshipmen Feedback System, but it may not be used to make determinations for grades.

9. Training. Training on mid-term counseling, filling out the MDR, and debriefing shall be given to midshipmen by Company Officers and Senior Enlisted Leaders during Fall Reform each academic year, no later than Week 3 of the semester. Refresher debrief training for Raters and Senior Raters is recommended prior to MDRs being due.

10. Timing. The MDR cycle shall occur in the order below during the Fall and Spring Semesters of each Academic year.

a. Overall training conducted by Company Officers and Senior Enlisted Leaders during reform.

b. Mid-term counseling conducted by Raters by seven weeks.

c. MDRs filled out by Raters by the beginning of the 14th week of the semester.

d. Senior Rater, Company Officer and Officer Representative grades assigned and final debrief conducted by the beginning of the 15th week of academic classes.

e. Company Aptitude for Commissioning Boards to be held by the Wednesday of the 15th week of classes.

f. Brigade Aptitude for Commissioning Boards to be held by the Friday of the 15th week of classes.

g. All Brigade Aptitude for Commissioning Boards must be completed no later than five (5) working days before the Academic Board Record Review.

11. Aptitude for Commission Review and Aptitude Boards. Some midshipmen perform at a level that is unacceptable for receipt of a commission in the U.S. Navy or Marine Corps. In these cases, their Aptitude shall be reviewed at a Company or Brigade Aptitude for Commission Board.

a. General Aptitude for Commission Board Procedures.

(1) Board proceedings shall be conducted in a formal manner. The midshipman being evaluated ("Respondent") will be permitted to sit. Spectators are not permitted; personnel making statements will be excused after making a statement. The Respondent's Midshipman Service Record will be available for review by board members.

(2) All boards shall reach a decision by secret ballot.

(3) The Respondent may introduce documentary evidence and call witnesses to appear before the board to provide testimony concerning the Respondent's Aptitude. The Respondent is responsible for securing the presence of witnesses and documentary evidence. At least 24 hours prior to the board, the Respondent shall provide the Recorder with a copy of documentary evidence and a list of witnesses with a short statement explaining what information they will provide.

(4) In the event separation processing is warranted, all members of the chain of command shall ensure the following:

(a) Clear documentation of noted deficiencies.

(b) Reasonable attempts were made to provide guidance and those attempts were unsuccessful.

(c) No actions were taken by the chain of command that significantly hindered the Respondent's ability to improve.

(5) A Respondent may not be accompanied by a lawyer in Aptitude for Commission Board proceedings, without the express consent of the Superintendent, but may consult with a lawyer prior to the proceedings, if desired.

(6) The Senior Member of the board shall appoint a Recorder whose duties include:

(a) Arranging time, date, location, and uniform for the board.

(b) Notifying the Respondent, in writing, of the administrative, details and the upcoming board proceedings. A sample Notification of Aptitude for Commission Board letter is provided as enclosure (7).

(c) Taking notes of board proceedings.

(d) Providing any other administrative assistance as directed by the Senior Member.

(e) For Brigade Aptitude for Commission Boards, arrange for the audio recording of the boards.

(7) The Senior Member of the board shall:

(a) In the case of Brigade Aptitude for Commission Boards, ensure members have not had prior contact with the Respondent that could reasonably affect impartiality.

(b) Make sure the Respondent understands the purpose of the board. The Respondent shall be given an opportunity to ask questions.

b. Company Aptitude for Commission Board Procedures

(1) The Company Aptitude for Commission Board is used to develop a course of action to improve marginal or substandard performing midshipmen. The Company Aptitude for Commission Board consists of the Company Officer or Company Commander as Senior Member with one vote, the Company Senior Enlisted Leader or Company Executive Officer with one vote, two company staff members with one vote, and the respondent's Platoon Commander with one vote.

(2) The Company Aptitude for Commission Board meets when the Company Officer believes counseling at lower levels has not been effective to correct deficient Aptitude. However, there is no requirement that a midshipman be referred to a Company Aptitude for Commission Board prior to that midshipman being referred to a Brigade Aptitude for Commission Board.

(3) The Respondent's Squad Leader shall present the case and act as Recorder, without a vote. The Squad Leader shall prepare and brief the Respondent's professional performance and current Aptitude.

(4) If applicable to the case, the Brigade Medical Officer (BMO) will provide input to the board as part of a Medical Record Review.

(5) After hearing all available information, the board shall vote, by simple majority, for one of the following three courses of action:

(a) Dismiss the proceedings, determining that the problem is resolved;

(b) Determine a deficient condition exists, but that remedial action at the company level is appropriate. If this option is selected, the board shall prepare a Letter of Instruction using the format in enclosure (6), signed by the Company Officer. The Letter of Instruction must include a listing of specific deficiencies. A copy of the Letter of Instruction will be forwarded to the Battalion Officer and the Aptitude Officer. The Aptitude for Commission History form (enclosure (13)), shall be annotated upon completion of each board action; or

(c) Refer the matter to the Deputy Commandant of Midshipmen with a recommendation for assignment of a grade of "D" in Aptitude for Commission. In such cases, the Respondent shall be notified in the format of enclosure (7).

(7) The midshipman's Squad Leader will counsel the midshipman weekly during an interim period of evaluation, as specified by a Letter of Instruction. The results of these counseling sessions will be recorded on the Counsel and Interview Record, enclosure (14), and filed in the midshipman's Performance Jacket. Specific achievements and deficiencies must be recorded.

c. Brigade Aptitude for Commission Board Procedures

(1) The Brigade Aptitude for Commission Board consists of five voting members: The Deputy Commandant (or a Battalion Officer alternate) as Senior Member with one vote, two Battalion Officers (or Company Officer alternates), the Brigade Master Chief (or Senior Enlisted Leader Alternate), and the Brigade Commander (or a midshipman Commander alternate) each with one vote. The Respondent's Battalion Officer, Company Officer, Senior Enlisted Leader, Company Commander, Platoon Commander, and Squad Leader shall attend the proceedings as non-voting members. The Aptitude Officer shall usually act as Recorder, also a non-voting meber. A majority of voting members shall not be alternates.

(2) At the discretion of the Deputy Commandant, either of his own accord or upon request from the Respondent, non-voting members and observers may be excused from the hearing.

(3) The Respondent shall be notified in writing of Board procedures and his/her administrative rights at least 72 hours prior to commencement of the Board by the Aptitude Administrative Officer.

(4) The Respondent's Company Officer shall prepare and present a chronological record of the midshipman's demonstrated Aptitude using the Brigade Board Summary format, enclosure (9). All pertinent documents including but not limited to counseling records, Letters of Instruction, MDRs, and conduct reports, will be included in the Brigade Aptitude for Commission Board package.

(5) If applicable to the case, the BMO will provide input to the board as part of a Medical Record Review.

(6) At the conclusion of the presentation of evidence, the board shall vote, by simple majority, for one of the following courses of action:

(a) Dismiss the proceedings, determining the problem is resolved;

(b) Determine a deficient condition exists and remedial action at the Brigade level is appropriate. In this case, the board shall prepare a Letter of Instruction to the Respondent. The Deputy Commandant (or Senior Member in his absence) shall sign this letter. In addition to a Letter of Instruction, the respondent may be referred to the Aptitude Remediation Program, enclosure (12).

(c) Refer the matter to the Commandant, with a recommendation for award of an F in Aptitude, referral to the Academic Board, and separation from the Naval Academy.

(7) If the Board refers the matter to the Commandant, the Aptitude Officer shall endorse the Brigade Board Summary and provide the Recorder's Report and a copy of the signed Acknowledgement of Rights/Statement of Understanding to the Commandant. A copy of the Aptitude Officer's endorsement, the letter, and all enclosures shall then be provided to the Respondent. Any statement made by the Respondent in response to the Brigade Board Summary shall be included as an enclosure to the Deputy Commandant's endorsement.

(8) A Respondent recommended for separation by the Board shall be provided four (4) working days to prepare a statement.

(9) In addition to actions listed, the Board may elect to:

(a) Assign an interim Aptitude grade of "D" for the current semester and place the Respondent on Aptitude Probation.

(b) Reassign the Respondent to a different company, assuming both of the following criteria exist:

1. Factors within the Respondent's present company would adversely affect the Respondent's improvement in Aptitude, and

2. Those factors result from matters other than the Respondent's deficient Aptitude.

(10) Upon referral of a case to the Commandant of Midshipmen, the Commandant may:

(a) Dismiss the proceedings, determining the problem is unsubstantiated or resolved.

(b) Return the matter to the Brigade Board directing further remedial action.

(c) Refer the midshipman to the Aptitude Remediation Program.

(d) Assign an Aptitude grade of "F" and refer the matter to the Academic Board recommending that the Respondent be separated from the Naval Academy.

d. Academic Board Review for Deficient Aptitude for Commission. The procedures for the Academic Board are discussed in reference (h). The following procedures shall be followed for midshipman recommended by the Academic Board for separation from the Naval Academy due to insufficient Aptitude:

(1) The Aptitude Office will prepare a Statement of Understanding for the Respondent that documents official notification of the recommendation for separation, the separation process, rights in regards to making a statement and rights in regards to disclosure of information concerning disenrollment. The Respondent shall also receive a Notice of Rights Concerning Recommendation for Separation from the Staff Judge Advocate, will include as an enclosure a copy of the Superintendent's Memorandum Report for the Secretary of the Navy that explains the case in detail.

(2) The Respondent shall be briefed by the Aptitude Office and informed of the options available.

(3) Upon receipt of a copy of the Memorandum Report and the Superintendent's Recommendation for Separation, the Respondent shall be given 24 hours to decide whether or

not to submit a Show Cause Statement to the Secretary of the Navy outlining reasons why the Superintendent's Recommendation for Separation should not be approved.

(4) A midshipman who elects to submit a Show Cause Statement has five working days to submit it to the Aptitude Officer.

(5) The Superintendent will prepare a cover letter that forwards the case to the Secretary of the Navy.

