



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

COMDTMIDNINST 1650.11B
APTITUDE
MAR 19 2021

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1650.11B

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

Subj: THE NAVY & MARINE ASSOCIATION LEADERSHIP AWARDS

Encl: (1) The Navy & Marine Association Leadership Award Ballot
(2) The Navy & Marine Association Leadership Award Report

1. Purpose. To provide procedures to nominate and select individuals for The Navy and Marine Association Leadership Awards.
2. Cancellation. COMDTMIDNINST 1650.11A. This instruction is a complete revision and should be reviewed in its entirety.
3. Scope and Applicability. This instruction applies to midshipmen at the U.S. Naval Academy (USNA) comprising the Brigade of Midshipmen.
4. Background. The Navy and Marine Association annually supports an awards program throughout the Navy and Marine Corps. Their intent is to encourage discussion and consideration of the highest ideals embodied in great leadership traits through a peer-nominated award program. This instruction is designed to provide specific clarification for administration of the program at the U.S. Naval Academy, for awards to members of the Brigade of Midshipmen.
5. Description of Award. The award is a peer selected award by Battalion and by class. The Superintendent (or his or her representative), in conjunction with The Navy and Marine Association, will present 24 awards based on the criteria in this instruction.
6. Award Cycle and Eligibility. The award cycle is from the day of graduation until the end of the aptitude ranking window of the following spring semester. Selection is made by the nominees in each class in each Battalion.
7. Nomination and Selection Procedures. The process to award deserving candidates is in two parts. The initial nomination process is based on aptitude for commission rankings. The top ranked midshipmen in each class in each Company will be nominees for the Battalion awards. The second process is voting where the Award Coordinator will email ballots to all nominees from each Company in each class. These voters will conduct another peer vote to select the final four winners in each Battalion. The Award Coordinator will be either the Aptitude Program Administrator, Aptitude Officer, or a staff member designated by the Deputy Commandant of Midshipmen.

8. The Nomination Process. The following steps are to be used to determine each Company's nominees for each class:

a. The Award Coordinator will familiarize his or her self with this instruction.

b. The Award Coordinator will determine which midshipmen in each Company are nominees by using data contained in the Midshipmen Information System (MIDS). It is possible that the top ranked Midshipman in the Fall will be the top ranked in the Spring. In this case the name on the ballot will reflect that the midshipman was ranked number one both semesters.

9. The Final Voting Process. The Award Coordinator will produce the required ballots for the final voting process using enclosure (1). The Award Coordinator must ensure each ballot includes the appropriate submission deadline for the year. To front load this process, the Award Coordinator should produce the ballots after the Fall semester, leaving the names of the Spring nominees blank. The emails may also be created and saved using the names of the fall nominees. After the spring ranking window closes, these ballots will be completed and emailed directly to each nominee, who now become the voting members for each Battalion class competition. Each nominee will receive a ballot listing the nominees in their class from their Battalion. The voters are to select three individuals on the ballot, indicating first, second, and third choice. Completed ballots should be emailed back to the Award Coordinator. For each ballot the nominee with the most points as determined by the weight of first, second, and third place votes will be the award recipient. In the event of a tie, the tiebreakers will be:

a. In a two-way tie if a midshipman has previously won the award, the other midshipman will be the winner.

b. If a midshipman was number one in aptitude for commission ranking in both the Fall and Spring semesters, that midshipman will be the winner.

c. The midshipman that has the most first place votes will be the winner.

d. If the midshipmen remain tied, the midshipman with the higher military order of merit will be the winner.

10. Reporting Responsibilities. Voters must ensure confidentiality through appropriate discretion. The Award Coordinator must seek 100% voter turnout, but is not to delay computing the results due to missing ballots. Due to final examinations and intersessional leave, rapid balloting and voter turnaround is vital to the success of this process. The Award Coordinator will calculate the winners within each Battalion and record them using enclosure (2). The Award Coordinator must ensure the names of awardees remain confidential until the date and time of the ceremony is announced.

11. Presentation of Awards. Awards will be presented as recommended by the Aptitude Officer and approved by the Commandant of Midshipmen.

12. 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.

13. Review and Effective Date. The Aptitude Officer 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)

SAMPLE

THE NAVY & MARINE ASSOCIATION LEADERSHIP AWARD BALLOT

1. Congratulations! You have been selected as a finalist for a Navy and Marine Association Leadership Award (ranked number one in class in Company in Fall or Spring semester or both). It is the final voting by distinguished individuals such as you that will ultimately determine the award winners.

2. Finalists are eligible to vote for three individuals from the list below for the Category I award. **Please indicate 1st, 2nd and 3rd choices.**

<u>Name</u>	<u>Semester</u>	<u>Company</u>	
	FALL	1	_____
	SPRING	1	_____
	FALL	2	_____
	SPRING	2	_____
	FALL	3	_____
	SPRING	3	_____
	FALL	4	_____
	SPRING	4	_____
	FALL	5	_____
	SPRING	5	_____

3. Please fill in: alpha _____ Rank _____

4. Upon completion of this form, please email as an attachment to xxxxxxxxxxx@usna.edu.

SAMPLE

THE NAVY & MARINE ASSOCIATION LEADERSHIP AWARDS REPORT

<u>Battalion</u>	<u>Class</u>	<u>Co</u>	<u>Rank</u>	<u>First</u>	<u>Last</u>
1st Battalion	20XX	1	Midshipman First Class		
	20XX	5	Midshipman Second Class		
	20XX	1	Midshipman Third Class		
	20XX	2	Midshipman Fourth Class		
2nd Battalion	20XX	9	Midshipman First Class		
	20XX	9	Midshipman Second Class		
	20XX	8	Midshipman Third Class		
	20XX	7	Midshipman Fourth Class		
3rd Battalion	20XX	13	Midshipman First Class		
	20XX	13	Midshipman Second Class		
	20XX	14	Midshipman Third Class		
	20XX	15	Midshipman Fourth Class		
4th Battalion	20XX	19	Midshipman First Class		
	20XX	19	Midshipman Second Class		
	20XX	18	Midshipman Third Class		
	20XX	17	Midshipman Fourth Class		
5th Battalion	20XX	23	Midshipman First Class		
	20XX	23	Midshipman Second Class		
	20XX	23	Midshipman Third Class		
	20XX	22	Midshipman Fourth Class		
6th Battalion	20XX	29	Midshipman First Class		
	20XX	26	Midshipman Second Class		
	20XX	27	Midshipman Third Class		
	20XX	27	Midshipman Fourth Class		