



Commissioning Program Application Brief and Overview

SDNNOA



STA-21, Naval Academy,
OCS, LDO/CWO, MECP, MCP IPP

Hosted by: National Naval Officers Association – San Diego



Agenda / Sequence of Events

**Naval Base Point Loma Annex, C3F
Bldg 24 on 29MAR16 (1400-1630)**

**Naval Air Station North Island, Lowry
Theater on 30MAR16 (1400-1630)**

**Naval Base San Diego, Fleet Theater
Bldg on 31MAR16 (1400-1630).**

Opening Remarks – NNOA President

Overview brief

Break

Focus Group – Session #1

Break

Focus Group - Session #2

**Closing Remarks – NNOA
representative**



Seaman to Admiral STA-21 Program





Seaman to Admiral (STA-21) Overview

General Information

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

STA-21 has two components:

- **(1) Naval Science Institute (NSI):** An 8-week course at OTC Newport, RI, designed to teach each officer candidate the fundamental core concepts of being a Naval officer. This program provides competency in such areas as navigation, engineering, weapons, military history and justice, etc. NSI is a very specific curriculum that was designed to build upon the Naval experience of highly trained enlisted Sailors and help them transition into their future careers as Naval officers. All STA-21 selectees attend NSI en route to their assigned university.
- **(2) Full-time, year-round study for up to 36 months at a Naval Reserve Officer Training Corps (NROTC)-affiliated university.** All selectees will be ordered to an NROTC unit on a Permanent Change of Station (PCS) basis, but may choose to enroll in either the NROTC host institution or one of its affiliated cross-town universities as listed in appendix B. STA-21 officer candidates will participate in drills with their NROTC unit, attend the two Naval Science leadership courses, and are strongly recommended to hold leadership positions within the unit. STA-21 officer candidates do not participate in the NROTC midshipman cruises. They remain on campus to attend classes during summer academic sessions.



STA-21

Core and Target Programs

The STA-21 Commissioning Program allows Sailors to apply to the Core Program or a Target group option.

- (1) The Core Program allows participants the most flexibility in selecting a major and requesting schools to attend. STA-21 students in the Core Program will be assigned an Unrestricted Line (URL) Navy officer designator upon commissioning. (Students will request which officer community they desire during their final year of academic study, but assignment is controlled by NSTC in accordance with annual community goals set by BUPERS).
- (2) Sailors selected into a Target group option will, upon commissioning, be assigned to that option's officer community. These Target group options each have specific requirements related to them.

The following Target group options exist:

- **PILOT OPTION**
- **NAVAL FLIGHT OFFICER OPTION**
- **SURFACE WARFARE OFFICER/ENGINEERING OPTION (ED)**
- **OCEANOGRAPHY OPTION**
- **NUCLEAR (SUBMARINE AND SURFACE) OPTION**
- **SPECIAL WARFARE OPTION**
- **EXPLOSIVE ORDNANCE DISPOSAL (EOD)**
- **CIVIL ENGINEER CORPS OPTION**
- **NURSE CORPS OPTION**



Eligibility Requirements

Basic Eligibility Requirements. Applicants must be:

- (1) Citizens of the United States. *This cannot be waived.*
- (2) Recommended by the CO as having good moral character, officer potential, and unquestionable loyalty to the United States.
- (3) Serving on active duty in the U.S. Navy or Navy Reserve including FTS, SELRES, and Navy Reservists on active duty except for those on ACDUTRA to include AT and I-ACDUTRA.
- (4) A high school graduate or hold a GED.
- (5) Able to complete a baccalaureate degree in 36 months.
- (6) Able to complete degree requirements and be commissioned prior to 27th birthday. Waivers may be granted up to 29 or as specific program options allow.
- *(7) Able to provide a certified copy of Scholastic Assessment Test (SAT) or American College Test (ACT) scores from a test taken within 3 years of application due date. A minimum score of 500 math and 500 critical reading/verbal on the SAT or a minimum score of 21 math and 20 English on the ACT. No waivers will be considered.*
- (8) Meet physical commissioning standards.



