



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

USNAINST 1301.5L
7/PRODEV
8 Jul 2021

USNA INSTRUCTION 1301.5L

From: Superintendent, U.S. Naval Academy

Subj: MIDSHIPMEN SERVICE ASSIGNMENT

Ref: (a) SECNAVINST 1532.1A
(b) USNAINST 1531.47C
(c) MOU between ASA (M&RA)/ASN (M&RA)/ASAF (M&RA) of 8 Oct 19
(d) USNAINST 6130.1C
(e) COMDTMIDNINST 1301.1A

Encl: (1) Notional Service Assignment Timeline
(2) Request for Change of Service Assignment and Reassignment Letter (Format)
(3) Request for Inter-Service Commissioning (Format)

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

2. Cancellation. USNAINST 1301.5K.

3. Scope and Applicability. The mission of Midshipmen service assignment is to provide the best qualified midshipmen to fill U.S. Navy and Marine Corps accessions requirements. Community Assignment Boards (CAB) and the Service Assignment Review Board (SARB) will make recommendations to the Superintendent on those midshipmen best qualified and projected to be most successful in each community. Midshipmen qualifications and the needs of the Navy and Marine Corps drive the service assignment process; however, midshipmen preferences are honored as often as possible.

4. Organization and Authority

a. The Superintendent establishes institutional policy for conducting midshipmen service assignment and approves midshipmen service assignments.

b. The Commandant of Midshipmen supervises the implementation and coordination of the midshipmen service assignment process and serves as the approval authority for reassignments after initial notification is complete.

c. The Deputy Commandant for Professional Development (PRODEV) directs the detailed planning, scheduling, and conduct of the midshipmen service assignment process.

d. The Chairman, Department of Officer Accessions and Talent Optimization (OATO), executes the Midshipmen service assignment process.

e. The Service Assignment Officer (SAO) supports the Chairman in the execution of the Midshipmen service assignment process.

5. Midshipmen Service Assignment Process. The midshipmen service assignment process considers midshipmen qualifications, aptitude, and desires in meeting Navy and Marine Corps officer accession requirements. Navy Unrestricted Line (URL) or Marine Corps are the primary assignments for the Physically Qualified (PQ) midshipmen per Deputy Chief of Naval Operations (Manpower, Personnel, Training, and Education) (DCNO (N1)) policy. Enclosure (1) is a notional midshipmen service assignment timeline.

a. Phase 1: Midshipmen screening. Medical and community-specific screening for academic, physical, and professional aptitude.

(1) Medical Screening. Naval Health Clinic Annapolis and the Brigade Medical Unit conducts the medical screening per Bureau of Medicine and Surgery (BUMED) directives.

(a) BUMED recommends medical waivers for Navy URL, Navy Restricted Line (RL), or Marine Corps service. If recommended, the Commandant of Midshipmen may approve the service selection medical waiver by direction. If found not commissionable, reference (d) outlines the midshipman's subsequent administrative process.

(b) DCNO (N1) policy and the current accession plan allow some PQ midshipmen to receive RL assignments in the Information Warfare Community (IWC) or the Staff Corps as a medical or dental student. The OATO Department computes the number of PQ midshipmen permitted to select RL and Staff Corps based on the current accession plan and class size.

(c) Midshipmen Not Physically Qualified (NPQ) for URL assignment will be assigned to RL and Staff Corps. Color vision deficient midshipmen are qualified for Marine Corps Ground and SEAL, in addition to RL. All community assignments require midshipmen to maintain eligibility for sea duty and worldwide deployment.

(d) Per BUMED standards, there are no height restrictions for Navy URL and Marine Corps assignment, except for anthropometric measurement restrictions for aviation.

(2) Community/Service Screening. Some Navy and Marine Corps communities have additional, documented screening requirements. Community/service screenings determine midshipmen who meet minimum selection requirements for that specific community evaluated only as pass-fail. Under no circumstances will personnel conducting pre-notification screening provide midshipmen a relative ranking vis-à-vis screening results. Ranked midshipmen

recommendations are only offered to community board members to assess candidates for selection.

