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NAVADMIN 177/17

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SUBJ/NUCLEAR TRAINED SAILOR APPLICATIONS TO OFFICER COMMISSIONING PROGRAMS AND MODIFICATION TO FY-19 NUCLEAR LIMITED DUTY OFFICER IN-SERVICE PROCUREMENT BOARD PROCESS//

REF/A/MSG/OPNAV/221403ZMAR13//
REF/B/DOC/OPNAV/14DEC09//
REF/C/MSG/OPNAV/131346ZAPR17//
AMPN/ REF A IS NAVADMIN 070/13, NUCLEAR TRAINED SAILOR APPLICATIONS TO OFFICER COMMISSIONING PROGRAMS.
REF B IS OPNAVINST 1420.1B, ENLISTED TO OFFICER COMMISSIONING PROGRAMS APPLICATION ADMINISTRATIVE MANUAL.
REF C IS NAVADMIN 090/17 FY-19 ACTIVE-DUTY LIMITED DUTY OFFICER AND CHIEF WARRANT OFFICER IN-SERVICE PROCUREMENT BOARDS.//

RMKS/1. This NAVADMIN supersedes reference (a) and continues the requirement for Sailors assigned to a Nuclear Training Command or holding a Nuclear Navy Enlisted Classification (NEC) (335X, 336X, 338X, 339X) applying to a non-nuclear officer commissioning program to obtain conditional release from Nuclear field duty.

2. To obtain a conditional release, a Sailor must submit an Enlisted Personnel Action Request (NAVPERS 1306/7) to the Nuclear Propulsion Program Management Branch (OPNAV N133) via their detailer in Enlisted Nuclear/Submarine Assignment Division (PERS-403). Applicants must obtain a conditional release prior to submitting their application for a non-nuclear officer commissioning program. All other requirements for application to officer commissioning programs are listed in reference (b).

3. Officer accession boards are only to consider nuclear enlisted applicants with a conditional release included in their program application with the exception of those applicants listed in paragraphs 4 and 5 below.

4. Conditional releases for the Seaman to Admiral-21 Program-Nuclear Option (STA-21(N)) and Nuclear Limited Duty Officer (LDO) Program are no longer required.

5. Reference (c) announced the requirements for the FY-19 LDO In-service Procurement Board (ISPB). For Nuclear-trained applicants, the guidance in reference (b) and reference (c) for the LDO ISPB is modified as follows:

a. The requirement of reference (c), paragraph 4.b.(2) to obtain a conditional release for the Nuclear LDO program is cancelled by this message.

b. The Nuclear LDO ISPB will be convened as a separate administrative board in conjunction with the Submarine Major Command Board in November 2017.

c. The Nuclear LDO application must be postmarked by 1 October 2017. Addendums will not be accepted.

d. Applicants for the Nuclear LDO program are required to only complete

pages 1, 2, 6 and 10 of the Officer Program Application (OPNAV 1420/1 (Rev 01-08)) application. The commanding officer/officer in charge endorsement located on page 10 of OPNAV 1420/1 (Rev 01-08) must contain the following statement: "Applicant meets all requirements outlined in OPNAVINST 1420.1B, NAVADMIN XXX/17 (use the NAVADMIN # for this message), and the physical fitness standards of OPNAVINST 6110.1J."

e. The three-person interview appraisal board with associated appraisal sheets and medical documentation of color vision test are not required.

f. All Nuclear LDO applicant packages will be forwarded from the Enlisted Boards Branch (PERS-803) to OPNAV N133 for collating and staffing to Naval Reactors for screening prior to being presented to the Nuclear LDO ISPB.

g. Sailors selected for Nuclear LDO will still require a separate technical interview at Naval Reactors to receive a commission. Those Sailors who do not successfully complete a final technical interview will maintain their enlisted status and not be commissioned as LDOs. Technical interviews will be scheduled by Nuclear Placement and Assignments (PERS-422) and selectees notified via separate correspondence.

h. Applications submitted prior to the release of this NAVADMIN containing additional information no longer required do not need to be resubmitted.

6. Point of contact is LCDR Christopher Carter, Nuclear Enlisted Program Manager, N133D, at (703) 604-5493 or via e-mail at nxag_N133d(at)navy.mil.

7. Released by Vice Admiral R. P. Burke, N1.//

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SUBJ/FY-19 ACTIVE-DUTY LIMITED DUTY OFFICER AND CHIEF WARRANT OFFICER IN-SERVICE PROCUREMENT BOARDS//

REF/A/DOC/OPNAV/14DEC09//
REF/B/MSG/CNO WASHINGTON DC/171307ZSEP12//
REF/C/MSG/CNO WASHINGTON DC/221403ZMAR13//
REF/D/DOC/COMNAVPERSCOM/30MAY13//
REF/E/MSG/CNO WASHINGTON DC/071628ZOCT13//
REF/F/MSG/CNO WASHINGTON DC/291916ZMAR16//
REF/G/DOC/OPNAV/24DEC05//
REF/H/MSG/CNO WASHINGTON DC/131544ZDEC07//
NARR/REF A IS OPNAVINST 1420.1B, ENLISTED TO OFFICER COMMISSIONING PROGRAMSAPPLICATION ADMINISTRATIVE MANUAL.
REF B IS NAVADMIN 281/12, ADVANCED CHANGE NOTICE TO OPNAVINST 1420.1B CHAPTER SEVEN, LIMITED DUTY OFFICER AND CHIEF WARRANT OFFICER APPLICATION INSTRUCTION AND POLICY.
REF C IS NAVADMIN 070/13, NUCLEAR TRAINED SAILOR APPLICATIONS TO OFFICER COMMISSIONING PROGRAMS.
REF D IS MILPERSMAN 1220-100, NAVY (ND) DIVER RATING.
REF E IS NAVADMIN 259/13, CHANGE TO THE CYBER WARRANT OFFICER COMMISSIONING PROGRAM.
REF F IS NAVADMIN 079/16, ESTABLISHMENT OF THE OCEANOGRAPHY CHIEF WARRANT OFFICER DESIGNATOR 780X.
REF G IS OPNAVINST 1210.5, LATERAL TRANSFER/REDESIGNATION AND AUGMENTATION OF OFFICERS IN THE NAVY.
REF H IS NAVADMIN 336/07, ADMINISTRATION OF THE NAVY-WIDE ADVANCEMENT EXAM FOR SAILORS IN IRAQ, AFGHANISTAN, AND THE HORN OF AFRICA.//

RMKS/1. This NAVADMIN supplements reference (a) and cancels reference (b). Where conflicts with reference (a) exist, this NAVADMIN takes precedence.

2. This NAVADMIN announces solicitation of applications from highly qualified and motivated E-6 through E-9 active duty and Full-Time Support personnel for the FY-19 Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) Programs. LDOs and CWOs bring a variety of experience and unique perspectives into the wardroom from their enlisted service. The LDO/CWO career paths provide additional leadership opportunities and enhance a Sailors ability to contribute to the Navy. These programs deliver to the officer corps seasoned professionals with proven leadership abilities at an economical cost. LDOs provide broad technical management and leadership skills, and CWOs provide specific technical expertise and leadership skills in support of the Unrestricted Line, Restricted Line, and Staff Corps communities. LDOs and CWOs serve in a variety of leadership billets within their technical fields, ranging from division officer to commanding officer (CO) ashore.

3. All Time in Service (TIS) and Time in Grade (TIG) requirements for the

FY-19 board will be computed to 1 October 2018.

4. Updated policy guidance to reference (a).
    a. Non-nuclear applicants:
        (1) Time in service (TIS) eligibility requirements are:
            LDO: 8-14 years TIS for E6 and above
            CWO: 14-20 years TIS for E7 and E8
            CWO: 14-22 years TIS for E9

In order to support career progression models and maximize Navy's return on investment, TIS waivers for LDO and CWO applications will not be considered.
        (2) Chief, frocked Chief, Senior Chief, frocked Senior Chief, and frocked Master Chief Petty Officers selected for CWO will be appointed to the grade of CWO2. Personnel advanced to pay grade
E-9 as of the day the board convenes, will be appointed to CWO3.
    b. Nuclear applicants:
        (1) For nuclear-trained LDO applicants, TIS eligibility is 8 to 16 years. Waivers for TIS greater than 16 years will not be considered.
        (2) Nuclear-trained personnel are reminded of the requirement to obtain a conditional release from nuclear field duty per reference (c) prior to submitting an application for any officer commissioning program.
        (3) Applications will not be accepted for nuclear CWO designator (740X).
        (4) Nuclear designated LDO selectees who do not successfully complete a final technical interview will maintain their enlisted status and not be commissioned as LDOs. Technical interviews will be scheduled by Nuclear Placement and Assignments PERS-422 and selectees will be notified via separate correspondence.
    c. Navy Diver applicants applying for designator (720X) must possess the Master Diver Navy Enlisted Classification (NEC) 5341 or be a CPO/SCPO First Class Diver (NEC 5342) who meets all eligibility requirements to attend Master Diver evaluations in reference (d), paragraph 18b(5)(a) through (i), with the following exceptions:
        (1) Paragraph 18b(5)(c): Served at least 12 months at a fourth diving command.
        (2) Paragraph 18b(5)(h): Successfully passed the written master Diver Course Pretest within the last 24 months.
    d. The FY-19 board will consider applicants for Cyber Chief Warrant Officers (784X). Personnel applying for this designator must meet eligibility requirements listed in reference (e).
    e. The FY-19 board will consider applicants for Oceanography Chief Warrant Officers (780X). Personnel applying for this designator must meet eligibility requirements listed in reference (f).
    f. Non-nuclear CWO applicants for LDO (LTJG) must have at least 2 years TIG and be between 14 and 16 years total active service as of 1 October 2018. This enables selectees a full career opportunity as an LDO. LDO LTJG selectees will terminate their CWO status and become a permanent LDO upon appointment. Due to unique opportunities for CWOs selected for LDO in Information Warfare Community (IWC) designators, TIS waivers will be considered on a case by case basis. IWC applicants must meet requirements per reference (g) to off-ramp to their parent RL designators. Per reference (a), CWO applicants for LDO do not require interview appraisals.
    g. CO/OIC endorsement located on page 10 of OPNAV 1420/1 (Rev 01-08) must contain the following statement: "Applicant meets all requirements outlined in OPNAVINST 1420.1B, NAVADMIN XXX/17 (use the NAVADMIN # for this message), and the physical fitness standards of OPNAVINST 6110.1J."
    h. Applicants are not required to include an obligatory service statement to remain on active duty as part of their personal statement. This requirement is included as part of the appointment documentation signed upon commissioning.
    i. CWO obligatory service is 6 years vice 4 years from commissioning.

5. The FY-19 Active-Duty LDO/CWO In-Service Procurement Board will convene

at a date to be determined in January 2018. For the most current board dates, visit the Navy Personnel Command (NPC) board webpage at http://www.public.navy.mil/bupers-npc/boards/selectionboardsupport/pages/default2.aspx and select "FY-19 Board Schedule" when available. Applications must be postmarked no later than 1 October 2017. Routine addendums to applications, excluding evaluations and awards, must be received no later than 1 December 2017. Evaluations and awards must be received no later than 1 January 2018. Addendums can be signed by direction if the CO or OIC is unavailable. Communication to the board must originate from the individual Service member. Information received that is not under the applicants cover letter (e.g., third party correspondence) and endorsed by the command, or not postmarked or received by NPC Selection Board Support Division by the established deadline(s) will not be presented to the board. The time and date (central standard time) received in the NPC Selection Board Support Division inbox is the time and date used for deadline verification. Although a late submission may be accepted by the NPC Selection Board Support Division, it will not be presented to the board. All applications/addendums must have the Service members full social security number on each page. The preferred method of submission is mailing the original application. Only time-sensitive submissions should be submitted electronically. Electronic addendums must be sent using military e-mail accounts and be encrypted. Hardcopy and electronic submissions must include a command endorsement. Board number 180 is for CWO to lieutenant junior grade (LTJG), and board number 181 is for enlisted to LDO/CWO.

The application mailing address is:

a. President, FY-19 Active CWO to LDO/LTJG In-service Procurement Selection Board 19180
Navy Personnel Command
PERS-35 Selection Board Support Division
Bldg 769 Rm 198
5720 Integrity Drive
Millington TN 38055-3500

b. Express mail:
Navy Personnel Command Selection Board Support Division President, FY-19 Active CWO to LDO/LTJG In-service Procurement Program Board #19180
5640 Ticonderoga Loop Bldg 768 RM E302
Millington TN 38055

c. Navy Personnel Command Selection Board Support Division President, FY-19 Active/FTS Enlisted to LDO/CWO In-service Procurement Selection Board #19181
PERS-35 Selection Board Support Division
Bldg 769 Rm 198
5720 Integrity Drive
Millington TN 38055-3500

d. Express mail:
Navy Personnel Selection Board Support Division President, FY-19 Active/FTS Enlisted to LDO/CWO In-service Procurement Program Board #19181
5640 Ticonderoga Loop Bldg 768 RM E302
Millington TN 38055

e. E-mail: cscselboard(at)navy.mil (time-sensitive documents only)

6. Interview appraisal boards will be constructed and approved by the CO/Officer in Charge (OIC) and consist of a minimum of three naval officers

(LDO/CWO if available). The senior member of the interview panel should be a lieutenant commander or above. Every effort will be used to ensure at least one board member is from the designator for which the applicant is applying (including but not limited to teleconference, video teleconference, defense connect online, etc.). Minimum grade requirements for board members are LTJG, or CWO2 with two years• time in grade (TIG). A minimum of three (maximum of five) interview appraisals must be submitted for each applicant. The Potential block on interview appraisals must be marked for LDO/CWO candidates. Only the current version of the Interviewers Appraisal Sheet (NAVCRUIT 1131/5 Rev 02-2014) will be accepted.

7. For applicants who have or are currently serving in an Individual Augmentation Manpower Management (IAMM), Global Support Assignment (GSA), or Overseas Contingency Operations Support Assignment (OSA), include these tours in the Assignment History section of the application. CO/OIC recommendation must include validation of any listed IA/GSA assignment.

8. Applicants currently serving in an IAMM, GSA, or OSA assignment may have their application endorsed by the field commander. All applications endorsed by field commanders must have parent command concurrence. A sample concurrence letter is located at http://www.public.navy.mil/bupers-npc/boards/administrative/ldo_cwo/Pages/default.aspx.

9. Applicants must ensure copies of their most recent periodic evaluations are included in the application or later addendum for board review and continuity. First Class Petty Officers must submit their 15 November 2017 evaluation via an addendum if it is not already reflected in the Official Military Personnel File.

10. As a result of the LDO/CWO sustainability initiative, applications will not be accepted for the following non-nuclear active-duty designators: 615X, 621X, 647X, 655X, 680X, 7211, 7231, 7281, 7481, 749X, 7511, and 7531.

11. Due to ongoing rating mergers or realignments, eligible Sailors are encouraged to apply for the designator for which they have extensive documented technical and leadership experience in their Enlisted Service Records, regardless of current rating. However, special attention should be given to the guidance in paragraph 9c of reference (a).

12. Applicants must maintain eligibility throughout the selection and promotion process. Applicants who are deemed ineligible after submitting an application must be declared ineligible by their current CO/OIC. A sample format is located at http://www.public.navy.mil/bupers-npc/boards/administrative/ldo_cwo/Pages/default.aspx.

13. Each applicant and command must ensure applications are complete and accurate. Incomplete applications could result in non-selection. Refer to reference (a), (chapters 2, 7 and appendix f) for program overview, eligibility criteria, and application format.

14. For the most current application process visit the Administrative Boards Branch (PERS-803) website at http://www.public.navy.mil/bupers-npc/boards/administrative/ldo_cwo/pages/default.aspx. This site contains application help and a review checklist for commands to print and include in the application folder. This site also contains guidance such as NPC Selection Board Support mailing information, a link to check receipt of the application/addendum, how to monitor application status after PERS-803 review, and how to reconcile application errors via addendum if items or corrections are required for completeness or eligibility.

15. For the most current information concerning open designator codes, visit the LDO/CWO officer community manager website at http://www.public.navy.mil/bupers-

npc/officer/communitymanagers/ldo_cwo/pages/references.aspx and click on the LDO and CWO designators link.

16. First Class Petty Officers serving in Iraq, Afghanistan, and The Horn of Africa that are determined Chief Petty Officer board eligible per reference (h) are also eligible for LDO if all other eligibility requirements are met.

17. Points of contact:

a. For application and eligibility questions contact the NPC board sponsor LT Beau Blanchard at (901) 874-3170/DSN 882; e-mail: beau.blanchard(at)navy.mil or Mr. Joseph Delfoe at (901) 874- 3849/DSN 882; e-mail: joseph.delfoe(at)navy.mil.

b. For general LDO/CWO career path and policy questions contact LT Holly Taylor at (901) 874-4714/DSN 882; e-mail: holly.r.taylor(at)navy.mil or Mr. Mitch Allen (901) 874-3044/DSN 882; e-mail: mitchell.allen(at)navy.mil.

c. For nuclear-trained Sailor application and eligibility questions, contact CDR David Etheridge at (703) 604-5489/DSN 664; e- mail: david.f.etheridge(at)navy.mil.

18. This NAVADMIN will remain in effect until superseded or 30 September 2018, whichever comes first.

19. Released by Vice Admiral R. P. Burke, N1.//

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SUBJ/FY-18 ACTIVE-DUTY LIMITED DUTY OFFICER AND CHIEF WARRANT OFFICER IN-SERVICE PROCUREMENT BOARDS//

REF/A/DOC/OPNAV/14DEC09//
REF/B/MSG/CNO WASHINGTON DC/221403ZMAR13//
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NARR/REF A IS OPNAVINST 1420.1B, ENLISTED TO OFFICER COMMISSIONING PROGRAMS APPLICATION ADMINISTRATIVE MANUAL. REF B IS NAVADMIN 070/13, NUCLEAR TRAINED SAILOR APPLICATIONS TO OFFICER COMMISSIONING PROGRAMS. REF C IS NAVADMIN 259/13, CHANGE TO THE CYBER WARRANT OFFICER COMMISSIONING PROGRAM. REF D IS NAVADMIN 079/16, ESTABLISHMENT OF THE OCEANOGRAPHY CHIEF WARRANT OFFICER DESIGNATOR 780X, REF E IS MILPERSMAN 1220-100, NAVY (ND) DIVER RATING. REF F IS NAVADMIN 336/07, ADMINISTRATION OF THE NAVY-WIDE ADVANCEMENT EXAM FOR SAILORS IN IRAQ, AFGHANISTAN, AND THE HORN OF AFRICA.//

RMKS/1. This NAVADMIN announces the solicitation of applications from highly qualified and motivated E-6 through E-9 personnel for the FY-18 Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) Program. LDOs and CWOs bring a variety of experience and unique perspectives into the wardroom from their enlisted service. The LDO/CWO career paths provide additional leadership opportunities and enhance a Sailor's ability to contribute to the Navy. These programs deliver to the officer corps seasoned professionals with proven leadership abilities at an economical cost. LDOs provide broad technical management and leadership skills, and CWOs provide specific technical expertise and leadership skills in support of the unrestricted line, restricted line, and staff corps communities. LDOs and CWOs serve in a variety of leadership billets within their technical fields, ranging from division officer to commanding officer (CO) ashore.

2. Updated policy guidance to reference (a).
    a. Non-nuclear applicants: Time in service (TIS) eligibility requirements for FY-18 and beyond are 8-14 years of service for LDO and 14-20 years of service for CWO. TIS waivers of less than 8 years and greater than 14 years will not be considered for LDO. CWO waivers up to 22 years of service will be considered for master chief petty officers only.
    b. Nuclear applicants: Refer to paragraph 11 of this message for eligibility requirements.

3. The FY-18 Active-Duty LDO/CWO In-Service Procurement Board will convene at a date to be determined in January 2017. For the most current board dates, visit the Navy Personnel Command (NPC) board webpage at http://www.public.navy.mil/bupers-npc/boards/selectionboardsupport/pages/default2.aspx and select "FY-18 board schedule" when available. Applications must be postmarked no later than 1

October 2016. Routine addendums to applications, excluding evaluations and awards, must be received no later than 1 December 2016. Evaluations and awards must be received no later than 1 January 2017. Communication to the board must originate from the individual Service Member. Information received that is not under the applicant's cover letter (e.g., third party correspondence) and endorsed by the command, or not postmarked or received at NPCs Customer Service Center (CSC) by the established deadline(s) will not be presented to the board. The time and date (central standard time) received in the NPC CSC inbox is the time and date used for deadline verification. Although a late submission may be accepted by the NPC CSC, it will not be presented to the board. All applications/addendums must have the service member's full social security number on each page. The preferred method of submission is mailing the original application. Only time-sensitive submissions should be submitted electronically. Electronic submissions must be sent using military e-mail accounts and be encrypted. Hardcopy and electronic submissions must include a command endorsement. Board number 180 is for CWO to lieutenant junior grade (LTJG), and board number 181 is for enlisted to LDO/CWO. The application mailing address is:

a. Navy Personnel Command CSC President, FY-18
   Active CWO to LDO/LTJG In-service Procurement Program
   Board #180
   5720 Integrity Drive
   Millington TN 38055
b. Express mail:
   Navy Personnel Command Customer Service Center President,
   FY-18 Active CWO to LDO/LTJG In-service Procurement Program
   Board #180
   5640 Ticonderoga Loop Bldg 768 RM E302
   Millington TN 38055
c. Navy Personnel Command Customer Service Center President,
   FY-18 Active/FTS Enlisted to LDO/CWO In-service Procurement
   Program Board #181
   5720 Integrity Drive
   Millington TN 38055
d. Express mail:
   Navy Personnel Command Customer Service Center President,
   FY-18 Active/FTS Enlisted to LDO/CWO In-service Procurement
   Program Board #181
   5640 Ticonderoga Loop Bldg 768 RM E302
   Millington TN 38055
e. E-mail: cscselboard(at)navy.mil (time-sensitive documents only)

4. Interview appraisal boards shall be constructed and approved by the CO/officer in charge (OIC) and consist of a minimum of three naval officers (LDO/CWO if available). Every effort shall be used to ensure at least one board member is from the designator for which the applicant is applying (including but not limited to teleconference, video teleconference, defense connect online, etc.). Minimum grade requirements for board members are LTJG, or CWO2 with two years time-in-grade (TIG). A minimum of three (maximum of five) interview appraisals must be submitted for each applicant. The Potential block on interview appraisals must be marked for LDO/CWO candidates. Only the current version of the Interviewers Appraisal Sheet (NAVCRUIT 1131/5 Rev 02-2014) will be accepted.

5. For applicants who have or are currently serving in an individual augmentee/global support assignments (IA/GSA), include these tours in the assignment history section of the application. CO/OIC recommendation must include validation of any listed IA/GSA assignment.

6. Applicants currently serving in an IA/GSA assignment may have their application endorsed by the field commander. All applications endorsed by field commanders must have parent command concurrence. A sample concurrence letter is located at http://www.public.navy.mil/bupers-

npc/boards/administrative/ldo_cwo/Pages/default.aspx.

7. Applicants must ensure copies of their most recent periodic evaluations are included in the application or later addendum for board review and continuity. First class petty officers must submit their 15 November 2016 evaluation via an addendum if it is not already reflected in the Official Military Personnel File.

8. TIS for the FY-18 board must be computed to 1 October 2017.

9. Non-nuclear CWO applicants for LDO must have at least 2 years TIG and be between 14 and 16 years total active service as of 1 October 2017. This enables selectees a full career opportunity as an LDO. LDO LTJG selectees will terminate their CWO status and become a permanent LDO upon appointment.

10. As a result of the LDO/CWO sustainability initiative, applications will not be accepted for the following non-nuclear active-duty designators: 615X, 621X, 647X, 655X, 680X, 7211, 7231, 7281, 7481, 749X, 7511, and 7531.

11. The following guidance applies to nuclear-trained personnel:

a. For nuclear-trained LDO applicants, TIS eligibility is 8 to 14 years. Nuclear-trained LDO applicants with TIS greater than 14 years, but less than 16 years may submit a waiver using Enlisted Personnel Action Request (NAVPERS 1306/7 Rev 01-03) to the Nuclear Propulsion Program Manager (OPNAV (N133)) via Enlisted Nuclear/Submarine Assignment (PERS-403). Waivers for TIS greater than 16 years will not be considered.

b. Nuclear-trained personnel are reminded of the requirement to obtain a conditional release from nuclear field duty per reference (b), prior to submitting an application for any officer commissioning program.

c. Applications will not be accepted for nuclear CWO designators (740X).

d. Nuclear designated LDO selectees who do not successfully complete a final technical interview will maintain their enlisted status and not be commissioned as Limited Duty Officers. Technical interviews will be scheduled by Nuclear Placement and Assignments PERS-422 and selectees will be notified via separate correspondence.

12. The FY-18 board will consider applicants for cyber chief warrant officers (784X). Personnel applying for this designator must meet eligibility requirements listed in reference (c).

13. The FY-18 board will consider applicants for oceanography chief warrant Officers (780X). Personnel applying for this designator must meet eligibility requirements listed in reference (d).

14. Navy diver applicants applying for designator (720X) must meet requirements outlined in reference (e), paragraph 18b(5)(a) through (e), (h), and (i).

15. Due to ongoing rating mergers or realignments, eligible Sailors are encouraged to apply for the designator for which they have extensive documented technical and leadership experience in their enlisted service records, regardless of current rating. However, special attention should be given to the guidance in paragraph 9c of reference (a).

16. Applicants must maintain eligibility throughout the selection and promotion process. Applicants who are deemed ineligible after the submission of applications must be declared ineligible by their current COs/OICs. A sample format is located at http://www.public.navy.mil/bupers-npc/boards/administrative/ldo_cwo/Pages/default.aspx.

17. Each applicant and command must ensure applications are complete and accurate. Incomplete applications could result in non-selection. Refer to

reference (a), (chapters 2, 7 and appendix f) for program overview, eligibility criteria, and application format.

18. CO/OIC endorsement, located on page 10 of OPNAV 1420/1 (Rev 01-08), must contain the following statement: "Applicant meets all requirements outlined in OPNAVINST 1420.1B, NAVADMIN XXX/16 (use the NAVADMIN # for this message), and the physical fitness standards of OPNAVINST 6110.1J."

19. For the most current application process visit the Enlisted Boards Branch (PERS-803) website at http://www.public.navy.mil/bupers-npc/boards/administrative/ldo_cwo/pages/default.aspx. This site contains application help and a review checklist to print and include in the application folder. This site also contains guidance such as NPC CSC mailing information, a link to check receipt of the application/addendum, how to monitor application status after PERS-803 review, and how to reconcile application errors via addendum if items or corrections are required for completeness or eligibility.

20. For the most current information concerning open designator codes, visit the LDO/CWO officer community manager website at http://www.public.navy.mil/bupers-npc/officer/communitymanagers/ldo_cwo/pages/references.aspx and click on the LDO/CWO designators link.

21. First class petty officers serving in Iraq, Afghanistan, and the Horn of Africa that are determined chief petty officer board eligible per reference (f) are also eligible for LDO if all other eligibility requirements are met.

22. Points of contact:

a. For general LDO/CWO career path and policy questions contact LT Holly Taylor at (901) 874-4714/DSN 882 or via e-mail at holly.r.taylor(at)navy.mil; or CWO5 Liz Rivera at (901) 874-2464/DSN 882 or via e-mail at elizabeth.rivera1(at)navy.mil.

b. For nuclear-trained Sailor application and eligibility questions, contact CDR Charles Jones at (703) 604-5489/DSN 664 or via e-mail at charles.o.jones(at)navy.mil.

c. For application and eligibility questions contact the NPC board sponsor LT Beau Blanchard at (901) 874-3170/DSN 882, or via e-mail at beau.blanchard(at)navy.mil or Mr. Joseph Delfoe at(901) 874-3849/DSN 882, or via e-mail at joseph.delfoe(at)navy.mil.

23. This message is canceled for record purposes 30 September 2017.

24. Released by Vice Admiral R. P. Burke, N1.//

BT
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UNCLASSIFIED//

ATTENTION INVITED TO

ROUTINE

R 221403Z MAR 13 PSN 681225K24

FM CNO WASHINGTON DC

TO NAVADMIN
ZEN/OU=DOD/OU=NAVY/OU=ADDRESS LISTS(UC)/CN=AL NAVADMIN(UC)

INFO ZEN/CNO WASHINGTON DC

BT
UNCLAS
QQQQ

SUBJ: NUCLEAR TRAINED SAILOR APPLICATIONS TO OFFICER COMMISSIONING PR OGRAMS
UNCLASSIFIED/ FM CNO WASHINGTON DC//N1// TO NAVADMIN INFO CNO WASHINGTON DC//N1//
UNCLAS//N01420//

NAVADMIN 070/13

MSGID/GENADMIN/CNO WASHINGTON DC/N1/MAR//

SUBJ/NUCLEAR TRAINED SAILOR APPLICATIONS TO OFFICER COMMISSIONING PROGRAMS//

REF/A/DOC/OPNAV/14DEC09//

AMPN/REF A IS OPNAVINST 1420.1B, ENLISTED TO OFFICER COMMISSIONING PROGRAMS
APPLICATION
ADMINISTRATIVE MANUAL.//

RMKS/1. THIS NAVADMIN ANNOUNCES THE REQUIREMENT FOR NUCLEAR-TRAINED SAILORS
ASSIGNED
TO A NUCLEAR TRAINING COMMAND OR HOLDING A NUCLEAR NAVY ENLISTED CLASSIFICATION
(NEC)
(335X, 336X, 338X, 339X) APPLYING TO AN OFFICER COMMISSIONING PROGRAM TO OBTAIN
CONDITIONAL RELEASE FROM NUCLEAR FIELD DUTY.

2. TO OBTAIN A CONDITIONAL RELEASE, A SAILOR MUST SUBMIT A NAVPERS 1306/7, ENLISTED

PERSONNEL ACTION REQUEST TO THE NUCLEAR PROPULSION PROGRAM MANAGEMENT BRANCH,
OPNAV (N133), VIA THEIR DETAILER (PERS-403). NUCLEAR-TRAINED SAILORS WITH 18 MONTHS
OR LESS
ON THEIR ENLISTMENT CONTRACT WILL BE GRANTED CONDITIONAL RELEASE. WAIVERS FOR
NUCLEAR-
TRAINED SAILORS WITH GREATER THAN 18 MONTHS REMAINING ON THEIR CONTRACT WILL BE
CONSIDERED ON A CASE-BY-CASE BASIS WITH CONSIDERATIONS GIVEN TO COMMUNITY HEALTH.

3. APPLICANTS MUST OBTAIN CONDITIONAL RELEASE PRIOR TO SUBMITTING THEIR APPLICATION
FOR
AN OFFICER COMMISSIONING PROGRAM.

4. OFFICER ACCESSION BOARDS ARE ONLY TO CONSIDER NUCLEAR ENLISTED CANDIDATES WITH
CONDITIONAL RELEASE INCLUDED IN THEIR PROGRAM APPLICATION.

5. ALL OTHER REQUIREMENTS FOR APPLICATION TO OFFICER COMMISSIONING PROGRAMS ARE
LISTED
IN REF A. AFFECTED OFFICER COMMISSIONING PROGRAMS INCLUDE THE U.S. NAVAL ACADEMY
AND

NAVAL ACADEMY PREPARATORY SCHOOL PROGRAMS, OFFICER CANDIDATE SCHOOL PROGRAM, MEDICAL ENLISTED COMMISSIONING PROGRAM, MEDICAL SERVICE CORPS IN- SERVICE PROCUREMENT
PROGRAM, LIMITED DUTY OFFICER AND CHIEF WARRANT OFFICER PROGRAMS, AND SEAMAN TO ADMIRAL-21 PROGRAM.

6. POINT OF CONTACT IS CDR JACOB FORET, NUCLEAR ENLISTED PROGRAM MANAGER, N133D, AT (703)
604-5491/5492/DSN 664 OR VIA E-MAIL AT NXAG_N133D(AT)NAVY.MIL.

7. RELEASED BY VICE ADMIRAL S. R. VAN BUSKIRK, N1.//

BT
#0163
NNNN
UNCLASSIFIED//

UNCLASSIFIED//
ATTENTION INVITED TO
ROUTINE
R 171307Z SEP 12 PSN 486787K40
FM CNO WASHINGTON DC
TO NAVADMIN
ZEN/OU=DOD/OU=NAVY/OU=ADDRESS LISTS(UC)/CN=AL NAVADMIN(UC)
INFO ZEN/CNO WASHINGTON DC
BT
UNCLAS
SUBJ: ADVANCED CHANGE NOTICE TO OPNAVINST 1420.1B CHAPTER SEVEN, LIMI TED DUTY OFFICER AND CHIEF WARRANT OFFICER APPLICATION UNCLASSIFIED/ FM CNO WASHINGTON DC//N1// TO NAVADMIN INFO CNO WASHINGTON DC//N1// UNCLAS//N01420//

NAVADMIN 281/12

MSGID/GENADMIN/CNO WASHINGTON DC/N1/SEP//

SUBJ/ADVANCED CHANGE NOTICE TO OPNAVINST 1420.1B CHAPTER SEVEN, LIMITED DUTY OFFICER AND CHIEF WARRANT OFFICER APPLICATION INSTRUCTION AND POLICY//

REF/A/DOC/OPNAV/14DEC09//
AMPN/REF A IS OPNAVINST 1420.1B, ENLISTED TO OFFICER COMMISSIONING PROGRAMS APPLICATION ADMINISTRATIVE MANUAL//

RMKS/1. THIS NAVADMIN ANNOUNCES IMMEDIATE POLICY CHANGES TO REF A THAT WILL BE INCORPORATED IN CHANGE 1, AND WILL BE APPLIED TO THE ACTIVE AND RESERVE FY-14 LDO/CWO IN-SERVICE PROCUREMENT BOARDS SCHEDULED TO CONVENE IN JANUARY 2013. AT THE DIRECTION OF THE CHIEF OF NAVAL OPERATIONS AND THE CHIEF OF NAVAL PERSONNEL, THE LDO AND CWO COMMUNITY BEGAN A SUSTAINABILITY INITIATIVE IN AUGUST 2010. A SIGNIFICANT PART OF THE LDO/CWO INITIATIVE INCLUDED A REVIEW OF CAREER PATHS FOR INDIVIDUALS WHILE PROVIDING A MORE STABLE AND PREDICTABLE OFFICER INVENTORY IN SUPPORT OF MISSION REQUIREMENTS.

2. NUCLEAR QUALIFIED APPLICANTS WILL BE SUBJECT TO THE POLICIES IN REF A ONLY AND SHOULD FOLLOW THE APPLICATION REQUIREMENTS THEREIN.
FOR
ALL OTHER APPLICANTS, IF CONFLICTS ARE NOTED BETWEEN THIS NAVADMIN AND REF A, THIS NAVADMIN TAKES PRECEDENCE. SPECIFICALLY, TIME IN SERVICE (TIS) COMPUTATION, YEARS OF SERVICE ELIGIBILITY, CWO SERVICE OBLIGATION, DELETION OF OBLIGATORY SERVICE STATEMENT AND CWO GRADE APPOINTMENT CHANGES FOR NON-NUCLEAR QUALIFIED APPLICANTS ARE ADDRESSED IN THIS NAVADMIN.

3. COMMANDING OFFICER'S ENDORSEMENT MUST CONTAIN THE FOLLOWING STATEMENT. "APPLICANT MEETS ALL REQUIREMENTS OUTLINED IN OPNAVINST 1420.1B, NAVADMIN 281/12, AND THE PHYSICAL FITNESS STANDARDS OF OPNAVINST 6110.1J."

4. LDO/CWO ELIGIBILITY YEARS OF SERVICE WILL BE CHANGED INCREMENTALLY OVER THE NEXT 3 YEARS BEGINNING IN FY-14 AND STABILIZING IN FY-16. ADDITIONAL TIS WAIVERS BEYOND THE ESTABLISHED GUIDANCE BELOW WILL BE CONSIDERED ON A CASE BY CASE BASIS.

A. FOR FY-14, ELIGIBILITY WILL BE 8-15 YEARS FOR LDO AND 13-22 YEARS FOR CWO. LDO TIS WAIVERS GREATER THAN 16 YEARS WILL NOT BE CONSIDERED.
CWO TIS
WAIVERS OF LESS THAN 12 YEARS WILL NOT BE CONSIDERED. CWO TIS WAIVERS UP TO 23 YEARS WILL BE CONSIDERED FOR ALL CWO APPLICANTS.

B. FOR FY-15, ELIGIBILITY WILL BE 8-14 YEARS FOR LDO AND 14-21 YEARS FOR CWO. LDO TIS WAIVERS GREATER THAN 15 YEARS WILL NOT BE CONSIDERED. CWO TIS WAIVERS OF LESS THAN 13 YEARS WILL NOT BE CONSIDERED. CWO TIS WAIVERS UP TO 22 YEARS WILL BE CONSIDERED FOR ALL CWO APPLICANTS.

C. FOR FY-16, ELIGIBILITY WILL BE 8-14 YEARS FOR LDO AND 14-20 YEARS FOR CWO. LDO TIS WAIVERS GREATER THAN 14.5 YEARS WILL NOT BE CONSIDERED.
CWO TIS

WAIVERS LESS THAN 14 YEARS WILL NOT BE CONSIDERED. CWO TIS WAIVERS UP TO 22 YEARS WILL BE CONSIDERED FOR MASTER CHIEF PETTY OFFICERS ONLY.

5. THE INITIAL SERVICE OBLIGATION FOR CWO WILL INCREASE FROM 4 TO 6 YEARS IN FY-14 AND BEYOND (NOT APPLICABLE TO NUCLEAR APPLICANTS).

6. APPLICANTS ARE NOT REQUIRED TO INCLUDE AN OBLIGATORY SERVICE STATEMENT TO REMAIN ON ACTIVE DUTY AS PART OF THEIR PERSONAL STATEMENT. THIS REQUIREMENT IS INCLUDED AS PART OF THE APPOINTMENT DOCUMENTATION SIGNED UPON COMMISSIONING.

7. CHIEF AND SENIOR CHIEF PETTY OFFICER APPLICANTS SELECTED FOR COMMISSIONING AS A CWO WILL BE APPOINTED TO THE PERMANENT GRADE OF CWO2. MASTER CHIEF PETTY OFFICERS, REGARDLESS OF TIME IN GRADE, WILL BE APPOINTED TO THE PERMANENT GRADE OF CWO3.

8. POINTS OF CONTACT:
A. FOR GENERAL LDO/CWO CAREER PATH AND POLICY QUESTIONS, CONTACT CWO5 MITCH ALLEN AT (901) 874-3044/DSN 882 OR VIA E-MAIL AT MITCHELL.ALLEN(AT)NAVY.MIL.
B. FOR NUCLEAR LDO/CWO APPLICATION AND ELIGIBILITY QUESTIONS, CONTACT LCDR TODD NICHOLS AT (703) 604-5489/DSN 664 OR VIA E-MAIL AT CHRISTOPHER.NICHOLS4(AT)NAVY.MIL.
C. FOR APPLICATION AND ELIGIBILITY QUESTIONS, CONTACT CWO3 CLAY SUMMERS AT
(901) 874-3170/DSN 882 OR VIA E-MAIL AT CLAY.SUMMERS(AT)NAVY.MIL OR MS. MARISA BEAL AT (901) 874-3262/DSN 882 OR VIA E-MAIL AT MARISA.BEAL(AT)NAVY.M IL.

9. FILE THIS NAVADMIN WITH REF A.

10. RELEASED BY VICE ADMIRAL S. R. VAN BUSKIRK, N1.//

BT
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UNCLASSIFIED//

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

OPNAVINST 1420.1B
N13
14 DEC 09

OPNAV INSTRUCTION 1420.1B

From: Chief of Naval Operations

Subj: ENLISTED TO OFFICER COMMISSIONING PROGRAMS APPLICATION ADMINISTRATIVE MANUAL

Ref: (a) OPNAVINST 6110.1H
(b) OPNAVINST 1120.8
(c) CNO WASHINGTON DC 022236Z Mar 09 (NAVADMIN 067/09)
(d) OPNAVINST 1160.9
(e) BUPERSINST 1780.1A
(f) Title 10 of United States Code (U.S.C.)
(g) United States Naval Academy Catalog
(h) OPNAVINST 1120.7
(i) SECNAVINST 1920.6C
(j) BUPERSINST 1430.16F
(k) OPNAVINST 1160.6B
(l) OPNAVINST 1160.8A
(m) OPNAVINST 1560.9A
(n) NAVMED P-117, Manual of the Medical Department (MANMED)
(o) OPNAVINST 5350.4D
(p) MILPERSMAN 1131-010
(q) MILPERSMAN 1220-100

Encl: (1) Enlisted to Officer Commissioning Programs Application Administrative Manual

1. Purpose. To update guidance to the Enlisted to Officer Commissioning Programs Application Administrative Manual. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1420.1A.

3. Authority. This directive governs administrative matters within the Office of the Chief of Naval Operations (OPNAV). All chapters carry full authority of their governing directives in levying responsibilities on addressees.

4. Action. Commanding Officers (COs) are encouraged to forward applications of best qualified enlisted members in the regular Navy and the Navy Reserve including Full-Time Support (FTS)

personnel and Selected Reserve (SELRES) personnel in their commands following the instructions in enclosure (1) unless specified.

5. Letters. The following documents are available from the Seaman to Admiral-21 (STA-21) Web site (https://www.sta-21.navy.mil/): STA-21 Application Data Letter, Commanding Officer's Recommendation Letter, Nomination Review Board Chairperson Recommendation Letter, Interview Verification Letter, STA-21 Application Checklist. (Samples of these documents can be found in chapter 8 of this instruction.)

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with Secretary of the Navy Manual 5210.1.

7. Forms

a. The following forms are available from the Department of Defense Forms Web site http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram:

(1) DD 372 (Mar 2008) Verification of Birth.

(2) DD 1966/1 (Nov 2003) Record of Military Processing-Armed Forces of United States.

(3) DD 2807-1 (Mar 2007) Report of Medical History.

(4) DD 2808 (Oct 2005) Report of Medical Examination.

b. The following forms are available on Naval Forms OnLine https://navalforms.daps.dla.mil/web/public/home:

(1) OPNAV 1420/1 (Rev Jan 2008) Officer Programs Application (instructions for completing OPNAV 1420/1 are available in chapter 2 of enclosure (1)).

(2) OPNAV 5520/20 (Rev Oct 1979) Certificate of Personnel Security Investigation, Clearance and Access.

(3) NAVPERS 1070/10 Officer Photograph Submission Sheet.

(4) NAVPERS 1070/604 (Rev Mar 2005) Enlisted Qualifications History.

(5) NAVPERS 1070/605 (rev Jul 2006) History of Assignments.

(6) NAVPERS 1070/613 (Rev Jul 2006) Administrative Remarks (samples of completed NAVPERS 1070/613 can be found in sections 9 through 25 of chapter 8 of this instruction).

(7) NAVPERS 1070/621 (Rev Jan 2000) Agreement to Extend Enlistment.

(8) NAVPERS 1070/622 (Rev Aug 2007) Agreement to Recall or Extend Active Duty.

(9) NAVPERS 1070/884 (Rev Oct 2006) Officer Photograph Submission Sheet.

(10) NAVPERS 1610/2 (Rev Mar 2002) Fitness Report and Counseling Record (E7-O6).

(11) NAVPERS 1616/25 (Rev Mar 2002) Evaluation Report and Counseling Record (E1-E6).

(12) NAVPERS 6110/2 (Rev Jan 98) Risk factor Screening Test Results.

(13) NAVCRUIT 1131/5 (Rev Aug 2007) Interviewer’s Appraisal Sheet.

c. The following forms are available on the COMNAVCRUITCOM http://www.cnrc.navy.mil/publications/forms.htm:

(1) NAVCRUIT 1131/104 (Rev Jan 2008) United States Navy Tattoo Screening Certificate.

(2) NAVCRUIT 1131/12 (Rev Oct 2006) Anthropometric Measurements.

d. The following forms are available on the GSA Forms Web site http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF:

(1) SF 86 (Rev Sep 1995) Questionnaire for National Security Position.

(2) SF 88 (Rev Oct 1994) Medical Record-Report of Medical Examination.

(3) SF 93 (Rev Jun 1996) Report of Medical History.

M. E. FERGUSON III
Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Manpower, Personnel, Training
and Education)

Distribution:
Electronic only via Department of the Navy Issuances Web site
http://doni.daps.dla.mil//

ENLISTED TO OFFICER COMMISSIONING PROGRAMS APPLICATION ADMINISTRATIVE MANUAL

TABLE OF CONTENTS

CHAPTER	TITLE
1	Introduction
2	Officer Programs Application Instructions
3	U.S. Naval Academy (USNA) and Naval Academy Preparatory School (NAPS) Programs
4	Officer Candidate School (OCS) Program
5	Medical Enlisted Commissioning Program (MECP)
6	Medical Service Corps In-service Procurement Program (MSC IPP)
7	Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) Programs
8	Seaman to Admiral-21 (STA-21) Program

APPENDIX	TITLE
A	USNA Applicant Checklist and Supporting Documents
B	NROTC Affiliated Universities by State
C	Checklist for OCS and ODS Applicants
D	Checklist for Medical Commissioning Program (MCP)_ Applicants
E	Checklist for Medical Service Corps In-service Procurement Program (MSC IPP) Applicants
F	Checklist for Limited Duty Officer (LDO)/Chief Warrant Officer (CWO) Applicants
G	Checklist for Seaman to Admiral-21 (STA-21) Applicants
H	Officer Communities and Designators List

CHAPTER 1

INTRODUCTION

Purpose. To provide concise information on each commissioning program open to enlisted personnel. This introduction will be useful to the individual interested in officer programs as well as career counselors and other advisors or mentors in the chain of command. Additional chapters of this manual provide the specific eligibility criteria and must be carefully reviewed when applying for an officer program.

1. The U.S. Naval Academy (USNA) and Naval Academy Preparatory School (NAPS) (chapter 3).

a. General Information

(1) USNA, located in Annapolis, MD, offers an outstanding opportunity for qualified young men and women to embark on careers as officers in the Navy or Marine Corps. Students at USNA are midshipmen, U.S. Navy, receiving pay of a midshipmen plus tuition, room, and board. Candidates report to the USNA in late June or early July for Plebe Summer. The academic curriculum focuses primarily on technical fields of study such as engineering, math, and physics, which lead to appointments in the Unrestricted Line (URL) communities of the Navy including Surface Warfare, Submarines, Aviation, Special Warfare (SPECWAR) and Explosive Ordnance Disposal (EOD). A number of appointments in the U.S. Marine Corps are also offered to those qualified. A Bachelor of Science (B.S.) degree is awarded upon graduation. Graduates are commissioned as ensigns, U.S. Navy, or as second lieutenants, U.S. Marine Corps. The minimum service obligation is 5 years active duty and 3 years Individual Ready Reserve upon initial appointment as an officer.

