



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
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OPNAVINST 1420.1C
N131
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OPNAV INSTRUCTION 1420.1C

From: Chief of Naval Operations

Subj: ENLISTED TO OFFICER COMMISSIONING PROGRAMS FOR UNRESTRICTED
LINE, SPECIAL DUTY LINE, AND STAFF CORPS COMMUNITIES

Ref: (a) NAVPERS 15839I
(b) OPNAVINST 1160.8B
(c) 38 U.S.C
(d) BUPERSINST 1780.1A
(e) United States Naval Academy Catalog of 22 Aug 2024
(f) NAVMED P-117, Manual of the Medical Department (MANMED) of 28 Jan 2026
(g) OPNAVINST 6110.1L
(h) OPNAVINST 5350.4E
(i) COMNAVCRUITCOMINST 1130.8L
(j) NAVPERS 15560D

Encl: (1) OPNAV 1420/1 Officer Programs Application Instructions
(2) USNA Applicant Checklist and Supporting Documents
(3) Checklist for Seaman to Admiral-21 (STA-21) Applicants

1. Purpose. To introduce each commissioning program available to enlisted personnel as well as provide concise guidance to career counselors and other advisors or mentors in the chain of command for the U.S. Naval Academy (USNA), Naval Academy Preparatory School (NAPS), Officer Candidate School (OCS), Officer Development School (ODS) and Seaman to Admiral-21 (STA-21) programs. This instruction provides the specific eligibility criteria for each program and must be carefully reviewed when applying for an officer program. All applicants must have the support and endorsement from their commanding officer (CO) to be eligible for these programs.

2. Cancellation. OPNAVINST 1420.1B.

3. Scope and Applicability. The USNA, NAPS, OCS, ODS and STA-21 programs provide commissioning opportunities to qualified Active Duty, Training and Administration of the Reserve (TAR), and enlisted Navy Selected Reserve personnel. Enclosure (1) is provided to assist in the submission of a complete application.

4. Program Information

a. USNA. USNA is a 4-year military academy that offers qualified personnel to embark on careers as officers in the Navy or Marine Corps after obtaining a bachelor's degree. Students at USNA are midshipmen serving in the U.S. Navy, and receive pay plus tuition, room, and board. Candidates report to USNA usually in late June or early July for Plebe summer. 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. Those qualified and selected for appointment in the Marine Corps may pursue a specialty in Marine Ground, Marine Aviation, or Marine Combat Support. A Bachelor of Science degree is awarded upon graduation. Graduates are commissioned as ensign, U.S. Navy, or as second lieutenant, U.S. Marine Corps. The minimum service obligation is 5 years active duty and 3 years in the Ready Reserve as directed by service directives upon initial appointment. Certain designators incur a greater minimum active duty obligation due to follow-on training required for that designator (i.e. naval aviation).

(1) NAPS is located on Naval Station Newport, RI. NAPS provides intense instruction and preparation for the academic, military and physical training at the USNA. NAPS students are on active duty enlisted status in the U.S. Navy. The school convenes in July of each year and runs through May of the following year. At the conclusion of NAPS, the USNA admissions board will determine whether a midshipman appointment will be offered. Those who receive appointments will report to USNA on induction day which is in late June or early July. To be considered for NAPS, applicants must not have passed their 22nd birthday on 1 July of the year that they will enter NAPS. Enlisted members who apply to USNA and are not selected for direct entry are automatically considered for entrance into NAPS.

(2) More information about USNA and NAPS can be obtained by visiting USNA's website at <https://www.usna.edu/Admissions>, or by contacting the fleet coordinator at (410) 293-1839/DSN (312) 281-1839.

b. OCS. OCS is an initial commissioning program for individuals with an appropriate degree from an accredited institution as outlined in the applicable Program Authorization (PA). Applicants for OCS may request designation, depending upon individual qualifications, from available community designators within the URL, Special Duty (SP) and selected Staff Corps designators. OCS is an intensive officer training and indoctrination program that lasts approximately 13 weeks, located at Officer Training Command (OTC) in Newport, RI. The OCS course is designed to provide a working knowledge of the Navy (afloat and ashore), to prepare officer candidates to assume the responsibilities of a naval officer, and develop them to their fullest potential as leaders.

(1) OCS is designed to prepare members to become commissioned officers by providing basic foundational knowledge of the naval profession and its related military, academic, and nautical subjects. In most cases, graduates will receive specialized follow-on training after OCS to further prepare them for their initial fleet assignment. Training is divided into 4 units of instruction: leadership, profession of arms, fitness, and academic.

(2) Enlisted applicants selected for the program, in pay grade E-4 or below, are designated officer candidates and advanced to pay grade E-5 upon reporting to OCS. Enlisted applicants in pay grade E-5 and above are designated officer candidates in their present pay grades. Graduates of OCS are appointed as ensign or Warrant Officer 1 (WO1), U.S. Navy, and incur a minimum active duty obligation of 4 years. Certain designators incur a greater minimum active duty obligation due to follow-on training required for that designator. Reference (a) Volume 1, Part A provides a general description about each officer designator. PA requirements can be found at: <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Program-Authorizations>.

(3) Officer Development School (ODS) is an initial commissioning program for nuclear power school instructors, naval reactors engineers, engineering duty officers, and all staff corps with the exception of supply corps and civil engineering corps. Applicants must have a baccalaureate degree from an accredited institution. Instruction is at OTC in Newport, RI, and lasts approximately 5 weeks. Medical, Chaplain, and Judge Advocate General's Corps program applicants must contact their nearest navy officer recruiter to apply.

(4) Applications are accepted throughout the year. However, some boards meet on pre-determined dates and require applications to be submitted at certain times throughout the year. Current OCS information can be found on the MyNavyHR website at: <https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/Commissioning-Programs>. Information and questions concerning OCS and ODS programs should be addressed to ocsquestions@navy.mil or 901-874-9028 / DSN (312) 882-9028.

c. STA-21. STA-21 is a commissioning program that provides an excellent opportunity for highly motivated and eligible active duty enlisted personnel to complete requirements for a baccalaureate degree and earn a commission in the URL, SP, or Staff Corps. Community STA-21 opportunities are announced annually via Naval Administrative Message (NAVADMIN). The applicant's fleet performance history will receive consideration during the selection process with an emphasis on those applicants who possess both the academic and leadership potential necessary to become outstanding naval officers.

(1) School. Applicants accepted into STA-21 will first attend one of two Naval Science Institute (NSI) courses at OTC in Newport, RI. NSI is 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 enroute to their assigned university. Upon completion of NSI, STA-21 officer candidates will be enrolled in full-time, year-round study for up to 36 months at a NROTC-affiliated (Naval Reserve Officers' Training Corps) university.

(a) All selectees will be ordered to a 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. A complete list of all NROTC affiliated universities is available at the Naval Service Training Command (NSTC) NROTC Colleges and Universities website: <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NROTC/Program-Information/Navy-ROTC-Schools/>. Applicants selected for nuclear options will attend only those universities offering nuclear options. The complete list of schools available for the STA-21 Nuclear option is available at: <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/STA-21/STA-21-Program-Overview/> under the "Education" tab. STA-21 officer candidates will participate in drills with their NROTC unit, attend two Naval Science leadership courses, and are strongly recommended to hold leadership positions within the unit. STA-21 officer candidates do not participate in NROTC midshipman cruises. They remain on campus to attend classes during summer academic sessions. Enrollment may begin as early as the summer semester following selection notification or later depending upon assigned reporting date and program option. Based upon college-level credits already earned by STA-21 participants, advanced academic standing may be granted at the discretion of the individual university. Students so advanced will be expected to complete degree requirements in a proportionately reduced period of time.

