



DEPARTMENT OF THE NAVY

COMMANDER NAVAL RESERVE FORCE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5046

COMNAVRESFORINST 1510.11G
N001

7 AUG 2003

COMNAVRESFOR INSTRUCTION 1510.11G

Subj: APPLICATION FOR ATTENDANCE TO THE U.S. NAVY SENIOR ENLISTED ACADEMY (USN SEA), U.S. NAVAL RESERVE SENIOR ENLISTED ACADEMY NONRESIDENT COURSE (USNR SEA NRC), AND U.S. ARMY SERGEANTS MAJOR ACADEMY (USASMA)

Ref: (a) OPNAVINST 6110.1G
(b) NAVPERS 15909G (Enlisted Transfer Manual)

Encl: (1) Sample Letter of Application
(2) Sample Command Endorsement
(3) Pertinent USN SEA Dates
(4) Pertinent USASMA Dates
(5) Pertinent USNR SEA NRC Dates

1. Purpose. To publish procedures for enlisted active and inactive duty personnel within the Commander, Naval Reserve Force (COMNAVRESFOR) claimancy applying to the USN SEA at Naval Education and Training Center, Newport, Rhode Island, the USNR SEA NRC at Naval Reserve Professional Development Center (NAVRESPRODEVCCEN), New Orleans, Louisiana, and the USASMA at Fort Bliss, El Paso, Texas. This instruction has been completely revised and should be read in its entirety.

2. Cancellation. COMNAVRESFORINST 1510.11F

3. Discussion

a. The USN SEA, USNR SEA NRC, and USASMA programs provide an educational and intellectually broadening experience. The educational process encompasses the "whole individual" and involves study of both military-oriented subjects and, in the case of the USASMA, associated electives offered by local colleges.

b. Each curriculum devotes a large portion of study to individual and organizational behavior, leadership, personnel management, communications, and contemporary problems as they relate to morale and discipline. Other segments deal with world affairs and military management.

4. Course Descriptions and Eligibility Requirements. Each course provides training for Master/Senior Chief Petty Officer (MCPO/SCPO) students. The USN SEA is available to active and inactive duty personnel from all services. The USNR SEA NRC is only available to drilling Naval Reservists (Selected Reservists (SELRES)). The USASMA is available to active duty personnel from all services and allied nation's senior noncommissioned officers.

a. USN SEA Course Description

(1) The USN SEA convenes five times a year and divides approximately 60 students per course into smaller working groups. It consists of a 9-week curriculum covering the following subjects:

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- (a) Communication Skills
- (b) Leadership and Management
- (c) National Security Affairs
- (d) Navy Programs
- (e) Health, Physical Readiness, and Sports

(2) Students perform regular physical fitness training and must successfully complete the Navy Physical Fitness Assessment (PFA) per reference (a).

b. USN SEA Eligibility Requirements

(1) Be on active or inactive duty as a drilling Reservist within COMNAVRESFOR claimancy.

(2) Be an MCPO/SCPO. Selectees for SCPO must be frocked or advanced before the Class Convening (CLCVN) date.

(3) Applicants must be within U.S. Navy physical readiness standards, meet height/weight/body fat standards, and be able to fully participate in the physical fitness program. This program includes push-ups, curl-ups, crunches, squats, and running. Applicants who are not within standards or cannot participate fully in the physical fitness program must be in the standards to attend the USN SEA.

(4) Have 24 months obligated service upon graduation or agree to extend enlistment to obtain the necessary obligation.

c. USNR SEA NRC Course Description

(1) The USNR SEA NRC convenes twice a year and divides approximately 60 students per course into smaller working groups. The course presents the USN SEA curriculum in an 18-week Distance Learning (DL) module followed by a 15-day Annual Training (AT) On-board Learning (OBL) module at the NAVRESPRODEVCCEN.

(2) The 18-week DL module is a paced course using several DL technologies and instructional methods, including selected readings, CD-ROM, electronic mail (e-mail), and web-based support.

(3) During the 15-day OBL module, students participate in group projects, group facilitation, lectures, physical readiness training, and a dining-in.

