COMDTMIDNNOTE 1611
PRODEV

COMMANDANT OF MIDSHIPMEN NOTICE 1611

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

Subj: 2024 SPRING PROFESSIONAL COMPETENCY ASSESSMENTS

Ref: (a) COMDTMIDNINST 1600.4K
(b) Officer Professional Core Competencies Manual
(c) COMDTMIDNINST 1600.2K
(d) 2023-2024 Professional Knowledge Book
(e) 2023-2024 Professional Knowledge Midshipmen Qualification Standards

Encl: (1) Company Officer Form 1 Template
(2) Extra Military Instruction (EMI) Log
(3) Company Officer Letter of Instruction
(4) Aptitude Probation Letter

1. Purpose. To publish the policies and procedures governing the Spring Semester 2023-2024 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 in achieving the foundational standards of "Officership" as outlined in reference (b).

3. Action

a. Commandant of Midshipmen. The Commandant of Midshipmen is responsible for the content, format, and execution of the PCA.

b. Deputy Commandant for Professional Development. The Deputy Commandant for Professional Development (PRODEV) shall supervise the planning and execution of the PCA. PRODEV shall also provide learning objectives and develop PCA questions from each respective core course. Core course questions shall represent a progression of knowledge for each class of midshipmen.

c. Training Officer. The Training Officer shall plan and execute the PCA. Specifically, they shall:

(1) Schedule dates and locations to administer the PCAs.

(2) Coordinate the building of PCAs and route for approval.

(3) Ensure exams are controlled throughout the process.

(4) Compile results in order to debrief the Commandant of Midshipmen.

(5) Release results to Battalion and Company Officers for dissemination to midshipmen and provide exams to Company Officers for the purpose of remediation.

(6) Ensure all midshipmen complete the PCA.

d. Senior Community Representatives. The Senior Community Representatives will support PRODEV in reviewing PCA questions for their respective communities.

e. Battalion Officers. The Battalion Officers shall supervise midshipmen preparation for the PCA and the remediation of midshipmen who fail.

f. Company Officers and Senior Enlisted Leaders (COs/SELs). The COs/SELs shall:

(1) Supervise review of Midshipmen Qualification Standards (MQS) as established in reference (e) and preparation for PCAs.

(2) Provide a list of PCA eligible midshipmen to the respective Class Training Officer in the Training Department no later than 1200 on the day of the PCA.

(a) 2/C Training Officer – LT Matthew Corey (3-1926)

(b) 3/C Training Officer – LT Ryan Menke (3-1925)

(3) Assist in proctoring the PCA.

(4) Generate the Company Officer Form 1, per enclosure (1), for a midshipman's first PCA failure.

(5) Ensure EMI remediation is completed for first time failures and documented using enclosure (2) prior to administering a re-examination.

(6) Issue Company Letters of Instruction, per enclosure (3), and Aptitude Probation Letter, per enclosure (4), following a second PCA failure.

(7) Coordinate administration of PCAs to Semester Abroad and Service Academy Exchange Program midshipmen.

g. Midshipmen First Class. Company Commanders, Executive Officers, Operations Officers, and Training Officers shall be available to proctor the PCA, as required, to meet the requirement of one proctor per classroom or other designated testing location. Proctor

requirements for each Company will be disseminated by the Class Training Officers once testing locations have been finalized.

4. PCA Guidelines. Key administrative aspects of the PCA are as follows:

a. General:

(1) Each 2/C and 3/C Midshipman shall take a PCA to objectively assess knowledge and comprehension of the MQS as established in reference (e).

(2) Semester Abroad Program and Service Academy Exchange Program midshipmen shall take the PCA covering the Spring MQS sections during the following Fall Semester.

(3) 70% or above is passing.

(4) Midshipmen who fail the PCA shall re-take it.

(5) Per reference (c), midshipmen who fail the PCA re-take shall receive a semester Aptitude grade no higher than "D".

b. Key Dates for Spring PCA:

(1) MIDN will have four days available to complete the PCA. MIDN must sign up for a date at least seven days in advance of the testing date. Available dates to complete the PCA for both 3/C and 2/C are:

(a) 24 March 2024 (Primary)

(b) 25 March 2024 (Secondary 1st Regiment)

(c) 26 March 2024 (Secondary 2nd Regiment)

(2) 27 March 2024 – 29 March 2024 – Spring PCA EMI period.

(3) 1 April 2024 – Spring PCA re-take.

(4) NLT 30 April 2024 – Commandant debriefed on Spring PCA results.

c. PCA Day Schedule:

(1) **Midshipmen shall report to assigned testing space in the designated uniform no later than 1850 with laptops.** Proctors shall take attendance and note any absences. Proctors shall ensure that midshipmen do not have cell phones in the testing room.

