



**DEPARTMENT OF THE NAVY**  
OFFICER IN CHARGE  
NAVAL SURFACE AND MINE WARFIGHTING DEVELOPMENT CENTER  
DETACHMENT SURFACE ADVANCED WARFIGHTING SCHOOL  
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SAWSINST 1402.2A  
WTI MC  
28 Jun 2023

SURFACE ADVANCED WARFIGHTING SCHOOL INSTRUCTION 1402.2A

From: Officer in Charge, Naval Surface Mine and Warfighting Development Center,  
Detachment Surface Advanced Warfighting School

Subj: WARFARE TACTICS INSTRUCTOR PROGRAM QUALIFICATION

Ref: (a) SAWSINST 1402.1  
(b) COMNAVSURFOR SAN DIEGO CA 211608Z Aug 19  
(c) NAVPERS 15839I  
(d) Warfare Tactics Instructor Red Chip Guidance 011626Z JUN 23

Encl: (1) WTI Program Application Template  
(2) WTI Program Red Chip Information Sheet Template

1. Purpose. Establish policies and procedures that govern and support the Warfare Tactics Instructor (WTI) application and qualification process regardless of WTI warfare area.

2. Cancellation. SAWSINST 1402.2.

3. Responsibilities. The surface WTI Program was established to train, qualify, and develop officers who are Warriors, Thinkers, and Teachers – Officers whose skills and training will enhance Surface Force lethality and enable the Navy to fight and win across the spectrum of high-end operations. WTIs will be assigned a Focus Area upon the completion of their course of instruction to leverage their qualifications and support multiple lines of effort. WTI duties and responsibilities include:

a. As Warriors:

(1) Participate in Surface Warfare Advanced Tactical Training (SWATT) and other advanced tactical training to provide training and mentorship for individuals, units, and staffs on Tactics, Techniques, and Procedures (TTP).

(2) Plan and execute live fire exercises.

(3) Provide support to ships, squadrons, strike groups, Fleet Commanders, Naval Component Commanders, and Combatant Commanders in advanced maritime warfighting tactics.

b. As Thinkers:

- (1) Develop, validate, standardize, publish, and revise doctrine and TTP.
  - (2) Provide input to other Warfighting Development Centers to ensure alignment of doctrine and TTPs between mission areas as well as between the operational and tactical levels of war.
  - (3) Innovate, experiment, war-game, and engage in modeling and simulation to create concept capabilities for the Fleet of the future. Tactical thinking is a priority.
  - (4) Provide oversight and support of technical research to other Navy organizations, including but not limited to the Office of Naval Research, Naval Information Warfare Systems Command, and Naval Sea Systems Command.
- c. As Teachers:
- (1) Be assigned a community of focus within their warfare specialty and teach topics within that area while assigned to a WTI production tour.
  - (2) Teach advanced tactics in the classroom, either as part of a WTI course of instruction, inport training in support of SWATT, other exercises, or other courses of instruction.
  - (3) Provide informal instruction and mentorship at the individual and unit level.
4. Action
- a. Program Requirements:
- (1) WTI candidates are Officers in the paygrades of CWO2-O4 with demonstrated sustained superior performance at sea. Surface Warfare Officer (SWO/111X) is the primary designator for the WTI Program, however, Officers from surface Chief Warrant Officer (CWO) and Limited Duty Officer (LDO) designators may also apply. Not-yet-qualified SWOs (116X) are not eligible to apply for the program, though CWO and LDO applicants need not be SWO qualified.
  - (2) Officers outside these designators and paygrades (O-5's, other U.S. Navy Unrestricted Line Officers, Officers from other armed-service branches, or Officers from foreign navies) may apply for the WTI program with the approval of the Officer in Charge (OIC), Surface Advanced Warfighting School (SAWS).
  - (3) SWOs applying for the WTI Program are not required to sign Department Head Retention Bonus (DHRB) in order to be eligible. However, per reference (a), they must agree to complete a Production Tour following qualification as WTI. Assignment to particular billets and Production Tour execution is a function of career timing, and remains the responsibility of the Director, Surface Officer Distribution (PERS-41), Navy Personnel Command.

b. Application Instructions and Board Timelines:

(1) Applicants can find an application template in enclosure (1). Once the application is complete, it should be emailed to SWO\_WTI@navy.mil. Applicants should expect an e-mail response acknowledging receipt; if a response is not received, the applicant should not assume the file was received by Naval Surface Mine and Warfighting Development Center (SMWDC) and reach out to the WTI Mangement Cell (MC).

