



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

USNAINST 1301.5D
7/PRODEV
12 OCT 2012

USNA INSTRUCTION 1301.5D

From: Superintendent

Subj: MIDSHIPMEN SERVICE ASSIGNMENT

Ref: (a) OPNAVINST 1532.1
(b) USNAINST 1531.47C
(c) MOU Between ASA(M&RA)/ASN(M&RA)/ASAF(M&RA) of 19 Nov 08

Encl: (1) Notional Service Assignment Timeline
(2) Request for Change of Service/Community Assignment (Format)
(3) Request for Inter-Service Commissioning (Format)

1. Purpose. To issue regulations and instructions concerning the administration, policies, and procedures for Midshipmen service assignment.
2. Cancellation. USNAINST 1301.5C
3. Background. The mission of Midshipmen service assignment is to provide the best qualified Midshipmen to fill Navy and U.S. Marine Corps (USMC) accessions requirements. Service/community assignment boards and the Service Assignment Review Board (SARB) will make recommendations to the Superintendent on those Midshipmen who are best qualified and projected to be most successful serving in each individual community. This process takes into account Midshipmen preferences where practical, but service assignments are ultimately guided by Midshipmen qualifications and the needs of the Navy and USMC.
4. Organization and Authority
 - a. The Superintendent shall:
 - (1) Establish institutional policy for the conduct of Midshipmen service assignment.
 - (2) Approve Midshipmen service assignments.
 - b. The Commandant of Midshipmen shall supervise the implementation and coordination of the Midshipmen service assignment process. Approval of service/community reassignments after initial Midshipmen notification is delegated to the Commandant of Midshipmen.
 - c. The Director, Division of Professional Development shall direct the detailed planning, scheduling, and conduct of the Midshipmen service assignment process.
 - d. The Chairman, Department of Career Information and Officer Accessions will execute the service assignment process.
 - e. The Service Assignment Officer will support the Chairman in the execution of the service assignment process.
5. Service Assignment Process. The service assignment process considers Midshipmen qualifications, aptitude, and desires in meeting Navy and Marine Corps officer accessions requirements. Per Deputy

Chief of Naval Operations (Manpower, Personnel, Training and Education) (DCNO (N1)) policy, all Naval Academy Midshipmen who are physically qualified shall be primarily assigned to the Navy Unrestricted Line (URL) or Marine Corps.

a. Phase 1: Midshipmen Screening. This phase is comprised 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 Unit in accordance with Bureau of Medicine and Surgery (BUMED) directives,

(a) BUMED may designate a Midshipman not physically qualified (NPQ) for assignment to the URL and/or the USMC; however, only the Superintendent may designate a Midshipman NPQ for commissioning.

(b) Midshipmen evaluated physically qualified for URL assignment may be assigned as a Medical/Dental Student in accordance with CNO (N1) policy and the current accession plan.

(c) Midshipmen will only be assigned to Restricted Line (RL) and Staff Corps if evaluated NPQ for URL or USMC assignment. A color-deficient Midshipman will be assigned to RL/Staff Corps if not accepted by the following communities:

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

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

(d) In accordance with BUMED standards, there are no height restrictions for assignment to URL and USMC, with the exception of anthropometric measurement restrictions for aviation assignment.

(2) Community Screening. Some communities have additional documented screening requirements per relevant directives (e.g., Naval Military Personnel Manual (MILPERSMAN)). Community screenings are pass-fail only, to determine if Midshipmen meet the minimum community requirements for selection. Under no circumstances shall personnel conducting pre-notification screening provide a Midshipman a relative ranking vis-à-vis screening results. Ranked recommendations of Midshipmen shall only be accomplished for the purposes of allowing the warfare community boards to assess candidates for selection or non-selection.

(a) Once Service Assignment notification is complete, a relative ranking of Midshipmen within individual communities may be used for determining associated follow on requirements such as ship assignments, flight school, or nuclear power school dates. Overall Order of Merit (OOM) will be the primary, but not singular, measure for this purpose. If any specialized warfare community based criteria are used in creating a relative ranking, the senior community lead will ensure that no individual aspect of a Midshipman's record will be considered more than once in the ranking, to include metrics that make up OOM.

