



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 1530.11G
MRON
29 Aug 94

MARINE CORPS ORDER 1530.11G

From: Commandant of the Marine Corps
To: Distribution List

Subj: APPLICATION FOR NOMINATION TO THE U.S. NAVAL ACADEMY AND
NAVAL ACADEMY PREPARATORY SCHOOL

Ref: (a) Manual of the Medical Department Chapter 15 (NOTAL)
(b) BUMEDINST 6120.2 (NOTAL)
(c) MCO 1306.17F

Encl: (1) Sample Format for Letter of Application
(2) Sample Format for Commanding Officer's Endorsement
(3) Sample Letter Request for Transcript
(4) Guide for Use by the Commanding Officer

1. Purpose. To promulgate information and instructions on the procedures for enlisted Marines, both male and female, of the Regular Marine Corps and Marine Corps Reserve to apply for appointment to the U.S. Naval Academy and the Naval Academy Preparatory School.

2. Cancellation. MCO 1530.11F.

3. Background

a. U.S. Naval Academy. The U.S. Naval Academy at Annapolis, Maryland, offers an outstanding opportunity for qualified Marines to embark on careers as officers in the U.S. Marine Corps or U.S. Navy. Students at the Naval Academy are Midshipmen, U.S. Navy, receiving appropriate midshipmen pay, tuition, room, and board. Upon graduation, they receive a Bachelor of Science degree and a commission in the Marine Corps Reserve or Naval Reserve. Graduates are obligated to serve at least 6 years on active duty. The Secretary of the Navy may annually appoint to the Naval Academy 85 enlisted members of the Regular Marine Corps and Regular Navy and 85 enlisted members of the Marine Corps Reserve and Naval Reserve (including those on inactive duty).

b. Naval Academy Preparatory School. The Naval Academy Preparatory School (NAPS) located at Newport, Rhode Island provides 9 months of intensive instruction in preparation for the academic, military, and physical training curriculums at the Naval Academy. Although attendance at NAPS is not mandatory, in the past most Marine appointments to the Naval Academy have been awarded to

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MCO 1530.11G
29 Aug 94

those graduates of NAPS who are recommended and qualified for such appointment.

c. In order to be considered for the U.S. Naval Academy, to include the Naval Academy Preparatory School, if desired, all applicants must first complete the letter of application (enclosure (1)). Once selected as a candidate, a package of candidate instructions will be sent to the Marine for completion. Each nominee will be required to take a medical examination which will be scheduled in coordination with the Department of Defense Medical Examination Review Board.

d. Those applicants not selected for a direct appointment to the U.S. Naval Academy will be considered for admission to the Naval Academy Preparatory School if the Marine is eligible and has requested it on the application.

e. In order to select those candidates who have the necessary qualifications to successfully complete the academic and physical demands associated with this program, detailed nominating, screening, and selection procedures are required. This Order, as supplemented by an annual Marine Corps bulletin (1530 series), provides guidance to ensure selection of only the best qualified Marines for participation in this program.

f. One of the most significant actions that commanders can take to ensure success of this program is to process applications as expeditiously as possible. Enclosures (1) through (4) are designed to assist Marines and their commanding officers in processing and submitting applications in a timely manner. Commanding officers or individual Marines should communicate directly with the Naval Academy (Attn: Nominations and Appointments Office) if more specific information is desired.

4. Eligibility Requirements

a. To be eligible for a nomination for admission to the Naval Academy, an applicant must be:

(1) A citizen of the United States.

(2) Of goodmoral character.

(3) At least 17 years of age and less than 22 by 1 July of the year entering the Naval Academy. (Note: This is a statutory requirement and cannot be waived.)

(4) Unmarried, not pregnant, and have no dependent children for which they are legally responsible.

(5) Motivated toward a career as an officer in the naval service.

(6) Scoring acceptably on Scholastic Aptitude Test (SAT) or American College Testing Program (ACT) test. To receive a SECNAV nomination, a candidate must possess a combined SAT score (verbal and math) of 950, or ACT equivalent score of 43 (verbal and math). Be advised these scores are not competitive for entrance into the Naval Academy, but will place a candidate in contention for NAPS based on the whole person concept.

