



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

COMDTMIDNINST 1620.2E
APTITUDE
9 Mar 2023

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1620.2E

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

Subj: CAPTAIN FRANK M. ADAMS '47 JUNIOR OFFICER LEADERSHIP AWARD

Encl: (1) Format for Statement of Qualifications of Nominees

1. Purpose. To promulgate procedures for the nomination, selection, and awards process for the Captain Frank M. Adams '47 Junior Officer Leadership award.

2. Cancellation. COMDTMIDNINST 1620.2D

3. Background. The Commandant of Midshipmen has a special interest in ensuring the Brigade of Midshipmen is exposed to the highest quality of leadership exhibited by the junior officers assigned to his/her staff. A memorial fund in honor of CAPT Frank M. Adams, USN (Ret), Class of 1947, was established to support an annual award to be presented to the junior officer who, by personal example and professional performance, best characterizes the principles of excellence in leadership.

4. Description

a. The Captain Frank M. Adams '47 Junior Officer Leadership Award is bestowed annually upon that junior officer selected from the Commandant's staff whose contributions to the leadership, professional, and moral development of midshipmen reflect the highest principles of excellence in professionalism and leadership development.

b. The award consists of a mounted ship's bell clock or suitable equivalent and a plate on which the recipient's name is inscribed.

5. Eligibility

a. Any military officer, O-4 and below, assigned to the Commandant's staff (immediate staff or any division or department in the Commandant's cost center) who has served at U.S. Naval Academy for more than 12 months is eligible for nomination.

b. Individuals who receive the award are not eligible for subsequent participation.

6. Action

a. Department Directors and Battalion Officers within the Commandant's Cost Center will:

(1) Ensure their military members are aware of this award.

(2) Select their department's nominee for the award and submit enclosure (1) for their nominee by the second week of March each year.

b. Deputy Commandant of Midshipmen, Deputy Commandant for Professional Development, Deputy Commandant for Leadership and Character Development, Command Chaplain, Supply Officer, Commandant Operations Officer, and Battalion Officers comprise the Award Selection Committee. The Award Selection Committee will:

(1) Review the qualifications of the nominees and establish a priority listing, recommending a recipient of the award.

(2) Submit the priority listing to the Commandant of Midshipmen for review by the fourth week of March of each awarding year.

c. The Commandant of Midshipmen will review the recommendation of the Award Selection Committee and select the award recipient by 1 April of each year.

d. The Aptitude Office will provide the Faculty Awards and Dedication Ceremony Committee the name of the officer selected for the Captain Frank M. Adams '47 Junior Officer Leadership Award. The Commandant's Budget Office will purchase the ship's bell clock to be presented. Presentation of the award will be part of the Dedication Ceremony at the end of April.

7. 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.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the Deputy Commandant of Midshipmen 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

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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.



D. S. FORMAN
By direction

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>

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FORMAT FOR STATEMENT OF QUALIFICATIONS OF NOMINEES

1. Name and Rank:
2. Department:
3. Date Reported to USNA:
4. Primary Duty:
5. Collateral Duties:
6. Education: (degrees, dates, institutions)
7. Leadership Teaching Ability: (as evidenced by the vitality of classroom presentation, the thoroughness of preparation, interest in students, and capacity to impart knowledge and evoke response).
8. Participation in Leadership Oriented Activities: (include papers presented at professional meetings, research activities, Leadership counseling, etc.)
9. Participation in Midshipmen Activities: representative, etc.)
(service as officer)
10. Participation in Other Activities: (performance of departmental duties, service on departmental and general committees, service in civic groups, etc.)
11. Personal Attributes: integrity, etc. (such as cooperation, initiative,
12. Value to USNA: mission: (how nominee contributes to overall)