



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

1212
N13
18 Oct 23

MEMORANDUM FOR DEPUTY CHIEF OF NAVAL PERSONNEL

Subj: PROBATIONARY OFFICER CONTINUATION AND REDESIGNATION BOARD
BUSINESS RULES

Ref: (a) ASN (M&RA) memo of 30 Sep 21 (NOTAL)
(b) 10 U.S.C. 630
(c) 10 U.S.C. 647
(d) 10 U.S.C. 14503
(e) DoD Instruction 1332.30 of 09 September 2021
(f) SECNAVINST 1920.6D
(g) MILPERSMAN 1212-010
(h) MILPERSMAN 1001-020
(i) DCNP memo PERS-00/469 of 14 September 2023

Encl: (1) POCR Notification
(2) Sample Letter and Endorsement to the POCR Board
(3) POCR Board Results

1. Purpose. This memorandum outlines force shaping and talent management execution procedures delegated in reference (a), under and in line with the authorities in references (b) through (f). This memorandum codifies the business rules and procedures to discharge from Active Duty and/or redesignate eligible probationary officers to an alternate Active Component (AC) designator, the Individual Ready Reserve (IRR), Selected Reserve (SELRES), or Training and Administration of Reserves (TAR), as appropriate as part of the Navy's probationary officer continuation and re-designation (POCR) board and the processes leading up to the convening date. The POCR process is designed to redesignate probationary officers to improve community health across the Navy. While desires of individuals are important and will be considered, the needs of the service take precedence in all POCR redesignations. This memorandum shall be reviewed by 1 October 2025, or as required.

2. Policy

a. Navy policy is to access and develop the nation's best and brightest candidates into the officer corps and through training, education and leadership. With a primary focus on talent management, the Navy is obligated to ensure officer communities maintain the required number of capable and qualified officers to meet the Navy's mission, today and in the future, while remaining within authorized end strength and manpower personnel funding levels. Consequently, it may be necessary to discharge or remove from the Active Duty List (ADL) and re-designate to the IRR, SELRES or TAR those officers who no longer have viable career paths

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or who do not possess unique and critical skills that could be utilized in another active duty designator.

b. Officers will be referred to POCR review when they do not complete initial training, do not obtain or retain required qualifications, or are unable to complete their initial operational assignments. Eligible probationary officers will receive notice of one of the following approved POCR board results:

(1) Retention on the Active Duty List (ADL) (in current or new designator).

(2) Removal from the ADL with retention on the Reserve Active Status List (RASL) in an active duty status as TAR (in current or new designator).

(3) Removal from the ADL with retention on RASL in the SELRES or IRR.

(4) Retention on RASL as TAR (in current or new designator).

(5) Shifted on the RASL from TAR to SELRES or IRR (in current or new designator).

c. If selected for retention on the ADL or TAR, the officer will not be reviewed via POCR for the same reason. Officers selected by a POCR board for retention on the ADL or TAR that subsequently become eligible due to different circumstances shall be referred to a second POCR board.

d. Officers awaiting disciplinary or administrative action that may result in discharge under a separate authority will not be considered. Similarly, officers awaiting medical actions that may warrant a different type of discharge will also not be considered. During the POCR process leading up to the board, the POCR manager or designated assistant may consult with PERS-8, PERS-454 and/or Bureau of Medicine and Surgery (BUMED) to verify officers submitted for consideration at a POCR board are not subject to actions discussed in this paragraph.

e. Probationary officers who have completed their minimum service requirement (MSR) and who voluntarily attrite from an initial course of instruction or duty, and indicate a desire for separation from service should not be referred to the POCR board. Command administrative separation should be used in these cases. No administrative separation board is required for probationary officers.

f. Eligible probationary officers meeting POCR consideration criteria with delayed or deferred promotions will be considered by a POCR board, if the Secretary of the Navy (SECNAV) promotion adjudication package has not been reviewed and endorsed by Deputy Chief of Naval Personnel (DCNP). If DCNP has endorsed the promotion adjudication package, the officer shall not be processed until final SECNAV adjudication is complete.

g. Officers who meet the criteria for discharge or removal from the ADL under this authority may be considered for a RASL change of designator on a case-by-case basis consistent with service needs.

