



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCE  
1915 FORRESTAL DRIVE  
NORFOLK VA 23551-4615

COMNAVRESFORINST 1120.3C  
N1  
13 Nov 2023

COMNAVRESFOR INSTRUCTION 1120.3C

From: Commander, Navy Reserve Force

Subj: NEWLY COMMISSIONED SELECTED RESERVE OFFICER ONBOARDING PROGRAM

Ref: (a) ALNAVRESFOR 010/19  
(b) MILPERSMAN 1414-010  
(c) NAVADMIN 101/19  
(d) OPNAVINST 1120.12A  
(e) OPNAVINST 1120.3C  
(f) OPNAVINST 1740.3E  
(g) OPNAVINST 6110.1J  
(h) RESPERSMAN 1100-050  
(i) RESPERSMAN 1571-010  
(j) RESPERSMAN 3060-010  
(k) SECNAVINST 1920.6D

Encl: (1) Navy Reserve Unit Sponsor Letter of Designation  
(2) Navy Reserve Activity Sponsor Letter of Designation  
(3) Direct Commissioned Officer Onboarding Checklist

1. Purpose. To revise the policy, roles, and responsibilities for Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) echelon IV and V commands, per references (a) through (k), for the proper onboarding of newly commissioned Selected Reserve (SELRES) Officers to include: Direct Commission Officers (DCO), Limited Duty Officers (LDO), and Chief Warrant Officers (CWO).

2. Cancellation. COMNAVRESFORINST 1120.3B.

3. Discussion. A proper onboarding process ensures timely check-in of newly commissioned SELRES officers and provides a professional first-impression of the Navy Reserve. This process requires stewardship from all levels of the operational and administrative Chains of Command (COC). This program includes all transactions and interactions from first contact with COMNAVRESFORCOM through graduation from Officer Development School (ODS) or the LDO/CWO Academy. Additional information cited in this instruction can be found on the COMNAVRESFORCOM N113 SharePoint site at [https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC\\_N11/N113/DCO/default.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N11/N113/DCO/default.aspx).

4. Policy

a. ODS. The five-week ODS course is located at Officer Training Command (OTC) Newport, Rhode Island. A limited number of “split option” seats may be available each year. The ODS split option allows for reserve officers to attend ODS over two separate training periods. All guidance for potential ODS “split-course” is available on the COMNAVRESFORCOM N113 SharePoint site.

b. LDO/CWO. The LDO/CWO Academy is a four week course located at OTC.

c. Completion timeline. The indoctrination courses must be completed within one year of commissioning per references (j) and (k).

(1) Waivers. If the newly commissioned SELRES officer is unable to attend ODS or the LDO/CWO Academy within their first year of commissioning, a digitally signed waiver will be submitted prior to the member’s 10 month anniversary from date of initial entry into the Reserve Force.

(a) Waivers will be considered when a unique or extenuating circumstance has caused a delay in attending ODS or the LDO/CWO Academy. Waivers will not be approved for personal convenience.

(b) Members may only receive one waiver.

(c) Members may not request a waiver for the split course.

(d) Waivers will be initiated by the Navy Reserve Activity (NRA) DCO sponsor and routed to COMNAVRESFORCOM N113 via the newly commissioned SELRES officer’s Unit, NRA and Region.

(2) Pregnancy:

(a) DCOs are not authorized to attend ODS while pregnant. Officers who become pregnant prior to completion of ODS must immediately request a waiver, which can be found on the COMNAVRESFORCOM N113 SharePoint site. The request should cover the entire pregnancy and all pregnancy related manpower availability status (MAS) codes must be cleared before the member may attend ODS. Waivers must be submitted per the waiver portion of this instruction. Postpartum students will not be able attend until six months postpartum and cleared by a Health Care Provider (HCP) prior to attending ODS for training. All DCOS will be screened upon arrival at ODS, if a screening cannot be performed prior to arrival.

(b) LDO/CWO officers may attend the LDO/CWO Academy while pregnant.

(3) Training for Medical Specialties (TMS).