(6) Upon completion of the check-out sheet and the submission of the Show Cause Statement to the Secretary of the Navy, the midshipman will normally depart the Naval Academy on separation pending leave, if authorized, pending the decision by the Secretary of the Navy. Reference (e) pertains.

(7) If the Secretary of the Navy accepts the recommendation for separation, transfer of the Respondent to civilian or enlisted status shall be affected as directed. The Midshipman Personnel Office will prepare the DD214 and other necessary documents to separation the Respondent from the Naval Academy. If the recommendation is not approved, the Respondent shall be reinstated into the academic routine.

12. Letters of Instruction (LOI). A board that decides to take remedial action at its level shall always prepare an LOI, enclosure (6), to the Respondent. Requirements listed in an LOI must be reasonable. Once the LOI is signed, further actions by superior boards will only be taken if the LOI requirements are not met or if new or different types of deficiencies are observed.

a. An Aptitude LOI must include the following elements:

(1) A listing of specific deficiencies noted, and specific traits which need improvement.

(2) A listing of specific actions that the Respondent must take to correct the deficiencies. These requirements must be logically associated with the listed deficiencies.

(3) A listing of people who are available to assist the Respondent.

(4) A time limit during which improvements in Aptitude for Commission must be made.

(5) A warning that failure to make improvements could result in further administrative or disciplinary action, including separation.

b. At the conclusion of the specified time limit, the issuing authority shall review the Respondent's Aptitude. If the LOI was issued by the Company Officer and the aptitude deficiencies have not been resolved, then the Respondent must be referred to the Brigade Aptitude for Commissioning Board. If the LOI was issued by the Deputy Commandant, the Respondent may be referred to another Brigade Aptitude for Commission Board or directly to the Commandant for review and possible referral to the Academic Board.

13. Honor Violations. Assignment of an Aptitude grade of "D" or "F" as a result of an honor violation, per reference (j), by itself will not trigger a referral to a Brigade Aptitude for Commissioning Board or a recommendation for separation. However, a midshipman who has been assigned an Aptitude grade as a sanction per reference (j) must still be evaluated and graded per this instruction; although the grade calculated through this instruction shall be superseded by the grade assigned per reference (j). Appropriate Aptitude action, including issuance of an Aptitude LOI or referral to an Aptitude board, shall be considered based on the evaluations per this instruction. See paragraph 4(b) for discussion on the relationship between the Honor Program and Aptitude System.

14. Special Case Separation Criteria. The problems listed below are sufficient in and of themselves to warrant processing for separation from the Naval Academy. If there is reasonable basis to believe such a condition/problem exists, the Commandant of Midshipmen or the Deputy Commandant of Midshipmen shall refer the cases directly to a Brigade Aptitude for Commissioning Board. If the Brigade Aptitude for Commissioning Board concurs with the assessment, the midshipmen shall be forwarded to the Academic Board with a recommendation of separation. The list below is not all-inclusive, but rather provides examples of matters that severely limit a midshipman's ability and potential for commissioned service.

a. A midshipman is considered to be an alcohol treatment failure per reference (n). The Commandant shall make the determinations assigned to the member's commanding officer by reference (n).

b. Self-referral for drug abuse in cases where disciplinary processing per reference (i) is not appropriate.

c. Intentional or grossly negligent mismanagement or discreditable management of personal affairs, including financial affairs.

d. A pattern of discreditable involvement with the military or civilian authorities, even though such misconduct has not resulted in judicial punishment or punishment under the Naval Academy's Administrative Conduct System per reference (i).

e. Conviction by civilian authorities (foreign or domestic) or action taken that is tantamount to finding of guilty that, had it been service connected, would amount to an offense under the UCMJ. This includes, but is not limited to probation before judgement and acceptance into pre-trial diversion programs.

f. Pregnancy or incurred parental responsibility.

(1) Midshipmen who are pregnant or have incurred the obligations of parenthood and choose not to resign or request a leave of absence per reference (g) shall be referred directly to the Academic Board.

(2) All midshipmen processed under this section shall be advised at the outset of the availability of counseling by a Chaplain or the Midshipman Development Center. Every

midshipman who receives counseling regarding pregnancy or parental responsibility at the Midshipman Development Center shall be considered a self-referral, as defined in reference (d), for purposes of confidentiality.

g. Fraudulent induction.

h. Medical conditions, as outlined in reference (c), resulting in observed Aptitude problems, for which the Senior Medical Officer, Naval Medical Clinic, Annapolis, Maryland, determines processing for medical separation is not warranted. Separation shall be recommended if it is probable that observed Aptitude problems and the expected duration of continued medical problems will noticeably interfere with the performance of the midshipman past his or her expected graduation date. Prior to recommending separation, the opinion of a clinical psychologist or physician shall be obtained as to:

(1) The existence of the medical condition.

(2) Its relationship to any observed Aptitude problems, personality conflicts, or problems in conducting himself or herself in consonance with the standards of behavior expected of a midshipman or officer.

(3) The likelihood reasonable treatment will correct the problem before his or her expected graduation date.

i. For cases involving alcohol abuse rehabilitation failure, fraudulent induction, and medical conditions, the Commandant may waive review by the Brigade Aptitude for Commissioning Board. For cases referred directly to the Academic Board, the referral letter shall be sent directly from the Commandant to the Board. The Aptitude Officer shall serve the midshipman with a copy of the referral letter.

15. Aptitude for Commission Remediation Program. The Brigade Aptitude for Commission Board can refer a deficient midshipman to the Aptitude for Commission Remediation Program. The Commandant may also refer a midshipman to the Remediation Program if that midshipman was referred to the Academic Board for insufficient Aptitude but retained. Aptitude Remediation shall be conducted in accordance with enclosure (12).

16. Probation

a. A midshipman is placed in a probationary status if:

(1) Assigned an Aptitude grade of "D" at the end of a semester.

(2) A midshipman's case is forwarded to the Brigade Aptitude for Commissioning Board.

(3) Assigned grade of "D" for both sets of Plebe Summer. These midshipmen shall be automatically referred to a Fourth Class Regiment Development Review Board, which must occur before Fall Reform

(4) Assigned to Aptitude Remediation. A midshipman assigned to Aptitude Remediation shall be on probation until the end of the semester in which that midshipman completes the remediation program.

b. Midshipmen on Aptitude Probation are ineligible for weekend liberty per reference (g). Company Officers shall conduct counseling sessions for midshipmen in a probationary status once a month. Each session should be documented in the Midshipman Performance Jacket.

c. A midshipman is removed from probation by being assigned an Aptitude grade of "C" or higher at the end of a semester.

d. Battalion Officers issue Aptitude Probation Letters, except when probation is triggered by referral to Aptitude Remediation. Letters issued by the Battalion Officer will be prepared by Company Officers once a triggering event has occurred.

17. Rankings. Rankings are not only an assessment of a midshipman's performance within the structure of the company or Brigade, but should encompass overall performance at USNA. The ranker shall carefully consider the semester performance of each midshipman with respect to their Aptitude.

a. Rankings on all midshipman are conducted semi-annually in November and April.

b. Each ranker will have access to an online MIDS module to enter rankings.

c. The Midshipmen Development traits should be considered when ranking midshipmen.

d. First Class Midshipman shall rank the Second, Third, and Fourth Class in their company individually by class with respect to their classmates in the same company and Second Class Midshipman shall rank the Third and Fourth Class in their company individually by class with respect to their classmates in the same company per the ranking standard in enclosures (1-4).

e. All midshipman shall rank their peers with respect to their classmates in the same company per the ranking standard in enclosures (1-4).

f. Company Officers shall rank all First, Second, Third, and Fourth Class Midshipmen individually with respect to their classmates in the same company, per the ranking standard in enclosures (1-4).

g. After Company Officer, midshipman, and peer rankings have been entered, final semester rankings are determined through the online MIDS module weighting each group's rankings with the percentages below.

Class	Company Officer	1/C	2/C	3/C	4/C
1	70%	30%	0%	0%	0%
2	60%	25%	15%	0%	0%
3	60%	17%	13%	10%	0%
4	60%	19%	16%	0%	5%

18. Study Abroad / Exchange Midshipmen. Those midshipmen not present in the Brigade for the semester will not be evaluated by the MDR. They will be given a grade of an "A" for continuity purposes unless extenuating circumstances occur.

19. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

20. Review and Effective Date. Per OPNAVINST 5215.17A, the Aptitude Officer will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after the effective date unless reissued or otherwise canceled prior to the five-year anniversary date, or an extension has been granted.

R. B. CHADWICK

Copy to:
Battalion Officers
Company Officers
Senior Enlisted Leaders
Brigade (electronically)

1st Class Midshipmen Development Report

Midshipman Name and Alpha: _____ **Position:** _____

Rater (Direct Supervisor): _____ Position: _____

Senior Rater (Rater's Rater): _____ Position: _____

Rater: Performance

A. LEADERSHIP. Demonstrated ability to effectively lead and develop subordinates by establishing and achieving goals that support the mission, providing clear and timely communication, and setting a positive example for others to follow.

1. Leading Subordinates. Applies leadership principles to provide direction, motivate and influence subordinates to accomplish assigned tasks. Ensures effective communication, both in receiving and conveying information. Sustains morale while maximizing subordinates' performance.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Not engaged. Fails to organize and effectively communicate, creating problems for subordinates. Does not set or achieve goals. Lacks ability to cope with or tolerate stress.		Engaged. Organizes and communicates successfully, provides instruction and guides execution. Achieves effective balance between direction and delegation.		Maximizes subordinates' performance, motivating individual initiative and the ability to overcome perceived limitations. Takes initiative to ensure mission accomplishment in even the most challenging circumstances.

2. Developing Subordinates. Commitment to train, educate and challenge subordinates, cultivating personal and professional development and esprit de corps. Sets a positive example for others to follow.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Neglects growth or welfare of subordinates. Fails to set a positive example for others to follow.		Effectively stimulates growth of subordinates. Maintains an environment that allows personal and professional development. Challenges subordinates to exceed their perceived potential through personal mentorship. Sets positive example.		Emulated as a coach and mentor. Subordinate and unit performance far surpass expected results due to mentorship and team building talents.

