



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

IN REPLY REFER TO
OPNAVINST 1412.12
N2
4 June 2009

OPNAV INSTRUCTION 1412.12

From: Chief of Naval Operations

Subj: NAVAL INTELLIGENCE PROFESSIONAL QUALIFICATION

Ref: (a) OPNAVINST 1412.9B
(b) NAVEDTRA 43547, Personnel Qualification Standard (PQS) for Intelligence Officer
(c) NAVPERS 15665I, United States Navy Uniform Regulations

Encl: (1) Sample Designation Letter

1. Purpose. To issue the requirements for qualification and designation as a qualified Naval intelligence professional.

2. Scope and Applicability. Formal designation as a qualified Naval intelligence professional signifies that eligible Naval intelligence officers have acquired specific knowledge, skills and experience and have demonstrated proficiency at the professional level of competence required for satisfactory performance of assigned duties. The qualified Naval intelligence professional designation can only be obtained through the formal qualification program set forth in this instruction or through an initial waiver qualification process.

3. Eligibility. Naval intelligence professional qualification recognizes the demonstrated expertise of a select group of officers trained in intelligence operations. Only those officers who have completed the requirements outlined herein shall be eligible for designation as a qualified Naval intelligence professional. Eligibility to qualify is limited to commissioned officers in the following intelligence designators:

- a. 163X - Special Duty Officer (Intelligence)
- b. 645X - Limited Duty Officer (Intelligence)
- c. 745X - Intelligence Technician Officer

4. Qualification

a. Qualification is mandatory for all 163X and 645X officers. Qualification is optional and paragraph 7 is not applicable for 745X officers. The 745X officers who choose to complete the qualification process must comply with the timeline requirements outlined below. The qualification program shall be administered in accordance with reference (a) and this instruction.

b. Candidates for the Naval intelligence professional qualification shall:

(1) Meet eligibility criteria set forth in paragraph 3.

(2) Complete all local qualification requirements for assigned billet (this may be done concurrently with reference (b)).

(3) Be recommended by the chain of command with final approval authority resting with the individual commanding officers. For the purposes of this instruction, the term "commanding officer" refers to the individual's unit commanding officer or the senior U.S. Navy officer (paygrade O-5 or above, any designator) in the individual's direct chain of command when assigned to a unit without a defined commanding officer (example: Naval element commander at a joint command).

(4) Complete the qualification program within 24 months for active duty candidates or 60 months for reserve candidates. The active duty qualification timeline begins upon check-in to the officer's first intelligence assignment. The reserve timeline begins upon graduation from Naval Intelligence Officer Basic Course (NIOBC) Phase II (K-3A-2979) or NIOBC (J-3A-0010).

(a) Commanding officers may request a timeline extension waiver from Director of Fleet Intelligence (DFI) when unusual circumstances, such as individual deployments, personal hardship or injury, preclude completion within the assigned timeframe.

(b) Formal counseling from the member's command is required if active duty candidates have not completed 50 percent of the qualification program at 12 months, and/or 75 percent at

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18 months. For reserve candidates, formal counseling is required if the candidate has not completed 50 percent of the qualification program at 30 months, and/or 75 percent at 45 months. Forward documentation of counseling to DFI within 30 days.

(c) Unless a waiver is granted by DFI, officers that fail to complete the qualification program within their assigned timeline will be processed in accordance with paragraph 7.

(d) If qualification has not been achieved upon transfer to another command, the commanding officer of the command receiving the officer shall recognize recorded attainment to date, but may require a demonstration of knowledge in any area deemed appropriate.

c. Candidates must complete the following:

(1) Personnel Qualification Standards (PQS) for intelligence officer, reference (b).

(2) Pass an oral qualification board comprised of at least three individuals, including:

(a) Naval intelligence officer (163X or 645X) in the paygrade of O-5 or above.

(b) Command intelligence officer PQS qualification program coordinator.

(c) Other members as directed by the commanding officer or the command intelligence officer PQS qualification program coordinator.

5. Authorization to wear the Intelligence Qualification Breast Insignia

a. The commanding officer of the member's command will formally designate, in writing, qualified Naval intelligence professionals in accordance with the above criteria and enclosure (1). Copies of the designation letter will be forwarded to Navy Personnel Command Intelligence Officer Assignment and Placement Branch (PERS-473) and DFI. Upon receipt of the designation letter, PERS-473 will assign the basic intelligence Additional Qualification Designator (AQD) 3I1

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to those officers designated as qualified Naval intelligence professionals.

b. The commanding officer is authorized to present the qualified Naval intelligence professional breast insignia upon required qualification and eligibility certification. The achievement should be recognized at an appropriate ceremony and relevant comments should be included in an individual's fitness report.

c. Except as authorized in paragraph 6, waiver of eligibility criteria is not authorized except in cases of unusual and exceptional contributions to Naval intelligence or unusual circumstances as determined on a case-by-case basis and approved by the Director of Naval Intelligence (Chief of Naval Operations (CNO (N2))).

d. The qualified Naval intelligence professional breast insignia shall be worn in accordance with reference (c).

