



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

IN REPLY REFER TO

OPNAVINST 1200.3

N2

17 January 2003

OPNAV INSTRUCTION 1200.3

Subj: NAVAL RESERVE OFFICER PROCEDURES AND STANDARDS FOR  
CHANGE OF DESIGNATOR TO SPECIAL DUTY OFFICER,  
INTELLIGENCE (1635)

Ref: (a) OPNAVINST 5401.8B  
(b) BUPERSINST 1001.39D  
(c) OPNAVINST 1001.

- Encl:
- (1) Sample In-Training Status Request
  - (2) Sample Commanding Officer Endorsement For In-Training Status Request
  - (3) Sample Reserve Intelligence Area Commander Endorsement For In-Training Status Request
  - (4) Sample Change of Designator Request
  - (5) Sample Commanding Officer Endorsement For Change of Designator
  - (6) Sample Reserve Intelligence Area Commander Endorsement For Change of Designator
  - (7) Sample Concurrent Change of Designator and 9600 NOBC 9600 Request
  - (8) Sample Commanding Officer Endorsement For Concurrent Change of Designator and 9600 NOBC 9600 Request
  - (9) Sample Reserve Intelligence Area Commander Endorsement For Concurrent Change of Designator and 9600 NOBC 9600
  - (10) Sample NOBC Approval Letter For Navy Officer Billet Classification Code 9600

1. Purpose. This instruction amplifies references (a) and (b) with respect to the management of:

a. In-Training Status (ITS) preparatory to a Change of Designator (COD) for Special Duty Officer, Intelligence (1635).

b. Change of Designator to Special Duty Officer, Intelligence (1635).

2. Cancellation. COMNAVRESINTCOMINST 1200.1A.

3. Discussion. The Naval Reserve Intelligence Program (NRIP) draws its officers from a multitude of sources and backgrounds seeking re-designation as 1635 Naval Reserve intelligence officers.

4. In-Training Status. In-Training Status (ITS) provides Reserve (non-1635) officers the opportunity to drill and participate in the Basic Reserve Intelligence Training (BRIT) course while preparing for a change of designator to 1635. The training period will not exceed 2 years unless an extension is approved by the Chief of Naval Operations (CNO N2R). The criteria for applying for In-Training Status preparatory to change of designator (1635) are delineated below. Commander, Naval Personnel Command (PERS 911) is the final approval authority for all requests.

a. Grade. Junior officers who have not failed to select for promotion in current grade. It is strongly recommended that the applicant be an O3 or below with fewer than 7 years of service in order to obtain maximum benefit from their 1635 career. Per Commander Naval Reserve Intelligence Command Notice 1420 (Naval Reserve Intelligence Command FY02 Manpower and Mobilization Policy Guidance) produced annually, Lieutenant Commanders will not be granted ITS unless there is a shortage of officers at the O4 and O5 level.

b. Education. The applicant must possess a 4-year Baccalaureate Degree from a regionally accredited institution. The degree may be in any field except Theology/Divinity or Health Science.

c. Drill status. Officers can apply for, and begin, their ITS while assigned to an Intelligence Volunteer Training Unit (IVTU) in a non-pay status.

d. Experience. Experience and education considered most valuable to the NRIP are:

(1) Strong, consistent, and demonstrated leadership skills.

(2) Active duty operational intelligence experience.

(3) Warfare qualification.

(4) Proven/strong competitive performance in current community (based on a review of the officer summary record (OSR)/performance summary record (PSR)).

(5) Technical expertise in Information Technology (IT), Engineering, or Defense Oriented Research and Development.

(6) Education, experience, or expertise in international relations, foreign affairs, political science, economics, or the civil maritime industry.

