



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 1301.5
7APRODEV
OCT 14 2008

USNA INSTRUCTION 1301.5

From: Superintendent

Subj: MIDSHIPMEN SERVICE ASSIGNMENT

Ref: (a) DCNO(MPT&E) Ltr 1000 Ser N1/127167 of 21 Aug 08
(b) USNAINST 1531.47C
(c) U.S. Code, Title 10, CH 33, Sect 541
(d) MOU between SECARMY/SECNAV/SECAF of 29 Apr 92
(e) CNO Memo Ser 00/2U50252 of 28 Sep 92

Encl: (1) Notional Service Assignment Timeline
(2) Formatted Request for Inter-Service Commissioning

1. Purpose. To issue regulations and instructions concerning the administration, policies, and procedures for midshipmen service assignment.
2. Cancellation. COMDTMIDNINST 1301.1C, COMDTMIDNINST 1301.2B, and COMDTMIDNINST 1301.3 are canceled and superseded by this instruction. This directive is a complete revision and should be reviewed in its entirety.
3. Scope and Applicability. Midshipmen service assignment is focused on the mission of providing the best qualified midshipmen to fill the requirements of the Navy and Marine Corps. It produces officers ready to lead and to dedicate themselves to a naval service career. At the heart of this process are the warfare community assignment boards which recommend to the Superintendent those midshipmen best qualified to serve in their communities.
4. Organization and Authority
 - a. The Superintendent shall:
 - (1) Establish the overall policy for the conduct of midshipmen service assignment.
 - (2) Approve all midshipman service assignments. The Superintendent may delegate service reassignment authority to the Commandant of Midshipmen.
 - b. The Commandant of Midshipmen shall be responsible for the implementation and coordination of midshipman service assignment.
 - c. The Director, Division of Professional Development shall be responsible for supervising the planning, scheduling, and conduct of midshipman service assignment.
5. Service Assignment Process. The three-phased service assignment process matches midshipmen qualifications, aptitude, and desires with the needs of the Navy and Marine Corps to provide officers ready to meet the demands of a country at war or at peace.
 - a. Phase 1: Community Screening. Community screening consists of medical screening and community specific screening for academic, physical, and professional aptitude.

(1) Medical Screening. Medical screening shall be conducted by the pre-commissioning section at the Naval Health Clinic Annapolis and Brigade Medical, per relevant Navy Bureau of Medicine and Surgery (BUMED) directives.

(a) Only the Superintendent may designate a midshipman not physically qualified (NPQ) for commissioning. BUMED may designate a midshipman NPQ for individual assignment to the Unrestricted Line (URL), Marine Corps (USMC), or Restricted Line (RL) and Staff Corps.

(b) With the exception of Medical and Dental Corps accessions, midshipmen assignments to RL and Staff Corps will only be made if a midshipman is NPQ for URL or USMC or if a color-deficient midshipman is not accepted by the following communities:

1 Submarines, Special Warfare (SEAL), and Explosive Ordnance Disposal (EOD). If otherwise fully medically qualified, a color-deficient midshipman may have a medical waiver submitted for consideration to these communities.

2 USMC. If otherwise medically qualified, a color-deficient midshipman may be considered for USMC Ground assignment only without a medical waiver.

3 A color-deficient midshipman will rank the communities above, in priority order, ahead of RL and/or Staff Corps when entering final community preferences.

(c) Per medical directives, there is no height restriction for assignment to URL and USMC, with the exception of anthropometric measurement restrictions for Aviation assignment.

(2) Aviation Screening. All midshipmen desiring Navy or Marine Corps aviation assignment must successfully pass the Aviation Selection Test Battery (ASTB). The tests predict ground school and flight training performance of a student aviator or flight officer. Minimum ASTB scores required for assignment as a student aviator or flight officer are provided annually by cognizant authority. The Chairman, Department of Professional Programs shall schedule and administer the ASTB as required to ensure all midshipmen seeking aviation selection have opportunity to complete the test battery.

