

**CHAPTER 2**  
**OFFICER PROGRAMS APPLICATION INSTRUCTIONS**

OPNAV 1420/1 Officer Programs Application has been revised and should be reviewed in its entirety. Those applying for STA-21, USNA and NAPS need to refer to the applicable chapter in this enclosure to review the application process. Follow the instructions below for completing the single application. Specific program eligibility and program information and application procedures for each officer program are contained in this instruction. Carefully read the appropriate program section and associated appendix checklist prior to completing application for an officer program. Applicants must have an original signature on each application submitted. Where applicable, utilize NAVCRUIT 1131/5 (Rev. 08-07) Interviewer's Appraisal Sheet.

INSTRUCTIONS

1. Read the following 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 chapter 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.
2. Enter name and rate/rank, and Social Security Number (SSN) in the blocks provided on top of every page of this application.
3. Provide information in each block as specified.

**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.

**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. Note: applicants for LDO and CWO need only send one application.

Enclosure (1)

OCS           Officer Candidate School

MECP          Medical Enlisted Commissioning Program

MSC IPP       Medical Service Corps In-service Procurement  
Program (Health Care Administration, DUINS,  
Physician Assistant, Radiation Health Officer,  
Environmental Health, Industrial Health,  
Entomology, and Pharmacy)

LDO           Limited Duty Officer

CWO           Chief Warrant Officer

**Block 3.** Desired community/designator. List desired community/designator preference (i.e.: surface warfare, aviation, surface warfare nuclear, NC, submarine, etc). This information is required for OCS, LDO and CWO (maximum two designators for LDO/CWO applicants, e.g., LDO/641x), CWO/741x), but is optional for all other programs. See appendix H for the listing of communities and officer designators.

**PERSONAL INFORMATION SECTION.** For the following blocks, indicate as applicable.

**Blocks 4 and 5.** Self-explanatory.

**Block 6.** (U.S. born LDO/CWO applicants only fill out 6a and 6b; naturalized citizens and U.S. citizens born abroad to U.S. parents fill out all blocks and submit appropriate documentation.) U.S. citizenship is a legal requirement for all commissioned officers (section 532 of reference (f)); therefore, provide proof of U.S. citizenship when applying for a commission or for programs leading to a commission. A copy (DO NOT SEND IN ORIGINAL) of 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. A copy of the citizenship certificate for a U.S. citizen born abroad to U.S. parents will suffice for LDO/CWO applicants in lieu of the DD 372. (DO NOT SEND IN ORIGINAL BIRTH NATURALIZATION, OR CITIZENSHIP CERTIFICATES.)

**Block 7.** Self-explanatory. (Not required for LDO/CWO applicants.)

**Block 8.** Number of Dependents: OCS applicants include spouse, if applicable. (Not required for MECF, MSC IPP, and LDO/CWO applicants)

**Block 9.** Unit Identification Code (UIC): contact command's administration office for this information.

**Block 10.** Projected Rotation Date (PRD): self-explanatory.

**Blocks 11 through 13.** Self-explanatory.

#### **MILITARY INFORMATION SECTION**

**Blocks 14 through 17.** Self-explanatory.

**Block 18.** Testing Scores. See specific chapters for testing scores. (Not required for LDO/CWO applicants.)

**Block 19.** PRT section should be completed by your Command Fitness Leader (CFL). (Not required for LDO/CWO applicants.)

- PRT: scores must be from last three consecutive official PRTs.
  - Date of PRT - provide date with corresponding score.
  - Final Scores: enter total numeric score/total points.
  - Overall Score: CFL must write in the overall score (i.e.; excellent good, good medium, etc.)
  - Run/Swim: Circle either "run" or "swim" and enter time (minutes/seconds).

- Sit-ups: enter number of sit-ups.
- Push-ups: enter number of push-ups.
- Height: enter height in inches.
- Weight: enter weight in pounds.
- Percent Body Fat (if applicable).

\*Marine Corps applicants applying to MECP or MSC IPP should forward a copy of their PFT record with application.

**Block 20.** Self-explanatory. LDO/CWO applicants should list all duty assignments in reverse chronological order from present to past. (Attach separate sheet if more space is necessary.)

#### **EDUCATION SECTION**

**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 and/or GED certificate. (Not required for OCS, MECP, and MSC IPP.) (Only required for LDO/CWO if not a high school graduate.)

**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 chapters for specific educational requirements and college transcript information.

**Block 23.** Degree preference. Self-explanatory.

#### **PERSONAL HISTORY**

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

**Block 25.** Service Schools. Attach Sailor/Marine American Council on Education Registry Transcript (SMART). List any service schools that were attended for a 2-week duration or longer that are not listed on the SMART transcript. Not required for LDO/CWO, but is highly encouraged.

**Block 26.** Self-explanatory.

**Block 27.** Extracurricular Activities. List extracurricular activities and dates of involvement starting with the most recent (e.g., sports, clubs, civic, or military activities/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).

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

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

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

**Block 31.** Previous applications for any commissioning programs: list programs and dates (FY) 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.

**PERSONNEL SECURITY INFORMATION.** This section is applicable to ALL applicants. All other programs, not applicable.

**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, MECF, or MSC IPP 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 Position (or the Electronic Questionnaire for Investigations Processing, e-QIP) with the OPNAV 1420/1. OCS applicants for special duty officer programs in Intel, IW, or nuclear power designators will require a Special Background Investigation, SBI, and applicants may be required to submit a SF 86 Personnel Security Questionnaire or e-QIP regardless of whether they have an ENTNAC or NAC. See specific sections of this manual for specific program guidance.

**Block 35.** OCS applicants only must check appropriate status of NAVPERSCOM orders.

**Privacy Act.** Read Privacy Act Statement completely. Sign and date your application.

#### **Additional Application Requirements**

**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. LDO and CWO applicants must include obligatory service statement per chapter 7 of this instruction.

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

#### **Request for High School Transcript**

To be completed and signed by the applicant. Provide certified copies of transcripts from all high schools attended (not required for LDO/CWO applicants).

**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/college(s). Make checks payable to the university/college and send with transcript request.

**NOTE:** OCS, MSC IPP, and MECF 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.

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