Pay and Entitlements

Participants in the STA-21 program will:

- The VA has authorized the use of the Montgomery GI Bill (MGIB) benefits (Chapter 30 of Title 38) to pay for courses after the service member's STA-21 funds are exhausted, as long as payment is for different courses and not combined to pay for the same course.
- Receive full pay and allowances including BAH and BAS for their enlisted pay grades.
- Be eligible for enlisted advancement.
- Receive up to \$10,000 per year, paid to the university to supplement the costs of tuition, fees, and books.
- *Upon successful degree completion, be commissioned as active duty Ensigns in the United States Navy (USN). ([View current officer and enlisted pay tables from DFAS web site.](#))*
- Maintain medical care and commissary/exchange privileges.
- Be eligible for base housing (area permitting).

STA-21 participants will not:

- Be eligible for Tuition Assistance (TA) under the Navy's Tuition Assistance Program, Navy College Fund (NCF), or Veterans Educational Assistance Program (VEAP) benefits.
- Be eligible for special duty assignment pay (SDAP).

Note: Some Special Pays may continue for participants in the STA-21 Special Warfare and Explosive Ordinance Disposal options as directed by the Officer Community Manager (BUPERS - 311D and BUPERS - 311E respectively).



STA-21 Physical Exam

***STA-21 Selectees and Alternates will receive detailed instructions for physical examination submission.**

- ***If you are preparing an application package for an upcoming cycle, physical forms **SHOULD NOT** be included in your application package.***

Non-Aviation Selectees/Alternates must submit:

- Report of Medical History ([DD Form 2807-1](#))
- Report of Medical Examination ([DD Form 2808](#))

Aviation Selectees/Alternates must submit:

- Aviation Continuation Form ([SF 507](#))
- [OPNAV 3710.37A](#) Form
- The physical should also include an EKG printout

Note: *Applicants considering Pilot or NFO as their primary option are encouraged to complete a Student Naval Aviator physical examination prior to application to ensure they are physically qualified for aviation duty as a commissioned officer if selected.*



Application Submission Procedures- Part I (Completed by Applicant)

Part I (Completed by Applicant):

- Application cover letter.
- Online application (Data Form) located at the bottom of this page. Must be completed by all applicants.
- Applicant's personal statement. (Signed and dated).
- Last (5) observed evals, if applicable. (No missing time). Some applicants will not have five evals due to length of time in the Navy. That is fine. Submit NOB evals as well for continuity. Ensure back of eval is provided.
- SAT/ACT scores from within 3 years prior to application deadline (July 1st). Minimum scores 500/500 (Critical Reading/Math).
- ASTB scores (Pilot/NFO option only).
- High School Transcripts from every high school and technical school. Opened and certified to be true copies.
- College transcripts from every college ever attended. Opened and certified to be true copies. For those who possess a 2yr degree it is strongly recommended to verify your degree is documented in your SMART/JST and/or college transcript, otherwise, points will not be awarded.
- Unofficial copy of SMART/JST that has been certified to be a true copy by your command.
- Additional Documents (Certificates, awards).
- Last three PFA cycles printed from PRIMS. Two most recent PFAs (Fall, 2015 and Spring, 2016) must have been GOOD or better (unless waived). If most recent PFA was waived, the previous complete PFA (taken within one year) will be used.
- Photograph (Nuclear applicants only).
- Pg 13 "Statement of Understanding" for each option that you are applying for.
- Nuclear-trained personnel assigned to a Nuclear Training command or holding a Nuclear NEC (335x, 336x, 338x, or 339x) applying to an Officer commissioning program must obtain a conditional release from Nuclear Field Duty by submitting a NAVPERS 1306/7 to the Nuclear Propulsion Program Management Branch, OPNAV (N133), and their detailer (PERS-403). NAVADMIN 070/13 applies.
- **[Applicant submits selection package to the command after all items above are received/completed.](#)**



Application Submission Procedures- Part II (Completed by Command)

Part II (Completed by Command):

- CO endorsement.
- CO Recommendation.
- Officer Interview appraisal sheets (Internal Board). Designator/billet title is required. **CO is chairperson and does not submit an appraisal sheet.**
- Nomination Review Board Form. Chairperson must not be junior to command CO if in same chain-of-command.
- Officer Interview appraisal sheets (External Board). **External chairperson does not submit an appraisal sheet.**
- Interview Guidance/Interview Verification Form (Signed and dated by both COs).
- ***Once the command has completed Part II of the selection package it is highly recommended that the command make a copy of the entire selection package prior to mailing. It does not go back to the member to be mailed. The selection package is to remain in the custody of the command. The command mails the selection package to:***
- **NSTC OD2 STA-21
250 Dallas St
Suite A
Pensacola, FL 32508**
- Signed and dated Statement of Understanding for each option (Primary & Secondary). Page 13
Administrative Remarks



Application Deadline & References

Application Deadline

- Applications *must be received by 1 July* of the year in which the applicant desires acceptance into the program.

