\*\*Updated 12 September 2023\*\*

# SWO – FAO TAILORED CAREER TRANSITION APPLICATION GUIDANCE

In general, follow the format contained in the SWO TCT Application Template. This document includes additional information on FAO-specific items required for SWO-FAO TCT applicants.

Specific board submission deadlines can be found in ALNAVSURFOR Message DTG 120235Z SEP 23.

SWO-FAO TCT application required enclosures include:

(1) Waiver request(s) (if needed. Command Endorsement must address waivers)

 (2) Letters of Recommendation (as desired, LORs are not required)

 (3) TS/SCI SSO Letter (if do not already have a TS/SCI clearance)

(4) Official College Transcripts (Undergraduate and Graduate if applicable)

(5) DLAB and/or DLPT scores (if not in official record)

(6) Personal Statement (see Note 7 below)

FAO community specific information that should be included in the application (paragraph 2.l. of the template):

2.l. Information requested by FAO community as follows:

* + 1. Security Clearance: [*Secret, Top Secret, etc., date of SSBI*]
		2. DLAB score: [*score, indicate score for most recent test only, see note 6 below*]
		3. DLPT score(s): [*ex. Spanish, 23 March 2019, Listening: 2, Reading, 2+, OPI not administered, see note 6 below.*]
		4. 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. 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 Attaché 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.
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, and/or waivers for DLAB scores less than 110, will be considered on a case-by-case basis. There are no waivers available to TS-SCI eligibility.
3. 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.
4. 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: languagetesting@navy.mil
5. 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, under the “FAO Lateral Transfer Application Information” heading.
6. A personal statement should be submitted as an enclosure to your application. There is no specific format, but it should address the following main points:
	* 1. Why you desire to be a Foreign Area Officer
		2. Experiences or abilities that will contribute to your effectiveness as an ambassador for the U.S. Navy and the United States internationally
		3. Briefly outline your professional record and address any shortcomings that may be in your record
		4. 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”

1. 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.
2. 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 the SWO-FAO TCT program are required to complete an interview with a designated panel of current FAOs. The FAO OCM will assist with scheduling applicant interviews once your complete application is submitted.

12. Thank you for your interest in the FAO Community! If you have any questions while you are constructing your application package, please contact the FAO OCM.

FAO Officer Community Manager

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