(7) Language proficiency, including written, and current and continuing usage.

e. ITS submission procedures. Enclosure (1) provides a sample ITS request. Officers seeking a Change of Designator (COD) to 1635 will submit an ITS application to the below address. Note: Reference (b) may still reflect ONI-R as an addressee. Until such time that all applicable instructions have been updated, use below routing guidance with CNO N2R vice ONI-R:

Commander, Navy Personnel Command (PERS-911)

Via: (1) Unit Commanding Officer

(2) Reserve Intelligence Area Commander (RIAC)/Reserve Intelligence Area Officer in Charge (RIA-OIC)

(3) Chief of Naval Operations (N2R), National Maritime Intelligence Center (RM 3A104), 4251 Suitland Road, Washington DC 20395-5720

(1) Include an Officer Qualification Questionnaire (OQQ) with the ITS request letter.

(2) Include copies of Fitness Reports covering the last two reporting periods. Typically, an OSR/PSR will not be current. Inclusion of Fitness Reports will avoid unnecessary delays.

(3) Include academic background covering major fields of study, grade point average, honors, and degree(s) obtained.

(4) Indicate civilian and/or military experience, emphasizing intelligence and supervisory related experience.

(5) Explain events in the applicant's record which may not be evident to selection board members (i.e. reason for not obtaining warfare qualification as a shipboard division officer; reason for attriting from specialty training, etc.).

(6) Provide date and place of birth, date of rank, height, weight, and body fat percentage for those exceeding the height/weight threshold. Also provide the date, if applicable of the single scope background investigation (SSBI).

f. Endorsements

(1) Unit Commanding Officers will evaluate an applicant's performance, verify completeness of the package, and forward a recommendation. Enclosure (2) is provided as a sample C.O. endorsement.

(2) RIAC and RIA-OIC. Enclosure (3) is provided as a sample RIAC endorsement. Given the competitiveness and sheer numbers of ITS packages forwarded to a selection board for consideration, it is necessary for RIACs and OICs to provide as much information as possible on every candidate. For this reason, RIACs shall:

(a) Verify basic eligibility.

(b) Conduct an SSBI/pre-screening eligibility interview.

(c) For ITS requests, conduct a formal face-to-face interview with each officer and provide a written endorsement that includes a meaningful, substantive assessment of the candidate's potential for success and general competitiveness for promotion.

(d) Ensure each candidate meets minimum physical fitness and height/weight standards, has not failed to select in their current grade, and is not likely to fail to select before the completion of COD.

5. Change of Designator. Reserve officers who have completed all ITS requirements may apply for a COD to 1635 provided they meet the below requirements. PERS-911 is the final approval authority.

a. Grade. COD grade restrictions are derived from COMNAVRESINTCOM Notice 1420 (Naval Reserve Intelligence Command FY02 Manpower and Mobilization Policy Guidance) produced annually, and provides grade restrictions/guidance for officers applying for ITS.

b. Continued superior performance. Successful completion of the BRIT curriculum (or BRIT waiver), no administrative/disciplinary action pending, meet physical fitness and height weight standards, and satisfactory drill attendance.

c. Other requirements. Receipt of NOBC 9600, Basic Intelligence Officer.

d. COD Submission procedures. Enclosure (4) provides a sample of a COD request. Submit requests for COD (1635) to the below address. Note: reference (b) may still reflect ONI-R as an addressee. Until such time that all applicable instructions have been updated, use below routing guidance with CNO N2R vice ONI-R:

Commander, Navy Personnel Command (PERS-911)

Via: (1) Unit Commanding Officer  
(2) RIAC/RIA-OIC  
(3) Chief of Naval Operations (N2R), National Maritime Intelligence Center (RM 3A104), 4251 Suitland Road, Washington DC 20395-5720

- Include CNO N2R's letter certifying receipt of 9600.
- Include beginning and ending date of ITS.
- Include date of rank.
- Include date of SSBI.

- Include current PRT results, height, weight and body fat percentage.

e. Endorsements

(1) Unit Commanding Officer. Given the thorough screening given ITS applicants, the Commanding Officer's COD endorsement should simply revalidate the desirability of the officer and forward a recommendation. Enclosure (5) is provided as a sample C.O. endorsement.

