COMMANDANT OF MIDSHIPMEN NOTICE 1610

From: Commandant of Midshipmen

Subj: 2014-2015 PROFESSIONAL COMPETENCY ASSESSMENTS (PCA)

Ref: (a) COMDTMIDNINST 1600.4E
     (b) Officer Professional Core Competencies Manual – Sep 2011
     (c) USNINST 1531.51A
     (d) 2014-2015 Midshipmen Qualification Standards

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

1. Purpose. To publish the policies and procedures governing the 2014-2015 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.

3. Action
   a. Commandant of Midshipmen. The Commandant of Midshipmen shall approve the content, format, and execution plan of the 2014-2015 PCA via this notice.
   
   b. Director, Character Development and Training. The Director, Division of Character Development and Training (CD&T) shall supervise the planning and execution of the 2014-2015 PCA.
   
   c. Training Officer. The Training Officer shall plan and execute the PCA in accordance with this notice. Specifically, he/she shall:
      (1) Coordinate the building of PCAs and route them for Commandant’s approval.
      (2) Ensure exams are controlled throughout the process.
      (3) Compile results and debrief the Commandant of Midshipmen on the results.
      (4) Release results to Battalion and Company Officers for dissemination to Midshipmen.
      (5) Monitor completion to achieve 100% participation in the PCA.
   
   d. Director, Professional Development. The Director, Professional Development (PRODEV) 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 (LEAD) 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/Service Representatives.** The Senior Community and Service Representatives will support the Training Department in developing PCA questions.

g. **Sexual Assault Prevention and Response Office.** The Sexual Assault Prevention and Response Office (SAPRO) will support the Training Department in developing PCA questions.

h. **Battalion Officers.** The Battalion Officers shall supervise Midshipmen preparation for the 2014-2015 PCA and the remediation of Midshipmen who fail the PCA.

i. **Company Officers and Senior Enlisted Leaders (COs/SEls).** The COs/SEls shall:

   (1) Supervise their company’s execution of PCAs.

   (2) Proctor the 1/C PCA.

   (3) Ensure exam control at the company level.

   (4) Ensure Midshipmen who have not completed Midshipmen Qualification Standards (MQS) do not take the PCA.

   (5) Generate Letters of Instruction for PCA failures.

   (6) Supervise scheduling and administering of additional PCAs after the re-take.

   (7) Coordinate administering of PCAs to Midshipmen participating in the Semester Abroad and Service Academy Exchange Programs.

j. **Midshipmen First Class (1/C).** Company Commanders, Executive Officers, Operations Officers, and Training Officers shall proctor the 2/C PCA.

k. **Midshipmen Second Class (2/C).** Company First Sergeants, Platoon Sergeants, and Training Sergeants shall proctor the 3/C PCA.

4. **PCA Guidelines.** Key administrative aspects of the 2014-2015 PCA are as follows:

   a. **General**

      (1) Each 1/2/3/C Midshipman shall take a PCA to objectively measure cumulative comprehension of reference (d) and the fundamental principles of core courses listed in paragraph 4d, and the Sexual Assault Prevention and Response (SAPR) program.

      (2) Only Midshipmen who have completed their MQS shall be eligible to take the PCA. Midshipmen who have not completed their MQS prior to a PCA shall fail that assessment.
(3) Semester Abroad Program and Service Academy Exchange Program
Midshipmen shall take the PCA no later than two weeks after their return to
USNA. MQS completion is not required for PCA eligibility in these cases.

(4) Passing shall be 70% graded on a 100 point scale.

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

(6) Each Midshipman who fails the first re-take (that is, fails the
test twice) shall receive a semester Aptitude Grade no higher than D
(Progressing).

b. **Key Dates**

12 November 2014: 1/C PCA.
19 November 2014: 1/C PCA make-up.
21 November 2014: 1/C PCA failures notified; Commandant debriefed on
1/C PCA results; Company Officers take custody of exams for failure remediation.
24-28 November 2014: Failures given 1-hr to review the exam.
2 December 2014: 1/C PCA re-take.
4 December 2014: 1/C PCA re-take make-up.
8 December 2014: Debrief 1/C PCA re-take results to Commandant.
9-20 December 2014: Final Exam Period.
10 March 2015: 3/C PCA.
11 March 2015: 2/C PCA.
12 March 2015: 2/C PCA Alternate date.
25 March 2015: 2/3/C PCA make-up.
27 March 2015: PCA failures notified; Commandant debriefed on
2/3/C PCA results; Company Officers take custody of exams for failure remediation.
30 March-03 April 2015: Failures given 1-hour to review PCA.
6 April 2015: 2/3/C PCA re-take.
9 April 2015: 2/3/C PCA re-take make-up.
13 April 2015: Debrief 2/3/C PCA re-take results to Commandant.
1-8 May 2015: Final exam period.
9-11 May 2015: Inter-sessional leave period.
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 no later than 1845 with at least one number two 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 1900 and last exactly one hour.

(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 overnight by the Company Officer and positively returned by a designated company proctor to the CD&T Class Training Officers in the Training Office (Bancroft 4114) no later than 0755 the following morning. 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 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, and D) of the PCA shall be made for each class. Three (A, B, and C) shall be administered as the initial PCA. The fourth version (D) shall be utilized for the first re-take. Subsequent versions for additional re-takes will be created as necessary by the Training Department.

(2) The PCA shall consist of 50 multiple choice questions with no partial or extra credit.