(b) STA-21 graduates must first complete their initial fleet service obligation and operational assignment prior to gaining eligibility for a naval officer fully funded in-resident graduate education program. Additionally, STA-21 students are not eligible to participate in immediate, post-commissioning graduate education programs (such as Immediate Graduate Education Program, Voluntary Graduate Education Program, scholarship, fellowship, etc.).

(2) Pay, Benefits and Advancement. STA-21 students receive full pay, allowances, and benefits for their enlisted pay grades and are eligible for advancement while participating in the program.

(a) All Special Duty Assignment Pays (SDAP) cease upon transfer to NSI, however some special pays may continue for those individuals selected for and participating in the STA-21 SPECWAR or EOD option programs, if specific program qualifications are maintained as directed by Navy Personnel Command (COMNAVPERSCOM). Entitlement to the selective reenlistment bonus (SRB) is as specified in reference (b). Once the service member transfers with orders to NSI, the member is no longer eligible to receive SRB bonus installments. Time spent in the STA-21 program will be excluded in computing the years of service of an officer towards retirement eligibility.

(b) Participants will receive an annual \$10,000 education voucher, provided to benefit each participant and paid to the educational institution attended. This voucher will be used to pay tuition, fees, and book costs only. Excess funding for vouchers will be remitted by the educational institution to NSTC as program manager. Participants will pay for any requirements that exceed the \$10,000 voucher. STA-21 students are not eligible for Navy Tuition Assistance (TA) as specified in references (c) and (d). However, they may use (Government Issue) GI Bill funds and other Veterans Affairs educational benefits listed in section 3681(b) of reference (c), provided the benefits are not combined to pay for the same course. Questions regarding use of Montgomery GI Bill benefits should be directed to COMNAVPERSCOM's Navy Education Program Office at 1-800-962-1425.

(c) All requirements for the next advancement exam should be completed prior to detaching from the present command. Service members enrolled and active in the STA-21 program will be waived from the leadership development course (LDC) requirements to participate in the enlisted advancement exam and for advancement. If disenrolled from the STA-21 program, the service member will take the proper LDC and complete other advancement requirements at the first available opportunity.

(d) NSTC will provide funding in support of tutoring in the subjects of calculus and physics for STA-21 officer candidates.

(3) Officer Community Selection. Under the STA-21 core option, community selection occurs during the final year of academic study. Following graduation, participants enter the URL, which includes aviation warfare (Pilot or Naval Flight Officer (NFO)), submarine warfare, nuclear surface warfare, surface warfare, EOD, and SPECWAR communities. In addition to the core option, there are other specific URL, SP and Staff Corps community options available as announced in the annual NAVADMIN. Sailors may submit applications for the STA-21 core, one of the target community options, or one target community option plus the core option. Those desiring selection to a target community are advised to also apply to the core option, if eligible, as an alternative.

5. Eligibility Requirements

a. USNA

(1) U.S. citizenship is required for entry to USNA. This cannot be waived.

(2) At least 17 years of age and must not have passed their 23rd birthday on 1 July of the year entering USNA.

(3) Applicants must be of good moral character and have no courts-martial conviction or civilian felony conviction, no record of disciplinary action under Uniform Code of Military Justice (UCMJ), article 15 or conviction by civilian court for misdemeanors (except minor traffic

violations) during the 3 years preceding application for the program. Any substantiated drug use or alcohol abuse is disqualifying.

(4) Unmarried, not pregnant, and have no incurred obligations of parenthood or legal guardianship or support of another individual.

(5) Applicants must be physically qualified and in excellent health and physical fitness as determined by a medical examination administered by the Department of the War Medical Examination Review Board (DoWMERB). DoWMERB will schedule the service academy qualifying medical examination and will contact the applicant by mail. In most cases, the medical exam will be done at the service member's local medical treatment facility with the assistance of DoWMERB. Applicants must meet the criteria listed in subparagraphs 5a(5)(a) and 5a(5)(b).

(a) Have distance vision that can be corrected to 20/20 in each eye with conventional (spectacle) lenses.

(b) Have normal color vision as determined by the pseudo-isochromatic plates test administered by DoWMERB.

(6) USNA strongly supports the U.S. Navy policy prohibiting body alterations that are prejudicial to good order, discipline and morale or are of a nature to bring discredit upon the naval service. Body alterations that are excessive, obscene, sexually explicit or advocate or symbolize sex, racial, religious, ethnic or national origin discrimination, as well as any body alteration that advocates or symbolizes gang affiliation, supremacist or extremist groups, or drug use are prohibited.

(7) All applicants must obtain a nomination from an official source. Applicants should apply to all categories of nominations for which they qualify. Secretary of the Navy (SECNAV) may appoint 170 enlisted members of the regular Navy and Navy Reserve and Marine Corps and Marine Corps Reserve to the USNA each year. Fleet applicants must apply for a SECNAV nomination. Reservists must be on active duty, or must be members of the Selected Reserve (SELRES) in a Navy Reserve drilling unit, be recommended by their CO, and have maintained satisfactory in drill attendance with their reserve unit. Midshipmen of the NROTC program are not eligible for appointment under this quota. Detailed nomination procedures and sample formats for each nomination category are provided in reference (e), or on the USNA's website at <https://www.usna.edu/Admissions/Apply/Nomination-Sources.php>.

(8) Admissions board qualification is determined by the USNA based upon the criteria listed in subparagraphs 5a(8)(a)-(c) and at the following website: <https://www.usna.edu/Admissions>.

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

(b) Acceptable score(s) on the Scholastic Aptitude Test (SAT) or the American College Test (ACT). These tests must be no more than 2 years old upon applying for the USNA. To increase competitiveness these tests should be taken within 1 year. To be considered for a SECNAV nomination, a candidate should obtain an SAT score of 550 math and 500 critical reading and verbal, or ACT scores of 24 math and 22 English. These scores are not competitive for entrance into USNA, but may place a candidate in contention for NAPS based on a "whole person" assessment. Tests may be taken more than once, and the highest scores in each category on either test will be accepted.

(c) Applicants who are close to these levels or have questions about academic qualification are strongly encouraged to contact the fleet coordinator at the USNA Office of Admissions at (410) 293-1839/DSN (312) 281-1839.

(9) Applicants must be recommended by their CO.

(10) Nuclear trained Sailors holding a nuclear navy enlisted classification (NEC) (N1XO, N1XS, N2XO, N2XS, N59X, or N89X) must be granted a conditional release from nuclear duty. To request a conditional release, Sailors must submit a Personnel Action Request (NAVPERS 1306/7) to the Nuclear Propulsion Program Manager (OPNAV N133D) via their detailer in COMNAVPERSCOM Enlisted Submarine and Nuclear Power Assignments (PERS-403). Nuclear trained Sailors may be considered for conditional release on a case-by-case basis with consideration being given to community health. Nuclear trained Sailors holding a N91T NEC who are assigned to a nuclear training command do not require a conditional release to apply to the USNA.

b. OCS

(1) All applicants for the OCS program must meet the designator specific PA minimum requirements and obligation. PAs can be found on the MyNavyHR website at: <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Program-Authorizations>. Waivers of PA requirements may be authorized if specified in the applicable PA, and must be submitted per PA guidelines, which vary by community. Exceptions to policy may be considered if the applicant or community has exceptional circumstances, and should be submitted with CO endorsement to OPNAV N13 via the applicable officer community manager listed at: <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer>.

