



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

1212
N13
26 Feb 26

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 11 May 2018
(f) SECNAVINST 1920.6D
(g) MILPERSMAN 1611-010
(h) MILPERSMAN 1611-020
(i) MILPERSMAN 1212-010
(j) MILPERSMAN 1001-020
(k) OPNAV N13 ltr 1212 Ser N13 of 18 Oct 23
(l) NAVADMIN 303/23

Encl: (1) Sample POCR Board Notification
(2) Sample Letter and Endorsement to the POCR Board
(3) Sample 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 (l). This memorandum codifies the business rules and procedures to discharge from Active Duty 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 the Reserve (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 the desires of individuals are important and will be considered, the needs of the Navy take precedence in all POCR redesignations. This memorandum must be reviewed by 1 October 2027, or as otherwise required.

2. Policy

a. Navy policy is to access and develop the nation's best and brightest candidates into the officer corps 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

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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 Reserve Active Status List (RASL) as an IRR, SELRES, or TAR those officers who no longer have viable career paths 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 ADL (in current or new designator).

(2) Removal from the ADL with retention on the 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) Transferred on the RASL from TAR to SELRES or IRR (in current or new designator).

c. If selected for retention on the ADL or RASL as a TAR, the officer will not be subsequently reviewed via POCR for the same condition in which they were first reviewed and retained. Officers selected by a POCR board for retention on the ADL or RASL as a TAR that subsequently become eligible due to new circumstances, shall be referred to a second POCR board.

d. Officers currently under or pending investigation of any kind, and officers awaiting disciplinary or administrative action must not be referred to the POCR board and will not be considered. Similarly, officers whose medical status is under review or subject to potential change must not be referred to the POCR board. All other disciplinary, administrative, and medical actions must be completed prior to referral of an officer to the POCR board. In situations where commands have doubt about whether an officer is eligible for POCR consideration, they are required to communicate *in advance* of referral to the POCR manager at Bureau of Naval Personnel, Director, Military Community Management (BUPERS-31). The POCR manager or their designated assistant may consult with Navy Personnel Command (NPC), Career Progression (PERS 8), Navy Personnel Command, Deployability Assessment Branch (PERS 454), and the Bureau of Medicine and Surgery (BUMED) for the purpose of determining an officer's eligibility for consideration by the POCR board. Commands should not delay medical actions solely for the purpose of applying to the POCR board.

e. POCR board referral is not a substitute for proper disciplinary or administrative actions associated with substandard performance or misconduct. Commanders will review references

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(g) and (h) and consult with a judge advocate prior to referring an officer who has committed misconduct or demonstrated substandard performance to the PO CR process.

f. 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 PO CR board. Officers in such situations should normally be separated from the service. Commands should consult with a judge advocate to ensure they utilize the method of separation proper to the circumstances.

g. Eligible probationary officers meeting PO CR consideration criteria with delayed or deferred promotions will be considered by a PO CR 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 must not be considered by the PO CR board until SECNAV adjudication is complete.

h. All officers that drop from initial training will be considered on the PO CR board first by Unrestricted Line (URL) followed by Information Warfare Line (IWL) communities. URL, followed by IWL communities, will aim to meet right-side accession quotas prior to releasing physically qualified individuals to the Staff and Restricted Line (RL) communities..

i. The records of candidate officers with less than 5 years and 6 months of commissioned service sent for review by the PO CR process will be forwarded by Bureau of Naval Personnel, Officer Community Management (BUPERS-31) and reviewed by Office of the Chief of Naval Operations, Nuclear Propulsion Program Management (OPNAV N133) prior to the PO CR board convening to facilitate advanced review. OPNAV N133 will identify officers who possess education, backgrounds, or interest in pursuing nuclear training and those individuals will be preferentially selected for URL nuclear redesignation, to facilitate interviews with the Director, Naval Nuclear Propulsion Program. These individuals will be selected by a secondary community at the PO CR board. In the event they do not pass the interview, they will be redesignated to the secondary community. The secondary community will not inform the individual of their selection until after the interview process. Candidates accepted by the director for nuclear URL designators will be re-designated and commence nuclear training. If a candidate is not selected to a nuclear URL designator or a secondary AC/TAR community, OPNAV N133, in coordination with the PO CR administrative team, has the discretion to offer a nuclear RL designator, such as Nuclear Reactors Engineer.

3. Definitions

a. Probationary Officer. An officer who has completed less than 6 years of active commissioned service.

