NAVAL ACADEMY PREPARATORY SCHOOL (NAPS) NEWPORT, RI

TAKE THIS PACKET

TO YOUR LOCAL NAVY RECRUITER OR MILITARY PROCESSING STATION **AS SOON AS YOU RECEIVE THIS**

To find a Navy Recruiter nearest you, call:

#800-USA-NAVY
#800-872-6289

Future NAPS Midshipman Candidates:

1. The enlistment deadline is **June 30th, 2026.** You MUST be enlisted before July 1st.
2. You must have your High School diploma in order to enlist. Bring the original diploma to your recruiter for verification and copy. Bring the verified copy with you to NAPS.
3. Items listed on the 'NAPS Processing Checklist' items 1 & 2 should be brought to the recruiter for verified copies to be made. You MUST bring the originals items to NAPS. Copies of item 2 are **not** accepted for in-processing.
4. Before filling out any information, ensure you read both the Candidate Processing Checklist and the recruiter action below.

RECRUITERS:

1. NAPS candidates are enlisting; as such, their oath must be administered by a commissioned officer.
2. The forms in this packet should be used as a template for all required documents. All documents must be signed by the member and recruiter prior to reporting.
3. Once this packet is completed, immediately fax or FEDEX this packet to NAPS POC.
4. Fax the Active Duty ORDERS from within this packet to the USNA POC. Do NOT fax the entire packet to USNA.

CONTACT INFO:

USNA POC: RSC(SW) Richardson (USNA/NAPS/Fleet Coordinator). COMM: 410-293-1839 / DSN: 281-1839 FAX: 410-293-1819 / Fleet@usna.edu
NAPS POC: PSC(SW/FMF/AW) Henriquez (NAPS Admin/Pay Department).
COMM: 401-841-7646
FAX: 401-841-7067

Command Mailing Address: ATTN: COMMAND SERVICES, NAVAL ACADEMY PREPARATORY SCHOOL, 440 Meyerkord Ave, RI 02841

NAPS PROCESSING CHECKLIST

Candidate Name:

Last	First	Middle

Current Address:

Street	City	State	Zip code

Phone Number **Emergency Contact Name and Number**

Recruiting Station POC:

City	State	Recruiter Name	Phone Number

The following is a checklist for <u>Recruiters/MEPS/NRD</u> to complete for a new NAPS candidate enlistee's service record. ALL items are required to be completed and sent to NAPS prior to reporting.

☐1. Letter of Authorization to enlist in the Naval Reserve for NAPS from Director of Admissions, USNA.

☐2. <u>Birth Certificate</u> (certified/notarized copy), <u>SSN Card</u>, and <u>legal identification</u> (driver's license, passport).

☐3. DD Form 4 (Version Feb, 2025) Pages 1-4

☐4. Annex "A"

☐5. DD Form 1966 (Version Dec, 2021) Pages 1-4

☐6. **Active Duty Orders / filled in, signed, and stamped "Original".**

☐7. Enlistment Statement of Understanding for Navy Reserve (NAVPERS 1070/613)

☐8. Record of Emergency Data (DD FORM 93)

☐9. W-4 (Version 2026)

☐10. DD Form 2058 (Version Jan, 2018)

☐11. OPNAV 5350/1 (Version Apr, 2023)

☐12. Arrange enlistee's transportation via SATO to Providence, RI. Shuttle buses from the Providence airport are arranged by NAPS -- OR the member may take taxi/Uber transportation to the base.

☐13. Make three copies of the completed NAPS packet.

---Copy (1) Member reports to NAPS with in-hand.
---Copy (2) Faxed or FEDEX (preferred method of receival) to the NAPS POC prior to reporting.
---Copy (3) Retain on file at the NRS or NRD for a minimum of 90 days.

NAPS FAQ FOR RECRUITERS

NAPS Candidates have already completed physical examinations and have been found FULLY MEDICALLY QUALIFIED by the Department of Defense Medical Examination Review Board (DODMERB), Colorado Springs, Colorado. PULHES codes will be ALL ZEROS.

PHYSICALS: **MEPS MEDICAL EXAM IS NOT REQUIRED**

SECURITY CLEARANCE: **DD 398-2 (NAC) IS NOT REQUIRED FOR NAPS**

CANDIDATES TESTING: **ASVAB TESTING IS NOT REQUIRED FOR NAPS**

US CITIZENSHIP: If the NAPS Candidate is NOT a US Citizen, immediately notify the USNA Coordinator at 888-249-7707 X 31839. NOTE: This does not disqualify the candidate from entering the NAPS program but USNA must be made aware of this as early as possible for admissions.

Upon completion of the enlistment packet, schedule candidate's enlistment at the NRD or MEPS if there is not a commissioned officer at your location.

For more NAPS guidance refer to COMNAVCRUITCOMINST 1130.8L, CHAPTER 7, SEC 9.

If there are any questions about the admissions process and approval letters etc., contact the USNA POC.

FAX all individual orders to the USNA POC at least two weeks prior to arrival to NAPS.

*The USNA POC is located at the United States Naval Academy, Annapolis MD and the NAPS POC is located at the Naval Academy Preparatory School, Newport RI. They are separate locations and offices.

Packages must be fax/FEDEX/Registered mail to the NAPS POC NLT two weeks prior to arrival to NAPS.

This year's report date to NAPS will be: 21 July 2026

*Specific report TIMES are sent to the incoming midshipman candidates via their personal email they provided to USNA during their admission process. It's important all midshipman candidates check their email daily for official correspondence and updates from USNA and NAPS. They should also check junk mail regularly.

Completed packages should be sent NLT: 10 July 2026.

*Brief the enlistee on the importance of reporting on time and complying with orders as directed. Render any other assistance as necessary. The **NAPS Information Brochure** should be referenced for all other department and reporting questions.
https://www.usna.edu/Admissions/Accepted/NAPS.php