(2) Student NFO (1370), and student naval aviator (SNA) (1390) applicants must take the aviation selection test battery (ASTB) exam to meet the PA minimum requirements

(3) Those applying to the Nuclear Propulsion Officer Candidate (NUPOC) Program governed by PA 100A or PA 100B must pass a technical interview with Naval Reactors and earn (or already possess) an applicable undergraduate degree to meet PA requirements for student submarine warfare officer (1170), nuclear surface warfare officer (1160(N)), Naval Reactors instructor (1210), or Naval Reactors engineer (1220).

(4) In addition to meeting the physical requirements stated in the applicable PA:

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

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

(c) Applications for OCS should include a pre-commissioning physical completed on DD form 2807-1, Report of Medical History, and DD form 2808, Report of Medical Examination that is, current within 24 months of entry into the program, and that follows the instructions in reference (f), chapter 15 for conducting and recording a physical examination and documents the required supplemental studies. If an applicant does not meet physically qualified standards per reference (f), chapter 15, they must be submitted by the applicable program manager to COMNAVCRUITCOM Medical Policy and Oversight (NAVCRUITCOM N33) for a medical review and consideration of a medical waiver. OCS applicants with disqualifying conditions for aviation and SP designators should be routed to those waiver authorities to ensure applicant is suitable for service as a commissioned officer within that designator. Applicant is expected to maintain physically qualified or waiver-able status while in the OCS program. A significant change in medical status will prompt an updated medical waiver review for commission.

(d) Applicants must meet physical fitness standards, including height, weight, and body fat standards per reference (g) at the time of application. Candidates must pass a Body Composition Assessment (BCA) and complete a Physical Readiness Test with a performance score of "satisfactory medium" in all categories prior to commissioning. Failure to maintain BCA and fitness standards will result in disenrollment from the program.

(5) A national agency check with local agency and credit checks (NACLC), or its equivalent, is required to be completed prior to commissioning. Applicants who do not have the appropriate agency check completed, must initiate a NACLC investigation, or higher (if required by the respective PA) before a final selection letter be issued.

(6) Each applicant must divulge information related to tattoos and body piercing, ornamentation, branding, and body mutilation when determining commissioning eligibility by completing the United States Navy tattoo screening certificate (NAVCRUIT 1130/104) available at: <https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/Commissioning-Programs>.

(7) Applicants must be recommended by their CO.

c. STA-21

(1) U.S. citizenship is required. This cannot be waived.

(2) Be serving in the U.S. Navy on active duty or TAR. Students presently enrolled in other officer accession programs are not eligible. Individuals who have already obtained their baccalaureate degree are not eligible for STA-21 and should apply directly for OCS.

(3) Be recommended by the CO as having good moral character, officer potential, and unquestionable loyalty to the United States. Applicants will have no record of court-martial convictions or civilian felony convictions. Have no record of driving under the influence or driving while intoxicated within the 3 years preceding application due date. Have no record of disciplinary action under the UCMJ, article 15, or conviction by civil court for misdemeanors (except minor offenses that impose a fine of \$300 or less, exclusive of court charges) during the 3 years preceding application due date. Substantiated alcohol or drug-related incidents while in an enlisted status are considered an aspect of an individual's performance and judgment, and will be considered when assessing future leadership potential. Applicants who are alcohol dependent must have successfully completed the appropriate regimen of treatment and education per reference (h) and have remained alcohol-free for the period of 3 years preceding application due date.

(4) Be a high school graduate. High school diploma or equivalency certificates based upon military education experience and General Educational Development (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.

(5) 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

normally considered fully transferable. Many universities do not accept all transferable credits. Non-traditional credits (i.e., military service and service school credits, College-Level Examination Program courses, vocational or technical school credits, credits obtained from foreign institutions, 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. Navy college office counselor should be contacted for educational counseling to include determination of which credits will transfer to specific universities.

(6) Be able to complete degree requirements and be commissioned by age requirements as specified in the PA for the selected community. Individual programs may have additional requirements and specific restrictions as annotated in the PAs found on the MyNavyHR website at <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Program-Authorizations/>. Unless otherwise specified in the PA, selectees are strongly encouraged to pursue technical degree programs. All STA-21 participants, except for Nurse Corps (NC) option selectees, must complete two semester courses each of an approved engineering-level calculus and calculus-based physics equivalent to 6 semester hours in each subject prior to graduation.

(7) Maintain a cumulative Grade Point Average (GPA) of 2.5 or better on a 4.0 scale overall, and a minimum of 2.0 on the required calculus and physics courses unless further defined by the community PA requirements.

(8) Have a certified copy of SAT or ACT scores no older than 5 years from application due date. A minimum score of 1000 SAT (with minimum scores of 500 math and 500 critical reading and verbal) or 41 ACT combined math and English (with minimum scores of 21 math and 20 English) is required. No waivers will be considered. SAT or ACT scores are not required for Nuclear Officer applicants; however they could still be required for colleges and universities to which applicants are applying. For eligibility and scoring purposes, applicants who cannot obtain a SAT or ACT score that were stationed outside of the continental United States or deployed between February of the previous cycle and June of the current cycle must ensure their high school cumulative grade point average is a minimum of 2.5 and is within 5 years or have a minimum 2.5 cumulative college GPA on a 4.0 scale with 12 or more semester hours.

(9) Meet physical commissioning standards for appointment as prescribed in reference (f) and the physical fitness standards as prescribed in reference (g). Applicants must keep NSTC STA-21 (N92) advised of any significant changes to physical status (e.g., broken bones, pregnancy, surgery, etc.), which occur after the physical examination is completed.

(10) Passed the last two Physical Fitness Assessments (PFA) with a minimum overall score of good-low or better (unless waived). If the applicant has not yet completed the PFA during the application year, a special PFA must be administered. An overall score of SATISFACTORY or FAILURE for either PFA will render the applicant ineligible. If a PFA

was not performed within the last year, the CO will provide an affirmative statement in their endorsement certifying the applicant is within Navy height and weight requirements.

(11) Nuclear trained Sailors holding a nuclear NEC (N1XO, N1XS, N2XO, N2XS, N59X, N89X, or N91T) must be granted a conditional release from nuclear duty if applying to any STA-21 non-nuclear option. Nuclear trained Sailors applying for the STA-21 nuclear option do not require a conditional release. To request a conditional release, Sailors must submit a Personnel Action Request (NAVPERS 1306/7) to OPNAV N133D via their Detailer in COMNAVPERSCOM PERS-403. Nuclear trained Sailors may be considered for conditional release on a case-by-case basis with consideration being given to community health. Non-nuclear trained Sailors may also apply to the STA-21 nuclear option provided that they obtain an approved nuclear field eligibility worksheet via COMNAVCRUITCOM. Non-nuclear trained Sailors must meet the requirements of nuclear field duty as specified in Chapter 5 of reference (i). Those requirements not met for nuclear field duty require a waiver with NRC concurrence. These requirements include, but are not limited to, Armed Services Vocational Aptitude Battery, foreign citizenship, and security clearance.

(12) Have submitted all documentation listed in subparagraph 6c. Omission of these documents may be disqualifying.

