



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

COMNAVRESFORINST 1120.3D
N1
9 Jul 2026

COMNAVRESFOR INSTRUCTION 1120.3D

From: Commander, Navy Reserve Force

Subj: NEWLY COMMISSIONED SELECTED RESERVE OFFICER ONBOARDING
PROGRAM

Ref: (a) OPNAVINST 1120.3C
(b) SECNAVINST 1920.8
(c) MILPERSMAN 1414-010
(d) OPNAVINST 1740.3E
(e) RESPERSMAN 1571-010
(f) CNO WASHINGTON DC 0715022 May 19 (NAVADMIN 101/19)
(k) OPNAVINST 1120.12A
(g) RESPERSMAN 1100-050
(h) OPNAVINST 6110.1L

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

1. Purpose. This policy update clarifies the roles and responsibilities for COMNAVRESFORCOM echelon 4 and 5 commands regarding the onboarding of newly commissioned Selected Reserve (SELRES) officers. Per references (a) through (h), these procedures apply directly to direct commission officers (DCO), limited duty officers (LDO), and chief warrant officers (CWO).

2. Cancellation. COMNAVRESFORINST 1120.3C

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 and CWO Academy. Additional information cited in this instruction can be found on the COMNAVRESFORCOM Accessions Team (N113) SharePoint site at https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N11/N113/DCO/default.aspx.

4. Scope and Applicability. This instruction applies to newly commissioned SELRES officers.

5. Policy

a. ODS. The 5-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 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 and CWO. The LDO and CWO Academy is a 4-week course located at OTC, Newport.

c. Completion Timeline. The indoctrination courses must be completed within 1 year of commissioning per reference (a). ODS and the LDO and CWO Academy will be completed prior to any other period of active duty. Failure to complete ODS or the LDO and CWO Academy within the required timeline will result in administrative separation per reference (b).

(1) Pregnancy

(a) DCOs are not authorized to attend ODS while pregnant. Officers who become pregnant prior to completion of ODS must immediately request an exception to policy to the Office of the Chief of Naval Operations (N13R), Navy Reserve Manpower Branch via COMNAVRESFORCOM. 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. Postpartum students will not be able to attend ODS until they are 6 months postpartum and cleared by a health care provider prior to attending ODS for training. Officers must attend ODS within 18 months of postpartum.

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

(2) Officers who previously held a commission in the Navy are exempt from attending ODS or the LDO and CWO Academy.

(3) Failure to complete required training within the timelines established in paragraphs 5(a) through 5(c) will result in administrative separation and non-payment, recoupment, and termination of applicable bonuses and special pays.

d. Orders. Active Duty for Training (ADT)-Schools funding will be used for orders to both the LDO and CWO Academy and ODS.

e. Course Graduation. All DCOs, LDOs, and CWOs must meet the graduation requirements of ODS or the LDO and CWO Academy. Failure to graduate for any reason will result in administrative separation per reference (b).

(1) Per reference (c), DCOs attending ODS may be held for 3 weeks following the anticipated graduation date for swim remediation.

(2) If a DCO is notified they will be placed in a swim hold status, during OCS, they must immediately reach out to their Navy Reserve Activity (NRA) for a one-time orders extension.

(3) 3-week ADT-Schools orders should be written for swim hold. However, members must conclude their orders and depart the schoolhouse as soon as they achieve Third Class Swim Qualification.

f. 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 and 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 annual training and ADT, prior to the completion of ODS or the LDO and 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 and CWO Academy.

6. Responsibilities

a. COMNAVRESFORCOM N113 will

(1) Coordinate with Commander, Navy Recruiting Command (COMNAVCRUITCOM) 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 and CWO accessions.

(3) Maintain communication flow regarding the newly commissioned officer program with echelon 4 commands.

(4) Assign the DCO MAS code to each newly commissioned SELRES officer.

(5) Track ODS and LDO and CWO Academy attendance and completion.

