COMNAVIFOR INSTRUCTION 1414.1B

From: Commander, Naval Information Forces

Subj: ENLISTED INFORMATION WARFARE SPECIALIST QUALIFICATION PROGRAM

Ref: (a) OPNAVINST 1414.9B
(b) OPNAVINST 1306.2H

Encl: (1) Authorized Enlisted Information Warfare Commands
(2) Enlisted Information Warfare Specialist Program Certification Checklist
(3) Enlisted Information Warfare Specialist Program Inspection Checklist
(4) Request Waiver Approval Letter Example

1. Purpose. To implement the requirements and procedures for qualification of Navy personnel as Enlisted Information Warfare Specialists (EIWS) per references (a) and (b). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMNAVIFORINST 1414.1A.

3. Scope and Applicability. This instruction applies to all enlisted Sailors in Information Warfare (IW) ratings assigned to operational IW commands with an EIWS program. Waivers to the qualification procedures may be granted only by the Naval Information Forces (NAVIFOR) Force Master Chief (FORCM) and must be submitted via written request by the command’s Senior Enlisted Leader.

4. Discussion. Sailors in the ratings of Aerographer's Mate, Cryptologic Technician, Intelligence Specialist, and Information Systems Technician make up the IW Community. Attainment of EIWS designation signifies that an eligible Sailor has achieved a level of excellence and proficiency in their rating as well as a complete understanding of operational IW and its role in maintaining our warfighting supremacy. EIWS qualification may only be obtained through the formal qualification program set forth in this instruction.

5. Responsibilities

   a. Commander, NAVIFOR (COMNAVIFOR) is the executive agent for the EIWS program and is responsible for ensuring it is implemented throughout the Navy in an equitable and consistent manner. NAVIFOR FORCM is designated as the EIWS Program Manager (PM) and is responsible for maintaining and updating the EIWS program content, this instruction, and ensuring program compliance throughout the Navy.
b. All commands authorized to administer an EIWS program will designate the Command Senior Enlisted Leader (CSEL) as the command’s EIWS PM. The EIWS PM may delegate, in writing, an EIWS Program Coordinator (PC) as the direct representative to assist in facilitating the timely qualification of personnel. Additional PCs may be designated in writing for units remotely located or deployed in ashore environments. However, the PM retains the responsibility of maintaining the validity and integrity of the EIWS program, ensuring every Sailor can operate at a level of excellence and proficiency required.

(1) Only Sailors in IW ratings may serve as EIWS PCs.

(2) Command EIWS PCs will be E-7 or above.

c. In the interest of maintaining consistent standards of qualification, platform Type Commands, Immediate Superiors-in-Command (ISIC), and EIWS PMs will ensure that the spirit and intent of this instruction are being followed by subordinate commands and units. This will be accomplished by periodically monitoring and evaluating qualifiers and qualification programs. NAVIFOR will be responsible for monitoring all EIWS programs for direct reporting units and those commands that do not fall under an IW ISIC.

d. Command EIWS PCs will maintain all records associated with the EIWS program for three years and a master list of all personnel who have qualified in their command for five years. PCs will adhere to requirements set forth in enclosures (1) through (3).

6. Eligibility

a. All operational IW commands assigned Administrative Control (ADCON) to COMNAVIFOR are authorized to establish and administer an EIWS program. Operational IW commands are defined as units whose primary mission is the production and distribution of IW products and services, based upon the core IW areas of Communications, Networks, Intelligence, Oceanography, Meteorology, Cryptology, Electronic Warfare, Cyberspace Operations, and Space. Staff and training commands are not authorized to administer EIWS programs.

b. Other commands with a primary or secondary IW mission desiring to establish and administer an EIWS program may submit a request to NAVIFOR FORCM via the NAVIFOR EIWS PC. The requesting command’s required operating capabilities, projected operating environment and Mission, Functions, and Tasks will be reviewed and taken into consideration when determining the command’s eligibility to administer an EIWS program.

c. To be considered to administer an EIWS program, commands not ADCON to NAVIFOR must:

(1) Have a billeted Navy CO or Officer-in-Charge and a billeted Navy CSEL.

