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

OPNAVINST 1131.1
N2
27 Jan 2003

OPNAV INSTRUCTION 1131.1

From: Chief of Naval Operations (N2)

Subj: RESTRICTED LINE DIRECT APPOINTMENT PROGRAM FOR INACTIVE DUTY SPECIAL DUTY OFFICER (INTELLIGENCE 1635)

Ref: (a) OPNAVINST 1120.3
(b) COMNAVRESCRUITCOMINST 1131.1A
(c) SECNAVINST 5510.30A

Encl: (1) Officer in Charge Guide to Preparation of Direct Commission Packages

1. Purpose. To establish guidance and procedures for the administration of the Naval Reserve Special Duty Intelligence Officer (1635 - inactive) direct appointment program.

2. Cancellation. COMNAVRESINTCOMINST 1131.3D.

3. Background

a. Requirement. Naval Reserve Special Duty Intelligence billets (1635) should be primarily filled by 163X officers released from active duty or by other warfare officers with active duty experience who can qualify for the 1635 designator. Because these resources are often inadequate, procurement of 1635 officers has been authorized through direct appointment of qualified enlisted reserves and civilians. References (a) and (b) provide guidance.

b. Current Procedures. References (a) and (b) establish policy and basic procedures for the current 1635 (inactive) direct appointment program. This instruction amplifies references (a) and (b), and establishes procedures for Chief of Naval Operations (N2R) management. CNO N2R's mailing address is: Chief of Naval Operations (N2R), National Maritime Intelligence Center, Room 3A104, 4251 Suitland Road, Washington DC 20395-5720.

4. Policies

a. General. Navy officer recruitment policies for reserves are issued in reference (b). In case of conflict between this

instruction and instructions of higher authority, guidance should be obtained from the CNO N2 Technical Manager (CNO N2R), or the Intelligence Community Manager (CNO N2M).

b. Recruiting Goals. This program specifically targets individuals who can make an immediate contribution to the Navy, and with proper intelligence training, be competitive with their peer group. Accordingly, each Reserve Intelligence Area Commander (RIAC) will maintain an all-source officer recruiting program placing the highest emphasis on nominating quality candidates capable of immediate assimilation into the Naval Reserve Intelligence Program (NRIP).

c. Applicant Processing. Primary responsibility for processing applications rests with the Commander, Naval Reserve Recruiting Command (COMNAVRESCRUITCOM), and the Recruiting Area (NAVCRUIT Area). The recruiting area will refer an applicant to the local Officer in Charge (OIC) for a Top Secret/Sensitive Compartmented Information (TS/SCI) suitability check, OIC interview, and a RIAC appraisal board. The Reserve Intelligence Area (RIA) OIC will forward a written recommendation of each applicant to the local Naval Reserve Officer Recruiter for further information and processing. Although final authority and routing of all packages rests with COMNAVRESCRUITCOM, RIA letters of recommendation will clearly indicate whether Direct Commission (DIRCOM) packages meet objectives and/or community competitive guidelines as determined collectively by the OIC and RIAC appraisal boards. Given the competitive nature of the process and the large number of DIRCOM packages received in any given year, packages receiving an unfavorable RIA endorsement will be considered non-competitive and shall be removed from further consideration.

d. Standards of Evaluation. The RIA will screen applicants thoroughly to ensure only top quality applicants are forwarded to the Professional Screening Board assembeled by CNO N2R. Applicants with the highest probability of selection will possess intelligence-related skills or aptitudes which are of immediate value to the NRIP. The following guidelines should be taken into consideration when screening candidates. If the candidate is determined to be competitive at the national level, these qualifications should be addressed in the OIC endorsement of the candidate:

(1) Qualifications. All qualifications set forth in references (a) through (c).

(2) Leadership and Promotion Potential. Demonstrated record of leadership, management, or supervisory experience in civilian and/or military organizations.

(3) Educational Background. In addition to the required degree, educational background, or employment in math, physics, oceanography, engineering, chemistry, computer science, or other related technical fields. Education and experience in Business Management, International Relations, Political Science, Foreign Area Studies, Naval/Military History and related fields are highly desirable.

(4) Foreign Language Skill. Possessing certifiable language skills in one or more critical languages is considered an attribute.

(5) TS/SCI Suitability Check. Exemplary character without history of financial irresponsibility, drug or alcohol abuse, a record of felonies or misdemeanors, or erratic work history. Applicants with a recent or frequent history of the aforementioned traits, or irresponsibility are not in keeping with Navy Core values and will be removed from further consideration. Persons with close contact with foreign nationals must be carefully screened to ensure their SCI eligibility. Personnel with dual citizenship will not be considered.

