COMMANDANT OF MIDSHIPMEN INSTRUCTION 1600.2G CHANGE TRANSMITTAL 1

From: Commandant of Midshipmen

Subj: MIDSHIPMEN APTITUDE FOR COMMISSION SYSTEM

Encl: (1) Revised pages 1, 7 and 8
      (2) Enclosure (11)

1. Purpose. To publish change 1 to the basic instruction.

2. Action

   a. Remove pages 1, 7 and 8 of the basic instruction and replace with enclosure (1).

   b. Add enclosure (11) to the basic instruction.

   c. Enclosures (1) and (2) have been incorporated into the basic instruction and posted to the website.

R. L. SHEA
By direction

Distribution:
Non-Mids (Electronically)
Brigade (Electronically)
1. Purpose. To publish instructions for the administration and operation of the Midshipmen Aptitude for Commission System.

2. Cancellation. COMDTMIDNINST 1600.2F. This 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 insufficent aptitude for commissioned service. The procedures established in references (a) through (i) and this directive will be utilized in evaluating each Midshipman's developing Aptitude for Commission within the Naval Academy's four-class system. All matters detailed in this instruction will be considered regarding suitability for commission.

   a. The Aptitude for Commission grade is designed to measure each Midshipman's developing aptitude for commissioned service. Aptitude for Commission is measured by a Midshipman's development of officer-like qualities within the Naval Academy's four-class system towards an end-state of specific graduate attributes defined in the Naval Academy Strategic Plan 2020 per reference (g). The Strategic Plan seeks to
c. There are circumstances under which a Company Officer may feel that the forced grade distribution was unfair to one or more Midshipman and would like to request 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, aptitude grade change requests will be forwarded to the Aptitude Program Assistant who will enter a grade change and submit it to the Registrar.

d. Similarly, Officers-in-Charge of summer training evolutions will enter Aptitude for Commission grades for each participating Midshipman at the conclusion of the applicable summer training block. Summer training Aptitude for Commission grades will maintain the same grade distribution described above.

e. In the event a Midshipman fails both the Professional Competency Exam (PCA) and the subsequent retake, they shall be assigned an Aptitude grade no higher than a D. This grade will take precedence over all other inputs, including Officer Representative grade recommendations as described in paragraph 7 of this instruction. In this case, the deficient Midshipman shall be issued a Letter of Instruction by their Battalion Officer and shall be placed on Aptitude Probation. A sample PCA Failure Letter of Instruction is provided as enclosure (11). Midshipmen awarded a D in Aptitude due to PCA failure are not required to appear before the Battalion Aptitude Board, unless the Battalion Officer determines it is warranted.

7. Officer Representative Aptitude Grade Recommendations. Midshipman who participate in varsity athletics, club sports, extracurricular activities, and voluntary service represent the Naval Academy in a unique manner that incorporates leadership and teamwork challenges while in the public eye. Such participation requires a great commitment of time and mental energy. As such, Officer Representatives will have the opportunity to recommend Aptitude for Commission grades for Midshipman under their purview to the respective Company Officers.

a. At the end of each semester, Varsity Officer Representatives shall evaluate and comment on their Midshipman’s demonstrated aptitude qualities toward development as a commissioned officer. These evaluations and corresponding grade recommendations will be submitted via the appropriate MIDS module. Company Officers shall weigh the recommended grades from Varsity Officer Representatives as 40% of the Midshipman’s grade. If an Officer Representative's recommended grade does not result in a whole grade change, the Company Officer's grade will stand. Grade averages may be rounded up if deemed appropriate by the Company Officer.

b. Similarly, Club and Extracurricular Officer, Staff, and Faculty representatives may evaluate and comment on their Midshipman’s demonstrated aptitude qualities toward development as a commissioned officer. These evaluations and corresponding grade recommendations will be submitted via the appropriate MIDS module. Company Officers should consider these recommendations when performing their Aptitude Rankings and assigning Aptitude Grades.

c. All Officer Representatives shall maintain a comparable grade distribution for recommendations to that of Company Officers; however, their grade recommendation distribution will not be limited by class.