(2) RIAC or RIA-OIC. Enclosure (6) is provided as a sample RIAC endorsement. Given the thorough screening ITS applicants undergo, the RIAC/OIC's COD endorsement should simply verify the member has completed the requirements for COD, provide billet assignment information, and forward a recommendation. Any adverse information on the member's performance or desirability for continued service as an Intelligence Officer should be included in the endorsement.

f. Concurrent COD and NOBC 9600 Submission procedures:

(1) Reference (c) details the requirements for obtaining a NOBC 9600.

(2) In an effort to reduce paperwork, officers may combine their NOBC 9600 and COD requests as one submission. Enclosure (7) provides a sample COD and NOBC request. Enclosures (8) and (9) provide a sample C.O. and RIAC endorsement. CNO N2R will provide PERS 911 a copy of enclosure (10) when forwarding the combined COD and NOBC request.

6. Responsibilities.

(a) CNO N2R will convene a quarterly Professional Review Board (PRB) for the purpose of evaluating ITS, BRIT waiver, and COD requests. They will evaluate each package based on the objective, professional, and technical merits established by reference (b) and this instruction. CNO N2R will order OSRs to assist in the evaluation of each officer. OSRs shall be used as

an administrative tool by the PRB to initially evaluate officers upon entry into the NRIP. CNO N2R will forward the results of the PRB to PERS-911 for final approval.

(b) PERS-911 will review each ITS/COD package based on the professional and technical merits established by this instruction, references (a) through (c), and approve or disapprove the request. Additionally, PERS 911 will notify the applicant of its decision by letter.



R. B. PORTERFIELD  
Director of Naval Intelligence

Distribution:

SNDL A5 (CHNAVPERS)  
23C (Reserve Force Commander)  
FR20 (Naval Reserve Intelligence Command)  
FS1 (Intelligence)  
OPNAV (N1, N2, N2M, N095)

OPNAVINST 1200.3  
17 January 2003

**SAMPLE IN-TRAINING STATUS REQUEST**

Date

From: LT John A Smith, USNR-R, 123-45-6789/1105  
To: Chief of Naval Personnel (PERS-911)  
Via: (1) Commanding Officer, Unit-1234  
(2) Commander, Reserve Intelligence Area ONE  
(3) Chief of Naval Operations (N2R), National Maritime  
Intelligence Center (RM 3A104), 4251 Suitland Road,  
Washington DC 20395-5720

Subj: REQUEST FOR ASSIGNMENT TO IN-TRAINING STATUS PREPARATORY  
TO CHANGE OF DESIGNATOR TO 1635 (INTELLIGENCE)

Ref: (a) OPNAVINST 1200.

Encl: (1) Officer Qualification Questionnaire (NAVPERS 1301/4)  
(2) Copies of last two Fitness Reports dated ddmmyy to  
ddmmyy and ddmmyy to ddmmyy

1. Per reference (a), I am requesting In-training status preparatory to change of designator to 1635 (Intelligence). (Include a brief statement why you desire to change your designator to 1635).

2. Listed below are my qualifications:

- a. Education: (Include both civilian and military education)
- b. Experience: (Include civilian work experience as well as significant military experience).
- c. Additional information applicant feels may be useful to the board (includes an explanation of potentially derogatory information, e.g. why member failed to obtain warfare qualification, explanation of broken service, etc).

Enclosure (1)



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3. The following additional information is provided per reference (a):

- Date of Birth: DD MMM YYYY
- Date of Rank: (DD MMM YYYY)
- Height: xft, xx inches,
- Weight: xxx lbs
- Body fat: xx%
- SSBI Date: DD MMM YYYY (if applicable)