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h. The records of candidate officers with less than five years and six months of commissioned service sent for review by the POCR process will be forwarded by BUPERS-31 and reviewed by N133. N133 will identify officers who possess education, backgrounds, or interest in pursuing nuclear training and those individuals will be removed from consideration for the next process, in order to facilitate interviews with the Director, Naval Nuclear Propulsion Program. Individuals accepted by the director will be re-designated and commence nuclear training. Individuals declined by the director will receive consideration at the following POCR board.

3. Definitions

a. Probationary Officer. An officer who has completed less than six years of active commissioned service.

b. Significant Financial Investment. Includes, at a minimum:

(1) Probationary officer whose bachelor's degree was funded through the Navy,

(2) Probationary officer who received graduate education or technical training of six months or greater paid by the Navy after attainment of his or her original degree, to include baccalaureate degree completion program or civil engineer corps collegiate or

(3) Received an accession bonus.

c. Unique and Critical Skills. Include (at a minimum) the technical degrees and credentials required by communities identified in reference (g) and/or documented foreign language proficiency.

4. Responsibilities

a. Chief of Naval Personnel (CNP), in coordination with Naval Special Warfare Command and Naval Reactors (NR), is the final approval authority for discharge of probationary officers who are special warfare qualified, who possess a nuclear propulsion additional qualification designation (AQD) or are currently undergoing initial nuclear propulsion training.

b. Except as noted in paragraph 4a above, DCNP will be responsible for the execution of POCR and has final decision authority to re-designate or discharge probationary officers based on the needs of the Navy. This authority may not be further delegated. DCNP will:

(1) Notify probationary officers what actions or shortcomings on their part could result in their involuntary discharge or removal from the ADL and redesignation to the IRR, SELRES or TAR.

(2) Confirm each identified officer satisfies the criteria per this memorandum, and ensure affected officers and their commanding officers (CO) are given timely notification of required action.

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c. Director, Military Personnel Plans and Policy (OPNAV N13) will oversee policy for management and execution of POCR, and advise CNP. OPNAV N13 will formally promulgate annual redesignation goals and will also coordinate with the Director, Resource Management (OPNAV N10) end strength planners and Military Community Management (BUPERS-3) community managers to reach a balance between accession requirements and end strength constraints to determine when Navy manning needs require the discharge or redesignation of officers described in paragraph 5.

d. Assistant Commander, Navy Personnel Command for Career Management Department (PERS-4) will:

(1) Coordinate with BUPERS-3 to ensure eligibility criteria is reviewed and amended as appropriate and identify all eligible probationary officers pursuant to paragraph 5 within a reasonable timeframe, which is typically 60 days from notification of failure to obtain or removal of associated qualification, certification or requirement.

(2) Serve as the candidates' representative during the POCR board, providing package briefing including career history, command endorsement and/or any other information which will assist the board in its decision.

(3) Ensure detailers do not issue permanent change of station (PCS) or individual augmentee (IA) orders for Service Members with packages before the POCR board until DCNP approves the results. Any officer who will exceed 180 days in a temporary duty status must be addressed on a case-by-case basis, but shall not violate the Joint Travel Regulations. When the POCR board results are approved by DCNP and prior to final scrolling, PERS-4 will ensure detailers and placement officers re-assign the re-designated officers to jobs associated with the officer's new designator.

(4) If discharge or removal from the ADL and redesignation to the IRR, SELRES or TAR is approved, initiate approved action in accordance with DCNP decision.

(5) Coordinate with BUPERS-3 to identify any probationary officers who will not meet the designated discharge timeline in line with DCNP decision.

e. BUPERS-3 will:

(1) Furnish N133 a list of candidates for the upcoming POCR board for review for potential nuclear service, and notify applicants of their removal from POCR consideration if selected for an interview by the Director, Naval Nuclear Propulsion.

(2) Coordinate the administration and execution of POCR boards and provide recommendations from POCR board proceedings to DCNP for approval.

(3) Provide OPNAV N13 and DCNP a status report following the conclusion of each POCR board detailing board and diversity statistics, as well as fiscal-year-to-date redesignation and ADL removal statistics.

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(4) Notify the probationary officer via enclosure (1). If the Service Member is selected for redesignation (either on the ADL or the RASL as TAR), the letter shall include points of contact information for the new community manager and detailee. If the Service Member is selected for removal from active duty and selected for reserve component (RC) affiliation (SELRES or IRR) or discharge, it shall include the Career Progression Division (PERS-8) and Reserve Personnel Management (PERS-9) point of contact information.