(2) NAPS provides intensive instruction and preparation for the academic, military and physical training curricula at USNA. NAPS students are in an active duty enlisted status. The school convenes in July of each year and runs through May of the following year. NAPS is located on board Officer Training Command (OTC), Newport, RI. Upon successful completion of NAPS, appointments to USNA are offered and those who accept the appointment report in late June or early July with the incoming class.

(3) More information about USNA and NAPS can be obtained by visiting USNA's Web site at www.usna.edu, or by contacting the fleet coordinator at (410) 293-1840/DSN 281.

b. Basic Eligibility Requirements. Applicants must be:

(1) Citizens of the United States. This cannot be waived.

(2) Of good moral character and have no record of disciplinary action within 3 years prior to application.

(3) At least 17 years of age and must not have passed their 23rd birthday on Induction Day (the day midshipmen report to USNA and take their oath of office as midshipmen) of the year entering USNA. This is a statutory requirement and cannot be waived.

(4) Unmarried, not pregnant, and have no incurred obligations of parenthood.

(5) Physically qualified.

(6) Officially nominated from the Secretary of the Navy (SECNAV) or one of the many nomination sources available.

(7) Recommended by their CO.

c. Additional academic and program eligibility requirements, along with the application procedures, are specified in greater detail in chapter 3 of this manual.

2. Officer Candidate School (OCS) Program (chapter 4)

a. General Information

(1) OCS is an initial commissioning program for individuals possessing at least a baccalaureate degree from an accredited institution. Selectees for OCS may choose, depending upon individual qualifications, designators within the URL, Restricted Line (RL), and certain staff corps designators. Appendix H of this manual provides a description of the designators open to qualified candidates. OCS is a 12-week program of concentrated officer training and indoctrination located at OTC, Newport, RI.

(2) Enlisted applicants selected for the program that are in paygrade E4 or below are designated officer candidates and advanced to paygrade E5 upon reporting to OCS. Enlisted applicants in paygrade E5 and above are designated officer candidates in their present paygrades. Graduates of OCS are appointed as ensigns, U.S. Navy, and incur a minimum active duty obligation of 4 years. Certain designators incur greater minimum active duty obligation because of follow-on training required for that designator.

b. Basic Eligibility Requirements. Applicants must be:

(1) Citizens of the United States. This cannot be waived.

(2) Of good moral character and have no record of disciplinary action within 3 years of application.

(3) Possess a baccalaureate degree or advanced degree from an accredited institution.

(4) At least 19 years old and meet designator specific age limitations, which are outlined in reference (p).

(5) Meet specific program qualifications and aptitude scores.

(6) Physically qualified and meet two consecutive “good-low” final Physical Readiness Test (PRT) scores prior to entry into the program.

(7) Recommended by their CO.

c. Application Deadline. Applications are accepted continuously throughout the year.

d. Additional academic and program eligibility requirements are specified in greater detail in chapter 4.

3. Medical Enlisted Commissioning Program (MECP) (chapter 5)

a. General Information

(1) MECP is a Nurse Corps (NC) commissioning opportunity. It provides a pathway for active duty enlisted personnel of all ratings, who possess some college credit, to obtain a baccalaureate degree in nursing and ultimately a commission in

the NC. This program is *not* intended to serve as a precursor to medical school, or for physical therapy, physician assistant, or other health care specialties.

(2) Selectees for the program will participate in a nationally accredited academic program leading to a baccalaureate degree in nursing. MECP students receive full pay and allowances for their enlisted paygrades and are eligible for advancement while in college. The student pays tuition, fees, books, and other expenses incurred while participating in MECP. If eligible, students may use the Veterans Educational Assistance Program (VEAP) or Montgomery Government Issue Bill (MGIB) educational benefits; however, students are not eligible for benefits under the tuition assistance program. The selectee may seek financial assistance from other sources.

(3) Selectees are required to complete degree requirements in not more than 36 consecutive calendar months and attend school on a full-time, year-round basis beginning in the fall of the year selected.

(4) Graduates from MECP are commissioned as ensigns, in the NC, U.S. Navy, and incur an 8-year military service obligation of which a minimum of 4 years must be served on active duty.

b. Basic Eligibility Requirements. Applicants must be:

(1) Citizens of the United States. This cannot be waived.

(2) Of good moral character and have no record of disciplinary action within the 3 years prior to application.

(3) Serving on active duty in the U.S. Navy, U.S. Marine Corps, or U.S. Navy Reserve. Reservists on Active Duty for Special Work (ADSW), 1-, 2- or 3-year recalls and Canvasser Recruiters (CANREC) are not eligible for the program.

(4) Able to complete the nursing degree requirements and be commissioned prior to their 42nd birthday.

(5) A high school graduate or hold a General Equivalency Diploma (GED) and be scholastically qualified.

(6) Able to complete any prerequisites and the requirements for a baccalaureate degree in nursing within 36 consecutive months from the date of enrollment into MECP.

(7) Physically qualified.

(8) Recommended by their CO.

c. Application Deadline. Applications must be received as announced in the Navy-specific Administrative Message (NAVADMIN) for that year in which the applicant desires selection to the program.

d. Additional academic and program eligibility requirements are specified in greater detail in chapter 5.

4. Medical Service Corps In-service Procurement Program (MSC IPP) (chapter 6).

a. General Information

(1) MSC IPP for Health Care In-service Procurement Program provides a pathway to officer commissions for motivated active duty enlisted personnel who meet the eligibility criteria for MSC officers as defined in references (a) and (b). Some of these programs provide opportunities to complete either a baccalaureate or masters degree.

(2) Candidates for this program may have a qualifying degree or may have some college credit applicable towards an advanced qualifying degree. Those with qualifying degrees may receive direct appointments to the MSC, in a paygrade commensurate with education level.

(3) Selectees who desire an advanced degree (graduate level) or possess transferable credits towards a graduate degree will be afforded the opportunity to obtain a graduate degree while maintaining their active duty pay and benefits. Personnel selected for any of these programs, which require training, are provided between 24 to 48 months to complete their degree (dependent upon the program). MSC IPP students receive full pay and allowances in their current enlisted paygrades and are eligible for advancement while in college. Selectees are required to attend school on a full-time, year-round basis beginning in the fall of the year selected. Once they complete their degrees they will be commissioned as lieutenant (junior grade) or lieutenant for pharmacy program, MSC, U.S. Navy.

b. Basic Eligibility Requirements. Applicants must:

(1) Be citizens of the United States. This cannot be waived.

(2) Be of good moral character and have no record of disciplinary action within the last 3 years prior to application.

(3) Be serving on active duty for MSC IPP. Reservists on ADSW, 1- to 3-year recalls and CANREC are not eligible.

(4) Be serving in paygrade E5 through E9 for MSC IPP.

(5) Not have reached their 42nd birthday by time of initial commissioning appointment.

(6) Possess qualifying degree for or possess the minimum amount of transferable college credit for the specialty applying for as specified in chapter 5.

(7) Be physically qualified.

(8) Be recommended by their CO.

c. Application Deadline. For the active duty, IPP applications must be received not later than the date announced in the NAVADMIN for the year's board.

d. Additional academic and program eligibility requirements are specified in greater detail in chapter 6.

5. Limited Duty Officer (LDO), including Lieutenant Junior Grade (LTJG) and Chief Warrant Officer (CWO) programs for active duty and inactive duty personnel (chapter 7).

a. General Information

(1) The LDO and CWO programs provide commissioning opportunities to qualified senior enlisted personnel and CWOs. Chief Petty Officers (CPOs) (E7 through E9), E6 personnel who are selection board eligible for E7, and CWOs (applying for lieutenant (junior grade) may qualify for these programs. The LDO and CWO programs are open to both active duty and SELRES personnel. Active duty, including FTS and U.S. Naval Reserve (USNR) general recall personnel, are considered for the active

duty board while SELRES personnel are considered for the inactive duty board. A baccalaureate degree is not required, however, it is strongly encouraged.

(2) LDOs are technically oriented officers who perform duties in specific occupational fields and require strong managerial skills. CWOs are technical specialists who perform duties requiring extensive knowledge and skills of a specific occupational field.

(3) Active duty and FTS personnel selected for LDO receive an initial appointment as ensigns (O1E) in the U.S. Navy and incur a minimum active duty obligation of 4 years. SELRES personnel selected for LDO receive an initial appointment as ensigns (O1) in the U.S. Navy Reserve and incur a minimum Reserve service obligation of 3 years. A SELRES with more than 4 years of active duty service (active duty, Annual Training (AT), Active Duty Training (ADT), ADSW, CANREC, recall to active duty, Presidential Recall (PSRC) combined) will receive an appointment as an ensign (O1E).

(4) Active duty and FTS personnel selected for CWO receive an initial appointment as a CWO2 in the U.S. Navy and incur a minimum active duty obligation of 4 years. SELRES personnel selected for CWO receive an initial appointment as a CWO2 in the U.S. Navy Reserve and incur a minimum Reserve service obligation of 3 years. Active duty and inactive duty personnel in paygrade E9, who have completed 2 years Time In Rate (TIR) as of 1 October of the year in which the board convenes, shall be appointed CWO3. For example, if an E9 applies for Fiscal Year (FY)-09 board and has 2 years TIR on 1 October 2008, the Service member shall be appointed to CWO3. Such service shall be computed from the TIR date for advancement to Master Chief Petty Officer (MCPO).

(5) Active duty CWOs selected for LDO will be appointed in the permanent grade of LTJG (O2E) in the U.S. Navy. Inactive duty CWOs selected for LDO will be appointed in the permanent grade of LTJG (O2) in the U.S. Navy Reserve. A SELRES with more than 4 years of active duty service (active duty, AT, ADT, ADSW, CANREC, 1- to 3-year recall, PSRC combined) will receive an appointment as a LTJG (O2E).

(6) Application deadlines

(a) Active duty applications for LDO and CWO must be forwarded to Navy Personnel Command (NAVPERSCOM) Head, LDO/CWO

Procurement and Lateral Transfer (PERS-803) and postmarked not later than the date announced in the annual NAVADMIN year in which application is made. Addenda, in standard Naval letter format, must be forwarded (via unit CO) and postmarked no later than date announced in the annual NAVADMIN. Actual dates may change via annual NAVADMIN announcement of the LDO/CWO program, normally released in May for active duty and June for inactive duty.

(b) Inactive duty applications for LDO and CWO must be forwarded to NAVPERSCOM Assistant Head, Reserve Personnel Administration (PERS-91B) and postmarked not later than 1 December of the year in which application is made. Addenda must be forwarded (via unit CO) and be postmarked not later than 15 March of the calendar year in which application is made.

b. LDO Basic Eligibility Requirements. Applicants must be:

(1) Citizens of the United States. This cannot be waived.

(2) Of good moral character and have no record of disciplinary action under Uniform Code of Military Justice, (UCMJ), article 15, no courts martial conviction or civilian felony conviction, or conviction by a civil court for misdemeanors (except minor traffic violations ($300 or less)) in the past 3 years as of 1 October of the year application is made. Any substantiated drug or alcohol abuse within the last 3 years as of 1 October of the year application is made will result in disqualification.

(3) Serving on active duty, including FTS and USNR general recall personnel, in the U.S. Navy. SELRES must be members of the Ready Reserve at the time application is made and must apply to the inactive duty board (even if on active duty such as mobilization, ADSW, recall to active duty, PSRC, ADT, AT, etc.).

(4) Serving in paygrade E7 through E8 or be an E6 selection board eligible for E7.

(5) Active duty must have at least 8, but not more than 16 years of active duty service. SELRES must have at least 8, but not more than 16, years of Total Qualifying Federal Service (TQFS).

(6) Active duty CWO applicants for LDO must have at least 2 years time in grade and no more than 19 years total active service.

(7) High school graduates or hold a GED.

(8) Physically qualified for appointment per the physical standards outlined in the Manual of Medical Department.

(9) Meet physical fitness standards of “satisfactory medium” or higher per reference (a) at the time of application and appointment.

(10) Favorably recommended by their CO. (For SELRES personnel the recommendation is from their unit CO.)

c. Additional program eligibility requirements are specified in greater detail in chapter 7.

d. CWO Basic Eligibility Requirements. Applicants must be:

(1) Citizens of the United States. This cannot be waived.

(2) Of good moral character and have no record of disciplinary action under UCMJ, article 15, no courts martial conviction or civilian felony conviction, or conviction by a civil court for misdemeanors (except minor traffic violations ($300 or less)) in the past 3 years as of 1 October of the year application is made. Any substantiated drug or alcohol abuse within the last 3 years as of 1 October of the year application is made will result in disqualification.

(3) Serving on active duty in the U.S. Navy. SELRES must be members of the Ready Reserve at time application is made.

(4) Serving in paygrade E7 through E9 and E6 personnel selected for E7.

(5) Active duty must have at least 12, but not more than 22 years of active duty service. SELRES must have at least 12, but not more than 22 years of TQFS.

(6) High school graduates or hold a GED.

(7) Physically qualified for appointment per the physical standards outlined in reference (n).

(8) Meet physical fitness standards of “satisfactory medium” or higher per reference (a) at the time of application and appointment.

(9) Favorably recommended by their CO. (For SELRES personnel the recommendation is from their unit CO.)

e. Additional program eligibility requirements are specified in greater detail in chapter 7.

6. Active Duty Flying Chief Warrant Officer Pilot Program

a. The Flying Chief Warrant Officer Program is a “pilot” program and is still undergoing study to examine if the program met its intent of creating flying specialists unencumbered by the traditional career paths of the URL community.

b. If the program proves to be successful, an addendum will be added to this instruction to reflect procedures stated in reference (c) and any lessons learned during the process.

7. Seaman to Admiral–21 (STA-21) Program (chapter 8)

a. General Information

(1) STA-21 is a commissioning program that provides an excellent opportunity for highly motivated active duty enlisted personnel in the Navy or Navy Reserve, including FTS, SELRES, and Navy Reservists on active duty, except for those on active duty for Active Duty For Training (ACDUTRA) to include AT and Initial Active Duty for Training (I-ACDUTRA), to complete requirements for a baccalaureate degree and earn a commission in the URL, NC, Supply Corps (SC), Civil Engineer Corps (CEC), or special duty (Information Warfare (IW), Intelligence (Intel)) officer. Although the applicant’s history of fleet performance will receive consideration during the selection process, emphasis will also be placed on the identification of those applicants who possess both the academic and leadership potential necessary to become outstanding Naval officers. STA-21 has two components:

(a) Naval Science Institute (NSI): An 8-week course at OTC Newport, RI, designed to teach each officer candidate the fundamental core concepts of being a Naval officer. This program provides competency in such areas as navigation, engineering, weapons, military history and justice, etc. NSI is a very specific curriculum that was designed to build upon the Naval

experience of highly trained enlisted Sailors and help them transition into their future careers as Naval officers. All STA-21 selectees attend NSI en route to their assigned university.

(b) Full-time, year-round study for up to 36 months at a Naval Reserve Officer Training Corps (NROTC)-affiliated university. All selectees will be ordered to an NROTC unit on a Permanent Change of Station (PCS) basis, but may choose to enroll in either the NROTC host institution or one of its affiliated cross-town universities as listed in appendix B. STA-21 officer candidates will participate in drills with their NROTC unit, attend the two Naval Science leadership courses, and are strongly recommended to hold leadership positions within the unit. STA-21 officer candidates do not participate in the NROTC midshipman cruises. They remain on campus to attend classes during summer academic sessions.

(2) STA-21 students receive full pay, allowances, and benefits for their enlisted pay grades and are eligible for advancement while participating in the program. To ensure study materials are available, all requirements for the next advancement exam should be completed prior to detaching from the present command. Entitlement to the selection reenlistment bonus is as specified in reference (d).

(a) All Special Duty Assignment Pays (SDAPs) cease upon transfer to NSI.

(b) Some special pays may continue for those individuals selected for and participating in the STA-21 SPECWAR or EOD option programs, if specific program qualifications are maintained as directed by the Bureau of Naval Personnel (BUPERS) Officer Community Management (BUPERS-31). Maintenance of certain Naval SPECWAR and EOD skills enhances safety and is more cost effective than periodic retraining that is required when such skills lapse.

(3) STA-21 students will receive up to $10,000 per year, paid to the university to supplement costs of tuition, books and fees (i.e., if tuition, fees, and book costs total $7,000, only $7,000 will be paid out by the STA-21 program; if tuition, fees and book costs total $13,000, the selectee must pay $3,000). STA-21 students may <u>not</u> use nor are they eligible for tuition assistance under Navy’s tuition assistance and MGIB educational benefits as specified in reference (e). Questions regarding use of MGIB benefits should be directed to NAVPERSCOM’s Navy Education Program Office at 1-800-962-1425.

b. Basic Eligibility Requirements. Applicants must be:

(1) Citizens of the United States. This cannot be waived.

(2) Recommended by the CO as having good moral character, officer potential, and unquestionable loyalty to the United States.

(3) Serving on active duty in the U.S. Navy or Navy Reserve including FTS, SELRES, and Navy Reservists on active duty except for those on ACDUTRA to include AT and I-ACDUTRA. Individual option programs may have additional requirements and specific restrictions. See chapter 8 for community specific information.

(4) A high school graduate or hold a GED.

(5) Able to complete a baccalaureate degree in 36 months.

(6) Able to complete degree requirements and be commissioned prior to 27th birthday. Waivers may be granted up to 29 or as specific program options allow. See chapter 8 for community specific information.

(7) Able to provide a certified copy of Scholastic Assessment Test (SAT) or American College Test (ACT) scores from a test taken within 3 years of application due date. A minimum score of 500 math and 500 critical reading/verbal on the SAT or a minimum score of 21 math and 20 English on the ACT. No waivers will be considered. Certain STA-21 option programs have more stringent requirements and are addressed in chapter 8.

(8) Meet physical commissioning standards.

c. Application Deadline. Applications must be received by 1 July of the year in which the applicant desires acceptance into the program.

CHAPTER 2

OFFICER PROGRAMS APPLICATION INSTRUCTIONS

OPNAV 1420/1 Officer Programs Application has been revised and should be reviewed in its entirety. Those applying for STA-21, USNA and NAPS need to refer to the applicable chapter in this enclosure to review the application process. Follow the instructions below for completing the single application. Specific program eligibility and program information and application procedures for each officer program are contained in this instruction. Carefully read the appropriate program section and associated appendix checklist prior to completing application for an officer program. Applicants must have an original signature on each application submitted. Where applicable, utilize NAVCRUIT 1131/5 (Rev. 08-07) Interviewer's Appraisal Sheet.

INSTRUCTIONS

1. Read the following instructions carefully before filling out OPNAV 1420/1. If you have questions about the application, the program point of contact listed in the respective program chapter can provide assistance. Illegible entries can result in misinterpretation by a selection board and may jeopardize your selection. Applications must be typed or neatly hand-written in black or blue ink.

2. Enter name and rate/rank, and Social Security Number (SSN) in the blocks provided on top of every page of this application.

3. Provide information in each block as specified.

Block 1. List other names used particularly if college or high school transcripts or other important documents reflect a name different from your current name.

Block 2. Indicate programs to which applying by placing an X in the box next to the appropriate program. Check all programs for which applying. Note the requirements for each program. For duplicate program submission, send package to appropriate address. Note: applicants for LDO and CWO need only send one application.

OCS	Officer Candidate School
MECP	Medical Enlisted Commissioning Program
MSC IPP	Medical Service Corps In-service Procurement Program (Health Care Administration, DUINS, Physician Assistant, Radiation Health Officer, Environmental Health, Industrial Health, Entomology, and Pharmacy)
LDO	Limited Duty Officer
CWO	Chief Warrant Officer

Block 3. Desired community/designator. List desired community/designator preference (i.e.: surface warfare, aviation, surface warfare nuclear, NC, submarine, etc). This information is required for OCS, LDO and CWO (maximum two designators for LDO/CWO applicants, e.g., LDO/641x), CWO/741x), but is optional for all other programs. See appendix H for the listing of communities and officer designators.

PERSONAL INFORMATION SECTION. For the following blocks, indicate as applicable.

Blocks 4 and 5. Self-explanatory.

Block 6. (U.S. born LDO/CWO applicants only fill out 6a and 6b; naturalized citizens and U.S. citizens born abroad to U.S. parents fill out all blocks and submit appropriate documentation.) U.S. citizenship is a legal requirement for all commissioned officers (section 532 of reference (f)); therefore, provide proof of U.S. citizenship when applying for a commission or for programs leading to a commission. A copy (DO NOT SEND IN ORIGINAL) of birth certificate is valid proof of U.S. citizenship. In certain states, it is illegal to copy the birth certificate. In those cases, applicants may use the DD Form 372 Request for Verification of Birth. When using the DD 372, your personnel office or executive officer must sight your original birth certificate and sign in the appropriate block of the document and list the date that the original document was sighted. Other valid forms of proof of U.S. citizenship include naturalization and citizenship certificates (for U.S. citizens born abroad to U.S. parents, e.g., the FS 240, FS 545, and DS 1320), and the U.S. passport. In these cases, personnel office or executive officer must complete the DD 372, or a NAVPERS

1070/613 Administrative Remarks. When using the NAVPERS 1070/613, ensure administrative remarks are made to cite the original documents, Immigration and Naturalization Service registration number place and date issued. A copy of the citizenship certificate for a U.S. citizen born abroad to U.S. parents will suffice for LDO/CWO applicants in lieu of the DD 372. (DO NOT SEND IN ORIGINAL BIRTH NATURALIZATION, OR CITIZENSHIP CERTIFICATES.)

Block 7. Self-explanatory. (Not required for LDO/CWO applicants.)

Block 8. Number of Dependents: OCS applicants include spouse, if applicable. (Not required for MECP, MSC IPP, and LDO/CWO applicants)

Block 9. Unit Identification Code (UIC): contact command's administration office for this information.

Block 10. Projected Rotation Date (PRD): self-explanatory.

Blocks 11 through 13. Self-explanatory.

MILITARY INFORMATION SECTION

Blocks 14 through 17. Self-explanatory.

Block 18. Testing Scores. See specific chapters for testing scores. (Not required for LDO/CWO applicants.)

Block 19. PRT section should be completed by your Command Fitness Leader (CFL). (Not required for LDO/CWO applicants.)

- PRT: scores must be from last three consecutive official PRTs.
- Date of PRT – provide date with corresponding score.
- Final Scores: enter total numeric score/total points.
- Overall Score: CFL must write in the overall score (i.e.; excellent good, good medium, etc.)
- Run/Swim: Circle either "run" or "swim" and enter time (minutes/seconds).
- Sit-ups: enter number of sit-ups.
- Push-ups: enter number of push-ups.
- Height: enter height in inches.
- Weight: enter weight in pounds.

- Percent Body Fat (if applicable).
*Marine Corps applicants applying to MECP or MSC IPP should forward a copy of their PFT record with application.

Block 20. Self-explanatory. LDO/CWO applicants should list all duty assignments in reverse chronological order from present to past. (Attach separate sheet if more space is necessary.)

EDUCATION SECTION

Block 21. High School. Include GED information only if not a high school graduate. If not a graduate from high school, but earned a GED instead, include all high school transcripts reflecting the time attended. Attach one certified copy of each high school transcript and/or GED certificate. (Not required for OCS, MECP, and MSC IPP.) (Only required for LDO/CWO if not a high school graduate.)

Block 22. College. Provide the required data if applicable. If a baccalaureate degree has not been completed and one is applying for a degree completion program, provide the number of fully transferable college credits. See appropriate chapters for specific educational requirements and college transcript information.

Block 23. Degree preference. Self-explanatory.

PERSONAL HISTORY

Block 24. Personal Awards. Include Flag Letters of Commendation, Navy and Marine Corps Achievement Medal and higher.

Block 25. Service Schools. Attach Sailor/Marine American Council on Education Registry Transcript (SMART). List any service schools that were attended for a 2-week duration or longer that are not listed on the SMART transcript. Not required for LDO/CWO, but is highly encouraged.

Block 26. Self-explanatory.

Block 27. Extracurricular Activities. List extracurricular activities and dates of involvement starting with the most recent (e.g., sports, clubs, civic, or military activities/volunteer work, collateral duties, and command activities). Highlight any

positions of leadership associated with the activity (e.g., team leader, Morale, Welfare and Recreation chairperson, president of high school or college team or club).

Block 28. Special Abilities. List all foreign language abilities, flying experience including airframe and hours, computer skills, etc.

Block 29. Civil/Military Offense(s): fill out as directed. **Important!** Providing false information or failing to declare any civil/military offense(s) may result in non-selection for the program.

Block 30. Drug Use/Alcohol Related Incident(s): fill out as directed. **Important!** Providing false information or failing to declare any drug/alcohol incident(s) may result in non-selection for the program.

Block 31. Previous applications for any commissioning programs: list programs and dates (FY) for any commissioning programs for which selected or attended. In the block provided in the Personal Statement sections of this application, include a brief explanation of reason for withdrawing from the program.

PERSONNEL SECURITY INFORMATION. This section is applicable to ALL applicants. All other programs, not applicable.

Blocks 32 through 34. Provide the information as indicated. The security manager **must** obtain verification from Department of Navy Central Adjudication Facility (DONCAF) that the appropriate entrance agency check is possessed. The command security manager or executive officer must sign in the blocks provided that verification was made with DONCAF and that the appropriate entrance investigations are possessed. **Applications will be rejected and returned to the applicant** if this section is not completely filled out or if command security manager verification is not indicated. Applicants for the OCS, MECP, or MSC IPP programs, who do not have either a valid Entry Level National Agency Check (ENTNAC) or National Agency Check (NAC), must include a completed Standard Form (SF) 86 Questionnaire for National Security Position (or the Electronic Questionnaire for Investigations Processing, e-QIP) with the OPNAV 1420/1. OCS applicants for special duty officer programs in Intel, IW, or nuclear power designators will require a Special Background Investigation, SBI, and applicants may be required to submit a

SF 86 Personnel Security Questionnaire or e-QIP regardless of whether they have an ENTNAC or NAC. See specific sections of this manual for specific program guidance.

Block 35. OCS applicants only must check appropriate status of NAVPERSCOM orders.

Privacy Act. Read Privacy Act Statement completely. Sign and date your application.

Additional Application Requirements

Personal Statements. Use the space provided to answer questions 1 and 2 and, if applicable, question 3. Personal statements should be a clear, concise essay addressing the areas listed on the application form. If handwritten, it must be legible. Extra attached sheets and lengthy statements are discouraged. LDO and CWO applicants must include obligatory service statement per chapter 7 of this instruction.

CO Recommendation. To be completed by the CO. Please note that duplicate applications require original signature.

Request for High School Transcript

To be completed and signed by the applicant. Provide certified copies of transcripts from all high schools attended (not required for LDO/CWO applicants).

Request For College Transcript. To be completed and signed by the applicant. Applicant must provide transcripts from all colleges attended. Detach transcript request from application document and send to university/college(s). Make checks payable to the university/college and send with transcript request.

NOTE: OCS, MSC IPP, and MECP require an **official** transcript with a raised seal from school official or registrar. For other programs, a certified copy of your transcript(s) is sufficient.

Financial Statement (OCS applicants only). Use the space provided to answer questions 1 through 7. If handwritten, it must be legible.

CHAPTER 3

U.S. NAVAL ACADEMY (USNA) AND NAVAL ACADEMY PREPARATORY SCHOOL (NAPS) PROGRAMS

1. Purpose. This chapter explains, in detail, the eligibility requirements and steps to apply to USNA. Please refer to the NAVADMIN that USNA releases each year announcing application deadlines.

2. Summary of Changes

a. Enlisted members who apply to the USNA and are not selected for direct entry are automatically considered for entrance into NAPS. To be considered for NAPS, applicants should not have passed their 22nd birthday on 1 July of the year that they will enter NAPS.

b. Admission applications can be completed via the USNA Web page at www.usna.edu/Admissions/pre-application. Once named an official candidate, the applicant will receive a letter directing completion of the candidate application, which is available on-line at www.usna.edu/candidateinformation. The preferred method for completing the application is online.

c. USNA fleet coordinator phone number is (410) 293-1839/DSN 281.

3. Program Information

a. USNA is a 4-year military college that offers an outstanding opportunity for qualified young persons to embark on careers as officers in the Navy or Marine Corps after obtaining a B.S. degree. Students at USNA are midshipmen serving in the U.S. Navy, and receive pay plus tuition, room, and board. Candidates report to USNA usually in late June or early July for Plebe Summer. Graduates are commissioned as ensigns, U.S. Navy, or as second lieutenants, U.S. Marine Corps. The minimum service obligation is 5 years active duty and 3 years Individual Ready Reserve upon initial appointment.

b. NAPS provides intensive instruction and preparation for the academic, military and physical training at the USNA. NAPS students are on active duty enlisted status in the U.S. Navy. The school convenes in July of each year and runs through May of the following year. Upon successful completion of NAPS,

appointments to USNA are offered and those who accept the appointment report in late June or early July with the incoming class.

c. Any enlisted Service member in the Navy or Marine Corps, or the Navy or Marine Corps Reserve on active duty may apply. In addition, enlisted members who apply to USNA and are not selected for direct entry are automatically considered for entrance into NAPS. To be considered for NAPS, applicants should not have passed their 22nd birthday on 1 July of the year that they will enter NAPS.

4. Eligibility Requirements For Admission

a. U.S. citizenship is required for entry to USNA. This cannot be waived.

b. At least 17 years of age and must not have passed their 23rd birthday on 1 July of the year entering USNA. This is a statutory requirement and cannot be waived.

c. Applicants must be of good moral character and have no courts-martial conviction or civilian felony conviction, no record of disciplinary action under UCMJ, article 15 or conviction by civil court for misdemeanors (except minor traffic violations) during the 3 years preceding application for the program. Any substantiated drug use or alcohol abuse will result in disqualification.

d. Unmarried, not pregnant, and have no incurred obligations of parenthood.

e. Applicants must be physically qualified and in excellent health and physical fitness as determined by a medical examination administered by the Department of the Defense Medical Examination Review Board (DODMERB). DODMERB will schedule the service academy qualifying medical examination and will contact the applicant by mail. In most cases, the medical exam will be done at the Service member’s local medical facility with the assistance of DODMERB. Applicants must meet the following criteria:

(1) Have normal visual acuity of 20/20 in each eye. Waivers are granted to many candidates with some degree of defective visual acuity provided the vision can be corrected to 20/20 in each eye with conventional (spectacle) lenses in which

the refractive power does not exceed +/-6.0 diopters in any meridian and the astigmatism is not more than 3.0 diopters.

(2) Have normal color perception as determined by the Farnsworth Lantern (FALANT) test.

(3) If applicants have any tattoos, brands or pierced body parts (with the exception of a single earring perforation in each earlobe for women), these must not be visible when wearing regulation swim gear. Any tattoos or brands that are prejudicial to good order and discipline, offensive, or are of a nature to bring discredit to the Naval Service are prohibited regardless of location.

f. All applicants must obtain a nomination from an official source. Applicants should apply to all categories of nominations for which they qualify. SECNAV may appoint 170 enlisted members of the regular and Navy Reserve and Marine Corps to the USNA each year. **Fleet applicants MUST apply for a SECNAV nomination.** Reservists must be on active duty, or must be members of a Navy Reserve drilling unit, be recommended by their CO, and have maintained efficiency in drill attendance with their Reserve unit. Midshipmen USNR of the regular NROTC Program are not eligible for appointment under this quota. Detailed nomination procedures and sample formats for each nomination category are provided in reference (g), or on the USNA's Web site at www.usna.edu.

g. Scholastically qualified as determined by the USNA based upon the following:

(1) Acceptable secondary school transcript with college preparatory subjects and grades indicating college capability and a class standing normally in the top 40 percent in high school. To be competitive, applicants should have completed 4 years of math (including a strong foundation in geometry, algebra, and trigonometry), 4 years of English, and 1 year of chemistry. Additionally, physics, history, and 2 years of a foreign language are strongly recommended. Courses in pre-calculus or calculus are also very valuable and encouraged.

(2) Acceptable score(s) on the SAT or the ACT. These tests must be no more than 2 years old upon applying for the USNA. To increase competitiveness these tests should be taken within 1 year. To be considered for a SECNAV nomination, a candidate should obtain a SAT score of 550 math and 500 critical reading/verbal, or ACT scores of 24 math and 22 English. These

scores are not competitive for entrance into USNA, but may place a candidate in contention for NAPS based on a "whole person" assessment. Tests may be taken more than once, and the highest scores in each category on either test will be accepted.

(3) Applicants who are close to these levels or have questions about academic qualification are strongly encouraged to contact the fleet coordinator at the USNA Admissions Office at (410) 293-1839/DSN 281.

h. Recommended in writing by their CO.

5. Application Submission Procedures and Deadlines

a. Apply for admission by filling out a USNA preliminary application. This can be done via the USNA Web page at: www.usna.edu/Admissions/pre-application. Also, refer to the annual NAVADMIN that USNA releases detailing application deadlines and procedures. Once named an official candidate, the applicant will be directed to complete the candidate application packet located at www.usna.edu/candidateinformation. The earlier an applicant applies the better; therefore, the application should be completed as soon as possible. Candidate applications should be completed by 1 March of the year for which the Service member is applying for entry.

b. Submit an application request for a SECNAV nomination via the chain of command to the CO for endorsement and recommendation (format provided in appendix A, pages A-2 and A-3). SECNAV nomination requests must be received by the USNA Admissions Office no later than 31 January of the year in which the applicant desires admission.

c. Submit official SAT or ACT scores to USNA. If a test was not taken, applicants must register and pay for SAT or ACT, and request the results be sent to USNA (see note below). Use code 5809 for the SAT and code 1742 for ACT. Applicants are encouraged to take one or both of these examinations at the earliest opportunity, and may take the exams more than once. Detailed information and registration forms for these tests may be obtained by writing to:

SAT: The College Entrance Examination Board
Code 592
Princeton, NJ 08540
www.collegeboard.org

ACT: The American College Testing Program
Box 414
Iowa City, IA 52240
www.act.org

d. USNA will not accept SAT/ACT scores from tests taken after 31 December of the year prior for which the Service member desires admission to USNA. If an applicant has taken the SAT and/or the ACT, but did not indicate at the time of registration for the test scores to be forwarded to USNA, the applicant should contact the appropriate testing agency and request that the scores be forwarded. It is the Service member's responsibility to ensure that official scores are forwarded to USNA.

Note: at some military facilities, the SAT or ACT is offered through the educational services office – Service members are encouraged to check with their command for this opportunity.

6. Specific Information and Guidance for COs

a. Upon receipt of a SECNAV nomination request letter, the CO will interview the applicant personally according to the following guidance:

(1) Ensure the applicants have a thorough understanding of the military, academic, and physical rigors of USNA, and that they understand and appreciate the demands of the career upon which they are embarking.

(2) Close personal interest and attention to the applicant's military appearance, leadership potential, professional performance, attitude, and character as well as basic eligibility requirements are a must.

(3) Dedication, enthusiasm, and motivation are equally important as scholarship in assuring success in the USNA or NAPS program.

(4) Consider all information available about the applicant in addition to the information obtained from the interview.

b. Ensure only the best are selected for the program, evaluating the member's military performance, suitability for the program, and potential as a commissioned officer. While it is necessary to identify an unlikely prospect, it is just as important that an applicant's academic record in high school or

college is not screened by the command to determine suitability for admission. The USNA Admissions Board will remain the final authority on whether a member meets academic requirements based on a "whole person assessment."

c. Provide an endorsement to the applicant's letter (sample format provided in appendix A, page A-4). Ensure the applicant meets all eligibility criteria and identify and make recommendations in cases where waivers are required.

d. In those instances where the deployed status of a ship, squadron or Marine unit makes communications by letter impractical, COs may submit a message (sample format in appendix A, page A-5) in lieu of appendix A, pages A-2 and A-4.

e. Ensure that an original and one copy of the SECNAV application and endorsement are properly prepared and forwarded to:

Superintendent
U.S. Naval Academy
Nominations and Appointments Office
117 Decatur Road
Annapolis, MD 21402-5019

f. USNA will advise those selected for direct appointment usually by 15 April; those selected for NAPS will usually be notified by May.

7. Administrative Information

a. Change of address. Applicants must notify the fleet coordinator of any change in mailing address and/or receipt of transfer orders prior to receipt of offer of appointment to USNA.

b. Service Obligation

(1) Service members offered an appointment must have a minimum of 24 months of active obligated service, as of 1 July of the entering year. Candidates who are selected for admission to NAPS must have a minimum of 24 months obligated service as of 1 July of the year that they will enter NAPS. NAPS graduates who are appointed to USNA must have a minimum of 24 months active obligated service as of 1 July of the year that they will enter the USNA. Members who do not have the requisite minimum obligated service must agree to extend their enlistment utilizing NAVPERS 1070/621 Agreement to Extend Enlistment, or NAVPERS 1070/622 Agreement to Recall or Extend Active Duty. The reason

for extension of enlistment should state "Appointment to the U.S. Naval Academy" or "Assignment to the Naval Academy Preparatory School," as appropriate. The following statement of understanding should be included with the reason for extension of enlistment: "I understand that upon such appointment this agreement becomes binding and may not thereafter be canceled except as provided by the MILPERSMAN."

(2) Former fleet Service members that disenroll from the USNA/NAPS for reasons other than acceptance of a commission or a physical disability will revert to the enlisted status held immediately prior to entry to USNA/NAPS. Enlisted members will be required to complete the period of service for which they originally enlisted, and for which they have an obligation (any extension or reenlistment). Time served as a midshipman (USNA) or midshipman candidate (NAPS) will be counted as time served under the original enlistment or period of obligated service.

(3) Midshipmen who are separated or whose resignations are accepted after the start of the junior year, but before completing the course of instruction, may be transferred to the Reserve component in an enlisted status and ordered to active duty for not less than 2 years, but no more than 4 years.

(4) Midshipmen who complete the course of instruction and decline to accept an appointment as a commissioned officer may be transferred to the Reserve component in an enlisted status and ordered to active duty for 4 years.

(5) USNA graduates, upon appointment, are required to serve on active duty for a minimum of 5 years active and 3 years Individual Ready Reserve.

c. Withdrawal of Application or Recommendation

(1) An applicant may withdraw from consideration any time prior to transfer from present duty station to the USNA or NAPS. A Service member wishing to withdraw should decline transfer orders and notify the USNA admissions office fleet coordinator at (410) 293-1839/DSN 281.

(2) COs shall immediately inform the Dean of Admissions, USNA, and recommend rescinding the appointment if the member’s performance declines significantly or if the member is alleged to have violated the UCMJ.

d. Transfer Policy

(1) Candidates for USNA/NAPS receiving PCS orders, for execution subsequent to applying for this program, should not be transferred until officially notified of selection or non-selection to USNA or NAPS. If a transfer directive is received, COs shall notify the orders originating authority that the individual has applied for appointment to USNA and that orders be held in abeyance until notification of selection or non-selection. If the applicant is selected, the CO shall notify the orders originator that the individual has been selected and that orders be canceled. If the applicant is not selected, the command shall transfer the individual and notify the orders originator that the orders have been executed. Any questions regarding this policy should be directed to the admissions office fleet coordinator at (410) 293-1839/DSN 281.

(2) Transfer directives will be issued by NAVPERSCOM. COs shall ensure that no person ordered to USNA or NAPS is transferred without the required obligated service. Transfer directives are normally issued in June, ordering candidates to report to the USNA the last week in June or to NAPS, in July.

(3) A positive leave balance, upon entering NAPS, is strongly encouraged in order to permit leave at Christmas.

(4) Each candidate must remit approximately $2,500 upon admission to USNA, as an entry deposit, which is applied to the initial uniform issue and personal computer. It is strongly recommended that no advance pay be authorized for the candidate incident to transfer to the USNA or NAPS.

e. Advancement in Rating for NAPS Students

(1) NAPS students are not able to fulfill the requirements for advancement in rating while they are enrolled because of the school’s stringent academic requirements; however, if they meet all requirements for advancement prior to arrival at NAPS, they will be permitted to take the advancement in rate examinations.

(2) Service members may be advanced once they complete eligibility requirements.

8. Inquiries. Information and questions should be addressed to:

U.S. Naval Academy
Candidate Guidance Office
Attn: Fleet/NAPS Coordinator
117 Decatur Road
Annapolis, MD 21402-5018
Phone: (410) 293-1839/DSN 281

CHAPTER 4

OFFICER CANDIDATE SCHOOL (OCS) PROGRAM

1. Purpose. This chapter has been revised to incorporate current policy and should be reviewed in its entirety.

2. Summary of Changes

a. OCS is now a 12-week training session conducted at OTC Newport, RI.

b. All individuals must have a current National Agency Check, Local Check (NACLC) investigation or higher (as required by each designator) initiated prior to final selection.

c. The entire selection process varies dependent upon the designator requested; however, the average timeline is 8 to 10 weeks.

d. Applicants may request a waiver for the minimum number of evaluation report and counseling sheets and Physical Fitness Assessments (PFA) if unable to meet the requirements due to time in service or medical waiver.

e. Applications may be sent via postal mail, electronic mail or electronic Facsimile (FAX) via methods described herein.

f. Human Immunodeficiency Virus (HIV) testing is required to be completed within 2 years of application submission.

g. Applicants shall not be authorized to submit an application to OCS or Officer Development School (ODS) if within 3 months of transfer or separation.

h. Application reconsiderations may be submitted if within 6 months of initial non-selection. Procedures for submission are contained in paragraph 10 of this chapter.

i. Individuals interested in applying for nuclear power instructor shall submit their application via this chapter.

j. Commissioning physicals must be completed within 2 years of application submission.

k. NAVCRUIT 1130/104 United States Navy Tattoo Screening Certificate must be submitted with each officer application.

3. Program Information

a. OCS is an initial commissioning program for individuals possessing a minimum of a baccalaureate degree from an accredited institution. Applicants for OCS may request designation, depending upon individual qualifications, from available community designators within the URL, RL, and selected staff corps designators. OCS is a program of intensive officer training and indoctrination of approximately 12 weeks, located at OTC Newport, RI. The OCS course has been designed by Navy officers and educators to give an individual a basic knowledge of the high-tech Naval establishment afloat and ashore and to prepare those individuals to assume the responsibilities of a Naval officer and begin developing to their full potential.

(1) The OCS course is designed to prepare members to become commissioned officers by providing basic knowledge of the Naval profession and its related military, academic, and nautical subjects. It will provide moral, mental, and physical development, and instill the highest ideals of duty, honor, and loyalty. In most cases, graduates will receive specialized follow-on training after OCS to further prepare members for their initial fleet assignment. The training candidates receive during the course is divided into 13 units of instruction: Naval history, Naval orientation, seamanship, navigation, damage control, engineering, military law, administration, military training, physical fitness, Navy 3rd class swim course, Naval leadership and special emphasis programs.

(2) Enlisted applicants selected for the program, who are in paygrade E4 or below are designated officer candidates and advanced to paygrade E5 upon reporting to OCS. Enlisted applicants in paygrade E5 and above are designated officer candidates in their present paygrades. Graduates of OCS are appointed as ensign, U.S. Navy, and incur a minimum active duty obligation of 4 years. Certain designators incur greater minimum active duty obligation because of follow-on training required for that designator. Appendix H provides a general description about each officer designator.

b. ODS is an initial commissioning program for individuals possessing a minimum of a baccalaureate degree from an accredited institution. Applicants may request designation as a nuclear power instructor. ODS prepares officers of specific staff corps and RL communities as Navy leaders supporting the fleet at OTC

Newport, RI, for approximately 5 weeks. Medical, Chaplain, and Judge Advocate General's Corps Program applicants must contact their nearest Navy officer recruiter to apply.

4. Eligibility Requirements

a. Citizenship. Applicants must be U.S. citizens. This requirement cannot be waived.

b. Age requirements. Applicants must be at least 19 years old and meet the age requirements for the specific designators requested per the applicable Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (DCNO (MPTE)) (N1) program authorizations. All OCS applicants, regardless of designator, must be able to be commissioned prior to their 42nd birthday. Below is a synopsis of age limitations based upon date of commissioning:

Designator	**Must be Commissioned by Age**	**Waiver Consideration**
Surface Warfare Officer (SWO) (1160)	29	24 months(1)
SWO-Nuclear (1160)	29	Up to age 31
SWO (EDO Option)	29	24 months(1)/ Up to age 35
SWO Information Professional(IP Option)	35	None
SWO (IW Option)	35	None
SWO Oceanography(OCEANO Option)	35	None
Submarine (1170)	29	Up to age 31
Special Warfare (1180)	29	24 months(1)/ Up to age 35
Explosive Ordnance Disposal (1190)	29	24 months(1)/ Up to age 35
Nuclear Power Instructor (1210)	29	Up to age 35
Naval Flight Officer (1370)	27	48 months(1)/ Up to age 31
Pilot (1390)	27	24 months(1)/ Up to age 29
Engineering Duty (1460)	29	24 months(1)
Aviation Maintenance Duty Officer (1520)	35	None
Information Professional (1600)	35	None
Intel (1630)	42	None
Information Warfare (1640)	35	None
Public Affairs Officer (1650)	35	None
Oceanography (1800)	35	None
Supply Corps (3100)	29	Up to age 35
Civil Engineer Corps (5100)	35	None

Note 1: waivers are considered on a month-for-month basis for active duty service prior to the age specified in the center column of the table above. Aviation age waiver requests shall be sent to:

Aviation Officer Community Manager, BUPERS-31
5720 Integrity Drive
Millington TN 38055-4330

c. Moral character and conduct. Applicants must be of good moral character and have no courts-martial conviction or civilian felony conviction, have no record of disciplinary action under UCMJ, article 15 or conviction by civil court for misdemeanors (except minor traffic violations) during the 3 years preceding application submission.

d. Education. Applicants must possess a baccalaureate degree or higher from an accredited institution, in a field of study or major which satisfies requirements for the specific designator desired. The following degree requirements are required for specific designators:

(1) For all URL designators any technical or non-technical degree from an accredited institution will qualify.

(2) For submarine and surface warfare (nuclear), in addition to a baccalaureate degree or higher, applicants must have completed the following:

(a) One year (i.e., two semesters, two trimesters or three quarters) of college calculus through differential and integral calculus of one real variable with a grade of "C" or better. One semester/quarter/term must be taken “in the classroom.” Waivers to this requirement may be granted by Chief of Naval Operations (CNO) Nuclear Officer Program Manager (OPNAV (N133)) on a case by case basis.

(b) One year (i.e., two semesters, two trimesters or three quarters) of a college calculus-based physics course covering the classic fundamentals of mechanics, magnetism and electricity with a grade of "C" or better. One semester/quarter/term must be taken “in the classroom.” Waivers to this requirement may be granted by OPNAV (N133) on a case by case basis.

(c) Candidates who have taken the above courses as advanced placement courses in high school and have been allowed to validate these courses by their college, and have taken an additional course in college beyond these requirements, will be considered to have met the eligibility requirements. (Note the “and” conditions.)