J. A. SMITH

OPNAVINST 1200.3  
17 January 2003

**SAMPLE C.O. ENDORSEMENT FOR IN-TRAINING STATUS REQUEST**

1001  
Ser  
Date

FIRST ENDORSEMENT on LT John A. Smith, USNR-R, 123-45-6789/1105  
ltr of ddmmyy

From: Commanding Officer, NR UNIT 1234  
To: Commander, Navy Personnel Command (PERS-911)  
Via: (1) Commander, Reserve Intelligence Area ONE  
(2) Chief of Naval Operations (N2R), National Maritime  
Intelligence Center (RM 3A104), 4251 Suitland Road,  
Washington DC 20395-5720

Subj: REQUEST FOR ASSIGNMENT TO IN-TRAINING STATUS PREPARATORY  
TO A CHANGE OF DESIGNATOR TO 1635 (INTELLIGENCE)

1. Forwarded, recommending/not recommending approval.
2. Lieutenant Smith is...(provide a brief statement evaluating an officer's performance while under observation.)

I. M. CO

Copy to:  
LT Smith

Enclosure (2)

OPNAVINST 1200.3  
17 January 2003

**SAMPLE RIAC ENDORSEMENT FOR IN-TRAINING STATUS REQUEST**

1001  
Ser  
Date

SECOND ENDORSEMENT on LT John A. Smith, USNR-R, 123-45-6789/1105  
ltr of ddmmyy

From: Commander, Reserve Intelligence Area ONE  
To: Commander, Navy Personnel Command (PERS-911)  
Via: Chief of Naval Operations (N2R), National Maritime  
Intelligence Center (RM 3A104), 4251 Suitland Road,  
Washington DC 20395-5720

Subj: REQUEST FOR ASSIGNMENT FOR IN-TRAINING STATUS PREPARATORY  
TO A CHANGE OF DESIGNATOR TO 1635 (INTELLIGENCE)

1. Forwarded, recommending/not recommending approval.
2. A favorable SSBI pre-screening eligibility assessment has been completed.
3. Lieutenant Smith has not failed to select in his current grade, and meets the basic eligibility criteria for in-training status as set forth in reference (a).
4. A formal interview was conducted with Lieutenant Smith. Lieutenant Smith ...(summarize member's motivation, potential for success and general competitiveness for promotion. Remember, the CNO N2R PRB will have complete access to the member's OSR/PSR. This endorsement should attempt to capture any intangibles which may not be reflected in the member's official record.)

I. M. RIAC

Copy to:  
CO, NR UNIT-1234  
LT Smith

Enclosure (3)

OPNAVINST 1200.3  
17 January 2003

**SAMPLE CHANGE OF DESIGNATOR REQUEST**

Date

From: LT John A Smith, USNR-R, 123-45-6789/1105  
To: Chief of Naval Personnel (PERS-911)  
Via: (1) Commanding Officer, Unit-1234  
(2) Commander, Reserve Intelligence Area ONE  
(3) Chief of Naval Operations (N2R), National Maritime  
Intelligence Center (RM 3A104), 4251 Suitland Road,  
Washington DC 20395-5720

Subj: REQUEST FOR CHANGE OF DESIGNATOR TO 1635 (INTELLIGENCE)

Ref: (a) OPNAVINST 1200.  
(b) CNPC (PERS 911) ltr dtd dd MMM yy (In-training status  
approval)  
(c) ONI-OCR/CNRIC/CNO-N2R ltr dtd dd MMM yy (NOBC  
approval)

1. Per reference (a), I am requesting a change of designator to  
1635 (Intelligence).

2. Reference (b) approved assignment to in-training status.  
Reference (c) is approval of 9600 NOBC.

3. The following additional data is provided per reference (a):

- ITS period: DD MMM YYYY - DD MMM YY
- Date of Rank: DD MMM YYYY
- Date of SSBI: DD MMM YYYY
- Height: xft, xx inches,
- Weight: xxx lbs
- Body fat: xx%
- PRT Result:

J. A. SMITH

Enclosure (4)

OPNAVINST 1200.3  
17 January 2003

**SAMPLE C.O. ENDORSEMENT FOR CHANGE OF DESIGNATOR REQUEST**

1212  
Ser  
Date

FIRST ENDORSEMENT on LT John A. Smith, USNR-R, 123-45-6789/1105  
ltr of ddmmyy

From: Commanding Officer, NR UNIT 1234  
To: Commander, Navy Personnel Command (PERS-911)  
Via: (1) Commander, Reserve Intelligence Area ONE  
(2) Chief of Naval Operations (N2R)

Subj: CHANGE OF DESIGNATOR TO 1635 (INTELLIGENCE)

1. Forwarded, recommending/not recommending approval.
2. Lieutenant Smith...(provide amplification for adverse recommendation. Not required for favorable recommendation.)