(b) Naval and USMC Aviation. All Midshipmen desiring Navy or Marine Corps aviation assignment must attain qualifying scores on the Aviation Selection Test Battery (ASTB) prior to entering appropriate community preferences (Pilot and/or Naval Flight Officer). The tests use industry-standard scientific standards to predict student success in aviation officer training programs. Minimum ASTB scores required for assignment as a student aviator or flight officer are provided annually by cognizant Navy and USMC authorities.

1. The Chairman, Department of Career Information and Officer Accessions shall schedule and administer the ASTB to ensure all Midshipmen seeking aviation selection have an opportunity to complete the test battery.

2. Reference (a) mandates a lifetime limit of three ASTB administrations to each Midshipman.

a. The first retest shall occur only after 30 full calendar days have elapsed between the date of the first test and the date of the retest.

b. The second (and final) retest shall occur only after 90 full calendar days have elapsed following the date of the first retest.

3. Per reference (a), only the most recent ASTB scores are considered for eligibility, even if higher scores were obtained on a prior test. Hence, following service assignment notification, a First-Class Midshipman selected for Naval or USMC aviation who desires to retake the ASTB shall receive approval from the senior Naval Aviation representative or Marine Corps representative, respectively, prior to retaking the test. Example: a Midshipman with only NFO-qualifying scores seeking to attain qualifying pilot scores for potential reassignment. The senior representative shall counsel the Midshipman on the risk of receiving non-qualifying scores and subsequent aviation disqualification. Personnel administering the ASTB shall not permit a Midshipman assigned to Naval or USMC aviation to retake the test without written authorization.

(c) Submarines and Nuclear Surface Warfare (SWO-N). Midshipmen academic and performance records will be screened by Naval Reactors staff for approval to attend technical interviews with Naval Reactors staff and an interview with the Director, Naval Reactors.

(d) SEAL. Midshipmen academic, athletic, and performance records will be screened by a SEAL officer selection panel in accordance with the selection precept approved annually by Commander, Naval Special Warfare Command. All Midshipmen desiring assignment to the SEAL community will be screened according to the following guidelines:

1. Midshipmen must meet all physical and medical requirements to be commissioned as a URL SEAL officer.

2. Midshipmen must pass a SEAL Physical Screening Test administered at USNA.

3. Midshipmen must complete one of the USNA SEAL Screeners offered in the fall and spring of their Second-Class year.

4. Midshipmen must take part in a Navy Special Warfare (NSW) summer training cruise during the summer prior to their First-Class year. Evaluations of Midshipmen performance and suitability for the NSW community completed by officers and enlisted personnel during the cruise will be provided to the SEAL officer selection panel for consideration in their final community assignment recommendations.

5. Midshipmen who do not meet the aforementioned requirements may be allowed to interview with the SEAL officer selection panel if approved by the President of the officer selection panel.

6. Extenuating circumstances may be considered for a candidate unable to fulfill any of the aforementioned requirements. Exceptions to policy will specify the remaining requirements that must be met prior to commissioning to retain an assignment recommendation to the SEAL community (i.e., #1 and #2 above). Approval of exceptions to policy for a community assignment recommendation to NSW may only be granted by Commander, Naval Special Warfare Command in writing. If the specified requirements listed in the exception to policy are not met, the community assignment recommendation will be transferred to the next eligible alternate, in order, on the final recommendation list provided by the SEAL Officer selection panel to USNA.

(e) EOD. All Midshipmen desiring assignment to the EOD community will be screened according to the following guidelines:

1. Midshipmen must meet all physical and medical requirements to be commissioned as a URL EOD officer.

2. Midshipmen must pass an EOD Physical Screening Test administered at USNA.

3. Midshipman academic, athletic, and performance records will be screened by an EOD Officer Accessions Board as supporting metrics for the MIDN interview.

4. Completion of one of the USNA EOD Screeners and participation in an EOD summer training cruise are highly valued in the accessions process, but they are not requirements. Midshipmen who do not complete the aforementioned training may be allowed to interview with the EOD Officer Accessions Board if approved by the EOD Officer Accessions Board President. Extenuating circumstances may be considered for a candidate unable to fulfill any of the training.

(f) SWO Engineering Duty Option. Midshipmen must be academic Group I or II majors.

