

## MILPERSMAN 1131-010

### INITIAL APPOINTMENT OF OFFICERS IN THE REGULAR NAVY AND NAVAL RESERVE

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	223-2321
			COM	(703) 693-2321
			FAX	224-6491

<b>Governing Directives</b>	COMNAVCRUITCOMINST 1131.2B NAVMED P-117, Manual of the Medical Department SECNAVINST 1120.4A, 1120.5A, 1120.6B, 1120.12A, and 1120.13A DOD Directive 1312.3
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#### 1. Recommendation and Authority to Appoint

a. Persons shall be considered and recommended for initial appointment in the Regular Navy or Naval Reserve by board action as authorized by Chief of Naval Personnel (CHNAVPERS) or higher competent authority. No person shall be initially appointed as a commissioned officer in the Naval Reserve in a grade above lieutenant commander except upon recommendation of a board of officers convened by the Secretary of the Navy.

b. No person shall receive an original appointment as a regular commissioned officer unless they have completed 1 year as a commissioned officer on the Active Duty List (other than as a warrant officer).

c. Reappointment of formerly commissioned officers of an armed force will be administratively determined by CHNAVPERS.

d. Members initially appointed to commissioned grade are appointed by the President, except Reserve commissioned warrant officers are appointed by the Secretary of the Navy. Permanently commissioned officers in the Regular Navy and Naval Reserve officers above the grade of lieutenant commander are appointed by and with the advice and consent of the Senate. When the Senate is not in session, *ad interim* appointments are made, subject to confirmation by the Senate during the next session.

2. Requirements

a. Except for Naval Reserve appointment in the Medical Corps, no person shall be appointed to commissioned grade in the Regular Navy or Naval Reserve who is not a citizen of the United States.

b. All members appointed in the Regular Navy or Naval Reserve shall be physically qualified under NAVMED P-117. Waivers of the physical standards recommended by Chief, Bureau of Medicine and Surgery, may be granted upon approval by CHNAVPERS.

c. Appointment in the Regular Navy is limited by statute to persons able to complete 20 years active commissioned service before age 55 (exceptions are physicians, dentists, chaplains, limited duty officers, and commissioned warrant officers).

d. Notwithstanding initial entry grades listed below, prospective appointees for any officer program, Regular or Reserve, with prior commissioned service on active duty or in an active status, shall be granted entry grade credit under statutes and regulations. Policy governing appointments in Medical Corps, Dental Corps, Medical Service Corps, Nurse Corps, Judge Advocate General Corps, and Chaplain Corps are addressed in applicable SECNAV instructions referenced in "Initial Entry Grades and Limiting Ages," below. Prospective appointees to the line, Supply Corps, and Civil Engineer Corps may be granted 1 day of entry grade credit for each day of prior commissioned service on active duty or in an active status under DOD Directive 1312.3. Entry grade credit shall be used to determine a prospective appointee's entry grade and date of rank. Dates of rank in all cases are as determined by CHNAVPERS under statutes, regulations, or lineal/promotional policies, as applicable.

e. Except where specifically prohibited, Chief of Naval Operations (CNO) (N13) will consider waivers to limiting ages addressed in "Initial Entry Grades and Limiting Ages," below, for applicants for active duty with prior commissioned service on active duty, and for applicants for inactive duty with prior commissioned service on active duty or in an active status.

f. Members initially appointed in the Regular Navy or Naval Reserve shall meet the mental, moral, and professional qualifications prescribed.

3. **Application Instructions.** Application for initial appointment as a commissioned officer shall be made under instructions contained in COMNAVCRUITCOMINST 1131.2B and procurement directives.

