

DEPARTMENT OF THE NAVY OFFICE OF THE CHIEF OF NAVAL OPERATIONS 2000 NAVY PENTAGON WASHINGTON, DC 20350-2000

OPNAVINST 1412.13 N2N6 13 Sep 2010

OPNAV INSTRUCTION 1412.13

From: Chief of Naval Operations

Subj: INFORMATION DOMINANCE WARFARE OFFICER QUALIFICATION PROGRAM

Ref: (a) OPNAVINST 3500.34F

- (b) NAVEDTRA 43100-2F, PQS Manager and PQS Model Manager's Guide
- (c) NAVEDTRA 43100-1J, Unit Coordinator's Guide
- (d) NAVEDTRA 43357-3, Information Warfare Officer
- (e) NAVEDTRA 43547, Intelligence Officer
- (f) NAVEDTRA 43203-F, Meteorology and Oceanography Community, Section 308, Meteorology and Oceanography Officer
- (g) Basic Qualification Requirements for Information Professional Officer (NOTAL)
- (h) NAVEDTRA 43360, Information Dominance Warfare Officer (NOTAL)
- (i) NAVPERS 15665I
- Encl: (1) Eligibility for Qualification Waiver List
 - (2) Sample Designation Letter
- 1. <u>Purpose</u>. To issue the requirements and procedures for designation as a qualified information dominance warfare officer (IDWO).

2. Scope and Applicability

- a. This instruction applies to both active-duty and reserve components.
- b. Formal designation as an IDWO signifies that eligible Navy officers have acquired specific knowledge, skills and experience, and have demonstrated proficiency at the professional level of competence required for satisfactory performance of assigned duties. The IDWO designation can only be obtained through the formal qualification program set forth

in this instruction. This instruction shall be executed at all commands with Information Dominance Corps (IDC) officers assigned.

- 3. <u>Eligibility</u>. IDWO qualification recognizes the demonstrated expertise of a select group of officers trained in the information dominance fields. Only those officers listed below who have completed the requirements outlined herein shall be eligible for designation as an IDWO.
- a. Qualification is mandatory for commissioned officers in the following IDC designators:
- (1) 160x (182x) special duty officer (information professional);
 - (2) 642x limited duty officer (information systems);
- (3) 742x information systems technician (chief warrant officer);
- (4) 161x/164x (181x) special duty officer (information warfare);
 - (5) 644x limited duty officer (information warfare);
- (6) 744x information warfare technician (chief warrant officer);
 - (7) 163x (183x) special duty officer (intelligence);
 - (8) 645x limited duty officer (intelligence);
- (9) 745x intelligence technician (chief warrant officer);
 - (10) 180x special duty officer (oceanography);
- (11) 646x limited duty officer (meteorology/
 oceanography);
- (12) 184x special duty officer (cyber warfare engineer); and

- (13) 743x cyber warrant officer (chief warrant officer).
- b. Qualification is optional for commissioned officers who are members of the Navy Space Cadre (any designator other than those listed in paragraph 3a). To be eligible, officers will:
- (1) Have served at least 18 months in a space cadrecoded billet. For the purpose of this instruction, space cadremembers and billets are identified by the 5500/6206 subspecialty code series or the VSx series of additional qualification designators (AQD); and
- (2) Possess the VS3 or VS4 AQD at the time of qualification. Officers with the VS1 or VS2 AQD may work on the IDWO program, but are prohibited from final qualification until they have earned the VS3 or VS4 AQD.
- c. Paragraphs 8 and 10 are not applicable to officers whose sole eligibility is provided by paragraph 3b.

4. Responsibilities

- a. Deputy Chief of Naval Operations for Information Dominance, Total Force Management Division (OPNAV (N2/N6C1)) shall:
- (1) Establish policy for management of the IDWO qualification program;
- (2) Oversee the IDWO qualification program and personnel qualification standards (PQS), to include assignment of the GCO (IDWO) AQD; and
 - (3) Participate in periodic reviews of the IDWO PQS.
- b. Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM)
 shall:
 - (1) Participate in periodic reviews of the IDWO PQS; and
- (2) Coordinate with Commander, Navy Cyber Forces (COMNAVCYBERFOR) Readiness and Training (N4/7) to ensure Navy

mission essential tasks (NMET), job duty task analysis (JDTA), and other metrics for changing fleet skill requirements are incorporated into ongoing PQS and curriculum development.

c. COMNAVCYBERFOR shall:

- (1) Continuously review the IDWO PQS. Take proactive action to increase program quality, capitalize on efficiencies, and standardize the execution of the program;
- (2) Advise COMUSFLTFORCOM Intelligence and Information Operations (N2/N39) and OPNAV (N2/N6C1) annually on the health of the IDWO qualification program; and
- (3) Serve as the IDWO PQS model manager per references
 (a) and (b), including:
- (a) Maintaining and updating the IDWO PQS reference material, to include a ready list of subject matter experts and online resources, to ensure technical content currency and relevancy;
- (b) Coordinating biennial formal reviews of the IDWO PQS content with the Center for Information Dominance; the Center for Naval Intelligence; Commander, Naval Meteorology and Oceanography Command; and the Center for Naval Aviation Technical Training, ensuring emerging operational and technical requirements are included; and
- (c) Ensuring NMETs, JDTA, and other metrics for changing fleet skill requirements are incorporated into ongoing PQS development.
- d. Commander, Naval Meteorology and Oceanography Command (COMNAVMETOCCOM) shall:
- (1) Assist COMNAVCYBERFOR with advising COMUSFLTFORCOM (N2/N39), COMUSFLTFORCOM Meteorology and Oceanography (N37), OPNAV (N2/N6C1), and OPNAV Knowledge of the Environment (N2/N6F5) annually on status of the IDWO PQS overall program health; and
- (2) Assist and advise COMNAVCYBERFOR (N4/7) with model manager and PQS update duties, as applicable.

- e. Navy Personnel Command (NAVPERSCOM) shall maintain personnel databases and assign the GCO AQD for officers completing the IDWO qualification program.
- f. The Center for Information Dominance, the Center for Naval Intelligence and Commander, Naval Meteorology and Oceanography Professional Development Center shall assist and advise COMNAVCYBERFOR (N4/7) with model manager and PQS update duties, as applicable.
- g. Commanding officers (for purposes of this instruction, the term "commanding officer" refers to the candidate's unit commanding officer or the senior U.S. Navy officer in the candidate's direct chain of command when assigned to a unit without a defined commanding officer (example: Navy element commander at a joint command)) shall:
 - (1) Implement the IDWO PQS per this instruction;
- (2) Assign a qualified IDWO as the unit IDWO PQS program coordinator. If a qualified IDWO is not available, seek guidance from COMNAVCYBERFOR (N4/7);
- (3) Identify IDC officer core competency subject matter experts to participate in the development and maintenance of IDWO PQS and provide list to COMNAVCYBERFOR (N4/7). Commanding officers subordinate to COMNAVMETOCCOM shall provide their subject matter experts to COMNAVCYBERFOR (N4/7) via COMNAVMETOCCOM Training, Readiness, and Education (N4/7); and
- (4) Provide feedback to COMNAVCYBERFOR (N4/7) or COMNAVMETOCCOM (N4/7), as required, regarding IDWO qualification program and PQS content.
 - h. The unit IDWO PQS program coordinator shall:
- (1) Perform unit coordinator duties for the IDWO PQS program per reference (c);
- (2) Provide mentorship and guidance to assigned IDC officers completing the PQS;
- (3) Assist the commanding officer in tracking the PQS completion status of assigned IDC officers;

- (4) Assist the commanding officer in complying with reporting and qualification board requirements in this instruction;
- (5) Provide oversight for signature verification of completed PQS line items;
- (6) Maintain master list of command IDWO PQS qualifiers. At the unit IDWO PQS program coordinator's discretion, qualifiers from other commands may be used; and
- (7) Coordinate and schedule IDWO qualification boards per paragraph 5f.
- i. Eligible officers shall complete PQS requirements per this instruction and all other related Office of the Chief of Naval Operations (OPNAV), force, and type commander instructions and guidance.
- 5. <u>Qualification Standards</u>. This instruction ensures that IDC officers meet the same baseline requirements and high performance standards. Candidates for the IDWO qualification shall:
 - a. Meet eligibility criteria set forth in paragraph 3;
- b. Complete all local and community qualification requirements and duties for assigned billet. This may be done concurrently with IDWO qualification requirements as directed by the unit IDWO POS qualification program coordinator;
- c. Candidates eligible under paragraph 3a must complete the PQS or basic qualification requirements for candidate's assigned designator, per references (d) through (g). The space cadre officer PQS is not required for officers eligible under paragraph 3a who are also space cadre members;
- d. Candidates eligible under paragraph 3b must complete the space cadre officer PQS when it becomes available. Qualification is not authorized until the space cadre officer POS is available;

- e. Complete the PQS for IDC officer, reference (h); and
- f. Pass an oral qualification board comprised of at least three individuals, including:
- (1) One qualified IDWO in the paygrade of O-5 or above. If no qualified O-5 or above is reasonably available, a qualified IDWO in the paygrade of O-4 may be used to fulfill this requirement;
 - (2) Unit IDWO POS qualification program coordinator;
- (3) Other members as directed by the commanding officer or the unit IDWO PQS qualification program coordinator. To the maximum extent possible, the board should be comprised of a representative from each community within the IDC; and
- (4) At least one member of the qualification board must be of the same community as the candidate. For the purposes of this requirement, any space cadre member may serve as the community representative for officers eligible under paragraph 3b.

