



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

OPNAVINST 1420.1A CH-3
N131
07 JUN 04

OPNAV INSTRUCTION 1420.1A CHANGE TRANSMITTAL 3

From: Chief of Naval Operations
To: All Ships and Stations

Subj: ENLISTED TO OFFICER COMMISSIONING PROGRAMS APPLICATION
ADMINISTRATIVE MANUAL

Encl: (1) Revised page 1-3 and Chapter 5

1. Purpose. To update guidance on the Medical Enlisted Commissioning Program (MECP), Chapters 1 and 5.

2. Action. Remove page 1-3 and Chapter 5. Replace with enclosure (1) of this change transmittal.

G. L. HOEWING
Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Manpower and Personnel)

Distribution:
SNDL Parts 1 and 2
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OPNAVINST 1420.1A CH-2
N131
28 Apr 04

OPNAV INSTRUCTION 1420.1A CHANGE TRANSMITTAL 2

From: Chief of Naval Operations
To: All Ships and Stations

Subj: ENLISTED TO OFFICER COMMISSIONING PROGRAMS APPLICATION
ADMINISTRATIVE MANUAL

Encl: (1) Revised Chapter 6 and Appendix E

1. Purpose. To update guidance on the Inservice Procurement Program (IPP) (Chapter 6) and IPP Package Checklist (Appendix E).

2. Action. Remove Chapter 6 and Appendix E and replace with enclosure (1) of this change transmittal.

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OPNAVINST 1420.1A CH-1
N131
6 Aug 03

OPNAV INSTRUCTION 1420.1A CHANGE TRANSMITTAL 1

From: Chief of Naval Operations
To: All Ships and Stations

Subj: ENLISTED TO OFFICER COMMISSIONING PROGRAMS APPLICATION
ADMINISTRATIVE MANUAL

Encl: (1) Revised Chapter 5 and Appendix D

1. Purpose. To update guidance on the Medical Enlisted Commissioning Program (MECP) (Chapter 5) and the MECP Package Checklist (Appendix D).
2. Action. Remove Chapter 5 and Appendix D and replace with enclosure (1) of this change transmittal.

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2000 NAVY PENTAGON
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OPNAVINST 1420.1A
N131
May 2, 2003

OPNAV INSTRUCTION 1420.1A

From: Chief of Naval Operations
To: All Ships and Stations

Subj: ENLISTED TO OFFICER COMMISSIONING PROGRAMS
APPLICATION ADMINISTRATIVE MANUAL

Encl: (1) Subject Manual

1. Purpose. To issue a complete revision of the Enlisted to Officer Commissioning Programs Application Administrative Manual. This revision should be read in its entirety.

2. Cancellation. OPNAVINST 1420.1.

3. Effective Date. This revision is effective for all applications for the FY-04 Boards and outyears. Those LDO/CWO applicants applying for the FY-04 program will continue to use OPNAVINST 1420.1 with CHG-1. This instruction will be used for LDO/CWO FY-05 program and all future LDO/CWO applications.

4. 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.

5. References. Instructions cited in the text of chapters have not been distributed to all addressees.

6. Action. Commanding officers are encouraged to forward applications of best qualified enlisted members in the Regular Navy and the Naval Reserve including Training and Administrative of the Reserve (TAR) personnel and Selected Reserve (SELRES) personnel in their commands following the instructions in enclosure (1) unless specified in specific programs.

7. Appendices

a. Appendix B lists NROTC-affiliated universities by the State.

b. Appendices C through F are unique checklists for commissioning programs.

c. Appendix H lists information on officer communities and officer designators.

8. Forms

a. The following forms are available in Chapter 2 of this instruction.

(1) OPNAV 1420/1 (REV. 7-02), Officer Programs Application.

(2) NAVCRUIT 1100/13 (REV. 3-81), Interviewer's Appraisal Sheet.

b. The following forms are available in Chapter 8 of this instruction.

- (1) STA-21 Application Data Form
- (2) Commanding Officer Recommendation Form
- (3) Nomination Review Board Chairperson Recommendation Form
- (4) Interview Verification Form
- (5) Statement of Understanding (Nuclear Option)

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TABLE OF CONTENTS

<u>CHAPTER</u>	<u>TITLE</u>
1	Enlisted to Officer Programs Introduction
2	Officer Programs Application Instructions and Form
3	U.S. Naval Academy (USNA) and Naval Academy Preparatory School (NAPS) Programs Selection and Training Program (BOOST)
4	Officer Candidate School (OCS) Program
5	Medical Enlisted Commissioning Program (MECP)
6	Medical Service Corps Inservice Procurement Program (MSC IPP)
7	Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) Programs
8	Seaman To Admiral-21 (STA-21) Program
<u>APPENDIX</u>	<u>TITLE</u>
A	USNA Applicant Checklist and Supporting Documents
B	NROTC Affiliated Universities by State
C	OCS Program Checklist
D	MECP Checklist
E	MSC IPP Checklist
F	LDO/CWO Program Checklist
G	STA-21 Program Checklist
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) The U.S. Naval Academy (USNA), located in Annapolis, Maryland, offers an outstanding opportunity for qualified young men and women to embark on careers as officers in the Navy or Marine Corps. Students at the Naval Academy are Midshipmen, U.S. Navy, receiving pay of a midshipmen plus tuition, room, and board. Candidates report to the Naval Academy 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 communities of the Navy including Surface Warfare, Submarines, Aviation, Special Warfare and Special Operations. A percentage of appointments in the U.S. Marine Corps are also offered to those qualified. A Bachelor of Science degree is awarded upon graduation. Graduates are commissioned as Ensigns, U.S. Naval Reserve, or as Second Lieutenants, U.S. Marine Corps Reserve. The minimum service obligation is 5 years active duty and 3 years Reserve upon initial appointment as an officer.

(2) The Naval Academy Preparatory School (NAPS) provides intensive instruction and preparation for the academic, military and physical training curricula at the U.S. Naval Academy. 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 the Officer Training Center (OTC), Newport, Rhode Island. Upon successful completion of NAPS, appointments to the Naval Academy are offered and those who accept the appointment report in late June or early July with the incoming class.

(3) More information about the Naval Academy and NAPS can be obtained by visiting the Naval Academy's web site at: www.usna.edu, or by contacting the Fleet Coordinator (410) 293-1840/DSN 281-1840.

Enclosure (1)

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 Midshipman report to the Naval Academy and take their oath of office as Midshipman) of the year entering the Naval Academy. 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 or one of the many nomination sources available.
- (7) Recommended by their commanding officer.

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 Unrestricted Line, Restricted Line, and certain Staff Corps designators. Appendix H of this manual provides a description of the designators open to qualified candidates. OCS is a 13-week program of concentrated officer training and indoctrination located at Naval Aviation Schools Command, Pensacola, Florida.

(2) Enlisted applicants selected for the program who are in paygrade E-4 or below are designated officer candidates and advanced to paygrade E-5 upon reporting to OCS. Enlisted applicants in paygrade E-5 and above are designated officer candidates in their present paygrades. Graduates of OCS are appointed as Ensigns, U.S. Naval Reserve and incur a minimum active duty obligation of 4 years. Certain designators incur

Enclosure (1)

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 MILPERSMAN 1131-010.

(5) meet specific program qualifications and aptitude scores.

(6) physically qualified and meet two consecutive "good-low" final PRT score prior to entry into the program.

(7) recommended by their commanding officer.

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

(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.

Enclosure (1)

If eligible, students may use the Veterans Educational Assistance Program (VEAP) or Montgomery GI 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 MECF are commissioned as Ensigns, in the Nurse Corps, United States Naval Reserve, 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 Naval Reserve. Reservists on Active Duty for Special Work (ADSW), One, Two or Three-Year Recalls (ADSW/OYR), and Canvasser Recruiters are not eligible for the program.

(4) Must be able to complete the nursing degree requirements and be commissioned prior to their 35th birthday.

(5) High school graduates or hold a GED and be scholastically qualified.

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

(7) Physically qualified.

(8) Recommended by their commanding officer.

c. Application Deadline. Applications must be received as announced in the 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.

Enclosure (1)

2 May 2003

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 Health Care Administration (HCA), Physician Assistant (PA), Radiation Health Officer (RHO), Environmental Health Officer (EHO), Industrial Health Officer (IHO), Entomology, and Pharmacy as defined in references (a) through (c) in Chapter 6. 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 will receive direct appointments to the Medical Service Corps, 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, Medical Service Corps, U.S. Naval Reserve.

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 last 3 years prior to application.

(3) For MSC IPP, be serving on active duty. Reservists on Active Duty for Special Work (ADSW), One, Two or Three-Year Recall, and Canvasser Recruiter are not eligible.

(4) For MSC IPP, be serving in paygrade E-5 through E-9.

Enclosure (1)

(5) Not have reached their 35th 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) Physically qualified.

(8) Recommended by their commanding officer.

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 LTJG) and Chief Warrant Officer programs for active duty and inactive duty personnel (Chapter 7). Those LDO/CWO applicants applying for FY-04 program will continue to use OPNAVINST 1420.1 with CH-1. This instruction will be used for LDO/CWO FY-05 program and all future LDO/CWO applications. This instruction applies to FY-03 and FY-04 appointments.

a. General Information

(1) The LDO and CWO programs provide commissioning opportunities to qualified senior enlisted personnel (and CWOs). Chief Petty Officers (E-7 through E-9), E-6 personnel who are selection board eligible for E-7, and CWOs (applying for Lieutenant (junior grade) may qualify for these programs. The LDO and CWO programs are open to both active duty, including Training and Administration of Reserve (TAR) and inactive duty (Selected Reservists (SELRES)) personnel. 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 TAR personnel selected for LDO receive an initial appointment as Ensigns (01E) 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 (01) in the U.S. Naval Reserve and incur a minimum

Enclosure (1)

Reserve service obligation of 3 years. A Selected Reservist with more than 4 years of active duty service (active duty, Annual Training (AT), Active Duty Training (ADT), Active Duty for Special Work (ADSW), Career Advance Navy Recruiting Enlisted Counselor (CANREC), One Year Recall (OYR), Presidential Recall (PSRC) combined) will receive an appointment as an Ensign (01E).

(4) Active duty and TAR 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. Naval Reserve and incur a minimum Reserve service obligation of 3 years. Active duty and inactive duty personnel in paygrade E-9, who have completed 2 years TIR as of 1 October of the year in which the board convenes, shall be appointed CWO3. Example: If 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 Master Chief Petty Officer.

(5) Active duty CWOs selected for LDO will be appointed in the permanent grade of LTJG (02E) in the U.S. Navy. Inactive duty CWOs selected for LDO will be appointed in the permanent grade of LTJG (02) in the U.S. Naval Reserve. A Selected Reservist with more than 4 years of active duty service (active duty, AT, ADT, ADSW, CANREC, OYR, PSRC combined) will receive an appointment as a LTJG (02E).

