



The Naval Academy Information Program

Blue and Gold Officer Handbook

1 NOVEMBER 2018

Letter of Promulgation

Dean of Admissions Instruction 1531.2I

From: Dean of Admissions

Subj: LETTER OF PROMULGATION FOR NAVAL ACADEMY INFORMATION
PROGRAM HANDBOOK

Encl: (1) Naval Academy Information Program Blue and Gold Officer Handbook

1. Purpose. The Handbook provides Naval Academy Information Officers (Blue and Gold Officers) with information to support the missions of the United States Naval Academy and the Naval Academy Information Program (NAIP). This manual supersedes previous versions of the Naval Academy Information Program Blue and Gold Officer Handbook.

2. Scope. The NAIP Blue and Gold Officer Handbook provides the basic information needed for Blue and Gold Officers (BGOs) and Area Coordinators (ACs). With inputs drawn from the Office of Admissions staff and experienced BGOs, the BGO Handbook is essential reading, study, and reference material for the new as well as experienced Blue and Gold Officer. A basic assumption for use of this Handbook is ready and regular access to the Blue and Gold Information System (BGIS).

3. Action.

a. This Handbook contains information on Naval Academy admissions and is intended to complement the information provided in the USNA website and the Blue and Gold Information System (BGIS) website. The BGIS exists as the primary electronic support system for the BGO.

b. BGOs must also log onto the BGIS website at least weekly to keep current on candidates' progress through the admissions process, to read Office of Admissions announcements, and access forms and briefings needed for effective performance.

4. Policy and Procedures. This instruction is current as of 01 November 2018. Suggestions and recommendations for change are welcomed and should be forwarded through Area Coordinators to the Area Coordinator Steering Committee (ACSC). All recommended changes will be forwarded to the Candidate Guidance Office.

S. B. LATTA

Table of Contents

GLOSSARY OF ABBREVIATIONS AND TERMS	4
CHAPTER I - THE OFFICE OF ADMISSIONS	13
CHAPTER II - THE NAVAL ACADEMY INFORMATION PROGRAM (Blue and Gold Program)	18
Naval Academy Information Program Mission Statement	18
CHAPTER III - BLUE AND GOLD INFORMATION SYSTEM (BGIS).....	43
CHAPTER IV - PROSPECTING FOR CANDIDATES	46
CHAPTER V – STRATEGIC OUTREACH	49
CHAPTER VI - ADVISING INTERESTED STUDENTS	55
CHAPTER VIII – THE APPLICATION PROCESS AND CANDIDATE CYCLE.....	59
CHAPTER IX – NOMINATION, SELECTION, AND APPOINTMENT.....	63
ANNEXES (See the Blackboard for additional information items)	67
ANNEX A: BGO CHECKLIST FOR GETTING STARTED	67
ANNEX B: A SUGGESTED BLUE AND GOLD OFFICER CALENDER...68	
ANNEX C: NAAA/RECRUITED ATHLETE INFORMATION	70
ANNEX D: MISSION OF THE UNITED STATES NAVAL ACADEMY	72
Mission of the United States Naval Academy.....	72
ANNEX E: ATTRIBUTES OF MIDSHIPMEN	73
ANNEX F: THE HONOR CONCEPT AND HONOR TREATISE	74
ANNEX G CONGRESSIONAL BOARD GUIDANCE.....	75
ANNEX H THE CANDIDATE INTERVIEW GUIDE	77

GLOSSARY OF ABBREVIATIONS AND TERMS

ADMISSIONS BOARD - Composed of members from both the academic and military communities at USNA. The Naval Academy uses a rolling admissions process and the Admissions Board meets every Thursday and other days of the week, when necessary, from early September until April to review all completed applications. The Admissions Board uses a *whole person assessment* to view all parts of a candidate's application and determines if they are competitive for an offer of appointment to the Naval Academy. The Admissions Board will also recommend students for the civilian preparatory programs and make recommendations for offers to the Naval Academy Preparatory School (NAPS).

AREAs and REGIONs - Geographic areas created to facilitate management of the Naval Academy Information Program (NAIP).

An area's size is based on population and designated by U.S. Postal Service Zip Codes. Areas may overlap state boundaries. The country is divided into four Regions (Region 1 is the Northeast, 2 is the Southeast, 3 is the Midwest, and 4 is the West). Each Region is divided into many areas as appropriate by zip codes based on population and historical number of applicants. Each Region has a civilian Region Director (GS-12), two active duty officers (O-2 / O-3), and examiner (GS-07/09) who work to support administration, student outreach, and candidate counseling. Each Region has one or more active duty officers who serve as the Field Admissions Counselor (FAC). FACs locations: Region 1 in New York City; Region 2 in Atlanta; Region 3 in Chicago and Houston; and Region 4 in Los Angeles. See Blackboard for a visual representation and a list of zip codes for each Area.

AREA COORDINATOR (AC) – An AC is an experienced, knowledgeable Naval Academy Information Officer selected and designated by the Dean of Admissions to coordinate all information program activities in the Area. Areas are generally a state or large portion of a state. ACs are listed on the Naval Academy website, in Blackboard, and in the Blue and Gold Information System (BGIS). ACs are recognized as the CGO's representative in their respective Areas. ACs serve voluntarily for a tour of 5 years, however the length of tour can be extended or shortened at the discretion of the Dean of Admissions.

AREA COORDINATOR STEERING COMMITTEE (ACSC) – The Dean of Admissions established the Area Coordinator Steering Committee to serve as a vital conduit between the Office of Admissions and the over 2,100 Area Coordinators and Blue and Gold Officers in the field. The ACSC is composed of experienced Area Coordinators selected by the Dean of Admissions. The Committee facilitates two-way communication between the ACs (and their BGOs) and the Office of Admissions staff. Consolidating the input from the field and the staff, the ACSC advises the Office of Admissions Staff on recommendations for the NAIP.

ACT - American College Testing Program college readiness assessment - This test may be taken by prospective Midshipmen in lieu of or in addition to SAT tests.

AIS - Admissions Information System. The computer system used to track Naval Academy applicants. This system provides extensive, up-to-date information on applicants to the Candidate

Guidance Office and generates the Congressional Report. The Blue and Gold Information System (BGIS) uses data from AIS. ACs and BGOs have access to the BGIS [see below], but not the AIS.

APPLICANT - Any person who has applied for admission to the Naval Academy. Applicants become "candidates" when they receive a candidate number.

APPOINTEE - A candidate who has been selected for admission to the Naval Academy and has accepted the offer of appointment.

BLUE AND GOLD INFORMATION SYSTEM (BGIS) – The Office of Admissions web interface with Blue and Gold Officers. The BGIS uses information from the AIS. The candidate status shown in BGIS is similar to the information provided to candidates through the Candidate Information System (CIS).

BLUE AND GOLD OFFICER (BGO) - Blue and Gold Officers are “field” representatives of the Office of Admissions who cover a specific geographic area, usually defined by assigned high schools. They market the U. S. Naval Academy/Navy in their assigned areas and encourage exceptional individuals to seek a naval career through the Naval Academy and other officer-accession programs. BGOs provide counseling and information to candidates and applicants throughout the Naval Academy application process. BGOs are comprised of both Naval Academy Information Affiliates (NAIAs) and Naval Academy Information Officers (NAIOs).

Though many BGOs have served as Naval Officers, prior service or graduation from the Naval Academy is not pre-requisites for assignment. A mature adult who has a sincere interest in fulfilling the mission of the Naval Academy and the needs of the Naval Service may be considered as a BGO candidate. Area Coordinators make the initial recommendation to the Blue and Gold Officer Liaison Officer who then receives approval from the Head of Candidate Guidance for assignment. Approved applicants for the Blue and Gold Officer program must pass a proficiency examination before being designated Affiliates. Affiliates MUST attend BGO summer training offered at the Academy within two years of designation.

Upon successful completion of the initial BGO Training, Affiliates are re-designated as Information Officers. Background checks will be conducted on all BGOs who join the program. [The Naval Academy Athletic Association (NAAA) also sponsors a program known as the Blue and Gold Program which has no direct connection to the Naval Academy Information Program.]

BLUE AND GOLD OFFICER LIAISON OFFICER (BGOLO) – The active duty CGO officer (usually an O-3 or O-4) is the direct liaison for AC and ACSC administrative and policy issues. The BGOLO is NOT a point of contact for candidate issues, and should be handled through the appropriate Region Admissions Counselors.

BOYS STATE/GIRLS STATE - Sponsored at the state level by the American Legion. Delegates are high school juniors and are a prime source of candidates for the Naval Academy.

BRIGADE - The body of undergraduate students at the Naval Academy; all midshipmen.

CANDIDATE - An applicant who has been assigned a candidate number and given access to the candidate application through the Candidate Information System (CIS).

CANDIDATE FITNESS ASSESMENT (CFA) - The CFA consists of the basketball throw, pull-ups (or flexed arm hang for females), 40-yard agility run, abdominal crunches, push-ups, and a 1-mile run. It is used to help determine a candidate's physical qualifications. The CFA is a common test administered by USNA, USMA, USAFA, and USMMA. The results may be provided to other academies at the candidate's request (or the results recorded concurrently for multiple applications.) The CFA may only be administered by a certified PE teacher, coach, BGO, or commissioned officer.

CANDIDATE GUIDANCE OFFICE (CGO) - The Naval Academy office that processes candidate applications. The Director of Candidate Guidance leads a staff of active duty officers, civilian administrators, and all Blue and Gold Officers.

CANDIDATE INFORMATION SYSTEM (CIS) - The online system that allows the candidate to apply for admission and track the completion of his/her application. The status for submission of the application components is similar to the information provided in BGIS. Candidates are provided username and password information to access their CIS application.

CANDIDATE VISIT WEEKEND (CVW) - Scheduled at USNA throughout the academic year, generally September – April and typically four sessions per semester. Attendance is by invitation only from CGO and will be granted to juniors and competitive senior candidates. BGOs may make recommendations to their respective Regional staff for consideration.

CENTER OF INFLUENCE (COI) - During the academic year, USNA hosts groups of educators or other influential community leaders from around the U.S. to introduce them to the exceptional opportunities the Naval Academy has to offer. These participants are primarily high school guidance counselors, classroom teachers, school administrators, church leaders, and community leaders who are in positions of influence within their respective communities. The visits are scheduled for Monday-Thursday, with Mondays and Thursdays being travel days with two full days in Annapolis on the Yard. This program is run by the Strategic Outreach Department and coordinated through the Outreach Coordinator.

COLLEGE ENTRANCE EXAMINATION BOARD (CEEB) TESTS - Tests prepared and administered nationally by two testing services and used by USNA and many civilian colleges as a factor in the admissions process. Candidates are required to take either the American College Testing Program (ACT®) college readiness assessment or the College Board Scholastic Aptitude Test (SAT®). (See ACT and SAT.) The Admissions Board will consider the highest individual scores from multiple results for both tests for the purposes of evaluation.

COLLEGE WEEK LIVE (CWL) – CWL is an online webinar type program conducted by Office of Admissions personnel and used to connect with target audiences to provide information about USNA, Navy careers and the admissions process. Webinars are scheduled periodically, often weekly, and may be focused on specific subjects (ex: Nominations) or general Naval Academy information.

CONDITIONAL OFFER OF APPOINTMENT (BGIS Code: CO) - Also called a "Letter of Assurance" or "LOA." A letter sent to a candidate that guarantees an appointment **if** the candidate completes the application, is qualified medically, passes the CFA, and receives a nomination.

CONGRESSIONAL ACADEMY DAY (CAD) – Event hosted by Congressional Office for Service Academy awareness and information. Attended by a local representative (BGO), Admissions staff member, or Midshipman.

CONTACT AND COUNSEL (BGIS Code: CC) - The status of an applicant who has not met the initial requirements to become an official candidate. No formal interview is required, but contact should be made to encourage the student to improve their academic information, including class rank and/or ACT/SAT, as well as encourage them to consider other officer programs such as NROTC or OCS.

DEPARTMENT OF DEFENSE MEDICAL EXAMINATION REVIEW BOARD (DoDMERB): DoDMERB, located in Colorado Springs, CO, determines the medical fitness of all applicants to the five United States service academies and other officer accession programs. After a candidate submits 50% of the required forms in their application to USNA, DoDMERB will send the candidate a letter with instructions on scheduling their medical and eye examinations. DoDMERB handles medical examination scheduling for all military commissioning programs.

DoDMERB determines if a candidate is "qualified or rejected" based on an established medical standard without regard to possible waivers. A "rejected" status by DoDMERB does not mean a candidate cannot receive a waiver and a subsequent offer of appointment. Each commissioning source then has the option to request DoDMERB seek more detailed medical information. The commissioning program can then use that information to determine if the medical concern has been resolved or can be waived.

FIRST CLASS - Midshipmen in their last (senior) year at Annapolis. Also known as "Firsties."

FOUNDATION PROGRAM – See Naval Academy Alumni Association.

FOURTH CLASS - Midshipmen in their first (freshman) year at Annapolis. Commonly referred to as "Plebes."

FULLY QUALIFIED OFFER OF APPOINTMENT – An offer to attend USNA to a candidate who is board qualified, physically, medically qualified, and has a nomination. All offers of appointment are conditional until the candidate accepts the Oath of Office.

HONOR SCHOOLS - High schools with a JROTC (Junior Reserve Officer Training Corps) unit possessing an honor rating.

MIDSHIPMAN (MIDN) – A student at the United States Naval Academy and a NROTC student at a civilian college.

NMSQT - National Merit Scholarship Qualifying Test. The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is a program cosponsored by the College Board and *National Merit Scholarship Corporation (NMSC)*. It is a standardized test that provides firsthand practice for the SAT[®]. It also gives candidates a chance to enter NMSC scholarship programs and gain access to college and career planning tools. The PSAT/NMSQT measures: Critical reading skills; math problem-solving skills, and writing skills.

NAVAL ACADEMY ALUMNI ASSOCIATION (USNAAA) and U.S. NAVAL ACADEMY FOUNDATION - On 31 December 1999 the original U.S. Naval Academy Foundation and the U.S. Naval Academy Endowment Trust were combined to form the United States Naval Academy Foundation. The Alumni Association and Foundation are two independent, non-profit 501(c) 3 corporations sharing a single President/CEO and operating as one fully integrated organization in support of the Naval Academy and its mission. The Board of Directors of the Foundation and the Board of Trustees of the Alumni Association govern the Foundation and the Alumni Association, respectively.

Members of the USNAAA may include former midshipmen, both graduates and non-graduates. It is headquartered in Annapolis, MD, with local chapters located throughout the United States and overseas, and serves as an outstanding local source of support for Blue and Gold Officers. It is also responsible for Naval Academy Parents' Club organizations. The organization's focus and core competencies include "friend-raising" and fundraising in support of aligned and complementary missions.

The Foundation is a private non-profit organization which provides fundraising support for USNA and the Athletic Association, and an educational assistance program designed to help deserving high school graduates enhance their qualifications to gain appointment to the Naval Academy. Cash grant scholarships, based on the student's needs, are provided by the Foundation directly to participating colleges and preparatory schools.

NAVAL ACADEMY ATHLETIC ASSOCIATION (NAAA) - NAAA is a 501 (c) (3) non-profit organization charged with providing resources to support 33 varsity programs (18 men's, 11 women's and 3 coed) offered by the Naval Academy. The Association actively works to locate and recruit varsity athletes for all men and women's intercollegiate sports. The coaching staff is involved in this effort. The NAAA operates with the guidance of the Naval Academy's Board of Control, whose members report to the Naval Academy Superintendent. The majority of funding support for the NAAA programs is through external sources of revenue (i.e. donations, ticket sales, corporate sponsorship, television revenue, parking, etc.). Less than 10 percent of the operating budget for the varsity and junior varsity programs is provided by the Academy via government funding. Therefore, NAAA Blue & Gold members [**NOT TO BE CONFUSED with the Naval Academy Information Program, aka Blue and Gold Officer Program**] are critical to provide teams with the supplemental dollars necessary to close the "resource gap" between the Naval Academy teams and our Division I competition. (See *www.navysports.com*).

It is extremely important to comply with all NCAA regulations pertaining to contact with athletes. Whenever a recruited athlete initiates contact with a BGO, it is imperative that

these candidates be provided with the same information about the Naval Academy that is given to non-athletes.

NAVAL ACADEMY INFORMATION AFFILIATE (NAIA) - See Blue and Gold Officer

NAVAL ACADEMY INFORMATION OFFICER (NAIO) – See Blue and Gold Officer

NAVAL ACADEMY INFORMATION PROGRAM (NAIP) - See Blue and Gold Officer

NAVAL ACADEMY PREPARATORY SCHOOL (NAPS) – NAPS, located in Newport, RI, offers a ten-month college preparatory course. This program is designed to strengthen the academic background of incoming candidates. Navy and Marine Corps personnel who apply but are not appointed to the Naval Academy are considered, but not guaranteed, for admission to NAPS. The Admissions Board also identifies a number of promising and highly motivated civilian candidates who are not successful on their first attempt at admission and offers them the opportunity to enlist in the Naval Reserve for the express purpose of attending NAPS to prepare for admission to the Naval Academy.

NAPS Mission Statement: “To enhance Midshipman Candidates' moral, mental, and physical foundations to prepare them for success at the United States Naval Academy.”

NAVAL ACADEMY SUMMER SEMINAR (NASS) - Brings outstanding candidates to the Naval Academy in the summer before their high school senior year to provide them with valuable insight and experiences into life at the Naval Academy. Summer Seminar consists of three one-week sessions of approximately 850 students per week. Selection is based on SAT/PSAT scores and self-reported high school grades, as well as sports and activities. The evaluation of potential members of the incoming class the following year starts during NASS. NASS participants complete the Candidate Fitness Assessment (CFA) and Midshipmen leaders are required to evaluate the participants under their care. NASS applications are available in January of each year through www.usna.edu/Admissions. A NASS applicant completes the preliminary application for consideration for an appointment to the Naval Academy when completing the NASS application.

NAVY AND MARINE CORPS JUNIOR ROTC PROGRAMS - High school programs which evolved from the college-level Navy Reserve Officer Training Corps.

NAVY LEAGUE OF THE UNITED STATES - A private, civilian organization, which supports the Navy. Sponsor of Sea Cadets and other Navy-oriented programs.

NAVY RECRUITING COMMAND - BGOs, and especially Area Coordinators, are encouraged to establish a close liaison with the Officer Programs Officer (OPO) at the Naval Recruiting District office(s) in their respective Area. If there is no district office in the Area, contact with the local recruiting station can prove equally beneficial in terms of support. While the exchange of information about specific common USNA & NROTC candidates may be appropriate, providing a complete listing of BGIS names and accompanying private data is NOT allowed. Recruiters should use their NROTC chain of command to access data shared between NROTC and USNA. Students should be encouraged not to rely solely on an Academy appointment and to apply for

NROTC. [NOTE: A BGO interview requires a notation for application to NROTC.] The goal of all applicants should be to become a commissioned officer in the Navy or Marine Corps regardless of commissioning source. Another important contact, therefore, is the Naval Reserve Officer Training Corps (NROTC) Coordinator, who normally works with the Recruiting District Education Specialist and members of the Recruiting District Advisory Council (RDAC). This individual should always be a point of contact for the area Blue and Gold Officer network.

OFFICIAL NOMINATION - A nomination from one of the sources authorized by law. Most applicants are eligible to apply for four nomination sources: U.S. Congressional Representative, two U.S. Senators, and the Vice President of the United States. Other special category nomination sources are covered on the USNA Admissions website. A nomination is required by law to be offered a Fully Qualified Offer of Appointment (FQO). Applying for a nomination is a parallel, but separate process from the Naval Academy application.

OPERATION INFORMATION (OPINFO) – A Public relations and recruiting program conducted by midshipmen while on leave in their communities. OPINFO is coordinated by Strategic Outreach, managed by the Area Coordinators, and supported by the local Blue and Gold Officers, who assist the Office of Admission in arranging public and educational appearances for midshipmen, i.e. TV, radio, school groups, scouting. Traditionally, OPINFO has been conducted primarily during the week before and after the Thanksgiving holiday, but may also be conducted on a smaller scale at other times during the year, notably three-day weekends and Spring Break.

PARENTS' CLUBS – There are more than 80 Naval Academy Parent Clubs which have been organized in many states by parents of Midshipmen to support and assist one another, share facts and experiences, plan trips to USNA, and sponsor get-togethers for new appointees. The officially recognized parent clubs are supported by the USNA Alumni Association and Foundation and can be found at www.usna.com.

PLEBE – A midshipman in the first (freshman) year at the Academy. Also known as “Fourth Class.”

PLEBE INDOCTRINATION - The concentrated, year-long indoctrination process of Plebe (freshman) year. During the first summer, new Plebes are introduced to marching, sailing, physical training, and seamanship. They also receive basic naval orientation, including naval customs and traditions, take validation exams, are tested in physical education, are familiarized with a number of sports, and learn to fire small arms. The purpose of Plebe Summer is to indoctrinate new midshipmen into the naval service and prepare them to be successful at the Naval Academy.

PRELIMINARY APPLICATION (PCQ) – An initial application required to open a file with the Naval Academy Office of Admissions, located online at www.usna.edu/Admissions. The PCQ is normally opened on the first of April each year and closes on 31 December. An applicant for NASS completes the preliminary application by applying to Summer Seminar.

PSAT - Preliminary Scholastic Aptitude Test, usually taken in the fall of the high school junior year. See **NMSQT**

QUALITY POINT RATING (QPR) - Equivalent to civilian Grade Point Average (GPA). Midshipmen must achieve a 2.0 average (a "C" average) on a 4-point scale to graduate from the Naval Academy.

REGIONAL ADMISSIONS COUNSELOR (RAC) - Responsible for the guidance of candidates in his/her assigned states. Screens, evaluates, and processes applications. Assists the Regional Director in the management of regional activities. Travels throughout the Region providing information to schools, community leaders, and organizations

REGIONAL DIRECTOR (RD) - Senior civilian position within each region of the Candidate Guidance Office. Responsible for all operations within their geographic region.

SCHOLASTIC APTITUDE TEST (SAT®) – Nationally recognized test in mathematics, verbal abilities, and writing skills. It is designed to predict college level academic ability. (See College Entrance Examination Board Tests) USNA uses the SAT-I exam (math and verbal only), and does not require the associated SAT II (ACH) tests.

SECOND CLASS - Midshipmen in the third (junior) year at the Academy.

SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS (STEM) PROGRAM - The Naval Academy Summer STEM Program is offered to rising 9th-11th Graders. Students must demonstrate superior academic performance to include GPA, class standing, and/or strong PSAT, SAT or ACT results. Selection is based in large part on ensuring geographic representation along with overall accomplishments in and out of the classroom.

STRATEGIC OUTREACH – The department in the Office of Admissions responsible for leading efforts to market USNA throughout the United States and its territories. Strategic Outreach leads efforts to develop strategies and plans to create awareness of USNA among middle and high school students as well as planning and execution of Admissions marketing programs. These include Admissions Forums, COI, CWL, CVWs, Mini-STEM, Musical Group Travel, NASS, OPINFO, School Visits, and Summer STEM.

THE BLUE AND GOLD of NAAA [not to be confused with the Blue and Gold Program, another name for the Naval Academy Information Program] - The Blue and Gold of NAAA provides the supplemental resources necessary to assist our coaches and Midshipmen to realistically pursue the highest level of success within the context of their physical abilities. They are an institution invested in a mission that educates future leaders in moral, mental and physical excellence. The Blue and Gold of NAAA enables Midshipmen to pursue the highest goals possible as members of varsity or junior varsity teams.

THIRD CLASS – A midshipman in their second (sophomore) year at the Academy. Also known as a “Youngster.”

TRIPLE QUALIFIED (Triple Q'd) - A term used when a candidate is qualified physically (CFA), medically (Medical Exams scheduled by DoDMERB), and whole person by the Admissions Board.

VOLUNTARY GRADUATE EDUCATION PROGRAM (VGEP) - A graduate education program leading to a master's degree, which is available to a limited number of first class Midshipmen. To qualify, the Midshipmen must have completed all of the requirements of their academic major by the end of the first semester of first class year, having done so through validation, course overload, or summer school. If qualified, the Midshipman attends a college or university in the Washington, DC/Baltimore area during second semester first class year, graduates with his or her USNA class and completes the requirements for a master's degree at the local college/university during the summer and fall terms following graduation. The individual then reports to his or her first duty station having earned a master's degree.

YOUNGSTER – A Midshipman in the second (sophomore) year at the Academy. Also, known as “Third Class.”

CHAPTER I - THE OFFICE OF ADMISSIONS

Dean of Admissions: The principal assistant to the superintendent in all matters relating to the recruiting, guidance, and selection of candidates for admission to the Naval Academy and the Naval Academy Preparatory School, and for the preparation and maintenance of the official candidate records. His staff also makes recommendations to the Naval Academy Foundation for Foundation scholarships.

Director of Candidate Guidance (DCGO): A senior civilian, who is responsible for the direction of the Candidate Guidance Office and the Naval Academy Information Program. Carries out the policies of the Dean of Admissions.

Regional Admissions Team: The country has been separated into four geographic Regions for admissions purposes. A team of one senior civilian, two junior officers (JO), either Navy or Marine Corps, and one civilian examiner in each Region. The team typically consists of the Regional Director (civilian), two Regional Admissions Counselors (Active Duty O-3), a Field Admissions Counselor, and a civilian Examiner. Although their specific responsibilities are different in scope, they are all fundamentally responsible for the direction, coordination, and supervision of Candidate Guidance operations in their respective Region.

Regional Director ("RD"): The senior civilian position within each region of the Candidate Guidance Office. They are responsible for all operations within their region.

Regional Admissions Counselor (RAC): Responsible for the guidance of candidates in his/her assigned states. Screens, evaluates, and processes applications. Assists the Regional Director in the management of regional activities. Travels throughout the Region providing information to schools, community leaders, and organizations

Field Admissions Counselors (FAC) Located in New York City, Atlanta, Chicago, Houston, and Los Angeles. FACs are part of the Region Teams of CGO and have a communication/coordination link with the Area Coordinators in the area of support. It is incumbent upon **both** the ACs **and** the FACs to foster close working relationships.

Fleet Coordinator: Designated as Region 8, the Fleet Coordinator is responsible for the guidance of fleet enlisted candidates (Navy and Marine Corps, active and reserve.) Responsible for administrative coordination with the Naval Academy Preparatory School (NAPS).

Blue and Gold Officer Liaison Officer (BGOLO): The BGOLO is responsible for the management of the Naval Academy Information Program. The BGOLO runs the annual BGO Summer Training and the biennial AC Training.

Area Coordinator Steering Committee (ACSC) - A leadership group and communication conduit for the Naval Academy Information Program (NAIP). The Dean of Admissions will task the ACSC with specific tasks, as appropriate and use the ACSC to optimize communication flow within the NAIP. ACSC members will continually gather inputs/issues/suggestions/"Best Practices" from Area Coordinators and their BGOs. Consolidating the inputs, the ACSC will

prioritize/research/discuss/analyze issues within the NAIP and offer suggestions and recommendations to the Office of Admissions staff.

Composition: Eight experienced Area Coordinators – Appointed by Dean of Admissions, with input from the Directors of Candidate Guidance Office, Strategic Outreach, and Nominations.

Appointments. Optimally, two ACs from each of the four Regions are on the ACSC.

Chair: One (of the eight) member will serve as the Committee Chair; selected by the Dean of Admissions.

Term: Three years, with the Dean of Admissions having the option to re-appoint a member for a second three year term. The Chair may be appointed for a third three year term or longer at the Dean's discretion.

Meetings: Semiannual, at USNA, unless modified by the Dean of Admissions (modified by funding limitations or special tasking/projects).

Reports to: Dean of Admissions

Admissions Staff POC: Director, Candidate Guidance Office, primarily through the BGO Liaison Officer. BGOLO coordinates with the ACSC Chair to develop agenda/tasking/research/minutes/follow-up, provide administrative, logistics and travel support for the ACSC meetings; provide coordination between the ACSC and Admissions staff members (appropriate for the agenda topic), to include setting-up staff briefings/presentations at ACSC meetings; and help facilitate communication between ACs and the ACSC via established communication tools and training forums.

Primary focus topics: Sustaining and improving the Naval Academy Information Program – *not individual applicant matters*. Topics include, but not limited to: BGO Handbook, BGIS and Blackboard, communication flow between Admissions Office and ACs/BGOs in the field, new BGO recruiting, BGO Training – Initial and five-year Refresher, AC Training, AC Annual Assessment, BGO recognition and Annual Awards, sharing BGO “Best Practices,” items unique to Reservists serving as BGOs, BGO supplies/materials (for college fairs, Congressional Academy Days, OPINFO and other local events supported by BGOs), and other tasking assigned by Dean of Admissions, Director of Admissions or Director, Candidate Guidance Office.

Director of Strategic Outreach: A Senior Civilian who leads the Strategic Outreach Department. The Director is responsible for leading efforts to conduct and market USNA throughout the United States and its territories. The Director takes the lead on monitoring college industry trends, and develop strategies and plans to create awareness of USNA among middle and high school students as well as planning and execution of Admissions marketing programs. These include Admissions Forums, COI, CWL, CVWs, Mini-STEM, Musical Group Travel, NASS, OPINFO, School Visits, and Summer STEM.

Plans and Programs Coordinator: Coordinates the following programs under Strategic Outreach: Summer Seminar, OPINFO, Candidate Visit Weekends visits, and Mini-OPINFO and assists in planning and executing other outreach events.

Admissions Outreach Coordinator: Assists with all diversity related outreach efforts and coordinates major events such as Centers of Influence Visits, sports camps, musical group travel, Midshipmen Action Group (MAG) travel, and liaises with the visitors' center.

Digital Media Specialist: Directly responsible for managing all social media activities, oversight of the website, texting, internet activities, ad management and College Week Live (CWL) webinars. Also assists in planning and executing all outreach events.

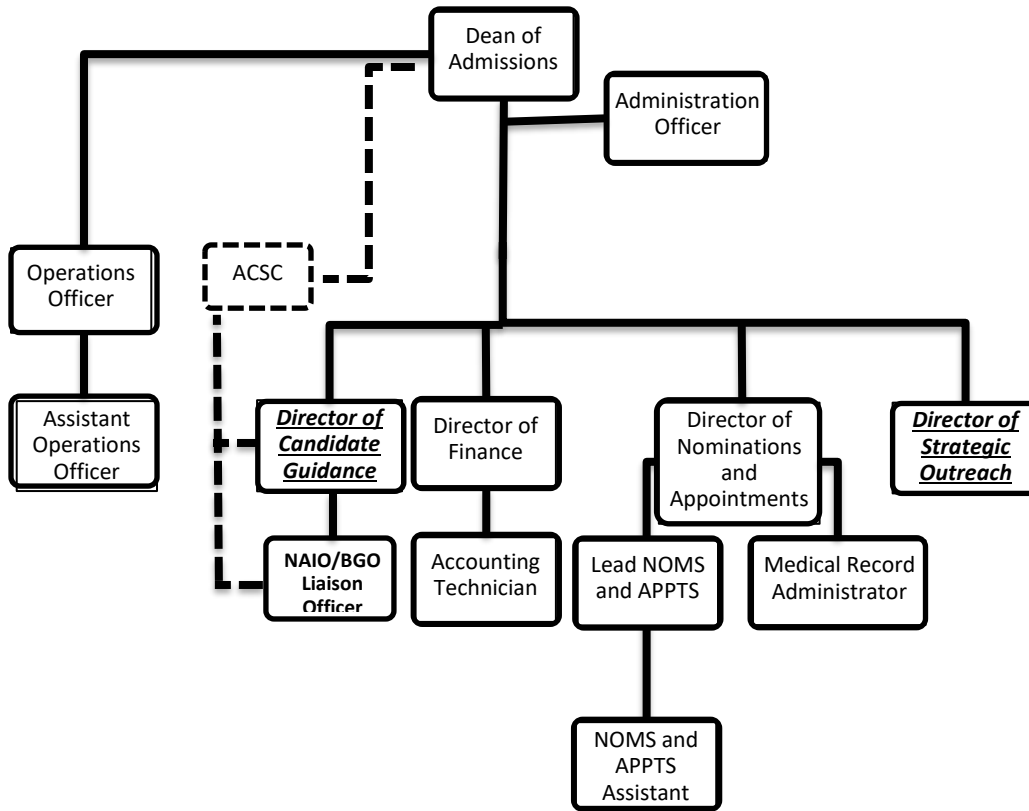
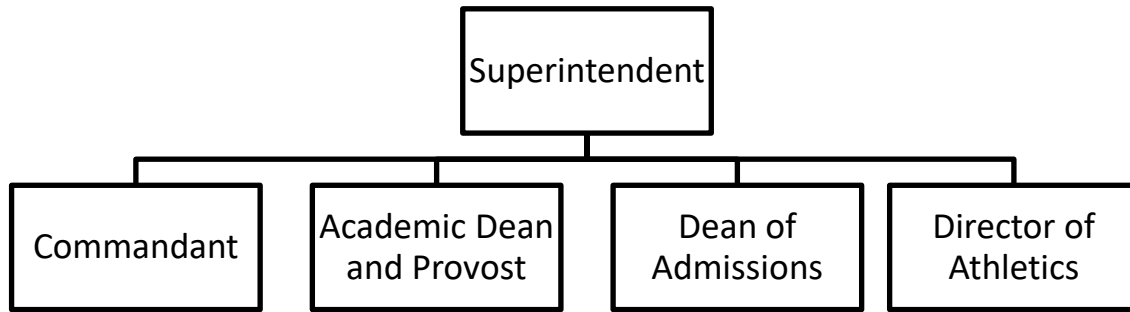
Research and Assessment Coordinator: Conducts industry research, as directed. Assesses effectiveness of admissions programs, as directed. Maintains databases and acts as CRM manager.

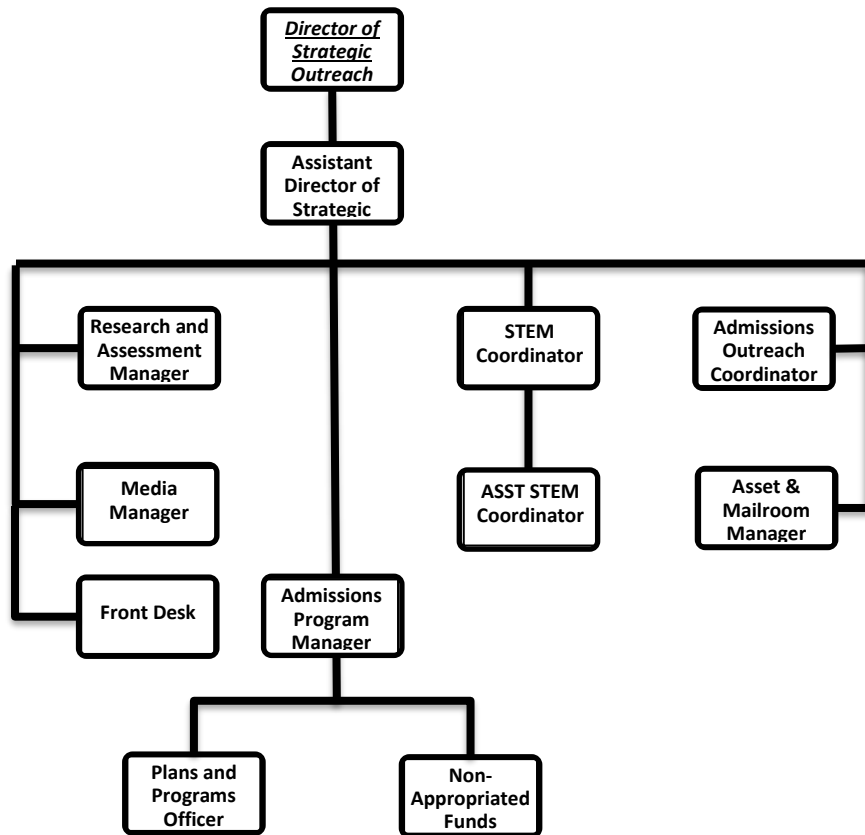
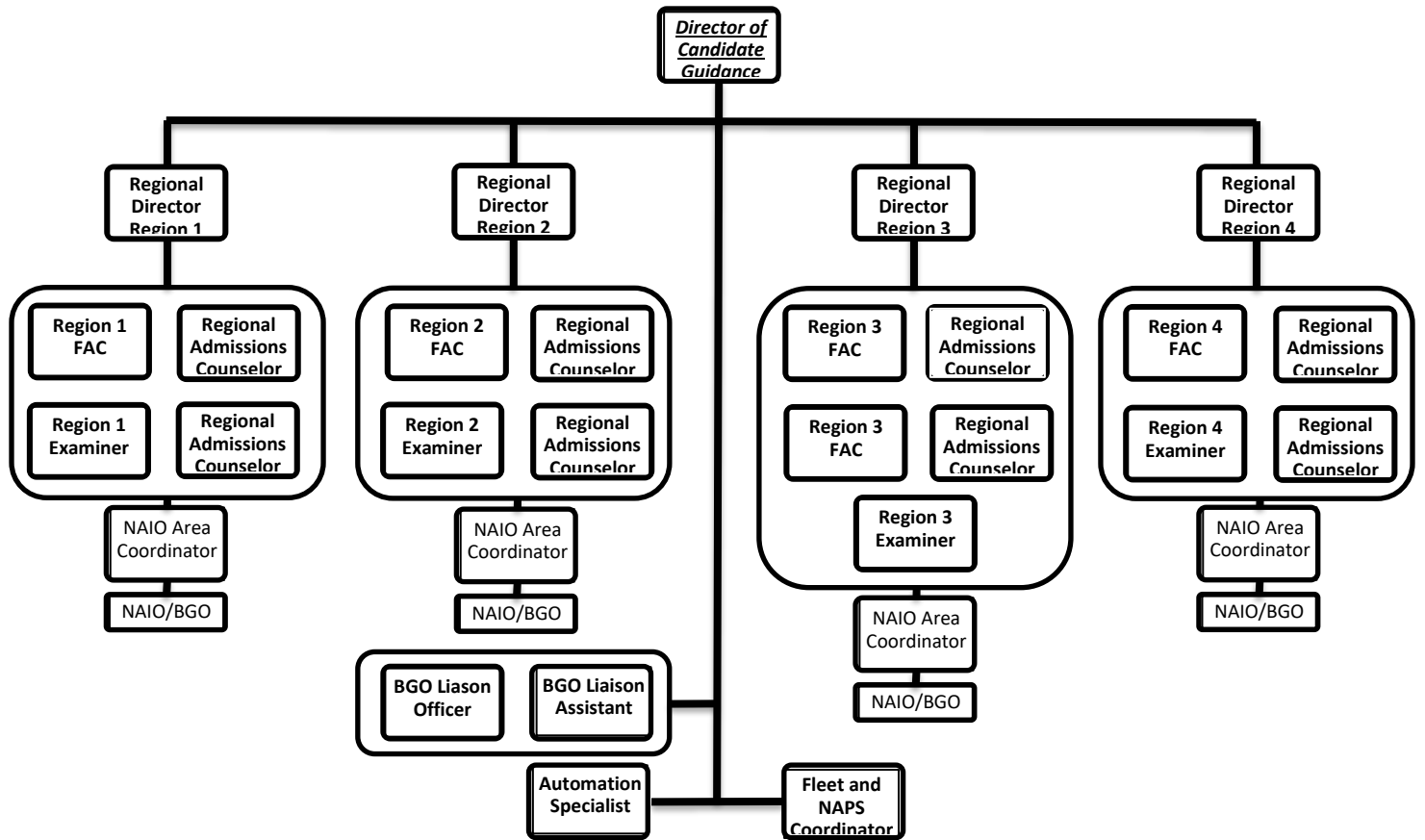
Stem Coordinator: Coordinates all admissions related STEM activities. These include developing, planning, and executing STEM camp, mini-stem (group visits to USNA) and Remove STEM (events held in local communities).

Nominations and Appointments Department: Responsible for screening and notifying nominees of their offer status. Maintains close liaison with Congressional staffs regarding the Naval Academy, specifically pertaining to nominations and appointments. Issues all offers of appointment.

Medical Representative: Liaison between DoDMERB, the USNA Admissions Doctor, and the Office of Admissions. Reports to the Director, Nominations and Appointments.

NAVAL ACADEMY ADMISSIONS OFFICE





CHAPTER II - THE NAVAL ACADEMY INFORMATION PROGRAM (Blue and Gold Program)

Naval Academy Information Program Mission Statement

To market the opportunities available at the United States Naval Academy and to identify, recruit, and counsel young men and women of diverse backgrounds who possess the potential to be developed morally, mentally, and physically into the nation's future Naval, government, and civilian leaders.

Responsibilities of the Blue and Gold Officer

Market in assigned area of responsibility. The primary mission of the Blue and Gold Officer is to market USNA in the assigned area through community organizations and schools. It is imperative BGOs attend college fairs and other related opportunities in the schools they are assigned, and meet with high school influencers, particularly college guidance counselors.

Counseling candidates and applicants. Counsel the candidate, offer encouragement when appropriate and provide honest advice which is the best for the candidate and for the Naval Academy. Counseling the candidate requires a good deal of understanding and candor when discussing academic, physical and medical requirements. Offer positive encouragement, tempered by fair and candid presentation of the high standards of USNA. It is useful to give a candidate a copy of a recent Class Portrait, which offers them some measure of how they might compare with current members of the Brigade. The Class Portrait provides a view of the competition from the standpoint of the numbers of qualified candidates who are not selected. The Admissions Board's recommendation for a candidate to attend NAPS or a Foundation school should be explained as a positive move by the Naval Academy to keep the candidate in the "pipeline" to improve their opportunity for academic success at the Academy.

Advice on the application process. Advise the candidate on timely completion of all application requirements and remind them to always keep all of their options open (i.e. they should be applying to other service academies and colleges/universities as well as ROTC programs). Candidates should understand that offers of appointment are made on a rolling basis.

BGO Interview. Perform a timely and comprehensive BGO interview. Annex F is intended as a resource before, during and after interviews for the experienced and inexperienced BGO alike. It is also a resource for the BGO when addressing each of the areas in the evaluation and asking questions to obtain information from the candidate. The interview is a mandatory requirement of the admissions process. The BGO should use this time to learn about the candidate and his/her motivation towards the Naval Academy, and to impart to the candidate the BGO's knowledge of the admissions process and life as a Midshipman. This interview is very important since it might be the only personal contact a student may have with anyone involved in the admissions process.

All candidates shall have a completed interview prior to completion of the applicant file since they are required as part of the Admissions Board's review of the applicant file. BGOs should review Annex F before EVERY interview. Draft an on-line Interview Report immediately following the completion of the interview using a prepared template that includes the six items to be covered in EVERY interview:

- a. Interest and Motivation
- b. Leadership Potential
- c. Responsibility
- d. Organizational Skills
- e. Physical Fitness
- f. Oral Communication

The Interview Report should be submitted within seven days of conducting the interview. If information is learned that causes a change of rating and/or narrative, a new Interview Report should be submitted and the reasons documented in Student Notes. The Admissions Board values the BGO recommendations, particularly if the written report gives an indication of the candidate's life experiences, knowledge of USNA, motivation, leadership potential, the Brigade Honor Concept, career opportunities, and the mental and physical demands facing Midshipmen. The interview is your chance to provide the Admissions Board with supplemental information not covered in the candidate's file.

A well-written Interview Report is very important. Review the section on interview reports in Annex H before you start framing the narrative portion. Use a word processor to write your Interview Report and apply spell check; then copy and paste the text into the Comments Section on the Interview page on BGIS. Since the BGIS is purged annually on or about I-Day, which is late June or early July, the file in your word processor remains your permanent record for any needed future reference. You should copy and paste the interview page with grades and the Interview Report write-up for future reference.

Use the "Top 5%" rating very sparingly and coordinate the narrative portion of the interview report with the AC BEFORE submission. Do not write the interview with information available to the Admission Board from other sources (i.e. the application). Be the eyes and ears of the Naval Academy during the interview. As such, timely and professional interviews and submission of the Interview Report is a critical portion of the Admissions process.

All Not Recommended evaluations must be approved in advance by the AC unless used to close out a candidate's file.

Promoting interaction between candidates/applicants and Midshipmen. Be alert for any chance to introduce candidates and applicants to Midshipmen. Midshipmen encounters are the best means of giving a candidate an honest perspective of life in Bancroft Hall, the unique challenges and opportunities at USNA, and ultimately the prospects for the many and varied career choices available in the Navy or Marine Corps.

Working with candidates not selected. Work with those individuals who do not receive appointments to USNA. Counsel unsuccessful candidates, assessing their potential for future success if they decide to apply again the following year. Approximately thirty percent of each class has post-high school educational experience and there are some candidates who have applied to USNA as many as four times. The BGO should encourage the candidate to take university courses equivalent to those he/she would have taken at USNA as a freshman and sophomore to include Calculus, Physics, Chemistry and English.