(g) Civil Engineering Corps (CEC) (only Midshipmen designated NPQ for URL/USMC assignment.) Midshipmen academic records will be screened by the senior CEC representative.

b. Phase 2: Midshipmen Preference Entry. During the fall semester of First-Class year, Midshipmen shall formally designate in the Midshipmen Information System (MIDS) the six preferred service/communities, by ranked desire, for which they have been screened and evaluated as fully qualified.

(1) Per CNO (N1) policy, Academy graduates are primarily assigned to surface warfare, nuclear programs, Naval aviation, and USMC (approximately 93% of each class). Accordingly, the MIDS preference module is designed to emphasize these predominant assignments.

(a) In addition to surface warfare, nuclear programs, Naval aviation, and USMC, the following assignment choices may be entered as a first preference, provided community qualification and screening standards have been met: SEAL, EOD, SWO Options (5 total), and Medical/Dental Student. Available SWO Options are: SWO (ED); SWO (OCEAN); SWO (IP); SWO (IW); and SWO (INTEL). Although Midshipmen may only enter a single SWO Option as a preference, Midshipmen desiring to be considered for more than one Information Dominance Corps (IDC) community SWO Option (OCEANO, IP, IW, and INTEL) should notify the Chairman of the IDC Selection Board directly.

(b) For the second through sixth preferences, a Midshipman will provide ranked preferences from the following options only: Surface Warfare, Nuclear Surface Warfare, Submarines, Navy Pilot, Naval Flight Officer, and USMC. These options will only be available if the Midshipman is medically qualified to select them. Community screening requirements are not fully taken into account by the MIDS module beyond the first choice; therefore, a Midshipman may indicate a preference that he/she is not necessarily fully qualified for at the time of entry. For example, a Midshipman may select SWO(N) as their #3 preference, although their academic record may later be deemed unqualified by Naval Reactors should they not be selected for their #1 or #2 choice.

(c) An exception will be made for a Midshipman selecting SEAL as first preference who prefers EOD as the second choice. This is permitted given the historic precedent of Midshipmen being assigned to EOD after not being selected by the SEAL community board. However, Midshipmen who indicate EOD as their first preference will be prevented by MIDS from selecting SEAL as their second preference.

(2) Midshipmen NPQ for URL/USMC assignment shall formally designate in MIDS the preferred RL and Staff communities for which they have been screened and evaluated as fully qualified.

(3) Color deficient Midshipmen, as identified by Brigade Medical, shall select URL communities and/or USMC for which they have been screened and evaluated as fully qualified. These preferences will be integrated with the RL and Staff communities available to them. Eligible URL assignments will be entered ahead of RL and/or Staff Corps preferences.

(4) The Service Assignment Officer shall update Midshipmen community eligibility in MIDS prior to commencing the preference entry phase.

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(5) Midshipmen shall sign a printed copy of their preferences – countersigned by their Company Officer – and submit it to the Service Assignment Officer.

c. Phase 3: Service/Community Assignment. The mission of each community assignment board is to recommend to the Chairman, Department of Career Information and Officer Accessions, the best qualified Midshipmen to fill annual Navy and Marine Corps accessions requirements as specified by CNO (N1). Officer Accessions and the Service Assignment Review Board shall then confirm Midshipmen aptitude and desires are best fit with the gaining service/community while ensuring that accessions requirements are satisfied.

(1) Community Assignment Boards

(a) Composition. Community assignment board voting members shall consist of local military faculty and staff from the particular community or service. In some instances, the senior community officer and/or other board members will consist of personnel from outside agencies due to limited representation at the Academy. Boards will also be provided with recording assistants, as required, for the administration of the board proceedings; one shall normally be a Company Officer. All boards will include as members and/or recorders, as feasible, both males and females, as well as other racial/ethnic group representation.

(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) Board Non-Disclosure. In keeping with Naval selection board standards of integrity, community board proceedings, deliberations, and recommendations shall not be disclosed except to the Service Assignment Review Board. The senior community representative shall administer the following oath to all personnel assigned to a community assignment board: "Do each of you solemnly swear that you will perform your duties as a member of this board without prejudice or partiality, having in view both the special fitness of Midshipmen and the efficiency of the Naval service, and you will not divulge the proceedings of this board except as authorized by the Superintendent or higher authority?"