(6) Application deadlines

(a) Active duty applications for LDO and CWO must be forwarded to Navy Personnel Command (PERS-801G) and postmarked not later than the date announced in annual NAVADMIN the year in which application is made. Addenda, in standard naval letter format, must be forwarded (via unit commanding officer) 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 March for active duty and June for inactive duty.

(b) Inactive duty applications for LDO and CWO must be forwarded to Navy Personnel Command (PERS-91C) and postmarked not later than 1 December of the year in which application is made. Addenda must be forwarded (via unit commanding officer) 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:

Enclosure (1)

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

(2) Of good moral character and have no record of disciplinary action under Article 15, Uniform Code of Military Justice, no courts martial conviction or civilian felony conviction, or conviction by a civil court for misdemeanors (except minor traffic violations (\$300.00 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. Selected Reservists must be members of the Ready Reserve at the time application is made.

(4) Serving in paygrade E-7 through E-8 or be an E-6 selection board eligible for E-7.

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

(6) High school graduates or hold a GED.

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

(8) Meet physical fitness standards of "satisfactory medium" or higher per OPNAVINST 6110.1 at the time of application and appointment.

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

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 Article 15, Uniform Code of Military Justice, no courts martial conviction or civilian felony conviction, or conviction by a civil court for misdemeanors

Enclosure (1)

2 May 2003

(except minor traffic violations (\$300.00 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. Selected Reservists must be members of the Ready Reserve at time application is made.

(4) Serving in paygrade E-7 through E-9 and E-6 personnel selected for E-7.

(5) Active duty must have at least 12, but not more than 24 years of active duty service. Selected Reservists must have at least 12, but not more than 24 years of Total Qualifying Federal Service.

(6) High school graduates or hold a GED.

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

(8) Meet physical fitness standards of "satisfactory medium" or higher per OPNAVINST 6110.1 at the time of application and appointment.

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

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

6. 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 Naval Reserve, including Training and Administration of the Reserves (TAR), Selected Reserve (SELRES), and Navy Reservists on active duty, except for those on active duty for ACDUTRA to include annual training (AT) and initial active duty for training (I-ACDUTRA), to complete requirements for a baccalaureate degree and earn a commission in the Unrestricted Line (URL), Nurse Corps (NC), Supply Corps (SC), Civil Engineer Corps (CEC), or Special Duty (Cryptology, Intelligence) Officer. Although the applicant's history of fleet performance will receive consideration during the selection

Enclosure (1)

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 three components:

(a) BOOST: A 3- or 6-month college preparatory program located at Naval Education and Training Center (NETC), Newport, RI. A limited number of selected STA-21 participants will be chosen by Chief of Naval Education and Training (CNET) to attend BOOST to improve academic skills before attending the Naval Science Institute (NSI).

(b) Naval Science Institute (NSI): A 9-week course of intensive officer preparation and indoctrination at NETC attended by all selectees en route to their university assignment.

(c) 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 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 OPNAVINST 1160.6A.

(a) All special duty assignment pays (SDAP) cease upon transfer to NSI. If designated for attendance at BOOST school prior to reporting to NSI, SDAP will cease upon transfer to BOOST.

(b) Some special pays may continue for those individuals selected for and participating in the STA-21 Special Warfare or Special Operations Option programs, if specific program qualifications are maintained as directed by the Officer Community Managers (Chief of Naval Operations (CNO) (N131H and N131X). Maintenance of certain naval special warfare and special operations skills enhances safety and is more cost effective than periodic retraining that is required when such skills lapse.

Enclosure (1)

(3) STA-21 students will receive up to \$10,000 per year, paid to the university by CNET 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 not use nor are they eligible for tuition assistance under the Navy's Tuition Assistance Montgomery GI Bill (MGIB) educational benefits as specified in BUPERSINST 1780.1. Questions regarding use of MGIB benefits should be directed to the Navy Personnel Command'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 commanding officer 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 Naval Reserve including TAR, 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 31st birthday. Waivers of this requirement may be considered understanding that specific age requirements for certain STA-21 option programs differ. See Chapter 8 for community specific information.

(7) Have a certified copy of SAT or ACT test scores from a test taken within 3 years of application due date. A minimum score of 500 Math and 500 Verbal on the SAT test or a minimum score of 21 Math and 20 English on the ACT test. 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.

Enclosure (1)

Chapter 2 OFFICER PROGRAMS APPLICATION INSTRUCTIONS

The Officer Programs Application has been revised and should be reviewed in its entirety. Those applying for Seaman to Admiral-21 (STA-21), Naval Academy, and NAPS need to refer to the applicable chapter in this enclosure to find out the application process. Please 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 Manual. Carefully read the appropriate program section **prior** to completing your application for an officer program. **You must have an original signature on each application you submit.**

INSTRUCTIONS

1. Read the following instructions carefully before filling out the form, OPNAV 1420/1 (REV. 10-02). This application can be found on the BUPERS Website in Word format. 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 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 you are applying by placing an **X** in the box next to the appropriate program. Check **all** programs for which you are applying. Please note the requirements for each program. For duplicate program submission, send package to appropriate address.

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, Nurse Corps, and Submarine). This information is required for OCS, LDO and CWO (maximum two designators for LDO/CWO applicants), 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, please indicate as applicable.

Blocks 4 and 5. Self-explanatory.

Block 6. (LDO/CWO applicants only fill out 6a and 6b unless applicant is a naturalized citizen.) U.S. citizenship is a legal requirement for all commissioned officers (10 U.S.C 532); therefore, you must 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 your 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 Verification of Birth (Form DD 372). When using the Form DD 372, your Personnel Office or Executive Officer must sight your original birth certificate and sign in the appropriate block of the form and list the date that the original document was sighted. Other valid forms of proof of U.S. citizenship include Naturalization and Citizenship Certificates and the U.S. passport. In these cases, your Personnel Office or Executive Officer must complete the Verification of Birth (Form DD 372) or a NAVPERS 1070/613. When using the NAVPERS 1070/613, please ensure administrative remarks are made to cite the original documents, Immigration and Naturalization Service registration number place and date issued. (DO NOT SEND IN ORIGINALS).

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, and LDO/CWO applicants)

Block 9. Unit Identification Code (UIC): Contact your 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 3 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 MECF or MSC IPP should forward a copy of their PFT record with application.

Block 20. Self-explanatory. (Attach separate sheet if more space is necessary.)

EDUCATION SECTION

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

Block 22. College. Provide the required data if applicable. If you have not completed your baccalaureate degree, and are 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. High School Transcript. Self-explanatory.

2 May 2003

PERSONAL HISTORY

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

Block 25. Service Schools. Attach your SMART transcript. List any Service Schools that were attended for a 2-week duration or longer that are not listed on the SMART. Not required for LDO/CWO.

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, MWR 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 you were selected or attended. In the block provided in the Personal Statement sections of this application, include a brief explanation of your reason for withdrawing from the program.

PERSONNEL SECURITY INFORMATION. This section is applicable to OCS, MECP and MSC IPP applicants only. All other programs, not applicable.

Blocks 32 through 34. Provide the information as indicated. Your Security Manager **must** obtain verification from Department of Navy Central Adjudication Facility (DONCAF) that you possess the appropriate entrance agency check. Your Command Security Manager or Executive Officer must sign in the blocks provided that

verification was made with DONCAF and that you possess the appropriate entrance investigations. **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 SF 86 (EPSQ version 2.1 or higher) with the Officer Programs Application. OCS applicants for Special Duty Officer programs in Intelligence, Cryptology or Nuclear Power designators will require a Special Background Investigation and applicants may be required to submit a Personnel Security Questionnaire (SF 86 EPSQ version 2.1 or higher) 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 BUPERS orders.

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

Additional Application Requirements

Personal Statement. Use the space provided to answer questions 1 and 2 and, if applicable, question 3. Your personal statement 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.

Financial Statement (OCS applicants only). Use the space provided to answer questions 1 through 6. If handwritten, it must be legible.

Commanding Officer Recommendation. To be completed by your Commanding Officer. Please note that duplicate applications require original signature.

Request For College Transcript. To be completed and signed by the applicant. You must provide transcripts from all colleges you attended. Detach transcript request from application form and send it 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.

OPNAVINST 1420.1A
2 May 2003

Request for High School Transcript

To be completed and signed by the applicant. Provide certified copies of transcripts from all high school attended.

Applicant's Name (Last, First, MI) _____

Rate/Rank _____

SSN _____

MILITARY INFORMATION

14. Time in Rate _____ (dd/mm/yy)

15. Branch of Service and Component (Check appropriate block)

USN USNR USNR-R USMC USNR (TAR) Other (Specify) _____

16. Warfare Qualification(s)

(1) _____ (2) _____ (3) _____ (4) _____

17. Active Duty Service Date _____ (dd/mm/yy)

18. TESTING SCORES (See specific chapters per officer program) (Not required for LDO/CWO)

TEST	SCORES	TEST	SCORES
AFQT		GRE	
VE		GMAT	
AR		P/FOFAR	
SAT/ACT		P/FOBI	
		OAR	
		AQT	

19. PRT INFORMATION Provide the following information for the last three consecutive official PRTs. (For Marine personnel applying for MECF or MSC IPP provide a copy of your PFT record.) (Not required for LDO/CWO)

Date of PRT	Final Score	Overall Score	Run/ Swim	Sit Ups	Push Ups	Height	Weight	Percent Body Fat
		<input type="checkbox"/> O <input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> F						
		<input type="checkbox"/> O <input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> F						
		<input type="checkbox"/> O <input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> F						

PRT Coordinator (Print Name and Rate/Rank) _____

PRT Coordinator Signature and date _____

20. DUTY ASSIGNMENT HISTORY (List last 5 commands)

Dates (from/to)	Position (Primary Duty)	Command
PRESENT		

* attach separate sheet if more space is necessary

FOR OFFICIAL USE ONLY (When filled in)

Applicant's Name (Last, First, MI) _____ Rate/Rank _____ SSN _____

EDUCATION

21. **HIGH SCHOOL:** (For LDO/CWO attach proof of GED if not a High School Graduate) (Not required for OCS, MECP, and MSC IPP)
- a. High School Graduation Date _____ (dd/mm/yy)
 - b. High School(s) Attended (Name & location):
 - (1) _____
 - (2) _____
 - (3) _____
 - c. **GED Date** _____ (dd/mm/yy)
22. **COLLEGE:** (Attach one certified copy of all college transcript(s))
- a. Associate's Degree _____ Date of Degree _____
 - b. Bachelor's Degree _____ Major _____ Date of Degree _____
 - c. Number of college credits if Bachelor's Degree is not complete _____
 - d. Anticipated date of graduation if Bachelor's Degree is not complete _____
 - e. Graduate Degree _____ Major _____ Date of Degree _____
23. **Degree Preference** (Not required for OCS, MECP, and LDO/CWO.)
- a. Desired Course of Study (Major) _____
 - b. University Preference(s):
 - (1) _____ (3) _____
 - (2) _____ (4) _____

PERSONAL HISTORY

24. **Personal Awards** (Attach one copy of each award citation)

AWARD	COMMAND (Short Title)	Date Awarded

* attach separate sheet if more space is necessary

25. **Service Schools** (SMART Transcript is not required for LDO/CWO.)