(6) Remove the DCO MAS code upon successful completion of ODS or the LDO and CWO Academy.

(7) Adjudicate split-course applications.

(8) Update and inspect the DCO program (TR-2 Specialized Training) within the echelon 4 and 5 command assessment program.

(9) Serve as the liaison between OTC Newport and the SELRES Force.

b. COMNAVRESFORCOM Inspector General (N002) will ensure compliance with this instruction as part of the COMNAVRESFORCOM command assessment program.

c. COMNAVRESFORCOM Education and Training (N7) will review and validate the requirements portion in NROWS.

d. COMNAVRESFORCOM echelon 4 commands (i.e., Navy Reserve Region Readiness and Mobilization Commands (REDCOM), Wings, and Groups) will assist with respective echelon 5 NRA command's newly commissioned SELRES officers' onboarding requirements to include:

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

(2) Assist echelon 5 commands with gain issues and report unresolved issues to COMNAVRESFORCOM Reserve Pay Incentives Force Retention (N11).

(3) Track and inspect for PRIDE MOD II access at echelon 5 commands.

(4) Track all DCOs and new LDO and CWOs within their region to monitor training completion timelines.

(5) Promptly notify COMNAVRESFORCOM N113 of all administrative actions that may result in the separation of an officer still in a DCO MAS status.

e. COMNAVRESFORCOM Echelon 5 Commands (i.e., NRAs) will

(1) Request and maintain access to NAVCRUITCOM PRIDE MOD II website through their respective echelon 4.

(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 4 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 member's assignment to the NRA.

(5) Acquire the newly commissioned SELRES officer's complete gain package from PRIDE MOD II.

(6) Complete the newly commissioned SELRES officer's gain within 3 working days. Ensure newly commissioned SELRES officers do not attend ODS or the LDO and CWO Academy prior to the completion of their strength gain.

(7) Report any gain issues and the completion of a successful strength gain (Duty Status Code 200) to the echelon 4 within 3 working days. Report and track all gain failures until resolved.

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

(9) Verify the newly commissioned SELRES officer registers and holds a confirmed quota for ODS or the LDO and CWO Academy during the first drill weekend through the Enterprise Navy Training Reservation System (eNTRS).

(10) Ensure the SELRES officer has all required administrative items completed prior to ODS (i.e. Defense Travel System account creation, Government Travel Charge Card, security clearance, etc.) and has appropriately routed NROWS orders.

(11) Designate, in writing, an active duty or Training and Administration of Reserve (TAR) commissioned officer on the echelon 5 staff to serve as the newly commissioned SELRES officer's sponsor using enclosure (1) and maintain on file for the duration of the sponsor's tenure. If the echelon 5 commanding officer (CO) is the only officer assigned to the echelon 5 organization, then the CO will serve as the newly commissioned SELRES officer's sponsor, and no sponsor letter is required.

(12) Process DCOs, LDOs, and CWOs who either fail to complete ODS or LDO and CWO Academy within the prescribed timeframe or are designated as non-graduates by OTC Newport for administrative separation per reference (b).

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f. Echelon 5 Newly Commissioned SELRES Officer Sponsor will

