

**Chapter 3**  
**U.S. NAVAL ACADEMY (USNA) AND NAVAL ACADEMY PREPARATORY SCHOOL**  
**(NAPS)**

1. Reference

(a) U.S. Naval Academy Catalog

2. Program Information

a. The U.S. Naval Academy is a four-year military university that offers an outstanding opportunity for qualified young persons to embark on careers as officers in the Navy or Marine Corps after obtaining a Bachelor of Science degree. Students at the Naval Academy are Midshipmen, U.S. Navy, receiving pay of a midshipmen plus tuition, room and board. Candidates report to the Naval Academy in July for Plebe Summer. Graduates are commissioned as Ensigns, U.S. Naval Reserve, or as Second Lieutenants, U.S. Marine Corps Reserve. The minimum service obligation is five years active duty and three years Reserve upon initial appointment.

b. The Naval Academy Preparatory School (NAPS) provides intensive instruction and preparation for the academic, military and physical training curricula at the Naval Academy. NAPS students are on active duty enlisted status in the U.S. Navy. The school convenes in July of each year and runs through May of the following year. Upon successful completion of NAPS, appointments to the Naval Academy are offered and those who accept the appointment report in July.

c. Any enlisted man or woman in the Navy or Marine Corps, or the Naval or Marine Corps Reserve on active duty, may apply to the Military Academy, Air Force Academy, or Coast Guard Academy. In addition, enlisted members who apply to any of the Service academies and are not selected for direct entry are automatically considered for entrance into that Service academy's preparatory school.

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3. Eligibility Requirements

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

b. At least 17 years of age and must not have passed their 23<sup>rd</sup> birthday on 1 July of the year entering the Naval Academy. Age restrictions cannot be waived.

c. Applicants must be of good moral character and have no courts-martial conviction or civilian felony conviction, no record of disciplinary action under Article 15, Uniform Code of Military Justice, or conviction by civil court for misdemeanors (except minor traffic violations) during the three years preceding application for the program. Any substantiated drug use or alcohol abuse will result in disqualification.

d. Unmarried, not pregnant, and have no legal responsibility to support children or other individuals.

e. Applicants must be physically qualified and in excellent health and physical fitness as determined by a medical examination administered by the Department of the Defense Medical Examination Review Board (DODMERB). DODMERB will schedule the service academy qualifying medical examination for applicants found scholastically qualified. In most cases, the medical exam will be done at the service member's local medical facility with the assistance of DODMERB. Applicants must meet the following criteria:

(1) Have normal visual acuity of 20/20 in each eye. Waivers are granted to many candidates with some degree of defective visual acuity provided the vision can be corrected to 20/20 in each eye with conventional (spectacle) lenses in which the refractive power does not exceed +/-6.0 diopters in any meridian and the astigmatism is not more than 3.0 diopters.

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(2) Have normal color perception as determined by the Farnsworth Lantern test.

(3) If applicants have any tattoos, brands or pierced body parts (excepting a single earring perforation of each earlobe for women), these must not be visible when wearing regulation Physical Education gear (gym clothes). Any tattoos or brands that are prejudicial to good order and discipline, offensive, or are of a nature to bring discredit to the Naval Service are prohibited regardless of location.

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

(1) An acceptable secondary school transcript with college preparatory subjects and grades indicating college capability and a class standing normally in the top 40 percent in high school.

(2) Acceptable score(s) on the Scholastic Aptitude Test (SAT) or the American College Testing (ACT) Program Test. These tests should be no more than three years old upon applying for the Naval Academy. To be considered for a Secretary of the Navy nomination, a candidate must obtain a combined SAT score, Math and Verbal, of 1,050, or combined ACT score, Math and English, of 46. These scores are not competitive for entrance into the Naval Academy, but may place a candidate in contention for NAPS based on the "whole person" concept. Tests may be taken more than once, and the highest scores in each category on either test will be accepted.

(3) Applicants who are close to these levels or have questions about academic qualification are strongly encouraged to contact the Fleet Coordinator at the Naval Academy Admissions Office at (410) 293-1840/DSN 281.

g. Applicants for the military academies must obtain

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a nomination, and are strongly encouraged to apply to all categories of nominations for which they qualify. More information and the categories of nomination are listed in Appendix A to this instruction and in the Admission Chapter of the Naval Academy Catalog. Catalogs and/or additional information can be obtained by calling (410) 293-4361/DSN 281 or by writing to USNA Admissions, 117 Decatur Road, Annapolis, MD 21402.

h. Recommended in writing by their commanding officer.

4. Application Submission Procedures and Deadlines

a. Applicants must fill out blocks 1-25 of the Officer Programs Application form, and submit it via their chain of command prior to 31 January of the year in which they would be entering the Naval Academy or Naval Academy Preparatory School.

b. Submit official SAT or ACT test scores to USNA. If test was not taken, applicants must register and pay for SAT or ACT tests, and request that the test results be sent to the Naval Academy. (\*\*See note below) Use code 5809 for the SAT and code 1742 for ACT. Applicants are encouraged to take one or both of these examinations at the earliest opportunity, and may take the exams more than once. Detailed information and registration forms for these tests may be obtained by writing to:

SAT: The College Entrance Examination Board  
Code 592  
Princeton, NJ 08540  
[www.collegeboard.org](http://www.collegeboard.org)

ACT: The American College Testing Program  
Box 414  
Iowa City, IA 52240  
[www.act.org](http://www.act.org)

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The Naval Academy will not accept test scores from tests taken after February of the year for which the service member desires admission to the Naval Academy. If an applicant has taken the SAT and/or the ACT, but did not indicate at the time of registration for the test scores to be forwarded to the Naval Academy, the applicant should write to 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 the Naval Academy.