Name and Location of School Attended	Date of School	Class Standing (if applicable)

* attach separate sheet if more space is necessary

26. **Correspondence Courses** (Exclude rate required courses.)

Correspondence Course Title	Date Completed

* attach separate sheet if more space is necessary

Applicant's Name (Last, First, MI)

Rate/Rank

SSN

27. Extracurricular Activities

1.
2.
3.
4.
5.

28. Special Abilities: (List all foreign language skills; flying experience, including airframe and hours; computer skills, etc.)

1. _____

2. _____

3. _____

29. Civil/Military Offense(s) (List all incidents except minor offenses that impose a fine of \$300.00 or less, exclusive of court charges) Have you ever been cited, arrested, convicted, or fined for any violation of any law or ordinance? Yes No. If yes, give complete description of incident(s). State where and when each incident occurred, the nature of offense(s), and the date and disposition of case(s). (Include NJPs and Courts Martial). **NOTE: FAILURE TO REPORT ANY SUCH INCIDENT MAY BE GROUNDS FOR WITHDRAWAL OF AN OFFER OF ACCEPTANCE INTO A COMMISSIONING PROGRAM.**

Offense(s)	Place of Offense(s)	Disposition of Offense(s)	Date of Disposition(s)

* attach separate sheet if more space is necessary.

30. Drug Use/Alcohol Related Incidents **NOTE: FAILURE TO REPORT ANY SUCH INCIDENT MAY BE GROUNDS FOR WITHDRAWAL OF AN OFFER OF ACCEPTANCE INTO A COMMISSIONING PROGRAM.**

Drug/Alcohol Used	Amount Taken	Frequency of Use	Date Last Used

* attach separate sheet if more space is necessary

FOR OFFICIAL USE ONLY (When filled in)

Applicant's Name (Last, First, MI)

Rate/Rank

SSN

31. Previous applications/attendance to any commissioning programs

Program	Sponsor Service	Date	Results (Selected but declined position or non-selection)

* attach separate sheet if more space is necessary

PERSONNEL SECURITY INFORMATION. Required for applicants for OCS, MECP, and MSC IPP ONLY. This section MUST be completed by the Command Security Manager. Applications will be returned if this section is not completed. NOTE: If you possess a current background investigation, the Electronic Personal Security Questionnaire (EPSQ) is NOT required. See Chapters 4, 5, and 6 for further guidance.

32. Type of background investigation. ENTNAC NAC OTHER

33. Investigating Agency e.g., DOD, FBI, State Department _____
 Date of Investigation _____

34. Command Security Manager verification of current ENTNAC or NAC.

Security Manager Name and Rank (Print)	Work Phone
Security Manager Signature and Date	DSN

35. Initial one of the following two blocks: I certify that I ___ am/ ___ am not under BUPERS permanent change of station (PCS) orders. If I am, I further certify that my command has advised BUPERS by message to hold my orders in abeyance, and that I will not transfer prior to final disposition of my application. (For OCS applicants only.)

PRIVACY ACT

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; Title 10 United States Code, Section 532, and 2122, 12209, 12241 which prescribes qualifications for appointment in the Armed Forces of the United States, information regarding your educational background, involvement with law enforcement agencies, juvenile, traffic, criminal, or other, including foreign countries, drug usage, physical problems or prior processing, whether for U.S. Navy or branches of the services not withstanding. Executive Order 9397 authorizes the solicitation of the Social Security Number (SSN). Deliberate concealment or false representations may result in disenrollment, and the Uniform Code of Military Justice (UCMJ) Article 83 authorizes a fine and/or imprisonment for fraudulent appointment.

PRINCIPAL PURPOSES: To determine the applicant's eligibility for appointment into the United States Navy. The information provided is **FOR OFFICIAL USE ONLY** and may become a permanent part of your service record and will be maintained and used in strict confidence in accordance with Federal Law and Regulations. The Social Security Number will be used to verify, identify, and locate existing records.

ROUTINE USES: To obtain background information from the application to determine applicant's qualifications for commission and programs leading to commission. If prosecuted by the Federal Government for fraudulent appointment, the collected information may be released to the Department of Justice.

DISCLOSURE: 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.

I certify that the above information is correct. (Please note, duplicate applications require original signature.)

Applicant's Signature _____ Date _____

Applicant's Name (Last, First, MI)

Rate/Rank

SSN

PERSONAL STATEMENTS (Cont.)

3. Address any waiver requests, for example age, education, Time in Service, Time in Grade, requirements, etc. (If applicable)

FOR OFFICIAL USE ONLY (When filled in)

Applicant's Name (Last, First, MI) _____

Rate/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	<input type="checkbox"/>				
Professional Performance	<input type="checkbox"/>				
Personal Appearance	<input type="checkbox"/>				
Teamwork	<input type="checkbox"/>				
Technical/Rating Knowledge (if applicable)	<input type="checkbox"/>				
Academic Potential	<input type="checkbox"/>				
Officer Potential	<input type="checkbox"/>				
Motivation for Program	<input type="checkbox"/>				
Overall Evaluation	<input type="checkbox"/>				

Does the candidate meet all physical requirements? Yes No

Is the candidate world wide assignable? Yes No

Is the candidate under BUPERS PCS orders? Yes No. If yes, I certify that my command has advised BUPERS by message to hold orders in abeyance, and that I will not transfer the member prior to final disposition of application.

Member ranked ____ out of ____ current applicants for the same program from my command.

Remarks. Please provide in the space on the next page your personal recommendation and certification that the applicant meets eligibility requirements for the programs for which he/she is applying. Also provide amplifying information which would help a board in making a selection determination. Address and make recommendation if applicant requests a waiver of any program eligibility requirement. (For LDO/CWO applicants only: Address qualifications for each designator listed in application. No "By direction" signatures will be accepted.)

COMMANDING OFFICERS RECOMMENDATION

(For OCS candidate(s), include date available for transfer. I further certify that the member is not under orders, or if under orders that I have complied with direction not to transfer member until final disposition of applicant package.) By your signature you are certifying that this candidate meets program eligibility requirements and that any waiver request(s) has been addressed. **Please note duplicate applications require original signature.**

Signature _____
OPNAV 1420/1 (Rev. 07-02)

Date _____
Page 10 of 14

FOR OFFICIAL USE ONLY (When filled in)

Applicant's Name (Last, First, MI) _____

Rate/Rank _____

SSN _____

REQUEST FOR HIGH SCHOOL TRANSCRIPT

PRINT NAME IN FULL (Last, First, Middle) _____

BIRTHDATE _____

SOCIAL SECURITY NUMBER _____

GRADUATION YEAR _____

NUMBER OF TRANSCRIPTS REQUESTED _____

Send transcript to: (Address) _____

Check or Money Order enclosed \$ _____

I authorize release of my high school transcript.

SIGNATURE _____

DATE _____

(TO BE COMPLETED BY SCHOOL OFFICIAL!)

Instructions: The student named above is applying for an officer program in the U.S. Navy. Please complete, as accurately as possible, this part of the form. The Scholarship Selection Board uses a transcript of grades in reviewing an applicant's record.

1. In addition to courses taken (or in progress) and grades received, it is essential that the transcript reflect rank in class along with the most complete academic record to include test results such as NMSQT, CEEB'S, ACT'S, and other national examinations.
2. Important! Please submit this information immediately.
3. Return completed form and transcript signed or stamped by a high school official to the activity indicated above. (Also, include a profile of the graduating class, if possible.)

Candidates Cumulative GPA: _____ GPA Scale: _____ Rank in Class: _____

Percentage of Graduating Class expected to enter: 4 YR College _____

2 YR College _____

School ETS Code: _____

Did this student take any:

Honor Courses		Accelerated Courses		Advance Placement Courses		Not Available	
<input type="checkbox"/> YES	<input type="checkbox"/> NO						

Are all Honor, accelerated, and advance placement courses given extra credit in computing:

Ranking in Class Yes No

Grade Averages Yes No

Is applicant from a minority group or disadvantaged background: Yes No.

Applicant's Name (Last, First, MI) _____ Rate/Rank _____ SSN _____

HIGH SCHOOL TRANSCRIPT CONTINUES

If yes, which: Minority
 Disadvantaged (specify in comment area)

Official Name of School _____

Street Address _____

City _____ State & Zip _____ School Telephone _____

Ranking Period (Month & Year): _____

Indicate how grade point average and rank were determined if profile not available.

If rank is not available, please check placement percentile below:

Top 5% 10% 20% 30% 40% 50% Lower 50%

Comments: (Additional information, which may be significant in considering the applicant.)

Date Title Signature Print Name

FOR OFFICIAL USE ONLY (When filled in)

Applicant's Name (Last, First, MI) _____ Rate/Rank _____ SSN _____

REQUEST FOR COLLEGE TRANSCRIPT

To be completed by applicant

Name of University/College _____

Street Address _____

City _____

State _____

Zip Code _____

Name on transcript _____

Dates attended _____

Year of graduation _____

Degree: (college only) _____

Number of transcripts requested _____

Check or money order enclosed \$ _____

Send transcript to:

Signature: _____ Date: _____

SEND THIS FORM ALONG WITH APPROPRIATE MONEY ORDER OR CHECK TO THE UNIVERSITY OR COLLEGE.

Applicant's Name (Last, First, MI)

Rate/Rank

SSN

FINANCIAL STATEMENT FOR OCS

** If yes to questions 1 through 6, please ensure you provide the **MONTH, YEAR, TYPE OF ACTION, AMOUNT, NAME ACTION OCCURRED UNDER, NAME AND ADDRESS OF COURT OR AGENCY HANDLING CASE, STATE, ZIP CODE.**

1. In the last 7 years, have you filed a petition under any chapter of the bankruptcy code? Yes No

2. In the last 7 years, have your wages been garnished? Yes No

3. In the last 7 years, has any of your property been repossessed? Yes No

4. In the last 7 years, has a lien been placed against your property for failing to pay taxes or other debts? Yes No

5. In the last 7 years, have all judgments against you been paid in full?
 Yes No. If no, indicate payment plan and last projected payment.

