COMMANDANT OF MIDSHIPMEN INSTRUCTION 1600.2G

From: Commandant of Midshipmen

Subj: MIDSHIPMEN APTITUDE FOR COMMISSION SYSTEM

Ref: (a) USNAINST 1531.49B
(b) SECNAVINST 5211.5E
(c) COMDTMIDNINST 1610.3C
(d) DODINST 6130.03
(e) USNAINST 1734.1C
(f) COMDTMIDNINST 1920.1P
(g) U.S. Naval Academy Strategic Plan 2020
(h) COMDTMIDNINST 3120.1K
(i) COMDTMIDNINST 5400.6R

Encl: (1) Precept Convening the Aptitude for Commission System
(2) Aptitude Ranking Descriptors
(3) Aptitude Remediation Program Structure and Requirements
(4) Sample Aptitude for Commission Probation Letter
(5) Sample Statement of Understanding
(6) Sample Letter of Notification of Appearance
(7) Sample Letter of Instruction
(8) Aptitude for Commission History Form
(9) Counsel and Guidance Interview Record Form
(10) Brigade Aptitude for Commission Board Summary Format

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 insufficient 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
create graduates who are selfless, inspirational, proficient, innovative, articulate, adaptable, and professional.

b. Per reference (a), Midshipman must satisfactorily achieve the required standards in Aptitude for Commission to graduate and receive a degree.

c. This instruction gives general and specific guidance to the Brigade of Midshipman and Commandant's staff regarding standardized criteria upon which the semester Aptitude for Commission grade shall be based. The instruction is the only guidance for grade assignment. No other vehicle for grade assignment is permitted.

d. Any document regarding Aptitude for Commission that bears the name of a Midshipman is categorized "FOR OFFICIAL USE ONLY."

e. Federal law restricts disclosure of personal information concerning an individual's Aptitude for Commission. Its use and disclosure are governed by reference (b).

4. Aptitude for Commission System Responsibilities. The Commandant of Midshipman is responsible for the operation and administration of the Aptitude for Commission System and has charged the Aptitude Officer with overseeing its operation. Company and Battalion Officers are responsible to the Commandant for providing Midshipman with advice, counsel and guidance to further the development of their Aptitude for Commission; to observe and evaluate their Aptitude for Commission in all areas; and to serve as examples for emulation by the Midshipman. Specifically, the following responsibilities apply:

a. Commandant

(1) Provide general and specific guidance for evaluating the Aptitude for Commission of all Midshipman by Company and Battalion Officers, Officer Representatives, military staff, faculty members, coaches, and the Brigade of Midshipman.

(2) Provide for the counseling and guidance of all Midshipman.

(3) Provide for the selection of Midshipman officers.

(4) Refer Midshipman directly to Brigade or subordinate Aptitude for Commission Boards based on deficiencies identified by observation or review of a Midshipman's performance and conduct records.

(5) Reconvene the Brigade Aptitude for Commission Board or forward the case directly to the Academic Board recommending disenrollment from the Naval Academy if it is determined that a Midshipman has failed to meet the minimum standards of a Brigade Aptitude for Commission Board directed letter of instruction or if a Midshipman is declared an Aptitude Remediation Program failure.

(6) Assign an aptitude grade of D and assign Honor Probation, a grade of F (can be improved to D) and assign Honor Remediation, a grade of F and designate sanctions/corrective tasks, or a grade of F and forward the case to the Superintendent recommending disenrollment from the Naval
Academy if a Midshipman is found in violation of the Honor Concept by the Brigade Honor Board. Assignment of an F in aptitude as a result of an honor violation will not by itself trigger an Aptitude for Commissioning Board, nor will it trigger a recommendation for separation based on insufficient aptitude.

(7) Make recommendations for separation to the Academic Board in cases involving Midshipman considered to possess insufficient aptitude to become commissioned officers in the Naval Service.

b. Deputy Commandant

(1) Maintain acceptable Aptitude for Commission standards within the Brigade.

(2) Refer Midshipman directly to Brigade or subordinate Aptitude for Commission Boards based on deficiencies identified by observation or review of performance and conduct records.

(3) Preside as Senior Member at Brigade Aptitude for Commission Boards.

(4) Refer cases of Midshipman who have not met acceptable Aptitude for Commission standards to the Commandant for review and possible referral to the Academic Board as applicable.

(5) Reconvene the Brigade Aptitude for Commission Board or forward the case directly to the Commandant for review and possible referral to the Academic Board if it is determined that a Midshipman has failed to meet the minimum standards of a Brigade Aptitude for Commission Board directed letter of instruction or if a Midshipman is declared an Aptitude Remediation Program failure.

c. Battalion Officer

(1) Maintain acceptable Aptitude for Commission standards within the Battalion.

(2) Refer Midshipman directly to Battalion or subordinate Aptitude for Commission Boards based on deficiencies identified by observation or review of performance and conduct records.

(3) Preside at Battalion Aptitude for Commission Boards.

(4) Refer a Midshipman who has not met acceptable aptitude standards to a Brigade Aptitude for Commission Board as applicable.

d. Company Officer

(1) Maintain acceptable Aptitude for Commission standards within the Company.

(2) Maintain supervisory responsibility for the administration of all counseling and guidance conducted within the Company.
(3) Counsel each First Class and Fourth Class Midshipman in the company on a semester basis to provide guidance to improve Aptitude for Commission per reference (c).

(4) Identify Midshipman who are performing poorly or who display weak Aptitude for Commission, determine their specific areas of weakness, and assist them in correcting their deficiencies. Provide special counsel and guidance at least once a month to those Midshipman on Aptitude for Commission Probation. Assign additional responsibilities to those Midshipman on Aptitude for Commission Probation to provide opportunity to evaluate their progress.

(5) Execute peer, upper-class, and Company Officer rankings through the Midshipman Information System (MIDS) each semester in accordance with this instruction.

(6) Enter an overall Aptitude for Commission grade at the end of each semester for all Midshipman in the company in accordance with this instruction.

(7) Prepare an end-of-semester Aptitude for Commission Evaluation on each Midshipman in accordance with the most recent COMDTMIDNNOTE 1600 and their final aptitude grades per reference (c).

(8) Preside at Company Aptitude for Commission Boards.

(9) Refer any Midshipman who received an end-of-semester grade of D in aptitude to a Battalion Aptitude for Commission Board prior to the 8-week point of the subsequent semester or 4-week point if it pertains to a First Class Midshipman during spring semester.

(10) Serve as Recorder for Battalion Aptitude for Commission Boards for Midshipman referred from the company.

(11) Retain all Aptitude for Commission related documents in the Midshipman Performance Jacket.

e. Senior Enlisted Advisor.

(1) Advise and assist the Company Officer in maintaining acceptable Aptitude for Commission standards within the Company.

(2) Provide counseling for Second Class and Third Class Midshipman in the company on a semester basis to provide guidance to improve their Aptitude for Commission per reference (c).

(3) Participate on Company Aptitude for Commission Boards as a voting member.