(5) Provide PERS-4, PERS-8, PERS-9 and OPNAV N13 a copy of the signed DCNP final decision memorandum associated with each POOCR board and ensure that designator changes and losses are administratively accounted for in line with this memorandum.

(6) Serve as briefing and voting members in accordance with reference (i). The POOCR board voting members may be utilized while the board is in session to vote on personnel actions involving programs like the Targeted Re-Entry Program, Warrant Officer redesignation or other BUPERS-3 actions that require the needs of the Navy to be evaluated but no formal board process is in place.

f. PERS-8 will coordinate with BUPERS-3 to ensure individual officers who, at the time the officer has been identified by PERS-4 for POOCR consideration, were not or should not be otherwise identified for other administrative or punitive action. Officers that are identified for administrative or punitive action will not normally be considered.

g. PERS-9 will assign a transition assistant from the Career Transition Office (PERS-97) to help transition officers with a reserve affiliation when removal from the ADL and transfer to RASL is approved.

h. N133 will:

(1) Review the list of officers prior to each POOCR board and expeditiously inform BUPERS-31 which candidates qualify for interview with the Director, Naval Nuclear Propulsion.

(2) Coordinate travel for qualified candidates to interviews at Naval Reactors.

(3) Notify BUPERS-31 of interview status and determination for all qualified candidates to ensure subsequent POOCR consideration is effected, where applicable.

5. Eligible Probationary Officers

a. Probationary officers are considered eligible to appear before a POOCR board for any of the reasons stated in subparagraphs 5a(1) through 5a(13):

(1) Attrition for any reason from an initial course of instruction or duty necessary to obtain a designator, professional warfare qualification or professional certification required to conduct an officer's duties, regardless of whether they have a remaining active duty service obligation.

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(2) Loss of warfare qualification or designator, voluntarily or involuntarily. For aviation, the field naval aviation evaluation board process, if initiated, takes precedence and subsequent to that board outcome a member may become eligible for POOCR consideration.

(3) Failure to obtain or maintain required professional licensure or certification, including loss of nuclear AQDs or in the event of nuclear trained officers not passing the requisite prospective nuclear engineering officer examination during their division officer tour.

(4) Failure to maintain the security clearance required by their designator as evidenced by a letter from the Department of Defense Central Adjudication Facility (DOD CAF) or failure to obtain the initial security clearance required by their designator. Officers who fail to obtain or maintain eligibility for a secret clearance (as evidenced by a letter from the DOD CAF permanently removing their eligibility) will be processed via administrative separation.

(5) Judge advocate generals or chaplain corps officers who fail to select for career status and who are no longer eligible for further career status consideration.

(6) Surface Warfare Officers (SWO) (1160 or 1110) who academically fail to graduate from the basic division officer course, advanced division officer course, officer of the deck phase I course, or officer of the deck phase II course.

(7) SWOs (1160) with an approved SWO non-attainment letter from Commander, Naval Surface Forces U.S. Pacific Fleet or U.S. Atlantic Fleet.

(8) SWOs (1110/1160) who fail to screen for department head (DH) after three looks by the screening board and decline an additional division officer sea tour.

(9) SWOs (1110) who are de-screened by the DH screening board and have no remaining “looks” before year of commissioned service (YCS) 6.

(10) SWOs (1160 or 1110) who are medically disqualified from sea duty before YCS 6.

(11) Supply corps officers who do not complete a minimum of 24 months on their first operational tour and do not achieve their supply corps warfare qualification.

(12) Limited Duty Officers (LDO) (6XXX) who fail to obtain prescribed qualifications during eligible tours within five years of commissioned service, including those LDOs designated as “off ramp” eligible (i.e., 651X and 68XX) in line with NAVADMIN 014/18 or latest update.

(13) Public Affairs officers (PAO) who do not complete the initial PAO personnel qualification standard (PQS) and receive the 7IQ AQD within their first tour.

b. In the case of nuclear propulsion trained probationary officers, including officers undergoing nuclear propulsion training, any ongoing review of AQD or suitability for continued training will be resolved by the Nuclear Propulsion Program (OPNAV N133) officer community

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manager (OCM) prior to the officer being considered eligible for a POCR board. The OCM will notify BUPERS-3 upon adjudication.