(3) For SPECWAR and EOD, applicants must have baccalaureate degrees. Educational and/or professional experience in mathematics, electronics, computer technology, physics, or engineering is desired. Prior experience in diving is also desirable.

(4) For RL and staff corps designators, the following requirements apply for the designators specified:

(a) Engineering Duty (1460). A baccalaureate degree in engineering or physical science from an accredited college or university is the minimum requirement. Evidence of academic excellence is required. In general this shall mean that the applicant must have a “B” average or above with a class standing in the top 25 percent of the graduating class. A Master’s of Science degree or higher in engineering or physical science from an accredited college or university supersedes the baccalaureate requirement.

(b) Aerospace Maintenance Duty Officer (Aviation Maintenance) (1520). Applicants with baccalaureate degrees in math or physics are desired. Completion of calculus is highly desired, but proven academic performance on the technical side will be considered.

(c) Information Professional (1600). Applicants must have a baccalaureate degree. Although a specific academic major is not required, a technical degree in computer science, computer or electrical engineering, mathematics, physics, information systems or operations is preferred. Academic background and grade point average should meet entry requirements for technical, graduate level education programs.

(d) Intelligence (1630). A baccalaureate degree in engineering, computer science, physical or natural science, government, modern history, political science, international relations or other field related to intelligence is preferred. Regardless of major, candidates should have a strong background in mathematics and physics. Experience in Naval Intel is also preferred.

(e) Information Warfare (1640). Applicants must have baccalaureate degrees. Educational and/or professional experience in mathematics, foreign languages, computer technology, physics, electronics or engineering is desired. Prior experience with the Naval Security Group is also desirable.

(f) Public Affairs Officer (1650). Graduates of an accredited college or university with a degree in communications, journalism, broadcasting, public relations, English, speech, or related field; other liberal arts degrees and experience in a communication field will be considered.

(g) Oceanography (1800). A minimum of a baccalaureate degree in meteorology or physical oceanography or a comparable degree in mathematics, physics, geophysics, or engineering with at least 30 semester hours of courses in meteorology and/or oceanography is preferred. College graduates with civilian or military experience in meteorology, oceanography or hydrography who do not meet the educational requirements will be considered on an individual basis. Academic background and grade point average should meet entry requirements for graduate level education programs.

(h) Supply Corps (3100). A baccalaureate degree in economics or a business-related field such as accounting, business administration or finance is desired. Experience in business or finance is also preferred.

(i) Civil Engineer Corps (5100). Applicants for the CEC must have a baccalaureate degree or higher in engineering from among those accredited colleges listed by the Accreditation Board for Engineering and Technology (ABET). Preferred engineering fields of study are civil, mechanical, or electrical. Architectural degrees are also desirable and must be accredited by the National Architectural Accrediting Board (NAAB). Applicants possessing other engineering degrees may be considered on an individual basis.

e. Applicants must meet specific program qualifications and aptitude scores. All applicants for the OCS program must take the Officer Aptitude Rating (OAR) examination. There is no minimum score; however, programs are highly competitive. OAR scores below 35 are generally not competitive. For the Intel community, the minimum OAR score is 45. The following are additional requirements for the designators specified:

(1) Naval Flight Officer (1370), Pilot (1390), and Aerospace Maintenance Duty Officer (1520) applicants must take the Aviation Selection Test Battery (ASTB). The test consists of these sub-tests: math/verbal, mechanical comprehension test, spatial apperception), and aviation/nautical information. These tests combine to give an Academic Qualification Rating (AQR). The test scores are combined and weighted to produce a Pilot

Flight Aptitude Rating (PFAR) and Flight Officer Aptitude Rating (FOFAR). The following minimum scores are the criteria for submitting applications for aviation:

	AQR	PFAR/FOFAR*
Pilot	4	5
Naval Flight Officer (NFO)	4	5
Aviation Maintenance Duty Officer	3	0

*As applicable, i.e., use PFAR for Pilot and FOFAR for NFO.

f. Physical Qualifications

(1) Applicants must be physically qualified for appointment in the specific designator desired per reference (n) chapter 15, and of excellent health and physical fitness. Most common disqualifying conditions include defective color vision, excessive refractive error and eyesight not correctable to 20/20 (near and distant).

(2) Commissioning physicals must be completed within 2 years of application submission. Applicants must notify Commander, Navy Recruiting Command (COMNAVCRUITCOM) OCS Programs (N31) of any significant changes to physical status; e.g., broken bones, surgery, pregnancy, etc., which occur after the physical examination is completed.

(3) Applicants must meet height, weight, and body fat standards per reference (a) at the time of application, including performance at “good-low” on the last two consecutive PRT scores.

(4) SPECWAR (1180) and EOD (1190) applicants must meet the minimum qualifications for commissioning in the URL. Applicants must also be able to pass the special warfare physical screening test (MILPERSMAN 1220-100) that consists of a 1.5 mile run, 500-yard swim test, push-ups, sit-ups, and pull-ups. There are no minimum scores, but the following scores are considered competitive:

	Combined Swim and Run Time	Push-ups	Sit-ups	Pull-ups
Special Warfare	17 min or less	100	100	20
Explosive Ordnance Disposal	18 min or less	75	100	15

(5) Aviation applicants must include NAVCRUIT 1131/12 Anthropometric Measurements. For pilot (1390), applicants must have at least 20/40 uncorrected vision correctable to 20/20, normal color and depth perception.

g. Marital status/number of family members. No restrictions. Single parents or applicants who are married to a Service member and have family members must submit a statement of dependent care indicating arrangements for care of their dependents during training and other periods of absence.

h. Personnel Security Investigation. A NACLC, or its equivalent, is required to be complete prior to commissioning. Applicants who do not have the appropriate agency check completed, must initiate a NACLC investigation, or higher (if required by the designator selected for), before a final selection decision can be made.

i. Tattoo evaluation. Each applicant must divulge information related to tattoos and/or body piercing, ornamentation, branding, and body mutilation when determining commissioning eligibility by completing NAVCRUIT 1130/104.

j. CO Recommendation. Applicants must be recommended by their CO.

5. Application Submission and Deadlines

a. Applicants must fill out OPNAV 1420/1 and submit it via their chain of command to COMNAVCRUITCOM.

b. There is no specific deadline for applications as boards are conducted on a continuous basis throughout the year except for Public Affairs Officer (PAO). PAO selections are held annually and packages are typically received between 1 July and 30 September as specified by NAVADMIN message. Application processing and review will normally take 8 to 10 weeks. Applicants will be formally notified in writing of their selection or non-selection via their chain of command. Due to the age limitations, applicants are strongly encouraged to submit applications as soon as they are eligible.

6. Information and Guidance for COs. Upon receipt of an application the CO shall:

a. Interview and provide a recommendation using the CO’s Recommendation section included in OPNAV 1420/1. Ensure that the

applicant meets all eligibility criteria and identify and make recommendations in cases where waivers are required.

b. Forward applications to COMNAVCRUITCOM utilizing one of the following methods:

(1) Forward applications via postal mail to:

NAVY RECRUITING COMMAND (N31)
NSA MID SOUTH BLDG 784
5722 INTEGRITY DRIVE
MILLINGTON TN 38054-5057

(2) FAX applications to 901-874-9201/DSN 882

(3) Electronically mail (e-mail) applications to officerapplications@navy.mil.

7. Information and Guidance for Applicant Interviews. A minimum of three officer interviews are required.

a. Interview the applicant personally following the guidance on NAVCRUIT 1131/5 and OPNAV 1420/1.

b. Interviews can be conducted separately or simultaneously by a panel of officers. The officer(s) conducting the interviews should be in paygrades O3 and above, and only one of the interviewing officers can be in the applicant's chain of command. At least one interviewer should be in the designator for which the applicant is applying.

8. Medical Examination Information. Applicants are required to complete a full commissioning physical when applying for any officer program. Include the DD 2808 Report of Medical Examination and DD 2807-1 Report of Medical History with the application. The following must be included with the DD 2808:

a. Results of a current chest X-ray if there is a history of pulmonary disease or smoking.

b. Results of a current Electrocardiogram (EKG) with doctor's interpretation.

c. Height and weight, or a determination of body fat percentage if member exceeds height/weight parameters.

d. An eye refraction for applicants with less than 20/20 vision uncorrected. Eyesight must be correctable to 20/20 for all officer programs.

e. A FALANT test must be administered to determine color vision. A Pseudo-Isochromatic Plates (PIP) test is an acceptable alternative; however, applicants that fail the PIP screening should be tested for adequate color vision using the FALANT test.

f. Depth perception tests are required for pilot applications.

g. Intraocular tension test must be completed.

h. All female applicants must have Papanicolaou's Stain (PAP) and Human Chorionic Gonadotropin (HCG) tests documented.

i. Regardless of date of physical exam, selectees will be required to have an HIV test within 2 years upon application for the program. Record of HIV test results must be included with the physical examination.

j. For aviation program applicants, the physical must contain anthropometric measurements, and a standard flight physical eye surgery statement.

9. Administrative Information

a. Change of Address/Contact Information. Applicants must notify COMNAVCRUITCOM (N31) in writing of any change in mailing address or other contact information.

b. Service Obligation

(1) Applicants for officer programs must have at least 6 months of obligated service remaining on current enlistment upon receipt of orders to OCS/ODS. Selectees having less than the required minimum time remaining are authorized to extend their enlistments up to 12 months utilizing NAVPERS 1070/621 or NAVPERS 1070/622. The reason for extension of enlistment should state "Training (OCS/ODS)." The following statement of understanding should be included with the reason for extension of enlistment: "I understand that upon selection for OCS/ODS, this agreement becomes binding and may not thereafter be canceled except as provided by the MILPERSMAN." Voluntary extensions are not authorized if the aggregate of all extensions during the current enlistment exceeds 48 months. In these cases, the individual

must reenlist. Orders will be issued contingent upon extension of enlistment when applicant does not have the required amount of obligated service before transfer. COMNAVCRUITCOM (N31) should be notified immediately if an applicant who receives orders does not desire to extend their enlistment in order to qualify.

(2) An Enlisted Navy Career Option for Reenlistment (ENCORE) quota is not a requirement for officer accession programs. Selectees to officer accession programs are not required to request ENCORE reenlistment or extension quotas in order to acquire the necessary obligated service for those programs.

(3) If disenrolled from OCS, or if officer candidate declines to accept an appointment as a commissioned officer, they will revert to their enlisted paygrade in the Navy or Navy Reserve held prior to selection for an officer program and be made available for general assignment. Disenrolled members will be required to serve time remaining of their current obligation.

c. Withdrawal of Application or Recommendation

(1) An applicant may withdraw from consideration any time prior to transfer from present duty station to officer training. A selectee wishing to withdraw should decline transfer orders and notify COMNAVCRUITCOM (N31).

(2) Should there be a marked drop in the overall performance of the selectee or violations against the UCMJ prior to the selectee’s transfer, the CO shall immediately inform COMNAVCRUITCOM (N31) and make a recommendation if the situation warrants revoking their selection for the program.

d. Transfer Policy

(1) Applicants for OCS/ODS receiving permanent change of station orders for execution subsequent to applying for this program should not be transferred until officially notified of selection or non-selection. If a transfer directive is received, the CO shall notify the orders originating authority that the individual has applied for selection for the OCS/ODS Program and that orders are being held in abeyance until notification of selection or non-selection. If the applicant is selected, NAVPERSCOM order originator will be notified by the fleet OCS processor that the individual has been selected. The transfer orders will then be cancelled and orders for officer training

will be issued. If the applicant is not selected, the command should transfer the individual and notify the orders originator and the gaining command that the orders have been executed.

(2) Applicants are not authorized to submit an OCS/ODS application if the member is within 3 months of transfer or separation.

(3) Transfer directive will be issued by NAVPERSCOM. COs shall ensure that no person ordered to OCS/ODS is transferred without the required obligated service.

e. Surface Warfare Officer (SWO) Options. Candidates must meet all SWO selection criteria (except age limitations). Final selection of qualified candidates will be made by the appropriate community manager. The individual will be re-screened prior to designator change to validate adequate performance. Failure to maintain satisfactory performance is cause for disenrollment from the option program.

(1) SWO Engineering Duty (EDO) Option (1460), Information Professional (1600), Information Warfare (1640), and Oceanography (1800) Options. Graduates of these SWO options will be designated as ensign, U.S. Navy, SWO student, designator 1160, upon graduation. These officers are assigned to division officer afloat duties on a fleet unit where they will complete an initial URL experience tour(s), qualify as a SWO, and be redesignated as a SWO (1110). Upon completion of SWO qualification, these officers will redesignate to 1460, 1600, 1640, or 1800 without board action and will be assigned to future duties in their new community at the completion of their initial tour.

(2) Officers who desire to terminate their option and remain in the surface warfare community must submit a request to the appropriate community manager, with a copy to the surface warfare community manager. The letter must be endorsed by the officer’s CO. Both community managers must agree with the request. If approved, officers may remain in the URL for the remainder of their careers at no penalty.

10. Reconsiderations

a. Applicants that are non-selected are able to ask for reconsideration of their application if they are within 6 months of the original non-selection. The following information must be provided to COMNAVCRUITCOM:

(1) Applicant's statement requesting reconsideration and an overview of additional information provided in the reconsideration package.

(2) Any additional information for the board to consider (i.e., evaluations, PRT scores, officer interviews, etc.)

(3) CO's endorsement on the reconsideration package.

(4) Applicants or command career counselors should submit reconsideration packages via one method outlined in paragraph 6 of this chapter.

b. A new application must be completed if the original non-selection occurred over 6 months previously.

11. Inquiries. Information and questions concerning OCS and ODS programs should be addressed to:

NAVY RECRUITING COMMAND (N31)
NSA MID SOUTH BLDG 784
5722 INTEGRITY DRIVE
MILLINGTON TN 38054-5057
901-874-9028/DSN 882
ocsquestions@navy.mil

CHAPTER 5

MEDICAL ENLISTED COMMISSIONING PROGRAM (MECP)

1. This chapter explains, in detail, the eligibility requirements and steps to apply for the MECP. Refer to the NAVADMIN that is released each year concerning application procedures and deadlines.

2. Program Information

a. The MECP is a commissioning program specifically intended to provide an advancement pathway to commissioned status in the NC, U.S. Navy, on the active duty list. It is not intended to serve as a precursor to medical school, nor for academic programs leading to certification, or licensure as a physical therapist, physician assistant, or other health care specialty. MECP provides outstanding career-motivated enlisted personnel of all ratings, who have attained previous college credit, the opportunity to complete the requirements for an entry-level degree and ultimately a commission in the NC. For those holding a valid nursing license (having passed the National Council Licensure Exam (NCLEX)) and a Bachelor of Science in Nursing (BSN) from a non-accredited institution, applications for a Master of Science in Nursing (MSN) will be considered as an entry-level degree. No entry grade credit would be granted, as the MSN would be the qualifying degree for commissioning in the NC.

b. Selectees for the program will participate in a nationally accredited academic program leading to a baccalaureate degree in nursing. Long distance learning programs are not acceptable. When possible, the college or university must be within 50 miles of a Naval activity to which the participant will be ordered, for administrative purposes, on a PCS basis. The Naval activity may be a Navy operational support center, Naval Reserve officers training corps unit, or other Naval command.

c. MECP students receive full pay and allowances for their enlisted paygrade and are eligible for advancement while in college. The student pays tuition, fees, books, and other expenses incurred while participating in MECP. Navy-sponsored tuition assistance may not be used to pay for tuition, but selectees may seek financial assistance from other sources, including the VEAP or MGIB, if eligible.

d. Selectees are required to complete the requirements for a baccalaureate or entry-level master's degree in not more than 36 consecutive calendar months and attend school on a full-time, year-round basis. Advanced academic standing may be granted at the discretion of the individual school; however, candidates must then complete the degree requirements in a proportionately reduced period of time.

e. Selectees disenrolled from MECP at any time, either for academic or administrative reasons, will be made available and issued PCS orders to a new assignment in their enlisted rating to complete their active duty service obligation.

f. Graduates from MECP are commissioned as ensign, NC, U.S. Navy, attend ODS, and incur an 8-year military service obligation with a minimum of 4 years served on active duty.

3. Eligibility Requirements. To be eligible to apply for MECP, applicants must meet the following requirements:

a. U.S. citizenship is required. This cannot be waived.

b. Age requirement. Candidates must be able to complete the baccalaureate nursing degree requirements and be commissioned prior to their 42nd birthday.

c. Moral character and conduct. Applicants must be of good moral character and have no courts-martial conviction or civilian felony conviction. Have no conviction by civil court for misdemeanors (except minor traffic violations) during the 3 years preceding 1 October of the FY in which the selection is held. All minor traffic violations must be listed on this application. For the purpose of this subparagraph, an offense involving driving under the influence of an intoxicant (Driving Under the Influence/Driving While Intoxicated (DUI/DWI)) is a major traffic violation and is disqualifying if within 4 years preceding 1 October of the FY in which the selection is held.

d. Drug Use. A felony conviction or any record of in-service drug abuse, regardless of the date, is disqualifying for MECP. A person who is drug or alcohol dependent, abuses drugs or alcohol, whose pre-service abuse of drugs or alcohol indicates a proclivity to continue abuse in the service, or who has a record of trafficking offenses is ineligible for MECP.

e. Active Duty Service. Be serving on active duty as enlisted personnel in any rating of the U.S. Navy or Navy Reserve (including FTS). Reserves on ADSW or 1-, 2-, or 3-year recalls and CANRECs are not eligible for the program.

f. Performance Record. Have a superb performance record as well as strong academic potential.

g. Education and Scholastic Aptitude

(1) Be a high school graduate. High school diplomas or equivalency certificates based upon military educational experience and GED are acceptable if they are issued by the Department of Education of a State, Commonwealth, or Territory of the United States or the District of Columbia.

(2) Have a certified copy of SAT or ACT scores no older than 3 years from application due date. Minimum **recommended** scores are 1000 SAT (500 math and 500 critical reading/verbal) or 42 ACT (21 math and 21 English).

(3) Have applied for acceptance or transfer into a baccalaureate or entry level master’s degree in nursing program during the FY in which the selection board is held at a United States college or university and its nursing school that is accredited by the National League for Nursing Accrediting Commission (NLNAC) or the Commission on Collegiate Nursing Education (CCNE).

(4) Be able to complete any prerequisites and the requirements for a baccalaureate or entry level master’s degree in nursing within 36 consecutive months from the date of enrollment into the MECP. Full-time student status must be maintained throughout the calendar year, including fall, winter, spring, and summer sessions. Therefore, acceptance must be to a college or university that offers classes applicable to MECP for each of those sessions.

(5) Have a cumulative Grade Point Average (GPA) of 2.5 on a 4.0 scale. Have completed a minimum of 45 quarter, or 30 semester credit hours in undergraduate courses such as English, mathematics, psychology, sociology, chemistry, biology, anatomy, physiology, nutrition, and have them accepted for transfer into the nursing program to which applying. Credit hours may be a combination of traditional classroom courses, College Level Entry

Program (CLEP) credit, on-line or distance learning, and military training credits, provided that the non-traditional credits are accepted by the school applied to.

(6) Individuals who already have a baccalaureate degree in nursing must have that degree accepted by the NLNAC or CCNE school of nursing for which they are applying to graduate school.

h. Marital status and number of family members. No restrictions.

i. Physical qualifications. Meet the requisite pre-commissioning/accession physical standards for appointment as NC officer prescribed by reference (n),chapter 15. Selectees who fail to meet these minimum physical standards for appointment may be appointed upon the recommendation of the Chief, Bureau of Medicine and Surgery (CHBUMED) and waiver of the standard(s), by the Deputy Chief of Naval Personnel (DEPCHNAVPERS) acting for the Chief of Naval Personnel (CHNAVPERS). Applicants are strongly recommended to submit a pre-commissioning SF 88 Report of Medical Examination, SF 93 Report of Medical History, or DD 2807-1/2808 within the last 12 months (or 24 months for those applicants deployed). Applicants must meet physical fitness and percent body fat standards at the time of application, while in training, and at the time of commissioning. Failure to maintain physical standards will result in immediate disenrollment.

j. CO’s Endorsement. Endorsement letter from their CO.

k. Waivers. Waivers of eligibility requirements are reviewed by BUPERS (BUPERS-31). Waivers of eligibility requirements, other than minor physical defects, are normally not granted.

4. Application Submission Procedures and Deadlines

a. Applications are reviewed by selection boards on a competitive basis. They must be complete, concise, and accurate in every detail. Recommendations should be specific and not general in nature. Each applicant’s service record should be complete and up-to-date. Each applicant is responsible for ensuring that the forms accompanying the signed application are complete and correct. Incomplete or late applications will be returned without board action. Include an e-mail address in the application.

b. Applicants must fill out OPNAV 1420/1 and submit it via their CO to: Commander, Naval Medical Education and Training Command (NAVMEDEDTRACOM), Code OG3, Bethesda, MD 20889-5611 postmarked not later than 1 October of the FY in which the board meets. The personal information requested in the application will be used by board members to identify those candidates who are fully qualified for appointment and are the best candidates. Applications must contain the following with any supplemental attachments placed at the end of OPNAV 1420/1:

(1) OPNAV 1420/1.

(2) Academic Degree Plan, (see paragraph 13 of this chapter), signed by the school of nursing advisor and the applicant, showing the projected program of study and completion date with the number of transfer credits the school will accept. If already accepted into the program, the letter of acceptance should be included with the degree completion plan.

(3) Certified copies of academic transcripts for each technical school, college, and university attended. Failure to disclose complete academic transcripts or evidence of tampering in any way will result in disqualification. If the institution will not forward transcripts to the applicant, they may be sent directly to NAVMEDEDTRACOM Medical Accessions (Code 0G3), provided they include the applicant’s full name and SSN. If documents are in the service record, they may be forwarded but must be certified to be true copies.

(4) Certified copy of SMART. Those taken directly from the service record or downloaded from the Internet shall be certified to be true copies and must be legible.

(5) Certified and legible copies of proof of citizenship. Copy of birth certificate or certified statement signed by an official who has cited the naturalization certificate.

(6) Enlisted Qualification History. NAVPERS 1070/604, page 4 of the enlisted service record.

(7) History of Assignments. NAVPERS 1070/605, page 5 of the enlisted service record, annotated, if necessary, to include all periods of temporary duty under instruction.

(8) Evaluations. Copies of last 5 years observed NAVPERS 1616/26, Evaluation Report and Counseling, or NAVPERS 1610/2, Fitness Report and Counseling Record.

(9) Medical Examination/History. Two copies each of current SF 88 and SF 93 or SF 2807-1 and SF 2808. Physical examinations completed within 18 months prior to 1 October application deadline are acceptable, provided there has been no change in the applicant's health status. The physical examination must address "commissioning standards" not "retention standards." The applicant shall ensure that the forms are completed and signed by the attending physician and include results of the most recent drug screening and HIV testing, an EKG, complete eye exam, clinical records, and consultation sheets, if applicable.

(10) Statement of age. The following statement must be contained under Personal Statements of OPNAV 1420/1: "My date of birth is _____. Age computed to 1 October of the fiscal year in which selection board is held is _____years, _____months, _____ days. My projected date of graduation is _____ (Month and Year) at which time my age will be _____ years, _____ months, _____days."

(11) The SF 86 (e-QIP) is required for all applicants who do not possess a current NACLC and credit check. The command security manager should assist applicants in determining whether the appropriate agency check is on file in the Joint Personnel Adjudication System (JPAS). Applicants who do not possess a NACLC must include a completed SF 86 with the OPNAV 1420/1.

(12) Testing Scores (Officer Aptitude). Applicants can submit scores with the OPNAV 1420/1 but they are not required.

c. CO. Upon receipt of an application, the applicant's CO shall:

(1) Appoint and convene a board of three officers in the grade of lieutenant or above, to include one or more NC officers, when available, to interview and evaluate each applicant. Each board member shall complete a NAVCRUIT 1131/5 assessing the applicant's motivation, potential, attitude, and maturity. A letter of recommendation and evaluation by a NC officer is highly recommended if a NC officer cannot be appointed to the board.

(2) Interview the applicant personally. Complete the CO's Recommendation section provided in OPNAV 1420/1. No additional cover letter by the CO is required. Recommend only those applicants who have demonstrated continued superior performance with the potential and motivation for successfully serving as a NC officer and with the academic ability to complete

a demanding college curriculum. Applications without command endorsement shall be deemed ineligible. The CO's endorsement shall contain a:

(a) Statement addressing any waivers requested by the applicant (including High Year Tenure (HYT)).

(b) Statement indicating whether or not the applicant is serving on full duty without limitation.

(c) Statement that applicant meets physical fitness and percent body fat standards as outlined in reference (a).

(d) Typewritten, signed copy of each board member's NAVCRUIT 1131/5 as an enclosure.

(3) Ensure that each MECP Program applicant has been counseled as to their financial status and the extent of benefits while enrolled in a MECP Program.

(4) Forward applications to:

Naval Medical Education and Training Command
(Code OG3)
8901 Wisconsin Ave
Bethesda, MD 20889-5611

d. Acknowledgment of Receipt of Applications. NAVMEDEDTRACOM (Code OG3) will notify the applicant to verify receipt of application.

e. Additional Correspondence. Candidates may submit certified copies of additional correspondence (e.g., transfer evaluations, awards/letters of appreciation or commendation, letters of acceptance to a nursing school, transcripts, etc.) to reach NAVMEDEDTRACOM (Code OG3) no later than 1 October of the FY in which the selection board meets.

f. Change of Address. Applicants must notify NAVMEDEDTRACOM (Code OG3) in writing of any change in mailing address. Change of e-mail address can be completed electronically through notification of NAVMEDEDTRACOM (Code OG3), at http://navmedmpte.med.navy.mil/mecp/mecp.htm.

g. Selection. Eligible MECP applicants will be considered by an annual selection board convened by CHNAVPERS in December. The board will recommend those applicants best qualified for

appointment within authorized quota limitations established by DCNO (MPTE) (N1). The names of those selectees will be published by a NAVADMIN.

5. Withdrawal of Application or Recommendation

a. An applicant may withdraw from consideration any time prior to transfer from present duty station. A selectee desiring to withdraw should decline transfer orders and notify NAVMEDEDTRACOM (Code OG3). Applicants may apply to other programs, for example, STA-21. If selected for another commissioning program, applicant must advise NAVMEDEDTRACOM (Code OG3) in writing of their intent to continue to be considered for the MECP selection board no later than 1 November of the FY in which the board meets.

b. Should there be a marked drop in the overall performance of the selectee or UCMJ violations prior to the selectee's transfer, the CO shall immediately inform NAVMEDEDTRACOM (Code OG3) and make a recommendation for the individual's disenrollment from the program.

6. Transfer Policy. Transfer directives/orders will be issued by NAVPERSCOM. COs shall ensure that no person ordered to MECP is transferred without the required obligated service.

7. Advancement in Rating. MECP students are eligible for advancement provided requirements for advancement are fulfilled. Students are encouraged to complete all requirements for advancement prior to entering the program.

8. Appointment. Upon successful completion of a baccalaureate or entry level master's degree in nursing (certified by the accredited college/university), the candidate will receive a permanent appointment in the grade of ensign in the NC, U.S. Navy, per section 12203 of reference (f), and under the guidance of reference (h). No subsequent reversion to an enlisted status is authorized. Commissioned officers must serve the minimum years active commissioned service per section 6323 of reference (f) to be eligible for retirement. Appointees incur an 8-year military service obligation upon commissioning, 4 of which must be served on active duty.

9. Officer Development School (ODS). Appointees must complete ODS and will be assigned to the next available class upon successful completion of the baccalaureate or entry-level master's degree in nursing and commissioning.

10. Licensure

a. NC officers must obtain and maintain a license to practice as a professional Registered Nurse (RN) from a State, Territory, or the District of Columbia based on the licensing examination (NCLEX-RN) provided by the National Council of State Boards of Nursing and administered by one of its member boards of nursing.

b. Appointment as an NC officer may occur prior to licensure; however, the NCLEX-RN must be taken at the first available opportunity following completion of the baccalaureate program.

c. Obtaining and maintaining a license to practice as a professional nurse is an expense incurred by the member.

d. Officers who twice fail the licensure examination may be re-appointed through the training attrite process to a different officer community/designator to complete any incurred active duty obligation. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) may relieve an officer of incurred active duty obligation, considering the comments and recommendations of DCNO (MPTE) (N1), when such action would be in the best interest of the Naval Service. Officers whose active duty obligation has been waived shall either submit a voluntary resignation or be processed for administrative separation per reference (i).

e. Before appointment, applicants are required to acknowledge in writing that they are aware of licensure requirements.

11. Educational Program Management. The following administrative guidance applies to the educational program management:

a. Any selectee who does not desire to participate in the program must notify NAVMEDEDTRACOM (Code OG3) within 15 days of notification of selection.

b. Selectees have until 15 March of the FY in which the selection board was held to submit a letter of acceptance from a U.S. college or university and its NLNAC or CCNE accredited nursing school. A final degree completion plan, signed by the university, must be submitted with the letter of acceptance showing the approved transfer credits and the expected degree completion date. Acceptance letters must be submitted to:

Naval Medical Education and Training Command
Code OG3
8901 Wisconsin Avenue
Bethesda, MD 20889-5611

c. The letter of acceptance must state:

(1) Accreditation status of the nursing program.

(2) Specific acceptance of the applicant to the school of nursing as well as the college/university in a course of study leading to a nursing baccalaureate or entry level master's degree.

(3) That the applicant has been accepted for the fall term of the FY in which the application was made.

(4) That the applicant will be able to complete the baccalaureate or entry level master's degree program in nursing in 36 consecutive months or less.

NOTE: some schools of nursing will not formally accept a student into their program until certain criteria have been met. In this case, a provisional letter of acceptance must state that the applicant will be accepted to the school of nursing upon satisfactory completion of specific prerequisite courses. Provisional letters shall be accompanied by a letter of acceptance from that college or university, along with the proposed degree completion plan, which reflects completion of prerequisites and the full course of study in nursing within 36 months or less.

d. Once NAVMEDEDTRACOM receives program letter of acceptance from the selectee, PCS orders will be issued within 5 months. Orders will be to a Naval activity within 50 miles of the college or university they will attend when possible. The CO or Officer in Charge (OIC) of the Naval activity to which ordered will maintain administrative jurisdiction over the candidate during the period of instruction.

e. Prior to detachment from their present command, each MECP student will incur a 6-year active service obligation by extending or reenlisting. Selectees are authorized to reenlist more than 1 year early if they are unable to satisfy the 6-year obligated service requirement with an extension of 48 months or less. Payment of the Selective Reenlistment Bonus (SRB) is not

authorized for selectees who reenlist for the purpose of meeting the obligated service requirement. If the selectee is entitled to an enlistment bonus or SRB, the selectee's CO must counsel the selectee individually per DoD 7000.14-R, volume 7A, chapter 9 of July 1996, concerning suspension of entitlement. The CO must also ensure a page 13 entry is signed acknowledging that the entitlement for a bonus will be reinstated and paid on a pro-rata basis if the member is not commissioned and returns to enlisted status in the same bonus skill rating. Upon execution of an extension, the following entry shall be made on page 1A in the service record: "Reason for extension: Training (MECP). I understand that upon admission to a college/university under this program, this extension becomes binding and may not thereafter be cancelled except as provided in the MILPERSMAN."

f. MECP students will maintain their enlisted status and be eligible for advancement in rating under the Navy advancement system. Their Armed Forces Identification Card, DD 2N (ACT), will reflect the enlisted paygrade currently held.

g. MECP students may not use Navy-sponsored tuition assistance to pay for their tuition but may seek financial assistance from other sources including the Veteran's Administration "GI" bill or VEAP, if eligible.

h. Applications of selectees will be kept by NAVMEDEDTRACOM (Code OG3) and become part of the selectee's academic file. Non-selectee applications will not be returned to the applicant.

i. Disenrollment from MECP will be the determination of Commander, NAVMEDEDTRACOM, with information copies forwarded to BUPERS (BUPERS-31) and Bureau of Medicine and Surgery (BUMED) Medical Accessions (M131). Reasons for disenrollment may include unsatisfactory academic performance, inability to maintain commissioning physical fitness/body fat standards, or for other reasons of unsuitability. Disenrollees shall be made available for assignment to duty in their current paygrade and rating and shall complete the terms of their enlistment. The periods served at the college/university shall count as shore duty.

j. MECP students are not required to have an annual physical, but must pass the PRT as required by reference (a). Further, the CO or OIC of the unit to which the student is assigned for administrative purposes is responsible for ensuring that each student completes NAVPERS 6110/2, Risk Factor Screening Test Results, for each bi-annual test cycle.

12. Action

a. Commander, NAVMEDEDTRACOM will report to BUPERS (BUPERS-31) and BUMED (M131), a minimum of twice per year, the names, last four digits of their SSNs, administrative commands to which assigned, and expected graduation dates of all candidates. For continuity and facilitation for completion of commissioning documents, a copy of the report will be forwarded to BUPERS (BUPERS-31).

b. COs, command master chiefs, career counselors, education service officers, and Navy College for Achievement advisors will ensure widest issuance of information regarding eligibility requirements and encourage eligible, interested, and qualified personnel to apply.

c. Inquiries concerning fleet applications should be addressed to:

Naval Medical Education and Training Command
(Code OG3)
8901 Wisconsin Avenue
Bethesda, MD 20889-5611
COMM (301) 319-4520/DSN 285

d. For the most up to date MECP information, access the Frequently Asked Questions (FAQ) page at http://navmedmpte.med.navy.mil/mecp/FAQ.htm

13. Academic Degree Plan

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on the forms referenced in this instruction. Please read it before completing the memo.

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. Section § 32, 504,505, 507,532, 552, 978, 1201, 1202, 4346, 2122, 12209, 12241; E.O. 9397.
PRINCIPAL PURPOSES: Information collected by this form will be used to determine applicant's qualifications for commission in the U.S. Navy and programs leading to commission. The authority governing this collection is Privacy Act Systems of Record Notice N01070-3, Navy Military Personnel Records System; N01420-1, Enlisted to Officer Commissioning Programs; NM06150-6, Medical Readiness Reporting System (MRRS). These notices can be downloaded at http://privacy.navy.mil/privacy/noticenumber/.
SAFEGUARDS: Password controlled system, file, and element access based on predefined need-to-know. Physical access to terminals, terminal rooms, buildings and activities' grounds are controlled by locked terminals and rooms, guards, personnel screening and visitor registers. Password complexity, expiration, minimum length, and history will assist in assuring only appropriate personnel have access to client data.
RETENTION: The collected information provided is FOR OFFICIAL USE ONLY and may become a permanent part of your service record. Records which have not been merged in the military personnel record are destroyed after 2 years.
ROUTINE USES: To obtain background and medical information from the application to determine applicant’s qualifications and medical fitness for commission and programs leading to commission, appointment and retention in the Armed Forces. The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of system of record notices apply to this system.
DISCLOSURE: Providing information on this form is voluntary. However, failure to provide the requested information as well as the Social Security Number may result in denial of appointment into the United States Navy. If after you are appointed, it is found that you concealed a record, you may be discharged from the U.S. Navy as a fraudulent appointment and may be subject to a fine and/or imprisonment. All collected personal data will be safeguarded pursuant to the rulemaking of the Privacy Act of 1974 (5 U.S.C. § 552a) and/or the personal privacy exemptions of the Freedom of Information Act [5 U.S.C. § 552(b)(6) and/or (b)(7)(C)], as applicable.

DRAFT

FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE
(THIS PAGE IS UNCLASSIFIED BUT MARKED "FOUO" FOR SAMPLE PURPOSES ONLY)

From: Academic Advisor for applicant
To: Commander, Naval Medical Education and Training Command, Bethesda, MD 20889-5611

Subj: ACADEMIC DEGREE PLAN FOR (APPLICANTS NAME/SSN)

Quarter/Semester: _____/Year: 20__

COURSE	COURSE NUMBER	HOURS	TITLE**

Total Qtr./Semester Hours:_____

Quarter/Semester: _____/Year: 20__

COURSE	COURSE NUMBER	HOURS	TITLE**

Total Qtr./Semester Hours:_____

Quarter/Semester: _____/Year: 20__

COURSE	COURSE NUMBER	HOURS	TITLE**

Total Qtr./Semester Hours:_____

Quarter/Semester: _____/Year: 20__

COURSE	COURSE NUMBER	HOURS	TITLE**

Total Qtr./Semester Hours:_____

Quarter/Semester: _____/Year: 20__

COURSE	COURSE NUMBER	HOURS	TITLE**

SAMPLE

Total Qtr./Semester Hours:_____

Quarter/Semester: _____/Year: 20__

COURSE	COURSE NUMBER	HOURS	TITLE**

Total Qtr./Semester Hours:_____

Quarter/Semester: _____/Year: 20__

COURSE	COURSE NUMBER	HOURS	TITLE**

Total Qtr./Semester Hours:_____

1. Each quarter/semester must be listed in succession. All electives must be noted. If the elective is a required technical elective, it must be specified as such. Other technical electives and all humanities electives need only be as "__# hours, humanities/other technical elective."

2. Based upon my knowledge of present course scheduling, the above courses will be offered when indicated. Completion of this plan will meet the requirement for a (BSN/MSN) degree to be issued (Mo/Yr) from (school).

3. At (school), __# credit hours is required for full-time status during ____ quarter(s)/semester(s). __# credit hours is required for full-time status during ____ quarter(s)/semester(s) during summer sessions.

_____ _____
(Academic Advisor Name (print)) (Academic Advisor Signature)

_____
Title

SAMPLE

CHAPTER 6

MEDICAL SERVICE CORPS IN-SERVICE PROCUREMENT PROGRAM (MSC IPP)

1. This chapter has been revised and should be reviewed in its entirety. Also, refer to the annual NAVADMIN, which provides the MSC IPP Web site address and current program year information.

2. Program Information

a. The MSC IPP provides a pathway to an officer commission for career motivated active duty enlisted personnel who meet the eligibility criteria. Some of these programs provide opportunities to complete either a baccalaureate, masters, or other professional degree.

b. MSC IPP is available to the above communities for members of the regular Navy and Navy Reserve on active duty, including FTS, and Active Reserve serving in any rating in paygrades E5 through E9 at the time of application (paygrade is not waiverable). Inactive-Duty Ready Reservists, Reservists on ADSW, ADT, 1- to 3-year recall and CANRECs are not eligible for this program.

c. A MSC IPP Web site will announce the specific disciplines (fields of study) being offered for that FY and will provide other general guidance for applicants.

d. Candidates for the specialties identified in the annual IPP NAVADMIN must possess a qualifying degree as described below. All non-masters degree prepared applicants, excluding pharmacy applicants, must submit official Graduate Record Examination, or Graduate Management Admissions Test, or the appropriate test score defined within the specialty requirement, completed within 5 years of application due date. Minimum acceptable scores identified in the annual IPP NAVADMIN are required. All applicants who request to complete a bachelor’s program must submit an official SAT or ACT score completed within 5 years of application due date. The minimum acceptable score for the SAT and/or ACT will be noted in the annual IPP NAVADMIN. Selectees with qualifying degrees will receive direct appointments to the MSC in a grade commensurate with education level and degree concentration per reference (b). An applicant desiring direct commission must earn a qualifying degree by 30 June following selection. A degree completion plan signed by a college/ university official showing program of study, completion date, and number of credits/courses remaining is required as part of

the application. Degree completion plans must be realistic and those having more than 15 hours remaining in their degree completion plan will not be eligible. Selectees who are going on to complete an appropriate degree will be commissioned upon completion of their degree. An acceptance letter or a tentative letter of acceptance to a full-time accredited graduate degree program with a degree completion plan is required.

e. Personnel selected for any of these programs who require training are provided between 24 to 48 months to complete their degree (dependent upon the program) with benefits that include tuition, mandatory fees, book allowance, full pay and allowances for their enlisted pay grades, and eligibility for advancement while in college. It is highly recommended that all requirements for the next advancement cycle be completed prior to detaching from present command. The completion plan course work must not commence until the fall semester of the year following selection. Following degree completion, selectees will be commissioned as officers in the MSC and attend ODS.

f. Selectees dropped from IPP at any time, either for academic or administrative reasons, will be made available and issued PCS orders to a new assignment in their enlisted rating to complete their active service obligation.

g. Upon commissioning selectees will incur at minimum an 8-year military service obligation with a minimum of 3 years served on active duty. Selectees who obtain military sponsored training will incur an additional active duty obligation.

h. Upon selection, selectees will be required to coordinate closely with NAVMEDEDTRACOM. Selectees, excluding Physician Assistant (PA) selectees, going to a full-time education program should ideally get acceptance to an NROTC-affiliated university. Selectees will begin their education programs in the fall semester of the year following selection. Applicants are urged to contact NAVMEDEDTRACOM, Officer Graduate Programs, Code (OG3) at (301) 319-4520/0925/DSN 295, for guidance and processing of packages.

3. Basic Eligibility Requirements

a. U.S. citizenship. U.S. citizenship is required and cannot be waived. A certified copy of birth/naturalization certificate is required. In some States, it is illegal to copy, photocopy or photograph birth certificates or naturalization certificates therefore the applicant will use DD 372.

b. Age requirement. Applicants must not have reached their 42nd birthday by time of initial appointment and commissioning.

c. Moral character and conduct. Applicants must be of good moral character, have no court-martial conviction or civilian felony conviction and have no conviction by civil court for misdemeanors (except minor traffic violations) during the 3 years preceding application for the program. For the purpose of this subparagraph, an offense involving DUI/DWI is a major traffic violation and is disqualifying if within the 3 years preceding application for the program. Prior service drug use is not an immediate disqualifier, however, any substantiated drug use (a felony conviction or any record of in-service drug abuse, regardless of the date) or alcohol abuse will result in disqualification.

d. Obligated Training. Applicants under obligated training require a waiver from their enlisted community manager.

e. Physical qualification. Meet the requisite pre-commissioning/accession physical standards for appointment as an MSC officer prescribed by reference (n), chapter 15. Selectees who fail to meet these minimum physical standards for appointment may be appointed upon the recommendation of the CHBUMED and waiver of the standard(s) by the DEPCHNAVPERS acting for CHNAVPERS. Applicants are required to submit a pre-commissioning SF 88 or DD 2808 and SF 93 or DD 2807-1 within the last 12 months (or 18 months for those applicants deployed). The following must be included with the physical examination document:

(1) Results of a current chest X-ray if there is a history of pulmonary disease or of smoking.

(2) Results of a current EKG.

(3) Height and weight or a determination of body fat percentage if member exceeds height/weight.

(4) All female applicants must have PAP and HCG tests results documented.

(5) Results of most recent HIV test. Record of HIV test results must be included with the physical examination document.

(6) Complete eye exam, must include refraction.

(7) Minimum physical fitness standards must be met at the time of application, while in training, and at commissioning. Failure to maintain physical standards will result in disenrollment from the program.

f. Performance record. Have a superb performance record as well as strong academic potential and be favorably recommended for appointment by the candidate's CO.

g. Security Clearance. The SF 86 or e-QIP is required for all applicants who do not possess a current NACLC and credit check. The command security manager should assist applicants in determining whether the appropriate agency check is on file in the JPAS. Applicants who do not have a valid NACLC must include a completed SF 86 with the OPNAV 1420/1.

h. All applications must be submitted by the deadline posted on the annual IPP NAVADMIN. Supplemental information is due by the supplemental deadline posted on the annual IPP NAVADMIN. Any correspondence not submitted by the supplemental deadline may be submitted to the president of the IPP Board by the applicant prior to convening of the selection board.

4. Specific Eligibility Requirements for the Health Care Administrator (HCA) IPP Program

a. Specific HCA degree/education requirements for baccalaureate degrees (any additional in-year requirements will be posted on the annual IPP NAVADMIN):

(1) Minimum education requirement is a qualifying degree in HCA, in business/healthcare administration or a management-related discipline. Applicants must have a 2.5 or better grade point average on a 4.0 scale. Acceptable fields of study are as follows:

(a) HCA areas include: HCA, health services administration, health services management, hospital administration, or public health administration.

(b) Business disciplines include accounting, business economics and policy, finance, human resources management, information systems management, logistics, materials management, or public administration.

(2) Management degrees in other than the above will be considered on a case by case basis if the following courses have

been completed and are part of the official transcript(s): health/business economics, health/business finance, health law, institutional or organization systems in health care, statistics or research methods, or information management.

b. Specific HCA degree/education eligible for entry grade credit for applicants who have completed a master's degree:

(1) Acceptable fields of study are as follows: HCA, health services administration, hospital administration, public health administration with an emphasis in health care administration, or business administration with an emphasis in health care administration.

(2) Acceptable master's programs shall be accredited by the Commission on Accreditation of Healthcare Management Education (CAHME) (formerly known as the Accrediting Commission on Education for Health Service Administration), American Assembly of Collegiate Schools of Business (AACSB), or Council on Education on Public Health (CEPH).

c. Specific HCA degree/education requirements for applicants interested in pursuing a qualifying graduate level degree prior to commissioning: applicants must have an acceptance letter or a tentative letter of acceptance to a full-time graduate degree program in HCA, business administration with a healthcare concentration, or public health with a healthcare administration concentration, accredited by the CAHME, AACSB, or CEPH.

5. Specific Eligibility Requirements for the Active Duty PA IPP Program

a. The PA program includes a year of formal classroom instruction at Fort Sam Houston's Inter-service Physician Assistant Program and an additional practicum year at the Naval Hospital, Camp Pendleton, and Naval Medical Center, San Diego. Graduates receive a B.S. degree upon completion of Phase I and a Master of Science degree upon completion of Phase II.

(1) For PA applicants, minimum educational requirement is a high school diploma, GED, Armed Services Vocational Aptitude Battery or equivalent with 60 semester hours of transferable college credit. All PA candidates must notify NAVMEDEDTRACOM (Code 0G3) via their Web site that they intend to submit official transcripts for review with a complete list of all schools attended. This will allow NAVAMEDEDTRACOM staff to verify if all your transcripts have been received. All official college

transcripts must be submitted to NAVMEDEDTRACOM by the date published in the annual NAVADMIN or MSC IPP Web site (usually in early June). Transcripts will be reviewed by the degree granting institution for academic eligibility and applicants will be notified well before the application deadline. This will allow applicants an opportunity to try and resolve any issues identified by the degree granting institution.

(2) Thirty (30) of the 60 semester hours must be in residence training (classroom) at the acceptable course level as listed in table A (prerequisite requirements). CLEP is NOT accepted for any of the prerequisite requirements. Only baccalaureate credit on SMART will be accepted and will be considered in-residence hours. Distance learning courses must be taken for a grade with proctored exams. Introductory courses or 100 level courses will be reviewed by the degree granting institution to determine if the course is transferable/ creditable toward the 60 hours.

