

Officer Appraisal Board Requirements

Refer to OPNAVINST 1420.2B for detailed instructions

United States Naval Academy (USNA) Officer Candidate School (OCS) Medical Enlisted Commissioning Program (MECP) Medical Service Corps In-Service Procurement Program (MSC-IPP) Limited Duty Officer / Chief Warrant Officer (LDO / CWO) Seaman to Admiral - 21 (STA-21)	USNA	OCS	MECP	MSC	LDO/ CWO	STA-21
Personal Interview with CO	X	X	X			X
CO Endorsement Letter	X					
CO Recommendation Letter	X	3	2	2	1	1, 2
Internal Board/Interviews						
3 Officers O3 or above		5	6	7		4
3 CWO2 (w/2 yrs TIG) or O2E or above. Senior member should be LCDR or above	8				8	
Applicant's CO appoints interview officers	X		X	X	X	
Nomination Review (External) Board						
3 O3 or above, plus one chairperson who is a current Commanding Officer and not subordinate to the applicant's CO						4, 9

Notes

1. CO must rank applicants (e.g., #1 of 3) and ranking must be reflected in the recommendation letter. This is only required if multiple applicants are applying from the same command.
2. CO's letter must incorporate signed NAVCRUIT 1131/5 from internal board interview(s).
3. Letters of recommendation from people other than the applicant's CO will be accepted and considered by the board as a part of an application package.
4. Board officers must be URL, unless applicant is applying for: CEC, NC, MC, Special Duty Officer (Intel), SWO IP/IW/ED/OCEANO, HR, or SC. In these cases, at least one board member should have the designator for which the applicant is applying. LDOs in the appropriate Restricted Line community may serve as board members for the applicant's chosen community.
Per STA-21 Program Office: Staff LDO board officers are acceptable for the designator the applicant is applying. LDOs are also acceptable if there are a limited number of officers at the command. LDO interviewers should be explained in the CO's endorsement.
5. Candidate appraisals may be conducted individually or as a board. Only one interviewer can be in the applicant's chain of command, and at least one interviewer should be in the designator for which the applicant is applying. Applicants for CEC must include an Interview Appraisal Sheet from a CEC Accessions Officer.
6. Include 1 or more Nurse Corps, if available. If an NC Officer cannot be appointed to the board, a letter of recommendation and evaluation by an NC officer is highly recommended.
7. Include 1 or more Medical Service Corps, if available, not in the direct chain of command of the applicant. Three individual interviews are acceptable if a board cannot be convened.
8. If it is not possible to conduct appraisals as a board, interviews can be conducted separately. Whenever possible, ensure officers are not in the applicant's command, or at least not directly in the chain of command. Every effort must be made to include at least one LDO or CWO in the board.
9. Officers will not be from the applicant's command.