



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON DC 20350-2000

1212
Ser N13/470
30 Oct 18

MEMORANDUM FOR DEPUTY CHIEF OF NAVAL PERSONNEL

Subj: PROBATIONARY OFFICER CONTINUATION AND REDESIGNATION BOARD
BUSINESS RULES

Ref: (a) ASN (M&RA) memo of 22 May 17 (NOTAL)
(b) 10 U.S.C. §630
(c) 10 U.S.C. §647
(d) 10 U.S.C. §14503
(e) DoD Instruction 1332.30 of 11 May 2018
(f) SECNAVINST 1920.6C
(g) MILPERSMAN 1212-010
(h) MILPERSMAN 1001-020

Encl: (1) POCR Notification
(2) Sample Letter and Endorsement to the POCR Board
(3) POCR Board Results

1. Purpose. This memorandum outlines the force shaping execution procedures delegated in reference (a), under and in line with the authorities in references (b) through (f). In this memorandum are the business rules and procedures to discharge or remove from the Active Duty List (ADL) and re-designate eligible probationary officers to the Individual Ready Reserve (IRR), Selected Reserve (SELRES) or full-time support (FTS), as appropriate as part of the Navy's probationary officer continuation and redesignation (POCR) board. This memorandum shall be reviewed by 1 October 2021, or as required.

2. Policy

a. Navy policy is to access and develop the nation's best and brightest candidates into the officer corps and through training, education and leadership. With a primary focus on talent management, the Navy is obligated to ensure officer communities maintain the required number of capable and qualified officers to meet the Navy's mission, today and in the future, while remaining within authorized end strength and manpower personnel funding levels. Consequently, it is necessary to discharge or remove from the ADL and redesignate to the IRR, SELRES or FTS those officers who no longer have viable career paths or who do not possess unique and critical skills that could be utilized in another active duty designator.

b. Officers will be reviewed by a POCR board if they do not complete initial training, obtain required qualifications or are unable to complete their initial operational assignments. Eligible probationary officers will receive notice of one of the following approved POCR board results:

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(1) Retention on the ADL (in current or new designator).

(2) Removal from the ADL with retention on the Reserve Active Status List (RASL) in an active duty status as FTS (in current or new designator).

(3) Removal from the ADL with retention on RASL in the SELRES or IRR.

(4) Retention on RASL as FTS (in current or new designator).

(5) Shifted on the RASL from FTS to SELRES or IRR (in current or new designator).

c. If selected for retention on the ADL or FTS, the officer will not be reviewed by the POCR board for the same reason. Officers selected by a POCR board for retention on the ADL or FTS that subsequently become eligible due to different circumstances shall be referred to a second POCR board.

d. Officers awaiting administrative actions that may warrant a different type of discharge will not be considered by POCR boards.

e. Probationary officers who voluntarily attrite from an initial course of instruction or duty, and indicate a desire for separation from service should not be referred to the POCR board. Command administrative separation should be used in these cases. No administrative separation board is required for probationary officers.

f. Eligible probationary officers meeting board consideration criteria with delayed or deferred promotions will be considered by POCR boards, if the Secretary of the Navy (SECNAV) promotion adjudication package has not been reviewed and endorsed by Deputy Chief of Naval Personnel (DCNP). If DCNP has endorsed the promotion adjudication package, the officer shall not be boarded until final SECNAV adjudication is complete.

g. Officers who meet the criteria for discharge under this authority may be considered for a change of designator on a case-by-case basis consistent with service needs, to be processed within 14 days of DCNP approval allowing time for appropriate scrolling, those desiring the Naval Nuclear Propulsion Program, redesignation as a FTS officer or time for probationary officers desiring aviation who have yet to complete the aviation selection test battery (ASTB) or have yet to be found aeronautically adaptable by the Naval Aviation Medical Institute (NAMI) pursuant to an aviation flight physical.

