



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

COMDTMIDNINST 1650.4E
LEL

MAR 25 2021

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1650.4E

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

Subj: RADM DRAPER L. KAUFFMAN LEADERSHIP EXCELLENCE AWARD

Ref: (a) Mrs. Draper L. Kauffman ltr of 29 Jan 80

Encl: (1) Plan of Action and Milestones
(2) Memorandum to Company Officers
(3) Award Ceremony Sequence of Events
(4) Official Remarks
(5) Sample Award Certificate
(6) Kauffman Nomination Memorandum

1. Purpose. To establish policy concerning the nomination, selection, and presentation procedures for the RADM Draper L. Kauffman Leadership Excellence Award.

2. Cancellation. COMTMIDNINST 1650.4D.

3. Scope and Applicability. This instruction applies to personnel of the U.S. Naval Academy involved in the nomination, selection, and presentation of the RADM Draper L. Kauffman Leadership Excellence Award.

4. Background

a. The Kauffman Award was established in 1980 by RADM Kauffman's widow using the broad criteria provided in reference (a). The award is intended to be given to a Second Class Midshipman who has shown leadership potential across a broad spectrum of service to others. The spirit of the award is to inspire the awardee to develop and use this potential responsibly, not only at the Academy, but afterwards, when he or she joins the Fleet or Fleet Marine Force. The Kauffman family believed that the U.S. Naval Academy Alumni watch would be the ideal award, because it was their hope that every time the awardee looked at the time, he or she would be reminded of their commitment to ship, shipmate, and self. When describing the Naval leader, Rear Admiral Kauffman always stressed the whole person, not just the athlete, the scholar, or the individual with the best appearance, but a well-rounded leader that could blend all of these attributes selflessly. The Kauffman family is hoping to identify an individual who may not have been recognized by other means within the Academy.

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b. Since 1981, the selection process occurred in the spring semester of the nominee's Second Class year. The award will be presented at an appropriate time and place to be determined in the Fall semester of the awardee's First Class year.

c. The procedures contained in this instruction were developed by the Department of Leadership, Ethics and Law to address the whole person concept alluded to by Mrs. Kauffman in reference (a), and to utilize a process of peer nomination. The model of peer selection is an ideal process for selecting and recognizing a midshipman who consistently meets this responsibility and does so without consideration of reward. The individual selected must reflect the principles and beliefs of voluntarism, service without expectation of reward or recognition, and resolute focus on mission accomplishment. The selected individual should be the unsung hero who, day-in and day-out, performs above and beyond what is expected, and does so with the highest regard for the success of the unit. A good record in sports or Extracurricular Activity (ECA) accomplishment, participation in company events, community involvement, and leadership amongst peers are examples of some of the attributes that would make an individual a candidate for the Kauffman Award; however, the nominator need not restrict the qualifications for nomination to those listed previously.

5. Eligibility for Award. The Second Class Midshipman who has demonstrated proven ability in followership, potential for leadership, and a career of service upon graduation will be eligible for the award. In addition, the nominee should have no significant conduct or Academic difficulties, whether documented or pending.

6. Method of Nomination and Selection

a. A member of the Leadership, Ethics and Law Department, appointed by the Chairman of the department, will be assigned the collateral duty of Kauffman Award Coordinator. This individual, henceforth known as the coordinator, will normally be a leadership instructor and will be responsible to the Chairman, Department of Leadership, Ethics and Law, and the Director, Leadership, Education and Development (LEAD) Division for carrying out the guidance provided in this instruction. The coordinator will use the Plan of Action and Milestones provided in enclosure (1) of this instruction as a guide to assist in this task.

b. In the spring semester, the coordinator will provide to each Company Officer a memorandum describing the suggested peer selection criteria for respective nominees for the Kauffman Award as exemplified in enclosure (2). The memoranda for the Company Officers will be routed to them and copied to their respective Battalion Officers and the LEAD Division Director. All aspects of the nomination and selection process shall be held as confidential. The nominees should not be aware of the nomination or final determination at any time during the selection process by the review board.

