COMMANDANT OF MIDSHIPMEN NOTICE 1610

From: Commandant of Midshipmen

Subj: 2015-2016 PROFESSIONAL COMPETENCY ASSESSMENTS (PCA)

Ref: (a) COMDTMIDNINST 1600.4E (Midshipmen Training Program) 
(b) Officer Professional Core Competencies Manual - Aug 2015 
(c) USNINST 1531.51A (Class Standings and Merit Lists) 
(d) COMDTMIDNINST 1600.2G Aptitude for Commission System

Encl: (1) Company Officer Letter of Instruction 
(2) Battalion Officer Letter of Instruction

1. Purpose. To publish the policies and procedures governing the 2015 - 2016 Professional Competency Assessments (PCA). This notice supplements reference (a) and supports reference (b).

2. Objectives. Professional Competency Assessments exist to measure midshipmen preparedness for commissioning and the effectiveness of our training continuum in achieving the foundational standards of "officership" as outlined in reference (b).

3. Action.

   a. Commandant of Midshipmen. The Commandant of Midshipmen is responsible for the content, format, and execution of the PCA.

   b. Director, Character Development and Training. The Director, Division of Character Development and Training (CD&T) shall supervise the planning and execution of the PCA.

   c. Training Officer. The Training Officer shall plan and execute the PCA. Specifically, he/she shall:

      (1) Schedule dates and locations to administer the PCAs.

      (2) Coordinate the building of PCAs and route them for approval.

      (3) Ensure exams are controlled throughout the process.

      (4) Compile results in order to debrief the Commandant of Midshipmen.
(5) Release results to Battalion and Company Officers for dissemination to midshipmen and provide exams to Company Officers for the purpose of remediation.

(6) Monitor completion to achieve 100%.

d. Director, Professional Development. The Director, Professional Development shall provide learning objectives and develop PCA questions from each of his/her respective core courses. He/she shall ensure that core course questions represent a progression of knowledge for each class of midshipmen.

e. Director, Leadership, Education and Development. The Director, Leadership, Education and Development shall provide learning objectives and develop PCA questions from each of his/her respective core courses. He/she shall ensure that core course questions represent a progression of knowledge for each class of midshipmen.

f. Senior Community Representatives. The Senior Community Representatives will support CD&T in developing PCA questions.

g. Battalion Officers. The Battalion Officers shall supervise midshipmen preparation for the PCA and the remediation of midshipmen who fail it.

h. Company Officers and Senior Enlisted Leaders (COS/SELS). The COS/SELS shall:

(1) Supervise their company’s completion of MQS and preparation for PCAs.

(2) Review and QA each MQS book to ensure midshipmen have completed it prior to the PCA.

(3) Provide a list of PCA eligible midshipmen to the respective Class Training Officer in the Training Department NLT 1200 on the day of the PCA.

(a) 2/C Training Officer - LT Caroline Johnson (3-1920)

(b) 3/C Training Officer - LT Bailey Smith (3-1902)

(4) Assist with proctoring the 2/3/C PCA.

(5) Generate Letters of Instruction for PCA failures and remediate these midshipmen.

(6) Conduct oral boards for double PCA failures.

(7) Coordinate administering of PCAs to Semester Abroad and Service Academy Exchange Program Midshipmen.
i. Midshipmen First Class (1/C). Company Commanders, Executive Officers, Operations Officers, and Training Officers shall be available to proctor the 2/3/C PCA as required to meet minimum manning of 1 proctor per classroom. Specific manning requirement from each company will be disseminated once room assignments have been finalized.

4. PCA Guidelines. Key administrative aspects of the PCA are as follows:

a. General

(1) 1/C Midshipmen will not take a PCA but shall complete 1/C MQS. Internal due date was 4Dec15. If they have not already, Company Officers shall review and QA each book to verify completion.

(2) Each 2/3/C Midshipman shall take a PCA to objectively measure knowledge and comprehension of midshipmen Qualification Standards and the fundamental principles of core courses listed in paragraph 4.d., and the Sexual Assault Prevention and Response (SAPR) program.

(3) Midshipmen shall complete their MQS to be PCA eligible. Those who do not will receive a zero and be awarded a PCA failure.

(4) Semester Abroad Program and Service Academy Exchange Program Midshipmen shall take the PCA, however, they are not required to complete MQS. Those midshipmen who are abroad during the Spring semester shall take the PCA by 31Aug16.

(5) Passing shall be 70%.