Additional courses which the Admissions Board considers meaningful include history, government, foreign languages and pre-engineering. Your college students should also be advised to retake the SAT/ACTs, if they are lower than a combined 1300 (650 Verbal and 650 Math combined), as the Admissions Board will still review them for admission. Remember, there is no minimum SAT or converted ACT score.

This is also your chance to educate the applicant about the other service academies and officer accession programs such as NROTC and Office Candidate School (OCS). Remind candidates that they can apply to USNA as many times so as to not surpass their 23rd birthday by the first of July of the date of entry. DoDMERB physicals are valid for two years, but everything else in the application including the Candidate Fitness Assessment must be completed every year.

Contact and Counsel. Applicants in a Contact and Counsel (CC) status will become official candidates once they submit additional academic information including transcripts, class rank, and/or higher SAT/ACT scores, which meet the current qualifying criteria or will provide more information to the Regional Admissions Counselor. If you have a student in your Area that does not meet the requirements to be designated as an official candidate, but you feel strongly that the student would make an outstanding Midshipman or preparatory candidate, contact your AC and discuss the applicant with him/her. The AC will determine if the applicant should be granted candidate status and, if so, he/she will contact the Regional Admissions Counselor and make the request.

Expenses. Do not commit the Naval Academy to pay for anything without prior authorization from the Candidate Guidance Office.

BGO Responsibility to Schools, School Officials and Counselors

Market USNA to schools. Establish liaison and rapport with individual school officials including guidance counselors early in the school year to market USNA in the local community. This can be a challenging situation since counselors may not be aware of the USNA scholarship and career opportunities for students. Some may even be plainly anti-military. Ensure they know that a student does not need to be in a JROTC program to apply to the Naval Academy.

Work with the Head Guidance Counselor, JROTC lead, and/or the STEM lead for the school. When appropriate, also engage the school principal.

In some situations BGOs have established fruitful contacts with AP math and science teachers; others have developed a rapport with school principals or counselors whose support of USNA can

have a positive effect on teachers. Ensure school officials know how to contact you. Update school contact information in BGIS (School Point of Contact on the School Assignments page in BGIS) and review for currency annually.

Build and maintain a solid working relationship with these officials by making multiple visits during each candidate cycle.

Inform school officials of the candidate cycle. In addition to the normal candidate cycle, ensure that guidance counselors know about the Naval Academy Summer Seminar (NASS) and Summer Science, Technology, Engineering and Mathematics (STEM) program which are conducted in June every year.

Provide candid counsel. Guidance counselors should know about the basic USNA academic, physical, and medical qualification requirements. Guidance counselors should have a copy of a recent Class Portraits in addition to a USNA Viewbook. Offering opinions on a candidate's chances for admission MUST be strictly avoided.

Ensure each school has plenty of marketing materials. Contact the guidance counselors at the beginning of each school year to ensure they have a resource available for student reference. Use this time to introduce or reintroduce yourself and explain your role in regards to the Naval Academy.

Schedule and attend information sessions for students at each school assigned. Take advantage of every opportunity to market USNA at each school. Identify a point of contact in each assigned school and enter the name and telephone number in BGIS.

BGO Responsibility to the Area Coordinator

Keep your AC informed. Inform your AC **immediately** if you cannot perform your duties. Do not cause the AC embarrassment with an inquiry from CGO or any other source about an issue of which he/she has no knowledge. Since the Area Coordinator is the approving authority for congressional panel participation, inform your AC on invitations to join congressional panels but always remember the status of being an invited guest.

BGO Responsibility to Candidate Guidance Office

Interviews. See the comprehensive guidance in BGIS and Annex H. All Interview Reports must be submitted to the Office of Admissions prior to the candidate's packet being completed. If a BGO interview is overdue the Admissions Board may review a candidate's application without a BGO interview so as to not hold up the candidate's application.

Point of contact. Act as the initial point of contact for candidates and applicants (Contact and Counsel) throughout the candidate cycle. The Regional teams cover a wide area with several thousand candidates, so BGOs and ACs should do their best to address issues locally and contact CGO after exhausting other options. BGOs should direct all of their questions to their respective AC. In most cases, the AC will be able to answer the question or resolve the issue. If the AC cannot

assist the BGO he or she will contact the Regional Director or may instruct the BGO to contact the Regional Director to address the question or issue.

Visiting USNA. Encourage candidates to visit USNA. If a candidate visits the Yard, he/she should be encouraged to call on CGO to meet with their assigned counselor. Competitive students may be invited by CGO to participate in a Candidate Visit Weekend.

BGIS. Check BGIS and Blackboard on a weekly basis. Check the BGO Bulletins page on BGIS weekly for the latest Office of Admissions information. Regularly check to see if you have new students assigned and use BGIS to monitor the status of your candidates and determine when an interview needs to be performed. Blackboard contains a wealth of information and downloads to assist in counseling candidates and influencers. **DOCUMENT EVERY CONTACT WITH ASSIGNED CANDIDATES AND APPLICANTS (CC) IN STUDENT NOTES.**

Recruiting and Public Relations

Visiting assigned schools. Visit as many high schools and junior high schools as possible. Work with the Head Guidance Counselor but talk to the Principal first.

Interactions with candidates, parents, and school officials. Select your words very carefully. Never make promises or statements to candidates, applicants or parents that could mislead them into thinking you can personally get them into the Naval Academy, Naval Academy Prep School, Foundation/civilian preparatory programs or Summer Seminar. Likewise, if you are a member of a congressional nominating committee or selection panel, be very careful in discussing slate selection or assurance of admissions with a candidate and his/her parents.

Be accurate and follow-up. Always give an “audience” the correct information. If asked a question and the answer is not known, following up with the correct information is very important to the credibility of the Naval Academy and the BGO. The Naval Academy is tough, fast-paced and not for everyone. Parental influence is not enough to keep a candidate at the Naval Academy.

Work with recruiters. Visit and establish a good rapport with officials at local Navy and Marine Corps recruiting offices and other naval activities (e.g. Air Stations, Navy Operational Support Centers (formerly Reserve Centers), ROTC Units of all services, etc.).

Area Coordinator Responsibilities

The BGO Interview. It is critical for the AC to monitor the overall progress of all candidates in their respective Area and ensure that BGOs are conducting interviews and submitting the Interview Reports in a timely manner and written in the correct format. Due to the number of records overdue for BGO Interview Reports before taking the record to the Admissions Board, an amended policy has been issued:

Records will be forwarded to the Admissions Board without a BGO Interview if it meets the following criteria.

- 30 Days overdue [defined in the criteria table in Chapter II] – 1 September of the current candidate cycle
- 21 Days overdue – 1 October
- 14 Days overdue – 1 November
- 7 Days overdue – 1 December
- 1 Day overdue – 1 January

The BGO Interview is considered overdue once the candidate submits all of the required documents (100%).

With concurrence of the Director of Candidate Guidance, any record that is overdue may be released for Admissions Board review if the Regional Director or Regional Admissions Counselor feels that it would be detrimental to delay a board decision (e.g., a highly qualified candidate already has an early offer from another institution.)

The Blue and Gold Officer Liaison Officer will track a list of all candidates who have completed their application, but who do not have a BGO Interview Report submitted for them. This list will be sent to all ACs. It is the responsibility of the AC to track the progress of the candidates in their respective Area (See the BGO Excel Quick Reference, in BGIS Forms and Briefings) to ensure Interview Reports are submitted on time.

The quality of the interviews is a shared responsibility between the BGO and AC. **All** interviews must address the six rating topics in the BGO Interview Report (a. Interest and Motivation, b. Leadership, c. Responsibility, d. Organizational Skills, e. Physical Fitness, f. Oral Communications.)

All contacts with candidates, including communications to schedule and complete the interview, must be documented in Student Notes. All communications with applicants (CC) must be documented in Student Notes as well.

BGO Training. Every new BGO must attend Initial BGO Summer Training at the Naval Academy within the first two years of joining the program. If a BGO is unable to attend within the first two years, approval must be received from CGO to allow the BGO to remain in the program. The approval for a waiver of this requirement will be limited to one year. **The AC must**

inform all BGO applicants that attending initial BGO Summer Training at USNA is mandatory with no exceptions. Priority for Initial BGO Summer Training will be given to those BGOs who have recently joined the program and have not attended Initial BGO Summer Training. All applications must be endorsed by the AC before submission to CGO.

Annual BGO Awards. Area Coordinators must respond to the call for award nominations including a “negative” response. For a list of awards and current criteria refer to Blackboard.

Assignment of Schools and Candidates. ACs manage school assignments in BGIS. The checkbox must be checked to show the reassignment of candidates IN ADDITION to the school assignment change. When a BGO leaves the program, the AC shall reassign all students and high schools to another BGO. Within one week of the new list of applicants (CC) and candidates being uploaded to the BGIS, ACs should screen the list to identify those names which are incorrectly assigned and should notify the BGO Liaison Officer with a request to reassign those students to the correct Area.

Recruiting and Screening New BGOs. The success of the BGO program relies on maintaining a diverse group of BGOs in each Area capable of effectively counseling candidates and marketing USNA. Each applicant for the BGO program must be individually screened and recommended by the AC. Potential BGOs should be interested in supporting the Naval Academy and its admissions goals and be willing to put in the time and effort required to be an effective BGO. The prospective BGO should also understand that it involves more than just interviewing candidates. The Academy needs BGOs who are willing to establish relationships with their assigned high schools and support all marketing efforts, especially diversity recruiting in their Area. Each potential BGO must accept that the role includes a total support for the Naval Academy and is not just limited to interviewing candidates.

Assessment of Area BGO Performance. The AC must continually monitor and make an annual assessment of the performance of BGOs and notify CGO if and when a BGO is not performing to the criteria and guidance established for BGOs [See Chapter II]. ACs will be required to conduct a formal review of the BGOs assigned to their Area every year. In the event that a BGO needs to be asked to leave the program, the AC must notify the BGO Liaison Officer to initiate removal of the BGO. The BGO Liaison Officer must be notified when a BGO voluntarily leaves the program or moves to a new Area. [If a BGO is interested in continuing to serve in the Blue and Gold Program after relocation, the AC is encouraged to contact the AC in the new Area to discuss performance and to provide a recommendation.] In the event a BGO is retiring from the program after many years of effective service, CGO will recognize their service as appropriate in accordance with USNAINST 1650.4C.

Maintaining an Accurate List of Schools. The Naval Academy receives continuous Education Testing Service Institution (ETS) Code updates to maintain an accurate listing of secondary schools. However, if an AC discovers that a school has closed, moved or opened, the AC must notify the BGO Liaison Officer to have the database updated.

Coordination of OPINFO. During the Thanksgiving holiday, selected three day weekends and Spring Break, Midshipmen may apply to participate in the OPINFO program. Midshipmen will be

selected based on their qualifications and the Naval Academy's marketing needs/goals. The Office of Admissions will promulgate the approved list of Midshipmen selected for OPINFO and the AC is responsible for assigning a BGO to each Midshipman to coordinate events throughout the Thanksgiving holiday, Spring Break, and three day weekend. It is advantageous to make this assignment as early as possible to allow the BGO maximum time for arrangements.

It is requested that the Midshipmen participate in as many events as possible, but at least six during OPINFO. Geographic and distance limitations in large, rural states may limit the number of events in the short time allotted for OPINFO. You and your BGOs are encouraged to seek out a variety of opportunities for the Midshipmen to participate in. **Think outside the box.** These may include but are not limited to: school visits, admissions forums/presentations, meeting with civic groups (Navy League, Rotary, Lions, Kiwanis, etc.), local youth organizations (Civil Air Patrol, Boy/Girl Scouts, YMCAs/YWCAs, Boys and Girls Clubs), Affinity Groups, TV or radio interviews, and official candidate house visits/meetings.

The Midshipman will be required to provide Strategic Outreach with their itinerary to receive final approval to participate. Midshipmen are the face of the Naval Academy and very good at relating to and energizing young students about the opportunities that the USNA has to offer. A specialized PowerPoint presentation suitable for public audiences, for example service clubs, is available on Blackboard. Midshipmen will be provided with marketing materials to give to interested students.

College Fairs. Many college fairs are held throughout the country each year. ACs should ensure that BGOs are aware of any college fairs being held by their assigned high schools and encourage them to participate in them. In most cases there will not be an associated fee, but in the case that there is a monetary cost to attend, prior approval must be obtained from CGO. Coordinate with your Regional Director (RD) to obtain approval and then CGO will reimburse the BGO if there is prior approval. The request for approval should be sent to the RD, via their AC, for review/approval. Reimbursement for college fair fees is not likely without prior approval.

BGOs should contact the point of contact for the college fair and ask that the registration fee be waived since the Naval Academy is a not for profit institution whose graduates go on to serve our country. This practice has been very successful in some Areas.

Congressional Academy Days: Many Members of Congress offer opportunities to learn more about service academies through locally hosted events geared toward high school juniors and seniors. USNA is sometimes represented at these events by a Midshipman from the Member's congressional district, a representative from CGO, and normally one or more BGOs will attend the event. Contact to participate in a Congressional Service Academy Day will normally come from the Regional Director for your state.

Refresher Training. It is the current Candidate Guidance Office practice to conduct Refresher Training in conjunction with any major admissions marketing event. ACs should work with their Blue and Gold Officer Liaison Officer and their respective Regional Director and the ACSC Regional Representative to schedule Refresher Training in conjunction with the event. The target is to provide Refresher Training opportunities every twenty four months. The Blue and Gold

Officer Liaison Officer will notify ACs in surrounding areas when Refresher Training is scheduled.

Contacts Database. Strategic Outreach maintains a database of contacts comprised of names from several different sources, including students who have requested to be included in the USNA database, SAT/ACT information, and other lists. With advance notice of the event, Strategic Outreach can produce and send a flyer via email advertising upcoming admissions events to all students in the databases.

School Point of Contacts in BGIS. As the AC, emphasize to your BGOs the importance of inputting and updating the school point of contact information in BGIS on an annual basis. If the school is reassigned or USNA has to contact the school, it makes it much easier if the school point of contact information in BGIS is current.

"Best Practices". The ACSC is constantly compiling "Best Practices" from ACs. If you have a "Best Practice", please contact your Regional Representative of the ACSC. A list of "Best Practices" is available on Blackboard.

Downloading Student Summary and BGO Summary. CGO has provided the download button on the Student Summary page on BGIS for ACs only. Instructions on downloading and formatting the data are available on Blackboard, BGO Excel Quick Reference. After downloading, the information can be sorted by percent complete and interview status to determine use of "Top 5%" rankings, among other data items.

Assignment of Home School and College Applicants. All home schooled students and some college students will be assigned to the AC based on the zip code of their mailing address. It is the ACs responsibility to reassign that candidate as appropriate. Home schooled candidates often possess unique qualities as compared to their peers and traditional schools and it is important that the assigned BGO be familiar with the home school procedures. Annex E contains a special section on Home School students as well as the USNA Admissions website.

College students may or may not have applied to the Naval Academy as a high school student. College students who had previously applied will still be required to complete the entire application with the exception of the DoDMERB physical exam, which is valid for two years but may require updating and a statement from the candidate that no changes in medical status have occurred since the DoDMERB exam. College applicants who applied previously shall be assigned to a new BGO.

Fleet Sailors and Marines. The BGO for Fleet Sailors and Marines is located at the Naval Academy and is part of the Office of Admissions staff. All BGOs and ACs should be familiar with whom this is (refer to the Contact CGO page on BGIS), and be able to provide his/her contact information to any fleet service members interested in applying to the Academy. Unlike high school and college applicants, the admissions procedures are different with an emphasis on command endorsements and Fleet performance for acceptance to NAPS or the Naval Academy.

Recruiting Displays for College Fairs. New materials were distributed to all Areas in 2016. Larger areas with many BGOs were given the opportunity to geographically distribute the materials to minimize the need for shipping (and potentially damaging) the displays.

Appointment of the Area Coordinator

Area Coordinators are selected from a field of fully qualified experienced BGOs within the designated geographical Area. Selection of the AC is accomplished in the following ways:

1. Recommendation from the departing AC of the top three BGOs in his or her Area who are able and willing to assume the duties of AC.
2. Input from the Candidate Guidance Office personnel including the Director of CGO, BGO Liaison Officer, Regional Director, Regional Admissions Counselors and other members of the senior staff.
3. Comments from the AC Steering Committee Regional Representative.

The final decision of appointment of the Area Coordinator shall reside with the Dean of Admissions.

Retirement or Replacement of the Area Coordinator

Area Coordinators who desire to retire from the program shall do so in writing to the Director of Candidate Guidance, with appropriate copy addressees found on Blackboard. The notification letter shall include an indication of whether the individual desires to remain in the program as a BGO or not. The notification should also include a recommendation of three experienced BGOs who are qualified and willing to serve in the capacity of AC.

Area Coordinators may be replaced at the discretion of the Dean of Admissions or his designated Office of Admissions representative. While the sole authority to replace an AC resides in the Naval Academy Office of Admissions, typically such action may be taken when the AC does not fulfill the obligations of the position or engages in activities that may reflect negatively on the institution or conflict with the Office of Admissions policies. In the simplest case, an AC may be replaced if the Admissions Office determines that a fresh approach to the education and recruitment of qualified candidates in that Area is needed.

Blue and Gold Program Performance Criteria
 (Criteria is observable, measurable)

Blue and Gold Officers

Category	Criteria	Measures
Training	1. Affiliates – attend BGO Summer Training within two years of designation. BGO Affiliates who do not attend training within two summer training cycles will be made inactive. 2. BGO – every five years after initial training: BGOs who do not attend refresher training every five years may be made inactive. a. Refresher Training, or b. BGO Summer Training 3. AC – Training during AC Conference	1. Affiliates – Affiliation Date (passed open book exam) / Date of Initial Summer Training 2. Date of Summer Training / Date of Last Training; Type of Last Training 3. Attendance at AC Biennial Training

Category	Criteria	Measures
Interviews	<ol style="list-style-type: none"> 1. Attempt to schedule an interview within one week of completion of 5 documents or earlier for higher-level candidates as appropriate. 2. Complete and submit the BGIS interview within seven days after the interview is conducted. 3. Interview narrative MUST include comments on: <ol style="list-style-type: none"> a. Interest and Motivation b. Leadership Potential c. Responsibility d. Organizational Skills e. Physical Fitness f. Oral Communication g. Hardships, if they exist 4. Use Top 5% rating sparingly, and all Top 5% must be approved by the AC before submittal. 5. All Not Recommended recommendations must be approved by the AC unless the evaluation is used for non-responsiveness by the candidate and in order to close out the candidate file. 	<ol style="list-style-type: none"> 1. Appear on Delinquent Interview list 2. Exceptions to seven days submission documented in Student Notes (i.e. candidates attending college) 3. Six sections sufficiently covered in narrative 4. Narrative supports Top 5 % rating
Student Notes	Document all contacts with applicants and candidates using Student Notes, including the date an interview has been scheduled.	Entries in Student Notes on ALL contacts with/about candidates and applicants (Contact & Counsel.)
HIPAA and Medical Information	<p>Medical information or status should never influence a BGO for interview purposes. BGOs should conduct the interview regardless of Medical status. BGOs must NOT discuss specific health issues. Encourage the candidate to contact DoDMERB and/or USNA Admissions Medical Representative</p>	Conform with USNA directives

Category	Criteria	Measures
Participation on Congressional Nomination Committee	<p>Must inform and receive permission from the Area Coordinator before Congressional panel participation.</p> <p>The Dean of Admissions has provided specific guidance on BGO participation on Congressional Nomination Committees and it is posted on Blackboard. Additionally, Refresher Training material has amplified the guidance and states BGOs may not participate in a Congressional selection process in any situation in which a conflict of interest may potentially exist. These include, but are not limited to a candidate who has been interviewed by the BGO on the nomination panel, a relative of the BGO, a personal relationship with the candidate or candidate's family assigned to the current admission cycle.</p>	Annual notification to the Office of Admissions
Information on assigned schools	Update the Point of Contact information in BGIS, when necessary. BGOs should reach out to their assigned schools, at least annually, via email, telephone, letter or a personal visit, to introduce themselves.	Annual update
College/career nights	<ol style="list-style-type: none"> 1. Participate, as directed, by the AC or from invitations to the BGO 2. Complete the After Action Report (format to be found on Blackboard on the Forms and Briefings page of BGIS) 	<ol style="list-style-type: none"> 1. Response to request for support 2. File After Action Report with copies to AC, Regional Director, and BGO Liaison Officer

Category	Criteria	Measures
OPINFO	<ol style="list-style-type: none"> 1. Support Midshipmen assigned by Strategic Outreach 2. Organize activities with individual Midshipmen assigned to BGOs 	<ol style="list-style-type: none"> 1. Response to request for support from AC 2. Number and type of activities scheduled and completed (at least five events) 3. File After Action Report with copies to AC and the Strategic Outreach Department
BGIS	Visit at least weekly and check: <ol style="list-style-type: none"> 1. Status of candidates 2. BGIS Bulletins and other update information 	<ol style="list-style-type: none"> 1. Contact documented in Student Notes 2. Read and respond to AC regarding BGIS Bulletins, as necessary
Communicate with assigned applicants and candidates	<ol style="list-style-type: none"> 1. Minimum contact monthly from May to May 2. Document contacts in Students Notes 	<ol style="list-style-type: none"> 1. & 2. Documented in Student Notes
Area Coordinators		
High School Assignments	All high schools assigned to a BGO	ACs will assign schools to BGOs.
Assign Responsibilities	All BGOs must be assigned high schools or specific program support responsibilities	All BGOs assigned
Train BGOs	Train all BGOs on the performance and criteria for BGOs	Hub Training and other communication to all BGOs in the Area
Screen BGO Applications	<ol style="list-style-type: none"> 1. Interview all BGO applicants, in person if possible, to determine suitability and eligibility 2. Ensure all applicants are aware of the requirement for initial Summer Training at the Academy within two years. 	<ol style="list-style-type: none"> 1. & 2. Interview and make recommendations to BGO Liaison Officer including affirmation that the potential Affiliate is aware of the two-year training requirement
Diversity	Recruit and retain a diverse group of BGOs	Document new recruits. Description of Diversity Recruitment initiatives in Annual AC Assessment

