

Such service shall be computed from the TIR date for advancement to Master Chief Petty Officer.

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

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

i. For the active duty CWO applying for appointment to LDO, the following statement shall be included as the first paragraph in the Applicant's Personal Statement:

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

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

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

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

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

1. For Advancement in Rating, enlisted members selected for temporary or permanent officer or warrant appointments to be executed on dates after the convening dates of E-7 and E-8/E-9 selection boards are ineligible for further advancement by those boards unless formal, written declination is received by NAVPERSCOM (PERS-801G or PERS-91C) before the convening dates of the enlisted selection boards. Active Duty Temporary LDOs may still be advanced after appointment under the provisions of paragraph 723 of the Manual of Advancement (BUPERSINST 1430.16).

m. Updated address information should be sent to:

ACTIVE DUTY      Commander  
Navy Personnel Command (PERS-801G)  
5720 Integrity Drive  
Millington, TN 38055-8010  
(901) 874-3170/DSN 882  
Email: [p801G@persnet.navy.mil](mailto:p801G@persnet.navy.mil)

INACTIVE DUTY    Commander  
Navy Personnel Command (PERS-91C)  
5720 Integrity Drive  
Millington, TN 38055 -9200  
(901) 874-4515/DSN 882  
Email: [p91C@persnet.navy.mil](mailto:p91C@persnet.navy.mil)

### 3. Definitions

a. Active duty - members of the U.S. Navy and Naval Reserve on continuous active duty, including Training and Administration of the Reserve (TAR) and General Recall personnel.

b. Inactive duty - members of the U.S. Naval Reserve Ready Reserve assigned to a drilling unit (pay or non-pay), including members on ADT, AT, ADSW, OYR, PSRC, and CANREC.

### 4. Program Information

a. The Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) programs provide commissioning opportunities to qualified senior enlisted personnel (and Chief Warrant Officers). Chief Petty Officers (E-7 through E-9), E-6 personnel who are selection board eligible for E-7, and Chief Warrant Officers (applying for LTJG) may qualify for these programs. The LDO and CWO Programs are open to both active duty and Selected Reserve (SELRES)

personnel. Qualified personnel may apply for both LDO and CWO simultaneously. A baccalaureate degree is not required, however, it is encouraged. Leadership ability, military qualifications, and technical expertise remain the key factors leading to selection.

(1) Active duty personnel apply under the Active Duty LDO/CWO Program to Commander, Navy Personnel Command (PERS-801G) via their commanding officer.

(2) Inactive duty personnel apply under the Inactive Duty LDO/CWO Program to Commander, Navy Personnel Command (PERS-91C) via their unit Commanding officer.

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

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

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

b. Active duty CWOs may also seek appointment to LDO via the Active Duty LDO program.

c. Fleet Reserve personnel on active duty must reenlist in the Regular Navy to become eligible to apply for the Active Duty CWO program. Authority to reenlist Fleet Reserve personnel on active duty must be requested from Commander, Navy Personnel Command (PERS-812).

d. Students enrolled in other officer accession programs are not eligible to apply for appointment under the LDO/CWO programs. If applying for the LDO or CWO program and after the application is submitted the service member is selected for other officer accession program, the individual must inform Commander, Navy Personnel Command (PERS-801G or PERS-91C) in writing. If selected for a commission under the LDO or CWO programs, individuals will not be eligible to apply for other commissioning

programs unless a formal declination has been filed with Commander, Navy Personnel Command (PERS-801G or PERS-91C, as appropriate).

e. Selected Reservists on Active Duty for Special Work (ADSW), One Year Recall (OYR), Presidential Selected Reserve Call-up (PSRC), or Canvasser Recruiter (CANREC) duty, may seek appointment to LDO or CWO via the Inactive Duty LDO or CWO programs. If selected, they will have their active duty status terminated and will receive permanent appointments in the Naval Reserve.

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

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

6. Eligibility Requirements common to both Active Duty and Inactive Duty LDO and CWO Programs

a. Service requirement:

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

(2) Inactive duty applicants must have been serving in a drilling unit (pay or non-pay) of the Ready Reserve for at least 1 year at the time application is made, and if selected, they must remain in a drill status until the appointment is tendered. Members who were serving under Regular Navy or TAR enlistment, and who enlist in the Ready Reserve with assignment to a drilling unit (pay or non-pay) within 90 days following release from active duty do not need to complete the prescribed 1 year time period in a drilling unit.

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

c. Must be of good moral character and have no record of disciplinary action under 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.

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

e. Must be physically qualified for appointment per the physical standards outlined in the Manual of the Medical Department, Chapter 15.

f. Must meet physical fitness standards of satisfactory-medium or higher per OPNAVINST 6110.1 at the time of application and appointment.

g. Must not exceed High Year Tenure (HYT) requirements outlined in reference (b).

h. Personnel in LIMDU/HUMS (Active Duty) or Not Physically Qualified/Temporarily Not Physically Qualified (NPQ/TNPQ) Status (Inactive Duty).

(1) Active duty personnel serving in Humanitarian/Hardship (HUMS) or Limited Duty (LIMDU) assignments will not be permitted to accept their commission until the special situation is completely resolved. In the event an individual is assigned to HUMS or LIMDU on the effective date of commissioning, the commanding officer will hold the appointment in abeyance and notify PERS-801G by message or official correspondence of the circumstances. If the HUMS or LIMDU situation is not resolved within 60 days of commissioning date, the commanding officer will request further instructions from PERS-801G.

(2) Inactive duty personnel serving in Not Physically Qualified (NPQ) or Temporarily Not Physically Qualified (TNPQ) status will not be permitted to accept their commission until their status is completely resolved. In the event an individual is assigned to NPQ or TNPQ status on the effective date of commissioning, the unit commanding officer will hold the appointment in abeyance and notify PERS-91C by message or official correspondence of the circumstances. If the NPQ or TNPQ status is not resolved within 60 days of commissioning date, the unit commanding officer will request further instructions from PERS-91C.

i. Service with the Army, Air Force, Marine Corps, and/or Coast Guard may be credited to meet the minimal service requirement when it can be clearly documented, by the applicant,

that service in another branch provided the requisite training, knowledge, and expertise that directly relates to and parallels the needs and requirements of the naval service. If applicable, comments regarding experience gained in another branch of service, to include relation of the experience with the Navy's needs and requirements, should be included in the applicant's personal statement of the Officer Programs Application. The commanding officer will attest to such qualifications in his/her endorsing statement.

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

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

<u>LDO</u>	<u>CWO</u>
611x; 612x; 615x; 616x;	711x; 712x; 715x; 716x;
619x; 621x; 626x; 629x;	717X; 719x; 721x; 726x;
636x; 639x; 640x; 647x;	736x; 740x; 748x
648x	

7. Enlisted eligibility requirements for the active duty and inactive duty LDO Program. In addition to the eligibility requirements listed in paragraph 5, LDO applicants must also meet the following requirements:

a. Be serving as a Petty Officer First Class (E-6) or Chief Petty Officer (E-7 through E-9). An E-6 must have served in that capacity for at least 1 year as of 1 October of the year application is made. Such service shall be computed from the time-in-rate (TIR) date for an E-6. If broken service is involved, a PO1 must have served a total of at least 1 year as an E-6 as of 1 October of the year application is made.

b. E-6 applicants must complete all eligibility requirements for E-7 (except TIR and LTC) and must successfully compete in the annual Navy-wide examination for advancement to Chief Petty Officer, receiving a final multiple equal to, or greater than, the minimum final multiple for E-7 selection board eligibility. Personnel accepted to the LDO program attend leadership training via the LDO/CWO 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. E-6 applicants must forward a copy of their most current examination profile sheet with their application. An E-6 is exempt from the requirements of this subparagraph 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.

c. Active duty Time-in-Service (TIS) and inactive duty Total Qualifying Federal Service (TQFS) requirements:

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

(2) Inactive duty personnel must have completed at least 8, but not more than 16 years of total qualifying Federal service as of 1 October of the year application is made. Total qualifying Federal service for the purpose of this instruction is defined in Title 10, U.S.C., Section 12732 as time served with a component of the naval service. In computing the qualifying service eligibility requirement for Ready Reservists, constructive time cannot be credited.

(3) Both active duty and inactive duty Chief Petty Officers and Senior Chief Petty Officers with not more than 16 years of active duty or total qualifying federal service respectively may apply for both the LDO and CWO programs in the same application, but only one designator for each program may be requested.

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

(1) Be serving as a Chief Warrant Officer.

(2) If applying for LDO (LTJG), CWOs must have completed at least 3 years of active duty as a CWO and no more than 19 years of total active service immediately preceding 1 October of the year application is made. Such service shall be computed from initial date of rank as a CWO and active duty base date. Applicants are ineligible to apply if they are in a one-time failure to select (1x FOS) status as a CWO as of the convening date of the boards.

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

a. 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.

b. Active Time in Service and inactive duty total qualifying Federal Service requirements:

(1) Active duty personnel must have completed at least 12, but not more than 24 years of active naval service (day-for-day) exclusive of Active Duty for Training (ADT) in the Naval, Marine Corps, or Coast Guard Reserve as of 1 October of the year application is made.

(2) Inactive duty personnel must have completed at least 12, but not more than 24 years of total qualifying Federal service as of 1 October of the year application is made. Total qualifying Federal service for the purpose of this instruction is defined in Title 10, U.S.C., Section 12732 as time served with a component of the naval service. In computing the qualifying service eligibility requirement for Ready Reservists, constructive time cannot be credited.

(3) Active duty and inactive duty personnel in paygrade 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 to 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. Such service shall be computed from the TIR date for advancement to Master Chief Petty Officer.

9. Application Submission Procedures and Deadlines. Application Procedures.

a. Active and inactive duty

(1) Applicants must fill out the Officer Programs Application form and submit it via their chain of command. SEE APPENDIX F FOR MORE DETAIL ON APPLICATION.

Commander, Navy Personnel Command must receive applications as follows:

(a) Active duty applications for LDO and CWO must be forwarded to Navy Personnel Command (PERS-801G) and postmarked not later than date announced in annual NAVADMIN the year in which application is made. Addenda, in standard naval letter format, must be forwarded (via applicant's commanding officer) postmarked no later than date announced in annual NAVADMIN. Actual dates may change via annual NAVADMIN announcement of

Enclosure (1)

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) postmarked not later than 1 December of the year in which application is made. Addenda, in standard naval letter format, must be forwarded (via applicant's commanding officer) and be received no later than 1 April (the year the board is held).

(2) Selection board convening dates

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

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

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

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

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

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

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

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

c. Designator Application.

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

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

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

(4) LDO Administration (641X) and CWO Ship's Clerk (741X) selectees who are enlisted submarine-qualified will be detailed primarily to billets (coded SV1) in direct support of submarine warfare.

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

(6) If selected for LDO or CWO, any request for change of designator (or reversion to enlisted status for officers with

temporary status) will not normally be approved until the initial obligation of 4 years as an LDO or CWO has been served.

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

10. Active Duty LDO Appointment and Service Obligation.

Selectees will be appointed as LDOs only if they continue to meet all eligibility standards as specified previously. Appointments to LDO will be made in the grades as indicated below:

a. CWOs selected for LDO will be appointed in the permanent grade of LTJG (02E) in the U.S. Navy.

NOTE: For the active duty CWO applying for appointment to LDO, the following statement shall be included as the first paragraph in the Applicant's Personal Statement:

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

b. Enlisted personnel selected for LDO will be appointed in the temporary grade of ENS (01E) in the U.S. Navy. TAR and Naval Reservists on active duty must reenlist USN prior to accepting appointment.

c. Each selectee will be assigned a date of rank in the grade to which appointed as prescribed by CNO (N131)/PERS-801G. All original appointments become effective for pay purposes upon acceptance, but not earlier than the date of rank assigned.

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

NOTE: For active duty enlisted applying for appointment to LDO, the following statement shall be included as first paragraph in the Applicant's Personal Statement:

"I, (NAME), if selected for appointment under the Active Duty LDO Program, do agree to remain on active duty for a period

of 4 years subsequent to acceptance of such appointment. Following my acceptance of such temporary appointment as an LDO, I understand that if and when I am promoted to the grade of lieutenant as an LDO, I may be offered a permanent appointment as an LDO under Section 5589 of 10 U.S.C., and if I decline to accept such permanent appointment as an LDO, my temporary appointment will be terminated under Section 5596 of 10 U.S.C., and I will be reverted to my permanent enlisted grade."

e. If, before an appointment is effected, information is received which may render a selectee no longer qualified for an appointment (e.g., NJP, failure to meet satisfactory-medium or higher physical fitness standards, civil conviction, alcohol abuse, drug use, loss of confidence in the member's abilities as demonstrated by poor performance of duty, and/or removal of the commanding officer's recommendation, etc.), such information will be forwarded to PERS-801G immediately. This information is required to be routed via the selectee for comment, with a request that the selectee's appointment either be, (1) effected, (2) delayed, or (3) rescinded. Justification must be included with the request for disposition of appointment.

11. Active Duty CWO Appointment and Service Obligation.

Selectees will be appointed as CWO only if they continue to meet all eligibility standards as specified previously. Appointments to CWO will be made in the grades as indicated below:

a. The appointment of each selectee will be to the permanent grade of CWO2, except those active duty personnel in paygrade 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 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.

TARs and Naval Reservists on active duty must reenlist USN prior to accepting the appointment. Appointees will be honorably discharged from their enlisted status for convenience of the government to accept a permanent appointment to officer grade.

b. Each selectee will be assigned a date of rank in the grade to which appointed as prescribed by CNO (M&P) (N131)/PERS-801G. All original appointments become effective for pay purposes upon acceptance, but not earlier than the date of rank assigned.

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

NOTE: For active duty enlisted applying for appointment to CWO, the following statement shall be included as first paragraph in Applicant's Personal Statement:

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

d. If, before an appointment is effected, information is received which may render a selectee no longer qualified for an appointment (e.g., NJP, failure to meet satisfactory-medium or higher physical fitness standards, civil conviction, alcohol abuse, drug use, loss of confidence in the member's abilities as demonstrated by poor performance of duty, and/or removal of the commanding officer's recommendation, etc.), such information will be forwarded to PERS-801G immediately. This information is required to be routed via the selectee for comment, with a request that the selectee's appointment either be, (1) effected, (2) delayed, or (3) rescinded. Justification must be included with the request for disposition of appointment.

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

a. Canvasser Recruiters and members on active duty (ADSW or 1 year recall) will be released from active duty and issued a permanent appointment in the Naval Reserve.

b. Naval Reservists who are assigned to Presidential Selected Reserve Call-up (PSRC) or 1-year to 3-year Recall (mobilization) on ADSW orders may seek appointment to LDO/CWO via the Inactive Duty LDO/CWO Program. Naval Reservists who are selected under the Inactive Duty LDO/CWO Programs must have gaining command or theater commander revalidation of their assignment based on the commissioned grade. If their assignment in their newly commissioned grade cannot be validated, their active duty status will be terminated. In any case, they will receive permanent appointments in the Naval Reserve.