(2) Boards are conducted six times per year: January, March, May, July, September, and November. Application deadlines are the second Friday of those months.

(3) Applications received at least 14-days prior to the application deadline may, if requested, be reviewed by a qualified WTI who has previously sat a selection board in order to provide feedback to the applicant.

(4) Commanding Officers (CO) can find additional information on identifying potential WTI candidates, career planning factors for WTIs, and the importance of the program to the Surface community in the WTI Community Brief, which is posted on the SMWDC website.

(5) The conduct of WTI selection boards shall be governed by reference (b).

c. Standards for WTI selection:

(1) Singular Standard/Fully Qualified. The standard for WTI selection is being among the best of all fully qualified candidates. Eligible Officers as detailed in paragraph 3a are considered fully-qualified if they possess a recommendation from their most recent afloat CO and have a history of passing the Physical Fitness Assessment (PFA). The CO's recommendation and traditional performance indicators such as Fitness Reports, Performance Summary Reports, promotion recommendation, comparison to Reporting Seniors Cumulative Average, and PFAs are the primary determinants of a candidate being fully qualified to be a WTI.

(2) Best Qualified. Best qualified WTI candidates have demonstrated sustained superior performance in at-sea assignments and have a passion for warfighting as indicated by factors such as CO observation and their personal applicant letter content with the WTI application. They are intrinsically motivated to advance their warfighting knowledge and skills, and are capable of effectively communicating and passing their knowledge along to others. They are professional, articulate, disciplined, credible, confident, and passionate about their chosen discipline. In summary, best qualified candidates have consistently demonstrated potential to be a Warrior-Thinker-Teacher while remaining Humble-Credible-Approachable. Primary indicators for best qualified candidates are detailed and frank assessments of WTI potential from a current or former afloat CO and the candidate's Fitness Reports. Additionally, the candidate's documented recommendations for WTI, other competitive programs, and future career milestones (in Fitness Report blocks 40 and 41) will be viewed favorably by the board.

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(3) Additional Board Considerations. WTI selection boards will take into consideration additional factors when assessing and selecting top talent. Selection for Department Head and other career milestones are indications of performance in the Surface Warfare community, Navy, and subsequent viability as a WTI. These considerations and other factors are not requirements or discriminators for WTI selection, rather they are simply indicators of potential that may be conveyed to and considered by the WTI selection boards. The absence of one or all of these additional factors is not sufficient grounds for a candidate's non-selection as a WTI. However, careful consideration of one or more additional factors may result in the selection of an otherwise not selected candidate. Additional guidance is provided below:

(a) Non-commitment to DHRB will not be viewed negatively by the board and will not be a reason for non-selection.

(b) Specifically for Division Officers, lack of tactical/operational experience, advanced qualifications, and diversity of sea tours will not be a reason for non-selection. For Department Heads, applicants are required to have demonstrated tactical/operational experience and have achieved advanced qualifications. Department Head candidates must also be eligible to compete for career milestones to include Commander Command; as such, completion of the Command Qualification Exam (CQE) may be a discriminator for WTI selection – lack of CQE completion may be viewed negatively by the board if the candidate has had an opportunity to complete the exam.

(c) Board members will vote on the above criteria for each WTI applicant for each individual WTI type. The final score will be the average of all members' votes. If selected, WTI applicants will be recommended for the WTI type that receives the highest score.

d. Red Chip Program. CO's are in an inherently unique position to observe assigned Officers and judge their warfighting talent and potential to meet WTI standards. The Red Chip Program allows afloat COs (commanding ships or squadron staffs) to designate one officer for fast track into the WTI program per calendar year. Details can be found in reference (d) and are as follows:

(1) The Red Chip Program applies primarily to Surface Warfare Division Officers. Surface Warfare Department Heads may be awarded Red Chips in certain circumstances with the permission of the OIC, SMWDC SAWS.