(4) Students perform regular physical fitness training and must successfully complete the Navy PFA per reference (a).

d. USNR SEA NRC Eligibility Requirements

(1) Applicants must be on inactive duty as a drilling Naval Reservist within COMNAVRESFOR claimancy.

(2) Be able to attend 15 days of AT or Active Duty for Training (ADT) (if available) on announced dates at the NAVRESPRODEVCCEN.

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(3) Have an active e-mail account and access to a personal computer for the duration of the 18-week DL module. Minimum personal computer requirements are identified on the NAVRESPRODEVCEEN web site at www.nrpdc.nola.navy.mil. Before applying, prospective applicants must go to this web site to verify their computer's capability.

(4) Meet the USN SEA eligibility requirements of paragraphs 4b(2) through 4b(4) above.

e. USASMA Course Description

(1) The USASMA convenes once each year and divides approximately 480 students into smaller working groups.

(2) USASMA attendance offers the unique opportunity to pursue an associate degree through its Extension Studies Program. This mandatory program consists of college level courses presented by local colleges. The staff conducts all courses within academy spaces during normal duty hours. Incoming students with more than 60 college semester hours must select from among several other extension study options. Successfully completing the Extension Studies Program is a graduation requirement.

(3) The USASMA is a 9-month resident course and involves a permanent change of station move for selectees. Upon successfully completing the course, graduates will be made available to Naval Reserve Personnel Center (NAVRESPERSCEN) for further assignment.

(4) Navy personnel must meet U.S. Army physical fitness standards throughout their stay at the academy and must successfully complete the Army PRT. Army standards mandate a 2-mile run. All other standards are comparable to Navy requirements.

f. USASMA Eligibility Requirements

(1) Be on active duty within COMNAVRESFOR claimancy. Eligible Naval Reserve personnel assigned outside COMNAVRESFOR claimancy must apply via their chain of command to Commander, Navy Personnel Command per chapter 9 of reference (b).

(2) Have completed 19 months onboard present command by application due date.

(3) Be able to meet U.S. Army physical fitness standards and successfully complete the Army PRT.

(4) Meet the USN SEA eligibility requirements of paragraphs 4b(2) through 4b(4) above.

5. Application Procedures for USN SEA, USNR SEA NRC, and USASMA

a. Qualified personnel must submit applications using the format in enclosure (1) of this instruction via the chain of command to: COMNAVRESFOR (N001), 4400 Dauphine Street, New Orleans, LA 70146-5046. Pertinent dates are noted in enclosures (3) through (5) of this instruction.

b. COMNAVRESFOR will announce selectees by message. Selectees must contact COMNAVRESFOR (N001) by phone at DSN 678-5293 or commercial (504) 678-5293 if circumstances arise that prevent attending the approved CLCVN date.

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c. Nonselectees must reapply for screening by subsequent boards.

d. USN SEA applicants may apply for up to three CLCVN dates on a single application. Applications are due 31 October for the January, March, and May classes, and 30 April for the August and October classes.

(1) Active duty applicants must submit an Enlisted Personnel Action Request (NAVPERS 1306/7) clearly stating primary and alternate CLCVN dates.

(2) Drilling Reserve applicants must state in their application the desired primary and alternate CLCVN dates. Submit a Request for Training Orders (Via NOWS) when notified of selection. The following information should be used in completion of the NOWS Request for Training Orders:

(a) Start Date: CLCVN date; Time: 0700

(b) Number of days: ADT: 64

(c) Destination Location: NETC, Newport; UIC: 62661; CDP: 960F; CIN: P-920-1300; Name: USN Senior Enlisted Academy.

e. USNR SEA NRC applicants may apply for two CLCVN dates on a single application. Applicants must indicate their primary and alternate CLCVN dates in paragraph 5 of the application. Submit a Request for Training Orders (Via NOWS) upon notification of selection, indicating the following:

(1) Date: CLCVN date; Time: 0700

(2) AT: 15

(3) Destination Location: NRPDC, New Orleans; UIC: 30256; CDP: 626R; CIN: R-920-0001; Name: USNR Senior Enlisted Academy Nonresident Course.

f. USASMA applicants may apply for only one CLCVN date on a single application. Applicants must submit an Enlisted Personnel Action Request (NAVPERS 1306/7) clearly stating the CLCVN date.

g. Applicant's command must verify the completeness of all enclosures and provide all information using the format in enclosure (2) of this instruction. Application packages must contain the following documents:

(1) Commander/commanding officer/officer in charge recommendation.

