



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

COMNAVRESFORINST 1120.3A
N1
11 May 2020

COMNAVRESFOR INSTRUCTION 1120.3A

From: Commander, Navy Reserve Force

Subj: DIRECT COMMISSION OFFICER ONBOARDING PROGRAM

Ref: (a) RESPERSMAN 1200-010
(b) RESPERSMAN 3060-010
(c) RESPERSMAN 1300-080
(d) COMNAVCRUITCOMINST 1131.2F
(e) RESPERSMAN 1100-050
(f) OPNAVINST 1740.3C
(g) Direct Commission Officer ProcessQuik
(h) OPNAVINST 6110.1J
(i) COMNAVRESFORCOM ltr 1000 Ser N00/254 of 2 Apr 19/NSTC 1000 Ser N00/160
of 4 Apr 19
(j) OPNAVINST 1120.3B
(k) OPNAVINST 1420.1B
(l) MILPERSMAN 1414-010
(m) OPNAV ltr 5216 Ser N13/161 of 17 Aug 16
(n) RESPERSMAN 1571-010
(o) DoD 7000.14-R, Vol 7A, CH-30
(p) SECNAVINST 1920.6C
(q) RESPERSMAN 1570-020
(r) BUPERSINST 1001.39F
(s) Navy Reserve Direct Commission Officer Handbook
(t) NAVADMIN 101/19
(u) ALNAVRESFOR 010/19

Encl: (1) Direct Commission Sponsor Letter of Designation
(2) Direct Commissioned Officer Checklist

1. Purpose

a. To revise the policy, roles, and responsibilities for Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) echelon 4 and 5 for the proper onboarding of the following newly commissioned officers: Direct Commission Officers (DCOs), Limited Duty Officers (LDOs) and Chief Warrant Officers (CWOs).

b. Onboarding describes all transactions involving a DCO/LDO/CWO from first contact with COMNAVRESFORCOM through graduation from Officer Development School (ODS) or LDO/CWO Academy. Sponsor and indoctrination program guidance, as well as DCO/LDO/CWO requirements, are outlined per references (a) through (u).

2. Cancellation. COMNAVRESFORINST 1120.3 CH-1.

3. Discussion. The intent of the onboarding process is to ensure the efficient and timely check-in of DCOs/LDOs/CWOs, and to provide a professional first impression of the Navy Reserve. This process will require stewardship from all levels of the DCO, LDO, and CWO's operational and administrative chain of command (COC).

4. Action. The roles and responsibilities of each level of the COC are outlined below:

a. COMNAVRESFORCOM Reserve Pay (N11) will:

(1) Coordinate with Navy Recruiting Command (NAVCRUITCOM) for Personalized Recruiting for Immediate and Delayed Enlistment Modernization (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 selections.

(3) Issue the initial set of Inactive Duty Training orders for all DCOs, LDOs, and CWOs per reference (a). Assign personnel to the appropriate Navy Operational Support Center and unit per the Ready Reserve Transfer Request Service Agreement form (NAVPERS 1200/1).

(4) Maintain and update the DCO SharePoint page at (<https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/DCO/default.aspx>).

(5) Assign the DCO Manpower Availability Status (MAS) code to each newly commissioned DCO, LDO, and CWO, per reference (b). The DCO MAS code will be the only training MAS code reflected in a DCO's, LDO's, or CWO's record until the completion of ODS or LDO/CWO Academy. The DCO MAS code will initiate a hard hold in the Navy Standard Integrated Personnel System (NSIPS) prohibiting the DCO, LDO, and CWO from executing any active duty orders, including Annual Training (AT) and Active Duty for Training (ADT), prior to completing ODS or LDO/CWO Academy. COMNAVRESFORCOM is the only entity authorized to remove this MAS code.

(6) Track successful completion of ODS or LDO/CWO Academy in the Fleet Training Management and Planning System.

(7) Remove DCO MAS code upon successful completion of all ODS or LDO/CWO Academy requirements, per reference (b).

(8) Adjudicate all exceptions to policy (ETP) and split-course applications.

b. COMNAVRESFORCOM Officer and Enlisted Assignments (N12) will coordinate with COMNAVRESFORCOM N11 to assign the DCO per the approved Ready Reserve Agreement found in NAVCRUITCOM's PRIDE MOD II.