6. POCR Process

a. On a continuing basis, PERS-4, in coordination with BUPERS-3 and PERS-8, will identify all eligible probationary officers. Officer names submitted for consideration at POCR will only be accepted if provided by that officer's parent command via the cognizant PERS-4 detailee or BUPERS-3 OCM. Officers cannot self-refer or self-remove themselves from POCR consideration.

b. BUPERS-3 and BUPERS-31 staff will serve as board administrators, and as briefing and voting members in accordance with reference (i). BUPERS-31 POCR administrators will use the template in enclosure (1) to notify probationary officers that they are being referred to a POCR board. The letter will include, at a minimum:

(1) Notification regarding why the officer is eligible to be referred to a POCR board.

(2) Timeline for POCR package submission, which will normally be no less than 10 calendar days from the date the notification is sent.

(3) Direction that the probationary officer provides the following required information:

(a) List of top five qualifying designator choices (separation/discharge without affiliation to TAR, SELRES, and/or IRR may NOT be listed as one of the five). Officers should only list choices for which they are qualified per the information provided in the letter directing them to the POCR board. TAR applicants shall only include preferences from available TAR or SELRES communities. Voting members are not bound to honor an officer's preferences and may recommend any action to fit the needs of the Navy.

(b) Chaplain corps officers being referred to a POCR board and who are requesting redesignation should include a letter from their ecclesiastical endorser. The ecclesiastical endorser should state their understanding that the officer, if redesignated, will no longer be serving the Navy as a chaplain.

(c) Probationary officers seeking redesignation into aviation must provide a copy of passing ASTB scores in accordance with Program Authorization 106 and a copy of the NAMI approved flight physical.

(d) In the event that retention on active duty is not possible, the officer shall state their preference for affiliation with TAR or SELRES designators or for affiliation in the IRR.

(e) Security clearance and adjudication date.

(f) Copy of college transcripts (official copy not required).

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(g) Certificates of completion for any certifications or licensures.

(h) Documented foreign language qualifications.

(i) Statement of understanding: "I understand that if I am not selected for retention on active duty, I will be removed from the ADL and redesignated to the IRR, SELRES or TAR effective four months from the first day of the month following approval of the probationary officer continuation and redesignation board results."

c. If an officer is deemed ineligible for consideration at POOCR after formal notification by BUPERS-3 but before the board convenes, they may be removed from consideration via notification from the officer's commanding officer to BUPERS-3 with accompanying justification explaining why the officer no longer meets POOCR eligibility criteria as defined in paragraph 5.a.

d. Each probationary officer will send their package to the BUPERS-3 POOCR program manager for processing via the appropriate point of contact provided in the POOCR notification letter. Officers are encouraged to use the e-mail provided to forward their package to BUPERS-3 and are required to courtesy copy their respective PERS-4 detailers.

e. BUPERS-31 OCMs will review each POOCR package and make a recommendation based on the following criteria:

(1) Needs of the Navy. Community needs as codified by deficits in the most recent Officer Inventory vs. Authorization matrix. In some specific cases, it may suit the needs of the Navy to send an officer with special qualification or education to a specific community where those skills are a prerequisite to commissioning.

(2) Desires of Community Leadership. In addition to the Community Program Authorizations, the OCMs should give significant weight to their Community Flag sponsor's guidance on POOCR accessions when reviewing packages.

(3) Probationary officer's skill set.

(4) Significant financial investment incurred by the Navy, as defined in paragraph 3b.

(5) Total length of service.

(6) Pay grade and/or year group inventory versus officer programmed authorizations.

(7) POOCR accession quota versus lateral transfer quota trade-offs.

(8) Ability to fill individual augmentee billets, sea duty billets, and/or availability for world-wide assignment.

(9) Accession point in gaining community career progression.

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(10) Commissioning source.

(11) Prior enlisted service. Record of service (field codes 01 through 10 and 17 of the service record, if it exists).

(12) Probationary officer's request.

f. Packages for probationary officers possessing a nuclear propulsion AQD, or currently undergoing nuclear propulsion training, will be forwarded to OPNAV N133 for coordination with NR for final disposition and decision.

g. Packages for probationary officers possessing Special Warfare qualification will be forwarded to Special Warfare Program Management (OPNAV N137) for coordination with Naval Special Warfare Command for final disposition and decision.

h. The POCR board voting members are not bound to honor an officer's preference and may choose to recommend that DCNP approve redesignation into a community not listed by the officer if needs of the Navy dictate such action. POCR boards may find it necessary to recommend removal from the ADL for those officers who no longer have viable career paths or who do not possess unique and critical skills that could be utilized in another designator. The following criteria will be considered by POCR board voting members when determining the continuation and redesignation status of an officer under consideration:

(1) Community need based on the most recent inventory versus reallocated officer programmed authorizations report and specific year group considerations as shown in each community's length of service chart.