5. Aptitude for Commission Rankings. The Aptitude for Commission ranking is designed to effectively measure a Midshipman’s aptitude for commissioned service. The Aptitude rankings are not merely an assessment of a Midshipman’s performance within the structure of the company or Brigade. The rater shall consider carefully and weigh, without prejudice or partiality, the semester performance of each Midshipman towards development of aptitude for commissioned service. Although Midshipman are evaluated
relative to classmates in their companies, Midshipman who fail to meet the
basic standards supporting eventual commissioned service will be
additionally evaluated through the Aptitude Board process.

a. Aptitude rankings on all Midshipman are conducted semi-annually in
   December and April.

b. Each rater will have access to an online Midshipman Information
   System (MIDS) module that allows him or her to accomplish the required
   Midshipman ranking process.

c. Enclosure (1) is the Precept Convening the Aptitude for Commission
   System and Grade Assignment. The precept gives general and specific
   guidance to the Brigade of Midshipman and Commandant’s staff regarding
   standardized criteria upon which the semester Aptitude for Commission
   rankings and grade shall be based. The precept is the only guidance for
   grade assignment. No other vehicle for grade assignment is permitted.

d. In addition to submitting his or her required rankings, each rater
   shall include one-word descriptor bullets on the top three and bottom three
   Midshipman ranked. A word bank of descriptors is available to the raters
   within the online MIDS module and is included as enclosure (2). The
   descriptor bullets provided will be used for counseling and guidance
   purposes as well as a valuable tool for the Academic Board.

e. Company Officers shall rank all Midshipman in their company
   individually by class with respect to their classmates in the same company,
   in accordance with the ranking standard detailed in enclosure (1). Additionally,
   the Company Officer shall provide descriptor bullets on the
   top three and bottom three Midshipman ranked per class.

f. First Class Midshipman shall rank the Second, Third, and Fourth
   class in their company individually by class with respect to their
   classmates in the same company, in accordance with the ranking standard detailed in enclosure (1). First Class Midshipman shall also provide
   descriptor bullets on the top three and bottom three Midshipman ranked per class.

g. Second Class Midshipman shall rank the Third and Fourth Class in
   their company individually by class with respect to their classmates in the
   same company, in accordance with the ranking standard detailed in enclosure (1). Second Class Midshipman shall also provide descriptor bullets on the
   top three and bottom three Midshipman ranked per class.

h. Third Class Midshipman shall rank the Fourth Class in their company
   individually with respect to their classmates in the same company, in
   accordance with the ranking standard detailed in enclosure (1). Third
   Class Midshipman shall also provide descriptor bullets on the top three and
   bottom three Midshipman ranked per class.

i. All Midshipman shall rank their peers with respect to their classmates in the same company, in accordance with the ranking standard
detailed in enclosure (1). All Midshipman shall also provide descriptor bullets on the top three and bottom three Midshipman ranked.
j. After the Company Officer, Midshipman, and peer rankings have been entered, final semester rankings will be determined through the use of an online MIDS module weighting each group’s rankings in accordance with the percentages shown below.

<table>
<thead>
<tr>
<th>Class</th>
<th>Company Officer</th>
<th>1/C</th>
<th>2/C</th>
<th>3/C</th>
<th>4/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>70%</td>
<td>30%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>2</td>
<td>60%</td>
<td>25%</td>
<td>15%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3</td>
<td>60%</td>
<td>17%</td>
<td>13%</td>
<td>10%</td>
<td>0%</td>
</tr>
<tr>
<td>4</td>
<td>60%</td>
<td>15%</td>
<td>12%</td>
<td>8%</td>
<td>5%</td>
</tr>
</tbody>
</table>

6. Aptitude for Commission Grade and Authorized Distribution. Upon completion of each semester’s Aptitude for Commission Rankings, the Company Officer shall assign and enter final Aptitude grades for each Midshipman in their company into the MIDS system.

a. Aptitude grades equate to the “Promotion Recommendation” blocks of the Navy Fitness Reports and Evaluations as indicated.

b. The total number of Midshipman who may be assigned grades in each competitive category within their unit shall be the number set forth in the percentages below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Early Promote</td>
<td>35% maximum.</td>
</tr>
<tr>
<td>B</td>
<td>Must Promote</td>
<td>45% maximum.</td>
</tr>
<tr>
<td>C</td>
<td>Promotable</td>
<td>No limit.</td>
</tr>
<tr>
<td>D</td>
<td>Significant Problems</td>
<td>No limit. This will automatically place the Midshipman on Aptitude Probation and will initiate the Aptitude Board process. May also be assigned by the Commandant of Midshipman for honor violation independent of the Aptitude Board process.</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>May only be assigned by the Academic Board in culmination of the Aptitude Board process, or by the Commandant of Midshipman as the result of an honor violation.</td>
</tr>
</tbody>
</table>
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.

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.

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).
(5) Assigned to Aptitude Remediation. A Midshipman assigned to Aptitude Remediation shall be on probation until the end of the semester in which that Midshipman completes the remediation program.

b. Midshipman on Aptitude Probation are considered deficient in their Aptitude for Commission development. Company Officers shall conduct and document counseling sessions for Midshipman in a probationary status once a month.

c. A Midshipman is removed from probation by one of the following:

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

(2) A Battalion Aptitude Board, Brigade Aptitude Board, or the Commandant decides to terminate the case (i.e., determines the deficiency is unsubstantiated or has been corrected). Additionally, for terminated cases, the assigned interim grade of D is removed.

(3) Assigned an Aptitude for Commission grade of C or higher as a plebe in the second set of Plebe Summer.

d. Midshipman may be assigned a final semester Aptitude for Commission grade higher than the assigned interim grade based on demonstrated improvement of their Aptitude for Commission. Prior approval must be obtained from the Battalion Officer or Deputy Commandant, as appropriate, and a Battalion Officer letter removing the Midshipman from Aptitude Probation must be forwarded as describe below.

e. Battalion Officers issue Aptitude for Commission Probation letters. Letters will be prepared by Company Officers to place Midshipman on probation based on end of semester Aptitude for Commission grades. Midshipman will be removed from probation after review by a Battalion Aptitude Board or as outlined in paragraph 10.c above. Copies of letters placing Midshipman on, or removing them from, probation will be provided to the Aptitude Officer and filed under Tab D of the Midshipman Service Record. A sample Aptitude for Commission Probation letter is provided as enclosure (4).

10. Separation Criteria. Midshipman who do not perform to standards or possess certain traits that are undesirable in commissioned officers are subject to review under the Aptitude for Commissioning System. If, after a reasonable amount of time and counseling, a Midshipman still has not demonstrated the ability or desire to meet standards or is considered misplaced in the Naval Service, the Midshipman may be referred to Aptitude for Commission Boards from the Company to Brigade level. The administration and procedure of these boards are discussed in paragraph 12 of this instruction. Such processing may ultimately lead to referral to the Academic Board with a recommendation for separation from the Naval Academy due to a Midshipman possessing insufficient aptitude to become a commissioned officer in the Naval Service.

a. The following is a list of reasons for which Midshipman may be processed for separation due to insufficient aptitude for commissioned naval service. This list should not be construed as all encompassing. It
merely provides examples of what may be perceived as insufficient Aptitude for Commission or undesirable traits:

(1) Failure to demonstrate expected qualities of leadership required of a Midshipman.

(2) Failure to achieve or maintain expected standards of proficiency required of a Midshipman. This may be demonstrated by consistent substandard performance in scheduled professional courses or, in the case of Fourth Class Midshipman, by repeated poor performance on weekly professional knowledge quizzes.

(3) Failure to properly discharge duties.

(4) Failure to satisfactorily complete any course of training, instruction, or indoctrination that a Midshipman has been required to undergo.

(5) A record of marginal Aptitude for Commission demonstrated through Company Officer or striper evaluations.

(6) Failure to meet Plebe Summer minimum Aptitude for Commission standards in key areas, including physical education, professional knowledge, and professional military performance.

(7) Special cases as discussed in paragraph (14) of this instruction.