(d) Execution

1. The Chairman, Department of Career Information and Officer Accessions, shall provide each community assignment board with a target accession goal for use as a planning tool. The target accession goals will be limited by the total number of Midshipmen physically qualified for URL assignment, and based on the prescribed accessions requirements of reference (b), while taking into account projected Midshipmen attrition due to separation or NPQ evaluation.

2. The Service Assignment Officer shall provide each community assignment board with a list of all qualified Midshipmen and their individual preferences from one through six. Based upon Midshipman qualification, performance, and aptitude, including information available via MIDS and/or personal interviews, the community assignment board shall review those who have indicated that community as a first preference and recommend Midshipmen per precept guidance up to the established target accession goal provided by Officer Accessions.

3. Determination of best qualified Midshipmen and specific procedures for the conduct of the community board will be formalized in a precept approved by the senior community representative.

4. Each community assignment board may also identify alternates, in prioritized order, to be considered for assignment to the community after Midshipmen notification, in the event a selectee is unable to be commissioned in the community (e.g., NPQ evaluation) or should the SARB recommend direct RL accessions per annual CNO (N1) service assignment policy (such as IP/IW/Intel) and backfill for the losing URL community.

12 OCT 1999

5. Midshipmen not recommended for their first choice community shall generally be evaluated by the next community in their order of preference, although the Service Assignment Review Board may intervene in order to determine a best fit service/community assignment.

(2) Service Assignment Review Board (SARB)

(a) The Commandant of Midshipmen serves as the President of the SARB and the Director of Professional Development is delegated functional authority as SARB Chairman for the purposes of conducting individual interviews. The SARB is responsible to the Superintendent for ensuring the annual Navy and Marine Corps accessions requirements established by CNO (N1) are achieved, with due consideration for Midshipmen aptitude and desires.

(b) In addition to the President and the Chairperson, the SARB shall be comprised of the senior Surface Warfare, Submarine, Aviation, and USMC community representatives at USNA. Other members may be assigned as directed by the President. The Chairman, Department of Career Information and Officer Accessions and the Service Assignment Officer shall be assigned as non-voting SARB recorders. Assistants to the senior community representatives are permitted to attend SARB meetings.

(c) Execution. The SARB shall review the initial service assignments provided by the Service Assignment Officer based on the recommendations of the community assignment boards. The initial assignments list should include the distribution of Midshipmen preferences, demographics, and order of merit. If there are shortfalls or excesses after completion of the initial community assignment boards, Officer Accessions and the SARB will review the records of Midshipmen to identify best fit assignments for Midshipmen in an excess status and qualified candidates to fill requirement shortfalls.

1. To aid determination of best-fit assignments, the SARB as a group shall interview identified Midshipmen as required in order to assess their service/community preferences and determine their aptitude for assignment to something other than their top preference. The Chairman, Department of Career Information and Officer Accessions shall be responsible for the planning and administration of the Midshipmen interviews as well as Midshipmen notification. Specific procedures for the conduct of the SARB will be formalized in a Commandant's Notice prior to Brigade reform.

2. Midshipman notification of a SARB interview should not be interpreted as non-assignment to his/her first service/community preference.

3. The SARB shall reconvene as required for review or deliberation prior to forwarding service assignment recommendations to the Superintendent. In some cases, the SARB may release an interim or tentative service assignment pending Superintendent approval based on initial community review boards. Primary candidates for this early release are the SEAL and EOD board recommendations, although other communities may also be included to allow those Midshipmen not recommended for one of these highly competitive communities ample time to research and prepare for an alternate service assignment.

(d) Board Non-Disclosure. In keeping with Naval selection board standards of integrity, SARB proceedings and deliberations shall not be disclosed. The Commandant of Midshipmen shall administer the oath to SARB members and administrative support personnel not to divulge board deliberations outside of the SARB. Final board results will only be disseminated after Superintendent approval.

(3) Superintendent's Approval. The SARB shall forward the proposed class assignments to the Superintendent for final approval. The Chairman, Department of Career Information and Officer Accessions 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.

12 OCT 2007

(4) Service/Community Assignment Notification

(a) Following Superintendent approval, final notification of service/community assignment shall be made to Midshipmen by their Company Officers following noon meal of the day established for notification. The Service Assignment Officer shall provide Company Officers the approved list of assignments for their company. The Chairman, Department of Career Information and Officer Accessions will ensure a two-person check of the correspondence is completed to ensure accuracy.