(2) The Red Chip should be awarded to the Division Officer with the best warfighting acumen and who demonstrates WTI potential.

(3) The ship's CO is responsible for ensuring that the Division Officer meets all WTI candidate qualifications IAW this instruction prior to award. Once identified, the CO should provide the candidates name via email to [SWO\\_WTI@navy.mil](mailto:SWO_WTI@navy.mil).

(4) Using the Red Chip is at the discretion of the CO, a CO can choose to not award a Red Chip during a given Calendar Year.

(5) Following a change of command, the new CO may confer a Red Chip even if the previous CO had awarded a Red Chip earlier in the Calendar Year.

(6) Upon receipt of the Red Chip, the Officer will be designated as a WTI Selectee and will receive the “KWS” Additional Qualification Designation (AQD) and placed on the WTI selection list without undergoing a selection board. SMWDC Detachment SAWS will provide a selection letter to the awardee. Request the awardee complete enclosure (2) within seven days of contact with the WTI MC.

(7) On a case-by-case basis, a CO may be permitted to confer two Red Chips in a single calendar year. Such cases must be approved by the OIC, SAWS.

e. Additional appointments to the WTI Program may be made at the discretion of the SAWS OIC.

f. Options for WTI timing. There are several ways within a SWO’s career path to balance WTI qualification, Production Tour execution, graduate education and other career requirements. Several options are listed below:

(1) Between Division Officer Tours. Selected for the WTI Program as a first tour Division Officer, the candidate completes the WTI curriculum between the first and second Division Officer tours (on separate ships or as a fleet-up with command support) and a Production Tour during their post-Division Officer shore tour. This timeline needs close coordination and attention to timing to avoid gapping at-sea billets and ensuring required billet-specific training is fulfilled in addition to WTI coursework. It is advised that candidates apply for the WTI program well ahead of their slate submission and subsequent reconciliation.

(2) Post Division Officer. Selected for the WTI Program as a second tour Division Officer, the candidate completes the WTI curriculum and a Production Tour of at least two years immediately following their second Division Officer afloat tour. This standard timeline optimizes WTI production, professional development, and opportunities to learn and increase Surface Force tactical readiness. In rare circumstances, an Officer may be able to complete a reduced shore tour (e.g., a one-year unaccompanied overseas assignment), qualify as a WTI, and then execute a truncated production tour to preserve milestone tour eligibility. Additionally, under some circumstances, an Officer may execute WTI training between shore duty and Department Head pipeline, with a Production Tour following Department Head tours. Additional flexibility in the SWO career path concerning Department Head timing may allow some officers to complete a Talent Management Program either prior to or following WTI qualification and Production Tour completion. In these cases, the Production Tour may be as short as 12 months to ensure the Officer’s career timing is supported.

(3) Post Department Head. Selected for the WTI Program as a Department Head, the candidate completes the WTI curriculum and a Production Tour during a post Department Head shore tour.

g. WTI Candidate Bank. Once selected into the program, the Officer will be placed in a bank of eligible candidates until the Officer begins the WTI course of instruction (COI). Per reference (c), WTI candidates may remain in the bank for a period not to exceed 18-months. Once a candidate has been in the bank for an excess of 18-months, the "KWS" AQD will be removed unless the candidate requests to have their AQD extended. SAWS will remind candidates of KWS AQDs pending expiration. Sufficient rationale and documentation that the candidate's performance has maintained the same level will be required to extend a "KWS" AQD.

h. Award of WTI AQDs. Once a candidate satisfactorily completes WTI training, they are awarded a KW1-KW4 AQD per reference (c).

(1) Prospective WTIs selected for a course of instruction are awarded the KWS AQD and it is valid for 18 months. An additional 18 months is available to be awarded pending the candidates submission of all observed FITREPs not included in their initial application.

(2) Prospective WTIs selected for a course of instruction via Talent Management Board are awarded the KWS AQD which is valid for 36 months to allow for completion of Talent Management tour.