(3) The question distribution of each PCA will be (MQS & Pro-Book/Core Courses/SAPR):

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\begin{align*}
1/C & : 34/14/2 \\
2/C & : 38/10/2 \\
3/C & : 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. The 1/C PCA shall only include questions through Week 10 of the 4/C Pro-Book. The 2/3/C PCAs shall include questions through Week 18 of the 4/C Pro-Book. (Note: The MQS updated in 2014-2015 will be fully implemented over the next two years such that the Classes of 2017 and beyond will have fully cumulative PCAs with questions coming from every MQS they’ve been issued.)
(5) Core course related questions shall be derived directly from a list of fundamental learning objectives provided by LEAD and PRODEV. The breakdown of questions per course is provided in the chart below.

<table>
<thead>
<tr>
<th>Course</th>
<th>1/C</th>
<th>2/C</th>
<th>3/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS101 FUNDAMENTALS OF SEAMANSHIP</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>NL110 PREPARING TO LEAD</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>NN210 NAVIGATION AND PILOTING</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>NE203 ETHICS AND MORAL REASONING FOR THE NAVAL LEADER</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>NN310 ADVANCED NAVIGATION</td>
<td>3</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>NL310 LEADERSHIP: THEORY AND APPLICATIONS</td>
<td>3</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>SAPR</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

(6) SAPR questions shall be derived directly from a list of principles of the SAPR program.

(7) All electronic references needed by Midshipmen to prepare for the PCA shall be posted at the following Training Department webpage: http://intranet.usna.edu/Training/Professional%20Knowledge%20References1.php

e. PCA Results

(1) Battalion and Company Officers will receive overall and individual results of each PCA and shall provide each Midshipman his/her grade.

(2) Each Midshipman scoring $\geq 95\%$ shall be identified as “PCA Outstanding” and recognized by the Commandant of Midshipmen. Midshipmen 1/C shall be awarded one night of weeknight liberty. Underclass Midshipmen shall be awarded a weekend in the Fall Semester of the following Academic Year.

(3) Each Midshipman scoring $<70\%$ shall be remediated as follows:

(a) 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.

(b) Failure of the PCA shall result in:

1. A Company Officer Letter of Instruction (LOI).
2. A PCA re-take.
(c) Failure of the PCA re-take shall result in:

1. A Battalion Officer LOI.
2. An Aptitude Grade no higher than a D (Progressing).
3. An oral board chaired by the Company Officer.
4. A 2nd PCA re-take.

(d) Failure of the 2nd PCA re-take shall result in:

1. A Commandant LOI.
2. A Brigade Aptitude Board.
3. An oral board chaired by the Battalion Officer.
4. A 3rd PCA re-take.

(f) Letters of Instruction (LOI) templates are provided in enclosures (1) through (3).

W. D. BYRNE, JR.

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 encompassing the following:  
   a. Coordinate with me to review your PCA.  
   b. Meet with the Company and Battalion Training Staff, community subject matter experts, and academic course instructors to address deficient areas.  
   c. Re-take the PCA.  

3. Should you require additional assistance, or if any factors whatsoever develop that hinder your ability to comply with this LOI, you are directed to inform me immediately.  

4. Failure to pass the re-take will result in an Aptitude Grade no higher than a D and further administrative action.  

(COMPANY OFFICER PRINTED NAME/SIGNATURE)  

Copy to:  
Bn Ofcr/Perf Jacket/Aptitude Office  

Acknowledged:  
(Signature of Midshipman)  (Date)  

Witnessed:  
(Signature of Company Officer/SEL)  (Date)
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) and a re-take.  

2. You shall receive no higher than a D in Aptitude.  

3. You are directed to participate in further remedial action encompassing the following:  
   a. Coordinate with your Company Officer to review your re-take.  
   b. Meet with the Brigade Training Staff, community subject matter experts, and academic course instructors to address deficient areas.  
   c. Go through an oral board chaired by your Company Officer.  
   d. Re-take the PCA again.  

4. Another PCA re-take will be scheduled for you at a location, date, and time to be determined by your Company Officer.  

5. Should you require additional assistance, or if any factors whatsoever develop that hinder your ability to comply with this LOI, you are directed to inform me immediately.  

6. Failure to pass the 2nd re-take will result in a Brigade Aptitude Board and further administrative action.  

(BATTALION OFFICER PRINTED NAME/SIGNATURE)  

Copy to:  
Bn Ofr/Perf Jacket/Aptitude Office  

Acknowledged:  
(Signature of Midshipman)  
(Date)  

Witnessed:  
(Signature of Company Officer/SEL)  
(Date)
From: Commandant of Midshipmen, U.S. Naval Academy
To: (Midshipman)

Subj: LETTER OF INSTRUCTION

1. You failed to achieve a 70% or higher on the Professional Competency Assessment (PCA) and two re-takes.

2. You shall go to a Brigade Aptitude Board.

3. You are directed to remain at USNA following your last exam and throughout the inter-sessional leave period in order to participate in additional remediation encompassing the following:
   a. Review your 2nd PCA re-take.
   b. Meet with community subject matter experts and academic course instructors to address deficient areas.
   c. Go through an oral board chaired by your Battalion Officer.

4. Another PCA re-take will be schedule for you at a location, date, and time to be determined by your Company Officer.

5. Should you require additional assistance, or if any factors whatsoever develop that hinder your ability to comply with this LOI, you are directed to inform your Company Officer immediately.

W. D. BYRNE, JR.

Copy to:
Bn Ofcr/Perf Jacket/Aptitude Office

Acknowledged: ___________________________ (Signature of Midshipman) ___________ (Date)
Witnessed: _______________________________ (Signature of Company Officer/SEL) ___________ (Date)