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

(1) A probationary officer whose bachelor's degree was funded by the Navy;

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(2) A probationary officer who received graduate education or technical training of 6 months or longer, paid for by the Navy, after obtaining their original degree — including participation in the baccalaureate degree completion program or the Civil Engineer Corps Collegiate Program; or

(3) A probationary officer who received an accession bonus.

c. Unique and Critical Skills. Include, at a minimum, the technical degrees and credentials required by communities identified in reference (i) 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 the POCR board 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.

c. Office of the Deputy Chief of Naval Operations, Director, Military Personnel Plans and Policy (OPNAV N13) will oversee policy for management and execution of the POCR board and advise CNP. OPNAV N13 will formally promulgate annual redesignation goals and will also coordinate with the Office of the Deputy Chief of Naval Operations, Resource Management (OPNAV N10) end strength planners and BUPERS 31 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 (PERS 4) will:

(1) Coordinate with BUPERS 31 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.

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

(3) Ensure detailers do not issue permanent change of station or individual augmentee orders for Service Members whose names have been submitted for an upcoming PO CR board. 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 PO CR 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 billets 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 31 to identify any probationary officers who will not meet the designated discharge timeline in line with DCNP decision.

e. BUPERS 31 will:

(1) Provide OPNAV N133 a list of candidates for the upcoming PO CR board for review for potential nuclear service.

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

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

(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 detailer. If the Service Member is selected for removal from Active Duty and selected for reserve component affiliation (SELRES or IRR) or discharge, it shall include the Navy Personnel Command, Career Progression Division (PERS 8) and Navy Personnel Command, 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 PO CR 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 line with the latest DCNP signed precept. The PO CR 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

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redesignation or other BUPERS 31 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 31 to ensure individual officers who, at the time the officer has been identified by PERS 4 for POOCR board 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 Navy Personnel Command, Reserve Processing and Affiliation Center 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. OPNAV 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 NR.

(3) Notify BUPERS 31 of interview status and determination for all qualified candidates.

(4) After notification of successful interview, OPNAV N133 will count the individual towards a right-side accession.

(5) Inform BUPERS 31 of candidates who fail the interview and should be redesignated to their secondary community as determined by the POOCR board. If a candidate is not selected to a nuclear URL designator or a secondary AC/TAR community, OPNAV N133, in coordination with the POOCR administrative team, has the discretion to offer a nuclear RL designator, such as Nuclear Reactors Engineer.

5. Eligible Probationary Officers

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

(1) Attrition for any reason, except misconduct, 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.

(2) Loss of warfare qualification or designator, voluntarily or involuntarily. For aviation, the field naval aviation evaluation board process, if initiated, must be concluded and an adjudication made before the member may become eligible for POOCR board consideration.

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(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 advocates 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 or 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 6 Years of Commissioned Service (YCS).

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

(11) Supply corps officers who do not achieve their supply corps warfare qualification.

(12) Limited Duty Officers (LDO) (6XXX) who fail to obtain prescribed qualifications during eligible tours within 5 YCS, 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, review for POCR board eligibility will be resolved by the OPNAV N133 Officer Community Manager (OCM). The OCM will notify BUPERS 31 if approved for referral to the POCR board.

6. POCR Process

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a. On a continuing basis, PERS 4, in coordination with BUPERS 31 and PERS 8, will identify all eligible probationary officers. Officer names submitted for consideration at the POCR board will only be accepted if provided by that officer's parent command via the cognizant PERS 4 detailer or BUPERS 31 OCM. Officers cannot self-refer or self-remove themselves from POCR consideration.

b. BUPERS 31 staff will serve as board administrators, and as briefing and voting members in accordance with latest DCNP POCR precept. 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) If an officer is a URL initial pipeline attrite, they shall list their top three URL designator choices for which they qualify, not to include SEALs or EOD and a list of the officer's top qualifying IWL, RL, and Staff Corps choices. (Separation/discharge without affiliation to TAR, SELRES, 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. All officers are required to rank their top three URL preferences (if applicable), and top two IWL, RL, and Staff preferences separately, as shown in the format provided in enclosure (2).

(b) Chaplain corps officers being referred to a POCR board and who are requesting redesignation must include a letter from their ecclesiastical endorser. The ecclesiastical endorser must 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 Aviation Selection Test Battery scores in line with Program Authorization 106 and a copy of the Naval Aerospace Medical Institute approved flight physical.

(d) In the event that retention on the ADL is not possible, the officer shall state their preference for affiliation with TAR or SELRES designators or for affiliation in the IRR. This will be communicated by the nominating community via the OCM.