B. CHARACTER. Behavior and actions consistent with Navy and Marine Corps core values of honor, courage and commitment.

1. Honor. Being truthful and forthright in all personal and professional matters and remaining fully accountable for decisions and actions. Demonstrating integrity by the consistent alignment of one's actions with the values, standards, and expectations of USNA.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Bends or ignores rules when convenient; demonstrates a "rate what you skate" attitude. At times, dishonest, deceitful or deceptive. Tends to make excuses for missteps.		Displays integrity, truthfulness and accountability for words and actions without regard for personal consequences. Represents the ideals and values of naval service on and off duty.		Lives a life of integrity beyond reproach. Serves as an honorable role model for others. Moral convictions align with Navy values.

2. Courage. Possessing the moral, mental and physical strength to overcome challenges, demonstrate the highest standards of personal conduct, and make tough decisions under stress regardless of personal consequences.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Fails to take responsibility for actions. Follows rules when convenient. Rarely seeks responsibility or takes on new challenges.		Does what is right. Demonstrates ability to overcome difficulty and strives to improve. Accepts greater responsibility. Holds self and others accountable for the highest standards of conduct and behavior.		Consistently acts on principles without regard for personal consequences. Readily seeks opportunities to lead.

3. Commitment. Doing one's duty in all things at all times with fidelity. Selflessly devoting oneself to our institution and heritage. Aspiring to achieve excellence without arrogance.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Lacks sense of duty as a service member. Exhibits behavior that discredits USNA. Settles for mediocrity. Ambivalent about our institution and heritage.		Takes pride in USNA and our heritage. Loyal to the values and standards of USNA. Motivated intrinsically. Demonstrates persistence and a strong work ethic. Conduct on liberty reflects discipline and self-control.		Achieves positive change, putting mission and ideals above self. Demonstrates resilience in the face of difficulty or failure. Consistently strives to exceed standards; motivated by excellence and not reputation.

C. PROFESSIONALISM. Demonstrated initiative and competence to consistently produce quality results. Dedicated to the profession of arms, the traditions and customs of the Naval Service and the constitutional foundation of the U.S.

1. Profession of Arms. Commitment to intellectual and professional growth. Increases the breadth and depth of warfighting and leadership aptitude. Integrates naval traditions and customs into daily practices and leadership decisions.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Lacks basic professional knowledge to perform effectively. Cannot apply basic skills.		Demonstrates professional knowledge and skills commensurate with experience. Completes professional training in a timely manner.		Dedicated to and knowledgeable in the profession of arms. Actively pursues professional development. Fosters professional discussion and growth amongst peers. Embodies the ideals of naval customs and traditions.

2. Competence. The ability to complete tasks effectively and efficiently. Demonstrates a sufficency of knowledge that enables one to act in a variety of situations.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Lacks sufficient knowledge to perform effectively. Requires constant supervision to perform basic tasks. Does not perform tasks as requested or to standard.		Has thorough professional knowledge. Demonstrates initiative and competently performs both routine and new tasks. Steadily improves skills, achieves timely qualifications and milestones.		Recognized expert. Can be relied upon to complete the most difficult tasks efficiently and thoroughly with little or no supervision. Imparts and shares knowledge with others. Contributes to the overall development of other midshipmen.

D. TEAM DRIVEN. Values diversity of thought and contributes to team building and team results over personal achievement.

1. Values Diversity of Thought

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Demonstrates exclusionary behavior. Fails to value and discounts others' opinions. Stifles information exchange.		Supports information exchange, idea sharing, and diversity of thought. Encourages and values input from all team members.		Actively engages others to facilitate information exchange, idea sharing and diversity of opinion. Creates a culture/environment that encourages initiative and candor among subordinates.

2. Contributes to Team Building and Team Results over Personal Achievement

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Creates conflict. Unwilling to work with others. Puts personal gain above team. Most concerned with self.		Reinforces others' efforts. Meets personal commitments to team. Enhances performance through constructive supervision. Fosters motivation and enhances morale.		Active team builder. Inspires cooperation and focus on mission accomplishment. Leverages the talents of others. Selflessly imparts expertise to subordinates, peers, and seniors. Recognizes and promotes success of team rather than self.

E. JUDGMENT AND TACT. Demonstrated mental ability to effectively prioritize and solve complex problems, considering all consequences.

1. Judgment. Discretionary aspect of decision making. Draws on core values, knowledge, and personal experience to make wise choices. Comprehends consequences.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Inability to consistently prioritize effectively. Places importance on selfish or incorrect ends. Does not display due consideration for self, others and institution. Fails to comprehend consequences of their's or others' actions.		Majority of judgments are measured, relevant, and correct. Displays an ability to prioritize with an eye on short- medium- and long-term effects. Considers consequences for self, others, and the institution.		Judgments are consistent and uniformly correct, tempered by consideration of their consequences. Able to identify, isolate, and assess relevant factors in the decision making process. Opinions sought by others. Subordinates personal interests in favor of impartiality.

2. Interpersonal Tact. Effectively interacts with others based on others' reactions. Interpersonal tact combines the following skills: recognizing diversity, displaying self-control, balance and stability in all situations.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Struggles to empathize with peers or subordinates. Does not recognize social cues and responds to issues either with too much emphasis on self or too little consideration for others. Does not display due consideration for others. Fails to recognize context and/or circumstance.		Maintains appropriate relations with peers and subordinates. Able to diagnose issues and respond positively without exacerbating problem. Sensitive to context and/or circumstance. Raises issues appropriately, without fanfare.		Controls emotions and displays proper sensitivity and compassion for others' feelings while still effectively communicating the desired message. Remains open to cultural diversity and potential differences in perceptions. Encourages feedback from others.

Midshipman Development Trait Average: _____ (Total Score /11) Rater's Summary Group Average: _____ (Sum of all MDTA / # ranked)

Comments (mandatory for "Below Standard" assessments):

Senior Rater: Performance and Potential for Increased Responsibility

Performance compared to peers in company:

_____ Not Qualified (F) _____ Not Qualified (D) _____ Qualified (C) _____ Highly Qualified (B) _____ Exceptionally Qualified Max 40% (A)

The next two positions I would recommend this midshipman for are:

1. _____ (Ready) 2. _____ (Broadening)

Comments (mandatory for D/F assessments):

Company Officer/Battalion Officer Overall Assessment

Is this midshipman's professional development on track for commissioning?

_____ Yes _____ No

Performance and potential compared to peers in company:

_____ Not Qualified (F) _____ Not Qualified (D) _____ Qualified (C) _____ Highly Qualified (B) _____ Exceptionally Qualified Max 30% (A)

Comments/plans for remediation:

COMPANY OFFICER / BATTALION OFFICER SIGNATURE	DATE DEBRIEFED	MIDSHIPMAN EVALUATED SIGNATURE

2nd Class Midshipmen Development Report

Midshipman Name: _____ **Position:** _____

Rater (Direct Supervisor): _____ Position: _____

Senior Rater (Rater's Rater): Position:

Rater: Performance

A. LEADERSHIP. Demonstrated ability to effectively lead and develop subordinates by establishing and achieving goals that support the mission, providing clear and timely communication, and setting a positive example for others to follow.

1. Leading Subordinates. Applies leadership principles to provide direction, motivate and influence subordinates to accomplish assigned tasks. Ensures effective communication, both in receiving and conveying information. Sustains morale while maximizing subordinates' performance.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Not engaged. Fails to organize and effectively communicate, creating problems for subordinates. Does not set or achieve goals. Lacks ability to cope with or tolerate stress.		Engaged. Organizes and communicates successfully, provides instruction and guides execution. Achieves effective balance between direction and delegation.		Maximizes subordinates' performance, motivating individual initiative and the ability to overcome perceived limitations. Takes initiative to ensure mission accomplishment in even the most challenging circumstances.

2. Developing Subordinates. Commitment to train, educate and challenge subordinates, cultivating personal and professional development and esprit de corps. Sets a positive example for others to follow.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Neglects growth or welfare of subordinates. Fails to set a positive example for others to follow.		Effectively stimulates growth of subordinates. Maintains an environment that allows personal and professional development. Challenges subordinates to exceed their perceived potential through personal mentorship. Sets positive example.		Emulated as a coach and mentor. Subordinate and unit performance far surpass expected results due to mentorship and team building talents.

B. CHARACTER. Behavior and actions consistent with Navy and Marine Corps core values of honor, courage and commitment.

1. Honor. Being truthful and forthright in all personal and professional matters and remaining fully accountable for decisions and actions. Demonstrating integrity by the consistent alignment of one's actions with the values, standards, and expectations of USNA.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Bends or ignores rules when convenient; demonstrates a "rate what you skate" attitude. At times, dishonest, deceitful or deceptive. Tends to make excuses for missteps.		Displays integrity, truthfulness and accountability for words and actions without regard for personal consequences. Represents the ideals and values of naval service on and off duty.		Lives a life of integrity beyond reproach. Serves as an honorable role model for others. Moral convictions align with Navy values.

2. Courage. Possessing the moral, mental and physical strength to overcome challenges, demonstrate the highest standards of personal conduct, and make tough decisions under stress regardless of personal consequences.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Fails to take responsibility for actions. Follows rules when convenient. Rarely seeks responsibility or takes on new challenges.		Does what is right. Demonstrates ability to overcome difficulty and strives to improve. Accepts greater responsibility. Holds self and others accountable for the highest standards of conduct and behavior.		Consistently acts on principles without regard for personal consequences. Readily seeks opportunities to lead.

3. Commitment. Doing one's duty in all things at all times with fidelity. Selflessly devoting oneself to our institution and heritage. Aspiring to achieve excellence without arrogance.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Lacks sense of duty as a service member. Exhibits behavior that discredits USNA. Settles for mediocrity. Ambivalent about our institution and heritage.		Takes pride in USNA and our heritage. Loyal to the values and standards of USNA. Motivated intrinsically. Demonstrates persistence and a strong work ethic. Conduct on liberty reflects discipline and self-control.		Achieves positive change, putting mission and ideals above self. Demonstrates resilience in the face of difficulty or failure. Consistently strives to exceed standards; motivated by excellence and not reputation.

