



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

OPNAVINST 1120.7
PERS-44
14 Sep 05

OPNAV INSTRUCTION 1120.7

From: Chief of Naval Operations

Subj: APPOINTMENT OF REGULAR AND RESERVE OFFICERS IN THE NURSE
CORPS OF THE NAVY

Ref: (a) DOD Directive 1310.2 of 28 May 96
(b) SECNAVINST 1000.7E
(c) SECNAVINST 1210.5A
(d) DOD Directive 1300.4 of 15 Nov 96
(e) 10 U.S.C.
(f) DOD Instruction 6000.13 of 30 Jun 97
(g) DOD Directive 1312.3 of 21 Oct 96
(h) SECNAVINST 1420.1A
(i) NAVPERS 15839I, Manual of Navy Officer Manpower and
Personnel Classifications, Vol I
(j) SECNAVINST 1920.6B
(k) SECNAVINST 5300.28C
(l) Manual of the Medical Department (NAVMED P-117)
(m) SECNAVINST 6401.2A
(n) SECNAVINST 1427.2B
(o) SECNAVINST 1427.1C
(p) DOD Directive 6025.13 of 4 May 04

1. Purpose. To promulgate regulations governing:

a. Appointment of officers in the Nurse Corps (NC), including appointment in the Regular and Reserve components under reference (a), and in either component through interservice transfer from another uniformed service under references (b), (c), and (d).

b. Voluntary recall of officers of the NC to the Active Duty List (ADL).

c. Award of entry grade credit on appointment in the NC under reference (e), sections 533 and 12207, and references (f) and (g).

2. Applicability. This instruction applies to all individuals appointed as Regular and Reserve officers in the NC, including officers transferred from another uniformed service, Reserve

officers transferred into the Regular component, Reserve officers recalled voluntarily to the ADL, and officers transferred from the line community or another Staff Corps into the NC.

a. Additional guidance on the transfer of Reserve NC officers into the Regular component of the NC is found in reference (c).

b. Additional guidance on the transfer of Regular and Reserve officers between the line and the NC or between another Staff Corps and the NC is found in reference (c).

3. Policy. The Navy will maintain authorized strength and grade levels established by the Secretary of the Navy (SECNAV) in the NC and its approved specialties by recruiting the personnel required to support the annual 5-year promotion plan approved under reference (h), to provide a base for an all regular career force, and to attain authorized strength in the Reserve component to meet approved requirements for mobilization.

a. Requirements for newly appointed officers on the ADL will be filled from diverse programs, which include direct procurement of qualified civilian registered nurses and recent baccalaureate nursing graduates pending licensure, Navy Reserve Officer Training Corps (NROTC), Nurse Candidate Program (NCP), Medical Enlisted Commissioning Program (MECP), and Seaman to Admiral-21 (STA-21) graduates. All initial appointments shall be in the Regular Navy, designator 2900.

b. Requirements for Regular officers on the ADL in control grades that cannot be met by promotion may be supplemented by voluntary recall to active duty of officers from the Reserve component qualified in the approved specialties.

c. Requirements for the Selected Reserve (SELRES) and Individual Ready Reserve (IRR) will be filled primarily through transfer of officers from the ADL. Requirements that cannot be met from this source will be met through direct procurement of former military officers and other civilians qualified in the approved nursing specialties.

4. Accessions Plans

a. The Chief of Naval Operations (CNO) will establish an annual accession plan for the active duty force and for the inactive duty Reserve component which together with retention incentives will attain authorized strength in each of the specialties in the NC. There must be sufficient accessions to support the annual 5-year promotion plans for the active duty force and inactive duty Reserve component and ensure that the promotion opportunity and flow points necessary to meet authorized strength-in-grade requirements are maintained.

b. In determining the proportions of accession programs used to attain and maintain specialty authorizations, both the current and projected supply and demand for nurses in each of the approved nursing specialties shall be considered. To maintain cost effectiveness, lower cost programs with reasonable continuation rates will be used in preference to more expensive programs. To ensure flexibility in adjusting to changes in the market and in specialty requirements, maximum use will be made of shorter lead-time programs. Reasonable career progression opportunities for the authorized strength of entry-level nurses shall be maintained.

