OPNAV INSSTRUCTION 1500.83A

From: Chief of Naval Operations

Subj: NAVY INTELLIGENCE FELLOWSHIP PROGRAMS

Ref: (a) 10 U.S.C. §2603
    (b) DoD Instruction 1322.06 of 12 October 2016

Encl: (1) Office of the Director of National Intelligence Military Fellowship
      (2) Central Intelligence Agency Navy Fellowship Program
      (3) Sample Application Package
      (4) Sample Curriculum Vitae

1. Purpose
   a. To establish the eligibility, policies, application and selection procedures, and responsibilities for the Navy’s Intelligence Fellowship Program at the Office of the Director of National Intelligence (ODNI) and to establish a new Navy Intelligence Fellowship Program at the Central Intelligence Agency (CIA) per references (a) and (b).
      b. This instruction is a complete revision and should be reviewed in its entirety. Major changes to this instruction include the renaming of the instruction and the establishment of a new CIA Navy Fellowship Program.

2. Cancellation. OPNAVINST 1500.83.

3. Applicability. This instruction applies to the U.S. Navy.

4. Discussion. The Navy Intelligence Fellowship Program will provide information warfare (IW) officers a unique opportunity to interact with leaders across the intelligence community (IC) and increase their understanding of policy development and decision making at the highest levels of government while integrating national security, governance, and information technology concerns. Although the Navy Intelligence Fellowship Program will offer opportunities at both the ODNI and the CIA, the fellowship opportunity will rotate between the two agencies annually. Enclosures (1) and (2) provide further details for each respective fellowship opportunity.

5. Guidance. Application announcement messages will be released annually, to include any additional guidance and instructions. The message will be released in June to allow interested
officers adequate time to submit applications for the October selection board. Officers interested in applying to this program should follow the examples contained in enclosures (3) and (4). Applications may be denied consideration if found to be improperly formatted, incomplete, late, or if the nominee fails to meet all eligibility criteria. Completed applications must be sent via encrypted e-mail to both the Deputy Chief of Naval Operations for Information Warfare (CNO N2N6) military fellowship program coordinator listed in the announcement message and the candidate's detailer.

6. 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.

7. Review and Effective Date. Per OPNAVINST 5215.17A, Office of Chief of Naval Operations Corporate Director for Information Warfare (OPNAV N2N6C) will review this instruction annually on 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.

MATTHEW J. KOHLER
Deputy Chief of Naval Operations for Information Warfare

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, https://www.secnav.navy.mil/doni/default.aspx
OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE MILITARY FELLOWSHIP

1. Background. The ODNI Fellowship Program offers a unique opportunity for fellows to interact with leaders at the highest levels of the IC. While assigned at ODNI, the 10-month program provides a Navy fellow an opportunity to work with agencies in the IC to include the CIA, Defense Intelligence Agency (DIA), National Security Agency, and National Geospatial Intelligence Agency.

   a. The ODNI serves as head of the IC, the principal advisor to the President, National Security Council and Homeland Security Council for intelligence on matters related to national security and oversees and directs the implementation of the National Intelligence Program.

   b. ODNI Navy fellows will be exposed to senior level leadership, the national security process and to all-source strategic intelligence. They will have the opportunity to gain practical experience working with ODNI components and other IC agencies, along with educational opportunities from various intelligence schools including the National Intelligence University.

   c. Upon completion of the ODNI Fellowship Program, officers will have gained cutting-edge understanding of national intelligence and experience in the formulation and implementation of national security policy.

2. Eligibility. Active duty 18X0 captains and commanders with the following qualifications: Master's degree, post-milestone or post-command O5 or any O6, and Joint Professional Military Education Phase I completion prior to being selected or on schedule to complete by the end of this program.

3. Research Requirement. A research requirement will be issued by ODNI in concert with the CNO N2N6. ODNI will provide specific guidelines and criteria at the onset of the fellowship. The fellow will complete an independent research paper on a relevant IW topic under direction of ODNI National Security Partnerships Directorate. Emphasis will be placed on generating a product which contributes to development and refinement of Naval IW policies.