4. **Initial Entry Grades and Limiting Ages.** Except as authorized in "Requirements," above, or except as otherwise approved by CNO (N1), initial entry grade and limiting ages for an original appointment in the Naval Reserve are as follows:

Initial Entry Grade	Limiting Ages
Conventional Surface Warfare (1165), Engineering Duty Option entering via conventional surface warfare training pipeline (1165), Special Warfare (1185), Special Operations (1195):  Initial entry grade ENS	At least 19 but under 29; maximum age limit may be adjusted upward for prior active service on a month-for-month basis up to 24 months. CNO (N13) will consider waivers for active duty personnel in particularly meritorious cases provided they can be commissioned prior to their 31st birthday.
Nuclear Power School Instructor (1105I), Duty at Naval Reactors (1105NR):  Initial entry grade ENS	At least 19 but under 29 at time of interview with Deputy Assistant Secretary for Naval Reactors; no waivers unless specifically authorized by Naval Reactors.
Nuclear Power Surface Warfare (1165), Nuclear Power Submarine Warfare (1175), Engineering Duty Option entering via nuclear power training pipeline (1165/1175):  Initial entry grade ENS	At least 19 but under 26 ½; waivers may be considered on a case by case basis by Naval Reactors for those who would not exceed 29 ½ at commissioning.
Naval Aviator (1395):  Initial entry grade ENS	At least 19 but under 27; month for month waivers up to 24 months will be considered for in-service applicants who possess particularly exceptional qualifications.

Initial Entry Grade	Limiting Ages
Naval Flight Officer (1375), Aviation Maintenance Duty Officer (1525):  Initial entry grade ENS	At least 19 but under 27; maximum age limit may be adjusted upward for civilians with prior active service on a month-for-month basis up to 24 months; maximum age limit may be adjusted upward for in-service applicants on a month-for-month basis up to 48 months for continuous active military service.
Engineering Duty (1465):  Initial entry grade ENS	At least 19 but under 29; maximum age limit may be adjusted upward for prior active service on a month-for-month basis up to 24 months. Month- for-month waivers beyond 24 months will be considered only for active duty enlisted personnel who possess particularly exceptional qualifications, provided they can be commissioned prior to their 31st birthday.
Cryptology (1615), Merchant Marine Reserve (1625, 1665, 1675, 1695), Intelligence (1635), Public Affairs (1655), Oceanography (1805), Supply Corps (3105), Civil Engineer Corps (5105):  Initial entry grade ENS	At least 19 but under 35.
Medical Service Corps (2305):  Initial entry grade determined under SECNAVINST 1120.8B	Age determined under SECNAVINST 1120.8B.
Nurse Corps (2905):  Initial entry grade determined under SECNAVINST 1120.6B	Age determined under SECNAVINST 1120.6B.
Judge Advocate General Corps (2505):  Initial entry grade determined under SECNAVINST 1120.5A	At least 21 but under 35.

Initial Entry Grade	Limiting Ages
<p>Medical Corps (2105), Dental Corps (2205):</p> <p>Initial entry grade determined under SECNAVINST 1120.12A and 1120.13A, respectively</p>	<p>Age determined under SECNAVINST 1120.12A and 1120.13A, respectively.</p>
<p>Chaplain Corps (4105):</p> <p>Initial entry grade determined under SECNAVINST 1120.4A</p>	<p>At least 21 but under 36; waivers as authorized by SECNAVINST 1120.4A.</p>
<p>Line officers under instruction as prospective staff corps officers in 19X5 programs</p>	<p>No age restrictions, but must not exceed the maximum age prescribed for applicable community when eligible for superseding appointment.</p>
<p>Naval Reserve Officers Training Corps (college):</p> <p>Initial entry grade ENS</p>	<p>Must not have reached 27 by 30 June of the calendar year in which eligible for appointment; maximum age limit may be adjusted upward for prior active service on a month-for-month basis, but must be under 30 years on 30 June of the calendar year in which eligible for appointment.</p>

## MILPERSMAN 1131-020

### APPOINTMENT IN REGULAR NAVY OF RESERVE AND TEMPORARY OFFICERS

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<b>Responsible Office</b>	NAVPERSCOM (PERS-801G)	Phone:	DSN	882-3170/1
			COM	(901)874-3170/1
			FAX	882-2620

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<b>Governing Directive</b>	SECNAVINST 1210.5A
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#### 1. Policy

a. A board to consider Reserve officers on the Active Duty List, Training and Administration of the Reserves (TAR) officers, and temporary officers for transfer to the Regular Navy meets semi-annually.

b. For purpose of this article, transfer is defined as a change of status effected by an appointment of an officer into the Regular Navy.

c. Minimum service requirements establish initial application eligibility and are based on Year Group (YG) and/or officer community.