(b) A formal class event should be held as soon as possible after Midshipmen notification to recognize this professional milestone. The Chairman, Department of Career Information and Officer Accessions shall assist the class officer representative and the class president in the planning and execution of the Service Assignment dinner.

(5) Service/Community Reassignment

(a) Once approved by the Superintendent, service/community assignments are final with the exceptions below:

1. 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 will approve these reassignments.

2. Midshipmen specifically identified as physically qualified (PQ) for commissioning but NPQ for USMC/URL assignment after completion of initial service assignment shall be reassigned as a group not later than 21 calendar days prior to graduation to allow for competitive screening and making best use of available RL/Staff Corps billets. Affected Midshipmen will be counseled by the Chairman, Department of Career Information and Officer Accessions, and required to submit preferences based on available billets as soon as practical after notification of NPQ status. Midshipmen will be encouraged to utilize the time between notification and reassignment to learn about the available communities and conduct interviews with community representatives as needed. The Commandant will approve these reassignments.

3. Midshipmen assigned as Medical/Dental Students who are not accepted by a medical school prior to the deadline specified in reference (b), shall be reassigned based upon the needs of the Navy and Marine Corps and, to maximum extent, their preferences. The Commandant will approve these reassignments.

4. Midshipmen who experience changes in professional or personal circumstances after service assignment notification that warrant consideration may request service/community reassignment until April 30; however, merely requesting reconsideration by a service/community that has already evaluated the Midshipman's record during the board process is not considered a valid reason. A Midshipman seeking service/community reassignment shall not submit a reassignment request until he/she has discussed this with both the losing and the gaining senior community representative. All reassignments are strongly contingent upon the Academy maintaining Navy and USMC accessions requirements. The Commandant will approve these reassignments.

a. The Service Assignment Officer shall assist a Midshipman seeking a service/community reassignment with the formal request (enclosure (2)). Service/community reassignment requests shall be routed, in order, to the Pre-Commissioning Physicals Officer or the Brigade Medical Officer (as required); the Senior Enlisted Leader; the Company Officer; the Battalion Officer; the prospective losing and gaining service/community managers; and the Chairman, Department of Career Information and Officer Accessions. Upon receipt by the Chairman, and following normal reassignment procedures based upon community availability and Midshipman aptitude as assessed by the Chairman and senior community representatives, the request may be denied, retained on hold, or forwarded for consideration to the Commandant. Midshipmen desiring to withdraw a request for reassignment that has been placed on hold must notify the Chairman of their desire to do so.

12 OCT 19

(6) Orders Assignment and Management

(a) The Midshipmen orders assignment process shall be planned and executed by the service/community to which Midshipmen are assigned. Surface Warfare assignments will be made during Ship Selection Night, normally held in February. The senior Surface Warfare representative shall brief the Superintendent and Commandant of Midshipmen on event planning, logistics, and execution.

(b) Ship selection and service school convening date selections are normally prioritized by Midshipmen overall OOM, although a community specific modification to that ranking may be used in lieu of OOM upon recommendation of the senior community representative and as approved by the Commandant of Midshipmen. Orders assignments shall be made during the spring semester following community assignment.

(c) If orders assignments are planned to be made in conjunction with a Superintendent's Community Reception, the senior community representative shall coordinate with the Superintendent's staff and the Protocol Office for planning, to include appropriate Flag/General Officer invitations and required escorts.

(d) Subsequent to initial orders assignment, required orders modifications (e.g., a change to a flight school report date) shall be requested as follows:

1. Prior to commissioning, the senior service/community representative will approve all Midshipmen requests for orders modifications made to the service/community detailers.

2. After commissioning, an Ensign or Second Lieutenant desiring orders modifications shall submit a request to the Superintendent via his cost center chain of command for endorsement to the service/community detailers. The authority to approve this request is delegable to the Academy's Personnel Officer.

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

(a) Navy Pilot – eight years after designation.

(b) Naval Flight Officer – six years after designation.

(c) USMC Aviation – eight years after designation.

