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

Subj: MIDSHIPMEN APTITUDE FOR COMMISSIONING SYSTEM

Ref: (a) 10 U.S.C. 6962
(b) COMDTMIDNNOTE 1600 – Semester Aptitude Data Submission Requirements
(c) SECNAVINST 5211.5F
(d) USNAINST 1610.3M
(e) COMDTMIDNINST 1600.3B
(f) USNAINST 5420.24G
(g) COMDTMIDNINST 1920.1H
(h) OPNAVINST 5350.4E
(i) COMDTMIDNINST 1610.2L
(j) USNAINST 1734.1D
(k) DODINST 6130.03
(l) COMDTMIDNINST 5400.6Y
(m) DODINST 1332.18
(n) SECNAV M-1850.1
(o) USNAINST 6130.1C
(p) 10 U.S.C. 1177
(q) COMDTMIDNINST 1602.1

Encl: (1) Midshipmen Development Report
(2) Sample Midshipmen Development Report
(3) Qualifying Leadership Billets
(4) General Aptitude for Commission Board Procedures
(5) Sample Letter of Notification of Appearance
(6) Sample Letter of Instruction
(7) Counsel and Guidance Interview Record
(8) Brigade Aptitude for Commission Board Summary Format
(9) Sample Probation Letter

1. **Purpose.** To publish instructions for the administration and operation of the Midshipmen Development System to evaluate Aptitude for Commissioning.

2. **Cancellation.** COMDTMIDNINST 1600.2J. This instruction is a complete revision and should be reviewed in its entirety.

3. **Background.** Reference (a) 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 (q) and this directive will be utilized in evaluating each midshipman's developing Aptitude for Commission.

a. The Aptitude grade is an indicator of each midshipman's military performance. It is the Commandant’s portion of the Military Quality Point Ratio (MQPR) grade that is assigned each semester and is used in the calculation for overall order of merit. Grades of “A” through “D” are assigned by class in company and per a distribution as defined by the Commandant in reference (b) for each semester.

b. Any document regarding Aptitude that bears the name of a midshipman is protected by the Privacy Act and handled in accordance with reference (c).

4. Midshipmen Development Report (MDR). The MDR provides written feedback to midshipmen each semester on their professional development and performance. Each midshipman will be evaluated on five traits by a Rater, who for the vast majority of the Brigade that are in squads, is their Squad Leader. The Senior Rater for midshipmen in squads is the Platoon Commander. Platoon Commanders assign initial letter grades based on the midshipman’s performance in the five traits relative to their peers in the platoon. Reference (b) provides specific dates and actions on how each midshipman is assigned an aptitude grade each semester. MDRs are used for both midterm (mid-semester) counseling and end of semester assignment of Aptitude grades.

a. Midshipmen Development Traits. The following are the Midshipmen Development Traits being evaluated for each class of midshipman in the MDR:

1. Leading and Developing Subordinates (not applicable for 4/C Midshipmen). Demonstrate ability to effectively lead and develop subordinates, and be a positive example of living honorably for others to follow.

2. Character and Military Bearing. Behave and act in a manner consistent with the Navy and Marine Corps core values of Honor, Courage, and Commitment. In addition, maintain the highest standards of personal appearance and physical readiness.

3. Competence/Communication. Demonstrate competence through performance and show initiative to consistently produce quality results. Communicate verbally and in writing clearly and concisely.

4. Warrior Spirit. Demonstrate resilience and emphasize esprit de corps. Take initiative in personal and unit development and embrace professional education.

5. Team-Driven. Value diversity of thought and inspire cooperation. Contribute to team building and team results ahead of personal achievement.

b. Rater

1. Evaluate midshipmen based on the Midshipman Development Traits using the MDR five-point scale (1-5), see enclosure (1) and example enclosure (2).
(2) Write overall comments for each midshipman being rated. Write specific comments addressing a “1” in any trait; comments for a “5” in any trait are highly recommended.

(3) Direct Fire Team Leaders to provide an MDR draft on their team members as required.

(4) Raters will debrief midshipmen per the semester notice. Company Officers (COs) will debrief MDRs for midshipmen that receive aptitude grades of “C” and “D.”

c. Senior Rater

(1) Assign initial letter grades based on performance compared to peers in the company, utilizing the procedures outlined in reference (b).

(2) Provide comments.

(3) Provide recommendations on appropriate company-internal future midshipmen positions (e.g. Training Corporal, 1st Sergeant, Operations Officer, etc.).

(4) For specific positions that have no rater, fill out the rater portion of the MDR, but enter comments in the Senior Rater Comments section only.

5. Ranking Board Procedures. Rankings are an assessment of a midshipman’s performance within the structure of the company, and the process should consider overall performance. Ranking procedures and timelines will be published in reference (b) each semester.