(3) The prerequisite requirements, table A, include 6 semester hours of English composition, 6 semester hours of chemistry, 6 semester hours of Anatomy and Physiology (A&P), 6 semester hours of humanities and/or social sciences, 3 semester hours of psychology and 3 semester hours of algebra for a total of 30 semester hours. Successful completion of Advanced Hospital Corps-Independent Duty Tech (IDT) School satisfies the 6 semester hours for A&P but does not satisfy the 6 semester hours for chemistry.

(4) In addition to the prerequisite courses, an additional 30 semester hours must be completed of which 18 semester hours must be in the biological/chemistry sciences, see table B. The additional 12 semester hours may be in general education classroom or distance learning coursework. Successful completion of IDT School satisfies the additional 30 semester hours and the 6 A&P semester hours but does not satisfy the 6 semester hours of chemistry required for the prerequisite courses. To be better prepared for the PA school curriculum course work in biochemistry, microbiology and organic chemistry is highly recommended. A minimum GPA of 3.0 on 4.0 scale is required for science courses. The applicant must have an overall GPA of 2.5.

(5) The MSC officer community manager at BUPERS (BUPERS-31) shall maintain close coordination of the academic review process with BUMED, NAVMEDEDTRACOM, and the Inter-service Physician Assistant Program. CNO, Director, Force Shaping Plans

and Policy Branch (OPNAV (N131)), DCNO (MPTE) (N1) is the waiver and final authority pertaining to any question regarding academic pre-screening decisions, academic eligibility, and final board eligibility.

b. Specific information on additional requirements will be provided on the MSC IPP Web site.

TABLE A

Prerequisite Requirements	**Semester Hours**	**Acceptable Level (NO CLEP)**
English Composition	6	100 Level or above
Chemistry I & II	6	100 Level or above (2 courses)
Anatomy & Physiology I & II	6	100 Level or above (2 courses)
Humanities & Social Sciences	6	100 Level or above (2 courses)
Psychology	3	100 Level or above
Algebra	3	100 Level or above
Total Hours	30 minimum	

Prerequisite Requirements	**Semester Hours**	**Acceptable Level (NO CLEP)**
Successful completion of Independent Duty Tech (IDT) meets the 6 hours of anatomy and physiology but does not meet the 6 xhemistry hours.		

TABLE B

Additional Coursework	**Semester Hours**	
General Education (Transferable credits) 18 hours must be in the biological and chemistry sciences	30 minimum (18 hours must be in the biological/ chemistry sciences)	Non-repetitive of core courses

Additional Courses or equivalent	**Acceptable Level**
Chemistry Laboratory	100 Level or above

Organic Chemistry	100 Level or above
Biochemistry	100 Level or above
Microbiology	100 Level or above
Biology	100 Level or above
Physics	100 Level or above
Biostatistics (Research design)	100 Level or above
Healthcare Management	100 Level or above
English Literature	100 Level or above
Algebra II	100 Level or above (CLEP not accepted)
Total Hours	30

Successful completion of Independent Duty Tech (IDT) school meets these 30 hours

6. Specific Eligibility Requirements for the Active Duty Radiation Health Officer IPP Program

a. Specific degree/education requirements for completion of baccalaureate degrees: applicants must have 60 semester hours of fully transferable college credit that can be applied towards completion of a qualifying science degree in math, physics, biology, chemistry or engineering and have a letter of acceptance with a degree completion plan to a qualified school. Must be able to complete degree within 24 months. Applicants must have a 3.0 or better GPA on a 4.0 scale.

b. Specific degree/education requirements for applicants with completed baccalaureate degrees: science degrees from accredited university/colleges in math, physics, biology, chemistry, engineering, radiological health science, or engineering. Applicants must have completed 1 year of college-level math (calculus) and general physics courses. Applicants must have 3.0 or better GPA on a 4.0 scale.

c. Specific degree/education requirements for applicants interested in pursuing a qualifying graduate level degree prior to commissioning: applicants must have an acceptance letter or a tentative letter of acceptance to a full-time graduate degree program from an accredited university in: medical physics, radiation health physics, radiological science, or nuclear engineering. Applicants must have a 3.0 or better grade point average on a 4.0 scale.

7. Specific Eligibility Requirements for the Active Duty Environmental Health Officer IPP Program

a. Specific degree/education requirements for completion of baccalaureate degrees. Upon completion of baccalaureate degree (B.S. degree) in environmental health, applicants will be commissioned and may be enrolled in a 1-year Master of Public Health (MPH) degree program. Other qualifying B.S. degrees include the life sciences or physical sciences such as biology, chemistry and physics. Applicants must have the following: 60 semester hours of fully transferable college credits which can be applied towards completion of the baccalaureate degree with a 3.0 or better GPA on a 4.0 scale and a tentative letter of acceptance to an accredited 1-year MPH program with a degree completion plan in environmental health from a university accredited by the CEPH, Association of Schools of Public Health (ASPH) or National Environmental Health Science and Protection Accreditation Council (EHAC). Degree should include courses in environmental health, epidemiology, food safety, drinking water and wastewater analysis, air pollution, infectious diseases, human disease vectors, environmental toxicology, health risk assessment and communication, biostatistics, etc.

b. Specific degree/education requirements for applicants interested in pursuing a qualifying graduate level degree. Applicants must provide the following:

(1) An acceptance letter or a tentative letter of acceptance to a full-time resident graduate degree program, MPH with a concentration in Environmental Health or Master of Science in environmental health from a university accredited by the CEPH, ASPH or EHAC.

(2) An environmental health degree completion plan must be provided that includes courses in environmental health, epidemiology, food safety, drinking water and wastewater analysis, air pollution, infectious diseases, human disease vectors, environmental toxicology, health risk assessment and communication, biostatistics, etc. Applicants must have a 3.0 or better GPA on a 4.0 scale for science courses completed towards the baccalaureate degree.

8. Specific Eligibility Requirements for the Active Duty Industrial Health Officer IPP Program

a. Specific degree/education requirements for completion of baccalaureate degrees: applicants must have 60 semester hours of

fully transferable college credit that can be applied towards completion of a qualifying degree in chemistry, biology, or physical sciences, physics, or engineering with a chemistry minor and have a letter of acceptance with a degree completion plan to a qualified school. Must be able to complete degree within 24 months. Applicants must have a 3.0 or better GPA on a 4.0 scale.

b. Specific degree/education requirements for applicants with completed baccalaureate degrees: degrees from accredited university/colleges in chemistry; biology; or physical sciences, physics or engineering with a chemistry minor. Applicants must have 3.0 or better GPA on a 4.0 scale.

c. Specific degree/education requirements for applicants interested in pursuing a qualifying graduate level degree prior to commissioning: an acceptance letter or a tentative letter of acceptance to a full-time graduate degree program from a university accredited by the ABET in industrial hygiene. A list of these programs is available at www.abih.org. Applicants must have 3.0 or better GPA on a 4.0 scale.

9. Specific Eligibility Requirements for the Active Duty Entomology Officer IPP Program. Specific degree/education requirements for applicants interested in pursuing a qualifying graduate level degree prior to commissioning: applicants must provide an acceptance letter or a tentative letter of acceptance with a degree completion plan to a full-time accredited graduate degree program in Entomology. Applicants must have a 3.0 or better grade point average on a 4.0 scale for science courses in the undergraduate degree.

10. Specific Eligibility Requirements for the Active Duty Pharmacy Officer IPP Program. Specific degree/education requirements for applicants interested in pursuing a qualifying degree prior to commissioning: applicants must provide an acceptance letter or a tentative letter of acceptance with a degree completion plan to a full-time accredited Doctor of Pharmacy Degree program that is accredited by a nationally recognized pharmacy accreditation agency. Applicants must have a 3.0 or better grade point average on a 4.0 scale in the undergraduate degree. Program course work must not commence until the fall semester of the year following selection and be completed within 48 months and be able to be commissioned prior to age 42. Pharmacy College Admission Tests scores are required.

11. Application Submission Procedures

a. Applicants must fill out pages 2-1 to 2-10 of the OPNAV 1420/1 and submit via chain of command to the NAVMEDEDTRACOM, Officer Graduate Programs, Code (OG3), Bethesda, MD 20889-5611, postmarked not later than the application deadline date published on the annual IPP NAVADMIN. Appendix E is provided for package order and as a checklist. Applicant's CO must attach interview appraisals and provide command endorsement. Provide a current e-mail address with the application. Any correspondence submitted after the supplemental deadline must be submitted to the president of the IPP board to be received prior to convening of the selection board.

b. Applicants must forward a letter to their respective detailer or assignment officer of their intent to apply for a commission in the MSC IPP Program. (See Transfer Policy, paragraph 13c.)

c. Applicants requesting to complete degree requirements (full-time funded training) must ensure the following is in their application. Applicants are responsible for ensuring their package is complete.

(1) Letter of acceptance or tentative letter of acceptance from a U.S. college or university. The letter of acceptance must state the following:

(a) That the applicant has been accepted for the fall term and the applicants can complete their program within the following timelines: baccalaureate degree program within 24 months, a master's degree within 24 months or a Doctor of Pharmacy Degree within 48 consecutive months or less.

(b) Some schools may not formally accept students into their program until certain criteria have been met. If this is the case at the applicant's preferred college/university, a provisional letter of acceptance is sufficient for application submission. A provisional letter of acceptance must state that the applicant will be accepted to the program upon satisfactory completion of specific prerequisite courses.

(2) Sample Academic Degree Completion Plan, signed by the school to which the applicant is applying, showing the projected program of study and completion date with the number of transfer

credits the school will accept. If already accepted into the program, submit the letter of acceptance with the degree completion plan.

(3) Original “Student Copy” academic transcripts for each college and university attended are required for all applicants except for PA applicants. Official academic transcripts are required for PA applicants. Submit complete list of all schools attended to allow for tracking receipt of transcripts. Failure to disclose complete academic transcripts or evidence of tampering in any way will result in disqualification. If the institution will not forward transcripts to the applicant, they may be sent directly to NAVMEDEDTRACOM (Code OG3), provided they include the applicant’s full name and SSN.

(4) One letter of recommendation is required. Maximum of four letters may be submitted.

12. Information and Guidance for COs. Upon receipt of an application the CO will:

a. Appoint and convene a board of officers in the grade of lieutenant or above, to include one or more MSC officers, when available, not in the direct chain of command of the applicant to interview and evaluate each enlisted applicant. Each board member shall complete a NAVCRUIT 1131/5. In the event that a board cannot be convened, three qualifying board members can conduct individual interviews. NAVCRUIT 1131/5 will be submitted directly to the applicant’s career counselor. Do not release a copy of the interview to an applicant until after the application has been signed and mailed to NAVMEDEDTRACOM.

b. Provide a recommendation using the CO's Recommendation section included in the OPNAV 1420/1. Ensure all portions are completed and appraisals are attached and that the applicant meets all eligibility criteria. The CO should not rank applicants, if there is more than one applicant from that command. The CO’s endorsement shall contain a:

(1) Statement addressing any waivers requested by the applicant.

(2) Statement indicating whether or not the applicant is serving on full duty without limitation.

(3) Statement that applicant meets physical fitness and percent body fat standards per reference (a).

(4) Typewritten, signed copy of each board member's NAVCRUIT 1131/5 as an enclosure.

c. Forward applications to:

NAVMEDEDTRACOM (Code OG3)
Officer Graduate Programs
Bethesda, MD 20889-5611

d. NAVMEDEDTRACOM (Code OG3) will post a list of names of applications received on the MSC IPP Web site.

e. Additional Correspondence. Applicants may submit certified copies of additional correspondence (e.g., transfer evaluations, awards/letters of appreciation or commendation, letters of acceptance to accredited programs, etc.) to reach NAVMEDEDTRACOM (Code OG3) no later than the date posted on the Web site.

f. Change of address. Applicants must notify NAVMEDEDTRACOM, (Code OG3) in writing of any change in mailing address and change in e-mail address. Notification can be completed electronically at NAVMEDEDTRACOM's IPP Web site.

g. Selection. An annual selection board convened by CHNAVPERS on the date announced in the NAVADMIN, usually October, will consider applicants. The board will recommend those applicants best qualified for appointment within authorized quota limitations. The names of those selectees will be published by NAVADMIN.

13. Administrative Information

a. Service Obligation

(1) Selectees entering training programs must reenlist for 6 years from the date of execution of orders to begin training. The reason for reenlistment should state "Training (Health Care Administration IPP, MSC/Physician Assistant IPP, MSC)" or appropriate program. The following statement of understanding should be included: "I understand that upon selection for the IPP (as appropriate), this agreement becomes binding and may not thereafter be canceled except as provided by the MILPERSMAN." Orders will be issued contingent upon reenlistment before transfer. NAVMEDEDTRACOM (Code OG3) should be notified immediately if an applicant who receives orders does

not desire to extend their enlistment in order to qualify. The agreement becomes binding and may not thereafter be cancelled except as provided by the MILPERSMAN.

(2) If applicants are disenrolled from any IPP program or decline to accept an appointment as a commissioned officer, the applicant will remain in their enlisted rate in the Navy or Navy Reserve and be made available for general assignment. Disenrolled members will be required to serve the time remaining on their current obligation.

(3) Selectees who fail to complete the service obligation will be required to reimburse the United States for costs of education.

(4) Upon initial appointment, officers are required to serve a minimum period of 3 years of active duty service plus 1 year for the first year of education or training provided as part of the program and 6 months for each additional 6 months of training or education or any portion of 6 months.

b. Withdrawal of Application or Recommendation

(1) An applicant may withdraw from consideration any time prior to transfer from present duty station. A selectee wishing to withdraw should decline transfer orders and notify:

NAVMEDEDTRACOM (Code OG3)
Officer Graduate Programs
Bethesda, MD 20889-5611
(301) 319-4520 or 295-2289/0925

(2) Should there be a marked drop in the overall performance of the selectee or violations against the UCMJ prior to the selectees' transfer, the CO shall immediately inform NAVMEDEDTRACOM (Code OG3) and make a recommendation if the situation warrants revoking their selection for the program.

c. Transfer Policy

(1) Applicants are not to request PCS orders during their application process and application submission. Applicants for these programs receiving PCS orders for execution subsequent to applying for this program will not be transferred until officially notified of selection or non-selection.

(2) If a transfer directive is received, the CO shall notify the orders originating authority that the individual has applied for selection for one of these programs and that orders are being held in abeyance until notification of selection or non-selection. If the applicant is selected, the CO will notify the order originator that the individual has been selected, accepted the commission and that orders should be canceled. If the applicant is not selected, the command will transfer the individual and notify the orders originator that the orders have been executed.

14. Advancement in Rating. IPP students are eligible for advancement provided requirements for advancement are fulfilled. Students are encouraged to complete all requirements for advancement prior to entering training.

15. Appointment. Upon successful completion of a qualifying degree, candidates will receive an appointment in the MSC in the appropriate grade for the degree attained.

16. Officer Development School (ODS). Appointees must complete ODS.

17. Inquiries. Program changes and information on applications can be located on the NAVMEDEDTRACOM (Code OG3), MSC IPP Web page at http://navmedmpte.med.navy.mil/mscipp/mscipp.htm. Questions concerning MSC IPP should be addressed to:

NAVMEDEDTRACOM (Code OG3)
Officer Graduate Programs
Bethesda, MD 20889-5611
(301) 319-4520/DSN 285 or 295-2289/0925/DSN 295
mscipp@med.navy.mil

or

BUPERS (BUPERS-31)
Medical Service Corps Officer Community Manager
5720 Integrity Drive
Millington, TN 38055-4400
(901) 874-2370/DSN 882

CHAPTER 7

LIMITED DUTY OFFICER (LDO) AND CHIEF WARRANT OFFICER (CWO) PROGRAMS

1. Purpose. This chapter explains, in detail, the eligibility requirements and steps to apply to the LDO and CWO Programs.

2. Summary of Changes

a. Applicants applying must be of good moral character and have no record of disciplinary action under UCMJ, article 15, no courts-martial conviction or civilian felony conviction, or conviction by a civil court for misdemeanors (except minor traffic violations ($300 or less) in the past 3 years as of 1 October of the year application is made. Any substantiated drug or alcohol abuse within the last 3 years as of 1 October of the year application is made will result in disqualification.

b. Reference (n),chapter 15, defines the physical qualifications for appointment. Also, applicants must meet physical fitness standards of satisfactory-medium or higher per reference (a) at the time of application and appointment.

c. Personnel accepted to the LDO program attend leadership training via ODS. Therefore Leadership Training Continuum is not required for E6 taking the E7 exam for the express purpose of applying for LDO.

d. For CWO: be a CPO (E7 through E9), including E6 personnel, when notification has been received by the CO that the individual is a selectee for CPO or that advancement to CPO has been authorized, and serving on active duty or as a member of the Ready Reserve in a drilling unit (pay or non-pay) for inactive duty applicants. An E6 selection board eligible for E7 may apply for LDO.

e. For LDO: active duty personnel must have completed at least 8, but not more than 16 years of active Naval Service. SELRES must have at least 8, but not more than 16, years of TQFS. For CWO: active duty personnel must have completed at least 10, but not more than 22 years of active Naval Service. SELRES must have at least 10, but not more than 22, years of TQFS.

f. Active duty and inactive duty personnel in paygrade E9 who have completed 2 years TIR as of 1 October of the year in

which the application is submitted, shall be appointed to CWO3. For example, if an E9 applies for FY-08 board and has 2 years TIR on 1 October 2006, the Service member shall be appointed to CWO3. Such service shall be computed from the TIR date for advancement to E8.

g. Active duty applications for LDO and CWO must be forwarded to NAVPERSCOM (PERS-803) and postmarked not later than date announced in annual NAVADMIN the year in which application is made. Addenda, in standard Naval letter format, must be forwarded (via applicant's CO) and postmarked no later than date announced in annual NAVADMIN. Actual dates may change via annual NAVADMIN announcement of LDO/CWO program; normally released in May for active duty and June for inactive duty.

h. Only those applicants who are technical specialists with extensive knowledge and skills in the field of diving and have earned First Class (Navy Enlisted Classification (NEC) 5342) or Saturation (NEC 5311) may apply for diving warrant officer designator 720X. Applicants must desire to remain in diving-related billets. Selectees will be detailed to surface and submarine-related diving billets.

i. For active duty CWOs applying for appointment to LDO, the following statement shall be included as the first paragraph in the applicant's personal statement:

> "I,(NAME)_____, if selected for permanent appointment under the Active Duty LDO Program, do agree to remain on active duty for a period of 4 years subsequent to acceptance of such appointment. I understand that if I decline to accept such permanent appointment, I will remain on active duty in my permanent chief warrant officer grade."

j. For active duty enlisted applying for appointment to LDO, the following statement shall be included as first paragraph in the applicant's personal statement:

> "I, (NAME)_____, if selected for appointment under the Active Duty LDO Program, do agree to remain on active duty for a period of 4 years subsequent to acceptance of such appointment. Following my acceptance of such temporary appointment as an LDO, I understand that if and when I am promoted to the grade of lieutenant as an LDO, I may be offered a permanent appointment as an LDO under section 5589 of title 10, U.S.C., and if I decline

to accept such permanent appointment as an LDO, my temporary appointment will be terminated under section 5596 of title 10, U.S.C., and I will be reverted to my permanent enlisted grade."

k. For active duty enlisted applying for appointment to CWO, the following statement shall be included as first paragraph in the applicant's personal statement:

"I, (NAME)_____, if selected for appointment under the Active Duty CWO Program, do agree to remain on active duty for a period of 3 years subsequent to acceptance of such appointment."

l. For advancement in rating, enlisted members selected for temporary or permanent officer or warrant appointments to be executed on dates after the convening dates of E7 and E8/E9 selection boards are ineligible for further advancement by those boards unless formal, written declination is received by NAVPERSCOM (PERS-803 or PERS-91B) before the convening dates of the enlisted selection boards. Active Duty Temporary LDOs may still be advanced after appointment under the provisions of reference (j), paragraph 723.

m. Updated address information should be sent to:

ACTIVE DUTY	Navy Personnel Command (PERS-803) 5720 Integrity Drive Millington, TN 38055-4801 (901) 874-4416/DSN 882
INACTIVE DUTY	Navy Personnel Command (NAVPERSCOM) Reserve Personnel Administrative Branch(PERS-91) 5720 Integrity Drive Millington, TN 38055 -4910 (901) 874-3130/DSN 882

3. Definitions

a. Active duty - members of the U.S. Navy and Navy Reserve on continuous active duty, including FTS and general recall personnel.

b. Inactive duty – SELRES members of the U.S. Navy Ready Reserve assigned to a drilling unit (pay or non-pay), including members on ADT, AT, ADSW, 1- to 3-year recalls, PSRC, mobilization, and CANREC.

4. Program Information

a. The LDO and CWO programs provide commissioning opportunities to qualified senior enlisted personnel (and CWOs). CPOs (E7 through E9), E6 personnel who are selection board eligible for E7, and CWO (applying for LTJG) may qualify for these programs. The LDO and CWO Programs are open to both active duty and SELRES personnel. Qualified personnel may apply for both LDO and CWO simultaneously. A baccalaureate degree is not required, however, it is encouraged. Leadership ability, military qualifications, and technical expertise remain the key factors leading to selection.

(1) Active duty personnel apply under the Active Duty LDO/CWO Program to NAVPERSCOM (PERS-803) via their CO.

(2) Inactive duty personnel apply under the Inactive Duty LDO/CWO Program to NAVPERSCOM (PERS-91B) via their unit CO.

b. LDOs are technically oriented officers who perform duties limited to specific occupational fields and require strong managerial skills. CWOs are technical specialists who perform duties requiring extensive knowledge and skills of a specific occupational field at a level beyond what is normally expected of a MCPO.

5. Applicability. The LDO/CWO programs apply to CWO and senior enlisted personnel in the following categories:

a. Active duty enlisted personnel may seek appointment to commissioned officer status via the Active Duty LDO/CWO Program. FTS personnel and Navy Reservists on general recall who are selected under the Active Duty LDO/CWO Programs will receive appointments in the U.S. Navy. These personnel will be honorably discharged from their enlistment in the Navy Reserve and concurrently reenlist in the regular Navy before being appointed as a temporary LDO.

b. Active duty CWOs may also seek appointment to LDO via the Active Duty LDO Program. Active duty CWO applicants for LDO must have at least 2 years time in grade and no more than 19 years total active service.

c. Fleet Reserve personnel on active duty must reenlist in the regular Navy to become eligible to apply for the Active Duty CWO program. Authority to reenlist Fleet Reserve personnel on active duty must be requested from NAVPERSCOM Head, Reserve Career Progression (PERS-812).

d. Students enrolled in other officer accession programs are not eligible to apply for appointment under the LDO/CWO programs. If applying for the LDO or CWO program and after the application is submitted the Service member is selected for other officer accession program, the individual must inform NAVPERSCOM (PERS-803 or PERS-91B) in writing. If selected for a commission under the LDO or CWO programs, individuals will not be eligible to apply for other commissioning programs unless a formal declination has been filed with NAVPERSCOM (PERS-803 or PERS-91B, as appropriate).

e. SELRES on ADSW, 1- to 3-year recalls, PSRC, mobilization, or CANREC duty, may seek appointment to LDO or CWO via the inactive duty LDO or CWO Programs. If selected, they will have their active duty status terminated and will receive permanent appointments in the Navy Reserve.

(1) SELRES selected for an Inactive Duty LDO or CWO appointment assigned to PSRC or other mobilization must have gaining command or theater commander re-validation of their assignments based on the newly commissioned grade. If this validation is approved, they will remain on active duty. If assignment in their newly commissioned status cannot be validated, their active duty status will be terminated.

(2) CANRECs appointed to LDO or CWO via the Inactive Duty LDO/CWO Programs will have their active duty status terminated and receive permanent appointments in the Navy Reserve.

6. <u>Eligibility Requirements common to both Active Duty and Inactive Duty LDO and CWO Programs</u>

a. Service requirement

(1) Active duty applicants must be serving on active duty at the time application is made, and, if selected, they must remain on active duty until the appointment is tendered.

(2) Inactive duty applicants must have been serving in a drilling unit (pay or non-pay) of the Ready Reserve for at least 1 year at the time application is made, and, if selected, they must remain in a drill status until the appointment is tendered.

Members who were serving under regular Navy or FTS enlistment, and who enlist in the Ready Reserve with assignment to a drilling unit (pay or non-pay) within 90 days following release from active duty do not need to complete the prescribed 1-year time period in a drilling unit.

b. U.S. citizenship is required and cannot be waived.

c. Must be of good moral character and have no record of disciplinary action under UCMJ, article 15, no courts martial conviction or civilian felony conviction, or conviction by a civil court for misdemeanors (except minor traffic violations ($300 or less)) in the past 3 years as of 1 October of the year application is made. Any substantiated drug or alcohol abuse within the last 3 years as of 1 October of the year application is made will result in disqualification.

d. Must be a high school graduate or possess an equivalency certificate.

e. Must be physically qualified for appointment per the physical standards outlined in reference (n),chapter 15.

f. Must meet physical fitness standards of satisfactory-medium or higher per reference (a) at the time of application and appointment.

g. Must not exceed HYT requirements.

h. Personnel in Humanitarian/Hardship (HUMS)/Limited Duty (LIMDU) (active duty) or Not Physically Qualified (NPQ)/Temporarily Not Physically Qualified (TNPQ) status (inactive duty).

(1) Active duty personnel serving in HUMS or LIMDU assignments will not be permitted to accept their commission until the special situation is completely resolved. In the event an individual is assigned to HUMS or LIMDU on the effective date of commissioning, the CO will hold the appointment in abeyance and notify NAVPERSCOM (PERS-803) by message or official correspondence of the circumstances. If the HUMS or LIMDU situation is not resolved within 60 days of commissioning date, the CO will request further instructions from NAVPERSCOM (PERS-803).

(2) Inactive duty personnel serving in NPQ or TNPQ status will not be permitted to accept their commission until their

status is completely resolved. In the event an individual is assigned to NPQ or TNPQ status on the effective date of commissioning, the unit CO will hold the appointment in abeyance and notify NAVPERSCOM (PERS-91B) by message or official correspondence of the circumstances. If the NPQ or TNPQ status is not resolved within 60 days of commissioning date, the unit CO will request further instructions from NAVPERSCOM (PERS-91B).

i. Service with the Army, Air Force, Marine Corps, and/or Coast Guard may be credited to meet the minimum service requirement when it can be clearly documented, by the applicant, that service in another branch provided the requisite training, knowledge, and expertise that directly relates to and parallels the needs and requirements of the Naval Service. If applicable, comments regarding experience gained in another branch of service, to include relation of the experience with Navy's needs and requirements, should be included in the applicant's personal statement of the OPNAV 1420/1. The CO will attest to such qualifications in their endorsing statement.

j. Favorably recommended by their CO. (Inactive duty applicants must be favorably recommended by their unit CO.)

k. Must meet color perception requirements. Defective color perception is disqualifying for appointment in the following designators:

LDO	CWO
611x; 612x; 615x; 616x;	711x; 712x; 715x; 716x;
626x; 629x;	717X; 726x;
636x; 639x; 640x; 647x;	736x; 740x; 748x
648x	

7. Enlisted Eligibility Requirements for the Active Duty and Inactive Duty LDO Program. In addition to the eligibility requirements listed in paragraph 5 of this chapter, LDO applicants must also meet the following requirements:

a. Be serving as a petty officer first class (E6) or CPO (E7 through E9). An E6 must have served in that capacity for at least 1 year as of 1 October of the year application is made. Such service shall be computed from the TIR date for an E6. If broken service is involved, an E6 must have served a total of at least 1 year as an E6 as of 1 October of the year application is made.

b. E6 applicants must complete all eligibility requirements for E7 (except TIR and Leadership Training Continuum (LTC)) and must successfully compete in the annual Navy-wide examination for advancement to CPO, receiving a final multiple equal to, or greater than, the minimum final multiple for E7 selection board eligibility. Personnel accepted to the LDO program attend leadership training via ODS. Therefore, LTC is not required for E6 taking the E7 exam for the express purpose of applying for LDO. E6 applicants must forward a copy of their most current examination profile sheet with their application. An E6 is exempt from the requirements of this subparagraph when notification has been received by the CO that the individual is a selectee for CPO or that advancement to CPO has been authorized.

c. Active duty Time in Service (TIS) and inactive duty TQFS requirements:

(1) Active duty personnel must have completed at least 8, but not more than 16 years of active Naval Service (day-for-day) exclusive of ADT in the Navy, Marine Corps, or Coast Guard Reserve as of 1 October of the year application is made.

(2) Inactive duty personnel must have completed at least 8, but not more than 16 years of TQFS as of 1 October of the year application is made. TQFS, for the purpose of this instruction, is defined in section 12732 of reference (f) as time served with a component of the Naval Service. In computing the qualifying service eligibility requirement for Ready Reservists, constructive time cannot be credited.

(3) Both active duty and inactive duty E7/E8 applicants with not more than 16 years of active duty or TQFS respectively may apply for both the LDO and CWO programs in the same application, but only one designator for each program may be requested.

d. CWO eligibility for the Active Duty and Inactive Duty (LTJG) LDO Program.

(1) Be serving as a CWO.

(2) If applying for LDO (LTJG), CWOs must have completed at least 2 years of active duty as a CWO and no more than 19 years of total active service immediately preceding 1 October of the year application is made. Such service shall be computed from initial date of rank as a CWO and active duty base date.

Applicants are ineligible to apply if they are in a one-time failure to select status as a CWO as of the convening date of the boards.

8. Enlisted Eligibility Requirements for the Active Duty and Inactive Duty CWO Program. In addition to the eligibility requirements listed in paragraph 5 of this chapter, CWO applicants must also meet the following requirements:

a. Be a CPO (E7 through E9), including E6 personnel, when notification has been received by the CO that the individual is a selectee for CPO or that advancement to CPO has been authorized, and serving on active duty or as a member of the Ready Reserve in a drilling unit (pay or non-pay) for inactive duty applicants.

b. Active TIS and inactive duty TQFS requirements:

(1) Active duty personnel must have completed at least 12, but not more than 22 years of active Naval Service (day-for-day) exclusive of ADT in the Navy, Marine Corps, or Coast Guard Reserve as of 1 October of the year application is made.

(2) Inactive duty personnel must have completed at least 12, but not more than 22 years of TQFS as of 1 October of the year application is made. TQFS, for the purpose of this instruction, is defined in section 12732 of reference (f), as time served with a component of the Naval Service. In computing the qualifying service eligibility requirement for Ready Reservists, constructive time cannot be credited.

(3) Active duty and inactive duty personnel in paygrade E9 with at least 2 years TIR as of 1 October of the year in which the application is submitted, shall be appointed CWO3. Example: if an E9 applies for the FY-09 board (held in FY-07) and has 2 years TIR on 1 October 2007, the Service member shall be appointed to CWO3. Such service shall be computed from the TIR date for advancement to MCPO.

9. Application Submission Procedures and Deadlines

a. Active and inactive duty

(1) Applicants must complete OPNAV 1420/1 and submit it via their chain of command. See appendix F for more detail on application. NAVPERSCOM must receive applications as follows:

(a) Active duty applications for LDO and CWO must be forwarded to NAVPERSCOM (PERS-803) and postmarked not later than date announced in annual NAVADMIN the year in which application is made. Addenda, in standard Naval letter format, must be forwarded (via applicant's CO) postmarked no later than date announced in annual NAVADMIN. Actual dates may change via annual NAVADMIN announcement of LDO/CWO program, normally released in May for active duty and June for inactive duty.

(b) Inactive duty applications for LDO and CWO must be forwarded to NAVPERSCOM (PERS-91B) postmarked not later than 1 December of the year in which application is made. Addenda, in standard Naval letter format, must be forwarded (via applicant's CO) and be received no later than 1 April (the year the board is held).

(2) Selection board convening dates

(a) The active duty selection board will convene at NAVPERSCOM annually to consider applicants for the active duty LDO/CWO programs.

(b) The inactive duty selection board will convene at NAVPERSCOM annually to consider applicants for the inactive duty LDO/CWO programs.

b. LDO/CWO Designators and Categories. LDO and CWO designators are designed to provide positive identification of surface, submarine, and aviation warfare, general series, and staff corps associated personnel, and to identify a broad occupational field or technical area. The following describes the different classifications within designators and their associated warfare, general series, or staff corps fields:

(1) LDOs (61XX) or CWOs (71XX) are officers designated for duty indicated by their specialty in the operations, maintenance, training, or support of naval surface warfare.

(2) LDOs (62XX) or CWOs (72XX) are officers designated for duty indicated by their specialty in the operations, maintenance, training, or support of naval submarine warfare.

(3) LDOs (63XX) or CWOs (73XX) are officers designated for duty indicated by their specialty in the operations, maintenance, training, or support of naval aviation warfare.

(4) LDOs (64XX) or CWOs (74XX) are officers designated for duty indicated by their specialty in the operations, maintenance, training, or support of all other elements of naval warfare.

(5) LDOs (65XX) or CWOs (75XX) are officers designated for duty within the respective staff corps of the Navy indicated by their specialty.

c. Designator Application

(1) Surface and submarine warfare communities require LDOs and CWOs with the same or similar occupational qualifications. Candidates need not possess a particular warfare qualification to apply for an LDO/CWO designator in that particular community. Obviously, not every enlisted rating is competitively qualified for designations within different warfare communities, and application should not be made for an inappropriate category (e.g., a Gunners Mate Guns (GMG) should not normally apply for 726X, ordnance technician (submarine), but rather should apply for 716X, ordnance technician (surface)).

(2) Eligible candidates may apply for up to two designators, which may be in different occupational fields, e.g., ordnance technician (716X) and electronics technician (718X); the same occupational field, but different warfare communities, e.g., ordnance technician (surface 716X) and ordnance technician (submarine 726X); or a combination of the two, e.g., ordnance technician (submarine 726X) and electronics technician (surface 718X). A candidate may not apply for dual designators as a first and second choice, e.g., first choice 718X/728X, second choice, 716X/726X. Applications submitted with dual designators will be returned for the candidate to resubmit in compliance with the above designator restrictions. If a candidate feels qualified to compete in only one designator, only that designator should be requested. Eligible candidates requesting consideration for both LDO and CWO may apply for only one designator under each program. Candidates may apply for any designator they are qualified to perform.

(3) CWOs in the nuclear occupational field and nuclear-trained enlisted personnel may apply only for LDO or CWO in the nuclear field 640X or 740X.

(4) LDO administration (641X) and CWO ship's clerk (741X) selectees who are enlisted submarine-qualified will be detailed exclusively and whenever possible to billets (coded SV1) in direct support of submarine warfare.

(5) Only applicants for CWO who are technical specialists with extensive knowledge and skills in the field of diving and have earned First Class (NEC 5342) or Saturation (NEC 5311) may apply for diving warrant officer designator 720X. Applicants must desire to remain in diving-related billets and will be detailed to surface and submarine-related diving billets.

(6) If selected for LDO or CWO, any request for change of designator (or reversion to enlisted status for officers with temporary status) will not normally be approved until the initial obligation of 4 years as an LDO or CWO has been served.

(7) SELRES are often uniquely qualified by education and/or civilian occupation to apply for designators outside the normal career path of their current rating. SELRES who are in this category are encouraged to apply for designator(s) that closely align with either their civilian and/or military occupational specialty(ies).

10. Active Duty LDO Appointment and Service Obligation. Selectees will be appointed as LDOs only if they continue to meet all eligibility standards as specified previously. Appointments to LDO will be made in the grades as indicated below:

a. CWOs selected for LDO will be appointed in the permanent grade of LTJG (O2E) in the U.S. Navy.

Note: for the active duty CWO applying for appointment to LDO, the following statement shall be included as the first paragraph in the applicant's personal statement:

> "I, (NAME)_____, if selected for permanent appointment under the Active Duty LDO Program, do agree to remain on active duty for a period of 4 years subsequent to acceptance of such appointment. I understand that if I decline to accept such permanent appointment, I will remain on active duty in my permanent warrant officer grade."

b. Enlisted personnel selected for LDO will be appointed in the temporary grade of ensign (O1E) in the U.S. Navy. FTS and Navy Reservists on active duty must reenlist U.S. Navy prior to accepting appointment.

c. Each selectee will be assigned a date of rank in the grade to which appointed as prescribed by OPNAV (N131)/NAVPERSCOM (PERS-803). All original appointments become effective for pay purposes upon acceptance, but not earlier than the date of rank assigned.

d. Each selectee must agree to remain on active duty as an LDO for a period of 4 years from the date of acceptance of appointment and may be required to transfer from current duty location.

Note: for active duty enlisted applying for appointment to LDO, the following statement shall be included as first paragraph in the applicant's personal statement:

> "I, (NAME)_____, if selected for appointment under the Active Duty LDO Program, do agree to remain on active duty for a period of 4 years subsequent to acceptance of such appointment. Following my acceptance of such temporary appointment as an LDO, I understand that if and when I am promoted to the grade of lieutenant as an LDO, I may be offered a permanent appointment as an LDO under section 5589 of title 10, U.S.C., and if I decline to accept such permanent appointment as an LDO, my temporary appointment will be terminated under section 5596 of title 10, U.S.C., and I will be reverted to my permanent enlisted grade."

e. If, before an appointment is effected, information is received that may render a selectee no longer qualified for an appointment (e.g., Non-Judicial Punishment (NJP), failure to meet satisfactory-medium or higher physical fitness standards, civil conviction, alcohol abuse, drug use, loss of confidence in the member's abilities as demonstrated by poor performance of duty, and/or removal of the CO's recommendation, etc.), such information will be forwarded to NAVPERSCOM (PERS-803) immediately. This information is required to be routed via the selectee for comment in standard Naval letter format, with a request that the selectee's appointment either be one of the following:

(1) Effected;

(2) Delayed; or

(3) Rescinded. Justification must be included with the request for disposition of appointment.

11. Active Duty CWO Appointment and Service Obligation. Selectees will be appointed as CWO only if they continue to meet all eligibility standards as specified previously. Appointments to CWO will be made in the grades as indicated below:

a. The appointment of each selectee will be to the permanent grade of CWO2, except those active duty personnel in paygrade E9, who shall be appointed to CWO3 and those E8 personnel, who have completed at least 2 years TIR as of 1 October of the year in which the application is submitted, shall be appointed CWO3. Example: if an E8 applies for the FY-09 board (held in FY-08) and has 2 years TIR on 1 October 2006, the Service member shall be appointed to CWO3. Such service shall be computed from the TIR date for advancement to senior chief petty officer. FTS and Navy Reservists on active duty must reenlist U.S. Navy prior to accepting the appointment. Appointees will be honorably discharged from their enlisted status for convenience of the government to accept a permanent appointment to officer grade.

b. Each selectee will be assigned a date of rank in the grade to which appointed as prescribed by NAVPERSCOM (PERS-803). All original appointments become effective for pay purposes upon acceptance, but not earlier than the date of rank assigned.

c. Each selectee must agree to remain on active duty for a period of 4 years from the date of acceptance of appointment and may be required to transfer from current duty location.

NOTE: for active duty enlisted applying for appointment to CWO, the following statement shall be included as first paragraph in applicant’s personal statement:

"I, (NAME)_____, if selected for appointment under the Active Duty CWO Program, do agree to remain on active duty for a period of 4 years subsequent to acceptance of such appointment."

d. If, before an appointment is effected, information is received which may render a selectee no longer qualified for an appointment (e.g., NJP, failure to meet satisfactory-medium or

higher physical fitness standards, civil conviction, alcohol abuse, drug use, loss of confidence in the member's abilities as demonstrated by poor performance of duty, and/or removal of the CO's recommendation, etc.), such information will be forwarded to NAVPERSCOM (PERS-803) immediately. This information is required to be routed via the selectee for comment in standard Naval letter format, with a request that the selectee's appointment either be one of the following:

(1) Effected;

(2) Delayed; or

(3) Rescinded. Justification must be included with the request for disposition of appointment.

12. Inactive Duty LDO/CWO Appointment and Service Obligation. Selectees will be appointed as LDOs only if they continue to meet all eligibility standards as specified previously. Appointments to LDO will be made in the grades as indicated below:

a. CANRECs and members on active duty ADSW or OYR will be released from active duty and issued a permanent appointment in the Navy Reserve.

b. Navy Reservists who are assigned to PSRC or OYR (mobilization) on ADSW orders may seek appointment to LDO/CWO via the Inactive Duty LDO/CWO Program. Navy Reservists who are selected under the Inactive Duty LDO/CWO Programs must have gaining command or theater commander revalidation of their assignment based on the commissioned grade. If their assignment in their newly commissioned grade cannot be validated, their active duty status will be terminated. In any case, they will receive permanent appointments in the Navy Reserve.

c. Each selectee will be assigned a date of rank in the grade to which appointed as prescribed by NAVPERSCOM (PERS-91B). All original appointments become effective for pay purposes upon acceptance, but not earlier than the date of rank assigned.

d. Selectees must continue serving in the Ready Reserve until the appointment is tendered. Upon acceptance, each selectee must agree to remain in the Ready Reserve for a period of 3 years from the date of acceptance of appointment.

Note: as the first paragraph in applicant's personal statement (page 2-14), member must sign and have the following statement

witnessed by an E7 or above): "I, (NAME), if selected for appointment under the Navy Reserve LDO/CWO Program, do agree to accept such appointment, and further agree to remain in the Ready Reserve for a period of 3 years subsequent to acceptance of such appointment. I understand that, if selected for appointment to either the Navy Reserve LDO or CWO program, I will be honorably discharged from my enlisted status for the convenience of the government and will be given a permanent appointment as an LDO or CWO. I, (NAME), certify I have maintained satisfactory drill attendance while serving with a drilling unit of the Navy Reserve of at least 1 year as of 1 October (year in which application is made)."

e. If, before an appointment is effected, information is received that may render a selectee no longer qualified for an appointment (e.g., NJP, failure to meet satisfactory-medium or higher physical fitness standards, civil conviction, alcohol abuse, drug use, loss of confidence in the member's abilities as demonstrated by poor performance of duty, and/or removal of the CO's recommendation, etc.), such information will be forwarded to NAVPERSCOM (PERS-91B) immediately. This information is required to be routed via the selectee for comment, with a request that the selectee's appointment either be one of the following:

(1) Effected;

(2) Delayed; or

(3) Rescinded. Justification must be included with the request for disposition of appointment.

f. Appointments to LDO will be made in the grades as indicated:

(1) CWOs selected for LDO will be appointed in the permanent grade of LTJG (O2) in the U.S. Navy. CWOs selected for LDO with at least 4 years and 1 day of cumulative active duty service to include (ADSW/AT) will be appointed in the permanent grade of LTJG (O2E).

(2) Enlisted personnel selected for LDO will be appointed in the permanent grade of ensign (O1) in the U.S. Navy. Enlisted personnel selected for LDO with more than 4 years of active duty service will be appointed in the permanent grade of ensign (O1E).

(3) Appointees will be honorably discharged from their enlisted status for the convenience of the government to accept permanent appointment to officer grade.

g. Appointments to CWO will be made in the grades as indicated:

(1) Selectees will be appointed to permanent grade of CWO2 in the U.S. Navy, except that inactive duty personnel in paygrade E9 shall be appointed to CWO3, and those E8 personnel, who have completed at least 2 years TIR as of 1 October of the year in which the application is submitted, shall be appointed CWO3. For example, if an E8 applies for the FY-08 board (held in FY-07) and has 2 years TIR on 1 October 2006, the Service member shall be appointed to CWO3. Such service shall be computed from the TIR date for advancement to E8.

(2) Appointees will be honorably discharged from their enlisted status for the convenience of the government to accept permanent appointment to officer grade.

(3) CANRECs and members on active duty (ADSW or OYR) will be released from active duty and issued a permanent appointment in the Navy Reserve.

13. Information and Guidance for Active Duty and Inactive Duty CO. Upon receipt of an application, the CO will:

a. Appoint a panel of commissioned officers to interview the applicant and review applicant’s qualifications for the program. Use NAVCRUIT 1131/5.

b. Provide a recommendation using the CO’s Recommendation section of OPNAV 1420/1, ensuring the applicant meets all eligibility criteria. Identify and make recommendations in cases where waivers are required.

c. CO’s recommendation should include information concerning the member’s military and professional performance, degree and scope of technical competence and supervisory ability in present rating, potential to perform as a commissioned officer, and ability to accomplish officer technical management and specialist functions of the program(s) and category(ies) requested.

d. Only those individuals who have clearly demonstrated sustained superior performance, outstanding leadership abilities, and the potential to serve as commissioned officers should be

recommended for these programs. A candidate must receive a favorable endorsement from the CO (unit CO for SELRES personnel) to be eligible to apply for these programs.

e. If a CO feels an individual is not qualified for LDO/CWO, the package should not be forwarded. Individuals not receiving a favorable endorsement are to be counseled on what they need to do to improve their records to ultimately receive a favorable endorsement.

f. If the applicant is transferred prior to submitting the application, a letter of recommendation from the applicant's last CO will be forwarded to the new CO for inclusion with the application when submitted.

g. Forward applications (in specified postal format below, all CAPS, no punctuation except a hyphen in the zip code) to:

Active duty: NAVY PERSONNEL COMMAND (PERS-803)
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-8010

Inactive duty: NAVY PERSONNEL COMMAND (PERS-92)
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-9200

14. Information and Guidance for Applicant Interviews

a. A panel consisting of three officers is required. Use NAVCRUIT 1131/5 and OPNAV 1420/1. Only the appraisal forms will be accepted.

b. Panel of three officers will conduct interviews. If this is not possible, interviews can be conducted separately. The senior member of the interview panel should be a lieutenant commander or above. The officer(s) conducting the interviews should be in paygrades O2E (O2 for inactive duty)/CWO2 (with 2 years time in grade (TIG)) and above. Every effort will be made to ensure at least one board member is an LDO or CWO, of the appropriate grade. The interviewing board should, whenever possible, be composed of officers who are not in the applicant's command or at least not directly in the chain of command.

15. Medical Examination Information. A FALANT test must be administered to determine color vision for specific designators

listed in subparagraph 6k of this chapter. Defective color vision is disqualifying for those designators. No waivers will be considered.

16. Administrative Information

a. Change of address. Applicants must notify NAVPERSCOM (PERS-803), active duty programs, or NAVPERSCOM (PERS-91B), inactive duty programs, in writing of any change in mailing address. Members must notify NAVPERSCOM (PERS-803) or (PERS-91B) if selected for another commissioning program or separated from the Navy.

b. Withdrawal of Application or Recommendation

(1) An applicant may withdraw from consideration any time prior to selection or acceptance of appointment. An applicant wishing to withdraw should notify NAVPERSCOM (PERS-803 for active duty or PERS-91B for inactive duty) of their desire by correspondence. The applicant should forward a personal letter in standard Naval letter format via their CO, and ensure receipt by the appropriate office.