(2) Unique qualifications, experience, or degree/s of the officer and how those meet a need for a specific community.

(3) Community specific requirements and the degree to which the officer has met or exceeded them.

(4) Officer's stated preferences.

i. In the cases of officers in designators with sea-duty career milestones and requirements who are determined fit for continued service but not suitable for sea duty through the medical evaluation board or physical evaluation board process, BUPERS-3 will route the recommendation to Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN (M&RA)) via DCNP who will either direct reevaluation by the physical evaluation board (PEB), retention of the Service Member in their current designator on shore duty or redesignate the officer from the ADL to the IRR, SELRES or TAR.

j. At the conclusion of POCR boards, BUPERS-3 will send an executive summary of the board's recommendations and provide an individual recommended action for each officer to

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DCNP. The board shall select each Service Member for one of the following outcomes as outlined in the notification:

(1) AC. Retain on ADL in a new or current designator.

(2) TAR. Probationary officers on the ADL may be offered redesignation into a TAR officer community when either the Service Member is not recommended for retention on the ADL or when a requested AC officer community is manned at or above 100 percent at the applicable pay grade. However, drop on request flight attrites or academic attrites from the aviation training pipeline will not be allowed to re-enter the aviation training pipeline in order to enter the TAR aviation community. Concurrence on TAR redesignation shall be obtained from the SELRES/TAR Officer Community Manager (BUPERS-351). Officers selected for redesignation via POCR for the TAR program, if subsequently found not physically qualified for that TAR community prior to actual redesignation, will instead be offered redesignation as officers in either the SELRES or IRR of the RC.

(3) RC Affiliation. Probationary officers on the ADL may be offered redesignation as officers in either the SELRES or the IRR components. The board can recommend affiliation with SELRES, but it remains the officer's choice to affiliate as a SELRES or as a Service Member of the IRR. An officer selected for reserve affiliation who volunteers to affiliate with the SELRES may be offered schools while on active duty. This training may be offered only if the Service Member is redesignated into a new community, the school is reasonably available and the duration does not cross over the fiscal year.

k. DCNP will approve or disapprove each individual case by annotating his or her decision along with an approved date (if applicable). POCR board recommendations are not to be discussed with commands or probationary officers for any reason prior to DCNP's signed adjudication. In a consistent manner, DCNP may exercise discretion and retain those officers in whom the Navy has made a significant financial investment, who possess unique and critical skills/training or when separating the officer would not be in the best interests of the Navy due to extenuating circumstances. BUPERS-3 will send Navy stakeholders the results and notify each probationary officer of DCNP's direction regarding their status in the Navy using the appropriate template provided in enclosure (3).

7. Service Obligation

a. Officers with statutory service obligations will normally be retained in a commissioned, active status in order to fulfill their obligation. At the discretion of DCNP, regular officers who have mobilization potential and are not redesignated within the ADL will be released from active duty and transferred to the RASL into the TAR program or SELRES/IRR status to fulfill their statutory service obligations.

b. Officers who are retained on the ADL and redesignated will incur a two year active service obligation similar to service obligations required by reference (g), or serve out the remainder of their minimum service requirement, whichever is greater. This obligation is served

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concurrent with other obligations (i.e., obligation for initial entry requirements, immediate graduate education program, graduate education voucher, etc.).

c. Per reference (h), officers who are removed from the ADL and transferred to the RASL in the TAR program will incur a two year service obligation. Officers who fail to sign their reserve appointment oath of office will be discharged.

8. Discharge Policy

a. All information for consideration must be submitted to the POCR process for deliberation by DCNP prior to the board convening date.

b. Officers not approved for retention on the ADL through a POCR board will be redesignated to the IRR, SELRES or TAR no later than four months from the first day of the month following DCNP's adjudication of the POCR results. Those officers who wish to be removed from the ADL earlier than four months may send request to PERS-4 to leave active duty early with an approved command endorsement.

c. DCNP may extend the date of removal from the ADL (up to 270 days from the time DCNP signs the POCR results) without the approval of CNP for:

(1) Those officers approved for redesignation as TAR, if the scrolling process limitations prevent execution of a reserve officer appointment/oath of office.

