

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 Navy 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: Program Authorization 109 of June 2023.
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 26 years old calculated to the first date of the board and able to commission before the age of 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 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. A conferred HR-focused graduate-level degree from an accredited institution with a cumulative graduate program GPA of 3.0 or greater will supersede an undergraduate degree with a non-qualifying GPA.

(2) Certifications: A current Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification is highly desired and strongly encouraged.

e. HR work experience:

(1) A minimum of 18 months recent work experience (i.e., within four years of ISPP application), as documented in Navy performance evaluations and performance summary record, in the source ratings of PS, YN, and NC, demonstrating proficiency in at least ONE of the following areas:

- (a) Providing comprehensive HR support throughout the Hire-to-Retire Sailor Life

cycle, encompassing Navy recruiting and onboarding, and counseling on occupations, manpower, manning, education, training, promotion, and benefits.

(b) Managing and auditing military personnel records and determining pay and travel entitlements.

OR

(2) Command Pay and Personnel Administrator (CPPA) with a minimum of 36 months recent work experience (i.e., within four years of ISPP application), as documented in Navy performance evaluations and performance summary record.

f. 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.

g. Duty Preference: Not applicable.

h. Marital Status: No restrictions.

i. Program Specific Requirements

(1) Accession source: Active Duty Navy enlisted Sailors are eligible for this program. Reserve component Sailors to include Selected Reserve (SELRES), Training and Administration of the Reserve and Individual Ready Reserve, and 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.

(2) 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.) occurring at any time during service is disqualifying. A pre-service DUI/DWI is not immediately disqualifying, but must be disclosed via OPNAVINST 1420.1 Officer Application Form for board consideration. 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.

(3) Physical Fitness Assessment (PFA) Performance: To ensure applicants are ready for Officer Candidate School (OCS), applicants must have passed their last two PFAs and must submit their most recent scores. If no official PFA scores are available or the last PFA was waived, a mock PFA will suffice provided it is administered by a qualified Command Fitness Leader. Running PFA scores are required as no alternate cardio is offered at OCS.

(4) Time in Service: A minimum of three years' enlisted active service calculated to the

convening date of the board is required.

(5) Warfare Qualification: An enlisted warfare qualification identified in OPNAVINST 1414.9C is required (i.e., EAWS, ESWS, FMF, etc.).

(6) Officer Aptitude Rating (OAR) test score is not required.

(7) 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. Selection

a. Application packages shall be endorsed by the applicant's CO. 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 that the applicant meets all eligibility criteria of this Program Authorization;

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

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

b. Application packages will be submitted to Navy Recruiting Command (NRC) per the timelines posted on the Commissioning Programs webpage on MyNavy HR. 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.

c. Once application packages are endorsed by the applicant's CO, and then identified by NRC as eligible, applicants will be contacted by the Officer Community Manager (OCM) to coordinate the scheduling of two HR officer (designator 1200) interviews prior to being considered by the HR ISPP professional recommendation board. Interviews will be conducted by one HR Captain (designator 1200) and one HR Commander (designator 1200). Interviewers

will utilize the HR Interview Form promulgated by the OCM. HR interviews are valid for one board cycle. Interview windows and timelines will be posted on the HR OCM webpage on MyNavy HR.

d. Applicants that cite applying as a CPPA will require a recommendation from their Transaction Service Center (TSC) or Regional Support Center (RSC) Commanding Officer (CO). The HR OCM will contact TSC and RSC COs for submission of recommendations.

e. Following the HR ISPP professional recommendation board, the OCM will send board results to NRC. NRC will notify selectees via BUPERS Online (BOL) and process them to attend OCS. Results will also be posted on the HR OCM MyNavyHR site.

7. Indoctrination: All selectees shall complete 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.

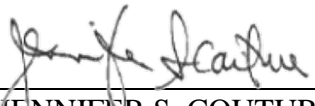
8. Enlistment: (Active component only) Enlisted applicants in the pay-grades E4 and below selected for this program are designated officer candidates and advanced to or assigned the rank of E5 upon reporting to OCS. Enlisted applicants in the paygrades E5 and above are designated officer candidates and 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 O1E paygrade and compensated accordingly.

Approved:   
JENNIFER S. COUTURE  
Rear Admiral, U.S. Navy  
Director, Military Personnel  
Plans and Policy (OPNAV N13)

Date: 10 June 2024