3. Definitions

a. Probationary Officer. An officer who has completed less than 6 years of active commissioned service.

b. Significant Financial Investment. Includes, at a minimum:

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(1) Probationary officer whose bachelor's degree was funded through the Navy,

(2) probationary officer who received graduate education or technical training of 6 months or greater paid by the Navy after attainment of his or her original degree, to include baccalaureate degree completion program or civil engineer corps collegiate or

(3) received an accession bonus.

c. Unique and Critical Skills. Include (at a minimum) the technical degrees and credentials required by communities identified in reference (g) and/or documented foreign language proficiency.

4. Responsibilities

a. Chief of Naval Personnel (CNP), in coordination with Naval Special Warfare Command and Naval Reactors (NR), is the final approval authority for discharge of probationary officers who are special warfare qualified, who possess a nuclear propulsion additional qualification designation (AQD) or are currently undergoing initial nuclear propulsion training.

b. Except as noted in paragraph 4a above, DCNP will be responsible for the execution of POQR boards and has final decision authority to redesignate or discharge probationary officers based on the needs of the Navy. This authority may not be further delegated. DCNP will:

(1) Notify probationary officers what actions or shortcomings on their part could result in their involuntary discharge or removal from the ADL and redesignation to the IRR, SELRES or FTS.

(2) Confirm each identified officer satisfies the criteria per this memorandum, and ensure affected officers and their commanding officers (CO) are given timely notification of required action.

c. Director, Military Personnel Plans and Policy (OPNAV N13) will oversee policy for management and execution of POQR, and advise CNP. OPNAV N13 will formally promulgate an annual redesignation goal and will also coordinate with the Director, Resource Management (OPNAV N10) end strength planners and Military Community Management (BUPERS-3) community managers to reach a balance between accession requirements and end strength constraints to determine when Navy manning needs require the discharge or redesignation of officers described in paragraph 5.

d. Assistant Commander, Navy Personnel Command for Career Management Department (PERS-4) will:

(1) Coordinate with BUPERS-3 to ensure eligibility criteria is reviewed and amended as appropriate and identify all eligible probationary officers pursuant to paragraph 5, within 60 days

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of notification of failure to obtain or removal of associated qualification, certification or requirement.

(2) Serve as the candidates' representative during the POCR board, providing package briefing including career history and any other information which will assist the board in its decision.

(3) Ensure detailers do not issue permanent change of station orders for members with packages before the POCR board until DCNP approves the POCR board results. Any officer who will exceed 180 days in a temporary duty status must be addressed on a case-by-case basis, but shall not violate the Joint Travel Regulations. When the POCR board results are approved by DCNP and prior to final scrolling, PERS-4 will ensure detailers and placement officers re-assign the redesignated officers to jobs associated with the officer's new designator.

(4) If discharge or removal from the ADL and redesignation to the IRR, SELRES or FTS is approved, initiate approved action in accordance with DCNP decision.

(5) Coordinate with BUPERS-3 to identify any probationary officers who will not meet the designated discharge timeline in line with DNCP decision.

e. BUPERS-3 will:

(1) Coordinate the administration and execution of POCR boards and provide recommendations from POCR board proceedings to DCNP for approval.

(2) Provide CNP an annual status report of individuals being retained, discharged or removed from the ADL and redesignated to the IRR, SELRES or FTS under this authority.

(3) Provide OPNAV N13 a quarterly status report of individuals being retained, discharged or removed from the ADL and redesignated to the IRR, SELRES or FTS, under this authority.

(4) Notify the probationary officer via enclosure (1). If the member is selected for redesignation (either on the ADL or the RASL as FTS), the letter shall include points of contact information for the new community manager and detailer. If the member is selected for removal from active duty and selected for reserve component (RC) affiliation (SELRES or IRR) or discharge, it shall include the Career Progression Division (PERS-8) and Reserve Personnel Management (PERS-9) point of contact information.

(5) Provide PERS-4, PERS-8, PERS-9 and OPNAV N13 a copy of the signed DCNP final decision memorandum associated with each POCR board and ensure that designator changes and losses are administratively accounted for in line with this memorandum.

