



DEPARTMENT OF THE NAVY
OFFICE OF THE COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS MARYLAND 21402-5100

COMDTMIDNINST 1650.10B
LEAD
30 MAR 2021

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1650.10B

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

Subj: SENATOR MARGARET CHASE SMITH LEADERSHIP EXCELLENCE AWARD

Encl: (1) Plan of action and Milestones
(2) Sample Request for Nomination Memorandum to Company Officers
(3) Senator Margaret Chase Smith Award Nominee Information Sheet
(4) Sample Selection Board Results Letter
(5) Sample Recipient Notification Letter

1. Purpose. To establish policy concerning the nomination, selection and presentation procedures for the Senator Margaret Chase Smith Leadership Excellence Award.
2. Cancellation. COMDTMIDNINST 1650.10A.
3. Scope and Applicability. This instruction applies to personnel of the U.S. Naval Academy involved in the nomination, selection, and presentation of the Senator Margaret Chase Smith Leadership Excellence Award.
4. Background
 - a. Margaret Chase Smith served for more than three decades in both houses of Congress representing the State of Maine. She was a five-term United States Representative and a four-term United States Senator. Throughout her political career, spanning the years 1940 to 1972, she earned a reputation for personal independence and integrity.
 - b. In November 1999, the Margaret Chase Smith Foundation offered to endow an award to recognize and enhance the accomplishments of women in the field of leadership and ethics. The Margaret Chase Smith Leadership Excellence Award was developed.
5. Eligibility. The Margaret Chase Smith Leadership Excellence Award will be presented annually to a female First Class Midshipman who has demonstrated conscience-driven leadership, dedicated service to the greater good, and personal independence and integrity, while displaying the highest standards of professionalism and personal conduct as an exemplary role model. Nominees will have no significant conduct or academic difficulties, and should demonstrate potential for an outstanding career of service upon graduation.

6. Method of Nomination and Selection

a. The Chairman, Department of Leadership, Ethics and Law, will appoint a Senator Margaret Chase Smith Leadership Award Coordinator. The coordinator will be responsible to the Chairman, Department of Leadership, Ethics and Law for carrying out the procedures provided in this instruction. A Plan of Action and Milestones (POA&M) is provided in enclosure (1).

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

c. Company Officers will forward a nominee to respective Battalion Officers during the tenth week of the spring semester. Battalion Officers will screen nominees and forward the most competitive nominee to the coordinator during the twelfth week of the spring semester. The coordinator will hold the nominations until the selection board is convened.

d. The coordinator will obtain all the nominees' academic, performance, and conduct records from the respective Company Officers, and will coordinate additional requirements for the selection board as directed by the Deputy Commandant of Midshipmen.

e. The Senator Margaret Chase Smith Leadership Excellence Award Selection Board composition is as follows: Deputy Commandant of Midshipmen; Battalion Officers; Chairman, Department of Leadership, Ethics and Law; two senior civilian faculty members in the Department of Leadership, Ethics and Law; and two junior officers from the Department of Leadership, Ethics and Law (normally the coordinator plus one other officer). The board will normally meet during the fourteenth week of the spring semester.

f. Each Battalion Officer will brief their nominee's record and any other significant contributions and achievements to the board. The junior officers will act as recorders for the board, and will be allowed to vote. The board will forward recommendations in writing (enclosure (3)) to the Commandant of Midshipmen by the fifteenth week of the spring semester.

g. The Senator Margaret Chase Smith Award recipient will be notified of their selection by a letter from the Commandant of Midshipmen, enclosure (5). This shall be accomplished during the sixteenth week of the spring semester. The recipient will be presented an engraved sword by the Margaret Chase Smith Foundation during the Commissioning Week Prizes and Awards Ceremony.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager.

8. Review and Effective Date. The Deputy Commandant of LEAD will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40.



T. R. BUCHANAN

Distribution:
Non-Mids (Electronically)

**SENATOR MARGARET CHASE SMITH LEADERSHIP EXCELLENCE AWARD
PLAN OF ACTION AND MILESTONES (SPRING SEMESTER)**

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

**SAMPLE REQUEST FOR NOMINATION MEMORANDUM TO COMPANY
OFFICERS**

1650
(Date)