6. Qualification Timelines

- a. For officers eligible under paragraph 3a:
- (1) Active-duty component candidates must attain IDWO qualification within 36 months of check-in to his or her initial (non-training) assignment.
- (2) Reserve component candidates must attain IDWO qualification within 60 months. Reserve timelines begin as follows:
- (a) IDC direct commission officers: Date of commissioning.
- (b) All other reserve component officers (including change of designator and Navy veteran personnel): Date of assignment of an IDC designator as a reserve component member.

- b. For officers eligible under paragraph 3b:
- (1) Active component candidates must attain IDWO qualification within 36 months of starting the IDWO program. Start date must be documented by the unit IDWO PQS qualification program coordinator.
- (2) Reserve component candidates must attain IDWO qualification within 60 months of starting the IDWO program. Start date must be documented by the unit IDWO PQS qualification program coordinator.
- c. Commanding officers may grant a one time, final qualification waiver extension for up to 6 months for activeduty component, or 12 months for reserve component when assignment, deployment, individual augmentation, personal hardship, geographical barriers to completion, or other unusual circumstances preclude completion. If further extensions are warranted, commanding officers must request the extensions from COMNAVCYBERFOR (N4/N7) via the chain of command. The request must include relevant supporting documentation. Commanding officers subordinate to COMNAVMETOCCOM shall submit their waiver requests to COMNAVCYBERFOR (N4/7) via COMNAVMETOCCOM (N4/7).
- d. Upon granting an extension, the commanding officer will submit a letter to COMNAVCYBERFOR Manpower and Personnel (N1) or COMNAVMETOCCOM Total Force Management (N1), as applicable, explaining the reason for delayed qualification.
- e. If qualification has not been achieved upon transfer to another command, the commanding officer of the command receiving the officer shall recognize recorded attainment to date, but may require a demonstration of knowledge in any area deemed appropriate.
- 7. Approval of Qualification. Commanding officers may qualify officers as IDWOs upon completion of requirements listed in paragraph 5.
- 8. Waiver for Service Prior to Inception of the IDWO Qualification Program
- a. In recognition of experience and demonstrated service in their individual communities and the IDC, officers meeting the

criteria outlined in enclosure (1) are authorized to qualify as IDWOs through completion of the IDWO training module and pass the associated test available on Navy Knowledge Online. No formal qualification board or PQS completion is required.

b. Officers who began their community specific qualification prior to the inception of the IDWO qualification program and who do not meet the criteria outlined in enclosure (1) are required to complete the IDWO program in its entirety. The affected officers' completion timeline shall be adjusted per paragraph 6 or their original timeline, whichever is longer.

9. Designation and Authority to Wear the Insignia

- a. The commanding officer will formally designate, in writing, qualified IDWOs per the above criteria and enclosure (2). Copies of the designation letter will be forwarded to NAVPERSCOM with copy to COMNAVCYBERFOR (N1) or COMNAVMETOCCOM (N1), as applicable. Upon receipt of the designation letter, NAVPERSCOM will assign the GCO AQD to those officers designated as IDWOs.
- (1) The appropriate NAVPERSCOM officer assignment and placement office will process designation for active-duty officers.
- (2) NAVPERSCOM Reserve Officer Status (PERS-911) will process designation for reserve officers.
- b. The commanding officer is authorized to present the IDWO breast insignia to the newly qualified officer upon required qualification and eligibility certification. The achievement should be recognized at an appropriate ceremony and relevant comments should be included in an individual's fitness report.
- c. Except as authorized in paragraph 8, waiver of eligibility criteria is not authorized except in cases of unusual and exceptional contributions to the IDC or unusual circumstances as determined on a case-by-case basis and approved by the Deputy Chief of Naval Operations for Information Dominance (CNO (N2/N6)).
- d. The IDWO breast insignia shall be worn per reference (i). For officers identified in paragraph 3a, the IDWO breast

insignia is considered the "warfare insignia of the specialty in which currently serving" for insignia precedent purposes.