6. Aptitude Grade Assignment

a. COs will assign a letter grade based on performance compared to peers in company, taking into consideration the Rater’s and Senior Rater’s evaluations and the Company Ranking Board results. In addition, they will assess whether each midshipman’s development is on track for commissioning. COs are limited to 35% “A”s and 45% “B”s within each class. There are no limits on “C”s or “D”s. “F”s may only be assigned by the Registrar when a midshipman is separated by the Academic Board for insufficient aptitude, or by the Commandant due to an Honor Violation, per reference (d).

b. COs or Senior Enlisted Leaders (SEls) will enter Aptitude Grades and optional comments on each MDR. They will also enter MDR grades and comments, aptitude for commission rankings, and aptitude grades into the Midshipmen Information System (MIDS).

c. Varsity Athletes and Brigade Support Activities (BSAs). The Officer Representatives (O-REPs) for those participating in Varsity Sports and BSAs will rank all midshipmen by class year and provide an MDR score to the applicable CO/SEL. This input will factor into the Aptitude grade as defined in the current reference (b). A ranking board is not mandatory, but a similar process of ranking their teammates by class will assist the O-REP in their distribution of grades.

7. Grievances Concerning Grades. To be valid, any grievance must be based on demonstrated prejudice or process violation, and must be initiated within two months of grade notification.
a. The complainant will discuss the matter with the CO. If this discussion does not resolve the issue, or if the grievance comes from a non-midshipman source, it will be directed to the Battalion Officer.

b. If a resolution cannot be affected at one level shall it be forwarded to the next level in the chain of review. This chain is the Deputy Commandant of Midshipmen, the Commandant of Midshipmen, and the Superintendent.

8. **Aptitude for Commissioning System Responsibilities**. The Commandant of Midshipmen is responsible for the administration of the Aptitude System and has charged the Aptitude Office with overseeing its implementation. Company and Battalion Officers are responsible to the Commandant for providing midshipmen with advice, counsel, and guidance to further develop their Aptitude for Commission. Specifically, the following responsibilities apply:

a. **Commandant of Midshipmen**

   (1) Provide specific guidance on the Aptitude program to Battalion Officers, COs, SELs, O-REPs, military staff, faculty members, coaches, and the Brigade of Midshipmen.

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

   (3) Approve the selection of midshipman officers.

   (4) Refer midshipmen to the Academic Board for Aptitude based on deficiencies identified by a review of a midshipman’s performance and conduct records at a Brigade Aptitude for Commission Board or based on special criteria discussed below.

   (5) Reconvene the Brigade Aptitude for Commission Board, or forward the case to the Academic Board, recommending disenrollment from the U.S. Naval Academy (USNA) if a midshipman has failed to meet the minimum standards of a Brigade Aptitude for Commission Board directed letter of instruction (LOI) or if a midshipman is declared an Aptitude Remediation Program failure.

   (6) If a midshipman is found in violation of the Honor Concept by the Brigade Honor Board, assign the appropriate Aptitude grade and other sanctions, per reference (d). Assignment of an Aptitude grade of “F” as a result of an honor violation will not result in the case being forwarded to the Academic Board, as separation procedures for an honor offense are contained in reference (d). However, the “F” and the underlying facts may be considered by any level aptitude board, to include the Academic Board, when reviewing the record of a midshipman.

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

b. **Deputy Commandant of Midshipmen**

   (1) Refer midshipmen directly to Brigade Aptitude for Commission Boards based on deficiencies identified by observation or review of performance and conduct records.
(2) Review all midshipmen with an Aptitude grade of “D” from their CO. Consult with the respective Battalion Officer in order to take one of the following actions:
   (a) Chair a Brigade Aptitude for Commission Board to determine if a midshipman possesses sufficient Aptitude for the Naval Service.
   (b) Direct a battalion-level LOI to be issued.
   (c) Direct that the Aptitude grade be changed to a “C.”
   (d) Take no further action.
(3) Reconvene the Brigade Aptitude for Commission Board when directed, or forward the case directly to the Commandant when it is determined that a midshipman has failed to meet the minimum standards of a Brigade Aptitude for Commission Board LOI or if a midshipman is declared an Aptitude Remediation Program failure by the Commandant after input from the remediator.

c. Battalion Officer
   (1) Provide recommendations to the Deputy Commandant of Midshipmen regarding any midshipmen in their Battalion receiving an Aptitude grade of “D” from their CO.
   (2) Serve as senior member of Battalion Aptitude Boards each semester to review identified midshipmen. Determine specific areas for improvement and establish guidelines for correcting the deficiencies.
   (3) Issue LOIs recommended by a Battalion Aptitude Board or higher authority.
   (4) If a CO makes a request to exceed the aptitude grade distribution, determine whether or not to grant an exception to the limit.

d. Company Officer
   (1) Maintain acceptable Aptitude standards within the Company.
   (2) Maintain supervisory responsibility for the administration of all counseling and guidance conducted within the Company.
   (3) Counsel and train midshipmen in company on the MDRs and what is required per this instruction.
   (4) Counsel each midshipman in the company on a semester basis to provide guidance to improve their Aptitude. The CO may delegate a portion of the counseling to the SEL.
   (5) Preside as senior member of Company Aptitude Boards each semester to review midshipmen who display deficiencies in Aptitude. Determine specific areas for improvement and establish guidelines for correcting the deficiencies.
   (6) Issue LOIs recommended by a Company Aptitude Board or higher authority.
(7) Provide special counsel and guidance at least once a month to midshipmen on Aptitude Probation. Assign additional responsibilities to those midshipmen on probation to provide opportunity to evaluate their progress.