(13) STA-21 officer candidates must maintain eligibility requirements during the application period and during participation in the program including physical fitness standards and officer accession standards as prescribed by NSTC and references (f) and (g).

6. Application Procedures

a. USNA

(1) Apply for admission by filling out a USNA preliminary application at <https://www.usna.edu/Admissions>. Also, refer to the annual ALNAV that USNA releases detailing application deadlines and procedures. Once named an official candidate, the applicant will receive a letter directing completion of the candidate application, which is available on-line at <https://www.usna.edu/Admissions> under the candidate information system (CIS). The sooner an applicant applies the better; therefore, the application should be completed as soon as possible. Candidate applications must be started by 31 December and completed by 1 February of the year for which the service member is applying for entry.

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

(3) 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 subparagraph 6a(4)). 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
B 592
Princeton, NJ 08540
<https://www.collegeboard.org>

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

(4) USNA will not accept SAT or ACT scores from tests taken after 31 January of the year for which the service member desires admission to USNA. If an applicant has taken the SAT 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.

b. OCS

(1) An electronic version of checklists and forms are available on the MyNavyHR commissioning programs website at: <https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/Commissioning-Programs>.

(2) Applicants should download, review, and complete all requirements listed on the fleet OCS checklist posted on the MyNavyHR website listed in subparagraph 6b(1).

(3) Applicants must fill out the enclosure (1) and submit it via their chain of command.

(4) A minimum of three officer interviews are required. Applicant interviews will be conducted following the guidance on the interviewer's appraisal sheet (NAVCRUIT 1131/5) and OPNAV 1420/1. Interviews can be conducted separately or simultaneously by a panel of officers. The officer(s) conducting the interviews should be in pay grades O-3 and above and only one of the interviewing officers can be in the applicant's chain of command. At least one interviewer should be in the designator for which the applicant is applying, if possible. Those interviewing for nuclear duty will require an additional technical interview with Naval Reactors.

(5) Applications are received throughout the year. Refer to the board schedule posted on the MyNavyHR commissioning programs website for designator specific dates. Application processing and review will normally take 8 to 10 weeks. Applicants will be formally notified in of their selection status via their chain of command.

(6) All pending waivers and exceptions to policy must be received prior to the board deadline. Applicants who need or have pending waivers or exceptions to policy should allow sufficient time to ensure the applicant can provide the final decision to the board prior to the board application deadline.

(7) Submit applications to NAVCRUITCOM N31 utilizing email to: NRC_HQ_N3_OFFICER_APPLICATIONS@us.navy.mil. To protect personally identifiable information, applications should be sent encrypted. In the special circumstance in which email is not an option, applications can be sent via postal mail to:

Navy Recruiting Command (N31)
Naval Support Activity (NSA) Mid South bldg 784
5722 Integrity Drive
Millington TN 38054-5057

(8) Nuclear trained Sailors holding a nuclear NEC (N1XO, N1XS, N2XO, N2XS, N59X, N89X, or N91T) must be granted a conditional release from nuclear duty if applying to any OCS non-nuclear option. Nuclear trained Sailors applying for OCS nuclear option do not require a conditional release. To request a conditional release, Sailors must submit a Personnel Action Request (NAVPERS 1306/7) to OPNAV N133 via their detailer in COMNAVPERSCOM Enlisted Submarine/Nuclear Power Assignments (PERS-403). Nuclear trained Sailors may be considered for conditional release on a case-by-case basis with consideration being given to community health.

c. STA-21

(1) The STA-21 online application is located on the STA-21 website at <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/STA-21>. The selection package is a two-part process. The applicant completes part one. The command completes part two. The checklist is located on the STA-21 website. Once the selection package is complete, the applicant's command mails it to the address that is listed on the checklist. All applicable forms are available for download on the website. It is mandatory that the applicant use the forms located on the STA-21 website vice any other sources as they are the most accurate and up-to-date. If website access is not available, please email the STA-21 office at (GRLK_STA21@us.navy.mil) and the current forms will be emailed to you. Application must be submitted via the applicant's CO and be postmarked no later than 1 July of the application year to ensure complete screening and processing prior to convening of the selection board. Applications postmarked after 1 July will not be considered unless the CO's endorsement

provides a compelling reason. Deployment, in and of itself, is not justification for late submission of an application.

(2) 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. The selection package should be assembled in the order outlined by the checklist and secured with a binder clip in the upper left corner or nothing at all. Do not place application in document protectors, notebooks, spiral binding, or report covers. Do not send transcripts directly to the STA-21 office. All transcripts should be removed from their envelopes, marked as enclosures to the application, and included in the selection package prior to the interview boards taking place. Nuclear option applicants must submit an original and a copy of their entire selection package. Applications must include the CO endorsement and the items listed in subparagraphs 6c(2)(a) through 6c(2)(l).

(a) STA-21 application cover letter.

(b) STA-21 application data letter (only if web access is not available to apply on the STA-21 website).

(c) A personally composed and signed one-page typed statement presenting reasons for STA-21 participation and the applicant's professional or vocational intention and desire for the specific community or one of the URL communities in line with the application, or both. Motivation and understanding of the requested designator(s) is of significance to the selection board. Ensure the statement is signed and dated and include name, rate and rank.

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

(e) A certified copy of SAT or ACT scores from a test taken within 5 years of application due date unless the applicant meets exceptions outlined in para 5c(8).

(f) Pilot and NFO options only: ASTB scores. Information regarding how to schedule the ASTB test can be found on the STA-21 website.

(g) Original transcripts from each secondary (high) school, technical school, and college attended. A transcript combining transfer credits from several schools is not sufficient. Transcripts must be legible unaltered. 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 email (GRLK_STA21@navy.mil) if the application package was postmarked by 1 July.

Note: If service record includes copies of these documents, the applicant's administrative office may certify them to be true copies. The applicant should include their transcripts with the application and forward directly to NSTC (N92/STA-21). No requirement exists for submission of official transcripts directly from the educational institution to NSTC. Transcripts received by the applicants should be removed from their envelopes and labeled as enclosures to the application. If submitting a copy of transcripts, they must be certified to be true copies.

(h) GED test results (as applicable) 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).

(i) 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 desired. Applicants are encouraged to include other documents that demonstrate leadership qualities while involved in extracurricular activities or volunteer work. Service members who are junior in the Navy are encouraged to include awards and certificates earned in high school.

(j) A copy of applicant's last three consecutive PFA results to include at least one during the application year. Results should be printed from Physical Readiness Information Management System Two (PRIMS-2) and must include raw score data for each portion of the test as well as height and weight and BCA.

(k) A signed and dated NAVPERS 1070/613 Administrative Remarks for the primary community or option applying for. A copy should also be filed in the applicant's service record. Download the current form from the STA-21 website.

(l) Clearance information as applicable to the community PA(s).

(3) College acceptance letters are not required to apply to the STA-21 program. Upon being selected, selectees will have the opportunity to apply for admission to their ranked universities as part of the normal college fall admissions cycle. Final report of admission results are not required until requested by NSTC. Admission fee for only the college attended will be reimbursed.

7. CO Guidance

a. USNA

(1) Upon receipt of a SECNAV nomination request letter, the CO will personally interview the applicant to include the items listed in subparagraphs 7a(1)(a) through 7a(1)(d).

(a) Applicants have a thorough understanding of the military, academic, and physical rigors of USNA and that they understand and appreciate the demands of the career upon which they are embarking. The administered at USNA is at a higher standard than that in the fleet and applicants must be physically fit to pass it.