6. In the last 7 years, have you been over 180 days delinquent on any debt(s)?
 Yes No

Are you currently over 90 days delinquent on any debt(s)? Yes No

If yes to either provide: Date debt incurred (mm/yy), date satisfied (mm/yy), amount, type of loan or obligation and account number, name and address of creditor or obligee, include state and zip.

FOR OFFICIAL USE ONLY (When filled in)

INTERVIEWER'S APPRAISAL SHEET

(See information on next page before completing) **TYPE OR PRINT LEGIBLY**

NAME (Last, first, middle)	PROGRAM FOR WHICH APPLYING	DATE
-----------------------------------	-----------------------------------	-------------

PERSONAL QUALITIES

DESCRIPTIVE: (Observe the applicant and write 6 adjectives or phrases which you believe to be most descriptive of the applicant)

1.	2.	3.
4.	5.	6.

EVALUATIVE: Consider the applicant as a potential naval officer, and evaluate him/her on the following:

APPEARANCE AND POISE	*OUTSTANDING	EXCELLENT	GOOD	ADEQUATE	*UNSATISFACTORY						
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
ORAL COMMUNICATION AND EXPRESSION OF IDEAS	*OUTSTANDING	EXCELLENT	GOOD	ADEQUATE	*UNSATISFACTORY						
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
LEADERSHIP POTENTIAL	*OUTSTANDING	EXCELLENT	GOOD	ADEQUATE	*UNSATISFACTORY						
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
YOUR WILLINGNESS TO HAVE INDIVIDUAL SERVE UNDER YOUR COMMAND WHEN COMMISSIONED	PARTICULARLY LIKE TO HAVE	PREFER TO MOST	BE PLEASED TO HAVE	BE SATISFIED WITH	PREFER NOT TO HAVE						
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	10	9	8	7	6	5	4	3	2	1	0
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: (A summary statement evaluating the applicant is required. All extreme ratings marked by an (*) should be further commented upon on this page.)

MOTIVATION					
PROGRAM MOTIVATION (Indicate the applicant's motivation for the program for which applying)	VERY HIGHLY MOTIVATED FOR PROGRAM	DEFINITELY MOTIVATED FOR PROGRAM	MOTIVATED FOR NAVY. PROGRAM NOT IMPORTANT	MOTIVATED FOR COMMISSION PROGRAM AND SERVICE NOT IMPORTANT	UNABLE TO DETERMINE
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
POTENTIAL					
POTENTIAL AS A CAREER NAVAL OFFICER (Complete for all commissioning programs)	OUTSTANDING (1)	EXCELLENT (2)	GOOD (3)	AVERAGE (4)	LESS THAN AVERAGE (5)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: (Supplement or qualify the motivation rating and potential as a career naval officer, as appropriate.)

SIGNATURE OF INTERVIEWER	TYPED OR PRINTED NAME OF INTERVIEWER	GRADE, CORPS (if any) DESIGNATOR BRANCH OF SERVICE
--------------------------	--------------------------------------	--

INFORMATION FOR COMPLETING INTERVIEWER'S APPRISAL SHEET

1. The purpose of the interview is to evaluate accurately and impartially the characteristics of the candidate to determine potential as a commissioned officer and motivation toward service in the Navy.
2. The interview should take a minimum of 15 minutes. A period of 15-30 minutes is usually adequate, although more time may be necessary on occasion.
3. Discussion topics should draw out the applicant. Suggested topics include: Navy programs, service life, school experience, personal interest, goals in life, current events, sports, family attitude toward application, and any others suggested by a review of the application file.
4. Marking is difficult. Your judgments forms an important part of each applicant's file, and usually represent the only personal contact with the applicant reported by an official of the Navy. Be fair and impartial, neither too easy nor too hard on the applicant. Mark only on what you have observed personally, not on the opinions or comments of others.
5. No marks should be put on this form until the interview has been completed.
6. If it appears that the space for comments will not be sufficient, phrases may be used rather than complete sentences.
7. Below is a checklist of characteristics which interviewing officer can observe of adjectives which can be used to describe these characteristics in applicants. This is meant only to assist the interviewer in preparing for the interview and in making a written evaluation after the interview. It is not intended to be all-inclusive.

Characteristics/Descriptive Adjectives:

BEARING

Good posture
Slouch
Forceful
Apathetic
Casual
Formal

GROOMING

Careless
Neat
Clean
Unclean
Well-dressed
Inappropriately dressed

COMPOSURE

Poised
Awkward
Relaxed
Nervous
Confident
Insecure

ATTITUDE

Sincere
Flippant
Enthusiastic
Indifferent
Cooperative
Uncooperative
Contentious
Pleasant
Forthright
Secretive
Arrogant
Modest

ORAL EXPRESSION

Articulate
Inarticulate
Responsive
Unresponsive
Taciturn
Loquacious

GENERAL IMPRESSION

Impressive
Unimpressive
Dull
Interesting
Mature
Immature

VOICE QUALITY

Strident
Soft spoken
Speaks clearly
Inaudible

Chapter 3

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

1. Purpose. This chapter has been revised to incorporate current policy and should be reviewed in its entirety. Also, please refer to the NAVADMIN that the USNA releases each year announcing application deadlines.

2. Summary of Changes

a. Enlisted members who apply to the U.S. Naval Academy 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. All applicants must obtain a nomination from an official source. Applicants should apply to all categories of nominations for which they qualify. The Secretary of the Navy may appoint 170 enlisted members of the Regular and Reserve Navy and Marine Corps to the Naval Academy each year. Fleet applicants MUST apply for a SECNAV nomination. Reservists must be on active duty, or must be members of a drilling unit of the Reserve, be recommended by their commanding officer, 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.

c. Detailed nomination procedures and sample formats for each nomination category are provided in the Naval Academy catalog, or on the Naval Academy's web page at www.usna.edu. Catalogs can be obtained by contacting the Naval Academy Admissions Office at:

U.S. Naval Academy
Admissions Office
117 Decatur Road
Annapolis, MD 21402
(410) 293-4361/DSN 281

d. Admission applications can be completed via the Naval Academy web page at www.usna.edu/Admissions/pre-application, or by requesting a questionnaire through the mail by calling the Fleet Coordinator at (410) 293-1840/DSN 281. Once named an official candidate, the applicant will receive a complete candidate application packet through the mail.

Enclosure (1)

2 May 2003

3. Reference

(a) U.S. Naval Academy Catalog

4. Program Information

a. The U.S. Naval Academy 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 Bachelor of Science degree. Students at the Naval Academy are Midshipmen, U.S. Navy, receiving pay of a midshipmen plus tuition, room and board. Candidates report to the Naval Academy usually in late June or early July for Plebe Summer. Graduates are commissioned as Ensigns, U.S. Naval Reserve, or as Second Lieutenants, U.S. Marine Corps Reserve. The minimum service obligation is 5 years active duty and 3 years Reserve upon initial appointment.

b. The Naval Academy Preparatory School (NAPS) provides intensive instruction and preparation for the academic, military and physical training at the Naval Academy. 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 the Naval Academy are offered and those who accept the appointment report in late June or early July with the incoming class.

c. Any enlisted man or woman in the Navy or Marine Corps, or the Naval or Marine Corps Reserve on active duty may apply. In addition, enlisted members who apply to the Naval Academy 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.

5. Eligibility Requirements For Admission

a. U.S. citizenship is required. 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 the Naval Academy. 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 Article 15, Uniform Code of Military Justice, or conviction by civil court for misdemeanors

2 May 2003

(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 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 Physical Education gear (gym clothes). 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. The Secretary of the Navy may appoint 170 enlisted members of the Regular and Reserve Navy and Marine Corps to the Naval Academy each year. **Fleet applicants MUST apply for a SECNAV nomination.** Reservists must be on active duty, or must be members of a drilling unit of the Reserve, be recommended by their commanding officer, 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 the Naval Academy catalog, or on the Naval Academy's web page at

Enclosure (1)

OPNAVINST 1420.1A

2 May 2003

www.usna.edu. Catalogs can be obtained by contacting the Naval Academy Admissions Office at:

U.S. Naval Academy
Admissions Office
117 Decatur Road
Annapolis, MD 21402
(410)293-4361/DSN 281

g. Scholastically qualified as determined by the Naval Academy based upon:

(1) An 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 Scholastic Aptitude Test (SAT) or the American College Testing (ACT) Program Test. These tests must be no more than 2 years old upon applying for the Naval Academy. To increase competitiveness these tests should be taken within 1 year. **To be considered for a Secretary of the Navy nomination, a candidate should obtain an SAT score of 550 Math and 500 Verbal, or ACT scores of 24 Math and 22 English.** These scores are not competitive for entrance into the Naval Academy, 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 Naval Academy Admissions Office at (410) 293-1840/DSN 281.

h. Recommended in writing by his/her commanding officer.

6. Application Submission Procedures and Deadlines

a. Apply for admission by filling out a Preliminary Application. This can either be done via the Naval Academy web page at: www.usna.edu/Admissions/pre-application, or by requesting a questionnaire through the mail by calling the Fleet

Enclosure (1)

2 May 2003

Coordinator at (410) 293-1840/DSN 281. Also, refer to the annual NAVADMIN that the USNA releases detailing application deadlines and procedures. Once named an official candidate, the applicant will receive a complete candidate application packet through the mail. To ensure the candidate packet is received by the applicant in a timely manner, a complete mailing address where the applicant is currently stationed should be provided on the Preliminary Application. The earlier an applicant applies the better; therefore forms should be completed and returned to the Academy as soon as possible. **Candidate packets 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 Secretary of the Navy (SECNAV) nomination via the chain of command to the commanding officer for endorsement and recommendation. **(Format provided in Appendix A-2 and A-3). SECNAV nomination requests must be received by the Academy's Admissions Office no later than 31 January of the year in which the applicant desires admission.**

c. Submit official SAT or ACT test scores to USNA. If a test was not taken, applicants must register and pay for SAT or ACT tests, and request that the results be sent to the Naval Academy. (**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

The Naval Academy will not accept SAT test scores from tests taken after January, and ACT tests scores from tests taken after February of the year for which the service member desires admission to the Naval Academy. 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 the Naval Academy, the applicant should contact the appropriate testing agency and request that the scores be forwarded. It is the

Enclosure (1)

2 May 2003

service member's responsibility to ensure that official scores are forwarded to the Naval Academy.

