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

USNAINST 1301.5H
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USNA INSTRUCTION 1301.5H

From: Superintendent, U.S. Naval Academy

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 Assignment (Format)
a(3) Request for Inter-Service Commissioning (Format)

1. Purpose. To issue regulations and instructions concerning the administration, policies, and procedures for Midshipmen Service Assignment, per references (a) through (c).

2. Cancellation. USNAINST 1301.5G dated 26 Aug 2015.

3. Scope and Applicability. The mission of Midshipmen Service Assignment is to provide the best qualified midshipmen to fill U.S. Navy and Marine Corps accessions requirements. Service 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 Marine Corps.

4. Organization and Authority

a. The Superintendent establishes institutional policy for conducting Midshipmen Service Assignment and approves Midshipmen Service Assignments.

b. The Commandant of Midshipmen supervises the implementation and coordination of the Midshipmen Service Assignment process. Approval of service reassignments after initial midshipmen notification is delegated to the Commandant of Midshipmen.

c. The Deputy Commandant of Professional Development will direct the detailed planning, scheduling, and conduct of the Midshipmen Service Assignment process.

d. The Chairman, Department of Officer Accessions and Talent Optimization (OATO) executes the Service Assignment process.

e. The Service Assignment Officer supports 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 (PQ) will be primarily assigned to the Navy Unrestricted Line (URL) or Marine Corps. A notional Service Assignment timeline is depicted in enclosure (1).

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 will be conducted by the pre-commissioning section at the Naval Health Clinic Annapolis and Brigade Medical Unit per Bureau of Medicine and Surgery (BUMED) directives.

(a) BUMED will make recommendations for medical waivers for Navy URL, Navy Restricted Line (RL), or Marine Corps service; the Commandant may approve those waivers (by direction). Only the Superintendent may designate a midshipman Not Physically Qualified (NPQ) for commissioning.

(b) Midshipmen evaluated PQ for Navy URL assignment may be assigned as a Medical or Dental Student, Cryptologic Warfare (CW), or Information Professional (IP) per CNO (N1) policy and the current accession plan.

(c) With the exception of a Medical or Dental Student, CW, and IP, midshipmen will only be assigned to Navy RL and Staff Corps if evaluated as NPQ for Navy URL and USMC assignment. A color vision deficient midshipman will only be assigned to RL or USMC Ground.

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

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

(a) Once Service Assignment notification is complete, a ranking of midshipmen within individual communities or service 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 or service 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) Marine Corps. All midshipmen desiring Marine Corps assignment must complete Leatherneck or Marine Air Ground Task Force summer training. Exceptions to this requirement will be made on a case-by-case basis and requires approval of the Senior USMC representative.

(c) Naval and Marine Corps 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 metrics 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 Officer Accessions and Talent Optimization will schedule and administer the ASTB to ensure all midshipmen complete the test battery.

2. Reference (a) mandates a lifetime limit of three ASTB administrations to each midshipman. Retests will occur only after 90 full calendar days have elapsed between the date of the first test and the date of the 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 Marine Corps Aviation who desires to retake the ASTB will 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 will counsel the midshipman on the risk of receiving non-qualifying scores and subsequent aviation disqualification. Personnel administering the ASTB will not permit a midshipman assigned to Naval or Marine Corps aviation to retake the test without the written authorization.

(d) Submarines and Nuclear Surface Warfare (SWO-N). Midshipmen with a CQPR of less than 2.5 at the time of service assignment preference entry will not be able to select Submarines or SWO-N. The academic and performance records of qualified midshipmen interested in a nuclear program will then be screened by Naval Reactors staff for approval to attend technical interviews with Naval Reactors staff and an interview with the Director, Naval Reactors.

(e) Sea, Air, and Land (SEAL). Midshipmen academic, athletic, and performance records will be screened by a SEAL officer selection panel per 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. Preference should be given for the fall screener. Midshipmen with medical issues or participating in a sport with a fall varsity season may participate in the spring screener, but must notify the SEAL Program Director or SEAL Program Senior Enlisted Leader (SEL) before the fall screener. Exceptions to participation in a USNA SEAL screener are unlikely, but can be discussed with the USNA SEAL Program Director and will be considered on a case-by-case basis, and presented to the President of the Navy Special Warfare (NSW) Officer Selection Panel for consideration.