d. In the event a Midshipman is awarded an Aptitude grade of D or F due to PCA failure or an Honor Offense, the Officer Representative grade recommendation shall carry no weight in final grade assignment.
8. Aptitude Rankings and Grades for Out-of-Company Stripers

a. For the purpose of Aptitude for Commission grades and evaluations, Out-of-Company Stripers are divided into two categories; those that are out-of-company for grades and evaluations, and those that are in-company for grades and evaluations. Midshipman in the former category are also not ranked within company, and their grades do not affect in-company grade percentages. A COMDTMIDN notice will be disseminated each semester that includes an enclosure that lists the names and striper positions of all Midshipman that are out-of-company for grades and evaluations. Evaluations on all Out-of-Company Stripers will be submitted per paragraph 9.b. below. Midshipman enrolled in the Voluntary Graduate Education Program (VGEP) during their First Class year will be treated as Out-of-Company Stripers for purposes of aptitude grades and evaluations, and are not ranked. Aptitude for Commission grades and evaluations for VGEP scholars will be entered by the Aptitude Program Assistant, and will be consistent with the average aptitude grade the Midshipman have received during their Naval Academy careers.

b. Each semester the Brigade Aptitude and Conduct Officer will publish a memorandum that outlines procedures for submission of Aptitude for Commission Evaluations for Out-of-Company Stripers. The memorandum will list by position which Out-of-Company Stripers are evaluation writers, which Out-of-Company Stripers they are required to submit evaluations on, and when they are due. The Brigade Aptitude and Conduct Officer will also ensure that all evaluation writers have the electronic evaluation template. Midshipman evaluation writers are directed to submit completed evaluations electronically. Evaluations on Out-of-Company Stripers that are designated in the current notice as "out-of-company" for grades and evaluations will be forwarded to the Brigade Conduct and Aptitude Officer. Evaluations on Out-of-Company Stripers that are not listed in the current notice as "out-of-company" for grades and evaluations will be forwarded to the Midshipman's respective Company Officers. The Brigade Aptitude and Conduct Officer will forward all evaluations for Midshipman that are "out-of-company" for grades and evaluations to the Aptitude Program Assistant. The Aptitude Program Assistant will enter grades and evaluations for Midshipman that are out-of-company for grades and evaluations.

9. Aptitude for Commission Probation

a. A Midshipman is placed in a probationary status if that Midshipman is:

(1) Assigned an Aptitude for Commission grade of D at the end of a semester by the Company Officer.

(2) Assigned an interim Aptitude for Commission grade of D for the current semester by the Battalion Officer at a Battalion Aptitude for Commission Board. A Midshipman whose case is forwarded by the Battalion Officer to the Brigade Aptitude for Commission Board with a recommendation for separation is automatically assigned an interim grade of D.

(3) Assigned an interim Aptitude for Commission grade of D for the current semester by the Deputy Commandant at a Brigade Aptitude for Commission Board. A Midshipman whose case is forwarded by the Deputy Commandant to the Commandant with a recommendation for separation is automatically assigned an interim D.

(4) Assigned an Aptitude for Commission grade of D as a plebe in the first set of Plebe Summer. These Midshipman are on special Aptitude Probation. Those who receive a D in Aptitude for Commission for both sets of Plebe Summer are considered deficient and shall be automatically referred to a Fourth Class Regiment Aptitude for Commission Board in accordance with reference (h).
SAMPLE APTITUDE FOR COMMISSION PROBATION

From: CAPT Avi Huss, USN, Battalion Officer
To: MIDN 2/C Philo McGiffin, USN

Subj: APTITUDE FOR COMMISSION PROBATION

Ref: (a) COMDTMIDNNOTE 1610
     (b) COMDTMIDNINST 1600.2G

1. Per reference (a), you failed to achieve a 70% or higher on the Professional Competency Assessment (PCA) and a re-take. As such, you shall receive no higher than a D in aptitude for the Academic Year 2015 Spring Semester.

2. Per reference (b), due to your failure of the PCA, you are on Aptitude for Commission Probation effective August 17th, 2015.

3. You are directed to improve your overall performance and Aptitude for Commission. Specifically, you shall:
   a. Prepare a detailed plan to excel on your Midshipman Qualification Standards completion and on the Professional Competency Assessment for Academic Year 2016. Submit this plan to your Company Officer no later than 28 Aug 2015.
   b. Plan to assist your Company Training Officer with MQS tracking and completion. Additional information will be provided after receipt of MQS booklets.

4. You may be removed from probation in January 2016 if your Company Officer assigns you a grade of C or higher for the Academic Year 2016 Fall Semester.

5. Failure to achieve a C or higher in Aptitude for the Academic Year 2016 Fall Semester will result in you being forwarded to a Brigade Aptitude for Commission Board; the Board will review your overall performance and provide a recommendation to the Commandant of Midshipmen for your retention or separation from the Naval Academy.

A. V. HUSS

Copy to:
Company Officer
Aptitude Officer

Enclosure (11)