(d) Graduation Education programs – per annual Naval administrative (NAVADMIN) message.

d. Exceptions to the Normal Assignment Process

(1) Naval Nuclear Propulsion Program. Midshipmen who desire Submarine or SWO-N assignment will participate in the normal service assignment process with the following modifications:

(a) Midshipmen screened by Naval Reactors shall complete technical interviews with Naval Reactors staff and an interview with the Director, Naval Reactors. Midshipmen may be screened for and complete these interviews as early as spring semester of their second-class 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 qualified.

(2) Medical and Dental Students. Assignment to medical and dental student programs is governed by reference (b).

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(a) The Superintendent approves eligibility for these programs early in the first semester of first-class year; however, actual assignment is contingent upon acceptance to a medical/dental school program.

(b) Midshipmen recommended for this program will participate in the interview and screening phases of the service assignment process. At any time, 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 participate in the normal service assignment process.

(c) To facilitate acceptance into a medical/dental school program prior to the deadline specified in reference (b), the Premedical and Predental Advising Committee (PPAC) shall provide screening board results to the Office of the Superintendent via the Chairman, Department of Career Information and Officer Accessions Department no later than 15 Sep.

(d) While only the Superintendent may provide Commanding Officer's endorsement to packages for medical/dental corps assignment to Uniformed Services University of the Health Services (USUHS), the PPAC may furnish letters of recommendation for submission to medical/dental school programs, including USUHS, to Midshipmen designated as conditionally eligible or as qualified alternates at any time after providing PPAC screening board results to the Chairman, Department of Career Information and Officer Accessions Department.

(3) Submarine Engineering Duty. Per the annual CNO (N1) service assignment policy, a portion of the total Submarine accessions may include Submarine Engineering Duty accessions up to a CNO-specified number. Assignment to this option is only available to Midshipmen who have been selected for Submarines and meet the stipulated academic requirements. The Director, Division of Engineering and Weapons shall convene an assignment board following the completion of Naval Reactors interviews and select the best qualified interested candidates. The board process shall be conducted in the same manner as for other community selections.

(4) Inter-Service Commissioning

(a) Reference (c) governs inter-service commissioning among the Department of Defense service academies, providing opportunity for a limited number of Midshipmen to be commissioned into the U.S. Army and the U.S. Air Force. Additionally, there is limited opportunity for inter-service commissioning into the U.S. Coast Guard or other uniformed services of the United States on a case by case basis. Approval/disapproval authority for Midshipmen inter-service commissioning resides with the Assistant Secretary of the Navy (Manpower & Reserve Affairs) (ASN(M&RA)). Approval will be based primarily upon the needs and best interests of the Navy, Marine Corps, and gaining services.

(b) Midshipmen requests for inter-service commissioning shall be evaluated per the guidance of reference (c).

1. Applicants shall satisfy all Academy graduation requirements and all appointment/commissioning requirements established in the gaining Service's regulations and directives.

2. Applicants must demonstrate a change in their desire to serve in another service that came about during their tenure as a Midshipman.

3. Applicants shall provide a written statement of their career/professional/technical or other goals and their assessment of the likelihood of optimization in the requested service versus the Navy or Marine Corps.

4. Letters of recommendation are optional; however, they will be considered, especially if they attest to the applicant's sincere motivation and reasons for wanting to serve in the gaining Service.

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

1. Attend the annual inter-service commissioning briefing provided by the Service Assignment Officer during or shortly after fall Brigade Reform.

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2. Prepare a written request to ASN(M&RA) via the Superintendent and the CNO explaining his or her reasons and qualifications for an inter-service commission; a formatted letter is provided as enclosure (3). Inter-service commissioning request letters must be submitted to the Service Assignment Officer no later than the date promulgated at the briefing.

3. Interview with the Academy Inter-Service Commissioning Board, normally convened by mid-September. This board shall be comprised of the Director, Division of Professional Development (president); the Chairman, Department of Career Information and Officer Accessions; a local representative of the USMC; and local Army, Air Force, and Coast Guard representatives as required. The Service Assignment Officer shall serve as a non-voting recorder.

4. Following deliberation of applicant requests and interviews, the Board shall provide the Superintendent with applicant packages and a prioritized list of recommended Midshipmen. The Superintendent will provide his recommendations to CNO (N13) no later than October 31 for determination of how many inter-service commissions will be approved with due consideration for satisfying USN and USMC accessions requirements.