(3) Other Community Screenings. Additional screening for communities which have additional documented screening requirements will be administered by the senior community representative per relevant instructions, e.g. Naval Military Personnel Manual (MILPERSMAN). The communities requiring additional screening are: Submarines, Surface Warfare-Nuclear (SWO-N), SEAL, EOD, Engineering Duty (ED) option, Information Professional (IP) option, Oceanography (OCEANO) option, Intelligence, Information Warfare (IW), Civil Engineering Corps (CEC), and USMC. The senior community representative shall coordinate the scheduling and conduct of this screening with the Service Assignment Officer to include providing the latter with a list of all midshipmen who meet the minimum requirements prior to the community preference phase.

(4) Community screening is a pass/fail event to determine those midshipmen who meet the minimum community requirements. Under no circumstances shall personnel conducting screening provide the midshipman a relative ranking vis-à-vis screening results. Ranking and selection of midshipmen shall only be accomplished by the community assignment boards.

(5) The status of medical and ASTB screening shall be posted on the Midshipmen Information System (MIDS) web page as it becomes available. Midshipmen may access this information using their authorized login names and passwords.

b. Phase 2: Community Preferences. During fall semester of first-class year, midshipmen shall formally designate in MIDS up to six community preferences for which they have been found fully qualified. Midshipmen shall sign a printed copy of their preferences – countersigned by his/her Company Officer – and submit it to the Service Assignment Officer.

(1) Midshipmen physically qualified for URL shall indicate Surface Warfare-Conventional (SWO) as one of their preferences. Midshipmen physically qualified for URL are not eligible for RL assignment.

(2) Midshipmen NPQ for URL shall indicate Supply Corps as one of their preferences.

(3) Midshipmen identified by Brigade Medical as color-deficient shall be able to select URL communities for which they are qualified. These preferences will be integrated with those RL communities available to them. For example, if USMC is the only URL community for which a midshipman is medically eligible, then it does not have to be listed as top preference; however, this does not preclude that the midshipman will not be selected for USMC.

c. Phase 3: Community Assignment. The mission of each community assignment board is to select the best qualified midshipmen from among applicants (preferences) to fill the requirements of the Navy and Marine Corps per reference (a). Community assignment boards shall recommend to the Service Assignment Review Board a list of midshipmen best qualified to serve in their respective communities.

(1) Community Assignment Boards

(a) Composition. Community assignment boards shall normally consist of three to five members from the particular community or service as voting members. In some instances, the senior community officer and/or other board members will consist of personnel from outside agencies due to the limited representation at the Naval Academy. Boards will also be provided with one to five recorders to assist in the administration of the board proceedings, of which one shall normally be a Company Officer. Where possible, all boards will include both female and minority representation as members and/or recorders.

(b) Per Department of the Navy policy, midshipmen service assignment is dedicated to equality of treatment and opportunity for all midshipmen regardless of race, creed, color, gender, or national origin. Service assignment must afford all midshipmen fair and equitable consideration.

(c) Per Department of the Navy policy, midshipmen service assignment is dedicated to provide the Navy and Marine Corps with officer accessions that anticipate the expected demographic changes of tomorrow – that is, it takes 30 years for today's midshipmen to "grow" into future senior leadership. Accordingly, community assignments should reflect uniqueness, different perspectives, and talents.

(d) Determination of best qualified midshipmen and specific procedures for the conduct of the community board will be formalized in a precept by the senior community officer and approved by the Director, Division of Professional Development.

(e) Process. The Service Assignment Officer shall provide each community assignment board with a list of all qualified midshipmen who have indicated that community as their first choice. Based upon midshipmen qualification, performance, and aptitude – information available via MIDS and/or personal interviews – the community assignment board shall select midshipmen per precept guidance up to the established target. Midshipmen not selected for their first choice community shall then be considered by their second choice community. This process continues until all midshipmen have been assigned to a community for which they are qualified.

(f) Each community assignment board shall also select a number of alternates to be assigned in the event a selectee is unable to be commissioned in the community, e.g. medical attrition. The Commandant of Midshipmen shall provide senior community representatives with accessions targets that account for predicted attrition.

