

## **FEBRUARY 2019 LATERAL TRANSFER AND REDESIGNATION BOARD LETTER OF INSTRUCTION**

1. The board convenes on 25 February 2019. Application (including signed command endorsement) and waiver requests must be RECEIVED NO LATER THAN 14 January 2019. All supplemental information (transcripts, letters of recommendation, etc.) to the Board must be received no later than 7 February 2019. After 7 February 2019, only current fitness reports will be accepted until 10 days prior to the board convening on 25 February 2019.

2. The purpose of this board is to screen Officers and select the best qualified Officers to transfer from their current community to a community they have requested.

a. Submit both, application and waiver requests (as required), via email to BUPERS-3\_LATXFR.fct@navy.mil. To ensure more efficient processing and for internal tracking purposes, email subject line should reflect "February 2019 Lateral Transfer Board." If no means of electronic correspondence are available, application packages can be sent hard copy to:

MILITARY COMMUNITY MANAGEMENT (BUPERS-3)  
ATTN BUPERS-31B1: LATERAL TRANSFER, BLDG 453 RM 229  
5720 Integrity Drive  
Millington TN 38055-0003

b. Additional application requirements (add this information to the bottom of your application):

Contact Information: LT Ima Sailor  
Comm: (xxx) xxx-xxxx Ext: xxxx  
DSN: xxx-xxxx Ext: xxx  
Email: [ima.sailor@navy.mil](mailto:ima.sailor@navy.mil)

c. Reserve Officers (XXX7 and XXX5) ARE NOT ELIGIBLE to apply for change of designator via this board.

d. Limited Duty Officers (LDO) must possess at least a Baccalaureate degree in order to be gained into a non-LDO community. LDOs MUST include an official letter from an accredited university or college stating they are in good standing AND also contain their expected degree and graduation date (month/year) within their packages, OR a complete transcript indicating completion of a Baccalaureate degree. LDOs who desire to redesignate and are within six months of completing their baccalaureate degree may apply for lateral transfer. However, Active Component (AC) LDOs in the Supply Corps (651X) and Information Warfare Community (IWC) (68XX) are designated for off-ramp as listed in NAVADMIN 014/18. Those who desire to redesignate within their parent communities should submit their requests in accordance with NAVADMIN 014/18.

e. Officers with an approved resignation, retirement request or who have been notified they are being processed for administrative separation are not eligible to apply to this board.

f. Members who do not meet eligibility requirements detailed in OPNAVINST 1210.5A and MILPERSMAN 1212-010 or 1212-030 (such as Time-in-Grade (TIG), Years-of-Commissioned Service (YCS) or Time-In-Service (TIS)) must submit a waiver request, in addition to or in conjunction with their Lateral Transfer and Redesignation application as specified by relevant communities.

g. Waiver requests must include Officer's waiver request letter and commanding Officer's (CO) endorsement. The CO may endorse the waiver in the same letter as the lateral transfer package endorsement.

h. Officers desiring to be considered by more than one community should address or include the required information or documents for each community in the application, listing the communities in order of preference.

i. Officers must include a statement indicating their desire to be considered or not considered for lateral transfer and redesignation by communities not listed as one of their primary choices.

j. Officers are encouraged to check their records and ensure there are no FITREP gaps greater than 90 days.

Note: Email is the preferred method to submit applications, ensuring resolution quality of the documents being submitted to: BUPERS-3\_LATXFR.fct@navy.mil. Ensure to encrypt your e-mail. The BUPERS-3 mailbox account is capable of receiving ENCRYPTED correspondence IAW DoD policy. If you are sending your board package from a non NMCI network (e.g., BUMED.mil, USMC.mil, etc.), please visit <https://dod411.gds.disa.mil> to download the required mailbox certificate. To ensure more efficient processing and for internal tracking purposes insert "Board Package: Lateral Transfer Board Feb 2019" in the subject line of your email. If no means of electronic correspondence are available, hard copy can be sent to the address provided above.

1. To confirm receipt of your package you may contact BUPERS-3 at: BUPERS-3\_LATXFR.fct@navy.mil.

m. College transcripts should be included in the package if no Academic Profile Code (APC) is on file. To get your Academic Profile Code (APC), an online application can be found at: <http://www.nps.edu/Academics/Admissions/FAQ.html>. To expedite the APC determination process, the NPS Admissions Office recommends annotating "February 2019 Lateral Transfer Board" in the "Additional Comments" section of your application. Questions regarding the APC can be emailed to [grad-ed@nps.edu](mailto:grad-ed@nps.edu) or made by phone: (831) 656-3093, DSN prefix: 756. For a description of the APC, go to <http://www.nps.edu/Academics/GeneralCatalog/206.htm#o208>.

n. For any questions, contact board support personnel in Millington at [BUPERS-3\\_LATXFR.fct@navy.mil](mailto:BUPERS-3_LATXFR.fct@navy.mil).

