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SUBJ/SPRING FISCAL YEAR 2025 TRAINING AND ADMINISTRATION OF THE RESERVES
OFFICER IN-SERVICE PROCUREMENT PROGRAM BOARD//

REF/A/DOC/OPNAV/14MAY24//
REF/B/DOC/OPNAV/14DEC09//

NARR/REF A IS THE TRAINING AND ADMINISTRATION OF THE RESERVES OFFICER IN-
SERVICE PROCUREMENT PROGRAM AUTHORIZATION.
REF B IS OPNAVINST 1420.1B, ENLISTED TO OFFICER COMMISSIONING PROGRAMS
APPLICATION ADMINISTRATIVE MANUAL.//

RMKS/1. This NAVADMIN announces the convening of the Spring Fiscal Year
(FY) 2025 Training and Administration of the Reserves (TAR) Officer In-
service Procurement Program (ISPP) board convening on 28 April 2025. The
most updated community specific policy guidance as well as the applicable
TAR ISPP Program Authorizations (PA) 300 series can be found on the
MyNavy HR website at [https://www.mynavyhr.navy.mil/Career-
Management/Community-Management/Officer/Program-Authorizations/](https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Program-Authorizations/).

2. This board will send qualifying enlisted Sailors directly to Officer
Candidate School (OCS) to commission as a TAR officer. TAR ISPP is open
only to TAR enlisted Sailors. Applicants may apply for up to three TAR
officer designators based on community health determinations prior to the
board. For the Spring FY25 TAR officer ISPP board, Surface Warfare
(1167), Human Resources (1207), Supply (3167), and Aerospace Engineering
Duty - Aviation Maintenance (1527) designations are eligible for
application. Available quotas for each community are based on community
health and may change prior to the board convening date

3. In line with reference (a), applicants must meet the prescribed
qualifications in line with this program and the respective TAR community
ISPP PA. Application procedures and education requirements are specified
in references (a) and (b), as well as specific ISPP designator PAs. The
enlisted to officer commissioning programs application form (OPNAV
1420/1), interviewer's appraisal forms (NAVCUIT 1131/5), TAR ISPP
eligibility matrix and frequently asked questions, and other relevant
information can be found by going to the MyNavy HR TAR ISPP website at
<https://www.mynavyhr.navy.mil/Career-Management/Community->

Management/Officer/Reserve-OCM/TAR/TAR-InService-Procurement/.
Accredited schools should send official transcripts to the following
address for review of applicant eligibility:

Navy Personnel Command (PERS-92)
5720 Integrity Drive
Millington, TN 38055-0092

4. Nominations will occur at the Commanding Officer (CO) level with endorsement by the first O6 in the applicant's Chain of Command. Nominations from the initial training pipeline will not be accepted. The nominating and endorsing officers do not need to be TAR officers. Applicants must be favorably nominated using the CO's recommendation section in the officer programs application, OPNAV 1420/1. Specific requirements for CO endorsement can be found in reference (a).

5. All applicants must login to MyNavy Portal to complete the Electronic Personnel Action Request (NAVPERS 1306/7) requesting release from their current community by their respective Enlisted Community Manager (ECM) for purposes of this board. A copy of the approval e-mail from the ECM should be included with the final application submission.

6. Completed applications must be submitted and received no later than 2359 Central Standard Time on 9 March 2025. Applicants should e-mail completed applications with all required enclosures to cscselboard@navy.mil. The subject line of the e-mail should read: Spring FY25 TAR Officer ISPP Board (#316).

7. Electronic submission of selection board documents is the preferred method to submit a letter to the board. Candidates must access the Electronic Submission of Selection Board Documents application through MyNavy Portal at <https://mn3p.navy.mil/web/advancement-and-promotion> or the Bureau of Naval Personnel Online main menu. Letters to the board must be received no later than 2359 Central Standard Time on 17 April 2025.

8. Regardless of the selected designator, all applicants must submit three interviewer appraisals with the OPNAV 1420/1 application. Interviewer appraisals should be conducted by at least one officer in the designator(s) for which the Sailor is applying.

9. Only waivers outlined in the TAR ISPP PAs or medical-related disqualifications on the required commissioning physicals (DD 2808 and DD 2807-1) are authorized for the TAR Officer ISPP Board. In the case of a medical disqualification, Navy Personnel Command, Affiliation and Officer Re-designation Division (PERS-92) will route the submitted DD 2808 and DD 2807-1 for waiver processing.

10. Officers will incur an obligation as specified in reference (a).

11. Upon approval of the board proceedings, the results of the board will be posted on the TAR re-designation board website. Applicants can expect to see the results posted within 30 days of board adjournment. Within 2 weeks of board results being posted, selectees

will receive an acceptance package and will have 10 days upon receipt to accept or decline selection to the program.

12. Points of contact:

a. CDR Elijah J. Waddle, Director of Affiliation and Redesignation (PERS-92), (901) 874-4512/DSN 882 or elijah.j.waddle.mil@us.navy.mil.

b. PS1 Nicole Stewart (PERS-92), (901) 874-4832/DSN 882 or at PERS-92@navy.mil.

13. This NAVADMIN will remain in effect until superseded or canceled, whichever occurs first.

14. Released by Vice Admiral Richard J. Cheeseman, Jr., N1.//

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