(2) Service Assignment Review Board (SARB)

(a) The SARB shall be responsible to the Superintendent for ensuring each community board's recommendations achieve the officer accessions goals of reference (a).

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(b) **Composition.** The following officers shall be assigned to the SARB: Commandant of Midshipmen (Chairperson); Director, Division of Professional Development; Director, Officer Development Division; senior SWO officer; senior Aviation officer; senior Submarine officer, and senior USMC officer. Other members may be assigned as directed by the chairperson. The Chairman, Department of Professional Programs and the Service Assignment Officer shall be assigned as non-voting SARB recorders.

(c) The SARB shall review the recommendations of the community assignment boards including the fair-share distribution of midshipmen preferences, demographics, and order of merit. It shall review the records of midshipmen in over-accessed communities and determine the best-fit assignment while ensuring minimum accessions requirements of all communities are achieved. Once under-accessed communities have achieved minimum accessions, the SARB will adjourn to permit community assignment boards to fill remaining accessions until targets are met. The SARB shall reconvene as required for review or deliberation prior to forwarding service assignment recommendations to the Superintendent.

(d) **Board Non-Disclosure.** Per naval selection board standards of integrity, proceedings, deliberations, and recommendations of the SARB shall not be disclosed. Board results will only be disseminated once approved by the Superintendent.

(3) **Superintendent's Approval.** The SARB will forward the proposed assignments to the Superintendent for final approval. The Chairman, Department of Professional Programs shall submit the following comparative statistics as enclosures to the assignments: total number of accessions broken down by race, ethnicity, gender, and technical vs. non-technical major, average order of merit and distribution by community, and midshipmen preference distribution by community.

(4) **Community Assignment Notification.** Notification of community assignment shall be made no later than mid November. A formal dinner shall be held as soon as possible after midshipmen notification to recognize this professional milestone. The Chairman, Department of Professional Programs shall prepare a notice for Commandant's approval outlining planning for and execution of Community Assignment Night.

(5) Once approved by the Superintendent, community assignments are final with the following exceptions:

(a) Midshipmen whose qualification status changes and are disqualified from the community to which they were initially assigned shall be reassigned based upon the needs of the Navy and Marine Corps and, to maximum extent, their preferences. The Commandant of Midshipmen shall approve this reassignment.

(b) Midshipmen assigned to Medical Corps but who are not accepted by a medical school by date specified in reference (c) shall be reassigned based upon the needs of the Navy and Marine Corps and, to maximum extent, their preferences. The Commandant of Midshipmen will approve this reassignment.

(c) Midshipmen with mitigating professional or personal circumstances may request community reassignment from the Commandant of Midshipmen until April 30, however, consideration for reassignment is strongly contingent upon maintaining the needs of the Navy and Marine Corps. The request to the Commandant shall be routed via the Senior Enlisted Leader, the Company Officer, the Battalion Officer, the prospective losing and gaining warfare community managers, the Director, Division of Professional Development, and the Deputy Commandant.

(6) **Orders Assignment.** Ship selection and service school convening date selections are made based upon Order of Merit (OOM) priority. Orders assignments will normally be made in January/February proceeding community assignment. The Chairman, Department of Professional

Programs shall prepare a notice for Commandant's approval outlining planning for and execution of orders assignment, including Ship Selection Night.

(7) Naval Academy graduates shall incur an active duty service obligation of five years, except for the following:

- (a) Pilot – eight years after designation as Pilot.
- (b) Naval Flight Officer – six years after NFO designation.
- (c) Rotary Pilot (USMC) – six years after designation.
- (d) Graduation education programs – per annual Naval Administrative (NAVADMIN) message.

d. Assignments Made Outside the Normal Three-Phased Process

(1) Nuclear Programs. Midshipmen who desire commissions as Submarine or SWO-N officers will participate in the normal service assignment process with the following modifications:

(a) The screening phase will include an interview with the Director, Naval Reactors which may be conducted with qualified individuals as early as spring of 2/C year.