(d) Midshipmen requesting inter-service commissioning shall enter their final community preferences with their class. Inter-service commissioning is not a community preference in the MIDS module.

(e) Midshipmen whose requests are approved by the ASN(M&RA) and the gaining service will be assigned post-commissioning orders by the gaining service. The local representative of the gaining service will coordinate with the Special Events Office for planning and execution of the commissioning ceremony on Graduation Day.

(f) 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 summer graduates shall retain their original service assignments.

(b) Midshipmen identified as delayed December graduates may elect to be reassigned by the service assignment process for the proceeding class; however, Midshipmen cannot revert to his/her prior service/community assignment should he/she not desire the reassignment. Midshipmen seeking reassignment by this mechanism require approval from the Commandant of Midshipmen per paragraph 5c(5).

(6) Action

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

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.

2. Serve as President of the Inter-Service Commissioning Board, to include establishing procedures to interview Midshipmen for qualification for inter-service commissioning.

3. Coordinate with CNO (N13) on the development of the annual officer accessions plan.

4. Serve as functional Chairman of the SARB for the purpose of individual Midshipman interviews.

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(b) The Chairman, Department of Career Information and Officer Accessions 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 include:

1. Coordinate with the Brigade Medical Officer and Pre-Commissioning Physicals Officer to ensure Midshipmen are aware of service assignment options prior to entering final community preferences.
2. Ensure Midshipmen are only assigned to communities for which they are medically qualified.
3. Prepare annual Commandant's notice providing amplifying details for service assignment, including time lines and procedures for the conduct of the board process.
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 an 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 USN and USMC require, forward recommendations to the Commandant of Midshipmen via the Director, Division of Professional Development for community reassignments if accessions slots become open due to medical or other disqualification.
8. Coordinate with the Brigade Medical Officer, the Conduct Office, the Honor Officer, and the Physical Education Department for updates to the SARB, not to exceed monthly periodicity, regarding individual Midshipmen service assignment and commissioning issues.

(c) The Service Assignment Officer reports to the Chairman, Department of Career Information and Officer Accessions 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 include:

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, to include inter-service commissioning, at Fall Brigade Reform and as necessary.
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, the Brigade Medical Officer, and the Pre-Commissioning Physicals Officer.
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.

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7. Conduct training for officers assigned to community assignment boards on the MIDS service assignment modules.

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. 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. Provide statistical data on assignments to CNO (N13), the Midshipmen Personnel Officer, the Public Affairs Officer, and the Director of Institutional Research. The required data will be established by annual CNO (N1) service assignment policy.

11. Assist the Midshipmen Personnel Officer with the preparation of the commissioning scroll per annual CNO (N1) service assignment policy.

(d) Senior service/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, then provide the Service Assignment Officer with a list of qualified Midshipmen prior to the preference designation phase.

2. Designate personnel to collateral duty assignments in support of community assignment board planning and execution.

3. Serve as a member of the SARB as required by paragraph 5c(2).

4. Assign personnel and establish procedures for the conduct of their community's station for the Service Assignment dinner.

5. Coordinate with the Superintendent's Office and the Protocol Office for logistics and administration of the Superintendent's Community Reception, including Flag/General Officer invitations.

6. Designate personnel to serve as liaisons between Midshipmen selectees, service/community detailers, and the Midshipmen Personnel Officer regarding initial orders and any subsequent modifications prior to commissioning.

(e) The Brigade Medical Officer and the Pre-Commissioning Physicals Officer shall:

1. Conduct precommissioning medical screening per BUMED directives.

2. Coordinate with the Service Assignment Officer to ensure initial accuracy of the community eligibility lists and 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 and Naval Aerospace Medical Institute (NAMI) for commissioning recommendations and special duty clearances.

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

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6. Where waivers are being considered for Midshipmen deemed NPQ for a community, terminate all pursuit of waivers that have not been granted no later than 21 calendar days prior to graduation.

7. Advise the SARB, at a periodicity not to exceed monthly, on individual Midshipmen medical issues potentially impacting community, URL, and commissioning eligibility.

8. 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 Academy officers and senior enlisted 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 the Service Assignment Dinner and the Superintendent's Community Receptions.