3. Officers applying for transfer into another community should read OPNAVINST 1210.5A and MILPERSMAN 1212-010 in their entirety. LDOs should also read MILPERSMAN 1212-030 and NAVADMIN 014/18. Officers must meet the general requirements contained therein to include:

a. Physical standards.

b. Age criteria.

c. Officers associated with the Surface (111X), Submarine (112X), Special Warfare (113X), Explosive Ordnance Disposal (114X), Aviation (13XX) and IWC (18XX) communities shall have achieved warfare qualification and completed a minimum of 2 years of active commissioned service before applying. Officers in designators exempted from participation in warfare qualification programs must complete a minimum of 2 years of active commissioned service before applying. Previously warfare qualified Officers do not require a waiver (for example, 130X currently wearing aviator wings).

d. Officers must be within six months of completion of training obligation.

e. For Aviation (13XX) Officers:

(1) General Aviation Officers (1300) are eligible to apply for lateral transfer regardless of Active Duty Service Obligation (ADSO) from winging.

(2) Aviation Officers (1310 and 1320) are eligible to apply for lateral transfer if the Officer has fulfilled ADSO, or will be within 12 months of completing ADSO at the time the board convenes.

(3) Aviation Officers with obligated service as a result of Aviation Bonus (AvB) are eligible to apply if the Officer will be within 12 months of completing AvB obligation at the time the Board convenes. Additionally, Aviation Officers with obligated service as a result of AvB are eligible to apply if the Officer will be within 12 months of department head tour projected rotation date (PRD) at the time the board convenes, regardless of contrary AvB contract language. Redesignation immediately following department head tour may result in cancellation of AvB, which will be adjudicated by PERS-43.

(4) Graduates from U.S. Naval Test Pilot School (TPS) class 151 and 152 may apply for AEDO only, regardless of ADSO (contact AEDO OCM for details).

(5) If selected, Aviation Officers should expect to redesignate immediately. Exceptions may be made for the completion of ADSO, fulfillment/expiration/cancellation of AvB contract or at PRD, as determined by Aviation Officer OCM (BUPERS-313). Aviation Officers in operational flying billets (billet designator XXX1 or XXX2) will not redesignate until vacating the billet. BUPERS-313 authorizes redesignation timing.

By accepting a lateral transfer out of Aviation (13XX), effective the date of redesignation with the Lateral Transfer Application and CO's endorsement fulfilling the requirements set forth in MPM 1610-020, an Officer consents to voluntary termination of flight status (except for AEDO selects).

f. For Submarine Officers and nuclear trained Surface Warfare Officers (SWO):

(1) Submarine Officers must have completed a tour as department head or be senior to those so assigned. Waivers may be considered on a case-by-case basis.

(2) SWOs must have completed a tour in a Lieutenant Commander-grade nuclear billet

aboard a nuclear-powered ship or be senior to those so assigned, except for nuclear trained SWOs applying to become nuclear trained Engineering Duty Officers (EDO(N)). Waivers may be considered on a case-by-case basis. Only nuclear trained SWOs are eligible to be considered for lateral transfer to EDO(N).

(3) Nuclear trained SWOs or Submarine Officers receiving nuclear Officer career continuation pay or SSIP (Submarine Officers only) are not eligible for lateral transfer or redesignation until within one year of completion of obligation.

g. Surface Warfare Officers (SWOs) who have accepted Surface Warfare Officer Continuation Pay (SWOCP), Revised Junior CSRB (RJCSRB), Lieutenant Commander Retention Bonus (LRB) or Department Head Retention Bonus (DHRB), contracts are not eligible for transfer until completion of the bonus obligation. SWOs serving under an agreement for any of the SWO bonus programs are eligible to apply to the board when the board convening date is within 12 months of satisfying the full bonus obligation. SWOs under RJCSRB and DHRB may apply for lateral transfer from the SWO Community when the board convening date is within 12 months of the YCS-11 anniversary and, if selected by the Lateral Transfer Board, are only eligible for transfer into their new community on the YCS-11 anniversary or completion of their required Department Head tours, whichever is later. Please be mindful that "quotas out" may be limited due to manning levels for any given Year Group, the community's billet requirements, the status of DH contract goals for Year Groups with less than six years of commissioned service and the individual Officer's assignment status. Specifically, Officers within their detailing window must communicate with their detailer prior to submitting a lateral transfer package. Executing orders or slating to a billet will disqualify an Officer for consideration and release from the community. For any questions regarding an individual's eligibility, contact the SWO OCM for further guidance.

h. Civil Engineer Corps (CEC) Officers under CEC critical skills retention bonus (CSRB) contract are eligible to apply to the board if the board application due date is within one year of satisfaction of the full bonus obligation. Officers with more than one year of obligation remaining on their CEC CSRB contract may submit a waiver to be released prior to fulfillment of their bonus obligation. Waivers shall be submitted to the CEC Officer Community Manager for review on a case-by-case basis at least one month prior to application due date. If approved, the notice of approval for early release from the CSRB contract shall be included with the lateral transfer package. Release from the CSRB contract will be considered a voluntary release subject to repayment of any unearned amount.

4. The following is a brief description of each community, designators, minimum qualifications and a community point of contact (POC). It is highly encouraged that lateral transfer candidates contact Officers (other than the Detailer or OCM) from their desired gaining community for mentoring, leadership and letters of recommendation prior to submitting a package to the board.

a. SURFACE WARFARE OFFICER (SWO) – 1110/1160.