I. M. CO

Copy to:  
LT Smith

Enclosure (5)

OPNAVINST 1200.3  
17 January 2003

**SAMPLE RIAC ENDORSEMENT FOR CHANGE OF DESIGNATOR REQUEST**

1212  
Ser  
Date

SECOND ENDORSEMENT on LT John A. Smith, USNR-R, 123-45-6789/1105  
ltr of ddmmyy

From: Commander, Reserve Intelligence Area ONE  
To: Commander, Navy Personnel Command (PERS-911)  
Via: Chief of Naval Operations (N2R), National Maritime  
Intelligence Center (RM 3A104), 4251 Suitland Road,  
Washington DC 20395-5720

Subj: CHANGE OF DESIGNATOR TO 1635 (INTELLIGENCE)

1. Forwarded, recommending/not recommending approval.
2. Lieutenant Smith has/has not met requirements set forth in reference (a). Member is currently drilling in NR UNIT 1234, AUIC:XXXX, RBSC: xxxx.
3. If applicable provide additional information for an adverse recommendation.

I. M. RIAC

Copy to:  
CO, NR UNIT-1234  
LT Smith

Enclosure (6)

OPNAVINST 1200.3  
17 January 2003

**SAMPLE CONCURRENT CHANGE OF DESIGNATOR & 9600 NOBC REQUEST**

Date

From: LT John A. Smith, USNR-R, 123-45-6789/1105  
To: Chief of Naval Personnel (PERS-911)  
Via: (1) Commanding Officer, Unit-1234  
(2) Commander, Reserve Intelligence Area ONE  
(3) Chief of Naval Operations (N2R), National Maritime  
Intelligence Center (RM 3A104), 4251 Suitland Road,  
Washington DC 20395-5720  
Subj: REQUEST FOR 9600 NOBC CONCURRENT WITH CHANGE OF DESIGNATOR  
TO 1635 (INTELLIGENCE)  
Ref: (a) OPNAVINST 1200.  
(b) CNPC (PERS-911) ltr dtd dd MMM yy (In-training status  
approval)

1. Per reference (a), I am requesting the 9600 NOBC concurrent with my request for a change of designator to 1635 (Intelligence).
2. Reference (b) approved assignment to in-training status.
3. Per reference (a) the following addition data is provided in support of my request for change of designator to 1635:

- ITS period: DD MMM YYYY - DD MMM YY
- Date of Rank: DD MMM YYYY
- Date of SSBI: DD MMM YYYY
- Height: xft, xx inches,
- Weight: xxx lbs
- Body fat: xx%
- PRT Result:

J. A. SMITH

Enclosure (7)

OPNAVINST 1200.3  
17 January 2003

**SAMPLE C.O. ENDORSEMENT FOR CONCURRENT CHANGE OF  
DESIGNATOR AND 9600 NOBC REQUEST**

1212  
Ser  
Date

FIRST ENDORSEMENT on LT John A. Smith, USNR-R, 123-45-6789/1105  
ltr of ddmmmyy

From: Commanding Officer, NR UNIT 1234  
To: Commander, Navy Personnel Command (PERS-911)  
Via: (1) Commander, Reserve Intelligence Area ONE  
(2) Chief of Naval Operations (N2R), National Maritime  
Intelligence Center (RM 3A104), 4251 Suitland Road,  
Washington DC 20395-5720

Subj: REQUEST FOR 9600 NOBC CONCURRENT WITH CHANGE OF  
DESIGNATOR TO 1635 (INTELLIGENCE)

Ref: (c) OPNAVINST 1001.