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f. PERS-8 will coordinate with BUPERS-3 to ensure individual officers who, at the time the officer has been identified by PERS-4 for POCR board consideration, were not or should not be otherwise identified for other administrative or punitive action. Officers that are identified for administrative or punitive action will not normally be considered.

g. PERS-9 will assign a transition assistant from the Career Transition Office (PERS-97) to help transition officers with a reserve affiliation when removal from the ADL and transfer to RASL is approved.

5. Eligible Probationary Officers

a. Probationary officers are considered eligible to appear before a POCR board for any of the reasons stated in subparagraphs 5a(1) through 5a(13):

(1) Attrition for any reason from an initial course of instruction or duty necessary to obtain a designator, professional warfare qualification or professional certification required to conduct an officer's duties, regardless of whether they have a remaining active duty service obligation.

(2) Loss of warfare qualification or designator, voluntarily or involuntarily. For aviation, the field naval aviation evaluation board process, if initiated, takes precedence and subsequent to that board outcome a member may become eligible for a POCR board.

(3) Failure to obtain or maintain required professional licensure or certification, including loss of nuclear AQDs or in the event of nuclear trained officers not passing the requisite prospective nuclear engineering officer examination during their division officer tour.

(4) Failure to maintain the security clearance required by their designator as evidenced by a letter from the Department of Defense Central Adjudication Facility (DOD CAF) or failure to obtain the initial security clearance required by their designator. Officers who fail to obtain or maintain eligibility for a secret clearance (as evidenced by a letter from the DOD CAF permanently removing their eligibility) will be processed via administrative separation.

(5) Officers in designators with sea duty career milestones and requirements who are determined fit for continued service but not suitable for sea duty through the medical evaluation board or physical evaluation board process.

(6) Officers who are not suitable for overseas or operational duties due to a permanent physical or mental condition as diagnosed by a board-eligible medical corps officer and who are ineligible for a disability retirement.

(7) Judge advocate generals or chaplain corps officers who fail to select for career status and who are no longer eligible for further career status consideration.

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(8) Surface Warfare Officers (SWO) (111x) who academically fail to graduate from the advanced division officer course.

(9) SWOs (1160) who are temporarily assigned ashore, did not complete their SWO qualification during their initial division officer (DIVO) tour, and have not met Commander, Naval Surface Force's non-attainment criteria, will be offered another DIVO job at-sea to complete the qualification process. Those officers who refuse to accept an at-sea DIVO assignment will be referred to a POCR board.

(10) SWOs (1110/1160) who fail to screen for department head (DH) after three looks by the screening board, who are de-screened by the screening board and out of remaining looks or who will not be recommended for DH in their final DIVO at-sea fitness report (FITREP).

(a) SWOs who have not screened or have been descreened for DH or those who have not received a DH recommendation in their FITREP (either in block 40 or 41) by the time they are within 6 months of completion of their second afloat DIVO assignment will have their records reviewed by Surface Warfare Officer Assignment Branch (PERS-41). The SWO assignment officer (PERS-41) will contact the individual's CO and request a formal statement on the officer's ability to earn a DH recommendation prior to their planned rotation date. If the CO does not intend to recommend the individual for DH, the officer will be offered another at-sea DIVO tour to earn their DH recommendation. Officers who decline the additional sea tour will be referred to a POCR board and will remain in their current assignment until the POCR board process is complete.

(b) SWOs who are assigned ashore and fail to screen for DH after three looks by the screening board will be referred to a POCR board.

(11) Supply corps officers who do not complete a minimum of 24 months on their first operational tour and do not achieve their supply corps warfare qualification.

(12) Limited duty officers (LDO) (6XXX) who fail to obtain prescribed qualifications during eligible tours within 5 years of commissioned service, including those LDOs designated as "off ramp" eligible (i.e., 651X and 68XX) in line with NAVADMIN 014/18 or latest update.

(13) Probationary officers retained at a POCR board in a general designator (i.e., 1100, 1300) shall become eligible for a second POCR board upon reaching 4 years of commissioned service.

b. In the case of nuclear propulsion trained probationary officers, including officers undergoing nuclear propulsion training, any ongoing review of AQD or suitability for continued training will be resolved by the Nuclear Propulsion Program (OPNAV N133) officer community manager (OCM) prior to the officer being considered eligible for a POCR board. The OCM will notify BUPERS-3 upon adjudication.