4. Midshipmen must take part in a NSW Summer Training cruise during the summer prior to their First-Class year. Evaluations of midshipmen performance and suitability for the NSW community will be provided to the SEAL officer selection panel for consideration in their final community assignment recommendations.

(f) Explosive Ordnance Disposal (EOD) officer. 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. Midshipmen academic, athletic, and performance records will be screened by an EOD Officer Accessions Board as supporting metrics for midshipmen interviews.

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.

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

(h) Information Warfare Community (IWC) and SWO IWC options. Midshipmen PQ for URL will have the opportunity to choose Cryptologic Warfare (CW), Information Professional (IP), and SWO IWC option assignments. All midshipmen desiring assignment to IWC will be screened according to the following guidelines:

1. Midshipmen must indicate CW, SWO-CW Option, IP, SWO-IP Option, SWO-Intel Option, or SWO-Ocean Option as their first preference for service-assignment in the "Information Warfare Community Screener" survey distributed at Brigade Reform.

2. The IWC initial screening process will evaluate all first choice preference selections across CW, SWO-CW Option, IP, SWO-IP Option, SWO-Intel, and SWO-Ocean Option, and determine those midshipmen best and most fully qualified for a follow-on board interview.

3. Midshipmen that do not pass the IWC screener will be informed prior to First-Class preference entry.

(i) Civil Engineering Corps (CEC). Midshipmen must be designated NPQ for URL and Marine Corps assignment, and must be academic Group I majors. Midshipmen academic records will be further screened by the senior CEC representative.

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

(1) First Preference

(a) Per CNO (N1) policy, USNA graduates are to be primarily assigned to URL (Surface Warfare, Nuclear programs, and Naval Aviation) or the Marine Corps. Accordingly, the MIDS preference module is designed to emphasize these predominant assignments. Although USN URL communities can be selected in any order, USMC may be entered as a first choice only.

(b) In addition to the four major warfare communities/service, the following assignment choices may also be entered as a first preference, provided community qualification and screening standards have been met: SEAL, EOD, SWO options (5 total), Cryptologic Warfare, Information Professional, and Medical or Dental student.

(c) Available SWO options are SWO Engineering Duty (ED), SWO Oceanography (OCEAN), SWO Information Professional (IP), SWO Cryptologic Warfare (CW), and SWO Intelligence (INTEL). Although midshipmen who have passed the IWC screener may only enter a single IWC preference, midshipmen desiring to be considered for more than one community

should indicate their order of IWC preferences in the "Information Warfare Community Screener" survey distributed at Brigade Reform.

(2) Second through Sixth Preferences. To ensure all URL accession goals are met, for the second through sixth preferences, midshipmen will provide ranked preferences from the following options only: Surface Warfare, Nuclear Surface Warfare, Submarines, Navy Pilot, and Naval Flight Officer. These options will only be available if a midshipman is medically and academically qualified to select them.

(3) Midshipmen NPQ for URL or Marine Corps assignment will formally designate in MIDS the preferred RL and Staff communities for which they have been screened and evaluated as fully qualified.

(4) Color vision deficient midshipmen, as identified by Brigade Medical, will select RL communities and/or Marine Corps for which they have been screened and evaluated as fully qualified.

(5) The Service Assignment Officer will update midshipmen community and service eligibility in MIDS prior to commencing the preference entry phase.

(6) Midshipmen will sign a printed copy of their preferences, countersigned by their Company Officer, and submit it to the Service Assignment Officer.

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

(1) Service Assignment Boards

(a) Composition. Service Assignment Board voting members will 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 USNA. Boards will also be provided with recording assistants, as required, for board administration; one will normally be a Company Officer.

(b) Per Department of the Navy policy, Midshipmen Service Assignment is dedicated to equal 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. All boards will include as members and/or recorders, as feasible, both males and females, as well as other racial and ethnic group representation.

(c) Board Non-Disclosure. In keeping with Naval selection board standards of integrity, local community and service board proceedings, deliberations, and recommendations will not be disclosed except to the SARB members. The senior community or service representative will administer the following oath to all personnel assigned to a Service 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 Officer Accessions and Talent Optimization, will provide each Service Assignment Board with a target accession goal 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 the annual active duty officer accession plan, while taking into account projected midshipmen attrition due to separation or NPQ evaluation.

2. The Service Assignment Officer will provide each community or Service Assignment Board with a list of all midshipmen who selected that community or service as their first choice.

