



DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN
U.S. NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS, MARYLAND 21402-5100

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COMMANDANT OF MIDSHIPMEN NOTICE 1301

Subj: CLASS OF 2012 SERVICE ASSIGNMENT REVIEW BOARD (SARB)
PRECEPTS

Ref: (a) USNAINST 1301.5B
(b) FY-12 Active Duty Officer Accession Plan
(c) CNO ltr 5321 of 16 Apr 08, Allocation of Naval Academy Graduates to the Marine Corps
(d) FY-12 U.S. Naval Academy Service Assignment Policy
(e) USNAINST 1531.47C

Encl: (1) 2012 Service Assignment Timeline (Tentative)

1. Purpose. To supplement references (a) through (e) for the planning and conduct of the Class of 2012 Service Assignment Review Board (SARB). The SARB ensures that each service assignment recommendation to the Superintendent is not only based on Midshipman desires (as dictated by qualification and aptitude) but also on the projected probability of success in the assigned warfare specialty. The SARB serves as the institutional collective wisdom and experience in balancing Midshipman preferences with the needs of the services.

2. Background. Midshipmen service assignment is intended to provide the best qualified Midshipmen to fill Navy and Marine Corps accessions requirements. Service/community assignment boards and the Service Assignment Review Board shall make recommendations to the Superintendent for each Midshipman.

3. Organization and Authority

a. The Superintendent is responsible for establishing overall policy and direction of Midshipmen service assignment per reference (a).

b. The Commandant of Midshipmen is responsible for the implementation and coordination of Midshipman service assignment including the overall quality of the process.

c. The Director, Division of Professional Development is responsible for supervising the planning, scheduling, and conduct of Midshipmen service assignment. The Director shall advise the Commandant of Midshipmen on all matters of service assignment policy and process.

d. The Chairman, Department of Career Information and Officer Accessions is responsible for the daily workings of the service assignment process.

e. Senior Navy community representatives and the senior Marine Corps representative are responsible for the conduct of community assignment boards and the timely submission of recommended Midshipmen assignments to the SARB.

4. Process. The Commandant of Midshipmen shall chair a board that reviews the initial service assignments based on the recommendations of each service/community assignment board and identifies shortfalls and/or excesses relative to accession requirements per references (b) and (c). The board will then ensure that Officer Accessions and the senior community representatives mitigate those divergences with Midshipmen whose aptitude and desires are a best fit with the gaining service/community, even though the gaining service/community may not be the Midshipman's first preference.

a. Membership. The SARB shall be comprised of the Commandant of Midshipmen, the Deputy Commandant of Midshipmen, the Director, Division of Professional Development, and the senior representatives from the Surface Warfare, Submarine, and Aviation communities and the Marine Corps.

b. Support. The following shall provide logistical and administrative support to the SARB: the Chairman, Department of Career Information and Officer Accessions, the Service Assignment Officer, and an assistant to each senior representative of paragraph 4a.

c. Precepts

(1) The SARB shall ensure that the lower accession band requirements of reference (d) for all Unrestricted Line (URL) communities and the Marine Corps are satisfied.

(2) The SARB shall ensure the Active Duty Officer accession goals established by references (b) and (c) are achieved as the total number of qualified Midshipmen permits.

(3) The SARB will recognize Midshipmen performance by weighing due consideration of Midshipmen first-choice assignment preferences, performance, and aptitude against the accession requirements of references (b) and (c).

(4) The following communities are excluded from SARB deliberation:

(a) Medical/Dental Students. Per reference (e), the Premedical and Predental Advising Committee (PPAC) will make its Medical/Dental Student assignment recommendations prior to the SARB convening date. PPAC recommendations will be excluded from SARB consideration unless the Superintendent does not approve the recommended Midshipmen for assignment.

(b) Submarines and Nuclear Surface Warfare. Midshipmen accepted by Director, Naval Reactors as nuclear accessions prior to the SARB convening date will be assigned to their communities and are excluded from consideration for assignment to another community.

(5) Per Department of the Navy policy, Midshipmen service assignment is dedicated to equality of treatment and opportunity for all Midshipmen without regard to race, creed, color, gender, or national origin. Evaluation of female and minority Midshipmen must clearly afford them fair and equitable consideration. Nevertheless, this guidance should not be interpreted as requiring or permitting preferential treatment of any Midshipman or group of Midshipmen on the grounds of race, creed, color, gender, or national origin.

(6) 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 over 20 years to develop senior leadership. Accordingly, community assignments should reflect uniqueness, different perspectives, and talents. Careful attention should be given to selecting Midshipmen who have demonstrated the potential to lead large organizations composed of personnel coming from widely varying ethnic and cultural backgrounds.

(7) While the Navy and Marine Corps are services of the highest standards and strict accountability, blind adherence to a zero-defect mentality will not be embraced. Any Midshipman who, except for a single incident, would otherwise be considered to be among the best qualified from those considered "fully qualified" should not be discounted from a recommended assignment.

(8) Official Midshipman military records provided to the service/community assignment boards and to the SARB may include medical documents relevant to the Midshipman's physical qualifications. If a board desires clarification of any such document, the board should request clarification from the Brigade Medical Officer.