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

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

NOTE: As the first paragraph in Applicant's Personal Statement (page 2-14), member must sign and have the following statement witnessed by an E-7 or above): "I, (NAME)\_\_\_\_\_, if selected for appointment under the Naval Reserve LDO/CWO Program, do agree to accept such appointment, and further agree to remain in the ready reserve for a period of 3 years subsequent to acceptance of such appointment. I understand that, if selected for appointment to either the Naval Reserve LDO or CWO program, I will be honorably discharged from the Enlisted status for the convenience of the government and will be given a permanent appointment as an LDO or CWO. I, (NAME)\_\_\_\_\_, certify I have maintained satisfactory drill attendance while serving with a drilling unit of the Naval Reserve of at least 1 year as of 1 October (year in which application is made)."

e. If, before an appointment is effected, information is received which may render a selectee no longer qualified for an appointment (e.g., NJP, failure to meet satisfactory-medium or higher physical fitness standards, civil conviction, alcohol abuse, drug use, loss of confidence in the member's abilities as demonstrated by poor performance of duty, and/or removal of the commanding officer's recommendation, etc.), such information will be forwarded to PERS-801G immediately. This information is required to be routed via the selectee for comment, with a request that the selectee's appointment either be, (1) effected, (2) delayed, or (3) rescinded. Justification must be included with the request for disposition of appointment.

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

(1) CWOs selected for LDO will be appointed in the permanent grade of LTJG (02) in the Naval Reserve. CWOs selected for LDO with at least 4 years and 1 day of cumulative active duty service to include (ADSW/AT) will be appointed in the permanent grade of LTJG (02E).

(2) Enlisted personnel selected for LDO will be appointed in the permanent grade of ensign (01) in the Naval Reserve. Enlisted personnel selected for LDO with more than 4 years of active duty service will be appointed in the permanent grade of ensign (01E).

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

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

(1) Selectees will be appointed to permanent grade of CWO2 in the Naval Reserve, except that 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 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.

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

(3) Canvasser Recruiters and members on active duty (ADSW or 1 year recall) will be released from active duty and issued a permanent appointment in the Naval Reserve.

13. Information and Guidance for Active Duty and Inactive Duty Commanding officers. Upon receipt of an application the commanding officer will:

a. Appoint a panel of commissioned officers to interview the applicant and review applicant's qualifications for the program. Use the Interview's Appraisal Sheet (NAVCRUIT 1100/3) in Chapter 2.

b. Provide a recommendation using the Commanding Officer's Recommendation section of OPNAV 1420/1 form included in the Officer Programs Application ensuring the applicant meets all eligibility criteria. Identify and make recommendations in cases where waivers are required.

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

d. Only those individuals who have clearly demonstrated sustained superior performance, outstanding leadership abilities, and the potential to serve as commissioned officers should be recommended for these programs. A candidate must receive a favorable endorsement from the commanding officer (unit CO for SELRES personnel) to be eligible to apply for these programs.

e. If a commanding officer feels an individual is not qualified for LDO/CWO, the package should not be forwarded. Individuals not receiving a favorable endorsement are to be

counseled on what they need to do to improve their records to ultimately receive a favorable endorsement.

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

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

Active duty:           COMMANDER  
                          NAVY PERSONNEL COMMAND (PERS-801G)  
                          5720 INTEGRITY DRIVE  
                          MILLINGTON TN 38055-8010

Inactive duty:        COMMANDER  
                          NAVY PERSONNEL COMMAND (PERS-91C)  
                          5720 INTEGRITY DRIVE  
                          MILLINGTON TN 38055-9200

#### 14. Information and Guidance for Applicant Interviews

a. A panel consisting of three officers is required. Use the Interviewer's Appraisal Forms (NAVCruit 1100/3) provided in Chapter 2, Officer Programs Application. Only the appraisal forms provided in Chapter 2 will be accepted.

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

15. Medical Examination Information. A Farnsworth Lantern (FALANT) test must be administered to determine color vision for specific designators listed in paragraph 6k. Defective color vision is disqualifying for those designators. No waivers will be considered.

#### 16. Administrative Information

a. Change of address. Applicants must notify NAVPERSCOM (PERS-801G), active duty programs, or (PERS-91C), inactive duty programs, in writing of any change in mailing address. Members

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must notify PERS-801G or PERS-91C if selected for another commissioning program or separated from the Navy.

b. Withdrawal of Application or Recommendation

(1) An applicant may withdraw from consideration any time prior to selection or acceptance of appointment. An applicant wishing to withdraw should notify NAVPERSCOM (PERS-801G for active duty or PERS-91C for inactive duty) of his/her desires by correspondence.

(2) A commanding officer shall immediately inform NAVPERSCOM (PERS-801G/PERS-91C, as appropriate), and the applicant, if they remove his/her LDO or CWO application from the selection board.

c. Advancement in Rating: Enlisted members selected for temporary or permanent officer or warrant appointments to be executed on dates after the convening dates of E-7 and E-8/E-9 selection boards are ineligible for further advancement by those boards unless formal, written declination is received by NAVPERSCOM (PERS-801G or PERS-91C) before the convening dates of the enlisted selection boards. Active Duty Temporary LDOs may still be advanced after appointment under the provisions of paragraph 723 of the Manual of Advancement (BUPERSINST 1430.16).

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

e. Refer to OPNAVINST 1160.6A regarding eligibility for and payment of Selective Reenlistment Bonus in connection with appointment to LDO or CWO status.

f. Active duty selectees for LDO (Ensign) and CWO will be required to attend Officer Indoctrination School in Pensacola, FL. Attendance will normally occur enroute to the first duty station and normally not later than the end of the Fiscal Year of appointment/commission. Selectees to be assigned to the Department of Energy in Naval Reactors Representatives Offices are exempt from this requirement. Naval Reserve selectees for LDO (Ensign) and CWO are required to attend the Direct Commission Officer Course in Pensacola, FL.

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

Active duty programs: COMMANDER  
NAVY PERSONNEL COMMAND (PERS 801G)  
5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-8010  
(901) 874-3170/DSN 882  
Email: [p801G@persnet.navy.mil](mailto:p801G@persnet.navy.mil)

Inactive duty programs: COMMANDER  
NAVY PERSONNEL COMMAND (PERS 91C)  
5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-9200  
(901) 874-4515/DSN 882  
Email: [p91C@persnet.navy.mil](mailto:p91C@persnet.navy.mil)

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

**SURFACE/SUBMARINE**

<b>ENLISTED RATING</b>	<b>CWO CATEGORY/DESIGNATOR</b>	<b>LDO CATEGORY/DESIGNATOR</b>
BM/QM/SM/ET (14NM) Note 1	BOATSWAIN (711X/721X)	DECK (611X/621X)
OS/CTT-EW/STG Note 7	OPERATIONS TECHNICIAN (712X)	OPERATIONS (612X)
IC/EN/MM/GS/EM	ENGINEERING TECHNICIAN (713X/723X)	ENGINEERING/REPAIR (613X/623X)
ML/HT/DC/MR	REPAIR TECH (714X)	N/A
ANY RATING QUALIFIED IN NAVAL SPECIAL WARFARE	SPECIAL WARFARE TECHNICIAN (715X)	SPECIAL WARFARE (615X)
FC/GMG/GMM/GM/MN/FT/ FTG/MT/TM/MM Note 2	ORDNANCE TECHNICIAN (716X/726X)	ORDNANCE (616X/626X)
ANY RATING QUALIFIED SPECIAL WARFARE AND WITH SNEC 535X	SPECIAL WARFARE COMBATANT-CRAFT CREWMAN (717X)	N/A
ST/FTG/FC/FT/ET/ CTT-EW (NEC-17XX) Note 3, 7	ELECTRONICS TECHNICIAN (718X/728X)	ELECTRONICS (618X/628X)
IT/ET (14CM) Note 4	COMMUNICATIONS TECHNICIAN (719X)	COMMUNICATIONS (619X/629X)
ANY RATING QUALIFIED AND DESIGNATED FIRST CLASS DIVER WITH NEC	DIVER (720X)	N/A

5342 OR NEC 5311		
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**AVIATION**

<b>ENLISTED RATING</b>	<b>CWO CATEGORY/DESIGNATOR</b>	<b>LDO CATEGORY/DESIGNATOR</b>
ABE/ABF/ABH/AB	AVIATION BOATSWAIN (731X)	AVIATION DECK (631X)
AW	AVIATION OPERATIONS TECHNICIAN (732X)	AVIATION OPERATIOINS (632X)
AD/AME/AM/PR/AS/AZ /AF	AVIATION MAINTENANCE TECHNICIAN (734X)	AVIATION MAINTENANCE (633X)
AO	AVIATION ORDNANCE TECHNICIAN (736X)	AVIATION ORDNANCE (636X)
AV/AT/AE	AVIATION ELECTRONICS TECHNICIAN (738X)	AVIONICS (638X)
AC	N/A	AIR TRAFFIC CONTROL (639X)

**STAFF**

<b>ENLISTED RATING</b>	<b>CWO CATEGORY/DESIGNATOR</b>	<b>LDO CATEGORY/DESIGNATOR</b>
DK/SH/SK/AK/MS/PC	SUPPLY CORPS WARRANT (SC) (751X)	SUPPLY (651X)
MS	FOOD SERVICE WARRANT (SC) (752X)	N/A
BU/CE/CM/UT/UC/EA/EO SW/CU/EQ	CIVIL ENGINEER CORPS WARRANT (CEC) (753X)	CIVIL ENGINEER CORPS (CEC) (653X)
LN	N/A	LAW (655X)

**GENERAL SERIES**

<b>ENLISTED RATING</b>	<b>CWO CATEGORY/DESIGNATOR</b>	<b>LDO CATEGORY/DESIGNATOR</b>
ANY RATING QUALIFIED IN NUCLEAR POWER	NUCLEAR POWER TECHNICIAN (740X)	NUCLEAR POWER (640X)
YN/PN/NC/RP	SHIP'S CLERK (741X)	ADMINISTRATION (641X)
IT/ET/IS Note 5	DATA PROCESSING TECHNICIAN (742X)	DATA PROCESSING (642X)
MU	N/A	BANDMASTER (643X)
CT-EW/IS/EW NOTE 6,7	CRYPTOLOGIC TECHNICIAN (744X)	CRYPTOLOGY (644X)
IS	INTELLIGENCE TECHNICIAN (745X)	INTELLIGENCE (645X)
AG	N/A	METEOROLOGY/ OCEANOGRAPHY (646X)
PH/IS/JO	N/A	PHOTOGRAPHY (647X)
ANY RATING QUALIFIED IN EOD. CWO APPLICANTS MUST POSSESS NEC 5336 OR 5337. LDO APPLICANTS MUST POSSES NEC 5334, 5335, 5336 OR 5337	EXPLOSIVE ORDNANCE DISPOSAL TECHNICIAN (748X)	EXPLOSIVE ORDNANCE DISPOSAL (648X)
MA	SECURITY TECHNICIAN (749X)	SECURITY (649X)

Notes:

- 1 - ET (14NM) MUST HAVE QM TRAINING.
- 2 - MM (4232 AND 4233)
- 3 - ET(NM), ET (SM) AND ET (EM)
- 4 - IT AND ET(14CM) MUST HAVE COMMUNICATIONS EXPERIENCE.  
ET(14CM) MAY ONLY APPLY FOR 629X.
- 5 - ET/IS MUST HAVE ADP MAINTENANCE/DATA BASE EXPERIENCE.
- 6 - Only CT-EW/IS personnel may apply. After 1 October 2003,  
delete references to the EW rating.
- 7 - After 1 October 2003, delete references to the EW rating.  
NCs MAY APPLY UNDER PREVIOUS RATING OR ANY DESIGNATOR FOR WHICH  
QUALIFIED.  
NO PATH INTO 643X DESIGNATOR UNDER THE INACTIVE DUTY LDO PROGRAM.

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**Chapter 8**  
**SEAMAN TO ADMIRAL-21 (STA-21) PROGRAM**

1. Purpose. To provide administrative guidance for the STA-21 program for enlisted personnel of the Regular Navy and the Naval Reserve including Training and Administration of the Reserve (TAR) and Selected Reserve (SELRES) who apply for this program.

2. Applicability. This program is open to enlisted personnel of all pay grades and ratings who meet eligibility requirements in paragraph 6 below. Since STA-21 replaces several previously available commissioning paths, including the Enlisted Commissioning Program (ECP), Seaman to Admiral (STA), Broadened Opportunity for Officer Selection and Training (BOOST), and enlisted applications to the NROTC Scholarship Program, this chapter should be reviewed in its entirety.

3. References

- (a) OPNAVINST 1160.6A
- (b) OPNAVINST 1560.9
- (c) BUPERSINST 1780.1
- (d) NAVMED P-117
- (e) OPNAVINST 6110.1F
- (f) OPNAVINST 5350.4C
- (g) MILPERSMAN 1131-010
- (h) SECNAVINST 1120.6

4. Sections

- 1. Abbreviated List of Technical/Non-Technical Majors
- 2. List of STA-21 Option Programs
- 3. Sample STA-21 Application Cover Letter
- 4. STA-21 Application Data Form
- 5. Sample Commanding Officer's Endorsement for STA-21 Application
- 6. Commanding Officer Recommendation Form
- 7. Nomination Review Board Chairperson Recommendation Form
- 8. Interview Verification Form
- 9. Interviewer's Appraisal Sheet (NAVCRUIT 1100/13)
- 10. Statement of Understanding - Nuclear Option

5. Background

a. STA-21 is a commissioning program that provides an excellent opportunity for highly motivated active duty enlisted

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personnel in the Navy or Naval Reserve, including Training and Administration of the Reserves (TAR), Selected Reserve (SELRES), and Navy Reservists on active duty. Excluded are those on active duty for training (ACDUTRA) to include annual training (AT), initial active duty for training (I-ACDUTRA), or Active Duty for Special Work (ADSW) 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 Officer (Intelligence, Cryptology). Although the applicant's history of fleet performance will receive consideration during the selection process, emphasis will also be placed on the identification of those applicants who possess both the academic and leadership potential necessary to become outstanding naval officers. STA-21 has three components:

(1) BOOST: A 3- or 6-month college preparation 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).

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

(3) 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, and may choose to enroll in either the NROTC host institution or one of its affiliated cross-town universities as listed in Appendix B. STA-21 officer candidates will participate in drills with their NROTC unit, attend 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.

b. STA-21 students receive full pay and allowances 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 Selective Reenlistment Bonus (SRB) is as specified in reference (a).

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(1) 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.