Category	Criteria	Measures
Assess Performance of BGOs	<ol style="list-style-type: none"> 1. Annually assess the performance of all BGOs and review the performance with the BGOs 2. Counsel BGOs who do not meet the expectations for performance 3. Maintain notes of the assessments and counseling and submit to CGO. 	<ol style="list-style-type: none"> 1. Compare BGO Annual Self Assessments with Metrics [see above] 2. & 3. Documentation of counseling and report in Annual AC Assessment
Removal of BGOs	Recommend removal of BGOs who do not meet performance expectations	Provide detailed documentation of unacceptable performance in accordance with BGO Metrics and counseling
Interviews	<ol style="list-style-type: none"> 1. Monitor the submission of interviews to ensure BGOs are not delinquent 2. Use "Top 5%" rating sparingly to highlight top candidates in each Area. 3. AC review narrative for "Top 5 %" and "Not Recommended" before submission. 	<ol style="list-style-type: none"> 1. Number of delinquent Interview Reports in the Area 2. Manage the number of "Top 5%" ratings in Area 3. 100 % review of "Top 5%" and "Not Recommended" ratings
OPINFO	<ol style="list-style-type: none"> 1. Oversee the organization of activities for individual Midshipmen 2. Ensure After Action Reports are completed by Midshipmen. 	<ol style="list-style-type: none"> 1. All OPINFO participants assigned to a BGO and activities scheduled 2. 100% AAR submitted
Training	<ol style="list-style-type: none"> 1. Ensure all BGOs are current in training requirements. 2. Schedule information programs/HUB Training every 24 months 3. Ensure Affiliates attend BGO Summer Training within two years after designation 	<ol style="list-style-type: none"> 1. 100% for current training 2. 24 month cycle 3. 100% of the Affiliates
Deputy AC	<ol style="list-style-type: none"> 1. Assign (no more than two per area) 2. Ensure Deputy has same BGIS access as AC 	<ol style="list-style-type: none"> 1. Designation of Deputy on file with CGO 2. Deputy has equal BGIS access

Category	Criteria	Measures
Review New Class	Within one week of the new class information provided in BGIS, ACs must carefully review the candidates and applicants assigned. Insure re-applicants are assigned a new BGO. If a candidate/applicant is assigned from a high school outside of the Area , CGO should be contacted to arrange for the candidate to be assigned to the appropriate Area.	Review and make recommendations for mis-assigned candidates within ten days of the list of candidates for the new cycle uploaded to BGIS. Be alert when new candidates are assigned.
Notification of intent to leave NAIP	1. Notify CGO when a BGO expresses the intent to leave the program. If a BGO intends to relocate to another Area and wishes to continue in the program, the AC must make a recommendation to accept or deny the request of the BGO. 2. Request Certificate of Appreciation sent to departing BGO.	1. & 2. Notify BGO Liaison Officer. ACs are encouraged to make AC-to-AC contact to smooth the transition.
AC Reports	1. Annual Area Assessment, including annual review of BGOs' performance (include distribution to BGO Liaison Officer and Regional Director) 2. Annual Awards Recommendations	1. & 2. Submission to BGO Liaison Officer by 1 June
Interaction with ACSC Regional Reps	1. Maintain 2-way communication with the ACSC Regional Reps. – passing Area's NAIP "best practices" and BGO's suggestions, ideas and concerns to the ACSC members; responding to requests for information/ response from the ACSC; disseminating information, "best practices" and messages from 2. Respond to ACSC requests for information/input	1. BGOs in the Area are informed of ACSC actions/projects; ACSC is aware of BGOs needs and suggestions 2. Response normally within one week, or within the ACSC's established timeline
AC Training	Attend biennial AC Training	Attendance at AC Training

Blue and Gold Program Performance Guidance for all BGOs

(Guidance as presented is subjective. This guidance may offer additional perspectives for BGO Award recommendations.)

Criteria	Expectation
Appearance	Look sharp! The BGO should be physically fit and wear the uniform if on active duty or in the reserves. If not in the military or retired from the military business casual is mandatory. If retired, the BGO may wear the uniform if they meet current uniform and grooming standards of the service they served.
Current knowledge of USNA and Admissions Process	Maintaining awareness of major changes in the admissions process through BGIS and training requirements. Also maintain awareness of major changes in the Brigade and Midshipmen life.
Support Mission of USNA and NAIP	BGOs must support the missions of the Naval Academy and the Naval Academy Information Program and have a working familiarity of the admissions process and the life of a Midshipman. The mission clearly states “To develop Midshipmen morally, mentally and physically, and to imbue them with the highest ideals of duty, honor and loyalty....” Such a clear message is an essential point of understanding for any counselor or candidate to grasp fully the Academy experience and opportunity.
Follow Chain of Command	Chain of Command – All BGOs are expected to follow the chain of command for all NAIP business. A BGO’s first contact is the Area Coordinator. Direct correspondence with senior military officials, Naval Academy officials, or Congressional staff members on behalf of a candidate is not authorized.
Professional and Ethical Behavior	The Naval Academy places the highest emphasis on modeling ethical behavior. That modeling begins with the INITIAL contact with an interested student, parents, and schools. Blue and Gold Officers are selected to represent the interests of the Naval Academy, the Naval Service, and the United States in all interactions as an official Academy representative, and those interactions must be marked by “. . . <i>the nicest sense of personal honor.</i> ”

Criteria	Expectation
Conflict of Interest	<p>BGOs are never authorized to be assigned to submit an interview for a candidate who is a member of their family or where there are personal relationships with the candidate or family that may be perceived as unduly familiar. In the event that a BGO has a family member applying, they will notify their Area Coordinator and ensure that the candidate is reassigned. Parents of current candidates shall not participate in congressional committees that will consider a nomination for the candidate.</p> <p>BGOs should avoid any situation that may result in personal gain either tangible or intangible. The avoidance should include actual situations or the appearance of gain.</p> <p>BGOs shall never attempt to influence Congressional or Senatorial Staff's nomination decisions, but may serve as a nomination board member, when requested by the Congressional Office and approved by the Area Coordinator.</p>
Market and Represent USNA	<p>Promote the Naval Academy as a top tier university. It is expected that all BGOs take a proactive approach to spreading the word about the opportunities available at the Naval Academy in their communities. Relying on the Naval Academy's reputation is not enough to attract the best and brightest from around the country and there continues to be congressional districts that are underrepresented in the Brigade.</p> <p>Strategic Outreach is pursuing many different initiatives, and you may be asked to support these efforts in your area. However, to effectively market USNA throughout the country we need all BGOs to work hard in this area. This starts with all BGOs building and maintaining effective relationships with the officials at their assigned schools, but may also include BGO-led admissions events, support of local college fairs, use of local publications, social media, and networking within the community. Strategic Outreach and the Regional team will lead efforts with formal Admissions Forums, Educator Forums, mini-OPINFO opportunities, Science Technology Engineering and Math (STEM) events, and others. The AC should also promote Navy sports and /or music groups performances in the Area. Advanced notice should be provided to the AC.</p> <p>BGOs and ACs are often regarded as experts on the Naval Academy and may be asked for opinions or statements on news and/or controversial issues. They shall defer to the Naval Academy Public Affairs Office and refrain from making comments.</p>

Criteria	Expectation
<p>BGOs that establish liaison with the offices of their U.S. Representatives and Senators</p>	<p>Offers of help and positive suggestions for improving the selection process are almost always welcome. However, BGOs should never attempt to influence the Congressional or Senatorial staff's nomination processes decisions in any way. BGOs are invited to participate and should be constantly aware of the status of being guests.</p> <p>ACs should identify themselves as a resource to all of the service academy liaison staffs in each of their congressional and senatorial offices. In some cases BGOs or ACs may be asked to serve on congressional/senatorial service academy nomination selection boards. BGOs must request and be granted permission by their AC in order to participate on a nomination board.</p>
<p>Assist in Diversity Recruiting</p>	<p>The NAIP must aggressively recruit for incoming classes that will achieve the Navy's goals of an officer corps with more diverse backgrounds.</p> <p>"Diversity is all the different characteristics and attributes of the DoD's Total Force, which are consistent with our core values, integral to overall readiness and mission accomplishment, and reflective of the nation we serve." DOD Diversity and Inclusion Strategic Plan 2012</p> <p>Diversity is broadly defined beyond the traditional perception of race and gender to include first generation college, non-English speaking households, etc. A companion goal is attracting candidates with a technical interest to ensure that graduates are prepared to lead in a very technical environment. The AC is critical to this effort and should make every effort to ensure that the area has enough BGOs to not only to cover the geographic area but also represents the demographic profile of the applicant pool.</p>
<p>Mentoring</p>	<p>All BGOs will be given the opportunity to mentor young men and women towards a career in our armed forces. The overall goal is to commission the best and brightest each year, regardless of commissioning source. Always be open to counseling and encouraging candidates to seek out alternate opportunities, such as NROTC and other service academies. Mentoring may possibly start as early as the seventh grade for STEM activities.</p>

Criteria	Expectation
BGO Interview	<p>The interview shall be conducted and submitted prior to the candidate completing the application. The Academy cannot afford to hold records from the Admissions Board's review because of a missing interview. It is the Admissions Board's responsibility to determine if a candidate is competitive for admissions, not the BGO. Interviews should not be based solely on SAT scores or academics; they are just one part of the whole person assessment. Sample interview questions and interview write-ups are provided in this Handbook and on Blackboard.</p>

Criteria	Expectation
<p>Ranking of Candidates Based on Interview</p>	<p>"Top 5%." This ranking should be used sparingly by every BGO. Each Area Coordinator must monitor the number of "Top 5%" rankings being assigned in their area. It is extremely important that the written portion of the BGO Interview be detailed and in the correct format in accordance with the BGO Handbook. Failure to justify the "Top 5%" ranking in the narrative can detract from the Candidate's chances of earning an offer of appointment. The AC should review the Interview before it is submitted to ensure that the write-up justifies the grades of the behavioral traits.</p> <p>Not Recommended. A number of candidates each year will submit a Preliminary Application and then become unresponsive to all correspondence from USNA and BGOs. In the event that a BGO attempts to contact a candidate three times, documenting every attempt in Student Notes, via phone/email without any response from the candidate, the BGO should submit a "Not Recommended" interview explaining the attempted contacts. BGOs are cautioned that email addresses are often changed and telephone calls should be used when no response is received from emails. If the candidate re-engages, the BGO can submit a new interview to replace the "Not Recommended" overall evaluation.</p> <p>Not Recommended ratings may be assigned for reasons other than failure to respond to BGOs. All ratings must be supported by narratives.</p> <p>Withdrawn. If a candidate, not the parent, indicates that they are no longer interested in applying to USNA, the BGO should request that the candidate officially notify the Candidate Guidance Office via the Candidate Information System. The BGO should also submit an interview of Withdrawn, providing the reason for the candidate's withdrawal. If the candidate re-engages with his or her application the BGO can submit a new interview to replace the Withdrawn ranking.</p>
<p>Encourage applicants to take/retake the SAT/ACT</p>	<p>Actively encourage candidates to take SAT/ACT tests early and often. Graded tests along with correct answers can be obtained from the testing agency for a small fee to enable self-critique by the candidate. The last SAT/ACT administered prior to the 31 January deadline is the latest test a candidate may take to be included in their application.</p>

Criteria	Expectation
Seek opportunities for favorable publicity for USNA	Interaction with community leaders can be helpful in developing applicant referrals and promoting interest in, and support for, the Naval Academy. Close contact with high school officials and educators is also beneficial for arranging Centers of Influence Visits to the Academy and for generating contacts from the schools assigned. In some Areas it may be necessary for BGOs to contact media with regard to candidate, appointee, and Midshipman news. Presentations at Boys' State and Girls' State can generate interest in these top students. The Naval Academy Public Affairs Office can assist with this type of local coverage.
Develop rapport with principals and counselors in assigned schools	The BGO assigned to school/counselor/candidate liaison duties is expected to perform those duties in such a way as to make the most positive impression of the U.S. Naval Academy and the Naval Service. Affecting this positive impression means presenting a sharp, business-like appearance. The BGO shall visit the Guidance Departments of the schools assigned to them. The BGO will schedule information sessions at schools and participate in college fairs. The BGO should participate in awards and recognition ceremonies for those candidates successful in receiving and <i>accepting</i> offers of appointment to the Academy.
Liaison with Navy Recruiting Command	BGOs, especially Area Coordinators, are encouraged to establish liaison with the Officer Programs Officer (OPO) at the Naval Recruiting Districts and the Marine Corps Recruiting office in the area. If there is not a District Office in the area, contact with the local recruiting stations can prove beneficial in terms of support. Students should be encouraged to apply for NROTC or NROTC Marine Option. [NOTE: A BGO Interview requires a notation for application to NROTC.] The goal should be to become a commissioned officer in the Navy or Marine Corps regardless of commissioning source.
OPINFO	Special emphasis should be given to schools with "under representation" in the Brigade. Midshipmen should be scheduled to participate in as many events as possible throughout each day. ACs and BGOs are encouraged to seek out a variety of opportunities for Midshipmen participation.
Contact with local USNA Parents Clubs and Alumni Chapters	BGO involvement with the local Parents Clubs and Alumni Chapters has a significant impact on our candidate and BGO recruiting efforts and is strongly encouraged.

Criteria	Expectation
Refresher Training	Refresher Training opportunities, when available, should be presented to all BGOs every two years. The training opportunity may be in an adjacent Area. ACs should notify the ACs in contiguous areas of planned training activities. Refresher Training is coordinated by the AC and BGO Liaison Officer and supported by the ACSC Regional Representatives.
College Fairs	Support opportunities to represent the Naval Academy during college/career fairs as appropriate. When funding is not available it may be possible to share a table with NROTC representatives.
Membership in USNA Alumni Association	All BGOs are eligible to join the USNA Alumni Association as an Associate Member. Membership is not mandatory, but encouraged as it will provide additional access to information and support about the Naval Academy and its Alumni.
HIPAA and Medical Issues	The passage of Health Insurance Portability and Accountability Act, (HIPAA) demands that BGOs handle the medical concerns of USNA candidates with the appropriate discretion and professionalism. In this effort to streamline the process and protect our BGOs from conflicts and potential legal action, CGO directs that all BGOs and ACs refrain from involvement with medical waivers and requests. DODMERB communications provide specific guidance to the candidate. Any medical information which is requested or might help with the decision on the waiver should be sent directly to DODMERB and the USNA Admissions Medical Department. Candidates who are competitive for an Offer of Appointment will automatically be reviewed for a medical waiver.
Reapplication for Admission	Candidates applying for the second or third time shall be assigned a different BGO than the previous cycle. This will allow the Admissions Board to get a “different look” at the candidate.

Training

In order to provide BGOs with in-depth and current information about the admissions process, the CGO conducts the following formal training sessions:

1. Initial Summer Training. Primarily designed for NAIAs to provide in-depth training on the Naval Academy, the Office of Admissions operations and the BGO role in the admissions process. NAIAs who have not been to training for five years may attend this training as well to meet their Refresher Training requirement. Normally, two one-week training sessions and one weekend training are conducted each July at the Naval Academy. Affiliates are required to attend the Initial Summer Training within two years of entering the program or they will be made inactive until Initial Summer Training is completed. Similarly, NAIAs who do not complete their five year Refresher Training may be made inactive.
2. Refresher Training. The purpose of Refresher Training is to provide local formal training for BGOs. It is structured to conform to the immediate needs of BGOs. The goals of Refresher Training are:
 - a. To provide refresher training for BGOs who need to update their formal training status.
 - b. To familiarize all BGOs with current policy issues relevant to the Naval Academy and the Navy.

Refresher Training is initiated through a dialogue between the Area Coordinator and the BGO Liaison Officer. Because members of the Office of Admissions staff perform Refresher training, it is more cost effective to identify dates that precede or follow major events that the admissions staff will be attending in an area (USNA Admissions Forums, major college fairs, service academy events, or Congressional Academy Days). The Area Coordinator, BGO Liaison Officer, and Regional Admissions Counselors coordinate Refresher Training.

Refresher training is designed for maximum training at a minimum of cost and time. One of the best ways to accomplish an Area's Refresher Training is to find a military facility that is centrally located (within a few hours' driving distance for BGOs attending) and has meeting facilities.

Refresher Training also comes in the form of an online option being held through a Webinar platform. The purpose of the Webinar is to provide an option of regular training times for BGOs, especially those who are outside of a reasonable driving distance from a local Refresher Training event, at a minimum cost for the Admissions Office. Webinar sign up is initiated by following the Webinar instructions posted in Blackboard.

3. Blackboard. Blackboard is an online tool which assists in providing information, briefs and training to all BGOs and ACs.

4. Informal Training Sessions. In addition to formal training conducted by Office of Admissions personnel, ACs are encouraged to conduct meetings with their BGOs to discuss current issues and provide updates on changes in policies and procedures. This is an opportunity for the BGOs in an Area to meet each other and learn new ways of accomplishing their mission i.e. sharing "Best

Practices." Attendance at such a meeting does not qualify as formal training for upgrading or refresher purposes. Invitations to participate should be extended to FACs, if applicable.

CHAPTER III - BLUE AND GOLD INFORMATION SYSTEM (BGIS)

The Privacy Act prohibits the release of the all BGIS information.

The Blue and Gold Information System (BGIS) is the Office of Admissions web interface with Blue and Gold Officers. The CGO uses AIS and BGOs use BGIS. BGIS is fed data directly from AIS. BGIS is used by BGOs to track candidates' statuses and reports the results of completed Interview Reports by the same means.

Because BGOs and ACs have access to the current admissions status of candidates in BGIS, they can usually answer most candidate questions and help with many admissions issues.

All users must maintain the security of their BGIS accounts and the information contained therein. They may not disclose information about other applicants to candidates or to outsiders. If the password of a user is compromised, the password must be changed immediately.

All users are expected to access the BGIS on a weekly basis.

Accessing BGIS

- Log onto the BGIS at the following web address: <http://www.usna.edu/Admissions/>
- When the site comes up, select the “Blue and Gold Officers (BGIS)” button on the lower left side of the page.
- The user will be prompted to enter a Username and Password.

Your login name will always be the first four letters of your last name followed by your BGO area number. Your initial password will be sent via a time-limited link to your email. Once you are logged into BGIS you will be able to change your password. BGOs will be required to periodically change passwords to conform to DOD guidance.

Home Page

Once you have logged into BGIS you will be presented with hyperlinks to the following parts of BGIS:

- BGO/AC Bulletins [date]
- Student Summary
- School Assignments
- BGO Summary
- Forms and Briefings
- Help/Instructions
- Reserve NAIP
- Contact CGO
- Select Student
- Select School
- BGO Mailing List (AC Only)
- Change Password

When a system question arises, please reference the Help section of BGIS. It contains section-specific information that will likely answer the majority of all questions.

Section Descriptions

The following are brief descriptions on what can be found in each BGIS section. For detailed information on how to best utilize these sections, please review the on-line help by clicking the HELP link at the top of each page.

BGO / AC Bulletins [date of last bulletin]

Provides news and updates concerning the admissions process, candidate cycle, and BGO affiliation. This should be accessed at least weekly and is the main forum for communication from CGO to the BGO community.

Student Summary

Provides a comprehensive view of all students assigned to a BGO. Clicking on a student name brings up the Student Information Detail page which contains links to submit Interviews Reports and notes on candidates and Contact and Counsel applicants. See the Code and Glossary section in BGIS for a key to the abbreviations used. The Student Summary page for ACs lists all of the candidates and applicants in their respective Area.

School Assignments

Provides a comprehensive view of all high schools assigned to a BGO and allows for the tracking of school Points of Contacts. The AC has a list of all of the schools in their respective Area.

BGO Summary

Displays, BGO contact information, number of candidates assigned to each BGO, number of interviews completed and number of schools assigned. Clicking on the BGO name brings up the BGO Information/Detail page. This page allows the BGO to edit personal data. This is also the contact information that each candidate will see in the Candidate Information System and use to contact you, so it is vital that the information is correct.

Forms and Briefings

Provides a link to Blackboard to access downloadable forms, briefings and documents for BGOs and ACs to include Class Profiles, BGO Handbook, Summer Training Application, HUB Training PowerPoint brief and Points of Contact. This page provides very valuable information and should be reviewed on an annual basis.

Help/Instructions

Provides links that describe all necessary information required to effectively utilize BGIS.

Reserve NAIP

Provides comprehensive Reserve NAIP Guidance, instructions, forms and links to helpful reserve sites.

Contact CGO

Provides phone and e-mail contact information for the Candidate Guidance Office.

Select Student

Provides the BGO the opportunity to quickly find an assigned student using an alphabetical drop down list.

Mailing List (AC Only)

Displays the Area BGO mailing list for the Area Coordinator.

Change Password

Allows the BGO to change his/her BGIS password.

Student Notes Section

This Section should be used to track all contacts made with each candidate and applicant (CC). Use this section of BGIS to document initial contact, contact attempts and failures, date of scheduled interview, etc. CGO and ACs refers to this section if an interview is missing and the rest of the candidate package is complete. The use of this section is of great use to the CGO and ACs and is highly underused by most BGOs.

You can only input candidate data into the Candidate Interview Form and the Student Notes. Both of these forms can be accessed from the Student Summary page or on the Student Information Detail page.

Candidate Information System (CIS)

CIS is used by candidates to complete and track the status of their application. Please advise candidates to check the CIS site at least weekly in order to manage their own application status. The CIS is the only avenue for submitting online application materials: www.usna.edu/candidateinformation . It can also be accessed through a link on the Naval Academy Admissions website: www.usna.edu/Admissions.

To log in to CIS a candidate must use the username and password provided in the official candidate letter.

CIS also has a link to DoDMERB's website: <https://DoDMERB.tricare.osd.mil/> at which candidates can log in for information on their medical exam results. The DoDMERB website has downloadable medical examination forms, copies of the instructions they send candidates about how to rebut disqualifications or seek waivers, and other useful information.

BGOs do not have access to the Candidate Information System.

CHAPTER IV - PROSPECTING FOR CANDIDATES

The Need

It is necessary to have a deep and diverse talent pool of candidates to meet the needs of the Naval Academy and ultimately the Naval Service after graduation.

Sources of Applicants

There are many sources that the Office of Admissions uses for recruiting prospective applicants. Those which can be used by BGOs for finding prospective candidates are listed below.