C. PROFESSIONALISM. Demonstrated initiative and competence to consistently produce quality results. Dedicated to the profession of arms, the traditions and customs of the Naval Service and the constitutional foundation of the U.S.

1. Profession of Arms. Commitment to intellectual and professional growth. Increases the breadth and depth of warfighting and leadership aptitude. Integrates naval traditions and customs into daily practices and leadership decisions.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Lacks basic professional knowledge to perform effectively. Cannot apply basic skills.		Demonstrates professional knowledge and skills commensurate with experience. Completes professional training in a timely manner.		Dedicated to and knowledgeable in the profession of arms. Actively pursues professional development. Fosters professional discussion and growth amongst peers. Embodies the ideals of naval customs and traditions.

2. Competence. The ability to complete tasks effectively and efficiently. Demonstrates a sufficency of knowledge that enables one to act in a variety of situations.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Lacks sufficient knowledge to perform effectively. Requires constant supervision to perform basic tasks. Does not perform tasks as requested or to standard.		Has thorough professional knowledge. Demonstrates initiative and competently performs both routine and new tasks. Steadily improves skills, achieves timely qualifications and milestones.		Recognized expert. Can be relied upon to complete the most difficult tasks efficiently and thoroughly with little or no supervision. Imparts and shares knowledge with others. Contributes to the overall development of other midshipmen.

D. TEAM DRIVEN. Values diversity of thought and contributes to team building and team results over personal achievement.

1. Values Diversity of Thought

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Demonstrates exclusionary behavior. Fails to value and discounts others' opinions. Stifles information exchange.		Supports information exchange, idea sharing, and diversity of thought. Encourages and values input from all team members.		Actively engages others to facilitate information exchange, idea sharing and diversity of opinion. Creates a culture/environment that encourages initiative and candor among subordinates.

2. Contributes to Team Building and Team Results over Personal Achievement

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Creates conflict. Unwilling to work with others. Puts personal gain above team. Most concerned with self.		Reinforces others' efforts. Meets personal commitments to team. Enhances performance through constructive supervision. Fosters motivation and enhances morale.		Active team builder. Inspires cooperation and focus on mission accomplishment. Leverages the talents of others. Selflessly imparts expertise to subordinates, peers, and seniors. Recognizes and promotes success of team rather than self.

E. JUDGMENT AND TACT. Demonstrated mental agility to effectively prioritize and solve complex problems, considering all consequences.

1. Problem Solving. Evaluates problems leading to informed decisions. Utilizes resources to develop solutions and anticipates potential hinderances and risks to mission.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Fails to recognize problems. Decides on a singular course of action with little input from others. Fails to anticipate consequences.		Identifies the problem; defines the problem; examines the options; considers the consequences of each option.		Utilizes a team-mentaility to develop well-rounded solutions. Seeks input from superiors and subordinates. Strives to develop intellectually and learns from past experiences.

2. Interpersonal Tact. Effectively interacts with others based on others' reactions. Interpersonal tact combines the following skills: recognizing diversity, displaying self-control, balance and stability in all situations.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Struggles to empathize with peers or subordinates. Does not recognize social cues and responds to issues either with too much emphasis on self or too little consideration for others. Does not display due consideration for others. Fails to recognize context and/or circumstance.		Maintains appropriate relations with peers and subordinates. Able to diagnose issues and respond positively without exacerbating problem. Sensitive to context and/or circumstance. Raises issues appropriately, without fanfare.		Controls emotions and displays proper sensitivity and compassion for others' feelings while still effectively communicating the desired message. Remains open to cultural diversity and potential differences in perceptions. Encourages feedback from others.

Midshipman Development Trait Average (MDTA): _____ (Total Score / 11) Rater's Summary Group Average: _____ (Sum of all MDTA / # ranked)

Comments (mandatory for "Below Standard" assessments):

Senior Rater: Performance and Potential for Increased Responsibility

Performance compared to peers in company:

_____ Not Qualified (F) _____ Not Qualified (D) _____ Qualified (C) _____ Highly Qualified (B) _____ Exceptionally Qualified Max 40% (A)

The next two positions I would recommend this midshipman for are:

1. _____ (Ready) 2. _____ (Broadening)

Comments (mandatory for D/F assessments):

Company Officer/Battalion Officer Overall Assessment

Is this midshipman's professional development on track for commissioning?

_____ Yes _____ No

Performance and potential compared to peers in company:

_____ Not Qualified (F) _____ Not Qualified (D) _____ Qualified (C) _____ Highly Qualified (B) _____ Exceptionally Qualified max 30% (A)

Comments/plans for remediation:

COMPANY OFFICER / BATTALION OFFICER SIGNATURE	DATE DEBRIEFED	MIDSHIPMAN EVALUATED SIGNATURE

3rd Class Midshipmen Development Report

Midshipman Name: _____ **Position:** _____

Rater (Direct Supervisor): _____ Position: _____

Senior Rater (Rater's Rater): _____ Position: _____

Rater: Performance

A. LEADERSHIP. Demonstrated ability to effectively lead and develop subordinates by establishing and achieving goals that support the mission, providing clear and timely communication, and setting a positive example for others to follow.

1. Developing Subordinates. Commitment to train, educate and challenge subordinates, cultivating personal and professional development and esprit de corps. Sets a positive example for others to follow.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Neglects growth or welfare of subordinates. Fails to set a positive example for others to follow.		Effectively stimulates growth of subordinates. Maintains an environment that allows personal and professional development. Challenges subordinates to exceed their perceived potential through personal mentorship. Sets positive example.		Emulated as a coach and mentor. Subordinate and unit performance far surpass expected results due to mentorship and team building talents.

2. Clear and Timely Communication. Efficient and effective transmission and receipt of thoughts that enable and enhance leadership, including listening, speaking, writing and critical reading skills.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Ineffective communicator, challenged with receiving and conveying information. Inarticulate in verbal and written communication. Speaks with apprehension, failing to convey purpose or intent.		Skilled in receiving and conveying information (verbal and written) in a timely manner. Keeps chain of command informed. Effectively conveys purpose or intent. Encourages and considers contributions of others.		Highly developed verbal and written communication skills. Combines presence with verbal capacity to instill confidence and achieve understanding. Displays exceptional sense of when and how to listen.

B. CHARACTER. Behavior and actions consistent with Navy and Marine Corps core values of honor, courage and commitment.

1. Honor. Being truthful and forthright in all personal and professional matters and remaining fully accountable for decisions and actions. Demonstrating integrity by the consistent alignment of one's actions with the values, standards, and expectations of USNA.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Bends or ignores rules when convenient; demonstrates a "rate what you skate" attitude. At times, dishonest, deceitful or deceptive. Tends to make excuses for missteps.		Displays integrity, truthfulness and accountability for words and actions without regard for personal consequences. Represents the ideals and values of naval service on and off duty.		Lives a life of integrity beyond reproach. Serves as an honorable role model for others. Moral convictions align with Navy values.

2. Courage. Possessing the moral, mental and physical strength to overcome challenges, demonstrate the highest standards of personal conduct, and make tough decisions under stress regardless of personal consequences.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Fails to take responsibility for actions. Follows rules when convenient. Rarely seeks responsibility or takes on new challenges.		Does what is right. Demonstrates ability to overcome difficulty and strives to improve. Accepts greater responsibility. Holds self and others accountable for the highest standards of conduct and behavior.		Consistently acts on principles without regard for personal consequences. Readily seeks opportunities to lead.

3. Commitment. Doing one's duty in all things at all times with fidelity. Selflessly devoting oneself to our institution and heritage. Aspiring to achieve excellence without arrogance.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Lacks sense of duty as a service member. Exhibits behavior that discredits USNA. Settles for mediocrity. Ambivalent about our institution and heritage.		Takes pride in USNA and our heritage. Loyal to the values and standards of USNA. Motivated intrinsically. Demonstrates persistence and a strong work ethic. Conduct on liberty reflects discipline and self-control.		Achieves positive change, putting mission and ideals above self. Demonstrates resilience in the face of difficulty or failure. Consistently strives to exceed standards; motivated by excellence and not reputation.

C. PROFESSIONALISM. Demonstrated initiative and competence to consistently produce quality results. Dedicated to the profession of arms, the traditions and customs of the Naval Service and the constitutional foundation of the U.S.

1. Traditions & Customs. Maintains knowledge of naval traditions, history and customs. Integrates naval traditions and courtesies into daily practices and leadership decisions.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Lacks knowledge and understanding of naval customs and traditions. Fails to adhere to naval traditions, customs, and courtesies in decisions, training and daily leadership.		Good understanding of naval customs and traditions. Integrates naval traditions, customs and courtesies into decisions, training, and leadership.		Thorough understanding and respect of naval customs and traditions. Proactively teaches naval traditions and customs, and increases the professional naval knowledge of peers and subordinates.

2. Competence. The ability to complete tasks effectively and efficiently. Demonstrates a sufficency of knowledge that enables one to act in a variety of situations.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Lacks sufficient knowledge to perform effectively. Requires constant supervision to perform basic tasks. Does not perform tasks as requested or to standard.		Has thorough professional knowledge. Demonstrates initiative and competently performs both routine and new tasks. Steadily improves skills, achieves timely qualifications and milestones.		Recognized expert. Can be relied upon to complete the most difficult tasks efficiently and thoroughly with little or no supervision. Imparts and shares knowledge with others. Contributes to the overall development of other midshipmen.

D. TEAM DRIVEN. Values diversity of thought and contributes to team building and team results over personal achievement.

1. Values Diversity of Thought

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Demonstrates lapses in self-awareness when interacting with others. Fails to listen to or value others' opinions.		Interacts well with others. Actively listens. Supports ideas and needs of peers and subordinates.		Demonstrates proficient interaction with others. Values the thoughts and input of others and actively engages in discussions with open-mindedness and tact.