(8) Execute CO rankings through MIDS each semester.

(9) Provide recommendations to the Deputy Commandant of Midshipmen and Battalion Officer for each midshipman receiving an Aptitude Grade of “D.”

(10) Retain all Aptitude related documents in the Midshipman Performance Jacket per reference (e).

(11) Ensure midshipmen are debriefed each semester on their MDRs and Aptitude grade and development.

(12) Ensure midshipmen are entered into their company striper billets in MIDS.

e. Senior Enlisted Leader. Assist CO in all duties listed above.

9. Leadership Positions

a. All midshipmen must hold and successfully execute a “leadership” position prior to graduation. Qualifying leadership positions are defined in enclosure (3).

b. Recommendations for future leadership billets will be listed in the comments sections on MDRs.

c. Varsity athletes should plan and coordinate with their CO/SEL to hold their leadership position when not in season if possible.

10. Midterm Counseling. Midterm counseling shall be completed between 6 and 12 week exams, and should use the MDR as a guide. It should be used to determine if a midshipman is failing in one of the five Midshipman Development Traits and to give guidance to get back on track prior to the end of the semester. All midterm MDRs shall be kept in the midshipman’s Performance Jacket, per reference (e).

11. Training. Training for COs, SELs, Raters, and Senior Raters on mid-term counseling, submitting the MDR, and debriefing shall be conducted each semester, as directed.

12. Aptitude for Commission Review and Aptitude Boards

a. Deputy Commandant Aptitude for Commission Review Procedures. After each academic semester, the Deputy Commandant and Battalion Officers will conduct a review of midshipmen that received a “D” in aptitude that semester for insufficient aptitude for commissioning. Each Battalion Officer will make a recommendation if a Brigade Aptitude for Commission Board is warranted, or if the subsequent aptitude probation period and probation letter should suffice in improving that midshipman’s aptitude for commission. The Commandant can deem that a Brigade Aptitude Board be convened, the Deputy Commandant can convene a Board, a Battalion
Officer can make a recommendation to the Deputy Commandant that a Board be convened, and/or the senior officer of an USNA entity outside of the Commandant’s Staff can recommend to the Commandant that a midshipman’s performance warrants a Brigade Aptitude for Commission Board.

b. General Aptitude for Commission Board Procedures. Enclosure (4) contains general Aptitude for Commission Board procedures, and should be given to all midshipmen referred to a board. Enclosure (5) will be used to notify midshipmen of Aptitude for Commission boards on all levels.

c. Company Aptitude for Commission Board Procedures

(1) The Company Aptitude for Commission Board is used to develop a course of action to improve marginal or substandard performing midshipmen and should be conducted before a midshipman receives a “D” in Aptitude. The Board consists of five members: The CO or Company Commander as Senior Member with one vote, the Company SEL 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 CO believes counseling and Extra Military Instruction/Remediation at lower levels has not been effective to correct deficient Aptitude. However, there is no requirement that a midshipman be referred to a Company Aptitude for Commission Board prior to that midshipman being referred to a Brigade Aptitude for Commission Board.

(3) The Respondent's Squad Leader shall present the case and act as Recorder, but will not be a voting member. The Squad Leader shall prepare and brief the Respondent's professional performance and current aptitude for commission.

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

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

(b) Determine that a deficient condition exists, but that further remedial action at the company level is appropriate. If this option is selected, the board shall prepare an LOI using the format in enclosure (6), signed by the CO. The LOI must include a listing of specific deficiencies. A copy of the LOI will be forwarded to the Battalion Officer and the Aptitude Officer, and filed in the Midshipman Performance Jacket; or,

(c) Recommend an aptitude grade of “D” which, automatically refers the case to the Deputy Commandant Aptitude for Commission Review at the end of the semester.

(5) The midshipman’s Squad Leader will counsel the midshipman weekly during an interim period of evaluation, as specified by an LOI. The results of these counseling sessions will be recorded on the Counsel and Interview Record, enclosure (7), and be filed in the midshipman's Performance Jacket. Specific achievements and deficiencies must be recorded.
(1) The Battalion Aptitude for Commission Board is convened if desired by the Battalion Officer after the end of semester aptitude review, or if deemed necessary at any time, and has five voting members. The Board consists of the Battalion Officer as Senior Member with one vote, a CO from a company other than the Respondent's with one vote, a SEL 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 CO of the Respondent shall present the case and act as non-voting Recorder. A written record of the midshipman's performance shall be available for review by board members. The Respondent’s CO will use enclosure (9) for format purposes, substituting Battalion for Brigade.