MEMORANDUM

From: Midshipmen Leadership Award Coordinator
To: Company Officers

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

Ref: (a) COMDTMIDNINST 1650.10B

1. Per reference (a), complete the attached Senator Margaret Chase Smith Leadership Excellence Award nominee information sheet on the female First Class Midshipman in your Company who best demonstrates those qualities described in paragraph 3 of this memorandum. Provide one copy of the nominee's academic/performance record ("query academic information" option in MIDS). Forward this package to your Battalion Officer by 31 March.
2. Margaret Chase Smith served for more than three decades in both houses of Congress representing the state of Maine. She was a five-term United States Representative and four-term United States Senator. Throughout her political career, spanning the years 1940 to 1972, she earned a reputation for personal independence and integrity. In November 1999, the Margaret Chase Smith foundation offered to endow an award to recognize and enhance the accomplishments of women in the field of leadership and ethics. The Margaret Chase Smith Leadership Excellence Award was developed.
3. Nominees shall be female First Class Midshipmen who best demonstrate conscience-driven leadership, dedicated service to the greater good, and personal independence and integrity, while displaying the highest standards of professionalism and personal conduct as an exemplary role model. In addition, the nominee should have no significant conduct or academic difficulties, whether documented or pending, and should demonstrate the potential for an outstanding career of service upon graduation.
4. Upon forwarding your nominations, Battalion Officers will screen the nominees and decide which one is most deserving of this award. Battalion Officers will then submit this package to the Coordinator, who will maintain possession until the selection board is convened. Selection board composition is outlined in reference (a).
5. The Senator Margaret Chase Smith Leadership Excellence Award will be presented during the Commissioning Week awards ceremony. Thank you for your support.

F. M. LAST

Copy to:
Commandant Of Midshipmen
Chair, LEL Dept
Battalion Officers

Enclosure (2)

SENATOR MARGARET CHASE SMITH AWARD NOMINEE INFORMATION SHEET



Senator Margaret Chase Smith (1897- 1995)
Margaret Chase Smith served for more than three decades in both houses of Congress representing the State of Maine. As a United States Representative for 8 years, and as a four-term Senator, Margaret Chase Smith served the people of Maine and the Nation with distinction. She influenced greatly the development of our postwar foreign and domestic policies, and her abilities and independent spirit made her one of the most admired women in America. A firm believer in a strong national defense, her efforts to improve the status of women in the Navy earned her the affectionate title Mother of the Waves.

Name: _____ Company: _____ Alpha: _____

Nominee's eligibility for award:

Significant Sports or ECA Accomplishments:

Noteworthy Participation in Company Events:

Community involvement:

Leadership billets and accomplishments:

Other relevant information/general comments:

Academic, performance, or conduct deficiencies (documented or pending):

Nomination forwarded by: _____, _____ CO Officer

Signature/Date: _____

Battalion Officer Endorsement: _____ Date: _____

30 MAR 2021

SAMPLE SELECTION BOARD RESULTS

1650
(Date)

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

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

Subj: SENATOR MARGARET CHASE SMITH LEADERSHIP EXCELLENCE AWARD

Ref: (a) COMDTMIDNINST 1650.10B

1. Per reference (a), a board was convened on XX April to determine the 20XX winner of the Senator Margaret Chase Smith Leadership Excellence Award. The nominees are female First Class Midshipmen, nominated by their Company Officers, who have demonstrated conscience-driven leadership, dedicated service to the greater good, and personal independence and integrity, while displaying the highest standards of professionalism and personal conduct as an exemplary role model. The board selected Midshipman First Class (First M. Last name), (alpha/company), as this year's award recipient.

I. M. DEPUTY

Enclosure (4)

SAMPLE RECIPIENT NOTIFICATION LETTER

(Commandant's Letterhead)

1650
(Date)

From: Commandant of Midshipmen, U.S. Naval Academy
To: Midshipman First Class (Full name)

Subj: 20XX SENATOR MARGARET CHASE SMITH LEADERSHIP EXCELLENCE
AWARD

Ref: (a) COMDTMIDNINST 1650.10B

1. I take great pleasure in informing you that you have been selected as the 20XX winner of the Senator Margaret Chase Smith Leadership Excellence Award.
2. Margaret Chase Smith served for more than three decades in both houses of Congress representing the State of Maine. She was a five-term United States Representative and four-term United States Senator. Throughout her political career, spanning the years 1940 to 1972, she earned a reputation for personal independence and integrity.
3. Your accomplishments have distinguished you as an individual who performs above and beyond what is expected, and does so with the highest regard for success of the unit. This award recognizes your conscience-driven leadership, dedicated service to the greater good, and personal independence and integrity, while displaying the highest standards of professionalism and personal conduct as an exemplary role model.
4. Your award, consisting of an engraved sword, will be presented during the Commissioning Week Prizes and Awards Ceremony by members of the Senator Chase Smith Foundation. Your family and friends are cordially invited to attend.
5. I congratulate you on this outstanding achievement, and wish you the best of luck in future endeavors.

I. M. COMMANDANT

Enclosure (5)