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

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

(d) All information available about the applicant in addition to the information obtained from the interview.

(2) Ensure only the best are selected for the program, evaluating the member's military performance, suitability for the program and potential as a commissioned officer. While it is necessary to identify an unlikely prospect, it is just as important that an applicant's academic record in high school or college is not screened by the command to determine suitability for admission. The USNA admissions board will remain the final authority on whether a member meets entrance requirements based on a "whole person concept".

(3) Provide an endorsement to the applicant's letter (sample format provided in enclosure (2)). Ensure the applicant meets all eligibility criteria and identify and make recommendations in cases where waivers are required.

(4) In those instances where the deployed status of a ship, squadron or Marine Corps unit make communications by letter impractical, COs may submit a message (sample format in enclosure (2), page 7) in lieu of an endorsement letter.

(5) Ensure that an original and one copy of the SECNAV application and endorsement are properly prepared and forwarded to:

Superintendent
U.S. Naval Academy
Nominations and Appointments Office
52 King George Street
Annapolis, MD 21402-1318

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

b. OCS. Upon receipt of an application, the CO will interview and provide a recommendation using the CO's recommendation section included in OPNAV 1420/1. CO's should ensure that the applicant meets all eligibility criteria and identify and make recommendations in cases where waivers or exceptions to policy are required.

c. STA-21

(1) The CO's recommendation is the single most important element of the application package. If the applicant is not recommended by the CO, the sailor is not eligible for this program and no further action need be taken.

(2) Upon receipt of an application, the CO will personally interview each applicant and (if recommended) appoint an evaluation board consisting of three Navy URL officers (or a mix of URL and non-URL officers) from the same (or similar) primary community(ies) for which the applicant has applied. All board members must be O-3 or above, should be from the applicant's command if available and must read this chapter prior to conducting the interview. Each board member must complete the NAVCRUIT 1131/5, including the interviewer's opinion concerning the applicant's motivation, potential for a career as a naval officer, aptitude for advanced academic study, and personal maturity. Board members must annotate their rank, designator, and command job title on their respective NAVCRUIT 1131/5 form. The CO must justify any deviation from the STA-21 board requirements in the CO recommendation (i.e., isolated unit or deployment where certain required board members are not available, before forwarding the package to NSTC. Interviews are not required for STA-21 (Nuclear Option) applicants, nor are they required to submit officer interview sheets.

(3) Although a physical exam is not required by all applicants and will not accompany the STA-21 application, COs should determine from the interview whether the applicant appears to be physically qualified, as a preliminary screening. Applicants who are selected for the STA-21 program or as an alternate will be sent instructions on the requirements for a pre-commission physical examination. Selectees will be required to meet medical standards per reference (f), chapter 15 or receive a waiver for a commission through a medical review by the Bureau of Medicine and Surgery, Qualifications and Standards (BUMED M34) with recommendations for or against a waiver by NSTC N92/STA-21. Selectees for aviation, nuclear, undersea, or diving designators will be routed to those respective waiver authorities to ensure applicant is suitable for service as a commissioned officer within that designator. A significant change in medical status while in the STA-21 program will prompt an updated medical waiver review for both general commissioning and SP as required by the individuals option program. Applicants considering pilot or NFO as their primary option should complete a SNA physical prior to the interview and application to ensure they are medically qualified for aviation duty. The most common disqualifying conditions for URL include defective color vision, eyesight uncorrectable to 20/20, excessive refractive errors or applicant is out of height or weight body fat standards.

(4) The COs endorsement is preferably no more than one page in length and should include the interview verification letter, and a recommendation letter. The recommendation letter must be ranked (e.g. #1 of X STA-21 candidates and #1 of X NFO candidates) if there is more than one applicant from the command or if there are more than one applicant applying for the same primary community. 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 should be forwarded. Specifically cite accomplishments, contributions, and demonstrated leadership in bullet phrases. The interview appraisal sheet is not complete unless it has rank, designator, and command job title of the appraiser. Commands will forward all STA-21 applications to:

Naval Service Training Command (N92/STA-21)
320A Dewey Avenue
Bldg. 3, RM 106
Great Lakes, IL 60088-2845

8. Administrative Information

a. USNA

(1) Change of address. Applicants must notify the fleet coordinator of any change in mailing address or receipt of transfer orders prior to receipt of offer of appointment to USNA. This may be accomplished by logging onto the CIS found on USNA's website at <https://www.usna.edu/Admissions>.

(2) Service Obligation

(a) Service members offered an appointment must have a minimum of 24 months of active obligated service, as of 1 July of the entering year. Candidates who are selected for admission to NAPS must have a minimum of 24 months obligated service as of 1 July of the year that they will enter NAPS. NAPS graduates who are appointed to USNA must have a minimum of 24 months active obligated service as of 1 July of the year that they will enter USNA. Members who do not have the requisite minimum obligated service must agree to extend their enlistment utilizing Agreement to Extend Enlistment (NAVPERS 1070/621) or Agreement to Recall or Extend Active Duty (NAVPERS 1070/622) forms. The reason for extension of enlistment should state "Appointment to the U.S. Naval Academy" or "Assignment to the Naval Academy Preparatory School," as appropriate. The following statement of understanding should be included with the reason for extension of enlistment: "I understand that upon such appointment this agreement becomes binding and may not thereafter be cancelled except as provided by the MILPERSMAN."

(b) Former fleet service members that disenroll from the USNA or NAPS for reasons other than acceptance of a commission or a physical disability will revert to the enlisted status

held immediately prior to entry to USNA or NAPS. Enlisted members will be required to complete the period of service for which they originally enlisted, and for which they have an obligation (any extension or reenlistment). Time served as a midshipman (USNA) or midshipman candidate (NAPS) will be counted as time served under the original enlistment or period of obligated service.

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

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

(e) USNA graduates, upon appointment, are required to serve on active duty for a minimum of 5 years active and 3 years in the Ready Reserve as directed by service directives.

(3) Withdrawal of Application or Recommendation

(a) An applicant may withdraw from consideration any time prior to transfer from present duty station to the USNA or NAPS. A service member wishing to withdraw should decline transfer orders and notify the USNA Office of Admissions fleet coordinator at (410) 293-1839/DSN (312) 281-1839.

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

(4) Transfer Policy

(a) Candidates for USNA or NAPS receiving PCS orders, for execution subsequent to applying for this program, should not be transferred until officially notified of selection or non-selection to USNA or NAPS. If a transfer directive is received, COs will notify the orders originating authority that the individual has applied for appointment to USNA and that orders be held in abeyance until notification of selection or non-selection. If the applicant is selected, the CO will notify the orders originator that the individual has been selected and that orders be cancelled. If the applicant is not selected, the command will transfer the individual and notify the orders originator that the orders have been executed. Any questions regarding this policy should be directed to the USNA Office of Admissions fleet coordinator at (410) 293-1839/DSN (312) 281-1839.

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

(c) A positive leave balance upon entering NAPS is strongly encouraged in order to permit leave during the December to January holiday period.

(5) Advancement in Rating for NAPS Students

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

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

(6) Inquiries. Information and questions should be addressed to:

U.S. Naval Academy
Candidate Guidance Office
Attn: Fleet/NAPS Coordinator
52 King George Street
Annapolis, MD 21402-1318
Phone: (410) 293-1839/DSN (312) 281-1839

b. OCS

(1) Change of Address and Contact Information. Applicants must notify NAVCRUITCOM N31 in writing or email of any change in mailing address or other contact information.