d. Chaplain Corps officers are not eligible to apply for permanent appointment in the Regular Navy by the semi-annual board. Chaplains may apply for transfer to the Regular Navy without board action (WOBA) only after selection and promotion to lieutenant commander (LCDR) or above by an active duty promotion board.

e. Reserve officers in Medical, Dental, and Judge Advocate General's (JAG) Corps who are selected for and promoted to commander (CDR) or above by an active duty promotion board, and who have completed at least **3 years** of active commissioned service prior to selection may apply for Regular Navy

appointment WOBA. (Application procedures are located in "Applications" section.)

f. All other Reserve officers on the Active Duty List selected for LCDR or above by an active duty promotion board, and who have completed at least **3 years** of active commissioned service can apply for Regular appointment WOBA (application procedures are located in "Applications" section).

g. Reserve officers, YG 97 and later, after completion of **4 years** active commissioned service, may submit an augmentation request to be reviewed by the semi-annual Transfer/Redesignation Board. Officers selected for LCDR will be nominated for promotion and augmentation concurrently. Officers will be required to augment concurrent with selection for promotion to LCDR. This regular appointment will be tendered at time of the qualifying promotion to LCDR.

h. Procedures for requesting transfer to the Regular Navy Without Board Action (WOBA) are contained in SECNAVINST 1210.5A. (Application procedures are located in "Applications" section.)

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## 2. Eligibility Requirements

a. Reserve officers are eligible for permanent appointment in the Regular Navy who

(1) are citizens of the United States.

(2) Are of such an age that their active commissioned service, including prior active commissioned service, shall equal not less than **20 years** upon attaining the age of **55 years**. Officers of Medical, Dental, Chaplain, and Nurse Corps; and Allied Science Officers of the Medical Service Corps must be able to complete **20 years** active commissioned service prior to attaining the age of **60 years**. Limited duty officers (LDOs) and chief warrant officers (CWOs) must be able to complete **20 years** total active service prior to attaining the age of **62 years**.

(3) meet the following minimum service requirements:

If they are . . .	then they . . .
officers in YG 97 and junior, regardless of minimum service requirement	must have completed <b>4 years</b> of active commissioned service (above grade of CWO-4).
officers in YG 96 and senior under 4-(or more) year agreements	must have completed <b>3 years</b> of active commissioned service (above grade of CWO-4).
officers in YG 96 and senior serving on active duty under 3-year agreements (with exception of JAG Corps officers in YG 78 and junior)	may request transfer to the Regular Navy after <b>2 years</b> of active commissioned service.
officers in JAG Corps YG 78 and junior (with exception of officers participating in the Law Education Program (LEP))	may request transfer to the Regular Navy under procedures set out below in "Reserve Officers of the JAG Corps" section.
officers in YG 96 and senior serving on active duty under 2-year agreements	may request transfer to the Regular Navy after 1 year of active commissioned service.
Medical and Dental Corps officers, regardless of YG, serving under agreements for sponsored education programs	must have completed educational obligations prior to applying for appointment in the Regular Navy.
LDOs and CWOs	must have completed <b>3 years</b> active commissioned service to be eligible for transfer to the Regular Navy.

All minimum active commissioned service requirements must be met no later than **30 days** after board convening date.

b. Applicants must meet following requirements:

(1) Be of good moral character.

(2) Meet physical standards appropriate to the grade as established by Chief, Bureau of Medicine and Surgery (BUMED). Minor defects which do not interfere with satisfactory performance of duty will not be considered disqualifying.

(3) Have completed warfare qualification, if applicable. Civil Engineer Corps (CEC) officers (5105) are not required to have a warfare pin.

(4) Health care practitioners of the Medical Department required to have an active state license, must be in compliance prior to augmentation.

(5) Chaplain Corps officers (4105) must have ecclesiastical endorsement specifically authorizing Regular status.

(6) Are serving in grades not above captain (Active List).

(7) There is no restriction on the grade of a Reserve officer not on the Active List.

(8) Have not failed of selection for promotion two or more times for any grade as of convening date of the board.

(9) Have not failed of selection for promotion to next higher grade from grade currently held as of convening date of the board.