6. Waivers for service prior to designation creation.

a. 163X officers who earned the 3I1 AQD through the previous basic professional qualification program will retain the 3I1 AQD and are authorized to wear the insignia.

b. Intelligence officers (1630) who graduated from the NIOBC prior to class 06040 (graduation date: 13 October 2006) shall be designated qualified Naval intelligence professionals and authorized to wear the insignia based upon their demonstrated service. PERS-473 shall assign these officers an appropriate AQD to document this qualification.

c. 1630 officers who were not required to attend NIOBC and were designated 163X prior to 4 June 2009 shall be designated qualified Naval intelligence professionals and authorized to wear the insignia based upon their demonstrated service. PERS-473 shall assign these officers an appropriate AQD to document this qualification.

d. Reserve officers that were designated 163X prior to 13 October 2006 and have earned a 96XX Naval officer billet classification or equivalent prior to 4 June 2009 (as determined by Military and Civilian Personnel Division (OPNAV (N21))) shall

be designated qualified Naval intelligence professionals and are authorized to wear the insignia based upon their demonstrated service. Navy Personnel Command shall assign these officers an appropriate AQD to document this qualification.

e. Limited duty officers and chief warrant officers designated 645X or 745X, respectively, prior to 4 June 2009 shall be designated qualified Naval intelligence professionals and authorized to wear the insignia based upon their demonstrated service. PERS-473 shall assign these officers an appropriate AQD to document this qualification.

7. Non-Attainment of Qualification. Commanding officers of personnel subject to this instruction that fail to complete reference (a) within the timeline prescribed in paragraph 4 shall:

a. Submit a report containing the circumstances, member's potential, and an appropriate recommendation concerning retention in the Naval Service.

(1) For active duty officers, submit report to DFI. DFI shall forward this report to Intelligence Officer Community Manager (BUPERS-315F) and copy OPNAV (N21).

(2) For reserve officers, submit report to DFI via the appropriate Navy intelligence reserve region. DFI shall forward this report to Reserve Officer Status Section (PERS-911) and copy BUPERS-315F and OPNAV (N21).

b. The officer concerned shall be afforded the opportunity to comment on the commanding officer's report. Such comments will be included as enclosure (1) of the report. The commanding officer may make additional comments and include them as enclosure (2) to the package. The report shall then be submitted as outlined above.

c. Reports of fitness should reflect unsatisfactory progress toward qualified Naval intelligence professional designation.

d. Intelligence officers failing to attain the qualified Naval intelligence professional designation shall be processed as training attrites and will be detailed to follow-on

assignments according to the needs of the Navy and/or be subject to redesignation or involuntary separation.

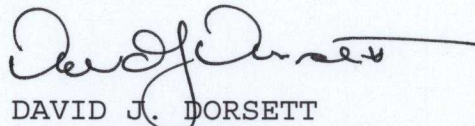
8. Qualification Continuance. Once qualified as a Naval intelligence professional, transfer to another command will not necessitate requalification. The individual is expected to maintain proficiency consistent with their paygrade.

9. Revocation of Eligibility

a. Personnel previously qualified as qualified Naval intelligence professionals may be disqualified by CNO (N2) if the member refuses to accept or perform professional duties. Formal notification of disqualification shall be recorded in the member's service record, including the removal of 3Ix series AQDs. Disqualified personnel will no longer be authorized to wear the qualified Naval intelligence professional breast insignia. Additionally, disqualified personnel will be detailed to follow-on assignments according to the needs of the Navy and/or be subject to redesignation or involuntary separation.

b. Once disqualified, personnel may seek approval, via their chain of command, to requalify from CNO (N2). Requalification requires all eligibility requirements of this instruction to be met and successful completion of the qualification process in its entirety.

10. Records Management. Records created as a result of this instruction, regardless of media, shall be managed in accordance with Secretary of the Navy (SECNAV) Manual 5210.1.



DAVID J. DORSETT
Vice Admiral, U.S. Navy
Director of Naval Intelligence

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OPNAVINST 1412.12
4 June 2009

Sample Designation Letter

From: Commanding Officer, USS SHIP
To: Rank, Name, USN, Social Security Number/163X
Subj: DESIGNATION AS A QUALIFIED NAVAL INTELLIGENCE
PROFESSIONAL

Ref: (a) OPNAVINST 1412.12

1. Having successfully completed the requirements outlined in reference (a), you are hereby designated as a qualified Naval intelligence professional. You are authorized to wear the breast insignia specified in reference (a).

2. In achieving this formal designation, you have acquired specific knowledge, skills and experience and have demonstrated proficiency at the professional level of competence required to make lasting contributions to the intelligence community. Your training, qualification, and demonstrated expertise are recognized with this designation.

3. I take pleasure in congratulating you on the accomplishment of this significant professional milestone.

I. M. LEADER
Commanding Officer

Copy to:
DFI
PERS-47

Enclosure (1)