(1) General Guidance: SWOs are Navy Officers whose training and primary duties focus on the operation of Navy ships at sea and the management of various shipboard systems. SWOs are professionally developed to prepare them for command of a Navy warship.

(2) Source Communities: Officers will be considered from any URL, RL or Staff designator.

Officers who have earned a SWO qualification as a LDO or previously as a SWO are eligible to apply for lateral transfer. Officers selected for lateral transfer and are already qualified SWOs will be designated 111X and can expect orders to Division Officer afloat assignments or to Department Head School, depending upon the duration of their previous Division Officer service.

Note: A SWO must serve a minimum of 39 months in Division Officer billets and be screened for Department Head in an annual screening board, in order to be eligible for Department Head School.

(3) Degree/Requirements: No specific degree requirements.

(4) Warfare Qualifications: Not required.

Note: There is limited opportunity for Officers without previous surface warfare experience to lateral transfer into the SWO community based upon: available quotas and the ability to complete at least 39 months of Division Officer service, screen for Department Head and attend Department Head School by 7.5 years of commissioned service. It is critical for any applicant to contact the SWO OCM to discuss career timing.

(5) Clearance Requirements: Secret.

(6) POC: SWO OCM, (901)-874-3173/DSN: 882.

b. SPECIAL WARFARE (SPECWAR) OFFICER – 1130/1180.

(1) General Guidance: URL, RL and Staff Officers must submit their applications via current OCM (for out-quota eligibility) to the SEAL OCM. Transfers and selection to Naval Special Warfare is conducted via a separate selection process.

(2) POC: SEAL OCM, (703) 604-5005/DSN 664.

c. EXPLOSIVE ORDNANCE DISPOSAL (EOD) WARFARE OFFICER – 1140/1190.

(1) Explosive Ordnance Disposal (EOD) Warfare Officers receive training in Underwater Mine Countermeasures (UMCM), Diving and Salvage Operations, Countering Improvised Explosive Devices (CIED), Counter Proliferation (CP)/Weapons of Mass Destruction (CWMD), Support to Special Forces (SOF) - Navy and Army, Conventional EOD Operations, Weapons Technical Intelligence (WTI) and Foreign Internal Defense (FID)/Theater Security Cooperation (TSC) partnerships and training, becoming experts in explosives, diving and parachuting. The EOD Community seeks junior Officers with superior leadership skills, mental capacity and physical abilities.

(2) Source Communities: Officers will be considered from any URL, RL or Staff designator.

(3) Degree/Requirements: No specific degree requirements. Those applying for lateral transfer into the EOD community should include all documentation required per MILPERSMAN 1210-230 and 1220-410 (PST standards and procedures) in the application. Officers must have a current physical stamped "Physically Qualified (PQ) for Special Operations and

Diving Duty" by an Undersea Medical Officer (UMO) or BUMED. Refer to Manual of Medical Department (MANMED), Chapter 15, Articles 15-102 and 15-105 and as detailed in DoD Directive 6130.3.

(4) Warfare Qualifications: Not required.

(5) Clearance Requirements: TS/SCI eligible.

(6) POC: EOD OCM, (901) 874-4991/DSN 882.

d. HUMAN RESOURCES (HR) OFFICER - 1200.

(1) General Guidance: The HR community is one of the Department of the Navy's most strategic and critical assets in the provision of manpower, personnel, training and education (MPTE) expertise in support of Department of Navy mission accomplishment. It has been charged with delivering HR expertise to define, recruit, develop, assign and retain a highly-skilled workforce in support of the Navy's mission.

(2) Source Communities: Officers will be considered from any URL, RL, or Staff designator, as well as qualified LDOs.

(3) Degree/Requirements: HR Officers specialize in manpower and personnel management, requirements determination, training and education management, accession management, HR econometric analysis and joint force formation and sustainment. Graduate education in operations research/analysis, manpower systems analysis, education/training management, financial management, business administration and human resources management is desired. Officers with six or fewer years of commissioned service who do not have a Graduate degree resulting in 3XXX subspecialty or are not progressing towards attainment are preferred to have a minimum Academic Profile Code (APC) of 345 (minimum 2.2 GPA, Calculus C or better or 2 pre-Calculus courses with B+ or better). Officers with more than one year of Calculus/upper level math with C+ or better average may qualify for all relevant NPS curriculums to include Operations Analysis (OA), a community priority. Officers shall request to have APC calculated by Naval Postgraduate School prior to board convening date (apply online: <https://my.nps.edu/web/admissions/apply>). Human resources experience (e.g., collateral duty Personnel or Training Officer, civilian HR management, recruiting, etc.) in the Navy or outside agencies is also desirable.

(4) Warfare Qualifications: Warfare qualification is a requirement for lateral transfer board unless applicant is applying from a community that does not provide opportunity for warfare qualification (i.e., Nuclear Power Instructors). Though not a requirement, HR certification is desirable (i.e., Professional in Human Resources, Certified Defense Financial Manager, Master Training Specialist).

(5) World-wide Assignable: The ability to be world-wide assignable and sea duty deployable greatly enhances the likelihood of selection. Officers in limited duty status are not considered eligible for board referral without all three of the following items:

(a) Medical documentation stating date of expected resolution of member's limited duty,

(b) Health care provider documentation ruling out renewal of additional LIMDU orders,

(c) Health care provider documentation ruling out referral to physical evaluation board.