(a) Per reference (g), officers participating in a TMS program are deferred from completing ODS while they are enrolled in a TMS program.

(b) TMS officers must attend ODS within 12 months following completion of the medical specialty program and will be eligible for consideration for the ODS split-course.

(4) Previously commissioned officers:

(a) Officers who previously held a commission in another United States Military Service, National Oceanic and Atmospheric Administration, Public Health Service, or United States Coast Guard are exempt from attending ODS or the LDO/CWO Academy.

(b) Previous LDO/CWOs from other services may be waived on a case-by-case basis by COMNAVRESFORCOM N113.

(5) Failure to complete required training within the timelines established above, or within the timeframe established by approved waivers, may result in transfer to inactive duty status or administrative separation, and recoupment/termination of applicable bonuses.

d. Orders. LDO/CWOs will attend LDO/CWO Academy using extra annual training (E-AT) orders. DCOs will attend the full five week ODS course using Active Duty for Training (ADT) school funding. DCOs attending a split option ODS course will attend the first segment utilizing E-AT orders. If DCOs attend the ODS second segment in the same fiscal year as the first segment, they will use ADT school orders. If the second segment is in the following fiscal year (FY), then subsequent FY annual training (AT) orders are to be used for the second segment.

e. Third Class Swim Test:

(1) Per reference (h), DCOs must pass the Third Class Swim Test during ODS or member will not graduate the program.

(2) LDO/CWOs are not required to complete the swim test during the LDO/CWO Academy.

f. Body Composition Standards. DCOs will be certified within the Navy's Body Composition Assessment (BCA) standards upon arrival at ODS. Those outside of BCA standards will be sent back to the NRA and not permitted to return until the member is within standards. NRA DCO Sponsors should ensure the member is certified within BCA standards by an official Command Fitness Leader, per Guide 4 of the Navy Physical Readiness Program, immediately prior to the member's arrival at ODS.

g. MAS code. The DCO MAS code is the only training MAS code reflected in a newly commissioned SELRES officer's record until the completion of ODS or the LDO/CWO Academy. The DCO MAS code will initiate a hard hold in the Navy Reserve Order Writing System (NROWS) via the Navy Standard Integrated Personnel System prohibiting the newly commissioned SELRES officer from executing any active duty orders, including AT and ADT, prior to the completion of ODS or the LDO/CWO Academy. COMNAVRESFORCOM N113 is the only entity authorized to remove this MAS code. The DCO MAS code will only be removed upon successful completion of ODS or the LDO/CWO academy. By-passing the DCO MAS code to execute AT prior to completion of ODS is at the discretion of COMNAVRESFORCOM N113 on a case-by-case basis with a confirmed ODS quota. Requests to by-pass the DCO MAS code shall be made directly to COMNAVRESFORCOM N113 by the Reserve Program Director (RPD).

## 5. Responsibilities

a.

COMNAVRESFORCOM N113 Accessions Branch will:

(1) Coordinate with Navy Recruiting Command (NAVCRUITCOM) for Personalized Recruiting for Immediate and Delayed Enlistment Modernization II (PRIDE MOD II) access to ensure timely and accurate notification of all DCO accessions.

(2) Coordinate with Navy Personnel Command to ensure timely and accurate notification of all LDO/CWO accessions.

(3) Maintain and update the Newly Commissioned SELRES Officer SharePoint page at [https://private.navyreserve.navy.mil/cnrfc/N-codes/N1/CNRFC\\_N11/N113/DCO/default.aspx](https://private.navyreserve.navy.mil/cnrfc/N-codes/N1/CNRFC_N11/N113/DCO/default.aspx).

(4) Assign the DCO MAS code to each newly commissioned SELRES officers per reference (a).

(5) Track ODS and LDO/CWO Academy attendance and completion in Fleet Training Management and Planning System.

(6) Remove the DCO MAS code upon successful completion of ODS or the LDO/CWO academy, per reference (a).

(7) Process and adjudicate waivers, split-course applications, and appeals.