(a) Once midshipmen service assignment notification is complete, community rankings may determine follow-on requirements, such as ship assignment, flight school, or nuclear power school dates. Overall Order of Merit (OOM) is the primary, but not singular, measure for this purpose. Community rankings shall only account for each aspect of a midshipman's record once.

(b) Marine Corps. All midshipmen who desire a Marine Corps assignment must complete Leatherneck. The Senior Marine Corps representative approves any exceptions.

(c) Navy and Marine Corps Aviation. All midshipmen who desire a Navy or Marine Corps aviation assignment must attain qualifying scores on the Aviation Selection Test Battery (ASTB) before entering appropriate community preferences (Pilot or Naval Flight Officer). Navy and Marine Corps authorities promulgate minimum ASTB scores.

1. OATO will schedule and administer the ASTB to ensure all midshipmen complete the test battery.

2. Reference (a) mandates a lifetime limit of three ASTB administrations to each applicant. 30 full calendar days must elapse between the first test and the retest date.

3. Per reference (a), only the most recent ASTB scores count toward aviation eligibility. Hence, a First-Class Midshipman selected for Navy or Marine Corps Aviation shall receive approval from the senior Navy Aviation or Marine Corps representative, respectively, before retaking the test. For example, if a midshipman with only NFO-qualifying scores seeks to attain pilot-qualifying scores for potential reassignment, the senior representative will counsel the midshipman on the risk of receiving non-qualifying scores and subsequently being disqualified from all aviation. Personnel administering the ASTB will not permit a midshipman assigned to Navy or Marine Corps aviation to retake the test without written authorization.

(d) Submarine and Nuclear Surface Warfare (SWO-N). Submarine and SWO-N are not options for midshipmen with a CQPR of less than 2.5 at the time of service assignment preference entry, although all midshipmen can select Submarine or SWO-N on underclass career interest and preference surveys. Naval Reactors staff screen academic and performance records of midshipmen interested in a nuclear program. Approved midshipmen will attend technical interviews with Naval Reactors staff and an interview with the Director, Naval Reactors.

(e) Sea, Air, and Land (SEAL). A SEAL officer selection panel screens midshipmen academic, athletic, and performance records per the selection precept approved annually by Commander, Naval Special Warfare Command. Guidelines for midshipmen who desire SEAL assignment follow:

1. Midshipmen must meet all physical and medical requirements of an NSW Officer Candidate (1180).

2. Midshipmen must pass, with a score of 900 or less, a SEAL physical screening test administered at USNA.

3. Midshipmen must complete one of the USNA SEAL screeners offered in the fall and spring of their second-class year. The preference is for midshipmen to participate in the fall screener. Midshipmen with medical issues or participating in a sport with a fall varsity season may participate in the spring screener. However, they must notify the SEAL Senior Community representative or SEAL Senior Enlisted Leader (SEL) before the fall screener. COMDTMIDNINST 1500.3 outlines participation exceptions for the USNA SEAL screener, considered on a case-by-case basis.

4. Midshipmen must complete SEAL Officer Assessment and Selection (SOAS) during their 1/C summer. The USNA SEAL Program will select the top 60 candidates for SOAS based on all performance metrics available at USNA.

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

1. Midshipmen must meet all physical and medical requirements of an EOD officer.
2. Midshipmen must pass an EOD physical screening test administered at USNA.
3. Completion of one USNA EOD screener offered in the candidate's second-class year and participation in an EOD summer cruise. The USNA EOD Program Manager possesses the authority to consider exceptional circumstances for a candidate unable to complete training.
4. An EOD Officer Accessions Board will evaluate each Midshipmen's academic, athletic, and performance records and conduct interviews. The board will select candidates based upon suitability and provide final community assignment recommendations.