- (1) Fully understand newly commissioned SELRES officer sponsor responsibilities.
- (2) Complete and retain enclosure (2) for 1 year for each member's completion of ODS or the LDO and 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 COMNAVCRUITCOM.
- (4) Confirm the member received the "Welcome Aboard" package email from the NRA.
- (5) Assist in scheduling the newly commissioned SELRES officer's first drill weekend.
- (6) Personally greet newly commissioned SELRES officers at their first drill weekend.
- (7) Assist in facilitating a timely and effective transition into the Navy Reserve.
- (8) Ensure the newly commissioned SELRES officer reads and understands the prerequisite training requirements for the Initial Military Training Course located on the OTC Newport website. Per the OTC Newport website, members must familiarize themselves with all course requirements and be adequately prepared (mentally and physically) at least 2 months prior to the convene date of the course.
- (9) Ensure the newly commissioned SELRES officer is prepared to attend ODS or the LDO and CWO Academy by arranging a mock physical fitness assessment, to include a body composition assessment, per reference (e), and if practical, a Third Class Swim Test per reference (c).
- (10) Counsel the newly commissioned SELRES officer on their service agreement and ensure they read and understand the agreement. Topics of discussion should include, but are not limited to, the member's service agreement, paying special attention to required service timeframes and the associated consequences with respect to bonus recoupment for failure to fulfill service obligations.
- (11) For the Information Warfare (IW) Communities, the NRA newly commissioned SELRES officer's sponsor will coordinate with the Commander, Naval Information Force Reserve (COMNAVIFORES) newly commissioned SELRES officer's sponsor for system enrollment, school requests, and NROWS orders. The COMNAVIFORES newly commissioned

SELRES officer sponsor can be contacted via e-mail at 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/Training_OPS.aspx

g. Designated Community Sponsor. Certain Navy Reserve officer communities (e.g., medical, chaplain, supply, and IW) 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 newly commissioned SELRES officers have been gained to the Reserve Component.
- (2) Fully understand newly commissioned SELRES officer sponsor responsibilities.
- (3) Establish and maintain positive communication with the echelon 5 newly commissioned SELRES officer sponsor and training department to monitor attendance of ODS or the LDO and 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 COMNAVCRUITCOM PRIDE MOD II.
- (5) Assist in facilitating timely and effective transition into the Navy Reserve.
- (6) Verify the newly commissioned SELRES officer registers and holds a confirmed quota for ODS or the LDO and CWO Academy during the first drill weekend through eNTRS using either member's eNTRS account.

h. IW Community will

- (1) Designate assigned COMNAVIFORES regional officer in charge (OIC) as the newly commissioned SELRES officer sponsors for all respective IW Community officers.
- (2) Ensure COMNAVIFORES regional OICs conduct system enrollment.
- (3) Obtain school quota requests.
- (4) Write NROWS requirements for IW Community personnel to attend ODS or the LDO and CWO Academy.

(5) Forward split ODS recommendations for IW officers to COMNAVRESFORCOM N113.

i. Navy Reserve Unit Reserve Program Director or NRA will

(1) Generate the requirement in NROWS for the newly commissioned SELRES officer to attend ODS or the LDO and CWO Academy within 12 months of their commissioning date. 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, a specific commissioned SELRES officer in the member's unit to serve as the newly commissioned SELRES officer's sponsor using enclosure (3)

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

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

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

j. Newly Commissioned SELRES Officers will

(1) Read all applicable program requirements to include initial training course requirements located on the OTC Newport website and ensure they are appropriately physically and mentally prepared for ODS prior to the course convening date.

(2) Complete ODS or the LDO and CWO Academy prior to completing any other active-duty periods and within 1 year of commissioning.

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

9. Records Management. Records created because of this instruction, regardless of media and format, must be managed per the Secretary of the Navy Manual 5210.1 of September 2019.

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10. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM N1 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of War, 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.



L. A. FROST
Deputy

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>

NAVY RESERVE ACTIVITY SPONSOR LETTER OF DESIGNATION

(COMMAND LETTER HEAD)

1100
Ser N1/
DD MMM YY

From: (Echelon 5 Command)

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

Subj: DESIGNATION AS NAVY RESERVE ACTIVITY DIRECT COMMISSION OFFICER
SPONSOR

Ref: (a) COMNAVRESFORINST 1120.3D

1. Per reference (a), you are designated as (insert command long 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 and Navy Information Forces Reserve Sponsor (as applicable) 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 you transfer or your assigned DCOs complete all requirements.