5. Basic Qualifications. To be eligible for appointment as a NC officer in either the active duty force or the inactive duty Reserve component or for voluntary recall from the Reserve component to the ADL, the applicant must meet the following requirements:

a. Citizenship. Must be a citizen of the United States.

b. Entry Age. Entry age eligibility criteria is established to meet four goals:

(1) Attain the Defense Officer Personnel Management Act (DOPMA) objective of an all Regular career force.

(2) Provide the maximum pool of Reserve Officers eligible for Regular service.

(3) Maintain an officer corps young enough and vigorous enough to meet the more arduous duty requirements, such as duty at sea and in arduous locations.

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(4) Define a recruiting pool large enough to meet accession requirements. The basic entry age standard for appointment in the Regular Navy is that the applicant be able to attain 20 years of active commissioned service before their 62 birthday. The basic entry age standard for appointment in the Reserve component of the NC is that the applicant be able to attain 20 years of active commissioned service by age 55.

(a) Regular Navy. Officers appointed to the ADL in the active force are appointed in Regular United States Navy status and must be able to complete 20 years of active commissioned service before their 62 birthday.

(b) Reserve Component. Deputy Chief of Naval Operations (Manpower, Personnel, Training, and Education) (CNO (N1/NT)), may raise the entry age standard up to 20 years by age 60 for a specified period when a manning shortfall exists against authorized strength in a nursing specialty, authorized by the CNO in reference (i), for which there are programmed authorizations in the SELRES that cannot be filled by the use of authorized bonuses; loan repayment, scholarship and stipend incentives; in-zone promotions in the annual 5-year promotion plan; recruiting of civilian candidates and affiliation of separating ADL officers who meet the basic age requirements; and continuation of members of the SELRES beyond statutory retirement under reference (j). CNO (N1/NT) will advise Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)), in advance of the period of such increase and the specialties designated under these criteria. As provided in reference (e), section 12201(d), ASN (M&RA) shall additionally set a maximum entry age standard of 47 years for health care specialties which ASN (M&RA) determines, considering the recommendations and supporting justification of CNO (N1/NT), to be specialties critically needed in wartime. Critical specialties for the purpose of Reserve component accession management are those NC specialties, which are:

1. At least 20 percent below authorized strength.
2. Otherwise significantly under strength, in the SELRES.

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3. For which full use of the sources described above are projected to be unable to correct shortages within 3 years.

(c) Active Solicitation for Continuation. To minimize reliance on advanced age appointments the CNO shall include a program to actively solicit officers in under strength health care specialties in the Reserve component for continuation beyond statutory separation or retirement under reference (k) as part of the annual program to fill shortages.

(d) Age Limit Waivers. Age waivers will not be considered for appointment to active duty on the ADL in a Regular status. CNO (N1/NT) may further waive the age limits for the Reserve component on a case-by-case basis to reduce manning shortages, when extraordinary circumstances indicate the waiver would be in the best interest of the naval service, or when a gross inequity to the applicant would otherwise result.

c. Applicant Acknowledgement of Age Limitations

(1) Before appointment in the Reserve component, applicants who will be unable to complete 20 years of active commissioned service by age 62 will be required to acknowledge in writing that they are ineligible for regular appointment.

(2) Before appointment in the Reserve component, applicants who may be unable to complete 20 years of creditable service for retirement will be required to acknowledge the same in writing.

d. Record of Age waivers Authorized. The Commander, Navy Recruiting Command (COMNAVCRUITCOM), acting for CNO (N1/NT), shall maintain on file written justification for each waiver granted. Age waivers will be reported annually to ASN (M&RA) under guidance provided in paragraph 12.

e. Moral Character. Must be of good moral character and of unquestioned loyalty to the United States as determined by interview and investigation. As prescribed in reference (k), no person who is drug or alcohol dependent, who abuses drugs or alcohol, whose pre-service abuse of drugs or alcohol indicates a proclivity to continue abuse in the service, or who has a record of any drug trafficking offenses shall be permitted to enter the NC.

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f. Physical Standards. Must meet the physical standards for service on active duty as recommended by the Chief, Bureau of Medicine and Surgery (BUMED) and approved by CNO. CNO (N1/NT), upon recommendation of BUMED, may waive physical defects that will not interfere with performance of active duty within the guidelines of reference (1).

g. Availability for mobilization. Appointments in the Reserve component not on the ADL are predicated upon mobilization requirements and the applicants' availability for mobilization. Members of Congress, Federal political appointees, elected State and local government officials and Federal career Senior Executive Service (SES) employees may not be tendered an original direct appointment without prior approval of the SECNAV.

