



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

COMDTMIDNINST 1301.1C
PRODEV

13 OCT 2005

COMDTMIDN INSTRUCTION 1301.1C

Subj: SERVICE ASSIGNMENT FOR CLASS OF 2006

Ref: (a) FY-06 U.S. Naval Academy Service Assignment Policy
from CNO
(b) MOA M&RA with CNO Serial Num 5321 dated 22 Jun 05
(c) MILPERSMAN 1542-010
(d) MCO 1542.1H
(e) COMDTMIDNINST 1301.2B
(f) USNAINST 1531.47C
(g) PRODEVNOTE 1301

Encl: (1) Service Assignment Schedule

1. Purpose. To issue regulations and instructions concerning the administration, policies, and procedures for the conduct of the service assignment process.

2. Cancellation. COMDTMIDNINST 1301.1B is canceled and superseded by this instruction. This instruction is a complete revision. Since changes are extensive, no special markings appear in the margins. Therefore, it should be read in its entirety.

3. Background. The Service Assignment process is designed to meet the needs of the Navy and Marine Corps by selecting the best qualified Midshipmen for each available billet. At the heart of this process are the service assignment boards which recommend to the Superintendent, via the Commandant, the Midshipmen best qualified to serve in their communities. Selections are based on the needs of the Navy and Marine Corps, Midshipmen preferences, and the qualifications of the Midshipmen. The policies established herein govern the conduct of this process.

4. Service Assignment Process. The Superintendent's approval of the Service Assignment lists is the culmination of a multi-phased process designed to ensure the service assignments made provide the best possible fit between the qualifications and desires of Midshipmen and the needs of the Navy and Marine Corps as delineated in references (a) and (b).

a. Community Screening Phase. Community screening consists of medical screening and community specific academic, physical, and professional screening.

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

(2) Aviation Selection Test Battery (ASTB). Minimum ASTB scores for assignment as Student Naval Aviator or Student Naval Flight Officer are provided in reference (c) and the Marine Corps Recruiting Command in reference (d). The ASTB is administered at the U.S. Naval Academy (USNA) by the Department of Professional Programs.

(3) Other Community and Service Specific Screenings. Additional screening for communities which have additional documented screening requirements will be administered by the Career Information Program (CIP) Representative for the community concerned per the relevant instruction (e.g. Naval Military Personnel Manual (MILPERSMAN)). The CIP representative will coordinate the scheduling and conduct of this screening with the CIO. The CIP representative for each of these communities will provide the CIO with a list of all Midshipmen who meet the minimum requirements prior to the preference designation phase. Communities which require additional screening include, but are not limited to, Special Warfare and Special Operations.

(4) Community screenings determine those Midshipmen who meet the minimum community requirements. Under no circumstances should personnel conducting screening provide to Midshipmen a relative ranking of Midshipmen participating in the screening. Ranking and selection of midshipmen is done by service assignment boards.

(5) Information on screening status will be made available to Midshipmen by the warfare CIO's.

b. Preference Designation Phase. First Class Midshipmen will mark for the record their service and community preferences from among those communities for which they have been found fully qualified. Midshipmen will sign preference cards and they

will be countersigned by company officers before being turned over to the CIO for use in managing the assignment phase. Midshipmen physically qualified for the Unrestricted Line (URL) must indicate Surface Warfare (conventional) as one of their preferences. Midshipmen not physically qualified for the URL must indicate Supply Corps as one of their preferences.

c. Assignment Phase. During the assignment phase, service assignment boards for each community will select the best qualified Midshipmen from among those applying per the quotas provided by the Chief of Naval Personnel (N13).

(1) Service Assignment Boards

(a) Composition. Service assignment board voting members normally consist of members from the particular community or service. The senior member of each community assigned to the Naval Academy is normally the president of the board. In some cases the president and/or other board member will consist of personnel from outside agencies due to the limited representation of some communities at the Naval Academy. Boards will also be provided with a recorder to assist in the administration of the board proceedings. Where possible, all boards will include both minority and female representation as members, recorders or both. The CIO will coordinate with each CIP representative and develop a proposed composition for each board and forward it to the Commandant for approval.