(2) Midshipmen shall follow the Proctor's guidance to properly complete answers electronically on their laptops. The PCA shall start promptly at 1900 and end promptly at 2000.

Upon completion of the PCA, Midshipmen will report status to the Proctor and the Proctor will mark PCA complete on the attendance sheet. Paper PCAs shall be made available in the event technical issues arise.

(3) The Class Training Officers will grade the exams as expeditiously as possible (typically 1-3 days post exam) and provide results to the Training Officer and PRODEV.

(4) A list of absent midshipmen shall be secured and positively returned by a designated Company proctor to the Class Training Officers in the Training Office (Bancroft 4114) immediately following the exam. Class Training Officers shall ensure full accountability and report discrepancies to the Training Officer.

(5) The PCA shall not be photographed, screenshotted, copied, discussed, or reconstructed from memory in any way.

d. PCA Content:

(1) The PCA will be an exam of 50 questions derived directly from MQS learning objectives as established in reference (e). Exam questions are pulled from a pool of questions for each respective Professional Knowledge Chapter delineated in reference (d), up to the date of the PCA (through Pro-Book Chapter 12 for the Spring PCA).

(2) The 2/C PCA will cover 2/C, 3/C, and 4/C MQS learning objectives.

(3) The 3/C PCA will cover 3/C, and 4/C MQS learning objectives.

e. PCA Results:

(1) The Training Officer shall provide Battalion Officers with scores for respective Battalions. Company Officers will receive Company and individual midshipmen results for each PCA. Company Officers shall then provide each midshipman with the individual's official grade.

(2) Each midshipman scoring less than 70% shall be identified as a PCA failure.

(3) Failure of the PCA shall result in:

(a) A Company Officer Form 1 [enclosure (1)].

(b) 2-hour periods of EMI each day as listed below.

1. EMI will be monitored by two members from the Battalion and Company Training Staffs.

2. EMI will be conducted in each Battalion's Conference Room.

3. Dates and Times of Spring PCA EMI:

(a) 27 March 2024, 1800-2000

(b) 28 March 2024, 1800-2000

(c) 29 March 2024, 1800-2000

4. EMI log (enclosure (2)) must be filled out and signed by the assigned proctors, signed and acknowledged by the CO/SEL, and turned into the Class Training Officer prior to the PCA retake.

(c) A PCA retake

(4) Failure of the PCA retake shall result in:

(a) A Company Officer Letter of Instruction (enclosure (3)).

(b) An Aptitude for Commission grade no higher than a "D" and Aptitude Probation in accordance with reference (c). Midshipmen will be issued an Aptitude Probation Letter (enclosure (4)).

(c) At least a Company-level Aptitude for Commission Board chaired by the Company Officer no later than the last day of class for the AY24 Spring semester. If the midshipman is not performing to standard in other areas, the chain of command may recommend to the Battalion Officer that a two-time PCA failure lead directly to a Battalion or Brigade Aptitude Board.

(d) This aptitude board will include a PCA oral board to verify midshipmen knowledge and comprehension of the material missed on the two PCA failures. Midshipmen who pass this board shall regain weekend eligibility at that time if all other eligibility requirements are met.

(5) Midshipmen who fail the Aptitude for Commission Board shall be forwarded to the next higher level (Company to Battalion and Battalion to Brigade) Aptitude for Commission Board.

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Digitally signed by MCDONOUGH.JAMES.PATRICK.III.1144725278
Date: 2024.03.23 18:05:46 -04'00'

J. P. MCDONOUGH III

Distribution:
Non-Mids (Electronically)
Brigade (Electronically)

COMPANY OFFICER FORM 1 TEMPLATE

MIDSHIPMAN COUNSELING FORM **FORM 1**

Type of Counseling:	☒ NEGATIVE ☐ POSITIVE	
Name:		
Alpha:		
Company:		
Ac Year (Ending):		
Semester:		
Commit Date:		
Creation Date:		
Reason:	Failed _/C PCA	
Description/Counseling Comments:	To correct your deficiency you will complete Extra Military Instruction as delineated in COMDTMIDNOTE 1611 and retake the PCA to achieve a passing score of 70% or higher. It is your responsibility to route this Form 1 via your MIDN CoC and return to CO/SEL for validation within 2 working days.	
Counseled By:	**NAME:**	**RANK:**
Counselor Signature/Date:	**SIGNATURE:**	**DATE:**
Midshipman Counseled Signature/Date:	**SIGNATURE:**	**DATE:**
Reviewed by Chain of Command (initial/date):	**Co Conduct Officer:**	
	Squad Leader:	
	Platoon Commander:	
	Company Commander	
Validated: (by Company Officer or Senior Enlisted Leader)	**SIGNATURE/DATE:**_____	

TAB A

A-1

EXTRA MILITARY INSTRUCTION (EMI) LOG

(Date)

From: (Midshipman Concerned)
To: (Company Officer)

Subj: EMI LOG

1. I failed to achieve a 70% or higher on my Professional Competency Assessment (PCA).

2. To correct my deficiency I have completed the following sessions of EMI with a member of the Battalion or Company Training Staff in the Battalion Conference room.