c. Peer nominations will be the only source of nominations. Only Second Class Midshipmen, who are themselves eligible to be selected, will nominate one peer. The nomination will be made on a single-page, single-spaced, signed, confidential letter containing the name and Company of the peer nominated. These letters will be forwarded, in confidence, directly to the nominee's Company Officer, who will screen both the nominator and nominee for eligibility,

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and forward all qualified nominee's to their respective Battalion Officer. The Battalion Officers will forward not more than five of the most competitive to the coordinator, who will maintain possession until the review board is convened.

d. The coordinator will obtain each nominee's performance and Academic information.

e. The Kauffman Leadership Excellence Award Board composition is as follows: Deputy Commandant of Midshipmen (Chair); Director, LEAD Division; Battalion Officers; Chairman, Department of Leadership, Ethics and Law; two senior civilian faculty members in the Department of Leadership, Ethics and Law and two Junior Officers from the Department of Leadership, Ethics, and Law (normally the coordinator plus one other officer).

f. The respective Battalion Officers will brief their nominee's record, and any other significant contributions or achievements to the board. The junior officers will act as recorders for the board, and will be allowed to vote. The board will convene when directed by the Deputy Commandant of Midshipmen, and the board's recommendation will be ratified by the Commandant of Midshipmen prior to public announcement of the winner.

g. The purpose of the award ceremony is to properly recognize the significance of this achievement in a manner that pays tribute to the memory of RADM Kauffman while engaging the greatest midshipman participation. The presentation of the award will be done in the Fall of the awardee's First Class year in accordance with the schedule of events provided in enclosure (3). The Director, LEAD Division will officiate using remarks similar to those provided in enclosure (4). The Commandant of Midshipmen will present the award. The award will consist of a Naval Academy wristwatch as noted in reference (a), provided by the U.S. Naval Academy Alumni Association; an award certificate as provided in enclosure (5); and the awardee's name engraved on the perpetual plaque affixed within Luce Hall. Personnel in attendance will include:

(1) Awardee's Family.

(2) Awardee's Battalion Officer, Company Officer and appropriate peer midshipmen representatives.

(3) Division of LEAD faculty and officers, as required.

7. Records Management

a. Records created as a result of this instruction, 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%20Record%20Schedules/Forms/AllItems.aspx>.

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

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8. Review and Effective Date. The Deputy Commandant of LEAD will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40.



T. R. BUCHANAN

Distribution:
Non-Mids (Electronically)

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PLAN OF ACTION AND MILESTONES

<u>ACTION</u>	<u>Completed By</u>	<u>Completed</u>
1. Schedule Dep Dant for Awards Board with Dep Dant Secretary (in Commandant Conf Rm)	(Spring Semester) Week 9 _____	_____
2. Distribute nomination memos to midshipmen and Company Officers	Week 12 _____	_____
3. Remind midshipmen nominations are due to Company Officers	Week 13 _____	_____
4. Remind Company Officers nominations are due to Battalion Officers	Week 14 _____	_____
5. Collect nominations from Battalion Officers	Week 16 _____	_____
6. Ensure MID-PERF and MID-QUERY AC INFO are included in each nomination package	Week 16 _____	_____
7. Conduct awards board (Commandant Conf Rm)	Week 17 _____	_____
8. Route board results to Commandant of Midshipmen for approval	Week 17 _____	_____
9. Notify awardee via memo	Week 18 _____	_____
10. Establish time, location and uniform of ceremony in conjunction with input from LEAD Division Director, Battalion Officer, Deputy Commandant of Midshipmen and Commandant of Midshipmen	-2 month _____	_____
11. Schedule ceremony in Webevent, Commandant Operations, and public Works	-2 month _____	_____
12. Schedule photographer/reporter with Trident	-2 month _____	_____
13. Schedule Dant, BattO, CompO, LEAD Director, LEAD Personnel, family and guests for award ceremony	-2 month _____	_____