(8) Update and inspect the DCO Program (TR-2 Specialized Training) within the Echelon IV and Echelon V Command Assessment program.

b. COMNAVRESFORCOM N122 Officer Assignments Branch will:

(1) Coordinate with COMNAVRESFORCOM N113 to assign the newly commissioned SELRES officer to the appropriate Navy Reserve Center and Unit per the approved Ready Reserve Agreement (NAVPERS 1200/1) found in NAVCRUITCOM's PRIDE MOD II.

(2) Issue the initial set of inactive duty training orders for all newly commissioned SELRES officers, per reference (e).

c. COMNAVRESFORCOM N002 Inspector General will ensure compliance with this instruction as part of the COMNAVRESFORCOM Command Assessment Program.

d. COMNAVRESFORCOM N7 Education and Training will review and validate the requirements portion in NROWS.

e. COMNAVRESFORCOM echelon IV commands (i.e., Readiness and Mobilization Commands (REDCOM), Wings, and Groups) will assist with respective echelon V NRA command's newly commissioned SELRES officers' onboarding requirements to include:

(1) Maintain edit access to the COMNAVRESFORCOM DCO SharePoint site and maintain the information as current for all newly commissioned officers in their region to include checking at least monthly for new DCOs.

(2) Process waivers and provide recommendation.

(3) Assist echelon V commands with gain issues.

(4) Track and inspect for PRIDE MOD II access at echelon V commands.

(5) Monitor training completion timelines.

f. COMNAVRESFORCOM echelon V commands (i.e., NRAs) will:

(1) Request and maintain access to NAVCRUITCOM PRIDE MOD II website through their respective echelon IV.

(2) Maintain access to the COMNAVRESFORCOM DCO SharePoint site and communicate all updates to the scheduling and completion of initial training to their respective echelon IV command.

(3) Initiate contact with newly commissioned SELRES officers by sending a "Welcome Aboard" package via e-mail to include the Navy Reserve Onboarding website.

(4) Enroll new members into the command's indoctrination program, per reference (d), within 10 business days of notification of members' assignment to the NRA.

(5) Acquire the newly commissioned SELRES officer's complete gain package from PRIDE MOD II, then update the member's information in the appropriate Navy Personnel and Information Technician Systems reflecting accurate information, per reference (e).

(6) Complete the newly commissioned SELRES officer's gain, per reference (e) using enclosure (2) within three days.

(7) Report any gain issues and the completion of successful strength gain (DSC 200, SC=1) to echelon IV within five working days. Report and track all gain failures until resolved.

(8) Verify Official Military Personnel File records are complete and accurate.

(9) Prior to enrolling the newly commissioned SELRES officer in ODS or the LDO/CWO Academy and creating a requirement in NROWS, ensure newly commissioned SELRES officers' system profiles specified in paragraph 5.f.5 reflect accurate information.

(10) Verify the newly commissioned SELRES officer registers and holds a confirmed quota for ODS or the LDO/CWO academy during the first drill weekend through enterprise Navy Training Reservation System (eNTRS) using either member's eNTRS account or a "NO NAME" seat request.

(11) Per reference (c), designate, in writing an active duty or Training and Administration of Reserve (TAR) commissioned officer on the echelon V staff to serve as the newly commissioned SELRES officer's sponsor using enclosure (2) and email a copy to COMNAVRESFORCOM N113 at: usn.norfolk.comnavresforcomva.mbx.cnrfc-dco@us.navy.mil.

(a) The NRA newly commissioned SELRES officer sponsor must be a commissioned officer.

(b) If the echelon V CO is the only officer assigned to the echelon V organization, then the CO will serve as the newly commissioned SELRES officer's sponsor and no sponsor letter is required.

g. Echelon V newly commissioned SELRES officer sponsor will:

(1) Fully understand newly commissioned SELRES officer sponsor responsibilities per reference (d).

(2) Complete and retain enclosure (3) for one year for each member's completion of ODS or the LDO/CWO Academy.

(3) Establish positive communication with the newly commissioned SELRES officer prior to their first drill weekend using the contact information found in the gain package from NAVCRUITCOM.