(b) Mission. The mission of the Service assignment boards is to select the best qualified Midshipmen for the community from among the fully qualified applicants in accordance with the established N13 quota.

(c) Guidance. Determination of the best qualified and specific procedures for the conduct of the board will be per the guidance provided to the president of the board by the Superintendent via the Director, Division of Professional Development.

(d) The CIO will provide each board with a list of all qualified Midshipmen who have indicated that community as their first choice. Based on the guidance provided by the Superintendent and the information available in Midshipmen records, the board will select Midshipmen for their community.

Midshipmen who are not selected for their first choice community will 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. Each board will also select a number of alternates to be assigned in the event a selectee is unable to be commissioned in the community. The number of alternates selected will normally be 10 percent of the assigned quota.

(e) Community boards are not expected to interview each Midshipman as part of the selection process, although board presidents may elect to do so. In the event that a Midshipman does not get accepted by a community board, and the Midshipman requests an interview to find out why they were not accepted, the community board (either as a group or a single member) shall grant that Midshipman an interview.

(f) Midshipmen may forward pertinent community board information to the director of Professional Programs (POC: LT Gryder) via their Company Officers. This is not a solicitation for items such as professor's letters of recommendations, but rather for information on a Midshipman that is not readily available in MIDS. One example of pertinent information would be if a midshipman had a private pilot license.

(g) Midshipmen who do not get accepted for their first choice will be notified via their company officer as soon as possible. Their records will then be reviewed by the Community Board of their second choice per the information entered in the Midshipman's Final Preference MIDS Module. This process will continue until the Midshipman is accepted by a community.

(2) Executive Review Board (ERB). The ERB will review the recommendations of the service assignment boards. The Commandant of Midshipmen serves as the President of the ERB. Other members include the Director of Professional Development, the senior Marine Corps representative, the senior Navy Aviator, the senior Surface Warfare Officer, the senior Supply Officer, the senior minority officer, the senior female officer, and the senior Medical Officer. The Chairman of the Department of Professional Programs and the CIO serve as recorders for this board.

(3) Superintendent's Review. The ERB will forward the proposed assignments to the Superintendent for final approval.

(4) Orders Assignment. Ship selection and school convening date selections are made on Orders Assignment night based on Order of Merit (OOM) priority. Specific policies and procedures for the conduct of Orders Assignment night and for the release of results will be promulgated in January.

(5) After Action. Following Orders Assignment night, the CIO will solicit observations and recommendations for improvement from all who participated in the process. The CIO will consolidate the after action comments and forward them to the Commandant of Midshipmen via the Chairman of the Department of Professional Programs and the Director, Division of Professional Development. Once the Superintendent has formally approved the Service Assignment list, the CIO is authorized to destroy all service assignment board administrative materials except for the final assignment list and authorized alternate lists.

d. Assignments Made Outside the Normal Process

(1) Inter-service Commissions. Reference (e) provides for a limited number of inter-service commissions. Midshipmen requesting inter-service commissioning will still list their final preferences in their Final Preferences MIDS module with the rest of the class, with ISC as their first choice. Once applications are forwarded by the Superintendent recommending approval, those Midshipmen will be considered as accepted for ISC and will not participate in the remainder of the service assignment process. Midshipmen whose requests are approved by the Secretary of the Navy will be assigned post commissioning orders by the receiving service. Midshipmen whose requests are disapproved, or who withdraw their requests prior to graduation, will be assigned to a community and issued orders by BUPERS per the needs of the Navy.

(2) Medical and Dental Corps Programs. Assignment to Medical and Dental Corps programs is governed by reference (f). 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 screening phase 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. Midshipmen who do not receive notification of acceptance to a medical or dental school program by the date indicated in the annual BUPERS Service Assignment policy letter will be assigned to a community based on the needs of the Navy.

(3) Nuclear Programs. Midshipmen who desire commissions as Submarine Warfare Officers or Surface Nuclear 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 (NR).

(b) Midshipmen who are accepted by NR are obligated to assignment as a nuclear officer.