References

- <http://www.sta-21.navy.mil>
- OPNAVINST 1420.1B
- <http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/CommissioningPrograms.aspx>



U.S. Naval Academy (USNA) and Naval Academy Preparatory School(NAPS)





U.S. Naval Academy (USNA) and Naval Academy Preparatory School (NAPS)

General Information

- (1) **USNA**, located in Annapolis, MD, offers an outstanding opportunity for qualified young men and women to embark on careers as officers in the Navy or Marine Corps. Students at USNA are midshipmen, U.S. Navy, receiving pay of a midshipmen plus tuition, room, and board. Candidates report to the USNA in late June or early July for Plebe Summer. The academic curriculum focuses primarily on technical fields of study such as engineering, math, and physics, which lead to appointments in the Unrestricted Line (URL) communities of the Navy including Surface Warfare, Submarines, Aviation, Special Warfare (SPECWAR) and Explosive Ordnance Disposal (EOD). A number of appointments in the U.S. Marine Corps are also offered to those qualified. *A Bachelor of Science (B.S.) degree is awarded upon graduation. Graduates are commissioned as ensigns, U.S. Navy, or as second lieutenants, U.S. Marine Corps. The minimum service obligation is 5 years active duty and 3 years Individual Ready Reserve upon initial appointment as an officer.*
- (2) **NAPS** provides intensive instruction and preparation for the academic, military and physical training curricula at USNA. NAPS students are in an active duty enlisted status. The school convenes in July of each year and runs through May of the following year. NAPS is located on board Officer Training Command (OTC), Newport, RI. *Upon successful completion of NAPS, appointments to USNA are offered and those who accept the appointment report in late June or early July with the incoming class.*



Active Duty and Reserve Applicants

Active Duty and Reserve Applicants General Information:

- (1)The United States Naval Academy offers an outstanding opportunity for qualified enlisted members of the regular Navy, Naval Reserves, Marine Corps, and other armed forces to embark on careers as officers in the U.S. Navy or U.S. Marine Corps.
- *(2)Regular and Reserve Navy and Marine Corps service members compete for 170 appointments.* Apply via your Commanding Officer in accordance with OPNAVINST 1420.1 or MARINE CORPS ORDER 1530.11(series); commanding officer's endorsement must accompany application. If offered an appointment to the Naval Academy, candidates must extend their enlistment and/or active duty agreement in order to have a minimum of 24 months of active obligated service remaining as of 1 July of the entering year. Candidates who are selected for NAPS will be required to have a minimum of 24 months obligated service as of 1 July of the year that they will enter the Preparatory School.
- (3)NAPS graduates who are appointed to the Naval Academy will be required to have a minimum of 24 months active obligated service as of 1 July of the year that they will enter the Naval academy. To acquire the obligated service required under this paragraph, extensions of enlistment and/or active duty agreements may be executed in accordance with MILPERSMAN articles 1050150 and 1050200. Extensions of enlistment and active duty agreements are to be prepared and executed on NAVPERS 1070/621 or NAVPERS 1070/622. Under the current law, midshipmen who graduate will receive a commission in either the Navy or Marine Corps and are obligated to a 5-year commitment following commissioning.



USNA and NAPS Eligibility Requirements

Basic Eligibility Requirements. Applicants must be:

- (1) Citizens of the United States. *This cannot be waived.*
- (2) Of good moral character and have no record of disciplinary action within 3 years prior to application.
- (3) At least 17 years of age and must not have passed their 23rd birthday on Induction Day (the day midshipmen report to USNA and take their oath of office as midshipmen) of the year entering USNA. *This is a statutory requirement and cannot be waived.*
- (4) Unmarried, not pregnant, and have no incurred obligations of parenthood.
- (5) Physically qualified.
- (6) Officially nominated from the Secretary of the Navy (SECNAV) or one of the many nomination sources available.
- (7) Recommended by their CO.