2. Contributes to Team Building and Team Results over Personal Achievement

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Most concerned with self. Never around to help or participate. Does not take direction well.		Readily participates as a team member and supports team efforts. Pulls his/her share of the load. Always lends a hand to others.		A highly sought after and valued team member. Inspires cooperation and progress. Selflessly gives time and support to others. Places success of team above self.

E. JUDGMENT AND TACT. Demonstrated mental agility to effectively prioritize and solve complex problems, considering all consequences.

1. Decision Making. Decisions reflect the balance between an optimal solution and a satisfactory, workable solution. Decisions are made within the context of the commander's established intent and the goal of mission accomplishment.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Struggles to make timely and/or viable decisions. Demonstrates over- or under-analysis, leading to delays. Makes decisions without considering consequences or for selfish reasons. Does not accept responsibility for decisions.		Makes sound decisions leading to mission accomplishment. Actively collects and evaluates information and weighs alternatives to achieve timely results. Confidently approaches problems; accepts responsibility for outcomes.		Demonstrates mental agility; effectively prioritizes and solves complex problems. Analytical abilities enhanced by experience, education, and intuition. Anticipates problems and implements viable solutions. Steadfast, willing to make difficult decisions.

2. Interpersonal Tact. Effectively interacts with others based on others' reactions. Interpersonal tact combines the following skills: recognizing diversity, displaying self-control, balance and stability in all situations.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Struggles to empathize with peers or subordinates. Does not recognize social cues and responds to issues either with too much emphasis on self or too little consideration for others. Does not display due consideration for others. Fails to recognize context and/or circumstance.		Maintains appropriate relations with peers and subordinates. Able to diagnose issues and respond positively without exacerbating problem. Sensitive to context and/or circumstance. Raises issues appropriately, without fanfare.		Controls emotions and displays proper sensitivity and compassion for others' feelings while still effectively communicating the desired message. Remains open to cultural diversity and potential differences in perceptions. Encourages feedback from others.

Midshipman Development Trait Average (MDTA): _____ (Total Score / 11) Rater's Summary Group Average: _____ (Sum of all MDTA / # ranked)

Comments (mandatory for "Below Standard" assessments):

Senior Rater: Performance and Potential for Increased Responsibility

Performance compared to peers in company:

_____ Not Qualified (F) _____ Not Qualified (D) _____ Qualified (C) _____ Highly Qualified (B) _____ Exceptionally Qualified Max 40% (A)

The next two positions I would recommend this midshipman for are:

1. _____ (Ready) 2. _____ (Broadening)

Comments (mandatory for D/F assessments):

Company Officer/Battalion Officer Overall Assessment

Is this midshipman's professional development on track for commissioning?

_____ Yes _____ No

Performance and potential compared to peers in company:

_____ Not Qualified (F) _____ Not Qualified (D) _____ Qualified (C) _____ Highly Qualified (B) _____ Exceptionally Qualified Max 30% (A)

Comments/plans for remediation:

COMPANY OFFICER / BATTALION OFFICER SIGNATURE	DATE DEBRIEFED	MIDSHIPMAN EVALUATED SIGNATURE

4th Class Midshipmen Development Report

Midshipman Name: _____ **Position:** _____

Rater (Direct Supervisor): _____ Position: _____

Senior Rater (Rater's Rater): _____ Position: _____

Rater: Performance

A. LEADERSHIP. Demonstrated ability to effectively lead and develop subordinates by establishing and achieving goals that support the mission, providing clear and timely communication, and setting a positive example for others to follow.

1. Sets Positive Example. Serves as a role model for all others; personal actions demonstrate the highest standards of conduct, ethical behavior, fitness and appearance.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Personal conduct is inconsistent with expectations, either on or off duty. Lacks professionalism and a dedication to duty.		Excellent personal appearance, demeanor and conduct. Sustains required level of physical fitness.		Personal conduct on and off duty reflects the highest standards of integrity and bearing. Dedication to duty and professional example inspires others.

2. Clear and Timely Communication. Efficient and effective transmission and receipt of thoughts that enable and enhance leadership, including listening, speaking, writing and critical reading skills.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Ineffective communicator, challenged with receiving and conveying information. Inarticulate in verbal and written communication. Speaks with apprehension, failing to convey purpose or intent.		Skilled in receiving and conveying information (verbal and written) in a timely manner. Keeps chain of command informed. Effectively conveys purpose or intent. Encourages and considers contributions of others.		Highly developed verbal and written communication skills. Combines presence with verbal capacity to instill confidence and achieve understanding. Displays exceptional sense of when and how to listen.

B. CHARACTER. Behavior and actions consistent with Navy and Marine Corps core values of honor, courage and commitment.

1. Honor. Being truthful and forthright in all personal and professional matters and remaining fully accountable for decisions and actions. Demonstrating integrity by the consistent alignment of one's actions with the values, standards, and expectations of USNA.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Bends or ignores rules when convenient; demonstrates a "rate what you skate" attitude. At times, dishonest, deceitful or deceptive. Tends to make excuses for missteps.		Displays integrity, truthfulness and accountability for words and actions without regard for personal consequences. Represents the ideals and values of naval service on and off duty.		Lives a life of integrity beyond reproach. Serves as an honorable role model for others. Moral convictions align with Navy values.

2. Courage. Possessing the moral, mental and physical strength to overcome challenges, demonstrate the highest standards of personal conduct, and make tough decisions under stress regardless of personal consequences.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Fails to take responsibility for actions. Follows rules when convenient. Rarely seeks responsibility or takes on new challenges.		Does what is right. Demonstrates ability to overcome difficulty and strives to improve. Accepts greater responsibility. Holds self and others accountable for the highest standards of conduct and behavior.		Consistently acts on principles without regard for personal consequences. Readily seeks opportunities to lead.

3. Commitment. Doing one's duty in all things at all times with fidelity. Selflessly devoting oneself to our institution and heritage. Aspiring to achieve excellence without arrogance.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Lacks sense of duty as a service member. Exhibits behavior that discredits USNA. Settles for mediocrity. Ambivalent about our institution and heritage.		Takes pride in USNA and our heritage. Loyal to the values and standards of USNA. Motivated intrinsically. Demonstrates persistence and a strong work ethic. Conduct on liberty reflects discipline and self-control.		Achieves positive change, putting mission and ideals above self. Demonstrates resilience in the face of difficulty or failure. Consistently strives to exceed standards; motivated by excellence and not reputation.

C. PROFESSIONALISM. Demonstrated initiative and competence to consistently produce quality results. Dedicated to the profession of arms, the traditions and customs of the Naval Service and the constitutional foundation of the U.S.

1. Traditions & Customs. Maintains knowledge of naval traditions, history and customs. Integrates naval traditions and courtesies into daily practices and leadership decisions.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Lacks knowledge and understanding of naval customs and traditions. Fails to adhere to naval traditions, customs, and courtesies in decisions, training and daily leadership.		Good understanding of naval customs and traditions. Integrates naval traditions, customs and courtesies into decisions, training, and leadership.		Thorough understanding and respect of naval customs and traditions. Proactively teaches naval traditions and customs, and increases the professional naval knowledge of peers and subordinates.

2. Competence. The ability to complete tasks effectively and efficiently. Demonstrates a sufficency of knowledge that enables one to act in a variety of situations.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Lacks sufficient knowledge to perform effectively. Requires constant supervision to perform basic tasks. Does not perform tasks as requested or to standard.		Has thorough professional knowledge. Demonstrates initiative and competently performs both routine and new tasks. Steadily improves skills, achieves timely qualifications and milestones.		Recognized expert. Can be relied upon to complete the most difficult tasks efficiently and thoroughly with little or no supervision. Imparts and shares knowledge with others. Contributes to the overall development of other midshipmen.

D. TEAM DRIVEN. Values diversity of thought and contributes to team building and team results over personal achievement.

1. Values Diversity of Thought

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Demonstrates lapses in self-awareness when interacting with others. Fails to listen to or value others' opinions.		Interacts well with others. Actively listens. Supports ideas and needs of peers and subordinates.		Demonstrates proficient interaction with others. Values the thoughts and input of others and actively engages in discussions with open-mindedness and tact.

2. Contributes to Team Building and Team Results over Personal Achievement

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Most concerned with self. Never around to help or participate. Does not take direction well.		Readily participates as a team member and supports team efforts. Pulls his/her share of the load. Always lends a hand to others.		A highly sought after and valued team member. Inspires cooperation and progress. Selflessly gives time and support to others. Places success of team above self.

E. JUDGMENT AND TACT. Demonstrated mental agility to effectively prioritize and solve complex problems, considering all consequences.

1. Decision Making. Decisions reflect the balance between an optimal solution and a satisfactory, workable solution. Decisions are made within the context of the commander's established intent and the goal of mission accomplishment.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Struggles to make timely and/or viable decisions. Demonstrates over- or under-analysis, leading to delays. Makes decisions without considering consequences or for selfish reasons. Does not accept responsibility for decisions.		Makes sound decisions leading to mission accomplishment. Actively collects and evaluates information and weighs alternatives to achieve timely results. Confidently approaches problems; accepts responsibility for outcomes.		Demonstrates mental agility; effectively prioritizes and solves complex problems. Analytical abilities enhanced by experience, education, and intuition. Anticipates problems and implements viable solutions. Steadfast, willing to make difficult decisions.

2. Interpersonal Tact. Effectively interacts with others based on others' reactions. Interpersonal tact combines the following skills: recognizing diversity, displaying self-control, balance and stability in all situations.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Struggles to empathize with peers or subordinates. Does not recognize social cues and responds to issues either with too much emphasis on self or too little consideration for others. Does not display due consideration for others. Fails to recognize context and/or circumstance.		Maintains appropriate relations with peers and subordinates. Able to diagnose issues and respond positively without exacerbating problem. Sensitive to context and/or circumstance. Raises issues appropriately, without fanfare.		Controls emotions and displays proper sensitivity and compassion for others' feelings while still effectively communicating the desired message. Remains open to cultural diversity and potential differences in perceptions. Encourages feedback from others.