6. Professional Qualifications. To be eligible for appointment in the NC or for voluntary recall from the Reserve component to the ADL, the applicant must meet the following requirements:

a. Education

(1) Must have graduated from a school of nursing accredited by the National League for Nursing Accrediting Commission (NLNAC) or the Commission on Collegiate Nursing Education (CCNE), that conferred a nursing baccalaureate or an advanced nursing degree.

(2) Certified Registered Nurse Anesthetists, Nurse Practitioners, and Certified Nurse Midwives must have graduated from a graduate educational program approved by the Council on Accreditation of Nurse Educational Programs/Schools and have passed the certification examination for the professional specialty organization or the Boards on Certification of the American Nurses Credentialing Center (ANCC).

(3) Students in their final academic year of a baccalaureate degree-nursing program may be accepted for a delayed appointment subject to successful completion of their degree program.

(4) Each nursing program must have been accredited as stated in paragraph (1) at the time the degree was conferred.

b. License. Must be licensed and in good standing as a registered professional nurse in a State, territory or commonwealth of the United States, or the District of Columbia, based on a licensing examination provided by the National Council of State Boards of Nursing and administered by one of its member Boards of Nursing under reference (m).

(1) Recent baccalaureate degree nursing graduates, including those granted delayed appointment as baccalaureate nursing students, may be appointed before licensure provided they have taken the examination to become a registered professional nurse prior to reporting for active duty.

(2) Recent baccalaureate degree nursing graduates who attended the program while in an active duty status may be appointed before licensure but must take the examination to become a registered professional nurse at the first opportunity following graduation.

(3) Officers who twice fail the licensure examination will be offered the opportunity to apply for re-designation in a different competitive category for which they qualify to complete any incurred active duty obligation.

(a) ASN (M&RA) may relieve an officer of incurred active duty obligation, considering the comments and recommendations of the CNO (N1/NT), when such action would be in the best interest of the naval service.

(b) Officers with no incurred active duty obligation and officers for whom active duty obligation has been waived shall be separated for cause under reference (j).

(4) Before appointment, applicants will be required to acknowledge in writing that they are aware of license requirements. The expense of obtaining and maintaining a license to practice as a professional nurse is the responsibility of the individual.

c. Certification. Certified Registered Nurse Anesthetists, Nurse Practitioners, and Certified Nurse Midwives must obtain and maintain certification by a nationally recognized organization for their respective specialty.

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d. Experience. Applicants must be presently engaged in nursing practice. The Director, Navy Nurse Corps may waive this requirement for applicants with current professional experience in a nursing related field, and for up to 5 years for other applicants, if the applicant can be given fully productive assignments, including privileging of nurse anesthetists and practitioners, within 6 months of commencement of active duty.

e. Graduates of Foreign Schools of Nursing. Applicants who have obtained their Bachelors of Science in Nursing (BSN) Degree from an institution outside the United States which is not accredited by the NLNCA or CCNE are eligible for commissioning upon meeting the following criteria:

(1) Has been awarded a BSN from a NLNCA or CCNE accredited program.

(2) Has been awarded a Master of Science in Nursing (MSN) from a NLNCA or CCNE accredited program.

(3) Has demonstrated oral and written English language proficiency.

(4) Is licensed as a registered professional nurse in accordance with paragraph 6b.

f. Indoctrination Requirements

(1) Officers appointed directly to the ADL must complete an officer indoctrination-training course prior to reporting to their first duty station.

(2) Officers appointed directly into the Reserve component must complete a Reserve officer indoctrination-training course during their first year.

g. Failure to Complete Initial Training Requirements. Officers who fail to complete officer indoctrination requirements shall be separated for cause under reference (j).