(2) Copies of all Enlisted Performance Evaluations and Fitness Reports for past 5 years.

(3) Copies of Physical Readiness Test Results for past 2 years.

(4) Complete chronological list of all assignments and duties performed.

(5) Full length photographs in Service Khaki (5 by 7; front and side view; plain background; black and white or color).

(6) USNR SEA NRC applicants must include e-mail address as an enclosure to the Letter of Application.

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6. Selection

a. COMNAVRESFOR Force Master Chief (N001) will convene selection boards to consider eligible applicants for the USN SEA, USNR SEA NRC, and the USASMA. For each CLCVN date, the board will recommend to COMNAVRESFOR (N00) candidates and alternates for the USN SEA, 60 candidates for the USNR SEA NRC, and two candidates for the USASMA. COMNAVRESFOR will announce selectees by message.

b. Selection boards will review applications on a comparative basis. The deadline for receipt of applications precludes their return if incomplete. Applications must be complete, concise, and accurate. Each applicant is responsible for ensuring the completeness and accuracy of the application and all accompanying documents.

c. Nonselection does not necessarily reflect negatively upon the applicant's performance, but instead, demonstrates the competitive nature of the selection process and the limited number of seats.

7. Funding

a. Active duty selectees for USN SEA and USASMA. COMNAVRESFOR (N001) will make every effort to fund orders for Canvasser Recruiters, members of the U.S. Naval Reserve Training and Administration of Reserves (TAR) Program, and USN personnel who are not at their Projected Rotation Date (PRD). If COMNAVRESFOR (N001) funds are not available, the selectee's command will be afforded the opportunity to fund. If in the TAR Program at PRD, NAVRESPERSCEN will fund the orders.

b. Drilling Reservists selected for USN SEA. Commander, Naval Reserve Forces Command (COMNAVRESFORCOM) (N7) will fund the orders.

c. Drilling Reservists selected for USNR SEA NRC. COMNAVRESFORCOM (N7) will fund the 15-day AT orders.

d. In the event that a SELRES enrolled in the SEA NRC is activated/recalled/mobilized to active duty, the gaining command will be responsible to fund any required events, including the 15-day period at the NAVRESPRODEVEN, using TEMADD funding. Further guidance will be provided on an individual case basis by the NAVRESPRODEVEN.

8. Action. Commanders, commanding officers, and officers in charge will ensure widest dissemination of this instruction to the entire Chief Petty Officer community and ensure expeditious processing of all applications to ensure receipt by COMNAVRESFOR (N001) before the announced convening date of the selection board. Late receipt of applications may preclude considering highly qualified candidates.

9. Forms. NAVPERS 1306/7, Enlisted Personal Action Request, S/N 0106-LF-013-0637, is available through the Navy Supply System.


M. J. MURPHY
Chief of Staff

Distribution: (See next page)

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Distribution: (COMNAVRESFORINST 5218.2C)

List B

C1 (less 26A1)

C2 (C61D only)

D

E6 (FJA8, FJA9 only)

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SAMPLE LETTER OF APPLICATION

(date)

From: ATCS John Paul Sailor, USNR(TAR)/USNR/USN/USNR(CANREC), Social Security Number, Activity Assigned
 To: Commander, Naval Reserve Force (N001)
 Via: Commander/Commanding Officer/Officer in Charge, Activity Assigned

Subj: APPLICATION TO ATTEND THE U.S. NAVY SENIOR ENLISTED ACADEMY (USN SEA) (OR) U.S. NAVAL RESERVE SENIOR ENLISTED ACADEMY NONRESIDENT COURSE (USNR SEA NRC) (OR) ARMY SERGEANTS MAJOR ACADEMY (USASMA)

Ref: (a) COMNAVRESFORINST 1510.11G

Encl: (1) Copies of all Enlisted Performance Evaluations and Fitness Reports for past 5 years
 (2) Copies of PRIMS Report/Physical Readiness Test Results for past 3 years
 (3) Complete chronological list of all assignments and duties performed
 (4) Full length photographs in Service Khaki (5 by 7; front and side view; plain background; black and white or color)
 (5) (Active duty only) Enlisted Personnel Action Request (NAVPERS 1306/7)

1. I am applying for consideration for the USN SEA (or) USNR SEA NRC (or) USASMA and certify that I meet all the requirements of reference (a). Per reference (a), enclosures (1) through (5), (as applicable) are forwarded.

