



## DEPARTMENT OF THE NAVY

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

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PRODEV  
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### COMMANDANT OF MIDSHIPMEN NOTICE 1301

Subj: CLASS OF 2013 SERVICE ASSIGNMENT REVIEW BOARD (SARB) PRECEPTS

Ref: (a) USNAINST 1301.5D  
(b) FY-13 Active Duty Officer Accession Plan  
(c) CNO ltr 5321 of 16 Apr 08, Allocation of Naval Academy Graduates to the Marine Corps  
(d) FY-13 U.S. Naval Academy Service Assignment Policy  
(e) USNAINST 1531.47C

Encl: (1) Class of 2013 Service Assignment Schedule of Events

1. Purpose. To supplement references (a) through (e) for the planning and conduct of the Class of 2013 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 shall serve as President of the board and 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 shall serve as functional Chairperson of the board and 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 their respective community assignment boards and the timely submission of recommended Midshipmen assignments to the SARB.

4. Process. The Director, Division of Professional Development shall chair a board of the senior warfare community representatives. This board reviews the initial service assignments based on the recommendations from each service/community assignment board and identifies shortfalls and/or excesses relative to accession requirements per references (b) and (c). The board will make recommendations to 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 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, Order of Merit (OOM), performance, and aptitude against the accession requirements of references (b) and (c). If any specialized warfare community based criteria are considered, the senior community representative shall ensure that no individual aspect of a Midshipman's record will be considered more than once, to include metrics that make up OOM.

(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.

(6) 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.

(7) 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 OOM. 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 projected Navy and USMC 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 of 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. OOMs
2. Academic major and Cumulative Quarterly Progress Reports (CQPR)
3. Service assignment preferences
4. Summer training histories
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)

**2013 Service Assignment Schedule of Events (tentative)**

<b>Fall Semester</b>	
August 17	Service Assignment brief to 1/C (Alumni Hall)
August 17	Inter-Service Commissioning Brief to Interested 1/C (Mahan Hall)
August 22	JO Forum (Dahlgren Hall)
August 27	Preliminary Medical Status Determinations Submitted (BMU)
August 29	Midshipmen Medical Status / Qualifications Posted (MIDS)
Aug 30 – Sept 7	Midshipmen Service Assignment Preference Module Open (MIDS)
September 10-14	SEAL and EOD Community Assignment Boards
September 17-21	Community Assignment Boards
September 21	Tentative early release date for selected highly competitive community assignments (SEAL/EOD/Medical/Dental)
September 24-27	Community Assignment Boards (if needed)
September 25-26	Inter-Service Commissioning (ISC) Board
September 27	Naval Reactors Interviews
September 28	Initial Service Assignment Review Board (SARB) Meeting
October 2-4	Midshipmen Interviews with SARB (as required)
October 10-11	Midshipmen Interviews with SARB (as required)
October 16	Naval Reactors Interviews
October 23	Naval Reactors Interviews
October 31	Inter-Service Commission Packages Due to Assistant Secretary of the Navy (M&RA)
October 30-31	Midshipmen Interviews with SARB (as required)
November 27	Naval Reactors Interviews (Backup)
November 16	Service Assignment Brief to Commandant
November 20	Service Assignment Brief to Superintendent
November 28	Midshipmen Notification
<b>Spring Semester</b>	
Jan/Feb	Community Assignment Dinners
April 30	Community Reassignment Request Deadline
May 3	Complete RL reassignments, terminate outstanding waivers
May 24	Class of 2013 Graduation and Commissioning