

Program Authorization: Reserve Component (RC) designator 1205 (Human Resources Officer) direct commission officer (DCO) program. Reserve Officer Community Manager (BUPERS-351) is the RC human resources (HR) officer community manager (OCM).

1. Program Authority: Title 10 U.S. Code sections 12201 to 12209.
2. Cancellation: Program Authorization 230 of April 2015.
3. Quota: As prescribed by the Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (DCNO N1).
4. Qualifications
  - a. Citizenship: Applicants must be citizens of the United States.
  - b. Age: Applicants must be at least 21 years old and less than 42 years old at the time of commissioning. Prior qualifying service will be considered for year-for-year credit up to age 52.
  - c. Education/Certifications
    - (1) Possess a baccalaureate or graduate degree from an accredited institution. It is preferred that degrees be in HR related fields, such as human resource management, personnel management, financial management, manpower systems analysis, operations analysis, business administration, curriculum/instruction development, organizational management, education counseling/human development, HR information systems management or any other academic areas related to HR.
    - (2) It is preferred that applicants possess a current, nationally-recognized professional HR certification, such as Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), Global Professional in Human Resources (GPHR), Certified Information Systems Security Professional (CISSP), Global Information Assurance Certification (GIAC) Security Leadership Certification (GSLC) or a Financial Management certification.
  - d. Physical: In line with the Manual of the Medical Department, Chapter 15.
  - e. Duty Preference: Not applicable.
  - f. Program Specific Requirements
    - (1) Time in service: Applicants must have served on active duty for a cumulative period of at least 1 year, which may include any combination of active duty orders.
    - (2) Work Experience
      - (a) Must have at least 5 years of prior military experience and/or significant civilian occupational experience in human resource management, personnel management, manpower

analysis, personnel policy, business management, financial management, strategic planning, risk management, operations/systems analysis, HR information systems management, course/training development or recruiting. An applicant, who has significant civilian HR experience but whose baccalaureate or graduate degree is not in an HR-related field may still be considered competitive for the HR DCO program.

(b) Civilian work experience must be validated with curriculum vitae or a resume and a minimum of three references. Two of the three references should be related to employment, with one character reference allowed.

(c) Military work experience shall be validated with submission of the applicant's three most recent observed enlisted performance evaluations and documentation of military training and education completed. Provide documentation concerning any previous military service discharge, such as a Certificate of Release or Discharge from Active Duty, DD 214 (long form).

(d) Leadership: Quantifiable record of leadership, management or supervisory experience in civilian and/or military organizations is highly desired and preferred.

(3) Interview: Applicants must submit two interviews conducted by HR officers, who both must be O-5 or above. The current version of Interviewer's Appraisal Sheet, NAVCRUIT 1131/5, will be used to record observations and evaluation of candidate. No more than two HR interviews shall be submitted to the community professional recommendation board. HR interviews are valid for 1 year from date of interview. Accordingly, interviews submitted with applications must be less than 1 year old at the date the professional recommendation board convenes. Applications that do not meet this requirement will not be considered by the professional recommendation board.

5. Waivers: Not applicable.

6. Accession Source

a. Civilians (U.S. citizens).

b. Enlisted personnel in the Selected Reserve (SELRES) or Individual Ready Reserve of any service. SELRES on extended active duty orders may apply but must complete their active duty obligation under current orders before being commissioned.

7. Indoctrination

a. Selectees must complete all accession plan requirements within 1 year of commissioning.

b. Selectees must attend/complete the 1 week HR Introductory Course at the Naval Postgraduate School HR Center of Excellence in Monterey, CA within 3 years of commissioning.

8. Enlistment: Not applicable.
9. Constructive Entry Credit: Not applicable.
10. Appointment: Candidates will be commissioned in the restricted line of the U.S. Navy as an ensign, designator 1205.
11. Service Obligation
  - a. Selectees will incur an 8-year ready reserve obligation, the first 3 years of which must be served in the SELRES.
  - b. Selectees must maintain eligibility for worldwide assignment.
12. Pay and Allowances: Not applicable.

Approved:   
JOHN B. NOWELL, JR.  
Rear Admiral, U.S. Navy  
Director, Military Personnel Plans and Policy (N13)

Date: 4/21/19