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6. Board Process

a. On a continuing basis, PERS-4, in coordination with OCMs and PERS-8, will identify all eligible probationary officers. BUPERS-3 will use the template in enclosure (1) to notify probationary officers that they are being referred to a POOCR board. The notification will include, at a minimum:

(1) Notification regarding why the officer is eligible to be referred to a POOCR board.

(2) Direction that the probationary officer provides the following required information within 10 calendar days of receipt of notification:

(a) List of top five qualifying designator choices (separation/discharge may NOT be listed as one of the five). Each non-FTS active component officer must include at least one URL designator in the five choices if medically qualified. Officers should only list choices for which they are qualified per the information provided in the letter directing them to the POOCR board. FTS applicants shall only include preferences from available FTS or SELRES communities. POOCR boards are not bound to honor an officer's preferences and may recommend any action to fit the needs of the Navy.

(b) Chaplain corps officers being referred to a POOCR board and who are requesting redesignation should include a letter from their ecclesiastical endorser. The ecclesiastical endorser should state their understanding that the officer, if redesignated, will no longer be serving the Navy as a chaplain.

(c) Probationary officers seeking redesignation into aviation must provide a copy of passing ASTB scores in accordance with Program Authorization 106 and a copy of the NAMI approved flight physical.

(d) In the event that retention on active duty is not offered, the officer shall state their preference whether to affiliate with the Reserve FTS Program or for Reserve affiliation in the SELRES or IRR.

(e) Security clearance and adjudication date.

(f) Copy of college transcripts (official copy not required).

(g) Certificates of completion for any certifications or licensures.

(h) Documented foreign language qualifications.

(i) Statement of understanding: "I understand that if I am not selected for retention on active duty, I will be removed from the ADL and redesignated to the IRR, SELRES or FTS

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effective four months from the first day of the month following approval of the probationary officer continuation and redesignation board results."

b. Each probationary officer will send their package to the BUPERS-3 POCR program manager for processing via the appropriate point of contact provided in the POCR board notification letter. Officers are encouraged to use the e-mail provided to forward their package to BUPERS-3 and are required to courtesy copy their respective PERS-4 detailers.

c. Military Community Management Office (BUPERS-31) managers will review each POCR package and make a recommendation to the POCR board based on the following criteria:

- (1) Needs of the Navy.
- (2) Probationary officer's request.
- (3) Probationary officer's skill set.
- (4) Significant financial investment incurred by the Navy, as defined in paragraph 3b.
- (5) Total length of service.
- (6) Pay grade inventory versus officer programmed authorizations.
- (7) POCR accession quota versus lateral transfer quota trade-offs.
- (8) Ability to fill individual augmentee or be world-wide assignable.
- (9) Accession point in the gaining community.
- (10) Commissioning source.

(11) Prior enlisted service. Record of service (field codes 01 through 10 and 17 of the service record, if it exists).

d. Packages for probationary officers possessing a nuclear propulsion AQD, or currently undergoing nuclear propulsion training, will be forwarded to OPNAV N133 for coordination with NR for final disposition and decision.

e. Packages for probationary officers possessing Special Warfare qualification will be forwarded to Special Warfare Program Management (OPNAV N137) for coordination with Naval Special Warfare Command for final disposition and decision.

f. POCR boards are not bound to honor an officer's preference and may choose to recommend DCNP approve redesignation into a community not selected by the officer if needs

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of the Navy dictate such action. POCR boards may find it necessary to recommend removal from the ADL those officers who no longer have viable career paths or who do not possess unique and critical skills that could be utilized in another designator.

g. In the cases of officers in designators with sea-duty career milestones and requirements who are determined fit for continued service but not suitable for sea duty through the medical evaluation board or physical evaluation board process, BUPERS-3 will route the recommendation to Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN (M&RA)) via DCNP who will either direct reevaluation by the physical evaluation board (PEB), retention of the member in their current designator on shore duty or forward the case to the Secretary of Defense (SecDef) recommending separation. The officer may still be removed from the ADL or redesignated to the IRR, SELRES or FTS.

h. Upon conclusion of POCR boards, BUPERS-3 will send an executive summary of the board's recommendation and provide an individual recommended action for each officer to DCNP. The board shall select each member for one of the following outcomes as outlined in the notification:

(1) AC or FTS Status. Retain in current designator or redesignate.