(b) Midshipmen who are accepted by Director, Naval Reactors are obligated to assignment as a nuclear officer and are guaranteed service assignment into the nuclear community for which they interviewed provided they remain academically and physically qualified.

(2) Submarine and Surface Warfare Engineering Duty Option. Billets for these programs, when available, are only for midshipmen who have been selected for Submarines and Surface Warfare (conventional) and meet the academic requirements stipulated by the respective communities. The Director, Division of Weapons and Engineering shall convene a selection board after Community Assignment Night to screen and select the best qualified interested candidates. The board process will be conducted in the same manner as for other community selections. The timeline for the board process for these programs shall be promulgated by the Director, Division of Weapons and Engineering.

(3) Medical and Dental Corps Programs

(a) Assignment to Medical and Dental Corps programs is governed by reference (b). The Superintendent approves assignment to these programs early in the first semester of each year; however, this assignment is contingent upon acceptance to a medical/dental school program. Therefore, midshipmen recommended for this program will participate in the interview and screening phases of the service assignment process. Prior to the completion of the career preference phase, midshipmen who have not received notification of acceptance to a medical or dental school program may elect to withdraw their names from consideration for this program and then participate in the remainder of the regular service assignment process.

(b) Midshipmen assigned to Medical Corps but who are not accepted by a medical school by date specified in reference (b) shall be reassigned based upon the needs of the Navy and Marine Corps and, to maximum extent, their preferences.

(4) Inter-Service Commissioning

(a) References (c) and (d) established an inter-service commissioning among the Department of Defense service academies providing midshipmen a limited number of commissions into the U.S. Army and the U.S. Air Force. Each request will be evaluated per the following criteria of reference (e):

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1 The midshipman seeks a career opportunity that is available only in the U.S. Army or U.S. Air Force.

2 The midshipman has had a positive, compelling experience(s) as a result of voluntary participation in an USMA or USAFA exchange program of at least one semester such that the midshipman realizes that his/her personal desires and career goals can best be met and satisfied in the requested service.

3 The midshipman applied and was nominated to the requested service academy but did not receive an appointment. (This criterion alone shall not suffice for approval of the request.)

4 The midshipman has a parent or guardian who is an active or retired service member of the requested service. (This criterion alone shall not suffice for approval of the request.)

(b) Application Procedures. Midshipmen desiring to apply for inter-service commissioning shall:

1 Attend the annual Inter-Service Commissioning briefing following Fall Brigade Reform.

2 Compose a letter to the Secretary of the Navy via the Superintendent and the CNO explaining his/her reasons and qualification for an Inter-Service commission; a formatted letter is provided as enclosure (2) to this instruction. Applicants should address in detail how they meet the criteria of paragraph 5 d (4) above. Inter-Service commissioning request letters must be submitted to the Service Assignment Officer no later than 15 September. Recommendations from officers or elected officials are not part of the application and will not be considered.

3 Interview with the local Inter-Service Commissioning Board (September/October). This board is comprised of the Director, Division of Professional Development, the Chairman, Department of Professional Programs, and a local representative of the U.S. Marine Corps, the U.S. Army, and the U.S. Air Force. Following deliberation of candidate requests and interviews, the Board shall provide the Superintendent with a prioritized list of recommended midshipmen. This list shall be forwarded to the Chief of Naval Operations (N1) for determination of how many inter-service commissions will be approved given Navy and Marine Corps accessions needs.

(c) Service Assignment

1 Midshipmen requesting inter-service commissioning shall enter their final community preferences with their class. Inter-service commission is not a community preference.

2 Midshipmen whose requests are approved by the Secretary of the Navy will be assigned post-commissioning orders by the receiving service.

3 Midshipmen whose requests are disapproved or who withdraw their requests prior to graduation shall be assigned per normal assignment mechanisms.

(5) Delayed Graduates

(a) Midshipmen identified as delayed August graduates shall retain their original service assignments. Provisions for late school dates will be coordinated between Chairman, Department of Professional Programs and the Midshipmen Personnel Officer.

