



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

OPNAVINST 1210.5B  
N13  
17 Jan 2019

OPNAV INSTRUCTION 1210.5B

From: Chief of Naval Operations

Subj: LATERAL TRANSFER AND REDESIGNATION OF ACTIVE COMPONENT  
OFFICERS IN THE NAVY

Ref: (a) 10 U.S.C.  
(b) OPNAVINST 1520.40B  
(c) DoD Instruction 1310.02 of 26 March 2015

1. Purpose

a. To provide flexibility in manning officer communities, under references (a) through (c), and prescribe regulations governing the lateral transfer and redesignation of Active Component (AC) officers between various designators in the unrestricted line, restricted line, and staff corps.

b. Major revisions to this instruction include clarification of eligibility requirements, off-ramp without board action eligibility for supply corps limited duty officers (LDO), and updated board convening authority. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1210.5A.

3. Scope and Applicability. The lateral transfer and redesignation process provides flexibility in officer community manning, and improves the Navy's return on investment in officer training and education by maximizing and utilizing the specialized skillsets of officers throughout their careers. Unless otherwise directed in this instruction, all lateral transfers and redesignations of officers must be made following the approved reports of the lateral transfer and redesignation boards appointed by the Deputy Chief of Naval Personnel (CHNAVPERS) and sponsored by Bureau of Naval Personnel (BUPERS), Director, Military Community Management (BUPERS-3). Off-ramp initiatives such as a change of designator from LDO to the respective restricted line or staff corps counterpart community or other without board actions are covered under paragraph 9. Additional officer requirements can be found in MILPERSMAN 1001-020, 1212-010 through 050, 1321-105, and 1520-050. Specific lateral transfer board eligibilities are listed in paragraphs 3(a) through 3(k):

a. Officers applying for lateral transfer and redesignation into another community must meet the applicable criteria specified for that community under this instruction and the precepts set forth in the board quota letter.

b. Officers may request consideration for no more than three designators within the same or different competitive categories and must meet any other such eligibility requirements as may be prescribed by Deputy CHNAVPERS.

c. Applicants must have completed at least 24 months of commissioned service above the grade of chief warrant officer (CWO) 5.

d. Officers with an approved resignation or retirement request are not eligible to apply to the board.

e. Officers who are, or have been notified that they are being processed for administrative separation, are not eligible to apply to the board.

f. If serving under an agreement for any special or incentive pay in which an obligation is incurred, an officer is not eligible to apply to the board until within 1 year of satisfaction of that obligation.

g. Officers must possess at least a baccalaureate degree, with the exception of LDOs. Otherwise eligible LDOs within 6 months of completing their degree must include an official letter from an accredited university or college stating they are in good standing, the expected degree, and the expected graduation date (month and year).

h. Officers must agree to serve on active duty at least 3 years from the date of designator change, to be served concurrently with any other obligations.

i. Officers in the unrestricted line may not request lateral transfer and redesignation until within 1 year of completing obligated service in their present community as a result of functional training received.

j. Officers in the unrestricted line must have achieved final warfare qualification in their current community before applying for lateral transfer and redesignation.

k. Officers requesting lateral transfer into or within the staff corps must meet additional eligibility criteria prescribed by the applicable Office of the Chief of Naval Operations (OPNAV) instruction for appointment in that community.

#### 4. Application Packages

a. Applications must be submitted in proper letter format to BUPERS Officer Community Management Division (BUPERS-31) via the applicant's commanding officer. The command endorsement should discuss the applicant's motivation and potential and provide a specific recommendation concerning the request.

b. Applications must include the information in paragraph 4b(1) through 4b(10):

(1) Designator(s) applicants are applying to, listed in order of preference (maximum of three)

(2) Date and place of birth

(3) Source of commissioning

(4) Date of original commission

(5) Date of rank (temporary and permanent, if applicable)

(6) Date of end of obligated service in the present community

(7) Citizenship (if naturalized, include naturalization number)

(8) Officers applying for explosive ordnance disposal (119X), foreign area officer (17XX), information warfare (181X), information professional (182X), and intelligence (183X) must submit proof of an adjudicated top secret or special compartmented information clearance or a SF 86 Questionnaire for National Security Positions with the application package. Upon selection to any of these designators, a single scope background investigation must be initiated. Lateral transfer and redesignation is contingent upon the successful completion of the single scope background investigation and eligibility for special compartmented information access. Additionally, information warfare applicants must successfully complete a personnel security screening counterintelligence scope polygraph.