(2) 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 (N131H and N131X respectively). 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.

c. STA-21 students 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). The \$10,000 is disbursed in increments by school term. Therefore students receive \$4,000 for the Fall and Spring term and \$2,000 for Summer term. Students attending quarter schools receive \$2,500 per quarter. STA-21 students are not eligible for tuition assistance under the Navy's Tuition Assistance Program as specified in reference (b), nor are they eligible to use their Montgomery GI Bill (MGIB) educational benefits as specified in reference (c), nor are they eligible to use Veterans' Educational Assistance Program (VEAP) benefits.

d. Education. Section 1 provides an example of technical and non-technical degrees. Specific degree requirements for option programs are listed in section 2. Unless otherwise specified in section 2, selectees are strongly encouraged to pursue technical degree programs and are required to complete degree requirements in not more than 36 calendar months, attending school on a full-time, year-round basis. All STA-21 participants, except for Nurse Corps (NC) Option selectees, must complete two semester courses each of engineering-level calculus and calculus-based physics equivalent to 6 semester hours of each subject prior to graduation.

e. Following completion of NSI, all participants will enroll in college studies. Enrollment may begin as early as the summer semester following selection notification or later depending upon assigned reporting date and program option. Based upon college-level credits already earned by STA-21 participants, advanced academic standing may be granted at the

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discretion of the individual university. Students so advanced will be expected to complete degree requirements in a proportionately reduced period of time.

f. Under the STA-21 Core Option, community selection occurs during the final year of academic study. Following graduation, participants enter the Unrestricted Line (URL), which includes communities of Aviation Warfare (Pilot or Naval Flight Officer (NFO)), Submarine Warfare, Surface Warfare, Special Operations, and Special Warfare. In addition to the Core Option, there are options available for entry into specific target communities upon selection to STA-21. Options include Nuclear (surface and submarine), Surface Warfare Officer (SWO), Pilot, NFO, Special Warfare, Special Operations, Civil Engineer Corps, Nurse Corps, Special Duty Officers (Intelligence or Cryptology), and Supply Corps. Sailors may submit applications for the STA-21 Core Option, one of the target group options, or the Core Option plus one target group option. Applicants may not apply for more than the STA-21 Core Option plus one target group option. Those desiring selection to a target group option are advised to also apply to the Core Option, if eligible, as an alternative that offers selection to other officer communities or even to the community of choice at a later time. Section 2 provides detailed information regarding STA-21 option programs.

g. STA-21 is available at the NROTC-affiliated universities listed in Appendix B. Applicants selected for the Nuclear or Nurse Corps (NC) Options will attend only those universities offering the Nuclear and/or NC Options as shown in Appendix B. CEC Option participants must complete an Accreditation Board for Engineering and Technology (ABET) engineering degree or National Architectural Accrediting Board (NAAB) architecture degree.

## 6. Eligibility Requirements

- a. Be a citizen of the United States. No waivers.
- b. Be recommended by the commanding officer as having good moral character, officer potential, and unquestionable loyalty to the United States.
- c. Be serving on active duty in the U.S. Navy or Naval Reserve including TAR, or SELRES, and Navy Reservists on active duty except for those on ACDUTRA to include AT, ADSW, and I-ACDUTRA. Individual option programs may have additional requirements and specific restrictions. Refer to section 2 for community-specific information.

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d. Be a high school graduate. High school diploma or equivalency certificates based upon military education experience and General Equivalency Diploma (GED) test results are acceptable to meet the educational requirements if issued by the Department of Education of a State, Commonwealth, or Territory of the United States of America or the District of Columbia.

e. Be able to complete requirements for a baccalaureate degree in 36 months. Applicants are encouraged to accrue as many fully transferable semester hours of earned credit as possible before beginning STA-21. Credits obtained through regionally accredited colleges or universities or the Navy College Program for Afloat College Education (NCPACE) program are considered fully transferable. Many universities do not accept all transferable credits because of their individual policies governing transfer of credits. Non-traditional credits (military service and service school credits, College Level Examination Program (CLEP) courses, vocational/technical school credits, correspondence courses other than NCPACE, etc.) should be used to obtain advanced academic standing to the maximum extent permitted by the university in which enrolled. Normally, credits obtained from foreign institutions are accepted; however, again, not all are considered fully transferable. Navy College Office counselors should be contacted for educational counseling to include determination of which credits will transfer to specific universities.

f. Be able to complete degree requirements and be commissioned prior to 31st birthday. Waivers of this requirement may be considered understanding that specific age requirements for certain STA-21 option programs differ. These are addressed in section 2.

g. Maintain a cumulative grade point average (GPA) of 2.5 or better on a 4.0 scale while enrolled in STA-21. Certain STA-21 option programs may have different requirements and are addressed in section 2.

h. Have a certified copy of Scholastic Assessment Test (SAT) or ACT Assessment (ACT) test scores no older than 3 years from application due date. A minimum score of 1000 SAT (with minimum scores of 500 math and 500 verbal) or 41 ACT combined math/English (with minimum scores of 21 math and 20 English) is required. No waivers will be considered. Certain STA-21 option programs have more stringent requirements and are addressed in section 2.

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i. Meet physical commissioning standards for appointment in the URL, CEC, SC, Special Duty Officer (Intelligence, Cryptology), or NC as prescribed in reference (d) and the physical fitness standards as prescribed in reference (e). Applicants must keep CNET (N79A5/STA-21) advised of any significant changes to physical status, e.g., broken bones, pregnancy, surgery, etc., which occur after the physical examination is completed.

j. Have no record of court-martial convictions or civilian felony convictions. Have no record of driving while intoxicated (DWI) or driving under the influence (DUI) within the 3 years preceding application due date. Have no record of disciplinary action under Article 15, Uniform Code of Military Justice (UCMJ), or conviction by civil court for misdemeanors (except minor offenses that impose a fine of \$300 or less, exclusive of court charges) during the 3 years preceding application due date. Substantiated alcohol-or drug-related incidents while in an enlisted status are considered an aspect of an individual's performance and judgment and will be considered when assessing future leadership potential. Applicants who are alcohol dependent must have successfully completed the appropriate regimen of treatment and education per reference (f) and have remained alcohol free for the period of 3 years preceding application due date.

k. Maintain eligibility requirements of paragraph 6 during the application period and during participation in the program.

l. Have passed a Physical Fitness Assessment (PFA) Test taken within the year of application. Command should administer special PFA if needed to meet this requirement. A failing PFA is disqualifying for this program.

m. Have submitted all documentation listed in paragraph 7 (Application Procedures). Omission of documentation may be disqualifying for this program.

n. Students presently enrolled in other officer accession programs are not eligible.

o. Individuals who have already obtained their baccalaureate degree are not eligible for STA-21 and should apply directly for Officer Candidate School (OCS). OCS application procedures can be found in Chapter 4.

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## 7. Application Procedures

a. The STA-21 application has two parts. The first part is completed on-line at [www.sta-21.navy.mil](http://www.sta-21.navy.mil). The second part is mailed to CNET (N79A5/STA-21) and is illustrated in section 3. Application information and blank forms, including the Commanding Officer's Recommendation Form, Nomination Review Board Chairperson Recommendation Form, Interview Verification Form, and Interviewer's Appraisal Sheets, are available for download on the web at [www.sta-21.navy.mil](http://www.sta-21.navy.mil). If web access is not available, sections 3 through 9 provide printed copies of application materials. Application must be submitted via the applicant's commanding officer and be postmarked no later than 1 July of the application year to ensure complete screening and processing prior to convening of the selection board. Applications postmarked after 1 July will not be considered unless the commanding officer's endorsement provides a compelling reason. Deployment, in and of itself, is not justification for late submission of an application.

b. Applications contain information crucial to the selection process. Each document required in the application presents information that is carefully weighed by the selection board to arrive at a final board score. Incomplete or missing documents will reduce an applicant's competitiveness and in some cases may be disqualifying. Carefully read each of the following subparagraphs and section 3 to ensure submission of correct and complete documents. The CO's endorsement, recommendation forms, and interview appraisal sheets should be placed on top of the applicant's cover letter and the entire package secured with a binder clip in the upper left corner. Clam clips, paper clips, and staples should not be used. Documents printed in landscape should have the top of the page facing right. Do not place applications in document protectors, notebooks, spiral binding or report covers. All transcripts should be removed from their envelopes and marked as enclosures to the application. **Nuclear Option applicants must submit an original and one (1) copy of their application.** Applications must include the following in the order indicated:

(1) STA-21 Application Cover Letter for consideration (section 3).

(2) STA-21 Application Data Form (section 4) or submitted through website: [www.sta-21.navy.mil](http://www.sta-21.navy.mil). (Do not submit the STA-21 Data Form if an application is submitted via the website.)

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(3) A personally composed and signed one-page typed statement presenting reasons for desiring STA-21 participation and the applicant's professional/vocational intentions in a specific designator of the URL of the U.S. Navy. Comprehension of and motivation for a selected designator(s) of the URL are of significance to the selection board. (Exceptions: STA-21 CEC Option, STA-21 Supply Corps Option, STA-21 Special Duty Officer (Intelligence, Cryptology), and STA-21 Nurse Corps Option applicants should address specific desires for their selected target group option.) Include name, rate/rank, and SSN on the statement. Ensure the statement is signed and dated.

(4) Certified copies of the last five "observed" enlisted evaluations, if available. "Not-Observed" evaluations should be included for continuity purposes. Special evaluations are not required.

(5) Certified copies of SAT or ACT assessment scores from a test taken within 3 years of application due date. As it usually takes at least 4 to 6 weeks to obtain test results, early registration and testing are essential. It is the applicant's responsibility to ensure that a certified copy of test results is included in the application package. Test results can be released directly from the testing agency by marking Release Code 0493 on the test registration form. For any previous testing, scores may be released from the testing agency by using an additional score release request form and indicating Release Code 0493. The applicant is responsible for ensuring CNET (N79A5/STA-21) receives the scores.

(6) Pilot and NFO Options only: Certified copy of Aviation Selection Test Battery (ASTB) scores.

(7) Certified copies of academic transcripts from each secondary (high) school, technical school, and college attended. A transcript combining credits from several schools is not sufficient. Transcripts must be legible and not altered in any way. Failure to disclose all academic records will result in disqualification. Final grade reports for courses in which the applicant is enrolled at the time of application will be accepted by mail or electronic facsimile (FAX) transmission until 30 July, if the application package was postmarked by 1 July. The CNET FAX number for STA-21 is commercial (850) 452-2486/DSN 922-2486. *Note: If service record includes copies of these documents, the applicant's administrative office may certify them to be true copies. Applicant should include his/her transcripts with the application and forward directly to*

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*CNET (N79A5/STA-21). No requirement exists for submission of official transcripts directly from the educational institution to CNET. Transcripts received by the applicant should be removed from their envelopes and labeled as enclosures to the application.*

(8) Certified copy of GED test results issued by the Department of Education of a State, Commonwealth, or territory of the United States of America or the District of Columbia (if applicable).

(9) Certified copy of Sailor/Marine American Council on Education Registry Transcript (SMART). Note: Applicants should have their Administration office certify as true copies the SMART transcripts obtained from service record or downloaded from the Internet.

(10) Nuclear Option only. Applicant's current photograph (color or black and white) taken within the year of application. Use Officer Submission Sheet, NAVPERS 1070/10, S/N 0106-LF-015-6500. Photograph will be approximately 4" wide x 5" high, full-length, three-quarter view, uncovered with left shoulder forward, against a contrasting background. Uniform will be dungarees or utility (short or long sleeves) for E-6 and below and khaki for E-7 and above. The applicant's name and the date the photograph was taken must appear in the photograph.

(11) Additional documents such as award citations, qualifications, and letters of recommendation or appreciation. Copies of Page 4 and Page 7 of the member's service record may be included as additional documentation. Applicants are encouraged to include other documents that demonstrate leadership qualities while involved in extracurricular activities/volunteer work. Sailors who are junior in the Navy may want to include awards and certificates earned in high school.

(12) Certified copy of PFA results from a test taken within the year of application.

(13) Nuclear Option only. Signed and dated Statement of Understanding, page 13 Administrative Remarks (section (10)). A copy should also be filed in candidate's service record.

c. The commanding officer's recommendation, composed of sections 5 and 6, is the single most important element of the application package. Due to the high value accorded the

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endorsement, the following subparagraphs should be read in their entirety by the commanding officer. Upon receipt of an application, the commanding officer will:

(1) Appoint a board of three URL Navy officers (Lieutenant (O-3) or above) to interview and evaluate each applicant. All board members must read this Chapter prior to conducting the interview. Each board member must complete section 9, Interviewer's Appraisal Sheet (NAVCRUIT 1100/13), including the interviewer's opinion concerning the applicant's motivation and potential for a career as a naval officer, aptitude for advanced academic study, and personal maturity. As applicants for STA-21 will likely be top performers, the interviewers' opinions will have significant influence on the selection board. Although not stated on the form, board members shall annotate their rank, designator, and job title on their respective appraisal sheets. (Exception: CEC, NC, Special Duty Officer (Intelligence, Cryptology), and SC applicants should have at least one officer from their prospective community on the board. It is acceptable for all three board members to represent the applicant's prospective officer community, but this is not required. Limited Duty Officers (LDOs) in the appropriate restricted line community may also serve as board members for applicants to the target group option community.)

(2) Personally interview each applicant.

(3) Although no physical exam is to accompany the STA-21 application, commanding officers should determine from the individual's medical record and interview whether the applicant appears to be physically qualified, as a preliminary screening. Most common disqualifying conditions for URL include: defective color vision, eyesight uncorrectable to 20/20, excessive refractive error, or applicant is out of height/weight/body fat standards. Any color vision deficiency is disqualifying for a commission in the URL, but is not disqualifying for selection to the CEC, SC, Special Duty Officer (Intelligence, Cryptology), or NC Options. Applicants considering Pilot or NFO as their primary option are encouraged to complete a Student Naval Aviator physical prior to application to ensure they are physically qualified for aviation duty. Upon selection to the STA-21 Program, Bureau of Medicine and Surgery (BUMED) physical examination instructions will be sent to the selectees and alternates.

(4) Provide an endorsement section 5 to the applicant's letter that is preferably no more than one page in length.

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Complete the Recommendation Form, Section 6, and the Interview Verification Form, Section 8. In the endorsement, the commanding officer should:

(a) Make a recommendation. The commanding officer must recommend only those members who possess leadership potential, motivation for sustained outstanding performance as an officer, and the academic ability to complete a demanding college curriculum. Specifically cite accomplishments, contributions, and demonstrated leadership in bullet phrases. In the event multiple applications for the same option program or Core Program are submitted from a single command, they must be rank ordered (e.g., #1 of 3) by the commanding officer. In the event of multiple applications for different options or Core Program, rank separately within the option (e.g., #3 of 12 SWO candidates). If the applicant is not recommended, state so and the reason therefore.

(b) Provide, as enclosures, the board's completed, typed, and signed Interviewer's Appraisal Sheets. An appraisal sheet is not complete unless it has rank, designator, and job title of the appraiser. NOTE: Designator is NOT a job title.

(c) Provide in the endorsement a compelling reason if the application will not be postmarked by the 1 July deadline. Without a compelling reason, applications postmarked after the 1 July deadline will not be considered.