(b) Midshipmen identified as delayed December graduates may elect to be reassigned by the service assignment process for the proceeding class, however, subsequent reassignment precludes reverting to the prior community assignment.

6. Action

a. The Director, Division of Professional Development is responsible to the Commandant of Midshipmen for the planning and execution of midshipman service assignment. Specific responsibilities are:

(1) Develop and execute a consolidated service assignment plan for each Naval Academy class. This plan will include scheduling of the three phases of service assignment and refinement of procedures for the conduct of the phases as necessary for the specific class. Examples of procedures which may require modification from year to year include the procedures for presenting relevant information to service assignment boards and procedures for the conduct of Community Assignment and Orders Assignment Nights.

(2) Designate personnel to collateral duty assignments in support of program planning and execution, e.g. assign officers to community assignment boards.

(3) Serve as President of the Inter-Service Commissioning Board to include establishing procedures to screen midshipmen for qualification for inter-service commissioning per references (c) to (e).

(4) Coordinate with CNO (N13) on the development of reference (a), Officer Accession Plan.

b. The Chairman, Department of Professional Programs shall assist the Director, Division of Professional Development in the planning and execution of midshipmen service assignment. In addition to being responsible to the Director for duties of paragraph 6a., other responsibilities are:

(1) Coordinate with the Brigade Medical Officer to ensure midshipmen are aware of service assignment options prior to entering final community preferences.

(2) Ensure midshipmen are assigned to communities for which they are medically qualified.

(3) Prepare annual Commandant's notice providing amplifying details for service assignment and to facilitate program execution including time lines and procedures for the conduct of the board process and Community Assignment and Orders Assignment Nights.

(4) Serve as head recorder for the SARB.

(5) Serve as a voting member of the Inter-Service Commissioning Board.

(6) Schedule and administer the ASTB as required to ensure all midshipmen seeking aviation selection have opportunity to complete the test battery.

(7) Monitor service assignments following Community Assignment Night and provide periodic status reports to SARB members and CNO (N13). Should the needs of the Navy and Marine Corps necessitate, forward to the Commandant of Midshipmen for approval recommendations for community reassignments if billets become open due to physical or other disqualification.

c. The Service Assignment Officer reports to the Chairman, Department of Professional Programs as the lead action officer for all matters pertaining to midshipmen service assignment. In addition to being responsible to the Chairman for the duties of paragraph 6b, other responsibilities are:

(1) Monitor community preferences of first class midshipmen prior to service assignment. Provide this information to community representatives to assist in the briefing process during the fall semester.

(2) Serve as recorder for the Inter-Service Commissioning Board.

(3) Brief members of the graduating class on service assignment procedures.

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(4) Monitor the progress of the screening phase to ensure timely and accurate completion of the community eligibility lists. This will include coordination with appropriate community representatives, the ASTB testing officer, and the Brigade Medical Officer and Flight Surgeon.

(5) Monitor assignments to community assignment boards after coordination with community representatives.

(6) Coordinate with appropriate community representatives on arranging for board presidents and members from outside the Naval Academy complex for those communities not represented in the Yard.

(7) Conduct training for officers assigned to community assignment boards.

(8) Ensure accurate and timely completion of the service assignment board recommendations by providing technical assistance to the boards to include midshipmen records, setup and testing of classrooms for use by the boards, and training of board recorders, as well as monitoring the movement of records between boards.

(9) Serve as a recorder for the SARB. Additionally, consolidate assignment lists and provide statistical information regarding assignments made by the community assignment boards to the SARB and prepare an endorsement for forwarding to the Superintendent.

(10) Plan, coordinate, and execute Community Assignment Night.

(11) Provide statistical data on assignments to CNO (N13), the Midshipmen Personnel Officer, the Public Affairs Officer, and the Director of Institutional Research, as established by CNO (N13) directive.