(7) Medically qualified in accordance with reference (a), as summarized in Appendix A ("Medical Considerations") of the current U.S. Naval Academy Catalog.

(a) Excellent physical condition is assumed.

(b) Visual acuity qualifying standard is 20/20 in each eye. Waivers may be granted to a limited number of candidates with exceptional scholastic and leadership achievements whose eyes are without excessive refractive error and will correct to 20/20 with conventional prescription lenses.

(c) Normal color vision is required.

(d) If an applicant is found to be reasonably qualified scholastically, the Director, Department of Defense Medical Examination Review Board, U.S. Air Force Academy, Colorado Springs, CO 80840 will schedule the Marine for the service academy qualifying medical examination.

(8) Recommended by their commanding officer.

b. Recruits who will be eligible as stated in paragraph 4a are encouraged to apply.

c. Commanding officers should not attempt to evaluate a high school record or other academic credentials unless the information available indicates that the candidate is obviously not qualified. An applicant should have sufficient high school/college preparation as detailed in paragraph 5 below. Marines who have attended college and were on academic probation and/or withdrew while on probation, or while in attendance had failing grades should not apply unless they subsequently earned acceptable grades from a college in those subjects where failing grades were received. Substantiating justification for the low grades must be included with the application.

5. Scholastic Requirements. Scholastic qualification, which is determined by the Naval Academy, is based upon:

MCO 1530.11G
29 Aug 94

a. An acceptable secondary school transcript with college preparatory subjects and grades indicating college capability. Grades below "C" are not creditable. Standing in the top 40 percent in high school is normally required. Recommendations of high school authorities, who have carefully supervised the applicant's undergraduate preparation, must also be submitted. Recommendations from teachers will not be required for those applicants who have been out of school for greater than 1 year as of the application date.

b. An acceptable score on the Scholastic Aptitude Test (SAT) or American College Test (ACT). It is the nominee's personal responsibility to register and pay for SAT or ACT tests and to request that the test results be sent to the Naval Academy. Applicants are encouraged to take one or both of these examinations at the earliest opportunity. Detailed information and registration forms for the tests may be obtained from any high school guidance counselor, the base education office or by writing to:

SAT: The College Entrance Examination Board
Box 592
Princeton, NJ 08540

ACT: The American College Testing Program
Box 414
Iowa City, IA 52240

The Naval Academy will not accept test scores from tests taken after January of the application year. If the nominee has already taken the SAT or ACT and did not indicate when registering for the test that the test scores should be released to the Naval Academy, the Marine should write to the appropriate testing agency and request that they be so released. The academy will accept the highest scores attained by a nominee in one or all of the SAT or ACT tests released. This includes those taken during the applicant's junior or senior year of high school. It is strongly recommended that all nominees take the tests more than once to improve their opportunities for selection.

6. Service Obligation

a. If offered an appointment to the Naval Academy, Marines must extend their enlistment and/or active duty agreement in order to have a minimum of 24 months of active obligated service remaining as of 1 July of the entering year. In the case of Marines on active duty, extensions of enlistment and/or active duty agreements may be executed for periods of less than 1 year in order to achieve 24 months of active obligated service in accordance with reference (b). Reserve Marines are not required to effect active duty agreements and/or extensions of enlistment.

b. Active duty Marines selected for NAPS will be required to have a minimum of 24 months of active obligated service remaining as of 1 July of the year in which reporting to NAPS. A voluntary extension must be executed prior to or on the date of expiration of enlistment, in accordance with reference (c). Upon completion of NAPS training and appointment to the Naval Academy, each Marine will be required to have a minimum of 24 months of obligated service as of 1 July of the year in which beginning studies at the Naval Academy. Reserve Marines are not required to effect active duty agreements and/or extensions of enlistment to apply.

c. Offers of appointment to the Naval Academy will be issued around April 15th annually, and nominees are requested to notify the Nominations and Appointments Office, U.S. Naval Academy, of any change in mailing address and receipt of transfer orders. Those nominees who are not selected for appointment to the academy and who have requested to be considered for NAPS will be advised of the decision of their NAPS application in early June.

