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

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COMDTMIDNNOTE 1610
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COMMANDANT OF MIDSHIPMEN NOTICE 1610

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

Subj: 2024 4/C MIDSHIPMEN PROFESSIONAL COMPETENCY BOARDS

Ref: (a) COMDTMIDNINST 5400.6Z
(b) COMDTMIDNINST 1600.4K
(c) COMDTMIDNINST 1600.2K
(d) Class of 2027 4/C Professional Knowledge Book
(e) Officer Professional Core Competencies Manual – Apr 2019

Encl: (1) Professional Competency Board Notification
(2) Fourth Class Uniform and Military Bearing Grade Sheet
(3) Professional Competency Board Question Grade Sheet

1. Purpose. To promulgate instructions on the schedule, responsibilities, and conduct of Fourth Class (4/C) Midshipmen Professional Competency Boards (PCB).

2. Objective. In accordance with reference (b), a PCB serves to objectively measure a 4/C Midshipman's comprehension of the Professional Knowledge Book (Pro-Book) material and is the final exam and culmination of 17 weeks of professional knowledge come-arounds, Pro-Quizzes, Saturday Morning Trainings, and the Plebe Year Training Program. During a PCB, a 4/C Midshipman is not only assessed on the content of their verbal responses to questions, but also on their entrance to the room, appearance, military bearing, and composure.

3. Schedule.

Board #	Timeframe
1	0600-0620
2	0620-0640
3	0640-0700
4	1250-1310
5	1900-1920
6	1920-1940
7	1940-2000

a. PCBs will be conducted from 8 - 19 April 2024. The daily PCB schedule above will be used by the Company Training Officers to schedule 4/C PCBs.

b. PCBs shall be scheduled in accordance with Priority (l) on the Table of Priorities (Reference (a), section 2.1).

c. Companies may conduct multiple boards simultaneously.

4. Action.

a. Midshipmen must complete the 4/C Midshipmen Qualification Standards (MQS) contained within the Pro-Book and required Plebe Year Training Program to be eligible for the PCB, including completion and remediation of all Pro-Quizzes. If a 4/C is ineligible for the PCB they will receive a failing grade at the Company-level and be required to take a Battalion PCB.

b. The 4/C Training Officer will distribute enclosures (2) and (3) to each company via the Brigade Training Staff.

c. The Company Training Officer shall schedule each PCB. Company Training staffs shall provide enclosure (1) to their 4/C Midshipmen and enclosures (2) and (3) to the board members for use during the PCB. If a 4/C Midshipman fails their PCB, the Senior Board Member will submit all paperwork to the Company Training Officer in order to maintain a record of performance. In the event of a Battalion or Brigade-level board, the Company Training Officer will provide a copy of all paperwork to the subsequent board's Senior Board Member.

d. Company-level PCBs shall consist of four members: three midshipmen from within the company (one 1/C, one 2/C, and one 3/C) and one 1/C Midshipman from a battalion outside of the 4/C's company but within the same regiment. Efforts shall be made for every midshipman within the company to serve on at least one PCB. The Out-of-Company 1/C Midshipman, who serves as the Senior Board Member, shall be a midshipmen LT or higher, or a Company Executive Officer (XO), Operations Officer, or Training Officer.

e. For Company-level PCBs, Out-of-Battalion 1/C Midshipman board positions shall first be filled by Brigade, Regimental, Battalion, and Honor Staff members, as well as Team Captains. The list of available Out-of-Battalion 1/C Midshipmen is maintained by the Brigade Training Officer and will be shared with all Company Training Officers for adequate scheduling.

f. Battalion-level PCBs shall consist of four members: three midshipmen from within the company (one 1/C, one 2/C, and one 3/C) and one 1/C Midshipman from a battalion outside of the 4/C's company but within the same regiment. Efforts shall be made for every midshipman within the company to serve on at least one PCB. The Out-of-Company 1/C Midshipman, who serves as the Senior Board Member, shall be a MIDN LT or higher, or a Company XO, Operations Officer, or Training Officer. The Battalion Training Officer for that 4/C will schedule the 1/2/3/C Midshipmen to conduct the Battalion-level PCB.

g. Brigade-level PCBs shall consist of four members all from outside the 4/C's battalion as the 4/C. The Senior Board Member for a Brigade-level PCB shall be a MIDN LCDR or higher. The Brigade Training Officer will schedule the 1/2/3/C Midshipmen to conduct the Brigade-level PCB.

h. For all levels of boards, the Out-of-Company/Battalion 1/C Midshipman will be the Senior Board Member. He/she shall conduct the uniform inspection and regulate the conduct and professionalism of the board.