Application Submission Procedures

- (1) Apply for admission by filling out a USNA preliminary application. This can be done via the USNA Web page at: www.usna.edu/Admissions/pre-application. Also, refer to the annual NAVADMIN that USNA releases detailing application deadlines and procedures. Once named an official candidate, the applicant will be directed to complete the candidate application packet located at www.usna.edu/candidateinformation.
- (2) Submit an application request for a SECNAV nomination via the chain of command to the CO for endorsement and recommendation (format provided in appendix A, pages A-2 and A-3). SECNAV nomination requests must be received by the USNA Admissions Office no later than 31 January of the year in which the applicant desires admission.
- *(3) USNA will not accept SAT/ACT scores from tests taken after 31 December of the year prior for which the Service member desires admission to USNA.* If an applicant has taken the SAT and/or the ACT, but did not indicate at the time of registration for the test scores to be forwarded to USNA, the applicant should contact the appropriate testing agency and request that the scores be forwarded. It is the Service member's responsibility to ensure that official scores are forwarded to USNA.
- (4) Submit official SAT or ACT scores to USNA. If a test was not taken, applicants must register and pay for SAT or ACT, and request the results be sent to USNA (see note below). Use code 5809 for the SAT and code 1742 for ACT. Applicants are encouraged to take one or both of these examinations at the earliest opportunity, and may take the exams more than once. Detailed information and registration forms for these tests may be obtained by writing to:
SAT: The College Entrance Examination Board
Code 592
Princeton, NJ 08540 www.collegeboard.org
ACT: The American College Testing Program
Box 414
Iowa City, IA 52240 www.act.org

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



Application Checklist

- (1) Preliminary Application completed (via the following web address: www.usna.edu/Admissions/pre-application). Be sure to indicate that you are Active Duty or Reserve, and Rate/Rank. Once named an official candidate, the applicant will be mailed a letter containing candidate number, username, password and instructions to complete the application online.
- (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 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) All forms are required to be completed online in the candidates file. The Commanding Officer's Endorsement, SECNAV nomination request, and transcripts are the only documents that must come through the mail.
- (7) After receiving your candidate number, 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. Your medical exams may be completed by your local military facility.



Application Deadline & References

Application Deadline

- (1)The earlier an applicant applies the better; therefore, the application should be completed as soon as possible. *Candidate applications should be completed by 1 March of the year for which the Service member is applying for entry.*

References

- More information about USNA and NAPS can be obtained by visiting USNA's Web site at www.usna.edu, or by contacting the fleet coordinator at (410) 293-1840/DSN 281.
- <http://www.usna.edu/Admissions/Steps-for-Admission/Active-Duty-Service-Applicants.php>
- OPNAVINST 1420.1B
- <http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/CommissioningPrograms.aspx>



Officer Candidate School (OCS)





Officer Candidate School (OCS)

General Information

- (1) OCS is an initial commissioning program for individuals possessing at least a baccalaureate degree from an accredited institution. Selectees for OCS may choose, depending upon individual qualifications, designators within the *URL, Restricted Line (RL), and certain staff corps designators*. *OCS is a 12-week program of concentrated officer training and indoctrination located at OTC, Newport, RI.*
- (2) Enlisted applicants selected for the program that are in paygrade E4 or below are designated officer candidates and advanced to paygrade E5 upon reporting to OCS. Enlisted applicants in paygrade E5 and above are designated officer candidates in their present paygrades. *Graduates of OCS are appointed as ensigns, U.S. Navy, and incur a minimum active duty obligation of 4 years.* Certain designators incur greater minimum active duty obligation because of follow-on training required for that designator.



Eligibility Requirements

Basic Eligibility Requirements. Applicants must be:

- (1) Citizens of the United States. This cannot be waived.
- (2) Of good moral character and have no record of disciplinary action within 3 years of application.
- (3) Possess a baccalaureate degree or advanced degree from an accredited institution.
- (4) At least 19 years old and meet designator specific age limitations.
- (5) Meet specific program qualifications and aptitude scores.
- (6) Physically qualified and meet two consecutive “good-low” final Physical Readiness Test (PRT) scores prior to entry into the program.
- (7) Recommended by their CO.



Application Submission Procedures

Application packages do not require cover letters or enclosure numbering, but should be submitted in the following order:

- (1) Officer Programs Application
Ref: OPNAV 1420/1
- (2) Commanding Officer's Endorsement
- (3) Interviewer's Appraisal Sheets (1) (2)
Ref: NAVCRUIT 1131/5
- (4) Birth Certificate, DD 372, or Evidence of Citizenship
- (5) Collegiate Transcripts
- (6) Award Citations
- (7) Certified copies of last three Evaluation Report and Counseling Sheets
Ref: NAVPERS 1616/26
- (8) Anthropometric Measurements
Ref: NAVCRUIT 1131/12
- (9) Physical Screening Test
Ref: MILPERSMAN 1220-100
- (10) Letters of Recommendation (if applicable)
- (11) Navy Officer Recruiting Tattoo Screening Certificate
Ref: NAVCRUIT 1131/27
- (12) Commissioning Physical
Ref: DD 2807-1, DD 2808

Notes: (1) A minimum of three interview sheets are required. Applicants are encouraged to have at least one interviewer from the community in which they desire selection.