7. Examination of Professional Qualifications. The Director, Navy Nurse Corps shall review the credentials and examine the professional qualifications of all applicants for appointment in the NC or for voluntary recall of a Reserve officer to active duty.

a. Direct Appointments. The Director, Navy Nurse Corps shall examine and certify the professional qualifications of all applicants, and the completeness and authenticity of the entering Individual Credentials File (ICF) or Individual Professional File (IPF), as applicable.

b. Voluntary Recall. Reserve and retired officers to be voluntarily recalled to active duty must be currently licensed nurses in good standing, presently engaged in nursing practice. The Director, Navy Nurse Corps may waive this requirement as authorized in paragraph 6d. The Director, Navy Nurse Corps shall recertify professional qualifications as specified for appointment in paragraph 7c. Recalled Reserve officers will be recalled in the rank held as a Reserve and will not have entry grade recomputed.

c. Professional Review Procedure

(1) The Director, Navy Nurse Corps shall appoint a NC Professional Review Board (PRB) to examine the professional qualifications of all applicants. The Board shall be composed of senior NC officers on active duty. At least three but not more than five Board members shall review applicants' records. The senior member of the Board shall be in the grade of captain or above.

(2) The Board will review the applicant's credentials, including academic performance, post-graduate education, professional and managerial experience, professional recognition such as membership in professional societies and authorship of professional publications, professional reputation, current experience in a primary specialty, and level of certification/licensure. This review must be completed, based on the abbreviated documentation requirements specified under paragraph 15a, before recommending qualifications for appointment or recall and entry grade credit to be awarded on appointment.

(3) The Board shall recommend to the Director, Navy Nurse Corps which specific qualifications of the Entry Grade Credit Table in paragraph 8 are met; recommend entry grade credit for those qualifications; state the degree to which documented supervisory and managerial experience qualifies applicants for appointment in the grade of commander and above for assignment to specific classes of command, executive and administrative billets in those grades; provide an evaluation of

the quality and desirability of the candidate based on their professional qualifications and experience in the nursing specialty for which being considered and confirm the authenticity of the documents comprising the entering ICF or IPF. The Board shall make its report directly to the Director, Navy Nurse Corps without intervening endorsements or clearances.

(4) The Director, Navy Nurse Corps, shall forward approval directly to CNO (N1/NT), or their designee, without intervening endorsements or clearances.

(5) Once the Director, Navy Nurse Corps has approved the applicant's professional qualifications, CNO (N1/NT) shall determine whether the applicant is otherwise qualified for a commission as a NC officer in the specialty for which designated. CNO (N1/NT) may delegate this authority to COMNAVCRUITCOM with appropriate guidelines.

8. Entry Grade Credit. Entry grade and date of rank upon appointment in the NC shall be determined by the number of years of entry grade credit awarded for prior active commissioned service, including service in an active status in a Reserve component as required by reference (g), and for advanced education, training and professional experience. Service shall be credited subject to the computation and maximum credit criteria specified in the following table and in paragraphs 9 and 10.

ENTRY GRADE CREDIT TABLE

QUALIFICATION	CREDIT
1. Service on active duty or in an active status as a NC officer in any of the Uniformed Services.	1 year for each year
QUALIFICATION	CREDIT
2. Commissioned service on active duty or in an active status in any of the Uniformed Services other than as a NC officer.	1/2 year for each year
3. Advanced degrees in nursing or related fields which contribute to fulfilling the requirements for assignment to the nursing	1 year for each year or one month for each

<p>specialty authorized by the CNO and identified by a specialty classification code in part B of reference (i) to which the applicant will be appointed. Advanced degrees normally qualifying for entry grade credit are in the following fields: Clinical Nursing Specialty, Nurse Practitioner/Nurse Midwife, Nurse Anesthetist, Education, and Nursing/Healthcare/Business Administration. Advanced degrees in fields not listed above may be credited when the degree contributes directly toward meeting a requirement approved by the CNO and identified by a nursing specialty classification code in part E of reference (1), based on the recommendations of CNO (N1/NT), when approved on a case-by-case basis by ASN (M&RA). Credit may be given for only one degree in a single non-nursing field. Credit for the degree shall be based on full-time-equivalent education but not more than 2 years for a master's degree or 4 years for a doctorate degree. Credit shall not be awarded for a degree earned concurrently with the Baccalaureate degree and shall not be awarded for the qualifying degree for entry into the NC.</p>	<p>month limited by level of degree earned</p>
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QUALIFICATION	CREDIT
<p>4. Credit may be granted for nurse experience gained as a fully licensed Baccalaureate-prepared nurse.</p>	<p>1/2 year for each year of experience up to a maximum of 3 years credit. If total creditable experience is less than 6 months, no credit will be granted</p>
<p>5. In unusual cases, additional credit may be granted for special professional nursing experience in the specialty or subspecialty in which appointed when that experience is accrued</p>	<p>1 year for each year of special professional nursing</p>