(d) Once the command receives the application from the applicant and provides an endorsement letter that includes the required sections, the application package should be forwarded to the Nomination Review Board. It should not be returned to the applicant.

(5) Establish a Nomination Review Board to review the applicant's entire package including commanding officer's endorsement and Interviewer's Appraisal Sheets from the first board. This second board should consist of three URL Navy officers (Lieutenant (0-3) and above) not from the applicant's command, including one chairperson currently serving as a commanding officer and not subordinate to the applicant's commanding officer. This second board must read this chapter prior to conducting the interview and evaluation. Each board member must complete section 9, Interviewer's Appraisal Sheet (NAVCRUIT 1100/13), including the interviewer's opinion concerning the applicant's motivation and potential for a career as a naval officer, aptitude for advanced academic study, and

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personal maturity. As applicants for STA-21 will likely be top performers, the interviewers' opinions will have significant influence on the selection board. Although not stated on the form, board members shall annotate their rank, designator, and job title on their respective appraisal sheets. (Exception: CEC, NC, Special Duty Officer (Intelligence, Cryptology), and SC applicants should have at least one officer from their prospective community on the board. It is acceptable for all three board members to represent the applicant's prospective officer community, but this is not required. LDOs in the appropriate restricted line community may also serve as board members for applicants to the target group option community.) After completion of this board, the Chairperson shall complete the Recommendation Form, section 7, sign the Interview Verification Form, section 8, and forward the package back to the applicant's commanding officer for mailing to CNET.

(6) Upon receipt of the completed package from the Nomination Review Board Chairperson, commands shall forward all STA-21 applications to:

CHIEF OF NAVAL EDUCATION AND TRAINING  
CNET (N79A5/STA-21)  
250 DALLAS ST  
PENSACOLA FL 32508-5220

**Applications should not be returned to the applicant for mailing.**

(7) Commanding officers who are unable to comply with paragraphs 7c(1) and 7c(5) shall provide in their endorsement an explanation of why the directed process could not be followed (i.e., isolated unit or deployment where other board members are not available or circumstances in which second board members were drawn from within the applicant's command). Applicants whose commands cannot comply with the Nomination Review Board requirement will not be penalized in the selection process.

9. General Information

a. Applicants are responsible for submitting complete applications and must adhere strictly to the application procedures. Appendix G is provided to assist in the submission of a complete application. The most common errors found are:

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(1) Applications are mailed after the application deadline without a compelling explanation for the late submission from the commanding officer in his/her endorsement.

(2) Sections to the application letter, section 3, left blank or unsigned.

(3) Applicant took SAT or ACT test too late for the scores to arrive at CNET in time for the selection board or submitted scores that are too old. This is a disqualifier.

(4) SAT/ACT test scores are below minimum program requirements. There are no waivers.

(5) Interview Sheets do not indicate designator and/or job title of the interviewer. (Type or print job title in margin or above name. It is not printed on form.) LDO or Chief Warrant Officer (CWO) erroneously used as interviewers for the URL Program or without explanation.

(6) Personally composed statement does not include professional, vocational, or designator intentions of member (his/her goals as an URL officer), or states a Staff Corps or Restricted Line category other than CEC, SC, Special Duty Officer (Intelligence, Cryptology), or NC.

(7) Missing CO recommendation. A statement of "forwarded" or "forwarded for consideration" is not a recommendation.

b. A selection board will be convened annually in September by CNET to pick the primary group of program participants and a group of alternates as potential replacements should primary participants become ineligible for the program or fail to gain entrance to the university portion of the program. Additionally, selectees' applications will be reviewed to determine those designated to attend BOOST before entering college. STA-21 (Nuclear Option) selectees will not be considered for BOOST.

c. Each applicant must keep CNET (N79A5/STA-21) advised by mail, e-mail, web page response, 1-800-NAVROTC (1-800-628-7682), or FAX (commercial (850) 452-2486/DSN 922-2486) of any change in address or telephone number from those provided in the application package, and of any change in physical status at any time.

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d. Upon notification of selection, selectees will be required to submit to CNET (N79A5) their college acceptance letter(s), degree plan(s), and pre-commissioning physical. Delay in CNET receipt of this information may jeopardize the selectees' chances of being placed at their first choice university/college or may result in call-up of an alternate.

e. College placement will be done following the selection board to allocate selectees to specific NROTC units. Assignment to a university will be based primarily upon the participant's desires, academic performance, and NROTC unit capacity. Assignment to other than the first choice university may be made if considered in the best interest of the Navy or the selectee. Selectees and alternates are responsible for submitting applications and gaining admission to their desired university. Applicants must meet application deadlines at their choices of universities. Acceptance by an NROTC university does not guarantee assignment to that university. Special Warfare and Special Operations Option applicants should consider colleges or universities located in regions where special qualifications can be maintained. Nuclear Option applicants may only apply to schools designated in Appendix B.

f. Application materials will be retained as part of the STA-21 selectees' academic file. Non-selectees' applications will not be returned to the applicants. Applicants should ensure they retain a complete copy of their package and that original documents are not submitted if not required by this chapter.

g. Commissioning age restrictions apply for certain officer communities as specified in reference (g) and section 2. These restrictions are subject to change. They are applicable to specific STA-21 option programs and when applying for a designator (also known as community selection) just prior to commissioning.

h. All STA-21 participants must successfully complete the NSI prior to university entrance. Successful completion of BOOST, if assigned, is required to continue in the STA-21 Program.

i. All STA-21 participants will maintain physical fitness standards and will be required to meet officer accession standards as prescribed by CNETINST 1533.12G and reference (e).

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j. If disenrolled from STA-21 at any time, students will be issued PCS orders to new assignments to complete 5 years of enlisted service from the date of program disenrollment or the remainder of their current enlistment, whichever is longer.

10. Transfer Policy. Candidates for STA-21 who receive PCS orders on or after the STA-21 application deadline shall not be transferred until officially notified of selection or nonselection to STA-21. If a transfer directive is received, the commanding officer shall notify the orders originating authority that the individual has applied for STA-21 and that orders (cite TC number) are being held in abeyance until notification of selection or non-selection is received. If the applicant is selected, the commanding officer shall notify the orders-originating authority that the individual has been selected and that the orders are considered canceled. If the applicant is not selected for STA-21, the command should transfer the individual and notify the orders-originating authority that the orders have been executed, referencing the previous correspondence that held the orders in abeyance. Nuclear Field applicants selected for STA-21 while serving, as students at Naval Nuclear Power Training Command (NAVNUPWRTRACOM) or Naval Nuclear Power Training Unit (NAVNUPWRTRAU) will be transferred per local instructions for enlisted personnel selected for a commissioning program.

11. Service Obligation

a. Upon receipt of PCS orders to STA-21, each selectee will be required to acquire a 6-year active service obligation by extending or reenlisting. Selectees are authorized by reference (g) to reenlist more than 1 year early if they are unable to satisfy the 6-year obligated service requirement with an extension of 48 months or less. Upon execution of an extension, the following entry shall be made on Page 1A of the service record:

"Reason for Extension: Education (STA-21). I understand that, upon admission to a university under this program, this extension becomes binding and may not thereafter be canceled except as provided in the MILPERSMAN."

b. STA-21 disenrollees will be issued PCS orders and are required to complete 5 years of enlisted service from the date of program disenrollment or the remainder of their current enlistment, whichever is longer.

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c. Upon commissioning, 5 years of active commissioned service are required of all STA-21 officer candidates except Pilot and NFO Option participants (see section 2 for information regarding obligated service requirements).

d. Those who complete degree requirements, but fail to be commissioned, will be obligated for 5 years of enlisted service from the date of program disenrollment.

e. Additional obligated service may be incurred as a result of special training received following commissioning.

## 12. Forms

a. The following forms are available at <http://web1.whs.osd.mil/icdhome/DDEFORMs.htm>:

DD Form 2808, Report of Medical Examination  
DD Form 2807-1, Report of Medical History

b. The following forms are available from the STA-21 web site ([www.sta-21.navy.mil](http://www.sta-21.navy.mil)):

STA-21 Application Data Form  
Commanding Officer's Recommendation Form  
Nomination Review Board Chairperson Recommendation Form  
Interview Verification Form  
Interviewer's Appraisal Sheet, NAVCRUIT 1100/13 (Rev. 3-81)  
STA-21 Application Checklist

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**SECTION 1**  
**LIST OF TECHNICAL /NON-TECHNICAL MAJORS**

**TECHNICAL MAJORS**

**SUBJECT**

Aeronautical Engineering  
 Aeronautics  
 Aerospace Engineering  
 Agricultural Engineering  
 Architecture; Architectural Engineering; Landscape Engineering;  
 Architecture; Computer Science Engineering; Engineering and  
 Architecture Topics  
 Civil Engineering, General  
 Communications; Radio Engineering; Command Communications;  
 Applied Communications; Communications Engineering  
 Electrical Engineering, General  
 Electrical Power Engineering  
 Engineering, Industrial/Management/Commercial Chemical  
 Engineering  
 Materials Engineering  
 Mechanical Engineering, General  
 Metallurgical Engineering  
 Mining Engineering  
 Naval Architecture; Marine Engineering  
 Nuclear Engineering  
 Ocean Engineering  
 Ordnance Engineering, General; General and Industrial; Weapons  
 Systems, General; Ordnance System Engineering, General  
 Petrochemical Engineering  
 Petroleum Engineering  
 Safety Engineering; Fire Protection Engineering  
 Systems Engineering  
 Textile Engineering; Textile Technology

**MATH-SCIENCE TECHNICAL MAJORS**

**SUBJECT**

Biochemistry  
 Ceramics Engineering  
 Chemistry (other than Biochemistry)  
 Mathematics; Computer Science (Math oriented)  
 Metallurgy  
 Meteorology; Climatology; Aerology  
 Operations Research/Systems Analysis; Operations Analysis  
 Physics; Astronomy  
 Statistics

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**NON-TECHNICAL MAJORS**

**SUBJECT**

Accounting  
Anthropology  
Archeology  
Banking; Finance  
Biological Sciences, General; Marine Biology  
Biology  
Business Administration; Advertising; Commerce; Foreign Trade;  
Marketing; Management; Computer-Related Business Administra-  
tion; Computer Science  
Business Economics; Commercial Education  
Classical Languages; English Literature  
Education  
Economics  
English Language; English Literature  
Geography  
Geology; Paleontology; Petrology; Geological Engineering  
History; American Studies  
Industrial Arts  
Industrial Design  
International Relations; International Law; Foreign Affairs;  
Foreign Area Studies  
Journalism  
Law  
Liberal Arts  
Merchandising; Retailing  
Modern Languages and Literature  
Nautical Science; Naval Science; Maritime Academy Curricula  
Personnel Administration  
Philosophy  
Political Science  
Physical Education  
Psychology  
Public Administration; Police Administration; Municipal  
Government  
Sciences, General/Natural/Composite/Basic; Environmental Science  
Social Sciences (Sociology; Criminology; Pre-Law)  
Social Work; Social Welfare Administration

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**SECTION 2**  
**STA-21 OPTION PROGRAMS**

1. Nuclear Option (STA-21 Nuclear)

a. STA-21 Nuclear is available for submarine and surface nuclear-trained officer billets. Due to the high priority of nuclear officer recruiting, a specific number of STA-21 seats are reserved for enlisted personnel who have successfully completed or are enrolled in the nuclear power training pipeline. The only applicants eligible to apply for this option are those who are currently:

(1) enrolled in Nuclear Field "A" School (NUFLDASCOL), Naval Nuclear Power School (NAVNUPOWERSCOL) or Naval Nuclear Power Training Unit (NAVNUPOWERTRAU);

(2) assigned to NAVNUPOWERTRAU as staff pickup instructors or sea returnee instructors; or

(3) assigned to Naval Nuclear Power Training Command as sea returnee instructors.

b. STA-21 Nuclear Option students will attend NSI during March-April time frame, and then begin college during May-June session. The STA-21 Nuclear Option is available only at those specially identified universities, not including cross-town universities, listed in Appendix B. Participants must meet stringent academic requirements. Applicants must provide SAT or ACT scores. Minimum SAT/ACT score is 1140 SAT (combined, minimum 500 math and 500 verbal) or 50 ACT (combined, minimum 21 math and 20 English). Additionally, selectees must major in a technical curriculum and maintain a GPA of at least 3.0 on a 4.0 scale.

c. Age

(1) STA-21 Nuclear Option candidates must be able to complete degree requirements and be commissioned prior to age 26 years for students and staff pickup instructors. Sea returnee staff instructors must be commissioned prior to their 31st birthday.

(2) STA-21 Core Program candidates desiring selection to the nuclear officer community upon graduation must be commissioned prior to their 27th birthday. A waiver for such

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candidates is available on a case-by-case basis up to the 31st birthday.

d. Medical Standards. All STA-21 Nuclear Option candidates must meet the physical qualification requirements for submarines and/or nuclear field duty of reference (d).

e. Service Obligation. STA-21 Nuclear Option selectees incur a 5-year active duty obligation upon commissioning. Those STA-21 Nuclear Option disenrollees that drop on request prior to commissioning will be obligated for 5 years of enlisted service from the date of program disenrollment, or the remainder of their current enlistment, whichever is longer.

f. Interviews. STA-21 Nuclear Option officer candidates will be interviewed by the Director, Naval Nuclear Propulsion for acceptance into the Naval Nuclear Propulsion Program as officers during their college schooling. This interview will be similar to those given for NROTC personnel. Officer candidates not accepted for nuclear training will be allowed to complete their degree but will not be commissioned as officers in the Naval Nuclear Propulsion Program. They may be considered for commissioning in other naval officer programs.

g. Program Acknowledgement. Each candidate recommended for the STA-21 Nuclear Option by his commanding officer will acknowledge his or her understanding of program requirements by signing an Administrative Remarks (page 13) Statement of Understanding, (section 10). This statement will be filed in each candidate's service record and a copy forwarded with the candidate's application.

## 2. CEC Option (STA-21 CEC)

a. This option is available only for active duty enlisted personnel of occupational field 13 (Seabees). In addition to standard STA-21 eligibility criteria, STA-21 CEC Option selectees must have at least 4 years of active duty (of which at least 3 years were in an other than formal training environment). Applications for the STA-21 CEC Option must also have sufficient college credits to complete requirements for a first professional ABET engineering degree or NAAB architecture degree within 36 months of starting STA-21 studies.

b. Educational Requirements. Selectees will major in a NAAB-accredited architecture program or ABET-accredited engineering curricula and maintain a 3.0 minimum GPA on a 4.0

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scale. Preferred engineering degrees are civil, mechanical, and electrical engineering.

c. Age. STA-21 CEC Option applicants must be able to complete degree requirements and be commissioned prior to their 35th birthday.

d. Medical Standards. Same as general STA-21 Program except color blindness is not a disqualifying condition.

e. Service Obligation. STA-21 CEC Option selectees incur a 5-year active duty obligation upon commissioning.