(2) Applicants for Civil Engineer Corps (CEC) must include an Interview Appraisal Sheet from a CEC Accessions Officer.



Application Deadline & References

Application Deadline:

- (1) Applicants must fill out OPNAV 1420/1 and submit it via their chain of command to COMNAVCRUITCOM.
- (2) There is no specific deadline for applications as boards are conducted on a continuous basis throughout the year except for Public Affairs Officer (PAO). PAO selections are held annually and packages are typically received between 1 July and 30 September as specified by NAVADMIN message.
- (3) Application processing and review will normally take 8 to 10 weeks. Applicants will be formally notified in writing of their selection or non-selection via their chain of command. Due to the age limitations, applicants are strongly encouraged to submit applications as soon as they are eligible.

References:

- OPNAVINST 1420.1B
- <http://www.ocs.navy.mil/>
- <http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/CommissioningPrograms.aspx>



Medical Enlisted Commissioning Program (MECP)





Medical Enlisted Commissioning Program (MECP)

General Information

- (1) MECP is a Nurse Corps (NC) commissioning opportunity. It provides a pathway for active duty enlisted personnel of all ratings, who possess some college credit, to obtain a baccalaureate degree in nursing and ultimately a commission in the NC. *This program is not intended to serve as a precursor to medical school, or for physical therapy, physician assistant, or other health care specialties.*
- (2) Selectees for the program will participate in a nationally accredited academic program leading to a baccalaureate degree in nursing. MECP students receive full pay and allowances for their enlisted paygrades and are eligible for advancement while in college. The student pays tuition, fees, books, and other expenses incurred while participating in MECP. If eligible, students may use the Veterans Educational Assistance Program (VEAP) or Montgomery Government Issue Bill (MGIB) educational benefits; however, students are not eligible for benefits under the tuition assistance program. The selectee may seek financial assistance from other sources.
- (3) Selectees are required to complete degree requirements in not more than 36 consecutive calendar months and attend school on a full-time, year-round basis beginning in the fall of the year selected.
- *(4) Graduates from MECP are commissioned as ensigns, in the NC, U.S. Navy, and incur an 8-year military service obligation of which a minimum of 4 years must be served on active duty.*



MECP

Eligibility Requirements

Basic Eligibility Requirements. Applicants must be:

- (1) Citizens of the United States. This cannot be waived.
- (2) Of good moral character and have no record of disciplinary action within the 3 years prior to application.
- (3) Serving on active duty in the U.S. Navy, U.S. Marine Corps, or U.S. Navy Reserve. Reservists on Active Duty for Special Work (ADSW), 1-, 2- or 3-year recalls and Canvasser Recruiters (CANREC) are not eligible for the program.
- (4) Able to complete the nursing degree requirements and be commissioned prior to their 42nd birthday.
- (5) A high school graduate or hold a General Equivalency Diploma (GED) and be scholastically qualified.
- (6) Able to complete any prerequisites and the requirements for a baccalaureate degree in nursing within 36 consecutive months from the date of enrollment into MECP.
- (7) Physically qualified.
- (8) Recommended by their CO.