(2) Those officers who have exceptional circumstances.

(3) Those officers whose departure would have a severe impact to the command's operational mission, as stated in the CO's endorsement submitted prior to the POCR board convening. The POCR manager, or designated team member, will annotate the recommended date on the post board recommendations provided to DCNP for approval.

(4) PERS-4 must be consulted on all officers who are assigned to a permanent duty station (not in training) and will establish reasonable rules to prevent the detailing of an officer into a billet already occupied.

d. In line with reference (f), any probationary officer who has been found "fit for duty" by a physical evaluation board process cannot be discharged from active duty for the same reason without approval from the SECNAV. This medical situation will not change the POCR process, but may delay the final probationary officer's discharge timeline. This situation does not prevent officers from being removed from the ADL or redesignated to the IRR, SELRES or TAR.

e. Prior to the convening of a POCR board, the probationary officer can challenge their eligibility to appear. However, once the board is concluded, probationary officers cannot appeal the POCR process or DCNP's final decision.

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G. J. HEALY
By direction

Copy to:
NETC
NSTC
COMNAVPERSCOM (PERS-4, PERS-8, PERS-9)
BUPERS-3

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POCR Notification

1212
Ser BUPERS-3
[insert date]

From: Deputy Chief of Naval Personnel
To: [insert rank/first name/last name], USN
Via: [insert title], [insert command]

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NOTIFICATION

Ref: (a) 10 U.S.C. 630 and 647
(b) SECNAVINST 1920.6D
(c) DoD Instruction 1304.25 of 01 May 2020
(d) CHNAVPERs memo 1212 Ser XX/ XXX
(e) DoD Instruction 1332.29 of 3 March 2017

Encl: (1) Sample Letter and Endorsement to the POCR Board
(2) Officer Community Requirements and Contact List
(3) Officer Community Year Group Availability

1. References (a) and (b) provide authority for the probationary officer continuation and redesignation (POCR) Board process to discharge or release from active duty, as appropriate, probationary officers with less than six years of service as a commissioned officer.

2. You were identified to go before the POCR Board to be considered for discharge, release from active duty or retention (with or without redesignation) because you are a probationary officer and a review of your record identified [insert reason] on or about [insert date].

3. The POCR process will review any information you provide for consideration. Enclosure (1) provides a draft letter for submitting information for consideration by the voting POCR Board members and can be found on the My Navy HR website at:

<https://www.mynavyhr.navy.mil/Career-Management/Boards/Administrative/POCR/> .

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4. In line with reference (c), officers with statutory service obligations will normally be retained in a commissioned status in order to fulfill their obligation. At the discretion of the Deputy Chief of Naval Personnel (DCNP), regular officers who have mobilization potential and are not redesignated will be released from active duty and transferred to the Reserve Active Status List (RASL) in either the Training and Administration of Reserves (TAR) Program, drilling Selected Reserve (SELRES), or Individual Ready Reserves (IRR) to fulfill their statutory service obligations. Reference (d) also provides alternatives that you may request with regard to your assignment and status in the Reserve Component following separation from active duty.

5. As outlined in reference (d), officers who meet the criteria for separation under this authority may be considered for a change of designator on a case-by-case basis, consistent with current service needs. Therefore, to best support the needs of the Navy, you are required to list the top five communities (in priority order) for which you would like to be considered, and for which you are qualified, as noted in enclosure (2). While your preferences are important, the POCR process redesignates officers according to the needs of the Navy, and prioritizes those needs. **You cannot list separation without reserve affiliation as a choice.**

a. Candidates should review “Officer Community Year Group Availability” in enclosure (3) for communities that have need in their year group. The year group availability document and a full list of each community’s requirements/POCs can be found on the right hand side of the MyNavyHR POCR page: <https://www.mynavyhr.navy.mil/Career-Management/Boards/Administrative/POCR/>.

b. You must meet eligibility qualifications to rank a community in your preferences. You are responsible for your submission and are highly encouraged to contact your prospective officer community manager (OCM) and/or detailer for your five preferences to discuss eligibility questions (e.g., flight physical, academic profile code, etc.) and suitability.

c. You must indicate your medical/deployability status in your letter. Specifically, you need to address if you are fit for full duty, on limited duty, awaiting adjudication through the Physical Evaluation Board process, and indicate if there are any detailing limitations based on your current medical status. Do NOT include any information about specific medical issues, past or present in your letter. See enclosure (1) for the example.