(2) A CO shall immediately inform NAVPERSCOM (PERS-803/ PERS-91B, as appropriate), and the applicant, if they remove their recommendation for an LDO or CWO application submitted to the selection board. That application will be removed from consideration by the board, as the CO’s recommendation is an eligibility criterion.

c. Advancement in Rating. Enlisted members selected for temporary or permanent officer or warrant appointments to be executed on dates after the convening dates of E7 and E8/E9 selection boards are ineligible for further advancement by those boards unless formal, written declination is received by NAVPERSCOM (PERS-803 or PERS-91B) before the convening dates of the enlisted selection boards. Active duty temporary LDOs may still be advanced after appointment under the provisions of reference (j), paragraph 723.

d. Selectees may not be discharged prior to normal expiration of enlistment and reenlistment, as prescribed by MILPERSMAN 1160-030, if their expiration of enlistment, including any extensions, is subsequent to the date of appointment.

e. Refer to reference (k) regarding eligibility for and payment of SRB in connection with appointment to LDO or CWO status.

f. Active duty selectees for LDO (ensign) and CWO will be required to attend ODS in Newport, RI. Attendance will normally occur enroute to the first duty station and normally not later than the end of the FY of appointment/commission. Selectees to be assigned to the Department of Energy in Naval Reactors Representatives Offices are exempt from this requirement. Navy Reserve selectees for LDO (ensign) and CWO are required to attend the Direct Commission Officer Course in Newport, RI.

17. Inquiries. Information and questions concerning the LDO/CWO Programs should be addressed to:

Active duty programs: NAVY PERSONNEL COMMAND (PERS-803)
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-8010
(901) 874-4416/DSN 882

Inactive duty programs: NAVY PERSONNEL COMMAND (PERS-92)
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-9200
(901) 874-3130/DSN 882

18. List of Normal Path of Advancement for LDO/CWO

SURFACE/SUBMARINE

ENLISTED RATING	CWO CATEGORY/DESIGNATOR	LDO CATEGORY/DESIGNATOR
BM/QM/SM/ET (14NM) Note 1	BOATSWAIN (711X)	DECK (611X)
OS/CTT/STG Note 7	OPERATIONS TECHNICIAN (712X)	OPERATIONS (612X)
IC/EN/MM/GS/EM	ENGINEERING TECHNICIAN (713X/723X)	ENGINEERING/REPAIR (613X/623X)
ML/HT/DC/MR	REPAIR TECH (714X)	N/A
SO	SPECIAL WARFARE TECHNICIAN (715X)	SPECIAL WARFARE (615x)

FC/GMG/GMM/GM/MN/FT/FTG/ MT/TM/MM Note 2	ORDNANCE TECHNICIAN (716X/726X)	ORDNANCE (616X/626X)
SB With SNEC 535X ST/FTG/FC/FT/ET/ CTT (NEC-17XX) Note 3, 7	SPECIAL WARFARE COMBATANT-CRAFT CREWMAN (717X) ELECTRONICS TECHNICIAN (718X/728X)	N/A ELECTRONICS (618X/628X)
ND DESIGNATED FIRST CLASS DIVER WITH NEC 5342 OR NEC 5311	DIVER (720X)	N/A

AVIATION

ENLISTED RATING	CWO CATEGORY/DESIGNATOR	LDO CATEGORY/DESIGNATOR
ABE/ABF/ABH/AB	AVIATION BOATSWAIN (731X)	AVIATION DECK (631X)
AW	AVIATION OPERATIONS TECHNICIAN (732X)	AVIATION OPERATIOINS (632X)
AD/AME/AM/PR/AS/AZ/AF/ AV/AT/AE	AVIATION MAINTENANCE TECHNICIAN (734X)	AVIATION MAINTENANCE (633X)
AO	AVIATION ORDNANCE TECHNICIAN (736X)	AVIATION ORDNANCE (636X)
AV/AT/AE	AVIATION ELECTRONICS TECHNICIAN (738X)	N/A
AC	N/A	AIR TRAFFIC CONTROL (639X)

STAFF

ENLISTED RATING	CWO CATEGORY/DESIGNATOR	LDO CATEGORY/DESIGNATOR
CS/PC/PS/SH/SK	SUPPLY CORPS WARRANT (SC) (751X)	SUPPLY (651X)
CS	FOOD SERVICE WARRANT (SC) (752X)	N/A
BU/CE/CM/UT/UC/EA/EO SW/CU/EQ	CIVIL ENGINEER CORPS WARRANT (CEC) (753X)	CIVIL ENGINEER CORPS (CEC) (653X)

GENERAL SERIES

ENLISTED RATING	CWO CATEGORY/DESIGNATOR	LDO CATEGORY/DESIGNATOR
ANY RATING QUALIFIED IN NUCLEAR POWER	NUCLEAR POWER TECHNICIAN (740X)	NUCLEAR POWER (640X)
YN/PS/NC/RP/LN/ HM with Admin experience	SHIP'S CLERK (741X)	ADMINISTRATION (641X)
IT/ET/IS Note 5	INFORMATION SYSTEMS TECHNICIAN (742X)	INFORMATION SYSTEMS (642X)
MU	N/A	BANDMASTER (643X)
CT/IS NOTE 6,7	INFORMATION WARFARE (744X)	INFORMATION WARFARE (644X)
IS Note 7	INTELLIGENCE TECHNICIAN (745X)	INTELLIGENCE (645X)
AG	N/A	METEOROLOGY/ OCEANOGRAPHY (646X)
MC/IS	N/A	PHOTOGRAPHY (647X)
EOD. CWO APPLICANTS	EXPLOSIVE ORDNANCE	EXPLOSIVE ORDNANCE

MUST POSSESS NEC 5336 OR 5337. LDO APPLICANTS MUST POSSESS NEC 5334, 5335, 5336 OR 5337	DISPOSAL TECHNICIAN (748X)	DISPOSAL (648X)
MA NOTE 8	SECURITY TECHNICIAN (749X)	SECURITY (649X)

Notes:
1 - ET (14NM) MUST HAVE QM TRAINING
2 - MM (4232 AND 4233)
3 – ET (NM), ET (SM) AND ET (EM)
4 - IT AND ET (14CM) MUST HAVE COMMUNICATIONS EXPERIENCE
ET (14CM) MAY ONLY APPLY FOR 629X
5 - ET/IS former CTO, now IT, MUST HAVE ADP MAINTENANCE/DATA BASE EXPERIENCE
6 - ONLY CT/IS PERSONNEL MAY APPLY
7 - ONLY IS PERSONNEL MAY APPLY
8 – OPEN TO ALL RATINGS TECHNICALLY QUALIFIED/PROFICIENT IN SECURITY/FORCE PROTECTION
NCs MAY APPLY UNDER PREVIOUS RATING OR ANY DESIGNATOR FOR WHICH QUALIFIED.
NO PATH INTO 643X DESIGNATOR UNDER THE INACTIVE DUTY LDO PROGRAM.

CHAPTER 8

SEAMAN TO ADMIRAL-21 (STA-21) PROGRAM

1. Purpose. To provide administrative guidance for the STA-21 program for enlisted personnel serving on active duty in the U.S. Navy or FTS, or SELRES, and Navy Reservists on active duty except for those on ACDUTRA to include AT and I-ACDUTRA who apply for this program.

2. Applicability. This program is open to enlisted personnel of all pay grades and ratings who meet eligibility requirements in paragraph 5 below. Since STA-21 replaces several previously available commissioning paths, including the Enlisted Commissioning Program, STA, and enlisted applications to the NROTC Scholarship Program, this chapter should be reviewed in its entirety. Individuals selected for, and participating in, the STA-21 enlisted to officer commissioning program are not eligible to participate in immediate, post-commissioning graduate education programs (such as Immediate Graduate Education Program, Voluntary Graduate Education Program, scholarship, fellowship, etc.). STA-21 graduates must first complete their initial fleet service obligation/operational assignment prior to gaining eligibility for Navy fully funded in-resident graduate education programs.

3. Sections

1. List of Technical/Non-Technical Majors
2. STA-21 Option Programs
3. Sample STA-21 Application Cover Letter
4. Sample STA-21 Application Data Letter
5. Sample Commanding Officer’s Endorsement for STA-21 Application
6. Sample Commanding Officer Recommendation Letter
7. Sample Nomination Review Board Chairperson Recommendation Letter
8. Guidance to Commanders and Commanding Officers on Seaman to Admiral-21 Nominations
9. Sample Statement of Understanding – Nuclear Option
10. Sample Statement of Understanding – Civil Engineer Corps (CEC) Option
11. Sample Statement of Understanding – Pilot Option
12. Sample Statement of Understanding – Naval Flight Officer (NFO) Option
13. Sample Statement of Understanding – Explosive Ordnance

Disposal (EOD) Option
14. Sample Statement of Understanding – Special Warfare (SPECWAR) Option
15. Sample Statement of Understanding – Nurse Corps (NC) Option
16. Sample Statement of Understanding – Surface Warfare (SWO) Option
17. Sample Statement of Understanding – Supply Corps (SC) Option
18. Sample Statement of Understanding – Special Duty Officer Intelligence (Intel) Option
19. Sample Statement of Understanding – Special Duty Officer Information Warfare (IW) Option
20. Sample Statement of Understanding - Corp Option
21. Sample Statement of Understanding - Medical Corps (MC) Option
22. Sample Statement of Understanding - SWO (Information Professional (IP))Option
23. Sample Statement of Understanding – SWO (Engineering Duty Officer (ED)) Option
24. Sample Statement of Understanding – SWO (Oceanography (OCEANO)) Option
25. Sample Statement of Understanding – Human Resources (HR) Option

4. Background

a. STA-21 is a commissioning program that provides an excellent opportunity for highly motivated active duty enlisted personnel in the Navy or Navy Reserve, including FTS, SELRES, and Navy Reservists on active duty. Excluded are those on ACDUTRA to include AT, I-ACDUTRA to complete requirements for a baccalaureate degree and earn a commission in the URL, NC, SC, MC, CEC, special duty officer (Intel), special duty officer (IW, formerly Cryptology),SWO IP/IW/ED/OCEANO options, or HR officer. Although the applicant’s history of fleet performance will receive consideration during the selection process, emphasis will also be placed on the identification of those applicants who possess both the academic and leadership potential necessary to become outstanding Naval officers. STA-21 has two components:

(1) NSI: An 8-week course of intensive officer preparation and indoctrination at OTC, attended by all selectees en route to their university assignment.

(2) Full-time, year-round study for up to 36 months at an NROTC-affiliated university. All selectees will be ordered to an

NROTC unit on a PCS basis, and may choose to enroll in either the NROTC host institution or one of its affiliated cross-town universities as listed in appendix B. STA-21 officer candidates will participate in drills with their NROTC unit, attend two Naval science leadership courses, and are strongly recommended to hold leadership positions within the unit. STA-21 officer candidates do not participate in the NROTC midshipman cruises. They remain on campus to attend classes during summer academic sessions.

b. STA-21 students receive full pay and allowances for their enlisted pay grades and are eligible for advancement while participating in the program. Service members enrolled and active in the STA-21 program will be waived from the Leadership Development Course requirements to participate in the enlisted advancement exam and for advancement. If disenrolled from the STA-21 program, the Service member will take the proper leadership development course, which was previously waived, prior to reporting to their next duty station, or at the first available opportunity thereafter. All other requirements for the next advancement exam should be completed prior to detaching from the present command. Entitlement to the SRB is as specified in reference (l).

(1) Once the Service member transfers from the command with orders to NSI, the member is no longer eligible to receive SRB bonus installments.

(2) All SDAPs cease upon transfer to NSI.

(3) Some special pays may continue for those individuals selected for and participating in the STA-21 SPECWAR or EOD option programs, if specific program qualifications are maintained as directed by NAVPERSCOM Assistant Chief Navy Personnel Command, Business Operations/Comptroller (PERS-3;). Maintenance of certain Naval SPECWAR and EOD skills enhances safety and is more cost effective than periodic retraining that is required when such skills lapse.

c. STA-21 students receive up to $10,000 per year, paid to the university by Naval Service Training Command (NSTC to supplement costs of tuition, books, and fees (i.e., if tuition, fees, and book costs total $7,000, only $7,000 will be paid out by the STA-21 program; if tuition, fees and book costs total $13,000, the selectee must pay $3,000). The $10,000 is disbursed in increments by school term. Therefore, students receive $4,000 for the fall and spring term and $2,000 for summer term.

Students attending quarter schools receive $2,500 per quarter. STA-21 students are neither eligible for tuition assistance under the Navy's Tuition Assistance Program as specified in reference (m), nor are they eligible to use their MGIB educational benefits as specified in reference (b), nor are they eligible to use VEAP benefits.

d. Education. Section 1 provides an example of technical and non-technical degrees. Specific degree requirements for option programs are listed in section 2. Unless otherwise specified in section 2, selectees are strongly encouraged to pursue technical degree programs and are required to complete degree requirements in not more than 36 calendar months, attending school on a full-time, year-round basis. All STA-21 participants, except for NC option selectees, must complete two semester courses each of an approved engineering-level calculus and calculus-based physics equivalent to 6 semester hours of each subject prior to graduation with a GPA of 2.0 or better.

e. Following completion of NSI, all participants will enroll in college studies. Enrollment may begin as early as the summer semester following selection notification or later depending upon assigned reporting date and program option. Based upon college-level credits already earned by STA-21 participants, advanced academic standing may be granted at the discretion of the individual university. Students so advanced will be expected to complete degree requirements in a proportionately reduced period of time.

f. Under the STA-21 core option, community selection occurs during the final year of academic study. Following graduation, participants enter the URL, which includes communities of aviation warfare (pilot or NFO), submarine warfare, surface warfare, EOD, and SPECWAR. In addition to the core option, there are options available for entry into specific target communities upon selection to STA-21. Options include nuclear (surface and submarine), SWO, pilot, NFO, SPECWAR, EOD, CEC, NC, MC, special duty officers (Intel) and SWO IP/IW/ED/OCEANO options, or HR and SC. Service members may submit applications for the STA-21 core option, one of the target group options, or one target group option plus the core option. Those desiring selection to a target group option are advised to also apply to the core option, if eligible, as an alternative that offers selection to other officer communities or even to the community of choice at a later time. Section 2 provides detailed information regarding STA-21 option programs.

g. STA-21 is available at the NROTC-affiliated universities listed in appendix B. Applicants selected for the nuclear or NC options will attend only those universities offering the nuclear and/or NC options as shown in appendix B. CEC option participants must complete an ABET engineering degree or NAAB architecture degree.

5. Eligibility Requirements

a. Be a citizen of the United States. No waivers.

b. Be recommended by the CO as having good moral character, officer potential, and unquestionable loyalty to the United States.

c. Be serving in the U.S. Navy on active duty, FTS, SELRES, and Navy Reservists on active duty except for those on ACDUTRA to include AT, and I-ACDUTRA. Individual option programs may have additional requirements and specific restrictions. Refer to section 2 for community-specific information.

d. Be a high school graduate. High school diploma or equivalency certificates based upon military education experience and GED test results are acceptable to meet the educational requirements if issued by the Department of Education of a State, Commonwealth, or Territory of the United States of America or the District of Columbia.

e. Be able to complete requirements for a baccalaureate degree in 36 months. Applicants are encouraged to accrue as many fully transferable semester hours of earned credit as possible before beginning STA-21. Credits obtained through regionally accredited colleges or universities or the Navy College Program for Afloat College Education (NCPACE) program are considered fully transferable. Many universities do not accept all transferable credits because of their individual policies governing transfer of credits. Non-traditional credits (i.e., military service and service school credits, CLEP courses, vocational/technical school credits, correspondence courses other than NCPACE, etc.) should be used to obtain advanced academic standing to the maximum extent permitted by the university in which enrolled. Normally, credits obtained from foreign institutions are accepted; however, again, not all are considered fully transferable. Navy college office counselors should be contacted for educational counseling to include determination of which credits will transfer to specific universities.

f. Be able to complete degree requirements and be commissioned by age requirements as specified by specific option programs which are addressed in section 2.

g. Maintain a cumulative GPA of 2.5 or better on a 4.0 scale while enrolled in STA-21. Must obtain a minimum of 2.0 on the required calculus and physics courses. Certain STA-21 option programs may have different requirements and are addressed in section 2.

h. Have a certified copy of SAT or ACT scores no older than 3 years from application due date. The new SAT contains three sections, only the math and critical reading/verbal sections will be considered. A minimum score of 1000 SAT (with minimum scores of 500 math and 500 critical reading/verbal) or 41 ACT combined math/English (with minimum scores of 21 math and 20 English) is required. No waivers will be considered. Certain STA-21 option programs have more stringent requirements and are addressed in section 2.

i. Meet physical commissioning standards for appointment in the URL, CEC, NC, SC, MC, or special duty officers (Intel),SWO IP/IW/ED/OCEANO options, or HR officers as prescribed in reference (n) and the physical fitness standards as prescribed in reference (a). Applicants must keep NSTC Officer Development (OD)/STA-21 (OD2) advised of any significant changes to physical status (e.g., broken bones, pregnancy, surgery, etc.), which occur after the physical examination is completed.

j. Have no record of court-martial convictions or civilian felony convictions. Have no record of DWI or DUI within the 3 years preceding application due date. Have no record of disciplinary action under UCMJ, article 15, or conviction by civil court for misdemeanors (except minor offenses that impose a fine of $300 or less, exclusive of court charges) during the 3 years preceding application due date. Substantiated alcohol or drug-related incidents while in an enlisted status are considered an aspect of an individual’s performance and judgment, and will be considered when assessing future leadership potential. Applicants who are alcohol dependent must have successfully completed the appropriate regimen of treatment and education per reference (o) and have remained alcohol free for the period of 3 years preceding application due date.

k. Have passed a PFA test taken within the year of application obtaining a good high or better (no waivers).

l. Have submitted all documentation listed in paragraph 6 (Application Procedures) below. Omission of documentation may be disqualifying for this program.

m. Students presently enrolled in other officer accession programs are not eligible.

n. Individuals who have already obtained their baccalaureate degree are not eligible for STA-21 and should apply directly for OCS. OCS application procedures are found in chapter 4.

o. Maintain eligibility requirements of paragraph 5 above during the application period and during participation in the program.

6. Application Procedures

a. The STA-21 application has two parts. The first part is completed on-line at https://www.sta-21.navy.mil/. The second part is mailed to NSTC (OD2/STA-21) and is illustrated in section 3. Application information and blank letters, including the CO's recommendation letter, nomination review board chairperson recommendation letter, interview verification letter, and NAVCRUIT 1131/5, are available for download on the Web site at https://www.sta-21.navy.mil/. If Web site access is not available, sections 3 through 8 provide printed copies of application materials. Application must be submitted via the applicant's CO and be postmarked no later than 1 July of the application year to ensure complete screening and processing prior to convening of the selection board. Applications postmarked after 1 July will not be considered unless the CO's endorsement provides a compelling reason. Deployment, in and of itself, is not justification for late submission of an application.

b. Applications contain information crucial to the selection process. Each document required in the application presents information that is carefully weighed by the selection board to arrive at a final board score. Incomplete or missing documents will reduce an applicant's competitiveness and in some cases may be disqualifying. Carefully read each of the following subparagraphs and section 3 to ensure submission of correct and complete documents. The CO's endorsement, recommendation letters, and NAVCRUIT 1131/5 should be placed on top of the applicant's cover letter and the entire package secured with a binder clip in the upper left corner. Clam clips, paper clips, and staples should not be used. Documents printed in landscape

should have the top of the page facing right. Do not place applications in document protectors, notebooks, spiral binding or report covers. All transcripts should be removed from their envelopes and marked as enclosures to the application. Nuclear option applicants must submit an original and one copy of their application. Applications must include the following in the order indicated:

(1) STA-21 application cover letter for consideration (section 3).

(2) STA-21 application data letter (section 4) or submitted through Web site: https://www.sta-21.navy.mil/. Do not submit the STA-21 data letter if an application is submitted via the Web site.

(3) A personally composed and signed one-page typed statement presenting reasons for desiring STA-21 participation and the applicant's professional/vocational intentions in a specific designator of the URL. Comprehension of and motivation for selected designator(s) of the URL are of significance to the selection board. Exceptions apply to the following target group options: STA-21 CEC option, STA-21 SC option, STA-21 special duty officer (Intel), STA-21 NC option, STA-21 MC option, and STA-21 SWO (IP/IW/ED/OCEANO) options and HR option. Applicants should address specific desires for their desired designator communities. Include name, rate/rank, and SSN on the statement. Ensure the statement is signed and dated.

(4) Certified copies of the last five "observed" enlisted evaluations, if available. "Not-Observed" evaluations should be included for continuity purposes. Special evaluations are not required.

(5) Certified copies of SAT or ACT scores from a test taken within 3 years of application due date. As it usually takes at least 4 to 6 weeks to obtain test results, early registration and testing are essential. It is the applicant's responsibility to ensure that a certified copy of test results is included in the application package. Any application that does not include a hard copy of the required SAT or ACT results will not be considered unless the CO's endorsement provides a compelling reason. Taking the exam late in and of itself is not justification for late submission. In addition to including results in the application, test results can be released directly from the testing agency by marking release code 0493 on the test registration form. For any previous testing, scores may be

released from the testing agency by using an additional score release request document and indicating release code 0493. The applicant is responsible for ensuring NSTC (OD2/STA-21) receives the scores.

(6) Pilot and NFO options only: certified copy of ASTB scores.

(7) Certified copies of academic transcripts from each secondary (high) school, technical school, and college attended. A transcript combining credits from several schools is not sufficient. Transcripts must be legible and not altered in any way. Failure to disclose all academic records will result in disqualification. Final grade reports for courses in which the applicant is enrolled at the time of application will be accepted by mail or FAX transmission until 30 July, if the application package was postmarked by 1 July. NSTC's FAX number for STA-21 is commercial (850) 452-2486/DSN 922. Note: if service record includes copies of these documents, the applicant's administrative office may certify them to be true copies. The applicant should include their transcripts with the application and forward directly to NSTC (OD2/STA-21). No requirement exists for submission of official transcripts directly from the educational institution to NSTC. Transcripts received by the applicant should be removed from their envelopes and labeled as enclosures to the application.

(8) Certified copy of GED test results issued by the Department of Education of a State, Commonwealth, or territory of the United States of America or the District of Columbia (if applicable).

(9) Certified copy of SMART. Note: applicants should have their administrative office certify as true copies the SMART transcripts obtained from service record or downloaded from the Internet. In order to receive credit for an associate degree, the degree must be included on the SMART.

(10) Nuclear option only. Applicant's current photograph (color or black and white) taken within the year of application. Use NAVPERS 1070/10 Officer Submission Sheet. Photograph will be approximately 4" wide x 5" high, full-length, three-quarter view, uncovered with left shoulder forward, against a contrasting background. Uniform will be Navy working uniform or utility (short or long sleeves) for E6 and below and khaki for E7 and above. The applicant's name and the date the photograph was taken must appear in the photograph.

(11) Additional documents such as award citations, qualifications, and letters of recommendation or appreciation. Copies of page 4 and page 7 of the member's service record may be included as additional documentation. Applicants are encouraged to include other documents that demonstrate leadership qualities while involved in extracurricular activities/volunteer work. Service members who are junior in the Navy may want to include awards and certificates earned in high school.

(12) Application shall include a certified copy of applicant's last three PFA results. Results should be printed from Physical Readiness Information Management System (PRIMS) and will include raw score data for each portion of the test as well as height/weight and/or body composition assessment. Additionally, as part of the overall application recommendation, COs should closely consider the individuals height/weight/body composition and physical fitness as both are monitored closely during the training regimen (NSI, and college studies). Applicant must have passed the last two PRT/PFA's taken within year of application.

(13) Application shall include a signed and dated NAVPERS 1070/613 (samples per sections 9 through 25 of this chapter) for the primary option they are applying for. A copy should also be filed in candidate's service record.

(14) IW and Intel selectees must have Top Secret (TS)/Sensitive Compartmented Information (SCI) clearance or proof that clearance has been requested.

c. The CO's recommendation, contained in sections 5 and 6, is the single most important element of the application package. Due to the high value accorded the endorsement, the following subparagraphs should be read in their entirety by the CO. Upon receipt of an application, the CO will:

(1) Appoint a board of three URL Navy officers (lieutenant (O3) or above) to interview and evaluate each applicant. All board members must read this chapter prior to conducting the interview. Each board member must complete NAVCRUIT 1131/5, including the interviewer's opinion concerning the applicant's motivation and potential for a career as a Naval officer, aptitude for advanced academic study, and personal maturity. As applicants for STA-21 will likely be top performers, the interviewers' opinions will have significant influence on the selection board. Although not stated on the form, board members shall annotate their rank, designator, and

job title on their respective appraisal sheets. The following exceptions apply: CEC, NC, MC, special duty officer (Intel), SWO IP/IW/ED/OCEANO options, HR, and SC applicants should have at least one officer from their prospective community on the board. It is acceptable for all three board members to represent the applicant's prospective officer community, but this is not required. LDOs in the appropriate RL community may also serve as board members for applicants to the target group option community.

(2) Personally interview each applicant.

(3) Although no physical exam is to accompany the STA-21 application, COs should determine from the individual's medical record and interview whether the applicant appears to be physically qualified, as a preliminary screening. Most common disqualifying conditions for URL include: defective color vision, eyesight uncorrectable to 20/20, excessive refractive error or applicant is out of height/weight body fat standards. Any color vision deficiency is disqualifying for a commission in the URL, but <u>is not</u> disqualifying for selection to the CEC, SC, special duty officer (Intel, IW), or NC options. Applicants considering pilot or NFO as their primary option are encouraged to complete a Student Naval Aviator (SNA) physical prior to application to ensure they are physically qualified for aviation duty. Upon selection to the STA-21 Program, BUMED physical examination instructions will be sent to the selectees and alternates.

(4) Provide an endorsement, section 5, to the applicant's letter that is preferably no more than one page in length. Complete the recommendation letter, section 6, and the interview verification letter, section 8. In the endorsement, the CO should:

(a) Make a recommendation. The CO must recommend only those members who possess leadership potential, motivation for sustained outstanding performance as an officer, and the academic ability to complete a demanding college curriculum. Specifically cite accomplishments, contributions, and demonstrated leadership in bullet phrases. In the event multiple applications for the same option program or core program are submitted from a single command, they must be rank ordered (e.g., #1 of 3) by the CO. In the event of multiple applications for different options or core program, rank separately within the option (e.g., #3 of 12 SWO candidates). If the applicant is not recommended, state so and the reason therefore.

(b) Provide, as enclosures, the board's completed and signed NAVCRUIT 1131/5s. An appraisal sheet is not complete unless it has rank, designator, and job title of the appraiser. NOTE: designator is NOT a job title.

(c) Provide in the endorsement a compelling reason why the application will not be postmarked by the 1 July deadline. Without a compelling reason, applications postmarked after the 1 July deadline will not be considered.

Note: once the command receives the application from the applicant and provides an endorsement letter that includes the required sections, the application package should be forwarded to the nomination review board. It should not be returned to the applicant.

(5) Establish a nomination review board to review the applicant's entire package including CO's endorsement and NAVCRUIT 1131/5s from the first board. This second board should consist of three URL Navy officers (lieutenant (O3) and above) not from the applicant's command, and chaired by a CO currently serving as a CO and not subordinate to the applicant's CO. This second board must read this chapter prior to conducting the interview and evaluation. Each board member must complete NAVCRUIT 1131/5, including the interviewer's opinion concerning the applicant's motivation and potential for a career as a Naval officer, aptitude for advanced academic study, and personal maturity. As applicants for STA-21 will likely be top performers, the interviewers' opinions will have significant influence on the selection board. Although not stated on the form, board members shall annotate their rank, designator, and job title on their respective appraisal sheets. The following exceptions apply: CEC, NC, MC, special duty officer (Intel), SWO IP/IW/ED/OCEANO options, HR, and SC applicants should have at least one officer from their prospective community on the board. It is acceptable for all three board members to represent the applicant's prospective officer community, but not required. LDOs in the appropriate RL community may also serve as board members for applicants to the target group option community. After completion of this board, the chairperson shall complete the recommendation letter, section 7, sign the interview verification letter, section 8, and forward the package back to the applicant's CO for mailing to NSTC (OD2).

(6) Upon receipt of the completed package from the nomination review board chairperson, commands shall forward all STA-21 applications to:

NAVAL SERVICE TRAINING COMMAND
ATTN OD2/STA-21
250 DALLAS ST STE A BLDG 628
PENSACOLA FL 32508-5268

Applications should not be returned to the applicant for mailing. It is recommended that a copy of the application package be retained by the command.

(7) COs who are unable to comply with subparagraphs 6c(1) and 6c(5) above shall provide in their endorsement an explanation of why the directed process could not be followed (i.e., isolated unit or deployment where other board members are not available or circumstances in which second board members were drawn from within the applicant's command). Applicants whose commands cannot comply with the nomination review board requirement will not be penalized in the selection process.

7. General Information

a. Applicants are responsible for submitting complete applications and must adhere strictly to the application procedures. Appendix G is provided to assist in the submission of a complete application. A list of the most common errors are provided as follows:

(1) Applications are mailed after the application deadline without a compelling explanation for the late submission from the CO in their endorsement.

(2) Applications are blank, unsigned, or not dated.

(3) Applicant took SAT or ACT too late for submission with package or submitted scores that are too old. This is a disqualifier.

(4) SAT/ACT scores are below minimum program requirements. There are no waivers.

(5) Interview sheets do not indicate designator and/or job title of the interviewer. (type or print job title in margin or above name.) LDO or CWO erroneously used as interviewers for the URL Program or without explanation.

(6) Personally composed statement does not include professional, vocational, or designator intentions of member

(their goals as an URL officer), or states a staff corps or RL category other than CEC, SC, special duty officer (Intel), SWO IP/IW/ED/OCEANO options, HR, NC, or MC.

(7) Missing CO recommendation. A statement of "forwarded" or "forwarded for consideration" is not a recommendation.

b. A selection board will be convened annually in September by NSTC to pick the primary group of program participants and a group of alternates as potential replacements should primary participants become ineligible for the program or fail to gain entrance to the university portion of the program.

c. Each applicant must keep NSTC (OD2/STA-21) advised by mail, e-mail, Web site response, 1-800-NAVROTC (1-800-628-7682), or FAX (commercial (850) 452-2486/DSN 922) of any change in address or telephone number from those provided in the application package, and of any change in physical status at any time.

d. STA-21 selectees will receive an information package after the release of the selection results. This package will contain a congratulatory letter, conditional select/alternates information package, and a Naval Science Institute information package. Alternates will receive an information package containing a congratulatory letter, alternates information package, Naval Science Institute information package and a NAVPERS 1070/613 Statement of Understanding (page 13) for the appropriate option (sections 9 through 25). Selectees will be required to submit to NSTC (OD2) their college acceptance letter(s), degree plan(s), pre-commissioning physical, and completed Statement of Understanding as a condition of acceptance into the STA-21 program. Delay in receipt of this information may jeopardize selectees' chances of being placed at their first choice university/college. An alternate's status change to selectee may not afford the individual very much time to complete requirements once notification of status changes. Thus, it is recommended that alternates comply with the submission of required paperwork as early as possible.

e. College placement will be done following the selection board to allocate selectees to specific NROTC units. Assignment to a university will be based primarily upon the participant's desires, academic performance, and NROTC unit capacity. Assignment to other than the first choice university may be made if considered in the best interest of the Navy or the selectee.

Selectees and alternates are responsible for submitting applications and gaining admission to their desired university. Applicants must meet application deadlines at their choices of universities. Acceptance by an NROTC university does not guarantee assignment to that university. SPECWAR and EOD option applicants should consider colleges or universities located in regions where special qualifications can be maintained. Nuclear option applicants may only apply to schools designated in appendix B.

f. Application materials will be retained as part of STA-21 selectees' academic file. Non-selectees' applications will not be returned to the applicants. Applicants should ensure they retain a complete copy of their package and that original documents are not submitted if not required by this chapter.

g. Commissioning age restrictions apply for certain officer communities as specified in reference (p) and section 2. These restrictions are subject to change. They are applicable to specific STA-21 option programs and when applying for a designator (also known as community selection) just prior to commissioning.

h. All STA-21 participants must successfully complete NSI training prior to university entrance.

i. All STA-21 participants will maintain physical fitness standards and will be required to meet officer accession standards as prescribed by NSTC and reference (a).

8. Transfer Policy. Candidates for STA-21 who receive PCS orders on or after the STA-21 application deadline shall not be transferred until officially notified of selection or non-selection to STA-21. If a transfer directive is received, the CO shall notify the orders originating authority that the individual has applied for STA-21 and that orders (cite Transaction Code number) are being held in abeyance until notification of selection or non-selection is received. If the applicant is selected, the CO shall notify the orders-originating authority that the individual has been selected and that the orders are considered canceled. If the applicant is not selected for STA-21, the command should transfer the individual and notify the orders-originating authority that the orders have been executed, referencing the previous correspondence that held the orders in abeyance. Nuclear field applicants selected for STA-21 while serving as students at Naval Nuclear Power Training Command

(NAVNUPWRTRACOM) or Naval Nuclear Power Training Unit (NAVNUPWRTRAU) will be transferred per local instructions for enlisted personnel selected for a commissioning program.

9. Service Obligation

a. Upon receipt of PCS orders to STA-21, each selectee will be required to acquire a 6-year active service obligation by extending or reenlisting. Selectees are authorized by reference (p) to reenlist more than 1 year early if they are unable to satisfy the 6-year obligated service requirement with an extension of 48 months or less. Upon execution of an extension, the following entry shall be made on page lA of the service record:

> "Reason for Extension: Education (STA-21). I understand that, upon admission to a university under this program, this extension becomes binding and may not thereafter be canceled except as provided in the MILPERSMAN."

b. STA-21 disenrollees will be issued PCS orders and are required to complete 5 years of enlisted service from the date of program disenrollment or the remainder of their current enlistment, whichever is longer. Those deemed unsuitable for active duty are subject to recoupment of all tuition, fees and books. This obligation remains until they complete 5 years active enlisted service following the disenrollment date.

c. Upon commissioning, all STA-21 officer candidates except pilot, NFO, and MC option participants are required to complete 5 years of active commissioned service. (See section 2 for information regarding obligated service requirements.)

d. Those who complete degree requirements, but fail to be commissioned, will be obligated for 5 years of enlisted service from the date of program disenrollment. Those deemed unsuitable for active duty are subject to recoupment of all tuition, fees and books. This obligation remains until they complete 5 years active enlisted service following the date they are disenrolled from the program.

e. Additional obligated service may be incurred as a result of special training received following commissioning.

SECTION 1
LIST OF TECHNICAL/NON-TECHNICAL MAJORS

TECHNICAL MAJORS

SUBJECT

Aeronautical Engineering
Aeronautics
Aerospace Engineering
Agricultural Engineering
Architecture; Architectural Engineering; Landscape Engineering; Architecture; Computer Science Engineering; Engineering and Architecture Topics
Civil Engineering, General
Communications; Radio Engineering; Command Communications; Applied Communications; Communications Engineering
Electrical Engineering, General
Electrical Power Engineering
Engineering, Industrial/Management/Commercial Chemical Engineering
Materials Engineering
Mechanical Engineering, General
Metallurgical Engineering
Mining Engineering
Naval Architecture; Marine Engineering
Nuclear Engineering
Ocean Engineering
Ordnance Engineering, General; General and Industrial; Weapons Systems, General; Ordnance System Engineering, General
Petrochemical Engineering
Petroleum Engineering
Safety Engineering; Fire Protection Engineering
Systems Engineering
Textile Engineering; Textile Technology

MATH-SCIENCE TECHNICAL MAJORS

SUBJECT

Biochemistry
Ceramics Engineering
Chemistry (other than Biochemistry)
Mathematics
Computer Science (Math oriented)

MATH-SCIENCE TECHNICAL MAJORS (CONTINUED)

SUBJECT

Metallurgy
Meteorology; Climatology; Aerology
Operations Research/Systems Analysis; Operations Analysis
Physics
Astronomy
Statistics
Biological Sciences, General
Biology
Marine Biology
Genetics

NON-TECHNICAL MAJORS

SUBJECT

Accounting
Anthropology
Archeology
Banking; Finance
Business Administration; Advertising; Commerce; Foreign Trade; Marketing; Management; Computer-Related Business Administration; Computer Science
Business Economics; Commercial Education
Classical Languages; English Literature
Education
Economics
English Language; English Literature
Geography
Geology; Paleontology; Petrology; Geological Engineering
History; American Studies
Industrial Arts
Industrial Design
International Relations; International Law; Foreign Affairs; Foreign Area Studies
Journalism
Law
Liberal Arts
Merchandising; Retailing
Modern Languages and Literature
Nautical Science; Naval Science; Maritime Academy Curricula
Personnel Administration
Philosophy
Political Science

NON-TECHNICAL MAJORS (CONTINUED)

SUBJECT

Physical Education
Psychology
Public Administration; Police Administration; Municipal Government
Sciences, General/Natural/Composite/Basic; Environmental Science
Social Sciences (Sociology; Criminology; Pre-Law)
Social Work; Social Welfare Administration

SECTION 2
STA-21 OPTION PROGRAMS

1. Nuclear Option (STA-21 Nuclear)

a. STA-21 nuclear option is available for submarine and surface nuclear-trained officer billets. Due to the high priority of nuclear officer recruiting, a specific number of STA-21 seats are reserved for enlisted personnel who have successfully completed or are enrolled in the nuclear power training pipeline. Graduates of the STA-21 nuclear option will be designated as line officer in training surface warfare (designator 1160) or line officer in training submarine warfare (designator 1170). The only applicants eligible to apply for this option are those who are currently:

(1) Enrolled in or completed the Naval nuclear power training pipeline at either the NAVNUPWRTRACOM (Nuclear Field “A” School and Naval Nuclear Power School) or at a NAVNUPWRTRAU.

(2) Assigned to NAVNUPWRTRAU as staff pickup instructors or sea returnee instructors.

(3) Assigned to NAVNUPWRTRAU as sea returnee instructors.

b. STA-21 nuclear option students will attend NSI, before beginning full-time college studies, to complete all required officer professional core competencies. The STA-21 nuclear option is available only at those specially identified universities, not including cross-town universities, listed in appendix B. Participants must meet stringent academic requirements. Applicants must provide SAT or ACT scores. Minimum SAT/ACT score is 1140 SAT (combined, minimum 500 math and 500 critical reading/verbal) or 50 ACT (combined, minimum 21 math and 21 English). Additionally, selectees must major in a technical curriculum and maintain a GPA of at least 3.0 on a 4.0 scale.

c. Age

(1) STA-21 nuclear option candidates enrolled in the Naval nuclear power training pipeline must not have passed their 26th birthday at commissioning. Candidates selected from NAVNUPWRTRACOM or a NAVNUPWRTRAU, who are assigned as “sea returnee” instructors, must not have passed their 31st birthday

at commissioning. Age waivers may be granted by OPNAV (N133) on a case basis.

(2) STA-21 core program candidates desiring selection to the nuclear officer community upon graduation must be commissioned prior to their 27th birthday. A waiver for such candidates is available on a case-by-case basis up to the 31st birthday.

d. Medical Standards. All STA-21 nuclear option candidates must meet the physical qualification requirements for submarines and/or nuclear field duty of reference (n).

e. Service Obligation. STA-21 nuclear option selectees incur a 5-year active duty obligation upon commissioning. Those STA-21 nuclear option disenrollees that drop on request prior to commissioning will be obligated for 5 years of enlisted service from the date of program disenrollment, or the remainder of their current enlistment, whichever is longer.

f. Interviews. STA-21 nuclear option officer candidates will be interviewed by the Director, Naval Nuclear Propulsion for acceptance into the Naval Nuclear Propulsion Program as officer candidates approximately 6 to 12 months prior to graduation. This interview will be similar to those given for NROTC personnel. Officer candidates not accepted for nuclear training will be allowed to complete their degrees and may be commissioned. They will not be commissioned as nuclear power officers, but will be handled as general STA-21 officers and compete for URL programs.

g. Program Acknowledgement. Each candidate recommended for the STA-21 nuclear option by their CO will acknowledge their understanding of program requirements by signing a NAVPERS 1070/613 Statement of Understanding (section 9). This statement will be filed in each candidate’s service record and a copy forwarded with the candidate’s application.

2. Civil Engineer Corps Option (STA-21 CEC)

a. This option is available to men and women in all ratings. In addition to standard STA-21 eligibility criteria, STA-21 CEC option selectees must have at least 4 years of active duty (of which at least 3 years were in an other than formal training environment), as of 1 September of the year of enrollment. Applications for the STA-21 CEC option must also have sufficient college credits to complete requirements for a first professional ABET engineering degree or NAAB architecture degree within 36

months of starting STA-21 studies. Graduates of the STA-21 CEC option will be designated as civil engineer corps officer (designator 5100).

b. Educational Requirements. Selectees will major in a NAAB-accredited architecture program or ABET-accredited engineering curricula and maintain a 3.0 minimum GPA on a 4.0 scale. Preferred engineering degrees are civil, mechanical, ocean, and electrical engineering. Any other degree program must be approved by BUPERS (BUPERS-31).

c. Age. STA-21 CEC option applicants must be able to attain 20 years of active commissioned service by age 62.

d. Medical Standards. Same as general STA-21 Program except color blindness is not a disqualifying condition.

e. Service Obligation. STA-21 CEC option selectees incur a 5-year active duty obligation upon commissioning.

f. Program Acknowledgement. Each candidate applying for the STA-21 CEC option will acknowledge their understanding of program requirements by signing a NAVPERS 1070/613 (page 13) Statement of Understanding (section 10). This statement will be filed in each candidate’s service record and a copy forwarded to:

NAVAL SERVICE TRAINING COMMAND
ATTN OD2/STA-21
250 DALLAS ST STE A BLDG 628
PENSACOLA FL 32508-5268

3. Pilot Option (STA-21 Pilot)

a. STA-21 pilot option graduates will be designated solely as SNAs (designator 1390). All eligibility and application requirements listed in paragraphs 4 and 5 of this chapter must be fulfilled. In addition, STA-21 pilot option applicants must complete the following:

(1) Achieve an ASTB of at least: AQR 4/PFAR 5. The report of ASTB scores will be enclosed in the application at section 3 along with the SAT or ACT scores. The ASTB can be taken at NROTC units, Navy recruiting districts, Navy recruiting processing stations, Navy officer recruiting stations, or Marine officer recruiting stations. In addition, command security officers may obtain exams from the Naval Operational Medicine

Institute (NAVOPMEDINST) (Code 341), Pensacola, FL. The request can be by FAX, letter, or message. Telephone: DSN 922-2435 (FAX DSN 922-2144) or commercial (850) 452-2435/DSN 922 (FAX (850) 452-2144). Message Plain Language Address (PLA) address: NAVOPMEDINST PENSACOLA FL.

(2) If selected for STA-21 pilot option, eligibility must be maintained at the university in which enrolled. To ensure that requirements to become an SNA are understood, a NAVPERS 1070/613 entry, signed and dated by the applicant and witnessed by a commissioned officer, will be executed after notification of selection and prior to receipt of PCS orders to STA-21 pilot option as follows:

"I understand that I have been selected for the Seaman to Admiral-21 Pilot Option Program (STA-21 Pilot), and that, upon graduation from my assigned university, I will be commissioned as a Student Naval Aviator (SNA) and be ordered to the Aviation Pre-Flight Indoctrination (API) Course, Naval Aviation Schools Command, Pensacola, FL, provided the following is accomplished at the university to which assigned:

(a) I maintain NROTC professional, physical, and academic standards for midshipmen and officer candidates.

(b) I complete two semesters/three quarters of calculus and calculus-based physics receiving a passing grade of “C” or better.

(c) I am certified physically qualified for commissioning as an SNA by the Naval Operational Medicine Institute within 18 months of commissioning."

b. Age. Applicants must be at least 19 years old, able to complete degree requirements, and not have passed their 27th birthday on commissioning. For applicants with prior active duty military service, waivers may be granted on a month-for-month basis up to 24 months for active duty served prior to their 27th birthday, to a maximum age of 29. For applicants older than 27 at commissioning, a formal waiver request must be submitted with the applicants' package. NSTC will forward all formal waiver requests to NAVPERSCOM Head, Aviation Officer Community Manager (PERS-435).

c. Medical Standards. Applicants must complete and submit results of an SNA flight physical examination with cycloplegic eye refraction.

d. Service Obligation. STA-21 pilot option officer candidates will incur an 8-year active duty obligation upon date of designation as a Naval aviator (1310) or 6 years from date of disenrollment from flight training unless released by DCNO (MPTE) (N1).

e. Program Acknowledgement. Each candidate applying for the STA-21 pilot option will acknowledge their understanding of program requirements by signing a NAVPERS 1070/613 (page 13) Statement of Understanding (section 11). This statement will be filed in each candidate's service record and a copy forwarded to:

NAVAL SERVICE TRAINING COMMAND
ATTN OD2/STA-21
250 DALLAS ST STE A BLDG 628
PENSACOLA FL 32508-5268

4. NFO Option (STA-21 NFO)

a. STA-21 NFO option graduates will be designated solely as Student Naval Flight Officers (SNFOs) (1370). All eligibility and application requirements listed in paragraphs 4 and 5 of this chapter must be fulfilled. In addition, STA-21 NFO applicants must complete the following:

(1) Achieve an ASTB score of at least: AQR 4/FOFAR 5. The report of ASTB scores will be enclosed in the application at section 4 along with the SAT or ACT scores. The ASTB can be taken at NROTC units, Navy recruiting districts, Navy recruiting processing stations, Navy officer recruiting stations, or Marine officer recruiting stations. In addition, command security officers may obtain exams from the NAVOPMEDINST (Code 341), Pensacola, FL. The request can be by FAX, letter, or message. Telephone: commercial (850) 452-2435/DSN 922 or FAX (850) 452-2144/DSN 922. Message PLA address: NAVOPMEDINST PENSACOLA FL.

(2) If selected for STA-21 NFO option, eligibility must be maintained at the university in which enrolled. To ensure that requirements to become an SNFO are understood, a NAVPERS 1070/613 entry, signed and dated by the applicant and witnessed by a commissioned officer, will be executed after notification of selection and prior to receipt of PCS orders to STA-21 NFO option as follows:

"I understand that I have been selected for the Seaman to Admiral–21 Naval Flight Officer Option Program (STA-21 NFO), and

that, upon graduation from my assigned university, I will be commissioned as an SNFO and be ordered to the Aviation Pre-Flight Indoctrination (API) Course, Naval Aviation Schools Command, Pensacola, FL, provided the following is accomplished at the university to which assigned:

(a) I maintain NROTC professional, physical, and academic standards for midshipmen and officer candidates.

(b) I complete two semesters/three quarters of calculus and calculus-based physics receiving a passing grade of “C” or better.