11. Aptitude for Commission Boards. Some Midshipman perform at a level that is unacceptable for receipt of a commission in the U.S. Navy and Marine Corps. In these cases, their Aptitude for Commission is required to be reviewed by a panel of officers at an Aptitude for Commission Board. The following procedures are used to assist Midshipman in achieving their full potential and to document Aptitude for Commission deficiencies for use by the Academic Board in determining whether separation of the Midshipman is warranted. Midshipman with substandard or unsatisfactory Aptitude for Commission may be referred to one of three boards: Company, Battalion, or Brigade. Midshipman appearing before a Brigade Aptitude for Commission Board are required to read and sign a Statement of Understanding prior to the Board. A sample is provided as enclosure (5). Although not all inclusive, the following guidelines have been set concerning the appearance of Midshipman before Battalion and Brigade Aptitude for Commission Boards:

<table>
<thead>
<tr>
<th>Midshipman’s Background</th>
<th>Board Referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receives a D in Aptitude for Commission for the previous Semester</td>
<td>Must be reviewed by a Battalion Aptitude for Commission Board prior to 8-week point of the subsequent semester.</td>
</tr>
<tr>
<td>Receives a D in Aptitude for Commission for the fall semester of their First Class year.</td>
<td>Must be reviewed by a Battalion board prior to 4-week point of the spring semester.</td>
</tr>
<tr>
<td>Midshipman’s Background</td>
<td>Board Referral</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>During the spring semester of First Class year, in the Aptitude Remediation program or under an LOI issued by the Senior Member of the Brigade Aptitude Board.</td>
<td>Must be reviewed by the Deputy Commandant prior to 4-week point of spring semester.</td>
</tr>
<tr>
<td>Receives a D or lower during a summer training block.</td>
<td>Must be reviewed by a Battalion Aptitude for Commission Board prior to 8-week point of the fall semester.</td>
</tr>
<tr>
<td>Receives two consecutive D’s in Aptitude for Commission.</td>
<td>Must be reviewed by the Brigade Aptitude for Commission Board in the subsequent semester.</td>
</tr>
<tr>
<td>Commandant or Deputy Commandant, upon review of Midshipman's record, refers Midshipman for evaluation for insufficient aptitude.</td>
<td>Must be reviewed by the Brigade Aptitude for Commission Board or subordinate board as directed by the Commandant or Deputy Commandant.</td>
</tr>
<tr>
<td>Battalion Officer, upon review of Midshipman' s record, refers Midshipman for evaluation for insufficient aptitude</td>
<td>Must be reviewed by a Battalion Aptitude for Commission Board or subordinate board as directed by the Battalion Officer.</td>
</tr>
<tr>
<td>Midshipman exceeds annual or career demerit limit.</td>
<td>Must be reviewed by a Battalion Aptitude for Commission Board.</td>
</tr>
<tr>
<td>Plebe who receive two consecutive D’s in Aptitude for Commission during Plebe Summer.</td>
<td>Must be reviewed by the Fourth Class Regiment Aptitude for Commission Board.</td>
</tr>
</tbody>
</table>

a. General Aptitude for Commission Board Procedures

(1) Board proceedings shall be conducted in a formal manner. The Midshipman being evaluated ("Respondent") will be permitted to sit. Spectators are not permitted; personnel making statements will be excused when their statements are concluded. The Respondent's Midshipman Service Record will be available for review by board members as required.

(2) All boards shall reach decisions by secret ballot.

(3) The Respondent appearing before the board may introduce documentary evidence and call witnesses to appear before the board to provide testimony concerning the Respondent's Aptitude for Commissioning. The Respondent is responsible for securing the presence of such witnesses and documentary evidence. At least 24 hours prior to the board, the Recorder shall be provided with a copy of documentary evidence and a listing of witnesses along with a short statement explaining what information they will provide.
(4) In the event separation processing is warranted, all members of the chain of command shall ensure the following:

(a) Clear documentation of noted deficiencies.

(b) Reasonable attempts were made to provide guidance and those attempts were unsuccessful.

(c) No actions were taken by the chain of command that significantly hindered the Respondent's ability to improve.

(5) A Respondent may not be accompanied by a lawyer in Aptitude for Commission Board proceedings but may consult with a lawyer prior to the proceedings, as desired.

(6) The Senior Member of the board shall appoint a Recorder whose duties include:

(a) Arranging time, date, location, and uniform for the board.

(b) Notifying the Respondent, in writing, of the administrative, details and the upcoming board proceedings. A sample Notification of Aptitude for Commission Board letter is provided as enclosure (6).

(c) Taking notes of board proceedings.

(d) Providing any other administrative assistance as directed by the senior member of the board.

(e) In the case of Brigade Aptitude for Commission Boards, arranging for the tape recording of the boards.

(7) The Senior Member of the board shall:

(a) In the case of Battalion or Brigade Aptitude for Commission Boards, make sure members have not had prior contact with the Respondent that could reasonably affect impartiality.

(b) Make sure the Respondent understands the purpose of the board. The Respondent shall be given an opportunity to ask questions at that time.

b. Company Aptitude for Commission Board Procedures

(1) The Company Aptitude for Commission Board is used solely to develop a course of action to improve the performance of a marginal or substandard performing Midshipman. The Company Aptitude for Commission Board consists of the Company Officer or Company Commander as Senior Member with one vote, the Company Senior Enlisted Leader or Company Executive Officer with one vote, two company staff members with one vote, and the Respondent's Platoon Commander with one vote.

(2) The Company Aptitude for Commission Board meets when the Company Officer believes counseling at lower levels will not be effective to correct deficient professional Aptitude for Commission. As deemed appropriate, the
Company Officer may refer a Midshipman to a Battalion Aptitude for Commission Board without convening a Company Aptitude for Commission Board.

(3) The Respondent's Squad Leader shall present the case and act as Recorder, without a vote. The Squad Leader shall prepare and brief the Respondent's professional performance and current Aptitude for Commission. The Respondent's service record shall be available for review by board members, as required.

(4) If applicable to the case, the Brigade Medical Officer (BMO) will consult with psychological Subject Matter Experts (SMEs) (e.g., Midshipman Development Division (MDC) Director or Mental Health Department Head) to provide input to the board as part of the Medical Record Review.

(5) After hearing all available information, the board shall vote, by simple majority, for one of the following three courses of action:

(a) Dismiss the proceedings, determining that the problem is resolved; or,

(b) Determine a deficient condition exists, but that remedial action at the company level is appropriate. If this option is selected, the board shall prepare a Letter of Instruction using the format of enclosure (7), signed by the Company Officer. The Letter of Instruction must include a listing of specific deficiencies. A copy of the Letter of Instruction will be forwarded to the Battalion Officer and the Aptitude Officer. The Aptitude for Commission History form (enclosure (8)), shall be annotated upon completion of each board action; or,

(c) Refer the matter to a Battalion Aptitude for Commission Board with a recommendation for assignment of a grade of F in Aptitude for Commission and separation from the Naval Academy.

(6) Company Aptitude for Commission Boards may attempt to resolve problems for up to 90 days. Unresolved problems must be referred to the Battalion Aptitude for Commission Board. For cases in which the Company Aptitude for Commission Board recommends referral to the Battalion Aptitude for Commission Board, the Respondent shall be notified in the format of enclosure (6).

(7) The Midshipman's Squad Leader will counsel the Midshipman weekly during an interim period of evaluation, as specified by a Letter of Instruction. The results of these counseling sessions will be recorded on the Counsel and Interview Record, enclosure (9), and filed in the Midshipman's service record. Specific achievements and deficiencies will be recorded.

c. Battalion Aptitude for Commission Board Procedures

(1) The Battalion Aptitude for Commission Board consists of the Battalion Officer as Senior Member, a Company Officer from a company other than the Respondent's with one vote, a Senior Enlisted Leader from a company other than the Respondent's with one vote, the Battalion Commander or Executive Officer with one vote, and one Company Commander from a company other than the Respondent's company with one vote.
(2) The Squad Leader and/or the Company Officer of the Midshipman appearing before the Board shall present the case. The Respondent's Company Officer shall act as Recorder without a vote. The Midshipman's service record shall be available for review by board members, as desired.