4. Policy

   a. Assignments. The National Security Partnerships Directorate will administer the 10-month program on behalf of the Director of National Intelligence. The fellowship runs from mid-August until early June the following year. Assignments to the ODNI Fellowship Program will not exceed 1 year.

   b. Service Obligation. Officers participating in this program will not resign or retire while assigned to the fellowship, and will agree in writing to remain on active duty upon completion or termination of the fellowship for a period of three times the duration of the fellowship. This obligation is governed by statute and cannot be waived. It can be served concurrently with any
other service obligation. Officers cannot apply for other scholarship programs that would interfere with the ability to complete the fellowship and required utilization tour.

c. **General Utilization.** Officers participating in the ODNI Fellowship Program must serve at least one tour at an intelligence related command such as the Office of Naval Intelligence, DIA, or a joint intelligence operations center as soon as possible, but not later than the second subsequent tour. Any exception to this rule must be approved by Navy Personnel Command (NAVPERSCOM) with CNO N2N6 concurrence. This policy will not be waived for personal preference.

d. **Subspecialty.** Officer subspecialty codes are administered per MILPERSMAN 1214-010. Officers completing this program will be eligible for the 2400S subspecialty code denoting professional experience related to political science or security affairs, and formulating and or evaluating national and international policy and strategy. This subspecialty code is not automatically granted. The procedures for applying for a subspecialty code are available at [http://www.public.navy.mil/bupers-npc/career/education/subspecialty/Pages/default.aspx](http://www.public.navy.mil/bupers-npc/career/education/subspecialty/Pages/default.aspx).

e. **Fitness Reports (FITREP).** Officers participating in this program will receive not observed FITREPs for continuity purposes, per BUPERSINST 1610.10D, with CNO N2N6 as the reporting senior. At the end of ODNI Fellowship Program term, each Navy fellow is responsible for obtaining a letter signed by the program director or immediate supervisor that documents performance and involvement throughout the course of the year. This letter will be forwarded as an attachment to the final detaching FITREP.

5. **Selection.** The ODNI Fellowship Program selection board will be held biennially in October or November. Ultimately, the overall selection process will be based on career performance, academic qualifications, and promotion potential.

a. **Polygraph.** The selectee will have to successfully pass a counterintelligence polygraph before commencement.

b. **Primary Acceptance.** Officers selected for this program will be required to accept or decline within 14 days of the release of the selection board results. Any time thereafter, selectee-initiated requests to decline an assignment will be handled on a case-by-case basis, but normally will not be approved unless extenuating circumstances exist.

c. **Alternate Acceptance.** Openings will be filled by alternates based on their order of selection by the board. Alternates will also have 14 days to accept or decline from the time of message announcement. Similarly, alternate selectee-initiated requests to decline an assignment will be handled on a case-by-case basis, but normally will not be approved unless extenuating circumstances exist.
6. Responsibilities

   a. CNO N2N6

      (1) Serve as primary sponsor for the ODNI Fellowship Program.

      (2) Update policy guidance through annual notices, instructions, and other correspondence as necessary for the ODNI Fellowship Program.

      (3) Conduct fellowship program selection and notify ODNI of candidate selection.

      (4) Conduct an ODNI fellowship orientation and provide guidance, criteria, and final review for the ODNI fellowship research paper requirement.

      (5) Prior to commencement of the fellowship, ensure the officer is counseled by a Department of Defense ethics counselor to include standards of conduct and issues related to the acceptance of a fellowship while on active duty.

      (6) Serve as reporting senior for officers assigned to the ODNI Fellowship Program.

      (7) Draft and release the annual naval administrative message soliciting ODNI Fellowship Program applications.

   b. ODNI

      (1) Per reference (a), the National Security Partnerships Directorate serves as administrator of the ODNI Fellowship Program.

      (2) Conduct an ODNI fellowship orientation.

   c. NAVPERSCOM Information Warfare (PERS-47)

      (1) Assign selected officers per annual quota plans.