(c) I am certified physically qualified for commissioning as an SNFO by NAVOPMEDINST within 18 months of commissioning."

b. Age. Applicants must be at least 19 years old, able to complete degree requirements, and not have passed their 27th birthday on commissioning. For applicants with prior active duty military service, waivers may be granted on a month-for-month basis up to 48 months for active duty served prior to their 27th birthday, to a maximum age of 31. For applicants older than 27 at commissioning, a formal waiver request must be submitted with the applicants package. NSTC will forward all formal waiver requests to NAVPERSCOM Aviation Officer Assignment Branch (PERS-43).

c. Medical Standards. Applicants must complete and submit results of an SNFO flight physical examination with cycloplegic eye refraction.

d. Service Obligation. STA-21 NFO option officer candidates will incur a 6-year active duty obligation upon date of designation as a NFO or 6 years from date of disenrollment from flight training unless released by DCNO (MPTE) (N1).

e. Program Acknowledgement. Each candidate applying for the STA-21 NFO option will acknowledge their understanding of program requirements by signing a NAVPERS 1070/613 (page 13) Statement of Understanding (section 12). This statement will be filed in each candidate’s service record and a copy forwarded to:

NAVAL SERVICE TRAINING COMMAND
ATTN OD2/STA-21
250 DALLAS ST STE A BLDG 628
PENSACOLA FL 32508-5268

5. Explosive Ordnance Disposal (EOD) Option (STA-21 EOD)

a. STA-21 EOD option is only open to applicants who possess one the following NECs: 5332, 5333, 5334, 5335, 5336, 5337, 5342, 5343, 8493, or 8494. Graduates of the STA-21 EOD option will be designated as a line officer in training explosive ordnance disposal (designator 1190).

b. Age. STA-21 EOD option selectees must be able to complete degree requirements and be commissioned by their 29th birthday. Maximum age limit may be adjusted upward for active service on a month-for-month basis up to 24 months. Waivers beyond 24 months will be considered for enlisted personnel who possess particularly exceptional qualifications, provided they can be commissioned prior to their 35th birthday.

c. Medical Standards. Applicants must pass physical qualification per chapter 15 of reference (n). BUMED Medical Accessions (MED-21) must review DD 2808. During this review, BUMED will indicate in block 77, qualification for diving duty and/or combat swimmer, and stamp the package that the individual is Physically Qualified (PQ) for diving and/or combat swimmer.

d. Service Obligation. STA-21 EOD option selectees will incur a 5-year active duty obligation upon commissioning.

e. Program Acknowledgement. Each candidate applying for the STA-21 EOD option will acknowledge their understanding of program requirements by signing a NAVPERS 1070/613 (page 13) Statement of Understanding (section 13). This statement will be filed in each candidate’s service record and a copy forwarded to:

NAVAL SERVICE TRAINING COMMAND
ATTN OD2/STA-21
250 DALLAS ST STE A BLDG 628
PENSACOLA FL 32508-5268

6. Special Warfare (SPECWAR) Option (STA-21 SPECWAR)

a. STA-21 SPECWAR option is open to applicants who possess one of the following NECs: 5323, 5326, 8491 or 8492. Graduates of the STA-21 SPECWAR option will be designated as a line officer in training special warfare (designator 1180).

b. Age. STA-21 SPECWAR option selectees must be able to complete degree requirements and be commissioned by their 29th

birthday. Maximum age limit may be adjusted upward for active service on a month-for-month basis up to 24 months. Waivers beyond 24 months will be considered for enlisted personnel who possess particularly exceptional qualifications, provided they can be commissioned prior to their 35th birthday.

c. Medical Standards. Applicants must pass physical qualification per chapter 15 of reference (n). BUMED (MED-21) must review DD 2808. During this review, BUMED will indicate in block 77, qualification for diving duty and/or combat swimmer, and stamp the package that the individual is PQ for diving and/or combat swimmer.

d. Service Obligation. STA-21 SPECWAR option selectees will incur a 5-year active duty obligation upon commissioning.

e. Program Acknowledgement. Each candidate applying for the STA-21 SPECWAR option will acknowledge their understanding of program requirements by signing a NAVPERS 1070/613 (page 13) Statement of Understanding (section 14). This statement will be filed in each candidate's service record and a copy forwarded to:

NAVAL SERVICE TRAINING COMMAND
ATTN OD2/STA-21
250 DALLAS ST STE A BLDG 628
PENSACOLA FL 32508-5268

7. Nurse Corps Option (STA-21 NC)

a. The STA-21 NC option is open to all ratings. Graduates of the STA-21 NC option will be designated as NC officers (designator 2900). The STA-21 NC option is available only at those specially identified universities listed in appendix B.

b. Age. Applicants must be at least 18 years old and able to complete degree requirements and be commissioned prior to their 42nd birthday.

c. Educational Requirements. Have applied for acceptance or transfer into a baccalaureate or master's degree in nursing program during the FY in which the selection board is held at a United States college or university and its nursing school that is accredited by the NLNAC or the CCNE. Maintain a cumulative GPA of 2.5 on a 4.0 scale. Have completed a minimum of 45 quarter, or 30 semester credit hours in undergraduate courses such as English, mathematics, psychology, sociology, chemistry,

biology, anatomy, physiology, nutrition and have them accepted for transfer into the nursing program to which applying. Credit hours may be a combination of traditional classroom courses, CLEP credit, on-line or distance learning, and military training credits, provided that the non-traditional credits are accepted by the school applied to.

d. Medical Standards. Minor physical defects, non-organic in nature, may be waived by Nurse Corps Officer Community Manager BUPERS-316)with the recommendation of BUMED. A person, who is drug or alcohol dependent, abuses drugs or alcohol, or whose pre-service abuse of drugs or alcohol indicates a proclivity to continue abuse in the service or who has a record of any drug trafficking offenses is ineligible.

e. Licensure Requirements. Upon completion of the BSN degree, member must successfully pass the NCLEX-RN, provided by the National Council of State Board of Nursing and administered by one of its member boards of nursing as required by reference (h). Professional licensing is required to practice nursing. Obtaining and maintaining a license to practice as a professional nurse is an expense incurred by the member.

f. Service Obligation. STA-21 NC option selectees will incur a 5-year active duty obligation upon commissioning.

g. Program Acknowledgement. Each candidate applying for the STA-21 NC option will acknowledge their understanding of program requirements by signing a NAVPERS 1070/613 (page 13) Statement of Understanding (section 15). This statement will be filed in each candidate’s service record and a copy forwarded to:

NAVAL SERVICE TRAINING COMMAND
ATTN OD2/STA-21
250 DALLAS ST STE A BLDG 628
PENSACOLA FL 32508-5268

8. Surface Warfare Officer Option (STA-21 SWO)

a. The STA-21 SWO option is open to all ratings. Graduates will be designated as a line officer in training surface warfare (designator 1160).

b. Age. STA-21 SWO option selectees must be able to complete degree requirements and be commissioned prior to age 28. Waivers beyond age 28 will not be considered.

c. Medical Standards. STA-21 SWO option applicants must pass medical standards per reference (n), chapter 15.

d. Service Obligation. STA-21 SWO option selectees will incur a 5-year active duty obligation upon commissioning.

e. Program Acknowledgement. Each candidate applying for the STA-21 SWO option will acknowledge their understanding of program requirements by signing a NAVPERS 1070/613 (page 13) Statement of Understanding (section 16). This statement will be filed in each candidate's service record and a copy forwarded to:

NAVAL SERVICE TRAINING COMMAND
ATTN OD2/STA-21
250 DALLAS ST STE A BLDG 628
PENSACOLA FL 32508-5268

9. Supply Corps Option (STA-21 Supply)

a. The STA-21 SC option is open to all ratings. Graduates will be designated as supply corps officers (designator 3100).

b. Age. STA-21 SC option applicants must be 18 years old. Must be able to complete degree requirements and be commissioned prior to age 31. Waivers beyond 31 will not be considered.

c. Medical Standards. STA-21 SC option applicants must pass medical standards per chapter 15 of reference (n).

d. Educational Requirements. STA-21 SC option applicants must earn a baccalaureate degree in a business, engineering, or math-related field. Waivers will be considered at time of application.

e. Service Obligation. STA-21 SC option selectees will incur a 5-year active duty obligation upon commissioning.

f. Program Acknowledgement. Each candidate applying for the STA-21 SC option will acknowledge their understanding of program requirements by signing a NAVPERS 1070/613 (page 13) Statement of Understanding (section 17). This statement will be filed in each candidate's service record and a copy forwarded to:

NAVAL SERVICE TRAINING COMMAND
ATTN OD2/STA-21
250 DALLAS ST STE A BLDG 628
PENSACOLA FL 32508-5268

10. Special Duty Officer (Intelligence) (STA-21 Intel)

a. This option is available to active duty enlisted personnel of all ratings. Graduates of the STA-21 Intel option will be designated as special duty officer (Intel) (designator 1630).

b. Age. STA-21 Intel option applicants must be at least 18 years old and be able to complete degree requirements and be commissioned prior to their 35th birthday.

c. Medical Standards. STA-21 Intel option applicants must meet physical standards for appointment prescribed in reference (n) and the physical fitness standards prescribed in reference (a).

d. Educational Requirements. Although applicants are strongly encouraged to pursue technical degrees, the Intel community is not looking for a particular academic major, but rather for officers who possess strong analytical ability and communication skills (both oral and written).

e. Service Obligation. STA-21 Intel option selectees will incur a 5-year active duty obligation upon commissioning.

f. Program Acknowledgement. Each candidate applying for the STA-21 Intel option will acknowledge their understanding of program requirements by signing a NAVPERS 1070/613 (page 13) Statement of Understanding (section 18). This statement will be filed in each candidate’s service record and a copy forwarded to:

NAVAL SERVICE TRAINING COMMAND
ATTN OD2/STA-21
250 DALLAS ST STE A BLDG 628
PENSACOLA FL 32508-5268

11. Special Duty Officer (Information Warfare) (STA-21 IW)

a. This option is available to all ratings for candidates possessing IW skills in the areas of signals, Intel, electronic warfare, foreign languages (emphasis on middle and far eastern languages) and information systems technologies and networks. Graduates of the STA-21 IW option will be designated as special duty officers (information warfare) (designator 1640).

b. Age. STA-21 IW option applicants must be at least 18 years old and able to complete degree requirements and be commissioned prior to their 35th birthday.

c. Medical Standards. STA-21 IW option applicants must meet physical standards for appointment prescribed in reference (n), chapter 15.

d. Educational Requirements. Although applicants are encouraged to pursue technical degrees, the IW community is not looking for a particular academic major, but rather for officers who possess a strong analytical ability and communication skills (both oral and written).

e. Service Obligation. STA-21 IW option selectees will incur a 5-year active duty obligation upon commissioning.

f. Program Acknowledgement. Each candidate applying for the STA-21 IW option will acknowledge their understanding of program requirements by signing a NAVPERS 1070/613 (page 13) Statement of Understanding (section 19). This statement will be filed in each candidate's service record and a copy forwarded to:

NAVAL SERVICE TRAINING COMMAND
ATTN OD2/STA-21
250 DALLAS ST STE A BLDG 628
PENSACOLA FL 32508-5268

12. Core Option (STA-21 CORE). Under the STA-21 core option, officer community selection occurs during the final year of academic study. Following graduation, participants can enter one of the following URL communities: aviation warfare (pilot or NFO), submarine warfare, surface warfare, EOD, or SPECWAR.

a. Age. STA-21 Core option applicants must meet/adhere to the age requirments listed for the selected URL option: aviation warfare (pilot or NFO), submarine warfare, surface warfare, EOD, or SPECWAR.

b. Medical Standards. STA-21 Core option applicants must meet/adhere to prescribed medical standards required for the selected URL option: aviation warfare (pilot or NFO), submarine warfare, surface warfare, EOD, or SPECWAR.

c. Educational Requirements. STA-21 Core option applicants must meet/adhere to the educational requirments listed for the selected URL option (Nuclear, Pilot, NFO, EOD, SPECWAR, SWO).

d. Service Obligation. STA-21 Core option selectees will incur the active duty obligation required by selected URL option.

e. Program Acknowledgement. Each candidate applying for the STA-21 Core option will acknowledge their understanding of program requirements by signing a NAVPERS 1070/613 (page 13) Statement of Understanding (section 20). This statement will be filed in each candidate's service record and a copy forwarded to:

NAVAL SERVICE TRAINING COMMAND
ATTN OD2/STA-21
250 DALLAS ST STE A BLDG 628
PENSACOLA FL 32508-5268

13. Medical Corps (STA-21 MC)

a. Appointment. Graduates of the STA-21 MC option will be designated as ensign, U.S. Navy, designator 1970, upon completion of a B.S. and acceptance to Uniformed Services University of Health Sciences (USUHS); or ensign, USNR, designator 1975, upon completion of B.S. and acceptance to Health Professions Scholarship Program (HPSP). After completion of medical school, candidates will supersede to lieutenant and access to active duty by lateral gain to the accession plan.

b. Age. STA-21 MC option applicants must be at least 18 years old and able to complete 20 years of active commissioned service as a physician by age 62.

c. Medical Standards. STA-21 MC option applicants must meet physical standards for appointment prescribed in reference (n), chapter 15.

d. Educational Requirements

(1) STA-21 MC option participants will attend NROTC affiliated colleges or universities with pre-medical programs that confer a B.S. degree.

(2) Participants will be enrolled as full-time students throughout the year (including summer sessions).

(3) Participants must remain at the university in which they initially enrolled and will not be permitted to transfer to another university while participating in STA-21 MC option program.

(4) STA-21 MC option participants will be required to complete all pre-medical requirements as identified by their institution and will take the Medical College Admission Test (MCAT) no later than 1 year prior to undergraduate degree completion. The MCAT score must be at least 24 with no individual score of less than eight within the three areas of assessment (physical sciences, verbal reasoning, and biological sciences) or better.

(5) All STA-21 MC option participants must be able to complete requirements for a B.S. with a pre-medical concentration within 36 consecutive months from the date of enrollment. No waivers for extensions beyond 36 months of training will be approved.

(6) Participants must maintain a cumulative GPA of 3.0 or higher on a 4.0 scale.

(7) All STA-21 MC option participants must be accepted to either the USUHS or the HPSP to complete the medical education component of the STA-21 MC option. If the member fails to gain acceptance into a medical school, the member will be placed into the STA-21 core pool and will fulfill their obligation for undergraduate degree completion as an URL/RL officer.

(8) Applicants must provide SAT or ACT scores. Minimum SAT score is 1000 (500 Math and 500 Critical Reading/Verbal). Even though there is a writing section of the SAT, this program will not require this score for acceptance. Minimum ACT score is 21 Math and 20 English.

(9) Participation in a non-mandatory co-op or work-study program will not be authorized if such participation will cause delay in the projected graduation date.

(10) Selectees will not be permitted to extend their projected graduation date, cease attending classes, change majors, enter exchange programs, or transfer schools without specific approval of NSTC OD. Failure to obtain prior approval may result in disenrollment.

e. Service Obligation

(1) Selectees must volunteer to enlist for 6 years from the date of enrollment. Payment of the SRB is not authorized for selectees who reenlist for the purpose of meeting this obligated service requirement.

(2) Selectees will incur a 5-year active duty obligation upon commissioning, in addition to any obligation incurred for medical school as noted below:

(a) If a member is accepted to, and attends USUHS for 4 years, they will incur a 7-year obligation in addition to their undergraduate obligation, a total of 12 years.

(b) If a member is accepted to, and attends a civilian medical school via HPSP, the member will incur a year for year obligation while under the HPSP scholarship in addition to the member’s undergraduate obligation, which in most cases would be 9 years.

(c) The service obligation will commence after completion of medical school, internships or residencies and will be served consecutively with their STA-21 service obligations.

(d) Per section 632 of reference (f), selectees are not eligible for retirement until completion of service obligation for graduate medical education.

(3) STA-21 disenrollees who drop on request prior to commissioning will be obligated for 5 years of enlisted service from the date of program disenrollment or the remainder of their current enlistment, whichever is longer.

(4) STA-21 participants who complete degree requirements but fail to be commissioned will be obligated for 5 years of enlisted service from the date of program disenrollment.

f. Program Acknowledgement. Each candidate applying for the STA-21 MC option will acknowledge their understanding of program requirements by signing a NAVPERS 1070/613 (page 13) Statement of Understanding (section 21). This statement will be filed in each candidate’s service record and a copy forwarded to:

NAVAL SERVICE TRAINING COMMAND
ATTN OD2/STA-21
250 DALLAS ST STE A BLDG 628
PENSACOLA FL 32508-5268

14. SWO Information Professional (IP) Option (STA-21 SWO (IP Option))

a. Appointment

(1) Graduates of the STA-21 SWO (IP option) will be designated as ensign, U.S. Navy, SWO student, designator 1160, upon graduation from college/university. These officers are assigned to division officer afloat duties on a fleet unit where they will complete an initial URL experience tour, qualify as a SWO, and be redesignated as a SWO (1110). Upon completion of SWO qualification, these officers will redesignate to 1600 without board action and will be assigned to future duties as a special duty officer (IP) at the completion of their initial tour.

(2) Officers who no longer desire to execute their option to redesignate to 1600 shall submit a letter to NAVPERSCOM Head, Surface Warfare Officer Community Manager (PERS-412) via NAVPERSCOM Head, Information Professional Officer Community Manager (PERS-471) stating their desire to remain a SWO. The letter must be endorsed by the officer's CO.

b. Age. STA-21 SWO (IP option) applicants must not have passed their 28th birthday at commissioning. Waivers beyond age 28 will not be considered.

c. Medical Standards. STA-21 SWO (IP option) applicants must meet physical standards for appointment prescribed in reference (n), chapter 15.

d. Educational Requirements. Although a specific academic major is not required, applicants are encouraged to pursue a technical degree in computer science, computer or electrical engineering, mathematics, physics, information systems or operations.

e. Service Obligation. STA-21 SWO (IP option) selectees will incur a 5-year active duty obligation upon commissioning.

f. Program Acknowledgement. Each candidate applying for the STA-21 SWO (IP option) will acknowledge their understanding of

program requirements by signing a NAVPERS 1070/613 (page 13) Statement of Understanding (section 22). This statement will be filed in each candidate's service record and a copy forwarded to:

NAVAL SERVICE TRAINING COMMAND
ATTN OD2/STA-21
250 DALLAS ST STE A BLDG 628
PENSACOLA FL 32508-5268

15. SWO Engineering (ED) Option (STA-21 SWO (ED Option))

a. Appointment

(1) Graduates of the STA-21 SWO (ED option) will be designated as ensign, U.S. Navy, SWO student, designator 1160, with an additional qualification designator code line of accounting upon graduation from college/university. These officers are assigned to division officer afloat duties on a fleet unit where they will complete an initial URL experience tour, qualify as SWO, and be redesignated as SWO (1110). Upon completion of SWO qualification, and at the completion of their second division officer tour and favorable record review screening by the engineering duty community manager will automatically be redesignated to 1460 without board action and will be assigned to future duties as a special duty officer (engineering duty).

(2) Officers who no longer desire to execute their option to redesignate to 1460 shall submit a letter to NAVPERSCOM (PERS-412) via NAVPERSCOM Head Engineering Duty Officer (PERS-317C) stating their desire to remain SWO. The letter must be endorsed by the officer's CO.

b. Age. STA-21 SWO (ED option) applicants must not have passed their 35th birthday at commissioning.

c. Medical Standards. STA-21 SWO (ED option) applicants must meet physical standards for appointment prescribed in reference (n), chapter 15.

d. Educational Requirements. Although a specific academic major is not required, applicants are encouraged to pursue a technical degree in engineering or physical science.

e. Service Obligation. STA-21 SWO (ED option) selectees will incur a 5-year active duty obligation upon commissioning.

In addition, upon redesignation to 1460, officers incur a minimum service obligation of 2 years from date of designation change, to be served concurrently with any other obligations. Officers who terminate their option must still satisfy their initial active duty obligation.

f. Program Acknowledgement. Each candidate applying for the STA-21 SWO (ED option) will acknowledge their understanding of program requirements by signing a NAVPERS 1070/613 (page 13) Statement of Understanding (section 23). This statement will be filed in each candidate's service record and copy forwarded to:

NAVAL SERVICE TRAINING COMMAND
ATTN OD2
250 DALLAS ST STE A
PENSACOLA FL 32508-5268

16. SWO Oceanography (OCEANO) Option (STA-21 SWO (OCEANO Option))

a. Appointment

(1) Graduates of the STA-21 SWO (OCEANO option) will be designated as ensign, U.S. Navy SWO student designator 1160, upon graduation from college/university. These officers are assigned to division officer afloat duties on a fleet unit where they will complete an initial URL experience tour, qualify as an SWO, and be redesignated as SWO (1110). Upon completion of SWO qualification and at the completion of their second division officer tour will automatically be redesignated to 1800. Future duties will be assigned per special duty officer (oceanography) needs.

(2) Officers who no longer desire to execute their option to redesignate to 1800 shall submit a letter to NAVPERSCOM Head Surface Warfare Officer Community Manager (PERS-31) via Oceanography Distribution Branch (PERS-317E1) stating their desire to remain SWO. The letter must be endorsed by the officer's CO.

b. Age. STA-21 SWO (OCEANO option) applicants must not have passed their 28th birthday at commissioning. Waivers beyond age 28 will not be considered.

c. Medical Standards. STA-21 SWO (OCEANO option) applicants must meet physical standards for appointment prescribed in

reference(n), chapter 15. Minor physical defects, non-organic in nature, may be waived by NSTC OD with the recommendation of BUMED.

d. Educational Requirements. Although a specific major is not required, applicants are encouraged to pursue a technical degree in oceanography, hydrography, marine science, meteorology, mathematics, physics, geo-spatial information systems, chemistry, computer science, operational analysis, physical sciences, or engineering.

e. Service Obligation. STA-21 SWO (OCEANO option) selectees will incur a 5-year active duty obligation upon commissioning. Additional obligated service may be incurred as a result of special training received following commissioning.

f. Program Acknowledgement. Each candidate applying for the STA-21 (SWO OCEANO option) will acknowledge their understanding of program requirements by signing a NAVPERS 1070/613 (page 13) Statement of Understanding (section 24). This statement will be filed in each candidate's service record and copy forwarded to:

NAVAL SERVICE TRAINING COMMAND
ATTN OD2
250 DALLAS ST STE A
PENSACOLA FL 32508-5268

17. Human Resource Option (STA-21 (HR Option))

a. Appointment. The STA-21 HR option is open to all ratings. Graduates of the STA-21 HR option will be designated as ensign, U.S. Navy, human resource officers (designator 1200).

b. Age. STA-21 HR applicants must be able to complete degree requirements and be commissioned prior to their 29th birthday.

c. Medical Standards. STA-21 (HR option) applicants must meet physical standards for appointment as prescribed in reference (n), chapter 15.

d. Educational Requirements. Although a specific major is not required, applicants are encouraged to pursue degrees in human resource management, personnel or financial management, manpower systems or operations analysis, business administration, education/training management or a related field.

e. Service Obligation. STA-21 HR option selectees will incur a 5-year active duty obligation upon commissioning. Additional obligated service may be incurred as a result of special training received following commissioning.

f. Program Acknowledgement. Each candidate applying for the STA-21 HR option will acknowledge their understanding of program requirements by signing a NAVPERS 1070/613 (page 13) Statement of Understanding (section 25). This statement will be filed in each candidate's service record and copy forwarded to:

NAVAL SERVICE TRAINING COMMAND
ATTN OD2
250 DALLAS ST STE A
PENSACOLA FL 32508-5268

SECTION 3
STA-21 APPLICATION COVER LETTER

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on the forms referenced in this instruction. Please read it before completing the letter.

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. Section § 32, 504,505, 507,532, 552, 978, 1201, 1202, 4346, 2122, 12209, 12241; E.O. 9397.
PRINCIPAL PURPOSES: Information collected by this form will be used to determine applicant's qualifications for commission in the U.S. Navy and programs leading to commission. The authority governing this collection is Privacy Act Systems of Record Notice N01070-3, Navy Military Personnel Records System; N01420-1, Enlisted to Officer Commissioning Programs; NM06150-6, Medical Readiness Reporting System (MRRS). These notices can be downloaded at http://privacy.navy.mil/privacy/noticenumber/.
SAFEGUARDS: Password controlled system, file, and element access based on predefined need-to-know. Physical access to terminals, terminal rooms, buildings and activities' grounds are controlled by locked terminals and rooms, guards, personnel screening and visitor registers. Password complexity, expiration, minimum length, and history will assist in assuring only appropriate personnel have access to client data.
RETENTION: The collected information provided is FOR OFFICIAL USE ONLY and may become a permanent part of your service record. Records which have not been merged in the military personnel record are destroyed after 2 years.
ROUTINE USES: To obtain background and medical information from the application to determine applicant’s qualifications and medical fitness for commission and programs leading to commission, appointment and retention in the Armed Forces. The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of system of record notices apply to this system.
DISCLOSURE: Providing information on this form is voluntary. However, failure to provide the requested information as well as the Social Security Number may result in denial of appointment into the United States Navy. If after you are appointed, it is found that you concealed a record, you may be discharged from the U.S. Navy as a fraudulent appointment and may be subject to a fine and/or imprisonment. All collected personal data will be safeguarded pursuant to the rulemaking of the Privacy Act of 1974 (5 U.S.C. § 552a) and/or the personal privacy exemptions of the Freedom of Information Act [5 U.S.C. § 552(b)(6) and/or (b)(7)(C)], as applicable.

SAMPLE

FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE
(THIS PAGE IS UNCLASSIFIED BUT MARKED "FOUO" FOR SAMPLE PURPOSES ONLY)

_____
(Date)

From: ET2(AW) Mary P. Jones, USN, SSN
To: Commander, Naval Service Training Command (OD2/STA-21)
Via: Commanding Officer, (command name)

Subj: APPLICATION FOR CONSIDERATION UNDER THE FY-XX SEAMAN TO ADMIRAL–21 (STA-21) COMMISSIONING PROGRAM

Ref: (a) OPNAVINST 1420.1B

Encl: (1) STA-21 Data Letter (if not submitted via Web page)
(2) Applicant's Personal Statement of Desire for a Commission
(3) Certified Copies of Evaluations (last five observed)
(4) Certified Copies of SAT/ACT Results
(5) Certified Copy of ASTB scores (Pilot/NFO Option only)
(6) Certified Copies of High School Transcripts (or explanation if missing) or GED Certificate (if applicable)
(7) Certified Copies of College Transcripts (if applicable)
(8) Certified Copy of SMART Transcript
(9) Photograph (Nuclear Option only)
(10) Certified Copies of Special Qualification Documents
(11) Certified Copy of PFA Results (last three PRIMS)
(12) Statement of Program Understanding (page 13)
(13) Proof of Clearance from Joint Personnel Adjudication System (JPAS)

1. I hereby apply for consideration under the subject program and certify that I meet all requirements stipulated in reference (a).

2. Initial application data was submitted via Web page on (date).

3. Enclosures (1) through (##) are forwarded to complete my application to the FY-XX STA-21 Commissioning Program.

4. I, (name), if selected for appointment under the Seaman to Admiral-21 (STA-21) Program, agree to enroll and complete an under-graduate degree at an NROTC-affiliated college or university as assigned.

SAMPLE

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Subj: APPLICATION FOR CONSIDERATION UNDER THE FYXX SEAMAN TO ADMIRAL–21 (STA-21) COMMISSIONING PROGRAM

a. I understand that I must incur a 6-year active service obligation prior to executing PCS orders to the assigned university. I understand that if I drop on request prior to commissioning I will be obligated for 5 years of enlisted service from the date of program disenrollment or the remainder of my current enlistment, whichever is longer. I also understand that if I complete degree requirements, but fail to be commissioned, I will be obligated for 5 years of enlisted service from the date of program disenrollment.

b. I will accept an appointment as an ensign, U.S. Navy, in the assigned officer community upon successful completion of my baccalaureate degree. I further agree to remain on active duty for a period of 5 years subsequent to acceptance of such appointment. I understand that, if selected for specialized follow-on training, I will incur additional obligated service shown in reference (a).

5. My personal statement is enclosed as enclosure (2).

MARY P. JONES

SAMPLE

SECTION 4
STA-21 APPLICATION DATA LETTER
(Use only if application is not submitted via the Web site)

PRIVACY ACT STATEMENT

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AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. Section § 32, 504,505, 507,532, 552, 978, 1201, 1202, 4346, 2122, 12209, 12241; E.O. 9397.
PRINCIPAL PURPOSES: Information collected by this form will be used to determine applicant's qualifications for commission in the U.S. Navy and programs leading to commission. The authority governing this collection is Privacy Act Systems of Record Notice N01070-3, Navy Military Personnel Records System; N01420-1, Enlisted to Officer Commissioning Programs; NM06150-6, Medical Readiness Reporting System (MRRS). These notices can be downloaded at http://privacy.navy.mil/privacy/noticenumber/.
SAFEGUARDS: Password controlled system, file, and element access based on predefined need-to-know. Physical access to terminals, terminal rooms, buildings and activities' grounds are controlled by locked terminals and rooms, guards, personnel screening and visitor registers. Password complexity, expiration, minimum length, and history will assist in assuring only appropriate personnel have access to client data.
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ROUTINE USES: To obtain background and medical information from the application to determine applicant’s qualifications and medical fitness for commission and programs leading to commission, appointment and retention in the Armed Forces. The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of system of record notices apply to this system.
DISCLOSURE: Providing information on this form is voluntary. However, failure to provide the requested information as well as the Social Security Number may result in denial of appointment into the United States Navy. If after you are appointed, it is found that you concealed a record, you may be discharged from the U.S. Navy as a fraudulent appointment and may be subject to a fine and/or imprisonment. All collected personal data will be safeguarded pursuant to the rulemaking of the Privacy Act of 1974 (5 U.S.C. § 552a) and/or the personal privacy exemptions of the Freedom of Information Act [5 U.S.C. § 552(b)(6) and/or (b)(7)(C)], as applicable.

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SSN:
Last Name:
First Name:
Middle Initial:
Date of Birth (YYYYMMDD):
Rate: (Ex: YNSN)
Paygrade: (Ex: E3)
Duty Status: (Ex: USN/USNR)
PRD: (YYYY/MM)
Ethnic Group: (Refer to OPNAV 1420/1 for categories)
Race:
Gender: M/F
Marital Status:
# of Dependents:
State of Legal Residence:
U.S. Citizen: Y/N
Type of Citizenship (Birth/Naturalization):
Naturalization Certificate Number:
Date Naturalized:
Warfare Qualifications:
NEC:
NEC:
NEC:
ADSD: (YYYYMMDD)
Foreign Language: How acquired:
SAT Math: ACT Math:
SAT Critical Reading/Verbal: ACT English:
Date Taken: Date Taken:
Other Language(s) Proficiency: How Proficient:
How Obtained:
Primary Program Choice:
Secondary Program Choice: (Core or None)
Intended Major: Currently Enrolled in College: Y/N
Credit Hours Earned: Credit Hours Type: Sem/Qtr
Have you previously attended an Officer Accession Program:
If yes, which one:
College Choice 1: Cross-Town Enroll School 1:
College Choice 2: Cross-Town Enroll School 2:
College Choice 3: Cross-Town Enroll School 3:
Command UIC:
Command Title/Long Name:
Command Short Title:
Command DSN:
Command Comm Phone (with Area Code):
Command e-mail:
Home Address:
Home e-mail:
Home Phone (with Area Code):

SAMPLE

SECTION 5
COMMANDING OFFICER'S ENDORSEMENT FOR STA-21 APPLICATION

PRIVACY ACT STATEMENT

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DRAFT

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1420
DATE

FIRST ENDORSEMENT on ET2(AW) Mary P. Jones, USN, SSN ltr\1420 of (date)

From: Commanding Officer, (command name)
To: Commander, Naval Service Training Command (OD2/STA-21)

Subj: APPLICATION FOR CONSIDERATION UNDER THE SEAMAN TO ADMIRAL-21 (STA-21) COMMISSIONING PROGRAM

Encl: (14) Commanding Officer's Recommendation Letter
(15) Officer Interviewer's Appraisal Sheets (3)
(16) Nomination Review Board Chairperson's Recommendation
(17) Nomination Review Board Officer Interviewer's Appraisal Sheets (3)
(18) Interview Verification Letter

1. Forwarded, (specific recommendation required). All required documents have been verified for accuracy and completeness and are attached as enclosures. The applicant meets the physical fitness and height, weight, or body fat standards (list actual height, weight, body fat) of OPNAVINST 6110.1H and is eligible in all respects. The applicant's medical record has been reviewed for physically disqualifying conditions.

2. The following amplifying information is provided:

a. A statement of the applicant's military and professional performance and the degree and scope of supervisory ability demonstrated in the applicant's present rating.

b. A statement of the applicant's potential ability to satisfactorily perform as a commissioned officer and willingness to have the applicant serve in your command.

c. The applicant's academic potential as indicated by performance at service schools, civilian schools, SAT/ACT scores, off-duty study courses or use of shipboard education and training facilities and opportunities.

d. The applicant's general attitude and motivation toward a career as an officer in the Navy.

e. Additional information considered pertinent.

SAMPLE

Commanding officer

SAMPLE

SECTION 6
COMMANDING OFFICER RECOMMENDATION LETTER

PRIVACY ACT STATEMENT

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PRINCIPAL PURPOSES: Information collected by this form will be used to determine applicant's qualifications for commission in the U.S. Navy and programs leading to commission. The authority governing this collection is Privacy Act Systems of Record Notice N01070-3, Navy Military Personnel Records System; N01420-1, Enlisted to Officer Commissioning Programs; NM06150-6, Medical Readiness Reporting System (MRRS). These notices can be downloaded at http://privacy.navy.mil/privacy/noticenumber/.
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SAMPLE

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Applicant's Name (Last, First, MI)_____
Title/Rank_____SSN_____

COMMANDING OFFICER'S RECOMMENDATION

Commanding Officer Name_____
Command_____
Street Address_____
City_____State_____Zip_____
Work Phone_____DSN_____FAX_____

Please evaluate the candidate in the following areas:

TRAITS	Outstanding	Excellent	Good	Satisfactory	Unsatisfactory
Leadership Potential					
Professional Performance					
Personal Appearance					
Teamwork					
Technical/Rating Knowledge (if applicable)					
Academic Potential					
Officer Potential					
Motivation for Program					
Overall Evaluation					

Member ranked _____ out of _____ current applicants for the same program from my command.

This candidate ☐ does/☐ does not meet eligibility requirements for the program option(s) for which they are applying.

(Your endorsement letter should provide amplifying information that would help a board in making a selection determination. Address and make recommendation if applicant requests a waiver of any program eligibility requirement. If member is applying for consideration for both an option program and the Core Program, endorsement should include comments covering both programs.)

By my signature I certify that this candidate meets program eligibility requirements and that any waiver request(s) has been addressed in my endorsement letter.

Signature_____Date_____

SAMPLE

SECTION 7
NOMINATION REVIEW BOARD CHAIRPERSON RECOMMENDATION LETTER

PRIVACY ACT STATEMENT

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PRINCIPAL PURPOSES: Information collected by this form will be used to determine applicant's qualifications for commission in the U.S. Navy and programs leading to commission. The authority governing this collection is Privacy Act Systems of Record Notice N01070-3, Navy Military Personnel Records System; N01420-1, Enlisted to Officer Commissioning Programs; NM06150-6, Medical Readiness Reporting System (MRRS). These notices can be downloaded at http://privacy.navy.mil/privacy/noticenumber/.
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SAMPLE

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Applicant's Name (Last, First, MI)_____
Title/Rank_____SSN_____

NOMINATION REVIEW BOARD CHAIRPERSON'S RECOMMENDATION

Chairperson Name_____
Command_____
Street Address_____
City_____State_____Zip_____
Work Phone_____DSN_____FAX_____

Please evaluate the candidate in the following areas:

TRAITS	Outstanding	Excellent	Good	Satisfactory	Unsatisfactory
Leadership Potential					
Professional Performance					
Personal Appearance					
Teamwork					
Technical/Rating Knowledge (if applicable)					
Academic Potential					
Officer Potential					
Motivation for Program					
Overall Evaluation					

This candidate ☐ does/☐ does not meet eligibility requirements for the program option(s) for which they are applying.

(Provide amplifying information below that would help a board in making a selection determination. Address and make recommendation if applicant requests a waiver of any program eligibility requirement. If member is applying for consideration for both a target option program and the Core Program, provide comments covering both programs.)

_____
_____
_____
_____
_____
_____

By my signature I certify that this candidate meets program eligibility requirements and that any waiver request(s) has been addressed in the endorsement letter.
Signature_____Date_____

SAMPLE

SECTION 8
GUIDANCE TO COMMANDERS AND COMMANDING OFFICERS ON SEAMAN TO ADMIRAL-21 NOMINATIONS

1. Today's Navy must make every effort to select, train, and develop the very best and brightest candidates to meet the challenges our officer corps will face in the 21st Century. The Seaman to Admiral-21 (STA-21) Program is a significant improvement over the enlisted commissioning programs of the past. It focuses the selection of enlisted personnel for officer accession under a single programmatic umbrella, provides increased financial support to Service members who seek to become naval officers, and simplifies application and selection processes.

2. Your role is absolutely critical to ensure only those who possess the greatest potential to become outstanding officers are offered the opportunity to earn a commission. Your personal recommendation is the single most important factor in the STA-21 selection process. Look into the candidate's eyes and ask yourself, "Does this young man or young woman possess the character, intellect, drive, leadership potential, and devotion to become a good naval officer?" Remember that you are nominating those who will, in the future, exercise the immense responsibility of command that you enjoy today.

3. Leadership and integrity are the primary officer attributes. Although the applicant's academic record and desire may be exemplary, they are not enough. While academic potential should play a role in your recommendation, it must not override leadership potential and other indicators of future success as a naval officer. Every STA-21 selectee should reasonably be expected to not only complete a college education, but also serve as a career naval officer.

4. Since members of the STA-21 selection board will not have first-hand knowledge of each applicant's potential and attributes, selections are based solely on information contained in the application. During your personal interview with the applicant, you have the opportunity to reveal information about the nominee's potential that would be very valuable to selection board deliberations. If you nominate more than one applicant, clearly differentiate the relative potential of the various candidates. There simply is no more important issue than the future leadership of the Naval Service. Your part in this process cannot be understated. The Navy is relying on you to

clearly communicate the nature and strength of your recommendation to help select our finest candidates.

Initial Interview:_____ Date: ___
Signature of Commanding Officer

Final Interview:_____ Date: ___
Signature of Nomination Review Board Chairperson

SAMPLE

SECTION 9
STATEMENT OF UNDERSTANDING - NUCLEAR OPTION

PRIVACY ACT STATEMENT

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SAMPLE

FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE
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ADMINISTRATIVE REMARKS NAVPERS 1070/613

Ship or Station

STATEMENT OF UNDERSTANDING OF SEAMAN TO ADMIRAL – 21 PROGRAM (NUCLEAR OPTION) REQUIREMENTS

I am volunteering for the Seaman to Admiral- 21 (STA-21) Commissioning Program as a Nuclear Power Officer Candidate. If accepted, I understand that the following requirements apply:

a. Requirements for a Baccalaureate degree must be completed in 36 months or less (42 months for an established 5-year degree program).

b. Full time student status is required including school attendance during summer session.

c. Only engineering or technical majors will be authorized. The major will be approved by the Chief of Naval Operations (CNO) (N133).

d. A semester/quarter grade point average (GPA) of less than 3.0 on a 4.0 scale may result in academic probation and/or disenrollment.

e. Grades will be submitted to CNO (N133) immediately following each semester/quarter or work.

f. CNO (N133) may recommend disenrollment for academic reasons or discipline/moral problems (drug usage, civil convictions, etc.)

g. If disenrolled for any reason, I will not be allowed to remain in STA-21.

h. If not accepted into the Naval Nuclear Propulsion Program as an officer when interviewed by the Director, Naval Nuclear Propulsion, I will be allowed to complete my degree and be commissioned as a non-nuclear unrestricted line officer.

i. Applications will be restricted to the following Universities:

Auburn University.
University of Arizona
University of Idaho
University of Utah
University of Kansas
University of New Mexico
University of Washington
University of Texas
North Carolina State University Oregon State University
Pennsylvania State University University of Illinois
University of South Carolina University of Wisconsin
State University of New York Maritime
The Citadel
Purdue and Southern University

j. I will receive full pay and allowances for my enlisted pay grade and up to $10,000 per year, paid to the university by the Naval Service Training Command to supplement costs of tuition, books and other fees incurred. I understand that I will not be eligible for tuition assistance under the Navy's Tuition Assistance Program, nor will I be eligible to use any Montgomery GI Bill (MGIB) or Veteran's Educational Assistance Program (VEAP) educational benefits for current expenses while enrolled in the STA-21 program.

k. If disenrolled, I will be screened per MILPERSMAN 1510-030 or OPNAVINST 1220.1D, as applicable, for return to the Nuclear Propulsion Program in an enlisted status. If deemed unsuitable for active duty, I may be subject to recoupment of all tuition, fees, and books. This obligation remains until I have completed 5 years of active enlisted service following the date I am disenrolled from the program.

l. An enlistment of 6 years upon receipt of orders to STA-21 is required.

m. A 5-year active duty obligation upon commissioning is incurred as a nuclear power officer.

SAMPLE

n. STA-21 students who drop on request prior to commissioning will be obligated for 5 years of enlisted service from the date of program disenrollment or the remainder of their enlistment contract, whichever is longer. They will also be subject to recoupment of all tuition, fees and books.

o. STA-21 disenrollees who complete degree requirements, but fail to be commissioned, will incur a 5-year enlisted service obligation from the date of program disenrollment.

p. For sea returnee NWPTC and NPTC staff members selected for this program: Assignment to the submarine or surface warfare communities upon commissioning will be based on the needs of the Navy. This may be predesignated and not necessarily consistent with previous experience (e.g. previously enlisted submarine qualified applicants may be assigned a surface warfare designator (1160) vice submarine designator (1170) and vice versa).

q. I currently meet the Navy's physical fitness and height, weight and body fat standards of OPNAVINST 6110.1H and understand that I am required to remain within these requirements (must maintain a **good low** for the duration of the program).

_____		_____
Signature/Date of Witnessing Officer		**Signature/date of Applicant**
Name (Last, First, Middle)	**Last 4 of SSN**	**Branch and Class**

SAMPLE

SECTION 10
STATEMENT OF UNDERSTANDING – CIVIL ENGINEER CORPS (CEC) OPTION

PRIVACY ACT STATEMENT

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SAMPLE

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ADMINISTRATIVE REMARKS NAVPERS 1070/613

Ship or Station

STATEMENT OF UNDERSTANDING OF SEAMAN TO ADMIRAL – 21 PROGRAM (CEC OPTION) REQUIREMENTS

I am volunteering for the Seaman to Admiral-21 Commissioning Program (STA-21) as a Civil Engineer Corp Officer Candidate. If accepted, I understand that the following requirements apply:

a. Requirements for a Baccalaureate degree must be completed in 36 months or less.

b. Full time student status is required including school attendance during summer session.

c. Only NAAB-accredited architecture program or ABET-accredited engineering majors will be authorized. Preferred engineering degrees are civil, mechanical, and electrical engineering.

d. Complete 2 semester/3 quarters of calculus and calculus-based physics receiving a passing grade of "C" or better.

e. I will receive full pay and allowances for my enlisted pay grade and up to $10,000 per year, paid to the university by the Naval Service Training Command to supplement costs of tuition, books and other fees incurred. I understand that I will not be eligible for tuition assistance under the Navy's Tuition Assistance Program, nor will I be eligible to use any Montgomery GI Bill (MGIB) or Veteran's Educational Assistance Program (VEAP) educational benefits for current expenses while enrolled in the STA-21 program.

f. A semester/quarter grade point average (GPA) of less than 3.0 on a 4.0 scale may result in academic probation and/or disenrollment.

g. If disenrolled for any reason, I will not be allowed to remain in STA-21 and may be processed for separation or returned to the fleet for completion of obligated service. If deemed unsuitable for active duty, I may be subject to recoupment of all tuition, fees, and books. This obligation remains until I complete 5 years active enlisted service following the data I am disenrolled from the program.

h. I may be disenrolled for academic reasons or discipline/moral problems (drug usage, civil convictions, etc.).

i. STA-21 students who drop on request prior to commissioning will be obligated for 5 years of enlisted service from the date of program disenrollment or the remainder of their enlistment contract, whichever is longer. They will also be subject to recoupment of all tuition, fees, and books.

j. STA-21 disenrollees who complete degree requirements, but fail to be commissioned, will incur a 5-year enlisted service obligation from the date of program disenrollment.

k. An enlistment of 6 years upon receipt of orders to STA-21 is required.

l. A 5-year active duty obligation upon commissioning is incurred as a Civil Engineer Corp Officer.

m. I currently meet the Navy's physical fitness and height, weight and body fat standards of OPNAVINST 6110.1H and understand that I am required to remain within these requirements (must maintain a **good low** for the duration of the program).

Signature/Date of Witnessing Officer	**Signature/date of Applicant**

Name (Last, First, Middle)	**Last 4 of SSN**	**Branch and Class**

SAMPLE

SECTION 11
STATEMENT OF UNDERSTANDING - PILOT OPTION

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on the forms referenced in this instruction. Please read it before completing the form.

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. Section § 32, 504,505, 507,532, 552, 978, 1201, 1202, 4346, 2122, 12209, 12241; E.O. 9397.
PRINCIPAL PURPOSES: Information collected by this form will be used to determine applicant's qualifications for commission in the U.S. Navy and programs leading to commission. The authority governing this collection is Privacy Act Systems of Record Notice N01070-3, Navy Military Personnel Records System; N01420-1, Enlisted to Officer Commissioning Programs; NM06150-6, Medical Readiness Reporting System (MRRS). These notices can be downloaded at http://privacy.navy.mil/privacy/noticenumber/.
SAFEGUARDS: Password controlled system, file, and element access based on predefined need-to-know. Physical access to terminals, terminal rooms, buildings and activities' grounds are controlled by locked terminals and rooms, guards, personnel screening and visitor registers. Password complexity, expiration, minimum length, and history will assist in assuring only appropriate personnel have access to client data.
RETENTION: The collected information provided is FOR OFFICIAL USE ONLY and may become a permanent part of your service record. Records which have not been merged in the military personnel record are destroyed after 2 years.
ROUTINE USES: To obtain background and medical information from the application to determine applicant’s qualifications and medical fitness for commission and programs leading to commission, appointment and retention in the Armed Forces. The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of system of record notices apply to this system.
DISCLOSURE: Providing information on this form is voluntary. However, failure to provide the requested information as well as the Social Security Number may result in denial of appointment into the United States Navy. If after you are appointed, it is found that you concealed a record, you may be discharged from the U.S. Navy as a fraudulent appointment and may be subject to a fine and/or imprisonment. All collected personal data will be safeguarded pursuant to the rulemaking of the Privacy Act of 1974 (5 U.S.C. § 552a) and/or the personal privacy exemptions of the Freedom of Information Act [5 U.S.C. § 552(b)(6) and/or (b)(7)(C)], as applicable.