- Relatives and friends of Midshipmen at the Naval Academy
- Naval Academy alumni and interested individuals
- Naval Academy Summer Seminar applicants
- STEM applicants
- OPINFO Midshipmen contact
- Service Academies Information/Congressional Academy Days
- Boys and Girls State
- Boy/Girl Scouts
- High School Guidance Counselors
- NJROTC/MCJROTC units
- Naval Academy Parents' Clubs
- Naval Academy Glee Club and Drum and Bugle Corps appearances
- Away Naval Academy sporting events, especially the Army-Navy football game
- Navy and Marine Corps Recruiting Commands (events include Fleet Week, Navy Week, and Air Shows)
- Applicants from the Fleet
- Community Influencers
- Name Buys

Contacting Schools

Much time should be devoted to counseling high school students and working with high school educators. The following guidelines may be helpful:

1. Develop working relationships with school principals, faculty, and guidance counselors.
2. Always go through a guidance counselor or principal before visiting a school. Stop by the principal's office upon first arriving at a school. This is common courtesy.
3. Make it clear that you are an admissions representative of the Naval Academy and not a Navy recruiter.
4. Explain to counselors the quality of individuals the Naval Academy is seeking.
5. Wear appropriate business attire or military uniform.

6. Ensure interested students and guidance counselors know how to contact you.
7. Seek out creative opportunities to market USNA (JROTC competitions, Robotics Club events, etc.)

School Programs

High School College/Career Nights: Most high schools host a college or career night during the academic year. The purpose of this event is to have representatives of various colleges available to discuss their school and its admission requirements with the students. Some schools will allow the college's representative to provide a short presentation. The presentation should briefly explain the nomination procedures and admission requirements, the curriculum, the whole-person evaluation process, and the challenges and career opportunities offered by the Navy and Marine Corps following graduation. Encourage students to sign up for information at the Naval Academy's Admissions website, (www.usna.edu/Admissions). Obtain the names and addresses of the students who attended the presentation, by the use of contact cards, as these are individuals who are prospective applicants.

Other School Programs: Many high schools, especially those with a technical focus, will hold other events where the attendance of a BGO may prove beneficial. These may include JROTC competitions or Technology/Robotics Club events.

In certain instances, a registration fee may be required for participation in a college fair or career night. If this is the case, contact your AC, before the event, with the information on the event and the cost. The Candidate Guidance Office must approve funds prior to payment of the fee. Once approved, the Office of Admissions will reimburse the BGO.

BGOs should contact the point of contact for the college fair and ask that the registration fee be waived since the Naval Academy is a not for profit institution who graduates go on to serve our country. This practice has been very successful in some Areas.

Congressional Programs

U.S. Senators and Representatives take an active role in the nomination process for the service academies. Occasionally a Senator or Representative will sponsor an "Academy Day," where representatives of the service academies will speak before a group of interested prospective applicants. Those representatives may be Midshipmen and cadets, BGOs, USMA/USAFA/USMMA Liaison Officers, and occasionally representatives from an academy (e.g. a Regional Director or Regional Admissions Counselor from the Candidate Guidance Office). Such functions permit the students to learn about each academy's mission and way of life, ask questions, and perhaps make a college choice. If you hear of a Congressional event please ensure the Area Coordinator and the Office of Admissions knows about it so the appropriate support can be provided, if available. Congressional programs are run by individual congressional offices; not by the Office of Admissions.

Boys/Girls State

As a nationwide organization, the American Legion annually sponsors a Boys/Girls State program in all 50 states where outstanding high school seniors participate in a simulated government. This is an outstanding recruiting source for prospective applicants. Boys/Girls State is not run by the Office of Admissions.

USNA Parents Clubs and Alumni Chapters

The Naval Academy Alumni Association Chapters and Parents Clubs throughout the U.S. are very important to the admissions programs, providing outstanding assistance in outreach efforts and can provide a tremendous amount of synergy to admissions efforts. Make a point to contact these groups and introduce yourself as a Blue and Gold Officer. Become a member if invited. If a Parents Club or Alumni Chapter has not been established in your Area and you desire to form one, contact the Naval Academy Alumni Association at www.usna.com.

Fleet Applicants

The Naval Academy actively fosters the admission of qualified enlisted service members. Navy and Marine Corps active duty and Reserve members apply for appointment to the Naval Academy via their Commanding Officer. BGOs who are contacted by enlisted members should refer them to OPNAV Instruction 1420.1, Marine Corps Order 1530.11, or the Fleet and NAPS Regional Director in the Candidate Guidance Office. The process for applying is found in those directives. The directives are available in unit administrative offices and on the worldwide web. (Using a search engine, search for "US Navy Directives" or "Marine Corps Directives.") The Fleet and NAPS Regional Director in the Candidate Guidance Office can assist Command Career Counselors as well as applicants with their questions.

CHAPTER V – STRATEGIC OUTREACH

Overview

The goal of Strategic Outreach is to develop a deep, competitive applicant pool long before the admissions cycle begins. This is done by providing specialized programs, engagement opportunities, and communications for both prospects (potential candidates not yet eligible to apply to the Academy) and candidates as early as middle school. By effectively canvassing the entire United States and its territories through events and programs, exposure to the Naval Academy has considerably increased among college bound students. It is the philosophy of Strategic Outreach that early outreach can ultimately create candidate pools in which the Admissions staff can assemble a class that meets and exceeds the expectations of the Navy and Marine Corps at every level. That philosophy comprises includes the following facets:

1. Reach out to underrepresented Congressional Districts

Starting with congressional districts that nominate few, if any, students to USNA, Strategic Outreach targets these areas to increase awareness of USNA. This approach manages precious manpower and resources while ensuring the entire nation is represented in the competitive application process.

2. Reach out to underserved groups.

The Strategic focus of the Navy Leadership is to be representative of all of America, including females and students of diverse cultural heritages. The enlisted force is well represented, but continued effort is required to improve representation in the officer corps. Awareness of USNA and the opportunity to become an officer along with competition from top-tier schools are seen as issues that need to be overcome.

3. Pique the interest of quality STEM students

The Chief of Naval Personnel (CNP) mandated that 65% of each Naval Academy graduating class commissioning into the Navy be technical majors. To aid USNA in answering that call, the Office of Admissions has developed Science, Technology, Engineering, and Mathematics (STEM) based outreach programs designed to attract STEM interested prospects to USNA. As the nationwide call for STEM professionals grows, so does the interest in all of the associated outreach programs. These USNA STEM based programs have become enticing to virtually every school system in the country.

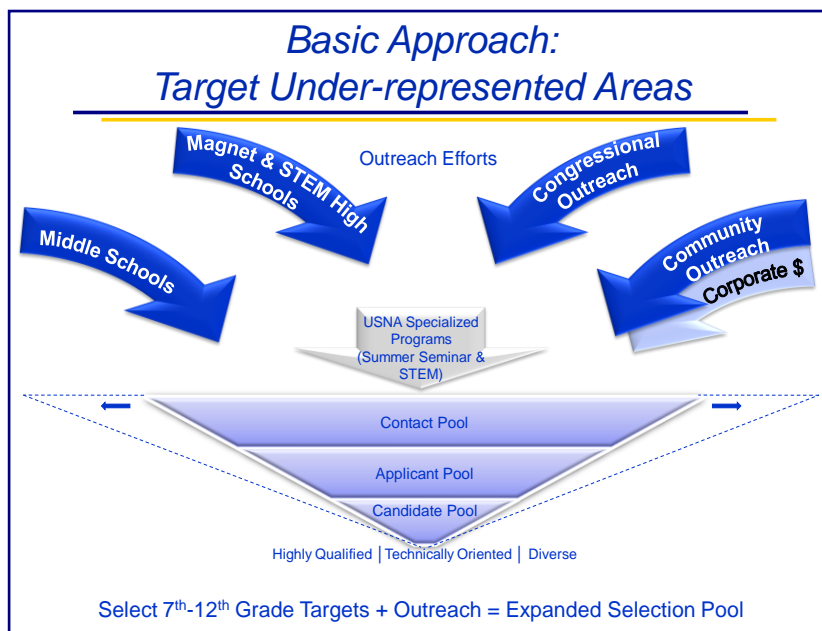
Outreach Approach

Analyzing the number of nominations received from congressional offices from year to year provides a useful tool in determining marketing targets for the coming year. Based on a criteria set by the Dean of Admissions, congressional districts with low numbers of nominations are logged and targeted for the upcoming admissions cycle. This targeting method maximizes precious manpower and resources by focusing efforts in the geographic areas of the greatest need. This also ensures that a level of nationwide exposure to USNA is efficiently achieved. Subjecting all outreach programs to this approach creates a strategy that forces integration and yields a strong “return on investment” within each one.

Expanding recruiting efforts beyond just juniors and seniors in high school to middle school students creates lasting first impressions to promising prospects. These prospects are added to the Office of Admissions database and are communicated with periodically. This communication will grow to invitations to admissions events. This long-term communication leads to a strong sense of familiarity with USNA, along with developing a certain “brand loyalty.” This, coupled with the previously described under-represented congressional district targeting creates a dynamic, aggressive approach to outreach. Consequently, a deeper, talented, and more competitive applicant pool is created. The resultant pool represents students from all walks of life, uniformly distributed throughout the United States and its territories.

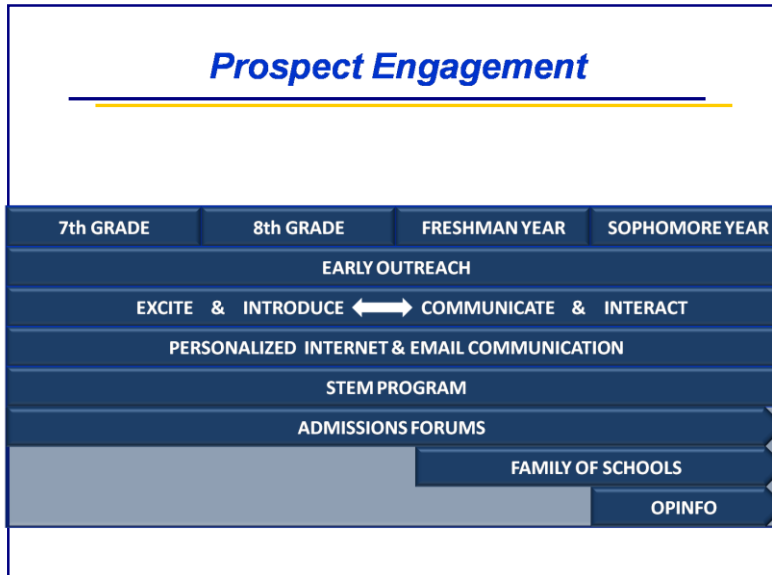
Outreach efforts are then directed at Congress and the community (organizations and corporations) specifically to create a sense of ownership among stakeholders. Since members of the U.S. Senate and the U.S. House of Representatives have an obligation to nominate students to service academies, it becomes a priority to educate elected officials and staffers about the opportunities presented by USNA. Community leaders of all levels of influence are often approached by USNA staff to partner in efforts promoting STEM and/or leadership.

The following chart illustrates this approach:

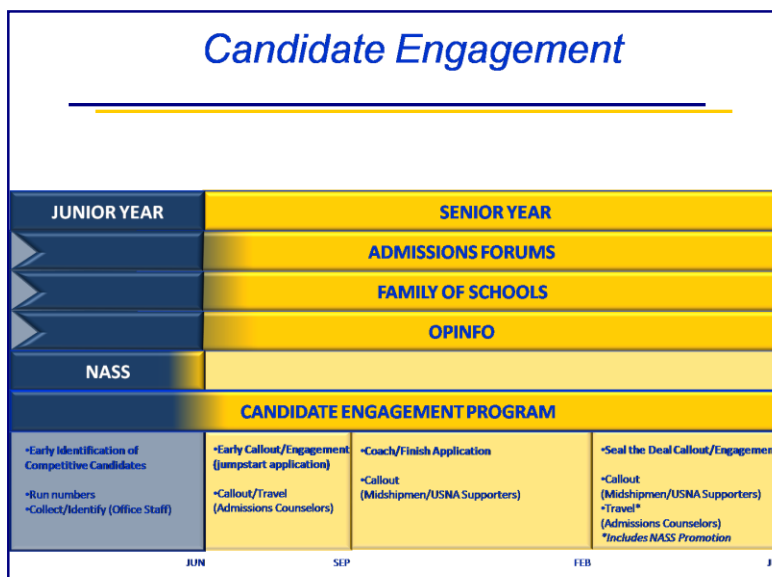


Process and Flow

7th – 10th grade. These students are considered prospects. The Office of Admissions seeks to excite and introduce these students to USNA very early. Admissions Forums, STEM programs, and sports camps provide the main platforms for middle school and early high school students. Personalized, consistent communication to students also develops early relationships with prospects. As a result, the Office of Admissions will be able to identify and target a high-quality candidate long before he or she has officially become one. Prospect engagement is illustrated below:



11th – 12th grade. When students reach 11th grade, they can be looked upon as potential candidates. During the 11th and 12th grades, prospect pools are scrutinized more closely, as they are being developed into official candidates to USNA. A layered approach of human communication and specialized programs provide the necessary attention to competitive candidates to ensure they complete the application. As application completion rates rise, so does the competitiveness of the incoming class, which guarantees quality selections by the Admissions Board. Additionally, candidates become intimately familiar with USNA through Midshipmen, officer, BGO, and staff interaction. These efforts increase yield rates and create the best possible circumstance for applicants to make an informed decision as to whether USNA will be their college of choice. Programs such as Naval Academy Summer Seminar (NASS), Admissions Forums, Operation Information (OPINFO), College Week Live (CWL), and Candidate Visit Weekends (CVW) dominate candidate engagement.



Current and Planned Initiatives – “Programs with Purpose”

Following are the programs utilized to accomplish outreach goals:

Admissions Forums. Admissions Forums are large-scale events held by USNA in target cities across the country. They are sometimes oriented around a Navy sporting event. Known candidates, prospects, and contacts in the LEADS database in the Area are invited. The events focus on providing quality information while infusing an element of entertainment. Forums are typically held at prominent venues in the community. An admissions brief is given, various Midshipmen, parents, admissions personnel, congressional staffers, and BGOs are available to answer questions and share their experiences.

STEM Program (Science, Technology, Engineering and Mathematics Program). The Summer STEM Program offers the opportunity for approximately 840 rising 9th through 11th grade students to participate in a week long program focused on science, technology, engineering, and mathematics. The students live in Bancroft Hall, eat in King Hall, and interact with Midshipmen STEM assistants. Over the course of the program, Naval Academy professors lead the students in hands-on projects using the Academy’s labs and equipment. The emphasis is on inspiring students to pursue careers in engineering and science. However, because the experience takes place against the backdrop of the Naval Academy, they also get early exposure to the opportunities available at USNA.

Mini-STEM. Mini-STEM is a condensed version of the Summer STEM program occurring over a 1-3 day period during the academic year. This program is offered to schools and selected students in targeted areas across the country.

Remote Mini-STEM. Remote Mini-STEM programs are an extension of the Mini-STEM program geared toward students located in communities whose location makes travel to the Naval Academy for Mini-STEM impractical. The program most often takes place on a decommissioned carrier or a science/technology center. Expansion of this program is ongoing.

Centers of Influence (COI). High school principals, guidance counselors, and other individuals of influence from around the country are invited to USNA for a four-day seminar designed to expose them to the Naval Academy. They learn about career opportunities, academics, athletics, Midshipman life, and the admissions process. The end goal is to create a group of highly influential people who are excited about the Academy from a firsthand experience and can share their knowledge of USNA with students, teachers, and others in their community.

Family of Schools (FOS). This program involves USNA engaging with schools and organizations around the country which have a high propensity for sending students to college following graduation. These schools and organizations are often technically-oriented. In some instances, the schools and organizations receive technical support for their curriculum and some are even invited to visit and use our labs. This partnership is beneficial to both parties. The schools and organizations gain enrichment to their curriculum, while the Academy gains exposure to technically-oriented and high achieving students who have the potential to be great Midshipmen and officers in the Navy and Marine Corps.

College Fairs. The Office of Admissions participates in several national college fairs to include partnerships with associations such as NACAC (National Association for College Admissions Counseling) and NHCF (National Hispanic College Fair). Strategic Outreach selects which national fairs the Office of Admissions will participate. Local college fairs are at the discretion of the Area Coordinator and are encouraged, particularly if there is no cost.

The Blue and Gold Officer should notify the Administrator of the college fair that the Naval Academy is a not for profit institution which offers full scholarships to Midshipmen who upon graduating serve their country. As a result, request that the registration fee be waived. This approach has been very successful in some Areas. If the fee will not be waived the BGO should contact the AC who will request approval from the Candidate Guidance Office who will, if approved, arrange for payment of the registration fee.

Operation Information (OPINFO). OPINFO allows Midshipmen to participate in USNA recruiting efforts in and around their hometown before and after the Thanksgiving holiday and on a smaller scale during Spring Break. Midshipmen conduct school visits, home candidate visits, engage local media, and hold information sessions in their communities. The program has recently been streamlined to focus on target areas as determined by the Strategic Outreach.

Mini-Operation Information (Mini-OPINFO). Mini-OPINFO allows Midshipmen to participate in recruiting efforts in and around their hometown during three-day weekends throughout the academic year.

Candidate Engagement Program (CEP). The Candidate Engagement Program is designed to identify highly qualified candidates early in the admission cycle. Through continuous interaction with USNA during their senior year these identified candidates are encouraged to complete their application. The goal of this outreach is to inspire these students to accept an offer of appointment, if awarded, and to do so against competing institutions.

Naval Academy Summer Seminar (NASS). The United States Naval Academy Summer Seminar program offers the opportunity for approximately 2,550 rising high school seniors to visit the Naval Academy for one week during the month of June. Three sessions are offered. Students experience all aspects of Midshipmen life including academics and athletics. Furthermore, students are introduced to the Naval Academy's honor concept. During NASS, students receive an overview of Navy and Marine Corps career opportunities. Students who attend NASS have an open application for admission. The application for NASS is also considered an initial application for admission.

Candidate Visit Weekend (CVW). Candidate Visit Weekends allow juniors, seniors and selected college applicants the opportunity to experience the Academy firsthand during the academic year. For two days the students accompany Midshipmen to class, sports, meals and extracurricular activities. The CVW gives the students another opportunity to experience USNA so that they can make an informed decision should they be offered an appointment. Competitive candidates are invited to attend CVW by the Office of Admissions.

Congressional Academy Days: Many Members of Congress offer opportunities to learn more about service academies through locally hosted events geared toward high school juniors and seniors. USNA is normally represented at these events by a Midshipman from the Member's congressional district and a representative of the Office of Admissions, normally a BGO. Contact to participate in a Congressional Academy Day will come from either your AC or Regional Director for your state.

Results

Having dramatically increased efforts over recent years, programs organized by Strategic Outreach have achieved compelling results. Since the establishment of the Department in January 2008, applications have risen significantly. A larger applicant pool leads to higher quality incoming classes. The correlation between systematic outreach and a strong admissions cycle seems apparent. Strategic Outreach offers a fresh approach and philosophy regarding Navy recruiting initiatives. Concentrating on nationwide, grass-roots exposure, the Office of Admissions has been able to meet Navy objectives with an inclusive approach. The number of completed applications are a byproduct of this strong, efficient recruiting and marketing operation.

CHAPTER VI - ADVISING INTERESTED STUDENTS

Early Preparation - It is never too early to develop a student's interest in the Naval Academy. Individuals identified early have the best opportunity to prepare fully for admission to the Academy since they are aware of the characteristics sought in applicants. Initial preparation should start in middle school. It is very important for a student to develop good study habits, and students should pursue a college preparatory curriculum. In addition, a student should participate in both athletic and non-athletic extracurricular activities and seek positions of leadership within them. In summary, a prospective candidate should strive to be a well-rounded individual. The following outline illustrates a general preparation sequence:

Middle School:

- Take Algebra
- Apply for the STEM Program when a rising freshman
- Attend a sports camp

Freshman and sophomore years:

- Develop solid study habits and start a challenging course load that will lead to:
 - o Completion of a technical curriculum
 - o Completion of calculus, chemistry and physics
 - o Completion of AP courses, if available
- Participate in athletic and non-athletic extra-curricular activities which lead to possible leadership positions
- Attend a sports camp
- Apply for the STEM Program (January)
- Reach out to the local BGO

Junior year:

- Continue to develop solid study habits
- Continue challenging academic course load
- Participate in extra-curricular activities while striving for increased leadership positions
- Start preparing for college board tests
 - o Take the PSAT/NMQST
 - o Take SAT/ACT Prep courses
 - o Take the SAT and/or ACT (both recommended)
- Attend a sports camp
- Attend a Candidate Visit Weekend (CVW)
- Apply to Summer Seminar (January) **OR** Submit a Preliminary Application (April 1st)
- Apply for an NROTC Scholarship (January 1st)
- Apply for all eligible nominations in spring semester
- Reach out to the local BGO

Senior year:

- Continue to develop solid study habits and complete high school academic requirements with a positive grade trend (*If possible, take college level classes*)
- Seek leadership positions within extra-curricular activities and sports

- Take/retake SAT/ACT (both are recommended)
- Complete applications to USNA and NROTC
- Complete nomination packets by deadlines established by nomination sources. For most Members of Congress, their deadlines are in September, October or November of the senior year.

CHAPTER VII - APPLICANT COUNSELING

This chapter refers to applicants and prospective applicants who are not yet official candidates.

The areas of advising and counseling suggested below are appropriate topics of discussion with the applicants listed on your BGIS Student Summary who are coded “CC” (contact and counsel).
Suggested Areas of Advising and Counseling:

- Review the admissions process. Stress the three major areas of qualification for the Academy: whole person qualified, physical aptitude, and medical.

- For a college applicant, academic performance in college is the strongest predictor of success at the Naval Academy. Encourage students to take courses similar to those required of first-year and second year midshipmen, such as calculus, chemistry, physics, English, and history. If they validate a course, they should take the next logical course that a midshipmen would be expected to take. They also must:
 - Fill out a preliminary application to restart the admissions process.
 - Apply for a nomination the year you re-apply.
 - Consider re-taking the SAT/ACT
 - Send in the college transcript as soon as it becomes available in January. College candidates will not be reviewed until their first semester grades have been received.
 - Write a new personal statement (do not use the same statement you used last year). It is important that we see how they have grown since becoming a college student.
 - Adhere to the following rules for the math and English letters of recommendation (this is extremely important and failure to adhere to these rules will delay their application is being reviewed):
 - If the re-applicant/applicant is in their first year of college, they may use either their senior year teacher or their college professor.
 - If the re-applicant/applicant graduated from high school more than one year ago, they need to use their college professor.
 - For re-applicants, a new BGO shall be assigned by the Area Coordinator.

- Advise the student to go to the website (www.usna.edu/Admissions) to learn more about the steps for admission and to submit the application.