(g) Surface Warfare Officer (SWO) Engineering Duty. Midshipmen must be academic Tier I or II majors.

(h) IWC and SWO IWC. Midshipmen PQ for URL have the opportunity to choose Cryptologic Warfare (CW), Cyber Warfare Engineer (CWE), Information Professional (IP), Intelligence (INTEL), Oceanography (OCEAN), and corresponding SWO IWC assignments. Guidelines outlined in reference (e) describe the screening for all midshipmen desiring IWC assignment.

(i) Civil Engineering Corps (CEC). Midshipmen must be designated NPQ for URL and complete an academic Tier I major.

b. Phase 2: Midshipmen Preference Entry. During the fall semester of their First-Class year, midshipmen will formally designate in the Midshipmen Information System (MIDS) their six preferred service assignments by ranked desire and qualification.

(1) First Preference.

(a) Per CNO (N1) policy, USNA graduates are to be primarily assigned to URL (SWO, nuclear programs, and Navy aviation) or the Marine Corps. Accordingly, the MIDS preference module emphasizes these predominant assignments. Midshipmen can select URL communities in any order, except Marine Corps, which is first or second choice only.

(b) For qualified midshipmen, the following assignment choices may be entered as a first choice only: SEAL, EOD, IWC, and medical or dental student.

(c) SWO Engineering Duty (ED), SWO OCEAN, SWO IP, SWO CW, and SWO INTEL are available in addition to conventional SWO. PQ Midshipmen who have passed the IWC screener may enter the IWC preference. PQ midshipmen desiring consideration for more than one IWC community should indicate their order of IWC preferences in the "Information Warfare Community Screener" survey distributed at Brigade reform. To meet DCNO N1 goals, the IWC community assignment board may assign a different IWC community to a midshipman not selected for the respective first preference within the IWC community.

(2) Second through Sixth Preferences. To ensure all URL accession goals are met, for the second through sixth preferences, midshipmen will provide ranked preferences from the following options only: SWO, SWO-N, Submarines, Navy Pilot, Naval Flight Officer, and Marine Corps. These options will only be available to medically and academically qualified midshipmen.

(3) After appropriate community screening, midshipmen NPQ for URL assignment will formally designate their preferred RL and Staff communities in MIDS.

(4) Pre-determined color vision deficient midshipmen will select RL communities, SEAL or Marine Corps, according to their qualifications.

(5) The SAO will update midshipmen community and service eligibility in MIDS before commencing the preference entry phase.

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

c. Phase 3: Service Assignment. The mission of each CAB is to recommend to OATO the best-qualified midshipmen to fill annual Navy and Marine Corps accessions requirements as specified by DCNO (N1). The OATO Department and the SARB will then confirm midshipmen aptitude and desires are the best fit with the gaining community/service while satisfying accessions requirements

(1) Community Assignment Boards

(a) Composition. CAB voting members will consist of local military faculty and staff from the particular community. Due to limited representation at USNA, in some instances, the senior community officer or other board members will consist of personnel from external commands. For board administration, recording assistants will be provided.

(b) Per Department of the Navy policy, midshipmen service assignment is dedicated to equal treatment and opportunity for all midshipmen regardless of race, creed, color, sex **gender**, or national origin. Midshipmen service assignment shall afford all midshipmen fair and equitable consideration. All boards will attempt to include both males and females and representation from various racial and ethnic groups.

(c) Board Non-Disclosure. The senior community representative will administer the following oath to all CAB personnel: "Do each of you solemnly swear that you will perform your duties as a member of this board without prejudice or partiality, having in view both the special fitness of midshipmen and the efficiency of the Naval service, and you will not divulge the proceedings of this board except as authorized by the Superintendent or higher authority?"

(d) Execution.

1. OATO will provide each CAB with a target accession goal. Goals will balance accession plan requirements with PQ and NPQ midshipmen inventory and projected attrition.