7. Withdrawal. An applicant may withdraw from consideration any time prior to transfer from the present duty station to USNA/NAPS. A candidate wishing to withdraw should not be encouraged to accept orders. Should there be a marked drop in the overall performance of the candidate, or violations against the UCMJ, the commanding officer will so advise the Superintendent, U.S. Naval Academy, (Attn: Nominations and Appointments Office). Any applicant in this category will be held by the parent command until a final determination has been made by the Superintendent, U.S. Naval Academy regarding the application.

8. Transfer Policy

a. Candidates for the Naval Academy or NAPS receiving permanent change of station orders for execution during the months of May, June, or July subsequent to submission of a request for this program should not be transferred until officially notified of selection or nonselection. If a transfer directive is received, the commanding officer shall notify the Commandant of the Marine Corps (MMEA) that the individual has applied for appointment to the Naval Academy, or the Naval Academy Preparatory School, and that orders are being held until notification of selection or nonselection is received. These instructions do not pertain to Marines stationed overseas. Upon notification of selection or nonselection, Marines will be issued orders modifying their assignment to the Naval Academy/NAPS, or will carry out their basic orders as appropriate.

b. Transfer directives will be issued by the Commandant of the Marine Corps. Commanding officers shall ensure that no Marine ordered to the Naval Academy or NAPS is transferred without the obligated service as stated in paragraph 6 above. It is

MCO 1530.11G
29 Aug 94

anticipated that transfer directives will be issued about 1 June ordering candidates to report to the Naval Academy the first week in July. Orders for Marines to attend NAPS should be issued in June. These orders may be declined if the Marine no longer desires to attend the Naval Academy.

c. Upon entering the Naval Academy Preparatory School, a Marine should not have a negative leave balance. This will permit leave at Christmas or in an emergency.

d. Each candidate, upon admission to the Naval Academy, must remit \$2000 as an entry deposit which is applied to initial uniform issue. It is strongly recommended that no advance pay be authorized for the Marine before transfer to the Naval Academy or the Naval Academy Preparatory School.

9. Administrative Processing Requirements. Additional administrative processing requirements and instructions regarding assignment to the Naval Academy or Naval Academy Preparatory School, and graduation are contained in reference (c).

10. Action

a. Individual Marines should:

(1) Submit requests for nomination to the U.S. Naval Academy utilizing the format of enclosure (1). Requests should be submitted in time for the commanding officer to forward the request to the Superintendent, U.S. Naval Academy by 31 January of the year of admission of the next class.

(2) Since the majority of applicants who are offered an appointment qualify under congressional nominations, applicants are also encouraged to make application for a nomination to both of their Senators and the Representative from their congressional district. Applications should be made to the congressional sponsors as soon as possible (August to October of year prior to the admission of the next class) to enhance the opportunity for selection for a congressional nomination.

b. Commanding officers will:

(1) Give personal attention to this program so that all who have the potential and are strongly motivated toward careers as officers in the naval service are recommended.

(2) Encourage interested and eligible Marines to apply.

(3) Ensure that the original and one copy of the application is properly prepared and endorsed using the format of enclosure (2) and forwarded to the Superintendent (Attn:

MCO 1530.11G
29 Aug 94


Nominations and Appointments Office), U.S. Naval Academy, 117 Decatur Rd, Annapolis, MD 21402, by 31 January of the year of admission of the next class. The request need only be endorsed by the Marine's immediate commanding officer. Further endorsements are neither required nor desired.

(4) At the earliest opportunity, request that high school and college (if appropriate) transcripts be sent to the Naval Academy. The format in enclosure (3) should be used for this request.

(5) Interview the applicant personally, using enclosure (4) as a guide.

c. The Superintendent, U.S. Naval Academy, upon receipt of the application, will issue a notice of nomination and a complete package of candidate instructions of those applicants whose requests for nomination are approved.

11. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


J. R. DAVIS
By direction

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Copy to: 7000110 (55)
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7000099, 144/8145001 (1)
Naval Academy Preparatory School (5)
Naval Academy (10)

Sample Format for Letter of Application

From: (Grade, name, social security number, MOS and branch)
To: Superintendent, U.S. Naval Academy, 117 Decatur Rd,
Annapolis MD 21402 (Attn: Nominations and Appointments
Office)
Via: Commanding Officer (complete mailing address, ZIP Code)

Subj: APPLICATION FOR NOMINATION TO THE U.S. NAVAL ACADEMY
AND NAVAL ACADEMY PREPARATORY SCHOOL

Ref: (a) MCO 1530.11G

1. In accordance with the reference, I hereby request a
Secretary of the Navy nomination under the _____
_____Regular or Reserve
appointment to the Naval Academy for the class entering in
July 19___. I have read the reference and understand the
requirements for appointment to the Naval Academy by the Secretary
of the Navy under the Naval and Marine Corps Regular/Reserve
Program. I am prepared to fulfill these requirements and hereby
apply to compete for such appointment.

2. The following pertinent information is provided:

- a. I am a citizen of the United States.
- b. I am not married and have no dependent children.
- c. Date of birth:
- d. Available Test Scores:
SAT: Verbal
Math
ACT: English
Math
- e. Date of enlistment: (ADBBD)
- f. Home address:
- g. Present duty address:
- h. Duty Phone: Home Phone:
- i. Date of high school graduation:

ENCLOSURE (1)

MCO 1530.11G
29 Aug 94

3. I now hold the following type of nomination to the Naval Academy: (None, Presidential, Congressional, etc.)

4. My educational background is as follows:

a. High School

| <u>Name</u> | <u>Address</u> | <u>Inclusive Dates</u> | <u>Graduate (Yes/No)</u> | <u>Class Standing (If Available)</u> |
|-------------|----------------|------------------------|--------------------------|--------------------------------------|
|-------------|----------------|------------------------|--------------------------|--------------------------------------|

b. College

| <u>Name</u> | <u>Address</u> | <u>Inclusive Dates</u> | <u>Graduate (Yes/No)</u> | <u>Major</u> |
|-------------|----------------|------------------------|--------------------------|--------------|
|-------------|----------------|------------------------|--------------------------|--------------|

Include reason(s) for leaving college, if applicable in this subparagraph.

c. Service Schools

| <u>Course Title</u> | <u>No. of Weeks</u> | <u>Year Completed</u> | <u>Final Grade</u> | <u>Standing in Class</u> | <u>No. Completed (Yes/No)</u> |
|---------------------|---------------------|-----------------------|--------------------|--------------------------|-------------------------------|
|---------------------|---------------------|-----------------------|--------------------|--------------------------|-------------------------------|

d. Schooling and Training Other Than Full-Time. Include Marine Corps-sponsored extension courses and other correspondence courses. Include a transcript if attending a civilian institution.

| <u>Course Title</u> | <u>Sponsor</u> | <u>Date Completed</u> | <u>Final Grade</u> |
|---------------------|----------------|-----------------------|--------------------|
|---------------------|----------------|-----------------------|--------------------|

5. I have participated in extracurricular activities as follows: (List sports, hobbies, group activities, etc., including positions of leadership held.)

6. I (have) (have not) previously been a candidate for a service

ENCLOSURE (1)

academy. I (have) (have not) previously attended a preparatory school sponsored by a military service.

7. My ethnic origin is _____. (i.e., Black, Caucasian, Hispanic, etc.)

8. Civilian Violations. All civilian arrests including traffic offenses or apprehensions regardless of amount of fine.

| <u>Date</u> | <u>Place</u> | <u>Charge</u> | <u>Fine or Sentence</u> | <u>If None, So State</u> |
|-------------|--------------|---------------|-------------------------|--------------------------|
|-------------|--------------|---------------|-------------------------|--------------------------|

9. Military Discipline

a. All nonjudicial punishment within past 2 years.

| <u>Date</u> | <u>Place</u> | <u>Charge</u> | <u>Sentence</u> | <u>If None, So State</u> |
|-------------|--------------|---------------|-----------------|--------------------------|
|-------------|--------------|---------------|-----------------|--------------------------|

b. All courts-martial (summary, special, general).

| <u>Date</u> | <u>Place</u> | <u>Charge</u> | <u>Sentence</u> |
|-------------|--------------|---------------|-----------------|
|-------------|--------------|---------------|-----------------|

10. Other pertinent data is as follows: (List decorations and awards, meritorious masts, letters of commendation, special qualifications, or other matters pertinent to the application.)

