



DEPARTMENT OF THE NAVY  
NAVY RECRUITING COMMAND  
5722 INTEGRITY DR.  
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 1131.8  
N35  
1 May 2009

COMNAVCRUITCOM INSTRUCTION 1131.8

From: Commander, Navy Recruiting Command

Subj: MILITARY ACCESSIONS VITAL TO THE NATIONAL INTEREST  
(MAVNI), HEALTH CARE PROFESSIONAL (HCP), PILOT PROGRAM

Ref: (a) SECDEF Memorandum dtd 25 Nov 08, "Pilot Evaluation of  
Military Recruiting of Certain Legal, Non-Immigrant  
Aliens"  
(b) COMNAVCRUITCOMINST 1131.2  
(c) MILPERSMAN Article 5352-010  
(d) CNO WASHINGTON DC 031613Z NOV 04 (NAVADMIN 251/04)  
(e) CNO WASHINGTON DC 220058Z APR 08 (NAVADMIN 113/08)

Encl: (1) MAVNI HCP Officer Flow Chart  
(2) Legal, Non-Immigrant Alien Screening Document  
(3) MAVNI HCP Program Enlistment Statement of  
Understanding  
(4) DHS/USCIS Information Release Consent Document  
(5) Counter-Intelligence Brief

1. Purpose. To implement the Military Accessions Vital to the National Interest (MAVNI) Pilot Program as authorized by reference (a).

2. Background. Secretary of Defense approved the Services to begin recruiting certain legal, non-immigrant aliens who are qualified Health Care Professionals (HCP), and for which the Department concerned has a critical skill shortfall. The Department of the Navy will utilize this limited authority to recruit up to 70 qualified persons to fill HCP career fields. All specialties on the current Chief of Naval Personnel (CNP) goaling letter except General Nurses are eligible.

3. Discussion. The recruitment and contracting of persons under this pilot program will terminate 31 December 2009. Applicants must access into the enlisted Navy Reserve no later than 31 December 2009. There are no exceptions to this requirement. All MAVNI HCP applicants approved/selected will initially be enlisted in the Selected Reserve (SELRES) as discussed in enclosure (1). MAVNI HCP Sailors must drill a

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minimum of one day (eight hours) to become eligible to apply for United States (U. S.) Citizenship. MAVNI HCP Sailors will then be placed on authorized absence until citizenship is attained. The Navy Recruiting District (NAVCRUITDIST) will maintain oversight of these applicants similar to the collegiate program. MAVNI HCP Sailors will be commissioned and sent to Officer Development School (ODS) upon attainment of U. S. Citizenship and Joint Personnel Adjudication System (JPAS) initiation to Office of Personnel Management (OPM).

4. Eligibility Requirements. Applicants must meet all eligibility requirements in reference (b) and the following selection criteria:

a. Professional Requirements. Prior to enlistment, applicants must be fully qualified to practice within their medical specialties and must have completed all educational/specialty U. S. licensing and certification requirements in the specific medical field in which the individual seeks appointment, as prescribed by the Navy Surgeon General and applicable law, regulation, policy, and program authorization.

b. Service Component. Open for Active Component direct accession applicants only.

c. ASVAB. All MAVNI HCP applicants are required to take the Armed Services Vocational Aptitude Battery (ASVAB) which will be administered at the MEPS only. An Armed Forces Qualification Test (AFQT) score of 31 or higher must be attained.

d. Conduct and Drug Use. Meet requirements per reference (b).

e. Residency Status

(1) Must have a valid and unexpired VISA issued by the United States Citizenship and Immigration Service (USCIS).

(2) To be enlistment eligible, VISA must not expire before projected date of accession (allow for at least nine months minimum).

(3) VISAs issued to asylees, refugees, aliens admitted under temporary protected status, or for non-immigrant

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categories of E, F, H, I, J, K, L, M, O, P, Q, R, S, T, TC, TD, TN, U or V are acceptable for enlistment.