1. Forwarded (recommending or not recommending) approval for  
change of designator to 1635.

2. Request 9600 NOBC be granted to Lieutenant John Smith. Per  
reference (c), I certify that all requirements of reference (c)  
for NOBC 9600 have been met as set forth below:

<u>Requirements</u>	<u>Date of Completion</u>	<u>Method/School/Gaining Command</u>
BRIT Modules	30 MAR 99	RIA XX BRIT Program/ BRIT waived CNO N2R ltr of 1 Jun 95
NIOBC-RES CIN J-3A-2979	30 MAR 00	FITCPAC, SAN DIEGO, CA
12 months in involvement NRIP Unit	30 MAR 99	Describe specific intel production
Commission Plus 12 months	30 MAY 98	USNA/ROTC/OCS/DIRCOM/LDO

Enclosure (8)



OPNAVINST 1200.3  
17 January 2003

Correspondence 15 JUN 99  
NAVEDTRA 14210

Introduction to Department  
of the Navy

Current SSBI 01 JUN 99

1. Lieutenant Smith is assigned to billet RBSC \_\_\_\_\_, ABSC  
\_\_\_\_\_, requiring NOBC \_\_\_\_\_.

1. Lieutantent Smith...(provide amplification for adverse  
recommendation. Not required for favorable recommendation.)

I. M. CO

Copy to:  
LT Smith

OPNAVINST 1200.3  
17 January 2003

**SAMPLE CONCURRENT CHANGE OF DESIGNATOR  
& 9600 NOBC RIAC ENDORSEMENT**

1212  
Ser  
Date

SECOND ENDORSEMENT on LT John A. Smith, USNR-R, 123-45-6789/1105  
ltr of ddmmyy

From: Commander, Reserve Intelligence Area ONE  
To: Commander, Navy Personnel Command (PERS-911)  
Via: Chief of Naval Operations (N2R), National Maritime  
Intelligence Center (RM 3A104), 4251 Suitland Road,  
Washington DC 20395-5720

Subj: REQUEST FOR 9600 NOBC CONCURRENT WITH CHANGE OF  
DESIGNATOR TO 1635 (INTELLIGENCE)

1. Forwarded, (recommending or not recommending) approval for 9600 NOBC and (recommending or not recommending) change of designator to 1635.
2. Member (has or has not) met requirements as set forth in reference (a) and (c).
3. Provide additional information for an adverse recommendation.

I. M. RIAC

Copy to:  
CO, NR UNIT-1234  
LT Smith

Enclosure (9)

OPNAVINST 1200.3  
17 January 2003

**SAMPLE NOBC 9600 NOBC APPROVAL**

1211  
Ser N2R/  
12 Jun 02

From: Chief of Naval Operations (N2R), National Maritime  
Intelligence Center (RM 3A104), 4251 Suitland Road,  
Washington DC 20395-5720  
To: ENS John P. Jones, USNR-R, 123-45-6789/1635  
Via: Commanding Officer, NR Office of Naval Intelligence 0166  
Subj: NAVY OFFICER BILLET CLASSIFICATION (NOBC) 9600  
CERTIFICATION  
Ref: (a) CO, NR ONI 0166 ltr Ser ONI/125 of 5 May 02  
(b) OPNAVINST 1001.XX

1. Congratulations on the completion of training indicated in  
reference (a), which qualifies you for the following NOBC as  
described in reference (b):

9600 Intelligence Officer, Basic (INTEL BASIC)

2. By copy of this letter, the Navy Personnel Command and the  
Commanding Officer, Naval Reserve Personnel Center are requested  
to insert the above qualifications into your official record.

J. J. DOE  
By direction

Copy to:  
PERS 313D  
NAVRESPERCEN (Code 51)  
RIA EIGHTEEN

Enclosure (10)