(6) Each Midshipman who fails the PCA shall re-take it. However, the first PCA grade shall count towards Military Order of Merit in accordance with reference (c).

(7) Each Midshipman who fails the PCA Re-take shall receive a semester Aptitude grade no higher than D in accordance with reference (d), paragraph 6.e.

b. Key Dates

28 March 2016: 2/3/C PCA (Primary)
31 March 2016: 2/3/C PCA (Secondary)
1 April 2016: Commandant debriefed on 2/3/C PCA results
2 April-10 April 2016: PCA failure remediation period
11 April 2016: 2/3/C PCA Re-take (Primary)
13 April 2016: 2/3/C PCA Re-take (Secondary)
14 April 2016: Commandant debriefed on 2/3/C PCA Re-take results
c. **PCA Day Schedule**

(1) Serialized PCA booklets and SCANTRON sheets shall be signed out by CD&T Class Training Officers to a designated company proctor between 1700 and 1800 in the CD&T Conference Room (Bancroft 4112).

(2) Midshipmen shall report to their assigned rooms in the uniform of the day no later than 1915 with their completed MQS book and a pencil. Proctors shall take attendance, note any absent midshipmen, and ensure only eligible midshipmen take the PCA. Proctors shall ensure that midshipmen do not have cell phones in the testing room.

(3) Midshipmen shall follow the guidance of their proctors to fill out their SCANTRON sheet prior to PCA start in order to ensure proper grading. The PCA shall start promptly at 1930 and end promptly at 2030.

(4) PCA booklets and SCANTRON sheets shall be collected and accounted for by the proctors immediately following the PCA. Proctors shall ensure that the SCANTRON sheets are filled out properly before permitting midshipmen to leave the room. SCANTRON sheets shall be sorted by version letter.

(5) PCA booklets, SCANTRON sheets, and a list of absent midshipmen shall be secured and positively returned by a designated company proctor to the CD&T Class Training Officers in the Training Office (Bancroft 4114) immediately following the exam. Class Training Officers shall ensure full accountability of every booklet and SCANTRON and report discrepancies to the Training Officer.

(6) The PCA shall not be photographed, copied, discussed, or reconstructed from memory in any way that might benefit a Midshipman who has yet to take it.

d. **PCA Content**

(1) Four versions (A,B,C,D) of the PCA shall be made for each class. Two (A,B) shall be utilized for the PCA. Two (C,D) shall be utilized for the PCA Re-take.

(2) The 2/3/C PCA shall consist of 50 multiple choice questions based on MQS learning objectives.

(3) Each PCA will contain questions from the MQS, PRODEV and LEAD core courses, and the Sexual Assault Prevention and Response program. Question distribution shall be as follows (MQS/Core Courses/SAPR):

\[
\begin{align*}
2/C: & \quad 38/10/2 \\
3/C: & \quad 42/6/2
\end{align*}
\]

(4) MQS related questions shall be derived directly from learning objectives in the respective class MQS and the 4/C
Professional Knowledge Book (Pro-Book) up to the date of the PCA (through Pro-Book Week 18).

(5) Core course related questions shall be derived directly from a list of fundamental learning objectives provided by LEAD and PRODEV. Sexual Assault Prevention and Response (SAPR) questions shall be derived directly from a list of principles provided by the SAPRO. Core course and SAPR question breakdown by class is as follows:

<table>
<thead>
<tr>
<th>NON-MQS TESTABLE MATERIAL</th>
<th>2/C</th>
<th>3/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS101: FUNDAMENTALS OF SEAMANSHIP</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>NL110: PREPARING TO LEAD</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>NN210: NAVIGATION AND PILOTING</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>NE203: ETHICS AND MORAL REASONING FOR THE NAVAL LEADER</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>NN310: ADVANCED NAVIGATION</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>NL310: LEADERSHIP THEORY AND APPLICATIONS</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>SAPR: SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR)</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

(6) Core course and SAPR learning objectives and all references midshipmen need to prepare for the PCA are posted at the following Training Department webpage:
http://www.usna.edu/Training/Professional%20Knowledge%20References.php#

- PCA Results
  
  (1) CD&T shall provide to Battalion and Company Officers the overall and individual results of each PCA. They, in turn, shall provide each Midshipman his/her grade.

  (2) Each Midshipman scoring >=94% shall receive a “PCA Excellence” weekend.