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14. Notify Alumni Assoc. of awardee. Coordinate watch purchase via Budget/Supply -2month _____
15. Take nameplate to Rickover Hall for engraving. -1 month _____
16. Route Kauffman Award Ceremony package to Dant. Include SOE, suggested remarks and award citation for signature -2 weeks _____
17. Confirm ceremony details with all Attendees -1 week _____
18. Retrieve name plate from engravers -1 week _____
19. Retrieve certificate from Dant, insert in blue presentation folder -1 week _____
20. Confirm ceremony logistics -1 day _____
21. Arrive early at ceremony with watch, award certificate and extra copy of remarks, test A/V equipment and ensure set-up is correct -0 days _____

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SAMPLE

MEMORANDUM TO COMPANY OFFICERS

From: Kauffman Leadership Award Coordinator

To: Company Officers

Subj: REQUEST FOR NOMINATIONS FOR THE RADM DRAPER L. KAUFFMAN
LEADERSHIP AWARD

Ref: (a) COMDTMIDNINST 1650.4E

1. Per reference (a), please forward to your Battalion Officer, peer generated, Second Class nominees who are eligible for the RADM Draper L. Kauffman Leadership Award.
2. The Second Class Midshipman who has demonstrated proven ability in followership, potential for leadership, and a career of service upon graduation will be eligible for the award. In addition, the nominee should have no significant conduct or academic difficulties, whether documented or pending.
3. The model of peer selection will be used for selecting and recognizing a midshipman who consistently meets the spirit of RADM Kauffman: Voluntarism, service without expectation of reward or recognition and resolute focus on mission accomplishment. The individual that should be nominated is an unsung hero who performs above and beyond what is expected, and does so with the highest regard for the success of the unit. When describing the Naval leader, RADM Kauffman always stressed the whole person, not just the athlete, the scholar, or the individual with the best appearance. What he wanted was well-rounded leaders of our Navy. The Kauffman family is hoping to identify an individual who may not have been recognized by other means within the U.S. Naval Academy.
4. Peer nominations will be the only source of nominations. Only Second Class Midshipmen, who are themselves eligible to be selected will nominate one peer. The nomination will be made on a single-page, single-spaced, signed, confidential letter containing the name and Company of the peer nominated. These letters will be forwarded, in confidence, directly to the nominee's Company Officer, who will screen both the nominator and nominee for eligibility, and forward all qualified nominees to their respective Battalion Officer. The Battalion Officers will forward not more than five of the most competitive to the coordinator, who will maintain possession until the review board is convened.
5. Please ensure, in any manner you see fit, that the Second Class in your Company understands the principles behind the award.
6. Thank you for your careful consideration in this matter.

(Name)

Copy to:
Chairman, Department of Leadership, Ethics, and Law
Director, Leadership, Education and Development Division
Battalion Officers

Enclosure (2)

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AWARD CEREMONY SEQUENCE OF EVENTS

1. T-30 MIDN 1/C AWARDEE AND PARENTS MEET IN COMMANDANT OF MIDSHIPMEN'S OFFICE.
2. T-15 MIDN 1/C AWARDEE AND PARENTS MOVE TO AWARD CEREMONY LOCATION.
3. T-05 MIDSHIPMAN'S REPRESENTATION FORM UP (AS APPLICABLE).
4. T+00 DIRECTOR, LEADERSHIP, EDUCATION AND DEVELOPMENT MAKES OFFICIAL REMARKS.
5. T+03 COMMANDANT OF MIDSHIPMEN PRESENTS CERTIFICATE OF RECOGNITION AND WRISTWATCH TO AWARDEE [DIRECTOR, LEAD READS CITATION].
6. T+05 COMMANDANT OF MIDSHIPMEN REMARKS.
7. T+08 PHOTOGRAPH OF AWARDEE, PARENTS, COMMANDANT OF MIDSHIPMEN AND DIRECTOR, LEAD. OTHER PHOTOS AS DESIRED.

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OFFICIAL REMARKS

Good afternoon Brigade, Mr. & Mrs. _____, ladies and gentlemen. In a moment I will ask the Commandant of the United States Naval Academy to present the Draper L. Kauffman leadership award to Midshipman _____. Before I do that, I would like to tell you briefly about RADM Draper L. Kauffman. Known as the father of the U.S. Navy underwater demolition teams, he was a graduate of the Class of 1933.