5. Conduct.

a. Each 4/C Midshipman shall be notified of their PCB at least 24 hours in advance using enclosure (1). The names of the board members and the 4/C Midshipman to be assessed shall not be disclosed in advance of the board convening.

b. The board shall consist of two parts: A Service Dress Blue uniform inspection and military bearing assessment, using enclosure (2), and an oral board consisting of questions developed from the 4/C MQS Learning Objectives, using enclosure (3).

c. Boards shall be conducted in a professional manner at all times.

d. The Senior Board Member, as described above, will be in charge of the conduct and execution of the board and shall ensure the board is in accordance with reference (b). The Senior Board Member will ensure all board members have enclosure (3) prior to the start of the PCB, and at the conclusion of the board will verify all paperwork is properly filled out. All paperwork shall be submitted to the Company Training Officer.

(1) Each board member shall utilize enclosure (3) to document and grade questions asked during the conduct of the board.

(2) The Senior Board Member shall conduct the 4/C uniform inspection using enclosure (2). The uniform for all board members shall be Service Dress Blues. Should a 4/C fail the uniform inspection due to an automatic failure, the 4/C will receive zero of 16 points for the uniform portion of their overall PCB score. The remainder of the PCB shall be conducted and a follow-up uniform inspection will be conducted by the Company Training Officer at a later date, to be scheduled by the Company Training Officer. The Company Training Officer will document on the Uniform Inspection Sheet either a pass or fail score for the re-inspect, thus there will be no points awarded back to the 4/C's original PCB score.

(3) Each board member shall have three prepared questions, unique from questions asked by the other board members. Two questions are required to be directly associated with 4/C MQS Learning Objectives; the third question may divert from MQS but must relate to a professional topic. For example, professional topics may include asking the 4/C what lessons they have learned while at the Academy, how they plan to pursue a billet or goal for the next year, or questions related to current events. The question may not be unrelated to professional material (e.g., "What snack is E-7 in the vending machine?"). All questions must be documented and graded utilizing enclosure (3). The Senior Board Member will ensure only a maximum of three professional topic-related questions are asked during the PCB.

e. A passing grade shall be 70 on a 100-point scale with the following breakdown:

(1) 16-points for the uniform inspection: The uniform inspection shall be conducted by the Senior Board Member using enclosure (2).

(2) 72-points for question responses.

(a) Each of the four board members may award a maximum of 18 points for question response, utilizing 6 points per question.

(b) The awarded score for an answer must reflect the information a 4/C is able to present. Questions that have one-word answers are not recommended in order to allow a 4/C to display knowledge on a topic and to provide a partial answer for partial credit.

(c) A 4/C who is unable to recall any partial answer, giving the response "I'll find out and report back," will result in a score of zero for that question.

(d) Once all questions have been asked, the 4/C shall step out of the room for board deliberation. At this time, the 4/C will be given the opportunity to look up answers in his/her Pro-Book for questions given the response, "I'll find out and report back."

(e) When called back into the room by the Senior Board Member, if adequate knowledge is displayed, the 4/C can earn up to two points back for that question.

(3) 12-points for military bearing and poise: The Senior Board Member may consult with the other board members but is the only board member to award points.

f. Failure of the Company-level board shall result in a Battalion-level board, to be scheduled by that 4/C Midshipman's Battalion Training Officer.

g. Failure of the Battalion-level board shall result in a Brigade-level board, to be scheduled by the Brigade Training Officer.

h. Failure of all three boards shall be addressed through the Aptitude for Commissioning procedures in reference (c) and will result in an Aptitude Grade of no higher than a D.

6. Records Management.

a. Records created as a result of this notice, 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%22Record%22Schedules/Forms/Allltems.aspx.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact your local records manager.

J. P. MCDONOUGH III

Releasability and distribution: This notice is cleared for public release and is available electronically via the USNA Commandant Web Page, https:/ /www.usna.edu/Commandant/comdtnote.php

COMDTMIDNNOTE 1610
27 Mar 2024

PROFESSIONAL COMPETENCY BOARD NOTIFICATION

I _____(print name) acknowledge that I have been notified by my Training Staff at least 24 hours in advance that I am scheduled for a Professional Competency Board (PCB) and that the uniform for the board is Service Dress Blue. Additionally, prior to the board, I understand that I am not to inquire about the members of the board.

_____	_____
Date/Time of Notification	Date/Time/Location of PCB
_____	_____
4/C Signature	Company Training Staff Printed Name/Signature

Enclosure (1)

COMDTMIDNNOTE 1610
27 Mar 2024

FOURTH CLASS UNIFORM AND MILITARY BEARING GRADE SHEET

(Senior Board Member Only)
An asterisk (*) denotes an automatic failure of the uniform inspection.