Application Submission Procedures

- 1. Commanding Officer's Endorsement/Recommendation. Move page 2-15/16 (Commanding Officer's Recommendation of OPNAV 1420/1 Officer Programs Application) to front of package, additional endorsement not required (original signature of CO/Acting only, no BY DIRECTION).
- 2. Officer Programs Application (Complete, legible, correct name, rate, SSN, original signature.)
- - Include Statement of Age (Calculated age in years/months/ days at projected dated of program completion, under personal statement section) Note: does not count against 200-250 word motivation statement.
- 3. NAVCRUIT 1131/5 Interviewer's Appraisal Sheets (3). (provided in OPNAV 1420/1 Officer Programs Application).
- 4. Evaluations. (Copies of last 5 years observed NAVPERS 1616/26 Evaluation Report and Counseling or NAVPERS 1610/2 Fitness Report and Counseling Record.)
- 5. College Transcript. (Copies of all college transcripts.)
- 6. Test Scores. ACT or SAT scores completed within 3 years of application due date.
- 7. Letter of Acceptance. (From accredited university or college.)
- 8. Academic Degree Completion Plan. (Signed by accredited school of nursing; projected program of study; number of accepted/transferable credits (minimum of 30 semester credits.)
- 9. Medical Examination/History. (Report of Medical Examination (SF 88 or DD 2808) and Report of Medical History (SF 93 or DD 2807-1) within last 18 months to include HIV results, eye exam, etc.
- 10. Proof of Birth. (Certified copy of birth certificate or DD 372 Report of Birth or certificate of citizenship and/or naturalization number.)
- 11. Security Clearance. (OPNAV 5520/20 Certificate of Personal Security Investigation, Clearance and Access.)
- 12. Letters of Recommendation. (Not required, place here if included.)
- 13. Awards. (Copies of citations, letters, not required, place here if included.)



Application Deadline & References

Application Deadline.

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

References

- OPNAVINST 1420.1B
- <http://www.med.navy.mil/sites/nmpdc/Pages/index.aspx>
- <http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/CommissioningPrograms.aspx>



Medical Service Corps In-service Procurement Program (MSC IPP)





Medical Service Corps In-service Procurement Program (MSC IPP)

General Information

- (1) MSC IPP for Health Care In-service Procurement Program provides a pathway to officer commissions for motivated active duty enlisted personnel who meet the eligibility criteria for MSC officers. Some of these programs provide opportunities to complete either a baccalaureate or masters degree.
- (2) Candidates for this program may have a qualifying degree or may have some college credit applicable towards an advanced qualifying degree. Those with qualifying degrees may receive direct appointments to the MSC, in a paygrade commensurate with education level.
- (3) Selectees who desire an advanced degree (graduate level) or possess transferable credits towards a graduate degree will be afforded the opportunity to obtain a graduate degree while maintaining their active duty pay and benefits. Personnel selected for any of these programs, which require training, are provided between 24 to 48 months to complete their degree (dependent upon the program). MSC IPP students receive full pay and allowances in their current enlisted paygrades and are eligible for advancement while in college. Selectees are required to attend school on a full-time, year-round basis beginning in the fall of the year selected. *Once they complete their degrees they will be commissioned as lieutenant (junior grade) or lieutenant for pharmacy program, MSC, U.S. Navy.*



MSC IPP

Eligibility Requirements

Basic Eligibility Requirements. Applicants must be:

- (1) Be citizens of the United States. *This cannot be waived.*
- (2) Be of good moral character and have no record of disciplinary action within the last 3 years prior to application.
- (3) Be serving on active duty for MSC IPP. Reservists on ADSW, 1- to 3-year recalls and CANREC are not eligible.
- (4) Be serving in paygrade E5 through E9 for MSC IPP.
- (5) Not have reached their 42nd birthday by time of initial commissioning appointment.
- (6) Possess qualifying degree for or possess the minimum amount of transferable college credit for the specialty applying for.
- (7) Be physically qualified.
- (8) Be recommended by their CO.