(3) If applicable to the case, the BMO will consult with psychological SMEs (e.g., MDC Director or Mental Health Department Head) to provide input to the board as part of the Medical Record Review.

(4) After hearing all available information, the board shall vote, by simple majority, for one of the following three courses of action:

(a) Dismiss the proceedings, determining that the problem is resolved; or,

(b) Determine a deficient condition exists, but remedial action at the Battalion level is appropriate. If this option is selected, the board shall prepare a Letter of Instruction, signed by the Battalion Officer using the format of enclosure (7). The Aptitude for Commission History form, enclosure (8), shall be annotated upon completion of each board action; or,

(c) Refer the matter to a Brigade Aptitude for Commission Board with a recommendation for assignment of a grade of F in Aptitude for Commission and separation from the Naval Academy.

(d) Battalion Aptitude for Commission Boards may attempt to resolve problems for up to 90 days. Unresolved problems shall be referred to a Brigade Aptitude for Commission Board.

(e) In addition to one of the three courses of action listed above, the Battalion Officer may elect to award an interim Aptitude for Commission grade of D for the current semester.

d. Brigade Aptitude for Commission Board Procedures

(1) The Brigade Aptitude for Commission Board consists of five voting members: The Deputy Commandant (or a Battalion Officer alternate) as Senior Member with one vote, two Battalion Officers (or Company Officer alternates), the Brigade Master Chief (or Senior Enlisted Leader Alternate), and Brigade Commander (or a Midshipman Commander alternate) with one vote. The Respondent's Senior Enlisted Leader, Company Commander, Platoon Commander, and Squad Leader shall attend the proceedings as nonvoting members if available. The Aptitude Officer shall act as Recorder without a vote. The Respondent's Battalion Officer shall attend the Board as an observer.

(2) At the discretion of the Deputy Commandant and especially upon request from the Respondent, nonvoting members and observers may be excused from the hearing while sensitive matters are being discussed.

(3) The Respondent shall be notified in writing of Board procedures and his/her administrative rights at least 72 hours prior to commencement of the Board.

(4) The Respondent's Company Officer shall prepare and present a chronological record of the Midshipman's demonstrated Aptitude for Commission using the Brigade Board Summary format, enclosure (10). All pertinent
documents such as counseling records, Letters of Instruction, fitness reports, evaluations, conduct reports, etc., will be included in the Brigade Aptitude for Commission Board package.

(5) If applicable to the case, the BMO will consult with psychological SMEs (e.g., MDC Director or Mental Health Department Head) to provide input to the board as part of the Medical Record Review.

(6) At the conclusion of the presentation of evidence, the board shall vote, by simple majority, for one of the following courses of action:

(a) Dismiss the proceedings, determining the problem is resolved; or,

(b) Determine a deficient condition exists, but remedial action at the Battalion level is appropriate. In this case, the Company Officer shall prepare a Letter of Instruction to the Respondent. The Battalion Officer shall sign this letter; or,

(c) Determine a deficient condition exists, but remedial action at the Brigade level is appropriate. In this case, the board shall prepare a Letter of Instruction to the Respondent. The Deputy Commandant (or Senior Member in his absence) shall sign this letter. In addition to a Letter of Instruction, the respondent may be referred to the Aptitude Remediation Program; or,

(d) Refer the matter to the Commandant, with a recommendation for award of an F in Aptitude for Commission and separation from the Naval Academy.

(7) If the Board refers the matter to the Commandant, the Aptitude Officer shall endorse the Brigade Board Summary, providing as enclosures the Recorder's Report, and a copy of the signed Acknowledgement of Rights/Statement of Understanding. A copy of the Aptitude Officer's endorsement, the basic letter, and all enclosures shall then be provided to the respondent. Any statement made by the respondent in response to the Brigade Board Summary shall be included as an enclosure to the Deputy Commandant's endorsement.

(8) A Respondent recommended for separation shall be provided four working days to prepare any statement he or she wishes to make.

(9) In addition to actions discussed above, the Deputy Commandant may elect to:

(a) Assign an interim aptitude grade of D for the current semester and place the Respondent on Aptitude Probation.

(b) Reassign the Respondent to a different company, assuming both of the following criteria exist:

(c) Factors within the Respondent's present company would complicate Aptitude for Commission improvement, and
(d) Those factors result from matters other than the Respondent's deficient Aptitude for Commission.

(10) Upon referral of a case to the Commandant of Midshipman, the Commandant may:

(a) Dismiss the proceedings, determining the problem is unsubstantiated or resolved.

(b) Return the matter to the Brigade Board directing further remedial action.

(c) Refer the Midshipman to the Aptitude Remediation Program.

(d) Refer the matter to the Academic Board recommending a grade of F be assigned in Aptitude for Commission and that the Respondent be separated from the Naval Academy.

(11) The Brigade Aptitude Board may refer plebes to the Academic Board during Plebe Summer. The members shall include at least one battalion officer, two company officers, a Senior Enlisted Leader and a Midshipman Commander. Higher ranking individuals may also serve (e.g., three battalion officers and no company officers or some other combination). Plebe Summer staff members should not sit on the board.

e. Academic Board Review for Deficient Aptitude for Commission.

(1) Upon referral by the Commandant, the Academic Board shall convene to consider the case of the Midshipman in question.

(2) The Academic Board may vote to retain the Midshipman at the Naval Academy, or:

(a) Assign a grade of F in Aptitude for Commission and refer the matter to the Secretary of the Navy with a recommendation for separation. A unanimous vote by the Academic Board is required.

(b) Assign a grade of F in Aptitude for Commission but retain the Respondent for one semester for further evaluation. In this case, the matter is immediately returned to the Brigade Board for supervision of remedial action.

(c) Refer the Midshipman to the Aptitude Remediation Program.

(3) The following procedures shall be followed for Midshipman recommended for separation from the Naval Academy due to insufficient Aptitude for Commission:

(a) The Aptitude Office will prepare a Statement of Understanding for the Respondent that documents official notification of the recommendation for separation, the separation process, rights in regards to making a statement and rights in regards to disclosure of information concerning disenrollment. The Respondent shall also receive a Notice of Rights Concerning Recommendation for Separation from the Staff Judge Advocate, will include as an enclosure a copy of the Superintendent’s Memorandum Report for the Secretary of the Navy that explains the case in detail.
(b) The Respondent shall be briefed by the Aptitude Office and informed of the options available.

(c) Upon receipt of a copy of the Memorandum Report and the Superintendent's Recommendation for Separation, the Respondent shall be given 24 hours to decide whether or not to submit a Show Cause Statement to the Secretary of the Navy outlining reasons why the Superintendent's Recommendation for Separation should not be approved.

(d) A Midshipman who elects to submit a Show Cause Statement has five working days to submit it to the Aptitude Officer.

(e) The Superintendent will prepare a cover letter that forwards the case to the Secretary of the Navy.

(f) Upon completion of the check-out sheet and the submission of the Show Cause Statement to the Secretary of the Navy, the Midshipman will normally depart the Naval Academy on separation pending leave, if authorized, pending the decision by the Secretary of the Navy. Reference (f) pertains.