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### 3. Applications

a. Officers must submit an application via their commanding officer (CO) to be received by Navy Personnel Command (NAVPERSCOM) (PERS-801G). All applications must be postmarked no later than **60 days** prior to convening date of the board. Applications received postmarked less than **60 days** prior to the board will be deferred until the next scheduled board.

b. Following is an example of a request for transfer to the Regular Navy. Applications for transfer Without Board Action (WOBA) are prepared the same as applications for transfer board action, with exception of the subject line. Subject line should read: **APPLICATION FOR TRANSFER TO THE REGULAR NAVY (WITHOUT BOARD ACTION)**.

From: LTJG First Middle Last, NC, USNR, 123-45-6789/2905  
To: Commander, Navy Personnel Command (PERS-801G),  
5720 Integrity Drive, Millington, TN 38011-8110  
Via: Commanding Officer, Naval Hospital

Subj: APPLICATION FOR TRANSFER TO THE REGULAR NAVY

Ref: (a) MILPERSMAN 1131-020

1. I respectfully request consideration for transfer to Regular Navy in accordance with reference (a). The following information is provided:

- a. Designator requested: 2900
- b. Date and place of birth: Day/Month/Year, City/State
- c. Inclusive dates of all prior active service: (if applicable) Day/Month/Year, Navy (Enlisted)
- d. Arrival date at current duty station: Day/Month/Year
- e. Source of commissioning: (e.g., United States Naval Academy (USNA), Naval Reserve Officers Training Corps (NROTC), Aviation Officer Candidate School (AOCS), Naval Aviation Cadet (NAVCAD), Medical Enlisted Commissioning Program (MECP), Officer Candidate School (OCS), Direct)
- f. Type of agreement serving under: (i.e., 4-year, 3-year, etc.)
- g. Field of study and degree awarded: Bachelor of Science Degree in XXXX
- h. Date of original commissioning: Day/Month/Year
- i. Date of rank: Day/Month/Year

j. Failed of selection (FOS): \_\_\_Once \_\_\_Twice \_\_\_More than twice \_\_\_Indicate FOS paygrade

k. Date and type of security clearance granted: (if required)

l. Citizenship: U.S. (If naturalized, submit naturalization certificate number, date, and place of naturalization.)

m. Date of end of obligated service in parent community: Day/Month/Year

n. If a naval (pilot) or naval flight officer (NFO), date reported to first permanent duty station following completion of flight training.

o. Verification of warfare qualification, if applicable. (Indicate date and title of qualifying officer or reasons for non-qualification; aviation officers need only indicate date designated a pilot or NFO.)

p. If you are a Civil Engineer Corps officer, provide status of registration as a Professional Engineer/Registered Architect/Engineer-in-Training.

q. Provide acquisition certification, if applicable.

r. Health care practitioners are required to have an active state license and must provide a copy of their current license to practice.

s. Any additional information which applicant feels should be brought to the attention of the selection board. Request for waiver of any of the eligibility requirements specified in this article shall be thoroughly substantiated.

MEMBER'S SIGNATURE

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4. Reserve Officers of the JAG Corps

a. Reserve officers of the JAG Corps in YG 78 and junior may be considered for transfer to Regular Navy under the following conditions:

(1) JAG Corps officers, other than those participating in LEP, may be considered for Regular Navy transfer only if they have been selected for extension on active duty under the Targeted Augmentation Program (TAP).

(2) Officers may apply for TAP after they have served at least **2 years**, but less than **3 years**, of active duty following commencement of their Naval Justice School Class, and may be considered for TAP no more than two times. TAP boards convened by NAVPERSCOM will meet in March and September of each year. Applications for TAP must be sent to JAG (Code 61) not later than **15 January and 15 July** immediately preceding convening of TAP boards. Upon written request with command endorsement, first-time applicants not selected for TAP will be considered by the next board if still eligible for selection.

(3) Officers selected for TAP will sign statements of understanding which will acknowledge their extension on active duty until eligible to be considered for transfer to the Regular Navy. Executed statements of understanding will be kept in the Office of the JAG (Code 61).