2. My date of birth is _____.

3. Education

a. Highest grade of formal school attended is _____.

b. Degrees attained.

4. Extra Curricular Activities

a. Sports and hobbies.

b. Civic involvement in positions of leadership.

5. A statement explaining reason(s) applicant desires to attend the USN SEA, USNR SEA NRC, or USASMA. SELRES include CLCVN dates and information requested by ref (a) paragraph 4(d) and (e).

6. POC: (H) _____ (W) _____ (e-mail) _____
 Home Address: _____, UIC/RUIC: _____, Date of Rank: _____

/s/ JOHN PAUL SAILOR

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Enclosure (1)

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SAMPLE COMMAND ENDORSEMENT

(date)

FIRST ENDORSEMENT on ATCS John Paul Sailor, USNR(TAR)/USNR/USN/
USNR (CANREC), Social Security Number, ltr of

From: Commander/Commanding Officer/Officer in Charge, Activity Assigned
To: Commander, Naval Reserve Force (N001)

Subj: APPLICATION TO ATTEND THE U.S. NAVY SENIOR ENLISTED ACADEMY (USN SEA)
(OR) U.S. NAVAL RESERVE SENIOR ENLISTED ACADEMY NONRESIDENT COURSE
(USNR SEA NRC) (OR) U.S. ARMY SERGEANTS MAJOR ACADEMY (USASMA)

1. Forwarded, recommending approval. The applicant is eligible in all respects and all required documents were reviewed for completeness and accuracy. The following information was taken from the applicant's service record:

- a. Date reported to this command _____.
- b. (Active duty only) Expiration of Active Obligated Service _____.
- c. (SELRES only) Expiration of Service _____.
- d. Pay Entry Base Date _____.
- e. (Active duty only) Active Duty Service Date _____.
- f. Height _____; Weight _____; Body Fat Percentage _____ (only provide if out of height/weight standards); Date of measurement _____.

2. Subsequent paragraphs should contain comments to identify the applicant's potential, special qualifications, demonstrated leadership, letters of commendation, and other information considered pertinent by the endorsing officer to support the applicant's selection.

/s/ ENDORSING OFFICER

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Enclosure (2)

7 AUG 2003PERTINENT USN SEA DATES

<u>CLASS NUMBER</u>	<u>CLCVN DATE</u>	<u>APP DUE DATE</u>
110	5 Jan 04	31 Oct 03
111	15 Mar 04	31 Oct 03
112	24 May 04	31 Oct 03
113	2 Aug 04	30 Apr 04

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PERTINENT USASMA DATES

<u>CLASS NUMBER</u>	<u>CLCVN DATE</u>	<u>APP DUE DATE</u>
55	Aug 04	31 Jan 04
56	Aug 05	31 Jan 05

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PERTINENT USNR SEA NRC DATES

VERIFY SCHEDULED DATES AT
NAVAL RESERVE PROFESSIONAL DEVELOPMENT CENTER WEB SITE
www.nrpdc.nola.navy.mil

<u>CLASS NUMBER</u>	<u>CLCVN DATE</u>	<u>ANNUAL TRAINING DATE</u>	<u>APP DUE DATE</u>
05	13 Oct 03	29 Feb 04	15 Jul 03
06	5 Apr 04	15 Aug 04	15 Jan 04
07	11 Oct 04	27 Feb 05	15 Jul 04
08	4 Apr 05	14 Aug 05	15 Jan 05
09	17 Oct 05	5 Mar 06	15 Jul 05
10	3 Apr 06	13 Aug 05	15 Jan 06
11	9 Oct 06	25 Feb 07	15 Jul 06
12	2 Apr 07	12 Aug 07	15 Jan 07
13	8 Oct 07	13 Feb 08	15 Jul 07