

## Checklist for USNA Enlisted Applicants

- \_\_\_ 1. Preliminary Application completed (via the following web address: [www.usna.edu/Admissions/pre-application](http://www.usna.edu/Admissions/pre-application)). Be sure to indicate that you are Active Duty or Reserve, and Rate/Rank. Once named an official candidate, the applicant will be emailed a link containing candidate number, username, password and instructions to complete the application online. Candidates should review ALNAV 54/25, MARADMIN 347/25, and Fleet Guidance for Class of 2030.
  
- \_\_\_ 2. Application request for a Secretary of the Navy nomination: submitted via the chain of command following the sample provided on Enclosure (1) and (2). Candidates are highly encouraged to apply for all eligible nomination sources available.
  
- \_\_\_ 3. Commanding Officer's Endorsement: Following the sample provided on Enclosure (2), attach to candidate's SECNAV application request; forward to Admissions Office, United States Naval Academy (USNA) via candidate portal or [fleet@usna.edu](mailto:fleet@usna.edu).
  
- \_\_\_ 4. All High School and College Transcript(s) should be uploaded to the candidate's record by the Counselor. If mailed send to: Admissions Office Attn: Fleet Coordinator, 52 King George Street, Annapolis, Maryland 21402.
  
- \_\_\_ 5. Official SAT/ACT Test scores ordered and sent to Admissions Office, USNA. SAT and/or ACT Tests re-taken if scores are over 2 years old.
  
- \_\_\_ 6. Complete Candidate Fitness Assessment: An email will be sent to the email address provided for the person that will administer the Candidate Fitness Assessment.
  
- \_\_\_ 7. All forms and recommendations are required to be completed online in the candidate's record. The Commanding Officer's Endorsement, SECNAV nomination request, and transcripts are the only documents that may come through the mail.
  
- \_\_\_ 8. After receiving your candidate number, DOD Medical Examination Review Board (DODMERB) will contact the candidate with information for scheduling an appointment. Your medical exams may be completed by your local military facility, upon notification from DODMERB.

FOR OFFICIAL USE ONLY (WHEN FILLED IN)  
**SAMPLE FORMAT FOR LETTER OF APPLICATION**  
**(Submit original and one copy)**

(Date)

From: (Rate, Full Name, Branch, SSN)  
To: Superintendent, U.S. Naval Academy  
ATTN: Nominations and Appointments  
52 King George Street  
Annapolis, Maryland 21402  
Via: (Commanding Officer) (complete mailing address,  
including Zip Code)  
Subj: APPLICATION FOR SECRETARY OF THE NAVY NOMINATION TO THE  
U.S. NAVAL ACADEMY/NAVAL ACADEMY PREPARATORY SCHOOL  
Ref: (a) OPNAVINST 1420.1B

1. Per reference (a), I hereby request a Secretary of the Navy nomination under the (Regular/Reserve) category for appointment to the Naval Academy for the class which will enter in the summer of 20XX. The requirements for appointment to the Naval Academy by the Secretary of the Navy under the Naval and Marine Corps Regular/Reserve Program have been fully explained to me and are understood. I am prepared to fulfill these requirements and hereby apply to compete for such appointment.

2. I certify that I have read, understand and comply with the eligibility requirements in the areas of U.S. citizenship, age, moral character, conduct/disciplinary record, marital status and dependents.

3. The following pertinent information is provided:

a. Date of birth: \_\_\_\_\_

b. Standardized test scores (SAT and/or ACT):  
SAT Verbal \_\_\_\_\_ SAT Math \_\_\_\_\_  
ACT English \_\_\_\_\_ ACT Math \_\_\_\_\_

c. Date of enlistment  
(active duty service date(ADSD)): \_\_\_\_\_

FOR OFFICIAL USE ONLY (WHEN FILLED IN)

Enclosure (1)

FOR OFFICIAL USE ONLY (WHEN FILLED IN)

Subj: APPLICATION FOR SECRETARY OF THE NAVY NOMINATION TO THE  
U.S. NAVAL ACADEMY/NAVAL ACADEMY PREPARATORY SCHOOL

d. Military mailing address (applicant is responsible for  
advising the Naval Academy of changes in military address):

---

e. Duty Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

f. If registered to vote, home address on voter  
registration card (home of record if not registered to vote):

---

4. My high school and/or college background is as follows:

Name	Address	Dates	Graduate (Yes/No)	Class Standing (if available)
------	---------	-------	----------------------	----------------------------------

---

---

5. My Service School(s) background is as follows:

Name	Date(s) completed	Class Standing/GPA (if applicable)
------	-------------------	---------------------------------------

---

---

6. I (have/have not) previously been a candidate for any  
service academy. I (have/have not) previously attended a  
preparatory school sponsored by a military service.

