

Program Authorization: Officer candidate indoctrination and training for appointment on Active Duty as an Ensign, U.S. Navy, designator 1200, Human Resources (HR) Officer. Officer Community Manager (OCM) for this program is BUPERS-311-HR.

1. Program Authority: Title 10 United States Code, Sections 531 and 532.
2. Cancellation: Program Authorization 109 of April 2025.
3. Quota: As prescribed by the Deputy Chief of Naval Operations for Personnel, Manpower and Training, N1.
4. Qualifications:
  - a. Program Qualifications:

Qualification	Minimum	Maximum	Notes
Citizenship			U.S.
Age (Years)		37	Must be able to commission prior to 38 years of age
Education	A baccalaureate degree from an accredited institution prior to the board convene date		Preferred degrees are in HR-focused fields such as human resource management, personnel management, financial management, operations research, operational analysis, curriculum/instruction development, organizational management, or any other academic areas related to HR
Grade Point Average (GPA)	An undergraduate cumulative GPA of 2.2 or greater on a 4.0 scale		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
Physical			In line with the Manual of the Medical Department, Chapter 15
Time In Service (Years)	3 years enlisted Active Duty service		Time in service requirement calculated to the board convene date
Security	Secret clearance		Must hold or be eligible for a Secret Clearance

b. Program Specific Qualifications

(1) HR work experience

- (a) Served in the source rating of either PS, YN, or NC for a minimum of 18 months

within four years of the HR In-Service Procurement Program (ISPP) application, as documented in Navy performance evaluations and performance summary record; or

(b) Served in a source rating other than PS, YN, or NC with a minimum of 24 months Command Pay and Personnel Administrator (CPPA) work experience within four years of the HR ISPP board, as documented in Navy performance evaluations and performance summary record. These applicants will require an endorsement letter from the commanding officer of their supporting transaction service center or the officer in charge of their supporting regional support center.

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

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

(4) 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. Any record of disciplinary actions listed above, in addition to any drug use and alcohol related incidents, regardless of when it occurred, must be disclosed on the Officers Program Application (OPNAV 1420/1) form.

(5) Physical Fitness Assessment (PFA) performance: To ensure applicants are ready for Officer Candidate School (OCS), they 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 and documented on the Physical Readiness Score Sheet (NAVPERS 6110/11) form. The most recent PFA, either official or mock, requires the 1.5 mile run cardio modality test since no alternate cardio option is offered at OCS.

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

(7) Interviews: Once application packages are endorsed by the applicant's CO and then identified by Navy Recruiting Command (NRC) as eligible, applicants will be contacted by the HR regional interview coordinator to schedule the 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 and one HR commander. 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.

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

6. Accession Source: Enlisted personnel of the Active Component Navy.

7. Indoctrination: Selectees will attend Officer Candidate School (OCS) in Newport, RI.
8. Enlistment: If required, selectees will have their obligated service date extended to their commissioning date.
9. Entry Grade Credit: Not applicable.
10. Appointment: Candidates will be commissioned as a special duty officer of the U.S. Navy with the rank of ensign, designator 1200.
11. Service obligation: Officers will incur a four-year Active Duty obligation from date of appointment. The balance of service, sufficient to complete eight years of total obligated service may be served in a Ready Reserve status.
12. Pay and allowances: Selectees will receive pay and allowances at their current enlisted paygrade.

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

Date: 17 Mar 26