6. BUPERS-3 must receive your input by 1600 CST on [insert date]. Non-receipt of your letter will not preclude the officer community managers from reviewing your record, and you should expect that your command will be contacted on the status of your delinquency.

a. Your letter with attachments and your commanding officer’s endorsement should be scanned and forwarded via email to the BUPERS-31 POCR Program Manager at bupers-3_pocr.fct@navy.mil and the Assistant POCR Program Manager at [insert email].

b. You may also **fax** documents: to (901) 874-2063 (ATTN: Probationary Officer Continuation and Redesignation Board). **NOTE:** Annotate your RANK, LAST and FIRST NAME on the top of all documents faxed.

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c. If you do not have access to a scanner or a fax machine, you can mail your package via express delivery to:

BUREAU OF NAVAL PERSONNEL (BUPERS-31)
ATTN: PROBATIONARY OFFICER CONTINUATION AND REDESIGNATION
BOARD
5720 INTEGRITY DRIVE
BLDG 453
MILLINGTON, TN 38055-0003

7. The POCR Board will convene on [insert date] to consider your case. The following will be taken into account by the voting POCR Board members:

- Officer inventory needs of the Navy
- Probationary officer's education and skills
- Navy-incurred significant financial investment
- Probationary officer's record of service
- Probationary officer's desires

8. You will be notified of the results as expeditiously as possible. Results of the POCR Board will not be discussed prior to final approval by DCNP. Officers not approved for retention will be discharged or released from active duty and affiliated with the Reserve Component no later than 4 months from the first day of the month following approval of the POCR results.

9. Eligibility for separation pay is outlined in reference (e) and in most cases officers eligible for the POCR process will not be eligible for separation pay.

10. You are encouraged to contact the POCR program manager [insert name] at [insert phone number] or [insert name] at [insert phone number] with any questions.

I. M. SIGNER
By direction

Subj: PROBATIONARY OFFICER CONTINUATION AND REDESIGNATION BOARD
BUSINESS RULES

Sample Letter and Endorsement to the POCR Board

(Command Letter Head)

1212
Ser/
DD Mmm YY

FIRST ENDORSEMENT on Rank, First Last Name, USN, ltr of DD Month YY

From: Commanding Officer, (Officer's Command)

To: Deputy, Chief of Naval Personnel

Subj: INFORMATION FOR CONSIDERATION BY THE PROBATIONARY OFFICER
CONTINUATION AND REDESIGNATION BOARD

1. Rank, Name (First, Middle, Last)
2. Command Assigned, Phase of Training (if applicable)
3. Commanding Officer's Comments. (e.g., opinion on effort exerted, potential for future service, attitude, motivation, recommendation, command operational mission impact if officer is selected for separation and recommended separation date based on command operational requirement, etc.)
4. Identify if the departure of the officer would have a severe impact to the command's operational mission and for how long as appropriate.
5. Identify a Command POC (name, email, phone) for this matter as desired.

Commanding Officer

Enclosure (2)

Subj: PROBATIONARY OFFICER CONTINUATION AND REDESIGNATION BOARD
BUSINESS RULES

From: Rank, Name, USN,
To: Deputy Chief of Naval Personnel
Via: Commanding Officer, Officer's Command

Subj: INFORMATION FOR CONSIDERATION BY THE PROBATIONARY OFFICER
CONTINUATION AND REDESIGNATION BOARD

Ref: (a) Notification ltr dated DD Mmm YY

1. I acknowledge receipt of reference (a). I acknowledge that I have the right to review my service record and to object to, or comment on, any reason(s) provided in paragraph 3 of reference (a) if, based on my own review of my service record, I believe that I have been improperly identified as being eligible for the probationary officer continuation and redesignation (POCR) board prior to the POCR board commencement date.