(2) FTS. Probationary officers on the ADL may be offered redesignation into a FTS officer community when either the member is not recommended for retention on the ADL or when a requested AC officer community is manned at or above 100 percent at the applicable pay grade. However, drop on request flight attrites or academic attrites from the aviation training pipeline will not be allowed to re-enter the aviation training pipeline in order to enter the FTS aviation community. Concurrence on FTS redesignation shall be obtained from the SELRES/FTS Officer Community Manager (BUPERS-351). Officers selected for redesignation via POCR board for the FTS program, if subsequently found not physically qualified for that FTS community prior to actual redesignation, will instead be offered redesignation as officers in either the SELRES or IRR of the RC.

(3) RC Affiliation. Probationary officers on the ADL may be offered redesignation as officers in either the SELRES or the IRR components. The board can recommend affiliation with SELRES, but it remains the officer's choice to affiliate as a SELRES or as a member of the IRR. Officers may volunteer to become a SELRES, but it is not mandatory. An officer selected for reserve affiliation who volunteers to affiliate with the SELRES may be offered schools while on active duty. This training may be offered only if the member is redesignated into a new community, the school is reasonably available and the duration does not cross over the fiscal year.

i. DCNP will approve or disapprove each individual case by annotating his or her decision along with an approved date (if applicable). POCR board recommendations are not to be discussed with commands or probationary officers for any reason prior to DCNP's signed adjudication. In a consistent manner, DCNP may exercise discretion and retain those officers in

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whom the Navy has made a significant financial investment, who possess unique and critical skills/training or when separating the officer would not be in the best interests of the Navy due to extenuating circumstances.

j. BUPERS-3 will send Navy stakeholders the results and notify each probationary officer of DCNP's direction regarding their status in the Navy using the appropriate template provided in enclosure (3).

7. Service Obligation

a. Officers with statutory service obligations will normally be retained in a commissioned status in order to fulfill their obligation. At the discretion of DCNP, regular officers who have mobilization potential and are not redesignated within the ADL will be released from active duty and transferred to the RASL into the FTS program or SELRES/IRR status to fulfill their statutory service obligations.

b. Officers who are retained on the ADL and redesignated will incur a 2-year service obligation similar to service obligations required by reference (g), or serve out the remainder of their minimum service requirement, whichever is greater. This obligation is served concurrent with other obligations (i.e., obligation for initial entry requirements, immediate graduate education program, graduate education voucher, etc.).

c. Per reference (h), officers who are removed from the ADL and transferred to the RASL in the FTS program will incur a 2-year service obligation. Officers who fail to sign their reserve appointment oath of office will be discharged.

8. Discharge Policy

a. All information for consideration must be submitted to the POCR board for deliberation by DCNP prior to the board convening date.

b. Officers not approved for retention on the ADL through a POCR board will be redesignated to the IRR, SELRES or FTS no later than 4 months from the first day of the month following DCNP's adjudication of their POCR board recommendation. Those officers who wish to be removed from the ADL earlier than 4 months may request of PERS-4 to leave active duty early with an approved command endorsement.

c. DCNP may extend the date of removal from the ADL (up to 270 days from the time DCNP signs the POCR board results) without the approval of CNP for:

(1) Those officers approved for redesignation as FTS, if the scrolling process limitations prevent execution of a reserve officer appointment/oath of office.

(2) Those officers who have exceptional circumstances.

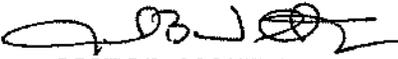
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(3) Those officers whose departure would have a severe impact to the command's operational mission, as stated in the CO's endorsement submitted prior to the POCR board convening. The POCR board will annotate the recommended date on the post board recommendations provided to DCNP for approval.