(4) Confirm member received “Welcome Aboard” package email from NRA.

(5) Assist in scheduling the newly commissioned SELRES officer’s first drill weekend.

(6) Personally greet newly commissioned SELRES officer at their first drill weekend.

(7) Per references (c) and (d), assist in facilitating a timely and effective transition into the Navy Reserve.

(8) Ensure the newly commissioned SELRES officer is prepared to attend ODS or the LDO/CWO academy by arranging a mock Physical Fitness Assessment, to include a BCA, per reference (f), and if practical, a Third Class Swim Test per reference (g).

(9) Counsel the newly commissioned SELRES officer on their service agreement. Topics of discussion should include, but are not limited to, the member’s service agreement and paying special attention to required service timeframes and the associated consequences with respect to bonus recoupment for failure to fulfill service obligations.

(10) For the Information Warfare Communities (IWC), the NRA newly commissioned SELRES officer’s sponsor will coordinate with the Commander, Naval Information Force Reserve (CNIFR) newly commissioned SELRES officer’s sponsor for system enrollment, waivers, school requests, and NROWS orders. The CNIFR newly commissioned SELRES officer Sponsor can be contacted via email at [CNIFR\\_DCO@navy.mil](mailto:CNIFR_DCO@navy.mil). More information can be found on the CNIFR N7 Share Point page at: [https://private.navyreserve.navy.mil/cnifr/Training\\_OPS/Pages/Default.aspx](https://private.navyreserve.navy.mil/cnifr/Training_OPS/Pages/Default.aspx)

h. Designated Community Sponsor. Certain Navy Reserve officer communities (e.g., medical, chaplain, supply, and IWC) have established a position to monitor and track the training progress of officers who require specialized qualifications prior to becoming mobilization assets. These Community Sponsors will:

(1) Verify that newly commissioned SELRES officers have been gained to the reserve component. The list of newly commissioned reserve officers is available on the COMNAVRESFORCOM N113 SharePoint site.

(2) Fully understand newly commissioned SELRES officer sponsor responsibilities, per reference (c).

(3) Establish and maintain positive communication with the echelon V newly commissioned SELRES officer sponsor and training department to monitor newly commissioned SELRES officer attendance of ODS or the LDO/CWO Academy.

(4) Establish positive communication with the newly commissioned SELRES officer prior to the member's first drill weekend using the contact information found in the gain package from NAVCRUITCOM PRIDE MOD II.

(5) Assist in facilitating timely and effective transition into the Navy Reserve per references (c) and (d).

(6) Verify the newly commissioned SELRES officer registers and holds a confirmed quota for ODS or the LDO/CWO academy during the first drill weekend either by using COMNAVRESFORCOM newly commissioned SELRES Officer SharePoint site or directly through enterprise Navy Training Reservation System (eNTRS) using either member's eNTRS account or a "NO NAME" seat request.

i. IWC will:

(1) Designate assigned Naval Information Force Reserve (NIFR) Regional OICs as the newly commissioned SELRES officer sponsors for all respective IWC Officers.

(2) Ensure NIFR Regional OICs conduct system enrollment.

(3) Route IWC waivers to COMNAVRESFORCOM N113.

(4) Obtain school quota requests.

(5) Write NROWS requirements for IWC personnel to attend ODS or the LDO/CWO Academy.

j. Navy Reserve Unit's RPD will:

(1) Generate the requirement in NROWS for the newly commissioned SELRES officer to attend ODS or the LDO/CWO Academy within 12 months of their commissioning date or have an approved extension waiver completed before the newly commissioned SELRES officer's tenth month of commissioned service. Any NROWS requirements must be completed at least 30 days prior to the convene date. NROWS requirements received within 30 days of the convene date may be disapproved.

(2) Designate in writing per reference (d), a specific commissioned SELRES officer in the member's unit to serve as the newly commissioned SELRES officer's sponsor using enclosure (1).



(3) Ensure the newly commissioned SELRES officer reads and understands the following:

(a) The member's service agreement, paying special attention to required service timeframes and the associated consequences of not fulfilling service obligations.