(6) Age Limit. Per reference (b), applicants must be 34 years of age or less at the time of commissioning. In exceptional circumstances, applicants 35 years of age and over with prior military service may be considered for an age waiver per reference (b).

(7) Physical Fitness. OICs should coordinate with local recruiters to ensure applicants meet established height and weight or body fat standards. If a candidate is not within standard height/weight limits, ensure that the OIC endorsement contains documentation indicating the candidate has been measured and complies with body fat standards (if applicable). Applicants not meeting physical standards will be disqualified based on objective criteria and removed from further consideration.

(8) Prior Intelligence Background. Prior military or current civilian employment in an intelligence, intelligence-related, or defense-oriented organization is considered an asset.

(9) Retention Considerations. Applicants should exhibit a tangible record of perseverance and achievement, indicating a high probability of long-term commitment to the Naval Reserve. Candidates should be willing to commit the time and effort required to succeed as a 1635 officer.

e. Recruiting of High Visibility or Essential Government Employees. Certain civilians may not be subject to mobilization due to their civilian occupations. Reference (a) provides guidance on recruiting personnel who hold a local, state or national elected or appointed political position, and who must receive approval of the Secretary of the Navy prior to commissioning. CNO N2R must be notified as soon as processing of such a candidate is initiated. Persons classified as essential government employees who cannot be mobilized will not be considered.

f. Recruiting of Members of Other Services. Enlisted members of other reserve components on inactive duty may be recruited, provided they have obtained contingent release authorization from their current reserve organization. No person on active duty will be recruited for this program.

g. Recruiting Basic Reserve Intelligence Training – Enlisted (BRIT-E) candidates. Although enlisted intelligence professionals are a rich resource from which to harvest future 1635 officers, students in BRIT-E who meet DIRCOM requirements cannot apply until after graduating from BRIT-E.

h. Privacy. The Privacy Act requirements for this program are set forth in reference (b) and will be carefully observed.

i. Safeguarding of Documents and Personal Data. Direct commission application documents may contain sensitive information and must be handled per policies set forth in reference (b). OICs will provide locked storage for all files and documents relative to applicants. These files and documents should also be double-wrapped before mailing or hand-carried. The information in these records will be disclosed only to personnel who have a valid requirement for evaluating the applicant's eligibility for a commission. Third party information will not be disclosed to the applicant. Copies of third party information shall be destroyed by CNO N2R after completion of each selection board.

5. Forwarding a DIRCOM Package. Forward DIRCOM packages per reference (b). Enclosure (1) provides a checklist for OICs to ensure completeness of the applicant's package. OICs will ensure packages contain the following:

a. OIC letter of endorsement to the recruiter with a statement addressing the candidate's suitability (for both objective and community criteria).

b. Typed RIA Appraisal Sheets which were completed by a RIA board comprised of three 1635 senior officers (CDR/CAPT).

6. Board Procedures

a. Overview. The DIRCOM selection process is based on a highly competitive review that evaluates candidates based on the "whole person" concept with considerable emphasis placed on well-rounded, motivated individuals with proven or potential leadership ability, analytical skills, and a proven record of success. CNO N2R convenes Professional Screening Boards consisting of a mix of at least five 1635 and 1637 officers. CNO N2R will select board members and conduct the board per the standards adopted by Navy Selection Boards. At the conclusion of the board, a report is prepared summarizing the board's recommendations and signed by CNO N2R. This summarization will be forwarded to COMNAVRESCRUITCOM for final selection. The results will be forwarded to OICs when approved by COMNAVRESCRUITCOM.

b. DIRCOM quotas. The authorized number of annual DIRCOM quotas is based on the COMNAVRESFOR 1635 officer accession plan. The quota for each board initially is determined by dividing the annual quota by the number of CNO N2R boards convened per year. This number is reviewed periodically, and can be revised up or down based on changing accession needs. Each board will be advised regarding the number of candidates that can be selected for that particular board. The board is authorized to select fewer candidates if sufficient numbers of competitive candidates are not available. Discretionary authority on these matters is left to the board.

c. Voting Selection Resubmission. The CNO N2R Professional Screening Board is charged with maintaining the integrity and independence of the board, and fostering careful consideration, without prejudice or partiality, of all eligible candidates. Upon notification of board membership, members will not disclose

their membership or participation in the CNO N2R Screening Board to personnel outside their immediate chain of command. Board members will base their recommendations on the material in each candidate's record, and information provided to the board. Voting will be conducted per standard Navy Selection Boards procedures. The results of each board will be grouped as follows:

(1) Select – for candidates meeting the most competitive selection criteria. These candidates will be forwarded to COMNAVRESCRUITCOM with a recommendation for a 1635 commission.