***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.

7. Specific Information and Guidance for Commanding Officers

a. Upon receipt of a Secretary of the Navy nomination request letter, the commanding officer will interview the applicant personally according to the following guidance:

(1) Ensure the applicant has a thorough understanding of the military, academic and physical rigors of the Naval Academy, and that he/she understands and appreciates the demands of the career upon which he/she is 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 Naval Academy 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 Naval Academy's Admissions Board will remain the final authority on whether a member meets the academic requirements based on a "whole person assessment".**

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

d. In those instances in which the deployed status of a ship, squadron or Marine unit makes communications by letter

2 May 2003

impractical, commanding officers may submit a message (sample format in Appendix A-5) in lieu of Appendix 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. The Naval Academy will advise those selected for direct appointment usually by May; those selected for the Naval Academy Preparatory School will usually be notified by June.

8. Administrative Information

a. Change of address

(1) 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 the Naval Academy (normally issued about 15 April).

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 the Preparatory School. NAPS graduates who are appointed to the Naval Academy must have a minimum of 24 months active obligated service as of 1 July of the year that they will enter the Naval Academy. Members who do not have the requisite minimum obligated service must agree to extend their enlistment utilizing NAVPERS 1070/621 or NAVPERS 1070/622. 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 Sailors that disenroll from the Naval Academy/NAPS for reasons other than acceptance of a commission or a physical disability will revert to the enlisted status held

Enclosure (1)

2 May 2003

immediately prior to entry to the Naval Academy/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 (Naval Academy) 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) Naval Academy graduates, upon appointment, are required to serve on active duty for a minimum of 5 years active and 3 years 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 Naval Academy or NAPS. A service member wishing to withdraw should decline transfer orders and notify the Naval Academy Admissions Office Fleet Coordinator at (410) 293-1840/DSN 281.

(2) Commanding officers shall immediately inform the Dean of Admissions, U.S. Naval Academy 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 the Naval Academy/NAPS 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 to the Naval Academy or NAPS.** If a transfer directive is received, commanding officers shall notify the orders originating authority that the individual has applied for appointment to the Naval Academy and that orders be held in abeyance until notification of selection or non-selection. If the applicant is selected, the commanding officer shall notify the orders originator that the individual

2 May 2003

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) 293-1840/DSN 281.

(2) Transfer directives will be issued by the Chief of Naval Personnel. Commanding officers shall ensure that no person ordered to the Naval Academy or NAPS is transferred without the required obligated service. Transfer directives are normally issued in June, ordering candidates to report to the Naval Academy 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 the Naval Academy, as an entry deposit, which is applied to the initial uniform issue. It is strongly recommended that no advance pay be authorized for the candidate incident to transfer to the Naval Academy 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. Personnel Advancement Requirements (PAR) may be waived by the commanding officer.

9. 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) 293-1840/DSN 281

Enclosure (1)

2 May 2003

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. Enlisted applicants in paygrade E-5 and above are designated officer candidates in their present paygrades.

b. Designator change from Aerospace Engineering Duty Officer to Aerospace Maintenance Duty Officer (152X).

c. Aviation applicants must complete flight physical examinations by a naval activity having a flight surgeon attached.

d. Uncorrected vision requirement is 20/40 vice 20/30.

e. Defective color vision is NOT disqualifying for CEC, Supply, AMDO, INTEL, or Cryptology.

f. Pilot (131X) (Maritime and Rotary Wing Communities) obligation is 8 years upon community designation.

g. Officer candidates must meet two consecutive "good-low" final PRT scores for entry into the program.

h. Prospective officer candidates must certify that their command has advised BUPERS by message to hold transfer orders in abeyance, and that he/she will not transfer prior to final disposition of the application by Commander, Navy Recruiting Command.

3. Program Information

a. Officer Candidate School (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 Unrestricted Line, Restricted Line and selected Staff Corps designators. OCS is a 13-week program of intensive officer training and indoctrination located at Naval Aviation Schools Command, Pensacola, Florida. The 13-week OCS course has been designed by Navy

2 May 2003

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.

b. This 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. Members will receive specialized follow-on training after OCS to further prepare members for their initial Fleet assignment. The training candidates receive during the 13-week 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.

c. Enlisted applicants selected for the program, who are in paygrade E-4 or below are designated officer candidates and advanced to paygrade E-5 upon reporting to OCS. Enlisted applicants in paygrade E-5 and above are designated officer candidates in their present paygrades. Graduates of OCS are appointed as Ensign, U.S. Naval Reserve 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.

4. Eligibility Requirements

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

b. Age requirements. All applicants must be at least 19 years old and meet the following designator specific age limitations. (Note - all ages based upon date of commissioning i.e., completion of OCS):

Designator	Must be Commissioned Prior to Reaching Age	Waivers for Prior Enlisted Service
SWO (1165)	29	Up to 2 years
SPECWAR (1185), SPECOPS (1195)	29	Up to age 35
SWO (N) (1165), Submarine (1175)	26 ½	Up to age 29 ½
NFO (1375)	30	Up to age 32
Pilot (1395)	27	Up to age 31
Restricted Line and Staff Corps	Prior to turning 35	No waivers (<i>Title 10</i>)

(1) For Surface Warfare (1165), be at least 19 years of age and be able to complete OCS and be commissioned prior to the 29th birthday. Waivers may be considered up to the 31st birthday.

(2) For Special Warfare (1185), and Special Operations (1195), be at least 19 years of age and be able to complete OCS and be commissioned prior to the 29th birthday. Waivers may be considered up to the 35th birthday.

(3) For Surface Warfare (Nuclear) (1165) and Submarine (1175), be at least 19 years of age and be able to complete OCS and be commissioned prior to reaching 26 1/2 years of age. Waivers may be considered up to age 29 1/2.

(4) For Naval Flight Officer (1375), be at least 19 years of age and be able to complete OCS and be commissioned prior to the 30th birthday. Waivers may be considered up to age 32.

(5) For Pilots (1395), be at least 19 years of age and be able to complete OCS and be commissioned prior to the 27th birthday. Waivers may be considered up to the 31st birthday.

(6) For Restricted Line and Staff designators, be at least 19 years of age and be able to complete OCS and be commissioned prior to the 35th birthday. Waivers will not be considered. Commissioning prior to the 35th birthday is a Title 10 requirement.

2 May 2003

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 Article 15, Uniform Code of Military Justice, 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 incidents will result in disqualification.

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 Unrestricted Line 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 "B" average or better (a "C" average or better if the applicant's degree is in physics, math or engineering).

(b) One year, i.e., two semesters, two trimesters or three quarters of basic college physics (calculus based) covering the classic fundamentals of mechanics, magnetism and electricity with a "B" average or better (a "C" average or better if the applicant's degree is in physics, math or engineering).

(c) Candidates who have completed these requirements through advanced placement high school courses and have been allowed to validate these courses by their college and have taken additional courses in college beyond the minimum requirements are considered to have met these eligibility requirements.

(3) For Special Warfare and Special Operations Officer, applicants must have baccalaureate degrees. Educational and/or professional experience in mathematics,

Enclosure (1)

2 May 2003

electronics, computer technology, physics, or engineering is desired. Prior experience in diving is also desirable.

(4) For Restricted Line and Staff Corps designators, the following requirements apply for the designators specified:

(a) Cryptology (164X). 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.

(b) Intelligence (163X). 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 Intelligence is also preferred.

(c) Oceanography (180X). 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.

(d) Aerospace Maintenance Duty Officer (Aviation Maintenance) (152X). 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.

(e) Supply Corps (310X). 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.

(f) Civil Engineer Corps (510X). Applicants for the Civil Engineer Corps must have a baccalaureate degree

2 May 2003

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 (137X), Pilot (139X), and Aerospace Maintenance Duty Officer (152X) applicants must take the Aviation Selection Test Battery (ASTB). The test consists of these sub-tests: Math/Verbal (MVT), Mechanical Comprehension Test (MCT), Spatial Apperception (SAT), and Aviation/Nautical Information (ANT). These tests combine to give an Aviation 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	3	4
NFO	3	4
AMDO	3	0

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

f. Physical Qualifications. Applicants must be physically qualified for appointment in the Unrestricted Line, Restricted Line, or Staff Corps and of excellent health and physical fitness. Applicants must notify Commander, Navy Recruiting Command (Code 31) of any significant changes to physical status; e.g., broken bones, surgery, pregnancy, etc., which occur after the physical examination is completed. Most common disqualifying conditions for URL include: defective color vision,

Enclosure (1)

2 May 2003

eyesight uncorrectable to 20/20 (near and far), and applicants out of height, weight, and body fat standards. Most common disqualifying conditions for the RL and SC include: excessive refractive error, and applicants out of height, weight and body fat standards. Applicants must meet physical height, weight, and body fat standards at time of application, including performance at "good-low" on two consecutive PRT scores. Applicants must meet the following physical qualifications specified by designator:

(1) For Surface Warfare (1165), Surface Warfare (Nuclear), and Submarine (1175), applicants must meet the minimum qualifications for commissioning in the Unrestricted Line.

(2) For Special Warfare (1185) and Special Operations (1195), applicants must meet the minimum qualifications for commissioning in the Unrestricted Line. Applicants must also be able to pass a special warfare physical fitness test consisting of a 1.5 mile run, a 500-yard swim test, pushups, sit-ups, and pull-ups. There are no minimum scores, but the following scores are considered competitive:

	Combined Swim and Run Time	Pushups	Sit-ups	Pull-ups
Special Warfare	17 mins or less	100	100	20
Special Operations	19 mins or less	75	75	15

(3) For Naval Flight Officer (1375), applicants must be physically qualified and aeronautically adapted for duty involving flying as Naval Flight Officers. They must also qualify under the Anthropometric Classification System.

(4) For Pilot (1395), applicants must have at least 20/40 uncorrected vision correctable to 20/20, normal color and depth perception. They must also qualify under the Anthropometric Classification System.

(5) For Restricted Line and Staff Corps applicants must meet the minimum qualifications for commissioning in the Restricted Line or Staff Corps.

g. Marital status/number of dependents. No restrictions. Single parents or applicants who are married

2 May 2003

to a service member and have dependents must submit a statement of dependent care indicating arrangements for care of their dependents during training and other periods of absence.

h. The Personnel Security Questionnaire (SF 86) is required for all applicants who do not possess a current Entrance National Agency Check (ENTNAC) or a National Agency Check (NAC). The Command Security Manager should assist applicants in determining whether the appropriate agency check is on file with Department of the Navy Central Adjudication Facility (DONCAF). Applicants who do not have either a valid ENTNAC or NAC must include a completed SF 86 with the Officer Programs Application.

i. Commanding Officer. Applicants must be recommended by their commanding officers.

3. Application Submission Procedures and Deadlines.

a. Applicants must fill out the Officer Programs Application form contained in Chapter 2 of this manual and submit it via their chain of command to the Commander, Navy Recruiting Command.

b. There is no specific deadline for applications as selections are made on a continuous basis throughout the year except for Public Affairs Officer (PAO). PAO selections are held annually and packages are typically received between July 1 and Aug 31 as specified by the NAVADMIN message. Application processing and review will normally take 4 to 6 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 eligible.