(e) If the Secretary of the Navy accepts the recommendation for separation, transfer of the Respondent to civilian or enlisted status shall be affected as directed. The Midshipman Personnel Office will prepare the DD214 and other necessary documents to separation the Respondent from the Naval Academy. If the recommendation is not approved, the Respondent shall be reinstated into the academic routine.

(g) The processing time for insufficient Aptitude for Commission separations, from the time the case is forwarded to the Secretary of the Navy until a decision is received, varies depending upon the complexity of the case.

f. Aptitude for Commission Letters of Instruction (LOI). In addition to various options available to the boards, as discussed in previous paragraphs of this instruction, a board that decides to take remedial action at its level shall always prepare an LOI, enclosure (7), to the Respondent. Requirements listed in an LOI must be reasonable. Once the LOI is signed, further actions by superior boards will only be taken if the LOI requirements are not met or if new or different types of deficiencies are observed. An Aptitude for Commission LOI must include the following elements:

(1) A listing of specific deficiencies noted.

(2) A listing of specific actions that the Respondent must take to correct the deficiencies. These requirements must be logically associated with the listed deficiencies.

(3) A listing of people who are available to assist the Respondent.

(4) A time limit during which improvements in Aptitude for Commission must be made.

(5) A warning that failure to make improvements could result in further administrative or disciplinary action, including dismissal. At the conclusion of the specified time limit, the Company and Battalion Boards shall reconvene and review the Respondent’s Aptitude for Commissioning. The
Board may elect to take any of the three basic courses of action, except Company and Battalion level Boards are required to refer problems to the next higher-level Board if the aptitude deficiencies have not been resolved within 90 days of the first Board’s action. If the LOI was issued by the Deputy Commandant, they may elect to reconvene the Brigade Aptitude for Commission Board, or refer the case directly to the Commandant for review and possible referral to the Academic Board.

12. **Aptitude for Commission Remediation Program.** At the Battalion, Brigade, and Academic Board levels of the Aptitude for Commission Board process, voting members can elect to refer the deficient Midshipman to the Aptitude for Commission Remediation Program. Aptitude Remediation shall be conducted in accordance with enclosure (3).

13. **Honor Violations.** Assignment of a grade of D or F in Aptitude for Commission as a result of an honor violation will not by itself trigger an Aptitude for Commission Board or Aptitude Probation, nor will it initiate a recommendation for separation. An assignment of a D or F in Aptitude for Commission for a violation of the Honor Concept, however, does not prohibit the commencement of an Aptitude for Commission Board for substandard or unsatisfactory aptitude for commissioning independent of the Honor Concept violation and subsequent disposition.

14. **Special Case Separation Criteria.** The problems listed below are sufficient in and of themselves to warrant processing for separation from the Naval Academy. If there is reasonable basis to believe such a condition/problem exists, the Commandant of Midshipman, the Deputy Commandant of Midshipman, or the Battalion Officer shall refer the case directly to a Brigade Aptitude for Commission Board. If the Brigade Aptitude for Commission Board concurs, the case shall be referred to the Commandant with a recommendation that the Midshipman be separated. The list below is not all-inclusive, but rather provides examples of matters that severely limit a Midshipman’s ability and potential for commissioned service.

   a. A Midshipman who has been referred to a program of rehabilitation for alcohol abuse may be separated for failure, through inability or refusal, to participate in or successfully complete such a program. Completion of a program includes strict observance of after-care treatment specified by the program or specified by the Commandant following consultation with the Senior Medical Officer, Navy Medical Clinic, Annapolis, Maryland.

   b. Self-referral for drug abuse for which disciplinary processing is not deemed appropriate.

   c. A determination, as a result of an admission physical upon reporting to the Naval Academy, that a Midshipman has been exposed to the Human Immunodeficiency Virus prior to entry into the Naval Academy.

   d. Intentional or grossly negligent mismanagement or discreditable management of personal affairs, including financial affairs.

   e. A pattern of discreditable involvement with military or civilian authorities, even though such misconduct has not resulted in judicial or
non-judicial punishment or punishment under the Naval Academy’s Conduct System.

f. Conviction by civilian authorities (foreign or domestic) or action taken that is tantamount to a finding of guilty that, had it been service connected, would amount to an offense under the UCMJ.

g. Attempted suicide, committing a suicidal gesture, or chronic suicidal ideation.

h. Pregnancy or incurred parental responsibility.

   (1) Midshipman who are pregnant or have incurred the obligations of parenthood and choose not to resign or request a leave of absence as allowed by reference (i) shall be referred directly to the Academic Board.

   (2) All Midshipman processed under this section shall be advised at the outset of the availability of counseling by a Chaplain or the Midshipman Development Center. Every Midshipman who receives counseling regarding pregnancy or parental responsibility at the Midshipman Development Center shall be considered a self-referral, as defined in reference (e), for purposes of confidentiality.

   (3) A Midshipman processed for separation under this section will be afforded the opportunity to submit a voluntary resignation in lieu of further processing.

i. Fraudulent induction or enlistment.

j. Medical conditions resulting in observed Aptitude for Commission problems, as outlined in reference (d), for which the Senior Medical Officer, Naval Medical Clinic, Annapolis, Maryland, determines processing for medical separation is not warranted. In assessing these criteria, the opinion of a clinical psychologist or physician shall be obtained as to:

   (1) The existence of the medical condition.

   (2) If the medical condition exists, its relationship to any observed Aptitude for Commission problems, personality conflicts, or problems in conducting himself or herself in consonance with the standards of behavior expected of a Midshipman or officer.

   (3) Assuming Aptitude for Commission problems are related to the medical condition, the likelihood reasonable treatment will correct the problem before commissioning and early enough such that an impact upon performance as a Midshipman will not occur.

   (4) With this information available, separation shall be recommended if it is probable observed Aptitude for Commission problems and the expected duration of continued problems will noticeably interfere with the performance of the Midshipman while at the Naval Academy or after commissioning.

k. For cases involving exposure to the Human Immunodeficiency Virus prior to entry, suicidal behavior, alcohol abuse rehabilitation failure, fraudulent induction or enlistment, and medical conditions described in
paragraph 15.j. above, the Commandant may waive review by the Brigade Aptitude for Commission Board. For cases referred directly to the Academic Board, the referral letter shall be sent directly from the Commandant to the Board. The Aptitude Officer shall serve the Midshipman with a copy of the referral letter.

15. **Review Responsibility.** The Aptitude Officer is responsible for the annual review of this instruction.

\[\text{Signature}\]

W. D. Byrne, Jr.

Distribution:
Non-Mids (Electronically)
Brigade (Electronically)
PRECEPT CONVENING THE APTITUDE FOR COMMISSION SYSTEM
Criteria for Rankings

A Midshipman’s Aptitude Grade, Ranking and Evaluation systems are designed to provide Midshipman input into their companymate’s evaluation. Many attributes must be taken into account when determining grades and rankings; each contributes to assessing the Midshipman as a whole person and their dedication to the mission of the Academy. The following questions are designed to help Midshipman and company officers reflect on a Midshipman’s performance in mission of the Naval Academy; they should be the primary tool for developing rankings and grades:

**Moral:** Does this Midshipman:
1. Uphold and enforce the Brigade Honor Concept?
2. Do the right thing even when no one is looking?
3. Keep his / her word when making promises?
4. Stand up for what is right even in the face of peer pressure?
5. Demonstrate determination even when things are not going his or her way?
6. Demonstrate a willingness to accept his / her share of responsibility in his / her squad?
7. Put his or her company, team, classmates, senior, and subordinates above their own personal desires or needs? Does he / she know members of his / her unit and actively help others achieve their goals?
8. Show the courage to seek assistance to correct his / her deficiencies or weak areas?
9. Inspire others to be honorable and do the right thing?