3. Over-accessed communities with target accessions goals of less than 100 midshipmen will be reduced to the goal plus at least one alternate. Smaller communities are encouraged to identify as many alternates as are considered qualified for that community. Identifying alternates will assist in addressing any shortfalls in other communities. The remaining excess midshipmen will be evaluated by the next community or service in their order of preference. The gaining community or service will determine the ranking of the incoming midshipmen and place them in the appropriate priority order.

4. In order to equitably fill under-accessed communities, Department of Officer Accessions and Talent Optimization will compute the fair-share number of midshipmen to be moved from each community or service. Communities will be provided a list of the midshipmen in their "bin" who are qualified to fill the shortfalls.

5. After the shortfalls have been addressed, the communities or service will provide rankings for all midshipmen who meet minimum commissioning requirements for that service or community. Excess midshipmen will be considered alternates 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 during the SARB process to backfill for losses to other communities or services.

6. Determining the best qualified midshipmen and specific procedures for conducting ranking boards will be formalized in a precept approved by the appropriate senior community or service representative. Each community or service determines the various

attributes they deem necessary for projected success in the assigned warfare specialty and how those attributes are evaluated (such as summer training evaluations, Extra Curriculum Activity (ECA) participation, screener performance, and OOM). OOM is only one of the many factors considered in determining best qualified midshipmen.

7. During the community or service screening process, any midshipman can be interviewed by any community or service. Interview by a screening board should not be interpreted as selection or rejection by any community.

8. Midshipmen not qualified for their first choice community or service will generally be evaluated by the next community in their order of preference, although the SARB may intervene in order to determine the best assignment.

(2) Service Assignment Review Board (SARB)

(a) The Commandant of Midshipmen serves as the President of the SARB and the Deputy Commandant of Professional Development is delegated 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 will be comprised of a senior Surface Warfare, Submarine, Aviation, and USMC service or community representative assigned to USNA. Each community will also designate a Principal Assistant who can attend and vote during SARB proceedings in the event of a scheduling conflict for the senior community or service representative. Principal assistants are encouraged to attend all SARB meetings. Additional members may be assigned as designated by the President. The Chairman, Department of Officer Accessions and Talent Optimization and the Service Assignment Officer will be assigned as non-voting SARB recorders.

(c) Execution. The SARB will review the initial service assignments based on the recommendations of the screening 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 screening boards, Department of Officer Accessions and Talent Optimization 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 the shortfalls in requirements.

1. To aid determination of best-fit assignments, the SARB as a group will review the records of identified midshipmen and conduct midshipman interviews if required in order to assess their service preferences and determine their aptitude for alternate assignment. The Chairman, Department of Officer Accessions and Talent Optimization will plan and administer midshipmen record reviews or interviews as well as midshipmen notification. Specific

procedures for conducting 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 will 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/service review boards. Primary candidates for this early release are the Medical/Dental Corps, 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 will not be disclosed. The Commandant of Midshipmen will 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 the Superintendent's approval.

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

(4) Service Assignment Notification

(a) Following Superintendent approval, final notification of service assignment will be made to midshipmen by their Company Officers following noon meal of the day established for notification. The Service Assignment Officer will provide Company Officers the approved list of assignments for their company. The Chairman, Department of Officer Accessions and Talent Optimization 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 Officer Accessions and Talent Optimization will assist the class officer representative and the class president in planning and executing the service assignment event.

(c) The Service Assignment Officer will coordinate service assignment notifications with other entities on the Yard (Academic Dean, Athletic Director, etc.) to minimize scheduling conflicts and ensure midshipmen are available to be notified by their company officer on the selected date and time.

(5) Service Reassignment

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

1. Midshipmen whose qualification status changes and are disqualified (normally medical) from the community to which they were initially assigned will be reassigned based upon the needs of the Navy and Marine Corps and, to the maximum extent, their preferences. The Commandant will approve these reassignments.