2. I understand that the POCR board conducts an assessment of my record to determine my status in the Navy. The following is a list of possible outcomes of that assessment:

a. Retention on active duty in:

(1) Current designator or

(2) Alternative designator

b. Transfer into the Reserve Component in:

(1) Training and Administration of Reserves (TAR),

(2) Selected Reserves (SELRES) or

(3) Individual Ready Reserve (IRR)

c. Discharge (not offered Reserve affiliation)

3. I respectfully request consideration for: (See Notes Section)

4. Officer's personal comments, contact information and other information: **(Officer provide)**

a. Medical status: (Indicate one or more of the following, as appropriate)

(1) I am currently fit for full duty, or

(2) I am currently in a limited duty status, which will be reevaluated no later than Mmm YY, and/or

Subj: PROBATIONARY OFFICER CONTINUATION AND REDESIGNATION BOARD
BUSINESS RULES

(3) I am currently in a limited duty status and awaiting processing or results of a PEB to determine my duty status and/or

(4) I am fit for full duty but have documented detailing restrictions based on a medical condition.

- b. Security clearance and effective date.
- c. Copy of College transcript(s).
- d. Certifications or licensures.
- e. Foreign language qualifications.
- f. Prior enlisted service; number of months, rank, rate.

5. I understand that if I am not selected for retention on active duty, I will be discharged or removed from the ADL and redesignated to the IRR, SELRES or TAR effective not later than four months from the first day of the month following approval of the POCR results.

6. I have attached all documentation that I wish to be considered by the POCR board including any objection or comment I have regarding the identified reason(s) for POCR board consideration.

7. My point of contact information:

- a. Command Name, Address: (if due to transfer in next six months, also add new command)
- b. Work email:
- c. Work Phone:
- d. Home Phone:
- e. Cell Phone:
- f. Other information: (if desired)

F. M. LASTNAME

Notes:

1. Redesignation. You should list up to a maximum of five designator choices in priority order for which you are qualified. You may not list separation as a choice. If you continue to be qualified in your current designator you should list that designator as well.

Subj: PROBATIONARY OFFICER CONTINUATION AND REDESIGNATION BOARD
BUSINESS RULES

2. TAR, SELRES or IRR. If not offered retention on active duty, state preference to affiliate with TAR, SELRES or IRR.
3. Officer may include any additional information he/she deems appropriate.

Subj: PROBATIONARY OFFICER CONTINUATION AND REDESIGNATION BOARD
BUSINESS RULES

POCR Board Results

1212
Ser BUPERS-3/
DD Mmm YY

From: Deputy Chief of Naval Personnel
To: [insert rank/first name/last name], USN
Via: Commanding Officer, [insert command]

Subj: PROBATIONARY OFFICER CONTINUATION AND REDESIGNATION
BOARD RESULTS

1. This is to inform you that the probationary officer continuation and redesignation board convened on [insert date] and considered your record and any other documents you submitted. The Deputy Chief of Naval Personnel (DCNP) has approved you for [retention on the Active Duty List (ADL) in a new designator], [insert designator] or [removal from the Active Duty List (ADL) and retention on the Reserve Active Status List (RASL) in an active duty status as a Training and Administration of Reserves (TAR)], [insert designator], pending review of all requirements and qualifications.
2. You may contact the NPC/BUPERS Point of Contact [insert name] at [insert number] for additional information and expectations.

I. M. SIGNER
By direction

Copy to:
PERS-4
PERS-8

1212
Ser BUPERS-3/
[insert date]

From: Deputy Chief of Naval Personnel
To: [insert rank/first name/last name], USN
Via: Commanding Officer, [insert command]

Subj: PROBATIONARY OFFICER CONTINUATION AND REDESIGNATION BOARD
RESULTS

1. This is to inform you that the probationary officer continuation and redesignation board convened on [insert date] and considered your record and any other documents you submitted. The Deputy Chief of Naval Personnel (DCNP) has approved you for removal from the Active Duty List (ADL) with retention on the Reserve Active-Status List (RASL), in the [Selected Reserve (SELRES)] or [Individual Ready Reserve (IRR)], [insert designator], pending review of all requirements and qualifications.
2. Your effective date of transition from the active duty list will be no later than [insert date] or earlier if desired. Orders are being processed by PERS-4 and you can expect to receive your orders within 60 days.
3. A transition assistant from the Career Transition Office (CTO) will assist you in your transition and Reserve affiliation. Any questions you may have should be directed to the CTO at email cto.officer@navy.mil, COMM (901) 874-4192/DSN 882.

I. M. SIGNER
By direction

Copy to:
PERS-4
PERS-8
PERS-9