\*\*\*At some military facilities, the SAT or ACT is offered through the Educational Services Office - service members are encouraged to check with their command for this opportunity.

c. Submit a request for a Secretary of the Navy nomination, along with the application form, to their commanding officer for endorsement. See information and sample letter provided in Appendix A.

d. Upon receipt of application (blocks 1-25 only), official SAT or ACT scores, the Secretary of the Navy nomination letter and the commanding officer's endorsement, the service member will then be sent the Naval Academy's full application package, which includes additional OCR forms. These documents must be completed by 1 March of the year for which the service member is applying for entry.

e. The Naval Academy will advise those selected for direct appointment usually by May; those selected for the Naval Academy Preparatory School will usually be notified by June.

5. Specific Information and Guidance for Commanding Officers. Upon receipt of application (blocks 1-25 only) and Secretary of the Navy nomination request letter, the commanding officer will:

a. Interview the applicant personally following the guidance provided in the Chapter 2 of this instruction.

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

c. Forward application (blocks 1-25 only), nomination request letter and recommendation to:

Superintendent  
U.S. Naval Academy  
Nominations and Appointments Office  
117 Decatur Road  
Annapolis, MD 21402-5019

6. Administrative Information

a. Change of address

(1) Applicants must notify the Naval Academy Candidate Guidance Office of any change in mailing address and/or receipt of transfer orders prior to receipt of offer of appointment to the Naval Academy (normally issued about 15 April). For notification or more information contact the Admissions Office Fleet Coordinator at: (410) 293-1840/DSN 281.

b. Service Obligation

(1) Service members offered an appointment must have a minimum of 24 months of active obligated service, as of 1 July of the entering year. Candidates who are selected for admission to NAPS must have a minimum of 24 months obligated service as of 1 July of the year that they will enter the Preparatory School. NAPS graduates who are appointed to the Naval Academy must have a minimum of 24 months active obligated service as of 1 July of the year that they will enter the Naval Academy. Members who do not have the requisite minimum obligated service must agree to extend their enlistment utilizing NAVPERS 1070/621 or NAVPERS 1070/622.

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The reason for extension of enlistment should state "Appointment to the U.S. Naval Academy" or "Assignment to the Naval Academy Preparatory School" as appropriate. The following statement of understanding should be included with the reason for extension of enlistment: "I understand that upon such appointment this agreement becomes binding and may not thereafter be canceled except as provided by the MILPERSMAN."

(2) Former Fleet Sailors that disenroll from the Naval Academy 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 into the Naval Academy/NAPS. Enlisted members will be required to complete the period of service for which they were originally enlisted for which they have an obligation (any extension or reenlistment). Time served as a midshipman (Naval Academy) or midshipman candidate (NAPS) will be counted as time served under the original enlistment or period of obligated service.

(3) Midshipmen who are separated or whose resignations are accepted after the start of the junior year, but before completing the course of instruction, may be transferred to the Reserve component in an enlisted status and ordered to active duty for not less than two years, but no more than four years.

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

(5) Naval Academy graduates, upon appointment, are required to serve on active duty for a minimum of five years active and three years Reserve.

c. Withdrawal of Application or Recommendation

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(1) An applicant may withdraw from consideration any time prior to transfer from present duty station to the Naval Academy or NAPS. A service member wishing to withdraw should decline transfer orders and notify the Naval Academy Admissions Office Fleet Coordinator at (410) 293-1840/DSN 281.

(2) Commanding officers shall immediately inform the Dean of Admissions, U.S. Naval Academy and recommend rescinding the appointment if the member's performance declines significantly or if the member is alleged to have violated the UCMJ.

d. Transfer Policy

(1) Candidates for the Naval Academy/NAPS receiving Permanent Change of Station orders, for execution subsequent to applying for this program, should not be transferred until officially notified of selection or non-selection to the Naval Academy or NAPS. If a transfer directive is received, commanding officers shall notify the orders originating authority that the individual has applied for appointment to the Naval Academy and that orders be held in abeyance until notification of selection or non-selection. If the applicant is selected, the commanding officer shall notify the order originator that the individual has been selected and that orders be canceled. If the applicant is not selected, the command shall transfer the individual and notify the orders originator that the orders have executed. Any questions regarding this policy should be directed to the Admissions Office Fleet Coordinator at (410) 293-1840/DSN 281.

(2) Transfer directives will be issued by the Chief of Naval Personnel. Commanding officers shall ensure that no person ordered to the Naval Academy or NAPS is transferred without the required obligated service. Transfer directives are normally issued in June, ordering candidates to report to the Naval Academy the first week in July or to NAPS, in late July.

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(3) A positive leave balance, upon entering NAPS, is strongly encouraged in order to permit leave at Christmas.

(4) Each candidate must remit \$2,500, upon admission to the Naval Academy, as an entry deposit, which is applied to the initial uniform issue. It is strongly recommended that no advance pay be authorized for the candidate incident to transfer to the Naval Academy or NAPS.

e. Advancement in Rating for NAPS Students

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

(2) Service members may be advanced once they complete eligibility requirements. Personnel Advancement Requirements (PAR) may be waived by the commanding officer.

7. Inquiries. Information and questions concerning Fleet applications should be addressed to:

U.S. Naval Academy  
Candidate Guidance Office  
Attn: Fleet/NAPS Coordinator  
117 Decatur Road  
Annapolis, MD 21402-5018  
Phone: (410) 293-1840/DSN 281

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