



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
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ANNAPOLIS, MARYLAND 21402-1300

USNAINST 1301.5N  
7/PRODEV  
28 Aug 2026

USNA INSTRUCTION 1301.5N

From: Superintendent, U.S. Naval Academy

Subj: MIDSHIPMEN SERVICE ASSIGNMENT

Ref: (a) MOA between DCNO (PM&T)/DC(M&RA)/DC(CD&I) of 10 Apr 25  
(b) USNAINST 6150.1  
(c) DODI 6025.18  
(d) SECNAVINST 1532.1A  
(e) COMDTMIDNINST 1500.3  
(f) COMDTMIDNNOTE 1301 SERVICE ASSIGNMENT REVIEW BOARD PRECEPTS  
(g) COMDTMIDNNOTE 1301 DESIGNATION OF SENIOR COMMUNITY REPRESENTATIVES  
(h) COMDTMIDNNOTE 5050 SERVICE ASSIGNMENT NOTIFICATION  
(i) USNAINST 1531.47D  
(j) MOU between ASA (M&RA)/ASN (M&RA)/ASAF (M&RA) of 16 Nov 23

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

1. Purpose. To issue regulations and instructions concerning the administration, policies, and procedures for midshipmen service assignment, per references (a) through (j).

2. Cancellation. USNAINST 1301.5M.

3. Scope and Applicability. The mission of midshipmen service assignment is to provide the best qualified midshipmen to fill U.S. Navy (USN) and U.S. Marine Corps (USMC) accessions requirements. The Service Assignment Review Board (SARB) will make recommendations to the Superintendent on those midshipmen best qualified and projected to be most successful in each community. The midshipmen service assignment process considers midshipmen qualifications, aptitude, and preferences in meeting USN and USMC officer accession requirements per Deputy Chief of Naval Operations (Manpower, Personnel, Training, and Education) (DCNO (N1)) annual policy and reference (a). Enclosure (1) is a notional midshipmen service assignment timeline.

#### 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 and serves as the approval authority for reassignments after initial notification is complete.
- c. The Deputy Commandant for Professional Development (PRODEV) directs 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 midshipmen service assignment process.
- e. The Service Assignment Officer (SAO) supports the OATO Chairman in the execution of the midshipmen service assignment process.

#### 5. Midshipmen Service Assignment Process

- a. Midshipmen Screening. Medical and community-specific screening for academic, physical, and professional aptitude.

(1) Medical Screening. Midshipmen must be medically qualified for the community they are service assigned. Naval Health Clinic Annapolis and the Brigade Medical Unit conduct the medical screening per Bureau of Medicine and Surgery (BUMED) directives.

(a) BUMED recommends medical waivers for USN Unrestricted Line (URL), Information Warfare Line (IWL), Special Duty Officer (SDO), Staff Corps, or USMC service. If BUMED does not recommend a medical waiver for any community where a midshipman is otherwise qualified, OATO will coordinate with OPNAV N131 to identify potential community assignments and commissioning opportunities not traditionally offered to USNA that support the midshipman's medical needs.

(b) If found not commissionable due to medical disqualification, reference (b) outlines the midshipman's subsequent administrative process.

(c) To ensure accuracy and efficiency in the service assignment process, the Commissioning Medical Officer (CMO) and Brigade Medical Officer (BMO) may proactively share medical information pertaining to midshipmen physical qualifications with the OATO Department. Any medical information received by OATO will be used only to support the service assignment process and protected in accordance with reference (c).

(2) Community/Service Screening. Some USN and USMC communities have additional, documented screening requirements. These requirements determine a midshipman's eligibility

for accession into a community, not a competitive ranking against other candidates. Ranking and selection of midshipmen is the responsibility of Community Assignment Boards.

(a) USMC. All midshipmen who desire a USMC assignment must complete Leatherneck summer training. The Senior USMC representative approves any exceptions.

(b) Naval Aviation and USMC Aviation. All midshipmen who desire a USN or USMC aviation assignment must attain qualifying scores on the Aviation Selection Test Battery (ASTB) before entering appropriate community preferences (Pilot or Naval Flight Officer). USN and USMC program authorizations establish minimum ASTB scores.

1. OATO will schedule and administer the ASTB. All U.S. midshipmen must complete at least one ASTB prior to graduation. The OATO Chairman approves any exceptions.

2. Per reference (d), only the most recent completed ASTB score counts towards aviation eligibility.

(c) Submarine and Nuclear Surface Warfare (SWO-N). Only midshipmen who are prescreened by Naval Reactors (NR) staff are eligible to select Submarine and SWO-N service assignments. USNA nuclear accessions will provide OATO the list of NR-screened candidates in the commissioning class no later than two weeks prior to the date set for midshipmen service assignment preference entry.