Midshipman Development Trait Average (MDTA): _____ **(Total Score / 11)** **Rater's Summary Group Average:** _____ **(Sum of all MDTA / # ranked)**

Comments (mandatory for "Below Standard" assessments):

Senior Rater: Performance and Potential for Increased Responsibility

Performance compared to peers in company:

_____ Not Qualified (F) _____ Not Qualified (D) _____ Qualified (C) _____ Highly Qualified (B) _____ Exceptionally Qualified Max 40% (A)

The next two positions I would recommend this midshipman for are:

1. _____ (Ready) 2. _____ (Broadening)

Comments (mandatory for D/F assessments):

Company Officer/Battalion Officer Overall Assessment

Is this midshipman's professional development on track for commissioning?

_____ Yes _____ No

Performance and potential compared to peers in company:

_____ Not Qualified (F) _____ Not Qualified (D) _____ Qualified (C) _____ Highly Qualified (B) _____ Exceptionally Qualified Max 30% (A)

Comments/plans for remediation:

COMPANY OFFICER / BATTALION OFFICER SIGNATURE	DATE DEBRIEFED	MIDSHIPMAN EVALUATED SIGNATURE

SAMPLE

2nd Class Midshipmen Development Report

Midshipman Name and Alpha:	2/C Door, 122455	**Position:**	Squad member
Rater (Direct Supervisor):	1/C Gish, 112345	**Position:**	Squad Leader
Senior Rater (Rater's Rater):	1/C Green, 113365	**Position:**	Platoon Commander

Rater: Performance

A. LEADERSHIP. Demonstrated ability to effectively lead and develop subordinates by establishing and achieving goals that support the mission, providing clear and timely communication, and setting a positive example for others to follow.

1. Leading Subordinates. Applies leadership principles to provide direction, motivate and influence subordinates to accomplish assigned tasks. Ensures effective communication, both in receiving and conveying information. Sustains morale while maximizing subordinates' performance.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Not engaged. Fails to organize and effectively communicate, creating problems for subordinates. Does not set or achieve goals. Lacks ability to cope with or tolerate stress.		Engaged. Organizes and communicates successfully, provides instruction and guides execution. Achieves effective balance between direction and delegation.		Maximizes subordinates' performance, motivating individual initiative and the ability to overcome perceived limitations. Takes initiative to ensure mission accomplishment in even the most challenging circumstances.
		X		

2. Developing Subordinates. Commitment to train, educate and challenge subordinates, cultivating personal and professional development and esprit de corps. Sets a positive example for others to follow.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Neglects growth or welfare of subordinates. Fails to set a positive example for others to follow.		Effectively stimulates growth of subordinates. Maintains an environment that allows personal and professional development. Challenges subordinates to exceed their perceived potential through personal mentorship. Sets positive example.		Emulated as a coach and mentor. Subordinate and unit performance far surpass expected results due to mentorship and team building talents.
		X		

B. CHARACTER. Behavior and actions consistent with Navy and Marine Corps core values of honor, courage and commitment.

1. Honor. Being truthful and forthright in all personal and professional matters and remaining fully accountable for decisions and actions. Demonstrating integrity by the consistent alignment of one's actions with the values, standards, and expectations of USNA.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Bends or ignores rules when convenient; demonstrates a "rate what you skate" attitude. At times, dishonest, deceitful or deceptive. Tends to make excuses for missteps.		Displays integrity, truthfulness and accountability for words and actions without regard for personal consequences. Represents the ideals and values of naval service on and off duty.		Lives a life of integrity beyond reproach. Serves as an honorable role model for others. Moral convictions align with Navy values.
			X	

2. Courage. Possessing the moral, mental and physical strength to overcome challenges, demonstrate the highest standards of personal conduct, and make tough decisions under stress regardless of personal consequences.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Fails to take responsibility for actions. Follows rules when convenient. Rarely seeks responsibility or takes on new challenges.		Does what is right. Demonstrates ability to overcome difficulty and strives to improve. Accepts greater responsibility. Holds self and others accountable for the highest standards of conduct and behavior.		Consistently acts on principles without regard for personal consequences. Readily seeks opportunities to lead.
		X		

3. Commitment. Doing one's duty in all things at all times with fidelity. Selflessly devoting oneself to our institution and heritage. Aspiring to achieve excellence without arrogance.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Lacks sense of duty as a service member. Exhibits behavior that discredits USNA. Settles for mediocrity. Ambivalent about our institution and heritage.		Takes pride in USNA and our heritage. Loyal to the values and standards of USNA. Motivated intrinsically. Demonstrates persistence and a strong work ethic. Conduct on liberty reflects discipline and self-control.		Achieves positive change, putting mission and ideals above self. Demonstrates resilience in the face of difficulty or failure. Consistently strives to exceed standards; motivated by excellence and not reputation.
		X		

C. PROFESSIONALISM. Demonstrated initiative and competence to consistently produce quality results. Dedicated to the profession of arms, the traditions and customs of the Naval Service and the constitutional foundation of the U.S.

1. Profession of Arms. Commitment to intellectual and professional growth. Increases the breadth and depth of warfighting and leadership aptitude. Integrates naval traditions and customs into daily practices and leadership decisions.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Lacks basic professional knowledge to perform effectively. Cannot apply basic skills.		Demonstrates professional knowledge and skills commensurate with experience. Completes professional training in a timely manner.		Dedicated to and knowledgeable in the profession of arms. Actively pursues professional development. Fosters professional discussion and growth amongst peers. Embodies the ideals of naval customs and traditions.
		X		

2. Competence. The ability to complete tasks effectively and efficiently. Demonstrates a sufficency of knowledge that enables one to act in a variety of situations.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Lacks sufficient knowledge to perform effectively. Requires constant supervision to perform basic tasks. Does not perform tasks as requested or to standard.		Has thorough professional knowledge. Demonstrates initiative and competently performs both routine and new tasks. Steadily improves skills, achieves timely qualifications and milestones.		Recognized expert. Can be relied upon to complete the most difficult tasks efficiently and thoroughly with little or no supervision. Imparts and shares knowledge with others. Contributes to the overall development of other midshipmen.
		x		

D. TEAM DRIVEN. Values diversity of thought and contributes to team building and team results over personal achievement.

1. Values Diversity of Thought

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Demonstrates exclusionary behavior. Fails to value and discounts others' opinions. Stifles information exchange.		Supports information exchange, idea sharing, and diversity of thought. Encourages and values input from all team members.		Actively engages others to facilitate information exchange, idea sharing and diversity of opinion. Creates a culture/environment that encourages initiative and candor among subordinates.
			x	

2. Contributes to Team Building and Team Results over Personal Achievement

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Creates conflict. Unwilling to work with others. Puts personal gain above team. Most concerned with self.		Reinforces others' efforts. Meets personal commitments to team. Enhances performance through constructive supervision. Fosters motivation and enhances morale.		Active team builder. Inspires cooperation and focus on mission accomplishment. Leverages the talents of others. Selflessly imparts expertise to subordinates, peers, and seniors. Recognizes and promotes success of team rather than self.
				x

E. JUDGMENT AND TACT. Demonstrated mental agility to effectively prioritize and solve complex problems, considering all consequences.

1. Problem Solving. Evaluates problems leading to informed decisions. Utilizes resources to develop solutions and anticipates potential hinderances and risks to mission.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Fails to recognize problems. Decides on a singular course of action with little input from others. Fails to anticipate consequences.		Identifies the problem; defines the problem; examines the options; considers the consequences of each option.		Utilizes a team-mentaility to develop well-rounded solutions. Seeks input from superiors and subordinates. Strives to develop intellectually and learns from past experiences.
		x		

2. Interpersonal Tact. Effectively interacts with others based on others' reactions. Interpersonal tact combines the following skills: recognizing diversity, displaying self-control, balance and stability in all situations.

Below Standard (1)		Meets Standard (3)		Exceeds Standard (5)
Struggles to empathize with peers or subordinates. Does not recognize social cues and responds to issues either with too much emphasis on self or too little consideration for others. Does not display due consideration for others. Fails to recognize context and/or circumstance.		Maintains appropriate relations with peers and subordinates. Able to diagnose issues and respond positively without exacerbating problem. Sensitive to context and/or circumstance. Raises issues appropriately, without fanfare.		Controls emotions and displays proper sensitivity and compassion for others' feelings while still effectively communicating the desired message. Remains open to cultural diversity and potential differences in perceptions. Encourages feedback from others.
	x			

Midshipman Development Trait Average: 3.27 **(Total Score /11)** **Rater's Summary Group Average:** 3.1 **(Sum of all MDTA / # ranked)**

Comments (mandatory for "Below Standard" assessments): 2/C Door has been an excellent example to the underclass and an enthusiastic leader in 2nd squad all semester. He takes time each day to monitor the performance of the 3/C and 4/C and works closely with them to generate considered, workable solutions to any issues that arise. He received a 5 in contributes to team building for his efforts to plan and execute squad level PME, an effort that required personal sacrifice of liberty but contributed materially to high PCA marks for the 3/C. 2/C Door could improve in Interpersonal Tact by developing a more even keeled leadership style.

Senior Rater: Performance and Potential for Increased Responsibility

Performance compared to peers in company:

____ Not Qualified (F) ____ Not Qualified (D) ____ Qualified (C) x Highly Qualified (B) ____ Exceptionally Qualified Max 40% (A)

The next two positions I would recommend this midshipman for are: 1. Platoon Sergeant (Ready) 2. Squad Leader (Broadening)

Comments (mandatory for D/F assessments): 2/C Door has performed well compared to his peers this semester. He is fully capable of taking on increasing responsibility and her work with the underclass demonstrated his initiative and willingness to sacrifice for the good of the team. Concur with Rater assessment of leadership style.

