

Program Authorization: Reserve Component (RC) designator 1205 (Human Resources Officer) direct commission officer (DCO) program. Reserve Officer Community Manager (BUPERS-351) is the RC human resources (HR) officer community manager (OCM).

1. Program Authority: Title 10 U.S. Code sections 12201 to 12209.
2. Cancellation: Program Authorization 230 of April 2019.
3. Quota: As prescribed by the Deputy Chief of Naval Operations for Personnel, Manpower, and Training, N1.

4. Qualifications

a. Citizenship: Applicants must be United States citizens.

b. Gender: No restrictions.

c. Age: Applicants must be at least 21 years old and not more than 42 years of age at the time of commissioning. Prior qualifying service will be considered on a case-by-case basis for year-for-year credit up to age 52. Waivers beyond age 52 for individuals with prior qualifying service will not be considered.

d. Education/Certifications:

(1) Possess a baccalaureate or graduate degree from an accredited institution. Preferred degrees include: Human Resource Management, Personnel Management, Financial Management, Manpower Systems Analysis, Operations Analysis, Business Administration, Curriculum/Instruction Development, Organizational Management, Education and Training Development, Industrial/Organizational Psychology, Applied Psychology, Counseling/Human Development, HR Information Systems Management and any other HR-related academic areas.

(2) Applicants possessing a current, nationally-recognized professional HR certification, such as the Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), Global Professional in Human Resources (GPHR), Certified Information Systems Security Professional (CISSP), Global Information Assurance Certification (GIAC) Security Leadership Certification (GSLC), or Financial Management certifications are preferred.

e. Physical: In accordance with the Manual of the Medical Department, Chapter 15.

f. Duty Preference: Not applicable.

g. Marital Status: No Restrictions.

h. Program Specific Requirements

(1) Work Experience

(a) Must have at least five years of prior military experience and/or significant civilian occupational experience in HR management, Personnel Management, Manpower Analysis, Personnel Policy, Business Management, Financial Management, Strategic Planning, Risk Management, Operations/Systems Analysis, HR Information Systems Management, Course/Training Development or Recruiting. An otherwise-qualified applicant with significant civilian HR experience, but whose baccalaureate or graduate degree is not in an HR-related field may still be considered competitive and are encouraged to apply for the HR DCO program.

(b) Civilian work experience must be validated with a curriculum vitae or resume and must include a minimum of three references. Two of the three references should address employment with the third focusing on a candidate's character. Note: Only one character reference is allowed.

(c) Military work experience shall be validated with the submission of the applicant's three most recent observed enlisted performance evaluations and documentation of military training and education completed. Additional documentation concerning a member's previous military service discharge, such as a Certificate of Release or Discharge from Active Duty, DD-214 (long form), shall also be submitted.

(d) Completed post-graduate education and/or a candidates claim to be progressing towards a post-graduate degree shall be supported by the associated college transcripts.

(e) HR certifications must be supported by providing the associated certificate of completion. Note: Candidate or interview statements claiming to be progressing or working towards an HR certification will not be recognized by the board.

(f) Quantifiable record of leadership, management or supervisory experience in civilian and/or military organizations is highly desired.

(2) Interview: Applicants must submit two interviews conducted by HR officers, in paygrades O-5 or above. It is strongly recommended that at least one of those interviews be completed by an O-5 or above Reserve Component HR officer (1205 designator). The current version of the interviewer's appraisal sheet, NAVCRUIT 1131/5, will be used to record observations for candidate evaluations. Interviews are valid for one year beginning on the date of the interview and must not exceed one year upon convening of the board. Applications that do not meet this requirement will not be considered. Note: No more than two HR interviews shall be submitted.

5. Waivers: If an age waiver with prior qualifying service is requested, follow the steps below prior to the convening of the professional recommendation board.

a. Application Contents: Application package, including a signed maximum age statement of understanding, indicating the applicant acknowledges he or she may not be able to serve long enough to obtain a retirement (regular or non-regular).

b. Recruiters may submit age waiver requests to Commander, Navy Recruiting Command (CNRC) waiver portal to facilitate a RC HR OCM recommendation.

c. Approval Authority: CNRC.

d. Notifying the Applicant: CNRC.

6. Accession Source

a. Civilians (U.S. citizens).

b. Enlisted personnel in the Selected Reserve (SELRES) or Individual Ready Reserve (IRR) of any service. SELRES on extended Active Duty orders may apply, but must complete their Active Duty obligation under current orders before being commissioned.

7. Indoctrination

a. Selectees must complete all accession plan requirements within one year of commissioning.

b. Selectees must complete the one week HR introductory course at the Naval Postgraduate School HR Center of Excellence in Newport, RI within two years of commissioning.

8. Enlistment: Not applicable.

9. Constructive Entry Credit: Not applicable.

10. Appointment: Candidates will be commissioned in the Restricted Line of the U.S. Navy as an ensign, designator 1205.

11. Service Obligation

a. Selectees will incur an eight-year ready reserve obligation, the first three years, of which, must be served in the SELRES.

b. Selectees must maintain eligibility for worldwide assignment.

12. Pay and Allowances: Not applicable.

Approved:



G. J. HEALY
Captain, U.S. Navy
Director, Military Personnel Plans
and Policy (OPNAV N13) Acting

Date: 15 Nov 22