(4) Each officer may apply for transfer only once. Eligibility to apply for transfer will normally occur after completion of **4 to 5 years** of continuous active duty following commencement of their Naval Justice School class. A list of those officers eligible to apply for transfer will be published by JAG 6 months prior to the scheduled Transfer/Redesignation Board. When applying for transfer, forward your application to NAVPERSCOM (PERS-801G).

b. Officers in the LEP who are not Regular commissioned officers at the time they are redesignated as Judge Advocates will be transferred from Naval Reserve into the Regular Navy without board action upon successful completion of participation in LEP per SECNAVINST 1210.5A. (NAVPERSCOM (PERS-4) will initiate paperwork for Regular appointment.)

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5. **Officers Recalled to Active Duty.** Officers recalled to active duty, including TAR and Selected Reserve may not request transfer to the Regular Navy until they have completed at least 12 months of active duty (excluding duty under instruction) from date of recall.

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6. **Commanding Officer's Responsibility.** Upon receiving applications from active duty officers, CO shall follow these steps:

Step	Action
1	Direct a review of applicant's health record by competent medical authority.
2	Based on this review, state in the forwarding endorsement whether the officer is physically qualified.
3	Include a statement identifying overweight applicants and indicating their height and weight
4	If the officer is serving on limited duty or is considered in any other way physically unfit for unrestricted duty, CO shall send request, together with supporting medical information, via Chief, BUMED (MED-252).
5	Discuss in the endorsement the motivation and potential of applicant. Please provide a specific recommendation concerning the request to include reasons for non attainment of warfare qualification (if applicable).
6	If the officer is a naval aviator, CO shall include in the endorsement a general evaluation of applicant's aeronautical ability and potential including, but not limited to, total number of flight hours, type of instrument rating held, accidents, incidents, or flight violations which CO might consider to be of interest to the selection board, deployments with dates, plane commander or mission commander qualifications, and number of carrier landings.

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7. **Appointment Process**. Appointments shall be made under SECNAVINST 1210.5A.

a. Authority for COs to deliver Regular Navy Appointments will be issued via a NAVADMIN (Regular Navy Appointments) message as vacancies occur within each competitive category and as Regular end strength permits. The appointment may not be tendered until the officer concerned has been determined to be physically qualified for appointment by competent medical authority at local command level.

b. Such determination shall be based upon review of the health record and a physical examination conducted within the preceding 12 months. If the local command cannot determine the officer to be physically qualified for appointment, appointment shall be held in abeyance pending further instructions from NAVPERSCOM (PERS-801G). A physical examination shall be conducted and forwarded to NAVPERSCOM (PERS-801G) for referral to Chief, BUMED (MED-252).

c. All Reserve officers (O-1 through O-6) recommended for permanent Regular appointments will be appointed following confirmation by Senate of the United States (to be published by NAVADMIN).

d. Before appointment, CO will ensure all Chaplain Corps (4100) officers appointed in the Regular Navy possess an ecclesiastical endorsement specifically authorizing Regular status. If the officer does not possess a copy of such endorsement, verification may be made by Chief of Chaplains (Chief of Naval Operations (N1G)).

e. Resignations of officers appointed under this article will not be accepted for a period of **2 years** subsequent to acceptance of appointment in the Regular Navy. If an officer should fail of selection for promotion following an appointment under this article, the 2-year obligation may be waived.

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8. **Temporary LDOs**. Temporary LDOs applying for permanent appointment as an LDO must meet eligibility criteria in this article and in MILPERSMAN 1426-010.

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## MILPERSMAN 1131-030

### MEDICAL SERVICE CORPS

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	223-2327
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			FAX	223-1189

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<b>References</b>	OPNAVINST 1420.1A
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1. **Policy**. This program provides a continuous path of advancement to a commission for outstanding career motivated Navy E-5 through E-9 in all ratings. Applications are considered for Health Care Administration, Physician Assistant, Radiation Health, Environmental Health, Industrial Hygiene, Entomology, and Pharmacy.

2. **Application and Eligibility**

a. Candidates shall submit formal applications via their commanding officer to the following:

**Commander  
Naval Medical Education and Training Command  
Officer Graduate Programs (Code OG3)  
Bethesda, MD 20889-5611**

b. Eligibility requirements and application procedures are published in OPNAVINST 1420.1A, Enlisted to Officer Commissioning Programs Application Administrative Manual, chapter 13, for appointment in the Active Duty Medical Service Corps.