      (2) Establish and direct officer assignment practices to achieve best use of officers participating in the ODNI Fellowship Program.
CENTRAL INTELLIGENCE AGENCY NAVY FELLOWSHIP PROGRAM

1. Background. The CIA Navy Fellowship Program offers a unique opportunity for IW officers in the intelligence and cryptologic warfare designators to enhance Navy IW’s exposure to national capabilities and organizations. The 12-month program provides the Navy fellow an opportunity to work with the CIA’s Office of the Associate Director for Military Affairs (ADMA) which coordinates, plans, executes, and sustains worldwide activities that serve as the interface between the CIA and Department of Defense based on priorities established by the Director, CIA to achieve national security objectives.

   a. The CIA preempts threats and further U.S. national security objectives by collecting intelligence that matters, producing objective all-source analysis, conducting effective covert action as directed by the President and safeguarding the secrets that help keep the Nation safe.

   b. CIA fellows will bring distinct expertise in maritime operational intelligence, human intelligence, Navy irregular warfare, and Navy information systems analysis, all of which will further CIA knowledge and integration with the Navy intelligence enterprise enabling strategic, operational, and tactical advantages over potential adversaries.

   c. Upon completion of the CIA Navy Fellowship Program, officers will have gained greater organizational understanding, professional exchange and professional development. Navy fellows will have participated in various CIA lines of effort in special activities, analysis, production, liaison, training (both operations and analytical); all of which will be of great benefit to both the CIA and Navy.

2. Eligibility. Active duty 1810 and 1830 captains and commanders with the following qualifications: Master's degree, post-milestone or post-command O5 or any O6, and Joint Professional Military Education Phase I completion prior to being selected or on schedule to complete by the end of this program.

3. Policy

   a. Assignments. The ADMA will administer the 12-month program on behalf of the Director. The fellowship commences in August and concludes in August the following year. Assignments to the CIA Navy Fellowship Program will not exceed 1 year.

   b. Service Obligation. Officers participating in this program will not resign or retire while assigned to the fellowship, and will agree in writing to remain on active duty upon completion or termination of the fellowship for a period of three times the duration of the fellowship. This obligation is governed by statute and cannot be waived. It can be served concurrently with any other service obligation. Officers cannot apply for other scholarship programs that would interfere with the ability to complete the fellowship and required utilization tour.
c. **General Utilization.** Officers participating in the CIA Navy Fellowship Program must serve at least one tour at an intelligence related command such as the Office of Naval Intelligence, CIA, DIA, or joint intelligence operations center as soon as possible, but not later than the second subsequent tour. Any exception to this rule must be approved by NAVPERSCOM with CNO N2N6 concurrence. This policy will not be waived for personal preference.

d. **Subspecialty.** Officer subspecialty codes are administered per reference (b). Officers completing this program will be eligible for the 2400S subspecialty code denoting professional experience related to political science or security affairs, and formulating and or evaluating national and international policy and or strategy. This subspecialty code is not automatically granted. The procedures for applying for a subspecialty code are available at [http://www.public.navy.mil/bupers-npc/career/education/subspecialty/Pages/default.aspx](http://www.public.navy.mil/bupers-npc/career/education/subspecialty/Pages/default.aspx).

e. **FITREP.** Officers participating in this program will receive not observed FITREPs for continuity purposes, per reference (d), with CNO N2N6 as the reporting senior. At the end of CIA Navy Fellowship Program term, each Navy fellow is responsible for obtaining a letter signed by the program director or immediate supervisor that documents performance and involvement throughout the course of the year. This letter will be forwarded as an attachment to the final detaching FITREP.

4. **Selection.** The CIA Fellowship Program selection board will be held biennially in October or November. Ultimately, the overall selection process will be based on career performance, academic qualifications, and promotion potential.

a. **Staff Like Access.** Selectees will have to meet all requirements for staff like access at the CIA before attendance at being granted access to the building and systems. These requirements will be processed through CIA channels and include:

   (1) counterintelligence polygraph,

   (2) medical (urine drug screening, medical history form and mental health assessment),

   and

   (3) active top secret clearance with adjudicated sensitive compartmented information eligibility.

b. **Primary Acceptance.** Officers selected for this program will be required to accept or decline within 14 days of the release of the selection board results. Any time thereafter, selectee-initiated requests to decline an assignment will be handled on a case-by-case basis, but normally will not be approved unless extenuating circumstances exist.

c. **Alternate Acceptance.** Openings will be filled by alternates based on their order of selection by the board. Alternates will also have 14 days to accept or decline from the time of
message announcement. Similarly, alternate selectee-initiated requests to decline an assignment will be handled on a case-by-case basis, but normally will not be approved unless extenuating circumstances exist.

5. Responsibilities
   
a. CNO N2N6

   (1) Serve as primary sponsor for the CIA Navy Fellowship Program.