2. Midshipmen specifically identified as Physically Qualified (PQ) for commissioning but NPQ for Marine Corps or URL assignment after completing the initial service assignment will be reassigned as a group no later than 21 calendar days prior to graduation to allow for competitive screening and make best use of available RL/Staff Corps billets. These midshipmen will be counseled by the Chairman, Department of Officer Accessions and Talent Optimization, 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 or Dental Students who are not accepted by a medical school prior to the deadline specified in reference (b), will 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 reassignment until 30 April; however, merely requesting reconsideration by a community that has already evaluated the midshipman's record during the board process is not considered a valid reason. Midshipmen seeking reassignment will not submit a request until they have discussed this with both the losing and the gaining senior community representatives. All reassignments are strongly contingent upon maintaining Navy and Marine Corps accessions requirements. The Commandant will approve these reassignments.

a. The Service Assignment Officer will assist midshipmen seeking reassignment with the formal request (enclosure (2)). Reassignment requests will be routed, in order, to the Pre-Commissioning Physicals Officer or the Brigade Medical Officer (as required); the Senior Enlisted Leader (SEL); the Company Officer; the Battalion Officer; the prospective losing and gaining community managers; and the Chairman, Department of Officer Accessions and Talent Optimization.

b. 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 will be forwarded to the

Commandant for consideration. Midshipmen desiring to withdraw a request for reassignment must notify the Chairman of their desire to do so.

(6) Orders Assignment and Management

(a) The midshipmen orders assignment process will be planned and executed by the community to which midshipmen are assigned. Surface Warfare assignments will be made during Ship Selection Night, normally held in January. Deputy Commandant of Professional Development (PRODEV), as USNA's senior SWO community representative, will 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 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 will 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 will coordinate with the Superintendent's staff and the Protocol Office for planning, to include appropriate Flag and/or 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) will be requested as follows:

1. Prior to commissioning, the senior community representative will approve all midshipmen requests to detailers for order modifications.

2. After commissioning, an Ensign or Second Lieutenant desiring orders modifications will submit a request to the Superintendent via his Cost Center chain of command for endorsement. The authority to approve this request is delegable to the USNA Personnel Officer.

(7) Active Duty Service Obligation. Naval Academy graduates will 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) Marine Corps Aviation – eight years after designation.

(d) SEAL – four years after designation.

(e) Graduation Education Programs (GEP) – 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 will 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 the 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 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).

(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 medical or dental school programs.

(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 or dental school program prior to the deadline specified in reference (b), the Premedical and Predental Advising Committee (PPAC) will provide screening board results to the Office of the Superintendent via the Chairman, Department of Officer Accessions and Talent Optimization no later than 15 September.

(d) Only the Superintendent may provide Commanding Officer's endorsement to packages for medical and dental corps assignment to Uniformed Services University of the Health Services (USUHS). However, the PPAC may furnish letters of recommendation for submission to medical and 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 Officer Accessions and Talent Optimization.

(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 will convene an assignment board following the completion of Naval Reactors interviews and select the best qualified interested candidates. The board process will be conducted in the same manner as for other community selections.

(4) Inter-Service Commissioning

(a) Reference (c) governs inter-service commissioning among DoD service academies, providing opportunity for a limited number of midshipmen to be commissioned into the U.S. Army and 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 and Marine Corps and the gaining services.

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

1. Applicants will satisfy all USNA graduation requirements and all 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 will provide a written statement of their career, professional, and 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 will:

1. Attend the annual inter-service commissioning briefing provided by the Service Assignment Officer.

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 will be comprised of the Deputy Commandant of Professional Development (President); the Chairman, Department of Officer Accessions and Talent Optimization; a local representative of the Marine Corps; and local Army, Air Force, and Coast Guard representatives as required. The Service Assignment Officer will be assigned as a non-voting recorder.

4. Following deliberation of applicant requests and interviews, the Board will 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 31 October 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 will 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 the commissioning ceremony on Graduation Day.

(f) Midshipmen whose requests are disapproved or who withdraw their requests prior to graduation will be assigned per the normal assignment process.

(5) Delayed Graduates

(a) Midshipmen identified as delayed summer graduates will retain their original service assignments.

(b) Midshipmen identified as delayed until December will remain in their originally selected assignment unless reassignment is necessary due to requirements in the new fiscal year accession plan. Midshipmen seeking reassignment require approval from the Commandant of Midshipmen per paragraph 5c(5).

(6) Action

(a) The Deputy Commandant of Professional Development is responsible to the Commandant of Midshipmen for planning and executing 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 and refining the three phases of service assignment as necessary for each 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 Chairman of the SARB for the purpose of individual midshipman interviews.

(b) The Chairman, Department of Officer Accessions and Talent Optimization will assist the Deputy Commandant of Professional Development in the planning and execution of Midshipmen Service Assignment. In addition to being responsible to the Director for duties of paragraph 5d(6)(a), 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 their final community preferences. This requires coordination with the International Programs Office to ensure that midshipmen scheduled to study abroad during the fall semester of their 1/C year are fully apprised of their medical status prior to going abroad.