(c) Unless otherwise directed, service assignment boards will not be formed to make assignments into the Submarines and Surface Nuclear Communities from among those Midshipmen NR accepts. Midshipmen in this status will be assigned to their highest choice nuclear community.

(4) Oceanography and Engineering Duty Option Programs. If billets for these programs are available they will be limited to a subset of Midshipmen who have been selected for designated warfare communities per reference (a). Screening and selection from among eligible Midshipmen will occur after Community Selection night. The board process will be conducted in a similar manner as for other community selections. The timeline for the board process for the option programs will be delineated annually in reference (e).

(5) Late Graduates. Midshipmen scheduled to graduate late will be assigned as follows:

(a) Midshipmen scheduled to graduate in the summer immediately following the graduation of the remainder of their class will participate in the service assignment process with the remainder of their class. Provisions for late school dates will be made on Orders Assignment night.

(b) Midshipmen who participate in the Service Assignment process but subsequently graduate the following December will retain their assignment from the previous fiscal year.

(c) Midshipmen reassigned to later graduating class will participate in the service assignment process of their new class, even if previously assigned.

(6) Midshipmen found to be ineligible for sea duty by BUMED will not participate in the normal Service Assignment process but will be assigned per the provisions of reference (a).

e. Finality of Assignments. Service assignments made on Community Selection night are final with the following exceptions:

(1) Midshipmen placed on a community alternate list by the respective community assignment board may be given the opportunity to fill vacancies which occur before Orders Assignment, scheduled for 23 February 2006.

(2) Midshipmen whose physical qualification status changes and are disqualified from their previously assigned community will be assigned to a new community based on the needs of the Navy and, when possible, the desires of the individual.

(3) Midshipmen recommended for Inter-Service Commissioning by the Superintendent, but who are subsequently disapproved by an appropriate official in the approval chain, will be assigned to a community based on the needs of the Navy and, when possible, the desires of the individual.

(4) Midshipmen selected by the Superintendent for graduate medical training who do not receive a medical school acceptance by the date published in reference (a) will be assigned to a community based on the needs of the Navy and, when possible, the desire of the individual.

5. Action

a. The Director, Division of Professional Development will be responsible to the Commandant of Midshipmen for the planning and execution of the Service Assignment process. Specific responsibilities include:

(1) Develop and execute a consolidated Service Assignment plan annually. This plan will include scheduling of the phases of Service Assignment and refinement of procedures for the conduct of the phases as necessary for the specific class.

(2) Designate personnel to collateral duty assignments in support of program planning and execution. Specifically, assign officers to Service Assignment boards.

(3) Establish procedures to screen Midshipmen for qualification for Inter-Service Commissioning per reference (e). Serve as President of the Inter-Service Commissioning Board.

b. The Chairman, Professional Programs Department will assist the Director, Division of Professional Development in the planning and execution of this program. Specific responsibilities include:

(1) To serve as a voting member of the Inter-Service Commissioning Board.

(2) To assign an officer as ASTB testing officer and ensure midshipmen have adequate opportunities to take this exam.

(3) To serve as head recorder for the ERB.

c. The CIO reports to the Chairman, Professional Programs Department as the lead action officer for all matters pertaining to the Service Assignment process. Specific responsibilities include:

(1) Coordinating with CNO (N13) and Marine Corps Recruiting Command (MCRC) regarding the officer accession plan each year and to ensure USNA views are considered during the annual development of reference (a).

(2) Monitor community preferences of Midshipmen prior to Service Assignment. Provide this information to CIP representatives to assist in the briefing process.

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

(4) Brief members of the graduating class on the procedures for the service assignment process.

(5) Monitor the progress of the screening phase to ensure timely and accurate completion of the community eligibility lists. This will include coordination with appropriate CIP representatives, the ASTB testing officer, and the pre-commissioning physical officer of the Naval Medical Clinic.

(6) Draft proposed Board Member assignments to Service Assignment boards after coordination with the CIP representatives for each community.

(7) Arrange for board presidents and members from outside the Naval Academy complex for those communities not represented.