Company Officer/Battalion Officer Overall Assessment

Is this midshipman's professional development on track for commissioning? x Yes ____ No

Performance and potential compared to peers in company:

____ Not Qualified (F) ____ Not Qualified (D) ____ Qualified (C) x Highly Qualified (B) ____ Exceptionally Qualified Max 30% (A)

Comments/plans for remediation: Concur with assessment; recommend for Training Sergeant or Platoon Sergeant next semester in order to develop and improve upon interpersonal tact.

COMPANY OFFICER / BATTALION OFFICER SIGNATURE	DATE DEBRIEFED	MIDSHIPMAN EVALUATED SIGNATURE

SAMPLE LETTER OF INSTRUCTION

DD Mmm YY

From: (Senior Board Member)
To: (Midshipman Concerned)

Subj: LETTER OF INSTRUCTION

1. A (Company, Battalion, Brigade) Aptitude for Commission Board met on (date) to review your Aptitude for Commission. The following specific deficiencies were determined to exist:

   a. (List deficiencies)

2. You are directed to improve your Aptitude for Commission. In particular, I expect you to:

   a. (List expectations)

3. Your Company Officer (in the case of Brigade Board issued LOIs via the Battalion Officer) will report in writing to me in (number) days your progress and adherence to this letter of instruction.

4. Assistance in achieving the improvement in Aptitude for Commission I require you to make can be obtained from:

   a. (List resources available)

5. Should you require additional assistance, or if any factors whatsoever develop that hinder your ability to improve your Aptitude for Commission, you are directed to inform me immediately.

6. Failure to improve your Aptitude for Commission in the manner I have specified above may result in my recommending that further administrative or disciplinary actions be taken, including recommendation that your case be directly forwarded to the next level with a recommendation for disenrollment.

(SIGNATURE OF SENIOR MEMBER)
(TYPED NAME OF SENIOR MEMBER)

Subj: LETTER OF INSTRUCTION

Acknowledged: _____ _____
(Signature of Midshipman) (Date)

Witnessed: _____ _____
(Signature of Board Recorder) (Date)

Copy to:
Battalion Officer
Performance Jacket
Aptitude Officer

SAMPLE LETTER OF NOTIFICATION OF APPEARANCE

DD Mmm YY

From: (Board Recorder)
To: (Midshipman Concerned)

Subj: NOTIFICATION OF APTITUDE FOR COMMISSION BOARD

1. A (Company, Battalion, Brigade) Aptitude for Commission Board will meet to review your aptitude for continued service as a midshipman. The following administrative matters pertain:

a. Date:

b. Time:

c. Location:

d. Uniform:

2. Indicate by your initials that you are aware of the following:

a. _____ I have the right to consult with a lawyer, but a lawyer may not accompany me to the Aptitude for Commission Board.

b. _____ I acknowledge that I was notified of the Aptitude for Commission Board 72 or more hours in advance.

c. _____ I have been provided with a copy of the Aptitude for Commission Board Procedures.

3. You are authorized to present documentary evidence and call witnesses who can provide testimony concerning your Aptitude for Commission. Should you elect to do so, 24 hours prior to the commencement of the board, you must submit the following to me:

a. A listing of witnesses along with a short statement indicating what they will contribute.

b. Copy of documentary evidence you wish to submit for the Board's consideration.

4. The board shall review documents listed below. A copy of each has been provided to you. Indicate by your signature that you acknowledge receipt of the documents listed below. You shall be provided with a copy of any other documentary evidence as soon as it is determined that any additional documents will be presented to the Board.

Subj: NOTIFICATION OF APTITUDE FOR COMMISSION BOARD

Document Listing

(Enter list of documents)

(SIGNATURE OF BOARD RECORDER)
(TYPED NAME OF BOARD RECORDER)

Copy to:
Senior Board Member
Company Officer

Indicate by your signature that you have reviewed this notification letter carefully and understand its contents.

_____ _____
(Signature of Midshipman) (Date)

Witnessed:

_____ _____
(Date)

SAMPLE PCA FAILURE PROBATION LETTER

DD Mmm YY

From: CAPT John Smith, USN, Battalion Officer
To: (Midshipman Concerned)

Subj: PROBATION LETTER

Ref: (a) COMDTMIDNINST 1600.2H

1. Per reference (a), you failed to achieve a 70% or higher on the Professional Competency Assessment (PCA) and re-take. As such, you shall receive no higher than a D in aptitude for the spring semester. Additionally you will be placed on aptitude probation and forwarded to a [Company or Battalion] Aptitude for Commission Board, which will include a PCA Oral Board, by no later than the [6 or 8] week point of the fall semester. If you fail the [Company or Battalion] Aptitude for Commission Board/PCA Oral Board, you will be forwarded to a [Battalion or Brigade] Aptitude for Commission Board.

2. You are directed to improve your overall performance and Aptitude for Commission. Specifically, you shall:

a. Prepare a detailed plan to excel in your practicum class for First Class Midshipmen, or on the Professional Competency Assessment for Second Class Midshipmen.

b. Assist your Company Training Officer with MQS tracking [for First Class Midshipmen] with PCA preparations [for Second Class Midshipmen}.

3. You may be removed from probation in January if your Company Officer assigns you a grade of C or higher in aptitude for the fall semester.

4. Failure to achieve a C or higher in aptitude for the fall semester will result in you being forwarded to a Battalion Aptitude for Commission Board by NLT the 4 week point of spring semester for First Class Midshipmen, or by NLT the 8 week point of the spring semester for Second Class Midshipmen.

J. SMITH

Acknowledged: _____ _____
(Signature of Midshipman) (Date)

Copy to:
Battalion Officer
Performance Jacket
Aptitude Officer

BRIGADE PERFORMANCE BOARD SUMMARY FORMAT

1. Referral to the Brigade Aptitude for Commission Board shall be made via a letter from the Battalion Officer, or Company Officer via the Battalion Officer, to the Senior Member of the Brigade Aptitude for Commission Board, copy to the affected midshipman. This letter will contain the information defined below:

a. Basic Letter. An executive summary of the major reasons the midshipman has been refened to the Brigade Aptitude for Commission Board (see paragraph lh below).

b. Enclosure (1). Midshipman's academic summary. Obtained from MIDS.

c. Enclosure (2). Midshipman Performance Record. Obtained from MIDS to include adjudicated conduct and honor offense case print outs.

d. Enclosure (3). Write a chronological summary of the midshipman's Aptitude for Commission, listing all factors pertinent to the Brigade Performance Board's evaluation of the midshipman. Sample entries are shown below:

Fourth Class Year

Sep- Nov 20xx	Guilty of numerous Minor-level conduct offenses mainly involving tardiness and poor uniform appearance. See conduct record.
15 Sep 20xx	Appeared before a Company Review Board.
15 Nov 20xx	Guilty of Major-level conduct offense, drinking in public. See enclosure (2) for a description of this incident.
10 Dec 20xx	Aptitude Evaluation Comments
Jan 20xx	Received unsatisfactory comments from three different professors.
10 Jan 20xx	Counseled by Company Officer concerning poor aptitude For commission during first semester.
23 Jan 20xx	Received Aptitude for Commission Probation letter. Counseled by Company Officer.

e. Enclosure (4). Chronological record of Aptitude for Commission Evaluations, LOis, probation letters, related counseling forms, medical and/or mental health evaluations, etc.

f. The Performance Jacket will be available for the Board members to review.

SAMPLE BASIC LETTER FORMAT

(Date)

From: First Company Officer
To: Commandant of Midshipmen
Via: (1) First Battalion Officer
(2) Aptitude Officer (N/A if not referred)
(3) Deputy Commandant of Midshipmen (N/A if not referred)

Subj: MIDSHIPMAN THIRD CLASS W. T. DOOR, USN, XXIIII

Ref: (a) COMDTMIDNINST 1600.2H

Encl: (1) MIDS Academic Summary
(2) MIDS Performance Record
(3) Chronological Summary
(4) Related Documentation (Aptitude for Commission Evaluations, LOI's, probation letters, medical and or mental health evaluations, etc.)

1. Per reference (a), a Battalion Development Review Board was convened on xx xxxx xxxx, to review Midshipman Jones' Aptitude for Commission. The Battalion Officer concurs MIDN Door does not possess sufficient Aptitude for Commission, and forwards the case to the Midshipmen Development Board with a recommendation of assignment of a grade of D/F in aptitude.

2. The board based its decision on the following:

a. [Outline aspects ofthe midshipman's lack of aptitude/ poor performance that the board based its decision on.]

3. [Closing paragraph/wrap-up].

(Company Officer Signature)

Copy to:
MIDN W.T. Door

SAMPLE PROBATION LETTER

DD Mmm YY

From: Battalion Officer
To: Respondent

Subj: APTITUDE FOR COMMISSION PROBATION

Ref: (a) COMDTMIDNINST 1600.2F

1. Per reference (a), you are placed on Aptitude for Commission Probation due to your assigned Aptitude for Commission grade of D at the end of last semester.

2. You are directed to improve your Aptitude for Commission. Specifically you should: (specify deficiencies and requirements).

3. You may be removed from probation by one of the following:

a. Assigned an Aptitude for Commission grade of C or higher at the end of this semester by your Company Officer.

b. Terminated case (i.e., problem is determined to have been corrected) by the Battalion Board, Brigade Board or the Commandant of Midshipmen.

4. At no later than the eight week point of the following full semester, your case will be referred to the Battalion Aptitude Board for review. If not terminated or continued on probation, your case may be further referred to the Brigade Aptitude Board with a recommendation of disenrollment from the Naval Academy. If you receive a D in aptitude for a second consecutive semester, your case will be automatically forwarded to the Brigade Aptitude Board with a recommendation of disenrollment from the Naval Academy.