2. The SAO will provide each CAB with a list of all midshipmen who selected that community as a first choice.

3. Communities with target goals of less than 100 midshipmen will be reduced to the goal and retain alternates of qualified midshipmen. Alternates are placed into their next preference and appropriately ranked until needed to backfill shortages in the community of higher preference.

a. Due to historic attrition effects, the following communities may retain midshipmen over goal numbers during the CABs as follows:

(1) SWO-N up to goal plus one.

(2) SWO and Sub up to goal plus three.

(3) USMC up to goal plus four.

(4) Navy Aviation up to goal plus ten.

b. Navy aviation and USMC may share excess allowances across internal community categories.

4. OATO Department will compute the fair-share number of midshipmen to be moved from each community to fill under-accessed communities, as well as lists of midshipmen qualified for these moves.

5. After addressing shortfalls, the communities will provide rankings for all midshipmen who meet minimum commissioning requirements for that community. Midshipmen above the respective community's upper band will be considered alternates to fill vacancies in other communities after midshipmen notification or during the SARB process to backfill for losses to other communities.

6. A precept approved by the appropriate senior community representative will establish the procedures for ranking boards of midshipmen. Each community determines the attributes they deem necessary for projected success in the assigned warfare specialty and how those attributes are evaluated (such as summer training evaluations, Extracurricular Activity (ECA) participation, screener performance, and OOM). OOM is only one of the many factors considered in determining the best-qualified midshipmen.

7. During the community screening process, any midshipman can be interviewed by a community. A screening board interview does not imply selection or rejection by a community.

8. Midshipmen not qualified for their first choice will move to their next community preference for evaluation.

(2) Service Assignment Review Board (SARB)

(a) The Commandant of Midshipmen serves as the President of the SARB. PRODEV is designated as SARB Chairman and has the authority to conduct record reviews and interviews. The SARB is responsible to the Superintendent for achieving the annual Navy and Marine Corps accessions requirements established by DCNO (N1).

(b) In addition to the President and the Chairperson, the SARB members include the senior SWO, Submarine, Navy aviation, and Marine Corps representatives assigned to USNA. Each will designate a principal assistant who can attend and vote during SARB proceedings in their absence. Principal assistants are encouraged to attend all SARB meetings. The President can designate additional members.

(c) Execution. The SARB will review the initial service assignments based on the recommendations of the screening boards. The initial assignments list should include the distribution of midshipmen preferences, demographics, and order of merit. If there are shortfalls or excesses after completion of the initial screening boards, the OATO Department and the SARB will review the records of midshipmen to identify best-fit assignments for midshipmen in an excess status and qualified candidates to fill the shortfalls in requirements.

1. To aid the determination of best-fit assignments, the SARB will review the records of identified midshipmen and conduct midshipman interviews as required to assess service preferences and determine aptitude for an alternate assignment. The OATO Chairman

will plan and administer midshipmen record reviews or interviews as well as midshipmen notification. A Commandant of Midshipmen's notice will formalize SARB procedures before Fall reform.

2. The SARB will reconvene as required to finalize midshipmen service assignment recommendations for Superintendent approval. In some cases, the SARB may produce an interim or tentative service assignment based on initial community review boards. Primary candidates for this early release are the Medical/Dental Corps. The SARB will include other communities as necessary in the best interest of midshipmen.

(d) Board Non-Disclosure. The SARB will not disclose proceedings and deliberations. The Commandant of Midshipmen will administer the oath in paragraph 5.c.(1)(c) to SARB members and administrative support personnel not to divulge board deliberations outside of the SARB. The board will only disseminate results after the Superintendent's approval.

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

(4) Service Assignment Notification

(a) Company Officers will notify midshipmen after noon on the designated day. The SAO will provide Company Officers the approved list of assignments for each company. OATO will ensure accuracy using a two-person check of the correspondence before dissemination. Companies will not broadcast or live stream service assignment notifications to protect the professionalism of these events.