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

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

(b) Determine that a deficient condition exists, but remedial action at the Battalion-level is appropriate. If this option is selected, the Respondent’s CO shall prepare an LOI, signed by the Battalion Officer using the format of enclosure (6); or,

(c) Recommend an aptitude grade of “D” and referral of the case to the Deputy Commandant to evaluate merit to convene a Brigade Aptitude Board.

e. 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, two Battalion Officers (or CO alternates), the Brigade SEL (or SEL alternate), and the Brigade Commander (or a midshipman Commander alternate) each with one vote. The Respondent's Battalion Officer, CO, SEL, Company Commander, Platoon Commander, and Squad Leader shall attend the proceedings as non-voting members. The Aptitude Officer shall act as Recorder and is a non-voting member. A majority of voting members shall not be alternates.

(2) At the discretion of the Deputy Commandant of Midshipmen, either of their own accord or upon request from the Respondent, non-voting members and observers may be excused from the hearing.

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

(4) The Respondent's CO shall prepare and present a chronological record of the midshipman's demonstrated Aptitude using the Brigade Board Summary format, enclosure (8). All pertinent documents, including but not limited to, counseling records, LOIs, MDRs, conduct reports, and notes from CO/SEL/midshipmen leadership logs, will be included in the Brigade Aptitude for Commission Board package.
(5) If applicable to the case, the Brigade Medical Officer will provide input to the board as part of a Medical Record Review.

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

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

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

   (c) Refer the matter to the Commandant with a recommendation of an “F” in Aptitude and referral to the Academic Board.

(7) If the Board refers the matter to the Commandant, the Aptitude Officer shall endorse the Brigade Board Summary and provide signed copies of the Notification of Aptitude for Commissioning Board, and Acknowledgement of Rights/Statement of Understanding. A copy of the Aptitude Officer’s endorsement, the Brigade Board Summary, 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 of Midshipmen's endorsement.

(8) A Respondent recommended for separation by the Board shall be provided five (5) working days to prepare a statement.

(9) In addition to actions listed, the Board 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.

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

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

   (b) Refer the midshipman to the Aptitude Remediation Program.

   (c) Refer the matter to the Academic Board for administrative separation processing, per reference (f).

   f. Academic Board Review for Deficient Aptitude for Commission. The procedures for the Academic Board are discussed in reference (f). The following procedures shall be followed for midshipman recommended by the Academic Board for separation from the USNA due to insufficient Aptitude:
Upon completion of the check-out sheet and the submission of the Show Cause Statement to the Secretary of the Navy, the midshipman will depart the USNA on administrative leave pending separation, if authorized, pending the decision by the Secretary of the Navy (see reference (g)).

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 DD-214 and other necessary documents to separate the Respondent from the USNA. If the recommendation is not approved, the Respondent shall be reinstated and referred to the Commandant of Midshipmen for remedial action.

Letter of Instruction. A board that decides to take remedial action at its level shall always prepare an LOI to the Respondent. Once the LOI is approved, further actions by senior boards will only be taken if the LOI requirements are not met or if new or additional deficiencies are observed.

a. An aptitude LOI must include the following elements:

1. A listing of specific deficiencies noted, and specific traits which need improvement.

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 resources available to assist the Respondent.

4. A time limit, during which improvements in Aptitude for Commission must be accomplished, normally 60-90 days depending on the deficiency.

5. A warning that failure to make improvements could result in further administrative or disciplinary action, including separation.

b. At the conclusion of the specified time limit, the issuing authority shall review the Respondent’s Aptitude. If the LOI was issued by the Battalion or CO and the aptitude deficiencies have not been resolved, then the Respondent must be referred to the Deputy Commandant of Midshipmen’s Aptitude Review and a possible Brigade Aptitude for Commissioning Board. If the LOI was issued by the Deputy Commandant of Midshipmen, the Respondent may be referred to another Brigade Aptitude for Commission Board or directly to the Commandant for review and possible referral to the Academic Board.

Honor Violations. Assignment of an Aptitude grade of “D” or “F” as a result of an honor violation, per reference (d), will not, by itself trigger a referral to the Deputy Commandant Brigade Aptitude for Commission Review.

Special Case Separation Criteria. The types of cases listed below are sufficient in and of themselves to warrant processing for separation from the USNA. If there is reasonable basis to believe such a condition/problem exists, the Commandant of Midshipmen or the Deputy Commandant of Midshipmen shall refer the cases directly to a Brigade Aptitude for Commissioning Board. Nothing limits Commandant discretion to immediately forward such
cases directly to the Academic Board, if deemed appropriate based on the facts of the case. In addition, nothing herein limits the discretion of the Commandant or Superintendent to initiate other administrative actions via alternate processes (e.g. administrative separation letter to Assistant Secretary of the Navy (ASN) (Manpower and Reserve Affairs (M&RA)) for conditions not amounting to disability, fraudulent appointment, alcohol rehabilitation failure, etc.) If the Brigade Aptitude for Commissioning Board concurs with the assessment, the midshipmen shall be forwarded to the Academic Board with a recommendation for separation. The list below is not all-inclusive, but rather provides examples of matters that severely limit a midshipman’s potential for commissioned service:

a. A midshipman is considered to be an alcohol treatment failure if they fall within the parameters identified in reference (h).

b. Self-referral for drug abuse in cases where disciplinary processing is not appropriate [see reference (i)].