(4) Must have maintained residency in the United States in an eligible VISA status for a minimum of two years prior to the date of contracting into the Navy Reserve.

**Note:** Must not have had any single absence from the United States of more than 90 days during the two year period prior to the date of enlistment.

(5) A USCIS Document Verification Request, Form G-845S, must be processed through USCIS to verify applicant's current residency/VISA status. This will be accomplished by NAVCRUITCOM Program Manager (N314) upon receipt of the applicant's immigration documents.

f. Background Screening. All applicants must complete the Legal, Non-Immigrant Alien Screening Form, enclosure (2), in their own hand writing. The Legal, Non-Immigrant Alien Screening Form must be reviewed by the Officer Programs Officer (OPO) for approval prior to scheduling further processing. Submit enclosure (2) with the immigration documents and curriculum vitae.

g. Social Security Number. All applicants must have a valid Social Security Number (SSN) documented on a social security card issued by the Social Security Administration (SSA) in their possession at the time of initial processing and accession. Social security cards issued for work purposes only are acceptable.

h. Enlistment Name. MAVNI applicants must enlist with the name used on their USCIS VISA. The name on their social security card must match the name listed on their VISA.

i. English Language Proficiency. Applicants must have the ability to read, write, speak, and understand the English language. Since fluency in English correlates highly with successful Navy job performance, applicants who have difficulty expressing themselves or otherwise understanding English will not be accepted for enlistment. The OPO must confirm the English capability of each applicant being processed. During the course of the recruiting interview and application process, the OPO must assess the applicant's ability to read, write, and speak the English language sufficiently. HCP candidates lacking

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English language proficiency as determined by the OPO may be scheduled to take the American Language Course Placement Test (ALCPT) at MEPS. The OPO must provide documentation to the MEPS, prior to processing, that each MAVNI HCP applicant has sufficient English Language proficiency. This will be accomplished by making the following statement on a NAVPERS 1070/613 (Page 13):

**"I certify that the applicant, without further instruction, is able to read, write, and speak the English language sufficiently to serve as a Health Care Professional in the U. S. Navy."**

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**Signature (OPO)**

**Note:** Applicants determined to have difficulty with English fluency are to be referred to the NAVCRUITDIST CO or XO for further evaluation. Once it has been determined that the applicant does not meet English language fluency expectations, he/she should be informed that their enlistment processing will be terminated due to potential English language deficiencies and that they may request a reevaluation after a period of 90 days.

#### 5. Processing Procedures

a. Legal, non-immigrant aliens possessing a valid USCIS issued VISA, SSA issued SSN card and who are determined to be a qualified Health Care Professional will be screened and processed for initial enlistment, leading to a commission, per this instruction and reference (b). MAVNI applicant status must be verified by a properly completed G-845S document processed by USCIS through the Systematic Alien Verification for Entitlements (SAVE) process.

b. Processing documents will be completed per this instruction and reference (b).

c. Applicants must consent to applying for Naturalization upon enlistment and acknowledge that failure to submit the U. S. Citizenship application for any reason within 60 days from their initial enlistment in the Navy Reserve will result in their discharge from service. They will not be permitted to be commissioned as an officer without providing proof of U. S. citizenship. Enclosure (3), MAVNI Program Enlistment Statement of Understanding, must be signed by all applicants. Submit

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enclosure (3) with the immigration documents and curriculum vitae.

d. The following documents (front and back if applicable) must be sent to NAVCRUITCOM (N314-Medical Corps Program Manager) via OTools prior to scheduling the MAVNI applicant for MEPS processing:

(1) Legal, Non-Immigrant Alien Screening Form, enclosure (2).

(2) MAVNI Program Enlistment SOU, enclosure (3).

(3) G-845S with Section A, blocks 1-12 completed only. (This form may be downloaded from the following USCIS website: <http://www.uscis.gov/files/form/g-845s.pdf>.)

