

Program Authorization: Training and Administration of the Reserve (TAR) Human Resources (HR) Officer (Designator 1207) via the TAR In-Service Procurement Program (TAR ISPP). Bureau of Naval Personnel Reserve Officer Community Manager (OCM) (BUPERS-351) is the Program Manager.

1. Program Authority: Title 10 U.S. Code sections 12201 to 12209.
2. Cancellation: Not applicable.
3. Quota: As established by the Director, Military Personnel Plans and Policy (OPNAV N13).

4. Qualifications

- a. Citizenship: Applicants must be citizens of the United States (U.S.).
- b. Gender: No restrictions.
- c. Age: Applicants must be at least 21 years old and not more than 35 years of age at the time of commissioning. Waivers up to age 42 will be considered on a case-by-case basis.

d. Education/Certifications:

(1) Possess a baccalaureate or graduate degree from a regionally accredited institution and must have a cumulative Grade Point Average (GPA) of at least 2.5 on a 4.0 scale. It is preferred that degrees be in HR related fields, such as HR management, personnel management, financial management, manpower systems analysis, operations analysis, business administration, curriculum/instruction development, organizational management, education counseling/human development, HR information systems management or any other academic areas related to HR.

e. Physical: Applicants must meet the requisite pre-commissioning/accession physical standards for appointment. These physical standards are in line with the Manual of the Medical Department, Chapter 15.

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 3 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, etc.) is a major traffic violation and is disqualifying if within 4 years preceding selection date. 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) Interview: For the ISPP program, applicants must submit a total of three interviews conducted by officers in paygrades O-3 or above. Two of these interviews must be conducted by TAR HR officers, who both must be O-5 or above. If applying for three separate communities, one interview from an O-5 or above will fulfill the HR requirement. 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 1 year beginning on the date of the interview and must not exceed 1 year upon convening of the board.

(3) Physical Fitness Assessment (PFA) Performance: To ensure applicants are ready for Officer Candidate School (OCS), applicants must have passed their last PFA with an overall score of at least excellent. If no official physical fitness test 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.

(4) Time in Service: This Program Authorization relies on the Commanding Officer's (CO) good judgement, observation and evaluation of candidates. As such, a minimum of 6 months' time in service is required.

(5) Warfare Qualification: There is no requirement for an applicant to have achieved their warfare qualification. Not having a warfare qualification will not be viewed adversely by the selection board.

(6) Security Clearance Eligibility. Applicants must meet eligibility criteria for a Secret security clearance.

5. Waivers: In the event an applicant does not meet the above age qualification, but is otherwise an exceptional candidate, 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 Head, Reserve Community Management (BUPERS-35). Each request must include the applicant's name, date of birth, and brief explanation for basis of the request. The letter must include an endorsement by the member's CO.

b. Routing: Submit all endorsed waiver requests along with the completed application package to Officer Definite Recall Program (PERS-92) in accordance with submission guidelines. BUPERS-35 will coordinate with PERS-92 to adjudicate age waiver requests within the authority outlined below. Applications requiring an age waiver must be submitted with ample review time for PERS-92 and BUPERS-35 consideration.

c. Approval Authority: Age waivers may be adjudicated by BUPERS-35 for applicants between age 35 and 41 to ensure commissioning may be achieved prior to their 42nd birthday.

d. Notification: PERS-92 will notify the member of the final status of any waiver submitted after final adjudication is made.

6. Accession Source: Navy enlisted personnel in the TAR component.

7. Indoctrination

a. 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. Candidates who are unable to be returned to their previous command will be notified of orders by the TAR enlisted detailer (PERS-4012).

b. Selectees must attend/complete the 1-week HR Introductory Course at the HR Center of Excellence within 3 years of commissioning.


8. Enlistment: Enlisted applicants in the paygrades of E4 or below selected for this program are designated officer candidates and advanced to or assigned the paygrade of E5 upon reporting to OCS. Enlisted applicants in the paygrades of 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 in the restricted line with the rank of Ensign in the U.S. Navy Reserve as a HR officer with the TAR designator 1207.

11. Service Obligation: All officers incur an 8-year service obligation (Title 10 U.S. Code section 651). Members will utilize form TAR Officer Candidate Service Agreement (NAVPERS 1131/1) to document this service agreement in the designator for which they are selected. Selectees will incur a minimum 4 years TAR Active Duty service obligation. After the 4 years have been completed, if the selectee elects to “release from Active Duty” and has not satisfied their initial Military Service Obligation (MSO), they must serve their remaining MSO in a Reserve status. Officers commissioned under this program will not be eligible for lateral transfer until minimum service requirements are met.

12. Pay and Allowance: Ensign, O1. Prior enlisted service members with qualifying records are assigned the O1E paygrade and compensated accordingly.

Approved: 

M. A. S. KATSON
Director, Military Personnel Plans
and Policy Division (N13) Acting

Date: 15 May 24