(d) Naval Special Warfare (SEAL). Guidelines for midshipmen who desire SEAL assignment follow:

1. Midshipmen must pass a SEAL physical screening test administered at USNA within the following baseline minimum standards: 500-yard swim in 12:30, 50 pushups, 50 sit-ups, 10 pullups, and 1.5 mile run in 10:30.

2. Midshipmen shall complete the USNA SEAL screener offered during 0-Block immediately following the spring semester of their 3/C year. Reference (e) outlines participation exceptions for the USNA SEAL screener. Those who do not participate in the SEAL screener must notify the USNA SEAL Program prior to the SEAL screener with their exception and must get approval from the USNA SEAL Program Manager to attend the SEAL Officer Assessment Course (SOAC).

3. Midshipmen must complete SOAC during their 1/C summer. The USNA SEAL Program will select the top candidates for SOAC based on appropriate performance at the SEAL screener in addition to all other metrics available at USNA.

4. The SEAL Officer Selection Panel (SOSP) screens midshipman academic, athletic, and performance records per the selection precept approved annually by Commander, Naval Special Warfare Command. The USNA SEAL Program Manager will be the primary point of contact between USNA and the SOSP.

(e) Explosive Ordnance Disposal (EOD). Guidelines for midshipmen who desire EOD assignment follow:

1. Midshipmen must pass an EOD physical screening test administered at USNA.
2. Midshipmen must complete one of the USNA EOD screeners offered in the candidate's 2/C year and must participate in an EOD summer cruise. The USNA EOD Program Manager approves any exceptions.
3. An EOD Officer Accessions Board will evaluate each midshipman's academic, athletic, and performance records and conduct interviews. The board will select candidates based upon suitability and provide final community assignment recommendations.

(f) Surface Warfare Officer (SWO) Engineering Duty (EDO). Midshipmen must be on track to graduate with a degree in engineering or physical science. The SWO-EDO community lead approves any exceptions.

(g) Cyber Warfare Engineer (CWE). Midshipmen must successfully pass a CWE community written examination and a USNA-based technical interview. The USNA IWL community lead approves any exceptions.

(h) Maritime Cyber Warfare Officer (MCWO). Midshipmen must have one of the following majors to be eligible for MCWO: Computer Engineering, Computer Science, Cyber Operations, Data Science, or Robotics and Control Engineering with a 3.0 CQPR. The USNA IWL community lead approves any exceptions.

(i) Civil Engineering Corps (CEC). Midshipmen must be on track to graduate with an engineering degree. The USNA CEC community lead approves any exceptions.

b. Midshipmen Preference Entry. During the fall semester of their First-Class year, midshipmen will formally designate in the Midshipmen Information System (MIDS) up to six service assignments, ranked by preference. Midshipmen must rank all service assignment categories for which they are qualified, based on the following criteria.

(1) USMC. Midshipmen may enter USMC as a first or second preference only. Midshipmen must prioritize Aviation, Cyber, Ground, and UAS assignments within the USMC preference category.

(2) First Preference

(a) Midshipmen can select URL communities in any order.

(b) For qualified midshipmen, the following assignment choices may be entered as a first choice only: EOD, IWL, Naval Special Warfare (SEAL), Medical/Dental Corps, and Surface Warfare "options." OATO will promulgate any additional first choice-only preferences identified by the Service Assignment Review Board (SARB) prior to preference entry.

1. Preferences within IWL will be submitted either by MIDS or an independent IWL screener.

2. Qualified midshipmen who select EOD as a first preference may select Naval Special Warfare (SEAL) as a second preference.

(3) Second through Sixth Preferences. Qualified midshipmen will select URL communities in any order.

(4) Midshipmen qualified only for IWL, Special Duty Officer (SDO), and Staff Corps. Midshipmen in this category enter preferences for IWL, all SDO, and all Staff Corps communities for which they are qualified in order preference, except for Medical/Dental Corps which is a first-choice only.

(a) Preferences within IWL will be submitted either by MIDS or an independent IWL screener.

(5) OATO will coordinate midshipmen community and service eligibility in MIDS before commencing the preference entry phase.

(6) Midshipmen will print and sign a copy of their preferences and submit them to their Company Officer for review and signature. The Company Officer will consolidate and provide the entire Company's preferences to the SAO.

c. Service Assignment. Once the midshipmen preference entry module in MIDS is closed, the service assignment process commences. This process consists of the Community Assignment Boards (CAB), Service Assignment Review Boards (SARB), and executive briefings/approval. These functions nominally occur in sequence, but simultaneous execution of these elements, particularly the CAB and SARB, will be necessary to ensure the process tracks with the timeline established in enclosure (1). After midshipmen notification, elements of this process may be required to address changes in DCNO (N1) guidance or for midshipmen reassignments.