3. The point of contact is () at (XXX) XXX-XXXX or e-mail at ().

I. M. SAILOR
By direction

Copy to:
NRC Admin
Unit Admin

DIRECT COMMISSIONED OFFICER ONBOARDING CHECKLIST

<u>Direct Commissioned Officer Onboarding Checklist</u>	
POC: cnrfe_dco@us.navy.mil	
1. Name:	2. Unit:
3. KSDs: a. Oath of Office ☐ b. Service Agreement: ☐ c. Ready Reserve Agreement: ☐	4. NRC/NRA Sponsor Assigned: ☐ NRC/NRA Sponsor's Name: _____
5. Date Gain Cleared NSIPS:	6. Verify DCO MAS Code Assigned in NSIPS: ☐
7. Commission Date:	
8. NSIPS Member Data Update: SGLI: ☐ Yes ☐ No RED/DA Information Updated/Verified (within 6 months of orders): ☐ Yes ☐ No	
9. Initial IDT Orders Created by CNRFC for Member?	
10. Gain Clerk Signature: _____	
<u>Security Manager</u>	
11. Current Clearance: Secret ☐ Top Secret ☐ none ☐	12. Clearance expiration:
13. Clearance Requested: Secret ☐ Top Secret ☐ N/A ☐	14. Date Clearance requested:
15. Security Manager Signature: _____	
<u>Training Coordinator</u>	
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: ☐ Yes ☐ No	
19. ADT Requirement Created and Funded in NROWS. Order number:	
20. DTS Authorization Approved: ☐ Yes ☐ No	
21. Training Coordinator Signature: _____	
<u>Newly Commissioned SELRES Officer Sponsor</u>	
22. Briefed on Service Agreement Requirements:	
23. DCOs Reviewed OTC Website and Understands Course Graduation Requirements ☐	24. Acknowledge 1 Year to Complete School: ☐ Yes ☐ No
25. Create Requirements for ODS/LDO/CWO Academy to Attend Required Course:	

26. Physical Fitness Assessment, to include Body Composition Assessment, Conducted: ☐ Date: _____	
27: Member has the Following: ☐ All Required Uniforms* ☐ Valid CAC ☐ No Limiting Medical Condition (medical MAS Code) *All attempts should be made to acquire uniforms prior to ODS. At a minimum all DCOs should have required items from ODS packing list (available on OTC-N web site)	☐ Valid Security Clearance: ☐ Government Travel Charge Card: ☐ (Recommended) Mock PFA: ☐ Pass ☐ Fail Date: _____ ☐ (Recommended for DCOs) 3 rd class swim test: ☐ Pass ☐ Fail Date: _____
<u>Program Completion</u>	
28. Member Completed Course Requirements as outlined in COMNAVRESFORINST 1120.3D ☐	
29. DCO MAS Code removed by CNRFC in NSIPS: ☐	30. Add TBH MAS Code (as required): ☐
<u>Program Failure</u>	
Member Failed to Complete course requirements as outlined in COMNAVRESFORINST 1120.3D for the Following Reason:	
31. Member: Acknowledges they will be processed for administrative separation for failure to complete a required course of instruction ☐ Intends to request an Exception to Policy (ETP) ☐	
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: ☐	
<u>Leadership Verification</u>	
37. NRC Sponsor Signature: _____	38. NRC CO Signature: _____

NAVY RESERVE UNIT SPONSOR LETTER OF DESIGNATION

(COMMAND LETTER HEAD)

1100
Ser N1/
DD MMM YY

From: (Echelon 6 Command)

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

Subj: DESIGNATION AS NAVY RESERVE UNIT DIRECT COMMISSION OFFICER
SPONSOR

Ref: (a) COMNAVRESFORINST 1120.3D

1. Per reference (a), you are designated as (insert unit command long name and Training Reserve Unit Identification Code 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 you transfer or your assigned DCOs complete all requirements.

3. The point of contact is (____) at (XXX) XXX-XXXX or e-mail at (_____).

I. A. SAILOR
By direction

Copy to:
NRC DCO sponsor
Unit Admin