   (2) Update policy guidance through annual notices, instructions, and other correspondence as necessary for the CIA Navy Fellowship Program.

   (3) Conduct fellowship program selection and notify ADMA of candidate selection.

   (4) Prior to commencement of the fellowship, ensure the officer is counseled by a Department of Defense ethics counselor to include standards of conduct and issues related to the acceptance of a fellowship while on active duty.

   (5) Serve as reporting senior for officers assigned to the CIA Navy Fellowship Program.

   (6) Draft and release the biennial naval administrative message soliciting CIA Navy Fellowship Program applications.

b. ADMA

   (1) Per reference (a), the ADMA serves as administrator of the CIA Navy Fellowship Program.

   (2) Accept the naval officer participant as a fellow upon their selection by CNO N2N6. ADMA Military Support Branch will process participant for staff like access and CIA automated information systems access per applicable CIA regulations and security requirements.

   (3) Provide fellows an in-depth onboarding and orientation to the CIA as well as opportunities to engage interagency partners whenever possible.

   (4) Identify a senior CIA mentor to provide strategic guidance and direction to the fellow and enrich each Navy fellow’s professional development. The mentor will be the general or flag officer serving as the ADMA, or the most senior military officer designated by the ADMA.

   (5) At no cost to the Navy, provide the support required to host Navy fellows in residence at CIA, including:
(a) appropriate resources for the CIA fellow including office and desk space, communications and computer support (e.g., Joint Worldwide Intelligence Communications System, Secret Internet Protocol Router Network, and Non-classified Internet Protocol Router Network), telephones (classified and unclassified), copier, and similar administrative support provided to the gaining agency’s own employees of similar pay grade; and

(b) fund all necessary travel and temporary duty at the behest of CIA to facilitate internal interests.

(6) Assign Navy fellows to a principal area of concentration agreeable to the CIA and Navy and facilitate assigned area. Navy fellows will not participate in any contract or procurement studies or other matters that may violate federal standards of conduct laws or regulations, especially those pertaining to conflicts of interest.

(7) Provide appropriate intellectual direction and oversight of daily tasks, briefings, and publication development for fellows.

(8) Permit fellows to pursue ADMA approved independent research in addition to their principal assignments by facilitating access to CIA studies, staff, conferences, and seminars per CIA regulations and directives concerning publication review.

c. PERS-47

(1) Assign selected officers per annual quota plans.

(2) Establish and direct officer assignment practices to achieve best use of officers participating in the CIA Navy Fellowship Program.
SAMPLE APPLICATION PACKAGE

SECOND ENDORSEMENT on CDR D. J. Barber, USN, ltr of (enter date)

From: Commander, Navy Personnel Command (PERS-4XX) (Detailer)
To: Commander, Navy Personnel Command (PERS-440)

Subj: APPLICATION FOR FY 20XX OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE MILITARY FELLOWSHIP PROGRAM OR CENTRAL INTELLIGENCE AGENCY NAVY FELLOWSHIP PROGRAM

1. Current Tour Impact: (Provide comments on impact to current tour if selected).

2. Overall Individual Career Impact: Positive or negative (if program will have a negative impact on the member's career, additional explanation is required).

3. Projected Rotation Date (PRD) or Relief Concerns: (Provide PRD and comments on relieving process if selected).

4. Needs of Community Impact: (Provide comments on impact to the community manning if selected).

(ALL FIELDS REQUIRED)

I. M. DETAILER

Copy to:
OPNAV N2N6C1 (via e-mail)
SAMPLE APPLICATION PACKAGE

FIRST ENDORSEMENT on CDR D. J. Barber, USN, ltr of (enter date)

From: Commanding Officer, USS UNDERWAY (DD XXX)
To: Commander, Navy Personnel Command (PERS-440)
Via: Commander, Navy Personnel Command (PERS-4XX) (Detailer)

Subj: APPLICATION FOR FY 20XX OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE MILITARY FELLOWSHIP PROGRAM OR CENTRAL INTELLIGENCE AGENCY NAVY FELLOWSHIP PROGRAM

1. (Commanding officer’s recommendation and comments).

2. If selected for this program, CDR Barber will be rotating XX months early. I (intend or do not intend) to make this officer available without the benefit of a qualified relief.

