

Program Authorization: Officer candidate indoctrination and training for appointment on active duty as an ensign, U.S. Navy, designator 1160 (Surface Warfare Officer - Trainee). The officer community manager for this program is BUPERS-311, Surface Warfare Officer Community Manager.

1. Program Authority: Title 10 U.S. Code sections 531 and 532.
2. Cancellation: Program Authorization 100, June 2019.
3. Quota: As prescribed by the Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (DCNO N1).
4. Qualifications
  - a. Citizenship: Applicants must be United States citizens.
  - b. Gender: Open to men and women.
  - c. Age: Applicants must be at least 19 years old, and must not have reached their 29<sup>th</sup> birthday at the expected commissioning date. Expected commissioning date can be determined as either nine months from the date of the Professional Recommendation (PROREC) Board convening date or the end of the fiscal year applying to the PROREC Board, whichever is later.
  - d. Education: All applicants must have a baccalaureate degree from a regionally accredited institution and must have a cumulative grade point average (GPA) of at least 2.75 on a 4.0 scale. If an applicant is completing the final term (quarter, trimester, or semester) of an undergraduate program at the time of submission, a verified degree plan and proof of enrollment must be submitted, along with all partial transcripts.
  - e. Physical: In line with the Manual of the Medical Department, Chapter 15 and as detailed in Medical Standards for Appointment, Enlistment, Or Induction in the Military Services, DoD Instruction 6130.03 of 6 May 2018. Waivers will not be considered for deficient color vision.
  - f. Duty Preference: Not applicable.
  - g. Marital Status: No restrictions.
  - h. Program Specific Requirements:
    - i. Candidates must score a minimum of a 42 on their most recent Officer Aptitude Rating (OAR) exam.
    - ii. Prior service restrictions. This program is sea duty intensive. Candidates with significant prior service (8 or more years on active duty or active duty equivalency) are ineligible due to low probability of retention to serve two Department Head tours

iii. Enclosure (1) provides a guide for what constitutes a “well-qualified” applicant, for use in determining initial application quality for submission and waiver authorization.

5. Waivers: In the event an applicant does not meet all of the above qualifications, but is otherwise an exceptional candidate or contains a proven skillset required for service in the Surface Warfare community, a waiver request may be submitted for consideration. Waivers must include the steps outlined below.

a. Application Contents: Waivers will consist of a formal letter request from the applicant, addressed to Commander, Navy Recruiting Command. A sample format is included in Enclosure (2). Regardless of the waiver(s) requested, each request must include the applicant’s date of birth, most recent OAR score, and undergraduate GPA. For applicants with prior service, a calculation of prior active duty service (or equivalent service credit) is also required. For members still affiliated with the military in an active or drilling reserve status, the letter must include an endorsement by the member’s commanding officer. For applications processed by an Officer Recruiter, the waiver request must include an endorsement by the Officer Programs Officer (OPO) at the applicable Navy Recruit District (NRD) or Navy Talent Acquisition Group (NTAG). Applications requiring more than one waiver are very unlikely to proceed to a PROREC Board, and must be considered highly exceptional in all other respects.

b. Routing: Submit all endorsed waiver requests along with a *completed* application package to Commander, Navy Recruiting Command (CNRC) Professional Recommendation Board. CNRC (Officer Programs) will adjudicate waiver requests within the authority outlined below, and will forward any waivers beyond this authority (and any package requiring more than one waiver) for adjudication by the Director of Officer Community Management (BUPERS-31). No waivers will be accepted by BUPERS-31 less than two weeks before convening of the PROREC Board. Applications requiring a waiver must be submitted with ample review time for CNRC to route the package.

c. Approval Authority: Any single waiver may be adjudicated by CNRC up to the limits below. As mentioned above, if more than one waiver is required, if still recommended for approval, the request must be forwarded to BUPERS-31 for consideration.

i. Age: Between age 29 and 32 at the time of commissioning.

ii. GPA: Between 2.5 and 2.75.

iii. OAR: Between 39 and 42.

iv. Prior service. Between 8 and 10 years of total active service (or equivalent).

d. Notification: Regardless of the authority required, CNRC will notify the member of the final status of any waiver submitted after final adjudication is made. Due to processing, waiver notification may happen in conjunction with or after release of board results

6. Accession Sources:

a. Civilians, including prior service members who have separated from the military under honorable conditions.

b. Enlisted personnel of the Navy (Active or Reserve Components).

c. Enlisted personnel of other armed services (with approved inter-service transfer).

d. Officers of other branches of the military are currently *ineligible*, and must seek a conditional release from their parent service and apply for inter-service transfer. Due to time-in-service restrictions, they must also have less than two years of active service (or equivalent) and accept a commission as an ensign. Officers in the Navy (including Individual Ready Reserve) must apply for either Lateral Transfer/Redesignation or Indefinite Recall and are also subject to rank restriction to ensign.

7. Indoctrination: Selectees will attend Officer Candidate School (OCS) in Newport, RI. After commissioning, officers attend the Basic Division Officer Course (BDOC) and Officer of the Deck (OOD) Phase I training in either Norfolk, VA or San Diego, CA, followed by billet specialty training en route to their first operational assignment. This combination of training generally lasts between 6-8 months, and does not involve travel or temporary housing accompanied by dependents.