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

d. A pattern of discreditable involvement with the military or civilian authorities, even though such misconduct has not resulted in judicial punishment or punishment under the USNA’s Administrative Conduct System per reference (i).

e. Conviction by civilian authorities (foreign or domestic) or action taken that is tantamount to a finding of guilt that, had it been service connected, would amount to an offense under the Uniform Code of Military Justice. This includes, but is not limited to, probation before judgment and acceptance into pre-trial diversion programs.

f. Pregnancy or incurred parental responsibility and subsequent action or inaction that does not adhere to current parental/dependent USNA and DoD policy requirements. All midshipmen processed under this section shall be advised at the outset of the availability of counseling by a Chaplain or the Midshipman Development Center (MDC). Every midshipman who receives counseling regarding pregnancy or parental responsibility at the MDC shall be considered a self-referral, as defined in reference (j), for purposes of confidentiality.

g. Fraudulent Appointment; a midshipman may be disenrolled for procuring a fraudulent appointment to the USNA. This includes deliberate misrepresentation, omission, or concealment of circumstances of a medical or legal nature which would have prevented admission to the USNA had such information been provided prior to induction.

h. Medical conditions, as outlined in reference (k), resulting in a midshipman’s inability to perform duties in accordance with this instruction, as well as reference (l), may be processed for separation in accordance with references (m) and (n). If the medical condition was incurred in or aggravated by military service, and the condition qualifies as a disability per reference (n) the midshipman should be processed via the disability evaluation system in accordance with reference (o). If the qualified medical professional diagnosing the condition determines that processing for medical separation is not warranted, or that it was incurred prior to military service and was not aggravated by military service, the midshipman may be processed for separation under this instruction. If the diagnosis includes post-traumatic stress disorder (PTSD)
or traumatic brain injury (TBI), per reference (p), prior to recommending separation, the opinion of a clinical psychologist or physician shall be obtained as to whether the diagnosed condition contributed to any observed Aptitude deficiencies, personality conflicts, or conditions of difficulty conforming to the standards of behavior expected of a midshipman or future officer. Nothing here limits Commander discretion to process these cases via alternate administrative means (e.g. administrative separation letter to ASN (M&RA), Midshipmen Discharge Board (MDB), etc.) In all cases, medical should provide an opinion as to:

1. The existence of the medical condition (including a specific finding of whether the condition was incurred prior to military service, and what, if any, aggravation occurred while at USNA).

2. Whether the midshipman disclosed the issue on pre-Service medical disclosure forms, and whether an admissions waiver was granted. If the midshipman failed to disclose pre-service medical conditions, they shall be processed for fraudulent appointment per paragraph (g) above or pursuant to the Conduct System per reference (i).

3. The likelihood reasonable treatment will correct the problem within 12 months per reference (m) and (n).

4. The likelihood that given the diagnosis, the midshipman will be able to commission into an unrestricted line community.

i. For cases involving alcohol abuse rehabilitation failure, fraudulent induction, and medical conditions, the Commandant may waive the review by the Brigade Aptitude for Commissioning Board and refer the midshipman directly to the Academic Board. In such cases, 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.

16. Aptitude for Commission Remediation Program. The Brigade Aptitude for Commission Board can refer a deficient midshipman to the Aptitude for Commission Remediation Program. The Commandant may refer a midshipman to the Remediation Program if that midshipman was referred to the Academic Board for insufficient Aptitude but retained. The Commandant may also refer a midshipman to the Remediation Program if that midshipman’s performance warrants aptitude remediation. Aptitude Remediation shall be conducted in accordance with reference (q).

17. Probation

a. A midshipman is placed in an Aptitude probationary status if:

1. Assigned an Aptitude grade of “D” at the end of a semester for reasons other than violating the Honor Concept.

2. A midshipman’s case is forwarded to the Brigade Aptitude for Commissioning Board.
(3) 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. Midshipmen on Aptitude Probation are ineligible for overnight weekend liberty, per reference (n).

c. A midshipman is removed from probation by being assigned an Aptitude grade of “C” or higher at the end of the semester.

d. Battalion Officers issue Aptitude Probation Letters, except when probation is triggered by referral to Aptitude Remediation. Letters issued by the Battalion Officer will be prepared by COs once a triggering event has occurred; see enclosure (9).

18. Study Abroad and Service Academy Exchange Program (SAEP) Midshipmen. Midshipmen in the Study Abroad Program or SAEP will not be evaluated by the MDR. Their Aptitude Grades will be assigned by the Aptitude Office, and will default to “A” unless extenuating circumstances occur.