(12) Provide the Community Scroll to CNO (N13), the Midshipmen Personnel Officer, and the Command Security Manager.

d. Senior community representatives shall:

(1) Develop and conduct community specific screening (other than ASTB testing) when required by the MILPERSMAN or other appropriate instructions. Coordinate the scheduling and conduct of this screening with the Service Assignment Officer, and then provide the Service Assignment Officer with a list of qualified midshipmen prior to the preference designation phase.

(2) Provide a list of proposed community assignment board members to the Service Assignment Officer as requested.

(3) Serve as community assignment board presidents.

(4) Serve as a member of the SARB as directed.

(5) Assign personnel and establish procedures for the conduct of their community's station for Community Assignment Night.

(6) Liaise between midshipmen assigned to their community, the detailers, and the Midshipmen Personnel Officer regarding orders and modifications to orders as required.

e. The Brigade Medical Officer shall:

(1) Conduct pre-commissioning medical screening per BUMED directives.

(2) Coordinate with the Service Assignment Officer to ensure initial accuracy of the community eligibility lists and to ensure all medical restrictions and outstanding issues are updated and resolved throughout service assignment.

(3) Inform the Service Assignment Officer of color-deficient midshipmen. The Brigade Medical Officer shall submit a waiver request for special duty for otherwise medically qualified color-deficient midshipmen.

(4) Forward medical packages to BUMED for commissioning recommendations and special duty clearances.

(5) Inform the Service Assignment Officer and the midshipmen of NPQ evaluations for individual URL, USMC, and RL and Staff Corps assignments.

(6) Recommend midshipmen potentially NPQ for commissioning to the Superintendent, via the Director, Division of Professional Development and the Commandant of Midshipmen.

f. As necessary, other Yard officers shall:

(1) Serve as interview team leaders or members when assigned.

(2) Serve as assignment board members or recorders when assigned.

(3) Participate in the planning and execution of Community Assignment Night and orders assignment.

/S/
J. L. FOWLER

Distribution:
All Non Mids (Electronically)

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Fall Semester	
Mid August (Brigade Reform)	Service Assignment and Community Information briefings
August 27	Inter-Service Commissioning brief
August 29	Final medical status determination
September 3-9	Midshipman preferences entered
September 15-24	Initial community assignment boards
September 22-25	Inter-Service Commissioning Board
September 25 – October 2	Service Assignment Review Board
October 6-31	Community assignment boards / Service Assignment Review Board (as required)
November 5	Superintendent approval
November 15 (NLT)	Community Assignment Night
Spring Semester	
January /February	Orders assignments
January/February	Superintendent Community Receptions
February 19	Ship Selection Night
April 30	Community reassignment request deadline

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Formatted Request for Inter-Service Commissioning

From: Midshipman 1/C W. T. Door, USN, 999-99-9999
To: Secretary of the Navy
Via: (1) Superintendent, U.S. Naval Academy
(2) Chief of Naval Operations

Subj: REQUEST FOR A COMMISSION IN THE U.S. ARMY (U.S. AIR FORCE) (*as appropriate*)

1. I respectfully request permission to receive a commission in the U.S. Army (U.S. Air Force) upon graduation in May 20xx.

2. Per guidelines set forth in reference (a), I submit the following information supporting my request:

a. << What unique career opportunity does the requestor desire that cannot be satisfied by a commission in the U.S. Navy or the U.S. Marine Corps? Is the requestor medically and academically qualified for this field? >>

b. << What voluntary actions has the requestor taken to learn about the other service and in what related activities sponsored by the USNA has the requestor participated? Did the requestor participate in a service academy exchange program? Provide detail as necessary. >>

c. << Did the requestor apply for an appointment to the receiving service academy? Did the requestor receive a nomination or appointment to that service academy? Provide detail as necessary. >>

d. << Does a family tradition – active duty or retired parent or legal guardian – exist in the receiving service? Provide detail as necessary. >>

3. Based on the above reasons, I respectfully request to be commissioned as a Second Lieutenant in the U.S. Army (U.S. Air Force).

Very respectfully,

W. T. DOOR
Midshipman First Class, USN