(3) Upon completion of Production Tour (PT), the KWC AQD will be awarded in addition to the KW1-4.

i. WTI Qualification Removal. In the event a qualified WTI of any warfare area no longer meets the requirements of this instruction, a recommendation to remove the WTI AQD may be made to SAWS OIC via the WTI MC. All WTI AQD removals must be endorsed by SAWS OIC and may be appealed by the WTI to Commander, SMWDC.

j. Feedback. In order to continually improve the application process, feedback may be provided to the WTI Program Manager at [SWO\\_WTI@navy.mil](mailto:SWO_WTI@navy.mil).

5. 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 series.

6. Review and Effective Date. Per OPNAVINST 5215.17A SAWS WTI MC will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV and Navy policy and statutory authority using OPNAVY 5215/40 Review of Instruction.

  
S. R. McDOWELL

Releasability and distribution:

This notice is cleared for public release and is available electronically only via NSMWDC Detachment SAWS sharepoint.

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**WTI PROGRAM APPLICATION TEMPLATE**

1520

Code/Serial #

DD Mon YY

From: LCDR/LT/LTJG/ENS \_\_\_\_\_, USN, Designator

To: Commander, Naval Surface and Mine Warfighting Development Center

Via: Commanding Officer, USS SHIP (DDG 1)

Subj: WARFARE TACTICS INSTRUCTOR APPLICATION

Encl: (1) Current and/or previous Commanding Officer Afloat Recommendation

(2) Applicant Personal Letter

(3) Physical Readiness Individual Management System

(4) Applicant Performance Summary Record (PSR) (pdf PSR PART III)

(5) Applicant Officer Summary Record (OSR)

(6) Officer Data Card (ODC)

(7) All Fitness Reports (Note: If already a Department Head, provide all afloat FITREPS)

**(Note: Ensure all enclosures are submitted in one pdf document with all social security numbers removed.)**

1. The following nomination package is submitted for consideration to the Navy Surface Warfare Tactics Instructor (WTI) program. Required information is provided below and in attached enclosures.

a. Personal Background:

(1) Last, First Middle Initial, Rank, Designator

(2) PRD: MMMYY

(3) Current billet:

(4) Previous billets:

(a) Anti-Submarine Warfare Officer, USS UNDERWAY (XX ##), Norfolk, VA, June 2007-August 2009

(b) Fire Control Officer, USS UNDERWAY (XX ##), Yokosuka, Japan, November 2009-April 2011

(5) DOD ID #:

(6) Personal Contact:

Enclosure (1)

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(a) Work Email:

(b) Personal Email:

(c) Work Phone:

(d) Cell Phone:

(7) Current or previous afloat Commanding Officer contact:

(a) Work Email:

(b) Work Phone:

b. WTI Community preference: (IAMD, AMW, ASW/SUW, MIW)

(1) Primary:

(2) Alternate: (as applicable)

**Note:** If applying for more than one program, you must state why you'd like to be considered for those alternate programs in your personal statement. If there is no mention of why you'd like to be considered for your alternate and or tertiary choices, you will likely not be considered for those programs.

c. Qualifications, watch positions and additional designations:

(1) (Example) Anti-Air Warfare Coordinator

(2) Other qualifications, etc.

d. Individual participation in applicable exercises and/or deployed operations (i.e. "performance at sea"):

(1) USS XXX (XXX XX):

(a) Multiple ASW certifications and exercises during workups and deployments to Fourth, Fifth, and Sixth Fleets.

(2) USS XXXX (XXX XX):

(a) MULTISAIL 2020: As AAWC, I planned and executed two live fire Standard Missile engagements that successfully intercepted inbound targets beyond predicted ranges.

(b) Valiant Shield 2020: Coordinated ASW and AAW exercises.



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(c) West Sea Operations 2020: Coordinated ASW and AAW exercises.