19. Commissioning Vector Check (CVC) Program

a. The CVC program seeks to reduce the number of delayed graduates due to insufficient aptitude. This is a “left of bang” program (where “bang” is a late detection of a graduation-limiting aptitude deficiency), and midshipmen identified as “at risk” will be assigned to a senior officer to help them self-assess why they are at risk, develop a plan to improve their aptitude for commissioning, and then execute that plan. It is a proactive program, not a remedial one. As such, the mentors have significant flexibility in how they support their assigned midshipman.

b. Each semester the Deputy Commandant will solicit input from Battalion Officers on candidates for the CVC program and submit with justifications to the Commandant for approval. Consistently low rankings within company will be a consideration, but a recommendation from a Battalion Officer is sufficient justification for program entry.

c. LEAD Department will manage midshipman-to-officer pairings, they will provide training to the volunteer officers on several “tools” that can be effective in teaching, mentoring, and coaching midshipmen, and they will coordinate the administration of the program, to include start and end dates.

d. At the end of the specified vector check program period, one of two things will happen:

(1) The midshipman will be assessed as “satisfactory” by a joint evaluation of their paired officer and Bancroft Hall chain of command and this program will be considered complete, or,

(2) they will be assessed as “unsatisfactory” and will be forwarded to a Brigade Aptitude Board for formal review.

20. Records Management
a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

20. Review and Effective Date. Per OPNAVINST 5215.17A, the Aptitude Officer will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or canceled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

J. P. MCDONOUGH III

Releasability and distribution: This instruction is cleared for public release and is available electronically via the USNA Commandant Web Page, https://www.usna.edu/Commandant/comdinst.php
# Midshipman Development Report

**Midshipman Name:** [Last Name, First Name, Middle Initial]

**Company:**

**Rater (Direct Supervisor):**

**Rater Position:**

**Senior Rater:**

**Senior Rater Position:**

**Primary/Collateral**

**E dit / Duties:**

**Rater Comments:**

**Grading Key:**

<table>
<thead>
<tr>
<th>SAT or UNSAT</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass/Fail/Wave</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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</tr>
</tbody>
</table>

**Performance Traits:**

<table>
<thead>
<tr>
<th>Performance Trait</th>
<th>Below Standard</th>
<th>Progressing</th>
<th>Meets Standard</th>
<th>Above Standard</th>
<th>Greatly Exceeds Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leading &amp; Developing Subordinates</td>
<td>- Neglects growth/development or welfare of subordinates/peers.</td>
<td>- Effectively stimulates growth/development in subordinates/peers.</td>
<td>- Organizes successfully/implementing process improvements and efficiencies.</td>
<td>- Inspiring motivator and trainer; subordinates/peers reach highest level of growth and development.</td>
<td>- Superb organizer, great foresight, develops process improvements and efficiencies.</td>
</tr>
<tr>
<td>Character and Military Bearing (Honor, Courage, Commitment, Discipline)</td>
<td>- Fails to live up to one or more Navy Core Values: HONOR, COURAGE, COMMITMENT.</td>
<td>- Always lives up to Navy Core Values: HONOR, COURAGE, COMMITMENT.</td>
<td>- Excellent personal appearance.</td>
<td>- Exemplifies Navy Core Values: HONOR, COURAGE, COMMITMENT.</td>
<td>- Exemplary personal appearance.</td>
</tr>
<tr>
<td>Competence/Communication</td>
<td>- Lacks sufficient knowledge to perform effectively.</td>
<td>- Has thorough professional knowledge.</td>
<td>- Demonstrates initiative and competently performs both routine and new tasks.</td>
<td>- Recognized expert.</td>
<td>- Can be relied upon to complete the most difficult tasks efficiently and thoroughly with little or no supervision.</td>
</tr>
<tr>
<td>Warrior Spirit</td>
<td>- Fails to display resilience/grit.</td>
<td>- Displays some resiliency and determination.</td>
<td>- Displays esprit de corps at the unit-level.</td>
<td>- Resilient and determined.</td>
<td>- Emphasizes unit esprit de corps.</td>
</tr>
<tr>
<td>Team-Driven</td>
<td>- Creates conflict, unwillng to work with others, puts self above team.</td>
<td>- Reinforces others' efforts, meets personal commitments to team.</td>
<td>- Supports information exchange, idea sharing, and diversity of thought.</td>
<td>- Team builder; inspires cooperation.</td>
<td>- Talented mentor, focuses goals and techniques for team.</td>
</tr>
</tbody>
</table>

**Midshipman Development Trait Average:** [Average]  

**Rater's Summary Group Average:** [Average]

**Grading Key:**

- A: Exceptionally Qualified  
- B: Highly Qualified  
- C: Qualified  
- D: Not Qualified  
- F: Not Qualified

**Senior Rater Grade: Performance Compared to Peers in Company:** [Grade]  

**Senior Rater Comments:**

**Company Officer Grade: Performance Compared to Peers in Company:** [Grade]  

**CO Comments:**

**Comments as applicable.**

**21 Feb 2023**
### Midshipman Development Report

<table>
<thead>
<tr>
<th>Midshipman Name:</th>
<th>WASHINGTON, GEORGE N.</th>
<th>Midshipman Alpha:</th>
<th>26XXXX</th>
<th>Company</th>
<th>25</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Rater (Direct Supervisor):</th>
<th>RYAN, JACK</th>
<th>Rater Position:</th>
<th>SQUAD LEADER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Senior Rater:</th>
<th>CLANCY, TOM</th>
<th>Senior Rater Position:</th>
<th>PLATOON COMMANDER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Primary/Collateral Billets/Duties:</th>
<th>PRT:</th>
<th>PASS</th>
<th>Academics</th>
<th>SAT or UNSAT</th>
</tr>
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</table>

