



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

COMDTMIDNINST 1650.5H
OPS
SEP 23 2019

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1650.5H

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

Subj: BRIGADE OF MIDSHIPMEN COMMUNITY SERVICE AWARDS

Ref: (a) SECNAVINST 1650.1J
(b) SECNAV M-5216.5 CH-1
(c) USNAINST 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 1650.5G.

3. Scope and Applicability. This instruction applies to all midshipmen at the U.S. Naval Academy (USNA) comprising the Brigade of Midshipmen.

4. 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 U.S. 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-focused Extracurricular Activities (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 Award, U.S. Marine Corps 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 Elizabeth Kealey Award is awarded to the midshipman 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 1/C Midshipman 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.

5. Eligibility for MOVSM, USAA and Navy League Award. Graduating 1/C Midshipmen who have demonstrated continued community service during at least three of their four years at the U.S. 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).

6. Duties and Responsibilities

a. The Extracurricular Activities Officer (ECAO) will coordinate with Special Events to ensure the Community Service 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 Community Service Award Ceremony. Additionally, 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 Community Service Award 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 of Midshipmen, elected officials and community partners. The Com-Rel Director will also assist the Action Officer in reviewing all completed award submissions and assist the MAG O-Rep with the Community Service Award Ceremony. The MAG O-Rep and Com-Rel Director will coordinate with Special Events, Commandant's Operations Officer, and public works to ensure the date, time, venue, and equipment is reserved for the Community Service Award Ceremony.

7. 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.

c. The Brigade of Midshipmen Community Service Awards Board composition is as follows: the Action Officer, the U.S. Naval Academy 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.

d. The Brigade of Midshipmen Community Service Awards Board may recommend a primary and secondary nomination for the USAA Community Service Award, Navy League Award, 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.

e. 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's Operations Officer.

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

g. The USAA Community Service Award will be presented as part of the Yard Wide Prizes and Community Service Award during Commissioning Week. The MOVSMs, the Navy League Award, the Major Kealey Award, and the Naval Academy Community Service Athlete of the Year Award will be awarded at the Community Service Award Ceremony during Commissioning Week.

8. Record 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 or the DON/AA DRMD program office.

SEP 23 2019

9. Review and Effective Date. Per OPNAVINST 5215.17A, the Commandant's Operations 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 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



T. R. BUCHANAN

Distribution:

Non-Mids (Electronically)

Brigade (Electronically)

PLAN OF ACTION AND MILESTONES

<u>Action</u>	<u>Complete by</u> (Spring Semester)
1. Request nominations by email.	2 nd week of February
2. All nominations due to Action Officer by COB	2 nd week of March
3. Forward all nominations to Company Officers.	3 rd week of March
4. Collect all nominations from Battalion Officers.	4 th week of March
5. Convene the Community Service Awards Board.	1 st week of April
6. Awards Board forwards awards recommendations to the Commandant of Midshipmen for review and approval.	2 nd week of April
7. Notify awardees via Company Officer.	First week in May
8. Community Service Award Ceremony.	Commissioning Week

**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 during a three year period):

Honors and/or Special Recognition:

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