



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

OPNAVINST 1120.13A CH-1
N13
3 MAY 2012

OPNAV INSTRUCTION 1120.13A CHANGE TRANSMITTAL 1

From: Chief of Naval Operations

Subj: PROFESSIONAL RECOMMENDATION FOR OFFICER ACCESSIONS

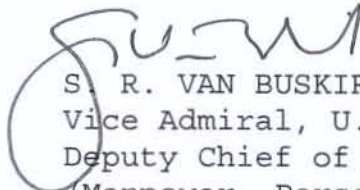
Encl: (1) Revised Page 1
(2) Revised Page 4

1. Purpose. To transmit new pages 1 and 4, which revise the applicability paragraph to include the Judge Advocate General (JAG) and remove JAG from the board precept requirement. The JAG will set professional certification guidelines for JAG program applicants.

2. Action

a. Remove page 1 of the basic instruction and insert enclosure (1) of this change transmittal.

b. Remove page 4 of the basic instruction and insert enclosure (2) of this change transmittal.


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OPNAV INSTRUCTION 1120.13A

From: Chief of Naval Operations

Subj: PROFESSIONAL RECOMMENDATION FOR OFFICER ACCESSIONS

Ref: (a) 10 U.S.C.

Encl: (1) Active Component Community Professional
Recommendations to Navy Recruiting Command

1. Purpose. To identify roles and responsibilities for the professional recommendation for officer accessions via Commander, Navy Recruiting Command (COMNAVCRUITCOM).

2. Cancellation. OPNAVINST 1120.13.

3. Applicability. All officer communities, except naval nuclear propulsion, naval special warfare, and Judge Advocate General Corps (JAGC) communities.

a. The Director, Naval Nuclear Propulsion will set professional certification guidelines for Naval Nuclear Propulsion Program applicants.

b. Naval Special Warfare Command will set professional certification guidelines for Basic Underwater Demolition and Sea, Air and Land (SEAL) Special Operations Forces training applicants.

c. The Judge Advocate General will set professional certification guidelines for JAGC program applicants.

4. Background. As the Navy shapes and stabilizes its force to obtain better fit across the officer communities in a total force framework, it is essential to access new officers with the proper knowledge, skills, abilities, professional requirements, and leadership potential. Additionally, it is necessary to remain within statutory guidelines as prescribed in reference (a). To that end, an appropriate level of senior officer review and vetting of each candidate's professional qualifications are necessary to ensure the fleet is provided with officers that have the right skills and required qualifications to ensure long

term health of the force. Providing a standard policy will be beneficial to our processes of screening and accessing quality applicants.

5. Roles and Responsibilities

a. Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (DCNO (N1)). DCNO (N1) is responsible for assessing the Navy's manpower requirements, identifying associated personnel capabilities, and setting overarching accession and recruiting policy.

b. Office of the Chief of Naval Operations, Director, Military Personnel Plans and Policy Division (OPNAV (N13))

(1) Chief of Naval Operations memorandum 1000 of 16 June 1999 permitted DCNO (N1) to authorize OPNAV (N13) to approve, sign and issue all program authorizations (PAs). PAs are policy documents that prescribe commissioning qualifications, eligibility requirements, accession source, obligated service requirements, and other related topics for a specific community or designator's officer accession program.

(2) Responsible for revision and updates to this instruction.

c. COMNAVCRUITCOM. COMNAVCRUITCOM will prescribe policies, procedures and practices for recruiting, processing, affiliating and commissioning men and women as officers of the United States Navy and Navy Reserve.

(1) COMNAVCRUITCOM will recruit officer candidates per the approved PAs and determine if the applicant meets the basic enlistment and commissioning eligibility requirements, including security clearance eligibility, medical qualification and physical fitness and body composition standards.

(2) If an applicant passes initial screening requirements, COMNAVCRUITCOM will forward NAVCRUIT 1131/2 Application Processing and Summary Record to the applicable Bureau of Naval Personnel Officer Community Manager (BUPERS-31)

or Commander, Navy Recruiting Command, Officer Accessions Programs (N31), depending on the community sponsor of each designator.

(3) COMNAVCRUITCOM will act as the community sponsor for aviation and surface warfare and select candidates to meet their assigned shipping goals.

d. Community Sponsors. Community sponsors are responsible for conducting formal professional recommendation boards to review officer candidate professional qualifications based on their community guidelines or professional requirements for individual officer designators.

(1) At a minimum, a review of all candidates provided by COMNAVCRUITCOM must be completed semi-annually. If the goal is less than 20 accessions, at a minimum, a review of all candidates provided by COMNAVCRUITCOM must be completed annually by the second quarter of that fiscal year.