(4) Copy of VISA (both sides).

(5) Copy of USCIS Form I-94, Arrival/Departure Record.

(6) Copy of Social Security Card.

(7) Copies of any other immigration documents provided by applicant.

(8) Signed consent form authorizing the release of Department of Homeland Security (DHS)/USCIS information, enclosure (4).

(9) Curriculum Vitae.

e. NAVCRUITCOM (N314-Medical Corps Program Manager) is the MAVNI HCP program manager and is responsible for ensuring all legal, non-immigrant alien applicants are properly screened for enlistment eligibility. NAVCRUITCOM (N314) will:

(1) Contact DHS/USCIS to confirm applicant's status. DHS/USCIS response time nominally will be within three working days of receipt of all required information.

(2) Make final eligibility determinations based on the needs of the Navy and the competitiveness of the applicant for this limited commissioning program.

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(3) Provide approval to the Navy Recruiting District to continue processing and schedule MAVNI HCP applicant for a MEPS physical examination and ASVAB testing.

f. MEPS Scheduling Procedures. Upon receipt of NAVCRUITCOM (N314) approval, Navy Recruiting Districts will complete a USMEPCOM Form 680-3A-E (Request for Examination) with the following guidance:

(1) Insert "MAVNI APPLICANT" in the top margin of the form to identify applicant is in the pilot program.

(2) Select/check item 5(e) "non-immigrant foreign national", and in item 5(f) insert all 5s (555555555) in place of Alien Registration Number (ARN). This will place the applicant in an "N" status that can only be cleared by the SAVE document provided by NAVCRUITCOM (N314) after the DHS/USCIS status check is completed. For this reason, MAVNI HCP applicants will not be scheduled to process at MEPS until the District receives the SAVE document and approval to further process the applicant.

(3) The Service Processing For (SPF) code will reflect "DNV."

(4) The Navy Recruiting District will submit completed USMEPCOM Form 680-3A-E, SAVE document, and NAVPERS 1070/613 documenting English language proficiency to the Navy Liaison Office at MEPS in order to schedule MAVNI HCP applicant for processing (ASVAB and physical). The Navy Liaison Office will then project the applicant to MEPS for processing. Processing personnel will include the phrase "MAVNI applicant" in the "remarks" section.

g. Navy Recruiting Districts will contact NAVCRUITCOM (N314) for any assistance required during the processing of MAVNI HCP applicants.

h. Navy Recruiting Districts are responsible for conducting a Counter-Intelligence Brief, enclosure (5), with each MAVNI applicant. The signed Counter-Intelligence Brief will be included in the member's military record with a copy placed in the member's residual file.

i. Renouncing Foreign Citizenship. Applicants should be advised that they will be required to renounce their citizenship

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of the country of origin once naturalized in order to be eligible for a security clearance/commission.

j. Discharges. All expected discharges of MAVNI program personnel must be reported to NAVCRUITCOM (N314) to ensure proper program management oversight and utilization of available resources.

6. Term of Enlistment. All enlistees incur a minimum eight year Military Service Obligation (MSO). The MSO will consist of a minimum of six years in the Selected Reserve (SELRES). The remaining two years of the MSO commitment may be served in the Individual Ready Reserves (IRR). Members who successfully complete the U. S. citizenship process during their initial SELRES service period will be commissioned according to Navy policy. Enlistees under this program failing to complete the U. S. citizenship process will be discharged.

7. Post-Enlistment Requirement

a. MAVNI applicants must obtain, complete, and have in their possession the following additional documents to enlist:

(1) Application for Naturalization, Form N-400 (original).

(2) Biographic Information, Form G-325B (original).

(3) Two color photos suitable for passport use.