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

3. Prepare an annual Commandant's notice providing amplifying details for Service Assignment, including timelines and procedures for 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 have an opportunity to complete the test battery.

7. Monitor Service Assignments following official service assignment notification and provide periodic status reports to SARB members and CNO (N13). Should the needs of the Navy and Marine Corps require it, forward recommendations to the Commandant of Midshipmen via the Deputy Commandant of Professional Development for reassignments if accessions slots become open due to medical or other disqualifications.

8. Coordinate with the Brigade Medical Officer, Conduct Officer, Honor Officer, and 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 Officer Accessions and Talent Optimization 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 5d(6)(b), 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, including 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 to arrange for board presidents and members from outside the Naval Academy complex for those communities not represented on the Yard.

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

8. Ensure accurate and timely completion of the SARBoard 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 preparing the commissioning scroll per annual CNO (N1) Service Assignment policy.

(d) Senior service and community 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 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). Ensure that their principal assistants are prepared to serve as voting members of the SARB in the event they are unable to attend.

4. Assign personnel and establish procedures for conducting their community's station for the service assignment event.

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

6. Designate personnel to serve as liaisons between midshipmen selectees, 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 will:

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

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

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

4. Forward medical packages to BUMED, BUMED Undersea Medicine, and Naval Aerospace Medical Institute (NAMI) for commissioning recommendations and special duty clearances.

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

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 Deputy Commandant of Professional Development and the Commandant of Midshipmen.

(f) As necessary, other Academy Officers and Senior Enlisted will:

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 event and the Superintendent's Community Receptions.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

7. Review and Effective Date. Per OPNAVINST 5215.17A, the Commandant's Office will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNA V 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

W. E. CARTER, JR

Releasability and Distribution:
Non Mids (electronically)
Brigade (electronically)

NOTIONAL SERVICE ASSIGNMENT TIMELINE

Fall Semester	
Early August	Commandant Brief to the Service Assignment Review Board
August 18	Final Midshipmen Medical Status Determination
August 18 (Brigade Reform)	Service Assignment Brief to 1/C
	Inter-Service Commissioning Brief to Interested 1/C
August 19-26	Information Warfare Community Screener
Aug 29-Sep 2	Midshipmen Preferences Entered
August 31	Junior Officer Forum (Career Information Program)
Sep 2-21	Community and Service Screening Boards
September 14	Inter-Service Commissioning Board
September 16	Initial Service Assignment Review Board
September-October	SARB Deliberations (as required)
November 10	Superintendent Approval
November 17	Midshipmen Notification
	Service Assignment Event
Spring Semester	
January/February	Orders Assignments (as planned by each community)
January/February	Superintendent Community Receptions
January/February	Ship Selection Night
April 30	Community Reassignment Request Readline
Early May	RL Reassignment for 1/C Deemed NPQ for URL after Initial Service Assignment
	Deadline for Medical Waivers

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REQUEST FOR CHANGE OF SERVICE ASSIGNMENT (FORMAT)

Date

From: Midshipman 1/C John P. Jones, Alpha, Company
To: Chairman, Department of Officer Accessions and Talent Optimization

Subj: REQUEST FOR CHANGE OF SERVICE ASSIGNMENT

1. I respectfully request to change my service assignment from _____ to _____.

2. I acknowledge that upon submitting my request it may be reviewed periodically by the Chairman, Department of Officer Accessions and Talent Optimization, pending availability of a quota. If at any time I desire to withdraw my request prior to final approval or disapproval, I will notify the Chairman immediately.

3. Reason for requesting change of service assignment. Written explanation is normally limited to 5 lines. The request will not exceed one page.

Very respectfully,

J. P. JONES
MIDN 1/C, USN

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, Department of Officer Accessions and Talent Optimization	Y / N	_____ / _____

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REQUEST FOR INTER-SERVICE COMMISSIONING (FORMAT)

From: Midshipman 1/C John P. Jones, Alpha, Company
To: Assistant Secretary of the Navy (Manpower and Reserve Affairs)
Via: (1) President, Inter-Service Commissioning Board
(2) Commandant of Midshipmen, U.S. Naval Academy
(3) Superintendent, U.S. Naval Academy
(4) 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), and 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 or 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, or 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.

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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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