Date

From: Rank, Name, USNR, XX-XX-Last Four SSN/Designator

To: Navy Personnel Command (PERS-911)

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 Community Letter of Understanding

 (7) 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 (1-7) 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 JPAS printout 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 COMMUNITY

REDESIGINATION LETTER OF UNDERSTANDING

1. Officers requesting redesignation to an Information Warfare Community (IWC) designator should be aware that there is an extensive initial training program.
2. All Information Warfare Community (IWC) Officers will be required to:
	1. Be assigned to a Reserve IWC unit within their community and drill one weekend each month. Cryptologic Warfare (CW) Officers must be assigned to one of three Navy Information Operation Commands (NIOCs) located in 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 Officers are required to pass a counter-intelligence (CI) polygraph.
	4. Attend the required IWC and applicable community basic courses; and qualify for their designator by completing the applicable Community PQS:

|  |  |
| --- | --- |
| REDESIGNATION Required Courses and Qualifications | Designator |
|   | 1805 | 1815 | 1825 | 1835 |
| Information Warfare Basic Course (IWBC), 3 weeks, at Information Warfare Training Command Virginia Beach (IWTC VB) in Dam Neck, VA  | X\* | X\* | X\* | X\* |
| Division Officer Leadership Course (DIVOLC), 1 week, at Information Warfare Training Command Virginia Beach (IWTC VB) in Dam Neck, VA | X | X | X | X |
| Basic Oceanography Accession Training (BOAT), 7 weeks, at the Naval Meteorology & Oceanography Professional Development Center in Gulfport, MS;OCEANO/METOC Community PQS, Meteorology and Oceanography Officer Qualification Program (Section 316, NAVEDTRA 43203-G, Aug 2011), within 36 months of redesignation. | X |   |   |   |
| Cryptologic Warfare Officer Basic Course (CWOBC), 6 weeks, at Information Warfare Training Command Corry Station (IWTC CS) in Pensacola, FL (expected change to 20 weeks in FY21);CW Community PQS, Cryptologic Warfare Officer Qualification Program (NAVEDTRA 43357-2A, Nov 2016), within 36 months of redesignation or granting of a Top Secret/SCI (TS/SCI) security clearance, whichever occurs later. |   | X\*\* |   |   |
| Information Professional Basic Course (IPBC), 20 weeks, at Information Warfare Training Command Virginia Beach (IWTC VB) in Dam Neck, VA;IP Community PQS, Information Professional Officer Qualification Program (NAVEDTRA 43360-2A, May 2016), within 36 months of redesignation. |   |   | X |   |
| Naval Intelligence Officer Basic Course (NIOBC), 20 weeks, or Reserve NIOBC (RNIOBC) Phase I (30-day intensive version of NIOBC) and RNIOBC Phase II, (2-week capstone), at Information Warfare Training Command Virginia Beach (IWTC VB) in Dam Neck, VA;INTEL Community PQS, Intelligence Officer Qualification Program (NAVEDTRA 43547-A, Apr 2018), within 36 months of redesignation. |   |   |   | X |
| Information Warfare Officer (IWO) Qualification, within 60 months of redesignation. | X |  X | X | X |

 \* *Annually waiverable for quota unavailability or other training requirements*

*\*\* Active duty in a training status (ADT) is available to Cryptologic Warfare Officers up to 70 days as part of the qualification process. This may be used in conjunction with Annual Training (AT)/Exception-Annual Training (E-AT) for up to a total of 99 days.*

1. All IWC Officers are required to pass an oral board for both Community PQS and IWO Qualifications.

Alterations to this form are not authorized

1. Naval Information Force Reserve personnel who lack their professional qualification are not authorized to perform any Active Duty unless it is required to complete their Basic Qualifications. This includes Annual Training (AT), Additional Duty Training (ADT), Active Duty for Special Work (ADSW), Presidential Reserve Call-up (PRC), indefinite/definite recall and mobilization.
2. Officers not completing or maintaining professional qualification requirements (including security clearance eligibility) will be required to re-designate if eligible or referred to Navy Personnel Command for administrative separation from the Navy Reserve.
	1. Officers desiring re-designation within the IW communities must complete the professional qualification in their current community prior to applying for re-designation.
	2. IWC officers who fail to complete the professional qualification in your current community (non-attain) shall not be eligible for re-designation to another IW community.
3. 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