(2) Non-Select – for candidates not meeting competitive selection criteria. These candidates will be removed from further consideration for a minimum period of 1 year. Candidates wishing to reapply must have the support of the recruiter, show significant change in their package, and must repeat the OIC interview and RIA appraisal board.

(3) Hold – for candidates meeting competitive selection criteria, but not receiving a recommendation for commission due to limited quotas. These candidates will automatically be considered at the next CNO N2R Board.

(4) Resubmit – for packages that raised questions or precluded a final vote due to insufficient information. The package will be returned to COMNAVRESCRUITCOM, and may be resubmitted and boarded when all requirements have been met.

d. Rejection. The Naval Reserve Officer Recruiter may reject applicants at various stages of the process. Applicants failing to meet requirements established in references (a) through (c) will be so advised by the Naval Reserve Officer Recruiter and their process terminated. The Naval Reserve Officer Recruiter may also terminate the process if applicants receive an unfavorable endorsement by the OIC.

e. Not Physically Qualified (NPQ) Status. Applicants who were rejected due to a temporary physical condition may reapply when all physical requirements have been met.

f. Inquiries and Recommendations on Behalf of Applicant. Answers to inquiries received on behalf of applicants from public officials, or other members of the community, should be forthright and tactful, maintaining both the integrity of the

Direct Appointment Program and good community relations. The local Naval Reserve Officer Recruiter will handle inquiries of all applications. Freedom of Information Act requests with respect to documents held by the OIC must be acted upon by the host activity. OICs should obtain guidance from CNO N2R and COMNAVCRUITCOM prior to advising the host air activity Commanding Officer on a course of action.

g. Continuation in the NRIP Continuation in the intelligence program is contingent upon satisfactory completion of all BRIT training requirements. Any officer failing to complete all Basic Training requirements will be administratively removed from the program.

7. Responsibilities. The Chief of Naval Operations N2M, N2R, and COMNAVRESFOR will employ the following division of responsibilities.

a. Deputy Director of Naval Intelligence for Reserve Affairs CNO N2R:

(1) Consult with Intelligence Community Management (CNO N2M), COMNAVRESCRUITCOM, and the Department of Navy Central Adjudication Facility (DONCAF) for procedural and policy issues that may impact the DIRCOM process.

(2) Draft and issue an annual DIRCOM screening board schedule. This schedule will list which RIAs are responsible to provide board members, briefers, and administrative support for the boards.

(3) Develop and issue DIRCOM precepts and guidelines for DIRCOM board members. Advise each board regarding the maximum number of selections that can be made.

(4) Convene and conduct a professional screening board consisting of 1635 and 1637 officers.

(5) Forward the board’s selection recommendations to COMNAVRESCRUITCOM.

(6) Issue final results upon authorization of COMNAVRESCRUITCOM.

(7) Coordinate with COMNAVRESFOR (N2) regarding DIRCOM accession requirements. Adjust the number of DIRCOM accessions as necessary during the fiscal year.

(8) Provide a voting member and recorder for the professional screening board.

b. Reserve Intelligence Area Commander:

(1) Responsible for maintaining an active officer recruiting and direct appointment programs.

(2) Establish a procedure for referring highly qualified candidates to the Naval Reserve Officer Recruiter, ensuring the quality and objectivity of applicant recommendations.

(3) Designate officers to serve on direct appointment screening boards. Ensure such officers are properly trained and qualified.

(4) Ensure also all concerned are familiar with the contents of references (a) through (c) and understand the importance of recruiting qualified candidates.

c. OIC:

(1) Manage officer recruiting and the direct appointments program within the area.

(2) Initiate a Single Scope Background Investigation (SSBI) only upon notification by CNO N2R of the applicant's tentative selection. Final selection is conditional upon satisfactory adjudication of the SSBI.

(3) Maintain liaison with CNO N2R and the local Naval Reserve Officer Recruiter concerning procedures and progress of applications.

(4) Interview applicants referred by the Naval Reserve Officer Recruiter and complete an OIC Guide for Preparation of DIRCOM Packages, (see enclosure (1)).