11. 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

ENCLOSURE (1)

MCO 1530.11G
29 Aug 94

Sample Format for Commanding Officer's Endorsement

FIRST ENDORSEMENT on Ltr of

From: Commanding Officer
To: Superintendent, U.S. Naval Academy, 117 Decatur Rd, (Attn:
Nominations and Appointments Office), Annapolis, MD 21402
Subj: APPLICATION FOR NOMINATION TO THE U.S. NAVAL ACADEMY
AND NAVAL ACADEMY PREPARATORY SCHOOL

1. Forwarded, recommending (approval) (disapproval) for direct appointment to the Naval Academy.
2. The information contained in paragraph 2 of the basic letter has been verified from records available at this organization. Average marks in the applicant's current enlistment are:

Proficiency

Conduct

3. (Use this paragraph for comments concerning commanding officer's evaluation of motivation and suitability of the applicant for a career as a naval officer.)
- *4. In the event of nonselection for a direct appointment, the applicant (is/is not) recommended for admission to the Naval Academy Preparatory School.

(Signature)

*This paragraph is to be completed only on those applicants requesting consideration for the Naval Academy Preparatory School. Personnel applying for the NAPS must not have passed their 21st birthday on 1 July of the year they will enter NAPS.

ENCLOSURE (2)

Sample Letter Request for Transcript

(Use letterhead with complete name and address of command. Address to high school, preparatory school, and college attended by the applicant. If applicant attended more than one high school, it is necessary only to mail a request for a transcript to the last high school attended, since this school will have a complete transcript of all high school work; include a postpaid envelope.)

Dear Sir:

_____, serving under my command, has applied for admission to the Naval Academy. (He/she) last attended your school in _(Year)___.

To fairly evaluate (his/her) application, the Naval Academy needs a transcript of (his/her) complete secondary school (college) record. In addition to (his/her) grades, class standing, scores on any standardized tests (he/she) may have taken, and a statement giving your evaluation of (his/her) character and suitability as a candidate for the Naval Academy would be most helpful.

_____, signature below, authorized you to forward (his/her) transcript and the other information requested to the Naval Academy. Submission at your earliest convenience of this student's transcript and the other information requested would be greatly appreciated. Please forward all documents to the Superintendent, Director of Candidate Guidance, Attention: Fleet Coordinator, U.S. Naval Academy, 117 Decatur Rd, Annapolis, MD 21402.

Sincerely yours,

APPLICANT'S AUTHORIZATION

COMMANDING OFFICER'S
SIGNATURE

Copy to:
Director of Candidate Guidance
Attention: Fleet Coordinator
U.S. Naval Academy
Annapolis, MD 21402

ENCLOSURE (3)

Guide for use by Commanding Officer

1. General. The outline contained in this counseling guide is intended to assist commanders interviewing enlisted applicants for the Naval Academy and the Naval Academy Preparatory School. As preface to the guide, commanders should also benefit from random comments growing out of recent experience in the enlisted program, as follows:

a. Personal interest will pay dividends. It is just as necessary to identify and encourage the likely prospect as it is to isolate and discourage the unlikely prospect.

b. The prospect must volunteer freely if the program is to continue to produce applicants who will subsequently develop into good candidates and outstanding midshipmen.

c. Desire and enthusiasm are definite assets but there is no substitute for scholarship. Scholarship, however, will not assure success unless accompanied by dedication.

d. The human element cannot be discounted. While it may be normal for an applicant in the senior teenage group to change his or her mind about a career, the service member who delays the decision until enrolled in the Preparatory School risks unpopularity for this action and embarrassment of being returned to their former organization.

e. Any prospective applicant who declines the opportunity, or any applicant who desires to withdraw, shall be permitted this option.