(1) Midshipman Service Assignment Oath. All individuals who take part in the midshipmen service assignment process in any capacity prior to official midshipmen notification are required to be administered the following oath:

*Do you solemnly swear that you will perform your duties pertaining to midshipman service assignment without prejudice or partiality, having in view both the special fitness of midshipmen and the efficiency of the Naval service, and that you will not divulge any information related to this process except as authorized by the Superintendent or higher authority?*

(2) Per Department of War policy, midshipmen service assignment is prohibited from incorporating any preference or disadvantage on the basis of sex, race, or ethnicity.

(3) Midshipman Order of Merit (OOM). OOM is never the singular measure for assignment into any community. Each community determines the attributes they deem necessary

for projected success in the assigned warfare specialty and how those attributes will be evaluated. Sources for these determinations may include, but are not limited to: summer training evaluations, community screener/assessment performance, athletic or extracurricular activity participation/performance, interviews, and OOM. OOM is only one of many factors considered when determining which midshipmen are best and most qualified for their prospective designator. Senior community representatives will ensure that any specialized warfare community-based ranking criteria do not consider an aspect of a midshipman's record more than once, to include metrics that make up OOM.

(4) Community Assignment Boards. The mission of the CABs is to identify the best and most qualified midshipmen to fill annual USN and USMC accessions requirements for each community. OATO and the SARB will ensure CABs execute their selections in accordance with this instruction and approved precepts.

(a) The senior member of each CAB will submit a signed precept to the Deputy Commandant for Professional Development (PRODEV) prior to convening for deliberations.

(b) All CAB members will be administered the oath contained in 5.c.(1) of this instruction prior to participating in deliberations in any capacity.

(c) A Community's CAB is chaired by the senior community representative designated in the annual promulgation of reference (g). CAB voting members will consist of local military faculty and staff from the particular community. Due to limited representation at USNA, in some instances, the senior community officer or other board members will consist of personnel from external commands. For board administration, non-voting recording assistants will be identified by each community as required.

(d) OATO will provide each CAB with a target accession goal that reflects USN and USMC accession requirements. When the inventory of qualified midshipmen exceeds DCNO (N1) accession requirements, OATO will consider historical community attrition to calculate and assign an accession "buffer" to communities, as appropriate, in order to best preserve accession goals and bands.

(e) OATO will provide each CAB with a list of all midshipmen who selected that community as a first choice.

(f) CAB recorders will promptly provide OATO with names of midshipmen who are not accepted for that community. CAB recorders will note to OATO any midshipmen not accepted solely due to numerical accession goal requirements as "Qualified, Insufficient Opportunity (QIO)." OATO will track this data for future reassignment purposes.

(g) OATO will provide a list of midshipmen not accepted for their first choice to their next community preference for CAB evaluation. This process will carry on until a midshipman reaches the last community for which they are qualified on their preference waterfall. OATO may provide CABs with that community's numerical choice of new midshipmen they are evaluating.

1. OATO will not disclose to CABs previous, current, or subsequent midshipmen community preferences nor will CABs seek this information by other means. PRODEV approves any exceptions.

2. Midshipmen who are not accepted by the final community in their preference waterfall will be assigned to a community by SARB vote.

(h) CAB interviews with non-first preference midshipmen risk undermining the competitive waterfall process. Any interview must be approved by the SARB prior to a community coordinating with a midshipman in any capacity.

(5) Service Assignment Review Board (SARB). The Commandant of Midshipmen serves as the President of the SARB. PRODEV is designated as SARB Chairman and has the authority to conduct all proceedings. The OATO Chairman is designated as the SARB Chairman's principal assistant. The SARB is responsible to the Superintendent for achieving the annual USN and USMC accessions requirements established by DCNO (N1).

(a) In addition to the President and the Chairman, the SARB members include the senior SWO, Submarine, Naval Aviation, and USMC representatives assigned to USNA as identified annually in reference (g). Each will designate a principal assistant who can attend and vote during SARB proceedings in their absence. Principal assistants are encouraged to attend all SARB meetings. The Chairman can designate additional members or invite subject matter experts as required. OATO personnel will serve as SARB recorders.

(b) All SARB members will be administered the oath contained in 5.c.(1) of this instruction prior to participating in deliberations in any capacity. SARB precepts are addressed in the annual promulgation of reference (f).