#### Performance Traits:

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<tbody>
<tr>
<td>Leading &amp; Developing Subordinates (N/A for MIDN 4/C, check box below)</td>
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<tr>
<td>- Neglects growth/development or welfare of subordinates/peers.</td>
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<tr>
<td>- Fails to organize, creates problems for subordinates.</td>
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<td>- Does not set or achieve goals relevant to command mission and vision.</td>
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<td>- Lacks ability to cope with or tolerate stress.</td>
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<td>- Tolerates hazards or unsafe practices.</td>
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<tr>
<td>Senior Rater:</td>
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<tr>
<td>- Effectively stimulates growth/development in subordinates/peers.</td>
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<tr>
<td>- Organizes successfully, implementing process improvements and efficiencies.</td>
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<tr>
<td>- Sets/achieves useful, realistic goals that support command mission.</td>
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<tr>
<td>- Performs well in stressful situations.</td>
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<tr>
<td>- Ensures safety of personnel.</td>
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<tr>
<td>Co Comments:</td>
<td></td>
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<tr>
<td>Company Officer Grade: Performance Compared to Peers in Company:</td>
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<td></td>
</tr>
<tr>
<td>Senior Rater Comments:</td>
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</tr>
</tbody>
</table>

| Character and Military Bearing (Honor, Courage, Commitment, Discipline) | | | | | |
| - Fails to live up to one or more Navy Core Values: HONOR, COURAGE, COMMITMENT. | | | | | |
| - Consistently unsatisfactory appearance. |  | | | | |
| - Unable to meet one or more physical readiness standards. | | | | | |
| Senior Rater: | | | | | |
| - Always lives up to Navy Core Values: HONOR, COURAGE, COMMITMENT. | | | | | |
| - Excellent personal appearance. | | | | | |
| - Excellent demeanor or conduct. |  | | | | |
| - Complies with physical readiness program. | | | | | |
| Co Comments: | | | | | |

| Competence/Communication | | | | | |
| - Lacks sufficient knowledge to perform effectively. | | | | | |
| - Requires regular supervision to perform basic tasks. | | | | | |
| - Does not perform tasks as requested or to standard. | | | | | |
| - Inadequate communicator. | | | | | |
| Senior Rater: | | | | | |
| - Has thorough professional knowledge. | | | | | |
| - Demonstrates initiative and competently performs both routine and new tasks. | | | | | |
| - Steadily improves skills, achieves timely qualifications and milestones. | | | | | |
| - Clearly articulates thoughts and ideas, both verbally and in writing. | | | | | |
| Co Comments: | | | | | |

| Warrior Spirit | | | | | |
| - Fails to display resilience/grit. | | | | | |
| - Struggles to embrace esprit de corps. | | | | | |
| - Fails to take the initiative in personal or unit development. | | | | | |
| - Does not prioritize professional development. | | | | | |
| Senior Rater: | | | | | |
| - Displays some resiliency and determination. | | | | | |
| - Displays esprit de corps at the unit-level. | | | | | |
| - Displays a "growth" mindset in some facets: personal, professional, physical. | | | | | |
| - Takes the initiative in personal and unit development. | | | | | |
| - Completes professional education. | | | | | |
| Co Comments: | | | | | |

| Team-Driven | | | | | |
| - Creates conflict, unwilling to work with others, puts self above team. | | | | | |
| - Fails to understand team goals or teamwork techniques. | | | | | |
| - Does not take direction well. | | | | | |
| - Demonstrates exclusionary behavior. | | | | | |
| Senior Rater: | | | | | |
| - Reinforces others’ efforts, meets personal commitments to team. | | | | | |
| - Understands team goals, employs good teamwork techniques. | | | | | |
| - Accepts and offers team direction. | | | | | |
| - Supports information exchange, idea sharing, and diversity of thought. | | | | | |
| - Encourages and values input from all team members. | | | | | |
| Co Comments: | | | | | |

#### Midshipman Development Trait Average: 3

<table>
<thead>
<tr>
<th>Rater's Summary Group Average:</th>
<th>3.3</th>
</tr>
</thead>
</table>

| Rater Comments: | | |
|------------------|-----|
| Comments as applicable. | | |

#### Senior Rater Grade: Performance Compared to Peers in Company: B

| Senior Rater Comments: | | |
|-------------------------|-----|
| Comments as applicable. | | |

#### Company Officer Grade: Performance Compared to Peers in Company: B

| Company Officer Comments: | | |
|---------------------------|-----|
| Comments as applicable. | | |