(6) Clearance Requirements: All Officers must be ELIGIBLE to obtain a Secret clearance.

(7) POC: HR OCM, (901) 874-4049/DSN 882.

e. AVIATION – 1310/1390, 1320/1370.

(1) General Guidance: Naval Aviation employs Pilots and Naval Flight Officers (NFOs) to fill seats in a wide variety of aircraft that deploy around the world. Lateral transfer opportunities into aviation are limited and, therefore, extremely competitive.

(2) Source Communities: Officers will be considered from any URL, RL or Staff designator.

(3) Degree/Requirements: No specific degree requirements. Must read MILPERSMAN 1542-010 in its entirety. All candidates must have a Naval Operational Medicine Institute (NOMI) official score letter showing an Aviation Selection Test Battery (ASTB) score of 5 or better in Academic Qualifications Rating (AQR) and 6 or better in Pilot/NFO Flight Aptitude Rating (FAR). Candidates must not have passed their 27th birthday (see MILPERSMAN 1542-010 for waiver criteria). Officers must complete an Aviation Candidate Physical and receive an approval letter from NOMI stating which program (Pilot, NFO, or both) the applicant is physically qualified to enter. Officers must not have been previously separated from any flight training program in the Army, Navy, or Air Force. Contact with Aviation OCM is strongly encouraged to ensure eligibility.

(4) Warfare Qualifications: Not required.

(5) Clearance Requirements: Secret.

(6) Reference: MILPERSMAN 1542-010 for more information on Aviation Lateral Transfers.

(7) POC: AVN OCM, (901) 874-3353/DSN 882.

f. ENGINEERING DUTY OFFICER (EDO) - 1460.

(1) General Guidance: Navy technical leaders for ships, submarines, C4I and integrated warfare systems. EDOs are specialists in applying practical engineering knowledge and program management expertise to integrate science, technology and design into affordable ships and submarines and their systems. EDO is specifically looking for qualified candidates in YGs 15 to 12 and 08.

(2) Source Communities: Any URL designator or warfare qualified RL designator.

(3) Undergraduate BS in engineering discipline preferred, other Science, Technology, Engineering and Mathematics (STEM) degrees considered. GPA should be not less than 2.7, or

APC not greater than 334 (323 or less is preferred). Body of undergraduate work must support enrollment (and successful completion of) MS degree in engineering or physical sciences applicable to the EDO community (e.g., engineering disciplines, physics and computer science).

(4) Warfare Qualifications: A warfare qualification is required. Officers without warfare qualification may be considered, with the expectation they will gain qualification via the ED Dolphin Program. Only nuclear trained Surface Warfare Officers are eligible for lateral transfer to the EDO(N) community.

(5) Clearance Requirements: Secret.

(6) POC: EDO OCM, (901) 874-3473 or 4255/DSN 882.

g. AEROSPACE ENGINEERING DUTY OFFICER (AEDO) - 1510.

(1) General Guidance: The AEDO community concentrates on providing cradle-to-grave life cycle support of aerospace systems via program management, test and evaluation and fleet support with the goal of improved current and future readiness for the Naval Aviation Enterprise. AEDOs work with government and industry experts to plan and design future aerospace systems, field improvements to current systems and monitor production, modification and depot level maintenance of aerospace systems at government and contractor facilities.

(2) Source Communities: Officers from YGs 11-04 will be considered from the URL aviation designator (13XX).

(3) Degree/Requirements: Selection is not based upon degree alone; however, technical/business undergraduate degrees are preferred. Technical, Systems Engineering, Technical Management and Business graduate degrees are highly desired. Acquisition experience and TPS graduates are also highly desired.

(4) Warfare Qualifications: Officers must be aviation warfare qualified Officers (pilot or NFO). A minimum of 48 months of fleet sea duty experience is preferred.

(5) Clearance Requirements: Secret.

(6) Additional Requirements: Officers must meet the eligibility requirements in Section 3e. In addition, aviation Officers (13XX) are eligible and may apply for 1510 (only) regardless of ADSO if they are a graduate of USN TPS Class 151 or Class 152.

(7) Officers who are 1xFOS for LCDR will not be considered for lateral transfer to 1510.

(8) POC: AEDO Community Manager, (301) 757-8480/DSN 757.

h. AEROSPACE MAINTENANCE DUTY OFFICER (AMDO) - 1520.

(1) General Guidance: AMDOs are maintenance, logistics and acquisition professionals with formal technical and/or managerial educations. They provide full-time professional management of organizational (squadron), intermediate (repair facility) and depot level (industrial facility) aviation

maintenance organizations. AMDOs use extensive fleet experience to provide leadership at all levels of the integrated logistics chain to reconcile long-range readiness objectives with projected resource levels and to establish Naval Aviation Maintenance Policy for ensuring objectives are met. Additionally, AMDOs work with government civilians, contractors and experts in other military services to influence emerging aviation weapon system designs in an effort to reduce, simplify and/or eliminate requirements for maintenance actions. Billets are available world-wide at all levels.