(c) The SARB will periodically review CAB selections during deliberations. The SARB will guide CABs to fill annual accession requirements by pushing midshipmen through their respective preference waterfalls until all established accession targets are met.

1. If OATO forecasts community shortfalls or excesses during the CAB process, the SARB will establish appropriate guidance to ensure accession requirements are met. CABs are prohibited from addressing shortfalls by requesting specific midshipmen be directly assigned to their community out of sequence from their respective preference waterfalls.

2. If required, the SARB will vote on the assignment of individual midshipmen to communities. This action will normally occur only when a midshipman has not been selected by any community for which they are qualified or when an existing community shortfall/excess cannot be addressed by any other means. OATO will prepare record reviews and schedule midshipmen interviews, as required, to support these votes.

(d) The SARB will convene as required to finalize midshipmen service assignment recommendations for Superintendent approval. The SARB may produce an interim or tentative service assignment for certain communities as necessary.

(6) Executive Briefing and Approval. Once the SARB votes on the final service assignment recommendations, OATO will schedule briefings per enclosure (1) with the Commandant of Midshipman and USNA Superintendent for concurrence and approval of the SARB's service assignment slating. OATO will provide comparative statistics as part of the briefing package to include any categories stipulated by DCNO (N1), total number of accessions broken down by technical vs. non-technical major; average order of merit (and distribution by community); and midshipmen preference (and distribution by community).

(a) Once approved by the USNA Superintendent, midshipmen service assignments are final.

(b) Any required waivers for accession standards will be routed for Superintendent signature concurrently with the service assignment approval briefing.

d. Service Assignment Notification. Once approved by the USNA Superintendent, service assignment results will be held in OATO. Notification will be executed in accordance with reference (h). Any early release of results to facilitate events on the designated notification day not contained in reference (h) must be approved by PRODEV.

(a) Anyone assigned to USNA in receipt of service assignment results prior to notification day will be administered the oath contained in 5.c.(1) of this instruction.

(b) OATO will provide Company Officers and applicable athletic team officer representatives with midshipman service assignments for their respective Companies on the Monday prior to notification day in order to facilitate the requirements in reference (h).

(c) Companies will not broadcast or live stream service assignment notifications to protect the professionalism of these events. Point-to-point video calls to midshipmen studying abroad or on movement order are authorized and encouraged to facilitate participation in this professional milestone.

6. Midshipman Service Reassignment. Once approved by the Superintendent, service assignments are final unless there is an update to accession requirements or a change in midshipman qualifications. The Commandant of Midshipman is the final authority on all service reassignments unless a reassignment affects accession goals such that coordination with DCNO(N1) is required. In that case, the Commandant will gain Superintendent concurrence prior to authorizing reassignment.

a. Midshipmen disqualified from their original assignment will be reassigned to communities based on their remaining qualifications and current needs of the USN and USMC. OATO will brief the midshipman and inform their chain of command and current assigned community leadership prior to commencing reassignment. Unless the reassignment runs contrary to current fiscal year accessions policy and provided that they are qualified, midshipmen will be first considered for reassignment within the following communities regardless of their original preference waterfall. This policy does not preclude a midshipman submitting a valid reassignment request in accordance with this instruction.



- (1) Naval Aviation: USN Pilot, USN NFO, Aerospace Maintenance Duty Officer
- (2) Nuclear Field Duty: Submarines, Surface Warfare (Nuclear)
- (3) Surface Warfare: Surface Warfare (Conventional), Surface Warfare (Nuclear), Any Surface Warfare community "option"
- (4) Information Warfare Line: Cryptologic Warfare, Cyber Warfare Engineer, Intelligence, Information Professional, Maritime Cyber Warfare Officer, Oceanography
- (5) USMC: Aviation, Cyber, Ground, UAS

b. If a midshipman becomes disqualified from all URL communities, OATO will brief the midshipman, inform their chain of command, and afford them time to establish a new preference waterfall for IWL, SDO, and Staff Corps communities for which they are otherwise qualified. Reassignment will be based on their remaining qualifications, current needs of the USN and USMC, and this updated service assignment preference waterfall.

c. If additional billets become available to a community after service assignment notification and prior to commissioning, the SARB will automatically consider designated qualified alternates for reassignment to that community in accordance with DCNO (N1) policy, midshipman aptitude and performance, and needs of the USN and USMC. Midshipmen do not need to submit a reassignment request.

d. Midshipmen assigned to Medical/Dental Corps whom an appropriate medical or dental school does not accept before the deadline specified in reference (i) will be reassigned to communities based on their remaining qualifications, current needs of the USN and USMC, and original service assignment preference waterfall.

e. Midshipmen who experience significant changes in medical, professional, or personal circumstances after service assignment notification that warrants consideration may request reassignment until 30 April.