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

d. COMNAVRESFORCOM Education and Training (N7) will review and validate the requirements portion in the Navy Order Writing System (NROWS).

e. COMNAVRESFORCOM echelon 4 commands must ensure respective echelon 5 commands complete all onboarding requirements to include, but not limited to those listed below.

f. Echelon 5 commands will:

(1) Maintain access to COMNAVRESFORCOM DCO SharePoint.

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

(3) Acquire the DCO's complete gain package from PRIDE MOD II.

(4) Initiate contact with DCOs by sending a Welcome Aboard e-mail to members, per reference (b) within 10 business days of commissioning.

(5) Per reference (c), report any gain issues to echelon 4 commands within five working days of checking in.

(6) Complete NSIPS gain per reference (d), utilizing enclosure (2). Report any gain issues or completion of successful strength gain (DSC 200, SC=1) to echelon 4 within five working days. Report and track all NSIPS gain failures until resolved.

(7) Assign the incoming DCO/LDO/CWO to a billet once their designator-specific training pipeline is complete.

(8) Designate in writing an active duty or Full-Time Support commissioned officer on the echelon 5 staff to serve as the DCO/LDO/CWO's Sponsor using enclosure (1). If the echelon 5 commanding officer is the only officer assigned to the echelon 5, they will serve as the sponsor and no sponsor letter is required.

(9) Update the member's NROWS, enterprise Navy Training Reservation System (eNTRS), NSIPS, Defense Enrollment Eligibility Reporting System (DEERS), and Reserve Forces Manpower Tool (RFMT) accounts to reflect accurate information, including, but not limited to:

- (a) Name
- (b) Rank
- (c) Gender
- (d) DoD ID number
- (e) TRUIC
- (f) E-mail address

(10) Ensure DCO/LDO/CWO profiles reflect their new rank and command before enrolling the officer in ODS or LDO/CWO Academy and creating a requirement in NROWS.

(11) Per reference (e), ensure the DCO/LDO/CWO uses their first AT/ADT to attend ODS or Exceptional-AT to attend LDO/CWO Academy.

(10) Ensure DCO/LDO/CWO officers do not attend ODS or LDO/CWO Academy until 30 days after commissioning or completion of the strength gain, whichever is later.

(11) Inform COMNAVRESFORCOMCOM Manpower and Personnel (N1), via the respective echelon 4 command when those officers participating in the ODS split course will attend phase 2.

(12) Route ETP waivers to COMNAVRESFORCOM N1, via the respective reserve unit and echelon 4 commands at least 60 days before a DCO/LDO/CWO exceeds the 1-year requirement.

g. Navy Reserve Units/Type Command/Systems Command Operational Support Officers will:

(1) Generate the requirement in NROWS for the DCO/LDO/CWO to attend ODS or LDO/CWO Academy within 12 months of their commissioning date or have an approved waiver.

(a) NROWS requirements must be completed at least 30 days prior to the convene date.

(b) NROWS requirements for Information Warfare Command personnel are written by Commander, Navy Information Force Reserve.

(2) Designate in writing a specific commissioned Selected Reserve officer in the member's community to serve as the DCO/LDO/CWO Sponsor using enclosure (1).

h. Designated Community Sponsor will:

(1) Fully understand DCO Sponsor responsibilities, per reference (f).

(2) Establish positive communication with the DCOs/LDOs/CWOs prior to their first drill weekend, using the contact information found in the gain package from NAVCRUITCOM PRIDE MOD II or the COMNAVRESFORCOM DCO SharePoint.

(3) Per reference (g), assist in facilitating timely and effective transition into the Navy Reserve.

(4) Ensure the DCO/LDO/CWO registers for ODS or LDO/CWO Academy during the first drill weekend through the eNTRS.

(5) Ensure the DCO/LDO/CWO reads and understands the requirements for the specific school they will attend via the Officer Training Command (OTC) website and familiarize themselves with course requirements, per the OTC website, and is adequately prepared to attend at least 2 months prior to the course.

(6) Complete and retain enclosure (2) for one year upon completion of ODS or LDO/CWO Academy.

i. Echelon 5 Sponsor will:

(1) Fully understand DCO Sponsor responsibilities per reference (f).