(d) Korea BMD Operations December 2020: Coordinated BMD and AAW readiness during real world operations.

e. Subject matter expert areas or instructional/training experience:

(1) Integrated Air and Missile Defense (give specifics)

(a) Anti-Submarine Warfare (give specifics)

(b) Surface Warfare (give specifics)

(c) Ballistic Missile Defense (give specifics)

(d) Mine Warfare (give specifics)

f. Tactical courses completed:

(1) Anti-Submarine Warfare Evaluator – March 2018

(2) SWOS Advanced Ship handling and Tactics – November 2018

(3) Aegis CSO Track II – November 2019

(4) Aegis BMD Systems/TACOPS – November 2019

g. (for Division Officers only): Based on my year group, I am/am not yet eligible to be screened for Department Head. I have/have not been selected for Department Head. (for Department Heads only): I have/have not had the opportunity to complete the Command Qualification Exam (CQE). I have/have not successfully completed the CQE.

h. I do/do not have co-location application on file. My husband/wife/spouse/partner is stationed at XX. (as applicable)

i. I am/am not a SWO Nuke Option

j. I have/have not applied for other special programs. I have applied for XX. (as applicable)

k. I understand that I must apply for a Top Secret/Sensitive Compartmented Information clearance and I have my Commanding Officer's support to do so.

l. I understand that if accepted, I will be detailed to a follow-on WTI production shore tour of a minimum of (2) years, and consideration will be given to my Department Head slating (if applicable) to leverage my WTI expertise for the benefit of the Fleet.

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m. How did you hear about the WTI program? (this is to help us know where our recruiting efforts have been effective and does not weigh into the voting of your WTI application)

(MEMBER)

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**WTI PROGRAM RED CHIP INFORMATION SHEET TEMPLATE**

1520

Code/Serial #

DD Mon YY

From: LCDR/LT/LTJG/ENS \_\_\_\_\_,USN, Designator

To: Commander, Naval Surface and Mine Warfighting Development Center

Via: Commanding Officer, USS SHIP (DDG 1)

Subj: WARFARE TACTICS INSTRUCTOR RED CHIP INFORMATION SHEET

1. The following nomination package is submitted for consideration to the Navy Surface Warfare Tactics Instructor (WTI) program. Required information is provided below and in attached enclosures.

a. Personal Background:

(1) Last, First Middle Initial, Rank, Designator

(2) PRD: MMMYY

(3) Promotion Year Group/Commissioning Month:

(4) Current billet:

(5) Previous billets:

(a) Anti-Submarine Warfare Officer, USS UNDERWAY (XX ##), Norfolk, VA, June 2007-August 2009

(b) Fire Control Officer, USS UNDERWAY (XX ##), Yokosuka, Japan, November 2009-April 2011

(6) DOD ID #:

(7) Personal Contact:

(a) Work Email:

(b) Personal Email:

(c) Work Phone:

Enclosure (2)

- (d) Cell Phone:
- (8) Current or previous afloat Commanding Officer contact:
  - (a) Work Email:
  - (b) Work Phone:
- b. WTI Community preference: (IAMD, AMW, ASW/SUW, MIW)
  - (1) Primary:
  - (2) Alternate: (as applicable)
- c. Qualifications, watch positions and additional designations:
  - (1) Anti-Air Warfare Coordinator
  - (2) Anti-Submarine Warfare Evaluator
- d. Tactical courses completed:
  - (1) Anti-Submarine Warfare Evaluator – March 2008
  - (2) SWOS Advanced Ship handling and Tactics – November 2008
  - (3) Aegis CSO Track II – November 2009
  - (4) Aegis BMD Systems/TACOPS – November 2009
- e. (for Division Officers only): Based on my year group, I am/am not yet eligible to be screened for Department Head. I have/have not been screened for Department Head. I have/have not been selected for Department Head. (for Department Heads only): I have/have not had the opportunity to complete the Command Qualification Exam (CQE). I have/have not successfully completed the CQE.
- f. I do/do not have co-location application on file. My husband/wife/spouse/partner is stationed at XX. (as applicable)
- g. I have/have not applied for other special programs. I have applied for XX. (as applicable)
- h. I understand that I must apply for a Top Secret/Sensitive Compartmented Information clearance and I have my Commanding Officer's support to do so.

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i. I understand that if accepted, I will be detailed to a follow-on WTI production shore tour for **up to two (2) years**, and consideration will be given to my Department Head slating (if applicable) to leverage my WTI expertise for the benefit of the Fleet.

j. How did you hear about the WTI program? If you were referred to the program, please name the referring officer.

(MEMBER)