(9) Academic profile code, a three-digit code that summarizes pertinent portions of an officer's prior college performance. The Naval Postgraduate School routinely generates academic profile codes for officers of most Navy communities, usually within 3 years of commissioning. The three independent digits reflect an individual's cumulative grade-point average; exposure to and performance in calculus-related mathematics courses; and exposure to and performance in selected science and engineering areas. If applicants do not have an academic profile code on file, they must submit college transcripts with their application.

(10) Additional information that the applicant feels should be brought to the attention of the selection board. Requests for waiver of any of the eligibility requirements specified in this article should be thoroughly substantiated.

c. Applicants must meet the appropriate occupational and physical standards for the community in which they are applying.

d. Community-specific eligibility requirements are addressed in the program authorization for that community and accession source as well as the current announcing requirements and instructions. Program authorizations are located at <http://www.public.navy.mil/bupers-npc/officer/communitymanagers/Pages/Program-Authorizations.aspx>.

5. Waivers of Eligibility Requirements. Director, Military Personnel Plans and Policy (OPNAV N13) may grant requests for waivers of any non-statutory eligibility requirement when, in the judgment of OPNAV N13, such a waiver is in the best interest of the Navy, when gross inequity to the applicant would otherwise result, or when dictated by the needs of the Navy for a definable class of officers for whom no exception is made by regulation or statute.

6. Lateral Transfer and Redesignation Board Process

a. Board Composition. This is an administrative board. Boards must be convened by Deputy CHNAVPERS and must consist of at least five officers in pay grade O-4 and above who are officers of the Active Component. A member may serve on two or more successive boards convened under this instruction. Officer community managers, detailers, and placement officers may serve as board members and support staff as required.

b. Oath. All members of the board must swear or affirm that they will perform their duties as a member of the board without prejudice or partiality and having in view, both, the special fitness of the officers and the efficiency of the naval service.

c. Information to be Furnished. Deputy CHNAVPERS will furnish the board with the names, applications, and records of all eligible applicants.

d. Applications to be Considered. Prior to consideration at the board, all officers must have the concurrence of the current and potential gaining officer community managers to ensure their eligibility for lateral transfer. The board must carefully consider each applicant for lateral transfer and redesignation in the competitive category or categories requested under the guidelines set forth by Deputy CHNAVPERS in the precept. If applicants request consideration and are qualified for lateral transfer and redesignation in more than one designator, the board will recommend the applicants for lateral transfer and redesignation in their first choice designator.

e. Further Consideration Statement. Applicants may be considered by communities other than their three choices if the applicant was not selected by one of their preferred three communities. If eligible and approved by the current and potential gaining officer community managers to be selected into an alternate community, officers will be offered the opportunity to redesignate via official correspondence.

f. Quotas. Each board may recommend for lateral transfer and redesignation eligible officers in numbers not to exceed quotas furnished by OPNAV N13. While quotas are not to be exceeded, the board is not obligated to select to the numbers provided.

g. Board Reports. The board will submit one or more written reports signed by all acting members and recorders. Each report must certify that the board has complied with all instructions and directives contained in its precept and that in the opinion of at least a majority of the members, the applicants recommended for lateral transfer and redesignation are qualified for such and are the

best qualified for lateral transfer and redesignation, in the competitive category recommended, of all the candidates under consideration.

h. Forwarding and Disclosure of Board Proceedings and Recommendations. The report of each board must be forwarded to Deputy CHNAVPERS for approval or disapproval. The proceedings and recommendations of the board must not be divulged by any member of the board or by the recorders, except as authorized by the Secretary of the Navy (SECNAV).

i. Removal. Deputy CHNAVPERS may remove the name of any officer from the list of officers recommended for redesignation.

## 7. Appointments

a. Appointments listed in paragraphs 7a(1) through 7(a)(5) must be made as stated in the applicable sections of reference (a).

(1) Regular Navy - sections 531, 532, and 533;

(2) Regular Navy CWOs - section 571 and 572;

(3) Permanent LDO - section 5589;

(4) Temporary LDO - section 5596; or

(5) Line to Staff and Staff to Line - section 5582.

b. Officers in the unrestricted line or restricted line do not need reappointment if redesignating to any of the unrestricted line or restricted line communities.