(4) PERS-4 must be consulted on all officers who are assigned to a permanent duty station (not in training) and will establish reasonable rules to prevent the detailing of an officer into a billet already occupied.

d. In line with reference (f), any probationary officer who has been found "fit for duty" by a physical evaluation board process cannot be discharged from active duty for the same reason without approval from the SECNAV. This medical situation will not change the POCR board process, but may delay the final probationary officer's discharge timeline. This situation does not prevent officers from being removed from the ADL or redesignated to the IRR, SELRES or FTS.

e. Prior to the convening of a POCR board, the probationary officer can challenge their eligibility to appear before the board. However, once the board is concluded, probationary officers cannot appeal the POCR board process or DCNP's final decision.



JOHN B. NOWELL, JR.

Copy to:
NETC
NSTC
COMNAVPERSCOM (PERS-4, PERS-8, PERS-9)
BUPERS-3

POCR Notification

1212
Ser BUPERS-3
[insert date]

From: Deputy Chief of Naval Personnel
To: [insert rank/first name/last name], USN
Via: [insert title], [insert command]

Subj: PROBATIONARY OFFICER CONTINUATION AND REDESIGNATION
NOTIFICATION

Ref: (a) 10 U.S.C. §630 and §647
(b) SECNAVINST 1920.6C
(c) DoD Instruction 1304.25 of 23 March 2015
(d) CHNAVPERS memo 1212 Ser XX/XXX
(e) DoD Instruction 1332.29 of 3 March 2017

Encl: (1) Sample Letter and Endorsement to the POCR Board
(2) Officer Community Requirements and Contact List
(3) Officer Community Year Group Availability

1. References (a) and (b) provide authority for the probationary officer continuation and redesignation (POCR) board process to discharge or release from active duty, as appropriate, probationary officers with less than 6 years of service as a commissioned officer.

2. You were identified to go before the POCR Board to be considered for discharge, release from active duty or retention (with or without redesignation) because you are a probationary officer and a review of your record identified [insert reason] on or about [insert date].

3. The POCR Board will review any information you provide for consideration. Enclosure (2) of reference (d) provides a draft letter for submitting information for consideration by the voting POCR Board members and can be found on the NPC website at:
<https://www.public.navy.mil/bupers-npc/officer/communitymanagers/Pages/default.aspx>.

4. In line with reference (c), officers with statutory service obligations will normally be retained in a commissioned status in order to fulfill their obligation. At the discretion of the Deputy Chief of Naval Personnel (DCNP), regular officers who have mobilization potential and are not redesignated will be released from active duty and transferred to the Reserve Active Status List (RASL) in either the full-time support (FTS) Program, drilling Selected Reserve (SELRES), or Individual Ready Reserves (IRR) to fulfill their statutory service obligations. Reference (d) also provides alternatives that you may request with regard to your assignment and status in the Reserve Component following separation from active duty.

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5. As outlined in reference (d), officers who meet the criteria for separation under this authority may be considered for a change of designator on a case-by-case basis, consistent with current service needs. Therefore, to best support the needs of the Navy, you are required to list the top five communities (in priority order) for which you would like to be considered, and for which you are qualified, as noted in enclosure (1). You cannot list separation as a choice and must include an unrestricted line (URL) designator as one of your five choices if medically qualified. The following communities are available for your redesignation preferences: aerospace engineering duty officer (AEDO), aviation maintenance duty officer (AMDO), aviation (Pilot/NFO), civil engineer corps (CEC), engineering duty officer (EDO), explosive ordnance disposal (EOD), human resources (HR), information professional officer (IP), information warfare officer (IW), intelligence officer (INTEL), oceanographer (OCEANO), public affairs officer (PAO), supply corps (SC), and surface warfare officer (SWO). Use enclosures (2) and (3) to determine your eligibility for the above communities. You must meet eligibility qualifications to rank a community in your preferences. You are responsible for your submission and you are highly encouraged to contact your prospective officer community manager (OCM) and/or detailer for your top three choices to discuss eligibility questions (e.g., flight physical, academic profile code, etc.) and suitability.