Grader's Name & Alpha:	**4/C Name & Alpha:**	**Date:**
ITEM	**DESCRIPTION OF ITEM**	**POINTS**
1. Appearance	Face is clean shaven within regulations*	PASS/FAIL
	Non-regulation haircut/hairstyle*	PASS/FAIL
2. Cover	Felt behind anchor has no IP's	/1
	Gold band has no antennas	/1
	Eagles are upright	/1
	Brim clean and polished, with no cracks	/1
	No stains or markings on the pancake	/1
3. Blouse	Shirt is white including no dirt marks around collar, free of dust and stains	/1
	Correct shoulder boards are worn	/1
	Females: Neck tab centered Males: Tie tied in a Full Windsor knot with tie clip	/1
	Anchors ½ inch above notch in the lapel and parallel with outer edge of collar	/1
	Ribbons 1/4 inch above breast pocket, nametag aligned and parallel with ribbons	/1
	No loose threads	/1
4. Trousers	Belt buckle free of blemishes, fingerprints, and scratches.	/1
	Trousers free of stains	/1
	No threads	/1
5. Shoes	Catwalk is brushed and free of dust	/1
	Heel is not overly worn (cannot fit a pen or pencil underneath)	/1
	Shoes are polished*	PASS/FAIL
TOTAL		**___/16**

Note: Any automatic uniform inspection failure will require a re-inspect by the Company Training Officer.

Enclosure (2)

Uniform Re-Inspect Conducted by: _____

Date: _____

NOT REQUIRED PASS FAIL

(4/C earns all points using above grade sheet)

Military Bearing (Senior Board Member Only)

Grader's Name:_____ Grader's Alpha:_____

4/C's Name:_____ 4/C's Alpha:_____

Use the grading scale below, circle the earned score for each grading criteria.

Professionalism						
	Does not use Sir/Ma'am. Poor posture and no eye contact. Improper reporting procedure.		Occasional misuse of Sir/Ma'am. Proper posture and eye contact are lacking. Executes proper reporting procedure.		Uses Sir/Ma'am. Maintains posture and eye contact. Executes proper reporting procedure.	
0		1		2		3
Confidence						
	Hesitant in responses, using filler words such as "um", "like", etc. Tone of voice appears nervous and unconfident.		Responses appear rushed or lack proper tone and projection.		Displays steady purpose in responses and projects his/her voice.	
0		1		2		3
Effectiveness Under Stress						
	Shows no composure. Nervous and agitated during the board.		Displays some lack of composure but is able to answer questions effectively.		Maintains composure throughout the board. Thinks through and answers questions effectively.	
0		1		2		3
Language and Communication						
	Ineffective in articulating thoughts and ideas verbally.		Communication lacks conciseness and timeliness. Struggles to clearly articulate answers.		Expresses answers in a form easily understood by all board members.	
0		1		2		3
TOTAL						**_____/12**

Enclosure (2)

COMDTMIDNNOTE 1610
27 Mar 2024

PROFESSIONAL COMPETENCY BOARD QUESTION GRADE SHEET

Grader's Name:_____ Grader's Alpha:_____

4/C's Name:_____ 4/C's Alpha:_____

Overall Score:_____

Questions

Write your question in the box, score it beneath, and write comments on the 4/C's ability to demonstrate the extent of their proficiency answering the question. Indicate in the score box if up to 2 points are earned back for reporting a correct answer to a question previously answered with "I'll find out and report back." Keep questions professional in accordance with COMDTMIDNNOTE 1610.

Question 1:						
	Has general understanding of question. Is unable to give a complete answer.		Strong understanding of material with adequate response or slight hesitation.		Comprehensive understanding of the material. Gives accurate and in depth reponse.	
0	1	2	3	4	5	6
Comments:						
Score: *Indicate the amout of points earned for reporting back a correct answer. (maximum 2pts)*					**/6**	

Enclosure (3)

Question 2:						
	Has general understanding of question. Is unable to give a complete answer.		Strong understanding of material with adequate response or slight hesitation.		Comprehensive understanding of the material. Gives accurate and in depth reponse.	
0	1	2	3	4	5	6
Comments:						
Score: *Indicate the amout of points earned for reporting back a correct answer. (maximum 2pts)*					**/6**	

Question 3:						
	Has general understanding of question. Is unable to give a complete answer.		Strong understanding of material with adequate response or slight hesitation.		Comprehensive understanding of the material. Gives accurate and in depth reponse.	
0	1	2	3	4	5	6
Comments:						
Score: *Indicate the amout of points earned for reporting back a correct answer. (maximum 2pts)*					**/6**	