(2) Have a secondary IW Operations Mission of producing and distributing IW products covering, at a minimum, six of the 10 core IW areas.
**d.** The EIWS qualification is voluntary for enlisted IW Sailors, E-5 and above, assigned to a command with a certified program as listed in reference (a). No waivers will be accepted for Sailors E-4 and below. The ability to work closely with our IW counterparts from the other services and the services of our allied partners is crucial to the success of the IW mission. With that in mind, Information Warriors of the other services and our allied partner military forces, who work side-by-side with Navy Information Warriors, are authorized to enroll in a command’s EIWS program as long as they are approved to do so by the NAVIFOR EIWS PM or PC and meet all the eligibility criteria set forth in this instruction.

**e.** Service members must have a minimum of an active SECRET Security Clearance to participate in the EIWS program. Clearance status will be verified by the command’s EIWS PM or PC prior to a Sailor’s enrollment.

**f.** Service members must complete all job-related and command or unit qualification requirements of the specific command or unit to which the member is assigned PRIOR to obtaining permission to enroll in the EIWS Program.

**g.** Per enclosure (1), service members in non-IW ratings permanently assigned to commands with a primary IW mission are authorized to enroll in that command’s EIWS program.

**h.** Per enclosure (1), service members in non-IW ratings permanently assigned to commands with a secondary IW mission are not eligible to enroll in the EIWS Program.

7. **Procedures**

**a.** Due to the nature of information covered, all EIWS Programs will be classified at a minimum of SECRET. Commands unable to maintain this level of classification will have their authorization to administer an EIWS program withdrawn.

**b.** All Personnel Qualification Standards (PQS) books will have proper classification markings and should be stored in a General Services Administration approved safe if the facility is not approved for open SECRET storage. At a minimum, all PQS’ will be annotated on the front and back covers as follows: *“Answers to questions in this PQS may be classified. Handle accordingly if notes are made in this book.”* At a minimum, each page in the PQS will be annotated as follows: *“CLASSIFY ACCORDINGLY WHEN FILLED IN WITH NOTES.”*

**c.** Source-rated IW service members permanently assigned to commands listed in enclosure (1) will qualify EIWS as their primary warfare prior to qualification in other available warfare programs. Exceptions are:

(1) Source-rated IW service members assigned in an Aircrew billet and in a flying status to conduct Cryptologic, Intelligence, or Meteorological missions must first complete and qualify as a Naval Air Crewman Warfare Specialist, essential in order to do their primary duties and for safety of platform.
(2) Source-rated IW service members, assigned in a deployable Direct Support Billet who are subsequently assigned Temporary Additional Duty (TAD) outside their command, have completed their basic watch station qualification to fulfill their primary duties and safety of platform, may enroll in unit’s warfare program.

(3) Source-rated IW service members assigned to commands with a secondary IW Mission will first qualify in command’s Primary Warfare Program.

d. Source-rated IW service members assigned TAD to an EIWS platform, to include embarked staff, for greater than 180 days (cumulative) may enroll in the unit’s EIWS program if the following requirements are met:

(1) Must have at a minimum an active SECRET Security Clearance.

(2) Have promotable or above on most recent performance evaluation.

(3) Recommended for enrollment by their parent command CSEL.

(4) Received concurrence from the TAD command’s CSEL.

(5) Obtain an approved waiver from NAVIFOR FORCM or designated NAVIFOR PCs, endorsed by parent and TAD commands’ CSELs.

(6) Service members will not be assigned TAD to a command with an EIWS program for the purpose of obtaining the EIWS qualification. This practice, previously known as “reasonable access” or “piggy-backing,” is not authorized and waivers will not be entertained.

e. Service members assigned TAD outside of their qualifying command to a command with other warfare programs will have their EIWS progress suspended until they return to their parent command, unless prior approval is received from their parent command. This is with the intent of allowing Sailors the opportunity to qualify in the TAD command’s primary warfare program, if eligible, and better support that command’s warfare mission.

f. Service members enrolled in the EIWS program who are subsequently assigned TAD outside of their qualifying command or to operational detachments of their command where, in the opinion of the CSEL, the infrastructure does not exist to administer an EIWS program, will have their qualification progress suspended for the duration of the temporary assignment.

g. Following successful enrollment in the program, service members must complete the following PQS for EIWS qualification:

(1) EIWS Common Core, Platform Specific PQS (NAVEDTRA 43365 series).