(2) Service Obligation

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

(b) Voluntary extensions are not authorized if the aggregate of all extensions during the current enlistment exceeds 48 months. In these cases, the individual must reenlist. Orders will be issued contingent upon extension of enlistment when applicant does not have the required amount of obligated service before transfer. NAVCRUITCOM N31 should be notified immediately if an applicant who receives orders does not desire to extend their enlistment in order to qualify.

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

(3) Withdrawal of Application or Recommendation

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

(b) Should there be a marked drop in the overall performance of the selectee, UCMJ violations or other administrative actions prior to the selectee's transfer to OCS, the CO will immediately inform NAVCRUITCOM N31 and recommend whether the situation warrants revoking their selection for the program.

(4) Transfer Policy

(a) Applicants for OCS receiving PCS orders for execution subsequent to applying for this program should not be transferred until officially notified of selection or non-selection. If a transfer directive is received, the CO will notify the orders originating authority that the individual has applied for selection for the OCS program and that orders are being held in abeyance until notification of selection or non-selection. If the applicant is selected, COMNAVPERSCOM order originator will be notified by the fleet OCS processor that the individual has been selected. The transfer orders will then be cancelled and orders for officer training will be issued. If the applicant is not selected, the command should transfer the individual and notify the orders originator and the gaining command that the orders have been executed.

(b) Applicants are not authorized to submit an OCS application if the member is within 3 months of transfer or separation or has already received PCS orders prior to submitting application.

(c) Transfer directive will be issued by COMNAVPERSCOM. COs will ensure that no person ordered to OCS is transferred without the required obligated service.

(5) Reconsideration

(a) Applicants that were not selected (non-select) are able to ask for reconsideration of their application if they are within 6 months of the original non-selection. The requested information listed in subparagraphs 8b(5)(a)1 through 8b(5)(a)4 must be provided to COMNAVCRUITCOM.

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

2. Any additional information for the board to consider (i.e., new evaluations, career or paygrade advancement, improved GPA, new or improved officer interviews, higher Officer Aptitude Rating or ASTB score, etc.).

3. CO's endorsement on the reconsideration package.

4. Applicants or command career counselors should submit reconsideration packages outlined in subparagraph 8b(5) of this instruction.

(b) A new application must be completed if the original non-select occurred over 6 months or the applicant is applying for a new designator not previously submitted.

c. STA-21

(1) Applicants are responsible for submitting complete and accurate applications and will work with the appropriate command representatives to ensure the CO endorsement is also accurately completed and mailed on time. Enclosure (3) is provided to assist in the submission of a complete application. The most common errors are late applications without sufficient justification from the CO, blank, unsigned or undated applications, old or late SAT or ACT scores, interview sheets that do not indicate the designator and command job title of the interviewer, an incomplete or inaccurate personally composed statement or a missing CO recommendation ("forwarded" is not a recommendation).

(2) A selection board will be convened annually in August by NSTC to pick the primary group of program participants and a group of alternates as potential replacements should primary participants become ineligible for the program or fail to gain entrance to the university portion of the program.

(3) Each applicant must keep NSTC (N92/STA-21) advised by mail, e-mail or website response 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.

(4) STA-21 selectees will receive a congratulatory email from NSTC after the selection results are released with follow-on direction. Selectees are directed to download and print selectee information from the website. Information includes specifics pertaining to NSI and STA-21 conditional selectees or alternates. Please see website <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/STA-21>. Information packages can be downloaded directly from the website by clicking on STA-21 conditional selectees or alternates information package. Selectees will be required to submit to NSTC (N92) their college acceptance letter(s), degree plan(s), pre-commissioning physical, and completed Statement of Understanding as a condition of acceptance into the STA-21 program. Delay in receipt of this information may jeopardize selectees' chances of being placed at their first choice university or college. An alternate's status change to selectee may not afford the individual very much time to complete requirements once notification of status changes. Thus, it is recommended that alternates comply with the submission of required paperwork as early as possible.

(5) 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. Applicants are responsible for submitting applications and gaining admission to their desired university. While acceptance letters are not required for application, applicants may submit acceptance letters from additional universities after selected. Applicants must meet application deadlines at their choices of universities. Acceptance by an NROTC university does not guarantee assignment to that university. SPECWAR and EOD option applicants should consider colleges or universities located in regions where special qualifications can be maintained. Nuclear option applicants may only apply to schools and majors designated at: <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/STA-21/STA-21-Program/>

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

(7) Commissioning age restrictions apply for certain officer communities as specified in the PAs found on the MyNavyHR website at <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Program-Authorizations/>. 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.

(8) All STA-21 participants must successfully complete NSI training prior to university entrance.

(9) Candidates for STA-21 who receive PCS orders on or after the STA-21 application deadline will not be transferred until officially notified of selection or non-selection to STA-21. If a transfer directive is received, the CO will notify the sailor's detailer that the individual has applied for STA-21 and that orders are being held in abeyance until notification of selection or non-selection is received. If the applicant is selected, the CO will notify the orders-originating authority that the individual has been selected and that the orders are considered cancelled. 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. Nuclear field applicants selected for STA-21 while serving as students at CO, Naval Nuclear Power Training Command (NAVNUCPWRTRACOM), CO, Naval Nuclear Power Training Unit (NAVNUCPWRTRAU) Goose, SC or CO, NAVNUCPWRTRAU Ballston, NY will be transferred per local instructions for enlisted personnel selected for a commissioning program.

(10) Upon receipt of PCS orders to STA-21, each selectee will sign a 6-year active service obligation by extending or reenlisting. Selectees are authorized by reference (j), article 1160-030, 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 will 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 cancelled except as provided in the MILPERSMAN."

(11) STA-21 is a voluntary program. Disenrollees or those who fail to commission will be issued PCS orders and are required to complete 5 years of active enlisted service from the date of program disenrollment or the remainder of their current enlistment, whichever is longer. Participants deemed unsuitable for active duty will be required to repay all tuition, fees, and books, unless the unsuitability is due to a medical condition resulting in a disability not caused by misconduct, willful neglect, or incurred during a period of authorized absence. If an individual is disenrolled, executes their active duty enlistment, and is subsequently separated prior to fulfilling the required service obligation, recoupment will be prorated based on the unserved portion of the 5-years of obligated service. Program disenrollment must be documented by NSTC via a permanent NAVPERS 1070/613 entry, detailing the member's specific service obligation and financial payback responsibilities.

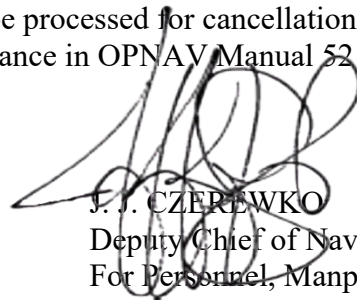
(12) Upon commissioning, all STA-21 officer candidates except pilot and NFO participants are required to complete 5 years of active commissioned service, or as required by the applicable PA, whichever is longer and 3 years in the Ready Reserve as directed by service directives. Additional obligated service may be incurred as a result of special training received following commissioning.

9. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules found on Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

10. Review and Effective Date. Per OPNAVINST 5215.17A, Deputy Chief of Naval Operations for Personnel, Manpower and Training (CNO N1) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, DoW, Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



J. J. CZEREWKO
Deputy Chief of Naval Operations
For Personnel, Manpower and Training

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances website, <https://www.secnav.navy.mil/doni/default.aspx>.