5. Execution

a. The SARB shall review the initial service assignments produced by the Service Assignment Officer based on the recommendations of individual community assignment boards. SARB shall also review the distribution of Midshipmen preferences, demographics, and order of merit. Specific communities with shortfalls or excesses of qualified Midshipmen candidates shall be identified.

b. Representatives of the individual services/communities shall participate in deliberations with Officer Accessions and the SARB members as necessary to identify qualified Midshipmen who may be reassigned to a community other than their top preference in order to mitigate the shortfalls/excesses. Communities with shortfalls shall strive to satisfy community accessions targets or, at a minimum, lower accessions band requirements. Affected senior service/community representatives shall work with the Service Assignment Officer to identify qualified Midshipmen for release to the SARB deliberation process prior to the initial SARB interview dates.

c. The SARB shall conduct interviews as necessary to ensure that the service assignments recommended to the Superintendent represent the best fit and the highest potential for both individual and organizational success, especially when there is a conflict between Midshipmen desires and the accession needs of the services.

d. Deliberations

(1) All SARB members shall be sworn not to divulge board deliberations outside of the SARB. The Commandant of Midshipmen shall administer the following oath to SARB members and administrative support personnel:

"Do each of you solemnly swear that you will not divulge the proceedings of this board except as authorized by the Superintendent or higher authority, so help you God?"

(2) SARB deliberation is intended to satisfy accessions requirements as determined by DCNO (N1). To aid SARB determination of best-fit assignments in achieving accessions goals, the senior Surface Warfare, Submarine, Aviation, and USMC representatives, as a group, shall interview identified Midshipmen to assess their service/community preferences and aptitude and then potentially reassign Midshipmen based upon deliberations.

(a) 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. The following minimum data will be provided to the group for Midshipman background information:

1. Orders of merit
2. Academic major and cumulative quarterly progress report (CQPR)
3. Service assignment preferences
4. Summer training history
5. Additional relevant data, e.g., Introductory Flight Screening or prior enlisted experience

(b) As a mechanism to ensure the highest quality process, the SARB may consider interviewing Midshipmen who have expressed a preference for those communities identified for exclusion from normal SARB deliberations.

(3) The SARB will then adjourn to permit service/ community assignment boards and representatives to reevaluate Midshipmen assignments as necessary. The SARB will subsequently reconvene to review the quality of the service assignment process and take further corrective action if required.

(4) In cases where a Midshipman is reassigned during the SARB process, the Chairman of Officer Accessions and the gaining community representatives shall work with the Midshipman to accomplish any follow-on requirements based on the new assignment (e.g., Naval Reactors interview, ASTB exam, etc.). If for any reason, a Midshipman reassigned by the SARB later becomes ineligible for that assignment, the SARB will determine the next community to be considered for that individual's service assignment. The board will consider the Midshipman's original preferences and full record when making this determination.

(5) The SARB deliberations and Midshipmen interviews shall continue as required for review or deliberations before forwarding service assignment results to the Superintendent for approval.



R. E. CLARK II

Distribution:
Non-Mids (Electronically)

2012 Service Assignment Timeline (Tentative)

| Fall Semester | |
|------------------------|---|
| August 19 | Service Assignment brief to 1/C (Alumni Hall) |
| August 19 | Inter-Service Commissioning Brief to Interested 1/C (Mahan Hall) |
| August 24 | JO Forum (Smoke Hall) |
| August 31 | Preliminary Medical Status Determinations Submitted (BMU) |
| September 2 | Midshipmen Medical Status / Qualifications Posted (MIDS) |
| September 6-11 | Midshipmen Service Assignment Preference Module Open (MIDS) |
| September 12-16 | SEAL and EOD Community Assignment Boards |
| September 19-23 | Community Assignment Boards |
| September 26-29 | Community Assignment Boards (if needed) |
| September 27-28 | Inter-Service Commissioning (ISC) Board |
| September 29 | Naval Reactors Interviews |
| September 30 | Initial Service Assignment Review Board (SARB) Meeting |
| October 4-6 | Midshipmen Interviews with SARB (as required) |
| October 12-13 | Midshipmen Interviews with SARB (as required) |
| October 21 | Naval Reactors Interviews |
| October 25 | Naval Reactors Interviews |
| October 28 | Inter-Service Commission Packages Due to Assistant Secretary of the Navy (M&RA) |
| November 2-3 | Midshipmen Interviews with SARB (as required) |
| November 15 | Naval Reactors Interviews |
| November 30 | Naval Reactors Interviews |
| December 1 | Final Service Assignment Review Board |
| December 2 | Service Assignment Brief to Commandant |
| December 6 | Service Assignment Brief to Superintendent |
| December 7 | Midshipmen Notification |
| Spring Semester | |
| January / February | Community Orders Assignment Night |
| April 30 | Community Reassignment Request Deadline |
| May 10 | Medical / Dental Student School Acceptance Deadline |
| May 29 | Class of 2012 Graduation and Commissioning |