(2) Source Communities: Qualified Officers will be considered from all URL, RL or Staff Corps designators and from the Aviation Maintenance LDO (633X) designator.

(3) Degree/Requirements: Technical, Business, Engineering, Math and/or Physical Science degrees are strongly desired. Only superior academic achievement in other fields of study will be considered.

(4) Warfare Qualifications: Aviation Maintenance LDO (633X) LCDR and LCDR(select) Officers must be a designated Professional Aviation Maintenance Officer (PAMO), or must be in a qualifying billet awaiting requisite time on station to earn the designation. All other Officers must be able to complete the PAMO qualification process before promoting to LCDR.

(5) Clearance Requirements: Secret.

(6) Additional Requirements: Candidates must be world-wide assignable. Strong consideration is given for educational achievements and for experience in naval aviation maintenance. Formal training/certification in the Defense Acquisition Workforce fields of production, quality and manufacturing (PQM), life cycle logistics (LCL) and/or program management (PM) is viewed favorably since Defense Acquisition Corps membership is expected for promotion to CDR. All current and future Officers are strongly encouraged to contact the AMDO Community Manager for early career advice that will make them more competitive for lateral transfer/redesignation and for future promotion as AMDOs.

(7) POC: AMDO Community Manager, (301) 757-8481/DSN 757.

i. PUBLIC AFFAIRS OFFICER (PAO) - 1650.

(1) General Guidance: Officers are encouraged to develop a track record of collateral duty PAO experience and should seek endorsements from senior, military PAOs. Civilian PA experience may also be considered. Officers must be fit for sea duty and world-wide assignable. Public Affairs is specifically looking for qualified candidates in YGs 15-14.

(2) Source Communities: Officers may be considered from any URL, RL and staff designators.

(3) Degree/Requirements: Public relations, communication, journalism, English, social sciences, international studies and foreign languages are highly desired but not required. An undergraduate cumulative grade point average (GPA) of 2.5 or greater is required.

(4) Warfare Qualifications: Though not a requirement, Officer and enlisted warfare qualifications greatly enhance the likelihood of selection.

(5) Clearance Requirements: Secret.

(6) Portfolio: Applicants must submit a portfolio to include, but not limited to, stories, photographs, speeches, communication plans and/or marketing material.

(7) World-wide Assignable: The ability to be world-wide assignable and sea duty deployable greatly enhances the likelihood of selection. Officers in limited duty status are not considered eligible for board referral without all three of the following items:

- (a) Medical documentation stating date of expected resolution of member's limited duty,
- (b) Health care provider documentation ruling out renewal of additional LIMDU orders,
- (c) Health care provider documentation ruling out referral to physical evaluation board.

(8) POC: PAO OCM, (901)-874-3098/DSN 882.

j. FOREIGN AREA OFFICER (FAO) – 1710.

(1) General Guidance: Navy FAOs are the Navy's political-military and regional engagement professionals. In addition to being members of country teams abroad, they support the Fleet/Component/Combatant Commander/Joint Staffs and Interagency. Their skills and regional focus enhance the Navy's mission of evolving and establishing international relationships to achieve common maritime interests, specifically in the areas of theater security cooperation, improved capacity in fostering cooperative relationships and maritime domain awareness.

(2) Source Communities: Officers will be considered from any URL, RL or Staff designator with a minimum of eight Years of Commissioned Service (YCS) in the USN. This YCS requirement may be waived by the FAO OCM to five years YCS in the USN on a case-by-case basis. LCDR Officers with more than 2 years' time-in-grade should contact the FAO OCM before applying due to milestone considerations, qualifications and career implications. Officers who have once failed to select for promotion to LCDR in their parent community will not be considered for lateral transfer to FAO.

(3) Degree/Language Requirements: All Officers without a regionally-focused postgraduate degree should be academically qualified for admission to the Naval Postgraduate School with a minimum academic profile code (APC) of 265 or minimum of 2.60 undergraduate GPA. Waivers are available for APC on a case-by-case basis. Candidates with 11 or more years of commissioned service (YG 07 and senior) should already have a regionally-focused master's degree or a closely associated POL-MIL field of study (including U.S. or foreign war colleges), a Defense Language Proficiency Test (DLPT) score of 2/2 or higher in a foreign language and overseas experience. Officers who have the above attributes and current (taken within 3 years) DLPT score(s) of 2/2 or Oral Proficiency Interview (OPI) of 2 or higher in one or more foreign language(s) are desired. All Officers must have a Defense Language Aptitude Battery (DLAB) score of 95 or higher. The FAO community desires Officers with a DLAB score of 110 or higher. Officers with non-regional master's degrees or other graduate coursework should submit their transcripts in their application as an enclosure.

(4) Warfare Qualification: Though not a requirement, warfare qualification greatly enhances the likelihood of selection. A record of sustained superior performance with fleet experience, overseas exposure and strong language ability is highly desirable.