Forms N-400 and G-325B may be downloaded and printed from the following USCIS website: [www.USCIS.gov](http://www.USCIS.gov) (click on the Immigration Forms tab and scroll down to locate the forms link). Photos can be obtained from any source that provides passport photo services.

b. All MAVNI HCP applicants enlisted under this pilot program are required to file a petition for citizenship after completing a minimum of one drill day (eight hours) of active duty military service. Once enlisted in the Navy Reserve, the MAVNI Servicemember will be scheduled to drill at a Navy Operations Support Center (NOSC). After completing one drill, the MAVNI Servicemember will meet with the Command Citizenship Representative (CCR). The CCR will provide assistance in obtaining required fingerprints on Form FD-258 and completing the appropriate forms and application to be sent to the Nebraska USCIS Service Office. The CCR will process the member's forms and application per references (c), (d), and (e).

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c. The service member will be required to pass English and civics tests administered by USCIS to meet Naturalization requirements. MAVNI Sailors should contact their local USCIS field office to obtain a copy of the "Quick Civics Lessons for the New Naturalization Test" booklet, USCIS M-638 (Rev. 09/08).

**Note:** Once processing is completed, the service member must appear before USCIS for an interview and oath ceremony. The service member must appear before USCIS on the scheduled date for the oath of citizenship. Processing petitions of alien members of the Armed Forces requires a minimum of 180 days, but may take longer, depending on caseload, and circumstances of the individual case.

d. The service member is responsible for keeping USCIS informed of their current contact information while the petition for citizenship is being processed for the purpose of scheduling the USCIS interview and oath ceremony.

e. The CCR is responsible for assisting the service member in maintaining contact with USCIS to provide updated contact information.

8. Commissioning Process. Once the MAVNI HCP Servicemember is granted U. S. Citizenship, the NAVCRUITDIST will submit a request for background investigation to OPM. At this time, the MAVNI HCP Servicemember will also be required to renounce citizenship of their country of origin with the submission to OPM. Upon verification that JPAS background investigation has been initiated, commissioning documents will be requested from Navy Personnel Command (NPC) by NAVCRUITCOM (N314). Upon receipt of COMDOCS, the NAVCRUITDIST will commission the MAVNI HCP Servicemember as a Naval Officer and transfer them to Officer Development School (ODS).

9. Effective Date and Expiration. This policy is effective immediately. Authority for this pilot program expires on 31 December 2009, unless extended by proper authority. Additionally, no enlistments under this program will be permitted after the date the President announces that the wartime expedited military naturalization statute (8 U.S.C. 1440) is no longer in effect.



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10. Questions regarding this program may be referred to NAVCRUITCOM (N314), at (901) 874-9471/DSN 882-9471.