(b) Companies should hold a formal class event as soon as possible after midshipmen notification to recognize this professional milestone. The OATO Chairman will assist the class officer representative and the class president in planning and executing the service assignment event.

(c) The SAO will coordinate service assignment notifications with other entities on the Yard (Academic Dean, Athletic Director, etc.) to minimize scheduling conflicts and ensure midshipmen are available and notified by company officers on the designated date and time.

(5) Service Reassignment

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

1. Midshipmen disqualified from their original assignment due to changes in their qualification status. Needs of the Navy and Marine Corps, remaining midshipmen qualifications, and individual preferences determine these reassignments.

2. Midshipmen designated PQ for commissioning but redesignated NPQ for Marine Corps or URL. The OATO Chairman will counsel these midshipmen on billet availability and direct them to the appropriate community representative for screening. Midshipmen are to submit preferences as soon as practical after notification of NPQ status and counseling.

3. Midshipmen assigned as medical or dental students whom a medical school does not accept before the deadline specified in reference (b). Needs of the Navy and Marine Corps, remaining midshipmen qualifications, and individual preferences determine these reassignments.

4. Midshipmen who experience changes in professional or personal circumstances after service assignment notification that warrants consideration may request reassignment until 30 April. Mere reconsideration by a community that has already evaluated the midshipman's record during the service assignment process is not a valid reason. Midshipmen seeking reassignment will not submit a request until they have discussed their intentions with both the losing and the gaining senior community or service representatives. All reassignments are contingent upon maintaining Navy and Marine Corps accessions requirements.

a. The SAO will assist midshipmen seeking reassignment with the formal request (enclosure (2)).

b. Upon receipt by OATO and following standard reassignment procedures, the request is forwarded to the Commandant of Midshipmen for consideration. Midshipmen desiring to withdraw a request for reassignment must notify OATO Department immediately.

(6) Orders Assignment and Management

(a) Senior community representatives will plan and execute midshipmen orders assignment.

(b) OOM typically prioritizes midshipmen selections for ships and school dates; however, senior community representatives may modify ranking criteria as approved by the Commandant of Midshipmen. Midshipmen orders assignments occur during the spring semester.

(c) If orders assignments and the Superintendent's community reception occur coincidentally, the senior community representative will coordinate with the Superintendent's staff and the Protocol Office for planning, to include appropriate Flag or General Officer invitations and required escorts.

(d) The process for required orders modifications is as follows:

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

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

(7) Active Duty Service Obligation. USNA graduates will incur an active duty service obligation of five years, except for the following:

- (a) Navy Pilot – eight years after designation.
- (b) Naval Flight Officer – six years after designation.
- (c) Marine Corps Aviation – eight years after designation.
- (d) SEAL – four years after designation.
- (e) EOD – four years after graduations from NAVSCOLEOD.
- (f) Graduation Education Programs (GEP) – per annual Naval Administrative (NAVADMIN) message.

d. Exceptions to the Normal Assignment Process

(1) Naval Nuclear Propulsion Program. Midshipmen who desire Submarine or SWO-N assignment will participate in the regular service assignment process with the following modifications:

- (a) Pre-screened midshipmen complete technical interviews with Naval Reactors staff and an interview with the Director, Naval Reactors. These interviews commence the spring semester of second-class year.
- (b) Midshipmen accepted by Director, Naval Reactors are obligated to assignment as a nuclear officer and are guaranteed assignment into the designated nuclear community provided the midshipman remains qualified.

(2) Medical and Dental Students. Reference (b) governs assignment to medical and dental student programs.

- (a) The Superintendent approves eligibility for these programs during the first semester of first-class year; however, actual assignment is contingent upon acceptance to medical or dental school programs.
- (b) Midshipmen who pursue this program will still participate in the interview and screening phases of the service assignment process. At any time, midshipmen who have not received notification of acceptance to a medical or dental school program may withdraw from consideration for this program and participate in the regular service assignment process.