Application Submission Procedures

- (1) Commanding Officer's Endorsement/Recommendation. Move page 2-15/16 (Commanding Officer's Recommendation of OPNAV 1420/1 Officer Programs Application) to front of package, additional endorsement not required (original signature of CO/Acting only, no BY DIRECTION).
- (2) Officer Programs Application. (Complete, legible, correct name, rate, SSN, original signature.)
- (3) Personal Motivation Statement. Use form provided in OPNAV 1420/1 Officer Programs Application. Provide statement directed toward the field desired or state the specific program section to which you are applying. Include Statement of Age (calculated age in years/months/days at projected date of program completion, under personal statement section) Note: does not count against 200-250 word motivation statement.
- (4) NAVCRUIT 1131/5 Interviewer's Appraisal Sheets (3). (Provided in OPNAV 1420/1 Officer Programs Application.) Applicants will not be provided copies of interview sheets until after the CO has signed and forwarded application.
- (5) Degree Awarded/College Transcripts/List of all colleges attended. Provide originals (unless otherwise stated) for all undergraduate and graduate level coursework.
- (6) Test Scores. ACT, SAT, Graduate Record Examination (GRE), Graduate Management Aptitude Test (GMAT), or appropriate scores completed within 5 years of application due date. If scores are low, applicants should consider retaking to improve their score and make themselves more competitive.
- (7) Letter of Acceptance. For applicants requesting further education from an accredited university or college.
- (8) Academic Degree Completion Plan. (Signed by accredited school official; projected program of study; number of accepted/transferrable credits, coursework and projected completion date).
- (9) Evaluations. (Copies of last 5 years observed NAVPERS 1616/26 Evaluation Report and Counseling or NAVPERS 1610/2 Fitness Report and Counseling Record.)
- (10) Letters of Recommendation. (Not required, place here if included.)
- (11) Awards. Provide copies of citations or letters (not required, place here if included).
- (12) Proof-of-Birth. Certified copy of birth certificate or DD 372, Report of Birth or certificate of citizenship and/or naturalization number. (It is illegal to copy, Xerox, photograph birth certificates from some States and certificates of citizenship or naturalization documents, unless granted permission.)
- (13) Security Clearance. OPNAV 5520/20, Certificate of Personal Security Investigation, Clearance and Access.
- (14) Medical Examination/History. Report of Medical Examination (SF 88 or DD 2808) and Report of Medical History (SF 93 or DD 2807-1) within last 12 to 18 months to include HIV results, eye exam, etc. as outlined in chapter 6.



Application Deadline & References

Application Deadline.

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

References.

- OPNAVINST 1420.1B
- <http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/CommissioningPrograms.aspx>
- <http://www.med.navy.mil/sites/nmpdc/Pages/index.aspx>



Limited Duty Officer (LDO) Chief Warrant Officer (CWO)





Limited Duty Officer (LDO), including Lieutenant Junior Grade (LTJG) and Chief Warrant Officer (CWO) Programs for active duty and inactive duty personnel

General Information

- *The Limited Duty Officer and Chief Warrant Officer Community support the war-fighting capability and readiness of Naval Forces through leadership, technical proficiency, and experience. We are the primary manpower source for technically specific billets not best suited for traditional Unrestricted Line, Restricted Line or Staff Corps career path Officers. Using critical enlisted experience, we are committed to the continuous leadership, improvement, training and mentoring of Sailors.*

LDO

- Technical managers of the Line or Staff Corps that progressively advance within broad technical fields related to their former enlisted ratings
- LDOs fill leadership and management positions at the ENS through CAPT level that require technical background and skills not attainable through normal development within other officer designators
- LDOs serve as, but are not limited to, DIVOs, DEPT Heads, OICs, XOs and COs
- Major Command is the pinnacle goal!

CWO

- CWOs possess the authority and are qualified by extensive experience and knowledge to direct the most difficult and exacting operations within a given occupational specialty
- Although intended primarily as technical specialists/DIVOs, CWOs also serve as DEPT Heads or OICs
- CWO assignments are repetitive in nature
- Chiefs / Senior Chiefs selected promote to CWO2
- If selected from Master Chief, appointment is to CWO3
- (regardless of time-in-grade)



LDO/CWO Eligibility Checklist

***** For FY-18, no LDO time in service waivers will be considered for non-nuclear qualified applicants *****

- ☐ U.S. citizen
- ☐ No age restriction
- ☐ High School Diploma or equivalent
- ☐ Serving as a MCPO, SCPO, CPO or PO1
- ☐ TIS for LDO: 8 to 14 years of active service by 1 Oct of FY applying
- ☐ PO1s must be "CPO Board Eligible"
- ☐ Meet physical standards
- ☐ No courts martial or civilian conviction for other than minor offenses or NJP for 3 years prior to 1 Oct of FY applying
- ☐ Recommended by CO

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- ☐ For CWO, same requirements for LDO except:
- ☐ CPO-select minimum
- ☐ TIS for CWO: 14 to 20 years of active service by 1 Oct of FY applying (waivers up to 22 years for MCPO only)



Application Submission Guidance

- **Review Enlisted to Officer Commissioning Programs Application Administrative Manual OPNAVINST 1420.1B, Ch 7 and Appendix F**
 - **OPNAVINST 1420.1C – revision “in chop”**
- **Applicable NAVADMINs supersede instruction**
 - NAVADMIN 281/12 (Advanced Change Notice to OPNAVINST 1420.1B Ch 7) and current LDO and CWO ISP Board announcing NAVADMIN
- **Highlights from previous NAVADMINs:**
 - Min of 3 (max of 5) appraisals, use “NAVCRUIT 1131/5 (Rev 02-2014)”
 - PO1s must submit 15 Nov evaluation as addendum if not in OMPF
 - Joint Services Transcript (formerly SMART) no longer required
 - Must contain mandatory CO/OIC endorsement statement
- **Applying for additional designators**
 - Must have documented technical and leadership experience
 - A degree is not a substitute for technical experience
 - OPNAVINST 1420.1B (Ch 7, para 18) outlines normal path