(2) Command Specific Job Qualification Requirement (JQR) or Personal Qualification Requirement.
(a) All EIWS qualified service members are considered qualifiers for the EIWS Common Core PQS and may sign off on line items upon successful demonstration of knowledge and task.

(b) Qualifiers for the 200 and 300 platform specific series PQS must be designated in writing by the Commanding Officer (CO) and should be an E-5 and above who is EIWS qualified on the platform. EIWS PM will ensure the EIWS qualifiers list is updated on a routine basis.

(Note: Platform and Command Specific PQS will be phased out as a single EIWS PQS for the entire IW Community is developed and fielded in FY-2021.)

h. Before final qualification, service members must be recommended for EIWS qualification by their chain of command and demonstrate general knowledge of the command’s overall mission to include the core IW missions, Joint missions, and other mission-essential tasking, through written examination, hands-on demonstration of knowledge requirements, and a comprehensive oral examination by a Quality Review Board (QRB). The EIWS PQS should be used as the foundation for examinations. QRB membership will consist of a minimum of three EIWS qualified Sailors (E-6 and above) and chaired by the command EIWS PM or PC. IW qualified officers are authorized and encouraged to participate in EIWS QRBs.

8. Qualification

a. Upon satisfactory completion of the requirements within this instruction, the CO of qualifying command will act as the final qualification authority based upon the appropriate recommendation of the EIWS PM.

b. When members have qualified for the EIWS designation, an entry must be made in their service record to include:

(1) Annotation in the PQS qualification entry section of the NAVPERS 1070/881. Documentation will include the type of unit in which the EIWS PQS was completed.

(2) NAVPERS 1070/613 entry as follows: (Date) qualified as an Enlisted Information Warfare Specialist (EIWS) (unit type) this date and assigned the Enlisted IW designator.”

(3) The appropriate Navy Standard Integrated Personnel System entry will be submitted by the cognizant Personnel Office for the qualifying command at the time of initial qualification.

(4) “IW” is placed in parentheses immediately after the member’s rate abbreviation (i.e., CTM2(IW)).

9. Navy Reservist Participation. The Navy Reserve is a vital element of the Navy’s Total Force. It seamlessly supports and actively aids the mission of the Navy. As an integral part of the IW
community, all supported commands are responsible for facilitating the qualification of its assigned reserve units.

a. Commander, Naval Information Forces Reserves (NAVIFORES) will use the Region Training Chief (RTC) to track the progress and participation of NAVIFORES reserve units. The NAVIFORES RTC must provide monthly status updates to the NAVIFORES CSEL.

b. IW commands with an affiliated IW reserve unit are responsible for providing training and qualification opportunities in a fair and reasonable manner to include training and qualification on drill weekends and other periods when reserve members are on board. IW commands with geographically diverse or separated IW reserve units will assist the unit by making training opportunities available at the unit’s drill location.

c. EIWS qualified reserve members are expected to serve as PCs, PQS qualifiers, or QRB members.

d. Reserve units are considered an extension of the supported command and will be tracked as a part of the command’s overall progress and completion metrics.

10. **Designation and Authority to Wear the Insignia.** The CO is authorized to present the EIWS breast insignia (and optional certificate) upon qualification. The attainment of the IW designation will be recognized at an appropriate ceremony and the qualification included in the member’s next evaluation.

11. **Maintaining Proficiency**

a. EIWS qualified personnel are expected to maintain their proficiency by being active participants in the program as long as they are assigned to a command with EIWS Program.

b. At a minimum, EIWS qualified personnel will be expected to perform in one of the following roles on a regular basis:

   (1) EIWS Qualifier.
   
   (2) EIWS Facilitator.
   
   (3) EIWS QRB Member.

   c. Roles will be assigned by the EIWS PM or PC and will be determined by the service member’s capability and capacity to perform in those roles.

   d. Failure to maintain proficiency through active and regular participation in the program could result in administrative actions from counseling to disqualification.
12. **Disqualification**

   a. COs may remove EIWS qualification from a service member if any of the following conditions exists:

      (1) Failure to maintain promotable status per the enlisted evaluation guidelines.