7. In the event that I am not selected for direct appointment  
to the Naval Academy, I (do/do not) wish to be considered for  
admission to the Naval Academy Preparatory School with the next  
convening class.

---

(Signature)

FOR OFFICIAL USE ONLY (WHEN FILLED IN)

FOR OFFICIAL USE ONLY (WHEN FILLED IN)

**SAMPLE FORMAT FOR COMMANDING OFFICER'S ENDORSEMENT**  
**(submit original and one copy)**

SSIC  
Originator Code  
(date)

FIRST ENDORSEMENT on (Rate, Name, SSN) ltr of            (date)

From: Commanding Officer, (Unit)  
To: Superintendent, U.S. Naval Academy  
ATTN: Nominations and Appointments  
52 King George Street  
Annapolis, MD 21402

Subj: APPLICATION FOR SECRETARY OF THE NAVY NOMINATION TO THE  
U.S. NAVAL ACADEMY/NAVAL ACADEMY PREPARATORY SCHOOL

1. Forwarded, (for consideration/recommending/strongly recommended) (approval/disapproval) for direct appointment to the Naval Academy.
2. The information contained in paragraph 2 of the basic letter has been verified. Average marks at this command in:  
Military Bearing/Character \_\_\_\_\_, Job Accomplishment/  
Initiative \_\_\_\_\_, Teamwork \_\_\_\_\_, Leadership \_\_\_\_\_.  
Results of latest Physical Readiness Test (PRT) \_\_\_\_\_.
3. (Use this paragraph for pertinent data such as: decorations and awards, meritorious masts, letters of commendation, special qualifications, etc.)
4. (Use this paragraph for comments concerning commanding officer's evaluation of motivation and suitability of the applicant for a career as a naval officer).
- 5\*. In the event of non-selection for a direct appointment, the applicant (is/is not) recommended for admission to the Naval Academy Preparatory School.

\_\_\_\_\_  
(signature)

*\* This paragraph pertains only to those applicants that will not have passed their 22nd birthday on 1 July of the year that they will enter NAPS.*

Enclosure (2)

FOR OFFICIAL USE ONLY (WHEN FILLED IN)

**SAMPLE NAVAL MESSAGE FORMAT FOR DEPLOYED UNITS**

FROM: COMMAND  
TO: USNA ANNAPOLIS MD//17A//  
UNCLAS//NO1531//FOUO  
MSGID/GENADMIN/(COMMAND IDENTIFIER)//  
SUBJ: APPLICATION REQUEST FOR SECNAV NOMINATION  
REF/A/OPNAVINST 1420.1B//  
RMKS/1. COMMANDING OFFICER, (UNIT) \_\_\_\_\_,  
RECOMMENDS (FULL NAME) USN/USNR, SSN: \_\_\_\_\_  
FOR ADMISSIONS CONSIDERATION.  
2. RATE, USN/USNR  
3. ACTIVE DUTY SERVICE DATE (ADSD):  
4. DATE OF BIRTH:  
5. SEX:  
6. ETHNIC ORIGIN: (BLACK/AFRICAN AMERICAN, ASIAN, HISPANIC OR  
LATINO, NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER, AMERICAN  
INDIAN OR ALASKA NATIVE, WHITE/CAUCASIAN, ETC.)  
7. CITIZENSHIP:  
8. MARITAL STATUS: (MUST BE SINGLE/NO DEPENDENTS)  
9. HIGH SCHOOL/COLLEGE GRADUATION DATE(S):  
10. HIGH SCHOOL/COLLEGE ATTENDED: NAME:  
CITY:  
STATE:  
11. SERVICE SCHOOL(S)BACKGROUND: NAME:  
DATE(S) COMPLETED:  
CLASS STANDING (IF KNOWN):  
GPA (IF KNOWN):  
12. SCHOLASTIC APTITUDE TEST (SAT)/ AMERICAN COLLEGE TEST (ACT)  
SCORES (IF KNOWN):  
13. NARRATIVE RECOMMENDATION: (INCLUDE DECORATIONS AND AWARDS,  
MERITORIOUS MAST, LETTERS OF COMMENDATION, SPECIAL  
QUALIFICATIONS, C.O. EVALUATION OF MOTIVATION AND SUITABILITY  
FOR SERVICE AS A CAREER NAVAL OFFICER)  
14. IS SHIP/SQUADRON/UNIT DEPLOYED:  
15. AVERAGE MARKS AT PRESENT COMMAND:  
MILITARY BEARING/CHARACTER:  
JOB ACCOMPLISHMENT/INITIATIVE:  
TEAMWORK:  
LEADERSHIP:  
16. RESULTS OF LATEST PHYSICAL READINESS TEST (PRT):  
17. CURRENT MAILING ADDRESS FOR APPLICANT:  
//

Enclosure (3)