LDO/CWO

Application Deadline & References

Application deadlines:

- ☐ **APRIL: Submit Special Request Chit to CO**
- ☐ **MAY: Submit application package to Admin**
- ☐ **JUNE: Interviewer Appraisal Board**
- ☐ **JULY: CO's endorsement prepared**
- ☐ **1 SEPTEMBER: Mail applications**
- ☐ **1 OCTOBER: Postmarked**
- ☐ **Early JANUARY: Board convenes**
- ☐ **MARCH: Results announced via NAVADMIN**

****Appraisal Sheets belong to the CO not the applicant!***

References:

- **OPNAVINST 1420.1B**
- **<http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/CommissioningPrograms.aspx>**



LDO/CWO Mentors/Forums

- **CAPT Bill Johnson, Head LDO and CWO Community Manager,
email: william.r.johnson11@navy.mil**
- **LT Holly Taylor, Assistant LDO and CWO Community Manager,
email: holly.r.taylor@navy.mil**
- **CWO5 Liz Rivera, CWO Community Manager,
email: elizabeth.rivera1@navy.mil**
- **Mitch Allen, Civilian Assistant LDO and CWO Community Manager,
email: mitchell.allen@navy.mil**
- **Community News and Forums:
[NPC Website: http://www.npc.navy.mil/officer/communitymanagers/ldo_cwo](http://www.npc.navy.mil/officer/communitymanagers/ldo_cwo)
[Facebook: Search, “LDO/CWO Community Manager Forum”](#)**



Direct Commissioning Officer (DCO) Program





Direct Commissioning Officer (DCO) Program

- If you previously served as a Navy Officer (NAVET), there's no need to repeat the prerequisite training for commissioning. You can simply apply through the Direct Commission Officer Program. If you served as in Officer in any other service branch (OSVET) or served in an Enlisted role (NAVET or OSVET) but now meet the requirements to become an Officer, you may also apply through the Direct Commission Officer Program. However, you will have to complete the 12-day [Direct Commission Officer \(DCO\) Course](#) in Newport, R.I.



DCO Eligibility Requirements

- **Citizenship**

- You must be a U.S. citizen, U.S. naturalized citizen or a legal permanent resident alien of the United States. Foreign nationals and aliens must legally immigrate first and then apply for and receive a permanent resident alien card, also known as a green card, prior to enlistment. The Navy Reserve cannot assist with the immigration process. To be eligible, you must enlist prior to the expiration date on your green card. To be a Commissioned Officer in the Navy Reserve, you must be a native or naturalized U.S. citizen. You must also meet the mental, moral and physical standards for Navy service.

- **Age**

- The general age requirement for the Navy Reserve is that you must be between the ages of 18 and 39 and be able to have 20 years of total service by age 60.

- **Health**

- You must pass a physical exam to qualify for entrance. For military veterans, these requirements are normally determined on a case-by-case basis.

- **Education**

- For Officers, a degree from a four-year college or university is typically required. Note that any education and/or civilian experience acquired since you last served could potentially open up new possibilities for you in the Navy Reserve.
- Because qualification and commitment details relate to your specific background and interests, you should [contact a Navy Reserve Recruiter](#) for details. That's whether your background is in the Navy or any of the other service branches.



DCO Application Submission Procedures

- If you previously served as a Navy Officer (NAVET), there's no need to repeat the prerequisite training for commissioning. You can simply apply through the Direct Commission Officer Program. If you served as in Officer in any other service branch (OSVET) or served in an Enlisted role (NAVET or OSVET) but now meet the requirements to become an Officer, you may also apply through the Direct Commission Officer Program. However, you will have to complete the 12-day [Direct Commission Officer \(DCO\) Course](#) in Newport, R.I.



References

- OPNAVINST 1420.1B
- <http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/CommissioningPrograms.aspx>



QUESTIONS?

Thanks for coming and we hope you enjoyed the various presentations today and have made positive connections / mentors in pursuit of being selected for a commission.

SDNNOA