Date

From: Rank, Name, USNR, Designator

To: Commander, Navy Personnel Command (PERS-911C)

Via: Commanding Officer, Naval Information Force Reserve
 Readiness Center XXX

Subj: REQUEST FOR CHANGE OF DESIGNATOR TO (18XX)

Ref: (a) BUPERSINST 1001.39F

 (b) MILPERSMAN 1212-010

Encl: (1) Current Officer Summary Record (OSR)

 (2) Current Performance Summary Record (PSR)

 (3) Last three Fitness Reports

 (4) Results of last four PFA cycles via PRIMS

 (5) Current Resume

 (6) Information Warfare Letter of Understanding

 (7) FY25 TS/SCI Prescreen Memo (conducted by NIFR REDCEN SSO)

 (8) Additional information applicant feels may be useful

 to the board (includes an explanation of potentially

 derogatory information, e.g. why member failed to

 obtain warfare qualification, explanation of broken

 service, missing enclosures, etc.)

1. Per reference (a), I request a change of designator to (18XX). Enclosures (1-8) are forwarded per reference (b).

2. The following information is provided:

 a. Date and place of birth.

 b. Source of commissioning (OCS, ROTC, etc.).

 c. Date of commission.

 d. Date of rank.

 e. Date of end of obligated service in parent community.

 f. Date and type of security clearance (provide SSO memo if TS/SCI eligible).

 g. Citizenship (if naturalized, include naturalization number).

 h. Academic background, including major fields of study, grade point average, and degrees obtained.

 i. Related civilian and military experience.

 j. NOBCs applied for and held.

 k. Daytime phone number.

 l. E-mail address

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 Signature of Member

Alterations to this form are not authorized

INFORMATION WARFARE

REDESIGINATION LETTER OF UNDERSTANDING

1. Officers requesting redesignation to an Information Warfare (IW) designator should be aware there may be an extensive initial training program.
2. All Information Warfare Officers will be required to:
	1. Be assigned to a Reserve IW unit within their community and drill one weekend each month. Cryptologic Warfare (CW) Officers must be assigned to one of four Navy Information Operation Commands (NIOCs) located in Colorado, Georgia, Hawaii, and Texas or Cryptologic Warfare Group Six located in Maryland until completion of the CW Personnel Qualification Standards (PQS).
	2. Perform at least 12 days of Annual Training (AT) each year.
	3. Receive an Interim or final Single Scope Background Investigation (SSBI)/Periodic Reinvestigation (PR) with Sensitive Compartmented Information (SCI) eligibility. Cryptologic Warfare, Maritime Cyber Warfare Officers and Maritime Space Officers are required to pass a counter-intelligence (CI) polygraph.
	4. Attend the required Information Warfare and applicable community basic courses; and qualify for their designator by completing the applicable Community PQS:



\* Information Professional Officers (LCDR & above) redesignations are exempt from IPBC and the basic (GA1) PQS but are required to complete the intermediate (GA2) PQS. \*\* Initial MSO Redesignation Panel selectees from the April 2025 panel will be deemed MSO community qualified; If not IWO qualified, non-IW officers have 24 months and IW officers have 12 months from date of redesignation to complete the IWO qualification. \*\*\* Initial MCWO Redesignation Panel selectees from the January 2024 panel were deemed MCWO community qualified; IW officers that are not IWO qualified have 12 months from date of redesignation to complete the IWO qualification. \*\*\*\* Waiverable in FY25 for quota unavailability or other training requirements.

Alterations to this form are not authorized

1. All IW Officers are required to pass an oral board for both Community PQS and IWO Qualifications PQS.
2. Naval Information Force Reserve officers assigned a TIW Manpower Availability Status Code are not authorized to perform any Active Duty unless it is required to complete their Basic Qualification. This includes Annual Training (AT), Additional Duty Training (ADT), Active Duty for Operational Support (ADOS), Presidential Reserve Call-up (PRC), indefinite/definite recall and mobilization.
3. Officers not completing or maintaining professional qualification requirements (including security clearance eligibility) will be required to redesignate if eligible or referred to Navy Personnel Command for administrative separation from the Navy Reserve.
4. Officers desiring redesignation within the IW communities must complete the IWO qualification prior to applying for redesignation. Waiver requests must be endorsed by Commander, Naval Information Force Reserve (COMNAVIFORES).
5. IW officers who fail to complete the professional qualification in their current community (non-attain) shall not be eligible for redesignation to another IW community.
6. Officers in-zone or above-zone for promotion will be required to complete the Community and IWO qualifications to meet minimum IW career progression requirements. Lack of attaining the IWO qualification prior to promotion consideration may result in one or more failures of selection to the next higher grade.
7. I have read, understand, and will abide by the contents above.

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Print Applicant’s Name

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Applicant’s Signature