**Mental:** Does this Midshipman:
1. Demonstrate a good work ethic towards his / her academic mission?
2. Show the courage to seek assistance to correct his / her deficiencies or weak areas?
3. Show compassion to those who are struggling and selflessly give time or direct them to resources to help them achieve their goals – even when helping is at a personal disadvantage?
4. Demonstrate an inquisitive mindset and seek a better understanding of the naval profession through completion of his / her MQS as well as assisting others with theirs?
5. Learn from his / her mistakes and help others to not make the same ones?

**Physical:** Does this Midshipman:
1. Demonstrate a commitment to working out and achieving a lifestyle of physical fitness?
2. Take pride in presenting a professional appearance?
3. Demonstrate physical courage through varsity/club/intramural athletics – demonstrating the will to win and competitive spirit necessary for junior officers?
4. Show the courage to seek assistance to correct his / her deficiencies or weak areas?

**Company Goals:** (what is important to your company? This should be discussed by all First Class and distributed to all classes in the company.) Does this Midshipman:

_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________?
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APTITUDE RANKING DESCRIPTORS

POSITIVE WORD LIST

**Analytical** Skilled in using analysis, separates tasks into component parts.

**Articulate** Communicates readily, clearly and effectively.

**Athletic** Characteristic of an athlete, vigorous, active, mesomorphic.

**Candid** Communicates with sincere honesty and absence of deception.

**Charismatic** Having or exhibiting a special magnetic charm or appeal.

**Civil** Demonstrates habitual, positive, dignified, sincere and thoughtful consideration of others and ease of approach arising from awareness of one’s training and demands of good manners, but surpassing the minimum observance of social requirements.

**Compassionate** Demonstrates deep sympathy and sorrow for another’s suffering or misfortune and a desire to alleviate the pain or remove its cause.

**Competent** Capable; has all the requisite abilities and qualities.

**Confident** Full of assurance, conviction and certainty.

**Courageous** Possesses the quality of mind or spirit to face difficulty, danger, pain, etc with firmness.

**Decisive** Possesses the ability to decide with promptness and sureness.

**Dedicated** Devoted to a cause, ideal or purpose.

**Dependable** Capable of being relied upon.

**Diligent** Exhibits a steady, earnest and energetic effort to accomplish the mission.

**Diplomatic** Employs tact and sensitivity in dealing with others.

**Energetic** Active, operates with a marked vigor or effect.

**Enthusiastic** Filled with a strong passion or energy.

**Ethical** Strictly conforms to accepted professional standards of conduct.

**Honest** Honorable in principles, intentions and actions.

**Industrious** Hardworking; productive.

**Innovative** Tends to introduce new ideas, methods or devices.

**Inspiring**Possesses the ability to motivate and animate others.

**Intuitive** The direct perception of truth or keen, quick insight.

**Judicious** Possesses and exercises sound judgment.

**Level-Headed** Calm, unexcitable, possesses sound judgment.

**Logical** Seeks out, applies and articulates sound principles of reasoning.

**Loyal** Faithful not only to one’s allegiances, but also to one’s oaths, commitments and obligations.

**Mature** Possesses a personality that is fully developed, the final or desired state. Adult, not childish.

**Methodical** Habitually proceeds according to a predefined method.

**Organized** Uses a formal method to coordinate tasks and create order.

**Polished** Refined in manners or condition.

**Practical** Disposed to action as opposed to speculation or abstraction.

**Principled** Habitually devoted to right principles; high standards and morals.

**Proactive** Thinks ahead, anticipates situations and takes initiative.

**Resilient** Recovers quickly and easily from setbacks and surprises.

**Resourceful** Makes excellent use of information and materials at one’s disposal.

**Respectful** Characterized by politeness or deference.

**Responsible** Answers for things within one’s power or control.

**Self-aware** Knowledge of (-aware) the subject of experience (self-). Ego without hubris. Self-awareness is generally more outwardly observable while undertaking a decision-making process.

**Self-Disciplined** Capable of control of one's self or one's behavior, often for the sake of improvement.

**Self-Reliant** Has confidence in own efforts and abilities.

**Team-Player** Demonstrates the ability to work in a cooperative effort to accomplish the mission.

**Thorough** Performs tasks, addresses concerns, expresses and analyzes ideas completely.

**Versatile** In possession of a wide variety of skills, knowledge and abilities and is capable of turning with ease from one task to another.
NEGATIVE WORD LIST

Abrasive  Irritating, not tactful.
Abusive  Often displays wrong or improper use or action, physically injurious.
Apathetic  Shows little or no feeling or emotion; spiritless, impassive.
Argumentative  Controversial, given to disagreement.
Arrogant  In possession of an exaggerated sense of own worth or importance.
Blunt  Abrupt in speech or manner.
Careless  Indifferent, unconcerned, negligent.
Complacent  An attitude of unconcern, satisfied with one's own lot or standing.
Confrontational  Seeks to confront for the sake of challenging, opposing or arguing.
Disorganized  Does not maintain an ordered environment and schedule.
Egocentric  Devotes excessive worth and attention to self.
Excitable  Capable of being too readily roused to emotions or feelings.
Forgetful  Fails to retain and recall information when needed.
Gossip  Someone who habitually reveals personal or sensational facts about others.
Impetuous  Displays hasty or impulsive behavior.
Inattentive  Habitually fails to pay attention; mind often wanders.
Inconsiderate  Careless of the rights or feelings of others.
Indecisive  Unable to reach conclusions without excessive equivocation.
Inept  Untrained; inefficient or incompetent.
Irresponsible  Not responsible, speaks and acts with no sense of accountability.
Lackadaisical  Lacks life, spirit and zest.
Lethargic  Sluggish, indifferent, apathetic.
Mistrustful  Habitually refuses to exercise faith in other’s abilities or intentions.
Opportunistic  Quick to take advantage of others for one’s own benefit.
Overbearing  Harshly and haughtily arrogant; domineering.
Panicky  Subject to sudden overpowering fits of fright.
Passive  Favors tasks that require little or no initiative, active participation or thought.
Ruthless  Willing to harm others in the attainment of one’s objective.
Scattered  Does not focus on the essential problem at hand.
Sarcastic  Intentionally inflicts pain or insult through the use of ironic or ridiculing remarks.
Selfish  One way, concerned solely with personal needs, interests and desires.
Sleepy  Ready to fall asleep at a moment’s notice; usually in class.
Sloppy  Careless.
Stubborn  Unreasonably or perversely unyielding.
Temperamental  Marked by excessive sensitivity and frequent mood changes.
Uncommitted  Not pledged or motivated to any cause, unit or decision.
Unpredictable  Subject to frequent changes in mood, personality or actions; erratic.
Unprincipled  Lacking in moral values or standards.
Unproductive  Habitually does not produce required or needed results.
Untruthful  Inclined to dissemble or lie.
Vain  Having or showing undue or excessive pride in one's appearance or achievement.
1. General

   a. A tailored remediation system is necessary for designated Midshipman who require mentoring before commissioning. The Superintendent, the Commandant, the Brigade Aptitude Board, the or the Academic Board may assign Midshipman to the Aptitude Remediation Program.

   b. A successful tailored remediation program consists of the following basic elements: 1) The Midshipman is placed in an environment, circumstance, or condition where he or she is encouraged and able to listen and think; 2) The Midshipman is assigned a senior, experienced officer with little or no prior knowledge of the Midshipman as their mentor; 3) The program includes a known, predictable, and certain consequence for lack of progression or failure; 4) The Commandant of Midshipman will review and assess the success of each completed remediation case based on recommendations of the assigned mentor and remediation program manager.