## MILPERSMAN 1131-040

### APPOINTMENT OF OFFICERS IN THE NAVAL RESERVE

<b>Responsible Office</b>	NAVPERSCOM	Phone:	DSN	882-4481
	(PERS-91)		COM	(901) 874-4481
			FAX	882-2909

1. **Policy.** Regular Navy officers separating from active duty, and former Regular Navy or Naval Reserve officers considered qualified by Navy Personnel Command (NAVPERSCOM), may be appointed in the Naval Reserve as specified below.

2. **Regular Navy Officers Being Processed for Honorable Separation**

a. Regular Navy officers who request separation from the Navy and who have satisfied their military service obligation (MSO) may request appointment in the Naval Reserve before separation. Regular Navy officers who submit a voluntary resignation and who have not satisfied their MSO will be automatically considered for appointment in the Naval Reserve.

b. Favorable action on resignation requests from officers who have not satisfied their MSO will normally be contingent upon their acceptance of a Reserve appointment, if tendered.

c. Separation orders will specify whether the member has or has not been approved for a Reserve appointment, and whether separation is contingent upon acceptance of a Reserve appointment.

d. The appointment will be forwarded to the member by NAVPERSCOM (PERS-854) and is to be effected the day after separation.

e. The Reserve appointment shall be in the same grade, with the same date of rank, and normally in the same general category of designator, as that held in the Regular Navy.

3. **Former Officers Requesting Reappointment Within 3 Years**

a. Former Regular Navy and Naval Reserve officers who were honorably separated and did not retain an appointment may

request a Reserve appointment from NAVPERSCOM (PERS-91) within 3 years following the date of their separation.

b. The Reserve appointment will normally be in the same grade and designator category as previously held. NAVPERSCOM (PERS-91) will adjust the member's pay entry base date. If the period of separation is in excess of 6 months, NAVPERSCOM (PERS-86) will adjust the member's date of rank.

c. Member must request a Reserve appointment in writing to NAVPERSCOM (PERS-91), via a Naval Reserve officer recruiter. Request must be endorsed by the recruiter and must include

(1) name, social security number, designator at time of separation, address, and phone number;

(2) a statement of the reason for not requesting, receiving, or retaining a Reserve commission at the time of separation;

(3) a copy of the member's DD-214, Certificate of Release or Discharge from Active Duty;

(4) a copy of the member's separation orders if separated from active duty;

(5) a copy of an updated SF 86, Questionnaire for National Security Positions if period of separation is more than 1 year; and

(6) a copy of SF 93, Report of Medical History completed within last 90 days.

4. **Former Officers Requesting Reappointment After 3 Years.**

After 3 years from the date of separation, former naval officers may only request appointment in the Naval Reserve via an authorized direct appointment program. Applicants must meet all of the eligibility requirements of the direct appointment program.

## MILPERSMAN 1131-050

### MEDICAL ENLISTED COMMISSIONING PROGRAM

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	223-2324
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<b>Governing Directives</b>	OPNAVINST 1420.1 SECNAVINST 1120.6B and 1920.6B
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1. **Purpose.** Medical Enlisted Commissioning Program (MECP) gives active duty enlisted personnel, including TARs, an opportunity to complete the requirements for a baccalaureate degree in nursing and earn a commission as a Nurse Corps officer.
2. **Applications.** Due annually by 1 October. Eligibility criteria and application procedures for MECP are found in OPNAVINST 1420.1.
3. **Pay.** Medical Enlisted Commissioning Program selectees will receive full pay and allowances for their enlisted pay grades and will be eligible for advancement while attending college on a full-time basis. Tuition, fees, books, and other expenses must be paid by the MECP candidate.
4. **Obligation**
  - a. Upon graduation, candidates will be commissioned as Ensign, Nurse Corps, United States Naval Reserve and incur a commissioned obligation of 8 years, 4 of which must be served on active duty.
  - b. Candidates will be commissioned upon completion of MECP and must successfully complete Officer Indoctrination School.
5. **License Requirements**
  - a. Nurse Corps Officers must obtain and maintain a license to practice as a registered professional nurse from a state, territory, 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.

b. Obtaining and maintaining a license to practice is the responsibility of the officer. Officers failing to become licensed may be appointed in a different category to complete any incurred active-duty obligation or separated for cause under the guidance of SECNAVINST 1120.6B and 1920.6B.