(2) Community sponsors will provide the fiscal year professional recommendation board schedule to COMNAVCRUITCOM at least 3 months prior to the start of the new fiscal year. Once submitted, any changes to the professional recommendation board schedule will be approved through the community sponsor and conveyed to COMNAVCRUITCOM no later than 30 days prior to the board's convening date.

(3) Each professional recommendation board will be comprised of a minimum of a three-member board led by a senior member (O6 or civilian equivalent (GS-15 or YC3)). Other board members will be officers of the active or reserve components. Each board will determine if each officer candidate meets or does not meet the professional qualifications of their requested designator.

(4) Flag officer community sponsors, or their respective designee, will endorse each list of officer candidates as meeting the professional qualifications for commissioning.

(5) Community sponsors responsible for reviewing officer candidate professional qualifications are listed in enclosure (1).

e. Navy Personnel Command, Distribution Operations Management (PERS-4). PERS-4 will provide board support to community sponsors and work in coordination with BUPERS-31 to ensure each professional recommendation board is filled by the requisite personnel.

f. BUPERS-31. BUPERS-31 will provide expertise to respond to community questions and designator specific qualifications.

(1) BUPERS-31 will propose updates to officer PAs when required by law, policy or a change in fleet requirements.

(2) BUPERS-31 will liaise with community sponsors and PERS-4 as necessary to review officer candidate packages and assist in selecting primary and alternate candidates. With the exception of health professional program designators, BUPERS-31, or detailers, who are in pay grade O6 or above may act under delegated authority of the community sponsor if delegated.

6. Selection Procedures

a. COMNAVCRUITCOM will submit NAVCRUIT 1131/2s, which meet the initial screening requirements, to the appropriate community sponsor, community manager or detailer for review by a professional recommendation board.

b. Due to professional certification requirements, the following communities require a board precept: Medical Corps, Dental Corps, Nurse Corps, Medical Service Corps, and Chaplain Corps. All other communities shall establish written standard operating procedures to provide guidance to board members.

c. Using criteria in subparagraph 6d below, the professional recommendation board shall identify and recommend for selection those applicants possessing the highest potential for successful naval service. When considering applicants for selection, board members must remember that diversity within the ranks is a strategic imperative for Navy.

d. Criteria for professional recommendation, other than those specified below, will be provided to each board by the community sponsor via precept or standard operating procedure as

required by subparagraph 6b above. COMNAVCRUITCOM shall screen for basic eligibility criteria and the professional review board shall evaluate candidates under the following criteria:

(1) Academic Performance. College scholastic record, institution attended, academic curriculum completed, grade point average, class standing, and extracurricular activity or employment status.

(2) Test Scores. Performance on qualification test score(s) including, but not limited to, Officer Aptitude Rating, Aviation Selection Test Battery, Law School Admission Test, and Medical College Admission Test (when required).

(3) Professional Certification. Board certified when required by a state or federal agency.

(4) Commitment. Strong motivation to serve as an officer and a positive attitude towards public service.

(5) Leadership Potential. Demonstrated leadership and teamwork skills and ability to manage multiple tasks to include positions of leadership and responsibility in academic or civic organizations.

(6) Work Experience. Previous work experience as determined by employment history and employer references.

(7) Foreign Language Proficiency and Cultural Expertise. Demonstrated ability or potential to contribute to Navy's success in building relationships with foreign navies and coalition partners. Indicators of such ability or potential may include a wide spectrum of individual characteristics, experiences and skill sets, which enhance Navy mission readiness. Examples include fluency in languages, cultural knowledge, living or studying abroad and life experiences within diverse cultures.

(8) Qualities of Character. Honor, courage and commitment as determined through exemplary behavior. Indicators include letters of reference, observations during the interview process, and absence of adverse matter in the NAVCRUIT 1131/2. Adverse matter is defined as admission to, arrest for, or conviction for an academic honor code violation, non-judicial

punishment, misdemeanor or felony (excluding minor traffic infractions) as whether admitted or discovered in investigative summaries.

(9) Prior Service. Previous military records, or records of a previously attended military service academy, or officer training program, if applicable. Particular attention shall be afforded to the reasons surrounding disenrollment for an applicant previously enrolled in any program leading to commission as an officer in the United States Armed Forces. The recommendations of former commanding officers, academy or school officials regarding the applicant's potential as a naval officer are of specific interest.

(10) Interview Appraisals. As required per accessions PA.