SAMPLE

FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE
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ADMINISTRATIVE REMARKS NAVPERS 1070/613

Ship or Station

STATEMENT OF UNDERSTANDING OF SEAMAN TO ADMIRAL – 21 PROGRAM (PILOT OPTION) REQUIREMENTS

I am volunteering for the Seaman to Admiral- 21 Commissioning Program (STA-21) as a Pilot Officer Candidate. If accepted, I understand that the following requirements apply:

a. Requirements for a Baccalaureate degree must be completed in 36 months or less.

b. Full time student status is required including school attendance during summer session.

c. Achieve a score of at least 4 on the Academic Qualification Rating (AQR), 5 on the Pilot Flight Aptitude Rating (PFAR) of the ASTB prior to acceptance into the STA-21 Pilot Option.

d. Complete 2 semester/3 quarters of calculus and calculus-based physics receiving a passing grade of "C" or better.

e. I will receive full pay and allowances for my enlisted pay grade and up to $10,000 per year, paid to the university by the Naval Service Training Command to supplement costs of tuition, books and other fees incurred. I understand that I will not be eligible for tuition assistance under the Navy's Tuition Assistance Program, nor will I be eligible to use any Montgomery GI Bill (MGIB) or Veteran's Educational Assistance Program (VEAP) educational benefits for current expenses while enrolled in the STA-21 program.

f. A semester/quarter grade point average (GPA) of less than 2.5 on a 4.0 scale may result in academic probation and/or disenrollment.

g. If disenrolled for any reason, I will not be allowed to remain in STA-21 and may be processed for separation or returned to the fleet for completion of obligated service. If deemed unsuitable for active duty, I may be subject to recoupment of all tuition, fees, and books. This obligation remains until I complete 5 years active enlisted service following the data I am disenrolled from the program.

h. I may be disenrolled for academic reasons or discipline/moral problems (drug usage, civil convictions, etc.).

i. STA-21 students who drop on request prior to commissioning will be obligated for 5 years of enlisted service from the date of program disenrollment or the remainder of their enlistment contract, whichever is longer. They will also be subject to recoupment of all tuition, fees, and books.

j. STA-21 disenrollees who complete degree requirements, but fail to be commissioned, will incur a 5-year enlisted service obligation from the date of program disenrollment.

k. An enlistment of 6 years upon receipt of orders to STA-21 is required.

l. Upon graduation from my assigned university, I will be commissioned as a Student Naval Aviator (SNA) and be ordered to the Aviation Pre-Flight Indoctrination (API) Course, Naval Aviation Schools Command, Pensacola, Florida.

m. An 8-year active duty obligation upon commissioning is incurred as a Naval Aviator or 6 years from date of disenrollment from flight training unless released by the Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (DCNO (MPT&E)) (N1).

n. I currently meet the Navy's physical fitness <u>and</u> height, weight <u>and</u> body fat standards of OPNAVINST 6110.1H and understand that I am required to remain within these requirements (must maintain a **good low** for the duration of the program).

_____	_____
Signature/Date of Witnessing Officer	**Signature/date of Applicant**

SAMPLE

Name (Last, First, Middle) **Last 4 of SSN** **Branch and Class**

SAMPLE

SECTION 12
STATEMENT OF UNDERSTANDING - NAVAL FLIGHT OFFICER (NFO) OPTION

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on the forms referenced in this instruction. Please read it before completing the form.

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. Section § 32, 504,505, 507,532, 552, 978, 1201, 1202, 4346, 2122, 12209, 12241; E.O. 9397.
PRINCIPAL PURPOSES: Information collected by this form will be used to determine applicant's qualifications for commission in the U.S. Navy and programs leading to commission. The authority governing this collection is Privacy Act Systems of Record Notice N01070-3, Navy Military Personnel Records System; N01420-1, Enlisted to Officer Commissioning Programs; NM06150-6, Medical Readiness Reporting System (MRRS). These notices can be downloaded at http://privacy.navy.mil/privacy/noticenumber/.
SAFEGUARDS: Password controlled system, file, and element access based on predefined need-to-know. Physical access to terminals, terminal rooms, buildings and activities' grounds are controlled by locked terminals and rooms, guards, personnel screening and visitor registers. Password complexity, expiration, minimum length, and history will assist in assuring only appropriate personnel have access to client data.
RETENTION: The collected information provided is FOR OFFICIAL USE ONLY and may become a permanent part of your service record. Records which have not been merged in the military personnel record are destroyed after 2 years.
ROUTINE USES: To obtain background and medical information from the application to determine applicant’s qualifications and medical fitness for commission and programs leading to commission, appointment and retention in the Armed Forces. The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of system of record notices apply to this system.
DISCLOSURE: Providing information on this form is voluntary. However, failure to provide the requested information as well as the Social Security Number may result in denial of appointment into the United States Navy. If after you are appointed, it is found that you concealed a record, you may be discharged from the U.S. Navy as a fraudulent appointment and may be subject to a fine and/or imprisonment. All collected personal data will be safeguarded pursuant to the rulemaking of the Privacy Act of 1974 (5 U.S.C. § 552a) and/or the personal privacy exemptions of the Freedom of Information Act [5 U.S.C. § 552(b)(6) and/or (b)(7)(C)], as applicable.

SAMPLE

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ADMINISTRATIVE REMARKS NAVPERS 1070/613

Ship or Station

STATEMENT OF UNDERSTANDING OF SEAMAN TO ADMIRAL – 21 PROGRAM (NFO OPTION) REQUIREMENTS

I am volunteering for the Seaman to Admiral- 21 Commissioning Program (STA-21) as a Naval Flight Officer Candidate. If accepted, I understand that the following requirements apply:

a. Requirements for a Baccalaureate degree must be completed in 36 months or less.

b. Full time student status is required including school attendance during summer session.

c. Achieve a score of at least 4 on the Academic Qualification Rating (AQR), 5 on the Naval Flight Officer Flight Aptitude Rating (FOFAR) of the ASTB prior to acceptance into the STA-21 Naval Flight Officer Option.

d. Complete 2 semester/3 quarters of calculus and calculus-based physics receiving a passing grade of "C" or better.

e. I will receive full pay and allowances for my enlisted pay grade and up to $10,000 per year, paid to the university by the Naval Service Training Command to supplement costs of tuition, books and other fees incurred. I understand that I will not be eligible for tuition assistance under the Navy's Tuition Assistance Program, nor will I be eligible to use any Montgomery GI Bill (MGIB) or Veteran's Educational Assistance Program (VEAP) educational benefits for current expenses while enrolled in the STA-21 program.

f. A semester/quarter grade point average (GPA) of less than 2.5 on a 4.0 scale may result in academic probation and/or disenrollment.

g. If disenrolled for any reason, I will not be allowed to remain in STA-21 and may be processed for separation or returned to the fleet for completion of obligated service. If deemed unsuitable for active duty, I may be subject to recoupment of all tuition, fees, and books. This obligation remains until I complete 5 years active enlisted service following the data I am disenrolled from the program.

h. I may be disenrolled for academic reasons or discipline/moral problems (drug usage, civil convictions, etc.).

i. STA-21 students who drop on request prior to commissioning will be obligated for 5 years of enlisted service from the date of program disenrollment or the remainder of their enlistment contract, whichever is longer. They will also be subject to recoupment of all tuition, fees, and books.

j. STA-21 disenrollees who complete degree requirements, but fail to be commissioned, will incur a 5-year enlisted service obligation from the date of program disenrollment.

k. An enlistment of 6 years upon receipt of orders to STA-21 is required.

l. Upon graduation from my assigned university, I will be commissioned as a Student Naval Flight Officer (SNFO) and be ordered to the Aviation Pre-Flight Indoctrination (API) Course, Naval Aviation Schools Command, Pensacola, Florida.

m. A 6-year active duty obligation upon commissioning is incurred as a Naval Aviator or 6 years from date of disenrollment from flight training unless released by the Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (DCNO (MPT&E)) (N1).

n. I currently meet the Navy's physical fitness <u>and</u> height, weight <u>and</u> body fat standards of OPNAVINST 6110.1H and understand that I am required to remain within these requirements (must maintain a **good low** for the duration of the program).

_____	_____
Signature/Date of Witnessing Officer	**Signature/date of Applicant**

SAMPLE

Name (Last, First, Middle) **Last 4 of SSN** **Branch and Class**

SAMPLE

SECTION 13
STATEMENT OF UNDERSTANDING - EXPLOSIVE ORDNANCE DISPOSAL (EOD) OPTION

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on the forms referenced in this instruction. Please read it before completing the form.

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. Section § 32, 504,505, 507,532, 552, 978, 1201, 1202, 4346, 2122, 12209, 12241; E.O. 9397.
PRINCIPAL PURPOSES: Information collected by this form will be used to determine applicant's qualifications for commission in the U.S. Navy and programs leading to commission. The authority governing this collection is Privacy Act Systems of Record Notice N01070-3, Navy Military Personnel Records System; N01420-1, Enlisted to Officer Commissioning Programs; NM06150-6, Medical Readiness Reporting System (MRRS). These notices can be downloaded at http://privacy.navy.mil/privacy/noticenumber/.
SAFEGUARDS: Password controlled system, file, and element access based on predefined need-to-know. Physical access to terminals, terminal rooms, buildings and activities' grounds are controlled by locked terminals and rooms, guards, personnel screening and visitor registers. Password complexity, expiration, minimum length, and history will assist in assuring only appropriate personnel have access to client data.
RETENTION: The collected information provided is FOR OFFICIAL USE ONLY and may become a permanent part of your service record. Records which have not been merged in the military personnel record are destroyed after 2 years.
ROUTINE USES: To obtain background and medical information from the application to determine applicant’s qualifications and medical fitness for commission and programs leading to commission, appointment and retention in the Armed Forces. The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of system of record notices apply to this system.
DISCLOSURE: Providing information on this form is voluntary. However, failure to provide the requested information as well as the Social Security Number may result in denial of appointment into the United States Navy. If after you are appointed, it is found that you concealed a record, you may be discharged from the U.S. Navy as a fraudulent appointment and may be subject to a fine and/or imprisonment. All collected personal data will be safeguarded pursuant to the rulemaking of the Privacy Act of 1974 (5 U.S.C. § 552a) and/or the personal privacy exemptions of the Freedom of Information Act [5 U.S.C. § 552(b)(6) and/or (b)(7)(C)], as applicable.

SAMPLE

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ADMINISTRATIVE REMARKS NAVPERS 1070/613

Ship or Station

STATEMENT OF UNDERSTANDING OF SEAMAN TO ADMIRAL – 21 PROGRAM (EOD OPTION) REQUIREMENTS

I am volunteering for the Seaman to Admiral- 21 Commissioning Program (STA-21) as an Explosive Ordnance Disposal Officer Candidate. If accepted, I understand that the following requirements apply:

a. Requirements for a Baccalaureate degree must be completed in 36 months or less.

b. Full time student status is required including school attendance during summer session.

c. Complete 2 semester/3 quarters of calculus and calculus-based physics receiving a passing grade of "C" or better.

d. I will receive full pay and allowances for my enlisted pay grade and up to $10,000 per year, paid to the university by the Naval Service Training Command to supplement costs of tuition, books and other fees incurred. I understand that I will not be eligible for tuition assistance under the Navy's Tuition Assistance Program, nor will I be eligible to use any Montgomery GI Bill (MGIB) or Veteran's Educational Assistance Program (VEAP) educational benefits for current expenses while enrolled in the STA-21 program.

e. A semester/quarter grade point average (GPA) of less than 2.5 on a 4.0 scale may result in academic probation and/or disenrollment.

f. If disenrolled for any reason, I will not be allowed to remain in STA-21 and may be processed for separation or returned to the fleet for completion of obligated service. If deemed unsuitable for active duty, I may be subject to recoupment of all tuition, fees, and books. This obligation remains until I complete 5 years active enlisted service following the data I am disenrolled from the program.

g. I may be disenrolled for academic reasons or discipline/moral problems (drug usage, civil convictions, etc.).

h. STA-21 students who drop on request prior to commissioning will be obligated for 5 years of enlisted service from the date of program disenrollment or the remainder of their enlistment contract, whichever is longer. They will also be subject to recoupment of all tuition, fees, and books.

i. STA-21 disenrollees who complete degree requirements, but fail to be commissioned, will incur a 5-year enlisted service obligation from the date of program disenrollment.

j. An enlistment of 6 years upon receipt of orders to STA-21 is required.

k. A 5-year active duty obligation upon commissioning.

l. I currently meet the Navy's physical fitness and height, weight and body fat standards of OPNAVINST 6110.1H and understand that I am required to remain within these requirements (must maintain a **good low** for the duration of the program).

Signature/Date of Witnessing Officer	**Signature/date of Applicant**

Name (Last, First, Middle)	**Last 4 of SSN**	**Branch and Class**

SAMPLE

SECTION 14
STATEMENT OF UNDERSTANDING - SPECIAL WARFARE (SPECWAR) OPTION

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on the forms referenced in this instruction. Please read it before completing the form.

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. Section § 32, 504,505, 507,532, 552, 978, 1201, 1202, 4346, 2122, 12209, 12241; E.O. 9397.
PRINCIPAL PURPOSES: Information collected by this form will be used to determine applicant's qualifications for commission in the U.S. Navy and programs leading to commission. The authority governing this collection is Privacy Act Systems of Record Notice N01070-3, Navy Military Personnel Records System; N01420-1, Enlisted to Officer Commissioning Programs; NM06150-6, Medical Readiness Reporting System (MRRS). These notices can be downloaded at http://privacy.navy.mil/privacy/noticenumber/.
SAFEGUARDS: Password controlled system, file, and element access based on predefined need-to-know. Physical access to terminals, terminal rooms, buildings and activities' grounds are controlled by locked terminals and rooms, guards, personnel screening and visitor registers. Password complexity, expiration, minimum length, and history will assist in assuring only appropriate personnel have access to client data.
RETENTION: The collected information provided is FOR OFFICIAL USE ONLY and may become a permanent part of your service record. Records which have not been merged in the military personnel record are destroyed after 2 years.
ROUTINE USES: To obtain background and medical information from the application to determine applicant’s qualifications and medical fitness for commission and programs leading to commission, appointment and retention in the Armed Forces. The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of system of record notices apply to this system.
DISCLOSURE: Providing information on this form is voluntary. However, failure to provide the requested information as well as the Social Security Number may result in denial of appointment into the United States Navy. If after you are appointed, it is found that you concealed a record, you may be discharged from the U.S. Navy as a fraudulent appointment and may be subject to a fine and/or imprisonment. All collected personal data will be safeguarded pursuant to the rulemaking of the Privacy Act of 1974 (5 U.S.C. § 552a) and/or the personal privacy exemptions of the Freedom of Information Act [5 U.S.C. § 552(b)(6) and/or (b)(7)(C)], as applicable.

SAMPLE

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ADMINISTRATIVE REMARKS NAVPERS 1070/613

Ship or Station

STATEMENT OF UNDERSTANDING OF SEAMAN TO ADMIRAL – 21 PROGRAM (SPECWAR OPTION) REQUIREMENTS

I am volunteering for the Seaman to Admiral- 21 Commissioning Program (STA-21) as a Special Warfare Officer Candidate. If accepted, I understand that the following requirements apply:

a. Requirements for a Baccalaureate degree must be completed in 36 months or less.

b. Full time student status is required including school attendance during summer session.

c. Complete 2 semester/3 quarters of calculus and calculus-based physics receiving a passing grade of "C" or better.

d. I will receive full pay and allowances for my enlisted pay grade and up to $10,000 per year, paid to the university by the Naval Service Training Command to supplement costs of tuition, books and other fees incurred. I understand that I will not be eligible for tuition assistance under the Navy's Tuition Assistance Program, nor will I be eligible to use any Montgomery GI Bill (MGIB) or Veteran's Educational Assistance Program (VEAP) educational benefits for current expenses while enrolled in the STA-21 program.

e. A semester/quarter grade point average (GPA) of less than 2.5 on a 4.0 scale may result in academic probation and/or disenrollment.

f. If disenrolled for any reason, I will not be allowed to remain in STA-21 and may be processed for separation or returned to the fleet for completion of obligated service. If deemed unsuitable for active duty, I may be subject to recoupment of all tuition, fees and books. This obligation remains until I complete 5 years active enlisted service following the data I am disenrolled from the program.

g. I may be disenrolled for academic reasons or discipline/moral problems (drug usage, civil convictions, etc.)

h. STA-21 students who drop on request prior to commissioning will be obligated for 5 years of enlisted service from the date of program disenrollment or the remainder of their enlistment contract, whichever is longer. They will also be subject to recoupment of all tuition, fees, and books.

i. STA-21 disenrollees who complete degree requirements, but fail to be commissioned, will incur a 5-year enlisted service obligation from the date of program disenrollment.

j. An enlistment of 6 years upon receipt of orders to STA-21 is required.

k. A 5-year active duty obligation upon commissioning.

l. I currently meet the Navy's physical fitness and height, weight and body fat standards of OPNAVINST 6110.1H and understand that I am required to remain within these requirements (must maintain a **good low** for the duration of the program).

Signature/Date of Witnessing Officer	**Signature/date of Applicant**

Name (Last, First, Middle)	**Last 4 of SSN**	**Branch and Class**

SAMPLE

SECTION 15
STATEMENT OF UNDERSTANDING - NURSE CORPS (NC) OPTION

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on the forms referenced in this instruction. Please read it before completing the form.

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. Section § 32, 504,505, 507,532, 552, 978, 1201, 1202, 4346, 2122, 12209, 12241; E.O. 9397.
PRINCIPAL PURPOSES: Information collected by this form will be used to determine applicant's qualifications for commission in the U.S. Navy and programs leading to commission. The authority governing this collection is Privacy Act Systems of Record Notice N01070-3, Navy Military Personnel Records System; N01420-1, Enlisted to Officer Commissioning Programs; NM06150-6, Medical Readiness Reporting System (MRRS). These notices can be downloaded at http://privacy.navy.mil/privacy/noticenumber/.
SAFEGUARDS: Password controlled system, file, and element access based on predefined need-to-know. Physical access to terminals, terminal rooms, buildings and activities' grounds are controlled by locked terminals and rooms, guards, personnel screening and visitor registers. Password complexity, expiration, minimum length, and history will assist in assuring only appropriate personnel have access to client data.
RETENTION: The collected information provided is FOR OFFICIAL USE ONLY and may become a permanent part of your service record. Records which have not been merged in the military personnel record are destroyed after 2 years.
ROUTINE USES: To obtain background and medical information from the application to determine applicant’s qualifications and medical fitness for commission and programs leading to commission, appointment and retention in the Armed Forces. The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of system of record notices apply to this system.
DISCLOSURE: Providing information on this form is voluntary. However, failure to provide the requested information as well as the Social Security Number may result in denial of appointment into the United States Navy. If after you are appointed, it is found that you concealed a record, you may be discharged from the U.S. Navy as a fraudulent appointment and may be subject to a fine and/or imprisonment. All collected personal data will be safeguarded pursuant to the rulemaking of the Privacy Act of 1974 (5 U.S.C. § 552a) and/or the personal privacy exemptions of the Freedom of Information Act [5 U.S.C. § 552(b)(6) and/or (b)(7)(C)], as applicable.

SAMPLE

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ADMINISTRATIVE REMARKS NAVPERS 1070/613

Ship or Station

STATEMENT OF UNDERSTANDING OF SEAMAN TO ADMIRAL – 21 PROGRAM (NC OPTION) REQUIREMENTS

I am volunteering for the Seaman to Admiral- 21 Commissioning Program (STA-21) as a Nurse Corps Officer Candidate. If accepted, I understand that the following requirements apply:

a. Requirements for a Baccalaureate degree in Nursing must be completed in 36 months or less.

b. Full time student status is required including school attendance during summer session.

c. Entry into nursing school is highly competitive. Nurse Option selects, should be aware of the competitive (not qualifying) criteria for the School of Nursing to which they apply. Failure to be accepted into the School of Nursing will result in disenrollment from the STA-21 program. Degree plans must be reviewed and signed by faculty from the School of Nursing and NROTC unit staff.

d. I will receive full pay and allowances for my enlisted pay grade and up to $10,000 per year, paid to the university by the Naval Service Training Command to supplement costs of tuition, books and other fees incurred. I understand that I will not be eligible for tuition assistance under the Navy's Tuition Assistance Program, nor will I be eligible to use any Montgomery GI Bill (MGIB) or Veteran's Educational Assistance Program (VEAP) educational benefits for current expenses while enrolled in the STA-21 program.

e. A semester/quarter grade point average (GPA) of less than 2.5 on a 4.0 scale may result in academic probation and/or disenrollment.

f. If disenrolled for any reason, I will not be allowed to remain in STA-21 and may be processed for separation or returned to the fleet for completion of obligated service. If deemed unsuitable for active duty, I may be subject to recoupment of all tuition, fees, and books. This obligation remains until I complete 5 years active enlisted service following the data I am disenrolled from the program.

g. I may be disenrolled for academic reasons or discipline/moral problems (drug usage, civil convictions, etc.).

h. STA-21 students who drop on request prior to commissioning will be obligated for 5 years of enlisted service from the date of program disenrollment or the remainder of their enlistment contract, whichever is longer. They will also be subject to recoupment of all tuition, fees, and books.

i. STA-21 disenrollees who complete degree requirements, but fail to be commissioned, will incur a 5-year enlisted service obligation from the date of program disenrollment.

j. An enlistment of 6 years upon receipt of orders to STA-21 is required.

k. A 5-year active duty obligation upon commissioning.

l. I currently meet the Navy's physical fitness <u>and</u> height, weight <u>and</u> body fat standards of OPNAVINST 6110.1H and understand that I am required to remain within these requirements (must maintain a good low for the duration of the program).

Signature/Date of Witnessing Officer		**Signature/date of Applicant**
Name (Last, First, Middle)	**Last 4 of SSN**	**Branch and Class**

SAMPLE

SECTION 16
STATEMENT OF UNDERSTANDING - SURFACE WARFARE OFFICER (SWO) OPTION

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on the forms referenced in this instruction. Please read it before completing the form.

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. Section § 32, 504,505, 507,532, 552, 978, 1201, 1202, 4346, 2122, 12209, 12241; E.O. 9397.
PRINCIPAL PURPOSES: Information collected by this form will be used to determine applicant's qualifications for commission in the U.S. Navy and programs leading to commission. The authority governing this collection is Privacy Act Systems of Record Notice N01070-3, Navy Military Personnel Records System; N01420-1, Enlisted to Officer Commissioning Programs; NM06150-6, Medical Readiness Reporting System (MRRS). These notices can be downloaded at http://privacy.navy.mil/privacy/noticenumber/.
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ROUTINE USES: To obtain background and medical information from the application to determine applicant’s qualifications and medical fitness for commission and programs leading to commission, appointment and retention in the Armed Forces. The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of system of record notices apply to this system.
DISCLOSURE: Providing information on this form is voluntary. However, failure to provide the requested information as well as the Social Security Number may result in denial of appointment into the United States Navy. If after you are appointed, it is found that you concealed a record, you may be discharged from the U.S. Navy as a fraudulent appointment and may be subject to a fine and/or imprisonment. All collected personal data will be safeguarded pursuant to the rulemaking of the Privacy Act of 1974 (5 U.S.C. § 552a) and/or the personal privacy exemptions of the Freedom of Information Act [5 U.S.C. § 552(b)(6) and/or (b)(7)(C)], as applicable.

SAMPLE

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ADMINISTRATIVE REMARKS NAVPERS 1070/613

Ship or Station

STATEMENT OF UNDERSTANDING OF SEAMAN TO ADMIRAL – 21 PROGRAM (SWO OPTION) REQUIREMENTS

I am volunteering for the Seaman to Admiral- 21 Commissioning Program (STA-21) as a Surface Warfare Officer Candidate. If accepted, I understand that the following requirements apply:

a. Requirements for a Baccalaureate degree must be completed in 36 months or less.

b. Full time student status is required including school attendance during summer session.

c. Complete 2 semester/3 quarters of calculus and calculus-based physics receiving a passing grade of "C" or better.

d. I will receive full pay and allowances for my enlisted pay grade and up to $10,000 per year, paid to the university by the Naval Service Training Command to supplement costs of tuition, books and other fees incurred. I understand that I will not be eligible for tuition assistance under the Navy's Tuition Assistance Program, nor will I be eligible to use any Montgomery GI Bill (MGIB) or Veteran's Educational Assistance Program (VEAP) educational benefits for current expenses while enrolled in the STA-21 program.

e. A semester/quarter grade point average (GPA) of less than 2.5 on a 4.0 scale may result in academic probation and/or disenrollment.

f. If disenrolled for any reason, I will not be allowed to remain in STA-21 and may be processed for separation or returned to the fleet for completion of obligated service. If deemed unsuitable for active duty, I may be subject to recoupment of all tuition, fees, and books. This obligation remains until I complete 5 years active enlisted service following the data I am disenrolled from the program.

g. I may be disenrolled for academic reasons or discipline/moral problems (drug usage, civil convictions, etc.)

h. STA-21 students who drop on request prior to commissioning will be obligated for 5 years of enlisted service from the date of program disenrollment or the remainder of their enlistment contract, whichever is longer. They will also be subject to recoupment of all tuition, fees, and books.

i. STA-21 disenrollees who complete degree requirements, but fail to be commissioned, will incur a 5-year enlisted service obligation from the date of program disenrollment.

j. An enlistment of 6 years upon receipt of orders to STA-21 is required.

k. A 5-year active duty obligation upon commissioning.

l. I currently meet the Navy's physical fitness <u>and</u> height, weight <u>and</u> body fat standards of OPNAVINST 6110.1H and understand that I am required to remain within these requirements (must maintain a good low for the duration of the program).

Signature/Date of Witnessing Officer	**Signature/date of Applicant**

Name (Last, First, Middle)	**Last 4 of SSN**	**Branch and Class**

SAMPLE

SECTION 17
STATEMENT OF UNDERSTANDING - SUPPLY CORPS (SC) OPTION

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on the forms referenced in this instruction. Please read it before completing the form.

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. Section § 32, 504,505, 507,532, 552, 978, 1201, 1202, 4346, 2122, 12209, 12241; E.O. 9397.
PRINCIPAL PURPOSES: Information collected by this form will be used to determine applicant's qualifications for commission in the U.S. Navy and programs leading to commission. The authority governing this collection is Privacy Act Systems of Record Notice N01070-3, Navy Military Personnel Records System; N01420-1, Enlisted to Officer Commissioning Programs; NM06150-6, Medical Readiness Reporting System (MRRS). These notices can be downloaded at http://privacy.navy.mil/privacy/noticenumber/.
SAFEGUARDS: Password controlled system, file, and element access based on predefined need-to-know. Physical access to terminals, terminal rooms, buildings and activities' grounds are controlled by locked terminals and rooms, guards, personnel screening and visitor registers. Password complexity, expiration, minimum length, and history will assist in assuring only appropriate personnel have access to client data.
RETENTION: The collected information provided is FOR OFFICIAL USE ONLY and may become a permanent part of your service record. Records which have not been merged in the military personnel record are destroyed after 2 years.
ROUTINE USES: To obtain background and medical information from the application to determine applicant’s qualifications and medical fitness for commission and programs leading to commission, appointment and retention in the Armed Forces. The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of system of record notices apply to this system.
DISCLOSURE: Providing information on this form is voluntary. However, failure to provide the requested information as well as the Social Security Number may result in denial of appointment into the United States Navy. If after you are appointed, it is found that you concealed a record, you may be discharged from the U.S. Navy as a fraudulent appointment and may be subject to a fine and/or imprisonment. All collected personal data will be safeguarded pursuant to the rulemaking of the Privacy Act of 1974 (5 U.S.C. § 552a) and/or the personal privacy exemptions of the Freedom of Information Act [5 U.S.C. § 552(b)(6) and/or (b)(7)(C)], as applicable.

SAMPLE

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ADMINISTRATIVE REMARKS NAVPERS 1070/613

Ship or Station

STATEMENT OF UNDERSTANDING OF SEAMAN TO ADMIRAL – 21 PROGRAM (SUPPLY OPTION) REQUIREMENTS

I am volunteering for the Seaman to Admiral- 21 Commissioning Program (STA-21) as a Supply Corps Officer Candidate. If accepted, I understand that the following requirements apply:

a. Requirements for a Baccalaureate degree in business, engineering, or math–related fields must be completed in 36 months or less.

b. Full time student status is required including school attendance during summer session.

c. Complete 2 semester/3 quarters of calculus and calculus-based physics receiving a passing grade of "C" or better.

d. I will receive full pay and allowances for my enlisted pay grade and up to $10,000 per year, paid to the university by the Naval Service Training Command to supplement costs of tuition, books and other fees incurred. I understand that I will not be eligible for tuition assistance under the Navy's Tuition Assistance Program, nor will I be eligible to use any Montgomery GI Bill (MGIB) or Veteran's Educational Assistance Program (VEAP) educational benefits for current expenses while enrolled in the STA-21 program.

e. A semester/quarter grade point average (GPA) of less than 2.5 on a 4.0 scale may result in academic probation and/or disenrollment.

f. If disenrolled for any reason, I will not be allowed to remain in STA-21 and may be processed for separation or returned to the fleet for completion of obligated service. If deemed unsuitable for active duty, I may be subject to recoupment of all tuition, fees, and books. This obligation remains until I complete 5 years active enlisted service following the data I am disenrolled from the program.

g. I may be disenrolled for academic reasons or discipline/moral problems (drug usage, civil convictions, etc.).

h. STA-21 students who drop on request prior to commissioning will be obligated for 5 years of enlisted service from the date of program disenrollment or the remainder of their enlistment contract, whichever is longer. They will also be subject to recoupment of all tuition, fees, and books.

i. STA-21 disenrollees who complete degree requirements, but fail to be commissioned, will incur a 5-year enlisted service obligation from the date of program disenrollment.

j. An enlistment of 6 years upon receipt of orders to STA-21 is required.

k. A 5-year active duty obligation upon commissioning.

l. I currently meet the Navy's physical fitness <u>and</u> height, weight <u>and</u> body fat standards of OPNAVINST 6110.1H and understand that I am required to remain within these requirements (must maintain a good low for the duration of the program).

Signature/Date of Witnessing Officer	**Signature/date of Applicant**

Name (Last, First, Middle)	**Last 4 of SSN**	**Branch and Class**

SAMPLE

SECTION 18
STATEMENT OF UNDERSTANDING - SPECIAL DUTY OFFICER INTELLIGENCE (Intel) OPTION

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on the forms referenced in this instruction. Please read it before completing the form.

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. Section § 32, 504,505, 507,532, 552, 978, 1201, 1202, 4346, 2122, 12209, 12241; E.O. 9397.
PRINCIPAL PURPOSES: Information collected by this form will be used to determine applicant's qualifications for commission in the U.S. Navy and programs leading to commission. The authority governing this collection is Privacy Act Systems of Record Notice N01070-3, Navy Military Personnel Records System; N01420-1, Enlisted to Officer Commissioning Programs; NM06150-6, Medical Readiness Reporting System (MRRS). These notices can be downloaded at http://privacy.navy.mil/privacy/noticenumber/.
SAFEGUARDS: Password controlled system, file, and element access based on predefined need-to-know. Physical access to terminals, terminal rooms, buildings and activities' grounds are controlled by locked terminals and rooms, guards, personnel screening and visitor registers. Password complexity, expiration, minimum length, and history will assist in assuring only appropriate personnel have access to client data.
RETENTION: The collected information provided is FOR OFFICIAL USE ONLY and may become a permanent part of your service record. Records which have not been merged in the military personnel record are destroyed after 2 years.
ROUTINE USES: To obtain background and medical information from the application to determine applicant’s qualifications and medical fitness for commission and programs leading to commission, appointment and retention in the Armed Forces. The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of system of record notices apply to this system.
DISCLOSURE: Providing information on this form is voluntary. However, failure to provide the requested information as well as the Social Security Number may result in denial of appointment into the United States Navy. If after you are appointed, it is found that you concealed a record, you may be discharged from the U.S. Navy as a fraudulent appointment and may be subject to a fine and/or imprisonment. All collected personal data will be safeguarded pursuant to the rulemaking of the Privacy Act of 1974 (5 U.S.C. § 552a) and/or the personal privacy exemptions of the Freedom of Information Act [5 U.S.C. § 552(b)(6) and/or (b)(7)(C)], as applicable.

SAMPLE

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ADMINISTRATIVE REMARKS NAVPERS 1070/613

Ship or Station

STATEMENT OF UNDERSTANDING OF SEAMAN TO ADMIRAL – 21 PROGRAM (INTEL OPTION) REQUIREMENTS

I am volunteering for the Seaman to Admiral- 21 Commissioning Program (STA-21) as a Special Duty (Intelligence) Officer Candidate. If accepted, I understand that the following requirements apply:

a. Requirements for a Baccalaureate degree must be completed in 36 months or less.

b. Full time student status is required including school attendance during summer session.

c. Complete 2 semester/3 quarters of calculus and calculus-based physics receiving a passing grade of "C" or better.

d. I will receive full pay and allowances for my enlisted pay grade and up to $10,000 per year, paid to the university by the Naval Service Training Command to supplement costs of tuition, books and other fees incurred. I understand that I will not be eligible for tuition assistance under the Navy's Tuition Assistance Program, nor will I be eligible to use any Montgomery GI Bill (MGIB) or Veteran's Educational Assistance Program (VEAP) educational benefits for current expenses while enrolled in the STA-21 program.

e. A semester/quarter grade point average (GPA) of less than 2.5 on a 4.0 scale may result in academic probation and/or disenrollment.

f. If disenrolled for any reason, I will not be allowed to remain in STA-21 and may be processed for separation or returned to the fleet for completion of obligated service. If deemed unsuitable for active duty, I may be subject to recoupment of all tuition, fees, and books. This obligation remains until I complete 5 years active enlisted service following the data I am disenrolled from the program.

g. I may be disenrolled for academic reasons or discipline/moral problems (drug usage, civil convictions, etc.).

h. STA-21 students who drop on request prior to commissioning will be obligated for 5 years of enlisted service from the date of program disenrollment or the remainder of their enlistment contract, whichever is longer. They will also be subject to recoupment of all tuition, fees and books.

i. STA-21 disenrollees who complete degree requirements, but fail to be commissioned, will incur a 5-year enlisted service obligation from the date of program disenrollment.

j. An enlistment of 6 years upon receipt of orders to STA-21 is required.

k. A 5-year active duty obligation upon commissioning.

l. I currently meet the Navy's physical fitness <u>and</u> height, weight <u>and</u> body fat standards of OPNAVINST 6110.1H and understand that I am required to remain within these requirements (must maintain a good low for the duration of the program).

Signature/Date of Witnessing Officer	**Signature/date of Applicant**

Name (Last, First, Middle)	**Last 4 of SSN**	**Branch and Class**

SAMPLE

SECTION 19
STATEMENT OF UNDERSTANDING - SPECIAL DUTY OFFICER INFORMATION WARFARE (IW) OPTION

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on the forms referenced in this instruction. Please read it before completing the form.

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. Section § 32, 504,505, 507,532, 552, 978, 1201, 1202, 4346, 2122, 12209, 12241; E.O. 9397.
PRINCIPAL PURPOSES: Information collected by this form will be used to determine applicant's qualifications for commission in the U.S. Navy and programs leading to commission. The authority governing this collection is Privacy Act Systems of Record Notice N01070-3, Navy Military Personnel Records System; N01420-1, Enlisted to Officer Commissioning Programs; NM06150-6, Medical Readiness Reporting System (MRRS). These notices can be downloaded at http://privacy.navy.mil/privacy/noticenumber/.
SAFEGUARDS: Password controlled system, file, and element access based on predefined need-to-know. Physical access to terminals, terminal rooms, buildings and activities' grounds are controlled by locked terminals and rooms, guards, personnel screening and visitor registers. Password complexity, expiration, minimum length, and history will assist in assuring only appropriate personnel have access to client data.
RETENTION: The collected information provided is FOR OFFICIAL USE ONLY and may become a permanent part of your service record. Records which have not been merged in the military personnel record are destroyed after 2 years.
ROUTINE USES: To obtain background and medical information from the application to determine applicant’s qualifications and medical fitness for commission and programs leading to commission, appointment and retention in the Armed Forces. The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of system of record notices apply to this system.
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SAMPLE

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ADMINISTRATIVE REMARKS NAVPERS 1070/613

Ship or Station

STATEMENT OF UNDERSTANDING OF SEAMAN TO ADMIRAL – 21 PROGRAM (INFORMATION WARFARE OPTION) REQUIREMENTS

I am volunteering for the Seaman to Admiral- 21 Commissioning Program (STA-21) as a Special Duty (Information Warfare) Officer Candidate. If accepted, I understand that the following requirements apply:

a. Requirements for a Baccalaureate degree must be completed in 36 months or less.

b. Full time student status is required including school attendance during summer session.

c. Complete 2 semester/3 quarters of calculus and calculus-based physics receiving a passing grade of "C" or better.

d. I will receive full pay and allowances for my enlisted pay grade and up to $10,000 per year, paid to the university by the Naval Service Training Command to supplement costs of tuition, books and other fees incurred. I understand that I will not be eligible for tuition assistance under the Navy's Tuition Assistance Program, nor will I be eligible to use any Montgomery GI Bill (MGIB) or Veteran's Educational Assistance Program (VEAP) educational benefits for current expenses while enrolled in the STA-21 program.

e. A semester/quarter grade point average (GPA) of less than 2.5 on a 4.0 scale may result in academic probation and/or disenrollment.

f. If disenrolled for any reason, I will not be allowed to remain in STA-21 and may be processed for separation or returned to the fleet for completion of obligated service. If deemed unsuitable for active duty, I may be subject to recoupment of all tuition, fees, and books. This obligation remains until I complete 5 years active enlisted service following the data I am disenrolled from the program.

g. I may be disenrolled for academic reasons or discipline/moral problems (drug usage, civil convictions, etc.).

h. STA-21 students who drop on request prior to commissioning will be obligated for 5 years of enlisted service from the date of program disenrollment or the remainder of their enlistment contract, whichever is longer. They will also be subject to recoupment of all tuition, fees, and books.

i. STA-21 disenrollees who complete degree requirements, but fail to be commissioned, will incur a 5-year enlisted service obligation from the date of program disenrollment.

j. An enlistment of 6 years upon receipt of orders to STA-21 is required.

k. A 5-year active duty obligation upon commissioning.

l. I currently meet the Navy's physical fitness <u>and</u> height, weight <u>and</u> body fat standards of OPNAVINST 6110.1H and understand that I am required to remain within these requirements (must maintain a good low for the duration of the program).

Signature/Date of Witnessing Officer	**Signature/date of Applicant**

Name (Last, First, Middle)	**Last 4 of SSN**	**Branch and Class**

SAMPLE

SECTION 20
STATEMENT OF UNDERSTANDING - CORE OPTION

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on the forms referenced in this instruction. Please read it before completing the form.

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. Section § 32, 504,505, 507,532, 552, 978, 1201, 1202, 4346, 2122, 12209, 12241; E.O. 9397.
PRINCIPAL PURPOSES: Information collected by this form will be used to determine applicant's qualifications for commission in the U.S. Navy and programs leading to commission. The authority governing this collection is Privacy Act Systems of Record Notice N01070-3, Navy Military Personnel Records System; N01420-1, Enlisted to Officer Commissioning Programs; NM06150-6, Medical Readiness Reporting System (MRRS). These notices can be downloaded at http://privacy.navy.mil/privacy/noticenumber/.
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RETENTION: The collected information provided is FOR OFFICIAL USE ONLY and may become a permanent part of your service record. Records which have not been merged in the military personnel record are destroyed after 2 years.
ROUTINE USES: To obtain background and medical information from the application to determine applicant’s qualifications and medical fitness for commission and programs leading to commission, appointment and retention in the Armed Forces . The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of system of record notices apply to this system.
DISCLOSURE: Providing information on this form is voluntary. However, failure to provide the requested information as well as the Social Security Number may result in denial of appointment into the United States Navy. If after you are appointed, it is found that you concealed a record, you may be discharged from the U.S. Navy as a fraudulent appointment and may be subject to a fine and/or imprisonment. All collected personal data will be safeguarded pursuant to the rulemaking of the Privacy Act of 1974 (5 U.S.C. § 552a) and/or the personal privacy exemptions of the Freedom of Information Act [5 U.S.C. § 552(b)(6) and/or (b)(7)(C)], as applicable.

SAMPLE

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ADMINISTRATIVE REMARKS NAVPERS 1070/613

Ship or Station

STATEMENT OF UNDERSTANDING OF SEAMAN TO ADMIRAL – 21 PROGRAM (CORE OPTION) REQUIREMENTS

I am volunteering for the Seaman to Admiral- 21 Commissioning Program (STA-21) as a Core Option Officer Candidate. If accepted, I understand that the following requirements apply:

a. Requirements for a Baccalaureate degree must be completed in 36 months or less.

b. Full time student status is required including school attendance during summer session.

c. Complete 2 semester/3 quarters of calculus and calculus-based physics receiving a passing grade of "C" or better.

d. I will receive full pay and allowances for my enlisted pay grade and up to $10,000 per year, paid to the university by the Naval Service Training Command to supplement costs of tuition, books and other fees incurred. I understand that I will not be eligible for tuition assistance under the Navy's Tuition Assistance Program, nor will I be eligible to use any Montgomery GI Bill (MGIB) or Veteran's Educational Assistance Program (VEAP) educational benefits for current expenses while enrolled in the STA-21 program.

e. A semester/quarter grade point average (GPA) of less than 2.5 on a 4.0 scale may result in academic probation and/or disenrollment.

f. If disenrolled for any reason, I will not be allowed to remain in STA-21 and may be processed for separation or returned to the fleet for completion of obligated service. If deemed unsuitable for active duty, I may be subject to recoupment of all tuition, fees, and books. This obligation remains until I complete 5 years active enlisted service following the data I am disenrolled from the program.

g. I may be disenrollment for academic reasons or discipline/moral problems (drug usage, civil convictions, etc.).

h. STA-21 students who drop on request prior to commissioning will be obligated for 5 years of enlisted service from the date of program disenrollment or the remainder of their enlistment contract, whichever is longer. They will also be subject to recoupment of all tuition, fees, and books.

i. STA-21 disenrollees who complete degree requirements, but fail to be commissioned, will incur a 5-year enlisted service obligation from the date of program disenrollment.

j. An enlistment of 6 years upon receipt of orders to STA-21 is required.

k. To be considered for the Nuclear option must meet/adhere with the requirements of section 9.

l. To be considered for the Pilot option must meet/adhere with the requirements of section 11.

m. To be considered for the NFO option must meet/adhere with the requirements of section 12.

n. To be considered for the EOD option must meet/adhere with the requirements of section 13.

o. To be considered for the SPECWAR option must meet/adhere with the requirements of section 14.

p. To be considered for the SWO option must meet/adhere with the requirements of section 16.

SAMPLE

q. I currently meet the Navy's physical fitness and height, weight and body fat standards of OPNAVINST 6110.1H and understand that I am required to remain within these requirements (must maintain a good low for the duration of the program).

_____		_____
Signature/Date of Witnessing Officer		**Signature/date of Applicant**
Name (Last, First, Middle)	**Last 4 of SSN**	**Branch and Class**

SAMPLE

SECTION 21
STATEMENT OF UNDERSTANDING - MEDICAL CORPS (MC) OPTION

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on the forms referenced in this instruction. Please read it before completing the form.

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. Section § 32, 504,505, 507,532, 552, 978, 1201, 1202, 4346, 2122, 12209, 12241; E.O. 9397.
PRINCIPAL PURPOSES: Information collected by this form will be used to determine applicant's qualifications for commission in the U.S. Navy and programs leading to commission. The authority governing this collection is Privacy Act Systems of Record Notice N01070-3, Navy Military Personnel Records System; N01420-1, Enlisted to Officer Commissioning Programs; NM06150-6, Medical Readiness Reporting System (MRRS). These notices can be downloaded at http://privacy.navy.mil/privacy/noticenumber/.
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RETENTION: The collected information provided is FOR OFFICIAL USE ONLY and may become a permanent part of your service record. Records which have not been merged in the military personnel record are destroyed after 2 years.
ROUTINE USES: To obtain background and medical information from the application to determine applicant’s qualifications and medical fitness for commission and programs leading to commission, appointment and retention in the Armed Forces. The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of system of record notices apply to this system.
DISCLOSURE: Providing information on this form is voluntary. However, failure to provide the requested information as well as the Social Security Number may result in denial of appointment into the United States Navy. If after you are appointed, it is found that you concealed a record, you may be discharged from the U.S. Navy as a fraudulent appointment and may be subject to a fine and/or imprisonment. All collected personal data will be safeguarded pursuant to the rulemaking of the Privacy Act of 1974 (5 U.S.C. § 552a) and/or the personal privacy exemptions of the Freedom of Information Act [5 U.S.C. § 552(b)(6) and/or (b)(7)(C)], as applicable.

SAMPLE

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ADMINISTRATIVE REMARKS NAVPERS 1070/613

Ship or Station

STATEMENT OF UNDERSTANDING OF SEAMAN TO ADMIRAL – 21 PROGRAM (MC OPTION) REQUIREMENTS

I am volunteering for the Seaman to Admiral- 21 Commissioning Program (STA-21) as a Medical Corps Officer Candidate. If accepted, I understand that the following requirements apply:

a. Requirements for a Baccalaureate degree with a pre-medical concentration must be completed in 36 months or less.

b. Full time student status is required including school attendance during summer session.

c. I will receive full pay and allowances for my enlisted pay grade and up to $10,000 per year, paid to the university by the Naval Service Training Command to supplement costs of tuition, books and other fees incurred. I understand that I will not be eligible for tuition assistance under the Navy's Tuition Assistance Program, nor will I be eligible to use any Montgomery GI Bill (MGIB) or Veteran's Educational Assistance Program (VEAP) educational benefits for current expenses while enrolled in the STA-21 program.

d. A semester/quarter grade point average (GPA) of less than 3.0 on a 4.0 scale may result in academic probation and/or disenrollment.

e. If disenrolled for any reason, I will not be allowed to remain in STA-21 and may be processed for separation or returned to the fleet for completion of obligated service. If deemed unsuitable for active duty, I may be subject to recoupment of all tuition, fees, and books. This obligation remains until I complete 5 years active enlisted service following the data I am disenrolled from the program.

f. I may be disenrolled for academic reasons or discipline/moral problems (drug usage, civil convictions, etc.).

g. STA-21 students who drop on request prior to commissioning will be obligated for 5 years of enlisted service from the date of program disenrollment or the remainder of their enlistment contract, whichever is longer. They will also be subject to recoupment of all tuition, fees, and books.

h. STA-21 disenrollees who complete degree requirements, but fail to be commissioned, will incur a 5-year enlisted service obligation from the date of program disenrollment.

i. An enlistment of 6 years upon receipt of orders to STA-21 is required.

j. A 5-year active duty obligation upon commissioning.

k. I currently meet the Navy's physical fitness and height, weight and body fat standards of OPNAVINST 6110.1H and understand that I am required to remain within these requirements (must maintain a good low for the duration of the program).