8. Enlistment: (Active Component only) Civilians and enlisted applicants in the paygrades of E-4 and below, selected for this program are designated officer candidates and advanced to or assigned the rank of E-5 upon reporting to OCS. Enlisted applicants in the paygrades of E-5 and above are designated officer candidates and remain in their present paygrades until commissioning

9. Constructive Entry Credit: Does not apply to this program.

10. Appointment: Candidates will be commissioned in the Unrestricted Line (URL) of the U.S. Navy with the rank of ensign, designator 1160.

11. Service obligation: All officers incur an 8-year service obligation (Title 10 U.S. Code section 651). This obligation may be served as a combination of active service and reserve service, with a minimum active service obligation of four years or two Division Officer tours, whichever is longer. Current Division Officer sequencing provides an average time in service to complete two tours at 5.25 years. Officers seeking lateral transfer prior to completion of a second Division Officer tour must have an approved minimum service waiver for eligibility

12. Pay and Allowances: Ensign, O-1. Prior enlisted service members with qualifying records are assigned the O-1E paygrade and compensated accordingly.



Approved:

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J. P. WATERS

Rear Admiral, U.S. Navy

Director, Military Personnel Plans and Policy (N13)

Date:

14 April 2021

## WELL-QUALIFIED APPLICANT PROFILES

1. The following profiles are a guide only, and not a set of requirements to replace the ones listed in Program Authorization 100, paragraphs 4.a-h. These guidelines provide an applicant with sufficient merit to likely meet selection criteria at a PROREC Board.
2. Civilian “Street” Applicant:
  - a. Age: Below 30
  - b. GPA: 3.0+
  - c. Major: [STEM preferred]. Non-technical majors should have at least a C+ (2.5/4.0) average in math and science courses, with sufficient depth to ensure the candidate can do algebra in his/her head, and is sufficiently familiar with trigonometry to be able to quickly master a Maneuvering Board.
  - d. OAR: 45+
  - e. Sports/Athletics: Regular participation in fitness/athletic programs. Specific reference to varsity or club leadership roles in high school and college preferred. Academic/civic club participation (particularly as leader) preferred.
  - f. Letter(s) of recommendation: Should include current/significant former employers, club/sports sponsor or coaches, and people who can attest to leadership skills and potential as well as character. For prior service members, include a former member of the chain of command here.
  - g. Motivational Statement: Clearly articulated, well-written, and showing both a desire for service (as a SWO) and a basic understanding of the commitment and life of a SWO.
  - h. Employment: No major gaps between education and work, and no departure from jobs under suspicious circumstances. Prior work experience in maritime, military, law enforcement, and/or management considered beneficial.
  - i. Security/Background Check: No major incidents involving law enforcement, job termination, drug/alcohol abuse, etc.
3. Military “Fleet” Applicant:
  - a. Age: Below 30
  - b. GPA: 2.8+
  - c. Major: [STEM preferred]. Non-technical majors should have at least a C+ (2.5/4.0) average in math and science courses, with sufficient depth to ensure the candidate can do algebra in his/her head, and is sufficiently familiar with trigonometry to be able to quickly master a Maneuvering Board.
  - d. OAR: 42+
  - e. Sports/Athletics: Consistently pass PFA with EXCELLENT or OUTSTANDING (able to validate). Prefer run over bike/elliptical due to OCS and JO physical requirements.

- f. Letter(s) of recommendation/appraisals: At least one should be from a senior 1110/SWO. Should address future potential to serve as a DH or XO/CO vice past history and ability to serve as a DIVO.
- g. Motivational Statement: Clearly articulated, well-written, and showing both a desire for service (as a SWO) and a basic understanding of the commitment and life of a SWO.
- h. Employment: Evaluations should show consistent outstanding performance and future potential. Multiple evaluations in a single chain of command should show improved and/or break-out performance relative to peer group.
- i. Security/Background Check: No recent NJP or potential barriers to a SECRET clearance.

SAMPLE WAIVER REQUEST

From: I. M. Sailor

To: Commander, Navy Recruiting Command (Professional Recommendation Board)

Via: [Commanding Officer or NRD/NTAG Officer Programs Officer]

Subj: WAIVER REQUEST FOR SURFACE WARFARE OFFICER PROFESSIONAL RECOMMENDATION

1. In accordance with SWO Program Authorization 100, I request a waiver (or waivers) for (AGE, OAR, GPA, Prior Service) in order to be considered for selection to attend OCS. The following additional data is provided:
  - a. Date of Birth: (DD/MMM/YYYY)
  - b. OAR: (XX)
  - c. Undergraduate GPA: (#.##)
  - d. Total active service (or equivalent): (XX)Years, (XX) Months
  
2. Additional information. *Include a specific justification for your request. For example, if your age exceeds the maximum, but you are applying later because you just earned your citizenship, or if your GPA is below the minimum due to a break in education and your more recent grades are significantly better than your early academic career, address these mitigating factors here.*

Very Respectfully,

-Signed-