after obtaining the qualifying degree. This additional credit applies only to individuals who have experience level, needed by the NC that uniquely distinguishes them from the normal qualifications required for appointment as a commissioned officer. To be credited, the experience must be associated with the advanced education credited under qualification (3) above and contribute directly to performance in a nursing specialty or subspecialty authorized by the CNO and identified by a specialty classification code or subspecialty code in part B of reference (1).	experience up to a maximum of 3 years credit. If total creditable experience is 6 months or less, no credit will be granted.
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9. Limits and Computation of Entry Grade Credit. Entry grade credit shall be computed as follows:

- a. A period of time or special qualification shall be counted only once.
- b. Qualifying period of less than 1 full year shall be credited proportionately to the nearest day except where noted otherwise.
- c. Credit will not be awarded for service as a warrant officer.
- d. Credit will not be granted for work experience prior to the qualifying degree.
- e. Graduates of the service academies will not be awarded credit for service performed or education, training or experience obtained before graduation from the academy.
- f. When computing entry grade credit under qualifications (4) and (5), maximum credit must be earned under qualification (4) before earning any credit under qualification (5). Experience of 1/2 year or less earns no credit.
- g. The recall of a NC officer in the Reserve component not on the ADL is not an original appointment; therefore, such nurses are not entitled to additional entry grade credit.

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10. Maximum Entry Grade Credit. Total entry grade credit granted shall normally be limited to 7 years. After considering the recommendations of the Director, Navy Nurse Corps, CNO (N1/NT) may waive these limits on a case-by-case basis to a maximum of 11 years. After considering the recommendations of CNO (N1/NT), ASN (M&RA) may waive the 11-year limit on a case-by-case basis in the following circumstances:

a. For appointment as a Reserve officer for service on the ADL. When there is a shortage against authorized strength in the nursing specialty for which the appointee is nominated which cannot be met by:

(1) Direct procurement of qualified registered nurses with grades of lieutenant commander and below.

(2) Voluntary recall to active duty of qualified Reserve officers.

(3) In-zone promotion under the 5-year promotion plan approved by SECNAV.

(4) When a gross inequity to the applicant would otherwise result.

b. For Appointment in the Inactive Duty Reserve Component. When there is a shortage against authorized strength in the nursing specialty for which the appointee is nominated which cannot be met by:

(1) Transfer of officers from the ADL.

(2) Direct procurement of qualified registered nurses with grades of lieutenant commander and below.

(3) In-zone promotion under the 5-year promotion plan approved by SECNAV.

(4) When a gross inequity to the applicant would otherwise result.

11. Entry Grade Credit in Transition Period. This instruction provides for entry grade credit to be awarded to individuals being appointed in the NC from the effective date of this instruction. There shall be no retroactive changes, as a result

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of this instruction, to the entry grade credit granted to officers appointed in the NC prior to the date of this current instruction.

12. Appointments. Appointments in the NC shall be made subject to the following guidance governing entry grade, date of rank, precedence and application processing:

a. Entry Grade. A prospective NC officer who is not awarded entry grade credit under the Service Credit Table shall be appointed in the grade of ensign with the date of rank coinciding with the date of appointment. A prospective NC officer who is awarded entry grade credit under the Service Credit Table shall be appointed in a grade based on total entry grade credit awarded under reference (n). The minimum entry grade credit required for each grade is equal to the promotion flow points prescribed in the approved annual 5-year promotion plan in effect at the time of appointment. Under references (b), officers transferred from other Uniformed Services into the NC of the Navy shall continue to hold the same grade and date of rank held in the losing Uniformed Service except as provided in reference (d) when the transfer is of a non-nurse officer.

b. Date of Rank. When the minimum entry grade credit required for appointment in a given grade is granted, the date of rank shall be the date of appointment. When entry grade credit is granted in excess of the minimum years required for appointment in a given grade, but less than the amount necessary to justify the next higher grade, the excess credit shall be used to adjust the date of rank within grade.

c. Assignment of Precedence. Each appointee will be placed on the ADL as follows:

(1) Appointees ordered to active duty or retained on active duty (other than reserve officers on active duty for special work (ADSW) as described in section 641(d)(1) of reference (e)) incident to appointment shall be placed on the ADL under reference (f).