4. Information and Guidance for Commanding Officers. Upon receipt of an application the commanding officer will:

a. Interview and provide a recommendation using the Commanding Officer's Recommendation form included in the Officer Programs Application. Ensure that the applicant meets all eligibility criteria and identify and make recommendations in cases where waivers are required.

2 May 2003

b. Forward applications to:

Commander, Navy Recruiting Command
NSA Mid South, BLDG 784
Code 31
5722 Integrity Drive
Millington, TN 38054-5057

5. Information and Guidance for Applicant Interviews

a. A minimum of three officer interviews is required. Interview the applicant personally following the guidance on the back of the NAVCRUIT 1100/13 (Interviewer's Appraisal Sheet) in the Officer Programs Application (Chapter 2).

b. Interviews can be conducted separately or simultaneously by a panel of officers. The officer(s) conducting the interviews should be in pay grades 0-3 and above if possible, and only one of the interviewing officers can be in the applicant's immediate chain of command. At least one interviewer should be in the designator for which the applicant is applying.

6. Medical Examination Information. Applicants are required to complete a full physical when applying for program. Include the Report of Physical Examination (SF 88) and the Report of Medical History (SF 93) with the application. The following must be included with the Physical Examination document:

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

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

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

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

e. A Farnsworth Lantern test (no exceptions) must be administered to determine color vision. Defective color vision is disqualifying for the URL. No waivers will be

2 May 2003

considered. Defective color vision is not disqualifying for CEC, Supply, AMDO, INTEL, or Cryptology.

f. Depth perception tests are required for Pilot applications.

g. Intraocular Tension must be completed.

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

i. Regardless of date of physical exam, selectees will be required to have an HIV test within 1 year upon application for the program. Record of HIV test results must be included with the Physical Examination document.

j. In accordance with the Manual of the Medical Department, Chapter 15, for Special Warfare Officers (in Training)-1185 and Special Operations Officers (in Training)-1195, the Bureau of Medical and Surgery (MED 21) must review the Report of Medical Exam (SF 88) indicating in block 77 qualifications for diving duty and/or combat swimmer and stamped by MED 21 that the package is Physically Qualified (PQ) for diving and/or combat swimmer duty.

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

7. Administrative Information

a. Change of address. Applicants must notify the Commander, Navy Recruiting Command (Code 31) in writing of any change in mailing address.

b. Service Obligation

(1) Applicants for OCS programs must have at least 6 months of obligated service remaining on current enlistment upon receipt of orders to OCS. 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)". The following statement of understanding should be included

Enclosure (1)

2 May 2003

with the reason for extension of enlistment: "I understand that upon selection for Officer Candidate School, 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. The Commander, Navy Recruiting Command (Code 31) should be notified immediately if an applicant who receives orders does not desire to extend his/her enlistment in order to qualify.

(2) An Enlisted Navy Career Options 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 candidates decline to accept an appointment as a commissioned officer, they will remain in their enlisted rate in the Navy or Naval Reserve and be made available for general assignment. Disenrolled members will be required to serve time remaining of their current obligation.

(4) Upon graduation from OCS and initial appointment, officers are required to serve the following minimum period of active service:

Community/Designator	Active Duty Obligation
Surface Warfare (Conventional) (111X), Special Warfare (113X), Special Operations (114X)	4 years upon commissioning
Surface (Nuclear) (111X) and Submarine (112X)	5 years upon commissioning
Pilot (131X) (Maritime, Rotary Wing, or Jet Communities)	8 years upon community designation
NFO (132X)	6 years upon community designation
Restricted Line and Staff Corps	4 years upon commissioning

2 May 2003

c. 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 the Commander, Navy Recruiting Command (Code 31) (see paragraph 8 for address and phone number).

(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 commanding officer shall immediately inform the Commander, Navy Recruiting Command (Code 31) and make a recommendation if the situation warrants revoking his/her selection for the program.

d. Transfer Policy

(1) Applicants for OCS 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 commanding officer shall notify the orders originating authority that the individual has applied for selection for the OCS Program and that orders are being held in abeyance until notification of selection or non-selection. If the applicant is selected, the commanding officer should notify the order originator that the individual has been selected and that orders should be canceled. If the applicant is not selected, the command should transfer the individual and notify the orders originator that the orders have been executed.

(2) Transfer directives will be issued by the Commander, Navy Personnel Command. Commanding officers shall ensure that no person ordered to OCS is transferred without the required obligated service.

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

Commander, Navy Recruiting Command
NSA Mid South, BLDG 784
Code 31
5722 Integrity Drive
Millington, TN 38054-5057
(901) 874-9225/DSN 882

Enclosure (1)

Chapter 5
MEDICAL ENLISTED COMMISSIONING PROGRAM (MECP)

1. This chapter has been completely revised and should be reviewed in its entirety. Also, refer to the NAVADMIN released each year concerning application procedures and deadlines.

2. References

- (a) OPNAVINST 6110.1G
- (b) SECNAVINST 1120.6C
- (c) SECNAVINST 1920.6B
- (d) Manual of the Medical Department

3. Program Information

a. The Medical Enlisted Commissioning Program (MECP) is a Nurse Corps commissioning program specifically intended to provide an advancement pathway to a commissioned status in the Nurse Corps, U.S. Naval Reserve, on the active duty list. It is not to serve as a precursor to medical school (i.e. Uniformed Services University of Health Sciences), 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 previously attained a minimum of 30 transferable college credits, the opportunity to complete the requirements for a Bachelor of Science in Nursing (BSN) degree, and ultimately a commission in the Nurse Corps. Once the degree is completed, students are required to pass a State licensing exam to practice as a professional registered nurse.

b. MECP is available to members serving on active duty as enlisted personnel in any rating of the Regular Navy or Naval Reserve, (including the Training and Administration of the Reserve [TAR] Program), or the Marine Corps or Marine Corps Reserve (including Active Reserve (AR) Program). Reserves on Active Duty for Special Work (ADSW) or One, Two, or Three-Year Recalls and Canvasser Recruiters are not eligible for the program.

c. 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 Permanent Change of

Enclosure (1)

Station (PCS) basis. The naval activity may be a Naval Reserve Center or other naval command.

d. 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 those identified later in this chapter.

e. Selectees are required to complete the requirements for a baccalaureate degree in not more than 36 consecutive calendar months and attend school on a full-time, year-round basis, beginning in the Fall semester following selection. 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.

f. Selectees dropped 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.

g. Graduates from MECP must complete State licensure requirements to become a registered nurse. They are commissioned as Ensign, Nurse Corps, United States Naval Reserve, attend Officer Indoctrination School (OIS), and incur an 8-year military service obligation with a minimum of 4 years served on active duty.

4. Eligibility Requirements. To apply for MECP, applicants must meet the following requirements:

a. U.S. citizenship. Required and can not be waived. Certified copy of birth/naturalization certificate is required.

b. Age requirement. Applicants must not have reached their 35th birthday by the time of initial appointment and commissioning. The website identified in the annual NAVADMIN will specify if any age waivers will be authorized.

c. Moral character and conduct. Applicants must be of good moral character and have no court-martial conviction or civilian felony conviction. Have no conviction by civil court for misdemeanors (except minor traffic violations) during the 3 years preceding application for the program. All minor traffic

Enclosure (1)

violations must be listed on this application. For the purpose of this sub-paragraph, an offense involving driving under the influence of an intoxicant (DUI/DWI) is a major traffic violation and is disqualifying if within 4 years preceding 1 October of the fiscal year 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 MECF. 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 in a prohibited drug is ineligible for MECF.

e. Physical Qualifications. Meet the requisite Pre-commissioning/Accession physical standards for appointment as a Nurse Corps (NC) officer prescribed in reference (d), Chapter 15 (revised June 2001). 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 and waiver of the standard(s) by the Deputy Chief of Naval Personnel (DEPCHNAVPERS) acting for the Chief of Naval Personnel (CHNAVPERS). Applicants are required to submit a pre-commissioning SF 88 or DD Form 2808 and SF 93 or DD Form 2807-1 within the last 12 months (or 18 months for those applicants deployed). 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 commanding officer.

g. Education and Scholastic Aptitude

(1) Be a high school graduate. High School diplomas or equivalency certificates based upon military educational experience and general equivalency diploma (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 applied for acceptance or transfer into a baccalaureate degree in a nursing program during the fiscal year in which the selection board is held at a United States college or university and its nursing school that is accredited by the

Enclosure (1)

National Accrediting Commission (NLNAC) or the Commission on Collegiate Nursing Education (CCNE).

(3) Be able to complete any prerequisites and the requirements for a baccalaureate in nursing. Register to begin school in the fall semester following the board where member was selected, and complete degree requirements 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.

(4) 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 school applied to accepts the non-traditional credits.

(5) Scholastic Aptitude Test (SAT) or American College Test (ACT) will be required and only results from tests taken within the past 3 years from application due date will be accepted. A minimum score of 1000 SAT or 42 ACT is recommended.

h. Marital status and number of dependents. No restrictions.

i. Commanding Officer's Endorsement. Endorsement from member's commanding officer utilizing pages 2-15 to 2-16 of program application found in Chapter 2 of this instruction. No "By direction" signatures are authorized.

j. Waivers. Waivers of eligibility requirements are reviewed by Chief of Naval Operations (N131M5). Other than minor physical defects, waivers are normally not granted.

5. Application Submission Procedures

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. Applicant's service record should be complete

Enclosure (1)

and up-to-date and 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 email address in the application.

b. Applicants should complete pages 2-1 to 2-14 of the Officer Programs Application form provided in Chapter 2 of this instruction and submit via applicant's chain of command. Applicant's Commanding Officer will complete the command endorsement utilizing pages 2-15 to 2-16 of the application, and include three completed interview appraisal sheets NAVCRUIT 1100/13 (2-21 of the application) and forward to: Commander, Naval Medical Education and Training Command (NAVMEDEDTRACOM) Code OG3, 8901 Wisconsin Ave, Bethesda, MD 20889-5611 no later than the application deadline date published in the annual NAVADMIN. Appendix D is provided for package order and checklist. All packages shall contain the following:

(1) Officer Programs Application.

(2) Interviewer Appraisals. Applicants Commanding Officer will attach interview appraisals and forward with application and command endorsement.

(3) Evaluations. Copies of last 5 years. (NAVPERS 1616/26 or NAVPERS 1610/2).

(4) College Transcripts. Certified copies of official academic transcripts with a raised seal for each technical school, college, and university attended. An official copy of the Sailor/Marine American Council on Education Registry Transcript (SMART) is also required. 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: Commander, Naval Medical Education and Training Command, Code OG3, 8901 Wisconsin Ave, Bethesda, MD 20889-5611, provided they include the applicant's full name and social security number.