6. BUPERS-3 must receive your input by 1200 CST on [insert date]. Non-receipt of your letter will not preclude the board from reviewing your record, and you should expect that your command will be contacted on the status of your delinquency. The preferred input method is via email to the appropriate OCM, and you are required to inform or copy your detailer.

a. Your letter with attachments and your commanding officer's endorsement should be scanned and forwarded via email to the BUPERS-31 POCR Program Manager [insert email] and Assistant POCR Program Manager at [insert email].

b. You may also **fax** documents: to (901) 874-2063 (ATTN: Probationary Officer Continuation and Redesignation Board). **NOTE:** Annotate your RANK, LAST and FIRST NAME on the top of all documents faxed.

c. If you don't have access to a scanner or a fax machine, you can mail your package via express delivery to:

BUREAU OF NAVAL PERSONNEL (BUPERS-31)
ATTN: PROBATIONARY OFFICER CONTINUATION AND
REDESIGNATION BOARD
5720 INTEGRITY DRIVE
BLDG 453
MILLINGTON, TN 38055-0003

7. The POCR Board will convene on [insert date] to consider your case. The following will be taken into account by the voting POCR Board members:

- Officer inventory needs of the Navy
- Probationary officer's desires
- Probationary officer's education and skills
- Navy-incurred significant financial investment
- Probationary officer's record of service

8. You will be notified of the board results as expeditiously as possible. Results of the POCR Board will not be discussed prior to final approval by DCNP. Officers not approved for retention will be discharged or released from active duty and affiliated with the Reserve Component no later than 4 months from the first day of the month following approval of the POCR Board results.

9. Eligibility for separation pay is outlined in reference (e) and in most cases officers eligible for the POCR Board process will not be eligible for separation pay.

10. You are encouraged to contact the POCR board program manager [insert name] at [insert phone number] or [insert name] at [insert phone number] with any questions.

I. M. SIGNER
By direction

Sample Letter and Endorsement to the POCR Board

(Command Letter Head)

1212
Ser/
DD Mmm YY

FIRST ENDORSEMENT on Rank, First Last Name, USN, Itr of DD Month YY

From: Commanding Officer, (Officer's Command)

To: Deputy, Chief of Naval Personnel

Subj: INFORMATION FOR CONSIDERATION BY THE PROBATIONARY OFFICERS
CONTINUATION AND REDESIGNATION BOARD

1. Rank, Name (First, Middle, Last)
2. Command Assigned, Phase of Training (if applicable)
3. Commanding Officer's Comments. (e.g., opinion on effort exerted, potential for future service, attitude, motivation, recommendation, command operational mission impact if officer is selected for separation and recommended separation date based on command operational requirement, etc.)
4. Identify if the departure of the officer would have a severe impact to the command's operational mission and for how long as appropriate.
5. Identify a Command POC (name, email, phone) for this matter as desired.

Commanding Officer

Enclosure (2)

From: Rank, Name, USN,
To: Deputy Chief of Naval Personnel
Via: Commanding Officer, Officer's Command

Subj: INFORMATION FOR CONSIDERATION BY THE PROBATIONARY OFFICER
CONTINUATION AND REDESIGNATION BOARD

Ref: (a) Notification ltr dated DD Mmm YY

1. I acknowledge receipt of reference (a). I acknowledge that I have the right to review my service record and to object to, or comment on, any reason(s) provided in paragraph 3 of reference (a) if, based on my own review of my service record, I believe that I have been improperly identified as being eligible for the probationary officer continuation and redesignation (POCR) board prior to the POCR board commencement date.
2. I understand that the POCR board will conduct an assessment of my record to determine my status in the Navy. The following is a list of possible outcomes of that assessment:
 - a. Retention on active duty in:
 - (1) Current designator or
 - (2) Alternative designator
 - b. Transfer into the Reserve Component in:
 - (1) Full Time Support (FTS),
 - (2) Selected Reserves (SELRES) or
 - (3) Individual Ready Reserve (IRR)
 - c. Discharge (not offered Reserve affiliation)
3. I respectfully request consideration for: (See Notes Section)
4. Officer's personal comments, contact information and other information: (Officer provide)
 - a. Security clearance and effective date.
 - b. Copy of College transcript(s).
 - c. Certifications or licensures.