(5) Security Clearance: Redesignation and final acceptance into the FAO community is contingent on an Officer receiving favorable adjudication for Top Secret/Sensitive Compartmented Information (TS/SCI) clearance. All Officers must be eligible for access to TS/SCI based on a Single Scope Background Investigation (SSBI) completed not more than five years before the year the application is made. Officers not possessing the requisite clearance shall execute a personnel security questionnaire (SF-86) (SSBI) per SECNAVINST 5510.3A and provide to the member's Special Security Officer (SSO) prior to completing an SCI pre-screening interview with the SSO. A TS/SCI eligibility letter must be submitted as an enclosure to the lateral transfer package to document the applicant's current security clearance in order to be considered for lateral transfer into FAO. For Officers without a current TS/SCI clearance, please contact the FAO OCM before submitting an application.

(6) World-wide Assignable: All Officers (to include all dependents) must be world-wide assignable, as verified and documented via successful overseas screening (NAVMED Form 1300/1 and NAVPERS 1300/16 Parts I and II) to NAVCENT standards (e. g., Bahrain). Officers should submit their completed overseas screening paperwork (to include family members) as an enclosure in their application package. Packages without a completed overseas screening will not be considered. Overseas screening forms are valid for one year from the date of signature.

(7) POC: FAO OCM, (901) 874-3694/DSN 882. FAO specific application requirements can be found at [http://www.public.navy.mil/bupers-npc/Officer/communitymanagers/active/restricted/Documents/FAO\\_FY17\\_Lateral\\_Transfer\\_Applicants\\_Information.pdf](http://www.public.navy.mil/bupers-npc/Officer/communitymanagers/active/restricted/Documents/FAO_FY17_Lateral_Transfer_Applicants_Information.pdf)

k. INFORMATION WARFARE COMMUNITY. Officers applying for Cryptologic Warfare (CW), Information Professional (IP), or Intelligence communities: Lieutenant Commander applicants for 1810/1820/1830 with more than two years TIG should contact the CW, IP or Intelligence OCM to discuss milestone and performance requirements. IP, CW and Intel applicants must be eligible for TS/SCI, submit a Personnel Security Questionnaire (SF-86) per reference (g), or include a letter from a Special Security Officer (SSO) indicating successful completion of an SCI pre-screening interview. CW applicants that do not hold or are not currently eligible for TS/SCI must complete an SCI eligibility pre-screening interview with the Fleet Cyber Command Security Directorate field office at (850) 452-6868 and submit the results as part of their application. All Officers must be world-wide assignable and fit for full sea duty. Officers who have once failed to select to the next grade in their parent community will not be considered for lateral transfer.

#### 1. OCEANOGRAPHY OFFICER - 1800.

(1) General Guidance: Specialists in physical oceanography, meteorology, hydrographic survey, geospatial information and systems.

(2) Source Communities: Officers will be considered from any URL, RL or Staff designators. Officers who have failed to select at least once to the next grade will not be considered for lateral transfer to Oceanography.

(3) Degree / Requirements: Undergraduate or graduate degrees in Physical Oceanography, Meteorology, Physics, Engineering, Mathematics, or other Science, Technology, Engineering and Mathematics (STEM)-related fields preferred. Applicants must have a minimum Academic Profile Code (APC) of 233 waiverable to 334 (minimum 2.8 GPA, C in calculus series and C in calculus-based physics series). Applicants must request to have APC calculated by Naval Postgraduate School prior to board convening date (apply online: <http://www.nps.edu/Students/Prospective/index.html>) and include ALL college transcripts with application. Requests for an APC waiver should be forwarded to the Oceanography OCM and concurrence email included in the application. All applicants must be world-wide assignable and fit for full sea duty.

(4) Warfare Qualifications: URL Officers must be warfare qualified in their original community. Prior experience in anti-submarine warfare, mine warfare, Naval Special Warfare, or navigation is highly desirable. All candidates must be eligible for sea duty and world-wide assignable.

(5) Security Requirements: Officers must be eligible for TS/SCI, have a Single Scope Background Investigation (SSBI) completed within the past five years, or upon selection submit a personnel security questionnaire (SF-86) (SSBI) per SECNAVINST 5510.30B. Officers that do not hold for a current TS/SCI clearance must complete an SCI eligibility pre-screening interview prior to application.

(6) POC: OCEANO OCM, (901) 874-2461/DSN 882.

m. CRYPTOLOGIC WARFARE (CW) OFFICER – 1810.

(1) General Guidance: CW Officers serve in challenging billets of increasing scope and responsibility afloat and ashore. The CW Officer career path is designed to develop Signals Intelligence, Electronic Warfare and Cyber competencies by mixing sea, shore and educational tours. CW Officers are assigned to PCS billets on surface combatants, direct support to tactical units (air, surface, subsurface) and Navy Special Warfare commands. CW Officers also serve as members of strike group and Combatant Commanders' staffs. Shore tours include National Security Agency (NSA) cryptologic centers and Navy Information Operations Commands (NIOC) that deliver capabilities at every level of war. Additionally, there are CW billets on major Navy and Joint staffs as well as command opportunities around the globe for Captains and Commanders.

(2) Year Group Guidance: CW is specifically looking for qualified Lieutenant and Lieutenant Commander lateral transfer Officers in YGs 05 through 16.

(3) Source Communities: Officers will be considered from any URL, RL or staff designator, as well as qualified LDOs.