Initially, he was not commissioned in the Navy because of his poor eyesight and went to work for the United States lines for seven years in its New York, San Francisco, and European offices. When war started in Europe, he resigned from the United States lines, and served as an ambulance driver in France. Captured by the Germans in June 1940, he was imprisoned for two months. Upon his release, he made his way to England via underground routes through Spain and Portugal. In England, he volunteered for and was commissioned in the Royal Navy voluntary reserve. Serving in the London area during the blitz, he was cited by the British admiralty and by King George IV, personally, for his work in bomb and mine disposal in the wake of the bombings. One month before Pearl Harbor was attacked by the Japanese, he received a commission, in the U.S. Naval Reserve. As a new Lieutenant, he was sent to Hawaii to recover an unexploded bomb that had lodged in a building at Schofield barracks during the air attack. For recovering and disassembling the 500-pound bomb, the first recovered by Americans, he was awarded the Navy Cross. He earned a second Navy Cross for his work with underwater demolition teams under heavy enemy fire at Saipan in 1944. At that time, he was a Commander and in charge of all UDT activities involved in the Saipan, Tinian, and Guam operations. Subsequently, he was awarded the Legion of Merit for the planning and execution of UDT operations at Iwo Jima and Okinawa. Following World War II, he transferred to the regular Navy and rose to Flag rank as a line officer. In June of 1965, he became the 44th Superintendent of the Naval Academy. RADM Kauffman died in August of 1979 and in March of 1986, the Navy guided missile Frigate USS KAUFFMAN (FFG 59) was launched.

RADM Kauffman was an outstanding leader in every aspect of his life and it is especially fitting that an award in leadership is presented in his honor. The Draper L. Kauffman award is presented to that midshipman who, as a Midshipman Second Class, is judged by their peers to have the highest level of the principles and beliefs that RADM Kauffman represented both in and out of uniform. The spirit of RADM Kauffman was one of voluntarism, service without expectation of reward or recognition, and resolute focus on mission accomplishment. This year's award winner has consistently performed above and beyond the call of duty with the highest regard for the success of the unit. We are very pleased to present the RADM Draper L. Kauffman leadership excellence award to Midshipman 1/C _____.

Midshipman _____'s name has been added to the names of previous Kauffman award winners on the Kauffman plaque on the second deck of Luce hall.

Midshipman _____, front and center.

I am pleased to ask Captain _____, Commandant of Midshipmen of the United States Naval Academy, to present the Draper L. Kauffman award, a handsome, engraved

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gold watch, and certificate of recognition, to Midshipman _____ . Captain
_____.

[Commandant presents award, makes comments as desired]

Ladies and gentlemen, this concludes the ceremony. Thank you and congratulations
again to Midshipman _____.

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SAMPLE AWARD CERTIFICATE

*The Commandant of Midshipmen
of the United States Naval Academy
takes pleasure in awarding*

MIDSHIPMAN 1/C _____

the

*Kauffman Leadership Excellence
Award*

"This award is presented to Midshipman _____ who, as a Midshipman Second Class was judged by their peers to have met the spirit of Rear Admiral Kauffman: voluntarism, service without expectation of reward or recognition and resolute focus on mission accomplishment. Selection for the award was based on peer nomination of the classmate who performed above and beyond the call of duty, and did so with the highest regard for the success of the unit. Midshipman _____ has excelled in each of these areas of endeavor. Their exceptional performance reflects great credit upon them and the United States Naval Academy."

*Captain, U.S. Navy
Commandant of Midshipmen
U.S. Naval Academy*

SAMPLE KAUFFMAN NOMINATION MEMORANDUM

MEMORANDUM

From: Midshipman 2/C _____
To: Company Officer

Subj: NOMINATION FOR RADM DRAPER L. KAUFFMAN LEADERSHIP
EXCELLENCE AWARD

1. I respectfully nominate (include full name and Company of nominee) for the RADM Draper L. Kauffman Award.

2. In support of my recommendation, I provide the following examples of how midshipman (Last Name) embodies the spirit of voluntarism, service without expectation of reward or recognition and resolute focus on mission accomplishment.

[Provide examples]

(Name)