/s/

R. R. BRAUN

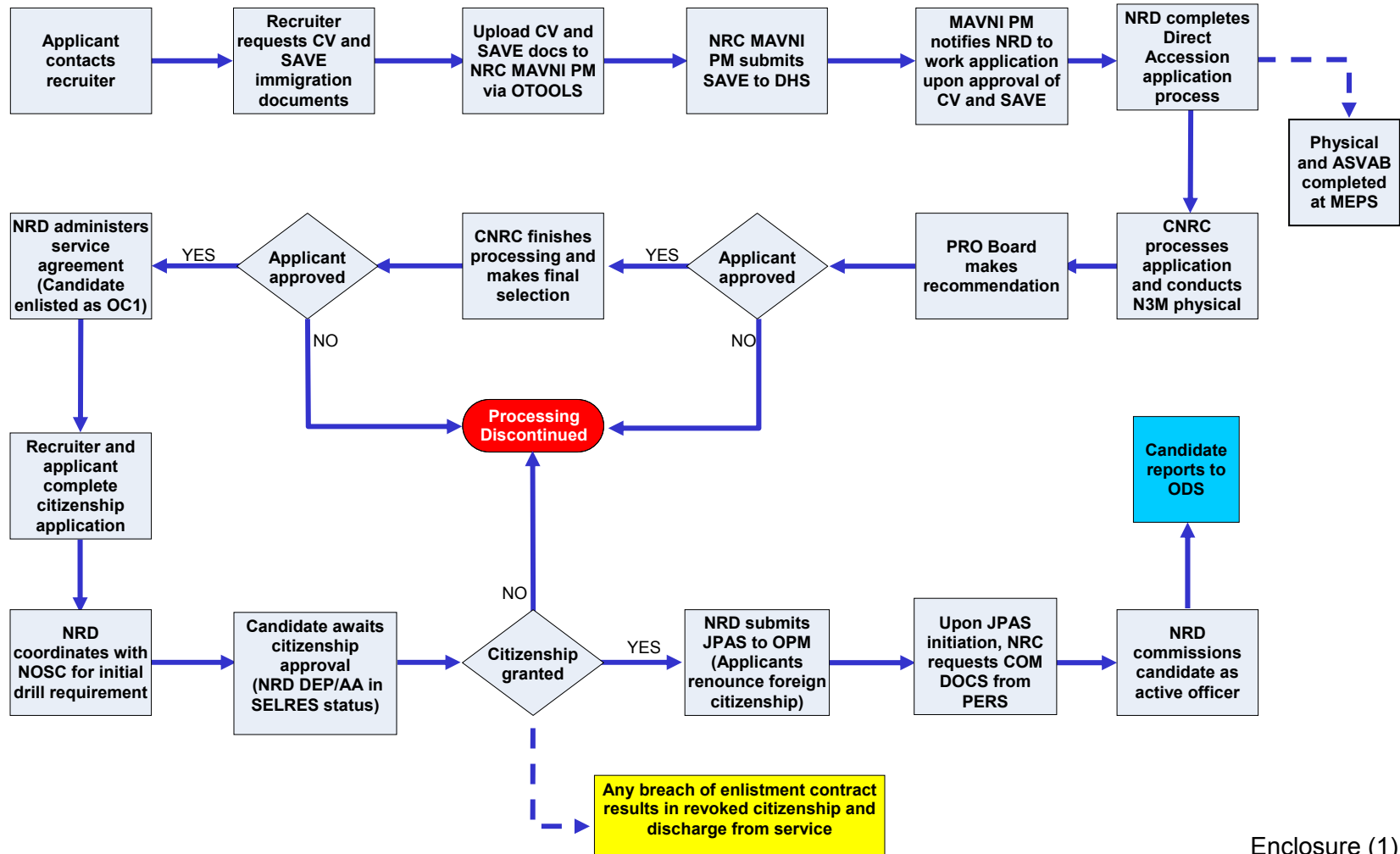
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# MAVNI HCP Officer Flow Chart



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**Legal, Non-Immigrant Alien Screening Document**

1. The purpose of this screening is to assist in determining your acceptability for enlistment into the United States Navy based on your qualifications, current residency status and the needs of the Navy. Questions asked during the course of this screening are of a personal nature. The screening provides an opportunity for you to present pertinent information to determine your overall eligibility and competitiveness for enlistment.

2. The Privacy Act of 1974 requires that you be told the following:

a. Executive Orders 10450, Security Requirements for Government Employees, and 12065, National Security Information, are the authorities for soliciting the information to be requested during the screening process. Executive Orders 9497, numbering Systems for Federal Accounts Relating to Individual Persons, is also applicable since you are asked to provide your Social Security Number.

b. You are advised of your rights under the Fifth Amendment to the U. S. Constitution/Article 31 of the Uniform Code of Military Justice. Disclosure of information is voluntary, you need not answer any questions. You may not be compelled to incriminate yourself or respond to a question whose answer might tend to incriminate you. You may consult an attorney. You may suspend or terminate the screening at any time. However, if you refuse to participate or decline to provide information in response to specific, pertinent questions, the screening will be terminated and you will not be eligible for further enlistment processing.

c. All information developed during the course of this screening will be maintained per instructions governing the use, handling and storage of personal information and made available only to those authorities who have a need-to-know in connection with the processing of your enlistment application.