- Explain that the CGO evaluates all information submitted on the Preliminary Application to determine academic potential, prior to designating an applicant a candidate. Explain what this means. Advise that Admissions needs class rank (estimated if actual unavailable) and College Board test scores (SAT or ACT). If neither is received, or are low, CGO will advise applicants of the need to improve academic performance to be designated as a candidate. Ensure the applicant realizes that the purpose of this questionnaire is to provide an initial evaluation only. Review the Class Profile of the last entering class with the applicant to provide information on the academic achievement necessary to be competitive for appointment to USNA.

- Explain how, to whom, and when to apply for nominations, i.e. in the spring of junior year. By law, an applicant must receive an official nomination to be considered for an offer of appointment.

- Candidate Application and Whole-Person Evaluation. Completing the application assists the Admissions Board in determining the whole person qualification. Once a student is designated as a candidate they will be granted access to CIS so they may complete the application packet online. The high school transcript must be mailed to the Office of Admissions from the student's school. Items that make up the application:

1. SAT/ACT Test Results - All SATs/ACTs taken prior to the end of January of the candidate's senior year in high school will be accepted. It is the candidate's responsibility to ensure official test scores are sent directly to USNA in a timely manner. Encourage candidates to retake tests if scores are not competitive. Explain that candidates are encouraged to take both the SAT and the ACT as a way to achieve competitive advantage. Candidates and applicants are strongly encouraged to take the SATs/ACTs as often as possible.

2. High School Transcript - To be competitive for admission, a student's curriculum should include four years of mathematics culminating with either pre-calculus or calculus, a minimum of two years of science to include chemistry and physics with lab, four years of English, one year of US History, one year of World or European History, and 2 years of a foreign language.

3. High School Teachers' Recommendations - Recommendations from both the math and English teachers are required. They must be from the student's junior or senior year math and English teachers. Recommendations from other subject teachers will be accepted only with the approval of the Director of Candidate Guidance and only for unusual circumstances.

4. Extracurricular Activities (ECA) - Important in evaluating leadership potential. Quality of participation as opposed to quantity should be stressed. Athletics are important due to the mandatory participation in them once at the Academy.

5. Personal Data Record - Requests personal information about the candidate and his or her parents. Two important parts of this form include the Personal Statement, which must accompany the form, and the disclosure of any citations, arrests, convictions, or fines.

6. Candidate Fitness Assessment (CFA) - A required physical fitness test that the candidate must pass prior to receipt of an appointment. The CFA may only be administered by personnel identified in the CFA instruction (state certified PE teacher, coach, BGO, or active duty officer.) A single CFA may be used for all service academies and can be retaken.

CHAPTER VIII – THE APPLICATION PROCESS AND CANDIDATE CYCLE

The Application Process

Basic eligibility requirements for the Naval Academy:

- Be a U.S. citizen (except for limited quotas of international Midshipmen specifically authorized by Congress) by July 1st of the year of admission
- Be at least 17 and not yet 23 years of age by July 1st of the year of admission
- Be unmarried, not pregnant, and have not incurred obligations of parenthood
- Be of excellent moral character

A Preliminary Application is the only form an individual needs to submit to start the application process. Applicants should not submit supporting documents with the Preliminary Application. This form is available online at www.usna.edu/Admissions. An application for Summer Seminar is considered a preliminary application.

The Candidate Cycle

Applicants must submit their Preliminary Application no later than 31 December, and complete their application no later than 31 January. Each Preliminary Application is entered into the Admissions Information System (AIS). From this point, one of four things may happen based on the initial academic information submitted by the applicant.

1. If the applicant provides sufficient academic information, he/she is designated a candidate and mailed the official candidate letter which contains a user name and password to access the Candidate Information System (CIS). This letter informs an applicant that he/she is an official candidate. He/she is assigned a candidate number and the BGO interview status will be an "I" for interview. At this time the candidate can fill out the online application on the CIS (instructions are given to the candidate via the notification letter).

NOTE: AN APPLICANT CAN BECOME A CANDIDATE AT THE DISCRETION OF AN ADMISSIONS OFFICER EVEN IF THE TEST SCORES OR CLASS RANK ARE NOT HIGH ENOUGH FOR AUTOMATIC DESIGNATION. BGOS SHOULD DISCUSS INDIVIDUAL CASES WITH THEIR AREA COORDINATOR.

2. If an applicant does not include college entrance test scores with the Preliminary Application, the CGO may write the student with a “No scores letter” advising him/her to request the testing service to send the test scores to the Academy. An evaluation will be made when test scores are received. The BGO interview status will be a “CC” for contact and counsel.
3. If test scores are received, and an applicant’s academic record (i.e. class rank and test scores) is not competitive enough to qualify as an official candidate, the CGO will write the student with a “Low Scores Letter”, informing him/her of this. The letter encourages the applicant to increase his/her academic competitiveness by improving his/her class rank and/or test scores. Once new information is provided to CGO the applicant’s status will be re-evaluated. The BGO interview status will remain “CC.” The BGO should contact the applicant and counsel accordingly and provide his/her contact information for the applicant.

4. If an applicant's subsequent academic performance is still not competitive enough to qualify him/her as a candidate, he/she will be so notified and will also be advised to submit any future improvements in academic performance. The BGO interview status will remain "CC".

Emails sent to candidates and applicants (CC) during the candidate cycle are as follows:

- Email to an applicant who does not meet candidate criteria. (No scores/low scores letter)
- Conditional Offer of Appointment or Letter of Assurance (CO in BGIS). Sent to a candidate who has been found exceptionally well qualified, has good potential to succeed as a Midshipman, and appears to have the qualities valued in a naval officer. This will also appear in CIS.
- Fully Qualified Offer of Appointment (FQ in BGIS). Sent to a candidate who has been found qualified academically, physically, and medically, has a nomination, and the Admissions Office offers an appointment to the candidate. This will also appear in CIS.
- Email to a candidate who was fully qualified (board, medical, and physical aptitude), but was not selected for appointment (Turn Down Letter, TU in BGIS). This letter encourages additional college education, especially in calculus, chemistry and English, and re-application during the next candidate cycle. The Turn Down status will appear in CIS.
- Email to a candidate who never completed the application process and was thus not selected for appointment (Turn Down Letter, TU in BGIS).

The Candidate Cycle - Candidate Phase

Qualifications necessary for consideration for admission:

- Must be found qualified using a whole person assessment by the Admissions Board
- Found medically qualified by DoDMERB
- Pass the Candidate Fitness Assessment (CFA)
- Receive a nomination from an official source

Admissions Board Qualification

The Admissions Board reviews candidate admission files for board qualification as they are completed. The board is made up of a cross section of the faculty and staff of the Naval Academy and may include 18-22 members. The board meets every Thursday, and on other days of the week if necessary, beginning as early as August and continuing through April to review candidate records.

A reviewed record will receive one of the following designations:

- Qualified (Q): The candidate is board qualified for admission.

- Not Qualified (R): The candidate is not qualified for direct admission. The Admissions Board may recommend an additional year of preparation through NAPS or a civilian preparatory year. Students recommended for an additional year of preparation may attend a civilian school through the Naval Academy Foundation or a school of their choosing under the “Civilian Preparatory” Program.
- Deferred (D): Additional information is required to make a determination, usually first semester grades or retake SAT/ACT. The record will go back to the Admissions Board when the information is received.

All candidates reviewed by the Admissions Board are considered for direct entry, Naval Academy Prep School and Civilian Prep (including USNA Foundation). The Admissions Board with the Dean of Admissions approval recommends candidates for preparatory programs. This will include the Naval Academy Prep School, a sponsorship through the Naval Academy Foundation or a civilian school approved by the Office of Admissions.

Candidate Fitness Assessment (CFA)

The Candidate Fitness Assessment form is located online and consists of an instruction page and a score sheet to record test results. A state certified physical education teacher, coach, commissioned military officer, or a Blue and Gold Officer can administer the test and submit results to the Office of Admissions. Candidates may take one CFA test and use the results for all service academies. The candidate should contact the Naval Academy to request the CFA be faxed to the other service academies.

The CFA consists of six portions:

1. Pull-ups for ALL candidates (A flexed arm hang is allowed for females if she cannot do pull-ups, however one (1) pull-up scores higher than the maximum arm hang.)
2. Curl-ups (i.e. Sit ups)
3. Kneeling basketball throw
4. 40 yard shuttle run
5. Push ups
6. 1 mile run

The candidate should strive to do his or her best in each event. Instructions for the CFA can be found at www.usna.edu/Admissions/cfainstructions.htm. Candidates may retake the CFA multiple times if they desire to do so to improve their scores, and should contact their Regional Admissions Counselor in order to reset the link in CIS for the test.

Medical Examination

Every candidate must undergo a medical examination and have it reviewed by the Department of Defense Medical Examination Review Board (DoDMERB). The findings of the review may be used by all service academies and ROTC programs to which he or she applies. DoDMERB has the responsibility of scheduling and interpreting all candidates’ medical examinations.

Once a candidate submits 50% of his/her documents, DoDMERB sends the candidate a letter advising the candidate to schedule their medical exams (physical and eye) with designated local doctors. Once the exam report is reviewed by DoDMERB, one of the following medical statuses will be reported to the candidate and the Academy:

- Qualified (Q): The candidate is medically qualified for admission
- Incomplete (I): The candidate must furnish additional information before a final medical status can be determined. The candidate is instructed by DoDMERB to provide the information requested. Once compiled, this information should be sent directly to DoDMERB.
- Disqualified (R): The candidate has at least one disqualifying medical condition. The candidate will receive a letter from DoDMERB presenting two possible options.
 - If the candidate disagrees with this finding he or she is instructed how to petition DoDMERB for reconsideration. The candidate should provide new or amplifying information to DoDMERB for medical waiver procedures.
 - If the candidate has a disqualifying condition, he/she will be automatically considered for a waiver **if/when he/she appears to be in line for an offer of appointment**. There is no need to write to request a waiver. Many candidates will be required to provide additional information to DoDMERB after their first disqualifying medical condition has been waived.

It is up to the candidate to take the initiative to clear his or her record. If there is need for further guidance, candidates should contact DoDMERB.

Candidates can contact DoDMERB directly:

For scheduling only (800) 841-2706

For medical status only (719) 333-3562

On the worldwide web <https://dodmerb.tricare.osd.mil>

BGOs must not call DoDMERB or attempt to access candidates' medical information via the DoDMERB web page. The DoDMERB staff is authorized to discuss its findings with candidates, family members, or other medical personnel only. The candidate can log on to the DoDMERB web page at <https://dodmerb.tricare.osd.mil> for information on their medical exam results. The website has downloadable medical examination forms and copies of the instructions on how to rebut disqualifications or seek waivers.

VERY IMPORTANT - Medical information or status should never be used by a BGO for interview purposes. BGOs should conduct the interview regardless of the medical status. The BGO shall not discuss medical issues with the candidate, parents or anyone else.

CHAPTER IX – NOMINATION, SELECTION, AND APPOINTMENT

The Nomination

To be considered for an appointment to a service academy, an applicant must have a nomination from an authorized nominating source. Title 10, U.S. Code, Annotated establishes two nomination categories.

The first, usually referred to as “Congressional nominations,” includes the nominations of the Vice President and members of the United States Senate and House of Representatives.

The second, referred to as “service-connected” or “military-affiliated” nominations, includes the selections of the President and nominations of the appropriate service secretary (e.g., Secretary of the Navy for nominations to the Naval Academy), as well as ROTC/JROTC units and Children of Deceased or Disabled Veterans.

Note: Applicants should apply to all nomination sources for which they are eligible.

Congressional Nominations

Members of Congress may nominate applicants who meet the eligibility requirements established by law. Senators nominate from applicants in their entire state. Representatives nominate from applicants domiciled in their congressional district. Applicants should apply for nominations from both of their United States Senators and from their Congressional Representative. Applicants can apply for these nominations from their parents’ home of record state OR the state where they currently reside, however they cannot apply for nominations from both states.

Applicants should also apply to the Vice President, who may nominate U. S. citizen applicants from the country at large. A Member of Congress may have up to five students charged to his or her office attending the Academy [plus five at USMA and five at USAFA, with an unlimited number at the Merchant Marine Academy] at any given time. For any graduating Midshipman charged to the Congressional Office and any number less than five, the Congressional Member will have vacancies in which to nominate. They can nominate ten students for each vacancy.

Service-Affiliated Nominations

An unlimited number of Presidential nominations are available for children and legally adopted children of career officer and enlisted personnel of the armed forces, active or reserve (National Guard), including the Coast Guard. One hundred candidates may be appointed with these nominations each year. A parent in the Reserves (National Guard) must be serving as a member of a reserve component and be credited with at least eight years of service (2880 points) or must be entitled to retired pay except that he or she is not yet sixty years old. Otherwise, the parent must currently be on active duty (other than for training) and have served continuously for at least eight years or have been retired with pay or granted retired or retainer pay. The President may also appoint the children of Medal of Honor recipients.

Students may also be appointed to the service academies based on nominations as children of military personnel who were killed in action; died from wounds, injuries or disease while on active duty; sustained 100 percent disability from such wounds, injuries, or disease as certified by the Department of Veterans Affairs; or who are currently prisoners of war (POW) or missing in action (MIA). The children of civilians in POW or MIA status also are eligible. Legally adopted children are eligible.

Secretary of the Navy Nominations

The Secretary of the Navy may nominate enlisted members of the regular and the reserve components of the Navy or Marine Corps.

ROTC and NJROTC Nominations

ROTC Unit Commanders may nominate members of their own ROTC units. The Naval Academy will accept nominations from Navy and Marine Corps units.

All Navy and Marine Corps JROTC units are eligible to nominate students to the Naval Academy. Air Force and Army JROTC units designated as an Honor Unit with Distinction are eligible to nominate three candidates to the Naval Academy. Every year, USNA receives a list of eligible schools from their respective headquarters indicating which school has received an "Honor Unit" designation. Any candidate who is a member of an eligible JROTC unit should contact their naval science or senior military instructor to request a nomination. If the naval science or senior military instructor is not sure of the USNA nomination requirements please direct him/her to the Nomination section at <http://www.usna.edu/Admissions/Steps-for-Admission/index.php>. The required form is located here:

http://www.usna.edu/Admissions/_files/documents/ROTC-NOM-FORM-2016.pdf

Congressional Nomination Methods

There are three methods of nomination, which may be used by Members of Congress. They are: competitive, principal with competing alternates, and principal with numbered alternates. Members of Congress may use any of these methods at their discretion.

Competitive Nomination

This is the method of nomination favored by the academies and used by most members of Congress. The member of Congress submits to an academy an unranked slate of up to ten nominees for each vacancy. The candidates are then ranked by the Academy in order of merit. The most highly qualified is considered for an offer of appointment to fill the vacancy in accordance with Title 10 provisions.

Principal with Competing Alternates

This method provides for designation of a principal nominee by the member of Congress. The other nine unranked nominees are submitted to the academy for evaluation and compete as

alternates. If the principal is fully qualified (whole person, medically, and physically), he or she will be considered for an appointment in accordance with Title 10 provisions. Note that this method does not take into account the quality of the other nominees if the principal nominee is fully qualified. On the other hand, if the principal does not qualify, the alternates may be considered for the vacancy. Selection at this point is based on merit as determined by the evaluation and ranking of the alternates by the Academy.

Principal with Numbered Alternates

Under this method, the principal nominee is designated and the alternate nominees are ranked in order of preference by the member of Congress. If fully qualified, the principal nominee may receive an appointment to fill the vacancy in accordance with Title 10 provisions. If the principal nominee does not qualify, then the first alternate is considered for the appointment and so on. In effect, the highest designated nominee who is fully qualified for entrance will be considered to fill the vacancy.

Summary of the Nomination Process

The following schedule may be used as a guide to the timing of important steps in the nomination process for members of Congress.

Spring of the junior year in high school: Congressional offices begin to receive applications for nominations to the service academies.

Summer/Fall of senior year in high school: Congressional offices accept applications and screen applicants, including interviews by a screening board if used. (The exact application time frame for each elected official can be found on their individual websites.)

NLT 31 January (of the candidate's senior year) Members of Congress submit nomination slates to the Academy.

Nomination Slate Review Process

In order to receive an appointment to the Naval Academy, candidates must have an official nomination and must meet basic Admissions Board, medical, and physical aptitude qualifications. The ranking of candidates is determined by the whole-person evaluation. As nominations are received by the Office of Admissions, the Slate Review Committee reviews nomination slates to determine slate winners and offers of appointment. Nomination slate review mainly takes place between November and March.

Conditional Offers of Appointment / Fully Qualified Offers of Appointment

Exceptionally qualified candidates are often given a conditional offer of appointment often referred to as a Letter of Assurance (LOA), once they have been found qualified by the Admissions Board. The LOA guarantees an offer of appointment after the remaining admissions requirements have been completed by the candidate. If they have not already done so, candidates must obtain

an official nomination, satisfactorily complete a qualifying medical examination, and pass the CFA. If a medical waiver is necessary, the medical is not considered complete. Conditional offers of appointment keep the Academy competitive with colleges and universities making early offers to students with outstanding credentials.

Fully Qualified Offers of Appointment are offered to those candidates who have completed all requirements for admissions. These fully qualified offers of appointment are made throughout the cycle until the maximum number of offers to fill the class has been made.

Prior to officially notifying any candidate of selection for an appointment, if the candidate has been nominated by a Congressional Office at the time of the offering of the appointment, the Office of Admissions will notify the Congressional office so the Congressional office may be the first to contact the successful candidate and offer congratulations. The Academy usually waits at least two days after notifying the Congressional office before notifying the candidate of an offer of appointment.

Notification is sent to all candidates concerning the final status of their application by April 15. By May 1, candidates with Fully Qualified Offers of Appointment are required to report their decision to The Office of Admissions. After this date, the Office of Admissions may withdraw remaining offers of appointment if no action is taken or interest expressed. By early April the Academy begins to issue Permit to Report packages. These packages include pertinent forms that must be completed by the candidate and returned to USNA prior to Induction Day (I Day). It also provides important forms that must be completed and brought with the candidate on I Day. The Permit to Report Letter provides the exact date, time and location of where the student is to report on I Day.

Making the Decision

Candidates that the Naval Academy attracts and eventually offers appointments to have several attractive college options, including other service academies, ROTC programs, and top civilian colleges and universities. Thus a BGO's work is not done when one of his or her candidates receives an offer of appointment. The BGO should ensure each appointee fully understands the differences between the Naval Academy and other options, and is prepared to accept the challenge of Plebe Summer, life at the Naval Academy, and the military environment.

ANNEXES (See the Blackboard for additional information items)

ANNEX A: BGO CHECKLIST FOR GETTING STARTED

- Review the list of responsibilities, criteria, and guidance of Naval Academy Information Officers located in Chapter II. NAIIO will be evaluated in accordance with the criteria.
- Review the list of supplies available to BGOs. Email the CGO with a request for the materials: check BGIS Contact List for latest Mail Room point of contact. Remember to plan ahead for events in your area as rush requests may be difficult at times and will cost additional money for the Office of Admissions. Provide the mailroom with at least a two week notice prior to the date of the event.
- Check the BGIS system Help Section (Codes and Glossary) prior to viewing the Student Summary page. Then check the summary for assigned candidates and contact and counsel (CC) students.
- Email or call candidates and CC applicants IMMEDIATELY. Make note of all contacts with individual students in the “Student Notes” section of BGIS.
- Prior to interviewing a candidate, review the candidate’s Student Information Detail page in BGIS to check on his/her progress on the application. A good thumb rule is to not schedule an interview until the candidate has submitted at least five of the documents required by the USNA application or has submitted the Candidate Personal Data Record (this document takes some time to complete so it shows the interest and motivation of the candidate in applying to USNA).
- Review chapters VI and VII on advising and counseling interested students and applicants.
- Start planning how to systematically contact school officials (principals and guidance counselors) in assigned schools. Find these on the School Assignments Page on BGIS. All of your assigned schools should know who you are, what your role is, and your contact information. Do not forget to add or update the school POC information on the School Assignments Page on BGIS on an annual basis, or more frequently if required.

ANNEX B: A SUGGESTED BLUE AND GOLD OFFICER CALENDER

(A more legible version is posted in Blackboard with the Handbook.)