Subj: INFORMATION FOR CONSIDERATION BY THE PROBATIONARY OFFICER
CONTINUATION AND REDESIGNATION BOARD

- d. Foreign language qualifications.
 - e. Prior enlisted service; number of months, rank, rate.
5. I understand that if I am not selected for retention on active duty, I will be discharged or removed from the ADL and redesignated to the IRR, SELRES or FTS effective 4 months from the first day of the month following approval of the POCR board results.
6. I have attached all documentation that I wish to be considered by the POCR board including any objection or comment I have regarding the identified reason(s) for POCR board consideration.
7. My point of contact information:
- a. Command Name, Address: (if due to transfer in next 6 months, also add new command)
 - b. Work email:
 - c. Work Phone:
 - d. Home Phone:
 - e. Cell Phone:
 - f. Other information: (if desired)

F. M. LASTNAME

Notes:

1. Redesignation. You should list up to a maximum of five designator choices in priority order for which you are qualified. You may not list separation as a choice. You must include a URL designator in the five choices if medically qualified. If you continue to be qualified in your current designator you should list that designator as well.
2. FTS, SELRES or IRR. If not offered retention on active duty, state preference to affiliate with FTS, SELRES or IRR.
3. Officer may include any additional information he/she deems appropriate.

POCR Board Results

1212
Ser BUPERS-3/
DD Mmm YY

From: Deputy Chief of Naval Personnel
To: [insert rank/first name/last name], USN
Via: Commanding Officer, [insert command]

Subj: PROBATIONARY OFFICER CONTINUATION AND REDESIGNATION
BOARD RESULTS

Ref: (a) 10 U.S.C. §630 and §647
(b) SECNAVINST 1920.6C
(c) DoD Instruction 1304.25 of 23 March 2015
(d) DoD Instruction 1332.29 of 3 March 2017
(e) POCR Board Notification ICO subject member

1. This is to inform you that the probationary officer continuation and redesignation board convened on [insert date] and considered your record and any other documents you submitted. The Deputy Chief of Naval Personnel (DCNP) has approved you for [retention on the Active Duty List (ADL) in a new designator], [insert designator] or [removal from the Active Duty List (ADL) and retention on the Reserve Active Status List (RASL) in an active duty status as a full-time support (FTS)], [insert designator], pending review of all requirements and qualifications.
2. You may contact the NPC/BUPERS Point of Contact [insert name] at [insert number] for additional information and expectations.

I. M. SIGNER
By direction

Copy to:
PERS-4
PERS-8



Enclosure (3)

1212
Ser BUPERS-3/
[insert date]

From: Deputy Chief of Naval Personnel
To: [insert rank/first name/last name], USN
Via: Commanding Officer, [insert command]

Subj: PROBATIONARY OFFICER CONTINUATION AND REDESIGNATION BOARD
RESULTS

Ref: (a) 10 U.S.C. §630 and §647
(b) SECNAVINST 1920.6C
(c) DoD Instruction 1304.25 of 23 March 2015
(d) DoD Instruction 1332.29 of 3 March 2017
(e) POCR Board Notification ICO subject member

1. This is to inform you that the probationary officer continuation and redesignation board convened on [insert date] and considered your record and any other documents you submitted. The Deputy Chief of Naval Personnel (DCNP) has approved you for removal from the Active Duty List (ADL) with retention on the Reserve Active-Status List (RASL), in the [Selected Reserve (SELRES)] or [Individual Ready Reserve (IRR)], [insert designator]], pending review of all requirements and qualifications.
2. Your effective date of transition from the active duty list will be no later than [insert date] or earlier if desired. Orders are being processed by PERS-4 and you can expect to receive your orders within 60 days.
3. A transition assistant from the Career Transition Office (CTO) will assist you in your transition and Reserve affiliation. Any questions you may have should be directed to the CTO at email cto.officer@navy.mil, COMM (901) 874-4192/DSN 882.

I. M. SIGNER
By direction

Copy to:
PERS-4
PERS-8
PERS-9