(11) Personal Recommendations. Personal recommendations from field recruiting activity staff, community leaders, school officials or active, reserve or retired officers.

(12) Adversity. Board members shall carefully consider applicants who have overcome significant personal or environmental adversity to become qualified prospects for service as a naval officer. Boards may apply an "adversity plus-up" to the scoring rubric used by that professional recommendation board.

e. Final Determination. The professional recommendation board will make the final determination as to whether the applicant meets selection criteria. Upon completion of a professional recommendation board, the community sponsor or designee will provide COMNAVCRUITCOM a signed report containing the names of all applicants with the board's recommendations (digital signature is acceptable). The community sponsor will provide COMNAVCRUITCOM with the endorsed list within 5 working days of the professional recommendation board's adjourning date.

f. Processing. Upon receipt of a favorable recommendation by the professional recommendation board, COMNAVCRUITCOM will continue processing the officer candidate to determine security clearance eligibility, medical and health suitability, and physical fitness and body composition standards.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007.

8. Forms and Report Control

a. NAVCRUIT 1131/2 Application Processing and Summary Record is available via the Navy Recruiting Command Web site at http://www.cnrc.navy.mil/Publications/PDF%20FORMS/1131_238_APSR-Latest%20Version.pdf.

b. The reporting requirement contained in paragraph 6e on page 6 is exempt from reports control per Secretary of the Navy Manual 5214.1 of December 2005.



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OPNAVINST 1120.13A
01 AUG 2011

**Active Component Community Professional Recommendations
to Commander, Navy Recruiting Command**

Community	Minimum Requirement (Program Authorization)	Additional Screening Directive	Community Sponsor
SWO 116X	PA 100	COMNAVCRUITCOMINST 1131.2D	Commander Naval Surface Forces via Commander Naval Recruiting Command
SUBS 117X	PA 100A	n/a	Director, Naval Nuclear Propulsion
SPEC WAR 118X	ACTIVE PA 100D - RC PA 229	n/a	Commander Naval Special Warfare Command
EOD 119X	PA 100E	None	Commander Navy Expeditionary Combatant Command
AVIATION 13XX	PA 106/107	COMNAVCRUITCOMINST 1131.2D	Commander Naval Air Forces via COMNAVCRUITCOM
HR 120X	Active - None RC PA 230	None	Director, Total Force Programming and Manpower Management Division (OPNAV (N12))
NUCPWR INST 121X	PA 100B	n/a	Director, Naval Nuclear Propulsion
NR ENGINEER 122X	PA 100B	n/a	Director, Naval Nuclear Propulsion
EDO 146X	Active - None RC PA 203	None	Commander, Naval Sea Systems Command
AEDO 151X	Active - None RC PA 232	None	Commander, Naval Air Systems Command
AMDO 152X	Active PA 107B RC PA 204A	None	Commander, Naval Air Systems Command
MMR 1625/1675	Active - N/A RC PA 221C	None	Director, Strategic Mobility and Combat Logistics Division (OPNAV (N42))
PAO 165X	Active PA 103 RC PA 208	None	Chief of Information
FAO 17XX	No Direct Accessions	None	Director, Information Plans and Policy (OPNAV (N52))
OCEANO 180X	Active PA 101E RC - PA 205	None	Oceanographer of the Navy
IW 181X	Active PA 101H RC - PA 206	None	Commander, Navy Cyber Forces
IP 182X	Active PA 101G RC PA 231	None	Commander, Navy Cyber Forces
INTEL 183X	Total Force PA 107A	None	Commander, Navy Cyber Forces
CWE 184X	Active PA 121	None	Commander, Naval Network Warfare Command
MC 210X	Active PA 113 RC - PA 212	OPNAVINST 1120.4A	Chief, Bureau of Medicine and Surgery
DC 220X	Active PA 114 RC - PA 213	OPNAVINST 1120.5A	Chief, Navy Dental Corps
MSC 230X	Active and RC - PA 115	OPNAVINST 1120.8	Director, Medical Service Corps
JAG 250X	Active PA 111 RC - PA 209	OPNAVINST 1120.11 JAGINST 1150.1B	Judge Advocate General
NC 290X	Total Force PA 116	OPNAVINST 1120.7	Director, Navy Nurse Corps
SUPPLY 310X	Active PA 102 RC PA 227	OPNAVINST 1120.6	Chief of Supply Corps
CHC 410X	Active PA 110 RC PA 219	OPNAVINST 1120.9 COCINST 1110.1H	Chief of Chaplains
CEC 510X	PA 104 A	OPNAVINST 1120.10	Chief of Civil Engineers

Enclosure (1)