3. You are reminded that a knowing and willful false statement can be punished by fine or imprisonment, or both. Navy Recruiting Command will determine your acceptability and competitiveness for enlistment based upon this document and your complete enlistment application and processing documents.

I understand the purpose of the screening. I have been advised of my rights as stated in paragraph 2b, above:

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Signature of Nominee

SSN

Date

<b>Legal, Non-Immigrant Alien Screening Document</b>		
<b>PRINTED NAME (Last, First, Middle, Jr/Sr/etc)</b>	<b>NAVCRUITDIST:</b>	<b>DATE:</b>
<b>INTRODUCTION</b>		
<p><b>You are here today because you are interested in enlisting in the United States Navy for a minimum military service obligation of eight years, which includes a minimum of six years in a Selected Reserve status and the remainder in an Inactive Ready Reservist (IRR) status. Since Navy Officers must have a Security Clearance, it is imperative that you answer the questions on this questionnaire honestly. Your answers to these questions will determine how competitive you are for enlistment and further processing.</b></p>		
<b>PERSONAL INFORMATION</b>	<b>YES</b>	<b>NO</b>
1. Do you or any family members maintain or claim dual citizenship with another country other than your country of origin?		
2. Have you ever traveled outside of the U.S., including Canada or Mexico, for a duration of more than 90 days?		
3. Have you ever traveled outside of the U.S., including Canada or Mexico, for any duration of time? If yes, How many trips have you made: _____		
4. Do you have any friends or relatives that are involved in any criminal misdemeanor and felony activities?		
5. Do you have any friends or relatives that are presently in jail, prison, parole or probation?		
6. Have you ever been fired from a job?		
7. During high school or college, were you ever suspended or expelled for any reason?		
8. Did you or any of your family or relatives ever serve in the military or work as a government employee, contractor or agent?		
9. Have you ever bounced a check, overdrawn your debit card, had a credit card recalled, had anything repossessed or voluntarily surrendered to a creditor?		
10. Do you owe any individual or persons money, for any reason?		
11. Does your monthly payment debt (i.e. credit cards, car payments, insurance, medical bills, record/health/book clubs, etc.) exceed 50 percent of your monthly income?		
12. Have you ever been seen by or consulted with a mental health professional, counselor, psychologist or psychiatrist for any reason?		
13. Have you ever done anything in your lifetime someone might blackmail you with, such as engaged in extra-marital affairs, undetected theft, fraud, embezzlement, etc.?		
14. Has anyone at anytime told you or suggested that you withhold or not reveal any information about yourself?		
15. Is there anything we have not asked you or that you have not told us that could possibly come up during an investigation that could cause you a problem?		

**Legal, Non-Immigrant Alien Screening Document**

PRINTED NAME (Last, First, Middle, Jr/Sr/etc)

NRD:

DATE

**ALL "YES" ANSWERS MUST BE EXPLAINED IN DETAIL IN THIS SECTION.**  
(continue on separate blank page, if required, and sign the bottom of each page)

**The answers I have provided are true, complete, and correct to the best of my knowledge and belief. I have not intentionally provided any incorrect or misleading information.**

\_\_\_\_\_  
**SIGNATURE**



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**MAVNI HCP Program Enlistment Statement of Understanding**

YYMMDD:

\_\_\_\_\_ I understand that I am enlisting under a federal law that allows the Secretary of the Navy to authorize the enlistment of certain non-citizens of the United States (10 U.S.C. 504(b)(2)). I also understand that I am enlisting during a period of time in which any alien who serves honorably as a member of the Selected Reserve of the Ready Reserve or in an active-duty status in the military, air, or naval forces of the United States may apply for United States citizenship (8 U.S.C. 1440). This is a Pilot program and I acknowledge that no promises or guarantees have been made to me verbally or in writing as to my continued processing, acceptance, or commissioning in the U.S. NAVY.