2. Assignment of an Aptitude Mentor

   a. If aptitude remediation is required, a mentor will be assigned to the accused Midshipman via the resultant Aptitude Probation Letter.

   b. Any commissioned officer is eligible to serve as an aptitude mentor; however, mentors will normally be the rank of O-4 and above.

   c. Mentors should not have any prior, day-to-day or long-standing relationships with any Midshipman assigned to them for remediation. Examples of officers with day-to-day or long-standing relationships include, but are not limited to, sponsors, officer representatives, coaches, etc.

3. Aptitude Remediation

   a. Any Midshipman assigned aptitude remediation shall be placed on aptitude probation until the end of the semester in which that Midshipman completes the remediation program.

   b. Aptitude remediation (if so assigned) shall be tailored to the assigned Midshipman and his/her specific deficiencies.

   c. The remediation program may use the following resources or other vetted organization not listed:

      (1) Midshipman Development Center. See website for list of services: http://intranet.usna.edu/MDC/

      (2) Vice Admiral Stockdale Center for Ethical Leadership Library located in Luce Hall Room 201. Select a book from which the assigned Midshipman could benefit upon reading.
d. The remediation program may include the following methods/practices:

(1) Requiring the Midshipman to keep a journal in order to record their progress.

(2) Weekly counseling sessions to focus on lessons learned, applications, plan of action and milestones (POAM) reviews, and reflective thought.

(3) Assigned ethical, philosophical, or professional reading followed by analytical discussion.

(4) An essay to address the remediation as it relates to their duties as a Midshipman and potential career as a Naval Officer. It should demonstrate a clear articulation that the Midshipman understands the underlying concepts of the remediation and how they relate to success as a Naval Officer.

4. Minimum Requirements of Aptitude Remediation

a. At a minimum, the program must contain the following items:

(1) An initial counseling session to determine what issues or circumstances may have caused the problem. These factors should remain in focus throughout the entire aptitude remediation period.

(2) A Midshipman-produced document, approved by the mentor, to establish personal and professional goals for the period. These goals should be specific and measurable. The document must contain a plan of actions and milestones (POAM).

(3) The mentor shall submit an evaluation of the accused Midshipman’s commissionability at the conclusion of the aptitude remediation program. The report will include a complete overview of the program and its elements. The mentor’s recommendation should focus on the analysis of the Midshipman’s officer potential and be based on the mentor’s observations during the aptitude remediation program. The mentor is not limited to personal observations in arriving at their recommendation. If the mentor believes the Midshipman has failed the program and should be recommended for separation, this must be stated in specific terms. The mentor’s evaluation must include one of the following recommendations:

(a) Aptitude remediation successfully completed and a recommendation to remove the Midshipman from the program;

(c) Aptitude remediation not successfully completed and a recommendation to extend the aptitude remediation period for (X) length of time; or recommend the assignment of a different mentor.
(c) Aptitude remediation not successfully completed and a recommendation to forward the Midshipman to the Superintendent for separation in accordance with the Midshipman’s Aptitude Probation Letter.

b. The above requirements shall be maintained in an auditable format to demonstrate all minimum requirements of aptitude remediation are being met.

5. Administration. The Aptitude Officer will serve as the aptitude remediation program manager and will oversee its implementation and administration.
SAMPLE APTITUDE FOR COMMISSION PROBATION LETTER

(Date)

From: Battalion Officer
To: Respondent

Subj: APTITUDE FOR COMMISSION PROBATION

Ref: (a) COMDTMIDNINST 1600.2F

1. Per reference (a), you are placed on Aptitude for Commission Probation due to your assigned Aptitude for Commission grade of D at the end of last semester.

2. You are directed to improve your Aptitude for Commission. Specifically you should: (specify deficiencies and requirements).

3. You may be removed from probation by one of the following:

   a. Assigned an Aptitude for Commission grade of C or higher at the end of this semester by your Company Officer.

   b. Terminated case (i.e., problem is determined to have been corrected) by the Battalion Board, Brigade Board or the Commandant of Midshipman.

4. At no later than the eight week point of the following full semester, your case will be referred to the Battalion Aptitude Board for review. If not terminated or continued on probation, your case may be further referred to the Brigade Aptitude Board with a recommendation of disenrollment from the Naval Academy. If you receive a D in aptitude for a second consecutive semester, your case will be automatically forwarded to the Brigade Aptitude Board with a recommendation of disenrollment from the Naval Academy.

(SIGNATURE OF BATTALION OFFICER)
(TYPED NAME OF BATTALION OFFICER)

Copy to:
Company Officer
Aptitude Office
SAMPLE STATEMENT OF UNDERSTANDING

DD Mmm YY

From: Midshipman _____ Class ______________________, U.S. Navy,
Class of ___
To: Aptitude Officer

Subj: STATEMENT OF UNDERSTANDING

1. I understand that the below listed paragraphs pertaining to the Aptitude for Commission System are provided for my information:

   a. The concept of the Aptitude for Commission System is as follows: In carrying out the mission of the Naval Academy, it is essential that each graduating Midshipman possess not only the basic education for and knowledge of the naval profession, but also develop sufficient Aptitude for Commission. The Aptitude for Commission System shall provide a composite evaluation of desirable qualities that are considered prerequisites to service as a commissioned officer in the U.S. Navy or Marine Corps, including: performance of duty, attitude, leadership, bearing and dress, and the potential for growth.

   b. If, after a reasonable amount of time and counseling, a Midshipman still has not demonstrated the ability or desire to meet the established standards, or is obviously misplaced in the Naval Service, provisions are made for consideration of discharge.

   c. The Brigade Aptitude for Commission Board has the authority to take one of the following courses of action:

      (1) Dismiss the proceedings, determining that the problem is resolved.

      (2) Determine that a deficient condition exists but remedial action at the Brigade level is appropriate. In this case, the board shall prepare a letter of instruction to the Midshipman signed by the Deputy Commandant. In addition to a Letter of Instruction, the respondent may be referred to the Aptitude Remediation Program.

      (3) Refer the matter to the Commandant, with a recommendation for award of an F in Aptitude for Commission and discharge from the Naval Academy.

   d. In addition to actions discussed above, the Deputy Commandant may elect to:

      (1) Assign an interim Aptitude for Commission grade of D for the current semester and place the Midshipman on Aptitude Probation.

      (2) Reassign the Midshipman to a different Company, assuming that both of the following criteria exist:
Subj: STATEMENT OF UNDERSTANDING

    (a) Factors within the Midshipman's present company would complicate Aptitude for Commission improvement, and

    (b) Those factors result from matters other than the Midshipman's deficient Aptitude for Commission.

e. Upon referral of a case to the Commandant of Midshipman, the Commandant may:

    (1) Dismiss the proceedings, determining that the problem is resolved.

    (2) Return the matter to the Brigade Aptitude for Commission Board and direct that further remedial action be taken.

    (3) Refer the Midshipman to the Aptitude Remediation Program.

    (4) Refer the matter to the Academic Board with the recommendation to assign a grade of F in Aptitude for Commission and that the Midshipman be disenrolled from the Naval Academy.

2. I hereby acknowledge that I have read the above paragraphs and understand their content.

_______________________________
(Signature)

Witnessed:

_____________________________      _____________
(Date)

Copy to:
Company Officer
From:  (Board Recorder)  
To:  (Midshipman Concerned)  

Subj:  NOTIFICATION OF APTITUDE FOR COMMISSION BOARD  

1. A (Company, Battalion, Brigade) Aptitude for Commission Board will meet to review your aptitude for continued service as a Midshipman. The following administrative matters pertain:  

   a. Date:  
   b. Time:  
   c. Location:  
   d. Uniform:  

2. Indicate by your initials that you are aware of the following:  

   a. _____ I have the right to consult with a lawyer, but a lawyer may not accompany me to the Aptitude for Commission Board.  
   b. _____ I acknowledge that I was notified of the Aptitude for Commission Board 72 or more hours in advance.  
   c. _____ I have been provided with a copy of the Aptitude for Commission Board Procedures.  