(1) Reassignments that do not maintain USN and USMC accession requirements will not be considered.

(2) All Premedical and Predental Advising Committee (PPAC) qualified alternates are expected to gain acceptance to a medical or dental school program. Acceptance after notification day does not constitute a change in medical, professional, or personal circumstances and is not a valid reason to request reassignment.

(3) Unhappiness with current service assignment or mere reconsideration by a community that has already evaluated the midshipman's record is not a valid reason to request reassignment.

(4) Midshipmen seeking reassignment must meet with OATO prior to submitting the formal reassignment request, enclosure (2). The SAO will assist midshipmen seeking reassignment with the formal request as required.

(5) Midshipmen desiring to withdraw a request for reassignment must notify OATO immediately.

(6) OATO will ensure non-concurrence by the losing community is documented appropriately when forwarding midshipmen requests to the Commandant.

(7) Once adjudicated by the Commandant, reassignment requests are final.

d. Community leads who desire reassignment of a QIO midshipman in order to maintain community accession goals or bands will coordinate with OATO prior to engaging any midshipman about a potential reassignment.

e. Midshipmen assigned to SWO-N who become disqualified for that community but remain qualified for SWO subsequent to participating in ship selection will be reassigned to SWO. The Commandant of Midshipman approves any exceptions.

## 7. Exceptions to the Normal Assignment Process

a. Naval Nuclear Propulsion Program. Midshipmen who have been assigned Submarine or SWO-N will participate in the regular service assignment and complete technical interviews with Naval Reactors (NR) staff and an interview with the Director, Naval Reactors. For midshipmen desiring to early select one of these communities, these interviews may commence as early as the spring semester of second-class year.

(1) Early selection midshipmen in either Submarines or SWO-N must place that community first on their preference waterfall.

(2) After service assignment notification, only midshipmen assigned to Submarines or SWO(N) may attend an NR interview. The Commandant of Midshipman approves any exceptions.

(3) Midshipmen accepted by Director, Naval Reactors are obligated to assignment as a Nuclear Officer and are guaranteed assignment into the designated nuclear community provided the midshipman remains qualified. After acceptance, should a midshipman become disqualified from one nuclear community but remain qualified for another, reassignment will be executed to the remaining nuclear community. Director, Naval Reactors approves any exceptions as coordinated by the USNA Nuclear Accessions Officer.

b. Surface Warfare Conventional (SWO). Midshipmen who have been assigned SWO will participate in the normal service assignment process. Midshipmen desiring to early select SWO must successfully complete the search and rescue swimmer course 1/C summer training cruise.

(1) Early selection midshipmen in the SWO community must place that community first on their preference waterfall. Final execution of orders to USN Search and Rescue Swimmer School after commissioning will be predicated on sustained superior performance.

(2) Midshipmen who pass the search and rescue swimmer course during 1/C cruise are obligated to assignment as a SWO provided the midshipman remains qualified. Commander, Naval Surface Forces approves any exceptions as coordinated by the USNA SWO community lead.

c. Cyber Warfare Engineer. Midshipmen competing for CWE assignment will participate in the normal service assignment process and must pass a USNA technical pre-screen interview, a CWE community exam, and a CWE community technical interview. For midshipmen desiring early assignment to CWE, the community interview may be executed at any time during second class year.

(1) Early selection midshipmen in the CWE community must place that community first on their preference waterfall.

(2) Midshipmen who pass the CWE community technical interview are obligated to assignment as a CWE officer provided the midshipman remains qualified. Commander, Naval Information Forces approves any exceptions as coordinated by the USNA IWL community lead.

d. Medical and Dental Students. Reference (i) governs requirements for assignment to medical and dental student programs.

(1) The SARB approves eligibility for these programs during the first semester of first-class year; however, actual assignment is contingent upon acceptance to medical or dental school programs.

(2) Midshipmen who pursue this program will still participate in the service assignment process. At any time, midshipmen who have not received notification of acceptance to a Medical or Dental School program may withdraw from consideration for this program.

(3) To facilitate acceptance into a Medical or Dental School program before the deadline specified in reference (i), the PPAC will provide screening board results to the SARB via OATO no later than 15 September. Candidates will be notified based on the categories below:

(a) Qualified Primary. The candidate was selected by PPAC to fill one of the fiscal year accession billets. Unless otherwise recommended by the SARB, these candidates will normally be service assigned Medical/Dental Corps.