  (3) Each Midshipman scoring <70% shall be identified as a PCA failure. These midshipmen will be given precisely one hour to review the PCA booklet with their SCANTRON sheet under the supervision of their Company Officer or Senior Enlisted Leader (CO/SEL). The CO/SEL shall positively sign-out/in the booklet and SCANTRON from a Class Training Officer and ensure that midshipmen do not have a cell phone during the review.

  (4) Failure of the PCA shall result in:

  (a) A Company Officer Letter of Instruction (LOI)

  (b) A PCA Re-take
(5) Failure of the PCA Re-take shall result in:

(a) A Battalion Officer LOI

(b) An Aptitude for Commission grade no higher than a D and Aptitude Probation in accordance with reference (d), paragraphs 6.e. and 9.

(c) A Company Aptitude for Commission Board chaired by the Company Officer NLT the 6-week point of the Fall Semester. This will include a PCA oral board to verify midshipmen knowledge and comprehension of the material he/she missed on the two PCA failures. Midshipmen who pass this board shall regain weekend eligibility at the 6-week point if they meet all other eligibility requirements.

(6) Midshipmen who fail the Company Aptitude for Commission Board/PCA oral board shall go to a Battalion Aptitude for Commission Board.

(7) Midshipmen who fail the Battalion Aptitude for Commission Board shall go to a Brigade Aptitude for Commission Board.

f. LOI templates are provided in enclosures (1) and (2).

Distribution:
Non-Mids (Electronically)
Brigade (Electronically)
From: (Company Officer)  
To: (Midshipman Concerned)  

Subj: LETTER OF INSTRUCTION  

1. You failed to achieve a 70% or higher on your Professional Competency Assessment (PCA).  

2. You are directed to participate in a remedial training plan.  
   a. Coordinate with me to review your PCA.  
   b. Meet with the Company and Battalion Training Staff, community subject matter experts, and/or academic course instructors to address deficient areas.  
   c. Re-take the PCA.  

3. Failure to pass the PCA Re-take will result in:  
   a. A Battalion Officer LOI  
   b. An Aptitude for Commission grade no higher than a D and Aptitude Probation in accordance with COMDTMIDNINST 1600.2G CH-1, paragraphs 6.e. and 9.  
   c. A Company Aptitude for Commission Board chaired by me NET the 4-week point and NLT the 6-week point of next semester. This will include a PCA oral board to verify your knowledge and comprehension of the material you missed on the two PCA failures. If you pass this board, you shall regain weekend eligibility at the 6-week point if you meet all other eligibility requirements.  

4. The PCA is built from professional core competencies that form the foundation of your naval officership. It is imperative that you demonstrate a basic grasp of this material before commissioning. Should you require additional assistance, or if any factors whatsoever develop that hinder your ability to comply with this LOI, inform me immediately.  

(COMPANY OFFICER NAME PRINT/SIGNATURE)  

Acknowledged:  
(MIDSHIPMAN SIGNATURE/DATE)  

Witnessed:  
(SENIOR ENLISTED LEADER SIGNATURE/DATE)  

Enclosure (1)
Copy to:
Battalion Officer
Performance Jacket
Aptitude Officer
BATTALION OFFICER LETTER OF INSTRUCTION

From: (Battalion Officer)
To: (Midshipman Concerned)

Subj: LETTER OF INSTRUCTION

1. You failed to achieve a 70% or higher on the Professional Competency Assessment (PCA) Re-take.

2. As a result, you will:

   a. Receive an Aptitude for Commission grade no higher than a D and Aptitude Probation in accordance with COMDTMIDNINST 1600.2G CH-1, paragraphs 6.e. and 9.

   b. Attend a Company Aptitude for Commission Board NET the 4-week point and NLT the 6-week point of next semester. This will include a PCA oral board to verify your knowledge and comprehension of the material you missed on the two PCA failures. If you pass this board, you shall regain weekend eligibility at the 6-week point if you meet all other eligibility requirements.

3. Failure of the Company Aptitude for Commission Board/PCA oral board shall result in a Battalion Aptitude for Commission Board.

4. Failure of the Battalion Aptitude for Commission Board shall result in a Brigade Aptitude for Commission Board.

5. It is imperative that you take advantage of this opportunity to rededicate yourself to your own professional development.

(BATTALION OFFICER NAME PRINT/SIGNATURE)

Acknowledged: ______________________________

(MIDSHIPMAN SIGNATURE/DATE)

Witnessed: ______________________________

(CO/SEL SIGNATURE/DATE)

Copy to:
Company Officer
Performance Jacket
Aptitude Officer

Enclosure (2)