Signature/Date of Witnessing Officer	**Signature/date of Applicant**

Name (Last, First, Middle)	**Last 4 of SSN**	**Branch and Class**

SAMPLE

SECTION 22
STATEMENT OF UNDERSTANDING - SWO (INFORMATION PROFESSIONAL (IP)) OPTION

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on the forms referenced in this instruction. Please read it before completing the form.

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. Section § 32, 504,505, 507,532, 552, 978, 1201, 1202, 4346, 2122, 12209, 12241; E.O. 9397.
PRINCIPAL PURPOSES: Information collected by this form will be used to determine applicant's qualifications for commission in the U.S. Navy and programs leading to commission. The authority governing this collection is Privacy Act Systems of Record Notice N01070-3, Navy Military Personnel Records System; N01420-1, Enlisted to Officer Commissioning Programs; NM06150-6, Medical Readiness Reporting System (MRRS). These notices can be downloaded at http://privacy.navy.mil/privacy/noticenumber/.
SAFEGUARDS: Password controlled system, file, and element access based on predefined need-to-know. Physical access to terminals, terminal rooms, buildings and activities' grounds are controlled by locked terminals and rooms, guards, personnel screening and visitor registers. Password complexity, expiration, minimum length, and history will assist in assuring only appropriate personnel have access to client data.
RETENTION: The collected information provided is FOR OFFICIAL USE ONLY and may become a permanent part of your service record. Records which have not been merged in the military personnel record are destroyed after 2 years.
ROUTINE USES: To obtain background and medical information from the application to determine applicant’s qualifications and medical fitness for commission and programs leading to commission, appointment and retention in the Armed Forces. The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of system of record notices apply to this system.
DISCLOSURE: Providing information on this form is voluntary. However, failure to provide the requested information as well as the Social Security Number may result in denial of appointment into the United States Navy. If after you are appointed, it is found that you concealed a record, you may be discharged from the U.S. Navy as a fraudulent appointment and may be subject to a fine and/or imprisonment. All collected personal data will be safeguarded pursuant to the rulemaking of the Privacy Act of 1974 (5 U.S.C. § 552a) and/or the personal privacy exemptions of the Freedom of Information Act [5 U.S.C. § 552(b)(6) and/or (b)(7)(C)], as applicable.

SAMPLE

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(THIS PAGE IS UNCLASSIFIED BUT MARKED "FOUO" FOR SAMPLE PURPOSES ONLY)

ADMINISTRATIVE REMARKS NAVPERS 1070/613

Ship or Station

STATEMENT OF UNDERSTANDING OF SEAMAN TO ADMIRAL – 21 PROGRAM SWO (IP OPTION) REQUIREMENTS

I am volunteering for the Seaman to Admiral- 21 Commissioning Program (STA-21) as a Surface Warfare (IP Option) Officer Candidate. If accepted, I understand that the following requirements apply:

a. Requirements for a Baccalaureate degree with a pre-medical concentration must be completed in 36 months or less.

b. Full time student status is required including school attendance during summer session.

c. I will receive full pay and allowances for my enlisted pay grade and up to $10,000 per year, paid to the university by the Naval Service Training Command to supplement costs of tuition, books and other fees incurred. I understand that I will not be eligible for tuition assistance under the Navy's Tuition Assistance Program, nor will I be eligible to use any Montgomery GI Bill (MGIB) or Veteran's Educational Assistance Program (VEAP) educational benefits for current expenses while enrolled in the STA-21 program.

d. A semester/quarter grade point average (GPA) of less than 2.5 on a 4.0 scale may result in academic probation and/or disenrollment.

e. If disenrolled for any reason, I will not be allowed to remain in STA-21 and may be processed for separation or returned to the fleet for completion of obligated service. If deemed unsuitable for active duty, I may be subject to recoupment of all tuition, fees, and books. This obligation remains until I complete 5 years active enlisted service following the data I am disenrolled from the program.

f. I may be disenrolled for academic reasons or discipline/moral problems (drug usage, civil convictions, etc.).

g. STA-21 students who drop on request prior to commissioning will be obligated for 5 years of enlisted service from the date of program disenrollment or the remainder of their enlistment contract, whichever is longer. They will also be subject to recoupment of all tuition, fees, and books.

h. STA-21 disenrollees who complete degree requirements, but fail to be commissioned, will incur a 5-year enlisted service obligation from the date of program disenrollment.

i. An enlistment of 6 years upon receipt of orders to STA-21 is required.

j. A 5-year active duty obligation upon commissioning.

k. I currently meet the Navy's physical fitness and height, weight and body fat standards of OPNAVINST 6110.1H and understand that I am required to remain within these requirements (must maintain a good low for the duration of the program).

Signature/Date of Witnessing Officer	**Signature/date of Applicant**

Name (Last, First, Middle)	**Last 4 of SSN**	**Branch and Class**

SAMPLE

SECTION 23
STATEMENT OF UNDERSTANDING - SWO (ENGINEERING DUTY (ED)) OPTION

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on the forms referenced in this instruction. Please read it before completing the form.

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. Section § 32, 504,505, 507,532, 552, 978,1201, 1202,4346,2122,12209,12241; E.O. 9397.
PRINCIPAL PURPOSES: Information collected by this form will be used to determine applicant's qualifications for commission in the U.S. Navy and programs leading to commission. The authority governing this collection is Privacy Act Systems of Record Notice N01070-3, Navy Military Personnel Records System; N01420-1, Enlisted to Officer Commissioning Programs; NM06150-6, Medical Readiness Reporting System (MRRS). These notices can be downloaded at http://privacy.navy.mil/privacy/noticenumber/.
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SAMPLE

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ADMINISTRATIVE REMARKS NAVPERS 1070/613

Ship or Station

STATEMENT OF UNDERSTANDING OF SEAMAN TO ADMIRAL-21 PROGRAM (SWO ENGINEERING DUTY OPTION) REQUIREMENTS

I am volunteering for the Seaman to Admiral-21 Commissioning Program (STA-21) as a Surface Warfare (Engineering Duty Option) Officer Candidate.
If accepted, I understand that the following requirements apply:

a. Requirements for a Baccalaureate degree must be completed in 36 months or less.

b. Full time student status is required including school attendance during summer session.

c. Complete two semester/three quarters of calculus and calculus-based physics receiving a passing grade of "C" or better.

d. I will receive full pay and allowances for my enlisted pay grade and up to $10,000 per year, paid to the university by the Naval Service Training Command to supplement costs of tuition, books and other fees incurred. I understand that I will not be eligible for tuition assistance under the Navy's Tuition Assistance Program, nor will be eligible to use any Montgomery GI Bill (MGIB) or Veteran's Educational Assistance Program (VEAP) educational benefits for current expenses while enrolled in the STA-21 program.

e. A semester/quarter grade point average (GPA) of less than 2.5 on a 4.0 scale may result in academic probation and/or disenrollment.

f. If disenrolled for any reason, I will not be allowed to remain in STA-21 and may be processed for separation or returned to the fleet for completion of obligated service. If deemed unsuitable for active duty, I may be subject to recoupment of all tuition, fees, and books. This obligation remains until I complete 5 years active enlisted service following the date I am disenrolled from the program.

g. I may be disenrolled for academic reasons or discipline/moral problems (drug usage, civil convictions, etc.).

h. STA-21 students who drop on request prior to commissioning will be obligated for 5 years of enlisted service from the date of program disenrollment or the remainder of their enlistment contract, whichever is longer. They will also be subject to recoupment of all tuition, fees and books.

i. STA-21 disenrollees who complete degree requirements, but fail to be commissioned, will incur a 5-year enlisted service obligation from the date of program disenrollment.

j. An enlistment of 6 year upon receipt of orders to STA-21 is required.

k. A 5-year active duty obligation upon commissioning.

l. I currently meet the Navy's physical fitness and height, weight and body fat standards of OPNAVINST 6110.l series and understand that I am required to remain within these requirements (must maintain a good low for the duration of the program).

Signature/Date of Witnessing Officer	**Signature/date of Applicant**

Name (Last, First, Middle)	**Last 4 of SSN**	**Branch and Class**

SAMPLE

SECTION 24
STATEMENT OF UNDERSTANDING - SWO (OCEANOGRAPHY (OCEANO)) OPTION

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on the forms referenced in this instruction. Please read it before completing the form.

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. Section § 32, 504,505, 507,532, 552, 978, 1201, 1202,4346,2122,12209,12241; E.O. 9397.
PRINCIPAL PURPOSES: Information collected by this form will be used to determine applicant's qualifications for commission in the U.S. Navy and programs leading to commission. The authority governing this collection is Privacy Act Systems of Record Notice N01070-3, Navy Military Personnel Records System; N01420-1, Enlisted to Officer Commissioning Programs; NM06150-6, Medical Readiness Reporting System (MRRS). These notices can be downloaded at http://privacy.navy.mil/privacy/noticenumber/.
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ROUTINE USES: To obtain background and medical information from the application to determine applicant’s qualifications and medical fitness for commission and programs leading to commission, appointment and retention in the Armed Forces. The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of system of record notices apply to this system.
DISCLOSURE: Providing information on this form is voluntary. However, failure to provide the requested information as well as the Social Security Number may result in denial of appointment into the United States Navy. If after you are appointed, it is found that you concealed a record, you may be discharged from the U.S. Navy as a fraudulent appointment and may be subject to a fine and/or imprisonment. All collected personal data will be safeguarded pursuant to the rulemaking of the Privacy Act of 1974 (5 U.S.C. § 552a) and/or the personal privacy exemptions of the Freedom of Information Act [5 U.S.C. § 552(b)(6) and/or (b)(7)(C)], as applicable.

SAMPLE

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ADMINISTRATIVE REMARKS NAVPERS 1070/613

Ship or Station

STATEMENT OF UNDERSTANDING OF SEAMAN TO ADMIRAL-21 PROGRAM SWO OCEANO OPTION) REQUIREMENTS

I am volunteering for the Seaman to Admiral-21 Commissioning Program (STA-21) as a Surface Warfare (OCEANO Option) Officer Candidate.
If accepted, I understand that the following requirements apply:

a. Requirements for a Baccalaureate degree must be completed in 36 months or less.

b. Full time student status is required including school attendance during summer session.

c. Complete two semester/three quarters of calculus and calculus-based physics receiving a passing grade of "C" or better.

d. I will receive full pay and allowances for my enlisted pay grade and up to $10,000 per year, paid to the university by the Naval Service Training Command to supplement costs of tuition, books and other fees incurred. I understand that I will not be eligible for tuition assistance under the Navy's Tuition Assistance Program, nor will be eligible to use any Montgomery GI Bill (MGIB) or Veteran's Educational Assistance Program (VEAP) educational benefits for current expenses while enrolled in the STA-21 program.

e. A semester/quarter grade point average (GPA) of less than 2.5 on a 4.0 scale may result in academic probation and/or disenrollment.

f. If disenrolled for any reason, I will not be allowed to remain in STA-21 and may be processed for separation or returned to the fleet for completion of obligated service. If deemed unsuitable for active duty, I may be subject to recoupment of all tuition, fees, and books. This obligation remains until I complete 5 years active enlisted service following the date I am disenrolled from the program.

g. I may be disenrolled for academic reasons or discipline/moral problems (drug usage, civil convictions, etc.).

h. STA-21 students who drop on request prior to commissioning will be obligated for 5 years of enlisted service from the date of program disenrollment or the remainder of their enlistment contract, whichever is longer. They will also be subject to recoupment of all tuition, fees and books.

i. STA-21 disenrollees who complete degree requirements, but fail to be commissioned, will incur a 5-year enlisted service obligation from the date of program disenrollment.

j. An enlistment of 6 years upon receipt of orders to STA-21 is required.

k. A 5-year active duty obligation upon commissioning.

l. I currently meet the Navy's physical fitness and height, weight and body fat standards of OPNAVINST 6110.l series and understand that I am required to remain within these requirements (must maintain a good low for the duration of the program).

Signature/Date of Witnessing Officer	**Signature/date of Applicant**

Name (Last, First, Middle)	**Last 4 of SSN**	**Branch and Class**

SAMPLE

SECTION 25
STATEMENT OF UNDERSTANDING - HUMAN RESOURCE (HR) OPTION

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on the forms referenced in this instruction. Please read it before completing the form.

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. Section § 32, 504,505, 507,532, 552,978,1201, 1202,4346,2122,12209,12241; E.O. 9397.
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SAMPLE

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ADMINISTRATIVE REMARKS NAVPERS 1070/613

Ship or Station

STATEMENT OF UNDERSTANDING OF SEAMAN TO ADMIRAL-21 PROGRAM (HUMAN RESOURCE OPTION) REQUIREMENTS

I am volunteering for the Seaman to Admiral-21 Commissioning Program (STA-21) as a (Human Resource Option) Officer Candidate.

If accepted, I understand that the following requirements apply:

a. Requirements for a Baccalaureate degree must be completed in 36 months or less.

b. Full time student status is required including school attendance during summer session.

c. Complete two semester/three quarters of calculus and calculus-based physics receiving a passing grade of "C" or better.

d. I will receive full pay and allowances for my enlisted pay grade and up to $10,000 per year, paid to the university by the Naval Service Training Command to supplement costs of tuition, books and other fees incurred. I understand that I will not be eligible for tuition assistance under the Navy's Tuition Assistance Program, nor will be eligible to use any Montgomery GI Bill (MGIB) or Veteran's Educational Assistance Program (VEAP) educational benefits for current expenses while enrolled in the STA-21 program.

e. A semester/quarter grade point average (GPA) of less than 2.5 on a 4.0 scale may result in academic probation and/or disenrollment.

f. If disenrolled for any reason, I will not be allowed to remain in STA-21 and may be processed for separation or returned to the fleet for completion of obligated service. If deemed unsuitable for active duty, I may be subject to recoupment of all tuition, fees, and books. This obligation remains until I complete 5 years active enlisted service following the date I am disenrolled from the program.

g. I may be disenrolled for academic reasons or discipline/moral problems (drug usage, civil convictions, etc.).

h. STA-21 students who drop on request prior to commissioning will be obligated for 5 years of enlisted service from the date of program disenrollment or the remainder of their enlistment contract, whichever is longer. They will also be subject to recoupment of all tuition, fees and books.

i. STA-21 disenrollees who complete degree requirements, but fail to be commissioned, will incur a 5-year enlisted service obligation from the date of program disenrollment.

j. An enlistment of 6 year upon receipt of orders to STA-21 is required.

k. A 5-year active duty obligation upon commissioning.

l. I currently meet the Navy's physical fitness and height, weight and body fat standards of OPNAVINST 6110.l series and understand that I am required to remain within these requirements (must maintain a good low for the duration of the program).

Signature/Date of Witnessing Officer	**Signature/date of Applicant**

Name (Last, First, Middle)	**Last 4 of SSN**	**Branch and Class**

SAMPLE

APPENDIX A
USNA APPLICANT CHECKLIST AND SUPPORTING DOCUMENTS

CHECKLIST FOR U.S. NAVAL ACADEMY (USNA) APPLICANTS

☐ 1. Preliminary application completed (via the following Web address: www.usna.edu/Admissions/pre-application). Be sure to indicate that you are Active Duty or Reserve, and Rate/Rank. High School name should be entered as FLEET, with the following high school ETS code: 999998.

☐ 2. Application request for a SECNAV nomination submitted via the chain of command following the sample provided on appendix A-2 through A-3.

☐ 3. Commanding Officer's Endorsement/Recommendation following the sample provided on appendix A-4. Attached to candidate's SECNAV application request. Original and one copy forwarded to Admissions Office, USNA.

☐ 4. All High School and College Transcript(s) ordered and sent to Admissions Office, USNA.

☐ 5. Official SAT/ACT scores ordered and sent to Admissions Office, USNA. SAT and/or ACT re-taken if scores are over 2 years old.

☐ 6. Candidate packet received from USNA completed and returned as soon as possible. All documents are required to be completed. (Do not send any of the documents back to your high school for "official" signature.) These documents should be verified and signed by your command career counselor, or a commissioned officer in your chain of command.

☐ 7. After receiving your candidate number and candidate packet, make contact with the DoD Medical Examination Review Board (DODMERB), and schedule an appointment. You can reach them through their scheduling number at 1-800-841-2706.

SAMPLE

SAMPLE FORMAT FOR LETTER OF APPLICATION
(Submit original and one copy)

PRIVACY ACT STATEMENT

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AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. Section § 32, 504,505, 507,532, 552, 978, 1201, 1202, 4346, 2122, 12209, 12241; E.O. 9397.
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SAMPLE

FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE
(THIS PAGE IS UNCLASSIFIED BUT MARKED "FOUO" FOR SAMPLE PURPOSES ONLY)

(Date)

From: (Rate, Full Name, Branch, SSN)
To: Superintendent, U.S. Naval Academy
ATTN: Nominations and Appointments
117 Decatur Road, Annapolis, MD 21402-9978
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 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 Navy and Marine Corps Regular 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 Critical Reading/Verbal ____ SAT Math____
ACT English ____ ACT Math____

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

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

SAMPLE

FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE
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Subj: APPLICATION FOR SECRETARY OF THE NAVY NOMINATION TO THE U.S. NAVAL ACADEMY/NAVAL ACADEMY PREPARATORY SCHOOL

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)

SAMPLE

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

PRIVACY ACT STATEMENT

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AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. Section § 32, 504,505, 507,532, 552, 978, 1201, 1202, 4346, 2122, 12209, 12241; E.O. 9397.
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SAMPLE

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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
117 Decatur Road, Annapolis, MD 21402-9978

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.

SAMPLE

SAMPLE NAVAL MESSAGE FORMAT FOR DEPLOYED UNITS
FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE
(THIS PAGE IS UNCLASSIFIED BUT MARKED "FOUO" FOR SAMPLE PURPOSES ONLY)

FROM COMMAND
TO USNA ANNAPOLIS MD//17A//
UNCLAS//N01531//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: (REFER TO OFFICER PROGRAMS APPLICATION (OPNAV 1420/1) FOR CATEGORIES)
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 ASSESSMENT 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:
//

SAMPLE

APPENDIX B
NROTC AFFILIATED UNIVERSITIES BY STATE

MECP Applicants: The college or university of choice must have an academic program which leads to a baccalaureate in nursing, be nationally accredited, and be within 50 miles of a Naval activity to which the participant will be ordered.

List of NROTC/STA-21 Universities by State

ALABAMA	▲*AUBURN UNIVERSITY	001
ARIZONA	▲*UNIVERSITY OF ARIZONA	062
	*PIMA COMMUNITY COLLEGE	062A
CALIFORNIA	UNIVERSITY OF CALIFORNIA AT BERKELEY	002
	STANFORD UNIVERSITY	002A
	CALIFORNIA MARITIME ACADEMY	002R
	UNIVERSITY OF CALIFORNIA AT DAVIS	002F
	UNIVERSITY OF CALIFORNIA AT LOS ANGELES	003
	UNIVERSITY OF SOUTHERN CALIFORNIA	045
	UNIVERSITY OF SAN DIEGO	059
	UNIVERSITY OF CALIFORNIA AT SAN DIEGO	059A
	*POINT LOMA NAZARENE UNIVERSITY	059G
	*SAN DIEGO STATE UNIVERSITY	059H
	CALIFORNIA STATE UNIVERSITY, SAN MARCOS	059I
COLORADO	UNIVERSITY OF COLORADO	005
	■REGIS UNIVERSITY	005C
	UNIVERSITY OF COLORADO AT DENVER	005B
	■UNIVERSITY OF COLORADO HEALTH SCIENCES CENTER	005D
DISTRICT OF COLUMBIA	GEORGE WASHINGTON UNIVERSITY	063
	■CATHOLIC UNIVERSITY OF AMERICA	063F
	*GEORGETOWN UNIVERSITY	063C
	*HOWARD UNIVERSITY	063A
	UNIVERSITY OF MARYLAND AT COLLEGE PARK	063E
FLORIDA	*FLORIDA A&M UNIVERSITY	009
	*FLORIDA STATE UNIVERSITY	009A
	*TALLAHASSEE COMMUNITY COLLEGE	009B
	*JACKSONVILLE UNIVERSITY	016
	*UNIVERSITY OF NORTH FLORIDA	016A
	*FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE	016B
	*UNIVERSITY OF FLORIDA	008
	*UNIVERSITY OF SOUTH FLORIDA	080
	CLEARWATER CHRISTION COLLEGE (CCC)	080A
	UNIVERSITY OF TAMPA	080B
	EMBRY RIDDLE AERONAUTICAL UNIVERSITY	081

* Indicates schools with an available RN program
■ Indicates schools with Nurse Corps program only
▲ Indicates schools with Nuclear program

NROTC AFFILIATED UNIVERSITIES BY STATE

GEORGIA	GEORGIA INSTITUTE OF TECHNOLOGY	010
	SOUTHERN POLYTECHNICAL STATE UNIVERSITY	010H
	*GEORGIA STATE UNIVERSITY	010D
	SAVANNAH STATE UNIVERSITY	043
	*ARMSTRONG ATLANTIC STATE UNIVERSITY	043A
	MOREHOUSE COLLEGE	068
	SPELMAN COLLEGE	068C
	CLARK ATLANTA UNIVERSITY	068B
IDAHO	▲UNIVERSITY OF IDAHO	012
	■INTERCOLLEGIATE CENTER FOR NURSING	012B
	■LEWIS-CLARK STATE COLLEGE	012C
	*WASHINGTON STATE UNIVERSITY	012A
ILLINOIS	ILLINOIS INSTITUTE OF TECHNOLOGY	013
	*UNIVERSITY OF ILLINOIS AT CHICAGO	013A
	NORTHWESTERN UNIVERSITY	031
	*LOYOLA UNIVERSITY	031A
	▲*UNIVERSITY OF ILLINOIS	014
	PARKLAND COLLEGE	014A
INDIANA	▲*PURDUE UNIVERSITY	039
	UNIVERSITY OF NOTRE DAME	032
	■INDIANA UNIVERSITY AT SOUTH BEND	032C
	*ST. MARYS COLLEGE	032D
IOWA	IOWA STATE UNIVERSITY	015
KANSAS	▲UNIVERSITY OF KANSAS	017
	■BAKER UNIVERSITY	017A
	■WASHBURN UNIVERSITY	017B
LOUISIANA	*SOUTHERN UNIVERSITY AND A&M COLLEGE	046
	BATON ROUGE COMMUNITY COLLEGE	046B
	LOUISIANA STATE UNIVERSITY	046A
	*SOUTHEASTERN LOUISIANA UNIVERSITY	046C
	TULANE UNIVERSITY	049
	*DILLARD UNIVERSITY	049A
	LOYOLA UNIVERSITY	049B
	UNIVERSITY OF NEW ORLEANS	049D
	XAVIER UNIVERSITY	049E
MAINE	MAINE MARITIME ACADEMY	019
	*UNIVERSITY OF MAINE AT ORONO	019A
	■HUSSON COLLEGE	019B

* Indicates schools with an available RN program
■ Indicates schools with Nurse Corps program only
▲ Indicates schools with nuclear program

NROTC AFFILIATED UNIVERSITIES BY STATE

MASSACHUSETTS	BOSTON UNIVERSITY	061
	*BOSTON COLLEGE	061B
	■NORTHEASTERN UNIVERSITY	061A
	COLLEGE OF THE HOLY CROSS	011
	WORCESTER POLYTECHNIC INSTITUTE	011G
	*WORCESTER STATE COLLEGE	011H
	MASSACHUSETTS INSTITUTE OF TECHNOLOGY	021
	HARVARD UNIVERSITY	021A
	TUFTS UNIVERSITY	021B
MICHIGAN	*UNIVERSITY OF MICHIGAN	023
	*EASTERN MICHIGAN UNIVERSITY	023A
MINNESOTA	*UNIVERSITY OF MINNESOTA	024
	MACALESTER COLLEGE	024E
	UNIVERSITY OF SAINT THOMAS	024A
MISSISSIPPI	UNIVERSITY OF MISSISSIPPI	025
MISSOURI	*UNIVERSITY OF MISSOURI	026
	COLUMBIA COLLEGE	026B
NEBRASKA	*UNIVERSITY OF NEBRASKA	027
NEW MEXICO	▲*UNIVERSITY OF NEW MEXICO	028
NEW YORK	CORNELL UNIVERSITY	006
	▲STATE UNIVERSITY OF NEW YORK MARITIME COLLEGE	056
	FORDHAM UNIVERSITY	056A
	■MOLLOY COLLEGE	056B
	RENSSELAER POLYTECHNIC INSTITUTE	040
	■RUSSELL SAGE COLLEGE	040A
	UNION COLLEGE	040E
	UNIVERSITY OF ROCHESTER	042
	ROCHESTER INSTITUTE OF TECHNOLOGY	042B
	*STATE UNIVERSITY OF NEW YORK – BROCKPORT	042D
	ST JOHN FISHER COLLEGE	042A
NORTH CAROLINA	DUKE UNIVERSITY	007
	▲NORTH CAROLINA STATE UNIVERSITY	029
	*UNIVERSITY OF NORTH CAROLINA	030
OHIO	MIAMI UNIVERSITY	022
	*OHIO STATE UNIVERSITY	033
OKLAHOMA	*UNIVERSITY OF OKLAHOMA	034

* Indicates schools with an available RN program
■ Indicates schools with Nurse Corps program only
▲ Indicates schools with nuclear program

NROTC AFFILIATED UNIVERSITIES BY STATE

OREGON	▲OREGON STATE UNIVERSITY	035
PENNSYLVANIA	CARNEGIE-MELLON UNIVERSITY	067
	*DUQUESNE UNIVERSITY	067B
	*UNIVERSITY OF PITTSBURGH	067A
	▲*PENNSYLVANIA STATE UNIVERSITY	036
	*UNIVERSITY OF PENNSYLVANIA	037
	*DREXEL UNIVERSITY	037B
	*TEMPLE UNIVERSITY	037C
	*VILLANOVA UNIVERSITY	052
SOUTH CAROLINA	▲THE CITADEL	004
	■THE MEDICAL UNIVERSITY OF SOUTH CAROLINA	004A
	▲*UNIVERSITY OF SOUTH CAROLINA	044
	*MIDLANDS TECHNICAL COLLEGE	044A
	ALLEN UNIVERSITY	044B
TENNESSEE	*UNIVERSITY OF MEMPHIS	064
	CHRISTIAN BROTHERS UNIVERSITY	064A
	VANDERBILT UNIVERSITY	051
	■BELMONT UNIVERSITY	051B
	*TENNESSEE STATE UNIVERSITY	051A
TEXAS	*PRAIRIE VIEW A&M UNIVERSITY	038
	RICE UNIVERSITY	041
	■HOUSTON BAPTIST UNIVERSITY	041D
	UNIVERSITY OF HOUSTON (UNIVERSITY PARK)	041A
	TEXAS SOUTHERN UNIVERSITY	041C
	TEXAS A&M UNIVERSITY	047
	TEXAS A&M UNIVERSITY AT GALVESTON	047A
	▲*UNIVERSITY OF TEXAS	048
	HUSTON-TILLOTSON COLLEGE	048B
UTAH	▲*UNIVERSITY OF UTAH	050
	*WESTMINSTER COLLEGE	050A
	WEBER STATE UNIVERSITY	050B
VERMONT	*NORWICH UNIVERSITY	065
VIRGINIA	*HAMPTON UNIVERSITY	018
	*NORFOLK STATE UNIVERSITY	069
	*OLD DOMINION UNIVERSITY	058
	*UNIVERSITY OF VIRGINIA	053
	VIRGINIA MILITARY INSTITUTE	057
	MARY BALDWIN COLLEGE	057A
	VIRGINIA POLYTECHNIC INSTITUTE	060
	■RADFORD UNIVERSITY	060A

* Indicates schools with an available RN program
■ Indicates schools with Nurse Corps program only
▲ Indicates schools with nuclear program

NROTC AFFILIATED UNIVERSITIES BY STATE

WASHINGTON	▲*UNIVERSITY OF WASHINGTON	054
	■SEATTLE UNIVERSITY	054B
WISCONSIN	*MARQUETTE UNIVERSITY	020
	MILWAUKEE SCHOOL OF ENGINEERING	020D
	UNIVERSITY OF WISCONSIN, MILWAUKEE	020A
	▲*UNIVERSITY OF WISCONSIN	055
	UNIVERSITY OF WISCONSIN, MILWAUKEE	020A

* Indicates schools with an available RN program
■ Indicates schools with Nurse Corps program only
▲ Indicates schools with nuclear program

APPENDIX C
CHECKLIST FOR OCS AND ODS APPLICANTS

Application packages do not require cover letters or enclosure numbering, but should be submitted in the following order:

All	Pilot/ NFO	SPECWAR/ EOD	Nuclear	Item	Reference
☐	☐	☐	☐	Officer Programs Application	OPNAV 1420/1
☐	☐	☐	☐	Commanding Officer's Endorsement	
☐	☐	☐	☐	Interviewer's Appraisal Sheets (1) (2)	NAVCRUIT 1131/5
☐	☐	☐	☐	Birth Certificate, DD 372, or Evidence of Citizenship	
☐	☐	☐	☐	Collegiate Transcripts	
☐	☐	☐	☐	Award Citations	
☐	☐	☐	☐	Certified copies of last three Evaluation Report and Counseling Sheets	NAVPERS 1616/26
	☐			Anthropometric Measurements	NAVCRUIT 1131/12
		☐		Physical Screening Test	MILPERSMAN 1220-100 Exhibit 1
☐	☐	☐	☐	Letters of Recommendation (if applicable)	
☐	☐	☐	☐	Navy Officer Recruiting Tattoo Screening Certificate	NAVCRUIT 1131/27
☐	☐	☐	☐	Commissioning Physical	DD 2807-1 DD 2808

Notes

(1) A minimum of three interview sheets are required. Applicants are encouraged to have at least one interviewer from the community in which they desire selection.

(2) Applicants for Civil Engineer Corps (CEC) must include an Interview Appraisal Sheet from a CEC Accessions Officer.

SAMPLE

APPENDIX D
CHECKLIST FOR MEDICAL COMMISSIONING PROGRAM (MCP) APPLICANTS

☐ 1. Commanding Officer's Endorsement/Recommendation. Move page 2-15/16 (Commanding Officer's Recommendation of OPNAV 1420/1 Officer Programs Application) to front of package, additional endorsement not required (original signature of CO/Acting only, no BY DIRECTION).

☐ 2. Officer Programs Application (Complete, legible, correct name, rate, SSN, original signature.)
- Include Statement of Age (Calculated age in years/months/ days at projected dated of program completion, under personal statement section) Note: does not count against 200-250 word motivation statement.

☐ 3. NAVCRUIT 1131/5 Interviewer's Appraisal Sheets (3). (provided in OPNAV 1420/1 Officer Programs Application).

☐ 4. Evaluations. (Copies of last 5 years observed NAVPERS 1616/26 Evaluation Report and Counseling or NAVPERS 1610/2 Fitness Report and Counseling Record.)

☐ 5. College Transcript. (Copies of all college transcripts.)

☐ 6. Test Scores. ACT or SAT scores completed within 3 years of application due date.

☐ 7. Letter of Acceptance. (From accredited university or college.)

☐ 8. Academic Degree Completion Plan. (Signed by accredited school of nursing; projected program of study; number of accepted/transferable credits (minimum of 30 semester credits.)

☐ 9. Medical Examination/History. (Report of Medical Examination (SF 88 or DD 2808) and Report of Medical History (SF 93 or DD 2807-1) within last 18 months to include HIV results, eye exam, etc. as outlined in this chapter.)

☐ 10. Proof of Birth. (Certified copy of birth certificate or DD 372 Report of Birth or certificate of citizenship and/or naturalization number.)

☐ 11. Security Clearance. (OPNAV 5520/20 Certificate of Personal Security Investigation, Clearance and Access.)

SAMPLE

☐ 12. Letters of Recommendation. (Not required, place here if included.)

☐ 13. Awards. (Copies of citations, letters, not required, place here if included.)

SAMPLE

APPENDIX E
CHECKLIST FOR MEDICAL SERVICE CORPS IN-SERVICE PROCUREMENT PROGRAM (MSC IPP) APPLICANTS

☐ 1. Commanding Officer's Endorsement/Recommendation. Move page 2-15/16 (Commanding Officer's Recommendation of OPNAV 1420/1 Officer Programs Application) to front of package, additional endorsement not required (original signature of CO/Acting only, no BY DIRECTION).

☐ 2. Officer Programs Application. (Complete, legible, correct name, rate, SSN, original signature.)

☐ 3. Personal Motivation Statement. Use form provided in OPNAV 1420/1 Officer Programs Application. Provide statement directed toward the field desired or state the specific program section to which you are applying. Include Statement of Age (calculated age in years/months/days at projected date of program completion, under personal statement section) Note: does not count against 200-250 word motivation statement.

☐ 4. NAVCRUIT 1131/5 Interviewer's Appraisal Sheets (3). (Provided in OPNAV 1420/1 Officer Programs Application.) Applicants will not be provided copies of interview sheets until after the CO has signed and forwarded application.

☐ 5. Degree Awarded/College Transcripts/List of all colleges attended. Provide originals (unless otherwise stated) for all undergraduate and graduate level coursework.

☐ 6. Test Scores. ACT, SAT, Graduate Record Examination (GRE), Graduate Management Aptitude Test (GMAT), or appropriate scores completed within 5 years of application due date. If scores are low, applicants should consider retaking to improve their score and make themselves more competitive.

☐ 7. Letter of Acceptance. For applicants requesting further education from an accredited university or college.

☐ 8. Academic Degree Completion Plan. (Signed by accredited school official; projected program of study; number of accepted/transferable credits, coursework and projected completion date).

SAMPLE

☐ 9. Evaluations. (Copies of last 5 years observed NAVPERS 1616/26 Evaluation Report and Counseling or NAVPERS 1610/2 Fitness Report and Counseling Record.)

☐ 10. Letters of Recommendation. (Not required, place here if included.)

☐ 11. Awards. Provide copies of citations or letters (not required, place here if included).

☐ 12. Proof-of-Birth. Certified copy of birth certificate or DD 372, Report of Birth or certificate of citizenship and/or naturalization number. (It is illegal to copy, Xerox, photograph birth certificates from some States and certificates of citizenship or naturalization documents, unless granted permission.)

☐ 13. Security Clearance. OPNAV 5520/20, Certificate of Personal Security Investigation, Clearance and Access.

☐ 14. Medical Examination/History. Report of Medical Examination (SF 88 or DD 2808) and Report of Medical History (SF 93 or DD 2807-1) within last 12 to 18 months to include HIV results, eye exam, etc. as outlined in chapter 6.

SAMPLE

APPENDIX F
CHECKLIST FOR LIMITED DUTY OFFICER (LDO)/CHIEF WARRANT OFFICER (CWO) APPLICANTS

☐ 1. Commanding Officer's Recommendation. (Applicant's correct name, rate, SSN, specific recommendation, original signature.)

☐ 2. Officer Programs Application. (Complete, legible, correct name, rate, SSN, original signature.)

☐ 3. NAVCRUIT 1131/5 Interviewer's Appraisal Sheets (3) provided in OPNAV 1420/1 Officer Programs Application. The Interviewer's Appraisal Sheets (3) shall be typed, signed, and will include the board member's designator and grade. Ensure block entitled "Potential as a Career Naval Officer" is completed.

☐ 4. Evaluations or FITREPs. Do not send information that is already in your microfiche and PSR.

☐ 5. Provide copy of GED certificate if not a high school graduate.

☐ 6. Award Citations. Do not send information that is already in your PSR. Attach one copy of each award citation as discussed in block 24 on OPNAV 1420/1 (chapter 2) Officer Programs Application Form that is not in your PSR.

☐ 7. U.S. citizenship by birth or naturalization. (If naturalized citizen, provide the requested information in block 6c of the Officer Programs Application Form.)

☐ 8. Sailor/Marine American Council on Education Registry Transcript (SMART) is not required, but highly recommended as an enclosure.

☐ 9. Medical documentation of color vision test completed within 18 months of 1 October of the year of application (if applying for designator listed in subparagraph 6k of chapter 7.)

☐ 10. Time in Service/Time in Rate (TIS/TIR): Addressed in chapter 7, paragraph 7 for LDO and paragraph 8 for CWO..

SAMPLE

Paygrade Eligibility: Be serving in paygrades E6, E7, E8 or E9 (E9 who have completed at least 2 years TIR as of 1 October of the year in which the board convenes, shall be appointed CWO3. Example: If a E9 applies for FY-03 board and has 2 years TIR on 1 October 2002, the Service member shall be appointed to CWO3. Such service shall be computed from the TIR date for advancement to E9).

E6 applicants: Must have served as a E6 for 1 year with no less than 8 years and no more than 16 years TIS as of 1 October of the year application is made and be SELBD ELIGIBLE for advancement to E7. Ensure copy of Examination Profile Information letter is attached.

☐ 11. Designator(s) applied for (dual designators not acceptable):

	Preference**	**Program**	**Category**	**Designator**
Correct:	a.	LDO	Deck (Surface)	611X
	b.	CWO	Boatswain (Surface)	711X
Incorrect:	a.	LDO/CWO	Deck/Boatswain	611X/711X
	b.	LDO/CWO	Operations	612X/712X

☐ 12. Civilian resume (Inactive duty only).

****** Applicants are reminded that they do not have to apply for a primary and a secondary designator. If an applicant feels qualified to compete in only one designator, only that designator should be applied for.

☐ 13. For all LDO/CWO applicants, after personal statement, include a listing of application enclosures as follows: The following enclosures are included: Enclosure (1) Interviewer's Appraisal Sheets - 3; Enclosure (2) College Transcripts - 5; Enclosure (3) Copy of Examination Profile Information Letter, etc."

☐ 14. All candidates must be ranked and ranking must be reflected on the COs recommendation.

☐ 15. Write NA in all blocks for OPNAV 1420/1 that do not apply. Leave blank all blocks that are not required.

☐ 16. Photograph is not required.

SAMPLE

☐ 17. Applications must be placed loosely (no staples or paperclips) in a letter size brown folder with a white label on top left inside edge containing the following typed information: First line, Last Name, First Name, MI and designator(s) applying for. Second line, Rate/Rank, and third line, last four of the applicant's SSN (e.g., XXX-XX-1234).

☐ 18. Personal Statement: At end of personal statement include:

A statement of my complete Naval service is as follows:

BRANCH	ENLISTED	DISCHARGED	TIME LOST DUE TO MISCONDUCT	INACTIVE DUTY	ACTIVE DUTY
USNR-R	00-00-00	00-00-00	NONE	00-00-00	
USN	00-00-00	00-00-00	NONE		00-00-00
USN	00-00-00	00-00-00	NONE		00-00-00
USN	00-00-00	00-00-00	NONE		00-00-00
					*YR/MO/DA

(*Net time (active) for eligibility computed to 1 October of the fiscal year of the program must be at least 8 years for LDO and 12 years for CWO. If computation results in active duty greater than 16-00-00 or above, the member is ineligible for the LDO program. If greater than 22-00-00, the member is ineligible for CWO program.)

☐ 19. Specific application guidance for enlisted applying for LDO or CWO: Submit pages 1-10 of 14 of OPNAV 1420/1 with three officer appraisal sheets. Blocks that are not applicable to enlisted applying for LDO or CWO program should be left blank.

Blocks 1 through 5: Fill in with appropriate information.

Block 6: If a citizen, fill in 6a and 6b, all rest NA.

Block 6: If a naturalized citizen, fill out all blocks and provide citizenship certificate number and copy of NAVPERS 1070/613, Administrative Remarks entry on citizenship or copy of DD 1966/1, Record of Military Processing - Armed Forces of United States. (DD 372, Verification of Birth, does not confirm citizenship copy of one of the two aforementioned documents verify citizenship).

Block 7 and 8: Not required, leave blank.

SAMPLE

Blocks 9 through 17: Fill in with appropriate information.

Blocks 18 and 19: Not required, leave blank.

Block 20: LDO and CWO applicants need to list all duty assignments while on active duty. List all duty assignments in descending chronological order; current assignment first. (Attach separate sheet if more space is necessary.)

Block 21: High school graduates fill out black a. If not high school graduate then follow instruction given.

Block 22: Fill in if applicable.

Block 23: Not required leave blank.

Block 24: Fill in appropriate information; only attach copy of award citation if not in your microfiche or PSR. List in chronological order 1st to most recent "personal" award.

Block 25: Fill in appropriate information. Include any service school that is more than 2 weeks.

Blocks 26 through 31: Fill in with appropriate information.

Blocks 32 through 35: Leave blank, not required for LDO/CWO program.

☐ 20. Specific application guidance for CWO applying for LDO: Submit pages 1-10 of 14 of OPNAV 1420/1. Only submit information that pertains to TIS as a CWO. (Appraisal sheets not needed.)

Blocks 1 through 5: Fill in with appropriate information.

Blocks 6 through 8: Not required, leave blank.

Blocks 9 through 13: Fill in with appropriate information.

Block 14: Fill in with appropriate information. For CWO applying for LDO this block needs to be Actual Commissioned Base Date, when member was first appointed as a CWO.

Blocks 15 through 17: Fill in with appropriate information.

Blocks 18 and 19: Not required, leave blank.

SAMPLE

Block 20: CWO to LDO applicants need to list all duty assignments while on active duty. List all duty assignments in descending chronological order, current assignment first. (Attach separate sheet if more space is necessary.)

SAMPLE

APPENDIX G
CHECKLIST FOR SEAMAN TO ADMIRAL-21 (STA-21) APPLICANTS

Applicant

☐ 1. Application Cover Letter – signed and dated.

☐ 2. STA-21 Data Letter (if input not provided via Web site).

☐ 3. Personal Statement (signed and dated) – one page, with name, rate/rank, and SSN.

☐ 4. Evaluations – front and back (last five observed).

☐ 5. SAT or ACT Scores (test date within last 3 years of application date).

☐ 6. ASTB Scores (Pilot or NFO only).

☐ 7. High School Transcript(s) – if applicable.

☐ 8. College Transcript(s) or GED certificate.

☐ 9. Sailor/Marine American Council on Education Registry Transcript (SMART).

☐ 10. Photograph (Nuclear only).

☐ 11. Special Qualification Documents (e.g., awards, letter of appreciation/commendation, qualifications, recommendations).

☐ 12. PFA Results (last three cycles printed from PRIMS with raw scores from each event).

☐ 13. Statement of Understanding (Nuclear Only).

☐ 14. Proof of Clearance from Joint Personnel Adjudication System (JPAS).

Command

☐ 1. CO Endorsement letter with ranking.

☐ 2. CO Recommendation Letter.

☐ 3. Interview Board Appraisal Sheets (3).

SAMPLE

Nomination Review Board

☐ 1. Chairperson’s Recommendation Letter.

☐ 2. Interview Board Appraisal Sheets (3).

☐ 3. Interview Verification Letter – signed and dated by both applicant and commanding officer.

SAMPLE

APPENDIX H
OFFICER COMMUNITIES AND DESIGNATORS LIST

1. General Categories. Billet and officer designator codes are grouped in general categories as follows:

a. **Unrestricted Line**. Officers of the line of the regular Navy and Navy Reserve who are not restricted in the performance of duty.

b. **Restricted Line**. Officers of the line of the regular Navy and Navy Reserve who are restricted in the performance of duty by having been designated for aviation duty, engineering duty, aerospace engineering duty, or special duty.

c. **Staff Corps**. Officer of all staff corps of the regular Navy and Navy Reserve. There are five staff corps programs available through this program.

d. **Limited Duty Officer - Line**. Officers of the line of the regular Navy and Navy Reserve appointed for the performance of duty in the broad occupational fields indicated by their former warrant designators or enlisted rating groups.

e. **Limited Duty Officer - Staff**. Officers of the staff of the regular Navy and Navy Reserve appointed for the performance of duty in the broad occupational fields indicated by their warrant designators or enlisted rating groups.

f. **Chief Warrant Officer - Line**. Officers of the line of the regular Navy and Navy Reserve appointed to CWO for the performance of duty in the technical fields indicated by former enlisted rating groups.

g. **Chief Warrant Officer - Staff**. Officers of the staff of the regular Navy and Navy Reserve appointed to CWO for the performance of duty in the technical fields indicated by former enlisted rating groups.

2. The list below highlights the general categories and designator codes for each community, including Training Codes indicated by (T).

UNRESTRICTED LINE (URL)

Surface Warfare	Conventional and Nuclear Designator: 1110, 1160 (SWO-T)
Aviation	Pilots, NFO and Aviation Support Personnel Designators: 1310 (Pilot), 1320 (NFO), 1300 (Aviation Support), 1390 (Pilot-T), 1370 (NFO-T)
Submarine	All nuclear, no diesels remaining in the U.S. inventory Designator: 1120, 1170 (SUB-T)
Special Warfare	Seals Designator: 1130, 1180 (SPEC WAR-T)
Explosive Ordnance Disposal	Divers, Explosive Ordnance Disposal Personnel Designator: 1140, 1190 (SPEC OPS-T)

RESTRICTED LINE (RL)

Aerospace Maintenance Duty	Specialists in aviation Maintenance Officer (Aviation Maintenance) Designator: Maintenance 1520
Information Professional	Specialists in Command, Control, Communications, Computers and Combat Systems Designator: 1600
Information Warfare	Specialists in Information Warfare and associated technologies to include signals, computer and information networks, and foreign languages. Designator: 1610, 1640
Intelligence	Specialists in intelligence collection, analysis, and

	dissemination; languages. Designator: 1630
Public Affairs	Specialists in journalism and public relations/liaison. Designator: 1650
Nuclear Power Instructors	Specialists in course curriculum and instruction for the Naval Nuclear Propulsion Program. Designator: 1210
Oceanography	Specialists in marine and environmental sciences. Designator: 1800

STAFF CORPS

Medical Service Corps	Health Care Administrators, Health Science and Clinical Specialists. Designator: 2300
Nurse Corps	Specialists in Nursing and related fields. Designator: 2900
Supply Corps	Specialists in business and logistics management (including supply chain management, integrated logistics support, systems inventory management, transportation, information systems and technology, operational analysis, acquisition and contract management, financial management, operational logistics, and petroleum management). Designator: 3100
Civil Engineer Corps	Construction, logistics. Designator: 5100

LDOs and CWOs

All members are prior senior enlisted with extensive experience and technical expertise. See chapter 7, paragraph 18 for normal path of LDO/CWO advancement.

LDOs	Designators: 61XX, 62XX, 63XX, 64XX, 65XX Sample block 3 entry: LDO/641X
CWOs	Designators: 71XX, 72XX, 73XX, 74XX, 75XX Sample block 3 entry: CWO/741X