OPNAV 1420/1 OFFICER PROGRAMS APPLICATION INSTRUCTIONS

1. Overview. OPNAV 1420/1 Officer Programs Application should be reviewed in its entirety. Those applying for OCS, STA-21, USNA and NAPS will refer to the applicable announcing NAVADMIN and section in this instruction to review the application process. Specific program eligibility and program information and application procedures for each officer program are contained in this instruction. Carefully read the appropriate program section prior to completing application for an officer program. Applicants must have an original signature on each application submitted. Where applicable, use NAVCRUIT 1131/5 Interviewer's Appraisal Sheet.

2. Instructions

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

<https://www.mynavyhr.navy.mil/career-management/career-counseling/commissioning-programs/>.

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

c. Provide information in each block as specified.

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

(2) Block 2. Indicate programs to which applying by placing an X in the box next to the appropriate program. Check all programs for which applying.

Note the requirements for each program. For duplicate program submission, send package to appropriate address.

(3) Block 3. See reference (a) Volume 1, Part A for a listing of communities and officer designators.

(4) Blocks 4 and 5. Self-explanatory.

(5) Block 6. U.S. citizenship is a legal requirement for all commissioned officers (section 532 of 10 United States Code); therefore, provide proof of U.S. citizenship when applying for a commission or for programs leading to a commission. A certified copy of the

birth certificate is valid proof of U.S. citizenship. In certain states, it is illegal to copy the birth certificate. In those cases, applicants may use the DD Form 372 Request for Verification of Birth. When using the DD 372, your personnel office or executive officer must sight your original birth certificate and sign in the appropriate block of the document and list the date that the original document was sighted. Other valid forms of proof of U.S. citizenship include naturalization and citizenship certificates (for U.S. citizens born abroad to U.S. parents, e.g., the FS 240, FS 545, and DS 1320), and the U.S. passport. In these cases, personnel office or executive officer must complete the DD 372, or a NAVPERS 1070/613 Administrative Remarks. When using the NAVPERS 1070/613, ensure administrative remarks are made to cite the original documents, Immigration and Naturalization Service registration number place and date issued.

(6) Blocks 7 through 18: Self-explanatory.

(7) Block 19. PFA section should be completed by your command fitness leader.

- PFA: Scores must be from last three consecutive official PFAs.
- Date of PFA: Provide date with corresponding score.
- Final Score: Enter the total numeric score.
- Performance: Enter the category and level (i.e., excellent good, good medium, etc.).
- Cardio: Enter the applicable event (run, row, swim or bike) and enter the time in minutes:seconds or the number of calories for the bike.
- Forearm Planks: Enter the time of forearm planks in minutes:seconds.
- Push-ups: Enter the number of push-ups.
- Height: Enter the height in inches.
- Weight: Enter the weight in pounds.
- BCA: Circle the applicable score.

(8) Block 20. Self-explanatory.

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

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

(11) Block 23. Degree preference. Self-explanatory.

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

(13) Block 25. Service Schools. List any service schools that were attended for a 2-week duration or longer that are not listed on the Joint Service Transcript.

(14) Block 26. Self-explanatory.

(15) Block 27. Extracurricular Activities. List extracurricular activities and dates of involvement starting with the most recent (e.g., sports, clubs, civic, or military activities and volunteer work, collateral duties, and command activities). Highlight any positions of leadership associated with the activity (e.g., team leader, morale, welfare and recreation chairperson, president of high school or college team or club).

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

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

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

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

(20) Blocks 32 through 34. Provide the information as indicated. The security manager must obtain verification from Department of Navy Central Adjudication Facility (DONCAF) that the appropriate entrance agency check is possessed. The command security manager or executive officer must sign in the blocks provided that verification was made with DONCAF and that the appropriate entrance investigations are possessed. Applications will be rejected and returned to the applicant if this section is not completely filled out or if command security manager verification is not indicated. Applicants for the OCS programs, who do not have either a valid entry level National Agency Check (ENTNAC) or National Agency Check (NAC), must include a completed Standard Form (SF) 86 Questionnaire for National Security Positions (or the Electronic Questionnaire for Investigations Processing (e-QIP)) with the OPNAV 1420/1. OCS applicants for SP officer programs in intel, cryptologic warfare (CW), or nuclear power designators will require a special background investigation, and applicants may be required to

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

(21) Block 35. OCS applicants only must check appropriate status of COMNAVPERSCOM orders.

(22) Privacy Act. Read Privacy Act Statement completely. Sign and date your application.

(23) Additional Application Requirements

(24) Personal Statements. Use the space provided to answer questions 1 and 2 and, if applicable, question 3. Personal statements should be a clear, concise essay addressing the areas listed on the application form. If handwritten, it must be legible. Extra attached sheets and lengthy statements are discouraged. Sailors must also address any hardships or unique experiences that shaped their character. Junior Sailors should provide information on high school experiences, as high school transcripts rarely provide in-depth information on involvement in sports, clubs, volunteer hours, work, etc. Additionally, applicants should address any anomalies in the package (e.g., poor high school grades, college grades, service school grades, or poor evaluation performance). The explanation should include details of the situation, how the applicant has overcome these issues, and why the applicant will be successful in the future.

(a) STA-21(Nuclear Option) applicants are not required to submit the personal statement outlined in on the OPNAV 1420/1 and instead must submit three personal statements, each not to exceed 300 words, in response to the questions listed in subparagraphs 2c(24)(a)1 through 2c(24)(a)3.

1. What actions have you taken to prepare for the STA-21(Nuclear Option) program and how do these actions set you apart from other applicants? (Provide specific endeavors or activities that make you competitive).

2. How do you assess your readiness to academically manage a technically rigorous and compressed college level course load? (Highlight academic success but also explain any previous academic shortfalls and provide evidence that you've overcome them).

3. STA-21(Nuclear Option) is an education and commissioning opportunity that will challenge you morally, mentally, and physically. How do you assess your resiliency in successfully navigating the adversity and mental stresses expected in this program? (Explain your Warrior Ethos and provide any personal challenges or shortcomings that have made you more resilient).

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

(26) Request for High School Transcripts. To be completed and signed by the applicant. Provide certified copies of transcripts from all high schools attended.

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

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

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

USNA APPLICANT CHECKLIST AND SUPPORTING DOCUMENTS

CHECKLIST FOR U.S. NAVAL ACADEMY (USNA) APPLICANTS

- 1. Preliminary application completed (via the following web address: <https://www.usna.edu/Admissions/pre-application>). Be sure to indicate that you are active duty or reserve, and rate or rank. High school name should be entered as FLEET, with the following high school ETS code: 999998.
- 2. Application request for a SECNAV nomination submitted via the chain of command following the sample provided on enclosure (2) pages 2 through 4.
- 3. Commanding Officer's endorsement or recommendation following the sample provided on enclosure (2) pages 5 through 7 attached to candidate's SECNAV application request. Original and one copy forwarded to the USNA Office of Admissions.
- 4. All high school and college transcript(s) ordered and sent to the USNA Office of Admissions.
- 5. Official SAT or ACT scores ordered and sent to the USNA Office of Admissions. SAT or ACT must be taken again if scores are over 2 years old.
- 6. All forms are required to be completed online in the candidate's file. The Commanding Officer's endorsement, SECNAV nomination request, and transcripts are the only documents that must come through the mail.
- 7. After completing 50 percent of your application, you will be contacted by DoWMERB with instructions on how to schedule an appointment. You can reach them through the DoWMERB scheduling number at 1-800-841-2706 to notify them of your status as an Active Duty or Reserve military member and not a high school student. Your local military medical facility may be able to complete the DoWMERB medical exam.

