



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

SECNAVINST 1520.10B
N00T2
4 June 2004

SECNAV INSTRUCTION 1520.10B

From: Secretary of the Navy

Subj: SECNAV DISTINGUISHED MIDSHIPMEN GRADUATES PROGRAM

Encl: (1) Letter of Commendation Format
(2) Transmittal Letter Format

1. Purpose. To issue procedures for recognizing Secretary of the Navy (SECNAV) Distinguished Midshipmen Graduates. This instruction should be reviewed in its entirety.

2. Cancellation. SECNAVINST 1520.10A.

3. Background. The SECNAV Distinguished Midshipmen Graduates Program was established to honor those United States Naval Academy (USNA), Naval Reserve Officers Training Corps (NROTC), and Merchant Marine Reserve, United States Naval Reserve (MMR, USNR) midshipmen who demonstrate the highest standards of leadership, scholarship, and military performance. The number of midshipmen selected annually for recognition under this program is limited to:

<u>INSTITUTION</u>	<u>SELECTIONS</u>
USNA	25
NROTC	1 per host school
United States Merchant Marine Academy (USMMA)	1
California Maritime Academy	1
Great Lakes Maritime Academy	1
Massachusetts Maritime Academy	1
Texas A&M University at Galveston	1

Honorees must be qualified for commissioning during the calendar year of selection.

4. Action

a. Director of Naval Education and Training (CNO (N00T2)) is designated as program coordinator.

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b. Superintendent, USNA will select 25 deserving midshipmen and prepare and forward letters of commendation to Director of Naval Education and Training (CNO (N00T2)) for SECNAV signature.

c. The Professor of Naval Science (PNS) at each NROTC host school will select and forward the name of one deserving midshipman to Naval Service Training Command (NSTC), Director of Officer Development (OD), in February of each year. NSTC (OD) will prepare a letter of commendation for each midshipman selected and forward letters to the Director of Naval Education and Training (CNO (N00T2)) for coordination of SECNAV signature.

d. The Officer in Charge (OIC) of each Department of Naval Science at the USMMA and State maritime academies will select and forward the name of one deserving MMR, USNR Midshipman to NSTC (OD) in February of each year. NSTC (OD) will prepare and forward letters of commendation to the Director of Naval Education and Training (CNO (N00T2)) for SECNAV signature.

e. All letters of commendation will be prepared as specified in enclosure (1) and electronically forwarded to the Director of Naval Education and Training (CNO (N00T2)) under transmittal letter, enclosure (2). NSTC (OD) will consolidate and submit NROTC and USMMA/State maritime academy designees by 1 April and USNA will provide their designees by 31 May of the current school year.

f. The Director of Naval Education and Training (CNO (N00T2)) will forward Distinguished Midshipmen Graduates Program commendation letters to SECNAV for signature, and return the signed letters to USNA and NSTC for subsequent presentation with appropriate plaques to the honored midshipmen. USNA and NSTC will procure appropriately inscribed plaques and provide to each of their Distinguished Midshipmen Graduates.

WILLIAM A NAVAS, JR.
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)

Distribution: (see page 3)

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LETTER OF COMMENDATION FORMAT

Dear Midshipman _____,

Few of my duties as Secretary of the Navy give me greater pleasure than recognizing personal excellence and rewarding superior achievement.

Having met the highest standards of leadership, academic excellence and military performance, you have been selected as a Distinguished Midshipman Graduate from among an extremely competitive field of first class U.S. Naval Academy, Naval Reserve Officers Training Corps, U.S. Merchant Marine Academy and State maritime academy midshipmen. Through your outstanding performance over the past (number of years) years, you have prepared yourself for the enormous challenges that await you. Your commitment to knowledge, professionalism and teamwork as a midshipman is also key to your future success as a (Navy or Marine Corps) officer.

Congratulations on being chosen as a Distinguished Midshipman Graduate from (name of school). I am proud to salute you for your accomplishments during the early years of your career, and I look forward to having you serve with our Navy and Marine Corps. Best of luck in the future.

Sincerely,

4 June 2004

TRANSMITTAL LETTER FORMAT

SSIC
Code
Date

From: Superintendent, U.S. Naval Academy/Commander, Naval
Service Training Command
To: Director of Naval Education and Training (N00T2)
Subj: SECNAV Distinguished Midshipmen Graduates (DMG) Program
Ref: (a) SECNAVINST 1520.10B
Encl: (1) USNA/NSTC SECNAV DMG letters

1. The following midshipmen have been selected as SECNAV Distinguished Midshipmen Graduates. Letters of commendation are forwarded for SECNAV signature per reference (a):

<u>Name (Last, First, MI)</u>	<u>USNA Company/NROTCU/USMMA/ State Maritime Academy</u>	<u>Service (USN/USMC)</u>	<u>Gender</u>
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