(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 this is a non-voluntary board and that I have from the time of board notification, reference (a), to the board convening date to dispute my record being adjudicated at the board. I understand that once the board has convened, the results are binding. 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 4 months from the first day of the month following approval of the probationary officer continuation and redesignation board results. I agree to sign a new Oath of Office in line with the signed board results to facilitate designator changes. I understand that I will incur a 2 year (or 3 year if redesignated to TAR) service obligation upon redesignation to be served concurrently with any existing obligation."

c. If an officer is deemed ineligible for consideration at the POCR board after formal notification by BUPERS 31 but before the board convenes, they may be removed from consideration via notification from the officer's CO to BUPERS 31 with accompanying justification explaining why the officer no longer meets POCR eligibility criteria as defined in paragraph 5.a.

d. Each probationary officer will send their package to the BUPERS 31 POCR program manager for processing via the appropriate point of contact provided in the POCR notification letter. Officers are encouraged to use the e-mail provided to forward their package to BUPERS 31 and are required to courtesy copy their respective PERS 4 detailers.

e. BUPERS 311 OCMs will review each POCR package and make a recommendation based on the following criteria (in order of importance):

(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 POCR 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.

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

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

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

(9) Accession point in gaining community career progression.

(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 the Office of the Chief of Naval Operations, 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, in order of importance, 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.

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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 31 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 31 will send an executive summary of the board's recommendations and provide an individual recommended action for each officer to 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 to enter the TAR aviation community. Concurrence on TAR redesignation shall be obtained from the Bureau of Naval Personnel, Reserve Officer Community Management (BUPERS 3151). 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. Members selected for retention as TAR will incur a three year obligation per reference (j).

(3) RASL Affiliation, not as a TAR. Probationary officers on the ADL may be offered redesignation as officers on the RASL in either the SELRES or the IRR components. Affiliation with SELRES will be mandatory so long as the member is qualified and has remaining MSO. If the member has completed their MSO, the board can recommend affiliation with SELRES, but it will remain the officer's choice to affiliate as a SELRES or as a Service Member of the IRR. An officer selected for reserve affiliation 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 and the school is reasonably available.

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 31 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).

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7. Service Obligation

a. Officers with statutory service obligations will normally be retained in a commissioned, active status 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 or SELRES status to fulfill their statutory service obligations.

b. Officers who are retained on the ADL and redesignated will incur a 2 year active service obligation similar to service obligations required by reference (i) or serve out the remainder of their minimum service requirement, whichever is greater. This obligation is served concurrent with other obligations (i.e., obligation for initial entry requirements, graduate education obligation, etc.).

c. In accordance with reference (j), officers who are removed from the ADL and transferred to the RASL in the TAR program will incur a 3 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 4 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.

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(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 convened, probationary officers cannot appeal the POCR process or DCNP's final decision.


J. S. COUTURE

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

Sample POCR Notification

1212
Ser BUPERS-3/
[insert date]

From: Deputy Chief of Naval Personnel
To: [Officer's Rank Name (First, Middle Initial, Last), USN]
Via: [Insert Title, Officer's 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 dtg DD MMM YYYY
(e) DoD Instruction 1332.29 of 3 March 2017
(f) MILPERSMAN 1212-010
(g) NAVADMIN 303/23

Encl: (1) Letter and Endorsement to the POCR Board Template
(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 template 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/> . **Use this draft to ensure you list all required information as well as the verbatim required statement of understanding. This document must either be signed physically by pen or via electronic CAC signature.**
4. In line with reference (c), officers with statutory service obligations will normally be retained in a commissioned status to fulfill their obligation. Additionally, any officer attriting from their initial training pipeline who is still physically qualified will be strongly considered to remain in either the URL or IWL communities. At the discretion of the Deputy Chief of Naval Personnel (DCNP), regular officers who have mobilization potential and are not redesignated will be

Enclosure (1)

released from Active Duty and transferred to the Reserve Active Status List (RASL) in either the Training and Administration of the Reserve (TAR) or as a drilling Selected Reserve (SELRES), to fulfill their statutory service obligations. Reference (d) also provides alternatives that you may request regarding 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 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 MyNavy HR 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) 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. Any officers identified for the POCR process may be required to fulfill instructor duties at the Future Sailor Preparatory Course-Academic (FSPC-A) program at Great Lakes for a roughly 90-day TAD. FSPC-A instructors are instrumental in working with newly recruited Sailors to increase their Armed Services Vocational Aptitude Battery scores and increase their eligibility for our more technical ratings. You will be notified via email if identified to fulfill this Chief of Naval Personnel (CNP)-priority requirement. The execution of this TAD will be coordinated with your current Command utilizing funding from Naval Education and Training Command (NETC). FSPC-A class dates will dictate reporting date requirements.