**Grading Key:**
- A: Exceptionally Qualified
- B: Highly Qualified
- C: Qualified
- D: Not Qualified
- F: Not Qualified

**Navy Core Values:**
- HONOR
- COURAGE
- COMMITMENT
- TEAMWORK

**Enclosure (2)**
QUALIFYING LEADERSHIP BILLETS

1. Unit leadership within the Brigade Organization is one of the cornerstones of the Naval Academy mission. Per paragraph 8 of the basic instruction, the following are the qualifying leadership positions midshipmen should hold and successfully execute prior to graduation:

   a. All Academic Year 4-striper and higher billets.
   b. Company and Platoon Commanders.
   c. Battalion and Company Executive Officers
   d. Academic Year Squad Leader (1/C and, by exception, 2/C)
   e. Training Officer (company level and higher)
   f. Brigade Honor Staff (1/C billets except 1/C Investigating Officers)
   g. Regimental and Battalion Honor Advisors
   h. Brigade and Regimental Honor Investigation Advisors
   i. Major conference leader (NASEC, NALC, NAFAC, etc.)
   j. Team Captains (Varsity, Club A, Club B, and Brigade Sport Activity Presidents)
   k. Summer Detail qualifying billets:

      (1) Plebe Detail – Regiment, Battalion, and Company Commanders and Executive Officers, and Platoon Commanders.

      (2) Naval Academy Preparatory School – Battalion and Company Commanders and Executive Officers.

      (3) Summer Seminar – Battalion and Company Commanders and Executive Officers.

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 after making a statement. The Respondent’s Midshipman Service Record will be available for review by board members.

2. All boards shall reach a decision by secret ballot.

3. The Respondent may introduce documentary evidence and call witnesses to appear before the board to provide testimony concerning the Respondent's Aptitude. The Respondent is responsible for securing the presence of witnesses and documentary evidence. At least 24 hours prior to the board, the Respondent shall provide the Recorder with a copy of documentary evidence and a list of witnesses 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, without the express consent of the Superintendent, but may consult with a lawyer prior to the proceedings, if 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) of the basic instruction.
   c. If directed to, take notes of board proceedings.
   d. Providing any other administrative assistance as directed by the Senior Member.

7. The Senior Member of the board shall:
   a. In the case of Brigade Aptitude for Commission Boards, ensure 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.

Enclosure (4)
SAMPLE LETTER OF NOTIFICATION OF APPEARANCE

From: (Board Recorder)  
To: (Midshipman Concerned)  

Subj: NOTIFICATION OF APTITUDE FOR COMMISSION BOARD

1. A (Company, Battalion) 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 an attorney, but an attorney may not accompany me to the Aptitude for Commission Board.  
   b. ___ I acknowledge that I was notified of the Aptitude for Commission Board three working days or more 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 intend to 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, or in the case of investigations, you have been permitted to review the material in advance. 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)
SAMPLE LETTER OF INSTRUCTION

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

Subj: LETTER OF INSTRUCTION  

1. A (Company, 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 Commander or Company Officer] will report in writing to me in (number) days your progress and adherence to this letter of instruction.  

4. In support of achieving the required improvement in your Aptitude for Commission, assistance 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 (6)
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

   DEFICIENCIES

5. Narrative summary (deficiencies 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 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 f below).

   b. **Enclosure (1).** Midshipman's academic summary. Obtained from the Midshipman Information System (MIDS). **Include all MAPRS (and COMAPs if applicable) in chronological order.**

   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 Board's evaluation of the midshipman (MDRs, Aptitude for Commission Evaluations, academic evaluations, conduct, LOIs, probation letters, etc.). 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 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 related counseling forms, letters of instruction, etc., including all MDRs and evaluations.
f. SAMPLE BASIC LETTER FORMAT

From: First Company Officer
To: Commandant of Midshipmen, U.S. Naval Academy
Via: (1) First Battalion Officer (endorsement is optional, if not have him/her initial via line)
      (2) Staff Director (N/A if not forwarded to Commandant)
      (3) Deputy Commandant of Midshipmen (N/A if not forwarded to Commandant)

Subj: MIDSHIPMAN THIRD CLASS JUNIOR J. JONES, USN, 2X1111

Ref: (a) COMDTMIDNINST 1600.2K

Encl: (1) MIDS Academic Summary
      (2) MIDS Performance Record
      (3) Chronological Summary
      (4) Related Documentation (MDRs, Aptitude for Commission Evaluations, counseling sheets, LOI’s, etc.)

1. Per reference (a), MIDN Jones was reviewed at the spring semester Aptitude for Commission Review to assess his aptitude for commission. He was retained at the battalion level and issued a letter of instruction (LOI). MIDN Jones was forwarded to the Brigade Aptitude Board as a result of his XXX XXXX XXXX XXXX XXX, which was a violation of the LOI. It is recommended that MIDN Jones receive a grade of F in aptitude, and separated from the Naval Academy due to insufficient aptitude for commission.

2. The grade and decision are based 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 Officer Signature)

Copy to:
MIDN Jones
SAMPLE PROBATION LETTER

DD Mmm YY

From: Battalion Officer
To: [Midshipmen on Probation]

Subj: APTITUDE FOR COMMISSION PROBATION

Ref: (a) COMDTMIDNINST 1600.2K

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

2. You are directed to improve your Aptitude for Commission. Specifically, you should: (in bullet points 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., deficiency is determined to have been corrected) by the Company Board, Brigade Board, or the Commandant of Midshipmen.

4. If you receive the same grade 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 U.S. Naval Academy.

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

Copy to:
Company Officer
Aptitude Office