



## Navy Reserve Supply Corps Direct Commission Officer (DCO) Interview Appraisal Training

---

March 2021

**READY. RESOURCEFUL. RESPONSIVE.**



To provide a standardized approach and share best practices as it applies to the 3165 Navy Reserve Supply Corps Direct Commission Officer (DCO) interview appraisal process.





## Navy Reserve Supply Corps DCO Community Points of Contact

LCDR Adrienne Wilhelm  
Reserve Staff Officer Community Manager  
Officer Community Management (BUPERS-351)

LCDR Carlos Diaz  
Supply Corps Selected Reserve Career Counselor/Program Manager  
Office of Supply Corps Personnel  
Navy Personnel Command (PERS 4412)

LCDR Darcia Treadwell  
Director, Reserve and HAZMAT Programs  
Navy Supply Corps School

### Regional DCO Managers:

Navy Region Southeast – LCDR Marquita Pfannenstiel  
Navy Region Mid-Atlantic Norfolk – CDR Todd Stevens  
Navy Region Mid-Atlantic Great Lakes – CDR Peter Boll  
Navy Region Southeast Fort Worth – CDR Thomas Henggeler  
Navy Region Southwest – LCDR Kalina Bitter  
Navy Region Northwest – CAPT Dennis Collins

## Interview Appraisal Guidance and Tips

- 3165 DCO annual interview season typically starts in the spring, but may start earlier. The administrative selection board (made up of O5 selects and above) convenes in the summer.
- FY21 DCO board considered 146 packages and made 18 selections.
- When a recruiter asks you to do interviews, ensure you notify your assigned Regional DCO Manager. (See Slide 3)
- Each applicant must have a minimum of two interview appraisals. 3100/3105/3107 Interviewers **MUST** be O5/O6.
- Interviewers should request and review the candidate's application package from Recruiter to review prior to interviewing. Packages consist of:
  - Application (with motivational statement)
  - Resume
  - College Transcripts
  - Letters of Recommendation
  - Awards and Certificates, if applicable
  - SF-86
  - If prior enlisted, military evaluations
  - Other pertinent information, such as arrests, convictions

- Assess potential leadership capabilities. For example, has the candidate taken on leadership roles of increased level of responsibility? If no work experience, ask about team sports or other hobbies. Remember we are assessing potential.
- Be honest in your assessment - act as if you are talking directly to a fellow 3105 Senior Officer - speak the truth, identify concerns, etc. You are writing to a board, not the candidate themselves.
- If not available to conduct face to face interviews, ensure you conduct a visual check via Skype, FaceTime, Microsoft Teams, etc.
- Look for inconsistencies within the package. Ask about them specifically...different GPA's, security clearance issues, applying for other designators, etc.
- Based on the resume review, assess whether or not the candidate will have the time to complete Navy Reserve requirements. Ensure the applicant understands the work, life balance that will be required. Be sure to make sure they understand the time commitment requirements for ODS, BQC-NR and applicable schools.
- Assess employment. Has the candidate changed jobs multiple times? If so, you might want to ask about this during the interview. Remember younger workforce changes jobs frequently.
- Has the applicant completed or is working to complete an advanced degree? If working on an advanced degree, assess whether or not they will have the time to complete Navy Reserve requirements.
- Prior military performance – assess sustained superior performance

## Interview Appraisal Guidance and Tips

- Determine amount of time an applicant will have to add value to the community after 3 years of training, i.e. how long is their runway?
- Try to read into the potential hidden motivation of why behind applying. Is the member at High Year Tenure (HYT) in current rank if currently serving? Etc.
- Is the applicant potentially over-qualified to be an Ensign? For example do they have the time to execute requirements...this is not 2 weeks a year 1 weekend a month, or the need for multiple nightly phone conference calls.
- At the end of the day, it's about potential for learning the Navy culture and Supply Corps ways.

- Report soft break-out if the person is truly top notch. Tell us why you want this person in our community.
- Hold interview appraisal forms so you can rank applications. Establish a cutoff date to ensure you can complete forms and return to the recruiter prior to the required due date for board submission.
- Interview face to face whenever possible.
- Take the time in the interview to review the Navy Reserve requirements, entry requirements into the Supply Corps community and lay out career progression goals for the first four years and beyond. Inform the application of where they can locate more information about the Navy Reserve Supply Corps community.
- Create your own DCO grading average (concept similar to a RSCA). Our leaders tell us to rank fairly, but recruiters are shopping for "10s". If you choose, never rank an applicant a score of "10", explain your ranking style and average score.
- No one is perfect. Remember we are selecting Ensigns not Captains.

1. Tell me about yourself and why you desire to become a Navy Reserve Supply Corps Officer.
2. Ask about any known drug/alcohol/financial issues. Assess how recent and the severity.
3. How many interviews have you conducted and with whom?
4. Have you applied to any other designators?
5. Have you previously applied to the Navy Reserve Supply Corps Program? If so, what has changed in your life from the last application?
6. Do you currently have a Supply Corps Officer mentor?
7. How would you evaluate your writing skills?
8. Tell me about your knowledge of the Supply Corps community. What research did you conduct prior to submitting a package?
9. Where do you see yourself in 5 years? 10 years?
10. Are you aware of the time requirements needed to complete the Officer Development School as well as the Basic Qualification Course? What is the impact of being away from your job for 5 weeks of ODS?

11. Are you aware that there is a strong possibility that you will mobilize or deploy for in some cases up to 1 year or more? Is your family supportive of that requirement?
12. What are your hobbies? What do you do to unwind from a stressful day/week or just to take your mind off work to reset?
13. Give an example of a time you received direction from a boss or co-worker that didn't quite jive with your idea for the task/project and how you worked through that difference of opinion.
14. How are you involved in the community?
15. Give an example of a time you were in a leadership position that was difficult for you to manage and how you overcame that situation.
16. Expand on your leadership experience, whether it is with your civilian career or volunteering within your community.
17. What are your education plans? (If they don't have a master's degree, is it in their long-term plan)



# Questions