(5) Testing Scores. Results from SAT or ACT test taken within the past 3 years from application due date.

(6) Letter of Acceptance. An acceptance letter to a full-time bachelor degree program in nursing from an institution accredited by the National League for Nursing Accrediting

Enclosure (1)

Commission (NLNAC) or the Commission on Collegiate Nursing Education (CCNE). Program is to commence in the fall semester of the year following selection and be completed within 36 months. Individuals will not be allowed to start their degrees during the spring or summer semesters. Some schools may not formally accept students into their program until certain criteria have been met. If this is the case, a provisional letter of acceptance is sufficient for application submission. However, the letter must state that the applicant will be accepted to the program upon satisfactory completion of specific course prerequisites.

(7) Academic Degree Completion Plan (see paragraph 15 of this chapter). Plan must be signed by the school of nursing advisor AND the applicant, outlining the projected program of study and completion date and documenting the number of transfer credits the school will accept.

(8) Medical Examination. Applicants are required to complete a full accession standard physical examination (addresses commissioning standards not retention standards) completed within 12 months (18 months if applicant deployed) of application deadline, or more current if a change in health status occurs. Include the Report of Physical Examination (SF 88 or DD Form 2808) and the Report of Medical History (SF 93 or DD Form 2807-1) with the application. The following must be included with the physical examination document:

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

(b) Results of a current EKG.

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

(d) All female applicants must have Papanicolaou's Stain (PAP) and Human Chronic Gonadotropin (HCG) tests results documented.

(e) Results of HIV test taken within last 18 months shall be included with the physical examination documentation.

(f) Complete eye exam, must include refraction.

(9) Proof of Birth. Certified/legible copy of Proof of Citizenship; birth certificate or certified statement signed by an official who has cited the naturalization certificate.

Enclosure (1)

(10) Security Clearance. An Electronic Personnel Security Questionnaire (EPSQ) Request for Security Clearance (SF 86) is required for all applicants who do not possess a current Entrance National Agency Check (ENTNAC) or a National Agency Check (NAC). The command security manager should assist applicants in determining whether the appropriate agency check is on file with DONCAF. Applicants who do not have either a valid ENTNAC or NAC must include a completed SF 86 with the Officer Programs Application.

(11) Statement of age. The following statement must be contained under Personal Statements of the Officer Programs Application: "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."

(12) Detailer Contact. Applicants must forward a letter to their respective detailer or assignment officer of their intent to apply for a commission in the MECF.

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

(1) Appoint and convene a board of three officers in the grade of lieutenant or above, to include one or more Nurse Corps officers, when available, to interview and evaluate each applicant. Each board member shall complete an Interviewer's Appraisal Sheet, NAVCRUIT 1100/13 (Chapter 2) assessing the applicant's motivation, potential, attitude, and maturity. A letter of recommendation and evaluation by a Nurse Corps officer is highly recommended, particularly when a Nurse Corps officer cannot be appointed to the board. Appraisals will be forwarded with package and endorsement as outlined in paragraph 5 of this chapter.

(2) Complete the Commanding Officer's Recommendation Form (OPNAV 1420/1) provided in the Officer's Program Application. No additional cover letter by the Commanding Officer is required. Recommend only those applicants who have demonstrated continued superior performance with the potential and motivation for successfully serving as a Nurse Corps officer and the academic ability to complete a demanding college curriculum. Applications without command endorsement shall be deemed ineligible. The commanding officer's endorsement shall contain:

Enclosure (1)

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

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

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

(d) A typewritten, signed copy of each board member's Interviewer's Appraisal Sheet.

(3) Ensure that each MECP applicant has been counseled as to his or her financial obligation in the MECP and the extent of benefits while enrolled.

(4) Forward applications to:

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

d. Acknowledgment of Receipt of Applications. NAVMEDEDTRACOM (Code OG3) will post a list of names of applications received on the website identified annually via NAVADMIN, which announces the date of the selection board.

e. Additional Correspondence. Candidates may submit certified copies of additional correspondence (e.g., transfer evaluations, awards/letters of appreciation or commendation, to reach NAVMEDEDTRACOM (Code OG3), 8901 Wisconsin Ave, Bethesda, MD 20889-5611 by 1 November. Letters to the board may be submitted at anytime until the convening date, however, all documents required for program eligibility must be postmarked no later than 1 November while initial application must be postmarked no later than 1 October.

f. Change of Address. Applicants must notify the Commander, Naval Medical Education and Training Command (Code OG3) in writing of any change in mailing address. Change of email address can be completed electronically through notification of Naval Medical Education and Training Command, Code OG3, at <http://www-nshs.med.navy.mil>.

Enclosure (1)

6. Selection. An annual selection board convened by CHNAVPERs will consider eligible MECp applicants. The board will recommend those applicants best qualified for appointment within authorized quota limitations established by the Chief of Naval Operations (CNO). The names of those selectees will be published by NAVADMIN.

7. 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 the Commander, Naval Medical Education and Training Command, Code OG3, 8901 Wisconsin Ave, Bethesda, MD 20889-5611. Applicants may apply to other programs, for example, STA-21. If selected for another commissioning program, applicants 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 fiscal year 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 commanding officer shall immediately inform the Commander, Naval Medical Education and Training Command (Code OG3) and make a recommendation for the individual's disenrollment from the program.

8. Transfer Policy. Transfer directives/orders will be issued by the Commander, Navy Personnel Command. Commanding officers shall ensure that no person ordered to the MECp is transferred without the required obligated service.

9. 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.

10. Appointment. Upon successful completion of a baccalaureate degree in nursing the candidate will receive a permanent appointment in the grade of Ensign in the Nurse Corps, U.S. Naval Reserve, per Title 10 U.S. Code 12203 and under the guidance of reference (b). No subsequent reversion to an enlisted status is authorized. Commissioned officers must serve the minimum years active commissioned service per Title 10 U.S. Code 6323 to be eligible for retirement. Appointees incur an 8-year military service obligation upon commissioning, 4 of which must be served on active duty.

Enclosure (1)

11. Officer Indoctrination School. Appointees must complete Officer Indoctrination School (OIS) and will be assigned to the next available class upon successful completion of the baccalaureate degree in nursing and commissioning.

12. Licensure

a. Nurse Corps officers must obtain and maintain a license to practice as a professional registered nurse 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 a Nurse Corps 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 the Deputy Chief of Naval Operations (Manpower and Personnel), 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 (c).

e. Before appointment, applicants are required to acknowledge in writing, via a page 13 entry, that they are aware of licensure requirements.

13. 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 Commander, NAVMEDEDTRACOM (Code OG3) within 15 days of notification of selection.

Enclosure (1)

b. Selectees have until 15 March of the fiscal year 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:

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

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 degree.
- (3) That the applicant has been accepted for the fall term of the fiscal year in which the application was made.
- (4) That the applicant will be able to complete the baccalaureate degree program in nursing in 36 consecutive months or less.
- (5) 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.

c. 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 commanding officer or officer in charge of the naval activity to which ordered will maintain administrative jurisdiction over the candidate during the period of instruction.

Enclosure (1)

d. Prior to detachment from his/her present command, (upon notification of selection) 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 commanding officer must counsel the selectee individually per Department of Defense Financial Management Regulations (DOD 7000.14-R Volume 7A, July 96) Chapter 9, concerning suspension of entitlement. The commanding officer 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 1306-106."

e. 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.

f. 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 Education Assistance Program (VEAP), the Admiral Boorda scholarship, or the Montgomery GI Bill (MGIB), if eligible.

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

h. Disenrollment from MECP will be the determination of Chief of Naval Operations (N131M5), based on the recommendation of Commander, NAVMEDEDTRACOM. 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

Enclosure (1)

periods served at the college/university shall count as shore duty.

i. MECP students are not required to have an annual physical, but must pass the Physical Readiness Test as required by reference (a). Further, the commanding officer or officer in charge of the unit to which the student is assigned for administrative purposes is responsible for ensuring that each student completes the Risk Factor Screening/Physical Readiness Test Results (NAVPERS 6110/2) for each biannual test cycle.

14. Action

a. Commander, NAVMEDEDTRACOM will report to the Chief of Naval Operations (N131M5) and the Bureau of Medicine and Surgery, BUMED (M131), a minimum of twice per year, the names, last four digits of their social security numbers, 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 COMNAVPERSCOM (PERS-4415V).

b. Commanding officers, 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:

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

d. For the most up to date MECP information, visit the MECP website at: <http://nshs.med.navy.mil/mecp/mecp.htm>

15. Academic Degree Plan

From: Academic Advisor for applicant
To: Commander, Naval Medical Education and Training Command,
(Code OG3) 8901 Wisconsin Ave, Bethesda, MD 20889-5611

Enclosure (1)

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**

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 (BSN) requirement 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 (AA)
(Print)

(AA) Signature/date

Title

Student Signature/date

Chapter 6

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

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

2. References

- (a) SECNAVINST 1120.8C
- (b) OPNAVINST 6110.1G

3. Program Information

a. The Medical Service Corps In-service Procurement Program, for Health Care Administration (HCA) Physician Assistant (PA), Radiation Health Officer (RHO), Environmental Health Officer (EHO), Industrial Health Officer (IHO), Entomology, and Pharmacy 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, master's, or other professional degree.

b. MSC IPP is available to the above communities for members of the Regular Navy and Regular Marine Corps, and Naval Reserve and Marine Corps Reserve on active duty, including Full Time Support (FTS), and Active Reserve (AR) serving in any rating or Military Occupational Specialty (MOS), in paygrades E-5 through E-9 at the time of application (paygrade is not waivable). Inactive-Duty Ready Reservists, Reservists on Active Duty for Special Work (ADSW), Active Duty for Training (ADT); 1-year, 2-year, or 3-year Recalls; and Canvasser Recruiters are not eligible for this program.

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

d. Candidates for the HCA, RHO, EHO, IHO, Entomology, and Pharmacy IPP must possess a qualifying degree as described

Enclosure (1)

below. All applicants who have completed a bachelor's degree, including applicants who have completed a master's, must submit official GRE, GMAT, or the appropriate test score defined within the specialty requirement completed within 5 years of application due date. There is no minimum score for GRE or GMAT, but those applicants with 1000 (combined score of verbal and quantitative) or greater for GRE and 500 (total score) for GMAT are considered competitive. Applicants with scores lower than 1000 or 500, as appropriate, should consider retaking the test to improve their score and to make themselves more competitive for selection. GRE/GMAT test scores are only one factor considered. All applicants who request to complete a bachelor's program must submit an official Scholastic Aptitude Test (SAT) or American College Test (ACT) score completed within 5 years of the application due date. The recommended score for SAT is 1000 (verbal 500, math 500) and the recommended score for ACT is 42 (verbal 22, math 22). Selectees with qualifying degrees will receive direct appointments to the Medical Service Corps in a grade commensurate with education level and degree concentration per reference (a). 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 paygrades, 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

Enclosure (1)

will be commissioned as officers in the Medical Service Corps and attend Officer Indoctrination School (OIS).