(2) Establish positive communication with the DCOs/LDOs/CWOs prior to their first drill weekend using the contact information found in the gain package from NAVCRUITCOM and the COMNAVRESFORCOM DCO SharePoint.

(3) Assist in scheduling the DCO's first drill weekend.

(4) Personally greet the DCO/LDO/CWO at the first drill weekend.

(5) Per reference (g), assist in facilitating a timely and effective transition into the Navy Reserve.

(6) Ensure DCO/LDO/CWO is prepared to attend ODS or LDO/CWO Academy by arranging a mock Physical Fitness Assessment per reference (h), and if practical, a Third Class Swim Test per reference (i).

(7) Ensure DCO/LDO/CWO's NROWS, eNTRS, NSIPS, DEERS, and RFMT accounts reflect accurate information.

(8) Ensure community sponsor fulfills all responsibilities.

5. Indoctrination Courses

a. All DCOs/LDOs/CWOs must successfully complete ODS or LDO/CWO Academy within one year of commissioning, per references (j) and (k). If a DCO/LDO/CWO is unable to complete ODS or LDO/CWO Academy in the required time period, an approved waiver must be signed 60 days prior to their 1-year anniversary. Waivers must be submitted per reference (l).

b. All DCOs are expected to attend the 5 -week version of ODS. Officers who meet specific criteria and submit an approved application will have the option of attending a limited-availability “split course” ODS option. COMNAVRESFORCOM N1 will evaluate these personnel on a case-by-case basis. If selected, the DCO must still complete ODS within 1-year of commissioning.

6. Waivers and exceptions

a. Waivers

(1) All DCOs are expected to complete ODS or LDO/CWO Academy within 1-year of their commissioning date regardless of the course they attend. If a significant life event occurs, a single 1-year waiver can be requested.

(2) Waivers are requested from COMNAVRESFORCOM N11 via their echelon 6, echelon 5, and echelon 4 COC.

(3) Waivers must be received before the member’s 10-month anniversary.

(4) Members may only receive one waiver for their basic-training school.

(5) Members understand that by requesting a waiver to exceed 1-year, their community might recommend non-retention.

(6) Members cannot use an ETP waiver with the split course.

b. Training for Medical Specialties (TMS)

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

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

c. Previously commissioned officers

(1) 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 LDO/CWO Academy, per reference (m).

(2) Previous LDO or CWOs will be waived on a case-by-case basis.

d. Pregnancy

(1) Pregnant officers are not authorized to attend ODS. Officers who become pregnant prior to completion of ODS requirements must immediately request a waiver. The request should cover the entire pregnancy and all pregnancy-related MAS codes must be cleared before the member can attend ODS. Waivers must be submitted per reference (l).

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

e. Third Class Swim Test

(1) Per reference (o), DCOs must pass the Third Class Swim Test. DCOs who fail the Third Class Swim Test at ODS must complete the swim test at an authorized Navy testing site, administered by a Navy Swimming and Water Survival Instructor (Naval Aviation Water Survival Instructor and one qualified lifeguard) to complete the requirement, and submit the appropriate documentation to the administrative clerk. DCOs must complete the makeup swim test within 1-year of the final training day of ODS.

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

f. Per references (c) and (p), officers who fail to complete all indoctrination requirements will be involuntarily transferred to inactive status and not recommended for re-affiliation.

g. Upon successful completion of ODS or LDO/CWO Academy, the DCO MAS code will only be removed by COMNAVRESFORCOM N1, allowing the DCO/LDO/CWO to accept further orders, per reference (a).

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

8. 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 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.



J. A. SCHOMMER
Deputy Commander

Releasability and Distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFORCOM Website, <http://www.public.navy.mil/nrh/Pages/instructions.aspx>

COMNAVRESFORINST 1120.3A
11 May 2020

DIRECT COMMISSION SPONSOR LETTER OF DESIGNATION

1100

From: (Echelon 4 Command)

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

Subj: DESIGNATION AS NAVY RESERVE ACTIVITY DIRECT COMMISSION
OFFICER SPONSOR

Ref: (a) COMNAVRESFORINST 1120.3A

1. Per reference (a), you are designated as (insert command name here) Direct Commission Officer (DCO) Sponsor. In the performance of your duties, you will familiarize yourself with the policies and procedures delineated in reference (a) and other applicable references.
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: (_____).