Area XXX Suggested Timeline		Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Activity		W	W	W	W	W	W	W	W	W	W	W	W
Check Bulletins page & Student Summary page on BGIS													
Contact New Candidates		X	X	X	X	X	X	X	X				X
Awards Night		X										X	X
INASS Applicants - Initial contact with selectees													X
Interviews (Submit when done, NLT 31 January, Top 5% to AC)		X	X	X	X	X	X	X	X				
Candidate Follow-up		X	X	X	X	X	X	X	X	X	X	X	
Nomination Deadlines		X	X	X	X	X	X	X	X				X
SAT / ACT		X	X	X	X	X	X	X	X	X	X	X	X
DoDMERB (good for 2 years)		X	X	X	X	X	X	X					
Candidate Fitness Assessment Preparation		X	X	X									X
Download Past Candidate Cycle Data		X											
NAPS & Foundation Program Acceptance		X											
Candidates Reapplying to USNA		X	X	X								X	X
BGO Refresher		X	X										
School Reassignments (ACs only)		X											X
Review Your Personal Data					X								
Verify / Update School POC Information					X								
Visit Schools & ID Educator & Center of Influence Candidates					X	X	X	X	X	X	X	X	
Candidate Visit Weekends					X	X	X	X	X	X	X	X	
College Fairs					X	X	X	X	X	X	X	X	
Congressional Nomination Boards						X	X						
OPINFO (Thanksgiving) & Mini OPINFO programs				X	X	Colum	Thanks	Xmas	MLK		X		
College Candidates								X	X				
Candidates with Offer of Appointment (notify NLT 15 Apr)									X	X	X	X	X
INASS & STEM Programs - Market with schools									X	X	X		
USNA Sports Camps									X	X	X	X	X

Activity
Check Bulletins page & Student Summary page on BGIS - Check the BGO/AC Bulletins page and the Student Summary page on BGIS on at least a weekly basis
Contact New Candidates - New candidates and applicants who have completed a preliminary application for the next class at USNA will be added to the BGIS Student Summary page. Contact these individuals via email and provide the BGO's name and contact information. Enter all contacts (emails, phone calls, etc.) in Student Notes. Many of these individuals are in BGIS because they applied (Accepted or Turned Down) to NASS.
Awards Night - Attend the high school Awards Night of candidates assigned to you who have accepted their Offer of Appointment. The presentation scripts can be found on Blackboard.
NASS Applicants - Contact students attending NASS, answer questions, and provide guidance. Ask for feedback when they return from NASS so they can share their experience with you. Encourage them to complete their application if they are interested in pursuing an appointment to USNA. Contact students turned down for NASS to encourage them to continue with the application process. Many students turned down for NASS feel that they don't have a chance for an appointment, which is NOT correct.
Interviews (Submit when done, NLT 31 January, Top 5% to AC) - Inform the candidates that you will schedule an interview with them once they have submitted three of the documents (88% complete) required by the USNA application or have completed the Candidate Personal Data Record (CPDR).
Candidate Follow-up - Contact candidates at least every three weeks until their file is closed. Remember to enter all contacts in Student Notes.
Nomination Deadlines - Remind candidates and applicants to check all of the nomination deadlines and to complete their nomination applications.
SAT / ACT - Encourage students, applicants, and candidates to take/retake the SATs/ACTs and send their scores to USNA.
DoDMERB - Inform candidates that once they have submitted 50% of their application that DoDMERB will contact them to schedule their medical exam.
Candidate Fitness Assessment - Encourage candidates to prepare for the CFA. Refer them to the following: usna.edu/admissions - Step for Admission - Step 8 (link to CFA Instructions).
Download Past Candidate Cycle Data - On I-Day the files of those candidates and applicants from the previous admissions cycle will be removed from BGIS. BGOs should download the files of these individuals (Student Information/Detail page, Interview and Student Notes) before this date if they want to retain them for their records.
NAPS & Foundation Program Acceptance - Candidates who have accepted offers to NAPS and the Foundation program will be assigned to the Fleet and NAPS Regional Director at the USNA Candidate Guidance Office and the Executive Director of the USNA Foundation at the United States Naval Academy Alumni Association respectively.
Candidates Reapplying to USNA - Notify your AC if an assigned candidate is reapplying to the Naval Academy and he or she was assigned to you during the last admissions cycle. The AC will reassign the candidate to another BGO.
BGO Refresher - Review the Blue and Gold Officers Handbook, the Forms and Briefings page on BGIS, and all of the documents in Blackboard to make sure you are familiar with all of the information that pertains to being an effective Blue and Gold Officer.
School Reassignments (ACs only) - ACs should review the School Assignments page on BGIS and reassign schools to new or other BGOs as necessary.
Review Your Personal Data - Review and update your personal data on the BGO Information/Detail page on BGIS. Make corrections any time the information changes. Email addresses and home phone numbers are provided to candidates on the Candidate Information System (CIS).
Verify / Update School POC Information - Contact the Guidance Departments of the schools assigned to you and verify the Point of Contact information to make sure it is accurate. Ask if the school will be hosting a college fair during the academic year. If a college fair will be conducted make sure that you attend or if you are unable to attend contact your AC so he or she can reassign a BGO to the college fair. Also let the AC know if there is a registration fee for the college fair so he or she can request payment from the Candidate Guidance Office.
Visit Schools & ID Educator & Center of Influence Candidates - Stop by the schools assigned to you and visit with the Guidance Counselors. Provide them with your name and contact information and let them know that you are available to assist students with learning about the merits of attending the Naval Academy. Identify and forward names of educators and other individuals who can assist in educating students about the Naval Academy to your AC. These visits usually take place at the Naval Academy in October and April.
Candidate Visit Weekends - Identify competitive candidates who would benefit from participating in a Candidate Visit Weekend and forward their names to your AC.
College Fairs - Attend college fairs.
Congressional Nomination Boards - Congressional Nomination Boards may take place in either October or November. BGOs should check with their respective Area Coordinator to see if they are permitted to participate on the Nomination Boards. If approved by the AC the BGOs must NOT participate in any interviews with candidates that may have been assigned to them. If the BGO believes there is a conflict of interest or has any doubt he/she should not be involved in interviewing the candidate.
OPINFO & Mini OPINFO program - Assist with the OPINFO program as necessary.
College Candidates - Remind those candidates who are attending college to have their College Registrar send their first semester College Transcript to the Candidate Guidance Office as soon as their grades are available.
Candidates with Offer of Appointment (notify NLT 15 Apr) - Contact the candidate, congratulate them, answer any questions and encourage them to make a decision and notify the Admissions Office when they are comfortable to do so, but no later than 1 May.
NASS & STEM Programs - Applications for the NASS and STEM programs will be available beginning in January. Contact the Guidance Departments of the schools assigned to you and make them aware of the programs and encourage them to get the word out to their student body.
USNA Sports Camps - Market the summer sports camps at USNA

ANNEX C: NAAA/RECRUITED ATHLETE INFORMATION

As a Blue and Gold Officer (BGO) you hold a special position at the Naval Academy. As a front line individual you assist in our search for outstanding student athletes who have the desire to become Navy and Marine Corps Officers and have the ability to compete in our intercollegiate athletic program. By being a BGO, graduate of the Naval Academy, a Navy fan, or someone who has promoted Navy athletic programs financially or otherwise, you are considered to be a representative of the athletics interests, also known as a booster.

There are many things that a booster may and may not do. However, your status as a BGO allows you a bit more latitude. Regularly, you speak to and assess young men and women to see if they are Academy material and have a desire to compete on one of our athletic teams. While you may speak to these individuals about the Academy, please DO NOT talk to them about the specifics of Navy sports—rather refer them to the appropriate coach. Specifically, we need the prospect’s full name, sport(s), high school they attend and what grade they are in. As a BGO, it is important that you emphasize to an athletic recruit that s/he talk to the coaching staff about their respective sports.

BGOs must be aware that you CANNOT visit the prospect’s school to pick up film, evaluate a prospective student athlete’s athletic ability or pick up transcripts. However, you may meet with the guidance counselor to discuss the student’s aptitude for the Naval Academy. And you may make in-person recruiting contacts with the prospect, his/her parents to speak about the Academy, however you may not discuss Navy athletics. Additionally, a prospect may call you to discuss the Academy in general terms, but not the athletics program.

BGOs often invite candidates to their home or to receptions and you may include prospective student-athletes. What you should not do is have a reception for only prospective student-athletes or invite only prospective student-athletes to your home.

Remember, if you have an established relationship with a prospect and/or his/her family prior to them becoming interested in the Naval Academy, you may continue this relationship, but you may not recruit the prospect for an athletic team.

Another area where BGOs and alumni are affected by NCAA rules is what the NCAA calls “**extra benefits.**” This is where a student-athlete, their parents or family members are provided a benefit based on athletic status or ability. Be wary of providing student-athletes with such benefits as transportation, cash, loans, gifts, meals in restaurants and use of cell phones, to name a few.

Each year, we are asked whether the local USNA Alumni Association Chapter or Parent’s Club can sponsor a reception, dinner or social for traveling USNA teams. This is permissible, but you should clear the details with the Compliance Office and the respective head coach. Additionally, alumni may invite a current student-athlete or an entire Navy team for a meal at their home, but you cannot invite team members’ parents or relatives. Such invitations are limited to an occasional basis and must be conducted in your home and not a restaurant or club. If you want to stay current with Navy sports, go to www.navysports.com. There is a wealth of information on Navy Sports webpage with links to each intercollegiate sport.

If you know of a young man or woman with athletic and academic talent who might be interested in the Naval Academy, do not contact him or her directly regarding athletics. Have your candidate contact the coach. The contact information for coaches can be found at www.navysports.com.

ANNEX D: MISSION OF THE UNITED STATES NAVAL ACADEMY

Mission of the United States Naval Academy

*"To develop Midshipmen morally, mentally and physically,
and to imbue them with the highest ideals
of duty, honor and loyalty in order to
graduate leaders who are dedicated to a career
of naval service and have potential for
future development in mind and character
to assume the highest responsibilities
of command, citizenship and government."*

ANNEX E: ATTRIBUTES OF MIDSHIPMEN

Attributes of Midshipmen

We accomplish our mission by graduating Midshipmen who are warriors ready to meet the demands of a country at war or at peace. In this sense our graduates are:

- *Selfless*
 - *Selfless leaders who value diversity and create an ethical command climate through their example of personal integrity and moral courage.*
- *Inspirational*
 - *Mentally resilient and physically fit officers who inspire their team to accomplish the most challenging missions and are prepared to lead in combat.*
- *Proficient*
 - *Technically and academically proficient professionals with a commitment to continual learning.*
- *Innovative*
 - *Critical thinkers and creative decision makers with a bias for action.*
- *Articulate*
 - *Effective communicators.*
- *Adaptable*
 - *Adaptable individuals who understand and appreciate global and cross-cultural dynamics.*
- *Professional*
 - *Role models dedicated to the profession of arms, the traditions and values of the Naval Service and the constitutional foundation of the United States.*

ANNEX F: THE HONOR CONCEPT AND HONOR TREATISE

The Honor Concept and Honor Treatise play a major role in the development of Midshipmen. Please ensure that all candidates are aware of this very important part of Naval Academy life.

Honor Concept:

Midshipmen are persons of integrity: They stand for that which is right.

They tell the truth and ensure that the truth is known. They do not lie.

They embrace fairness in all actions. They ensure that work submitted as their own is their own, and that assistance received from any source is authorized and properly documented.

They do not cheat.

They respect the property of others and ensure that others are able to benefit from the use of their property. They do not steal.

Honor Treatise:

"As a Brigade, we cherish the diverse backgrounds and talents of every Midshipman yet recognize the common thread that unites us: the trust and confidence of the American people. They have appointed us to defend our country by developing our minds, our bodies, and most especially, our moral character.

It is our responsibility to develop a selfless sense of duty that demands excellence both of ourselves and of those with whom we serve. We must honor our loyalties without compromising our ultimate obligation to the truth. Our leadership must set a standard that reflects loyalty to our goals and the courage to stand accountable for all our actions, both those that lead to success and to those that end in failure. We will never settle for achieving merely what is expected of us but will strive for a standard of excellence that reflects the dedication and courage of those who have gone before us. When we attain our goal, we will raise our expectations; when we fall short, we will rise up and try again. In essence, we espouse leadership by example, a leadership that will inspire others to follow wherever we may lead.

Countless challenges and trials lie before us. We believe that those with the strongest moral foundation will be the leaders who best reflect the legacy of the Naval Academy. This is our call as Midshipmen: it is a mission we proudly accept."

ANNEX G CONGRESSIONAL BOARD GUIDANCE

(Please refer to Blackboard and your Area Coordinator for any updated guidance on Congressional Board participation.)

From: Dean of Admissions

To: All BGOs

Subj: BGO GUIDANCE CONCERNING CONGRESSIONAL BOARDS

Ref: (a) United States Code, Title 10, Subtitle C, Part III, Chapter 603, Section 6953
(b) United States Code, Title 10, Subtitle C, Part III, Chapter 603, Section 6954

1. Purpose. To provide education and guidance concerning Blue and Gold Officer (BGO) involvement with the Congressional Nomination process.

2. Background. A BGO may interact with their local Congressional nomination process in a variety of ways. Supporting a congressman's service academy information night, attending a college fair, or fielding general questions from candidates on the nomination process are all times when a BGO may communicate with their local representatives or discuss the congressional nomination process with candidates. While most of these interactions are benign, it is important to be fully aware of the need for propriety, both real and perceived, when a BGO becomes involved in Congressional nomination interview panels and selection boards.

3. Policy. Reference (a) dictates that "Midshipmen at the Naval Academy shall be appointed by the President alone." While the President does not personally vet each candidate, he does rely on the Superintendent and the Dean of Admissions to use their best judgment in awarding appointments. The Admissions Board plays a significant role in evaluating the probability of success for each candidate. Reference (b) authorizes the number of Midshipmen, including five by each Senator and five by each Representative in Congress. Ref (b) also states: "Nominees may be submitted without ranking or with a principal candidate and 9 ranked or unranked alternates." Title 10 of the U.S. Code clearly calls for two distinct parts of the process, leading to an Appointment to the US Naval Academy.

4. Cautions. It is understandable that Senators and Congressmen value participation by board members who are very familiar with service academies. BGOs are often invited to participate in a Congressional interview panel/selection board. It is an honor and privilege to accept this invitation to serve one's Senator/Congressman. However, it comes with a great responsibility and obligation to fully accept the ethical issues that surround any opportunity to impact a young person's future. Selection boards of any type, depend upon every member exercising the highest level of ethical behavior. Above all else, every board process requires each participant to serve in a manner beyond reproach.

- a. As a BGO approaches these duties, they must carefully assess the issues and perceptions that can arise. Careful consideration must be viewed from the perspective of all parties

in the Naval Academy application process (including the Senator/Congressman, USNA Admissions, other BGOs, USNA Coaches, every candidate, and their parents).

- b. Examples of cautions/considerations for panel members include, but are not limited to the following:
- A BGO shall NOT enter a panel with “favorite” candidates
 - A BGO shall NOT provide personal information on a specific candidate for the purpose of positive or negative influence
 - A BGO shall NOT participate on a panel where they have personally conducted the BGO interview portion of the USNA application on a candidate
 - A BGO shall NOT attempt to influence the type of nomination slate (i.e. Competitive, Principal with Competing Alternates, or Principal with Numbered Alternates)
- c. To prevent any potential misperceptions, USAFA has issued a blanket restriction that their Air Force Liaison Officers (ALOs-the equivalent of USNA BGO) may no longer sit on Congressional Nomination interview panels. This is a perfectly clear and reasonable response; however USNA has chosen to charge each BGO in the field to exercise their best judgment and ethics.

5. Notification. If a BGO has any questions or concerns about their decision, they should discuss this with their Area Coordinator and/or the Office of Admissions BGO Liaison Officer. If a BGO decides to participate in the nomination process, they are required to receive approval from Area Coordinator in advance of their participation.

ANNEX H THE CANDIDATE INTERVIEW GUIDE

Interviewing the Candidate

Candidate interviews and the Interview Report are one of the **most important** responsibilities of a Blue and Gold Officer. These evaluations provide the Admissions Board with a personal look at a candidate's motivation, maturity and knowledge of the Academy program. The Admissions Board will generally not review a record until the BGO Interview Report is submitted. However, in certain cases where the candidate has completed the application and the BGO Interview has not been submitted for an extended period of time, the Admissions Board will review the record where waiting any longer would be a detriment to the candidate. See Chapter II.

When the Interview is required

BGIS indicates when an interview of a candidate is needed (when he/she is declared an official candidate, sent a notification letter, and given a candidate number), and BGO interviews are required prior to application completion. Since the application is online and forms are submitted electronically, it is not uncommon for a candidate's application to go from 10 documents outstanding to 100% complete in a just a few days. Therefore, it is important to monitor a candidate's status, including close communication with the candidate, to insure the interview is complete prior the application. Two good indicators that a candidate is going to complete their application file are Candidate Personal Data Record (CPDR) or submission of five documents of the Admissions packet. BGOs are encouraged to schedule and complete the interview as soon as the candidate shows a sincere interest in attending USNA.

If you cannot complete the interview in a timely manner, discuss the situation with your AC immediately. The AC has the option of reassigning the candidate to another BGO in order to conduct the interview.

If a candidate record shows an "I" to indicate an Interview but the candidate does not complete the application package and does not cooperate with the BGO in returning emails and/or telephone calls, the BGO should document all of the contacts attempted in the Student Notes and the BGO should submit a Not Recommended Overall Evaluation.

Candidate Withdrawals

If the candidate, and only the candidate, expresses the desire to withdraw their application from consideration, the candidate should officially notify the Office of Admissions via the withdrawal option the Candidate Information System. If the candidate cannot or will not withdraw in CIS, the candidate can email their Regional Admissions Counselor or a BGO can forward an email from the candidate to the Regional Admissions Counselor. Remember to document any conversation or correspondence in Student Notes. Ask the candidate why they are withdrawing from the application process and include their reasoning in the Comments Section on the Interview Form.

The Sort by % Complete button on the Student Summary page of BGIS sorts all students numerically (high to low) by the Candidate Application percentage complete. This sort can be a very useful tool when used in conjunction with candidate application letter mail dates to determine

which candidates to interview first. Interviews shall be completed PRIOR to a candidate completing their application.

Follow-up Counseling with the Appointee

A candidate for the Naval Academy frequently has offers of admission from other schools. Continued follow-up is very important to ensure that outstanding candidates are kept aware of the Academy's interest in them. This includes those to whom an offer to NAPS or the Foundation program has been tendered. A visit with the candidate and parents by a Midshipman can be one of your most effective Academy awareness tools. All contacts must be documented in Student Notes in BGIS.

If a candidate declines an offer of appointment to USNA, NAPS, or the Foundation, the BGO should ask the candidate for their reason and what other college/university has been selected. This information should be reported to the AC and RD, as soon as possible and entered in Student Notes. Urge the candidate to submit the paperwork in the offer of appointment package to decline the offer.

Follow-up Counseling with the Unsuccessful Candidate

Receiving an appointment is extremely competitive and there are many outstanding candidates who do not get an offer. The Office of Admissions cannot disclose why a particular candidate was not offered an appointment. The BGO should advise the unsuccessful candidate of the re-application process.

The most common question asked is, "What does a college student have to take to be successful in a re-application to the Academy?" The candidate who intends to re-apply needs to take at least 15 semester hours in a technically oriented curriculum that includes college math (Calculus), Science (Chemistry preferred or Physics), English and other meaningful courses such as history, government, foreign languages or pre-engineering. To remain competitive they must complete all subjects with a B or better. Non-academic subjects such as band, drama or PE, if taken, should be in addition to the 15 hours minimum.

Counseling and Interviews of Recruited Athletes

The BGIS Student Summary will reflect candidates being recruited for varsity sports. Official football (MFB), men's basketball (MBB), and women's basketball (WBB) recruits do not require a BGO interview. These recruits will have a completed evaluation of Average (AVE) in the interview column. All other official recruits will require a BGO interview.

NCAA rules place stringent requirements on the recruitment of athletes in these sports. In order to prevent possible recruiting violations, other than initial contact for introductions, refrain from talking to these specially coded athletes. Should a coded athlete contact you, limit discussion to the same topics that you would discuss with any other candidate, do not discuss sports. You are permitted to invite these athletes to local events to which all other candidates are invited.

Although certain counseling restrictions exist, the listing of these special category candidates on the BGIS summary will give a BGO a more complete picture of the USNA candidates from the Area.

If the candidate is looking for more information about USNA's athletic programs, direct them to www.navysports.com to contact coaches of the respective sports.

Re-applicants

Candidates, who are reapplying for admission, shall have a new Blue and Gold Officer assigned to them. This will allow another "look" at the candidate and provide more information to the Admissions Board as they consider the application.

Where to Conduct the Interview

Interviews can take place at the candidate's home, your home or office, at school, or any other mutually agreeable location. To get the most candid responses from the candidate some of the interview should take place with the parents present and some without the parents present. **It is recommended to hold the BGO interview in a neutral and public location if it will only be the BGO and the candidate present.**

Qualities of a Good Interviewer

The good interviewer

- Is prepared for the interview including reviewing the candidate record in BGIS and this Interview Guide
- Displays a sincere interest in the young person
- Withholds judgment until the end of the interview
- Listens effectively
- Answers questions in a straightforward manner
- Acknowledges and respects the attitudes and ideas of the person being interviewed
- Dresses in an appropriate and professional manner

The Interview

Bring a copy of the online interview form and write-up template to be sure to cover all questions and discussion topics. Review the recommended interview questions found in this Annex BEFORE the interview. Keep in mind that the written report MUST address all of the six behavioral traits: Interest and Motivation, Leadership Potential, Responsibility, Organization Skills, Physical Fitness, Oral Communications, and Hardships (if applicable).

Review the candidate's status as shown on BGIS.

Briefly explain the selection process

Acknowledge equal opportunity for all candidates

Avoid the interview dangers listed below

Avoid jumping to conclusions

Avoid projecting personal attitudes, values and beliefs.

Avoid allowing judgment to be colored by biases and stereotypes.

Avoid permitting one factor to outweigh others. (Called the "halo effect")

Avoid making a decision based on SAT/ACT scores or medical status.

Avoid becoming influenced by candidates desire to attend other Academies.

The most important thing to remember is that this interview is an evaluation of a candidate's ability and motivation to succeed in an extremely competitive environment and suitability to become a competent officer in the Naval Service. *Never make guesses or quote odds on a candidate's chances for admission. This decision is made by Office of Admissions based on much more extensive information than possessed by the BGO.*

Concept

The practice of evaluating past behavior as an indicator of future performance is well recognized. One way to attempt to predict how a candidate will perform at the Naval Academy is to examine what he or she has done in areas relevant to successful performance at the Academy.

Six major categories of behavior have shown potential for predicting success: interest and motivation to attend, leadership potential, responsibilities undertaken, organization of tasks and activities, physical fitness, and oral communications skills. All six categories **must** be covered in the narrative portion of the Interview Report submitted.

Typical questions probing a candidate's strengths and weaknesses in these six areas are provided in individual sections below. In asking these questions, you will be seeking examples of what the candidate has done or how he or she behaved with respect to these areas.

While considering your evaluation of the candidate within these six areas, the BGO must also consider unusual life experiences, adversity faced, or other factors that might affect the evaluation. Every candidate is different and the BGO should strive to avoid fitting each candidate into a standard mold.

Typical Sequence for the Candidate Interview

The Initial Phase - Review the objectives of the interview, which are

- To assist the Admissions Board in assessing the candidate's application for admissions to the Naval Academy

- To assist the Admissions Board in assessing the candidate’s potential to be a Navy or Marine Corps Officer
- To answer questions about the Naval Academy and the admissions process

Discussion phase (parents may be present)

- Discuss applying for nominations, e.g. the desirability of requesting nominations from all sources for which eligible, and the sometimes early deadlines for requesting them (e.g. September) from members of Congress
- Offer assistance in completing the application
- Briefly discuss how candidates are selected for admission.
- Stress the importance of class rank and GPA, teacher recommendations, SAT/ACT scores, ECAs and sports, leadership positions in school and in the community.
- Make sure that the candidate understands the need for expeditiously submitting (within 30 days) the application forms and applying for nominations.
- Discuss life at the Academy. Include: the P.E. program and mandatory sports participation, summer cruises training, and recreational activities.
- Determine parental support/influence. Be alert for signs of *undue* parental influence, during the interview.

If parents are present, they should be excused for the actual interview report questions [the six behavioral topics to be included in the interview and the narrative as part of the interview report]. The presence of parents may influence the candidate or they may answer the questions being asked. **THE BGO SHOULD KEEP IN MIND THAT IF THE INTERVIEW IS CONDUCTED IN A HOME, THE BGO IS A GUEST.**

Establishing Rapport with the Candidate

By developing an open, friendly, trusting relationship at the start of the interview questioning phase, you will have the best chance of gaining honest and complete responses to your questions and thereby provide the best report to the Admissions Board. Develop some topics and questions for the period when you are establishing rapport (sports, hobbies, family, vacation plans, etc.). The following questions might serve as “ice breakers” as you start the interview questions:

- Tell me a little about yourself?
- What are some of your interests?
- How would you describe yourself - use one or more adjectives?

