From: Company Commander

Date: 25 September 2019

Subj: MIDSHIPMAN OF THE MONTH/SEMESTER (MOM/MOS) PROGRAM BATTALION MEMBER OF THE MONTH/SEMESTER (BMOM/BMOS)

Encl: (1) BNCO SO 01.b Nomination Letter
(2) BNCO SO 01.c Selection Board Evaluation Sheet

1. **Purpose.** To establish procedures for selecting and recognizing Midshipman Battalion Member of the Month/Semester at the University of Arizona NROTC. This is an introductory procedure and should be read in its entirety.

2. **Discussion.** Recognition of personnel is an important part of leadership, and each month, numerous Battalion Members Midshipman go above and beyond the expectation of the Company/Battalion. This program will recognize individuals who best represent the University of Arizona NROTC Company Battalion each period of competition. The Midshipman Battalion Member of the Month/Semester not only demonstrates proven leadership, but also personifies professionalism and personal appearance.

3. **Cancellation.** Any previous University of Arizona NROTC Midshipman of the Month/Semester notices and instructions.

4. **Eligibility.** All Members Midshipman attached to the University of Arizona NROTC Company.

5. **Action.** Competition for the Midshipman of the Month will occur during each month of the fall and spring semesters. Competition for Midshipman of the Semester will occur between each of the awarded Midshipman of the Month, at the end of the fall and spring semesters. Midshipman of the Month/Semester schedule of events will be published by the S-1 Admin Department Head each semester.

   a. **Nomination.** Platoon Commanders/Sergeants will forward a nomination file for one upper classman and one lower classman that they have identified as deserving of recognition as Midshipman of the Month/Semester. A hard copy of the nomination file, using Microsoft Word format must be submitted to the Company S-1 Department Head using enclosure (1), the Monday before the date of the applicable board.

   b. **Selection Board.** Each nominee will be screened and evaluated without bias according to their performance, personal appearance, communication, bearing, tact, and Navy and Marine Corps knowledge using enclosure (2).

      (1) Company Sergeant Major will:

         (a) Serve as Chairman of all Midshipman of the Month/Semester Boards.

         (b) Report selection board recommendation to Company Commander Company within one working day

         (c) Bring the six printed copies of the nomination files and evaluation forms to the Midshipman of the Month/Semester board for distribution to all members of the board.

      (2) Company Guide will:
(a) Serve as Chairman of all Midshipman of the Month/Semester Boards.

(3) Platoon Sergeants will:

(a) Serve as a Midshipman of the Month Board member.

6. **Recognition**. The University of Arizona NROTC Battalion Midshipman of the Month/Semester will receive the following awards:

   a. **Company Midshipman of the Month**:
      A Twenty-Five Dollar check courtesy of The Wardroom Association.

      (1) Commendation Award.

      (2) Photograph displayed on The University of Arizona NROTC Company Board.

      (4) Photograph displayed in The University of Arizona NROTC Company monthly newsletter.

   b. **Company Midshipman of the Semester**:
      A Fifty Dollar check courtesy of The Wardroom Association.

      (1) Commendation Award with star.

      (2) Photograph displayed on The University of Arizona NROTC Company Board.

      (4) Photograph displayed in The University of Arizona NROTC Company monthly newsletter.

7. **Command and Signal**. The Company 1st Sergeant is the point of contact for all matters pertaining to the Midshipman of the Month/Semester Program.

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_Foster, Trent J_

_MIDN 1/C_

_Battalion Commanding Officer_