### 3. Pilot Option (STA-21 Pilot)

a. While STA-21 will continue to provide the opportunity for pilot designation as well as other URL designators, graduates of STA-21 Pilot Option will be designated solely as Student Naval Aviators (SNAs) (designator 1395). All eligibility and application requirements listed in paragraphs 4 and 5 of this chapter must be fulfilled. In addition, STA-21 Pilot Option applicants must complete the following:

(1) Achieve a score of at least the following: Academic Qualification Rating (AQR) 3/PFR 4 on the Pilot Flight Aptitude Rating (PFAR) portions of the ASTB. The report of ASTB scores will be enclosed in the application at section (4) along with the SAT or ACT scores. The ASTB can be taken at NROTC units, Navy Recruiting Districts, Navy Recruiting Processing Stations, or Navy Officer Recruiting Stations. In addition, command security officers may obtain exams from the Naval Operational Medicine Institute (Code 41), Pensacola, Florida. The request can be by telephone, FAX, letter, or message. Telephone: DSN 922-2187 (FAX DSN 922-2144) or commercial (850) 452-2187 (FAX (850) 452-2144). Message PLA address: NAVOPMEDINST PENSACOLA FL//41//. The e-mail address is: [code413@nomi.med.navy.mil](mailto:code413@nomi.med.navy.mil).

(2) If selected for STA-21 Pilot Option, eligibility must be maintained at the university in which enrolled. To ensure that requirements to become a SNA are understood, a Page 13 entry, signed and dated by the applicant and witnessed by a commissioned officer, will be executed after notification of selection and prior to receipt of PCS orders to STA-21 Pilot Option as follows:

"I understand that I have been selected for the Seaman to Admiral-21 Pilot Option Program (STA-21 Pilot), and that, upon

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graduation from my assigned university, I will be commissioned as a Student Naval Aviator (SNA) and be ordered to the Aviation Pre-Flight Indoctrination (API) Course, Naval Aviation Schools Command, Pensacola, Florida, provided the following is accomplished at the university to which assigned:

(a) I maintain NROTC professional, physical, and academic standards for midshipmen and officer candidates;

(b) I complete two semester courses of calculus and two semester courses of calculus-based physics;

(c) I achieve a score of "3" or better on the Academic Qualification Rating (AQR) portion of the Aviation Selection Test Battery (ASTB) prior to beginning my senior year; and

(d) I am certified physically qualified for commissioning as a SNA by the Naval Operational Medicine Institute within 18 months of commissioning."

b. Age. STA-21 Pilot Option candidates must be able to complete degree requirements and be commissioned prior to their 27th birthday. Maximum age limit may be adjusted upward to the 31st birthday with active duty or prior active duty service computed on a month-for-month basis.

c. Medical Standards. Applicants must complete and submit results of a SNA flight physical examination with cycloplegic eye refraction.

d. Service Obligation. STA-21 Pilot Option officer candidates will incur an 8-year active duty obligation upon date of designation as a Naval Aviator or 6 years from date of disenrollment from flight training unless released by the Deputy Chief of Naval Operations (Manpower and Personnel).

#### 4. NFO Option (STA-21 NFO)

a. While STA-21 will continue to provide the opportunity for NFO designation as well as other URL designators, graduates of STA-21 NFO Option will be designated solely as Student Naval Flight Officers (SNFOs) (designator 1375). All eligibility and application requirements listed in paragraphs 4 and 5 of this chapter must be fulfilled. In addition, STA-21 NFO applicants must complete the following:

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(1) Achieve a score of at least the following: AQR 3/FOFAR 4 on the NFOFAR of the ASTB. The report of ASTB scores will be enclosed in the application at section 4 along with the SAT or ACT scores. The ASTB can be taken at NROTC units, Navy Recruiting Districts, Navy Recruiting Processing Stations, or Navy Officer Recruiting Stations. In addition, command security officers may obtain exams from the Naval Operational Medicine Institute (Code 41), Pensacola, Florida. The request can be by telephone, FAX, letter, or message. Telephone: DSN 922-2187 (FAX DSN 922-2144) or commercial (850) 452-2187 (FAX (850) 452-2144). Message PLA address: NAVOPMEDINST PENSACOLA FL//41//. The e-mail address is: [code413@nomi.med.navy.mil](mailto:code413@nomi.med.navy.mil).

(2) If selected for STA-21 NFO Option, eligibility must be maintained at the university in which enrolled. To ensure that requirements to become a SNFO are understood, a Page 13 entry, signed and dated by the applicant and witnessed by a commissioned officer, will be executed after notification of selection and prior to receipt of PCS orders to STA-21 NFO Option as follows:

"I understand that I have been selected for the Seaman to Admiral-21 Naval Flight Officer Option Program (STA-21 NFO), and that, upon graduation from my assigned university, I will be commissioned as a Student Naval Flight Officer (SNFO) and be ordered to the Aviation Pre-Flight Indoctrination (API) Course, Naval Aviation Schools Command, Pensacola, Florida, provided the following is accomplished at the university to which assigned:

(a) I maintain NROTC professional, physical, and academic standards for midshipmen and officer candidates;

(b) I complete two semester courses of calculus and two semester courses of calculus-based physics;

(c) I achieve a score of "3" or better on the Academic Qualification Rating (AQR) portion of the Aviation Selection Test Battery (ASTB) prior to beginning my senior year; and

(d) I am certified physically qualified for commissioning as a SNFO by the Naval Operational Medicine Institute within 18 months of commissioning."

b. Age. STA-21 NFO Option selectees must be able to complete degree requirements and be commissioned prior to their 30th birthday. Maximum age limit may be adjusted upward to the

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32nd birthday with active duty or prior active duty service computed on a month-for-month basis.

c. Medical Standards. Applicants must complete and submit results of a SNFO flight physical examination with cycloplegic eye refraction.

d. Service Obligation. STA-21 NFO Option officer candidates will incur a 6-year active duty obligation upon date of designation as a NFO or 6 years from date of disenrollment from flight training unless released by the Deputy Chief of Naval Operations (Manpower and Personnel).

5. Special Operation (SPECOPS) Option (STA-21 SPECOPS)

a. Age. STA-21 SPECOPS Option selectees must be able to complete degree requirements and be commissioned by their 29<sup>th</sup> birthday. Maximum age limit may be adjusted upward for active service on a month-for-month basis up to 24 months. Waivers beyond 24 months will be considered for enlisted personnel who possess particularly exceptional qualifications, provided they can be commissioned prior to their 35<sup>th</sup> birthday.

b. Medical Standards. Applicants must pass physical qualification per Chapter 15 of reference (d). BUMED 21 must review Report of Medical Exam (Form DD 2808). During this review, BUMED will indicate in block 77 qualification for diving duty and/or combat swimmer, and stamp the package that the individual is Physically Qualified (PQ) for diving and/or combat swimmer.

c. Service Obligation. STA-21 SPECOPS Option selectees will incur a 5-year active duty obligation upon commissioning.

6. Special Warfare (SPECWAR) Option (STA-21 SPECWAR)

a. Age. STA-21 SPECWAR Option selectees must be able to complete degree requirements and be commissioned by their 29th birthday. Maximum age limit may be adjusted upward for active service on a month-for-month basis up to 24 months. Waivers beyond 24 months will be considered for enlisted personnel who possess particularly exceptional qualifications, provided they can be commissioned prior to their 35th birthday.

b. Enlisted Source. STA-21 SPECWAR Option applicants must have one of the following NECs: 5323, 5326, 8492, or 8491.

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c. Medical Standards. Applicants must pass physical qualification per Chapter 15 of reference (d). BUMED 21 must review Report of Medical Exam (Form DD 2808). During this review, BUMED will indicate in block 77, qualification for diving duty and/or combat swimmer, and stamp the package that the individual is PQ for diving and/or combat swimmer.

d. Service Obligation. STA-21 SPECWAR Option selectees will incur a 5-year active duty obligation upon commissioning.

7. NC Option (STA-21 Nurse). The STA-21 NC Option is available only at those specially identified universities listed in Appendix B.

a. Age. Applicants must be at least 18 years old and able to complete degree requirements and be commissioned prior to age 35.

b. Medical Standards. Minor physical defects, non-organic in nature, may be waived by Deputy Chief of Naval Operations (Manpower and Personnel) (N131M5) with the recommendation of BUMED. A person, who is drug or alcohol dependent, abuses drugs or alcohol, or whose pre-service abuse of drugs or alcohol indicates a proclivity to continue abuse in the service or who has a record of any drug trafficking offenses is ineligible.

c. Licensure Requirements. Upon completion of the Bachelor of Science Nursing degree, member must successfully pass the National Council Licensing Examination-Registered Nurse (NCLEX-RN), provided by the National Council of State Board of Nursing and administered by one of its member boards of nursing as required by SECNAVINST 1120.6 series. Professional licensing is required to practice nursing.

d. Service Obligation. STA-21 NC Option selectees will incur a 5-year active duty obligation upon commissioning.

8. SWO Option (STA-21 SWO)

a. Age. STA-21 SWO Option selectees must be able to complete degree requirements and be commissioned prior to age 31. Maximum age limit may be adjusted upward for active service on a month-for-month basis up to 24 months. Waivers beyond 24 months will be considered for enlisted personnel who possess particularly exceptional qualifications provided they can be commissioned prior to their 35<sup>th</sup> birthday.

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b. Medical Standards. STA-21 SWO Option applicants must pass medical standards per Chapter 15 of reference (d).

c. Service Obligation. STA-21 SWO Option selectees will incur a 5-year active duty obligation upon commissioning.

9. SC Option (STA-21 Supply)

a. Age. STA-21 SC Option selectees must be able to complete degree requirements and be commissioned prior to age 35.

b. Medical Standards. STA-21 SC Option applicants must pass medical standards per Chapter 15 of reference (d).

c. Educational Requirements. STA-21 SC Option applicants must earn a baccalaureate degree in a business, engineering, or math-related field. Waivers will be considered at time of application.

d. Service Obligation. STA-21 SC Option selectees will incur a 5-year active duty obligation upon commissioning.

10. Special Duty Officer (Intelligence) (STA-21 Intel). This option is available only for active duty enlisted personnel of occupational field 21 (Intelligence Specialist).

a. Age. STA-21 Intelligence Option applicants must be at least 19 years old and be able to complete degree requirements and be commissioned prior to their 35<sup>th</sup> birthday.

b. Medical Standards. STA-21 Intelligence Option applicants must meet physical standards for appointment prescribed in reference (d) and the physical fitness standards prescribed in reference (e).

c. Educational Requirements. Although applicants are strongly encouraged to pursue technical degrees, the intelligence community is not looking for a particular academic major, but rather for officers who possess strong analytical ability and communication skills (both oral and written).

d. Service Obligation. STA-21 Intelligence Option selectees will incur a 5-year active duty obligation upon commissioning.

11. Special Duty Officer (Cryptology) (STA-21 Crypto). Applicants must be Cryptologic Technicians serving in the U.S.

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Navy or Naval Reserve, Selected Reservist (SELRES), or Navy Reservist on active duty except those serving on active duty for training (ACDUTRA) to include annual training (AT) and initial active duty for training (I-ACDUTRA).

a. Age. STA-21 Cryptologic Option applicants must be at least 18 years old and able to complete degree requirements and be commissioned prior to their 35<sup>th</sup> birthday.

b. Medical Standards. STA-21 Cryptologic Option applicants must meet physical standards for appointment prescribed in the Manual of the Medical Department, Chapter 15.

c. Educational Requirements. Although applicants are encouraged to pursue technical degrees, the cryptologic community is not looking for a particular academic major, but rather for officers who possess a strong analytical ability and communication skills (both oral and written).

d. Service Obligation. STA-21 Cryptology Option selectees will incur a 5-year active duty obligation upon commissioning.

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**SECTION 3**  
**STA-21 APPLICATION COVER LETTER**  
**(Sample)**

From: ET2(AW) Mary P. Jones, USN, SSN  
To: Chief of Naval Education and Training (N79A5/STA-21)  
Via: Commanding Officer, (command name goes here)

Subj: APPLICATION FOR CONSIDERATION UNDER THE FYXX SEAMAN TO  
ADMIRAL-21 COMMISSIONING PROGRAM

Ref: (a) OPNAVINST 1420.1A  
(b) NAVADMIN XXX/XX

Encl: (1) STA-21 Data Form (if not submitted via web page)  
(2) Applicant's Personal Statement of Desire for a  
Commission  
(3) Certified Copies of Evaluations  
(4) Certified Copies of SAT/ACT Results  
(5) Certified Copy of ASTB scores (Pilot/NFO Option only)  
(6) Certified Copies of High School Transcripts (or  
explanation if missing) or GED Certificate (if  
applicable)  
(7) Certified Copies of College Transcripts (if  
applicable)  
(8) Certified Copy of SMART Transcript  
(9) Photograph (Nuclear Option only)  
(10) Certified Copies of Special Qualification Documents  
(11) Certified Copy of PFA Results  
(12) Statement of Program Understanding (Nuclear Option  
only)

1. I hereby apply for consideration under the subject program and certify that I meet all requirements stipulated in reference (a).

2. Initial application data was submitted via web page on (date).

3. Enclosures 1 through (##) are forwarded to complete my application to the FYXX STA-21 Commissioning Program.

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Subj: APPLICATION FOR CONSIDERATION UNDER THE FYxx SEAMAN TO  
ADMIRAL-21 COMMISSIONING PROGRAM

4. I, (name), if selected for appointment under the Seaman to Admiral-21 Program, agree to enroll and complete an undergraduate degree at an NROTC-affiliated college or university as assigned.

a. I understand that I must incur a 6-year active service obligation prior to executing PCS orders to the assigned university. I understand that if I drop on request prior to commissioning I will be obligated for 5 years of enlisted service from the date of program disenrollment or the remainder of my current enlistment, whichever is longer. I also understand that if I complete degree requirements, but fail to be commissioned, I will be obligated for 5 years of enlisted service from the date of program disenrollment.

b. I will accept an appointment as an Ensign, USNR, in the assigned officer community upon successful completion of my baccalaureate degree. I further agree to remain on active duty for a period of 5 years subsequent to acceptance of such appointment. I understand that, if selected for specialized follow-on training, I will incur additional obligated service shown in reference (a).