- 10. <u>Non-Attainment of Qualification</u>. Commanding officers of personnel identified in paragraph 3a who fail to complete the qualification process within the timeline prescribed in paragraph 6 shall:
- a. Submit a report containing the circumstances of non-attainment, member's potential for future naval service, and an appropriate recommendation concerning retention in the Naval Service.
- (1) For active-duty officers, submit report, via the chain of command, to the appropriate officer community manager (OCM) of Bureau of Naval Personnel (BUPERS) Officer Military Community Management Branch (BUPERS-31) and copy OPNAV (N2/N6C1) and COMNAVCYBERFOR (N1) or COMNAVMETOCCOM (N1), as applicable.
- (2) For reserve officers, submit report, via the chain of command, to NAVPERSCOM (PERS-911) and copy the appropriate OCM of BUPERS (BUPERS-31), OPNAV (N2/N6C1), and COMNAVCYBERFOR (N1) or COMNAVMETOCCOM (N131), as applicable.
- b. The officer concerned shall be afforded the opportunity to comment on the commanding officer's report. Such comments will be included as enclosure (1) of the report. The commanding officer may make additional comments and include them as enclosure (2) to the report. The report shall then be submitted as outlined above.
- c. Officer fitness reports should reflect unsatisfactory progress towards designation as an IDWO.
- d. Eligible officers failing to attain the IDWO designation shall be processed as training attrites and will be detailed to follow-on assignments according to the needs of the Navy and or be subject to re-designation or involuntary separation.
- 11. Qualification Continuance. Once qualified as an IDWO, transfer to another command will not necessitate re-qualification. The individual is expected to maintain proficiency consistent with their paygrade.

12. Revocation of Eligibility

- a. Personnel previously qualified as IDWOs may be disqualified by CNO (N2/N6) if the member refuses to accept or perform professional duties. Formal notification of disqualification shall be recorded in the member's service record, including the removal of GCO AQD. Disqualified personnel will no longer be authorized to wear the IDWO breast insignia. Additionally, disqualified personnel will be detailed to follow-on assignments according to the needs of the Navy and or be subject to re-designation or involuntary separation.
- b. Once disqualified, personnel may seek approval via their chain of command to re-qualify from CNO (N2/N6). Approval shall be requested by standard letter. Re-qualification requires all eligibility requirements of this instruction to be met and successful completion of the qualification process in its entirety. The waiver process outlined in paragraph 8 does not apply for re-qualification after revocation.
- 13. Records Management. Records created as a result of this instruction, regardless of media, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007.

DAVID J. DORSETT

Vice Admiral, U.S. Navy

Deputy Chief of Naval Operations

for Information Dominance

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Eligibility for Qualification Waiver

Officers meeting the criteria outlined below on or before the date of this instruction plus 60 days are eligible to qualify as an IDWO through the procedures outlined in paragraph 8 of this instruction. Unless otherwise specified, each paragraph includes the relevant community's limited duty and chief warrant officers. Any questions of eligibility will be adjudicated by OPNAV (N2/N6C1).

- 1. <u>Information Professional (IP) Officers</u>. IP officers possessing the GA1 with a completion date after 1 May 2008, GA2 or GA3 AQD (IP Basic, Intermediate or Advanced Qualification).
- 2. <u>Information Warfare (IW) Officers</u>. IW officers possessing the BI1 AQD (IW Basic Qualification).
- 3. <u>Intelligence Officers</u>. Must meet at least one of the following criteria:
- a. Active and reserve component intelligence officers possessing the 3I1 AQD (Intelligence Basic Qualification).
- b. Active component intelligence officers who graduated from the Naval Intelligence Officer Basic Course (NIOBC) prior to class 06040 (graduation date: 13 October 2006).
- c. Active component intelligence officers who were not required to attend NIOBC.
- d. Reserve component intelligence officers who were designated as intelligence officers prior to 13 October 2006 and have earned a 96XX naval officer billet classification.
- e. Intelligence limited duty officers and chief warrant officers.

4. Oceanography (OCEANO) Officers

- a. OCEANO officers possessing the 6401P (or senior) subspecialty code (Oceanography Master's degree.)
- b. OCEANO limited duty officers in the paygrade of O-3 or higher.
- c. OCEANO officers who have completed at least 2 years in an operational community billet.

Sample Designation Letter

From: Commanding Officer, USS Ship

To: Rank, Name, USN, Social Security Number/18xx

Subj: DESIGNATION AS AN INFORMATION DOMINANCE WARFARE OFFICER

Ref: (a) OPNAVINST 1412.13

- 1. Having successfully completed the requirements outlined in reference (a), you are hereby designated as an information dominance warfare officer. You are authorized to wear the breast insignia specified in reference (a).
- 2. In achieving this formal designation, you have acquired specific knowledge, skills and experience, and have demonstrated proficiency at the professional level of competence required to make lasting contributions to the United States Navy and the information dominance community. Your training, qualification, and demonstrated expertise are recognized with this designation.
- 3. I take pleasure in congratulating you on the accomplishment of this significant professional milestone.

I. M. LEADER Commanding Officer

Copy to (as applicable):
COMNAVCYBERFOR (N1)
COMNAVMETOCCOM (N1)
PERS-47
PERS-911