COMMANDANT OF MIDSHIPMEN INSTRUCTION 1650.5G

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

Subj: BRIGADE OF MIDSHIPMEN COMMUNITY SERVICE AWARDS

Ref: (a) SECNAVINST 1650.1H
    (b) SECNAV M-5216.5
    (c) USNINST 1650.5C

Encl: (1) Plan of Action and Milestones
    (2) Nomination form for USAA Community Service, Navy League, Major Kealey, and Naval Academy Community Service Athlete of the Year

1. **Purpose.** To establish policies concerning the nomination, selection, and presentation of the Community Service Awards.

2. **Cancellation.** COMDTMIDNINST 1650.5F.

3. **Background**

   a. The Brigade of Midshipmen Community Service Awards are awarded to Midshipmen who demonstrate initiative in viable, meaningful, and substantive involvement with community partner needs during at least three years at the Naval Academy. There are two major community service awards: the USAA Community Service Award and the Military Outstanding Volunteer Service Medal (MOVSM). In addition, there are several awards internal to the Midshipmen Action Group (MAG) and other outward-facing ECAs in a given year, depending upon the community need and response that academic year. The following awards will be given out during the Community Service Award Ceremony: Navy League Award, the Major Elizabeth Kealey, USMC award and the Naval Academy Community Service Athlete of the Year Award.

   - The Navy League award is awarded to the Midshipman in the graduating class who best exemplifies excellence in community service combined with outstanding leadership. The Major Kealey award is awarded to the Midshipmen who most captures the fighting spirit of Major Kealey as well as her selfless service to the community. The Naval Academy Community Service Athlete of the Year Award will be presented to the graduating I/C Midshipmen who demonstrated selfless service to the community while participating in a Varsity or Club Sport. These awards are meant to recognize superior service and to inspire the awardees to continue to serve the community by motivating and leading others to get involved and devote time, talent, and energy to community outreach programs in the Fleet and Fleet Marine Force.

   b. The spirit of community service is one of volunteerism, service without expectation of
reward or recognition, and resolute focus on mission accomplishment. The selected individuals should be midshipmen who, day-in and day-out, perform beyond what is expected and do so with the highest regards for the success of the project.

4. **Eligibility for MOVSM, USAA and Navy League Award.** Graduating First Class Midshipmen who have demonstrated continued community service during at least three of their four years at the Naval Academy. In addition, nominees should not be deficient in performance, conduct, academics, or physical education. Specifically for MOVSMs, all nominations must satisfy the requirements outlined in reference (a).

5. **Duties and Responsibilities**

   a. The Extra-Curricular Activities Officer (ECAO) will coordinate with Special Events to ensure the Award Ceremony is scheduled and Memorial Hall is reserved for this event. The ECAO will work with Public Works to ensure all necessary equipment is available on the day of the Ceremony. Also, the ECAO will work together with the Action Officer and the Community Relations Director to ensure all coordination is completed with the Commandant and the Superintendent leading up to the Ceremony.

   b. The MAG Officer Representative (O-Rep), as designated in writing, will be the Action Officer for the Ceremony. The Action Officer will receive all MOVSMs and award nominations and verify each submission fulfills the format requirements. The Action Officer will be responsible to the Operations Officers and the Commandant of Midshipmen for carrying out the guidance provided in this instruction. The Action Officer will use the Plan of Action and Milestones provided in enclosure (1) of this instruction as a guide.

   c. The Community Relations (Com-Rel) Director will ensure all publications are dispersed to the media via USNA Public Affairs Officer (PAO), invitations to the Superintendent, the Commandant, elected officials and community partners. The Com-Rel Director will also assist the Action Officer in reviewing all completed award submissions.

6. **Method of Nomination and Selection**

   a. Per enclosure (1), during the first week of February, the Action Officer will notify all faculty and staff of the selection criteria for respective nominees for the Brigade of Midshipmen Community Service Awards.

   b. Nominations will be accepted by the Action Officer from any source using enclosure (2) for the USAA Community Service Awards and OPNAV Form 1650/3 for MOVSMs. A written recommendation will be accepted to nominate Midshipmen for the Navy League and Major Kealey Awards. The Action Officer, assisted by the Community Relations Director, will screen all nominations for completeness. All complete nominations will then be routed for approval by the Action Officer to the nominees’ Battalion Officer via the Company Officer/Senior Enlisted Leader. Only nominations approved by the Battalion Officer will be reviewed by the Awards Board.
e. The Brigade of Midshipmen Community Service Awards Board composition is as follows: the Action Officer, USNA Community Relations Director, a representative from the Chaplains Office, and one other Community Service based ECA representative decided by the Community Relations Director and the Action Officer based on the academic year’s outreach. The ECAO will sit in on the board but will not be a voting member.

f. The Brigade of Midshipmen Community Service Awards Board may recommend a primary and secondary nomination for the USAA Community Service Award, Navy League, Major Kealey Award, and the Naval Academy Community Service Athlete of the Year Award, and will vet all MOVSM nominations for eligibility. The board will review all complete nominations and select award recipient recommendations based upon a majority vote of the members.

g. Award recipient recommendations from the Brigade of Midshipmen Community Service Awards Board will be forwarded to the Commandant of Midshipmen for approval via the Commandant Operations Officer.

h. To ensure ample time is available to make arrangements for family and friends to attend the award ceremony, all awardees will be notified prior to the end of the Spring Academic semester.

i. The USAA Community Service Award will be presented as part of the Yard Wide Prizes and Awards Ceremony during Commissioning Week. The Military Outstanding Volunteer Service Medals, Navy League, Major Kealey, and Naval Academy Community Service Athlete of the Year Award awards will be awarded at the Community Service Award Ceremony during Commissioning Week.

7. Review Responsibility. The Commandant’s Operations Officer is responsible for the annual review of this instruction.

By direction

S. C. MCANDREW

Distribution:
Non-Mids (Electronically)
Brigade (Electronically)
BRIGADE OF MIDSHIPMEN COMMUNITY SERVICE AWARD
PLAN OF ACTION AND MILESTONES

Action

1. Request nominations by email.
2. All nominations due to Action Officer by COB
3. Forward all nominations to Company Officers.
4. Collect all nominations from Battalion Officers.
5. Convene the Community Service Awards Board.
6. Awards Board forwards awards recommendations to the Commandant of Midshipmen for review and approval.
7. Notify awardees via Company Officer.
8. Award Ceremony.

Complete by
(Spring Semester)

2nd week of February
2nd week of March
3rd week of March
4th week of March
1st week of April
2nd week of April
First week in May
Commissioning Week

Enclosure (1)
USAA COMMUNITY SERVICE, NAVY LEAGUE, MAJOR KEALEY, NAVAL ACADEMY COMMUNITY SERVICE ATHLETE OF THE YEAR AWARD NOMINATION FORM

Nominator: ___________________________ Position: __________________

Ext: __________ Email: ____________________

NAME OF NOMINEE: _______________________

***Nominee must be a First Class Midshipman

Remarks (Must comment on community service activities over a 3 year period):

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Honors and/or Special Recognition:

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Supporting Documentation or Letters of Recommendation (Please attach a separate page)