(5) Forward a letter of recommendation to the Naval Reserve Officer Recruiter with a statement indicating whether or not the candidate meets all objectives and community criteria.

(6) Forwards OIC endorsement and typed RIA Appraisal Sheets to Naval Reserve Officer Recruiter.

(7) Determines probable eligibility of applicant for SSBI based on reference (c).

(8) Upon notification by CNO N2R, finalize preparation of the SSBI package for applicants conditionally selected for appointment and submit the package to the Defense Security Service (DSS).

d. COMNAVRESCRUITCOM Naval Reserve Officer Recruiter:

(1) Recruit and follows-up on referrals.

(2) Process preliminary questionnaires, application packages, and screen applicants for drug involvement and selection competitiveness. On questionable cases, consult the OIC for specific or potential background investigation problems.

(3) Schedule physicals, check employer and military references and records, conduct police records check, and collect college transcripts.

(4) Perform a quality assurance check of packages prior to submission to CNO N2R.

(5) Upon receipt of commissioning documents from NAVPERSCOM, swear the member in, return signed appointment documents to NAVPERSCOM (PERS 803), and prepare affiliation package.

R. B. PORTERFIELD
Director of Naval Intelligence

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OFFICER IN CHARGE (OIC) GUIDE FOR PREPARATION OF DIRCOM PACKAGES

The local Reserve Intelligence Area plays a significant role in the selection process for DIRCOM candidates. The clarity of the interview sheets, strength and completeness of the OIC endorsement, and the general thoroughness of the DIRCOM package are all factors affecting the package's overall quality. This guide provides recommendations and checklists to help ensure consistency and thorough preparation of DIRCOM packages to be sent to the Chief of Naval Operations (N2R) Professional Screening Board.

I. LOCAL BOARDS

Local boards should be composed of senior 1635 officers (O-5 and above). Prior to serving, board members will familiarize themselves with the board process, governing instructions, criteria for selecting candidates, and the general process and flow of the Professional Screening Board. Board members should be thoroughly briefed on the need for producing substantive, well-supported interview appraisals. Narratives should reflect and support the numerical grades assigned on the interview sheet.

The following Checklist is a tool for preparing local boards:

- ❑ Is a primary coordinator of local DIRCOM boards designated?
- ❑ Is a minimum of three senior 1635 officers, O-5 and above, assigned to each local board?
- ❑ Are board members trained and briefed on selection criteria, board process, writing requirements, and relevant instructions?
- ❑ Are board members provided with complete packages on all applicants?
- ❑ Are board members provided with hard and electronic copies of interview appraisal sheets?

II. DIRCOM PACKAGE

It is important to ensure that DIRCOM packages are thorough and provide all required information. **The following checklist is a tool for ensuring completeness of DIRCOM packages per this instruction:**

OICs should ensure applicants are screened to ensure:

- Applicant is no older than 34 years of age.
- Applicant not enrolled in BRIT.
- Applicant does not have degree in Theology/Divinity, Music or Health Sciences.

Following items should be included in each applicant's package prior to forwarding to the local Naval Reserve Officer Recruiter:

- Typed interview appraisal sheets from a minimum of three senior 1635 officers.
- Letter of recommendation to the Naval Reserve Officer Recruiter with a statement indicating the candidate does or does not meet all objective and community criteria.
- OIC letter of endorsement. This letter will include the following information:

  - Is applicant within height/weight standards? Include body fat percentage if out of height/weight standards.
  - Does applicant possess a SSBI? If so, list date.
  - Does applicant have prior military or current civilian employment in an intelligence, intelligence-related or defense-oriented organization?
  - Has applicant previously applied for a direct commission in the intelligence program?
  - Substantive narrative commenting on the individual's demonstrated leadership skills, leadership potential, and qualifications.
  - Assessment of the applicant's commitment and overall desirability for program.

III. FORWARDING DIRCOM INFORMATION

As indicated above, a signed hardcopy of the material in the DIRCOM package is forwarded from the RIA to the Naval Reserve Officer Recruiter. Additionally, OICs are required to e-mail an electronic copy of the OIC Endorsement and Interview Appraisal Sheets to CNO N2R. This will streamline the record preparation at the national level, and will allow for a preliminary quality assurance check prior to CNO N2R's receipt of the applicant's package from Reserve Recruiting Command. OIC Endorsements and Interview Appraisal Sheet should be e-mailed to: dircom@nric.cnrf.navy.mil.