(4) Degree/Requirements: Major fields of study directly related to Science, Technology, Engineering and Mathematics (STEM) are most strongly preferred but are not required. An undergraduate cumulative grade point average (GPA) of 2.8 or greater is required. Completion of calculus sequence (Calculus I and Calculus II) and calculus-based physics sequence with a C average or better is preferred but not required. Additional consideration will be given to technical experience

gained outside of formal educational institutions. Competitive LDO Officers will have completed an undergraduate degree, but may apply if within 6 months of completing an undergraduate degree and provide verification of degree completion timeline from an accredited educational institution.

(5) Warfare Qualifications: URL Officers must be warfare qualified in their original Community and be world-wide assignable.

(6) Clearance Requirements: Officers must be eligible for TS/SCI, have a Single Scope Background investigation (SSBI) completed within the past five years, or upon selection submit a personnel security questionnaire (SF-86) (SSBI) per SECNAVINST 5510.30B. All officers must contact and complete an SCI eligibility pre-screening interview with the Fleet Cyber Command Security Directorate Field Office (850) 452-6868 and provide results in application for lateral transfer.

(7) POC: CW OCM, (901) 874-3123/DSN 882.

n. INFORMATION PROFESSIONAL (IP) OFFICER - 1820.

(1) General Guidance: IP Officers serve in diverse and challenging billets of increasing scope and responsibility both afloat and ashore. The IP Officer career path is designed to develop expertise in Cyber, Communications (RF/Satellite), Net-Centric operations and Space by mixing sea, shore and educational tours. IP Officers serve globally at sea in surface combatants, as well as at Navy Special Warfare/Special Operations Commands. IP Officers also serve on strike group, numbered fleet and combatant commands. Ashore, IP Officers serve at Naval Computer and Master Telecommunications Station (NCTAMS)/Naval Computer Telecommunications Stations (NCTS) that deliver C4I at every level of war. Additionally, there are IP Officer billets at major Navy and Joint staffs, as well as command opportunities around the globe for Captains and Commanders. Those applying for IP should also consider applying for one of the other designators that make up the Information Warfare Community (IWC) (INTEL-1830, IW-1810 and OCEANO-1800).

(2) Source Communities: Officers will be considered from any URL, RL, or Staff designator as well as qualified LDOs.

(3) Degree Requirements: Major fields of study directly related to Science, Technology, Engineering and Mathematics (STEM) are most strongly preferred but not required. An undergraduate cumulative grade point average (GPA) of 2.8 or greater is required. Completion of calculus sequence (Calculus I and Calculus II) and calculus-based physics sequence with a C average or better is preferred but not required. Additional consideration will be given to technical experience gained outside of formal educational institutions.

(4) Warfare Qualifications: URL Officers must have attained warfare qualification from their original community and be world-wide assignable as well as fit for sea duty. Officers seeking re-designation into the IP community must not be above zone and previously considered for promotion in their parent community (1x failure of selection) or in zone to be considered for promotion in the same year applying for redesignation.

(5) Before appointment, all Officers must be eligible for a Sensitive Compartmented Information (SCI) clearance based on a background investigation completed not more than four

years before year of application. Officers not possessing the requisite access authority and clearance shall execute a Personnel Security Questionnaire (SF-86) (SSBI) per SECNAVINST 5510.30A.

(6) Point of contact: IP OCM: (901) 874-2846 DSN: 882

o. INTELLIGENCE OFFICER - 1830.

(1) General Guidance: Naval Intelligence Officers provide tactical, operational and strategic intelligence support to U.S. naval forces, joint and multi-national military forces and executive-level decision-makers in our national government. Those applying for transfer into the INTEL Community are also encouraged to consider applying for at least one of the other designators that make up the Information Warfare Community (IWC) (IP-1820, CW-1810 and OCEANO-1800).

(2) Source Communities: Officers will be considered from any URL, RL or Staff designator. LDOs must possess at least a baccalaureate degree, or be within six months of completion upon acceptance into the 1830 Community.

(3) Degree/Requirements: Preferred fields of study for Intelligence Officers include: International Relations with a Language/Regional Focus (e.g., Middle East or Asian Studies), Political Science, History, or Science, Technology, Engineering and Mathematics (STEM). Certifiable foreign language skills and cultural background/expertise is highly desirable but not required. Claims to language skills must be supported by a valid minimum Defense Language Proficiency Test (DLPT) score of 2/2/2 (listening/reading/speaking) level or a Defense Language Aptitude Battery (DLAB) test to measure the applicant's aptitude to learn a foreign language.

(4) Clearance Requirements: Officers must have a Single Scope Background Investigation (SSBI) completed within the past five years or have a letter from a SSO indicating successful completion of an SCI pre-nomination interview.

(5) POC: INTEL OCM, (901) 874-3426/DSN 882.

p. MEDICAL SERVICE CORPS (MSC) OFFICER - 2300.

(1) General Guidance: For this board, MSC will consider Officers for the following specialties: Aerospace and Operational Physiology, Social Work, and Health Care Administration. Officers must be world-wide assignable.

(2) Source Communities: Officers will be considered from any URL, RL or staff designator.