2. Counseling guide - explain in detail to the applicant.

a. The applicant should be closely questioned as to the sincerity of their intentions to pursue diligently the course at the Preparatory School, to graduate from the Naval Academy, and to serve as an officer in the naval service.

b. The Naval Academy offers a bachelor of science degree with major subjects in most generally recognized areas, such as mathematics, engineering science, management, etc. It forms a basis for both graduate and further professional development.

c. The way of life of an Annapolis midshipman differs sharply in most respects from that of the civilian college student. A pronounced difference is the indoctrination system; another is the necessity of adjusting to the Academy's Honor System.

MCO 1530.11G
29 Aug 94

d. If the applicant is accepted as a nominee for admission to the Naval Academy and/or for student training at the Preparatory School, they must realize that they commit themselves to a struggle in a competitive field with other enlisted applicants. Also, they should be made aware that there are other avenues to become a midshipman, such as nominations by U.S. Senators and/or their Representative in Congress--for which they should apply directly. It is beneficial for a candidate to the Naval Academy to hold more than one nomination simultaneously.

e. Inform the applicant of the career opportunities afforded the Navy and Marine Corps officer and that graduating from the Naval Academy carries with it an obligation to accept a Reserve commission, and to serve an 8 year military service obligation of which at least 6 years must be on active duty.

f. The applicant's previous academic record is important. In satisfying the academic requirements for admission to the Naval Academy, secondary school record, including class standing, is used in conjunction with college board scores. Below average performance in high school or in college would result in disqualification.

g. It is particularly important to ascertain as early as possible if the applicant has previously taken the SAT/ACT. If so, the test scores should be listed on the high school transcript; if not, the applicant should write directly to the SAT/ACT Program address listed in the basic Order. In all cases, applicants should be encouraged to take one or both tests as often as possible through January of the year of entrance. The highest score ever achieved on either test is used in evaluating competitiveness.

h. The applicant should be advised that, as a competitor, final selection for appointment will be made on the basis of all-round ability and their record of performance at the Preparatory School. Attendance at the Naval Academy Preparatory School does not in itself guarantee qualification for, or admission to, the Naval Academy.

i. The applicant should review the Naval Academy Catalog. Applicants should be aware of the general nature of the course of instruction at the Preparatory School, in which all candidates must demonstrate a continuing proficiency in high school and college mathematics, physics, chemistry, basic computer and English courses. Study hall is mandatory five evenings each week, and extra instruction or assistance is available for students who desire it.

ENCLOSURE (4)

j. Candidates at the Naval Academy Preparatory School are tested periodically in academic subjects and physical aptitude (strength and vigor), and are evaluated constantly for military aptitude and degree of dedication for a service career.

k. The candidate should understand that, although similar in spirit and common purpose, the Preparatory School differs in many respects from Annapolis. For instance, because of lack of an upper class, there are not the same pressing tensions as at the Naval Academy. The Preparatory School should be thought of as a transition to the life of a midshipman.

l. The applicant should know that, if disenrolled for any reason from the Naval Academy Preparatory School, they lose the Secretary of the Navy nomination to the Naval Academy and may be reassigned for duty elsewhere.

m. Approved applicants transferred to the Preparatory School are still members of the service, receive pay and allowances in their respective pay grades, and are subject to the Uniform Code of Military Justice just as they would be at any other duty station.

n. A midshipman's monthly pay is approximately \$543 a month, but most of this is withheld to pay for books, uniforms, and living expenses. Midshipmen will receive only a small portion of this money for extra personal expenses and leave. Because of this small allowance, it is impossible for them to provide any financial assistance to any member of their families. For midshipmen, no "Q" allotments are authorized.

o. Candidates must agree to remain unmarried until they have completed 4 years of study at the Naval Academy and receive their commission in the naval service.

ENCLOSURE (4)