(c) To facilitate acceptance into a medical or dental school program before the deadline specified in reference (b), the Premedical and Predental Advising Committee (PPAC) will provide screening board results to the Office of the Superintendent via OATO no later than 15 September.

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

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

(4) Inter-Service Commissioning

(a) Reference (c) governs inter-service commissioning among DoD service academies, providing an opportunity for a limited number of midshipmen to be commissioned into the U.S. Army and Air Force. Additionally, there is limited opportunity for inter-service commissioning into the U.S. Coast Guard or other uniformed services of the United States. The final authority for midshipmen inter-service commissioning resides with the Assistant Secretary of the Navy (Manpower & Reserve Affairs) (ASN(M&RA)). Approval is based primarily upon the needs and best interests of the Navy and Marine Corps and the gaining services.

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

1. Applicants will satisfy all USNA graduation requirements and all commissioning requirements for the gaining service.

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

3. Applicants will provide a written statement of career, professional, technical, or other goals. Applicants will also describe how the requested service will better utilize them versus the Navy or Marine Corps.

4. Letters of recommendation are optional.

(c) Application Procedures. Midshipmen desiring to apply for inter-service commissioning will:

1. Attend the annual inter-service commissioning briefing provided by the SAO.
2. Prepare a written request to ASN(M&RA) via the Superintendent and CNO, explaining the reasons for an inter-service commission; enclosure (3) provides a sample.
3. Submit a package for review and interview by the SARB. A local representative of the requested service will be present as a non-voting member to provide guidance and information to the SARB. COMDTNIDNNOTE 1301 establishes the annual deadline for package submission.
4. Following deliberation of applicant requests, the board will provide the Superintendent with applicant packages and a prioritized list of recommended midshipmen. The Superintendent will make recommendations to CNO (N13) no later than 31 October.

(d) Midshipmen request for an inter-service commission will also submit traditional Navy and Marine Corps preferences during service assignment. Inter-service commissioning is not a community preference in the MIDS module.

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

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

(5) Delayed Graduates

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

(b) Midshipmen identified as delayed until December will retain original service assignments unless reassignment is necessary due to the new fiscal year accession plan requirements.

(6) Action

(a) PRODEV Division is responsible to the Commandant of Midshipmen for planning and executing midshipmen service assignment. PRODEV will:

1. Develop and execute a consolidated service assignment plan for each USNA class. This plan will include scheduling and refining the three phases of service assignment as necessary for each specific class.

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

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

(c) OATO will assist PRODEV in the planning and executing midshipmen service assignment. In addition to being responsible to the Director for duties of paragraph 5.d.(6)(a), the OATO Chairman will:

1. Coordinate with the Brigade Medical Officer and Pre-Commissioning Physicals Officer to ensure midshipmen are aware of service assignment options before entering their final community preferences. This coordination includes a consult with the International Programs Office to ensure that midshipmen who will study abroad during their 1/C year are aware of their medical status.

2. Assign midshipmen to communities for which they are medically qualified.

3. Prepare an annual Commandant of Midshipmen's notice providing amplifying details for midshipmen service assignment, including timelines and board procedures.

4. Serve as head recorder for the SARB.

5. Schedule and administer the ASTB to ensure all midshipmen have an opportunity to complete the test battery.

6. Monitor midshipmen service assignments following official service assignment notification and provide periodic status reports to SARB members and CNO (N13). Forward recommendations to the Commandant of Midshipmen via PRODEV for midshipmen reassignment if accessions slots become open due to medical or other disqualification and should the needs of the Navy or Marine Corps require it.

7. No more than monthly, coordinate with the Brigade Medical Officer, Conduct Officer, Honor Officer, and Physical Education Department to update the SARB regarding individual midshipmen service assignment and commissioning issues.

8. Ensure the SAO counsels all midshipmen who have not received medical waivers by 15 April to prepare them for the possibility of waiver denial and change in service assignment.