(2) Officers in the grades of lieutenant, lieutenant commander, and commander, in-zone and above-zone eligible officers whose placement on the ADL is within 1 year of the convening dates of these boards are automatically deferred unless they specifically request to be considered. Under

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reference (h), the officer may waive this deferment and request consideration for promotion, in writing, to Commander, Navy Personnel Command (COMNAVPERSCOM) (PERS-4801), 5720 Integrity Drive, Millington, TN 38055-8500. The request must be received by COMNAVPERSCOM (PERS 4801) prior to the convening of the board.

(3) Appointees not concurrently ordered to or retained on active duty (other than ADSW described in reference (e), section 641(1), of shall be placed on the Reserve Active Status List (RASL) under reference (o).

13. Application Processing

a. To facilitate rapid application processing, CNO (N1/NT) will establish all military and professional nursing documentation to be required for application for active duty force and inactive duty Reserve component.

b. Completed applications for appointment and immediate service on the ADL shall be submitted to COMNAVCRUITCOM within 45 days from the date the applicant signs the application for commission.

c. CNO (N1/NT) may authorize delayed commissioning in the following instances:

(1) When the applicant requests a later time.

(2) When a baccalaureate nursing student is granted conditional acceptance pending successful completion of degree, the selectee must sign a statement of understanding to that effect. The commissioning may be delayed up to 6 months following graduation.

d. Prospective appointees awaiting authorization for appointment in grades captain and above may be appointed in a grade of commander pending approval of the higher grade. Officers who accept appointments in the lower grade may at their option be voluntarily separated under reference (k) if the grade for which nominated is not approved.

e. The professional credential documents prescribed under paragraph 14a above must be obtained from the issuing source or validated for authenticity through contact with the issuing

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source or a secondary source approved by the Surgeon General to meet the requirements of reference (p). The professional credential documents are to be assembled in the prescribed entering credentials file (ICF or IPP) for use by subsequent duty stations for credentials review and clinical privileging or assignment of clinical support staff duties without further need for verification by those duty stations.

f. COMNAVCRUITCOM shall notify CNO (N1/NT) and ASN (M&RA) when "high visibility" candidates are being considered for direct appointment in the inactive duty Reserve component. Such candidates include high-named-recognition individuals not connected with the government and non-SES government officials who occupy positions of significant responsibility.

g. CNO (N1/NT) shall include in the recruiting reports required by paragraph 12, a report of performance against the maximum time standards established in this paragraph including an evaluation of problems identified and corrective actions taken.

14. Responsibilities

a. CNO is responsible for:

(1) Procurement and appointment of NC officers per this instruction.

(2) Establishing the annual accession plan for the active duty force and the inactive duty Reserve component.

b. CNO (N1/NT):

(1) Will approve entry grade credit; establish entry grades and dates of rank of NC officers per the guidelines in this instruction.

(2) Will ensure that all direct accession applications are processed within the maximum time standard in this instruction.

(3) May propose changes in the policies governed by reference (g) for submission by ASN (M&RA) to ASD (HA).

c. The Director, Navy Nurse Corps shall:

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(1) Certify professional qualifications and provide the calculation of entry grade credit based on these qualifications to CNO (N1/NT).

(2) Establish the NC PRB.

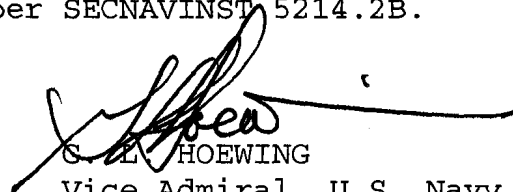
d. COMNAVCRUITCOM shall:

(1) Determine grade and date of rank based on calculations provided by the Director, Navy Nurse Corps, subject to approval of CNO (N1/NT), per the guidelines in this instruction.

(2) Maintain statistical data required for preparation of summary reports for ASN (M&RA) and for special reports when required by ASD (HA).

(3) Prepare for CNO (N1/NT) the annual summary report and supplementary information required by reference (f) and paragraphs 12 and 14i of this instruction.

15. Reports. The PRB reports required by paragraph 7c are exempt from reports control per SECNAVINST 5214.2B.



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