

Program Authorization: The Human Resources (HR) In-Service Procurement Program (HR ISPP) provides a pathway to a commission in the Active Component (AC) Human Resource Officer community for active-duty enlisted personnel who meet eligibility criteria. This program will be evaluated no later than two years after date of signature and a recommendation made to renew, change or sunset. The HR Officer Community Manager (BUPERS-314B) is the program manager.

1. Program Authority: Title 10 United States Code Sections 531 and 532.
2. Cancellation: Expires two years from date of signature.
3. Quota: As prescribed by the Deputy Chief of Naval Operations for Personnel, Manpower, and Training (N1)
4. Qualifications
 - a. Citizenship: Applicants must be citizens of the United States.
 - b. Gender: Open to men and women.
 - c. Age: Applicants must be at least 21 years old and able to commission by age 42.
 - d. Education/Certifications

(1) Education: Minimum of a baccalaureate degree from an accredited institution is required. It is preferred that undergraduate degrees be in science, technology, engineering, and mathematics or in HR-focused fields such as human resource management, personnel management, financial management, manpower systems analysis, operations research, operational analysis, curriculum/instruction development, organizational management, education counseling/human development, HR information systems management or any other academic areas related to HR. An undergraduate cumulative grade point average (GPA) of 2.2 or greater on a 4.0 scale is required.

(2) Certifications: While not a requirement, it is preferred that applicants possess a current, nationally-recognized professional HR certification, such as Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR).

- e. Physical: In line with the manual of the Medical Department, Chapter 15, candidates must be available for worldwide assignment and be physically qualified for sea duty assignments.
- f. Duty Preference: Not applicable.
- g. Marital Status: No restrictions.
- h. Program Specific Requirements

(1) **Conduct:** Applicants shall be of good moral character and have no record of disciplinary action under the Uniform Code of Military Justice, Article 15, no court-martial convictions, no civilian felony convictions by any civil court or misdemeanors (except minor (\$300 or less fine) traffic violations) within the three years preceding selection. For the purpose of this subparagraph, an offense involving driving under the influence of an intoxicant (Driving Under the Influence/Driving While Intoxicated (DUI/DWI), etc.) is a major traffic violation and is disqualifying. Pre-service drug use or alcohol abuse is not an immediate application disqualifier. However, any substantiated in-service drug use or in-service alcohol abuse (any record of either, regardless of date) will result in disqualification.

(2) **PFA Performance:** To ensure applicants are ready for Officer Candidate School (OCS), applicants must have passed their last PFA and must submit their most recent scores. If no official PRT scores are available, a mock PFA will suffice provided it is administered by a qualified Command Fitness Leader. Running the PFA is preferred as no alternate cardio is offered at OCS.

(3) **Time in Service:** This program authorization relies on the commanding officer's (CO's) good judgement, observation and evaluation of candidates. As such, a minimum of twelve months' time in active service is required.

(4) **Warfare Qualification:** Warfare qualification is required for this program.

(5) **Interview:** Applicants must submit two interview appraisals by AC HR officers (1200 designator) O-6 and above. This requirement cannot be waived. The current version of Interviewer's Appraisal Sheet, NAVCRUIT 1131/5, will be used to record observations and evaluation of applicant. No more than two HR interviews shall be submitted to the community professional recommendation board. HR interviews are valid for one year from date of interview. Accordingly, interviews submitted with applications must be less than one year old at the date the professional recommendation board convenes. Applications that do not meet this requirement will not be considered by the professional recommendation board. Applicants having difficulty locating an AC HR CAPT should consult the HR OCM.

(6) **Nuclear trained Sailors:** Sailors assigned to a nuclear training command or who hold a nuclear Navy Enlisted Classification (N1XX/N2XX) must obtain a conditional release from nuclear field duty when applying to a non-nuclear officer commissioning program. To obtain a conditional release, a Sailor must submit an Enlisted Personnel Action Request (NAVPERS 1306/7) to the Nuclear Propulsion Program Management Branch (OPNAV N133) via their detailer at Navy Personnel Command, Enlisted Submarine/Nuclear Power Assignments Division (PERS-403). Applicants must obtain a conditional release prior to submitting their application for a non-nuclear officer program.

5. Waivers: No waivers are authorized for the HR ISPP.

6. Accession Source/Selection

a. Active duty enlisted Sailors are eligible for this program. Reserve component Sailors to

include Selected Reserve (SELRES), Training and Administration of Reserve and Individual Ready Reserve, as well as SELRES serving on active duty for operational support, mobilization, active duty for training, one-to-three year recall orders or canvasser recruiter duty are not eligible to apply for this program.

b. Application packages must be from a command following the initial training pipeline and shall be endorsed by the applicant's CO. Applications from the initial training pipeline will not be accepted. Applicants must be favorably nominated using the CO's Recommendation section included in the Officer Programs Application, OPNAV 1420/1. Ensure all portions are completed and that the applicant meets all eligibility criteria. The CO's endorsement must contain:

(1) A statement indicating whether the applicant is serving on full duty without limitation;

(2) A statement that the applicant meets physical fitness and body fat percentage standards; and

(3) A statement addressing any adverse performance evaluation data as well as positive steps taken by the applicant to address these performance issues.

c. Navy Recruiting Command (NRC) will review application packages to ensure all elements of this Program Authorization are met. NRC will reject an application package if it is incomplete or ineligible. In these cases, the nominations will be returned to the originating command and the CO will be notified of the discrepancy which prevented further processing.

d. Application packages will be submitted to the HR OCM, BUPERS-314B, for consideration at HR ISPP professional recommendation board.

e. Following the HR ISPP professional recommendation board, board results will be sent to CNRC to notify selectees and process them to attend OCS.

7. Indoctrination: All selectees shall complete Officer Candidate School (OCS) in Newport, RI. If a candidate fails to successfully complete OCS for any reason other than injury, that candidate will be returned to their previous command at their former rank/rate.

8. Enlistment: (Active component only) Enlisted applicants in the pay-grades 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 E-5 and above are designated officer candidates and remain in their present paygrades until commissioning.


9. Constructive Entry Credit: Not applicable.

10. Appointment: Candidates will be commissioned with the rank of ensign and designator 1200.

11. Service obligation: All officers incur an 8-year service obligation (Title 10 U.S. Code section

651). This obligation will be served as a combination of active service and reserve service, with a minimum active service obligation of four years. Officers commissioned under this program will not be eligible for lateral transfer until minimum service requirements are met.

12. Pay and Allowances: Ensign, O-1. Prior enlisted service members with qualifying records are assigned the O1-E paygrade and compensated accordingly.

Approved: 

J. P. WATERS
Rear Admiral, U.S. Navy
Director, Military Personnel
Plans and Policy (OPNAV N13)

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