

**SELRES FAO Change of Designator Checklist – per OPNAVINST 1301.10C para 6.a.(2)**

- Current OCM Tentative Release via email**
- FITREPS** (showing sustained superior performance)
  - (a) Applicants must have a record of sustained superior performance in their current designator, preferably with significant operational experience and experience in international engagement.
- 1 YR In-Theater Experience**
  - (e) Applicants must possess in-theater duty experience of 1 year in the region of specialty that produces in-depth understanding of language and culture through significant interaction with host nation nationals and entities
- In-Theater Breakdown:** see below for a simple chart to add as an enclosure.
- Verification of Security Clearance:** Memo from SECMAN at NRA or Clearance printout from JPAS, DISS, etc.
  - (f) Applicants must be eligible for TS/SCI security clearance
- Suitable for global assignment:** Can be NAVPERS 1300/16 Report of Suitability for Overseas Assignment, Suitability Screening Memo, Memo from Medical Representative, or PHDRA showing suitability for overseas assignment.
  - (d) Applicants’ global assignability should be verified and documented, per references (k) and (l), via successful overseas screening to the highest regional standard to meet type 3 overseas assignment criteria.
- DLPT:** Provide official test results with test date within 3 years.
  - (b) Applicants must speak at least one foreign language as documented by either the Defense Language Proficiency Test or the Oral Proficiency Interview – minimum scores of 2, 2, 1+ for L, R, and S, respectively, within the last 3 years.
- Master's Degree:** Include all graduate and undergraduate transcripts – does not need to be official.
  - (c) Applicants must possess a regionally focused international relations or strategic studies master’s degree; must have a proven understanding of U.S. and foreign military operations, U.S. foreign policy, and security cooperation objectives; as well as a deep understanding of interagency and nongovernmental organization capabilities and cultures gained from working and living in a specified region. Constructive Credit Waivers (CCW) to the master’s degree requirement will be considered on a case-by-case basis for applicants with significant regional expertise from military or civilian employment.

**Note:** The CCW process is ONLY for current 1715s. Upon selection for redesignation, must earn a full qualification within 12 months. To earn a full qualification, you will have to meet all of the requirements of the CCW SOP for education and you will need to submit a package for waiver consideration.

- Statement of Motivation:**
- BIO:** FAO centric
- Resume:** FAO centric

**Sample In-Theater Breakdown**

Activity	In-Region Location	Start Date	End Date	Days
IPR: Exercise FAO Build	Country X	01Jan23	07Jan23	7
NCC Kyle	Country X	13Jan22	16Jan22	4
MPR: EX FAO Build	Country X	01Feb22	10Feb22	10
Port Visit Support	Country X	03Mar21	07Mar21	5
In-Country Language Course	Country X	9Aug21	28Aug21	20
<b>Total</b>				<b>46</b>

## **SELECTED RESERVE FOREIGN AREA OFFICER CHANGE OF DESIGNATOR APPLICATION GUIDANCE**

1. In general, follow the format contained in BUPERSINST 1001.39F Chapter 9 and MILPERSMAN 1212-010. This document includes additional information on SELRES FAO-specific items required for applicants requesting Change of Designator to SELRES FAO.
2. The SELRES RC FAO website contains FAO instructions and guidance that will assist in putting together a Change of Designator package. The webpage is located here:  
<https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Reserve-OCM/Selected-Reservists/RC-Restricted-Line/RC-SELRES-FAO/>
3. Applicants must also review and be familiar with community-specific eligibility requirements IAW OPNAVINST 1301.10 (series) prior to submission of any documentation. See “SELRES FAO Change of Designator Checklist – per OPNAVINST 1301.10C para 6.a.(2)” worksheet.
4. The body of your Change of Designator application should be completed in accordance with BUPERSINST 1001.39F Chapter 9 and MILPERSMAN 1212-010 utilizing the Change of Designator Applicant Template.
5. Complete, initially screened packages with all enclosures and endorsements must be received by the RC FAO OCM no later than **(NLT) 1 March or 1 August** of the calendar year for consideration. (Note: Check with the RC FAO OCM for any submission timeline changes).
6. Applicants are required to complete an interview with a designated panel of current SELRES FAOs. The SELRES FAO OCM will assist with scheduling applicant interviews once applications are received. Your interview appraisers will submit an interview appraisal evaluation directly to the panel.
7. Applicants must receive a preliminary release approval from their current OCM.
8. All applicants should include a copy of their graduate and undergraduate transcript(s) as an enclosure to the application. Transcripts should also be included for any relevant graduate level coursework. These need not be official/sealed transcripts, but must be in pdf format, legible, and should clearly indicate any degree(s) conferred and cumulative GPA.
9. Only documented DLPT scores within 3 years of application will be accepted. Anecdotal report of language qualification is of interest to the FAO community but will not be considered by the board as actual language qualification. (e.g. I have studied Arabic for 5 years in college). To locate a testing facility near you, send an email to: [languageTesting@navy.mil](mailto:languageTesting@navy.mil)
10. If you hold an active TS/SCI clearance, a JPAS or DISS printout is all that is required. If your clearance is expired, inactivated, or if you otherwise do not hold a TS/SCI clearance, you will be required to request that your SSO conduct an SCI pre-nomination interview. You do not need to submit an SF-86 with your lateral transfer package; you only need to submit a letter from your SSO attesting to the results of your SCI pre-nomination interview. A template for an SSO pre-screen letter can be found on the SELRES FAO OCM web page.
11. The personal statement of motivation should be submitted as an enclosure to your application. There is no specific format, but it should address the following main points:
  - a. Why you desire to be a Foreign Area Officer
  - b. Experiences or abilities that will contribute to your effectiveness as an ambassador for the U.S. Navy and the United States internationally.
  - c. Briefly outline your professional record and address any shortcomings that may be in your record.

12. **Signature Block and Contact Information:** It is required that you sign your application. It is recommended that you provide both work and personal phone numbers and navy and personal email addresses. This will enable the SELRES FAO OCM to contact you easily after the board results are published.

13. **Thank you for your interest in the SELRES FAO Community!** If you have any questions while you are constructing your application package or would like to meet with FAOs near you to discuss your draft application, please contact the SELRES FAO OCM.

SELRES FAO Officer Community Manager  
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