(b) Qualified Alternate. The candidate meets PPAC standards but was not assessed as best and most qualified to fill one of the fiscal year accession billets. Once identified, these candidates will immediately continue with service assignment per this instruction. Should additional billets become available prior to service assignment notification, the SARB may consider assignment of a Qualified Alternate to Medical/Dental Corps billets to meet accession requirements. Should additional billets become available after service assignment notification, any reassignment of a Qualified Alternate will be brokered via paragraph 6 of this instruction.

(c) Not Qualified. The candidate does not meet PPAC standards. Once identified, these candidates will immediately continue with service assignment per this instruction and will not be considered for reassignment should additional Medical/Dental Corps billets become available.

(d) Only the Superintendent may provide the Commanding Officer's endorsement to packages for medical and dental corps assignment to the Uniformed Services University of the Health Services (USUHS). After the PPAC provides OATO with the screening board results, they may furnish letters of recommendation for medical and dental school programs to midshipmen designated as primary or qualified alternates.

e. Submarine Engineering Duty. Per the annual DCNO (N1) service assignment policy, a portion of the total submarine accessions may include submarine engineering duty accessions. Assignment to this option is only available to midshipmen who have been selected for Submarines and meet the stipulated academic and interview requirements. After Service Assignment notification, the Director, Division of Engineering and Weapons, will convene an assignment board to choose the best-qualified interested candidates.

f. Warfare Community "Options". DCNO (N1) may delineate warfare community options as part of the annual accessions demand plan. OATO will coordinate with DCNO (N1) and USNA warfare community leads to ensure that these options are appropriately reflected in MIDS for service assignment preference choice entry, as applicable.

g. Inter-Service Commissioning. Reference (j) governs inter-service commissioning among DoD service academies. The final authority for midshipmen inter-service commissioning resides with the Assistant Secretary of the Navy (Manpower & Reserve Affairs) (ASN(M&RA)). Approval is based primarily upon the needs and best interests of the USN and USMC and the gaining services. "Quid pro quo" is not a consideration for this program.

(1) In accordance with reference (j) the SARB will evaluate midshipmen requests for inter-service commission.

(a) Applicants will satisfy all USNA graduation requirements and all commissioning requirements for the gaining service.

(b) Applicants must demonstrate a change in desire to serve in another service that came about during their tenure as a midshipman.

(c) Applicants will provide a written statement of career, professional, technical, or other goals. Applicants will also describe how the requested service will better utilize them versus the USN or USMC.

(d) Letters of recommendation are optional.

(2) Application Procedures. Midshipmen desiring to apply for inter-service commissioning will coordinate their application process with OATO and adhere to the reference

(f) annual deadline for package submission. Following deliberation of applicant requests, the SARB will provide the Superintendent with applicant packages and a prioritized list of recommended midshipmen. The Superintendent will forward the application packages to ASN/MNRA in accordance with DCNO (N1) guidance.

(3) Midshipmen requests for inter-service commissions will simultaneously participate in the regular service assignment process.

(4) Midshipmen approved by the ASN(M&RA) and the gaining service will receive post-commissioning orders from the gaining service. The local representative of the gaining service will coordinate with the Special Events Office for the commissioning ceremony on Graduation Day.

(5) Disapproved midshipmen or those who withdraw requests before graduation will retain their normal service assignment.

#### h. Delayed Graduation and Commissioning

(1) Midshipmen identified as delayed graduates within the same fiscal year will retain their original service assignments.

(2) Midshipmen identified as delayed graduates whose associated commission will cross fiscal years will normally retain their original service assignment unless reassignment is necessary due to the new fiscal year accession plan requirements.

(3) The Deputy Commandant of Midshipmen may direct a graduate delayed for a year or more to participate in service assignment again with a subsequent USNA class as part of their remediation program.

### 8. Orders Assignment and Management

a. Senior community representatives will plan and execute midshipmen orders assignment, to include any orders modifications that are required before or after commissioning.

b. OOM prioritizes midshipmen selections for ships and school dates; however, senior community representatives may modify ranking criteria as approved by the Commandant of Midshipmen.

9. Active Duty Service Obligation. USNA graduates will incur an active-duty service obligation of five years upon commissioning, except for the following:

- a. USN Pilot – eight years after designation.
- b. Naval Flight Officer – six years after designation.
- c. USMC Aviation – eight years after designation.

d. Naval Special Warfare (SEAL) – four years after warfare qualification.

e. Explosive Ordnance Disposal (EOD) – four from arrival at first operational command.

f. Graduation Education Programs (GEP) – per annual Naval Administrative (NAVADMIN) message.