(d) The SAO reports to OATO as the lead action officer for all matters on midshipmen service assignment. In addition to being responsible to OATO for the duties of paragraph 5.d.(6)(c), the SAO will:

1. Monitor community preferences of first-class midshipmen before service assignment. Provide this information to community representatives to assist in the briefing process during the fall semester.

2. Brief members of the graduating class on service assignment procedures, including inter-service commissioning during Fall Brigade reform and as necessary.

3. Monitor the progress of the screening phase to ensure timely and accurate completion of the community eligibility lists. Coordinate with appropriate community representatives, the ASTB testing Officer, the Brigade Medical Officer, and the Pre-Commissioning Physicals Officer.

4. Monitor assignments to CABs after coordination with community representatives.

5. Coordinate with appropriate community representatives to arrange for board presidents and members from outside USNA for those communities not represented on the Yard.

6. Conduct training for officers assigned to CABs on the midshipmen service assignment modules.

7. Provide technical assistance to the boards, including providing midshipmen records, setting up and testing classrooms for use by the boards, training board recorders, and monitoring the movement of records between boards.

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

9. Provide statistical data on assignments to CNO (N13), the Midshipmen Personnel Officer, the Public Affairs Officer, and the Director of Institutional Research. CNO (N1) service assignment policy establishes requirements annually.

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

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

(e) Senior service and community representatives will:

1. Develop and conduct community-specific screening, other than ASTB testing, when required by the MILPERSMAN or other appropriate instructions. Coordinate the scheduling and administering of this screening with the SAO, and provide the SAO with a list of qualified midshipmen before the preference designation phase.

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

3. Serve as a member of the SARB. Prepare the principal assistant to vote during the SARB if the senior community representative is unable to attend.

4. Assign personnel and establish procedures for conducting community and service assignment events, such as community dinner and junior officer forum.

5. Coordinate with the Superintendent's staff and the Protocol Office for the Superintendent's community receptions, including VIP invitations.

6. Designate personnel to serve as liaisons between midshipmen selectees, community detailers, and the Midshipmen Personnel Officer regarding initial orders and any subsequent modifications before commissioning.

(f) The Brigade Medical Officer and the Pre-Commissioning Physicals Officer will:

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

2. Coordinate with the SAO to ensure the initial accuracy of the community eligibility lists. Also, provide all medical restrictions, and other outstanding issues are updated and resolved throughout service assignment.

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

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

5. Inform the SAO and midshipmen of NPQ evaluations for individual URL, Marine Corps, RL, and Staff Corps assignments.

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

7. Advise the SARB, no more than monthly, on individual midshipmen medical issues that potentially impact their community, URL, and commissioning eligibility.

8. Recommend midshipmen potentially NPQ for commissioning to the Superintendent via PRODEV and the Commandant of Midshipmen.

(g) As necessary, other USNA Officers and senior enlisted will:

1. Serve as interview team leaders or members.

2. Serve as assignment board members or recorders.

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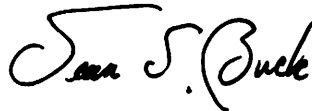
3. Contribute to planning and executing the service assignment event and the Superintendent's community receptions.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

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

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



S. S. BUCK

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

NOTIONAL SERVICE ASSIGNMENT TIMELINE

Fall Semester	
Early August	Commandant Brief to the Service Assignment Review Board
August	Final midshipmen medical status determination
August (Brigade Reform)	Service assignment brief to 1/C
	Inter-service commissioning brief to interested 1/C
August	IWC screener open to midshipmen
August	Midshipmen enter service assignment preferences
August	Junior Officer forum (career information program)
September	Community Assignment Boards (CABs)
September	Initial Service Assignment Review Board (SARB)
September	Inter-Service Commissioning Board
September-October	SARB deliberations
November	Superintendent approval
November	Midshipmen notification
November	Service assignment event
Spring Semester	
January/February	Orders assignments (as planned by each community)
January/February	Superintendent community receptions
January/February/March	Community events
April	Community Reassignment Request Deadline
April	Medical provides OATO comprehensive list of all midshipmen still under waiver request or rebuttal
Early May	RL reassignment for 1/C deemed NPQ for URL after initial service assignment
Early May	Deadline for medical waivers
Late May	Commissioning Ceremony