      (2) Refusal to accept or perform duties.

      (3) Loss of security clearance due to misconduct.

      (4) For Selected Reservist, failure to maintain satisfactory drill status.

   b. Formal notification of disqualification will be recorded in the member’s service record as follows (specific rationale for disqualification must be stated in NAVPERS 1070/613):

      “(Date) Failed to maintain qualification as an Enlisted Information Warfare Specialist (EIWS) in that (include specific rationale for disqualification). Member has been informed that as of this date, he/she is disqualified and is no longer authorized to wear the EIWS insignia or the Enlisted Information Warfare (IW) designator.”

   c. After receiving written recommendation from the PM and approval from the CO, requalification may commence when the Sailor’s deficiencies have been corrected. After approval, a member must follow the initial qualification process per paragraph 7. Personnel are required to sign a NAVPERS 1070/613.

13. **Waivers.** Waivers should be submitted via the member’s chain of command to the NAVIFOR_SUFF_EIWS.fct@navy.mil functional email account. That request will then be forwarded to the NAVIFOR, FORCM for approval or disapproval.

14. **Implementation.** The above requirements are effective as of the date of this instruction.

15. **Records Management.** Records created, as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1.

16. **Forms.** The forms can be accessed per enclosures (2) and (3) and at the following link: https://usff.navy.deps.mil/sites/NAVIFOR/admin/SitePages/OfficialDocs.aspx.

   a. COMNAVIFOR 1414/1 (12-19) - Enlisted Information Warfare Specialist Program Certification Checklist.

   b. COMNAVIFOR 1414/2 (12-19) - Enlisted Information Warfare Specialist Program Inspection Checklist.

17. **Review and Effective Date.** Per OPNAVINST 5215.17, NAVIFOR FORCM will review this instruction annually around the anniversary of its issuance date to ensure applicability.
currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/400 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A. paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of September 2019.

Releasability and distribution:
This notice is cleared for public release and is available electronically only via electronic only, via NAVIFOR website, https://usff.portal.navy.mil/navifor/admin/default.aspx
AUTHORIZED ENLISTED INFORMATION WARFARE COMMANDS

1. The following commands having enlisted Sailors, including Active Duty (AD), full time support (FTS), and Selected Reservists (SELRES) assigned are authorized to administer an approved EIWS program:

   a. Primary Navy Information Warfare Mission Commands:

      (1) All operational commands Administrative Control under Naval Information Forces effective 1 November 2019 (staff and training commands are not authorized).

      (2) U.S. Fleet Cyber Command Operations Center.

      (3) Navy Expeditionary Intelligence Command.

   b. Commands With a Secondary Information Warfare Mission (IW Sailors only):

      (1) The list of authorized non-IW commands will be published via NAVIFORNOTE on an annual basis, normally in October, or as required.
ENLISTED INFORMATION WARFARE SPECIALIST
PROGRAM CERTIFICATION CHECKLIST

Command:______________________________________________________
Date:___________________________________________________________

EIWS Administration

_____ EIWS Program Manager and Program Coordinator Designation Letter from Commanding Officer.
_____ List of all command-approved Subject Matter Experts (SMEs) (NAVPERS 1070/613 or a designation letter with signature).
_____ Copy of current NAVIFOR EIWS Instruction.
_____ Command EIWS Instruction.

Common Core

_____ Prerequisite are completed. (Must have My Navy Portal Certifications or NAVPERS 1070/604 or NAVPERS 1070/881 entries for validation of cardiopulmonary resuscitation).
_____ All line items are signed by a qualified SME.
_____ All line items are dated within the allotted timeframe to complete the program.

Platform Specifics

_____ All line items are signed by a qualified SME.
_____ All line items are dated within the allotted timeframe to complete the program.