10. Action. PRODEV is responsible to the Commandant of Midshipmen for planning and executing midshipmen service assignment. The following responsibilities should be viewed as guidelines for service assignment execution. The SARB is expected to develop appropriate policies to effectively conduct service assignment based on specific guidance from DNCO (N1) for each fiscal year.

a. PRODEV responsibilities:

(1) Develop and execute a consolidated service assignment plan for each USNA class. This plan will include scheduling and refining process milestones as necessary for each specific class of midshipmen.

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

(3) PRODEV will serve as chairman of the SARB to conduct record reviews and individual midshipman interviews as required, including establishing procedures to determine midshipmen qualification for inter-service commissioning.

b. OATO responsibilities:

(1) Assist PRODEV in the planning and executing midshipmen service assignment.

(2) Coordinate with the Brigade Medical Officer (BMO) and Commissioning Medical Officer (CMO) to ensure all midshipmen, to include those participating in study abroad programs, are aware of service assignment options before entering their final community preferences.

(3) Assign midshipmen to communities for which they are qualified.

(4) Prepare an annual Commandant of Midshipmen notice providing amplifying details for midshipmen service assignment, including timelines and board procedures.

(5) Serve as head recorder for the SARB.

(6) Schedule and administer the ASTB to all midshipmen and approve any exceptions.

(7) Monitor midshipmen service assignments following official service assignment notification and provide periodic status reports to SARB members and DCNO (N131). Forward

recommendations to the Commandant of Midshipmen via PRODEV for midshipmen reassignments to address accession requirements as required.

(8) Monthly, coordinate with the BMO/CMO, Conduct Officer, Honor Officer, and Physical Education Department to update the SARB regarding individual midshipmen service assignment and commissioning issues.

c. SAO responsibilities:

(1) Assist OATO and serve as the primary Action Officer for midshipman service assignment.

(2) Coordinate and execute a biannual career interest survey to monitor community preferences of midshipmen before service assignment. Provide this information to community representatives to assist in their respective community information campaigns.

(3) Coordinate briefings for members of the graduating class on service assignment procedures, including inter-service commissioning, during 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.

(5) Provide technical assistance to the CABs and SARB as required.

(6) Serve as a recorder for the SARB. Consolidate assignment lists and provide statistical information regarding assignments made by the CABs to the SARB, and prepare an endorsement for forwarding to the Superintendent.

(7) Provide statistical data on assignments to DCNO (N131), the Midshipmen Personnel Office, the Public Affairs Officer, and the Director of Institutional Research.

(8) After 15 April, counsel each midshipman not yet approved for a medical waiver or under the rebuttal process and ascertain their career intentions in the event of waiver disapproval.

(9) Assist the Midshipmen Personnel Officer with preparing the commissioning scroll per annual DCNO (N1) Service Assignment policy.

d. Senior Service and Community Representative responsibilities:

(1) Develop and conduct community-specific screening, other than ASTB testing, when required by the MILPERSMAN or other appropriate instructions and ensure OATO is furnished with a list of qualified midshipmen before the preference designation phase.

(2) Designate personnel to collateral duty assignments in support of CAB planning and execution.

(3) Serve as a member of the SARB and designate a primary assistant, as required.

(4) Assign personnel and establish procedures for conducting community and service assignment events, such as community dinners and junior officer forums.

(5) Coordinate with the Superintendent's staff and the Protocol Office for the Superintendent's community reception, including VIP 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 before commissioning.

e. Commissioning Medical Officer (CMO) responsibilities:

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

(2) Coordinate with the SAO to ensure the initial accuracy of the community eligibility lists and provide updates to eligibility throughout service assignment.

(3) Forward medical packages to BUMED and the appropriate authority for special duty physicals for commissioning recommendations and special duty clearances.

(4) By 15 April, provide OATO Chairman a comprehensive list of all midshipmen still under a non-approved waiver request or rebuttal.

(5) Advise the SARB, as required, on individual midshipmen medical issues that potentially impact their community, URL, and overall commissioning eligibility.

(6) Coordinate with the Brigade Medical Officer in the case of any midshipman who is not medically qualified to commission.

f. Brigade Medical Officer (BMO) responsibilities:

(1) Execute processes in reference (a) for any midshipman deemed not medically qualified to commission.

(2) Inform OATO of any midshipmen who will be a delayed graduate, delayed commission, or not graduate for medical reasons.

g. Responsibilities of other USNA personnel, as required:

(1) Serve as interviewers, assignment board members, recorders, or other duties as directed by PRODEV, USNA senior warfare community representatives, the SARB or a CAB.

(2) Contribute to planning and executing the service assignment, service assignment notification events, and the Superintendent's community receptions.