(SIGNATURE OF BATTALION OFFICER)
(TYPED NAME OF BATTALION OFFICER)

Copy to:
Company Officer
Aptitude Office

Out-Of-Company Rated Positions

RATED	RATER	SENIOR RATER
Brigade Commander	-	Deputy Commandant
Brigade Executive Officer	-	Deputy Commandant
Brigade Operations Officer	Brigade XO	OPSO
Brigade Training Officer	Brigade XO	TRAINO
Brigade SHAPE Commander	-	Director of Prevention Education
Brigade SHAPE Executive Officer	SHAPE Commander	Director of Prevention Education
Brigade ADEO/CMEO	Brigade XO	ADEO
Brigade Adjutant	Brigade OPS	Adjutant Officer
Brigade Aptitude and Conduct Officer	Brigade OPS	Conduct Officer
Brigade Physical Mission Officer (PMO)/Intramurals Officer	Brigade TRNG	PMO
Brigade Assistant Operations/Academic Officer	Brigade OPS	OPSO
Brigade Safety Officer	Brigade OPS	ECAO/SAFETY
Brigade Anti-Terrorism/Force Protection (AT/FP) Officer	Brigade TRNG	Bancroft AT/FP Officer
Brigade Supply Officer	Brigade OPS	SUPPO
Brigade Protocol Officer	-	Protocol Social Instructor
Brigade Drill Officer	-	Brigade Drill Master
Brigade Resilience Officer	-	MDC Director

Brigade Public Affairs Officer (PAO)	Brigade XO	PAO
Brigade 1ST Lieutenant	Commandant Facilities LPO	Commandant Facilities Director
Brigade Assistant Adjutant/Administrative Officer	Brigade Adjutant	Administrative Officer
Brigade Honor Advisor	Brigade XO	Honor Officer
Brigade Faculty/Staff Liaison	-	Brigade Honor Advisor
Brigade Investigations Advisor	-	Brigade Honor Advisor
Brigade Secretary	-	Brigade Honor Advisor
Brigade Secretary Assistant	-	Brigade Honor Advisor
Brigade Honor Sergeant	-	Brigade Honor Advisor
Brigade Board Coordinator Assistant	-	Brigade Honor Advisor
Brigade Sergeant Major	Brigade XO	Brigade Commander
Brigade Recycling Sergeant Major	-	Brigade 1st LT
Brigade Drill Sergeant	-	Brigade Drill
Brigade Training Sergeant	-	Brigade Training
Regimental Commanders	-	Brigade Commander
Regimental Executive Officers	Respective Regimental Commander	Brigade Commander
Regimental Honor Advisor	Brigade Honor Advisor	Respective Regimental Commander
Regimental Operations Officer	Respective Regimental XO	Respective Regimental Commander
Regimental Honor Advisor INVTS	Regimental Honor Advisor	Brigade Honor Advisor

Regimental Protocol Officer	Respective Regimental XO	Brigade Protocol
Regimental Drill Officer	Respective Regimental XO	Brigade Drill
Regimental AT/FP Officer	Respective Regimental XO	Brigade AT/FP
Regimental Adjutant	Respective Regimental XO	Brigade Adjutant
Regimental PAO	Respective Regimental XO	Brigade PAO
Regimental Sergeant Major	Brigade Sergeant Major	Respective Regimental Commander
Regimental Sports Boss	Respective Regimental XO	Brigade PMO
Regimental Honor Sergeant	-	Respective Regimental Honor Advisor
Regimental Drill Sergeant	-	Respective Regimental Drill
Battalion Commanders	Respective Regimental Commander	Brigade Commander
Battalion Executive Officers	-	Respective Battalion Commander
Sea Trials Commander	Brigade TRNG	Sea Trials OIC
Sea Trials Sergeant	Sea Trials Commander	Sea Trials OIC
Athletic Teams Commander	Brigade XO	Brigade Commander
NAFAC Midshipman Director	-	NAFAC Officer Rep
Leadership Conference Chairman	-	OIC of Leadership Conference
SARP Guide Commander	-	SAPR Program Manager

YP Squadron Commodore	-	YP Squadron Officer Rep
MIS Liaison Officer	-	MIS Officer
Midshipman Action Group President	MAG Faculty Rep	MAG Officer Rep
Men's Glee Club President	MGC Director	MGC Officer Rep
Women's Glee Club President	WGC Director	WGC Officer Rep
Gospel Choir President	GC Director	GC Officer Rep
Navy Spirit Team Commander	-	NST Officer Rep
D & B Commander	-	D & B Officer Rep
Brigade Commander	-	Deputy Commandant
Brigade Executive Officer	-	Deputy Commandant
Brigade Operations Officer	Brigade XO	OPSO
Brigade Training Officer	Brigade XO	TRAINO

		Advisor
Brigade Secretary Assistant	-	Brigade Honor Advisor
Brigade Honor Sergeant	-	Brigade Honor Advisor
Brigade Board Coordinator Assistant	-	Brigade Honor Advisor
D & B Commander	-	D & B Officer Rep

REMEDIATION PROGRAM STRUCTURE AND REQUIREMENTS

1. General

a. A tailored remediation system is necessary for designated midshipman who require mentoring before commissioning. The Superintendent, the Commandant, the Brigade Aptitude Board, the or the Academic Board may assign midshipman to the Aptitude Remediation Program.

b. A successful tailored remediation program consists of the following basic elements: 1) The midshipman is placed in an environment, circumstance, or condition where he or she is encouraged and able to listen and think; 2) The midshipman is assigned a senior, experienced officer with little or no prior knowledge of the midshipman as their mentor; 3)The program includes a known, predictable, and certain consequence for lack of progression or failure; 4) The Commandant of Midshipmen will review and assess the success of each completed remediation case based on recommendations of the assigned mentor and remediation program manager.

2. Assignment of an Aptitude Mentor

a. If aptitude remediation is required, a mentor will be assigned to the accused midshipman via the resultant Aptitude Probation Letter.

b. Any commissioned officer is eligible to serve as an aptitude mentor; however, mentors will normally be the rank of O-4 and above.

c. Mentors should not have any prior, day-to-day or long-standing relationships with any midshipman assigned to them for remediation. Examples of officers with day-to-day or long-standing relationships include, but are not limited to, sponsors, officer representatives, coaches, etc.

3. Aptitude Remediation

a. Any midshipman assigned aptitude remediation shall be placed on aptitude probation until the end of the semester in which that midshipman completes the remediation program.

b. Aptitude remediation (if so assigned) shall be tailored to the assigned midshipman and his/her specific deficiencies.

c. The remediation program may use the following resources or other vetted organization not listed:

(1) Midshipman Development Center.

(2) Vice Admiral Stockdale Center for Ethical Leadership Library located in Luce Hall Room 201. Select a book from which the assigned midshipman could benefit from reading.

d. The remediation program may include the following methods/practices:

(1) Requiring the midshipman to keep a journal in order to record their progress.

(2) Weekly counseling sessions to focus on lessons learned, applications, plan of action and milestones (POAM) reviews, and reflective thought.

(3) Assigned ethical, philosophical, or professional reading followed by analytical discussion.

(4) An essay to address the remediation as it relates to their duties as a midshipman and potential career as a Naval Officer. It should demonstrate a clear articulation that the midshipman understands the underlying concepts of the remediation and how they relate to success as a naval officer.

4. Minimum Requirements of Aptitude Remediation

a. At a minimum, the program must contain the following items:

(1) An initial counseling session to determine what issues or circumstances may have caused the problem. These factors should remain in focus throughout the entire aptitude remediation period.

(2) A midshipman-produced document, approved by the mentor, to establish personal and professional goals for the period. These goals should be specific and measurable. The document must contain a plan of actions and milestones (POAM).

(3) The mentor shall submit an evaluation of the accused midshipman's commissionability at the conclusion of the aptitude remediation program. The report will include a complete overview of the program and its elements. The mentor's recommendation should focus on the analysis of the midshipman's officer potential and be based on the mentor's observations during the aptitude remediation program. The mentor is not limited to personal observations in arriving at their recommendation. If the mentor believes the midshipman has failed the program and should be recommended for separation, this must be stated in specific terms. The mentor's evaluation must include one of the following recommendations:

(a) Aptitude remediation successfully completed and a recommendation to remove the midshipman from the program;

(b) Aptitude remediation not successfully completed and a recommendation to extend the aptitude remediation period for (X) length of time; or recommend the assignment of a different mentor.

(c) Aptitude remediation not successfully completed and a recommendation to forward the midshipman to the Superintendent for separation in accordance with the midshipman's Aptitude Probation Letter.

b. The above requirements shall be maintained in an auditable format to demonstrate all minimum requirements of aptitude remediation are being met.

5. Administration. The Aptitude Officer will serve as the aptitude remediation program manager and will oversee its implementation and administration.

APTITUDE FOR COMMISSION HISTORY
RECORD OF APTITUDE FOR COMMISSION BOARDS MUST BE FILED IN TAB B)

DATE	COMPANY APTITUDE FOR COMMISSION EVALUATION BOARD	DATE	BATTALION APTITUDE BOARD	DATE	BRIGADE APTITUDE BOARD

INTERVIEWS

(RECORD OF COUNSELING MUST BE FILED IN TAB B)

DATE	SUBJECT/INTERVIEWER	DATE	SUBJECT/INTERVIEWER	DATE	SUBJECT/INTERVIEWER

REMARKS	PHOTO

COMPANY OFFICER				

NAME (Last, First, Middle)	I.D. NO.	COMPANY	SOCIAL SECURITY NUMBER

USNA BBA 1610/07 (1/12)

COUNSEL AND GUIDANCE INTERVIEW RECORD

Date: _____

1. Midshipman _____ Class_____ Company_____

2. Areas discussed: ( ) Academic ( ) Conduct
( ) Aptitude for Commission ( ) Other

3. Trend of Aptitude for Commission: ( ) Improving ( ) Declining ( ) Consistent ( ) N/A

4. Pertinent observations/comments:

STRENGTHS WEAKNESSES

5. Narrative summary (problems discussed and recommended courses of action, evaluation of Aptitude for Commission, etc.):

Reviewer Initial Date
Co Ofcr _____ _____
Sqd Ldr _____ _____
Midn _____ _____
(Continue on back if necessary)

_____
Interviewer