(8) Conduct training for officers assigned to Service Assignment boards.

(9) Ensure accurate and timely completion of the Service Assignment board recommendations by coordinating technical assistance to the boards to include Midshipmen records, setup and testing of classrooms for use by the boards, training of board recorders, and monitoring the movement of records between boards.

(10) Function as a recorder for the ERB. Consolidate assignment lists and provide statistical information regarding assignments made by the Service Assignment boards to the ERB. Prepare an endorsement for forwarding to the Superintendent.

(11) Plan, coordinate, and execute Community Selection and Orders Assignment nights.

(12) Provide statistical data on assignments to CNO (N13), the Midshipmen Personnel Officer, the Public Affairs Office (PAO), and the Director of Institutional Research. These statistics may include number of Midshipmen assigned to each community and breakdowns by gender, race, and OOM.

(13) Provide by name, information on assignments as appropriate to CNO (N13), the Midshipmen Personnel Officer, and the Security Manager.

(14) Monitor the continued validity of Service Assignments following Community Selection night. As billets become open, due to physical or other disqualification, forward recommendations for reassignment to the Director, Division of Professional Development based on the needs of the Department of the Navy and the established community waiting lists per reference (a).

(15) Collect and consolidate Service Assignment after action comments annually and propose revisions to the process.

d. Senior community representatives and CIP representatives are assigned annually in reference (g). In addition to the duties delineated in reference (g), senior community and CIP representatives will:

(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 CIO. Provide the CIO with a list of qualified Midshipmen prior to the preference designation phase.

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

(3) Serve as assignment board presidents, members or recorders when assigned.

(4) Serve as a member of the ERB when assigned.

(5) Assign personnel and establish procedures for the conduct of their community's representation for Orders Assignment night.

(6) Function as liaison between Midshipmen assigned to their community, the detailers, and Midshipmen personnel regarding orders and modifications to orders as required.

e. Medical

(1) Conduct pre-commissioning physical screening per the appropriate BUMED instructions.

(2) Coordinate with the CIO to ensure the accuracy of the community eligibility lists.

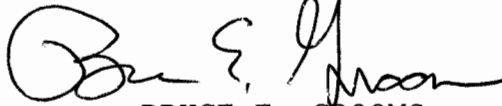
f. Other Officers

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

(2) Participate in Community Selection and Orders Assignment nights as directed.

g. Brigade Staff

(1) The Community Selection Night plan will be developed by the Class of 2006 Staff and will be forwarded to the Commandant of Midshipmen, via the Director, Division of Professional Development, NLT 14 October 2005 for approval.



BRUCE E. GROOMS

Distribution:
C-1 (Electronically)

SERVICE ASSIGNMENT SCHEDULE ACADEMIC YR 2006

Date/Time*	Event	Location	Participation
08/31 1930-2000	Service Assignment Brief	Alumni Auditorium	06 (Mandatory)
09/09 1250-1320	ISC Application Brief	Luce Planetarium	06
09/19 1200	ISC Application Deadline	Luce 124	06
10/04 1630-2030	ISC Board Interviews	Prodev Conference Room	06
10/07	Forward ISC Recommendations to Superintendent	Superintendent Conference room	ISC Board
10/07 0800	Final Preference Module Opens	Yard	06 (Mandatory)
10/17 0800	Final Preference Module Closes	Yard	06 (Mandatory)
10/24-10/27 1630-2200	Service Assignment Boards	Yard	Desig Officers
10/31-11/03 1630-2200	Service Assignment Boards	Yard	Desig Officers
11/07 1200	SA results to ERB	Commandant Conference room	ERB Members
11/08	Results to Superintendent	Superintendent Conference room	Desig Officers
11/15	Community Selection Night	Yard	06 (Mandatory) Desig Officers
02/01	EDO results to Superintendent	Superintendent Conference room	Desig Officers
02/23	Orders Assignment Night	Yard	06 (Mandatory) Desig Officers
02/23	Backfill process ends	Yard	All

- Dates and times are presented as a guide. Actual dates and times will be confirmed with the scheduling office before the event.