5. My personal statement is enclosed as enclosure (2).

/S/ MARY P. JONES

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**SECTION 4**

**STA-21 APPLICATION DATA FORM**

**(Use only if application is not submitted via the website)**

SSN:

Last Name:

First Name:

Middle Initial:

Date of Birth (YYYYMMDD):

Rate: (Ex: YNSN)

Paygrade: (Ex: E3)

Duty Status: (Ex: USN/USNR)

PRD: (YYYY/MM)

Ethnic Group:

Race:

Gender: M/F

Marital Status:

# of Dependents:

State of Legal Residence:

U.S. Citizen: Y/N

Type of Citizenship (Birth/Naturalization):

Naturalization Certificate Number:

Date Naturalized:

Warfare Qualifications:

ADSD: (YYYYMMDD)

SAT Math:

ACT Math:

SAT Verbal:

ACT English:

Date Taken:

Date Taken:

Primary Program Choice:

Secondary Program Choice: (Core or None)

Intended Major: Currently Enrolled in College: Y/N

Credit Hours Earned: Credit Hours Type: Sem/Qtr

College Choice 1:

Cross-Town Enroll School 1:

College Choice 2:

Cross-Town Enroll School 2:

College Choice 3:

Cross-Town Enroll School 3:

Command UIC:

Command Title/Long Name:

Command Short Title:

Command DSN:

Command Comm Phone (with Area Code):

Command E-mail:

Home Address:

Home E-mail:

Home Phone (with Area Code):

2 May 2003

**SECTION 5**

**COMMANDING OFFICER'S ENDORSEMENT FOR STA-21 APPLICATION (SAMPLE)**

FIRST ENDORSEMENT on ET2(AW) Mary P. Jones, USN, SSN ltr of  
(date)

From: Commanding Officer, (command name goes here)  
To: Chief of Naval Education and Training (N79A5/STA-21)  
Subj: APPLICATION FOR CONSIDERATION UNDER THE SEAMAN TO  
ADMIRAL-21 COMMISSIONING PROGRAM

Ref: (a) OPNAVINST 1420.1A

Encl: (1) Commanding Officer's Recommendation Form  
(2) Officer Interviewer's Appraisal Sheets (3)  
(3) Nomination Review Board Chairperson's Recommendation  
(4) Nomination Review Board Officer Interviewer's  
Appraisal Sheets (3)

1. Forwarded, (specific recommendation required). All required documents have been verified for accuracy and completeness and are attached as sections. The applicant meets the physical fitness and height, weight, or body fat standards (list actual height, weight, body fat) of OPNAVINST 6110.1 series and is eligible in all respects. The applicant's medical record has been reviewed for physically disqualifying conditions.

2. The following amplifying information is provided:

a. (A statement of the applicant's military and professional performance and the degree and scope of supervisory ability demonstrated in the applicant's present rating.)

b. (A statement of the applicant's potential ability to satisfactorily perform as a commissioned officer and willingness to have the applicant serve in your command.)

c. (The applicant's academic potential as indicated by performance at service schools, civilian schools, SAT/ACT scores, off-duty study courses or use of shipboard education and training facilities and opportunities.)

d. (The applicant's general attitude and motivation toward a career as an officer in the Navy.)

e. (Additional information considered pertinent.)

/S/ Commanding officer

Enclosure (1)

2 May 2003

**SECTION 6**  
**FOR OFFICIAL USE ONLY (WHEN FILLED OUT)**

Applicant's Name (Last, First, MI) \_\_\_\_\_  
Title/Rank \_\_\_\_\_ SSN \_\_\_\_\_

COMMANDING OFFICER'S RECOMMENDATION
-------------------------------------

Commanding Officer Name \_\_\_\_\_  
Command \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Work Phone \_\_\_\_\_ DSN \_\_\_\_\_ Fax \_\_\_\_\_

Please evaluate the candidate in the following areas:

TRAITS	Outstanding	Excellent	Good	Satisfactory	Unsatisfactory
Leadership Potential					
Professional Performance					
Personal Appearance					
Teamwork					
Technical/Rating Knowledge (if applicable)					
Academic Potential					
Officer Potential					
Motivation for Program					
Overall Evaluation					

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

This candidate \_\_\_\_\_ does/\_\_\_\_\_ does not meet eligibility requirements for the program option(s) for which he/she is applying.

(Your endorsement letter should provide amplifying information that would help a board in making a selection determination. Address and make recommendation if applicant requests a waiver of any program eligibility requirement. If member is applying for consideration for both an option program and the Core Program, endorsement should include comments covering both programs.)

By my signature I certify that this candidate meets program eligibility requirements and that any waiver request(s) has been addressed in my endorsement letter.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY (WHEN FILLED OUT)**

**SECTION 7**  
**FOR OFFICIAL USE ONLY (WHEN FILLED OUT)**

Applicant's Name (Last, First, MI) \_\_\_\_\_  
Title/Rank \_\_\_\_\_ SSN \_\_\_\_\_

NOMINATION REVIEW BOARD CHAIRPERSON'S RECOMMENDATION
------------------------------------------------------

Chairperson Name \_\_\_\_\_  
Command \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Work Phone \_\_\_\_\_ DSN \_\_\_\_\_ Fax \_\_\_\_\_

Please evaluate the candidate in the following areas:

TRAITS	Outstanding	Excellent	Good	Satisfactory	Unsatisfactory
Leadership Potential					
Professional Performance					
Personal Appearance					
Teamwork					
Technical/Rating Knowledge (if applicable)					
Academic Potential					
Officer Potential					
Motivation for Program					
Overall Evaluation					

This candidate \_\_\_\_\_ does/\_\_\_\_\_ does not meet eligibility requirements for the program option(s) for which he/she is applying.

(Provide amplifying information below that would help a board in making a selection determination. Address and make recommendation if applicant requests a waiver of any program eligibility requirement. If member is applying for consideration for both a Target option program and the Core Program, provide comments covering both programs.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By my signature I certify that this candidate meets program eligibility requirements and that any waiver request(s) has been addressed in the endorsement letter.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY (WHEN FILLED OUT)**

2 May 2003

**SECTION 8**  
**INTERVIEW VERIFICATION FORM**

GUIDANCE TO COMMANDERS AND COMMANDING OFFICERS ON  
SEAMAN TO ADMIRAL-21 NOMINATIONS

Today's Navy must make every effort to select, train, and develop the very best and brightest candidates to meet the challenges our officer corps will face in the 21<sup>st</sup> Century. The Seaman to Admiral-21 (STA-21) Program is a significant improvement over the enlisted commissioning programs of the past. It focuses the selection of enlisted personnel for officer accession under a single programmatic umbrella, provides increased financial support to Sailors who seek to become naval officers, and simplifies application and selection processes.

Your role is absolutely critical to ensure only those who possess the greatest potential to become outstanding officers are offered the opportunity to earn a commission. Your personal recommendation is the single most important factor in the STA-21 selection process. Look into the candidate's eyes and ask yourself, "Does this young man or young woman possess the character, intellect, drive, leadership potential, and devotion to become a good naval officer?" Remember that you are nominating those who will, in the future, exercise the immense responsibility of command that you enjoy today.

Leadership and integrity are the primary officer attributes. Although the applicant's academic record and desire may be exemplary, they are not enough. While academic potential should play a role in your recommendation, it must not override leadership potential and other indicators of future success as a naval officer. Every STA-21 selectee should reasonably be expected to not only complete a college education, but also serve as a career naval officer.

Since members of the STA-21 selection board will not have first-hand knowledge of each applicant's potential and attributes, selections are based solely on information contained in the application. During your personal interview with the applicant, you have the opportunity to reveal information about the nominee's potential that would be very valuable to selection board deliberations. If you nominate more than one applicant, clearly differentiate the relative potential of the various candidates. There simply is no more important issue than the future leadership of the naval service. Your part in this process cannot be understated. The Navy is relying on you to clearly communicate the nature and strength of your recommendation to help select our finest candidates.

Initial Interview: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Commanding Officer

Final Interview: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Nomination Review Board Chairperson

Enclosure (1)

**SECTION 9  
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:

	*OUTSTANDING	EXCELLENT	GOOD	ADEQUATE	*UNSATISFACTORY						
<b>APPEARANCE AND POISE</b>											
<b>ORAL COMMUNICATION AND EXPRESSION OF IDEAS</b>											
<b>LEADERSHIP POTENTIAL</b>											
<b>YOUR WILLINGNESS TO HAVE INDIVIDUAL SERVE UNDER YOUR COMMAND WHEN COMMISSIONED</b>											
	10	9	8	7	6	5	4	3	2	1	0

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

<u>MOTIVATION</u>					
<b>PROGRAM MOTIVATION</b>  (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
<u>POTENTIAL</u>					
<b>POTENTIAL AS A CAREER NAVAL OFFICER</b>  (Complete for all commissioning programs)	OUTSTANDING	EXCELLENT	GOOD	AVERAGE	LESS THAN AVERAGE
	(1)	(2)	(3)	(4)	(5)

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
--------------------------	--------------------------------------	-----------------------------------------------------

**FOR OFFICIAL USE ONLY (WHEN FILLED OUT)**  
**INFORMATION FOR COMPLETING INTERVIEWER'S APPRAISAL 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 interests, 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 form 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 or adjectives that 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 afterward. 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

**SECTION 10**  
**NUCLEAR OPTION STATEMENT OF UNDERSTANDING**

ADMINISTRATIVE REMARKS  
NAVPERS 1070/613  
S/N 0106-LF-010-8991

Ship or Station

**STATEMENT OF UNDERSTANDING OF SEAMAN TO ADMIRAL – 21 PROGRAM (NUCLEAR OPTION) REQUIREMENTS**

I am volunteering for the Seaman to Admiral- 21 Commissioning Program (STA-21) as a Nuclear Power Officer Candidate. If accepted, I understand that the following requirements apply:

- a. Requirements for a Baccalaureate degree must be completed in 36 months or less (42 months for an established five-year degree program).
- b. Full time student status is required including school attendance during summer session.
- c. Only engineering or technical majors will be authorized. The major will be approved by the Deputy Chief of Naval Operations (Manpower and Personnel) (N133).
- d. A semester/quarter grade point average (GPA) of less than 3.0 on a 4.0 scale may result in academic probation and/or disenrollment.
- e. Grades will be submitted to DCNO (N133) immediately following each semester/quarter or work.
- f. DCNO (N133) may recommend disenrollment for academic reasons or discipline/moral problems (drug usage, civil convictions, etc.)
- g. If disenrolled for any reason, I will not be allowed to remain in STA-21.
- h. If not accepted into the Naval nuclear propulsion program as an officer when interviewed by the Director, Naval Nuclear Propulsion, I will be allowed to complete my degree and be commissioned as a non-nuclear unrestricted line officer.
- i. Applications will be restricted to the following Universities:
 

Auburn University	University of Arizona	University of Idaho	University of Utah
University of Kansas	University of New Mexico	University of Washington	University of Texas
North Carolina State University	Oregon State University	Pennsylvania State University	University of Illinois
University of South Carolina	University of Wisconsin	State University of New York Maritime	The Citadel
- j. I will receive full pay and allowances for my enlisted pay grade and up to \$10,000 per year, paid to the university by the Chief of Naval Education and training to supplement costs of tuition, books and other fees incurred. I understand that I will not be eligible for tuition assistance under the Navy’s Tuition Assistance Program, nor will I be eligible to use any Montgomery GI Bill (MGIB) or Veteran’s Educational Assistance Program (VEAP) educational benefits for current expenses while enrolled in the STA-21 program.
- k. If disenrolled, I will be screened in accordance with MILPERSMAN 1510-030 or OPNAVINST 1220.1 series, as applicable, for return to the Nuclear Propulsion Program in an enlisted status.
- l. An enlistment of six years upon receipt of orders to STA-21 is required.
- m. A five-year active duty obligation upon commissioning is incurred as a nuclear power officer.
- n. STA-21 students who drop on request prior to commissioning will be obligated for 5 years of enlisted service from the date of program disenrollment or the remainder of their enlistment contract, whichever is longer.
- o. STA-21 disenrollees who complete degree requirements, but fail to be commissioned, will incur a five year enlisted service obligation from the date of program disenrollment.
- p. For sea returnee NWPTC and NPTC staff members selected for this program: Assignment to the submarine or surface warfare communities upon commissioning will be based on the needs of the Navy. This may be predesignated and not necessarily consistent with previous experience (e.g. previously enlisted submarine qualified applicants may be assigned a surface warfare designator (1165) vice submarine designator (1175)).
- q. I currently meet the Navy’s physical fitness and height, weight and body fat standards of OPNAVINST 6110.1 series and understand that I am required to remain within these requirements.

_____ Signature/Date of Witnessing Officer	_____ Signature/date of Applicant	
Name (Last, First, Middle)	SSN	Branch and Class

2 May 2003

**Appendix A****Checklist for USNA Applicants**

- \_\_\_ 1. Preliminary Application completed (via the following web address: [www.usna.edu/Admissions/pre-application](http://www.usna.edu/Admissions/pre-application)). Be sure to indicate that you are Active Duty or Reserve, and Rate/Rank. High School name should be entered as FLEET, with the following high school ETS code: 999998.
- \_\_\_ 2. Application request for a Secretary of the Navy nomination submitted via the chain of command following the sample provided on Appendix A-2 through A-3.
- \_\_\_ 3. Commanding Officer's Endorsement/Recommendation following the sample provided on Appendix A-4. Attached to candidate's SECNAV application request. Original and one copy forwarded to Admissions Office, United States Naval Academy (USNA).
- \_\_\_ 4. All High School and College Transcript(s) ordered and sent to Admissions Office, USNA.
- \_\_\_ 5. Official SAT/ACT Test scores ordered and sent to Admissions Office, USNA. SAT and/or ACT Tests re-taken if scores are over 2 years old.
- \_\_\_ 6. Candidate packet received from USNA completed and returned as soon as possible. All forms are required to be completed. **(Do not send any of the forms back to your high school for "official" signature)**. These forms should be verified and signed by your Command Career Counselor, or a Commissioned Officer in your chain of command.
- \_\_\_ 7. After receiving your candidate number and candidate packet, make contact with the DOD Medical Examination Review Board (DODMERB), and schedule an appointment. You can reach them through their scheduling number at 1-800-841-2706.

Enclosure (1)

OPNAVINST 1420.1A

2 May 2003

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

(Date)

From: (Rate, Full Name, Branch, SSN)  
To: Superintendent, U.S. Naval Academy  
ATTN: Nominations and Appointments  
117 Decatur Road  
Annapolis, Maryland 21402-9978  
Via: (Commanding Officer) (complete mailing address,  
including Zip Code)  
Subj: APPLICATION FOR SECRETARY OF THE NAVY NOMINATION TO THE  
U.S. NAVAL ACADEMY/NAVAL ACADEMY PREPARATORY SCHOOL  
Ref: (a) OPNAVINST 1420.1A

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

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

3. The following pertinent information is provided:

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

b. Standardized test scores (SAT and/or ACT):

SAT Verbal \_\_\_\_\_ SAT Math \_\_\_\_\_  
ACT English \_\_\_\_\_ ACT Math \_\_\_\_\_

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

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Enclosure (1)

FOR OFFICIAL USE ONLY (WHEN FILLED IN)

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

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

---

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

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

---

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

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

---

---

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

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

---

---

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

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

---

(Signature)

FOR OFFICIAL USE ONLY (WHEN FILLED IN)

Enclosure (1)

2 May 2003

FOR OFFICIAL USE ONLY (WHEN FILLED IN)

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

SSIC  
Originator Code  
(date)

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

From: Commanding Officer, (Unit)  
To: Superintendent, U.S. Naval Academy  
ATTN: Nominations and Appointments  
117 Decatur Road  
Annapolis, MD 21402-9978

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

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

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

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

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Enclosure (1)

**SAMPLE NAVAL MESSAGE FORMAT FOR DEPLOYED UNITS**

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

Enclosure (1)

## Appendix B

NROTC Affiliated Universities by State

MECP Applicants: The college or university of choice must have an academic program which leads to a baccalaureate in nursing, be nationally accredited, and be within 50 miles of a naval activity to which the participant will be ordered.