(b) The prerequisite training requirements for the initial military training course located on the OTC website. Members must familiarize themselves with all course requirements, per the OTC website, and be adequately prepared (mentally and physically) at least two months prior to the convene date of the course.

(4) Ensure newly commissioned SELRES officers do not attend ODS or the LDO/CWO Academy prior to the completion of their strength gain.

(5) Route all requests for waiver extension to COMNAVRESFORCOM N113, via the respective reserve unit, NRA, and echelon IV command before the newly commissioned SELRES officer's tenth month of commissioned service.

(6) Route NROWS orders for ODS or the LDO/CWO Academy at least 45 working days prior to a course convene date. Orders must be completed no later than 30 days prior to the class convene date. Orders received within the 30 day window are not guaranteed.

(7) Ensure the incoming newly commissioned SELRES officer is assigned/reassigned to an appropriate billet once the member's designator-specific training pipeline is complete. Assist member with APPLY Board application process or JO APPLY as applicable.

(8) Retain enclosures (1) through (3) for one year after each newly commissioned SELRES officer completes ODS or the LDO/CWO Academy.

k. Newly commissioned SELRES officers will:

(1) Read all applicable program requirements to include initial training course requirements located on the OTC website.

(2) Use their first AT/ADT period to attend ODS or E-AT to attend the LDO/CWO academy per references (b), (i), and (j).

(3) Participate in APPLY Board (O5 selects and above or for those interested in O3/O4 OIC/Command positions) or JO APPLY as applicable.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of September 2019.

7. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM N113 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 5215/40 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 May 2016.



M. J. STEFFEN  
Deputy Commander

**Releasability and Distribution:**

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site at <https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Instructions/>

13 Nov 2023

NAVY RESERVE UNIT SPONSOR LETTER OF DESIGNATION

1100  
Ser N1/

From: (Echelon VI Command)

To: Rank First Name, MI, Last Name, USN

Subj: DESIGNATION AS NAVY RESERVE UNIT DIRECT COMMISSION OFFICER  
SPONSOR

Ref: (a) COMNAVRESFORINST 1120.3B

1. Per reference (a), you are designated as (\_insert unit command name and TRUIC here\_) Direct Commission Officer (DCO) Unit Sponsor. In the performance of your duties, you will familiarize yourself with the policies and procedures delineated in reference (a) and other applicable references. You will also coordinate with the Navy Reserve Activity DCO sponsor to deconflict priorities and ensure the DCOs under your charge complete the requirements outlined in reference (a).

2. This designation will remain in effect until your transfer or your assigned DCO completes all DCO requirements.

3. The point of contact regarding this matter is (\_\_\_\_), who may be reached at (XXX) XXX-XXXX or via e-mail at (\_\_\_\_\_).

I. A. SAILOR  
By direction

Copy to:  
NRC DCO sponsor  
Unit Admin

NAVY RESERVE ACTIVITY SPONSOR LETTER OF DESIGNATION

1100  
Ser N1/

From: (Echelon V Command)

To: Rank First Name, MI, Last Name, USN

Subj: DESIGNATION AS NAVY RESERVE ACTIVITY DIRECT COMMISSION OFFICER  
SPONSOR

Ref: (a) COMNAVRESFORINST 1120.3B

1. Per reference (a), you are designated as (\_insert command name\_) Direct Commission Officer (DCO) Navy Reserve Activity Sponsor. In the performance of your duties, you will familiarize yourself with the policies and procedures delineated in reference (a) and other applicable references. You will also coordinate with the Navy Reserve Unit DCO sponsor to deconflict priorities and ensure the DCOs under your charge complete the requirements outlined in reference (a).
2. This designation will remain in effect until your transfer or your assigned DCO completes all DCO requirements.
3. The point of contact regarding this matter is (\_\_\_\_) who, may be reached at (XXX) XXX-XXXX or via e-mail at (\_\_\_\_\_).

