





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

OPNAVINST 1131.1  
N2  
27 Jan 2003

OPNAV INSTRUCTION 1131.1

From: Chief of Naval Operations (N2)

Subj: RESTRICTED LINE DIRECT APPOINTMENT PROGRAM FOR INACTIVE  
DUTY SPECIAL DUTY OFFICER (INTELLIGENCE 1635)

Ref: (a) OPNAVINST 1120.3  
(b) COMNAVRESCRUITCOMINST 1131.1A  
(c) SECNAVINST 5510.30A

Encl: (1) Officer in Charge Guide to Preparation of Direct  
Commission Packages

1. Purpose. To establish guidance and procedures for the administration of the Naval Reserve Special Duty Intelligence Officer (1635 - inactive) direct appointment program.

2. Cancellation. COMNAVRESINTCOMINST 1131.3D.

3. Background

a. Requirement. Naval Reserve Special Duty Intelligence billets (1635) should be primarily filled by 163X officers released from active duty or by other warfare officers with active duty experience who can qualify for the 1635 designator. Because these resources are often inadequate, procurement of 1635 officers has been authorized through direct appointment of qualified enlisted reserves and civilians. References (a) and (b) provide guidance.

b. Current Procedures. References (a) and (b) establish policy and basic procedures for the current 1635 (inactive) direct appointment program. This instruction amplifies references (a) and (b), and establishes procedures for Chief of Naval Operations (N2R) management. CNO N2R's mailing address is: Chief of Naval Operations (N2R), National Maritime Intelligence Center, Room 3A104, 4251 Suitland Road, Washington DC 20395-5720.

4. Policies

a. General. Navy officer recruitment policies for reserves are issued in reference (b). In case of conflict between this

instruction and instructions of higher authority, guidance should be obtained from the CNO N2 Technical Manager (CNO N2R), or the Intelligence Community Manager (CNO N2M).

b. Recruiting Goals. This program specifically targets individuals who can make an immediate contribution to the Navy, and with proper intelligence training, be competitive with their peer group. Accordingly, each Reserve Intelligence Area Commander (RIAC) will maintain an all-source officer recruiting program placing the highest emphasis on nominating quality candidates capable of immediate assimilation into the Naval Reserve Intelligence Program (NRIP).

c. Applicant Processing. Primary responsibility for processing applications rests with the Commander, Naval Reserve Recruiting Command (COMNAVRESCRUITCOM), and the Recruiting Area (NAVCRUIT Area). The recruiting area will refer an applicant to the local Officer in Charge (OIC) for a Top Secret/Sensitive Compartmented Information (TS/SCI) suitability check, OIC interview, and a RIAC appraisal board. The Reserve Intelligence Area (RIA) OIC will forward a written recommendation of each applicant to the local Naval Reserve Officer Recruiter for further information and processing. Although final authority and routing of all packages rests with COMNAVRESCRUITCOM, RIA letters of recommendation will clearly indicate whether Direct Commission (DIRCOM) packages meet objectives and/or community competitive guidelines as determined collectively by the OIC and RIAC appraisal boards. Given the competitive nature of the process and the large number of DIRCOM packages received in any given year, packages receiving an unfavorable RIA endorsement will be considered non-competitive and shall be removed from further consideration.

d. Standards of Evaluation. The RIA will screen applicants thoroughly to ensure only top quality applicants are forwarded to the Professional Screening Board assembled by CNO N2R. Applicants with the highest probability of selection will possess intelligence-related skills or aptitudes which are of immediate value to the NRIP. The following guidelines should be taken into consideration when screening candidates. If the candidate is determined to be competitive at the national level, these qualifications should be addressed in the OIC endorsement of the candidate:

(1) Qualifications. All qualifications set forth in references (a) through (c).

(2) Leadership and Promotion Potential. Demonstrated record of leadership, management, or supervisory experience in civilian and/or military organizations.

(3) Educational Background. In addition to the required degree, educational background, or employment in math, physics, oceanography, engineering, chemistry, computer science, or other related technical fields. Education and experience in Business Management, International Relations, Political Science, Foreign Area Studies, Naval/Military History and related fields are highly desirable.

(4) Foreign Language Skill. Possessing certifiable language skills in one or more critical languages is considered an attribute.

(5) TS/SCI Suitability Check. Exemplary character without history of financial irresponsibility, drug or alcohol abuse, a record of felonies or misdemeanors, or erratic work history. Applicants with a recent or frequent history of the aforementioned traits, or irresponsibility are not in keeping with Navy Core values and will be removed from further consideration. Persons with close contact with foreign nationals must be carefully screened to ensure their SCI eligibility. Personnel with dual citizenship will not be considered.

(6) Age Limit. Per reference (b), applicants must be 34 years of age or less at the time of commissioning. In exceptional circumstances, applicants 35 years of age and over with prior military service may be considered for an age waiver per reference (b).

(7) Physical Fitness. OICs should coordinate with local recruiters to ensure applicants meet established height and weight or body fat standards. If a candidate is not within standard height/weight limits, ensure that the OIC endorsement contains documentation indicating the candidate has been measured and complies with body fat standards (if applicable). Applicants not meeting physical standards will be disqualified based on objective criteria and removed from further consideration.

(8) Prior Intelligence Background. Prior military or current civilian employment in an intelligence, intelligence-related, or defense-oriented organization is considered an asset.

(9) Retention Considerations. Applicants should exhibit a tangible record of perseverance and achievement, indicating a high probability of long-term commitment to the Naval Reserve. Candidates should be willing to commit the time and effort required to succeed as a 1635 officer.

e. Recruiting of High Visibility or Essential Government Employees. Certain civilians may not be subject to mobilization due to their civilian occupations. Reference (a) provides guidance on recruiting personnel who hold a local, state or national elected or appointed political position, and who must receive approval of the Secretary of the Navy prior to commissioning. CNO N2R must be notified as soon as processing of such a candidate is initiated. Persons classified as essential government employees who cannot be mobilized will not be considered.

f. Recruiting of Members of Other Services. Enlisted members of other reserve components on inactive duty may be recruited, provided they have obtained contingent release authorization from their current reserve organization. No person on active duty will be recruited for this program.

g. Recruiting Basic Reserve Intelligence Training - Enlisted (BRIT-E) candidates. Although enlisted intelligence professionals are a rich resource from which to harvest future 1635 officers, students in BRIT-E who meet DIRCOM requirements cannot apply until after graduating from BRIT-E.

h. Privacy. The Privacy Act requirements for this program are set forth in reference (b) and will be carefully observed.

i. Safeguarding of Documents and Personal Data. Direct commission application documents may contain sensitive information and must be handled per policies set forth in reference (b). OICs will provide locked storage for all files and documents relative to applicants. These files and documents should also be double-wrapped before mailing or hand-carried. The information in these records will be disclosed only to personnel who have a valid requirement for evaluating the applicant's eligibility for a commission. Third party information will not be disclosed to the applicant. Copies of third party information shall be destroyed by CNO N2R after completion of each selection board.