From: Commanding Officer, NROTC Unit Arizona State University
To: NROTCU Battalion

Subj: STUDENT HANDBOOK

9-7 Midshipman Boards

1. Purpose. To promulgate policy and establish procedures for the selection of exceptionally qualified members of the Battalion as Midshipman of the Month/Semester/Year. There will be two awards given, one for Under Class (4/C & 3/C) MIDN of the Month/Semester/Year, and one for the Upper Class (2/C & 1/C) MIDN of the Month/Semester/Year.

2. Background. It is customary within the Navy and Marine Corps to officially recognize meritorious achievement and superior performance. Commensurate with a MIDN’s rank and time in an NROTC Unit, it follows to periodically single out individual MIDN whose performance and standards of proficiency exceed that generally expected of all MIDN. To afford these highly qualified MIDN an opportunity for due recognition, the subject awards program has been established.

3. Selection Board. The Selection Board allows the nominees to make a personal impression on Battalion and Active Duty Staff members. This is a chance for character traits such as bearing, integrity, knowledge, improvement, as well as professional appearance, to be evaluated. Candidates will be asked questions in respect to general knowledge, current events, and character development.

4. The following will compose a selection board. Exceptions will be made in the cases of personnel availability and Naval Science class schedules.

   a. The BNXO will assign BN Staff as board members, bringing a total number on the board to five. The BNXO will also announce the planned date and time for a selection board(s) at least one week prior to the commencement of the board. An active duty staff member can be invited to attend if preferred or if requested. The prescribed uniform for all MIDN of the Month/Semester/Year selection boards will be khakis or Service equivalent and procedures will be similar to Appendix 10-1.

   b. The senior member for all MIDN of the Month selection boards will be the highest ranking MIDN or active duty staff member when present.

   c. The MIDN that is selected by the board members will be reviewed and confirmed by the XO or the CO.
d. Selection boards will normally meet during the last week of each month to select the MOTM for that particular month. Selection boards for the MOTS will meet after the last MOTM board concludes and the winner will be announced with the conclusion of the academic semester. The MOTY board will meet after the MOTS board has concluded and the winner will be announced separately and coincide with the conclusion of an academic year. Hardcopies of all Certificates of Commendation (CERTCOM) awarded will be maintained in the respective student's file. Any additional awards or personal decorations for selection as MOTS/MOTY will be at the discretion of the CO.

5. Midshipman of the Month. Individuals are to be selected for their overall exceptional combined performance in academics, physical fitness, Battalion involvement, extracurricular activities, and service. Nominees will have no more than one unexcused absences from any mandatory BN evolution, a minimum of 2.5 cumulative GPA, satisfactorily passed the PFT/PRT (i.e. Marine option 225 or better; Navy option Good or better), and no derogatory conduct issues (including law enforcement involvement) during the current semester. It is expected that first semester, fourth class MIDN will not yet have a cumulative GPA.

   a. Nominees/nominators are to fill out and complete the MOTM/MOTS/MOTY Nomination Form (appendix 10-1). Unless otherwise directed, MOTM selection boards will convene on Thursday at 0730 (location dependent on availability). When a selection is made on the best candidate, a MOTM CERTCOM per appendix 10-3 will be presented to the recipient at the next Leadership Lab or battalion event on behalf of the BNCO. In addition, the recipient will be authorized to wear the MOTM Award ribbon. Once a MIDN has been selected as the MOTM, they are ineligible for consideration until the next academic semester.

6. Midshipman of the Semester. The MOTS is chosen at the end of each semester as the most outstanding of all MIDN who were selected as MOTM, provided the requirements in paragraph 4 are still being met. Additional documentation required for convening of the MOTS can be submitted no earlier than one week and no later than the day prior to commencement of the board. Nominees/nominators are to fill out and complete the MOTM/MOTS/MOTY Nomination Form (appendix 10-1). All documentation associated with the consideration and selection of a MIDN as MOTM will be maintained on file by the BN N-3. The MOTS recipient will be presented a MOTS CERTCOM per appendix 10-3 and will be authorized to wear the MOTS Award ribbon. Once a MIDN has been selected as the MOTS, they are ineligible for consideration until the next academic year.

7. Midshipmen of the Year. At the end of the academic year, all MIDN who were selected as MOTS will be eligible to compete for
MOTY, provided the requirements in paragraph 4 are still being met. Additional documentation required for convening of the MOTY can be submitted no earlier than one week and no later than the day prior to commencement of the board. Nominees/ nominators are to fill out and complete the MOTM/MOTS/MOTY

Enclosure (3)

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Nomination Form (appendix 10-1). All documentation associated with the consideration and selection of a MIDN as MOTM and MOTS will be maintained on file by the BN Administration Officer. The MOTY recipient will be presented a MOTY CERTCOM per appendix 10-3 and will be authorized to wear the Commendation Award ribbon.