The Application

- What’s the status of your application? The BGO should know this before the interview but it is a good question to ask the student to see if they are keeping track of their application.
- When is the last time you accessed your application?
- Teacher recommendations
- Personal Data Record
- Medical exam
- CFA
- Nomination applications

BE ALERT: If the candidate's parents answer questions on the status of the candidate's paperwork, it may indicate undue parental influence.

Check if the candidate is aware of the Admissions website that allows candidates to see which of the forms that they have submitted to CGO have been logged in (received): <https://candidateinformation.usna.edu>.

Check if the candidate is aware of the DoDMERB website: <https://dodmerb.tricare.osd.mil/> and her/his ability to check medical status as well as obtain instructions on resolving any medical issues with DoDMERB and the Candidate Guidance Office. Are you aware that the same medical examination can be used if you are applying to West Point or the Air Force Academies?

What is your feeling about the Naval Academy Prep School or the Civilian Preparatory option, to include the Naval Academy Foundation program?? Would you consider them as possible alternatives? [**Mandatory Item**]

Discuss NAPS and the Foundation program. Point out that NAPS and the Foundation program are recommended for candidates the Academy wants, but who need additional academic preparation. It would serve no good purpose to admit an academically weak candidate and set him/her up for failure.

What possible career option do you think you might pursue? [**Mandatory Item**]

- Surface Warfare
- Submarine
- Marine Corps
- Aviation
- Special Operations
- Other

What do you perceive to be the purpose of Plebe Summer?

What have you heard about Plebe year? [**Mandatory Item**]

Which USNA academic programs are you interested in? [**Mandatory Item**]

- Engineering
- Math/Science
- Humanities/Social Sciences

Explain to the candidate that 66% of all graduates going into the Navy must be in an Engineering or Math/Science program.

What do you know about the curriculum at the Academy? Are you aware of the limited number of academic majors offered? [**Mandatory Item**]

Have you applied to NROTC? [**Mandatory Item**]

If the candidate has not thought about the warfare community that he/she might join or has not given much thought to a major, this may indicate a lack of preparation. However, remember that these are young adults and their desires at that age may change from week to week. Determine the candidate's rationale behind the community he/she has initially selected.

Do you have any other career interests, e.g. medicine, law, etc?

If the candidate expresses a strong interest in other fields such as medicine or law, make sure the candidate understands the limited opportunities for pursuing these careers at the Naval Academy.

POLITELY EXCUSE THE PARENTS IF PRESENT

Interest and Motivation

- Why do you want to attend the U.S. Naval Academy?
- What first sparked your interest?
- Tell me about your interest in becoming a Midshipman.
- Do your parents support your decision to apply?

You must determine during the interview if this is a 'parent-driven' application or if the parents are not supportive of the application. You should note it in the write-up.

- Have you visited the Naval Academy or spoken to a Midshipman home on leave?
- What is the Mission of the Naval Academy and what does that mean to you?
- Why are you interested in becoming an officer in the Navy or Marine Corps?
- What have you done to learn about what you are getting into by accepting an appointment to the Naval Academy and later accepting a commission as a Navy Ensign or Marine 2nd Lieutenant?
- What other Service Academies are you applying to? What's your first choice?
- What other colleges are you applying to? Which school is at the top of your list?
- What would you do about school and career if you were not selected by the Naval Academy?
- If not selected, will you apply again next year or seek a career elsewhere? What is your first choice of other career?
- Tell me about the Naval Academy's Honor Concept? [**Mandatory Item**] **Most candidates will not know about the Honor Concept so this is your chance to explain what the Honor Concept is.*
- Would you be able to report a roommate for an honor violation? [*the principle of "choosing the greater good"*]
- If applicable: What did you think of Summer Seminar?

If the candidate did not apply to Summer Seminar, ask why. If the candidate had a conflict with another summer activity (i.e. Boys State, Girls State etc.), determine how the candidate decided between the two.

- Do you have any concerns after reviewing the USNA Admissions website?

- How do you anticipate handling the mental pressure and discipline associated with life as a Midshipman?
- Why do you think you have the stamina, fortitude, and dedication it will take to succeed at USNA?
- How will you be an asset to the Naval Academy? How will you be an asset to the Naval Service?

The above questions are aimed at determining the candidate's level of preparation and interest. A candidate who has a good understanding of life as a Midshipman and the challenges of Plebe Year will be better prepared for the environment and may be more likely to succeed. A candidate who has not adequately researched the Naval Academy may not be fully committed to becoming a Midshipman and may not be prepared to cope with the environment there.

However, the BGO should be careful not to make a quick judgment on a candidate's interest and motivation. Ensure that you consider all factors when evaluating this area, and remember that some candidates may not effectively communicate their interest in the initial interview, but prove otherwise based on their actions. The BGO should remember that not all candidates will be sure of what their education and career goals are as a high school senior.

Additionally, some of the best candidates applying for admission are those who just learned of the Naval Academy in their senior year. They may be just as motivated as the candidate who has known about USNA for a long time, but may appear as less prepared due to the shortened time allowed for researching USNA.

Responsibility (and applicable to Leadership Potential)

- Tell me what has been your biggest accomplishment so far?
- Tell me about a failure you have experienced and what you learned from it?
- Give an example of a very stressful situation you have experienced and how you coped.
- Have you set any personal goals? What are they?
- Define the concepts of *responsibility* and *accountability* and the difference between the two?
- Have you ever started, organized, or led a class project, special event, study group, sports team, or community service effort? How did it (they) turn out?
- If you are an Eagle Scout, tell me about your Eagle Project and how it turned out?
- Have you had any other significant responsibilities at home, school, or church? Are there any accomplishments in those settings you can share?
- Have you had a summer job? Any other job?
 - What were your responsibilities?
 - How would you characterize your relation with your boss? Other workers?
 - Have you been promoted?
 - Have you ever been responsible for training new employees?
 - In any job, is your pay used to help support the family or just for your personal needs?
- What was the most meaningful time (or trip) away from home without family you have had?

The questions above are aimed at determining the types of responsibilities the candidate has experienced and his or her handling of them. One who has never experienced defeat or a major set-back may have difficulty handling the competitive environment at the Naval Academy. A candidate who has not spent time away from family must be prepared to make adjustments to the environment of Plebe Summer.

Physical Fitness

- Have you taken the Candidate Fitness Assessment (CFA) (the BGO should know this before the interview)? If yes, how did you find it? If not, why haven't you taken it yet? Are you aware that the same CFA can be used if you are applying to West Point or the Air Force Academies? Are you planning on taking it again if you did not do as well as you wanted to?
- What physical activities have you been involved in but did not include in your application?
- What is your opinion of sports participation and potential conflicts with study time?
- How do you stay in shape throughout the year?
- Do you plan to become a varsity athlete at the Naval Academy, i.e. are you applying to the Academy so that you can play a particular sport? If a varsity athlete, have you contacted the USNA coaching staff?

You should note the candidate's apparent level of physical fitness and ability to meet the physical demands of Plebe Summer.

Leadership Potential

- What do you consider to be the attributes of a good leader?
- Name three individuals whom you consider to be great leaders and point out the similarities and differences that you see in their styles of leadership.
- What clubs and team activities have you been involved in?
 - What leadership positions have you held?
 - Have the leadership positions been the result of an election by students/teammates or appointment by the teacher/coach?
 - How many people were you responsible for in your leadership position?
 - What have you learned about leading people as a result of these responsibilities?
 - How were you able to get people to follow your lead?
 - What was your biggest challenge as a leader?
- Can you give me an instance: - don't be modest - when your opinion and advice were sought and followed by others?
- Have you ever been promoted or given additional duties in any job? Has the boss left you in charge?
- What team sports are you involved in and how many years? Have you been captain or possibly be captain of any of these teams? What were your responsibilities as captain?
- As [student council president, team captain, or other leadership role] what was your most important contribution?
- What would you say is your leadership style? Tell me about a time you had to be a leader and direct the work of others. How did you handle anyone that didn't listen to you?
- What is the relation between being a leader and being a follower?

The purpose of these questions is to determine if the candidate understands leadership principles, leadership opportunities the candidate has had, and how effective he/she has been in leadership and managerial roles.

Organization of Tasks and Activities

- What steps do you take in organizing an activity?
- Describe a typical day or week's schedule during the school year.
- Describe how you have resolved time conflicts among family, sports, homework, and job.
- How do you prioritize activities?
- How do you organize your evening study hours?
- What's your method of keeping up with your homework? Do you meet school deadlines?
- How do you prepare for exams? What would you do to assure an A in your next exam?
- Do you have and use a smart phone to assist you in maintaining your schedule and remind you of due dates?
- Do you have a regular reading program? What is the last book you read?
- Do you have a vocabulary building program?
- How do you anticipate you will handle the time constraints placed on you during Plebe Summer?

The purpose of these questions is to determine how the candidate has successfully juggled the demands of schoolwork, team sports, family responsibilities, church activities, and a part-time job (if applicable.) Has the candidate managed his/her own time, or have the parents?

Oral Communications

- Good verbal communication skills.
- Has overcome a language barrier or is English a second language.
- Gave well-thought-out answers to questions. Chooses words well.
- Displays poise and confidence, and good eye contact and body language.
- Is respectful, and attentive.
- Is poised and confident and carries on an excellent conversation.
- Articulate; good organization of thoughts.
- Engaging; empathetic; an active listener.
- Articulation of ideas and depth of understanding remarkable.
- Good vocabulary and diction; holds interviewer's attention.
- Lacked poise. Lacked self-confidence.
- Had difficulty expressing himself/herself adequately.
- Never looked one in the eye when answering questions.
- Had some distracting mannerisms.
- Used too much slang under the circumstances.

Ask several difficult or probing questions during the interview to determine how the candidate handles stress. A candidate who lacks confidence and maturity may not be able to handle the stress of Plebe Summer. One who is overly confident or a "loner" will likely have problems adjusting to the team environment at the Naval Academy.

Hardships and Special Circumstances - Some (but not the only) examples:

- Long commutes to and from school
- Overcoming a language barrier
- Working on a family farm or in a family business
- Needing to care for a family member in poor health
- Family or personal hardships past or present
- Problems hindering participation in school activities including having to care for younger siblings after school
- Unusual life experiences
- Exceptional adversity overcome
- Evaluation of moral character

Any special circumstances facing this candidate should be noted in your Interview Report.

Home-School/Small School Candidate Interviews

Each year, the Naval Academy receives a small number of applications (60-70) from home-schooled students and as a general rule admits these students in numbers comparable to the percentage of non-home-schooled students.

Usually, the fact that a student is home-schooled is readily disclosed on the Student Summary Page on BGIS (no school indicated). Sometimes, however, it is not and is cloaked in secrecy using a number of subterfuges. This is usually done to inflate the perceived academic standing of the applicant. There have been cases where the home school is listed as an ‘academy’ or school. If a student is home schooled, please indicate that in your Interview write-up. In such circumstances, parents often provide glowing official teacher evaluations on their own offspring. Teacher evaluations and letters of recommendation should not come from parents, if at all possible. With the easy availability of PCs and laser printers, impressive official documents can be generated in the home and submitted with an application.

Items to evaluate during an interview of home-schooled and small school candidates (make sure you are evaluating under USNA requirements):

- Number of classroom hours per day and week (this is important). Whether these hours involve teaching younger siblings.
- Length of school year.
- If possible, curriculum and texts used.
- Check if the school is accredited. Note the source of accreditation.
- Look for college courses taken to supplement the home-school curriculum particularly Calculus and Chemistry. Encourage the taking of such courses.
- Look for ECAs that show group participation, e.g. scouting, local band or orchestra, theater group. Encourage participation in these activities.

- Check athletics, especially wide-area team sports and sports with individual rankings. Encourage participation in these activities as well.
- Note special circumstances such as living overseas where homeschooling may be the only alternative.

If a candidate is home-schooled, your interview report should discuss the above items briefly. Many home-school candidates prove to be excellent Midshipmen and naval officers. Some don't adjust to the new experience. Interview these candidates with an open mind. Avoid approaching the interview with pre-conceived notions. In your overall evaluation treat the home-school candidate as you would any other candidate.

Summarizing and Writing the Interview Report in BGIS:

The Interview Report

The Interview Report is read very carefully by the Admissions Board. Be sure to submit the Interview Report via BGIS as soon as possible after the interview.

The BGO Interview Report is an official part of the application and therefore is subject to review after a Freedom of Information Act (FOIA) request. Remember to keep all comments in the Interview Report professional.

As discussed earlier, if there are hardships or special circumstances that the Admissions Board should learn, it is important to include these circumstances in the narrative portion of the Interview Report.

The overall evaluation of "Top 5%" **should be used sparingly** and the interview report narrative **must be approved** by the Area Coordinator BEFORE submission. Once reviewed by the AC, the BGO will add a line to the effect of, "This interview has been reviewed and approved by Bill E. Goat, AC Region XXX". The fact that the candidate also voices an interest in another school or service academy should **not be** a reason for a negative evaluation. **At no time should the candidate's medical status play a role in scheduling the interview or evaluating the candidate.**

If possible, prepare the narrative portion of the Interview Report in a Word document for ease in revising and editing using spell check software. Copy and paste the revised narrative into the Comments Section on the Interview Report. The most important thing to remember is that this interview is an evaluation of a candidate's ability and motivation to succeed in an extremely competitive environment and suitability for service as an officer in the Naval Service. The Admissions Board must also make a determination on the candidate's moral character; and often times the only insight they might receive will come from the BGO Interview Report.

The opening paragraph (Snapshot of the Candidate) of the narrative should give a word picture of the candidate for the Admissions Board.

Next provide supporting information on the ranking you have given for each of the six behavior traits (e.g. interest and motivation, leadership potential). This allows the Board to understand the rationale behind your ranking in the particular area and at the same time, glean more information about the candidate. (See below.)

The final paragraph should provide the Board a sentence or two bolstering the recommendation to select or not select a candidate for appointment.

Do not report information in the interview which the Admissions Board already has.

There is no need to mention the candidate's class standing, extracurricular or sports participation as this information will already be in the completed candidate packet. Sample write-ups are included at the end of this section and on Blackboard.

Special Circumstances

List any special circumstances which the Admissions Board may not be aware.

Interest and Motivation

Based on the ranking assigned, provide supporting statements which describe the actions taken by the candidate that demonstrate interest and motivation.

- One indicator of a candidate's level of interest and motivation is the percentage of paperwork completed at the time of your interview. Check the date that the candidate was mailed the application letter and the progress made at the time of the interview.
- Indicate whether the candidate has taken the time to learn about the Naval Academy and the Navy and whether the candidate has a realistic understanding of life in the Service as an officer.
- What influenced the candidate to apply to the Naval Academy?
- If applicable, indicate if the candidate has visited the Yard or spoken to a Midshipman about the Academy.
- If you feel it germane, indicate why the candidate did not apply for Summer Seminar.
- If indicated, relate which other colleges and service academies the candidate is pursuing to allow the Admissions Board to understand the candidate's career interests.
- Comment on the nature of parental influence (positive or negative) on the application.

Responsibility

Provide supporting statements which describe the candidate's experiences and accomplishments with respect to responsibility.

- If noteworthy, describe the candidate's handling of failure and what was learned from the experience.
- Assess maturity and level of responsibility to indicate the candidate's ability to handle being away from home and in a stressful environment.
- Indicate whether you believe this candidate will seek out responsibilities as a Midshipman and an officer.

- If the candidate has been involved in an incident with the authorities, mention this.
- Does the candidate work to support family or takes care of siblings.

Physical Fitness

Reflective of the ranking assigned, provide supporting statements based on the candidate's physical appearance and any physical fitness activities that may not be reflected in the application, e.g. yoga training, martial arts, club sports. DO NOT comment on the candidate's relative physical attractiveness.

Leadership Potential

Provide supporting statements regarding the candidate's past leadership positions and your perception of leadership potential.

- Comment on the confidence and poise (or lack thereof) exhibited by the candidate.
- Relate any notable insights from the candidate's responses to the Leadership behavioral trait questions.

Organization Skills

Provide supporting statements which describe the candidate's observed organizational skills.

- Comment on the candidate's track record of successfully resolved time conflicts among schoolwork, family life and athletics.
- Explain the purpose of any clubs or organizations the candidate may be involved in that the Admissions Board may not be familiar with.

Oral Communications

Provide supporting statements using some descriptive phrases.

Overall Evaluation

The overall evaluation must be consistent with the individual rankings assigned above. If you don't believe the candidate should be given an appointment, give specific reasons in the write-up. The overall evaluation should be "Not Recommended."

Telephone Interviews

In rare cases it may be necessary to conduct a phone interview when all other options have been exhausted (including video interviews.) This is most common with candidates living overseas, or in remote areas where BGO coverage is minimal. Every effort should be made to conduct a face to face interview (or a video interview as a last resort), but when this is not possible, it is important that the Admissions Board still receive the BGO Interview Report.

There are obviously some inherent limitations to conducting the BGO interview over the phone, so careful attention must be paid to ensure an effective outcome. The first limitation being that

you will not be able to personally view the candidate as you ask the questions and therefore won't be able to judge eye contact or how the candidate reacts during tough questions. Also, you will not be able to witness the candidate's interaction with his or her parents or siblings.

To help overcome these limitations preparation is critical. It is important to try to develop an ongoing email conversation leading up to the interview (remember to document all contacts in Student Notes) to gauge the candidate's ability to respond to correspondence in a timely and professional manner.

During the actual phone interview, conduct it like you would any other interview. Utilize this appendix and the recommended questions, but place more emphasis and go in to greater detail regarding the candidate's family life and relationships. Take detailed notes during the interview and follow up via email on any issues you are not comfortable with.

As noted, if the BGO is not able to meet face to face with the candidate he or she should consider using Skype or other video conferencing applications if both the BGO and the candidate have access to the program.

Sample Write-Up for a Highly Recommended Candidate

Note: Since the **Comments** box in the BGIS Interview Report form does not preserve the paragraph breaks and any bolding, underlining or italicizing in a write-up, it is necessary to **label each paragraph in all uppercase letters** as is done below.

SNAPSHOT OF THE CANDIDATE: Motivated. Focused. Goal oriented. Has corresponded with me since his early years in high school expressing his desire to attend the Naval Academy, classes he was taking and ECAs he was engaged in to prepare himself. Is somewhat tall with an athletic frame. He arrived half an hour early, anxious to do well in his interview. I had a hard time getting him to relax. His attire was appropriate and he was well groomed. Parents are teachers; has a sister two years younger.

INTEREST AND MOTIVATION [Top 5%]: Candidate was raised in a Navy environment (father was a Lieutenant; F-4 and F-14 flight officer). The Naval Academy was his idea, not his parents. Both parents, however, are very supportive of his desire to attend USNA. Father tried to dissuade him from pursuing the rigorous life of an aviator but to no avail. Owing to conflicts with his summer baseball schedule, the candidate did not apply to NASS. Has applied to several competitive schools and has already researched ROTC scholarships at them. His first choice is currently Princeton; USNA is his 2nd choice. If not selected for the Naval Academy, wants to pursue the military through ROTC. This is a very conscientious and self-motivated individual.

LEADERSHIP [Top 25%]: As shown in his application, the candidate has held several important leadership positions. Moreover, he helped organize a sailing team at his previous high school. He projects confidence and appears to be very focused.

RESPONSIBILITY [Top 5%]: Despite his part-time work and sports participation while carrying a heavy academic load, he seems to have a solid record of achievement in school and out. Appears to be an extremely conscientious and hard worker. Says he has excelled academically through hard work.

ORGANIZATION [Top 5%]: Based on his ability to successfully manage academics, work, and sports, he appears to be very organized and a good time manager. In conflicting demands between academics and other interests, academics get first priority. I judge he should easily be able to manage the stresses of Plebe Summer and Plebe Year.

PHYSICAL FITNESS [Top 5%]: Looks like a solid athlete. Given the fact that he changed high schools in his junior year, it is remarkable that he has been able to make TWO varsity teams. Appears to be in excellent shape.

ORAL COMMUNICATIONS [Top 5%]: This young man is very poised; listened carefully and gave well thought out and confident responses to all questions. He was articulate and was finally at ease toward the end of the interview. Asked a number of good questions. Is very mature.

OVERALL EVALUATION [Top 5%]: This candidate will make an excellent Midshipman and a fine officer. I MOST STRONGLY recommend him for an appointment to the Naval Academy. [Note: the two words shown in uppercase letters might normally be underlined for emphasis but since the BGIS doesn't show underlining or italicizing, you would need to show the words in uppercase letters instead.]

Sample Write-Up for Candidate Not Recommended

SNAPSHOT OF THE CANDIDATE: Though several minutes late for our meeting, he was apologetic and seemed a likeable young man. Physically, he is of above-average height with a medium build. Though he wore coat and tie, his dress was somewhat untidy (no belt, scuffed shoes). Grooming was 'passable.'

INTEREST AND MOTIVATION [Below Average]: Candidate has completed very little of his application to date, has not visited the USNA Admissions website or familiarized himself with the school. His interest in the Naval Academy is based solely on his desire to be a pilot. Has only a vague comprehension of Plebe Year or the Honor Concept. He has applied to USAFA and some in-state colleges but has not applied for ROTC. Based on observations and comments during the interview, his application to USNA appears largely parent-driven. Based on lack of effort to date and his limited knowledge of the Academy, does not seem a serious candidate for USNA.

LEADERSHIP POTENTIAL [Average]: Has held no meaningful leadership positions in high school. Has not had any extracurricular activities other than participation in his church youth group. He does appear to be capable of leading people in a difficult situation.

RESPONSIBILITY [Top 25%]: Very involved in his church (youth intern, youth choir, and youth bible study); volunteers as a tutor for fellow students in math and science. All participative, no real leadership roles.

ORGANIZATION SKILLS [Below Average]: See INTEREST AND MOTIVATION above.

PHYSICAL FITNESS [Below Average]: Candidate is not involved in any organized sports. Although he occasionally runs and lifts weights, I believe he would struggle to maintain the physical regimen demanded of a Midshipman.

ORAL COMMUNICATIONS [Below Average]: Usually expressed himself well but did not exude confidence when we conversed. He was unable to handle stressful or probing questions with much poise.

OVERALL EVALUATION [Not Recommended]: Based on his apparent lack of genuine interest and lack of demonstrated performance, I DO NOT recommend this candidate for appointment.