List of NROTC/STA-21 Universities by State

ALABAMA	▲ *AUBURN UNIVERSITY	001
ARIZONA	▲ *UNIVERSITY OF ARIZONA *PIMA COMMUNITY COLLEGE	062 062A
CALIFORNIA	UNIVERSITY OF CALIFORNIA AT BERKELEY STANFORD UNIVERSITY CALIFORNIA MARITIME ACADEMY UNIVERSITY OF CALIFORNIA AT DAVIS UNIVERSITY OF CALIFORNIA AT LOS ANGELES UNIVERSITY OF SOUTHERN CALIFORNIA UNIVERSITY OF SAN DIEGO UNIVERSITY OF CALIFORNIA AT SAN DIEGO *POINT LOMA NAZARENE UNIVERSITY *SAN DIEGO STATE UNIVERSITY CALIFORNIA STATE UNIVERSITY, SAN MARCOS	002 002A 002R 002F 003 045 059 059A 059G 059H 059I
COLORADO	UNIVERSITY OF COLORADO ■ REGIS UNIVERSITY UNIVERSITY OF COLORADO AT DENVER ■ UNIVERSITY OF COLORADO HEALTH SCIENCES CENTER	005 005C 005B 005D
DISTRICT OF COLUMBIA	GEORGE WASHINGTON UNIVERSITY ■ CATHOLIC UNIVERSITY OF AMERICA *GEORGETOWN UNIVERSITY *HOWARD UNIVERSITY UNIVERSITY OF MARYLAND AT COLLEGE PARK	063 063F 063C 063A 063E
FLORIDA	*FLORIDA A&M UNIVERSITY *FLORIDA STATE UNIVERSITY *TALLAHASSEE COMMUNITY COLLEGE *JACKSONVILLE UNIVERSITY *UNIVERSITY OF NORTH FLORIDA *FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE *UNIVERSITY OF FLORIDA UNIVERSITY OF SOUTH FLORIDA	009 009A 009B 016 016A 016D 008 080

\*Indicates schools with BSN program.

■ Indicates school with Nurse Corps program only

▲ Indicates schools with Nuclear program

GEORGIA	GEORGIA INSTITUTE OF TECHNOLOGY	010
	<i>SOUTHERN POLYTECHNICAL STATE UNIVERSITY</i>	<i>010H</i>
	<i>*GEORGIA STATE UNIVERSITY</i>	<i>010D</i>
	*SAVANNAH STATE UNIVERSITY	043
	<i>*ARMSTRONG ATLANTIC STATE UNIVERSITY</i>	<i>043A</i>
	MOREHOUSE COLLEGE	068
	<i>*MORRIS BROWN COLLEGE</i>	<i>068A</i>
	<i>SPELMAN COLLEGE</i>	<i>068C</i>
	<i>CLARK ATLANTA UNIVERSITY</i>	<i>068B</i>
IDAHO	▲ UNIVERSITY OF IDAHO	012
	■ <i>INTERCOLLEGIATE CENTER FOR NURSING</i>	<i>012B</i>
	■ <i>LEWIS-CLARK STATE COLLEGE</i>	<i>012C</i>
	<i>*WASHINGTON STATE UNIVERSITY</i>	<i>012A</i>
ILLINOIS	ILLINOIS INSTITUTE OF TECHNOLOGY	013
	<i>*UNIVERSITY OF ILLINOIS AT CHICAGO</i>	<i>013A</i>
	NORTHWESTERN UNIVERSITY	031
	<i>*LOYOLA UNIVERSITY</i>	<i>031A</i>
	▲ <i>*UNIVERSITY OF ILLINOIS</i>	<i>014</i>
	<i>PARKLAND COLLEGE</i>	<i>014A</i>
INDIANA	<i>*PURDUE UNIVERSITY</i>	<i>039</i>
	UNIVERSITY OF NOTRE DAME	032
	■ <i>INDIANA UNIVERSITY AT SOUTH BEND</i>	<i>032C</i>
	<i>*ST. MARYS COLLEGE</i>	<i>032D</i>
IOWA	IOWA STATE UNIVERSITY	015
KANSAS	▲ UNIVERSITY OF KANSAS	017
	■ <i>BAKER UNIVERSITY</i>	<i>017A</i>
	■ <i>WASHBURN UNIVERSITY</i>	<i>017B</i>
LOUISIANA	<i>*SOUTHERN UNIVERSITY AND A&amp;M COLLEGE</i>	<i>046</i>
	<i>BATON ROUGE COMMUNITY COLLEGE</i>	<i>046B</i>
	<i>LOUISIANA STATE UNIVERSITY</i>	<i>046A</i>
	<i>*SOUTHEASTERN LOUISIANA UNIVERSITY</i>	
	TULANE UNIVERSITY	049
	<i>*DILLARD UNIVERSITY</i>	<i>049A</i>
	<i>LOYOLA UNIVERSITY</i>	<i>049B</i>
<i>UNIVERSITY OF NEW ORLEANS</i>	<i>049D</i>	
	<i>XAVIER UNIVERSITY</i>	<i>049E</i>
MAINE	MAINE MARITIME ACADEMY	019
	<i>*UNIVERSITY OF MAINE AT ORONO</i>	<i>019A</i>
	■ <i>HUSSON COLLEGE</i>	<i>019B</i>

**\*Indicates schools with BSN program.**

**■Indicates school with Nurse Corps program only**

**▲Indicates schools with Nuclear program**

MASSACHUSETTS	BOSTON UNIVERSITY	061
	<i>*BOSTON COLLEGE</i>	<i>061B</i>
	■ <i>NORTHEASTERN UNIVERSITY</i>	<i>061A</i>
	COLLEGE OF THE HOLY CROSS	011
	<i>WORCESTER POLYTECHNIC INSTITUTE</i>	<i>011G</i>
	<i>*WORCESTER STATE COLLEGE</i>	<i>011H</i>
	MASSACHUSETTS INSTITUTE OF TECHNOLOGY	021
	<i>HARVARD UNIVERSITY</i>	<i>021A</i>
	<i>TUFTS UNIVERSITY</i>	<i>021B</i>
MICHIGAN	<i>*UNIVERSITY OF MICHIGAN</i>	023
	<i>*EASTERN MICHIGAN UNIVERSITY</i>	<i>023A</i>
MINNESOTA	<i>*UNIVERSITY OF MINNESOTA</i>	024
	<i>MACALESTER COLLEGE</i>	<i>024E</i>
	<i>UNIVERSITY OF SAINT THOMAS</i>	<i>024A</i>
MISSISSIPPI	UNIVERSITY OF MISSISSIPPI	025
MISSOURI	<i>*UNIVERSITY OF MISSOURI</i>	026
	<i>COLUMBIA COLLEGE</i>	<i>026B</i>
NEBRASKA	<i>*UNIVERSITY OF NEBRASKA</i>	027
NEW MEXICO	▲ <i>*UNIVERSITY OF NEW MEXICO</i>	028
NEW YORK	CORNELL UNIVERSITY	006
	▲ STATE UNIVERSITY OF NEW YORK MARITIME COLLEGE	056
	<i>FORDHAM UNIVERSITY</i>	<i>056A</i>
	■ <i>MOLLOY COLLEGE</i>	<i>056B</i>
	RENSSELAER POLYTECHNIC INSTITUTE	040
	■ <i>RUSSELL SAGE COLLEGE</i>	<i>040A</i>
	<i>UNION COLLEGE</i>	<i>040E</i>
	UNIVERSITY OF ROCHESTER	042
	<i>ROCHESTER INSTITUTE OF TECHNOLOGY</i>	<i>042B</i>
	<i>*STATE UNIVERSITY OF NEW YORK – BROCKPORT</i>	<i>042D</i>
NORTH CAROLINA	DUKE UNIVERSITY	007
	▲ NORTH CAROLINA STATE UNIVERSITY	029
	<i>*UNIVERSITY OF NORTH CAROLINA</i>	030
OHIO	<i>*MIAMI UNIVERSITY</i>	022
	<i>*OHIO STATE UNIVERSITY</i>	033
OKLAHOMA	<i>*UNIVERSITY OF OKLAHOMA</i>	034
OREGON	▲ OREGON STATE UNIVERSITY	035

***\*Indicates schools with BSN program.***

**■ *Indicates school with Nurse Corps program only***

**▲ *Indicates schools with Nuclear program***

PENNSYLVANIA	CARNEGIE-MELLON UNIVERSITY	067
	*DUQUESNE UNIVERSITY	067B
	*UNIVERSITY OF PITTSBURGH	067A
	▲ *PENNSYLVANIA STATE UNIVERSITY	036
	*UNIVERSITY OF PENNSYLVANIA	037
	DREXEL UNIVERSITY	037B
	*TEMPLE UNIVERSITY	037C
	*VILLANOVA UNIVERSITY	052
SOUTH CAROLINA	□ THE CITADEL	004
	■ THE MEDICAL UNIVERSITY OF SOUTH CAROLINA	004A
	▲ *UNIVERSITY OF SOUTH CAROLINA	044
TENNESSEE	*UNIVERSITY OF MEMPHIS	064
	CHRISTIAN BROTHERS UNIVERSITY	064A
	VANDERBILT UNIVERSITY	051
	■ BELMONT UNIVERSITY	051B
	*TENNESSEE STATE UNIVERSITY	051A
TEXAS	*PRAIRIE VIEW A&M UNIVERSITY	038
	RICE UNIVERSITY	041
	■ HOUSTON BAPTIST UNIVERSITY	041D
	UNIVERSITY OF HOUSTON	041A
	TEXAS A&M UNIVERSITY	047
	TEXAS A&M UNIVERSITY AT GALVESTON	047A
	▲ *UNIVERSITY OF TEXAS	048
	HUSTON-TILLOTSON COLLEGE	048B
UTAH	▲ *UNIVERSITY OF UTAH	050
	*WESTMINSTER COLLEGE	050A
	WEBER STATE UNIVERSITY	050B
VERMONT	*NORWICH UNIVERSITY	065
VIRGINIA	*HAMPTON UNIVERSITY	018
	*NORFOLK STATE UNIVERSITY	069
	*OLD DOMINION UNIVERSITY	058
	*UNIVERSITY OF VIRGINIA	053
	VIRGINIA MILITARY INSTITUTE	057
	MARY BALDWIN COLLEGE	057A
	VIRGINIA POLYTECHNIC INSTITUTE	060
	■ RADFORD UNIVERSITY	060A
WASHINGTON	▲ *UNIVERSITY OF WASHINGTON	054
	■ SEATTLE UNIVERSITY	054B
WISCONSIN	*MARQUETTE UNIVERSITY	020
	MILWAUKEE SCHOOL OF ENGINEERING	020D
	▲ *UNIVERSITY OF WISCONSIN	055

**\*Indicates schools with BSN program.**

**■Indicates school with Nurse Corps program only**

**▲Indicates schools with Nuclear program**

**Appendix C****Checklist for OCS Applicants**

- \_\_\_ 1. Commanding Officer's Endorsement/Recommendation. (Applicant's correct name, rate, SSN, specific recommendation, original signature.) Include date available for OCS.
- \_\_\_ 2. Officer Programs Application. (Complete, legible, correct name, rate, SSN, original signature.)
- \_\_\_ 3. Interviewer Appraisal Sheets (3). (NAVCRUIT 1100/13 provided in Chapter 2, Officer Programs Application.)
- \_\_\_ 4. Evaluations. (Copies of last 3 years observed Evaluation Report & Counseling (NAVPERS 1616/26)).
- \_\_\_ 5. College Transcript. (Provide copies of all college transcripts attended.)
- \_\_\_ 6. Award Citations. (Attach one copy of each award citation.)
- \_\_\_ 7. Verification of Birth (age). (Attach a copy of your birth certificate or Report of Birth (Form DD 372). A service record copy of your birth certificate is also acceptable.)
- \_\_\_ 8. U.S. citizenship by birth or naturalization. (If naturalized citizen, provide the requested information in block 6c of the Officer Programs Application Form.)
- \_\_\_ 9. Sailor Marine Ace Registry Transcript (SMART) (Attach one copy of your transcript for service schools attended.)
- \_\_\_ 10. Personal Motivation Statement. (Use form provided in the Officer Programs Application Form OPNAV 1420/1.)
- \_\_\_ 11. Documentation of the Command Medical Records Review and Interview (included in the Commanding Officer's Endorsement).

12. Financial Statement. (Use form provided in the Officer Programs Application OPNAV 1420/1.

    13. Testing Scores - (Use information in the Officer Programs Application OPNAV 1420/1, block 18).

    14. Include copy of commissioning physical with copy of EKG.

    15. I 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 by Commander, Navy Recruiting Command.

## Appendix D

### Checklist for MECP Applicants

- \_\_\_ 1. Commanding Officer's Endorsement/Recommendation. Move page 2-15/16 (Commanding Officer's Recommendation of Officer Programs Application found in Chapter 2 of this instruction) to front of package, additional endorsement not required (Original signature of CO/Acting only, no BY DIRECTION).
- \_\_\_ 2. Officer Programs Application (Complete, legible, correct name, rate, SSN, original signature.)
  - Include Statement of Age (Calculated age in years/months/days at projected dated of program completion, under personal statement section) Note: does not count against 200-250 word motivation statement.
- \_\_\_ 3. Interviewer Appraisal Sheets (3). (NAVCRUIT 1100/13 provided in Chapter 2, Officer Programs Application).
- \_\_\_ 4. Evaluations. (Copies of last 5 years observed Evaluation Report & Counseling (NAVPERS 1616/26) or Fitness Report & Counseling Record (NAVPERS 1610/2).)
- \_\_\_ 5. College Transcript. (Copies of all college transcripts.)
- \_\_\_ 6. Test Scores. ACT or SAT scores completed within 3 years of application due date.
- \_\_\_ 7. Letter of Acceptance. (from accredited university or college).
- \_\_\_ 8. Academic Degree Completion Plan. (Signed by accredited school of nursing; projected program of study; number of accepted/transerable credits(minimum of 30 semester credits).
- \_\_\_ 9. Medical Examination/History. (Report of Medical Examination (SF 88 or DD 2808) and Report of Medical History (SF 93 or DD 2807-1 within last 18 months to include HIV results, eye exam, etc. as outlined in this chapter).