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

g. Upon commissioning selectees will incur a minimum 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 Commander, Naval Medical Education and Training Command (NAVMEDEDTRACOM). Ideally, applicants should 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, DSN 285 or 295-2289/0925, DSN 295 for guidance and processing of packages.

4. 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 States where it is illegal to copy, photocopy, or photograph birth certificates or naturalization certificates, use the Report of Birth form (DD Form 372).

b. Age requirement. Applicants must not have reached their 35th birthday by time of initial appointment and commissioning. The annual NAVADMIN will specify if any age waivers will be authorized. Age waiver, when authorized, allows an applicant to be commissioned up through the age of 39.

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

Enclosure (1)

this sub-paragraph, an offense involving driving under the influence of an intoxicant (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 the Manual of the Medical Department, 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 (BUMED) and waiver of the standard(s) by the Deputy Chief of Naval Personnel (DEPCHNAVPERS) acting for the Chief of Naval Personnel (CHNAVPERS). 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. Applicants are required to submit a pre-commissioning SF 88 or DD Form 2808 and SF 93 or DD Form 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 Electrocardiogram (EKG).

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

(4) All female applicants must have Papanicolaou's Stain (PAP) and Human Chronic Gonadotropin (HCG) tests results documented.

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

Enclosure (1)

(6) Complete eye exam, must include refraction.

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

g. Security Clearance. The Electronic Personnel Security Questionnaire (SF 86) is required for all applicants who do not possess a current Entrance National Agency Check (ENTNAC) or a National Agency Check (NAC). The Command Security Manager should assist applicants in determining whether the appropriate agency check is on file with the Department of Navy Central Adjudication Facility (DONCAF). Applicants who do not have either a valid ENTNAC or NAC must include a completed SF 86 with the Officer Programs Application.

h. All applications must be submitted by the deadline posted on the MSC IPP Webpage. Supplemental information is due by the supplemental deadline on the MSC IPP Webpage. 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.

5. Specific Eligibility Requirements for the HCA IPP Program

a. Specific HCA degree/education requirements for baccalaureate degrees:

(1) Minimum education requirement is a qualifying degree in Health Care Administration, 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) Health Care Administration areas include: Health Care Administration, 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.

Enclosure (1)

(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: Health Care Administration, 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 ideally should be accredited by the Accrediting Commission on Education for Health Services Administration (ACEHSA), 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 Health Care Administration, Business Administration with a healthcare concentration, or Public Health with a healthcare administration concentration, accredited by the ACEHSA, AACSB, or CEPH.

6. 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 Interservice Physician Assistant Program (IPAP) and an additional practicum year at the Naval Hospital, Camp Pendleton and Naval Medical Center, San Diego. Graduates receive a Bachelor of Science degree and a Master's degree.

(1) For PA applicants, minimum educational requirement is a high school diploma, GED, ASVAB or equivalent with 60

Enclosure (1)

semester hours of transferable college credit. All PA candidates must notify NAVMEDEDTRACOM Code 0G3) via their website that they intend to submit official transcripts for review with a complete list of all schools attended. This will allow NAVMEDEDTRACOM 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 webpage (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 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 transcripts 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. 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 but does not satisfy the 6 semester hours of chemistry hours required of the prerequisite courses. To be

Enclosure (1)

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 Medical service Corps Officer Community Manager CNO(N131M) shall maintain close coordination of the academic review process with BUMED, NAVMEDEDTRACOM, and the Interservice Physician Assistant Program. The Director, Officer Personnel Plans and Policy Branch (N131), Deputy Chief of Naval Operations (Manpower & Personnel) 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 webpage.

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	
Successful completion of Independent Duty Tech (IDT) meets the 6 hours of Anatomy & Physiology but does not meet the 6 Chemistry hours.		

TABLE B		
Additional Coursework	Semester Hours	Non-repetitive of Core courses
General Education (Transferable credits) 18 hours must be in the Biological & Chemistry Sciences	30 minimum (18 hours must be in the biological/chemistry sciences)	

Enclosure (1)

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 on Independent Duty (IDT) school meets these 30 hours	

7. Specific Eligibility Requirements for the Active Duty RHO
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 a 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.

Enclosure (1)

8. Specific Eligibility Requirements for the Active Duty EHO
IPP Program

a. Specific degree/education requirements for completion of baccalaureate degrees. Applicants, upon completion of baccalaureate degree in environmental health, will be commissioned and will be enrolled in a 1-year Master of Public Health degree program. Other qualifying 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 (MS) 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 grade point average on a 4.0 scale for science courses completed towards the baccalaureate degree.

Enclosure (1)

9. Specific Eligibility Requirements for the Active Duty IHO 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 Accreditation Board for Engineering and Technology (ABET) in Industrial Hygiene. A list of these programs is available at www.abih.org/Docs/abet-mih.htm. Applicants must have a 3.0 or better grade point average on a 4.0 scale.

10. 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.

11. 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

Enclosure (1)

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 40. Pharmacy College Admission Tests (PCAT) scores are required.

12. Application Submission Procedures

a. Applicants must fill out pages 2-1 through 2-10 of the Officer Programs Application form (most current) contained in Chapter 2 of this manual and submit via chain of command to the Commander, Naval Medical Education and Training Command, Officer Graduate Programs, (Code 0G3), Bethesda, MD 20889-5611 postmarked not later than the application deadline date published on the MSC IPP webpage. Appendix E is provided for package order and as a checklist. Applicant's commanding officer must attach interview appraisals and provide command endorsement. Provide a current e-mail address with your 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 8d.)

c. Applicants requesting to complete degree requirements (full-time funded training) must ensure the following is in their application:

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

(a) That the applicant has been accepted for the fall term and the applicants can complete their program within

Enclosure (1)

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 0G3), provided they include the applicant's full name and social security number.

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

13. Information and Guidance for Commanding Officers. Upon receipt of an application the commanding officer 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 1100/13 (Rev. 3-81),

Enclosure (1)

Interviewer's Appraisal Sheet. In the event that a board cannot be convened, three qualifying board members can conduct individual interviews. The Interviewer's Appraisal Sheet is to 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 Commanding Officer's Recommendation form included in the Officer Programs Application. Ensure all portions are completed and appraisals are attached and that the applicant meets all eligibility criteria. The commanding officer should not rank applicants, if there is more than one applicant from that command. The commanding officer's endorsement shall contain:

(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 (b).

(4) Typewritten, signed copy of each board member's Interviewer's Appraisal Sheet as an enclosure.

c. Forward applications to:

Commander
Naval Medical Education and Training Command
Officer Graduate Programs (Code 0G3)
Bethesda, MD 20889-5611

d. NAVMEDEDTRACOM (Code 0G3) will post a list of names of applications received on the MSC IPP webpage.

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 0G3) no later than the date posted on the website.

Enclosure (1)

f. Change of address. Applicants must notify the NAVMEDEDTRACOM (Code 0G3) in writing of any change in mailing address and change in email address. Notification can be completed electronically at NAVMEDEDTRACOM's IPP webpage.

g. Selection. An annual selection board convened by the Chief of Naval Personnel 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.

14. 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 MILPERSMAN 1306-106." Orders will be issued contingent upon reenlistment before transfer. NAVMEDEDTRACOM (Code 0G3) should be notified immediately if an applicant who receives orders does not desire to extend his/her enlistment in order to qualify. The agreement becomes binding and may not thereafter be canceled except as provided by the MILPERSMAN 1131-030.

(2) If an applicant is disenrolled from any IPP program or declines to accept an appointment as a commissioned officer, the applicant will remain in his or her enlisted rate in the Navy, Naval Reserve, Marine Corps, or Marine Corps 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.

Enclosure (1)

(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:

Commander
Naval Medical Education and Training Command
Officer Graduate Programs (Code 0G3)
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 commanding officer shall immediately inform NAVMEDEDTRACOM (Code 0G3) and make a recommendation if the situation warrants revoking his/her selection for the program.

c. Transfer Policy

(1) Applicants are not to request Permanent Change of Station (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 commanding officer 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 commanding officer 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

Enclosure (1)

individual and notify the orders originator that the orders have been executed.

15. 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.

16. Appointment. Upon successful completion of a qualifying degree, candidates will receive an appointment in the Medical Service Corps in the appropriate grade for the degree attained.

17. Officer Indoctrination School. Appointees must complete Officer Indoctrination School (OIS).

18. Inquiries. Program changes and information on applications can be located on the NAVMEDEDTRACOM (Code 0G3), MSC IPP webpage at <http://nshs.med.navy.mil>. Questions concerning MSC IPP should be addressed to:

Commander
Naval Medical Education Training Command
Officer Graduate Programs (Code 0G3)
Bethesda, MD 20889-5611
(301) 319-4520/DSN 285 or (301) 295-2289/0925/DSN 295

or

Chief of Naval Operations (N131M)
2 Navy Annex
Washington, DC 20370-5000
(703) 693-2327/DSN 223

Enclosure (1)

Chapter 7
LIMITED DUTY OFFICER (LDO) AND CHIEF WARRANT OFFICER (CWO)
PROGRAMS

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

2. Summary of Changes

a. Applicants applying must be of good moral character and have no record of disciplinary action under Article 15, Uniform Code of Military Justice, no courts martial conviction or civilian felony conviction, or conviction by a civil court for misdemeanors (except minor traffic violations (\$300.00 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. The Manual of the Medical Department, Chapter 15, defines the physically qualifications for appointment. Also, applicants must meet physical fitness standards of satisfactory-medium or higher per OPNAVINST 6110.1 at the time of application and appointment.

c. Personnel accepted to the LDO program attend leadership training via the LDO Officer Indoctrination School. Therefore Leadership Training Continuum is not required for E-6 taking the E-7 exam for the express purpose of applying for LDO.

d. Be a Chief Petty Officer (E-7 through E-9), including E-6 personnel, when notification has been received by the commanding officer that the individual is a selectee for Chief Petty Officer or that advancement to Chief Petty Officer 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 E-6 selection board eligible for E-7 may apply for LDO.

e. Active duty personnel must have completed at least 8, but not more than 16 years of active naval service. Selected Reservists must have at least 8, but not more than 16, years of Total Qualifying Federal Service.

f. Active duty and inactive duty personnel in paygrade E-9, who have completed at least 2 years TIR as of 1 October of the year in which the board convenes, shall be appointed CW03. Example: If E9 applies for FY-03 board and has 2 years TIR on 1 October 2002, the service member shall be appointed to CW03.