DAY / DATE	TIME	NAME OF TRAINING STAFF	SIGNATURE
	1800-2000		
	1800-2000		
	1800-2000		
	1800-2000		

3. During EMI I certify that I studied my Midshipman Qualification Standards (MQS) and related material to correct my deficiencies on the PCA.

4. I understand that once complete and acknowledged by my Company Officer, I must bring this EMI Log to the PCA retake and turn into my Class Training Officer.

_____
(MIDSHIPMAN NAME PRINT/SIGNATURE)

Acknowledged: _____
(COMPANY OFFICER SIGNATURE/DATE)

COMPANY OFFICER LETTER OF INSTRUCTION

(Date)

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) and re-take.

2. As a result, you will:

a. Receive an Aptitude for Commission grade no higher than a "D" and Aptitude Probation in accordance with COMDTMIDNINST 1600.2K, paragraphs 6.f.

b. Attend a Company (or Battalion or Brigade) Aptitude for Commission Board no later than the last day of class for this semester. This will include a PCA oral board to verify your knowledge and comprehension of the material you missed on the two PCA failures. If you pass this board, you shall regain weekend eligibility if you meet all other eligibility requirements.

3. Failure of the Company Aptitude for Commission Board/PCA oral board shall result in a Battalion Aptitude for Commission Board no later than the 8-week point of next semester.

4. Take advantage of this opportunity to remediate yourself with the following training plan.

a. Coordinate with me to review your PCA.

b. Meet with the Company Training Staff, community subject matter experts, and/or academic course instructors to address deficient areas.

c. Study your MQS to prepare for the PCA Oral Board.

5. The PCA is built from professional core competencies that form the foundation of your naval officership. It is imperative that you demonstrate a basic grasp of this material before commissioning. Should you require additional assistance, or if any factors whatsoever develop that hinder your ability to comply with this LOI, inform me immediately.

_____
(COMPANY OFFICER NAME PRINT/SIGNATURE)

Acknowledged: _____
(MIDSHIPMAN SIGNATURE/DATE)

Witnessed: _____
(SENIOR ENLISTED LEADER SIGNATURE/DATE)

Copy to:
Battalion Officer
Performance Jacket
Aptitude Officer

APTITUDE PROBATION LETTER

(Date)

From: (Company Officer)
To: (Midshipman Concerned)

Subj: PROBATION LETTER

Ref: (a) COMDTMIDNINST 1600.2K

1. Per reference (a), you failed to achieve a 70% or higher on the Professional Competency Assessment (PCA) and re-take. As such, you shall receive no higher than a "D" in Aptitude for the Spring semester. Additionally, you will be placed on aptitude probation and forwarded to a [Company or Battalion or Brigade] Aptitude for Commission Board, which will include a PCA Oral Board, no later than the last day of class for this semester. If you fail the [Company or Battalion] Aptitude for Commission Board/PCA Oral Board, you will be forwarded to a [Battalion or Brigade] Aptitude for Commission Board.

2. You are directed to improve your overall performance and Aptitude for Commission. Specifically, you shall:

a. Prepare a detailed plan to excel in your practicum class for 1/C Midshipmen, or on the Professional Competency Assessment for Second Class midshipmen.

b. Assist your Company Training Officer with MQS tracking [for 1/C Midshipmen] with PCA preparations [for 2/C Midshipmen].

3. You may be removed from probation in January if your Company Officer assigns you a grade of "C" or higher in aptitude for the Fall semester.

4. Failure to achieve a "C" or higher in aptitude for the Fall semester will result in you being forwarded to a Battalion Aptitude for Commission Board by the 4-week point of Spring semester for 1/C Midshipmen, or no later than the 8-week point of the spring semester for 2/C Midshipmen.

_____
(COMPANY OFFICER NAME PRINT/SIGNATURE)

Acknowledged: _____
(MIDSHIPMAN SIGNATURE/DATE)

Witnessed: _____
(SENIOR ENLISTED LEADER SIGNATURE/DATE)

Copy to:
Battalion Officer
Performance Jacket
Aptitude Officer