

Program Authorization: Human Resources (HR) Officer, Designator 1205, Reserve Component Direct Commissioning Officer (DCO) Program. Provides an opportunity for exceptional civilians and all services' eligible enlisted and prior enlisted personnel the ability to apply for a commission as a Navy Reserve HR officer. BUPERS-318 is the Reserve HR Community Manager. Navy Recruiting Command (NRC) N3 is the Program Manager.

1. Program Authority: 10 U.S.C. 12201 to 12209.
2. Cancellation: Program Authorization 230 of November 2011.
3. Quota: As prescribed by the Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) in the annual accession plan.
4. Qualifications:
  - a. Citizenship: Applicants must be citizens of the United States. Waivers will not be granted.
  - b. Gender: Open to men and women.
  - c. Education/Certifications:
    - (1) Possess a bachelor's 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. Work Experience:
    - (1) 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 bachelor's or graduate degree is not in an HR-related field, may still be considered competitive for the HR DCO program.

(2) Civilian work experience must be validated with curriculum vitae/resume and a minimum of three references. Two of the three references shall be employment related while the third may be a character reference.

(3) 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 DD-214 (long form) documenting any previous discharge from military service.

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

e. Age: Applicants must be at least 21 years old and of such age that they will not have passed their 42<sup>nd</sup> birthday at the time of commissioning. Applicants over 42 may be considered for a waiver provided:

(1) The Direct Commission Human Resources Officer professional review board recommends the member.

(2) The applicant understands and acknowledges by signing the Maximum Age Statement of Understanding that he/she may not be able to serve long enough to obtain 20 qualifying years eligibility for a reserve retirement.

f. Physical: Applicants must meet all physical requirements prescribed in Chapter 15 of NAVMED P-177, Manual of the Medical Department, at the time of commissioning. Selectees must maintain eligibility for worldwide assignment.

g. Marital Status: No restrictions.

h. Time in service: No restrictions.

i. Interview: Applicants must submit two interviews (and no more than two) conducted by HR officers at the rank of O-5 or

above. The current version of NAVCRUIT 1131/5 Interviewer's Appraisal Sheet shall be used to record observations and evaluation of candidate. HR interviews are valid for one year from date of interview; interviews submitted with applications must be less than one year old on the date the professional recommendation board convenes. Applications that do not meet this requirement will not be considered by the board.

5. Source:

a. Civilians (U.S. citizens).

b. Enlisted Reservists (SELRES or IRR). SELRES on active duty orders (e.g., mobilization, definite recall, CANREC duty, ADSW) may apply but must complete their active duty obligation under current orders before being commissioned.

c. Those serving on active duty, including Full Time Support (FTS), Reserve commissioned officers and commissioned officers of other services, are not eligible to apply.

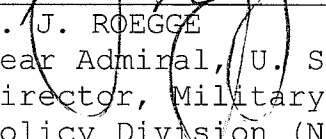
6. Appointment: Ensign, USNR, Human Resources Officer, designator 1205.

7. Indoctrination: Selectees must complete the two week DCO Indoctrination Course (CIN: Q-9B-0024) held in Newport, RI within one year of commissioning and the one week HR Introductory Course taught at the Naval Postgraduate School HR Center of Excellence in Monterey, CA within three years of commissioning.

8. Service Obligation:

a. Selectees incur an eight-year obligation, with the first three years served as a Selected Reserve (a drilling reservist) followed by five years Ready Reserve (VTU/IRR). The obligation commences upon commissioning.

Approved: \_\_\_\_\_

  
F. J. ROEGGE  
Rear Admiral, U. S. Navy  
Director, Military Personnel Plans and  
Policy Division (N13)

Date: \_\_\_\_\_

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