(COMMANDING OFFICER'S ENDORSEMENT MUST INCLUDE A STATEMENT OF PROJECTED ROTATION DATE AND INTENTION TO MAKE AVAILABLE WITHOUT REGARD TO RELIEF)

I. M. SALTY
SAMPLE APPLICATION PACKAGE

From: CDR Donald J. Barber, USN
To: Commander, Navy Personnel Command (PERS-440)
Via: (1) Commanding Officer, USS UNDERWAY (DD XXX)
     (2) Commander, Navy Personnel Command (PERS-4XX) (Appropriate Detailer Code)

Subj: APPLICATION FOR FY 20XX OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE MILITARY FELLOWSHIP PROGRAM OR CENTRAL INTELLIGENCE AGENCY NAVY FELLOWSHIP PROGRAM

Encl: (1) Curriculum Vitae
      (2) Biography
      (3) Last Three Fitness Reports

1. PERSONAL STATEMENT TO THE BOARD
Free text describing why the applicant would be an ideal candidate for the ODNI or CIA fellowship program.

2. I understand that if selected, I am obligated to serve on active duty for a period of three times the length of the fellowship, and that this obligation will begin upon completion or termination of the fellowship and can be served concurrently with other service obligations. (THIS STATEMENT MUST BE MADE VERBATIM)

3. I understand that upon completion of my fellowship, I am obligated to complete an immediate utilization tour in a validated 2000 coded subspecialty billet unless this is superseded by an operational commitment or the needs of my community. If I am unable to complete an immediate utilization tour, I will do so no later than the second subsequent shore tour following my participation in the fellowship. (THIS STATEMENT MUST BE MADE VERBATIM)

4. I understand that if offered a fellowship opportunity, I have 14 days to commit. Once committed, my acceptance is irrevocable and requests to decline will not normally be approved. (THIS STATEMENT MUST BE MADE VERBATIM; SUBMISSION FOR FURTHER REVIEW BY AN INSTITUTION'S BOARD IS ALSO IRREVOCABLE)

5. I understand that if offered a fellowship opportunity, I should expect my assignment to begin August of next year. My projected rotation date is XXXX which is (xx months before) and (xx months after) the fellowship start date. If offered a fellowship opportunity, my assignment
depends on my present command's willingness to make me available, and the willingness of my
detailer to assign me to a fellowship. (STATEMENT MUST INCLUDE UNDERSTANDING
OF DETAILING PROCESS)

D. J. BARBER
SAMPLE CURRICULUM VITAE

Commander D. J. Barber, USN 18XX
Chief of Naval Operations
Strategic Concepts Branch
2000 Navy Pentagon
Washington DC 20350-2000

Work Phone Number:
Home Address:
Home Phone Number:
Email Address:

Present Position:
Executive Officer:

Educational Background:
University of California at Berkeley, Berkeley, CA, 1981-1985 – B.S. in Computer Science, Magna Cum Laude

Military Education:
As appropriate

Professional Background:
1990 Commissioned NROTC UCAL Berkeley
1990-1992 USS DDG, Main Propulsion Assistant
1992-1994 USS MSO, Executive Officer
1996-2000 USS CVN, CS DIVO
2000-2003 NCTS, DIVO
2003-2005 USS LHD, ISO

Professional Qualifications:
- Proven Subspecialty in Computer Science 6203s
- Member Phi Beta Kappa Honor Society

Awards:
Navy Commendation Medal with “V”
Navy Achievement Medal, Publications, Articles, and Papers (If applicable)

Other Relevant Experience:
Subspecialty and Other Future Shore Assignment Goals:
Biography: (OPEN - FORMAT SUMMARY OF CAREER ON SEPARATE PAGE)
(STATEMENT ACKNOWLEDGED BY MEMBER)
Navy Intelligence Fellowship Programs

PRIVACY ACT STATEMENT

Authority: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; E.O. 9397 (SSN); as amended, and SORN NM05000-2.

Purpose(s): To assist in the determination and selection of eligible and qualified applicants for selection to the Office of the Director of National Intelligence Fellowship Programs.

Routine Use(s): In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, the records contained herein will be collected and accessed by the Office of the Director of National Intelligence to be used for the Navy Selection Fellowship Programs selection process.

Disclosure: Disclosure of this information is voluntary. However, failure to provide the requested information may impede, delay or prevent further processing of this application.