OPNAV INSTRUCTION 1120.13B

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 Commander Navy Recruiting Command

1. Purpose

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

   b. This revision updates applicability and clarifies roles and responsibilities for COMNAVCRUITCOM.

   c. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1120.13A.

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

   a. The Director, Naval Reactors 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 SEAL special operations forces training applicants.

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

   d. Bureau of Medicine and Surgery will set professional certification guidelines for medical communities.

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 the Navy’s processes of screening and accessing quality applicants.

5. Roles and Responsibilities

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

b. Director, Military Personnel Plans and Policy (OPNAV (N13))

(1) Chief of Naval Operations memorandum 1000 of 16 June 1999 permitted CNO (N1) to authorize OPNAV (N13) to approve, sign, and issue all program authorizations. Program authorizations 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) OPNAV (N13) is 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 in line with the approved program authorizations 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’s NAVCRUIT 1131/238 Application Processing and Summary Record is completed as applying for an officer program which authorizes immediate selection, and meets COMNAVCRUITCOM’s requirements for immediate selection as determined by COMNAVCRUITCOMINST 1131.2, then the requirement for sending the applicant’s kit to board will be waived and the selectee will be prepared for shipping to Officer Candidate School (OCS) as soon as possible.

(3) If the applicant does not meet COMNAVCRUITCOM’s minimum requirements for immediate selection, or is applying for a program that does not authorize immediate selection but meets all other initial screening requirements, then COMNAVCRUITCOM will forward NAVCRUIT 1131/238 to the applicable Bureau of Naval Personnel Officer Community
Manager (BUPERS-31) or COMNAVCURITCOM, Officer Accessions Programs (COMNAVCURITCOM N31), depending on the community sponsor of each designator.

(4) COMNAVCURITCOM will act as the community sponsor for aviation and surface warfare and work directly with the respective officer community managers to select candidates to meet the 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 COMNAVCURITCOM must be completed semi-annually. If the goal is less than 20 accessions, at a minimum, a review of all candidates provided by COMNAVCURITCOM 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 COMNAVCURITCOM 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 COMNAVCURITCOM 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 (O-6 or civilian equivalent (GS-15 or YC3)). Other board members will be officers of the Active or Reserve Components.

      (a) For aviation boards, the officer community manager can fulfill the senior member requirement. Other board members will be Active Component.

      (b) The professional recommendation board will identify and recommend for selection those applicants possessing the highest potential for successful naval service after having met 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 program authorizations 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 O-6 or above, may act under delegated authority of the community sponsor if delegated.

6. **Selection Procedures**

   a. COMNAVCRUITCOM will submit NAVCRUIT 1131/238s, 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 Navy Chaplain Corps community requires a board precept. All other communities must establish written standard operating procedures to provide guidance to board members.

   c. Using criteria in subparagraph 6d, the professional recommendation board will 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 Navy ranks is a strategic imperative for the Navy.

   d. Criteria for professional recommendation, other than those specified in subparagraphs 6d(1) to 6d(12), will be provided to each board by the community sponsor via precept or standard operating procedure as required by subparagraph 6b. COMNAVCRUITCOM will screen for basic eligibility criteria and the professional review board will evaluate candidates under the criteria listed in subparagraphs 6d(1) to 6d(12).

       (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, and aviation selection test battery.

       (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 1131/238. 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 will be afforded to the reasons surrounding previous disenrollment from any program that leads to commission as an officer in the United States Armed Forces. The recommendations of former commanding officers, or academy or school officials regarding the applicant’s potential as a naval officer are of specific interest.

(10) **Interview Appraisals.** As required by the accession’s program authorization.

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

(12) **Adversity.** Board members will 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, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

8. Review and Effective Date. Per OPNAVINST 5215.17A, OPNAV (N13) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1.

9. Forms or Information Management Control


b. The reporting requirement contained in subparagraph 6e is exempt from reports control per Secretary of the Navy Manual 5214.1 of December 2005, part IV, subparagraph 7k.

R. P. BURKE
Deputy Chief of Naval Operations
(Manpower, Personnel, Training and Education)
Releasability and distribution:
This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, http://doni.documentservices.dla.mil
# ACTIVE COMPONENT COMMUNITY PROFESSIONAL RECOMMENDATIONS
TO COMMANDER, NAVY RECRUITING COMMAND

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<td>Surface Warfare 116X</td>
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<td>COMNAVCRUITCOMINST 1131.2D</td>
<td>Commander, Naval Surface Forces via COMNAVCRUITCOM</td>
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<td>Explosive Ordnance Disposal 119X</td>
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