7. **BUPERS 31 must receive your input by 1200 CST on [insert date].** Non-receipt of your letter will not preclude the OCM 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 311 POCR Program Manager at usn.mid-

south.chnavpersmilt.navy.mbx.bupers-3-pocr@us.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.

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-311)
ATTN: PROBATIONARY OFFICER CONTINUATION AND
REDESIGNATION BOARD
5720 INTEGRITY DRIVE
BLDG 453
MILLINGTON, TN 38055-0003

8. The POCR board will convene on [insert date] to consider your case. The following will be considered by the voting POCR Board members:

- **Officer inventory and 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

9. 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 four months from the first day of the month following approval of the POCR results.

10. 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.

11. 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

Sample Letter and Endorsement to the POCR Board

(Command Letter Head)

1212
Ser/
DD Mmm YY

FIRST ENDORSEMENT on [Rank, Name (First, Middle Initial, Last), USN ltr of DD Month YY

From: [’s Commanding Officer, 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. I certify that this member is not currently under investigation for misconduct, awaiting disciplinary action, awaiting administrative action, or awaiting medical actions that may fall under a different discharge authority.
5. The member is available to accept redesignation and execute orders as approved by DNCP.
6. Identify if the departure of the officer would have a severe impact to the command’s operational mission and for how long as appropriate.
7. Identify a Command POC (name, email, phone) for this matter as desired.

Commanding Officer

Enclosure (2)

From: [Officer's rank, name (first, middle initial, last)], USN
To: Deputy Chief of Naval Personnel
Via: Commanding Officer, Command

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

Ref: (a) PROBATIONARY OFFICER CONTINUATION AND REDESIGNATION
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 2 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 convening date.
2. I understand this is a non-voluntary board and that I have from the time of board notification, reference (a), to the board convening date to dispute my record being adjudicated at the board. I understand that once the board has convened, the results are binding. 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. I agree to sign a new oath of office in accordance with the signed board results to facilitate designator changes. I understand that I will incur a two year (or three year if redesignated to TAR) service obligation upon redesignation to be served concurrently with any existing obligation.
3. I understand that the POCR board assesses 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 the Reserve (TAR),
 - (2) Selected Reserve (SELRES) or
 - (3) Individual Ready Reserve (IRR)
 - c. Discharge (not offered Reserve affiliation)

4. I respectfully request consideration for (See Notes Section. Must list all URL communities for which you qualify.):

a. URL

b. IWL

c. Special Duty/RL:

d. Staff:

5. My ranked top five preferences from the above preferences are:

a.

b.

c.

d.

e.

6. 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

(3) I am currently in a limited duty status and awaiting processing or results of a PEB to determine my duty status 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. Education (Major and School) (Include Copy of College transcript(s)):

d. Certifications or licensures:

e. Foreign language qualifications:

f. Prior enlisted service; number of months, rank, rate:

7. 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 POOCR results.

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

9. 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. Personal email:

e. Cell phone:

f. Other information/Personal statement: (if desired)

F. M. LASTNAME

Notes:

1. Redesignation. You should list designator choices in priority order for which you are qualified. You must include all URL communities for which you are qualified (but URL, IWL, RL, and Staff preferences shall be listed separately. For URL, three choices shall be ranked for initial pipeline attrites – SEALS or EOD may not be listed, nor your losing community). You may not list separation as a choice.

2. TAR, SELRES or IRR. If not offered retention on Active Duty, state preference to affiliate with TAR, SELRES or IRR. You may only list IRR as a selection if you have completed the first six of eight years of service obligation in an Active Duty or SELRES status.

3. Officer may include any additional information he/she deems appropriate.

Sample POCR Board Results

1212
Ser BUPERS-3/
DD Mmm YY

From: Deputy Chief of Naval Personnel
To: [Officer's rank, name (first, middle initial, last)], USN
Via: Commanding Officer, 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 the Reserve (TAR)], [insert designator], pending review of all requirements and qualifications.

2. You may contact the BUPERS/NPC Point of Contact, [insert name], at [insert number] for additional information and expectations.

I. M. SIGNER
By direction

Copy to:
PERS-4
PERS-8

Enclosure (3)

1212
Ser BUPERS-3/
[insert date]

From: Deputy Chief of Naval Personnel
To: [insert officer's rank, name], USN
Via: [insert CO's name, officer's 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 Reserve Processing and Affiliation Center (RPAC) will assist you in your transition and Reserve affiliation. Any questions you may have should be directed to the RPAC at email rpac.officer.fct@navy.mil, COMM (901) 874-4192/DSN 882.

I. M. SIGNER
By direction

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