REQUEST FOR CHANGE OF SERVICE ASSIGNMENT (FORMAT)

Date

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

Subj: REQUEST FOR CHANGE OF SERVICE ASSIGNMENT

1. I respectfully request to change my service assignment from _____ to _____.
2. I acknowledge that upon submitting my request, it may be reviewed periodically by the Chairman, Department of Officer Accessions and Talent Optimization, pending availability of a quota. If at any time I desire to withdraw my request before final approval or disapproval, I will notify the Chairman immediately.
3. Reason for requesting the change of service assignment, normally limited to five lines. The request will not exceed one page.

Very respectfully,

J. P. JONES
MIDN 1/C, USN

<u>Recommended Approval</u>	Signature / Date
Pre-Commissioning Physicals Officer	Y / N _____ / _____
Senior Enlisted Leader	Y / N _____ / _____
Company Officer	Y / N _____ / _____
Battalion Officer	Y / N _____ / _____
Senior Rep Losing Service/Community	Y / N _____ / _____
Senior Rep Gaining Service/Community	Y / N _____ / _____
Chairman, Department of Officer Accessions and Talent Optimization	Y / N _____ / _____

REQUEST FOR CHANGE OF SERVICE ASSIGNMENT (FORMAT)

Date

MEMORANDUM

From: Chairman, Department of Officer Accessions and Talent Optimization
To: Commandant of Midshipmen
Via: (1) Deputy Commandant for Professional Development

SUBJ: REQUEST FOR CHANGE OF SERVICE ASSIGNMENT ICO MIDN 1/C JONES,
JOHN P (ALPHA/COMPANY).

1. IAW USNAINST 1301.5 (series), subject request is forwarded recommending approval/disapproval. The request is balanced for individual preferences, aptitude, and needs of the Navy. There is one reassignment in this memo:

- 1 Midshipman from _____ to _____.

2. MIDN 1/C, Jones, John.

a. From _____ to _____, due to _____.

b. Remarks: MIDN 1/C Jones is recommended for reassignment to _____ in accordance with MIDN Jones' eligible selected career preferences. The senior _____ and senior _____ Warfare Officer recommend approval/disapproval of this reassignment.

Approve _____ Disapprove _____

C. A. AVIATOR

REQUEST FOR INTER-SERVICE COMMISSIONING (FORMAT)

Date

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

Subj: REQUEST FOR A COMMISSION IN THE U.S. (ARMY) (AIR FORCE) (COAST GUARD)

Ref: (a) MOU Between ASA(M&RA), ASN(M&RA), and ASAF(M&RA) of 2019 November 08

Encl: (1) (Test results or training reports from the gaining service, e.g., flight aptitude test, medical, or language training)
(2) (Letters of recommendation attesting to sincere motivation and reasons for wanting to serve in the gaining service)

1. I respectfully request permission to be commissioned as a (Second Lieutenant in the U.S. Army or U.S. Air Force) (or Ensign in the U.S. Coast Guard) upon graduation in May 20xx. My top three choices of specialty with the (U.S. Army, U.S. Air Force, or U.S. Coast Guard) are:

- a. First preferred specialty
- b. Second preferred specialty
- c. Third preferred specialty

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

a. Written demonstration of a change in desire to serve in the Navy and Marine Corps that came about during your tenure as a midshipman.

b. Written statement of personal career, professional, technical, or other goals and your assessment of the likelihood of optimization in the requested service versus the Navy and Marine Corps.

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

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

Very respectfully,

J. P. JONES

Enclosure (3)