(3) Degree/Requirements:

(a) Aerospace and Operational Physiology Officers, Officers with significant military aviation experience (Naval Aviator, Naval Flight Officer, etc.) who have completed a Bachelor's degree or Master's degree in a biological science (human or animal physiology, biology, zoology, kinesiology, biomedical engineering, other biological-based sciences or a degree with a heavy concentration in "pure" sciences as appropriate) will be considered. Core courses should include: chemistry, a second-level chemistry course (e.g., biochemistry or inorganic), college mathematics (algebra, pre-calculus or above), physics and statistics. Officers must have a GPA of 3.0 or higher on

a 4.0 scale for each degree earned. Instructor/teaching experience is highly desirable. Officers must meet Class II aviation physical standards (flight physical).

(b) Social Work Officers. Officers must have a Master's degree in Social Work from a graduate school accredited by the Council of Social Work Education (<http://www.cswe.org>) before the board meets.

(c) Health Care Administration Officers. Officers preferably have a Bachelor's or Master's degree in Health Care Administration or Business Administration. Candidates who have an acceptance letter to either the Army-Baylor Master of Health Administration program or the Uniformed Services University Master of Health Administration and Policy program are desired. Additionally, Officers with Computer Science and/or Information Technology degree and experience are desired. Manpower Officers (3130) or those interested in pursuing a Manpower Systems Analysis degree at the Naval Postgraduate School are encouraged to apply. Applicants desiring to be considered for Naval Postgraduate School must have an assigned Academic Profile Code (APC) of 345 or better.

(4) Warfare Qualifications: Although not a requirement, warfare qualification is a factor in assessing an Officer's suitability as a MSC Officer.

(5) Officers looking to laterally transfer into the Medical Service Corps should be aware that they will lose rank if selected for transfer, refer to OPNAV 1210.5A series and OPNAV 1120.8 series for further information.

(6) Clearance Requirements: Secret.

(7) Officers interested in applying are strongly encouraged to contact the MSC OCM for amplifying guidance and information prior to submitting their package.

(8) POC: MSC OCM, (901) 874-2370/DSN 882.

q. JUDGE ADVOCATE GENERAL'S CORPS - 2500.

(1) General Guidance: This board will only consider Officers who are already licensed attorneys. Officers must be world-wide assignable.

(2) Source Communities: Officers will be considered from any URL, RL or staff designator.

(3) Degree/Requirements: Juris Doctorate (JD) from an American Bar Association-approved (ABA-approved) law school. This lateral transfer process does not provide funding for law school.

(4) Licensure: Must be a member (in good standing) of the Bar of a Federal court or of the highest court of any state, territory, or commonwealth of the District of Columbia. Proof of good standing must be included in the application package. This lateral transfer process does not provide funding of any kind for Bar prep or licensure requirements.

(5) Clearance Requirements: Secret.

(6) Citizenship: U.S. Citizenship required.

(7) POC: JAGC OCM, (901) 874-3521/DSN 882.

r. SUPPLY CORPS OFFICER - 3100.

(1) General Guidance: Applicants will only be considered from the LDO Supply Community (651X) in line with the LDO Off-Ramp Initiative. Officers must submit their applications directly to the Supply Corps OCM. Transfers of Supply LDOs to Supply (3100) is conducted via a separate selection process and in accordance with the LDO Off-Ramp Initiative.

(2) Degree/Requirements: Bachelor's degree required. Degrees in Business or Science, Technology, Engineering and Mathematics (STEM) concentrations are preferred, but not required. Completion of (or currently executing) two operational assignments preferred.

(3) Warfare Qualifications: Warfare qualification and the ability to be sea duty and world-wide assignable are required.

(4) Clearance Requirements: Secret.

(5) POC: SC OCM, (901) 874-3189/DSN 882.

s. CIVIL ENGINEER CORPS (CEC) OFFICER - 5100.

(1) General Guidance: CEC Officers (engineers and architects) specialize in engineering, management, planning, construction and maintenance of the Navy's shore facilities world-wide. CEC Officers serve in three types of billets: facilities management, acquisition and expeditionary (Seabees). Officers serving in acquisition jobs will be responsible for executing multi-million dollar construction projects performed by civilian construction and engineering firms. Officers serving in facilities management jobs operate and maintain complex facility and utility systems at shore activities by managing a large and diverse work force of civilian and military personnel. Officers in expeditionary billets maintain the Navy's expeditionary/contingency construction capabilities and support the Fleet Marine Force (FMF) in amphibious operations.

(2) Source Communities: Officers will be considered from any URL, RL, staff, or LDO designator.

(3) Degree/Requirements: Officers must have an Accreditation Board for Engineering and Technology–Engineering Accreditation Commission (ABET-EAC) engineering degree. ABET-Engineering Technology Accreditation Commission (ABET-ETAC) degrees will be considered on a case-by-case basis, if the applicant is licensed as an Engineer-in-Training (EIT), Professional Engineer (PE), or has a National Architectural Accrediting Board (NAAB) accredited architecture degree. Officers must also be world-wide deployable.

(4) Warfare Qualifications: For Officers from a community with a warfare designator, it is required that the Officer successfully qualifies for their warfare pin prior to applying for lateral transfer to the CEC.

(5) Clearance Requirements: Secret.

(6) POC: CEC OCM, (901) 874-4034/DSN 882.