\_\_\_ 10. Proof of Birth. (Certified copy of birth certificate or Report of Birth (DD Form 372) or certificate of citizenship and/or naturalization number.)

\_\_\_ 11. Security Clearance. (OPNAV 5520/20, Certificate of Personal Security Investigation, Clearance and Access.)

\_\_\_ 12. Letters of Recommendation. (not required, place here if included).

\_\_\_ 13. Awards. (copies of citations, letters, not required, place here if included).

## Appendix E

### Checklist for IPP Applicants

- \_\_\_ 1. Commanding Officer's Endorsement/Recommendation. Move page 2-25/16 (Commanding Officer's Recommendation of Officer Programs Application found in Chapter 2 of this instruction) to front of package, additional endorsement not required (Original signature of CO/Acting only, no BY DIRECTION).
- \_\_\_ 2. Officer Programs Application (Complete, legible, correct name, rate, SSN, original signature.)
- \_\_\_ 3. Personal Motivation Statement. Use form provided in the Officer Programs Application form OPNAV/1. Provide statement directed toward the field desired or state the specific program section to which you are applying. **Include Statement of Age (Calculated age in years/months/days at projected date of program completion, under personal statement section) Note: does not count against 200-250 word motivation statement.**
- \_\_\_ 4. Interviewer Appraisal Sheets (3). (NAVCRUIT 1100/13 provided in Chapter 2, Officer Programs Application). Applicants will not be provided copies of interview sheets until after the CO has signed and forwarded application.
- \_\_\_ 5. Degree Awarded/College Transcripts/List of all colleges attended. Provide originals (unless otherwise stated) for all undergraduate and graduate level coursework.
- \_\_\_ 6. Test Scores. ACT, SAT, GRE, GMAT, or appropriate scores completed **within 5 years of application due date**. If scores are low, applicants should consider retaking to improve their score and make themselves more competitive.
- \_\_\_ 7. Letter of Acceptance. For applicants requesting further education from an accredited university or college.
- \_\_\_ 8. Academic Degree Completion Plan. (Signed by accredited school official; projected program of study; number of accepted/transferrable credits, coursework and projected completion date).

\_\_\_ 9. Evaluations. (Copies of last 5 years observed Evaluation Report & Counseling (NAVPERS 1616/26) or Fitness Report & Counseling Record (NAVPERS 1610/2)).

\_\_\_ 10. Letters of Recommendation (not required, place here if included).

\_\_\_ 11. Awards. Provide copies of citations or letters (not required, place here if included).

\_\_\_ 12. Proof-of-Birth. Certified copy of birth certificate or Report of Birth (Form DD 372) or certificate of citizenship and/or naturalization number. **(It is illegal to copy, Xerox, photograph birth certificates from some states and certificates of citizenship or naturalization documents, unless granted permission.)**

\_\_\_ 13. Security Clearance. OPNAV 5520/20, Certificate of Personal Security Investigation, Clearance and Access.

\_\_\_ 14. Medical Examination/History. Report of Medical Examination (SF 88 or DD 2808) and Report of Medical History (SF 93 or DD 2807-1) within last 12 to 18 months to include HIV results, eye exam, etc. as outlined in this chapter.

## Appendix F

### Checklist for LDO/CWO Applicants

- \_\_\_ 1. Commanding Officer's Recommendation. (Applicant's correct name, rate, SSN, specific recommendation, original signature.)
- \_\_\_ 2. Officer Programs Application. (Complete, legible, correct name, rate, SSN, original signature.)
- \_\_\_ 3. Interviewer Appraisal Sheets (3). (NAVCRUIT 1100/13 provided in Chapter 2, Officer Programs Application. The Interviewer's Appraisal Sheets (3) shall be typed, signed, and will include the board member's designator and grade. Ensure block entitled "Potential as a Career Naval Officer" is completed.)
- \_\_\_ 4. Evaluations. Do not send information that is already in your microfiche and PSR.)
- \_\_\_ 5. Provide copy of GED Certificate if not a high school graduate.
- \_\_\_ 6. Award Citations. **Do not** send information that is already in your microfiche and PSR. Attach one copy of each award citation as discussed in block 24 on the Officer Programs Application Form OPNAV 1420/1 that **is not** in your microfiche and PSR.
- \_\_\_ 7. U.S. citizenship by birth or naturalization. (If naturalized citizen, provide the requested information in block 6c of the Officer Programs Application Form.)
- \_\_\_ 8. Sailor Marine Ace Registry Transcript (SMART) is not required.
- \_\_\_ 9. Medical documentation of color vision test completed within 18 months of 1 October of the year of application (if applying for designator listed in paragraph 7k of Chapter 7)
- \_\_\_ 10. Time in Service (TIS/TIR): Addressed in Chapter 7, paragraph 8.

**Paygrade Eligibility:** Be serving in paygrades E-6, E-7, E-8 or E-9 (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 E-9 applies for FY-03 board and has 2 years TIR on 1 October 2002, the service member shall be appointed to CW03. Such service shall be computed from the TIR date for advancement

Enclosure (1)

to Master Chief Petty Officer).

**E-6 applicants:** Must have served as a PO1 for 1-year with no less than 8 years and no more than 16 years TIS as of 1 October of the year application is made and be SELBD ELIGIBLE for advancement to E-7. Ensure copy of Examination Profile Information letter is attached.

\_\_\_ 11. Designator(s) applied for (dual designators not acceptable):

	<u>Preference**</u>	<u>Program</u>	<u>Category</u>	<u>Designator</u>
<b>Correct:</b>	a.	LDO	Deck(Surface)	611X
	b.	CWO	Boatswain (Surface)	711X
<b>Incorrect:</b>	a.	LDO/CWO	Deck/Boatswain	611X/711X
	b.	LDO/CWO	Operations	612X/712X

\_\_\_ 12. Civilian resume (Inactive duty only)

\*\* Applicants are reminded that they do not have to apply for a primary and a secondary designator. If an applicant feels qualified to compete in only one designator, only that designator should be applied for.

\_\_\_ 13. For all LDO/CWO applicants, after personal statement, include a listing of application enclosures as follows: The following enclosures are included: Encl (1) Interviewer's Appraisal Sheets - 3; Encl (2) College Transcripts - 5; Encl (3) Copy of Examination Profile Information Letter etc."

\_\_\_ 14. All candidates must be ranked and ranking must be reflected on the commanding officers recommendation.

\_\_\_ 15. Write NA in all blocks for OPNAV 1420/1 that do not apply. Leave blank all blocks that are not required.

\_\_\_ 16. Photograph is not required.

\_\_\_ 17. Applications must be placed loosely (no staples or paperclips) in a brown folder (Stock number 7530-00-222-3443) with a white label (Stock number 7530-00-082-2662) on top left inside edge containing the following typed information: First line, Last Name, MI and designator(s) applying for. Second line, Rate, and Third line, SSN.

\_\_\_ 18. Personal Statement: At end of personal statement include:

Enclosure (1)

"A statement of my complete naval service is as follows:

<u>BRANCH</u>	<u>ENLISTED</u>	<u>DISCHARGED</u>	<u>TIME LOST</u>		
			<u>DUE TO MISCONDUCT</u>	<u>INACTIVE DUTY</u>	<u>ACTIVE DUTY</u>
USNR-R	00-00-00	00-00-00	NONE	00-00-00	
USN	00-00-00	00-00-00	NONE		00-00-00
USN	00-00-00	00-00-00	NONE		00-00-00
USN	00-00-00	00-00-00	NONE		00-00-00

\*YR/MO/DA

(\*Net time (active) for eligibility computed to 1 October of the year application is made must be at least 8 years. If computation results in active duty greater than 16-00-00 or above, the member is ineligible for the LDO program. If greater than 24-00-00, the member is ineligible for CWO program.)

**19. Specific application guidance for enlisted applying for LDO or CWO: Submit pages 2-8 through 2-20 of OPNAV 1420/1 with officer appraisal sheets. Blocks that are not applicable to enlisted applying for LDO or CWO program should be left blank.**

Blocks 1 through 5: Fill in with appropriate information.

Block 6: If a citizen, fill in a and b all rest NA.

Block 6: If a naturalized citizen, fill out all blocks and provide citizenship certificate number and copy of page 13 entry on citizenship or copy of Record of Military Processing - Armed Forces of the United States Form DD 1966/1 (ADP). (Verification of Birth form DD 372 does not confirm citizenship copy of one of the two aforementioned documents verify citizenship).

Block 7 and 8: Not required, leave blank

Blocks 9 through 17: Fill in with appropriate information.

Blocks 18 and 19: Not required, leave blank

Block 20: LDO and CWO applicants need to list all duty assignments while on active duty. List all duty assignments in chronological order; earliest first. (Attach separate sheet if more space is necessary.)

Block 21: Not applicable if a high school graduate. If not high school graduate then follow instruction given.

Block 22: Fill in if applicable.

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Block 23: Not required leave blank.

Block 24: Fill in appropriate information, only attach copy of award citation if not in your microfiche or PSR. List in chronological order 1<sup>st</sup> to most recent "personal" award.

Block 25: Fill in appropriate information. Include any service school that is more than 2 weeks.

Blocks 26 through 31: Fill in with appropriate information.

Blocks 32 through 35: Leave blank, not required for LDO/CWO program.

**\_\_\_ 20. Specific application guidance for CWO applying for LDO: Submit pages 2-8 through 2-20 of OPNAV 1420/1. Only submit information that pertains to TIS as a CWO. (Appraisal sheets not needed.)**

Blocks 1 through 5: Fill in with appropriate information.

Blocks 6 through 8: Not required, leave blank.

Blocks 9 through 13: Fill in with appropriate information.

Block 14: Fill in with appropriate information. For CWO applying for LDO this block needs to be Actual Commissioned Base Date, when member was first appointed as a CWO.

Blocks 15 through 17: Fill in with appropriate information.

Blocks 18 and 19: Not required, leave blank.

Block 20: CWO to LDO applicants need to list all duty assignments while on active duty. List all duty assignments in chronological order; earliest first. (Attach separate sheet if more space is necessary.)

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**Appendix G****Checklist for Seaman to Admiral-21 Applicants****Applicant**

- \_\_\_ 1. Application Cover Letter - signed and dated.
- \_\_\_ 2. STA-21 Data Form (if input not provided via web site).
- \_\_\_ 3. Personal Statement (signed and dated) - 1 page, with name, rate/rank, and SSN.
- \_\_\_ 4. Evaluations - front and back.
- \_\_\_ 5. ASTB Test Scores (Pilot or NFO only).
- \_\_\_ 6. High School Transcript(s) - if applicable.
- \_\_\_ 7. College Transcript(s) or GED certificate.
- \_\_\_ 8. Sailor Marine Ace Registry Transcript (SMART).
- \_\_\_ 9. Photograph (Nuclear only).
- \_\_\_ 10. Special Qualification Documents (e.g., awards, letter of appreciation/commendation, qualifications, recommendations).
- \_\_\_ 11. PFA Results.
- \_\_\_ 12. Statement of Understanding (Nuclear Only).

**Command**

- \_\_\_ 1. CO Endorsement Letter with Ranking.
- \_\_\_ 2. CO Recommendation Form.
- \_\_\_ 3. Interview Board Appraisal Sheets (3).

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**Nomination Review Board**

- \_\_\_1. Chairperson's Recommendation Form.
- \_\_\_2. Interview Board Appraisal Sheets (3).
- \_\_\_3. Interview Verification Form - signed and dated by both commanding officers.

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## Appendix H

### Officer Communities and Designators List

1. General Categories. Billet and officer designator codes are grouped in general categories as follows:

a. **Unrestricted Line**. Officers of the line of the Regular Navy and Naval Reserve who are not restricted in the performance of duty.

b. **Restricted Line**. Officers of the line of the Regular Navy and Naval Reserve who are restricted in the performance of duty by having been designated for aviation duty, engineering duty, aerospace engineering duty, or special duty.

c. **Staff Corps**. Officer of all staff corps of the Regular Navy and Naval Reserve. There are five staff corps programs available through this program.

d. **Limited Duty Officer - Line**. Officers of the line of the Regular Navy and Naval Reserve appointed for the performance of duty in the broad occupational fields indicated by their former warrant designators or enlisted rating groups.

e. **Limited Duty Officer - Staff**. Officers of the staff of the Regular Navy and Naval Reserve appointed for the performance of duty in the broad occupational fields indicated by their warrant designators or enlisted rating groups.

f. **Chief Warrant Officer - Line**. Officers of the line of the Regular Navy and Naval Reserve appointed to chief warrant officer for the performance of duty in the technical fields indicated by former enlisted rating groups.

g. **Chief Warrant Officer - Staff**. Officers of the staff of the Regular Navy and Naval Reserve appointed to chief warrant officer for the performance of duty in the technical fields indicated by former enlisted rating groups.

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2. The list below highlights the general categories and designator codes for each community, including Training Codes indicated by (T).

**UNRESTRICTED LINE (URL)**

Surface Warfare Community

Convention and Nuclear  
Designator: 111X, 116X  
(SWO-T)

Aviation Community

Pilots, Flight Officers (NFO)  
and Aviation Support Personnel  
Designators: 131X (Pilot), 132X  
(NFO), 130X (Aviation Support),  
139X (Pilot-T), 137X (NFO-T)

Submarine Community

All nuclear, no diesels  
remaining in the U.S. inventory  
Designator: 112X, 117X (SUB-T)

Special Warfare Community

Seals  
Designator: 113X, 118X  
(SPEC WAR-T)

Special Operations Community

Divers, Explosive Ordnance  
Disposal Personnel  
Designator: 114X, 119X  
(SPEC OPS-T)

**RESTRICTED LINE (RL)**

Aerospace Maintenance Duty

Specialists in aviation  
Maintenance Officer (Aviation  
Maintenance)  
Designator: Maintenance 152X

Cryptologist

Specialists in cryptographic  
support, intelligence,  
automatic data processing (ADP)  
Designator: 161X, 164X (CRYPTO-T)

Intelligence

Specialists in intelligence  
gathering, language,  
and dissemination  
Designator: 163X

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Public Affairs Specialists in journalism  
and public relations/liaison  
Designator: 165X

Oceanography Specialists in marine and  
environmental sciences  
Designator: 180X

**STAFF CORPS**

Medical Service Corps Health Care Administrators,  
Health Science and Clinical  
Specialists  
Designator: 230X

Nurse Corps Specialists in Nursing and  
related fields  
Designator: 290X

Supply Corps Comptrollers, Finance Directors  
Designator: 310X

Civil Engineer Corps Construction, logistics  
Designator: 510X

**LIMITED DUTY OFFICERS and CHIEF WARRANT OFFICERS**

All members are prior senior enlisted with extensive experience  
and technical expertise. See Chapter 7 (Addendum 1 for normal  
path to LDO/CWO commission).

LDOs Designators: 61XX, 62XX,  
63XX, 64XX, 65XX

CWOs Designators: 71XX, 72XX,  
73XX, 74XX, 75XX