\_\_\_\_\_ In exchange for being permitted to serve in the Navy, I agree to apply for U.S. citizenship as soon as the Navy has certified my honorable service. I understand that the Navy does not grant U.S. citizenship, and the Navy does not guarantee that my application for U.S. citizenship will be approved. I understand that I must file my U.S. citizenship application with the Department of Homeland Security/USCIS under the laws and regulations that govern such applications. I agree to inform my commanding officer if my application for U.S. citizenship is not approved.

\_\_\_\_\_ I understand that if my application for U.S. citizenship is not approved, I may be discharged from the Navy. I further understand that if I am discharged prior to obtaining U.S. citizenship, I may face serious immigration consequences, including possible deportation or removal from the United States. If I am discharged on account of alienage or as a conscientious objector, I may also be barred from becoming a U.S. citizen (8 U.S.C. 1440).

\_\_\_\_\_ I understand that if I become a United States citizen based upon my military service, the Government of the United States may revoke my U.S. citizenship if I am separated from the Navy under less than honorable conditions unless I have served honorably for a period or periods aggregating five years (8 U.S. C. 1440, 1451).

\_\_\_\_\_ I understand that I may lose my citizenship in my country of origin, or any other country to which I have a claim of citizenship, when I become a United States citizen. Even if my former country does not take away my citizenship, I will be required to renounce citizenship in that country in order to obtain a U.S. security clearance.

\_\_\_\_\_  
(Signature of OR)\_\_\_\_\_  
(Signature of Applicant)

Enclosure (3)

**Department of Homeland Security, United States Citizenship and  
Immigration Service Information Release Consent Document**

**Military Accessions Vital to National Interest (MAVNI) Program**

Carefully read this authorization to release information about you, then sign and date it in ink.

I authorize any duly accredited representative of the Department of Homeland Security or United States Citizenship and Immigration Service conducting my immigration status verification, to obtain any information relating to my immigration status, entry and departure history, and any relevant information available to the agency pertaining to my past and current immigration status. I authorize the Federal agency conducting my immigration status verification to disclose the contents of my immigration record and any additional information discovered as a result of my immigration status check to the requesting agency for the purpose of making a determination of suitability or eligibility for enlistment into the United States Navy as authorized by 10 U.S.C. 504(b)(2).

I authorize custodians of records and other sources of information pertaining to me to release such information upon request of the investigator, special agent or other duly accredited representative of any Federal agency authorized above regardless of any previous agreement to the contrary.

I understand that the information released by records custodians and sources of information is for official use by the Federal Government only for the purpose of determining my past and current immigration status for determining my suitability and eligibility for enlistment into the United States Navy, and that it may be disclosed by the Government only as authorized by law. I understand that I may request a copy of such records as may be available to me under the law.

Photocopies of this authorization that show my signature are valid. This authorization is valid for five (5) years from the date signed or upon termination of my affiliation with the Federal Government, whichever is sooner.

Signature (Sign in ink)		Full name (Type or print legibly)		Date signed (mm/dd/yyyy)
Other names used			Date of birth	Social Security Number
Current street address	City	State	Zip Code	Home telephone number



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**Counter-Intelligence Brief**

YYMMDD: "This briefing is to alert you to the possibility that you may become a target for intelligence gathering by agents of communist countries or countries whose interests are hostile to the interest of the United States. Unfortunately, the governments of some countries may attempt to use relatives or friends as a means of forcing the American service member to divulge secrets. These governments may threaten your distant relatives or friends, or offer special privileges and favors in return for your money or information. Some of these governments may even attempt to gather intelligence by simply offering money or friendship to you.

Hopefully, you will never be approached by a foreign agent who is trying to obtain information, national secrets (or money) from you. But if you are ever contacted or hear of contact made to your friends or family by a representative of a communist or hostile government, the Navy requires you to report the incident to your Commanding Officer.

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(Signature of OR)

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(Signature of Applicant)