Command Specifics

_____ Approved command specific program by the Commanding Officer or Officer-in-Charge.
_____ All line items are signed by a qualified SME.
_____ All line items are dated within the allotted timeframe to complete the program.
_____ EIWS Board-Written and Oral Individual passed written test with 80% or greater test score.
_____ Command Senior Enlisted Leader (CSEL) and Program Coordinator are present during the board.
_____ Coverage of all Common Core, Platform, and Command Specific sections by SMEs (Initial boards will be SME's until qualifiers fill out qualifiers lists).
_____ Board members have pre-prepared questions, scenarios, and/or visual aids (Not pulling questions from the PQS book during the board).
_____ CSEL verifies that questions cover all Common Core, Platform, and Command Specific sections.
COMNAVIFORINST 1414.1B
13 Dec 2019

_____ Certified to conduct boards Yes or No or With No Conditionals.

Comments and Conditionals:

Print: ____________________ Sign: ____________________ Date: ________
COMNAVIFOR FORCM or Designated Program Representative
## SUBJECT: ENLISTED INFORMATION WARFARE SPECIALIST PROGRAM

## COMMAND/ACTIVITY:

## REFERENCES:

- (a) OPNAVINST 1414.9B
- (b) COMNAVIFORINST 1414.1

## SITE POC:

## INSPECTOR AND COMMAND:

**EXPLANATION REQUIRED FOR NEGATIVE RESPONSE(S)**

### 1. Self Assessment Checklist for EIWS Program Coordinator

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<td>1.1</td>
<td>Does command maintain OPNAVINST 1414.9B, COMNAVIFORINST 1414.1B, and applicable NAVADMINs?</td>
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<td>1.2 Does the command have a current EIWS Program instruction? Does the instruction accurately reflect how the program is managed and coordinated?</td>
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<td>1.3 Have Command Program Implementation and Certification Checklists been completed and approved? Are they kept on file?</td>
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<td>1.4 Does command have an EIWS Program Manager per Ref. b? COMNAVIFORINST 1414.1B</td>
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<td>1.5 Does the command have an EIWS Program Coordinator?</td>
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<td>1.6 Are the EIWS Program Manager and Program Coordinator designated in writing?</td>
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<td>1.7 Is the Program Coordinator in a core IW rate? If no, explain.</td>
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<td>1.8 Are designation letters current, available, and on file?</td>
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<td>1.9 Have the PM and PC completed EIWS Qualification? If not, when is deadline for qualification?</td>
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<td>1.10 Are IW PQS qualifiers designated in writing?</td>
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<td>1.11 Are SMEs EIWS qualified? If not, when is deadline for qualification?</td>
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<td>1.12 Does the PM/PC maintain an updated roster of qualified personnel?</td>
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<td>1.13 Does the PM/PC maintain a qualification deadline for those not qualified?</td>
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<td>1.14 Do all personnel enrolled meet requirement standards? Ref. b, Para. 7.</td>
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<td>1.15 Are boards chaired by the PM or PC and consist of a minimum of three EIWS qualified senior enlisted personnel? Ref b, Para. 8e.</td>
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<td>1.16 If any waivers for qualification have been requested, are approval documentation been received and kept on file?</td>
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<td>1.17 Have all PQS line items been individually signed and dated?</td>
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<td>1.18 Are NAVPERS 1070/613, PQS Cover Sheets (Signed by CO), and Designation Letters for all qualified personnel on file?</td>
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<td>1.19 Are records associated with EIWS program maintained for 3 years and a master list of all who have qualified in their command for 5 years?</td>
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Notes:____________________________________________________________________________________________________________________________________________________
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  (Inspector – Printed Name)  (Inspector Signature & Date)
REQUEST WAIVER APPROVAL LETTER EXAMPLE

From: Enlisted Information Warfare Specialist Program Manager, Command
To: Force Master Chief, Naval Information Forces

Subj: REQUEST WAIVER APPROVAL TO ENROLL RATE JOHN D. DOE INTO THE ENLISTED INFORMATION WARFARE SPECIALIST PROGRAM ONBOARD COMMAND

Ref: (a) COMNAVIFORINST 1414.1B

1. Per reference (a), request waiver approval to enroll the following non-core Information Warfare rating Sailor into the (COMMAND) Enlisted Information Warefare Specialist (EIWS) program.

   a. YN1 John D. Doe

   b. Continue to new paragraph if necessary.

2. Justification

   a. YN1 supports our Information Warfare mission by_______.

   b. Continue to new paragraph if necessary.

3. I, (My EIWS Program Coordinator), can be reached at 111-111-1111 or jane.doe@navy.mil.

SIGNATURE