



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCES COMMAND  
1915 FORRESTAL DRIVE  
NORFOLK VIRGINIA 23551-4615

COMNAVRESFORINST 1120.3  
N7  
22 Dec 15

COMNAVRESFOR INSTRUCTION 1120.3

From: Commander, Navy Reserve Force

Subj: DIRECT COMMISSION OFFICER ONBOARDING PROGRAM

Ref: (a) OPNAVINST 1120.3B  
(b) OPNAVINST 1420.1B  
(c) OPNAVINST 1740.3C  
(d) RESPERSMAN 1200-010  
(e) RESPERSMAN 1300-010  
(f) COMNAVCRUITCOMINST 1131.2F  
(g) COMNAVRESFORCOM N7 Direct Commission Officer Handbook  
(h) Direct Commission Officer Processquik Map  
(i) SECNAVINST 1920.6C

Encl: (1) Sample Direct Commission Officer Sponsor Letter of Designation

1. Purpose. To establish standard policy and guidance for the proper onboarding of Direct Commission Officers (DCOs). The term "onboarding" shall be used to describe all transactions involving a DCO from first contact with Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) through graduation from Direct Commission Officer Indoctrination Course (DCOIC). Sponsor and indoctrination program guidance, as well as DCO requirements, are outlined in references (a) through (i). COMNAVRESFORCOM, Echelon IV, and Navy Reserve Activity (NRA) roles, responsibilities, and guidelines are outlined in this instruction.

2. Discussion. The intent of the onboarding process is to ensure efficient and timely check-in of DCOs and to provide the DCO with a professional first impression of the Navy Reserve. This process will require stewardship from all levels of the DCO's chain of command.

3. Action. The roles and responsibilities of each level of the DCO's chain of command are outlined below.

a. COMNAVRESFORCOM (N7) will:

(1) Coordinate with Navy Recruiting Command (NAVCRUITCOM) to ensure that COMNAVRESFORCOM receives timely and accurate notification of all DCO accessions.

(2) Initiate contact with DCOs by sending a welcome aboard email to the DCO, copied to the designated NRA DCO Sponsor and appropriate Echelon IV command, within five business days of receiving notification of DCO accessions from NAVCRUITCOM. (N7)

(3) Disseminate the DCO Handbook to all DCOs. The DCO Handbook will be mailed to each DCO, and made available electronically on the Navy Reserve Homeport (<https://private.navyreserve.navy.mil/>), under the Commander Navy Reserve Force N7 tab. Handbooks will be tracked and maintained by COMNAVRESFORCOM.

(4) Generate and approve the initial set of Inactive Duty Training (IDT) orders for all DCOs in the Inactive Duty for Training Order Writer (IDT-OW) system.

(5) E-mail approved orders to the DCO and the appropriate Echelon IV. Orders will also be available in Reserve Force Manpower Tool.

(6) Track successful completion of DCOIC in the Fleet Training Management and Planning System (FLTMPS).

(7) Assign "DCO" Manpower Availability Status (MAS) code to each newly commissioned DCO. This MAS code will be in addition to any community-specific requirements. The "DCO" MAS code will initiate a hard hold prohibiting the DCO from executing any orders, including Annual Training (AT), prior to attending DCOIC.

(8) Remove "DCO" MAS code upon successful completion of DCOIC.

b. COMNAVRESFORCOM (N002) will:

(1) Ensure compliance with this instruction as part of the COMNAVRESFORCOM Command Assessment Program.

c. Echelon IV Commands will:

(1) Forward the COMNAVRESFORCOM welcome aboard e-mail to the appropriate NRA and verify that contact is established between the NRA DCO sponsor and the DCO.

(2) Ensure the Navy Standard Integrated Personnel System (NSIPS) check-in process is completed by the NRA.

d. Navy Reserve Activities will:

(1) Receive the NSIPS check-in package from Navy Recruiting Command within two working days of the effective date of assignment per reference (f).

(2) Complete NSIPS check-in, which will bring the gain to full strength, using the following information contained in the NSIPS check-in package provided by the recruiter:

(a) PERS-911 approved Ready Reserve Agreement (RRA)

(b) Final Selection Letter

(c) Letter of Physical Qualification

(3) Ensure NRA NSIPS clerk selects the Officer Gain Reason Code (OAP). The OAP transaction cannot be performed until PERS-911 has built the "skeleton record" in Inactive Manpower and Personnel Management Information System.

(4) Ensure NRA NSIPS supervisor approves and releases the transaction, completing the strength gain.

(5) Enter all MAS codes other than "DCO" for all DCO gains.

(6) E-mail the RRA to CNRFC\_DCO@navy.mil when the strength gain is complete. COMNAVRESFORCOM will use the RRA to generate DCO orders in IDT-OW system.

(7) Ensure that the DCO uses his/her first AT period to attend DCOIC in accordance with reference (d).

(8) Designate in writing a commissioned officer on the NRA staff to serve as the DCO sponsor using enclosure (1). If the NRA CO is the only officer assigned, the CO will serve as the DCO sponsor.

e. NRA DCO Sponsor will:

(1) Contact incoming DCOs via phone or e-mail prior to their arrival.

(2) Coordinate scheduling for the DCO's first drill weekend.

(3) Personally greet the DCO at his/her first drill weekend.

(4) Assist in facilitating timely and effective transition into the Navy Reserve.

(5) Ensure that the DCO registers for DCOIC during their first drill weekend. Quotas will be obtained by contacting [CNRFC\\_quotas@navy.mil](mailto:CNRFC_quotas@navy.mil).

4. Direct Commission Officer Indoctrination Course

a. DCOs, Limited Duty Officers and Chief Warrant Officers must attend DCOIC within one year of commissioning per references (a) and (b). Prior commissioned Navy Officers (those that previously held a U.S. Navy commission in the Active or Reserve Component), are not required to attend DCOIC per reference (f).

b. Officers who fail to complete indoctrination requirements may be involuntarily transferred to the Inactive Ready Reserve (IRR) and not recommended for re-affiliation per references (f) and (i).

c. Upon successful completion of DCOIC, the "DCO" MAS code will be removed to allow the DCO to accept further orders as required.

  
R. R. BRAUN

Distribution:  
Electronic copy via COMNAVRESFOR Website  
<https://www.navyreserve.navy.mil>

COMNAVRESFORINST 1120.3

22 Dec 15

Sample DCO Sponsor Letter of Designation

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N7

From: (Echelon V Command)  
To: Rate/Rank First Name, MI, Last Name, USN  
Subj: DESIGNATION AS NAVY RESERVE ACTIVITY DIRECT COMMISSION  
OFFICER SPONSOR  
Ref: (a) COMNAVRESFORINST 1120.3

1. Per reference (a), you are designated as Navy Reserve Activity (\_\_\_\_\_) Direct Commission Officer 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 removal from the command.

3. The point of contact on this matter is (\_\_\_\_) who may be reached at COMM: (XXX)XXX-XXXX, DSN: XXX-XXXX, or via email: (\_\_\_\_\_)

J. N. SAILOR

Copy to:  
Service Record

Enclosure (1)