SAMPLE FORMAT FOR LETTER OF APPLICATION
(Submit original and one copy)

PRIVACY ACT STATEMENT

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

AUTHORITY: 5 U.S.C. 301; 10 U.S.C. 532, 5013, 12209, 12241; E.O. 9397 (SSN), as amended; and Privacy Act Systems of Record Notices N01070-3, Navy Military Personnel Records System; N01420-1, Enlisted to Officer Commissioning Programs; NM06150-6, Medical Readiness Reporting System (MRRS). These notices can be downloaded at <https://www.doncio.navy.mil>.

PRINCIPAL PURPOSES: Information collected by this form will be used to determine applicant's qualifications for commission in the U.S. Navy and programs leading to commission.

SAFEGUARDS: Password controlled system, file, and element access based on predefined need-to-know. Physical access to terminals, terminal rooms, buildings and activities' grounds are controlled by locked terminals and rooms, guards, personnel screening and visitor registers. Password complexity, expiration, minimum length, and history will assist in assuring only appropriate personnel have access to client data.

RETENTION: The collected information provided is FOR OFFICIAL USE ONLY and may become a permanent part of your service record. Records which have not been merged in the military personnel record are destroyed after 2 years.

ROUTINE USES: The DoW Blanket Routine Uses found at: <https://dpcl.d.defense.gov/Privacy/SORNsIndex/Blanket-Routine-Uses> apply to this collection.

DISCLOSURE: Providing information on this form is voluntary. However, failure to provide the requested information as well as the social security number may result in denial of appointment into the United States Navy.

**CONTROL UNCLASSIFIED INFORMATION //
PERSONALLY IDENTIFIABLE INFORMATION // PRIVACY SENSITIVE
(THIS PAGE IS UNCLASSIFIED BUT MARKED "CUI" FOR SAMPLE PURPOSES
ONLY)**

(Date)

From: (Rate, Full Name, Branch, SSN)
To: Superintendent, U.S. Naval Academy
ATTN: Nominations and Appointments
52 King George Street, Annapolis, MD 21402-9978
Via: (Commanding Officer) (complete mailing address,
including zip code)

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

Ref: (a) OPNAVINST 1420.1C

1. Per reference (a), I hereby request a Secretary of the Navy nomination under the Regular/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 Navy and Marine Corps Regular Program have been fully explained to me and are understood. I am prepared to fulfill these requirements and hereby apply to compete for such appointment.

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

3. Pertinent information is provided in subparagraphs 3a through 3f.

a. Date of birth: _____

b. Standardized test scores (SAT or ACT):
SAT Critical Reading and Verbal _____ SAT Math _____
ACT English _____ ACT Math _____

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

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

e. Duty Phone _____ Home Phone _____

f. Home of record (if registered to vote, state of registration): _____

4. My high school and college background:

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

5. My Service School(s) background:

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

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

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

(Signature)

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

PRIVACY ACT STATEMENT

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AUTHORITY: 5 U.S.C. 301; 10 U.S.C. 532, 5013, 12209, 12241; E.O. 9397 (SSN), as amended; and Privacy Act Systems of Record Notices N01070-3, Navy Military Personnel Records System; N01420-1, Enlisted to Officer Commissioning Programs; NM06150-6, Medical Readiness Reporting System (MRRS). These notices can be downloaded at <https://www.doncio.navy.mil>.

PRINCIPAL PURPOSES: Information collected by this form will be used to determine applicant's qualifications for commission in the U.S. Navy and programs leading to commission.

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ROUTINE USES: The DoW Blanket Routine Uses found at: <https://dpcl.d.defense.gov/Privacy/SORNsIndex/Blanket-Routine-Uses> apply to this collection.

DISCLOSURE: Providing information on this form is voluntary. However, failure to provide the requested information as well as the social security number may result in denial of appointment into the United States Navy.

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PERSONALLY IDENTIFIABLE INFORMATION // PRIVACY SENSITIVE
(THIS PAGE IS UNCLASSIFIED BUT MARKED "CUI" FOR SAMPLE PURPOSES
ONLY)**

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
52 King George Street, 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 Fitness Assessment ()_____.
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.

CONTROL UNCLASSIFIED INFORMATION //
PERSONALLY IDENTIFIABLE INFORMATION // PRIVACY SENSITIVE
(THIS PAGE IS UNCLASSIFIED BUT MARKED "CUI" FOR SAMPLE PURPOSES
ONLY)

FROM COMMAND
TO USNA ANNAPOLIS MD//17A//
UNCLAS//N01531//FOUO
MSGID/GENADMIN/(COMMAND IDENTIFIER)//
SUBJ: APPLICATION REQUEST FOR SECNAV NOMINATION
REF/A/OPNAVINST 1420.1C//
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. CITIZENSHIP:
7. MARITAL STATUS: (MUST BE SINGLE/NO DEPENDENTS)
8. HIGH SCHOOL/COLLEGE GRADUATION DATE(S):
9. HIGH SCHOOL/COLLEGE ATTENDED:
NAME:
CITY:
STATE:
10. SERVICE SCHOOL(S) BACKGROUND:
NAME:
DATE(S) COMPLETED:
CLASS STANDING/GPA (IF KNOWN):
11. SCHOLASTIC ASSESSMENT TEST (SAT)/AMERICAN COLLEGE TEST (ACT)
SCORES (IF KNOWN):
12. 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)
13. IS SHIP/SQUADRON/UNIT DEPLOYED:
14. AVERAGE MARKS AT PRESENT COMMAND:
MILITARY BEARING/CHARACTER:
JOB ACCOMPLISHMENT/INITIATIVE:
TEAMWORK:
LEADERSHIP:
15. RESULTS OF LATEST PHYSICAL FITNESS ASSESSMENT ():
16. CURRENT MAILING ADDRESS FOR APPLICANT:

CHECKLIST FOR SEAMAN TO ADMIRAL-21 (STA-21) APPLICANTS

Applicant

- 1. Application cover letter – signed and dated.
- 2. STA-21 Data Letter (if input not provided via website).
- 3. Personal statement (signed and dated) – one page, with name and rate/rank. (or three personal statements for nuclear option candidates)
- 4. Evaluations – front and back (last five observed).
- 5. SAT or ACT scores (test date within last 5 years of application date) - if applicable
- 6. ASTB scores (pilot or NFO only).
- 7. High school transcript(s) or GED certificate.
- 8. College transcript(s) - if applicable
- 9. Special qualification documents (e.g., awards, letter of appreciation and commendation, qualifications, recommendations), and additional documents.
- 10. PFA results (last three cycles printed from PRIMS-2 with raw data and overall grade for each cycle).
- 11. Intel, CW, and Oceanography selectees must have current TS/SCI clearance or provide proof that TS/SCI clearance has been requested.
- 12. Nuclear personnel must have a release from Nuclear Propulsion Program Management (OPNAV N133) releasing them from Nuclear Field Duty except when applying for the STA-21 nuclear option.
- 13. Statement of Understanding for primary option and CORE options (as applicable).

Command

- 1. CO endorsement letter with ranking and any request for waivers included.
- 2. CO recommendation letter.
- 3. Interview board NAVCRUIT 1131/5 (3) (non-nuclear candidates only)

SAMPLE