J. N. SAILOR
By direction

Copy to:
CMD

Enclosure (1)

Direct Commissioned Officer Checklist	
POC: cnrfc_dco@navy.mil	
1. Name: _____	2. Unit: _____
3. KSDs: a. Oath of Office <input type="checkbox"/> b. Ready Reserve Agreement: <input type="checkbox"/>	4. NOSC/NRA Sponsor assigned: <input type="checkbox"/> NOSC/NRA Sponsor's name: _____
5. Date gain cleared NSIPS: _____	6. Verify DCO MAS code assigned in NSIPS: <input type="checkbox"/>
7. NSIPS member data update: SGLI: <input type="checkbox"/> Yes <input type="checkbox"/> No Dependent(s) information updated (within 6 months of orders): <input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Create requirements for ODS / LDO/CWO Academy to attend required course: <input type="checkbox"/>	
9. Initial IDTT orders created by CNRFC for member? <input type="checkbox"/>	
10.. Gain Clerk Signature: _____	
Security Manager	
12. Current Clearance: Secret <input type="checkbox"/> Top Secret <input type="checkbox"/> none <input type="checkbox"/>	13. Clearance expiration: _____
14. Clearance Requested: Secret <input type="checkbox"/> Top Secret <input type="checkbox"/> N/A <input type="checkbox"/>	15. Date Clearance requested: _____
16. Security Manager Signature: _____	
Training Coordinator	
ODS CIN: P-9E-0003 CDP: 03WW LDO/CWO CIN: Q-9B-0023 CDP: 03FU	
17. Date(s) requested for ODS OR LDO/CWO: _____ / _____ / _____	
18. CONFIRMED seat date verified in eNTRS: _____	
19. Officer's personal and NOSC N7's email addresses included in quota request: <input type="checkbox"/> Yes <input type="checkbox"/> No	
20. ADT/AT requirement created and funded in NROWS. Order number: _____	
21. DTS authorization approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	
22. Training Coordinator Signature: _____	
DCO Sponsor	
23. DCOs briefed on 3 rd class swim test requirements: <input type="checkbox"/> Actual or mock PFA passed within 1 month of course?: <input type="checkbox"/>	
24. Commission date: _____	25. Acknowledge 1 year to complete school: <input type="checkbox"/> Yes <input type="checkbox"/> No
26: 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"/> Mock PFA: <input type="checkbox"/> Pass <input type="checkbox"/> Fail date: _____ <input type="checkbox"/> Practice 3 rd class swim test: <input type="checkbox"/> Pass <input type="checkbox"/> Fail date: _____
27. Member has completed the following GMTs: <input type="checkbox"/> Antiterrorism Level I <input type="checkbox"/> Cyber Threat	<input type="checkbox"/> DOD Cyber Awareness Challenge <input type="checkbox"/> DoN Annual Privacy Training <input type="checkbox"/> PII Awareness
Program Completion	
28. Member completed course requirements as outlined in COMNAVRESFORINST 1120.3A <input type="checkbox"/>	
29. DCO MAS code removed by CNRFC in NSIPS: <input type="checkbox"/>	30. Add TBH MAS code (as required): <input type="checkbox"/>
Program Failure and Waivers	
Member failed to complete course requirements as outlined in COMNAVRESFORINST 1120.3A for the following reason: _____	
31: Member intends to: attend an upcoming course <input type="checkbox"/> complete swim within 1 year <input type="checkbox"/> transition to the IRR <input type="checkbox"/>	
32. Member requested Exception to Policy (ETP) for the following reason: _____	
33. ETP/Waiver has been Approved <input type="checkbox"/> Denied <input type="checkbox"/>	
34. (medical or admin) MAS code updated in NSIPS: <input type="checkbox"/>	
Program Waivers	
35. Member requested program waiver to extend completion deadline. <input type="checkbox"/>	
36. Waiver has been: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Expiration date: _____	
Leadership verification	
37. NOSC sponsor signature: _____	38. NOSC CO Signature: _____