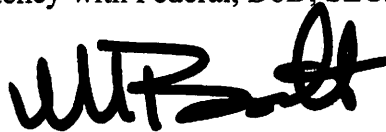
(3) Be administered the oath contained in 5.c.(1) of this instruction, as required.

11. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://www.secnav.navy.mil/doni/Records%20Management%20Schedules/Forms/AllItems.aspx>

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

12. Review and Effective Date. Per OPNAVINST 5215.17A, PRODEV will review this instruction annually using OPNAV 5215/40 Review of Instruction. The purpose of the review is to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and DoN policy and statutory authority.



M. J. BORGSCHULTE

Releasability and Distribution: This instruction is cleared for public release and is available electronically only via USNA's Issuances Web site, <https://www.usna.edu/AdminSpport/Inst/>

**NOTIONAL SERVICE ASSIGNMENT TIMELINE**

**Fall Semester**

|                                           |                                                         |
|-------------------------------------------|---------------------------------------------------------|
| Early August                              | Commandant Brief to the Service Assignment Review Board |
| August                                    | Midshipmen medical status determination                 |
| Monday T-Period prior to Preference Entry | Service assignment brief to 1/C                         |
| August                                    | IWL screener open to midshipmen                         |
| August                                    | Junior Officer forum (career information program)       |
| August                                    | Midshipmen enter service assignment preferences         |
| September- October                        | Community Assignment Boards (CABs)                      |
| September                                 | Initial Service Assignment Review Board (SARB)          |
| September                                 | Inter-Service Commissioning SARB                        |
| September-October                         | SARB deliberations                                      |
| November                                  | Superintendent approval                                 |
| Thursday before Thanksgiving              | Midshipmen notification                                 |
| November                                  | Service assignment event                                |

**Spring Semester**

|                        |                                                                                                   |
|------------------------|---------------------------------------------------------------------------------------------------|
| January/February       | Orders assignments (as planned by each community)                                                 |
| January/February       | Superintendent community receptions                                                               |
| January/February/March | Community events                                                                                  |
| April                  | Community Reassignment Request Deadline                                                           |
| April                  | Medical provides OATO comprehensive list of all midshipmen still under waiver request or rebuttal |
| Early May              | Medical waiver deadline for on-time commissioning                                                 |
| Early May              | Final medically-driven reassignments for on-time commissioning                                    |
| Late May               | Commissioning Ceremony                                                                            |

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

Ref: (a) USNAINST 1301.5N

Encl: (1) [Only as required]

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 before final approval or disapproval, I will notify the Chairman immediately.
3. [Reason for requesting the change of service assignment (normally limited to five lines). The request will not exceed one page.]

Very respectfully,

J. P. JONES  
MIDN 1/C, USN

Recommended Approval

Signature / Date

|                                                                       |               |
|-----------------------------------------------------------------------|---------------|
| Commissioning Medical 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<br>Accessions and Talent Optimization | Y / N _____ / |

Enclosure (2)

REQUEST FOR INTER-SERVICE COMMISSIONING (FORMAT)

Date

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

Subj: REQUEST FOR INTER-SERVICE COMMISSION IN THE (DESIRED SERVICE)

Ref: (a) MEMORANDUM OF UNDERSTANDING AMONG THE ASSISTANT SECRETARIES  
(MANPOWER AND RESERVE AFFAIRS) of 16 Nov 2023

Encl: (1) Academic Transcript(s) and Order of Merit Standing  
(2) Record of Physical Fitness (PRT/PE Scores)  
(3) For U.S. Air Force and U.S. Space Force applicants: Air Force Officer Qualification Test (AFOQT) Results; for U.S. Army applicants: Army Fitness Test (AFT) Results  
(4) Medical Clearance for Commissioning  
(5) Letters of Recommendation (list each as separate enclosure)

1. I respectfully request permission to be commissioned as a (Second Lieutenant in the U.S. Army, U.S. Air Force, or U.S. Space Force). My top three choices of specialty within the service are:

- a. First preferred specialty and/or MOS
- b. Second preferred specialty and/or MOS
- c. Third preferred specialty and/or MOS

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

a. Written statement of a change in desire to serve in the USN and USMC that came about during your tenure as a midshipman. Include personal career, professional, technical, or other goals and your assessment of the likelihood of optimization in the requested service versus the USN and USMC.

b. Any record of affiliation with the requested service. Examples include substantial family history, prior-Enlisted service, previous admission application to the requested Service Academy, or participation in the Service Academy Exchange Program. Provide detail as necessary.

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

Very respectfully,

J. P. JONES

Enclosure (3)