/S/
S. S. VAHSEN
Chief of Staff

Distribution:
All Non Mids (electronically)

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Notional Service Assignment Timeline

Fall Semester	
Mid to Late August (Brigade Reform)	Service Assignment brief to 1/C
Late August	Inter-Service Commissioning brief to interested 1/C
Late August	Junior Officer Forum (Career Information Program)
Late August	Final Midshipmen medical status determination
Early September	Midshipmen preferences entered
Early to Mid September	Inter-Service Commissioning Board
Mid September	Initial community assignment boards
Late September	Initial Service Assignment Review Board
October	Midshipmen interviews with Service Assignment Review Board (as required)
	Community assignment boards/Service Assignment Review Board (as required)
Mid November to Early December	Superintendent approval
	Midshipmen notification
	Service Assignment Dinner
Spring Semester	
January/February	Orders assignments (as planned by each community)
January/February	Superintendent Community Receptions
Mid February	Ship Selection Night
April 30	Community reassignment request deadline
Early May	RL reassignment boards for Midshipmen deemed NPQ for URL after initial service assignment
	Deadline for medical waivers

Request for Change of Service/Community Assignment (Format)

Date

From: Midshipman 1/C John P. Jones, (Alpha/Co)
To: Chairman, Department of Officer Accessions

Subj: REQUEST FOR CHANGE OF SERVICE/COMMUNITY ASSIGNMENT

1. I respectfully request to change my service (community) assignment from _____ to _____.
2. I acknowledge that upon submitting my request it may be held by the Chairman, Department of Officer Accessions, pending availability of a quota for an indeterminate amount of time. If at any time I desire to withdrawal my request prior to final approval or disapproval, I will notify the Chairman immediately.
3. <Reason for requested change of service/community assignment. Written explanation is normally limited to 5 lines or less. The request shall not exceed one page.>

Very respectfully,

J. P. JONES

Recommended Approval

Signature/Date

(Pre-Commissioning Physicals Officer)	Y/N	_____ / _____
(Senior Enlisted Leader)	Y/N	_____ / _____
(Company Officer)	Y/N	_____ / _____
(Battalion Officer)	Y/N	_____ / _____
(Senior Rep, Losing Service/Community)	Y/N	_____ / _____
(Senior Rep, Gaining Service/Community)	Y/N	_____ / _____
(Chairman, Dept of Officer Accessions)	Y/N	_____ / _____

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Request for Inter-Service Commissioning (Format)

From: Midshipman 1/C John P. Jones, 123-45-6789

To: Assistant Secretary of the Navy (Manpower and Reserve Affairs)

Via: (1) President, Inter-Service Commissioning Board

(2) Superintendent, U.S. Naval Academy

(3) Chief of Naval Operations

Subj: REQUEST FOR A COMMISSION IN THE U.S. (ARMY) (AIR FORCE) (COAST GUARD)

Ref: (a) MOU Between ASA(M&RA)/ASN(M&RA)/ASAF(M&RA) of 19 Nov 08

Encl: (1) (Test results or training reports from the gaining service, e.g., flight aptitude test, medical or language training)

(2) (Letters of recommendation attesting to sincere motivation and reasons for wanting to serve in the gaining Service)

1. I respectfully request permission to be commissioned as a Second Lieutenant in the U.S. Army (U.S. Air Force) (or Ensign in the U.S. Coast Guard) upon graduation in May 20xx. My top three choices of specialty with the U.S. Army (U.S. Air Force) (U.S. Coast Guard) are:

a. <First preferred specialty>

b. <Second preferred specialty>

c. <Third preferred specialty>

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

a. <Written demonstration of a change in desire to serve in the Navy and Marine Corps that came about during your tenure as a Midshipman>

b. <Written statement of personal career/professional/technical or other goals and your assessment of the likelihood of optimization in the requested service versus the Navy and Marine Corps>

c. <Any record of affiliation with the requested service. Examples include substantial family history, prior enlisted service, previous admission application to the requested Service Academy, and/or participation in the Service Academy Exchange Program. Provide detail as necessary.>

3. Enclosures (1) through (#) provide supporting information.

Very respectfully,

J. P. JONES

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Any misuse or unauthorized disclosure can result in both civil and criminal penalties.

(When required information provided.)

Enclosure (3)