





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

OPNAVINST 1200.3  
N2  
17 January 2003

OPNAV INSTRUCTION 1200.3

Subj: NAVAL RESERVE OFFICER PROCEDURES AND STANDARDS FOR  
CHANGE OF DESIGNATOR TO SPECIAL DUTY OFFICER,  
INTELLIGENCE (1635)

Ref: (a) OPNAVINST 5401.8B  
(b) BUPERSINST 1001.39D  
(c) OPNAVINST 1001.

Encl: (1) Sample In-Training Status Request  
(2) Sample Commanding Officer Endorsement For  
In-Training Status Request  
(3) Sample Reserve Intelligence Area Commander  
Endorsement For In-Training Status Request  
(4) Sample Change of Designator Request  
(5) Sample Commanding Officer Endorsement For Change of  
Designator  
(6) Sample Reserve Intelligence Area Commander  
Endorsement For Change of Designator  
(7) Sample Concurrent Change of Designator and 9600 NOBC  
9600 Request  
(8) Sample Commanding Officer Endorsement For Concurrent  
Change of Designator and 9600 NOBC 9600 Request  
(9) Sample Reserve Intelligence Area Commander Endorsement  
For Concurrent Change of Designator and 9600 NOBC  
9600  
(10) Sample NOBC Approval Letter For Navy Officer Billet  
Classification Code 9600

1. Purpose. This instruction amplifies references (a) and (b)  
with respect to the management of:

a. In-Training Status (ITS) preparatory to a Change of  
Designator (COD) for Special Duty Officer, Intelligence (1635).

b. Change of Designator to Special Duty Officer, Intelligence  
(1635).

2. Cancellation. COMNAVRESINTCOMINST 1200.1A.

3. Discussion. The Naval Reserve Intelligence Program (NRIP) draws its officers from a multitude of sources and backgrounds seeking re-designation as 1635 Naval Reserve intelligence officers.

4. In-Training Status. In-Training Status (ITS) provides Reserve (non-1635) officers the opportunity to drill and participate in the Basic Reserve Intelligence Training (BRIT) course while preparing for a change of designator to 1635. The training period will not exceed 2 years unless an extension is approved by the Chief of Naval Operations (CNO N2R). The criteria for applying for In-Training Status preparatory to change of designator (1635) are delineated below. Commander, Naval Personnel Command (PERS 911) is the final approval authority for all requests.

a. Grade. Junior officers who have not failed to select for promotion in current grade. It is strongly recommended that the applicant be an O3 or below with fewer than 7 years of service in order to obtain maximum benefit from their 1635 career. Per Commander Naval Reserve Intelligence Command Notice 1420 (Naval Reserve Intelligence Command FY02 Manpower and Mobilization Policy Guidance) produced annually, Lieutenant Commanders will not be granted ITS unless there is a shortage of officers at the O4 and O5 level.

b. Education. The applicant must possess a 4-year Baccalaureate Degree from a regionally accredited institution. The degree may be in any field except Theology/Divinity or Health Science.

c. Drill status. Officers can apply for, and begin, their ITS while assigned to an Intelligence Volunteer Training Unit (IVTU) in a non-pay status.

d. Experience. Experience and education considered most valuable to the NRIP are:

(1) Strong, consistent, and demonstrated leadership skills.

(2) Active duty operational intelligence experience.

- (3) Warfare qualification.
- (4) Proven/strong competitive performance in current community (based on a review of the officer summary record (OSR)/performance summary record (PSR)).
- (5) Technical expertise in Information Technology (IT), Engineering, or Defense Oriented Research and Development.
- (6) Education, experience, or expertise in international relations, foreign affairs, political science, economics, or the civil maritime industry.
- (7) Language proficiency, including written, and current and continuing usage.

e. ITS submission procedures. Enclosure (1) provides a sample ITS request. Officers seeking a Change of Designator (COD) to 1635 will submit an ITS application to the below address. Note: Reference (b) may still reflect ONI-R as an addressee. Until such time that all applicable instructions have been updated, use below routing guidance with CNO N2R vice ONI-R:

Commander, Navy Personnel Command (PERS-911)

Via: (1) Unit Commanding Officer  
(2) Reserve Intelligence Area Commander (RIAC)/Reserve Intelligence Area Officer in Charge (RIA-OIC)  
(3) Chief of Naval Operations (N2R), National Maritime Intelligence Center (RM 3A104), 4251 Suitland Road, Washington DC 20395-5720

(1) Include an Officer Qualification Questionnaire (OQQ) with the ITS request letter.

(2) Include copies of Fitness Reports covering the last two reporting periods. Typically, an OSR/PSR will not be current. Inclusion of Fitness Reports will avoid unnecessary delays.

(3) Include academic background covering major fields of study, grade point average, honors, and degree(s) obtained.

(4) Indicate civilian and/or military experience, emphasizing intelligence and supervisory related experience.

(5) Explain events in the applicant's record which may not be evident to selection board members (i.e. reason for not obtaining warfare qualification as a shipboard division officer; reason for attriting from specialty training, etc.).

(6) Provide date and place of birth, date of rank, height, weight, and body fat percentage for those exceeding the height/weight threshold. Also provide the date, if applicable of the single scope background investigation (SSBI).

f. Endorsements

(1) Unit Commanding Officers will evaluate an applicant's performance, verify completeness of the package, and forward a recommendation. Enclosure (2) is provided as a sample C.O. endorsement.

(2) RIAC and RIA-OIC. Enclosure (3) is provided as a sample RIAC endorsement. Given the competitiveness and sheer numbers of ITS packages forwarded to a selection board for consideration, it is necessary for RIACs and OICs to provide as much information as possible on every candidate. For this reason, RIACs shall:

(a) Verify basic eligibility.

(b) Conduct an SSBI/pre-screening eligibility interview.

(c) For ITS requests, conduct a formal face-to-face interview with each officer and provide a written endorsement that includes a meaningful, substantive assessment of the candidate's potential for success and general competitiveness for promotion.

(d) Ensure each candidate meets minimum physical fitness and height/weight standards, has not failed to select in their current grade, and is not likely to fail to select before the completion of COD.