8. Designator Change. Determining the timing of designator changes is a coordinated effort by the losing and gaining communities. Officer community managers will coordinate with Commander, Navy Personnel Command (COMNAVPERSCOM) Selection Board Administration (PERS-804), who will execute the change normally within 6 months after the release of the Navy lateral transfer and redesignation selection board results. Officers can expect assignment to a billet appropriate to their new designator within 9 months from approval of change of designator or at projected rotation date (PRD), whichever occurs earlier.

a. Officers, O-4 and above, laterally transferring from line to staff, staff to line, or staff to staff, require Senate confirmation before redesignation can be effected. Senate confirmation may take 6 to 8 months to complete, but officers can still expect assignment to a billet appropriate to their new designator within 9 months from approval of change of designator or at PRD, whichever occurs earlier.

b. Officers selected for promotion within their current community will not be redesignated before their promotion date. These officers must notify their current detailee, community manager, and PERS-804 to ensure redesignation does not occur before their promotion date. These officers can also expect assignment to a billet appropriate to their new designator within 9 months from approval of change of designator or at PRD, whichever occurs earlier.

c. Officers who are serving under an agreement for special or incentive pay may not be redesignated before satisfaction of their obligation. These officers can expect assignment to a billet appropriate to their new designation within 1 year from approval of change of designator or at PRD, whichever occurs earlier.

d. Aviation officers must not be permitted to redesignate until the latter of either their completion of active duty service obligation, the fulfillment, expiration, or cancellation of their aviation career continuation pay contract, or their PRD. Aviation officers in operational flying billets (billet designator 13X1 or 13X2) will not be permitted to redesignate until PRD.

e. Officers selected who do not desire to accept lateral transfer and redesignation must notify BUPERS-31 within 30 days of release of the announcing Navy lateral transfer and redesignation selection board results.

9. Without Board Action Lateral Transfer and Redesignations. Deputy Chief of Naval Operations for Manpower, Personnel, Training and Education (CNO (N1)) or designated authority, may take action to redesignate qualified officers listed in subparagraphs 9a through 9h without lateral transfer and redesignation board action.

a. Officers redesignated as a result of qualification within an unrestricted line warfare designator (e.g., a 1310 who is qualified and desires to redesignate to 1110).

b. Officers redesignated as trainees in an unrestricted line warfare designator within their respective core community (e.g., an 1160 surface warfare officer (SWO) trainee moving to the 1110 designator as a qualified SWO).

c. Student officers redesignated as a result of completing professional requirements for appointment in the Medical, Dental, Judge Advocate General, or Chaplain Corps.

d. Officers redesignated as a result of administrative or medical board action requiring revocation or restoration of status.

e. Active duty LDOs to other active duty LDO designators where they are qualified to serve.

f. Active duty LDOs who are eligible for off-ramp (e.g., Information Warfare Community or Supply Corps LDOs) in the specific case wherein both the losing and gaining officer community managers have developed an approved phasing plan for movement of inventory and billets and the officer is a part of this phasing plan.

g. At the discretion of when such action is in the best interest of the Navy.

h. Community-specific lateral transfer and redesignation without board actions are listed in paragraph 9h(1) through 9h(4):

(1) Engineering Duty Option Program. Qualified officers are designated as surface warfare or submarine officer trainees upon commissioning, and these officers are redesignated as engineering duty officers upon completion of specified career milestones.

(2) Information Warfare Community Option Programs. Qualified officers are designated as surface warfare officer trainees upon commissioning, and these officers are redesignated as oceanography, information warfare, information professional, or intelligence officers upon completion of specified career milestones.

(3) Permanent Military Professors. In line with reference (b), permanent military professor officers who do not maintain satisfactory progress in their required education program or those whose academic or professional performance fails to maintain the exemplary standards required by the gaining institution will be subject to redesignation. The impacted community managers must both agree to the without board action request.

(4) Cyber Warfare Engineers. Cyber warfare engineers at their minimum service requirement are eligible on a case by case basis to redesignate into the information warfare (1810) or information professional (1820) communities.

(5) Naval Nuclear Propulsion Program. Officers may be approved for redesignation by the Office of the Chief of Naval Operations (OPNAV) Nuclear Program Manager (OPNAV N133) from one component of the Naval Nuclear Propulsion Program to another includes 1210, 1220, 1110, 1160 (nuclear), and 1120, 1170. In addition, officers may be released from their original community and accepted for training in the Naval Nuclear Propulsion Program.

(6) Naval Special Warfare. Applicants will be screened by the annual SEAL Officer Selection Panel, separately coordinated by the Naval Special Warfare Program Manager (OPNAV N137). Qualified candidates should be an O-1 or O-2 at the time of their application submission. Selectees will be accepted for training in naval special warfare, pending their release from their current warfare community.

## 10. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the DON/AA DRMD program office.

11. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-3 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-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 need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

12. Forms and Information Management

a. SF 86 Questionnaire for National Security Positions is available online at the U.S. Office of Personnel Management's Web site: <http://www.opm.gov/forms/html/sf.asp>.

b. Report and data collections contained in subparagraph 6g are exempt from information management control per SECNAV Manual 5214.1, of December 2005, part IV, subparagraph 7k.



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