

****Updated 7 November 2023****

FOREIGN AREA OFFICER LATERAL TRANSFER APPLICATION GUIDANCE

In general, follow the format contained in MILPERSMAN 1212-010. This document includes additional information on FAO-specific items required for applicants requesting FAO as their first choice.

Specific board submission deadlines can be found in NAVADMIN 265/23. A Letter of Instruction (LOI) with detailed application and eligibility requirements will be published on the Lateral Transfer / Re-designation page of the NPC website. Pending publication of the LOI specific to the board being applied to, it is recommended that you begin preparing your application by referencing the LOI for the previous board, as this information is largely the same from board to board. You can access the most recent Lateral Transfer NAVADMIN available under the message library tab of the MyNavyHR homepage. The most recent LOI will be available at the below address:

<https://www.mynavyhr.navy.mil/Career-Management/Boards/Administrative/Transfer-Redesignation/Status/>

It is important that you don't wait until the LOI is published for the board to which you are applying, because some of the required items for your application package can take over a month to complete (such as scheduling a DLAB, scheduling your interview, and completing the overseas screening for you and your dependents).

The body of your Lateral Transfer application should be completed in accordance with MILPERSMAN 1212-010 utilizing the Lateral Transfer Applicant Template available at:

https://www.mynavyhr.navy.mil/Portals/55/Boards/Administrative/TransferRedesignation/LateralTransferApplicationTemplate_rev1.pdf?ver=e-B2Jm5rmhjLF_z1m1TXlg%3d%3d

FAO community specific information that should be included in the application (paragraph 2.1. of the template):

2.1. Information requested by FAO community as follows:

- i. Security Clearance: [*Secret, Top Secret, etc., date of SSBI*]
- ii. DLAB score: [*score, indicate score for most recent test only, see note 6 below*]
- iii. DLPT score(s): [*ex. Spanish, 23 March 2019, Listening: 2, Reading, 2+, OPI not administered, see note 6 below.*]
- iv. Include any internationally focused graduate education and/or linguistic courses/certification here with applicable documentation attached to the application as an enclosure.

In paragraph 6 of the application, include the following statement:

“I certify that I (and my family, if applicable) am (are) worldwide assignable, and that I will immediately notify the Foreign Area Officer (FAO) Community Manager if this situation changes. I understand that if selected for transfer to the FAO Community that I will participate in graduate level education and language training as needed. In the case of graduate education, I agree to remain on active duty for a

period equal to three times the number of months of education up to a maximum of three years. In the case of language training, I agree to remain on active duty for one overseas tour. This obligation may be discharged concurrently. If no training or education are required, I agree to remain on active duty in the FAO community for at least one complete FAO tour. I understand that as a FAO I shall be detailed to tours in all three lines of FAO work including Policy, Plans, and Strategy staffs; Security Cooperation Office; and Defense Attaché Service positions. I acknowledge that I must safeguard U.S. information, report security violations, report foreign contacts, and report intimate foreign relationship (including marriage and proposals of marriage) to my Security Systems Office. I understand that I may be required to complete a counter-intelligence polygraph at any time, and I must successfully pass a CI Polygraph to serve in the Defense Attache Service. I understand that marrying a foreign national who does not attain U.S. citizenship and/or is not willing to renounce his or her foreign citizenship may impede my ability to be assigned to all lines of work in the FAO community. These agreements do not obligate the Navy to retain me on active duty. However, if I fail to complete the agreed upon active duty (voluntarily or through misconduct), I agree to reimburse the United States for the cost of the education/training received prorated for the obligated time served.”

Additional Notes:

1. Commanding officer’s endorsement should comment on suitability for designation and assignment as a FAO. It can also include information that would traditionally be in a letter of recommendation. Additionally, **your CO’s endorsement must specifically comment on your overseas assignability** IAW Part I and II of the NAVPERS 1300-16 (Report of Suitability for Overseas Assignment). Part I and II of the NAVPERS 1300/16 must be completed with your XO (or equivalent) acting as an interviewer and your MTF representative signing Part II and enclosed in your application package. Your CO should complete part IV of the NAVPERS 1300/16. **The NAVPERS 1300-16 must be screened to NAVCENT (NSA Bahrain) standards regardless of your regional desires. Dependents must be listed in Part II, and the provider must comment on the overseas suitability of your dependents.** Overseas screenings are valid for one year. As such, if you are not selected for FAO on your first attempt, and reapply on the next scheduled board (boards are held twice a year in February and August), you will not need to redo your overseas screening for the next consecutive board.
2. Waiver Requests must be endorsed by your CO, either as a stand-alone endorsement or as part of the CO endorsement letter. Academic waivers for candidates that do not have a GPA of 2.60 or higher will be considered on a case-by-case basis. There are no waivers available to TS-SCI eligibility or overseas screening to NAVCENT standards for the member and all their dependents (if applicable). Applicants that do not meet the FAO Community’s security clearance eligibility requirements and overseas screening requirements will not be referred to the lateral transfer board.
3. Read OPNAVINST 1301.10C and MILPERSMAN 1212-010 to ensure you have included everything you need in your package and are aware of all requirements.
4. To support the AOR assignments process of those selected by the board, all applicants are required to provide their preference of AOR assignment. It is imperative that within your personal statement there is a list clearly delineated in order of preference (most desired to least desired numbered 1-5). This is only to communicate your desire. When applying for lateral transfer, you are applying to become a Foreign Area Officer, and not a specific country/region Foreign Area Officer.

If you feel strongly about why you should be selected to a specific region, you may address that in your personal statement. Each selected FAO will be assigned to an AOR after the board results are posted based on (1) preferences, (2) the officer's year group and FAO regional manning, and (3) officer language and/or regional experience. Newly assessed FAOs will then be notified of their regional assignment by the OCM via email. FAO applicants must understand that applying for transfer to FAO means applying to become a Navy international engagement professional vice applying for assignment to a specific country or region based on personal preferences.

5. All applicants should include a copy of their undergraduate transcript(s) as an enclosure to the application. Transcripts should also be included for any relevant graduate level coursework. These need not be official/sealed transcripts, but must be in pdf format, legible, and should clearly indicate any degree(s) conferred and cumulative GPA.

6. DLAB score is required. DLPT scores are requested as an additional measure of language ability, if you have any. Only documented DLPT scores within 3 years of application will be accepted. Anecdotal report of language qualification is of interest to the FAO community, but will not be considered by the board as actual language qualification. (e.g. I have studied Arabic for 5 years in college). To locate a testing facility near you, send an email to: languageesting@navy.mil

7. If you hold an active TS/SCI clearance, no documentation is required. If your clearance is expired, inactivated, or if you otherwise do not hold a TS/SCI clearance, you will be required to request that your SSO conduct an SCI pre-nomination interview. You do not need to submit an SF-86 with your lateral transfer package; you only need to submit a letter from your SSO attesting to the results of your SCI pre-nomination interview. A template for an SSO pre-screen letter can be found on the FAO OCM web page.

8. The personal statement should be submitted as an enclosure to your application. If applying to multiple communities for consideration you may submit two separate statements or one that addresses multiple communities. There is no specific format, but it should address the following main points:

- a) Why you desire to be a Foreign Area Officer
- b) Experiences or abilities that will contribute to your effectiveness as an ambassador for the U.S. Navy and the United States internationally
- c) Briefly outline your professional record and address any shortcomings that may be in your record
- d) AOR preference clearly numbered (1-5). If you are seeking to be assigned to a specific region, it is recommended that you describe your experiences and qualifications that warrant this consideration.

Example:

"My AOR preferences are: (1) AFRICOM, (2) EUCOM, (3) SOUTHCOM, (4) INDOPACOM, (5) CENTCOM"

9. Signature Block and Contact Information: It is required that you sign your application. It is recommended that you provide both work and personal phone numbers and email addresses. This will enable the FAO OCM to contact you easily after the board results are published.

10. Officers applying for lateral transfer into the FAO community are required to complete an interview with a designated panel of current FAOs. The FAO OCM will assist with scheduling applicant interviews once applications are received. Your interview appraisers will submit an

interview appraisal evaluation directly to the board, which will be added to your submitted application by BUPERS 3 board admin support personnel. You may contact the FAO OCM following completion of your interview to confirm submission of your appraisal sheet.

11. Both out-quotas and in-quotas can vary from one board to the next. If not selected for a given board, feel free to reach out to either your parent community OCM or the FAO OCM to discuss the outlook for quotas on the next board and/or tips to improve your package/competitiveness for FAO.

12. Thank you for your interest in the FAO Community! If you have any questions while you are constructing your application package or would like to meet with FAOs near you to discuss your draft application, please contact the FAO OCM.

FAO Officer Community Manager

Comm: 901-874-3694

DSN: 882-3694