I. A. SAILOR  
By direction

Copy to:  
NRC Admin  
Unit Admin

13 Nov 2023

NEWLY COMMISSIONED SELRES OFFICER ONBOARDING CHECKLIST

<b>Newly Commissioned SELRES Officer Onboarding Checklist</b>	
POC: cnrfc_dco@navy.mil	
1. Name:	2. Unit:
3. KSDs: a. Oath of Office <input type="checkbox"/> b. Service Agreement: <input type="checkbox"/>	4. NRC/NRA Sponsor assigned: <input type="checkbox"/> NRC/NRA Sponsor's name: _____
c. Ready Reserve Agreement: <input type="checkbox"/>	
5. Date gain cleared NSIPS:	6. Verify DCO MAS code assigned in NSIPS: <input type="checkbox"/>
7. Commission date:	
8. NSIPS member data update: SGLI: <input type="checkbox"/> Yes <input type="checkbox"/> No RED/DA information updated/verified (within 6 months of orders): <input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Initial IDT orders created by CNRFC for member?	
10.. Gain Clerk Signature: _____	
<b>Security Manager</b>	
11. Current Clearance: Secret <input type="checkbox"/> Top Secret <input type="checkbox"/> <input type="checkbox"/> none <input type="checkbox"/>	12. Clearance expiration:
13. Clearance Requested: Secret <input type="checkbox"/> Top Secret <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	14. Date Clearance requested:
15. Security Manager Signature: _____	
<b>Training Coordinator</b>	
ODS CIN: P-9E-0003 CDP: 03WW LDO/CWO CIN: Q-9B-0023 CDP: 03FU	
16. Date(s) requested for ODS OR LDO/CWO:                   /                   /	
17. CONFIRMED seat date verified in eNTRS:	
18. Officer's personal and NRC N7's email addresses included in quota request: <input type="checkbox"/> Yes <input type="checkbox"/> No	
19. ADT/AT requirement created and funded in NROWS. Order number:	
20. DTS authorization approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	
21. Training Coordinator Signature: _____	
<b>Newly Commissioned SELRES Officer Sponsor</b>	
22. Briefed on Service Agreement requirements:	
23. DCOs briefed on 3 <sup>rd</sup> class swim test and PFA/BCA requirements: <input type="checkbox"/>	24. Acknowledge 1 year to complete school: <input type="checkbox"/> Yes <input type="checkbox"/> No
25. Create requirements for ODS / LDO/CWO Academy to attend required course:	
26. Physical Fitness Assessment (PFA), to include Body Composition Assessment (BCA), conducted: <input type="checkbox"/> Date:	
27: Member has the following: <input type="checkbox"/> All required uniforms <input type="checkbox"/> Valid CAC <input type="checkbox"/> No limiting medical condition (medical MAS code)	<input type="checkbox"/> Valid security clearance: <input type="checkbox"/> Government Travel Charge Card: <input type="checkbox"/> (optional) Mock PFA: <input type="checkbox"/> Pass <input type="checkbox"/> Fail date: _____ <input type="checkbox"/> (optional) 3 <sup>rd</sup> class swim test: <input type="checkbox"/> Pass <input type="checkbox"/> Fail date: _____

**Program Completion**

28. Member completed course requirements as outlined in COMNAVRESFORINST 1120.3B

29. DCO MAS code removed by CNRFC in NSIPS:  30. Add TBH MAS code (as required):

**Program Failure and Waivers**

Member failed to complete course requirements as outlined in COMNAVRESFORINST 1120.3B for the following reason:

31: Member intends to: attend an upcoming course  transition to the IRR

32. Member requested Exception to Policy (ETP) for the following reason:

33. ETP/Waiver has been Approved  Denied

34. (medical or admin) MAS code updated in NSIPS:

**Program Waivers**

35. Member requested program waiver to extend completion deadline.

36. Waiver has been: Approved  Denied  Expiration date: \_\_\_\_\_

**Leadership verification**

37. NRC/NOSC sponsor signature: \_\_\_\_\_

38. NRC CO Signature: \_\_\_\_\_