



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO  
OPNAVINST 1531.2B  
OP-114  
December 3 1990

OPNAV INSTRUCTION 1531.2B

From: Chief of Naval Operations

Subj: THE NAVAL ACADEMY INFORMATION PROGRAM (NAIP)

1. Purpose. To provide procedures for administering the Naval Academy Information Program (NAIP), including the recruiting, training, funding and crediting of retirement points for volunteer Naval Reserve officers.

2. Cancellation. OPNAV Instruction 1531.2A

3. Background. The Naval Academy has traditionally been successful in attracting superior applicants. However, nationwide demographic data indicates the number of high school graduates to be declining. Competition among colleges and universities for the dwindling pool of qualified applicants is keen. It is the Navy's responsibility to ensure that exceptional individuals are encouraged to seek naval careers through the Naval Academy, and that they are properly counseled throughout their application process. Counselors should be able to provide answers to questions about the Academy's admissions procedures, curriculum, midshipman lifestyle, and career opportunities. An effective recruiter/counselor can be the spark that ignites interest in a naval career.

4. Information

a. General. The NAIP is built upon the services of inactive Naval Reserve officers who volunteer to become Naval Academy Information Officers (NAIOs). To be designated an NAIO, an individual must attend a training seminar sponsored by the Naval Academy. During training, officers are briefed on Academy admission standards and procedures, the curriculum, Navy career opportunities, life as a Naval Academy midshipman, various Naval Academy recruiting programs, and the Naval Academy information reporting system. Additionally, refresher training sessions are scheduled for NAIOs who have not attended training within five\* years. Naval Reserve officers attending initial or refresher training may elect to do so under either of the following types of orders:



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(1) Invitational Travel Orders. These orders will be issued by the Naval Academy. The Academy will provide funding for travel out of O&MN recruiting dollars. Invitational Travel orders do not constitute orders to active duty; they are issued to NAIOS in their civilian status. Naval Reserve officers requesting such orders will not receive drill credit, retirement points, or fitness reports.

(2) No Cost Active Duty for Training (ADT\*) Orders. These orders will be issued by the Commander, Naval Reserve Force (COMNAVRESFOR)\*. Naval Reserve officers selecting no cost ADT orders will not be reimbursed for any expenses during training, including travel. However, reservists will receive retirement points, and fitness reports, if requested, will be submitted by the Naval Academy.

b. Coordination and Support. The success of the NAIP requires nationwide coordination of reserve officer effort, and the support of COMNAVRESFOR, his Echelon 3 and 4 Naval Reserve commands\*, and the Commander, Navy Recruiting Command. The Superintendent, U.S. Naval Academy, is designated NAIP coordinator. The Naval Academy Candidate Guidance Office conducts the NAIP\*.

## 5. Action

a. COMNAVRESFOR and the Naval Reserve Echelon 3 and 4 commands will:

(1) Assist the Superintendent, U.S. Naval Academy, in recruiting inactive Naval Reserve officers to participate in the NAIP. The recruitment of officers affiliated with civilian educational systems is particularly desirable.

(2) Publicize the NAIP through internal publications.

(3) Ensure designation of an active duty officer on the COMNAVRESFOR staff and each Echelon 3 and 4 staff as the Naval Academy Liaison Officer. These officers will serve as points of contact for all matters concerning the Naval Academy Candidate Guidance Office.

(4) Upon notification of training completion by the Naval Academy Director of Candidate Guidance, issue annual training orders to NAIOS and carry such personnel on the appropriate Naval Reserve Support Element (NRSE) Diary.

(5) Ensure the certification of retirement points for all NAIOS carried on the NRSE Diary. Retirement Credit Report forms

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(NDW-USNA-CG-1800/17 (Rev. 3-75)) will be verified by each NAIP area coordinator and submitted to the appropriate Echelon 4 liaison officer (copy to the Superintendent, U.S. Naval Academy)\*.

(6) Issue no cost ADT orders to NAIOS, as requested, for Naval Academy training seminars.

b. The Superintendent, U.S. Naval Academy, will:

(1) Direct the NAIP through the Candidate Guidance Office\*.

(2) Maintain a program for the training of NAIOS.

(3) Designate NAIOS upon completion of their training.

(4) Submit required\* fitness reports on NAIOS.

(5) Conduct a program to provide recognition of NAIIO achievements in coordination with COMNAVRESFOR.

(6) Maintain liaison with the Commander, Navy Recruiting Command to insure coordination of efforts at college fairs, midshipmen speaking engagements, and other recruiting efforts.

(7) Maintain liaison with COMNAVRESFOR, Echelon 3 and 4 liaison officers, and NAIOS to update them on recruiting trends and policy changes.

6. Forms Availability. The Retirement Credit Report forms (NDW-USNA-CG-1800/17 (Rev. 3-75)) may be obtained from:

Director, Candidate Guidance  
U.S. Naval Academy  
Annapolis, MD 21402



D. T. OLIVER  
Director, Total Force Training and  
Education Policy Division (OP-11)  
By direction

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