3. You are authorized to present documentary evidence and call witnesses who can provide testimony concerning your Aptitude for Commission. Should you elect to do so, 24 hours prior to the commencement of the board, you must submit the following to me:  

   a. A listing of witnesses along with a short statement indicating what they will contribute.  
   b. Copy of documentary evidence you wish to submit for the Board's consideration.  

4. The board shall review documents listed below. A copy of each has been provided to you. Indicate by your signature that you acknowledge receipt of the documents listed below. You shall be provided with a copy of any other documentary evidence as soon as it is determined that any additional documents will be presented to the Board.
Subj: NOTIFICATION OF APTITUDE FOR COMMISSION BOARD

Document Listing

(Enter list of documents)

(SIGNATURE OF BOARD RECORDER)
(TYPED NAME OF BOARD RECORDER)

Copy to:
Senior Board Member
Company Officer

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
Indicate by your signature that you have reviewed this notification letter carefully and understand its contents.

(Signature of Midshipman) (Date)

Witnessed:

__________________________ (Date)
From: (Senior Board Member)
To: (Midshipman Concerned)

Subj: LETTER OF INSTRUCTION

1. A (Company, Battalion, Brigade) Aptitude for Commission Board met on (date) to review your Aptitude for Commission. The following specific deficiencies were determined to exist:
   
   a. (List deficiencies)

2. You are directed to improve your Aptitude for Commission. In particular, I expect you to:

   a. (List expectations)

3. Your Company Officer (in the case of Brigade Board issued LOIs via the Battalion Officer) will report in writing to me in (number) days your progress and adherence to this letter of instruction.

4. Assistance in achieving the improvement in Aptitude for Commission I require you to make can be obtained from:

   a. (List resources available)

5. Should you require additional assistance, or if any factors whatsoever develop that hinder your ability to improve your Aptitude for Commission, you are directed to inform me immediately.

6. Failure to improve your Aptitude for Commission in the manner I have specified above may result in my recommending that further administrative or disciplinary actions be taken, including recommendation that your case be directly forwarded to the next level with a recommendation for disenrollment.

(SIGNATURE OF SENIOR MEMBER)  
(TYPED NAME OF SENIOR MEMBER)

Acknowledged: ________________________________  ________
(Signature of Midshipman)        (Date)

Witnessed: ________________________________  ________
(Signature of Board Recorder)     (Date)

Copy to:
Battalion Officer
Performance Jacket
Aptitude Officer

Enclosure (7)
### APTITUDE FOR COMMISSION HISTORY

<table>
<thead>
<tr>
<th>DATE</th>
<th>COMPANY APTITUDE FOR COMMISSION EVALUATION BOARD</th>
<th>DATE</th>
<th>BATTALION APTITUDE BOARD</th>
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### INTERVIEWS

(RECORD OF COUNSELING MUST BE FILED IN TAB B)

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<tr>
<th>DATE</th>
<th>SUBJECT/INTERVIEWER</th>
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### REMARKS

PHOTO

**COMPANY OFFICER**

**NAME (Last, First, Middle)**  | **I.D. NO.**  | **COMPANY**  | **SOCIAL SECURITY NUMBER**

**USNA BBA 1610/07 (1/12)**
COUNSEL AND GUIDANCE INTERVIEW RECORD

Date: __________

1. Midshipman ___________________________ Class_________ Company__________

2. Areas discussed: ( ) Academic ( ) Conduct
   ( ) Aptitude for Commission ( ) Other

3. Trend of Aptitude for Commission: ( ) Improving ( ) Declining
   ( ) Consistent ( ) N/A

4. Pertinent observations/comments:
   STRENGTHS                      WEAKNESSES

5. Narrative summary (problems discussed and recommended courses of action, evaluation of Aptitude for Commission, etc.):

Reviewer Initial Date
Co Ofcr _______ ______
Sqd Ldr _______ ______
Midn _______ ______
Interviewer ____________________________
(Continue on back if necessary)
BRIGADE APTITUDE FOR COMMISSION BOARD SUMMARY FORMAT

1. Referral to the Brigade Aptitude for Commission Board shall be made via a letter from the Battalion Officer, or Company Officer via the Battalion Officer, to the Senior Member of the Brigade Aptitude for Commission Board, copy to the affected Midshipman. This letter will contain the information defined below:

   a. **Basic Letter.** An executive summary of the major reasons the Midshipman has been referred to the Brigade Aptitude for Commission Board (see paragraph 1h below).

   b. **Enclosure (1).** Midshipman's academic summary. Obtained from the Midshipman Information System (MIDS).

   c. **Enclosure (2).** Midshipman Performance Record. Obtained from MIDS to include adjudicated conduct and honor offense case print outs.

   d. **Enclosure (3).** Write a chronological summary of the Midshipman's Aptitude for Commission, listing all factors pertinent to the Brigade Aptitude for Commission Board's evaluation of the Midshipman. Sample entries are shown below:

      **Fourth Class Year**

      Sep - Nov 20xx  Guilty of numerous Minor-level conduct offenses mainly involving tardiness and poor uniform appearance. See conduct record.

      15 Sep 20xx   Appeared before a Company Aptitude for Commission Board.

      15 Nov 20xx   Guilty of Major-level conduct offense, drinking in public. See enclosure (2) for a description of this incident.

      10 Dec 20xx   Aptitude Evaluation Comments

      Jan 20xx   Received unsatisfactory comments from three different professors.

      10 Jan 20xx   Counseled by Company Officer concerning poor aptitude for commission during first semester.

      23 Jan 20xx   Received Aptitude for Commission Probation letter. Counseled by Company Officer.

   e. **Enclosure (4).** Chronological record of Aptitude for Commission Evaluations, LOIs, probation letters, related counseling forms, medical and/or mental health evaluations, etc.

   f. The Performance Jacket will be available for the Board members to review.

Enclosure (10)
SAMPLE BASIC LETTER FORMAT

From: First Company Officer
To: Commandant of Midshipman
Via: (1) First Battalion Officer
      (2) Aptitude Officer (N/A if not referred)
      (3) Deputy Commandant of Midshipman (N/A if not referred)

Subj: MIDSHIPMAN THIRD CLASS W. T. DOOR, USN, XX1111

Ref: (a) COMDTMIDNINST 1600.2F

Encl: (1) MIDS Academic Summary
      (2) MIDS Performance Record
      (3) Chronological Summary
      (4) Related Documentation (Aptitude for Commission Evaluations, LOI’s,
          probation letters, medical and or mental health evaluations, etc.)

1. Per reference (a), a Battalion Aptitude Board was convened on xx xxxx
   xxxx, to review Midshipman Jones’ Aptitude for Commission. By a majority
   vote the board found that Midshipman Jones does not possess sufficient
   Aptitude for Commission, and forwards the case to the Brigade Aptitude Board
   with a recommendation of assignment of a grade of F in aptitude and
   disenrollment from the Naval Academy.

2. The board based its decision on the following:

   a. [Outline aspects of the Midshipman’s lack of aptitude/ poor
      performance that the board based its decision on.]

3. [Closing paragraph/wrap-up].

(Company/Battalion Officer Signature)

Copy to:
MIDN W.T. Door